

Administrator

August 2012

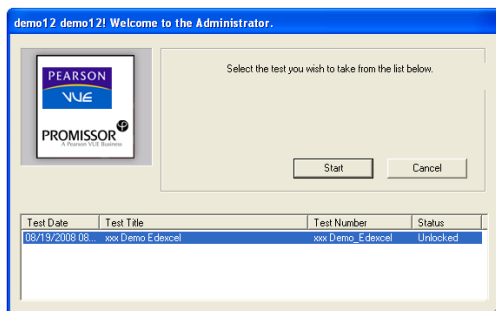
Introduction

This document is to take you through how to use the Administrator software. Administrator is software used by learners to take their onscreen tests.

Taking the Test

Once each learner's test has been unlocked, you will need to open the **Administrator** software and provide each learner with their login details. These log in details can be provided using the Attendance register produced by Edexcel Online.

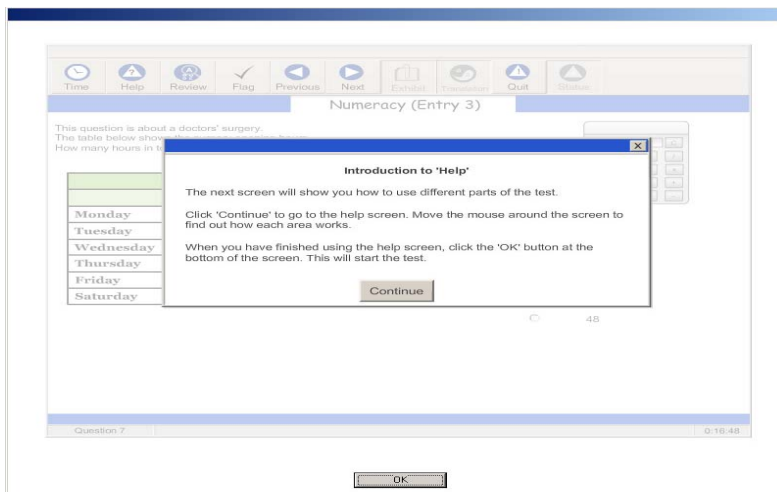
Learners can then log in:



As soon as the learners are logged in they should be able to view their awaiting test in the bottom section of their screen and can click on start.

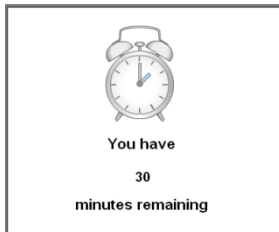
The learner will see a welcome page stating their details and the test details and giving any specific instructions that might be needed for their test. Learners must be instructed to read through then click on the next button.

Just before the candidate starts, the system will show the learner a brief tutorial of all the available the buttons.



During the Test

During the test, learners will receive time alerts at 30mins, 15mins and 5mins remaining until the end of the test.



Once the learner finishes their test or the allotted time has expired, a summary of questions answered will be displayed. At this point, the learner can review their answers and return to the test if they wish to change any of their answers.

Once all answers have been reviewed the learner should select **ok** and wait patiently for the invigilator/ Assessor to dismiss them from the testing room.

To close the **Administrator** program, you will need to select **Cancel** on the login screen followed by **File** then **Exit**.



Administrator Functionality

Below is a list of all buttons available to Learners on the Administrator software with a description of what they do.



The 'Time' button will show the time you have taken so far in the bottom right hand corner. Clicking this icon displays or hides the time.



The 'Help' button shows the help screen that you are currently using. During the test the timer continues while you are looking at this screen.



The 'Review' button displays a window that enables you to review questions already viewed, indicating those answered and flagged. To review all items ensure the 'view flagged questions only' checkbox is unchecked. Double-click on the question number to go to the question you want to review



This button flags the current question for review. The button appears light if the question is flagged. The question can then be reviewed later by selecting it from the review window.



The 'Previous' button allows you to go to the previous question.



The 'Next' button allows you to go to the next question.



This button enables you to exit the test at any time. Note that once you click on this button you will not be able to go back into the test.



The 'Exhibit' button displays any additional information the candidate might need e.g. a formulae list.