

## Onscreen Testing installation guide

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## Introduction

This guide takes you through the software installation process to be able to conduct onscreen tests with Pearson Qualification Services. There are 2 main pieces of software required; Enterprise Site Manager and Administrator.

**Enterprise SiteManager** is used by invigilators to unlock tests, upload results and view and print learner provisional score reports.

**Administrator** is used by learners to sit tests. Both must be installed to be able to start conducting tests.

## Enterprise Site Manager Installation

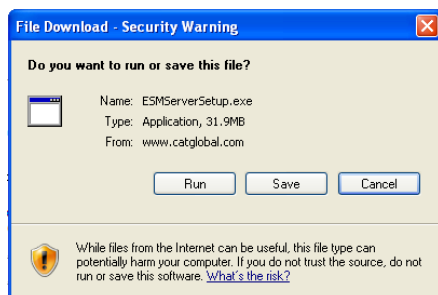
### Pre-installation tasks

- You need to create a shared folder called ESM\_Test\_Centre somewhere that is going to be accessible by the ESM software and all test taker machine login accounts, on either your local disk drive or a server. This can be created on a server which is running IIS or other web server software.
- **All students and members of staff who will be using this software require full permissions to this folder.** We recommend that a special test taker login account is created for student's rather than granting the permissions to their usual login. This will ensure that they only have these permissions under exam conditions while under the supervision of the Invigilator.
- Ensure that IIS (Internet Information Server) or any other web server software is NOT installed on the machine designated for the Enterprise Site Manager application. This does not need to be installed on a server machine.
- The latest version of Adobe Acrobat Reader must be installed. This can be downloaded via the Adobe website at: <http://www.adobe.com/products/acrobat/readermain.html>
- Please ensure the date and time are correct on the machine on which you are installing Enterprise Site Manager

## Installing Enterprise Site Manager

Navigate to the webpage <http://www.catglobal.com> and login with the User ID and password provided, you will be asked to update your password.

Click on **Enterprise Site Manager (w. Administrator for ESM)** and choose to **save** the file locally.



After it has been saved, you must then run the file. Click **next** to start the installation process.

It is important that the DataPath for ESM is amended to the location of the ESM\_TEST\_Centre folder already created (see Pre-installation tasks). The installation folder can be left as the default Program Files location.

Click **next** and then **install** to proceed with the installation process.

After install has completed, click **finish** to complete.

### Configuring Enterprise Site Manager

Double-click the shortcut on the desktop to launch the server start-up dialogue box. If the shortcut is not visible, you may also launch the server start-up dialogue box by going to **Start > Programs > Promissor > ESM Server Startup**.

On launching the start-up dialogue box, ESM will display the following console:



If you are using a Proxy, select the **Configuration** button and ensure you fill in the details in this section. Click **OK** when complete.

Click **Start**, the message will change from **Server inactive** to **Server running**. Click **Browser** and the following box will appear:

Log In to Enterprise SiteManager

User Name:

Password:

LOG IN

You will need to enter your username and password which is the same used to log into the catglobal web site to download the install files. You may be prompted that a download is required of the Administrator software is required, follow onscreen prompts.

Once logged in to ESM, in the top right hand corner, click **Configure** (This is just above where it says "**You are currently logged in as..**"). The box below will appear.

Pearson VUE Enterprise SiteManager - Configuration - Microsoft Internet Explorer provided by Edexcel

GENERAL INBOX / OUTBOX FILE TRANSFER CONNECTION DIAGNOSTICS PROXY PRINTER TRAY

Show All Registrations:

Pearson VUE E-mail:

Pearson VUE Address:

Waiver Address:

Demographic Address:

Idle Session Timeout:

Data Path:

Fingerprint Path:

Allow Administrator Printing:

Required Information Verification:

CANCEL SAVE CLOSE

1. Tick the box labelled **required Information Verification** and press **Save** and then **Close**. The Enterprise Site Manager installation is now complete.

### Administrator Installation Pre-Installation Tasks

Enterprise Site Manager (ESM) needs to be installed prior to installing Administrator.

We advise you to create Login accounts for the test sittings. Staff can then manage these logins within a test environment.

- These logins MUST have Full Permissions to the ESM\_Test\_Centre folder
- The Login accounts MUST also have full permissions to the Administrator software folder within the C:/ drive where the software has been installed to.

Adobe Flash Player 8 must be installed on all test taker machines. It is available as a free download from <http://www.adobe.com/>

Make sure the login account under which the Administrator software is installed is set as a local administrator during this installation.

Ensure the date and time is correct on all machines being used for installing the Administrator software for learner testing.

### Installing Single Copies of Administrator

If you are installing Administrator on a large number of machines and wish to make use of our MSI package, guidance on installation of Administrator using MSI is available on our website.

During the installation of Enterprise Site Manager, a file for the Administrator software is automatically downloaded. This installation package is within the **Updates** folder in the **ESM\_Test\_Centre** folder.

Locate the **Administrator Setup** package in your shared folder and double click this file to launch the Administrator set-up package

You will be required to choose the Administrator installation location as well as the Datapath. Leave the install location as the default, click **Change** to select the location of your shared folder and then click **Next** to continue.

Continue through the installation Wizard. Once complete Click the **Finish** button. Administrator software installation is complete.