

## Scheduling and Sitting a Demo Test

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# 1. Introduction

## **About this guide**

This guide takes you through the process to be able to schedule a Demo test, conduct and administer Onscreen tests with Pearson Qualification Services.

Enterprise Site Manager is used by invigilators to unlock tests, upload results, 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.

## 2. Demo Test



**This guide explains how to run a Demo Test within the test Delivery Software**

This part of the user guide makes the following assumptions:

- You have received your Login details from your Account Specialist
- Internet access is available

### Step 1

Go to [www.catglobal.com](http://www.catglobal.com) on your internet browser

Select **LOGIN** located on the right had side of the page.



Enter your login credentials and select **LOGIN**

Log In

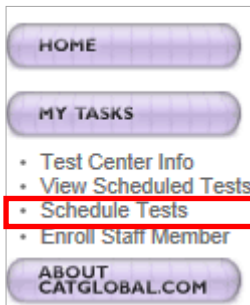
ID:

Password:

Passwords are case sensitive  
(Example. Cat is not the same as cat)

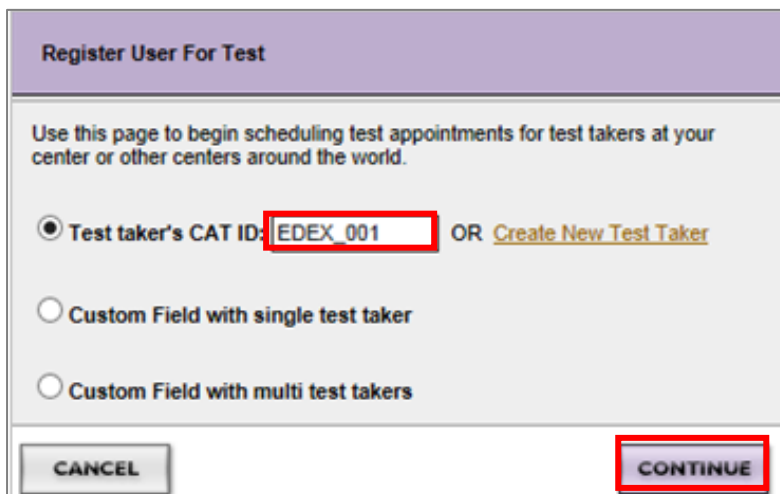
## Step 2

Select **Schedule Tests** form the left had side of your screen.



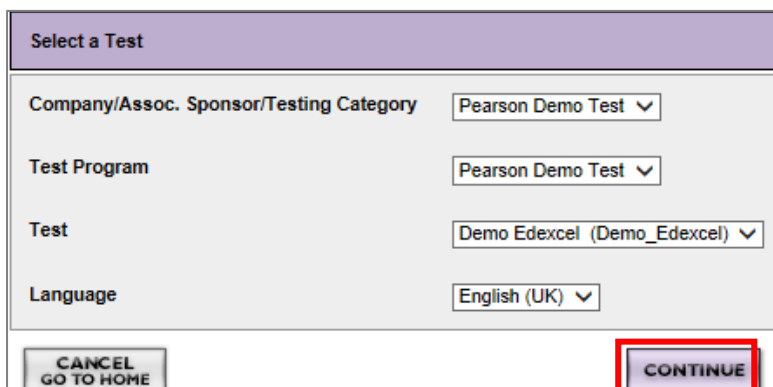
Enter a Demo Code into the **Test takers CAT ID**. The code must start with "EDEX\_" and then be followed by 3 number of your choice as per the example below.

Select **Continue**.



The 'Register User For Test' dialog box contains the following elements: a title bar, an introductory paragraph, three radio button options, and two buttons at the bottom. The first radio button is selected and its label 'Test taker's CAT ID: EDEX\_001' is highlighted with a red box. The 'CONTINUE' button is also highlighted with a red box.

The test dialogue box will appear, Select **Continue**.



The 'Select a Test' dialog box contains four dropdown menus: 'Company/Assoc. Sponsor/Testing Category' (Pearson Demo Test), 'Test Program' (Pearson Demo Test), 'Test' (Demo Edexcel (Demo\_Edexcel)), and 'Language' (English (UK)). The 'CONTINUE' button at the bottom right is highlighted with a red box.

A further test centre Dialogue box will appear, Select **Continue**

The dialog box titled "Select a Test Center" contains the following fields and buttons:

- Country: UNITED KINGDOM (dropdown)
- State, City: (empty dropdown)
- Center Name/Address: Karl O'Neill Test Account (dropdown)
- Buttons: CANCEL GO TO HOME, BACK, and CONTINUE (highlighted with a red box).

**Select** the required test date and time.

\* Demo tests are valid for **1 week** from the date and time selected \*

The interface shows a calendar for August 2012 and a list of time slots for PM.

August 2012							PM		
S	M	T	W	Th	F	Sa			
				1	2	3	4	16:00 - 17:00	
5	6	7	8	9	10	11	16:30 - 17:30		
12	13	14	15	16	17	18	17:00 - 18:00		
19	20	21	22	23	24	25	17:30 - 18:30		
26	27	28	29	30	31		18:00 - 19:00		
							18:30 - 19:30		
							19:00 - 20:00		

### Step 3

The **Review Your Selection** dialogue box will appear.

\* A Demo test will not generate a charge \*

Select **Proceed To Checkout**.

The dialog box titled "Review Your Selection" displays the following information:

- Demo Edexcel
- Sponsor: Pearson Demo Test
- Program: Pearson Demo Test
- Language: English (UK)
- Test Cost: 0 (GBP)
- Selected Test Center: Karl O'Neill Test Account
- Selected Date & Time: Date: 11/6/2013, Time: 9:00

Buttons at the bottom include: ADD COMMENT, PROCEED TO CHECK OUT (highlighted with a red box), Change, Remove, Remove All, and Add Test.

A Confirmation dialogue page will appear, Confirm the details and select **continue**.

Stop. Your reservation is not complete.  
This page displays all tests for which you are registered. If a test requires payment, select a payment method from the drop down list. You may combine different payment options.  
Your CATGlobal account information also appears on this page. Click Change to modify your information.

To complete your reservation and receive your reservation confirmation number click the CONTINUE button below. Your reservation will not be completed until you take this final step.

**Account Information**

Address: Demo Candidate  
N/A N/A N/A  
N/A N/A N/A  
UNITED STATES

E-mail: N/A

Telephone: N/A

**CHANGE**

**Payment Method**

Test Name	Cost	Payment Method	Actions	Late Cancellation
Demo Edexcel	Test cost: 0.00 (GBP)	Free	None	No cancellation fee

Total cost: 0.00 (GBP) / 0.00 (USD) / 0.00 (USD)

After you pay for your test, you may cancel or reschedule your test without penalty up until the "Late Cancellation" period (as indicated in the table above) before your appointment is scheduled to begin. If you cancel after that time or fail to appear for your appointment at the scheduled time, you forfeit all or part of your original payment and will be charged full price to reschedule the test.

**CANCEL GO TO HOME**      **BACK**      **CONTINUE**

A mandatory comment box will appear. Type **Demo** in both the Title and Comments fields and **Save**.

**Add a Comment**

Candidate Name: Demo Candidate

Entered By: Karl O'Neill UUO191 - 99999

Comment Type: Registration

Title: Demo

Comment: Demo

**CANCEL**      **SAVE**

The test is now ready to download and unlock using ESM (Please refer to the ESM User Guide)

### 3. Sitting the Test

**i** This guide explains how to administer and sit online tests.

This part of the user guide makes the following assumptions:

- Administrator has been downloaded and installed (on Standalone machines)
- You have received your Login details.
- A demo test has been created.

#### Step 1

Click the Administrator desktop shortcut or locate using the **start menu - all programs - promissor - administrator.**



#### Step 2

Enter the **Demo Login** credentials and select **OK**. (This is the "EDEX\_" code you created while scheduling the test on the CATGlobal website. The same code is used for the User ID and the Password).

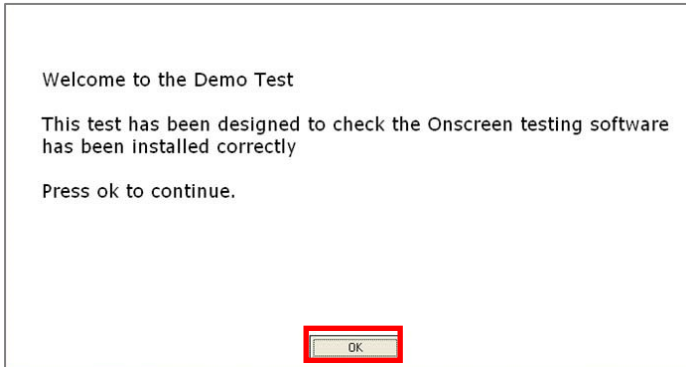
A screenshot of the Administrator login dialog box. The dialog has a title bar and a main area. On the left, there is a logo for PEARSON VUE. The main area contains the text "Please enter your User ID and password." followed by two input fields: "User ID:" and "Password:". Below these fields are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangle. At the bottom of the dialog, there is a table with four columns: "Test Date", "Test Title", "Test Number", and "Status". The table is currently empty.

Test Date	Test Title	Test Number	Status
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### Step 3

Select **OK** to start the Demo test Environment.



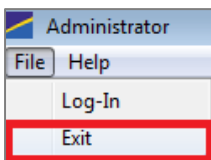
Use the **Next** and **Previous** buttons to navigate through the demo test.



Mark a question that you would like to return to later in the demo test. Select **Review** to view marked questions.



On completion of the test the Administrator will return to the Log In screen. **Cancel** and **Exit** the screen.



### Step 4

Upload the test results Via Enterprise Site Manager (Please refer to the ESM User Guide)