

**How to book and run a demo test**

**September 2012**

### What is a demo test?

A demo test is a system test which allows you to check that the Enterprise SitManager and Administrator software has been installed correctly before testing your learners. Demo test can now be booked by logging into [www.catglobal.com](http://www.catglobal.com) and following the instructions in this guide. Each Centre will have their own demo code provided to them upon initial installation.

### Booking a demo test

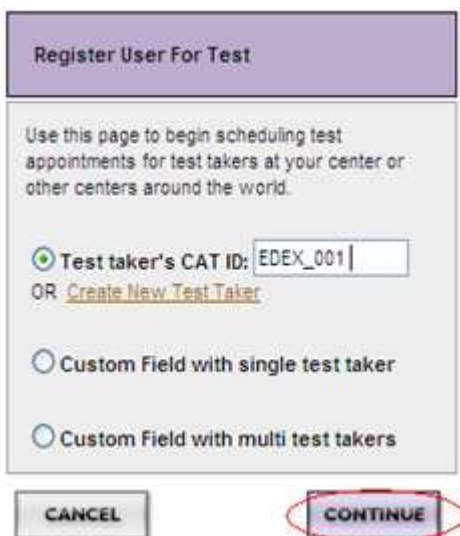
You will need to navigate to [www.catglobal.com](http://www.catglobal.com), click the **login** button on the right hand side of the home page, enter your login details and click **login**.



The screenshot shows a 'Log In' form with a purple header. It contains two input fields: 'ID:' with the value 'DD662204' and 'Password:' with seven dots. Below the fields is a note: 'Passwords are case sensitive (Example: Cat is not the same as cat)'.

Then select the **Schedule Test** option on the left hand side.

On the next screen you will need to enter your demo code in to the **Test Taker's CAT ID** Box and click **continue**.



The screenshot shows a 'Register User For Test' form with a purple header. It contains a text area with the instruction: 'Use this page to begin scheduling test appointments for test takers at your center or other centers around the world.' Below this is a radio button selected for 'Test taker's CAT ID:' with the value 'EDEX\_001' in the input field. Below that is a link 'OR [Create New Test Taker](#)'. There are two other radio button options: 'Custom Field with single test taker' and 'Custom Field with multi test takers'. At the bottom are two buttons: 'CANCEL' and 'CONTINUE', with the 'CONTINUE' button circled in red.

You will be presented with a screen asking you to select a test. The information on this page will have been automatically populated with the Pearson Demo Test. Simply click on **Continue**.

**Select a Test**

Company/Assoc. Sponsor/Testing Category	Pearson Demo Test ▼
Test Program	Pearson Demo Test ▼
Test	Demo Edexcel (Demo_Edexcel) ▼
Language	English (UK) ▼

The next screen will also be automatically populated. Click **Continue**.

**Select a Test Center**

Country	UNITED KINGDOM ▼
State, City	▼
Center Name/Address	< Select Center Name/Address > ▼

CANCEL  
GO TO HOME

BACK

CONTINUE

The following screen will ask you to select the date and time for your demo test.

Important - Demo tests are valid for 1 week from date and time booked

**August 2012**

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September 2012**

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

PM

16:00 - 17:00
16:30 - 17:30
17:00 - 18:00
17:30 - 18:30
18:00 - 19:00
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20:00 - 21:00
20:30 - 21:30
21:00 - 22:00
21:30 - 22:30
22:00 - 23:00
22:30 - 23:30
23:00 - 00:00

CANCEL  
GO TO HOME

BACK

By double clicking on the required time you will be automatically directed to the next screen.

The next screen will appear as a Shopping Cart. You will **not** be charged for booking or taking these demo tests. Simply click on **Proceed** to Checkout.

**Review Your Selection**

**Demo Edexcel**  
 Sponsor: Pearson Demo Test  
 Program: Pearson Demo Test  
 Language: English (UK)

**Test Cost:**  
 0 (GBP)

**Selected Test Center:**  
 BEO527 Maria Phillips - South East  
 First Floor  
 260/262 Havant Road  
 Hampshire  
 Hampshire  
 PO6 1PA

**Selected Date & Time**  
 Date: 8/24/2012  
 Time: 20:30

[Change](#) [Remove](#)

[Remove All](#) [Add Test](#)

ADD COMMENT

PROCEED TO CHECK OUT

The next screen click **Continue** to confirm your booking.

The following screen will display a summary for your booking. Check the name reads **Demo Candidate** and click on **Continue**.

The last screen needs to be completed in order to finalise your booking. Please select *General Info* in the **Comment Type box** and enter the word *demo* into the **Title** and **comment boxes** as show in the example below.

**Add a Comment**

**Candidate Name:** Demo Candidate

**Entered By:** Maria Phillips

**Comment Type:**

**Title:**

**Comment:**

CANCEL

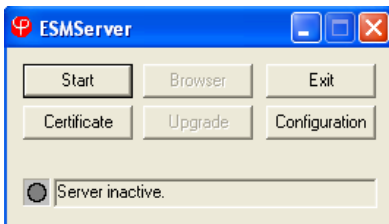
SAVE

Your Demo test booking has been completed. The site will direct you back to the home page and it will deliver your demo test immediately to your Enterprise SiteManager inbox.

### Downloading and unlocking a demo test

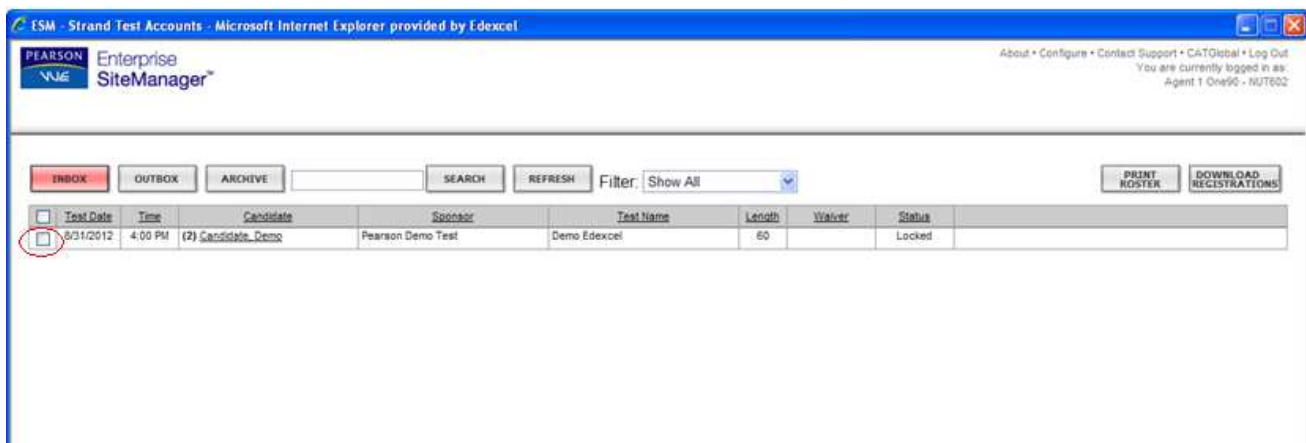
Navigate to the **Enterprise Site Manager (ESM) Server Start up** on your workstation. Select **Start** then **Browser** on the dialogue box.

Login to the **ESM Server** using the same username and password used for Catglobal.



**Please Note:** Usernames and passwords are case sensitive.

Once you have logged in, you will be in the **Inbox**. In order for tests to appear in your inbox you must be connected to the internet. Once connected to the internet your demo test will automatically appear 3 days before the scheduled date.



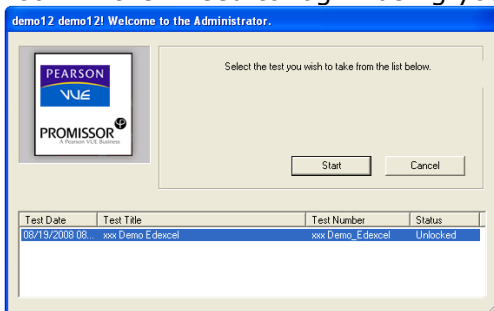
Tick the box next to the demo test(s) that you will be administering. An **Unlock** button will appear at the bottom of the page this needs to be selected. The status of the test will then change to unlocked.

Please ensure you have the login details for the demo test before you log off ESM.

**Administrator**

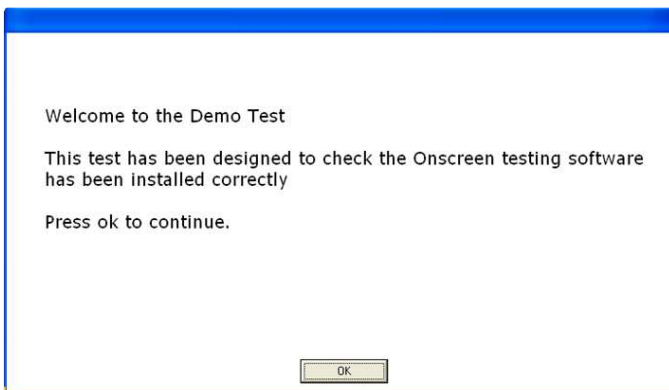
Once the demo test has been unlocked, you will need to open up the **Administrator** software.

You will then need to log in using your demo username and password provided to you.



You should be able to view the test in the bottom section of the screen, select the test and click on start.

The demo test will run through a series of questions from qualifications we offer onscreen. Please ensure you read through each of the questions as they may also give you guidance on whether you have the correct settings on your machine.



To navigate through the questions you will need to use the Next and Previous buttons.



Once you have finished the demo test it will close down the test automatically. In order to exit the Administrator software you will need to click on **File** in top left hand corner and select **Exit**



**Administrator**

Once the Test has been closed, log back into the **ESM Server**.

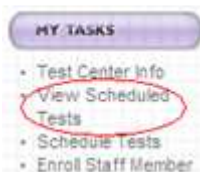
All the results are now in the **Outbox**. Select the test again and click **Upload Results** at the bottom of the screen.



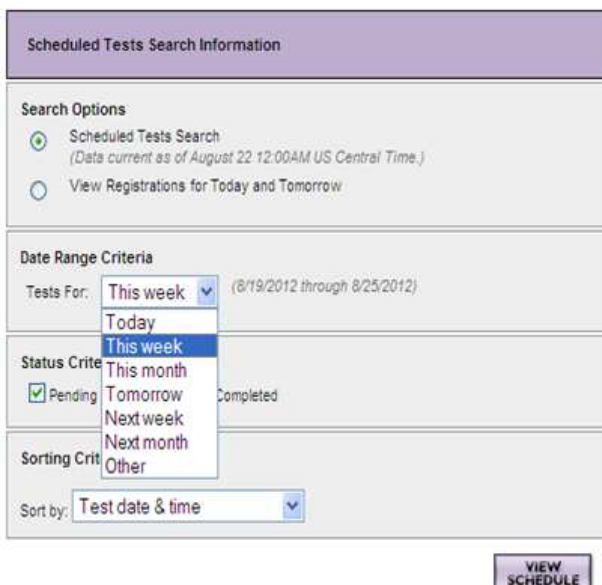
You will be able to view and print an instant Demo Score Report. Select the test and click on **view score report** or **print score report**.

**Uploading the demo test**

It's important to check your demo test has been uploaded successfully. Please log back into [www.catglobal.com](http://www.catglobal.com) and select **View Scheduled tests** from the left hand side menu.



Select the date criteria as appropriate. In this example we are searching via the current week.



Select the **Pending**, **Cancelled** and **Completed** options from the Status Criteria section. Then click **View Schedule**

The important piece of information here is the status of the test. The test will have only been uploaded successfully if the status is showing as **Completed**. If it is showing as PENDING (as above) or CANCELLED the upload has not been successful.

Scheduled Tests (as of yesterday)								
Test Number and Title	Sponsor	Test Taker	Test Date	Test Time	Special Instructions	Status	Action	CAT Center ID
Demo_Edexcel <a href="#">Demo_Edexcel</a>	Pearson Demo Test	Candidate, Demo ID: EDEX_001 Password: EDEX_001	8/22/2012	12:00 - 13:00		Pending		<a href="#">RHX751</a>