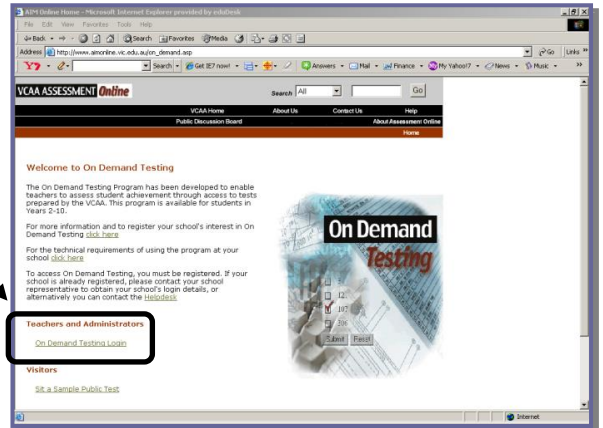
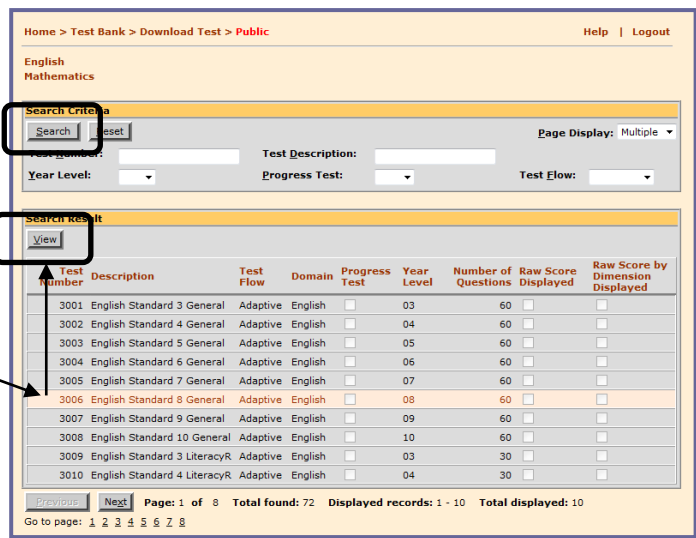


Quick Guide – Downloading Tests

1. Open Internet Explorer and type www.aimonline.vic.edu.au into the address field. This is the Central Server site. Click the On Demand link.
2. From the On Demand page click the Teachers and Administrators – On Demand Testing Login link.
3. Type in your school's **User ID** and **Password** (for the Central Server) that was provided by the VCAA.



4. From the Home menu, select **Test Bank**, then **Download Test**, then **Public**.



5. Enter details in the **Search Criteria** window (e.g. Year Level) to narrow down to the type of tests you wish to find, then click **[Search]**.

6. From the Search Results list. Select a test by clicking on it to highlight the row then click **[View]**.

7. The **Test View** page provides information and details about the test.

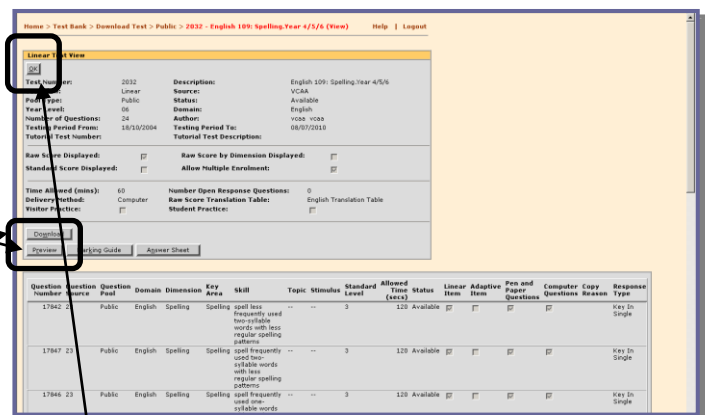
Special Note:

* **Linear tests** will provide information for all the questions in the test. It is also possible to preview the questions.

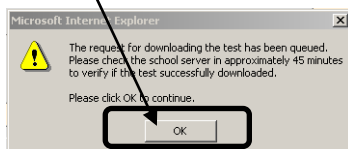
** It is not possible to preview questions of an **Adaptive test**.

8. To preview the questions of a **linear test**, click **[Preview]**.

9. Once you have identified a test that you would like to use at your school, click **[Download]**.



10. A message box will appear to advise that the test has been successfully queued for download to your school. Click **[OK]** to close the message box.



11. Click **[OK]** to return to the **Search Criteria** screen and search for more tests to download.