



Centre Direct

Progress Tests

Learner User Guide

Version 2.0

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About this guide

This guide will give you the information you need to use OpenAssess Centre Direct. It is designed to support you in your use of progress tests. You should familiarise yourself with the information in this guide before using the OpenAssess Centre Direct system.

AQA Learner Support contact details

If there is anything that you need to know that isn't covered here, or you require any extra support, you should contact the AQA Learner Support team. Support is currently offered by email.

Email: onlineprogresstests@qa.org.uk

Getting Started – Learners

Your teacher will have provided you with the link to access the progress tests.

Step 1: Go to the AQA OpenAssess website

Click on this link, copy/paste or type it into the address line of your browser:

<https://aqa.openassess.co.uk/openassess/login.aspx>

Step 2: Login screen

You will be presented with the login screen.

OpenAssess Welcome, Guest

Login

Username: Password:

Login

[I cannot access my account](#)

Create learner account

Creating a learner account is free and will give you access to the tests available at your centre. You will also be able to save and share your results.

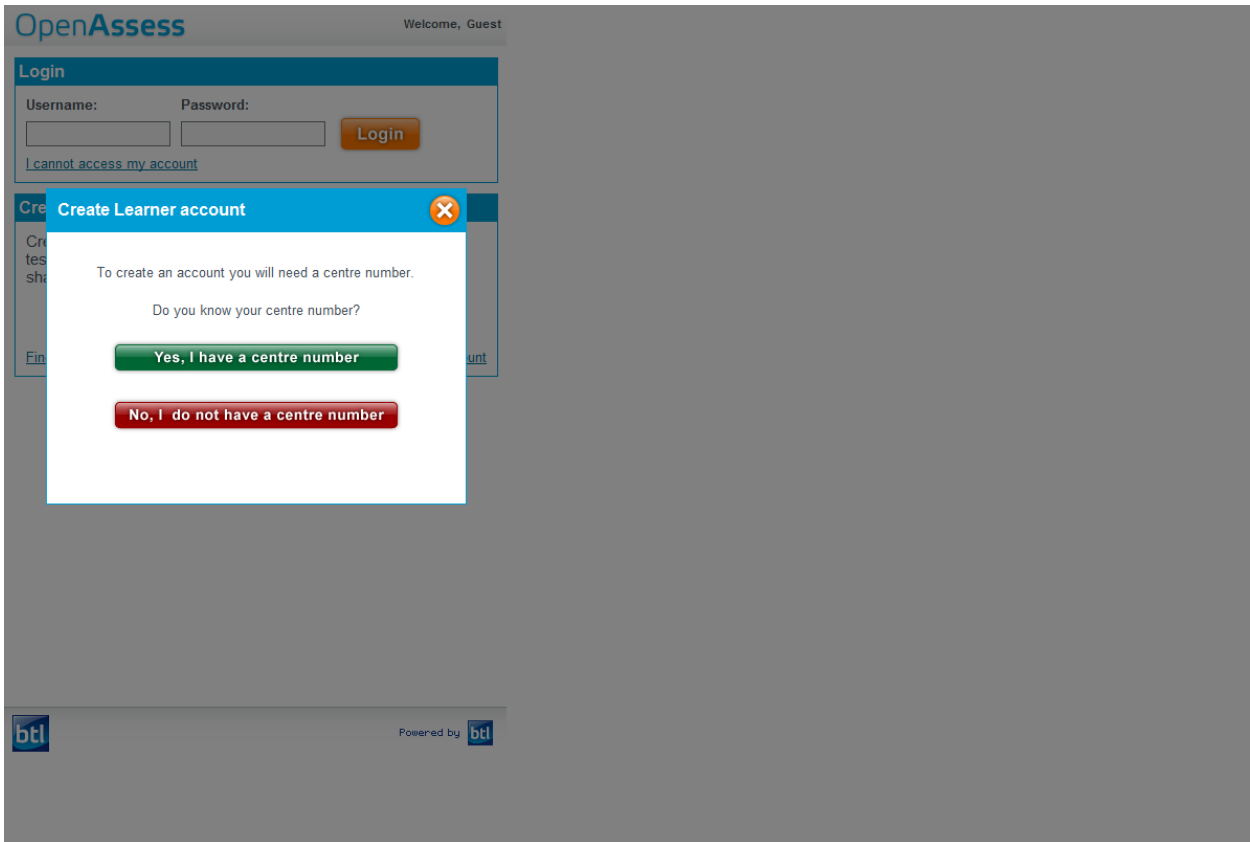
Create Learner Account

[Find out more about OpenAssess](#) [Create teacher account](#)

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Step 3: Create Learner Account

Click on the Create Learner Account button.



You need a centre number to register and will be asked if you know it. If you do not, you will need to ask your teacher.

Click the Yes I have a centre number button.

Step 4: Create an Account



OpenAssess Welcome, Guest

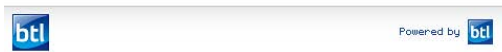
Create an account ✕

Your Centre Details Options Confirm

Thank you for choosing to create an account.

Please enter your centre number. ?

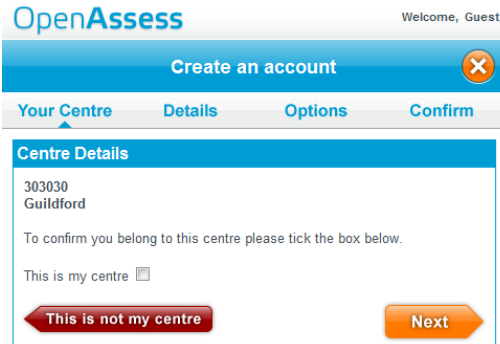
Find Centre



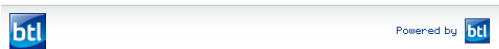
Enter your centre number and click the Find Centre button.

Centre Direct - Learner User Guide

You will be presented with a Centre Details box and asked to confirm by checking the tick box that the details displayed (centre number and town) are those for your centre, then click the Next button. If the details are incorrect click on the 'This is not my centre button' which will allow you to re-enter your centre number.



The screenshot shows the OpenAssess interface. At the top left is the 'OpenAssess' logo, and at the top right is the text 'Welcome, Guest'. Below this is a blue bar with the text 'Create an account' and a close icon. A navigation menu below that contains 'Your Centre', 'Details', 'Options', and 'Confirm', with 'Your Centre' being the active tab. The main content area is titled 'Centre Details' and displays the following information: '303030' and 'Guildford'. Below this, it says 'To confirm you belong to this centre please tick the box below.' There is a checkbox labeled 'This is my centre' which is currently unchecked. At the bottom of the form are two buttons: a red button labeled 'This is not my centre' and an orange button labeled 'Next'.



Step 4: Input personal details

The screenshot shows the 'OpenAssess' 'Create an account' form. At the top, it says 'Welcome, Guest' and 'Create an account' with a close button. Below this is a navigation bar with 'Your Centre', 'Details' (selected), 'Options', and 'Confirm'. The main heading is 'Please enter your details.' The form fields are: 'User name:' with 'DaveSmith' and a green checkmark; 'First name:' with 'Dave'; 'Surname:' with 'Smith'; 'Choose a Password:' with a masked password and a note 'Minimum of 8 characters. Letters and numbers only.'; 'Re-enter a Password:' with a masked password; 'Secret question:' with a dropdown menu showing 'First Pet's name'; and 'Answer:' with a masked answer. A link 'Why do I need to answer a secret question?' is below the answer field. At the bottom, there are 'Back' and 'Next' buttons, and a footer with 'btl' logos and 'Powered by btl'.

You need to input your personal details. User names must be unique which is why you need to check the availability of your chosen User name, clicking on the Check Availability button.

You also need to input a password that will be easy for you to remember.

You will also be asked to select a secret question or to write your own question and to provide the answer. This will be used in the event that you forget your password.

Once your details are complete, click the Next button.

Step 5: Input email/extra time details

The screenshot shows the 'OpenAssess' interface with the user logged in as 'Guest'. The 'Create an account' button is visible with a close icon. The navigation tabs are 'Your Centre', 'Details', 'Options' (selected), and 'Confirm'. The 'Email' section contains a text box with the instruction 'To receive results via email, please provide your email address.' Below this are two input fields: 'Email address:' and 'Confirm email address:', both containing 'davesmith@hotmail.com'. A link for 'Please read the Terms and Conditions' is provided. The 'Extra time' section contains the text 'If you require extra time to complete your test, please tick the box below.' and 'Please note: You should only tick this box with your teachers agreement.' Below this is a checkbox labeled 'I require extra time:' which is currently unchecked. At the bottom, there are 'Back' and 'Next' buttons. The footer includes the 'bti' logo and the text 'Powered by bti'.

A feature of the system is that you can receive your test results via email. To do this insert your email address and confirm it.

The Extra time function allows 5 minutes extra time to be allotted when taking the test if necessary. This must be agreed with your teacher otherwise the box should remain unchecked.

Click the Next button to continue.

Step 6: Confirm account details

The screenshot shows the 'OpenAssess' interface. At the top left is the 'OpenAssess' logo and 'Welcome, Guest' on the right. Below is a blue bar with 'Create an account' and a close button. A navigation menu has 'Your Centre', 'Details', 'Options', and 'Confirm' (highlighted). The main content area contains instructions to check details and a note about the user name. A box lists account details: Centre (303030), User name (DaveSmith), First name (Dave), Surname (Smith), Secret question (First Pet's name), Answer (Dave), Email address (davesmith@hotmail.com), and Extra time (Not required). A link for 'Terms and Conditions' and a checked checkbox for 'I have read and agree the terms and conditions' are present. At the bottom are 'Back' and 'Create Account' buttons. The footer shows the 'bti' logo and 'Powered by bti'.

OpenAssess Welcome, Guest

Create an account

Your Centre Details Options **Confirm**

Please check your details are correct and read the terms and conditions before creating your account.

Please take a note of your user name for future reference.

Your centre: 303030
User name: DaveSmith
First name: Dave
Surname: Smith
Secret question: First Pet's name
Answer: Dave
Email address: davesmith@hotmail.com
Extra time: Not required

[Please read the Terms and Conditions](#)

I have read and agree the terms and conditions

Back Create Account

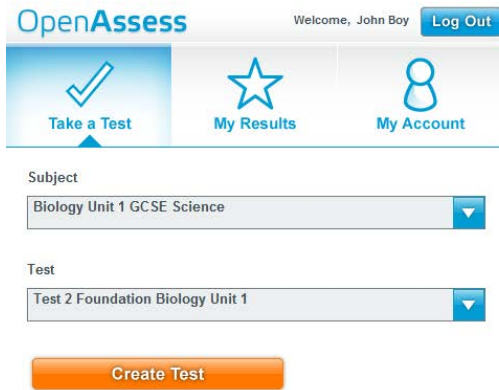
bti Powered by **bti**

Review the account details and if there are any errors use the Back button to correct them. You also need to read and agree to the terms and conditions. You are now ready to create your account by clicking on the Create Account button.

You will then see a confirmation box, confirming that your account has been created and you will be logged in to the system.

OpenAssess Interface

You will see the OpenAssess home page where you receive a personal welcome. The Take a Test screen is the default.



The screenshot displays the OpenAssess user interface. At the top left is the 'OpenAssess' logo. To its right, a user is logged in as 'John Boy' with a 'Log Out' button. Below the header is a navigation bar with three main options: 'Take a Test' (highlighted with a blue bar and a checkmark icon), 'My Results' (with a star icon), and 'My Account' (with a person icon). Below the navigation bar are two dropdown menus. The first is labeled 'Subject' and is currently set to 'Biology Unit 1 GCSE Science'. The second is labeled 'Test' and is currently set to 'Test 2 Foundation Biology Unit 1'. Below these dropdowns is a prominent orange button labeled 'Create Test'.

Take a Test

There are tests for use in the classroom and tests for use as homework.

Feedback for each answer is available throughout the test. You will be informed why an answer was wrong. Coaching to help you arrive at the right answer is available for each question.

Step 1: Select subject from the drop down menu

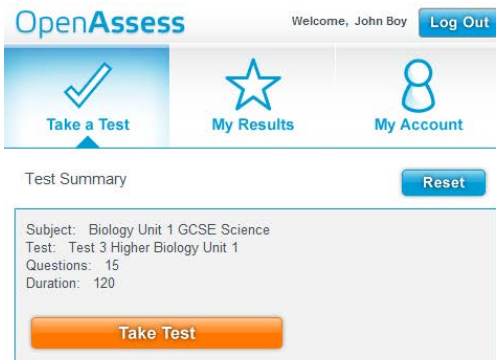
The screenshot shows the OpenAssess user interface. At the top left is the 'OpenAssess' logo. To the right, it says 'Welcome, John Boy' and has a 'Log Out' button. Below this are three navigation buttons: 'Take a Test' (with a checkmark icon), 'My Results' (with a star icon), and 'My Account' (with a person icon). Below the navigation bar is a 'Subject' dropdown menu. The dropdown is open, showing a list of subjects: 'Biology Unit 1 GCSE Science', 'Biology Unit 1 GCSE Science', 'Chemistry Unit 1 GCSE Science', 'GCSE Science (Unit 1) Sample' (which is highlighted in blue), and 'Physics Unit 1 GCSE Science'. Below the dropdown menu is an orange 'Create Test' button.

Step 2: Select the test you want from the Test drop down

The screenshot shows the OpenAssess user interface. At the top left is the 'OpenAssess' logo. To the right, it says 'Welcome, John Boy' and has a 'Log Out' button. Below this are three navigation buttons: 'Take a Test' (with a checkmark icon), 'My Results' (with a star icon), and 'My Account' (with a person icon). Below the navigation bar, there are two dropdown menus. The first is labeled 'Subject' and has 'Biology Unit 1 GCSE Science' selected. The second is labeled 'Test' and has 'Test 2 Foundation Biology Unit 1' selected. A dropdown menu is open below the 'Test' dropdown, showing a list of options: 'Test 2 Foundation Biology Unit 1', 'Test 2 Higher Biology Unit 1', 'Test 3 Foundation Biology Unit 1', 'Test 3 Higher Biology Unit 1' (which is highlighted in blue), 'Overview Foundation Biology Unit 1', 'Overview Higher Biology Unit 1', 'Test 1 Foundation Biology Unit 1', and 'Test 1 Higher Biology Unit 1'. At the bottom left of the page is the 'bti' logo, and at the bottom right is the text 'Powered by bti'.

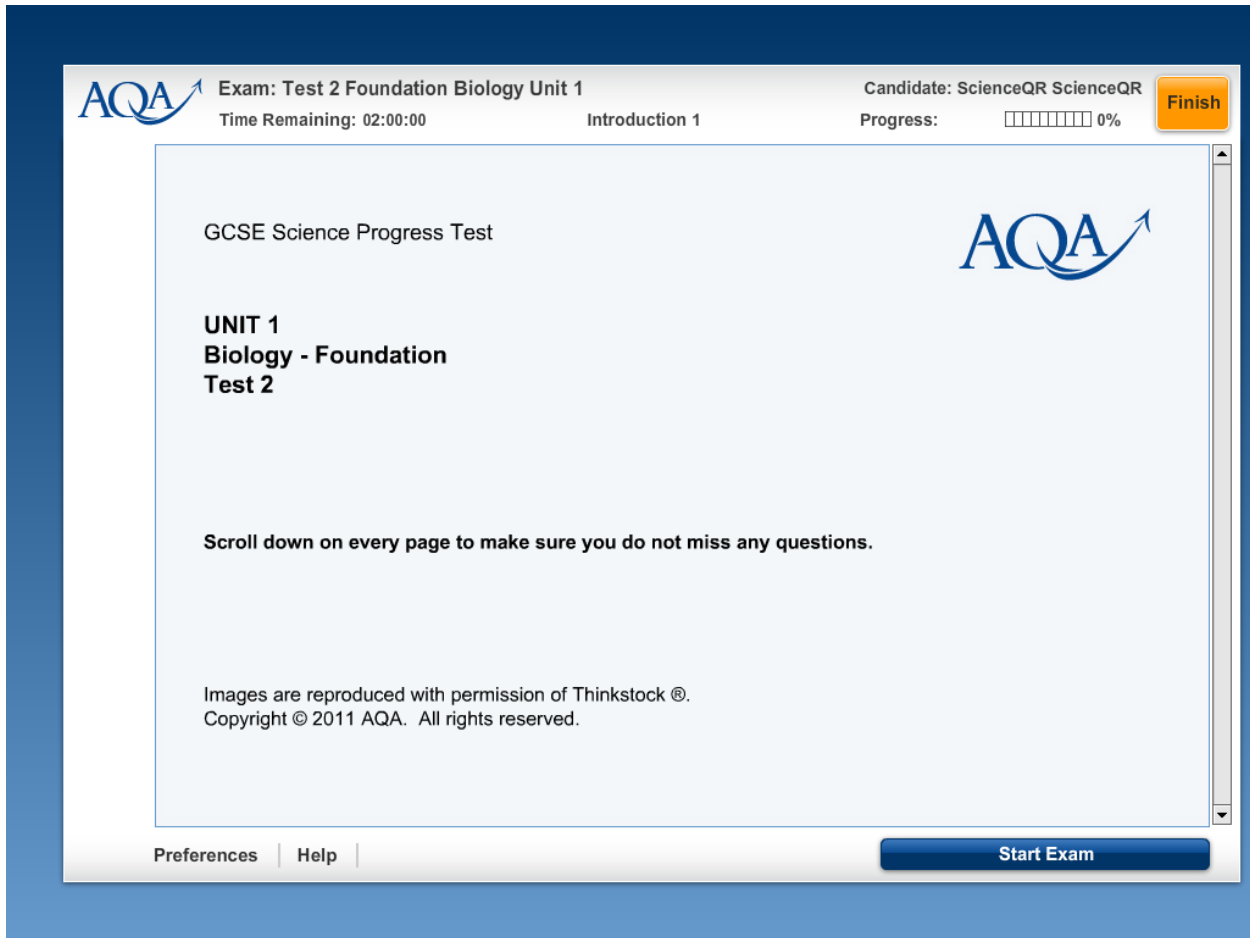
Step 3: Click the Create Test button

The test will now be created which may take a few seconds.



You will now be presented with a Test Summary listing the details of the test you have selected. If this is not the test you want, click the Reset button which will take you back to the Subject and Test dropdowns so that you may revise your selection.

Step 4: Click the Take Test button



You will now be presented with the test. Features of the test include:

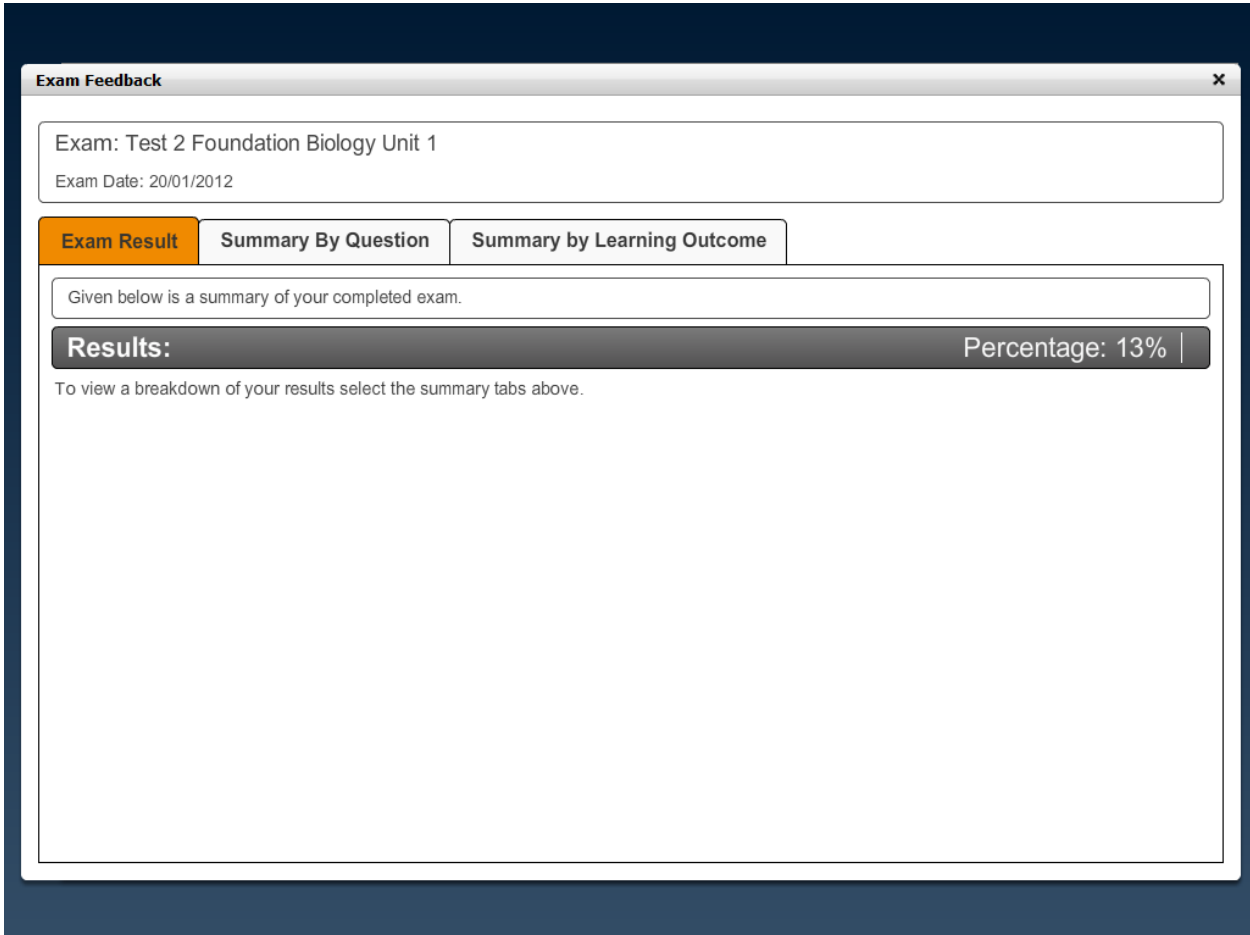
- **Time remaining** so that you are able to see how long you have to complete the test
- **Overall Progress** so that you can see how far through the test you are
- **Help** to provide guidance on the different question types and how the tests work
- **Mark for Review** allowing you to flag a question to return to
- **Preferences** so that you can select your colour preference for the screens
- **View Feedback** so that you can see why an answer is incorrect (homework mode only)

Note that there is a scroll bar on the right hand side of the screen so that you can easily see all parts of each question.

Review

Click on Review to see the Test Result, Summary by Question and Summary by Learning Outcome.

Test Result



The screenshot shows a window titled "Exam Feedback" with a close button (X) in the top right corner. Inside the window, there is a text box containing "Exam: Test 2 Foundation Biology Unit 1" and "Exam Date: 20/01/2012". Below this, there are three tabs: "Exam Result" (which is selected and highlighted in orange), "Summary By Question", and "Summary by Learning Outcome". Under the "Exam Result" tab, there is a text box that says "Given below is a summary of your completed exam." Below that, there is a dark grey bar with the text "Results:" on the left and "Percentage: 13%" on the right. Below the dark grey bar, there is a line of text: "To view a breakdown of your results select the summary tabs above." The rest of the window is empty.

This allows you to see the percentage score achieved.

Summary by Question

Exam Feedback [X]

Exam: Test 2 Foundation Biology Unit 1
Exam Date: 20/01/2012

Exam Result | **Summary By Question** | Summary by Learning Outcome

You can review each of the questions by selecting individual question buttons.

Section 1 Score: 7 out of 54

Q 1	3 / 3	✓	Q 2	0 / 2	—	Q 3	0 / 3	—	Q 4	0 / 4	—	Q 5	0 / 3	—
Q 6	1 / 6	⊙	Q 7	0 / 3	—	Q 8	0 / 5	—	Q 9	0 / 5	—	Q 10	0 / 4	—
Q 11	3 / 3	✓	Q 12	0 / 3	—	Q 13	0 / 4	—	Q 14	0 / 3	—	Q 15	0 / 3	—

Key: ✓ Correct ✗ Incorrect ⊙ Partial Mark — Not Attempted ⓘ Information Screen

This allows you to see at a glance which questions you answered correctly, incorrectly, received partial marks for or did not attempt. If you select a question button you will be directed to the question in the test.

Summary by Learning Outcome

Exam: Test 2 Foundation Biology Unit 1
Exam Date: 20/01/2012

Exam Result | Summary By Question | Summary by Learning Outcome

Topic	Question Feedback	Score*
Application	1 7 8 11 14 	35%
Knowledge/Understanding	2 3 4 9 	0%
Knowledge/Understanding, Application	5 10 15 	0%
Application, Analysis/Evaluation	6 13 	10%
Knowledge/Understanding, Analysis/Evaluation	12 	0%
*The scores in this breakdown are based on the available marks for question items		Overall 13%

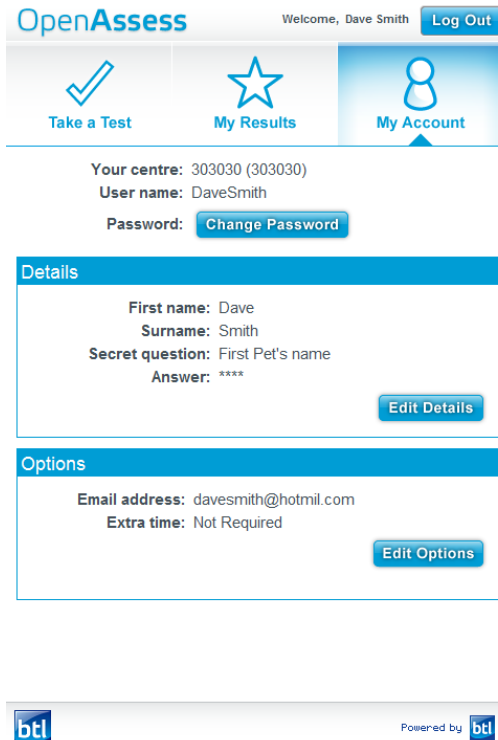
Key: ✔ Correct ✘ Incorrect — Not Attempted

This allows you to see which questions relate to which topics and how you have performed against these topics in percentage terms.

My Account

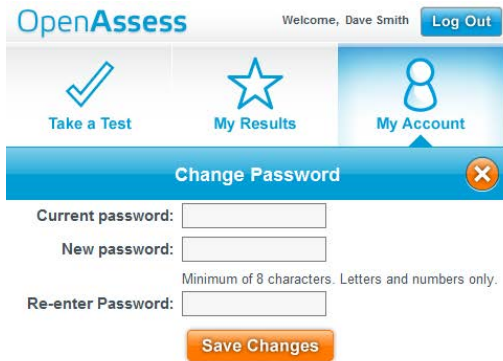
My Account allows you to amend the personal details you entered when creating your account.

Step 1: Click the My Account button



The screenshot shows the OpenAssess user interface. At the top left is the 'OpenAssess' logo. To its right, it says 'Welcome, Dave Smith' and has a 'Log Out' button. Below this is a navigation bar with three buttons: 'Take a Test' (with a checkmark icon), 'My Results' (with a star icon), and 'My Account' (with a person icon and a blue highlight). Below the navigation bar, the user's details are listed: 'Your centre: 303030 (303030)', 'User name: DaveSmith', and 'Password:' followed by a 'Change Password' button. There are two main sections: 'Details' and 'Options'. The 'Details' section shows 'First name: Dave', 'Surname: Smith', 'Secret question: First Pet's name', and 'Answer: ****', with an 'Edit Details' button. The 'Options' section shows 'Email address: davesmith@hotmail.com' and 'Extra time: Not Required', with an 'Edit Options' button. At the bottom left is the 'bti' logo, and at the bottom right is the text 'Powered by bti'.

Step 2: Click the Change Password button



The screenshot shows the OpenAssess user interface. At the top left is the 'OpenAssess' logo. To its right, it says 'Welcome, Dave Smith' and has a 'Log Out' button. Below this are three navigation buttons: 'Take a Test' (with a checkmark icon), 'My Results' (with a star icon), and 'My Account' (with a person icon). A blue banner below these buttons contains the text 'Change Password' and a close button (an orange circle with an 'X'). Below the banner are three password input fields: 'Current password:', 'New password:', and 'Re-enter Password:'. Below the 'New password:' field is a note: 'Minimum of 8 characters. Letters and numbers only.' At the bottom of the form is an orange 'Save Changes' button.



Insert your current password, the new password you want, confirm the new password and save the changes.

Step 3: Click the Save Changes button

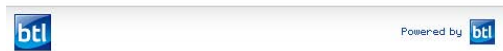
A box will appear confirming the password has been changed.

Further options appear on this screen to Edit Details and Edit Options.

Edit details



The screenshot shows the OpenAssess user interface. At the top, there is a navigation bar with the OpenAssess logo, a welcome message 'Welcome, Dave Smith', and a 'Log Out' button. Below this are three main menu items: 'Take a Test' (with a checkmark icon), 'My Results' (with a star icon), and 'My Account' (with a person icon). A 'Change Password' dialog box is open, featuring a blue header with a close button (X). The dialog contains three password input fields: 'Current password:', 'New password:', and 'Re-enter Password:'. Below the 'New password:' field, there is a note: 'Minimum of 8 characters. Letters and numbers only.' At the bottom of the dialog is an orange 'Save Changes' button.



Yo

ur first name and last name will appear here. If you wish to change these details make the changes and click Save Changes. A box will appear confirming your details have been changed.

Edit Options

OpenAssess Welcome, Dave Smith Log Out

Take a Test My Results My Account

Edit Options

Email

To receive results via email, please provide your email address.

Email address: davesmith@hotmail.c

Confirm email address: davesmith@hotmail.c

[Please read the Terms and Conditions](#)

Extra time

If you require extra time to complete your test, please tick the box below.

Please note: You should only tick this box with your teachers agreement.

I require extra time:

Save Changes

bti Powered by bti

Your email address will appear here. If you wish to change this, make the change and click Save Changes. A dialogue box will appear confirming your options have been changed.

The Extra time function allows 5 minutes extra time to be allotted when taking the test if necessary. This must be agreed with your teacher otherwise the box should remain unchecked.