



Pearson Onscreen Platform (POP)

Local Area Network (LAN) indepth guide

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Version 1.0 October 2014

What's in this guide?

Contents

1 Technical requirements

[Read more](#)

2 Installation

[Read more](#)

3 Administrator Dashboard

[Read more](#)

4 Invigilator Dashboard

[Read more](#)

5 Test Player

[Read more](#)

6 Upgrading POP

[Read more](#)

Section Two

Technical requirements



04 Introduction



05 Minimum specifications



06 Communication & networking



07 Test Player machine setup



In this section

This section will outline the minimum requirements to run the Pearson Onscreen Platform (POP) software,



Please note that the software has been made to run on professional operating systems and we do not support Home edition of Windows.

Introduction

04

In order to successfully run tests, the following four pieces of software will need to be installed:

1. **Exam Centre Service** – on the server or networked computer, to allow local distribution of the software, including communication between the centre and the Pearson server.
2. **Administrator Dashboard** – to allow the administration of the exams and setting up of Invigilators.
3. **Invigilator Dashboard** – to control the test and monitor learner progression.
4. **Test Player** – to allow learners to sit the test.

Connection to the Internet is required only for the Exam Centre Service and this must be available for the duration of the exam. A normal ADSL connection is recommended (1Mb) although higher speeds will enhance the overall performance.

It is essential that all machines used are set to Greenwich Mean Time. This will synchronise with our servers and allow all machines to communicate with each other. You can use Time Protocol to make sure your systems are set up to the correct time.

Minimum specifications

Exam Centre Service PC with:

- Pentium III with 900Mhz processor
- Access to Internet (ADSL 1Mb minimum) via reliable ISP 10/100 Mbps network interface adapter
- Disk space according to centre size and needs a shared drive visible for all network users, with minimum 1Gb of space to be used for installation, test and response packages. This space will vary depending on the number of learners in the centre, the number and the size of tests.
- Windows XP or above
- Microsoft .Net 4.0 (Full or Extended version) or above

Important: Firewall ports that need to be open 52221, 52222, 443

Administrator Dashboard / Invigilator Dashboard PC with:

- Pentium III with 900Mhz processor
- 2Gb RAM memory
- 10/100 Mbps network interface adapter
- Printer (local or network) – optional
- Windows XP (or above)
- Microsoft .Net 4.0 (Full or Extended version) or above

Important: Firewall ports that need to be open 52221, 52222, 443

Test Player PCs with:

- Pentium III with 900Mhz processor
- 1Gb RAM memory
- 100Mb storage capacity
- Minimum 1024 x 768 screen resolution
- 10/100 Mbps network interface adapter (for local mode only)
- Sound recording device (for language assessments)
- Speakers/headphones (for sound-based assessments)
- Windows Media Player 11 (or above)
- Microsoft Visual C++ 2012
- Access to Internet (ADSL 1Mb minimum) via reliable ISP (if online mode)
- Windows XP or above
- Microsoft .Net 4.0 (Full or Extended version) or above

Communication and networking

The Exam Centre Service server communicates via 'https' (Port 443 TCP) to Pearson servers using the two service endpoints below:

The Exam Centre Service client communicates to the Exam Centre Service server over ports 52222 and then incrementally thereafter.

Port range to be open of 52222 – 52250.

Any software firewall on the Exam Centre Service server will need to be open to allow Exam Centre Service to communication.



Important:

Your network must have bi-directional access over port 443 to reach IP/web addresses 159.182.72.158 and btecng.pearson.com.

Test Player machine setup

Before running a test on the Test Player ensure that there are no background applications running. Test Players are designed to stop candidates from using other applications while the Test Player is active.

The Test Player will show an error if an application runs during the test, this could cause the candidate to lose time while the error is resolved.

The prompt for this error is as follows: Test Violation Error - Loss of focus. If you are seeing this error call your account specialist on [0844 463 2535](tel:08444632535) to unblock the relevant Test Player.

Section Three

Installation

09 Overview of software setup



10 Installation



2

In this section

This section will show you how to install and set up the Pearson Onscreen Platform so that you can run onscreen tests for next generation BTEC Firsts (NQF).



You must have administration rights to the computer in order to install this software.

Overview of software setup

09

The Pearson Onscreen Platform installation package consists of **four** separate components as described below:

1. **Exam Centre Service:** This component is installed on your server, although it may be installed on any networked computer. This service runs in the background and is used by the other components of the software to communicate with one another and Pearson.
2. **Administrator Dashboard:** This component should be installed on the Exam Officer's machine. It is used to download the onscreen tests and assign tests to Invigilators.
3. **Invigilator Dashboard:** This component needs to be installed on a computer in all rooms where tests are taking place (usually a teacher's machine). Only one Invigilator Dashboard is needed per room.
4. **Test Player:** These components must be installed on each computer where learners will be sitting tests. It is the program that learners log into in order to sit a test.

When installing the Pearson Onscreen Platform software there is an accompanying **video podcast** to help you with the installation.

Installation

STEP 1 - Installing the Exam Centre Service

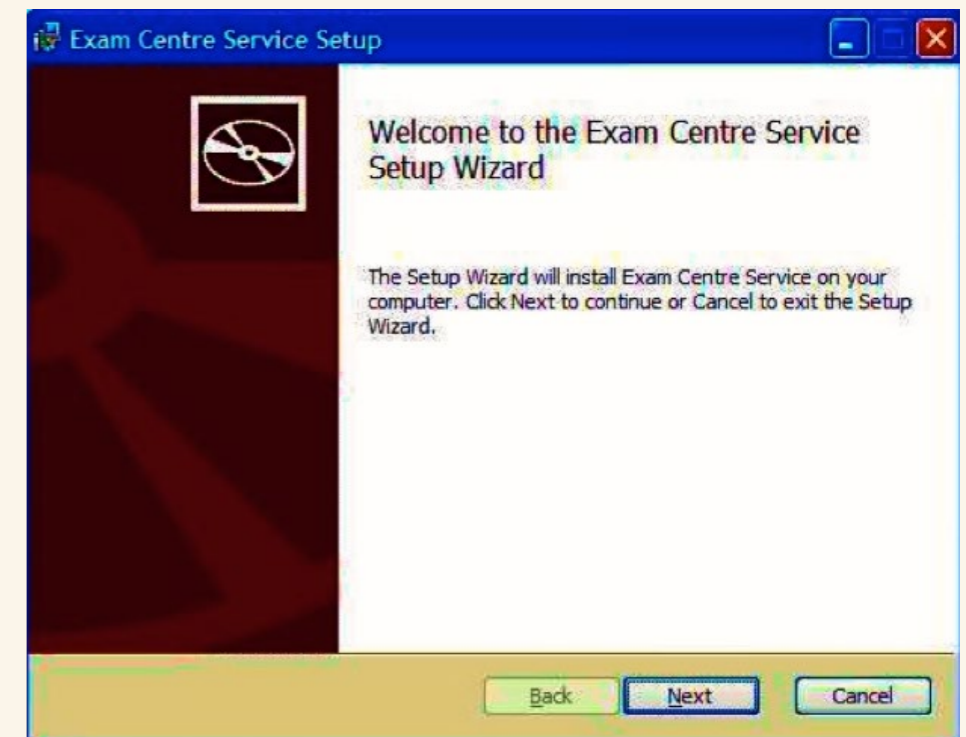
The computers with the Dashboards and Test Players on them must have full access to the Exam Centre Service. Some servers will not allow for full access from networked computers. We would therefore recommend that the Exam Centre Service is installed on a networked machine apart from the server.

This machine must be accessible over the network and have an outgoing connection to the internet.

Good practice is to put the Exam Centre Service on the machine where you intend to install the Administrator Dashboard. This ensures that the Administrator Dashboard has direct access to the Exam Centre Service.

Download the Exam Centre Service installation package by clicking [here](#).

The Exam Centre Service installer is an '.msi' package. To install the programme, run this package on the computer or server you wish to install the Exam Centre Service on and follow the 'setup wizard' instructions onscreen.



Installation

continued



We recommend you use the file paths which are specified in the installation process. Changing these paths may cause errors when the software is running.

If you have a proxy server you may use the enable proxy option in the installer and insert your proxy settings. However, if proxy settings are held elsewhere on the computer (e.g. Internet Explorer) the installer will pick these details up without ticking the 'enable proxy' box.



Proxy settings must be in the correct format:

<http://proxyserver:8080/>

STEP 2 - Installing the Administrator Dashboard, Invigilator Dashboard and Test Player

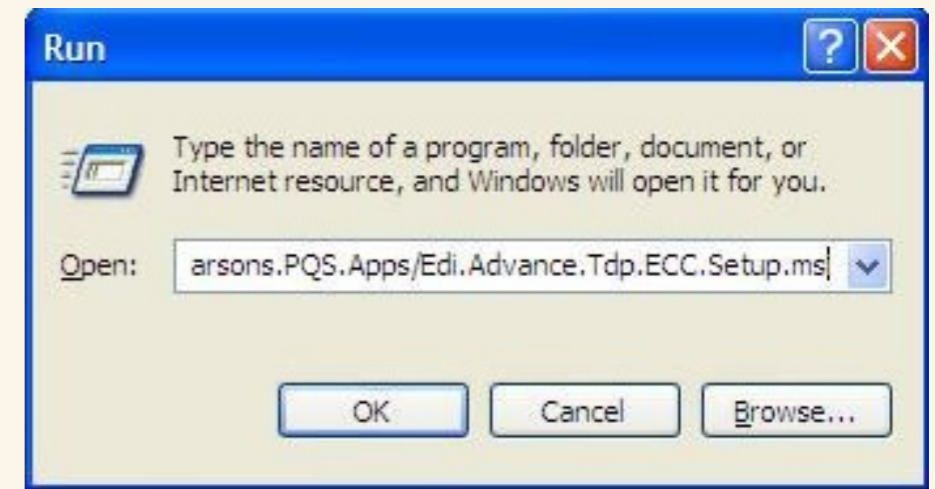
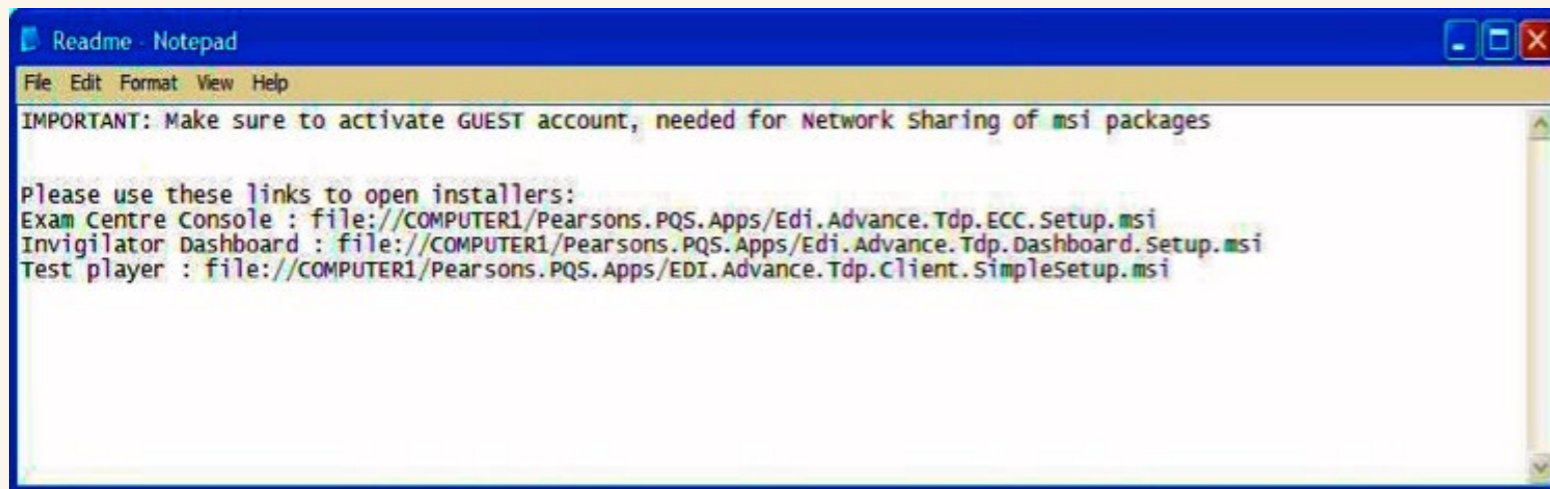
The installation packages for the software will now be available within 'Apps' in the data store folder. From the computer where you wish to install the packages, navigate to the shared data store folder.

- We would recommend that you install the **Administrator dashboard** on the exams officer's computer as the application is used for the administrator of exams.
- **Invigilator Dashboard** must be installed on only one computer in each exam room (to be used by the Lead Invigilator during the test).

Installation continued

- The **Test Player** must be installed on a separate computer to the rest of the software components.

When installing the Test Player it may not be necessary to insert an address into the 'Invigilator's Full Computer Name' box. The software should automatically find the opened Invigilator Dashboard on the network.



If you e-mail a copy of the 'README' notepad (the 'README' file opens by default after installing the Exam Centre Service) to yourself, you can copy and paste the relevant install link contained in the 'README' file to a web browser or into the 'Run' (windows key + R) on the relevant PC.

Installation

continued









STEP 3 - Run the demo test

You will be able to run the demo test titled 'Test unit 1' from the Administrator Dashboard. This will confirm the software has downloaded and that it is working correctly.

Guides and videos for using the Pearson Onscreen Platform software can be found on the Edexcel website. You can also use the live chat within the Edexcel website to contact the support team for further assistance and guidance.

Section Four

Administrator Dashboard 3

- 15 Logging in and server selection 
- 16 Creating invigilators 
- 17 Creating rooms 
- 18 Downloading test package 
- 19 Activating test package 
- 20 Preparing assessment 
- 23 Monitor learner progress 
- 24 Uploading 

In this section

In this section you will be shown how to create new exam rooms, invigilator accounts, and how to set up exams by assigning learners to rooms.

Reminder:

The Administrator Dashboard is used to download, activate and assign tests to specific rooms and invigilators within your centre.

It is typically installed on Exam Officer's computer and communicates with the rest of the software.

Logging in and server selection

15

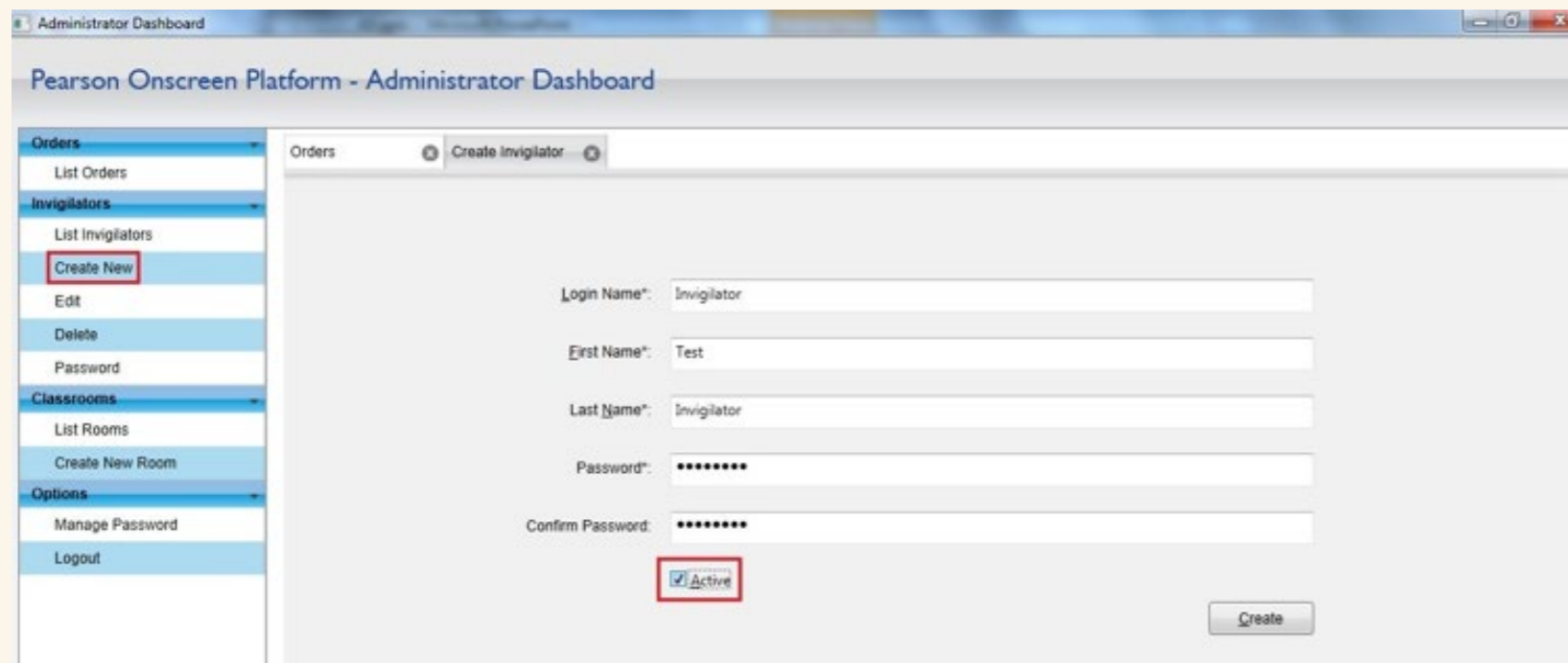
- Log into the Administrator Dashboard
- If you have not received your login details please contact your Account Specialist for further support

- If you can't see your server, try either clicking the 'Refresh' button or 'Add manually'.
- When adding manually, type in the full name (including domain) of the PC where the Exam Centre Service has been installed to, then press 'Test' to make sure the server has been found and click 'Add' to save the changes.

Creating invigilators

Once you have successfully logged in you will need to create an invigilator for the test.

1. Click on 'Create New' under the Invigilators tab in the left hand side menu
2. Complete all of the fields, make sure to tick the 'Active' box and click 'Create'



The screenshot shows the 'Administrator Dashboard' for the Pearson Onscreen Platform. The left-hand navigation menu is expanded to the 'Invigilators' section, where the 'Create New' option is highlighted with a red box. The main content area displays the 'Create Invigilator' form with the following fields: 'Login Name' (Invigilator), 'First Name' (Test), 'Last Name' (Invigilator), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). A checkbox labeled 'Active' is checked and highlighted with a red box. A 'Create' button is located at the bottom right of the form.

3. Make a note of the username and password, which you can pass onto the invigilator
4. Once completed, click 'List Invigilators' to view all the invigilators you have created
5. From here you are able to manage the invigilators by either selecting the 'bin' icon to delete or the 'padlock' icon to change the password

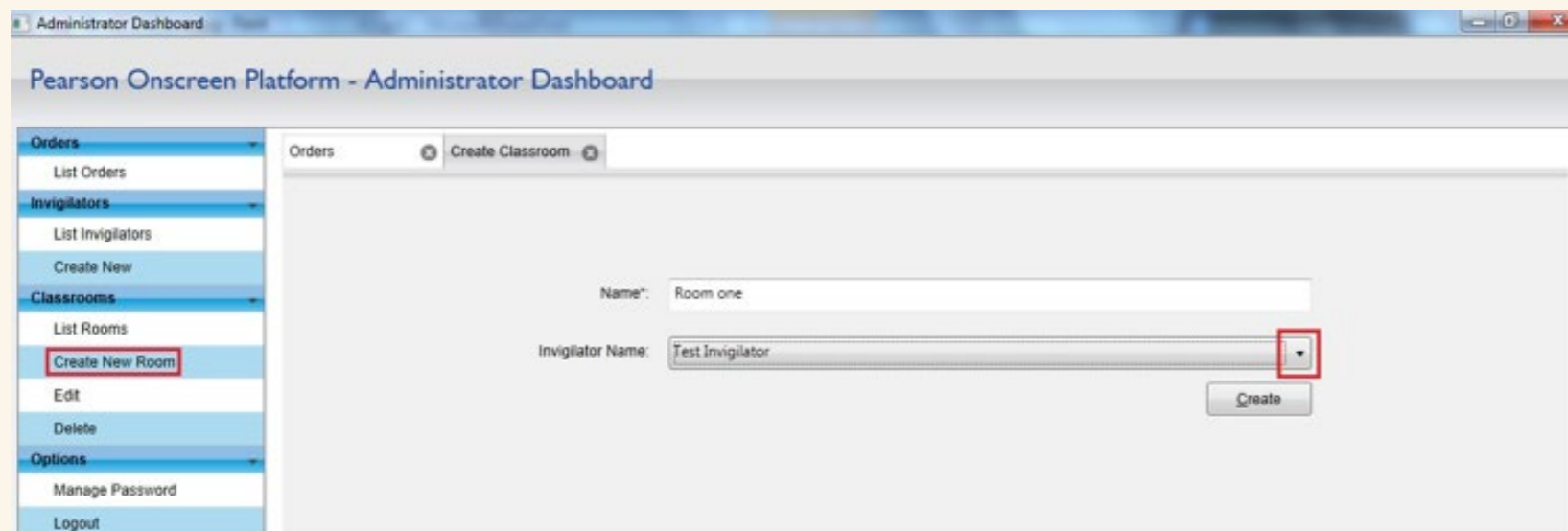


If the invigilator tries to log in with incorrect password more than 3 times, the account will be locked and you need to tick the 'Active' box again to unlock the invigilator

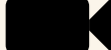
Creating rooms

Once you have created invigilator accounts you need to create a room where you will place the candidates.

1. Click on '**Create New Room**' under the 'Classrooms' tab in the left hand side menu.
2. Name your room and assign the invigilator from the drop-down menu.



3. Once completed, click '**List Rooms**' to view all the rooms you have created
4. From here you are able to manage the rooms by either selecting the 'bin' icon to delete the room or clicking the name of the room to edit the name and change the invigilator

 Watch this [video](#) to find out how to create rooms and invigilators.

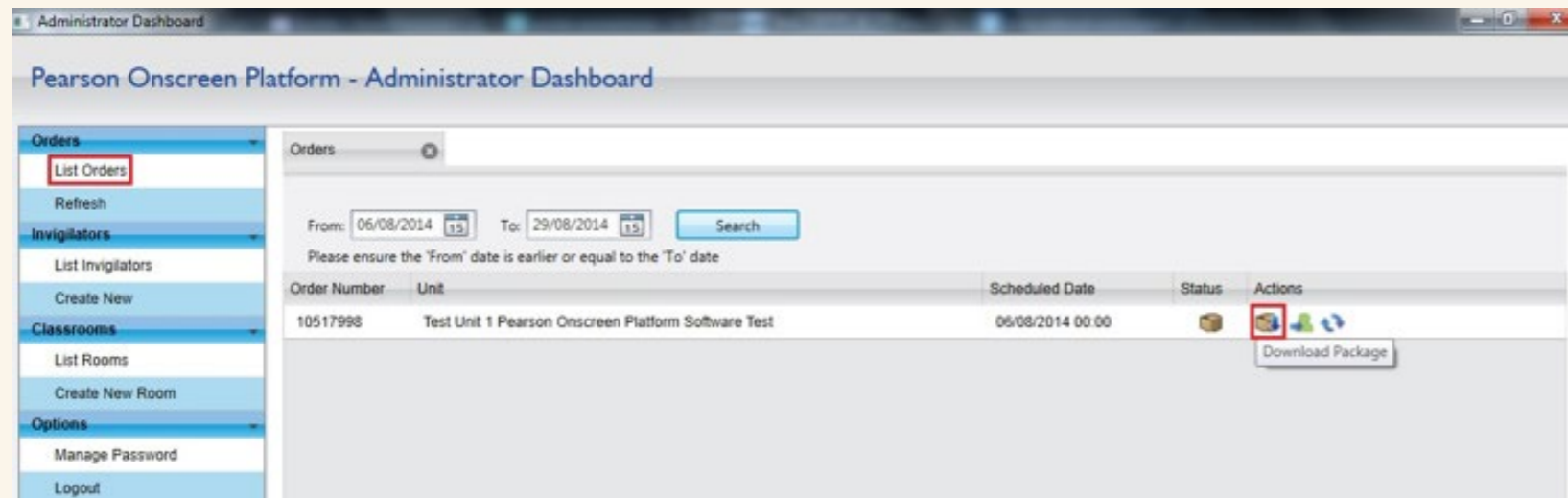


Always assign different invigilator for every room you have created!

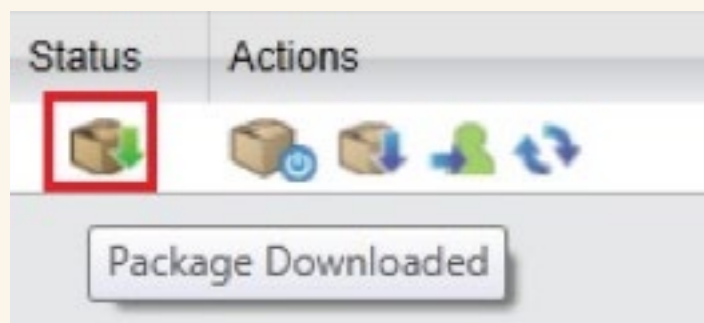
Downloading test package

Now that you have created your rooms and invigilators, you can download the test package.

1. Click on 'List Orders' under the 'Orders' tab in the left hand side menu
2. Select the required test package and click 'Download package' icon from the 'Actions' column



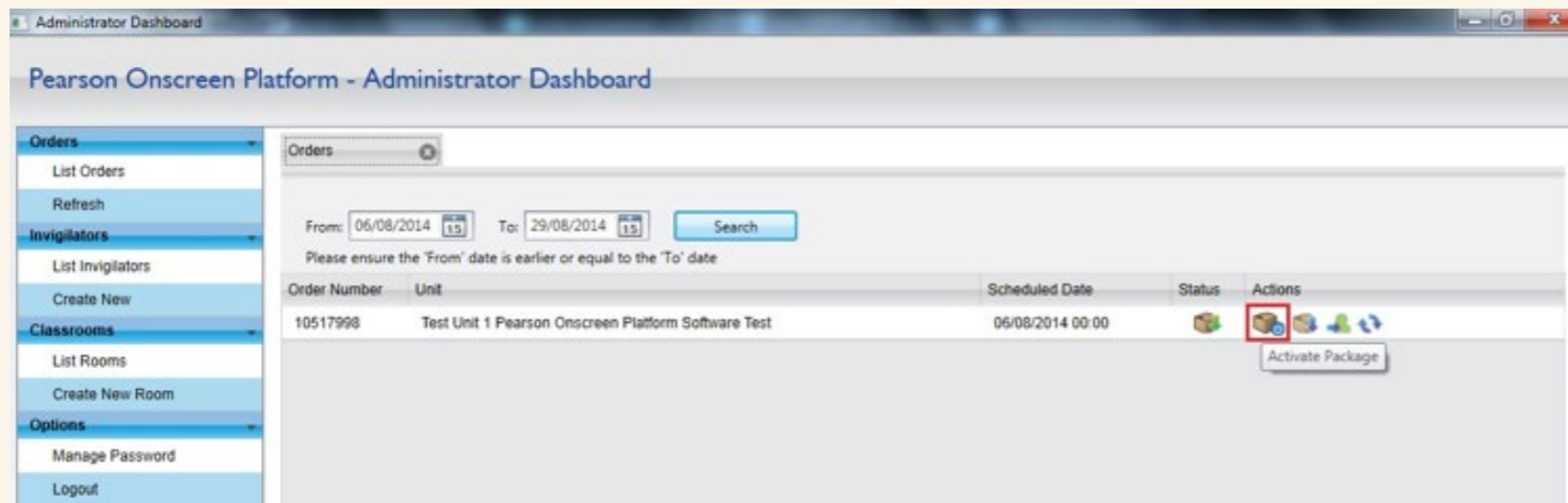
3. If the download doesn't start automatically, click 'Download' button
4. Once downloaded, you will get the confirmation box
5. The status now says 'Package Downloaded'



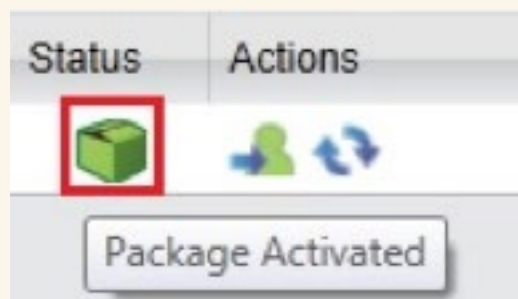
Activating test package

Once the package is downloaded it is important to activate it otherwise you won't be able to see your learners when preparing the assessment.

1. Go back to 'List Orders' page and click the first icon in the 'Actions' column, which now says 'Activate Package'



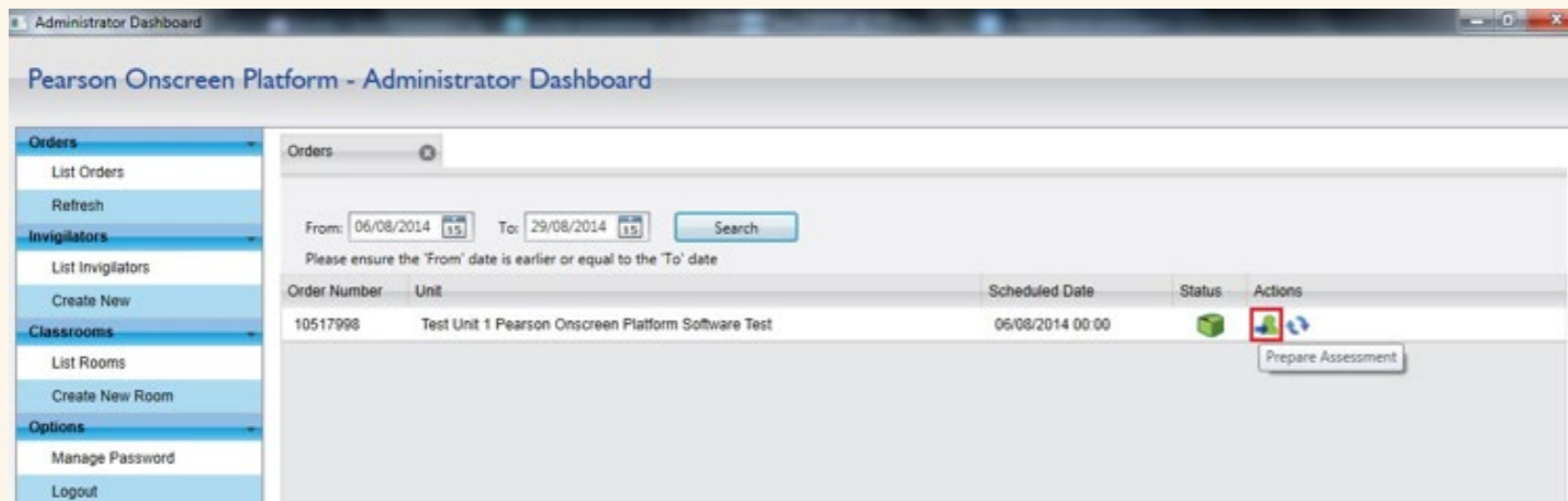
2. On the next screen click 'Activate'
3. Once activated, you will get the confirmation box
4. The status now says 'Package Activated'



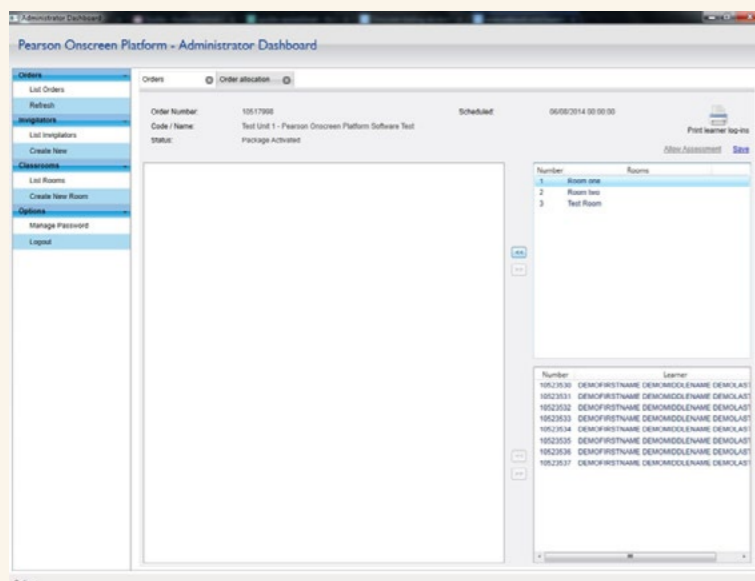
Preparing assessment

Now that the test package is downloaded and activated you can assign your candidates to rooms.

1. On the 'Orders' page, click on the first icon in the 'Actions' column, which now says 'Prepare Assessment'

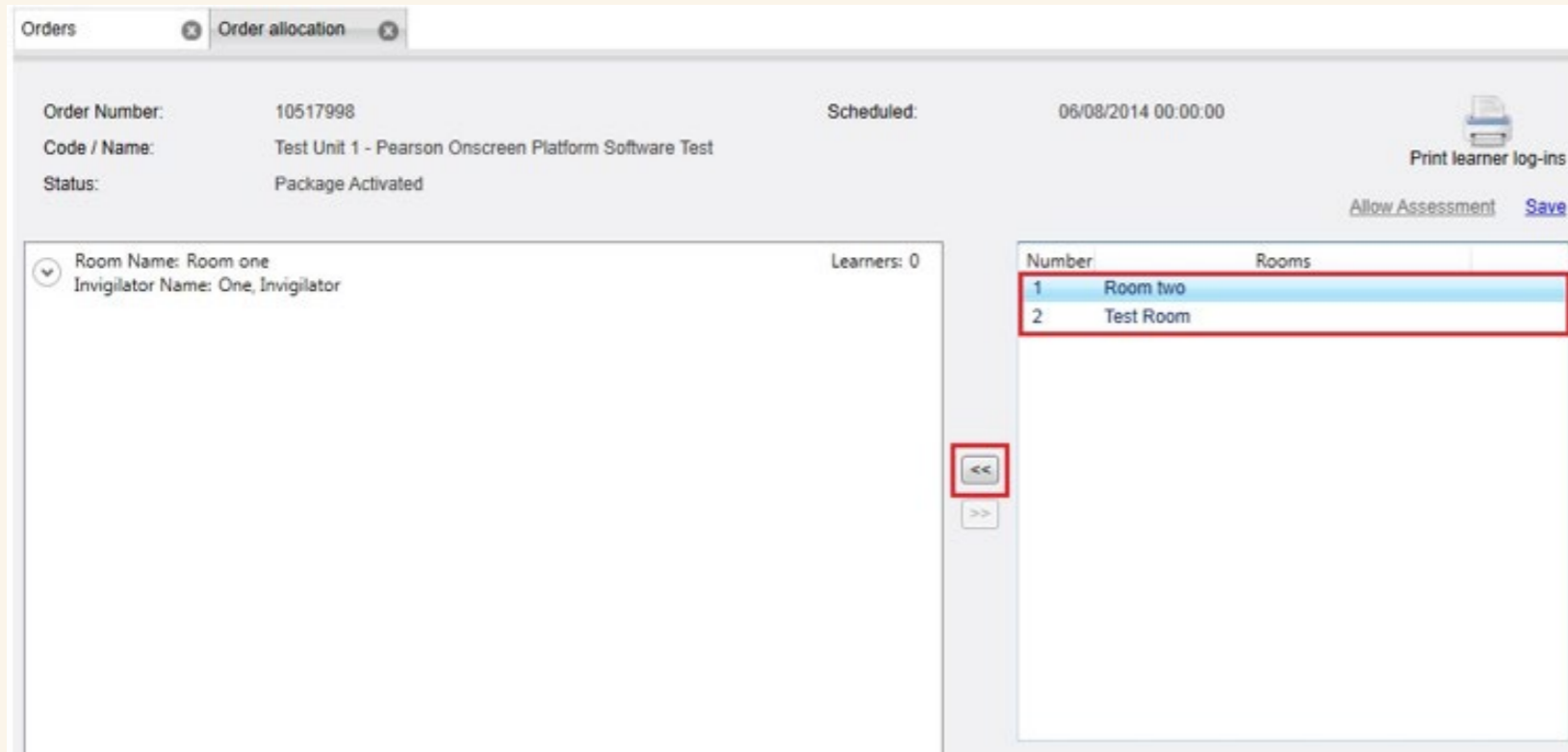


2. New tab will open



Preparing assessment continued




3. Select the room from the upper right hand side window and move it to the main left hand side window by pressing '<<' button




4. Highlight the room in the main left hand side window by clicking on it
5. Select your candidates and move them to your selected room by pressing the '<<' button
6. You can select multiple candidates by pressing 'Shift+click' or 'Ctrl+click' when selecting
7. The candidates are now assigned to 'Room One'

Preparing assessment continued

8. You are able to assign the candidates to different rooms by highlighting 'Room Two' and moving the candidates as shown in previous step
9. It is important to assign all the candidates even if they aren't attending the exam, otherwise you won't be able to save the assessment
10. Once all the candidates are assigned to your rooms, click 'Save' and then 'Allow Assessment'
11. The status now says 'Assessment Allowed'

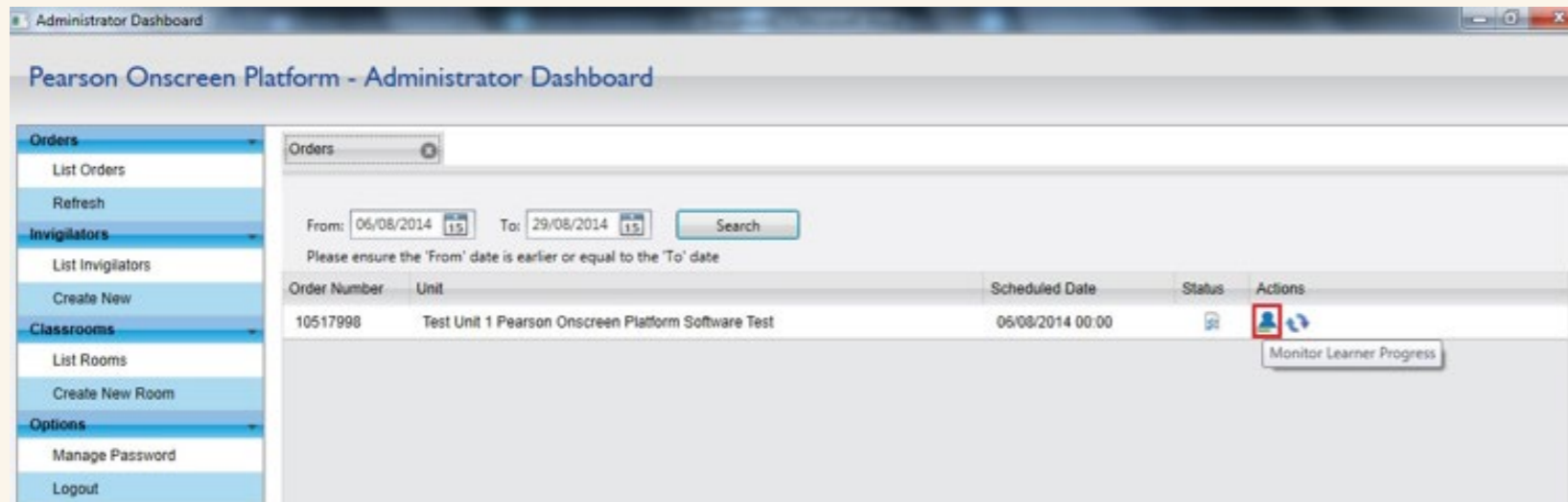
Order Number	Unit	Scheduled Date	Status	Actions
10511121	Test Unit 1 Pearson Onscreen Platform Software Test	30/05/2014 00:00		 

Assessment Allowed

 Watch this [video](#) to find out how to prepare the assessment.

Monitor learner progress

Now the test package is prepared for the candidates to sit the test. You can monitor their progress by clicking 'Monitor Learner Progress' button in the 'Actions' column.

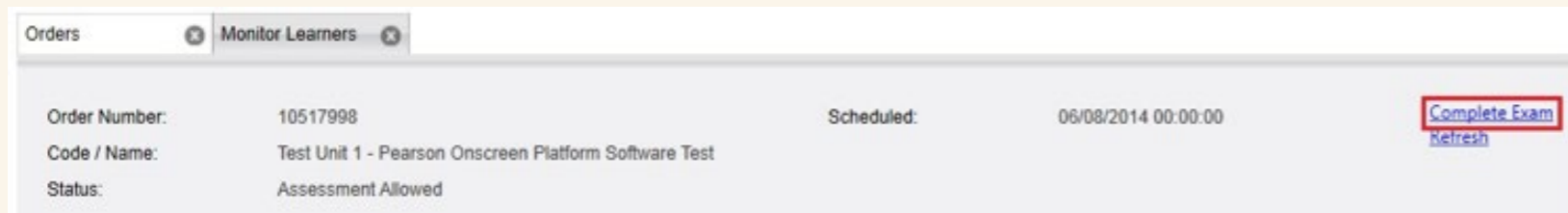


From there you can:

- See the candidates assigned to your rooms
- Mark them as absent if they don't show up for the exam
- See the status of their exam
- Monitor the upload progress

Uploading

Once learners have completed the test it will automatically upload onto Edexcel servers. The 'Uploaded Status' column status will change from 'N/A' to 'Uploaded', and the upload progress bar will turn green. Once all learners have been uploaded or marked absent, please click on 'Complete Exam' to close the test.





Orders Monitor Learners

Order Number: 10517998 Scheduled: 06/08/2014 00:00:00 [Complete Exam](#)

Code / Name: Test Unit 1 - Pearson Onscreen Platform Software Test [Refresh](#)

Status: Assessment Allowed

The status now says 'Assessment Completed'.

Order Number	Unit	Scheduled Date	Status	Actions
10517998	Test Unit 1 Pearson Onscreen Platform Software Test	06/08/2014 00:00		 Assessment Completed

Section Five

Invigilator Dashboard

4

[26 Logging in and server selection](#)[27 Accessing learner login details](#)[28 Starting the test](#)[30 Marking candidates as absent](#)[31 Monitor learner progress](#)[32 Completed tests](#)[33 Checklist for invigilators](#)

In this section

In this section you will be shown how to control and monitor the tests.

Reminder:

The Invigilator Dashboard is used to start tests, monitor test progress, print learner login details and mark candidates as absent.

It is installed on the invigilators PC in every room where exams takes place.

Logging in and server selection

26

- Log into the Invigilator Dashboard
- If you have not received your login details please contact your Exams Officer who will be able to provide one for you

- If you can't see your server, try either clicking the 'Refresh' button or 'Add manually'.
- When adding manually, type in the full name (including domain) of the PC where the Exam Centre Service has been installed to, then press 'Test' to make sure the server has been found and click 'Add' to save the changes.

Accessing learner login details

Every candidate needs the ‘**Order number**’ and their ‘**Learner number**’ in order to log into tests. This information is available on both the Administrator Dashboard (which the Exams Officer has access to) and the Invigilator Dashboard.

- The order number is displayed on the left hand side of the welcome screen
- Click on the ‘**Order**’ to view the assigned candidates and their ‘**Learner numbers**’
- Click on the ‘Print log-ins’ icon to print out your candidates Order and Learner numbers

The screenshot shows the 'Invigilator Dashboard' for 'Test Unit 1 - Pearson Onscreen Platform Software Test'. On the left, a sidebar shows 'Order: 10517995' and 'Total Learners: 8'. The main area displays test details: 'Room: Room one', 'Date: 05/08/2014', and 'Time: 00:00'. A table lists four learners with their IDs (10523530-10523533), names (DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME), connectivity and exam states, and a 01:00 time left. A 'Print log-ins' icon is highlighted in the top right corner of the dashboard.

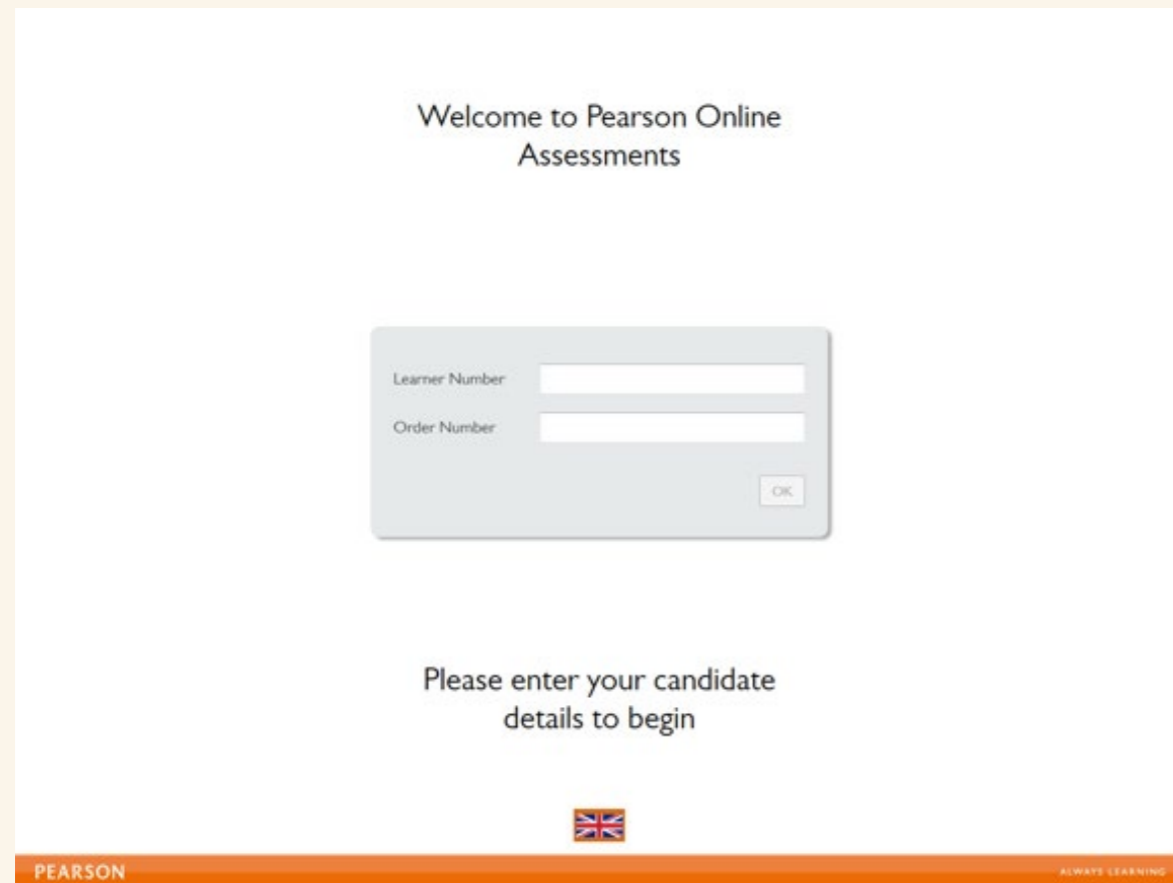
Learner Num	Learner Name	Connectivity State	Exam State	Time Left	Completed Questions / Total C
10523530	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME	🔴	🔴	01:00	0/0
10523531	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME	🔴	🔴	01:00	0/0
10523532	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME	🔴	🔴	01:00	0/0
10523533	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME	🔴	🔴	01:00	0/0

- This information should be printed and cut out so that learners can be handed their relevant login details and should only be given to learners when they are in the test room prior to the start of the test

Starting the test

Once the learners have received their login details, they are ready to log into the Test Player.

All the learner computers should be displaying the welcome screen:



Welcome to Pearson Online Assessments

Learner Number

Order Number

OK

Please enter your candidate details to begin

PEARSON ALWAYS LEARNING

The learners will be able to enter their Order and Learner numbers and click 'OK'. This will log them into the start screen of their test where they need to wait for the invigilator to proceed.







Important:









Make sure to disable any background applications on learner computers before running a test

Starting the test continued

As the learners log in to start the test, the Invigilator Dashboard will update the 'connectivity' and 'exam state':


- Connectivity state will change from Offline [] to Online []
- Exam state will change from Not started [] to Awaiting approval []

1. Select the learners by clicking on their names
2. In order to select multiple learners, hold 'Ctrl' key when selecting
3. Once the learners are ready to start, press the 'Start' button

Learner Numt	Learner Name	Connectivity State	Exam State	Time Left	Completed Questions / Total (
10523530	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			01:00	<input type="text" value="0/0"/>
10523531	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			01:00	<input type="text" value="0/0"/>
10523532	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			01:00	<input type="text" value="0/0"/>
10523533	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			01:00	<input type="text" value="0/0"/>

Awaiting approval

4. The learners will now be able to press 'Start Test' button on their Test Player

 Watch this [video](#) to find out how to start the test.



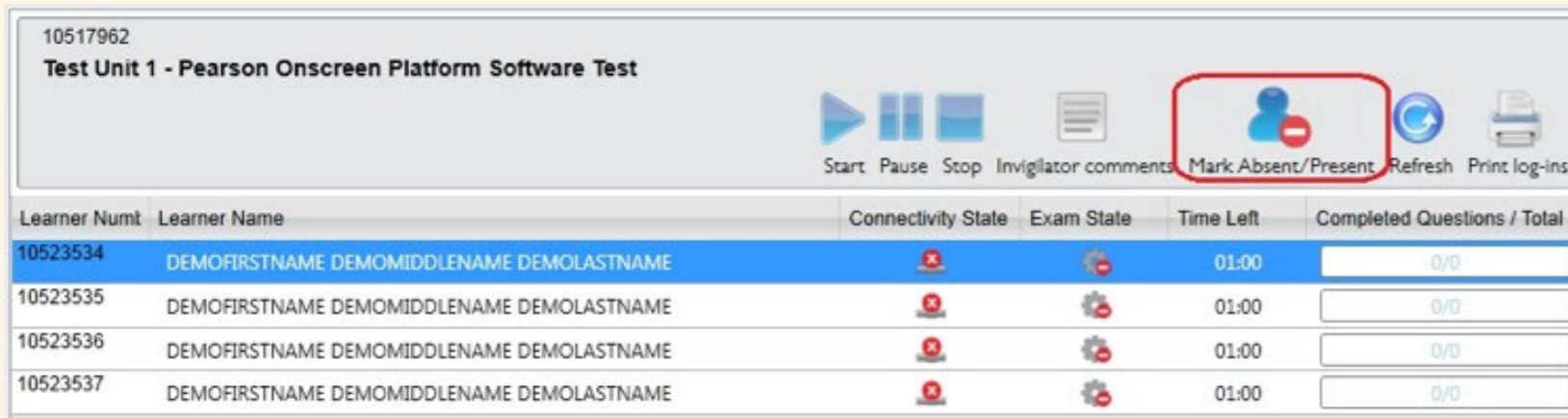
Important:

You must ensure that learners **DO NOT** start the test until you advise them to do so. It is recommended to check the learner details are correct on each of the learner computers, i.e. their name and test.

Marking candidates as absent

If the learners don't show up for the exam, you will need to mark them as absent.


1. Highlight the absent candidate
2. Press 'Mark Absent/Present' button
3. If the learner arrives after being marked as absent, press the button again to mark them as present



The screenshot shows the Pearson Onscreen Platform interface for a test unit. At the top, it displays the test ID '10517962' and the title 'Test Unit 1 - Pearson Onscreen Platform Software Test'. Below the title is a toolbar with several icons: Start, Pause, Stop, Invigilator comments, Mark Absent/Present (highlighted with a red box), Refresh, and Print log-ins. Below the toolbar is a table with the following columns: Learner Num, Learner Name, Connectivity State, Exam State, Time Left, and Completed Questions / Total C. The table contains four rows of data, all with a connectivity state of 'x' and an exam state of 'Absent' (indicated by a red person icon with a minus sign).

Learner Num	Learner Name	Connectivity State	Exam State	Time Left	Completed Questions / Total C
10523534	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME	x	Absent	01:00	0/0
10523535	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME	x	Absent	01:00	0/0
10523536	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME	x	Absent	01:00	0/0
10523537	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME	x	Absent	01:00	0/0

4. The Exam state will now change to Absent []

 Watch this [video](#) to find out how to mark candidates as absent.

Monitor learner progress

You will be able to monitor each learner's progress on the dashboard - how much time is left and how many questions have been answered so far. This is updated in real time as the learner moves to another question in the test.



The screenshot shows a dashboard for 'Test Unit 1 - Pearson Onscreen Platform Software Test'. At the top, there are control buttons: Unpause, Pause, Stop, Invigilator comments, Mark Absent/Present, Refresh, and Print log-ins. Below this is a table with the following columns: Learner Num, Learner Name, Connectivity State, Exam State, Time Left, and Completed Questions / Total Questions. The first row shows a learner with ID 10523530, name DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME, a green connectivity status, an exam state icon, a time left of 00:55, and 3/5 questions completed.

Learner Num	Learner Name	Connectivity State	Exam State	Time Left	Completed Questions / Total Questions
10523530	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			00:55	3/5

Learners with extra time

If you have applied for extra time and the request has been granted for the learner, it will be visible in the 'Time Left' column (additional 25%).



Conduct during the test

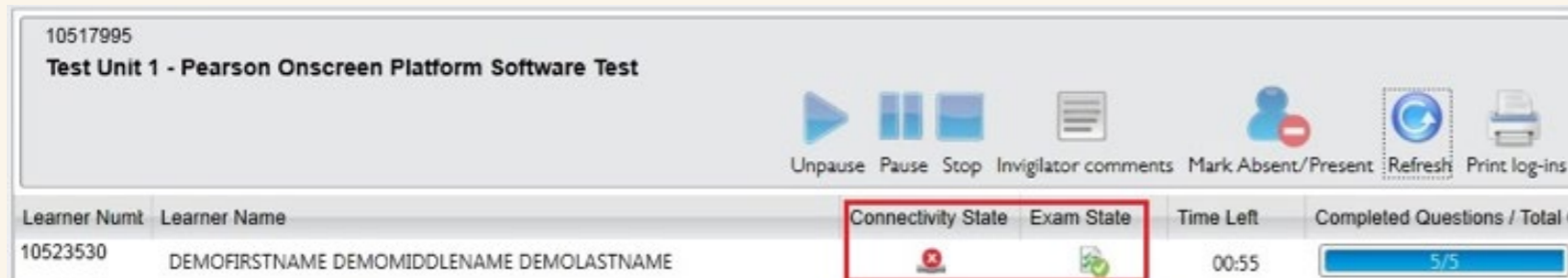
Ensure that all the guidelines in the Instruction for the Conduct of the Examination (ICE) document are followed throughout the duration of the test until learners have left the test room.



Please refer to the ICE document for further information about conduct during the examination.

Completed tests

At the end of each test, learners can click on the 'Finish' button to end the session/complete the test and return to the welcome screen.

- Once a learner has completed the test, their Connectivity state will change to Offline [] and the Exam state will change to Completed [].



Learner Num	Learner Name	Connectivity State	Exam State	Time Left	Completed Questions / Total
10523530	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			00:55	5/5

- This is applicable to learners who have either completed the test or they have run out of time
- Learners should quietly advise you if they finish the test early
- When the learner completes the test, the computer should be displaying the welcome screen
- Click the red cross at the top right hand side of the screen to close the Test Player

Checklist for invigilators

Before the test

- The identity of every learner attending the test has been confirmed
- Learners are seated in accordance with the prescribed seating arrangements
- An IT technician is available during setup and at the start of the test
- Learners have been made aware that they must not end the test without advising an invigilator
- Learners have been instructed not to bring any notes into the test room
- A blank sheet of paper has been provided to all learners for making rough notes. Learners have been notified that these notes will not be marked
- All tests have been unlocked
- The correct learner is sitting the correct test

Checklist for invigilators

During the test

- Exam conditions are being met in accordance with the Instructions for the Conduct of the Examination (Edexcel BTEC Level 1 /Level 2 Firsts)
- Call support immediately in case of technical issues (0844 463 2535)

After the test

- All learners have used the 'FINISH' button to complete the test
- All notes from the learners have been collected and securely destroyed
- Advise the Exams Officer (Administrator Dashboard user) that the test has been completed
- Pass the seating plan and attendance register to the Exams Officer

Section Six

Test Player 5

36 Accessibility guidance



42 Security features



43 Unblocking test violations



44 Connectivity settings



47 Recovering tests




In this section

In this section you will be introduced to the Test Player. It has been designed to serve test candidates and adhere to individual needs, whilst maintaining the security of tests.


Accessibility guidance

Notepad

36

- Activate the notepad via the toolbar 
- The size and colour of the font for your notes can be adjusted using the controls provided
- Notes you make will be kept for the duration of the test. If you leave a question and return to it later, your notes will still be there. You will need to open the notepad again via the toolbar to see them. However, they will be available to you at all times during the test.
- Notes you make are specific to the question they are made on so can only be seen when on that question.
- Notes will not be marked and will be discarded at the end of the test.

Calculator

- If required you will be able to activate the calculator via the toolbar 
- You are able to copy your calculations directly into the working box when the question requires it with a button on the calculator called ‘copy to working box’.


Accessibility guidance

'Hotspot' questions

- Hotspot questions are completed by selecting an area on a diagram or image corresponding to the correct answer
- When moving the mouse pointer over a diagram containing one or more hotspots it will change into a hand when over a selectable area.
- Click on the area to select it as your answer, it will change colour to indicate that you have selected it

Accessibility guidance

Accessibility

Access to all of the Test Player's accessibility functions can be found on the accessibility panel. It can be activated either by pressing 'Ctrl+e', or clicking the icon on the tool bar [].

All functionality within the Test Player is accessible via the keyboard. You can navigate around the screen by using the tab key and clicking the spacebar to select, or use a dedicated keyboard shortcut. In some cases you can do both.

Keyboard shortcuts

- **Ctrl+d** - next question
- **Ctrl+s** - previous question
- **Ctrl+q** - Open question navigator (repeat to close)
- Use the arrow keys to choose the question you wish to open
- **Ctrl+e** - open the accessibility panel (repeat to close)
- **F2** - switches the focus between the question and the tool bar, so that keyboard users do not have to tab through all elements on screen. When focus is on the toolbar tabbing will remain on the toolbar, and similarly, when the focus is on the question tabbing will remain within the question content.
- **Tab** - move forward between items
- **Shift Tab** - move backwards between items
- **Spacebar** - select/click

Accessibility guidance

Accessibility continued

‘Drag & Drop’ questions

- Keyboard users should tab to and select the option that they think is correct, or the area they want to drag something to.
- Tabbing to and selecting the appropriate counterpart, label or drop area will complete the movement.

‘Drop-down box’ questions

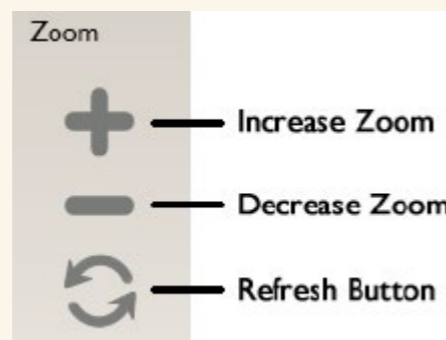
Keyboard users should tab to the drop-down box they require and use the up and down arrow keys to choose the answer they wish to select.

Enlarging visual media

Right-clicking with the mouse on visual media, such as pictures and diagrams toggles between normal and full screen view.

Zoom

- Zoom functionality can be accessed via the accessibility panel.
- Adjust the zoom level using the plus and minus buttons provided. Zoom level can be reset to the default level using the refresh button



Accessibility guidance

Accessibility continued

Use the directional buttons found on the same part of the accessibility panel to navigate around the screen.



Colour Filters

A number of coloured filters can be activated using the accessibility panel.



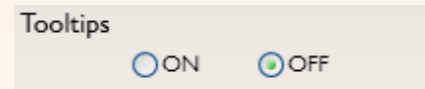
These are intended to mimic the action of coloured overlays used by some dyslexia sufferers, who find them useful when interacting with text-based materials. However, some of the videos and animations used within our tests are difficult to see clearly when using the filters. On questions where there is a video or animation, candidates are advised to temporarily turn-off the filter they are using whilst viewing the video or animation and re-activate the filter once they have viewed it.

Accessibility guidance


Accessibility continued

Tooltips

Additional help on the function of icons/buttons can be activated via the tooltip option within the accessibility panel.



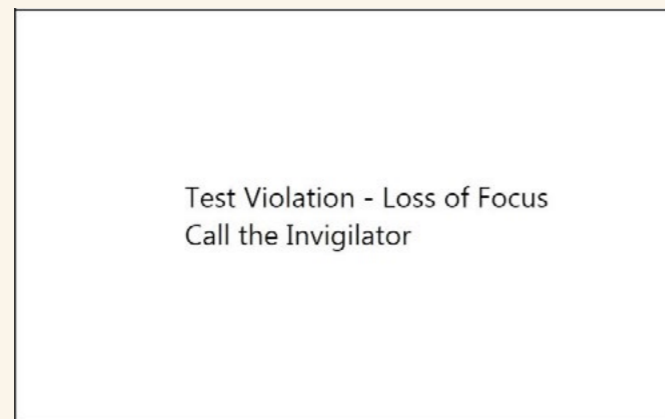
Calculator

- Activate the calculator via the toolbar 
- The calculator is keyboard accessible and can be operated using the tab or arrow keys to move to numbers or symbols and the spacebar to select.

Security features

The Test Player is designed to ‘lock down’ the test computer so that candidates cannot access other applications during tests. When a test candidate logs in, any applications which are open, such as an instance of Internet Explorer or Microsoft Word, are closed.

If candidates attempt to come out of the test whilst it is running, they will receive a message saying ‘**Test Violation – Loss of Focus**’.

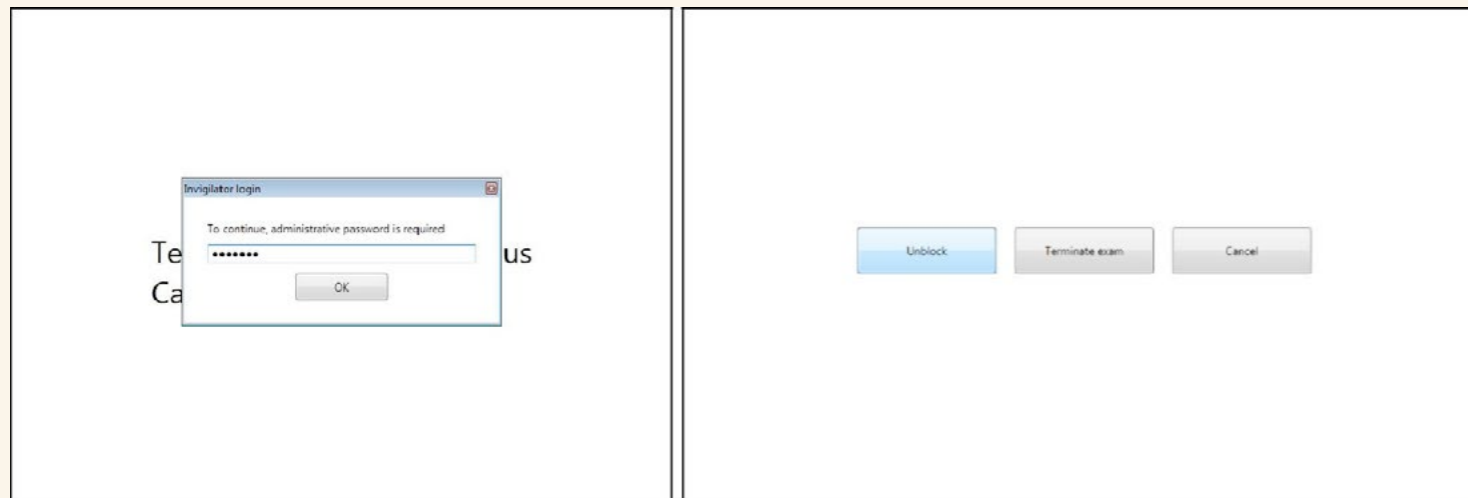


The Invigilator Dashboard will indicate that the specific candidate’s test has ‘Faulted’. This may occur because a candidate has attempted to minimise or close down the Test Player using keystrokes such as ‘Ctrl-Alt-Delete’ or ‘Ctrl-Esc’.

Unblocking test violations

There is a keyboard shortcut which will allow you to 'Unblock' the Test Player after it receives the error.

1. Press Alt, Shift and F12 at the same time.
2. Enter the password in the password prompt.
Note: If you do not have the password you will need to call 08444632535 to request it.
3. Click on the 'Unblock' button.
4. The candidate may now continue with their test as usual.



Why, apart from a security breach, would a Test Violation occur?

Test Violations may occur due to the running of background applications. Background applications are not closed automatically when a candidate logs in due to their importance. An automatic update or antivirus scan could cause a Test Violation, for example.

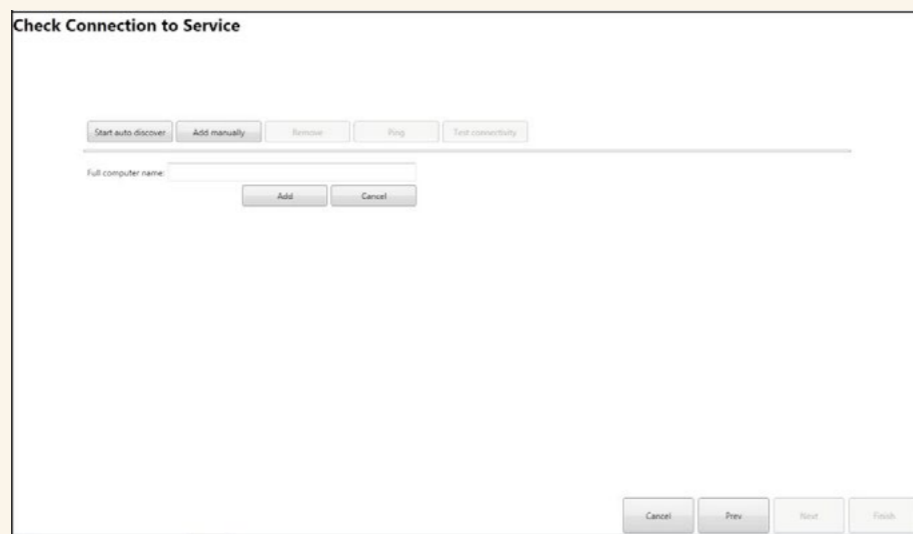
Connectivity settings

The Test Player includes features to troubleshoot connectivity to the Invigilator Dashboard and Exam Centre Service.

Initialising a connection

When the Test Player is first opened it will attempt to find an Invigilator Dashboard automatically. Bear in mind that the Invigilator Dashboard has to be running to be found.

If the Test Player cannot automatically find the Invigilator Dashboard a screen titled 'Check Connection to Service' will appear.

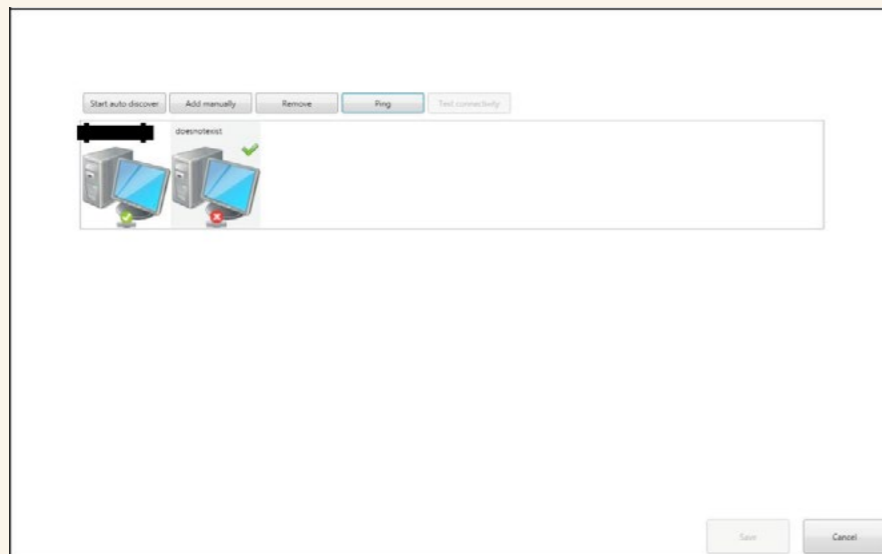


To direct the Test Player to an Invigilator Dashboard:

1. Try using the 'Start auto discover' button. If a computer icon appears skip to step 4.
2. If nothing appears, use the 'Add manually button'.

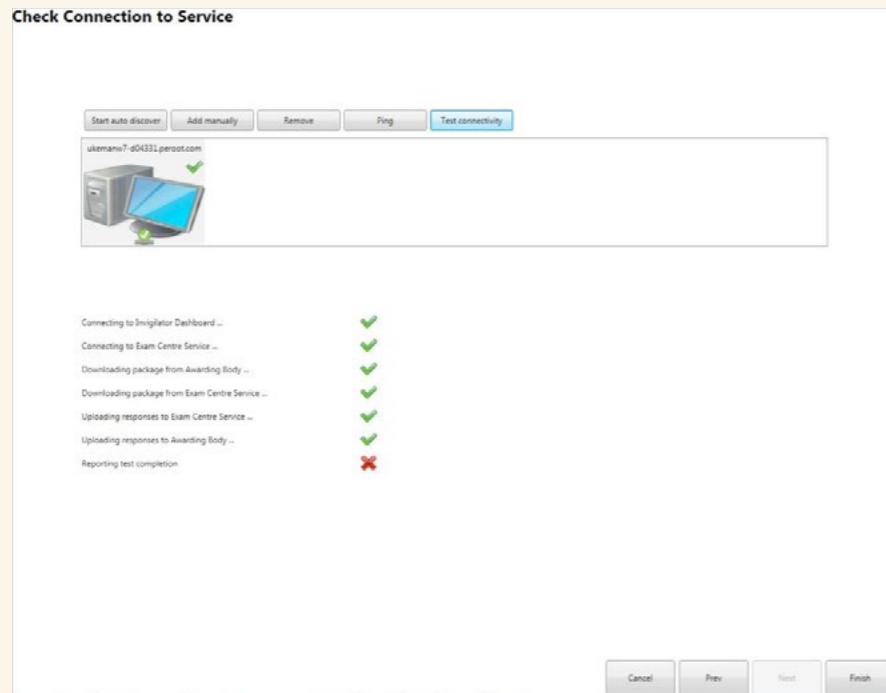
Connectivity settings continued

3. In the 'Full computer name' box type the name of the computer which runs the Invigilator Dashboard in the exam room. You can find the name of the Invigilator Dashboard from the Control Panel on the Invigilator PC. Right Click 'My computer' or 'Computer' and click on 'Properties'. Alternatively you can enter the IP address of the Invigilator Dashboard computer.
4. If the computers have successfully connected a green tick will appear at the bottom of the computer icon. The green tick above the icon indicates which computer is selected.
5. If the computer hasn't connected you may need to enter the network domain name after the computer name. For example, 'computer1' may need to be 'computer1.domain'. This is dependent on network configuration. Go through Steps 2 to 4 to re-enter the computer name.



Connectivity settings continued

6. When you have successfully connected use the 'Test Connectivity' button which will run the specific tests shown below:



Even if the final test 'Reporting test completion' triggers a red cross (as shown) the connectivity test has been successful.

If any of the other tests fail there may be issues with your LAN connectivity.

Click 'Finish' when you are happy with the configuration.

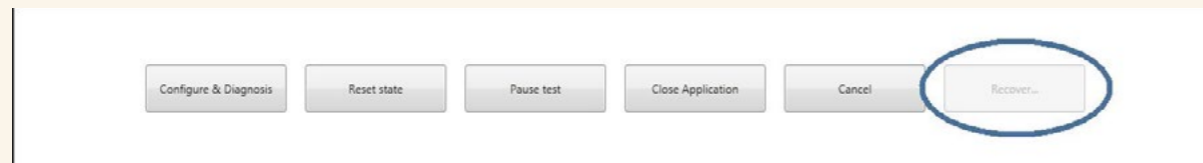


If you experience connectivity issues after a candidate has logged in you can access the same connectivity screens by pressing 'Alt-Shift-F12', typing the password in the password prompt and selecting the 'Configure and Diagnose' button.

Recovering tests

If your centre experiences a hardware issue during a test, candidates may need to recover a test from a different PC.

1. Load the Test Player on a new machine and login with the candidate's details.
2. Press 'Alt-Shift-F12' and enter the password.
3. The Recover button will be available, press it and the candidate can continue from where they left off.



Note: If you do not have the password you will need to call 08444632535 to request it.

Section One

Upgrading POP 6

49 Uninstall



50 Install upgrade



51 Component upgrades



In this section

The purpose of this section is to help you upgrade the Pearson Onscreen Platform to the latest version available.

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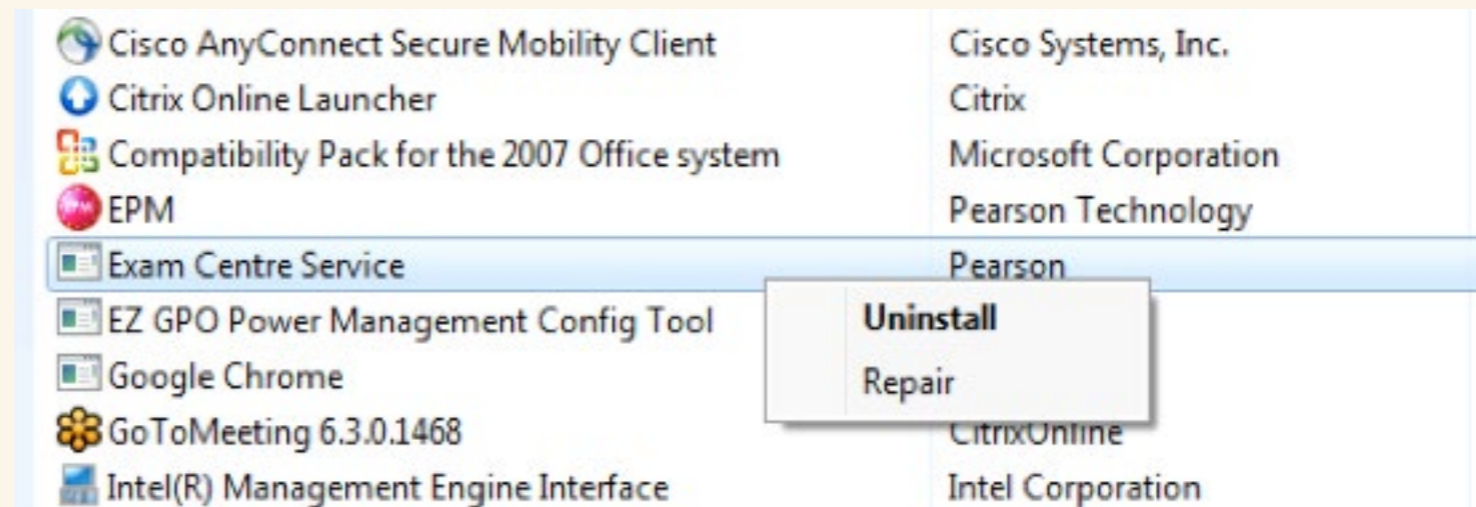
Uninstall

49

The first step is to remove (uninstall) any existing versions that you have stored on your server or networked PC.

To find the software you can follow this file path:
Start>Control Panel>Programmes and Features>

Scroll down the installed programmes until you find Exam Centre Service. If you place your cursor over the 'Exam Centre Service' and right click, it will give you an option to uninstall. Click uninstall, like so:

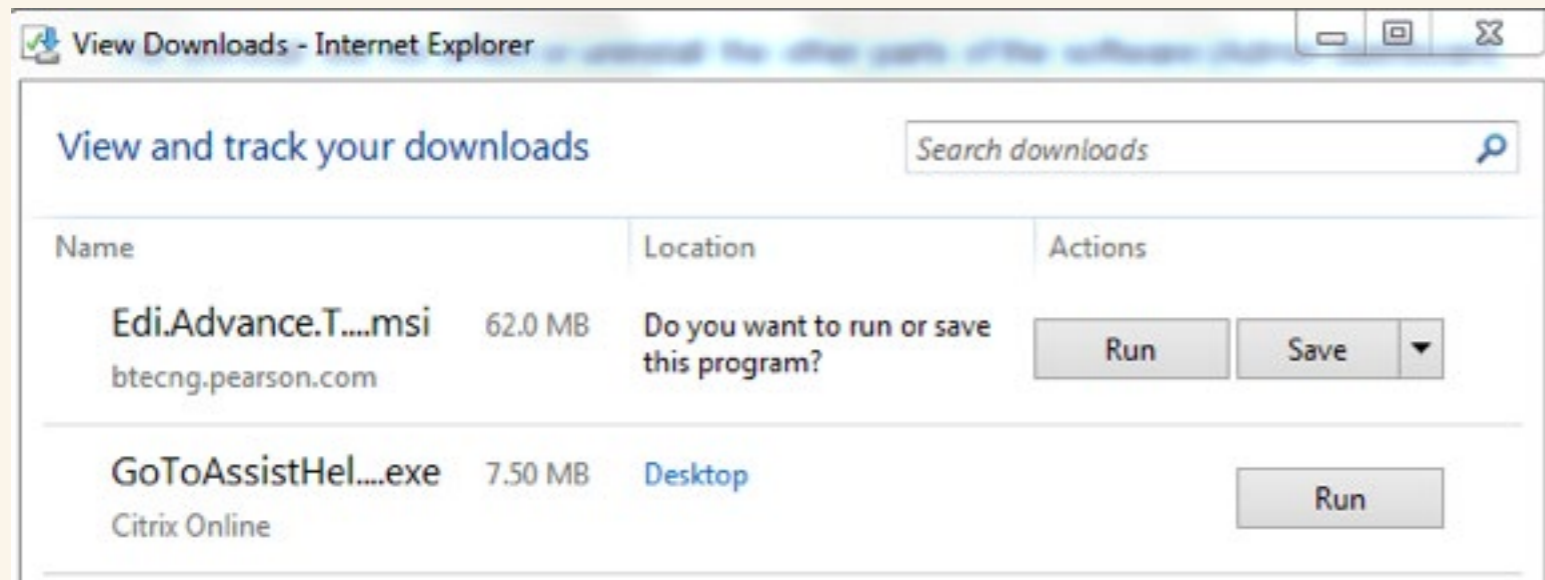


Some uninstalls require you to restart your PC. If so, make sure that you save any important work and close all running programmes. The uninstall will not affect the other parts of the software (Admin dashboard, Invigilator dashboard, Test players), which should be installed on other PC's.

Install upgrade

Once your PC restarts you can install the latest version of the software, by clicking [here](#).

You may be asked to confirm the running of this programme, like so:



After you click **Run** you will be asked to enter your centre number into a text box for the Exam Centre Service setup (upgrade). Once entered, click **Verify** and then **Next**.

The next stages of the upgrade will run as if the software is completing a new installation, but it is actually just updating the Exam Centre Service and the files for the Administrator Dashboard, Invigilator Dashboard and Test Player, which are held in the 'Apps' folder of your Data store.

Component upgrades

Now that you have completed the upgrade of the Exam Centre Service, the upgrades of the other software components will need to be completed too.

You do not need to uninstall these programmes.

When you open the Administrator Dashboard you will get a message that will ask you to download an upgrade. Do so, and allow the files to update the Administrator Dashboard software. Upon completion log into the Administrator Dashboard and check that the service is working correctly.

Repeat this process with the Invigilator Dashboard and Test Players. Each PC with the Test Player software installed on it will need to be upgraded. Again, log into the Invigilator Dashboard and Test Players to check that the software is running correctly.

Please contact examsofficers@pearson.com and inform them that you have now updated your Pearson Onscreen Platform and would like to order a demo test to make sure your software is now running correctly.

Please ensure that you run a demo test on any updated software before booking and running live tests.



Guides, videos and a live chat support can be found on our [website](#) to help with any questions or queries you may have about any stage of running or using the Pearson Onscreen Platform.