Pearson

POP Assessor Dashboard (PAD) & Offline Dashboard User Guide

2018 Edition

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Overview

The '**POP Assessor Dashboard (PAD)**' allows you to manage your test bookings such as start or download a test and mark candidates as absent.

The '**Pearson Offline Dashboard**' allows you to start tests for your candidates, mark candidates as absent and upload completed tests.
Within this guide, you will learn the steps required to manage the following activities:

- Create a **PIN**
- Manage your bookings in **POP Assessor Dashboard (PAD)**
- Control a test in **Pearson Offline Dashboard (POP)**
- Dashboard overview
- Mark a learner absent

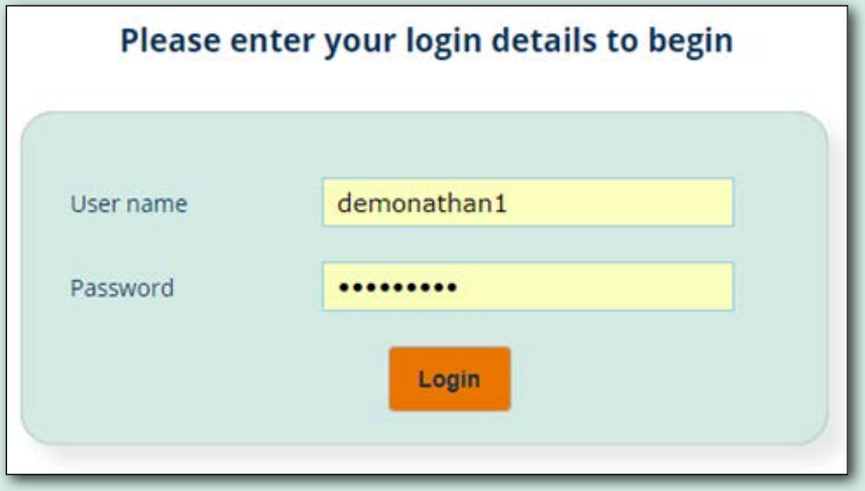
PIN Creation

This part of the guide focuses on how to generate the PIN you will need to access the **'Pearson Offline Dashboard'**. The PIN will be used by test invigilators to access the Offline Dashboard and its features.

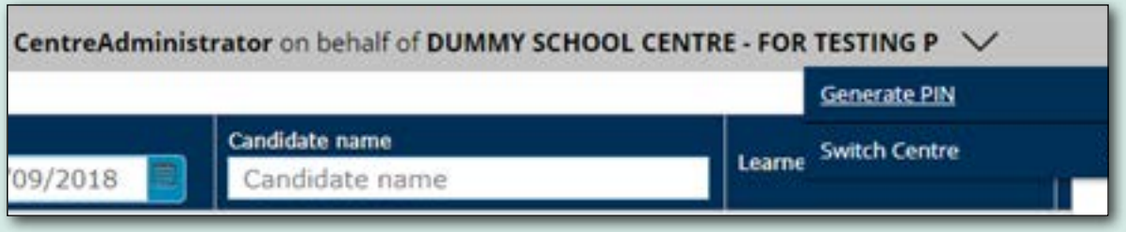
Step 1
Log into the '**POP Assessor Dashboard (PAD)**' following this **link.**
Or by putting this URL into your browser:

https://btecng.pearson.com/PQS.Web.CCPD

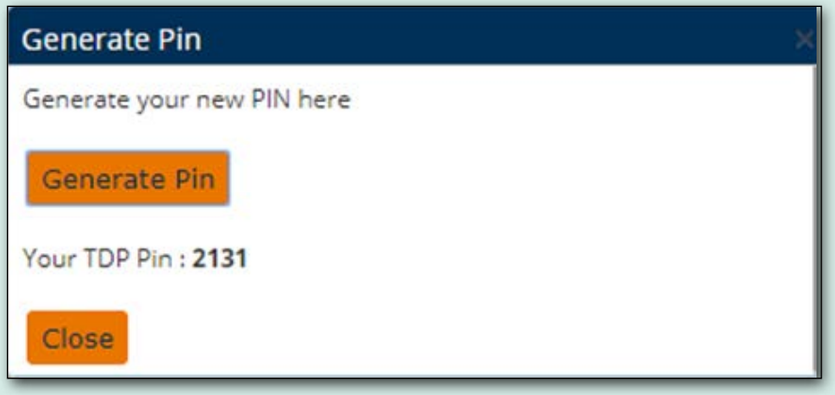
Enter your User name and Password to log-in.



Step 2
Hover the mouse cursor over the drop-down arrow on the top right hand side of the screen to access the menu and select **Generate PIN**



Step 3
Click on **'Generate PIN'** and your new PIN will appear. If your PIN is compromised, you can generate a new one by clicking 'Generate PIN' again.



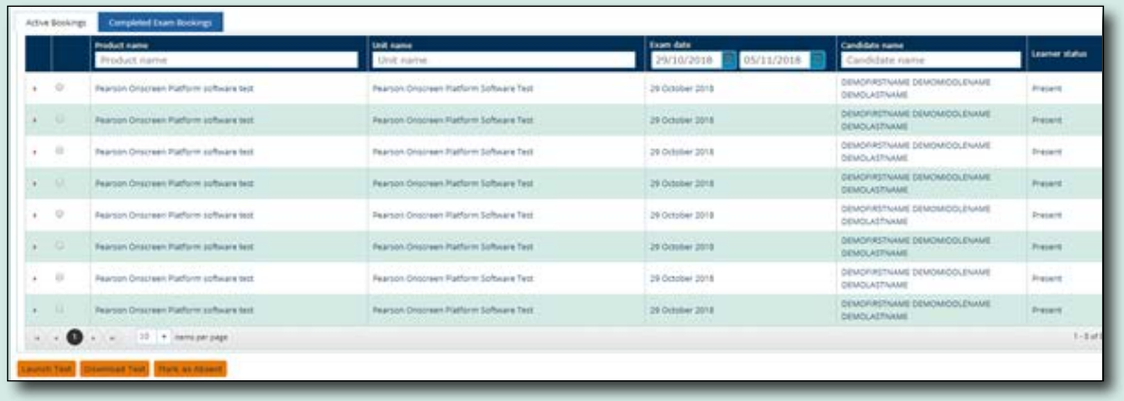
Important: Please note that if you generate a new PIN, your previously downloaded tests will need to be re-downloaded.

PAD Overview

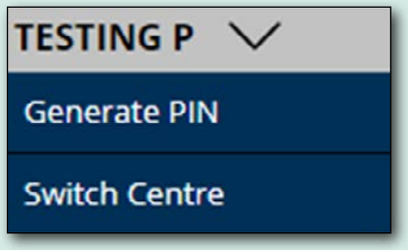
This part of the guide explains how to manage your test bookings in **PAD.**

When you first log-in to **PAD** you will see the Home page, click on **Active Bookings** in the top left hand corner of the screen.

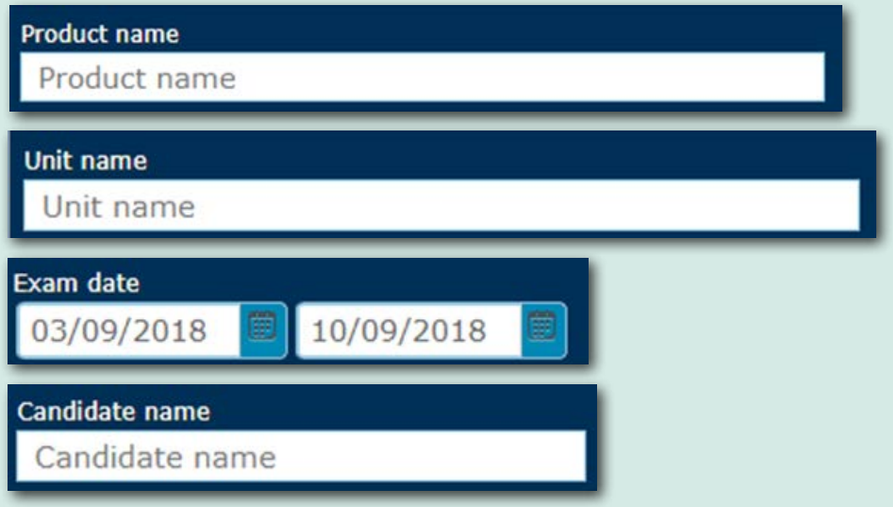
You will then see a list of your test bookings.



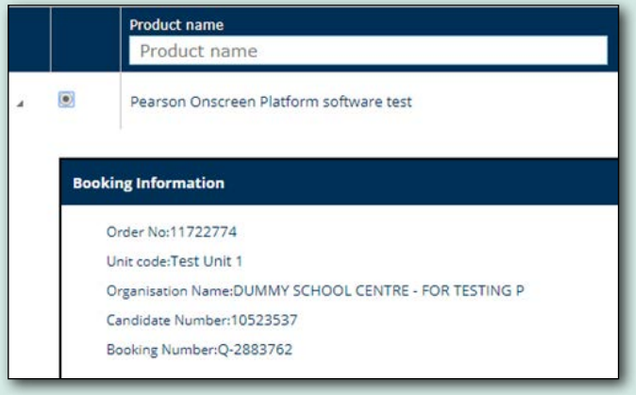
If you need access to a different centre site, you can select the relevant sub-site by selecting '**Switch Centre**' from the drop down menu on the top right of the page.



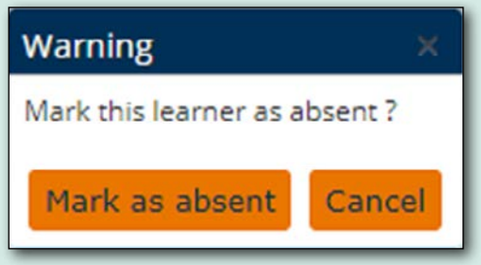
You can filter your search by '**Product name**', '**Unit name**', '**Exam Date**' and '**Candidate Name**' to show the relevant test booking you need access to.



To access the additional '**Booking information**', expand the test window by clicking the small arrow on the left hand side of the '**Product name**'.



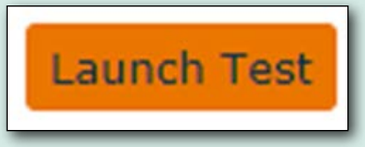
If you wish to mark your candidate as absent, select the learner and press the '**Mark as Absent**' button, you will then be prompted to confirm this selection.



Launching & Downloading tests in PAD

Launch Test (Online)

If you wish to run the test Online, select the test and press '**Launch Test**'. This will launch the test directly from your web browser.

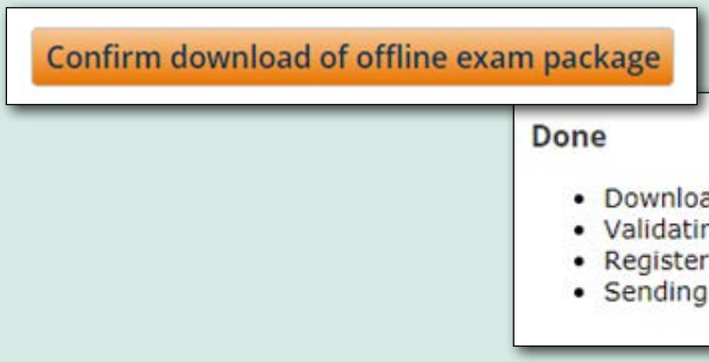


Important: Please note that a stable internet connection is required. Wired connection is recommended, we do not recommend using a wireless or tethered connection as any connection loss may lead to losing the test progress.

Download Test (Offline)

Select the test you want to download and press '**Download Test**'.

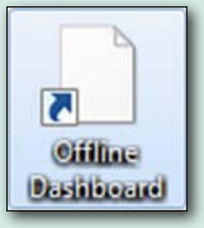
A new window will appear where you will need to confirm the download, which will be verified by the software.



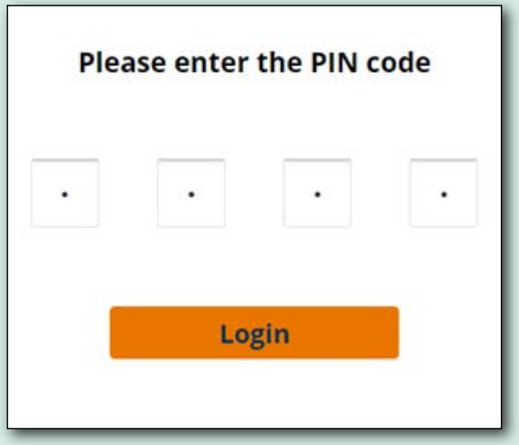
Using The Offline Dashboard

This part of the guide explains how to launch a test using the **'Pearson Offline Dashboard'**. You should have downloaded a test from the **'POP Assessor Dashboard (PAD)'** application before following these steps.

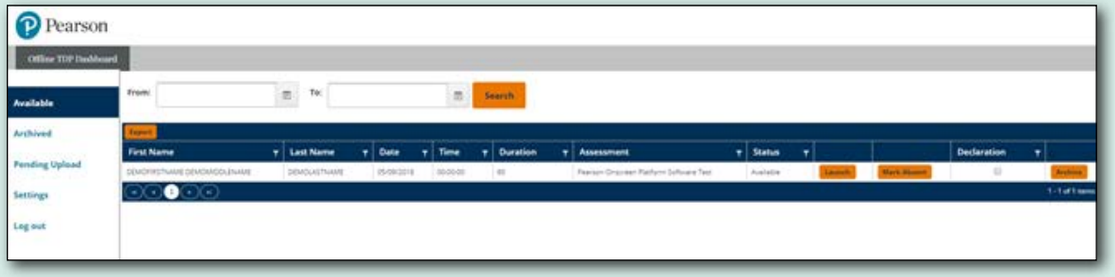
Open the Offline Dashboard by clicking on the desktop icon:



Then enter your PIN code:

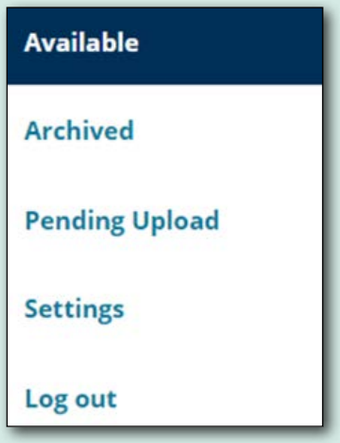


This will open the Offline Dashboard where you can see your available tests.



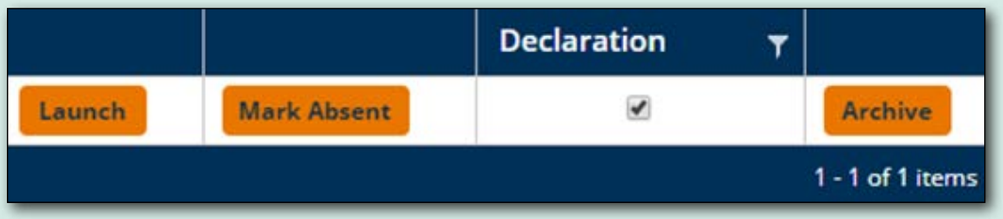
The Offline Dashboard – launching tests, marking absent & uploading responses

The dashboard will display the tests that have been downloaded to your computer in the '**Available**' section.



Find the learner's test you wish to launch. You can search by date range if you have several learners.

Tick the '**Declaration**' box to confirm that you are ready to invigilate the assessment, then click '**Launch**'.

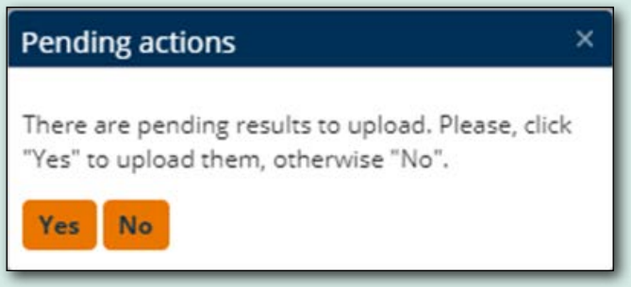


Once you click '**Launch**' a pop-up message will appear; click on '**Open URL:TDP Protocol**' and this will open the Learner's test.

You may also mark learner's absent in the Offline Dashboard, simply click '**Mark Absent**' next to the learner's name.

The absent status must be uploaded in the same way as candidate responses. Once marked as absent, a test booking will appear in your '**Pending uploads**' list and can be uploaded from there at a time when you have access to an internet connection or when you are prompted to by the Offline dashboard.

When uploading responses you will be presented with a new pop-up window (Pending actions).



If you have an internet connection, click **'Yes'**. If you wish to upload later click **'No'**. If you have selected **'No'** you will need to do a manual upload by selecting **'Pending Upload'** from the menu on the left and then click **'Upload'**.

When you click **'Yes'** a new pop-up window will open confirming that the uploading of the file has suceeded.

ALWAYS LEARNING