

Onscreen Testing GCSE Applied French User Guide

Issue 1.0

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Exam Information

Applied French

Exam date:	27 May 2010 (9am - 5pm)
Length per exam	Listening - 30 minutes Reading - 30 minutes
No. of questions	8 per exam

Before the Exam

We will send you the usernames and passwords via email before the exam (usually three days before).

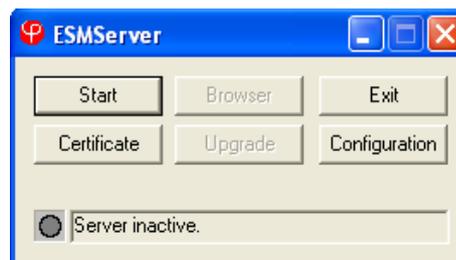
We will send you hard copies of the exam and any other required materials, in case of a technical failure.

To prevent technical problems on the day, we ask you to complete a mock test. As an additional final check you should ask your IT team to make sure of the following on each candidate's workstation:

- Each candidate PC/login should have **FULL read write permissions to the ESM_Test_Centre folder**
- Each candidate PC/login should have **FULL read/write permissions to the Administrator folder on the C:\Program Files\Promissor**

The day before the Exam

Step 1: Start ESM Server on your workstation. Select **Start** then **Browser**.

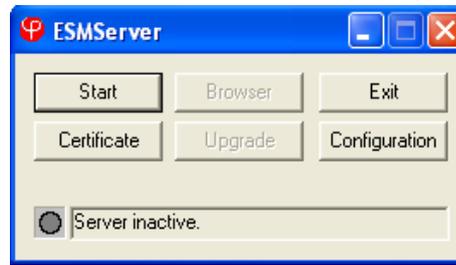


Step 2: Log in to ESM (usernames and passwords are case sensitive)

Step 3: Once you have logged in, all your tests will appear in the Inbox. Please check that they are all visible, and if any candidates are missing please contact us on 0844 576 0024.

The day of the Exam

Step 1: Launch ESM Server. Select Start then Browser.



Step 2: Login to ESM (usernames and passwords are case sensitive)

Step 3: All your scheduled tests should appear in the Inbox (up to 3 days) before the exam date.

Test Date	Time	Candidate	Sponsor	Test Name	Length	Waiver	Status
4/16/2008	11:00 AM	(24) Griffin, Peter	CAT*ASI	Demo battery Flash	60		Locked
4/16/2008	11:00 AM	(20) Guadmir, Glen	CAT*ASI	Demo battery Flash	60		Locked

Please note, these buttons at the bottom only appear once a candidate has been selected with a tick in the box on the left hand side.

This button is used to unlock tests that have been downloaded and ready to be taken

Click here to lock a test that has been unlocked

If a candidate does not show up for a test or the test has been booked in error, select this button.

This button is used if a candidate has not completed all the test due to technical fault or sickness

This button is used to download candidate information (candidates will be available to download 3 days before the schedules date)

Select the exams using the tick boxes next to each candidate. An **Unlock** button will then appear at the bottom of the page. Click this to unlock the selected exams.

Once they are unlocked, each student will be able to log onto their **Administrator** software and sit the exam.

What the Student Will See

First, their log in screen:

Test Date	Test Title	Test Number	Status
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Once the student logs in they should be able to view their awaiting test.

Test Date	Test Title	Test Number	Status
08/19/2008 08:...	xxx Demo Edexcel	xxx Demo_Edexcel	Unlocked

The candidate will see a welcome page stating the test details and giving any specific instructions that might be needed. **At this point candidates should check their name and test details are correct.**

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Candidate Name: John Brown

Test title: GCSE 5753 Applied French - Reading

No of questions in this test: 8

Total marks available: 40

Time allowed in minutes: 30

You may **NOT** use any dictionaries

Answer **ALL** questions

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OK

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Candidate Name: John Brown

Test title: GCSE 5753 Applied French - Listening

No of questions in this test: 8

Total marks available: 40

Time allowed in minutes: 30

You may **NOT** use any dictionaries

Answer **ALL** questions

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OK

Before the exam starts, candidates can view a brief tutorial of the system buttons. It is recommended that they familiarise themselves with these buttons before they start the exam. For your reference this is what the buttons 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, even if you had not finished it.



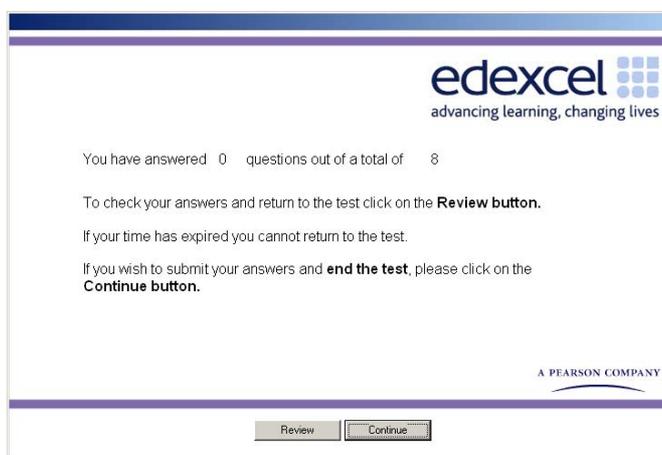
The 'Exhibit' button displays any additional information the candidate might need e.g. a formulae list.

When the candidate is comfortable with their log in and they know how to use the system, they can begin.

Candidates will receive time alerts when they have 15mins and 5mins left. The alerts look like so:



At the end of the exam, a summary of questions answered will be displayed for the candidate. At this point, they can go back if they wish to change any of their answers.



To review and change their answers, candidates can click review. As the instructions state, clicking continue will end the exam. It cannot be reopened after this point.



Once the exam is finished, to close the Administrator program, select Cancel on the login screen followed by File and Exit.

After the Exam

Log back into the ESM Server and launch ESM. All the results are now in the **Outbox**. Select all of them and click **Upload Results** at the bottom of the screen. This sends the candidates' results to Edexcel.

ESM - Edexcel Wale Idowu - Microsoft Internet Explorer provided by Edexcel

PROMISSOR Enterprise SiteManager

Upgrade • About • Configure • Contact Support • CATGlobal • Log Out
You are currently logged in as: Wale Idowu

INBOX **OUTBOX** ARCHIVE SEARCH REFRESH Filter: Show All PRINT ROSTER UPLOAD ALL RESULTS

<input checked="" type="checkbox"/>	Candidate	Test Date	Time	Sponsor	Test Name	Status
<input checked="" type="checkbox"/>	STURROE, ALAN	01/02/2008	12:00 PM	Edexcel	Adult Numeracy Level 1	No Show
<input checked="" type="checkbox"/>	Demo_Jon	01/02/2008	3:00 PM	CAT*ASJ	Demo battery Flash	Completed
<input checked="" type="checkbox"/>	Test1_Demo	01/02/2008	3:30 PM	CAT*ASJ	xxx Demo Edexcel	Completed
<input checked="" type="checkbox"/>	Test2_Demo	01/02/2008	3:30 PM	CAT*ASJ	xxx Demo Edexcel	No Show
<input checked="" type="checkbox"/>	Test3_Demo	01/02/2008	2:30 PM	CAT*ASJ	xxx Demo Edexcel	No Show
<input checked="" type="checkbox"/>	Test4_Demo	01/02/2008	3:30 PM	CAT*ASJ	xxx Demo Edexcel	No Show
<input checked="" type="checkbox"/>	Test5_Demo	01/02/2008	3:30 PM	CAT*ASJ	xxx Demo Edexcel	No Show
<input checked="" type="checkbox"/>	Test6_Demo	01/02/2008	3:30 PM	CAT*ASJ	xxx Demo Edexcel	No Show
<input checked="" type="checkbox"/>	Demo_Jon	01/02/2008	4:00 PM	CAT*ASJ	Demo battery Flash	No Show
<input checked="" type="checkbox"/>	Demo_Henry	01/02/2008	2:30 PM	CAT*ASJ	Demo battery Flash	Completed
<input checked="" type="checkbox"/>	demo12_demo12	01/02/2008	8:00 AM	CAT*ASJ	xxx Demo Edexcel	Pending Transmission

VIEW DETAILS VIEW SCORE REPORT PRINT SCORE REPORT UPLOAD RESULTS

Done Local intranet

If you wish, you can give the candidates an Evidence of Attendance. This document shows that the candidate attended the exam. To print this go to the outbox and click on **view score report** or **print score report**.

Important Notices:

Please upload all results to us on the day of the exam, once all candidates have completed. If this is not possible, please upload the results as soon as possible or contact us on 0844 576 0024.

Please also retain copies (either electronic or paper) of the Evidence of Attendance document. This may be used in cases of queries about results.

Contact Details

If you have questions about the GCSE Applied French qualification, your entries, or other GCSE information please contact our GCSE helpline on 0844 576 0027

If you have any questions about the ESM or Administrator software, or you encounter a fault, please call us on 0844 576 0024

Frequently Asked Questions

Issue	What should you do?
I don't have enough PCs for every candidate entered for the exam	The software will allow you to several exam sessions during the day of the exam. Please note that you need to maintain the security of the exam so it remains your responsibility to ensure cohorts are kept secure.
I've forgotten the UCI or Candidate Number	Please contact us on 0844 576 0027 and we will try to assist you.
A candidate is late for the exam	Normal GCSE rules apply with regards to how long the candidate should be allowed to take the exam. The exam can be taken between 9am - 5pm.
I've forgotten my log in username or password	Please contact us on 0844 576 0024 and we will assist you.
I've forgotten a candidate log in username or password	This can be found in ESM. In the inbox, click on the exam and a window will open which contains the username and password. If you need further help, please contact us on 0844 576 0024 and we will assist you.
There is a problem with the PC or the test during the exam and you need to reboot/resume the exam on another PC	You can move the candidate onto another PC and the exam can continue. To do this, turn the problem PC off by the power button. <u>Do not</u> press quit. Once the power has been switched off the candidate can log onto a different PC and the test will resume from the point at which it stopped. The answers already given will have been saved. If you continue to have technical problems, call us on 0844 576 0024.
There is a fire alarm or a bomb alert during the examination.	You can pause the exam until the alert is resolved. To do this turn the PCs off using the power buttons. <u>Do not</u> press quit. Once the temporary interruption is resolved the candidates can log back onto their PCs and the test will resume from the point at which it stopped. The answers already given will have been saved.
I cannot open/unlock the exams.	Please contact us on 0844 576 0024 and we will assist you.