



Pearson

Pearson Onscreen Platform Invigilator Dashboard User Guide

2018 Edition



About this guide

This guide has been written for users of the Pearson Onscreen Platform testing software.

This guide explains how to use the Invigilator Dashboard (ID).

It is assumed that the software has already been installed on a PC which meets the technical specifications as stipulated in the **POP LAN/ Classroom Installation Guide**.

Data Protection

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The **POP LAN Invigilator Dashboard (ID)** software is used to start tests, mark learners as absent, print learner log-ins & attendance registers and check test progress.

It is typically installed on a PC in the room where onscreen tests take place and communicates with the rest of the software components (Exam Centre Service, Administrator Dashboard & Test Player).

For information on how to install the software, please refer to the **POP LAN/Classroom Installation Guide**.



Logging in and selecting a server



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Step 1:

Launch the Invigilator Dashboard by clicking on the desktop icon.



Step 2:

From the login screen, select the correct Exam Centre Service server from the server dropdown box.

If your server doesn't appear then you can manually specify a server by clicking on the '**Manually add a server**' button.

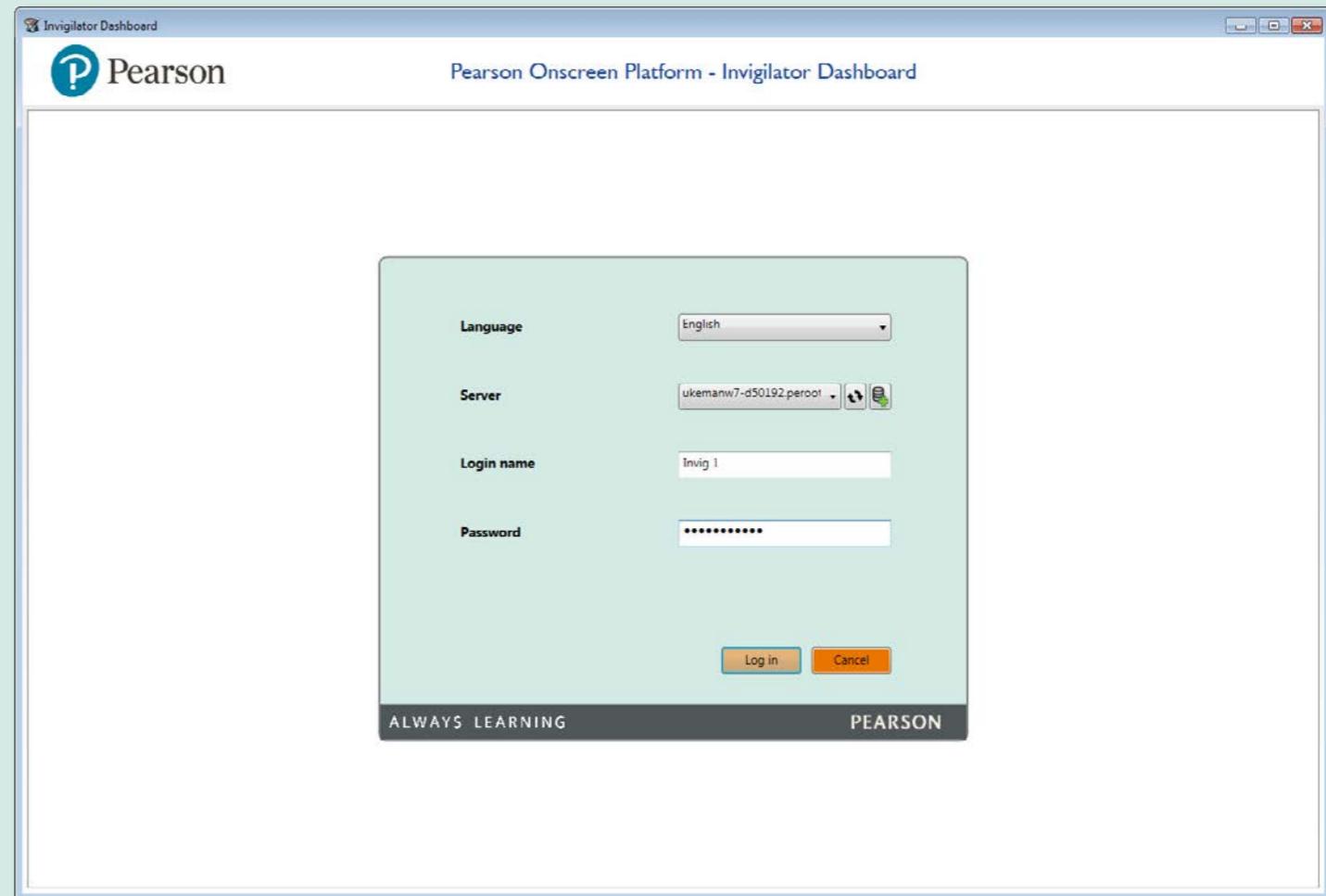


Type in the correct server name and click '**Test**' and then '**Add**'.

Step 3:

Enter the username & password which will have been created on the Administrator Dashboard (AD) (see **Administrator Dashboard User Guide**).

Then click '**Log in**'.



Selecting the Order

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Once logged into the Invigilator Dashboard, select the Order from the list on the left of the screen, these are listed by order number, date & time.

The screenshot shows the Pearson Onscreen Platform - Invigilator Dashboard. On the left, a sidebar lists 'Total Orders' (7) and 'Total Learners' (56). Below this, six orders are listed with their details:

- Order: 11673961 (0 / 8)
Code: Test Unit 1
Room: Room 1
Date: 18/07/2018
Time: 00:00
- Order: 11699132 (0 / 8)
Code: Test Unit 1
Room: Room 1
Date: 07/08/2018
Time: 00:00
- Order: 11700246 (0 / 8)
Code: Test Unit 1
Room: Room 1
Date: 08/08/2018
Time: 00:00
- Order: 11700821 (0 / 8)
Code: Test Unit 1
Room: Room 1
Date: 08/08/2018
Time: 00:00
- Order: 11702714 (0 / 8)
Code: Test Unit 1
Room: Room 1
Date: 10/08/2018
Time: 00:00

The main area displays Order 11705970, titled 'Test Unit 1 - Pearson Onscreen Platform Software Test'. It shows the following details:

Order: 11705970 (0 / 8)
Code: Test Unit 1
Room: Room 1
Date: 14/08/2018
Time: 00:00

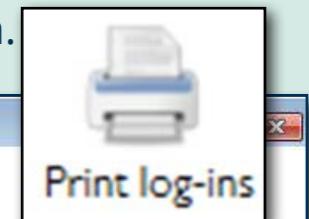
Control buttons: Start, Pause, Stop, Invigilator comments, Additional Time, Mark Absent/Present, Refresh, Print log-ins.

Learner's details needed:

Learner Number	Learner Name	Connectivity State	Exam State	Time Left	Completed Questions / Total Questions
10523530	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			01:00	0 / 0
10523531	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			01:00	0 / 0
10523532	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			01:00	0 / 0
10523533	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			01:00	0 / 0
10523534	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			01:00	0 / 0
10523535	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			01:00	0 / 0
10523536	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			01:00	0 / 0
10523537	DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME			01:00	0 / 0

Before the learner can start the test, you will need to give them their Learner Number & the Order number.

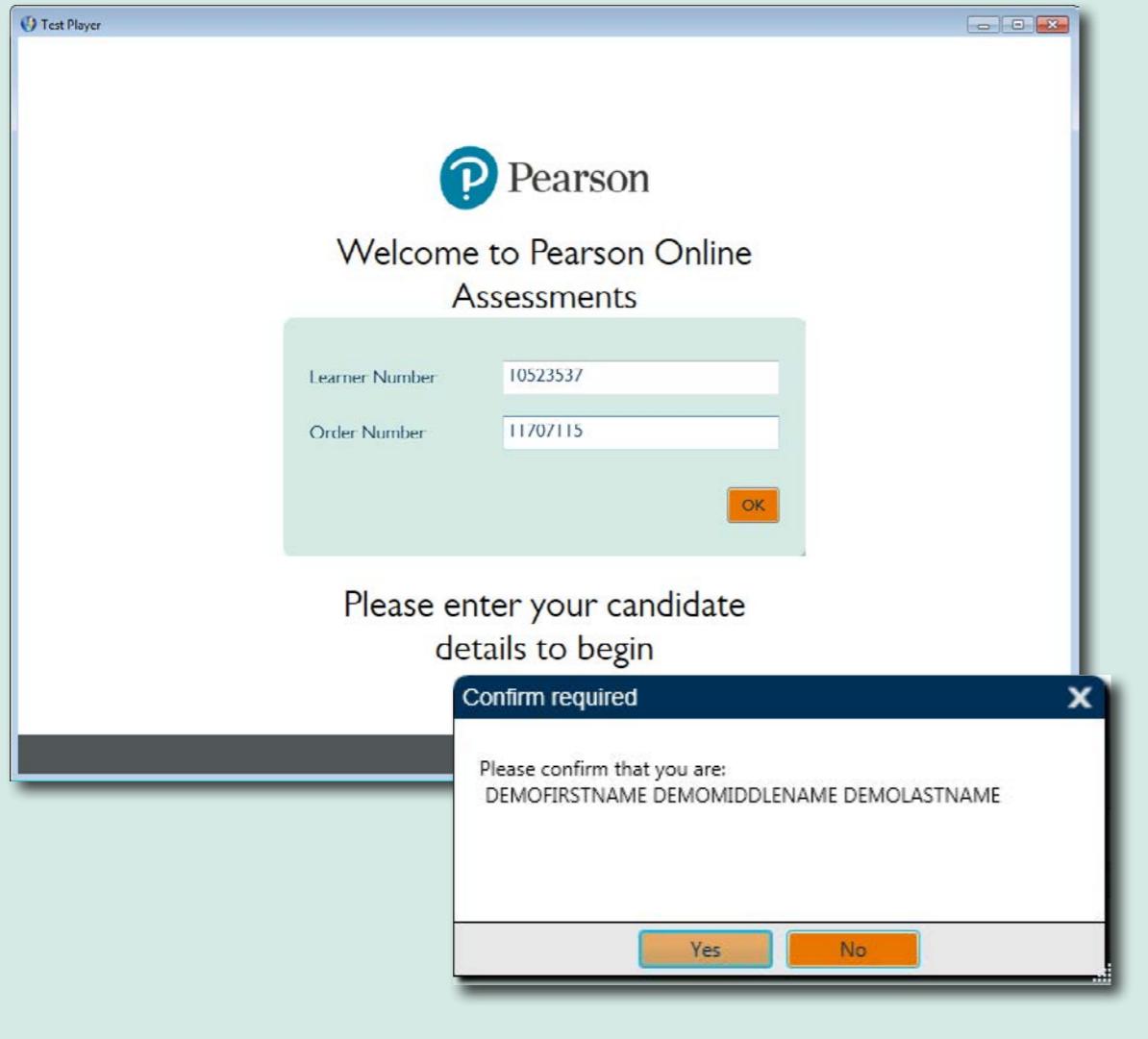
You can print the Learner Logins and the Attendance Register by clicking on the 'Print log-ins' icon.



Starting the test

Step 1:

The Learner logs into Test Player, and confirms their details.



Remember:

Make sure that the Test Player is connected to the Invigilator Dashboard - see **POP LAN Installation guide** for instructions on how to do this, or speak to your IT technician.

Step 2:

The learner's 'Exam State' changes from 'Not Started'



to 'Awaiting Approval'



Their connectivity State changes from 'Offline'



to 'Online'



Step 3:

On the Test Player the learner will see the message:

'In order to proceed the Invigilator must start the Test'

Select the 1st learner in the list

Learner Name	Connectivity State	Exam State
DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME		
DEMOFIRSTNAME DEMOMIDDLENAME DEMOLASTNAME		

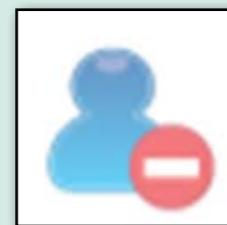
then press Start



this will allow all learners in the Order to press start on their Test Players.

Marking Learners as Absent, Test Completion & Troubleshooting

You can mark a learner as **Absent** or **Present** by selecting the Learner and clicking on the Mark Absent/Present icon.



During a test you can see how much time the learner has left and how many questions they have answered. Any extra time will also be visible under '**Time Left**'.

Connectivity State	Exam State	Time Left	Completed Questions / Total Questi
		00:58	3 / 5
		01:00	0 / 0
		01:00	0 / 0

Once the learner has completed the test, their connectivity state will change to '**Offline**'



and their '**Exam State**' will change to '**Completed**'



The test will then be uploaded back to Pearson for marking.

If you see the yellow warning triangle during a test



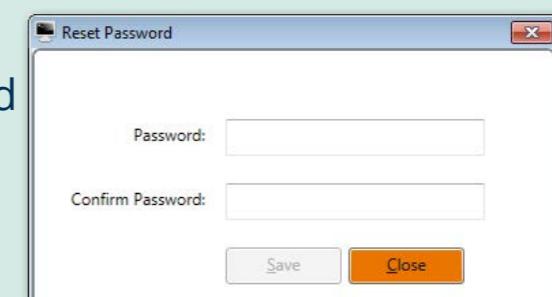
this means the Test Player has lost connection to the ID. *Don't panic!* The test will continue to run independently of the ID, and automatically upload once the test is complete.

If you're unable to log-in to the Invigilator Dashboard and see the error message '**Invigilator Locked**' you will need to check the following:

1. Check the Invigilator is ticked as **Active** on the Administrator Dashboard (AD). You can check this under List Invigilators - click on their log-in name, place a tick in the Active box **Active** and press Save.

2. Change the Invigilators password on the AD. You can do this under List Invigilators - click on the **padlock symbol** to the right of the Invigilators name .

then type in the new password, you don't need to know the original one!



ALWAYS LEARNING