

Pecyn Cymorth
Sgiliau Hanfodol
Cymru



Wales
Essential Skills
Toolkit

WEST Offline Assessment Tool guide v1.0

TRIBAL

The WEST Offline Assessment Tool provides a way for learners at your organisation to sit screeners and initial assessments in an “offline” environment without an internet connection, and for the results of these assessments to be sent back to the online WEST platform at a later time.

1. Install (admin or tutor)

Note: the WEST offline tool is only for use on laptops (Windows, Mac, Linux), not mobile devices.

- Ensure you have Oracle’s “Java Runtime Environment” (JRE) installed.
- From the online WEST platform, follow the instructions for downloading and installing the offline tool. The download will include both screeners and initial assessments for all courses currently available.
- Immediately following installation, launch the offline tool and set a passcode which follows the security policy of your organisation. (It must be at least 4 characters long, but there are no other restrictions.) Any tutor using the offline tool will need to know the passcode you have set for this laptop. They will need this **in addition** to their own personal WEST tutor account details in order to launch the offline tool. The passcode is used to encrypt the learner data that the tool contains and provides a degree of security.

Before offline assessment sessions are due to take place, make sure that:

- tutors administering offline assessment sessions have accounts on the online WEST platform
- learners sitting offline assessments have accounts on the online WEST platform, with the correct courses (and initial assessment start levels) assigned to them
- everyone’s accounts are synced with the offline tool (see next section).

Note:

- The launch panel is the “engine” that runs the offline tool. You must keep the launch panel open in the background while using the offline tool in your browser.
- **Tutors, the first time you sign in using the offline tool, you must have internet access. Only after you have done this will the offline tool allow you to sign in again without an internet connection.**

2. Sync accounts (tutor)

If you wish registered learners to be able to sit **initial assessments** (as opposed to unregistered screeners – see below), their WEST accounts first need to be synced with the offline tool while you have an internet connection.

Tutor – launch the tool and sign in

- Start the offline tool and, when prompted, enter the security passcode for this laptop (which will have been set by the person who performed the installation). Press the **Launch** button to launch the offline tool in your default browser.
- Click ‘Sign in as tutor’ and enter your WEST tutor account details, including your username, password and organisation.
- Check that the offline tool has been able to connect with the online WEST platform. There should be a message in the top right of your screen saying ‘You are online.’ If you have no internet connection, or if there was a problem connecting, the message will say ‘You are offline.’ In this case, the button allowing you to sync accounts will be disabled.

Tutor – download your learner accounts

- In the 'Get accounts' tab, press the 'Get account updates from WEST' button. When you see the message 'List of accounts updated', all the learners in your tutor groups will be listed, and they will all now be able to sign into the offline tool. Do this whenever you have any new or revised learner accounts in the tutor groups you manage.
- Remember to check that the names and details of the learners who will be taking initial assessments offline appear correctly in this list **before** you go out to visit them. Remember that learners will need their WEST username and password in order to use the offline tool.

3. Sit initial assessment offline (registered learner)

Note: initial assessments are extensive tests of 40 or 50 questions that give learners an appraisal of their current skills levels.

Tutor – launch the tool

- Start the offline tool and, when prompted, enter the passcode. Press the **Launch** button to launch the offline tool in your default browser.
- Pass the laptop to the learner. They will need to know their WEST username and password. (Their password will be as set when their account was created on the online WEST platform, and should follow the convention for passwords at your organisation.)

Learner – sign in and sit the assessment

- Click 'Sign in as learner' and enter your WEST account details as advised by your tutor, including your username and password. You'll see your 'My courses' page, which lists the WEST courses you're enrolled in.
- Press the 'Start' button for your course assessment. Read the instructions and try the practice assessment. When you're ready to take your assessment, press the 'Launch assessment' button.
- At the end of the assessment, you'll see your detailed results. Log out when you've finished. Your tutor will advise you on your next steps.

Tutor – review the assessment result

- If you need to review a learner's initial assessment results straight away (before it's sent to the WEST platform), sign into the offline tool, find the learner in the list, and select the link 'Result ready to upload'. The initial assessment results page opens in a new browser window.

4. Sync assessment results (tutor)

Note: tutors need to have an internet connection for this step. There is no set time limit for uploading results to the WEST platform, but we recommend you do this as soon as possible following the offline assessment session.

Tutor – launch the tool and sign in

- Start the offline tool and, when prompted, enter the passcode. Press the **Launch** button to launch the offline tool in your default browser.
- Click 'Sign in as tutor' and enter your WEST tutor account details, including your username, password and organisation.

- Check that the offline tool has been able to connect with the online WEST platform. There should be a message in the top right of your screen saying 'You are online.' If you have no internet connection, or if there was a problem connecting, the message will say 'You are offline.' In this case, the button allowing you to sync results will be disabled.

Tutor – upload the initial assessment results

- In the 'Update results' tab, the 'Send results to WEST' button will be available if there are results in need of uploading. (Otherwise, the button is greyed-out and a message is seen: 'There are no results to upload.')
- Press the button. When you see the message 'Results uploaded', all the new assessment results will have been sent to the WEST platform. (If you were to sign into the platform as a tutor, you'd see no distinction between results uploaded from the offline tool and assessments that were taken online by other learners.)
- The 'Initial assessment status' column shows which results are now online.

5. Sit screener offline (unregistered learner)

Note: screeners are short tests of 15 questions that give learners a rough guide to their overall skills level. The screening stage usually applies to learners who have not yet registered on the WEST online platform. If your offline learners are sitting **screeners only** (rather than initial assessments), there is nothing for the tutor to download before you begin. Instead of signing in, learners taking screeners provide some basic personal information, and will also need to be advised what to enter as their 'ID' (which could be, for instance, their unique personal reference within your organisation).

Tutor – launch the tool

- Start the offline tool and, when prompted, enter the passcode. Press the **Launch** button to launch the offline tool in your default browser.
- Pass the laptop to the learner. Tell them to click on 'Take a 10 minute screener' and advise them of their 'ID', where available, or otherwise suggest they type their date of birth.

Learner – sit the screener

- Click on the 'Take a 10 minute screener' link and enter your personal details together with your ID or date of birth, as advised by your tutor.
- Press the 'Go' button to reveal the screener links, and select the one agreed with your tutor.
- At the end of the screener, you'll see your results summary. Your tutor will advise you on your next steps.

Tutor – review the screener result

- If you need to review a learner's screener result straight away (before it's sent to the WEST platform), sign into the offline tool and select the 'Screeners' option at the top. Find the learner in the list and select the link 'Result ready to upload'. The screener result page opens in a new browser window.

6. Sync screener results (tutor)

Note: tutors need to have an internet connection for this step. There is no set time limit for uploading results to the WEST platform, but we recommend you do this as soon as possible following the offline screener session.

Tutor – launch the tool and sign in

- Start the offline tool and, when prompted, enter the passcode. Press the **Launch** button to launch the offline tool in your default browser.
- Click 'Sign in as tutor' and enter your WEST tutor account details, including your username, password and organisation.
- Check that the offline tool has been able to connect with the online WEST platform. There should be a message in the top right of your screen saying 'You are online.' If you have no internet connection, or if there was a problem connecting, the message will say 'You are offline.' In this case, the button allowing you to sync results will be disabled.

Tutor – upload the screener results

- Select the 'Screeners' option at the top. The 'Send results to WEST' button will be available if there are results in need of uploading. (Otherwise, the button is greyed-out and a message is seen: 'There are no results to upload.')
- Press the button. When you see the message 'Results uploaded', all the new screener results will have been sent to the WEST platform. (If you were to sign into the platform as a high-level administrator, you'd see these results in the platform reports.)
- The 'Screener status' column shows which results have been uploaded.