Quick Guide – Creating a Test Session

On Demand Testing

| Log into the School Server homepage. | Home > Test Delivery > Public Help Logout English Mathematics |
|--|--|
| Note: Access to the Administration section requires Internet Explorer 9 or above. IE10 and IE11 will need to be run in compatibility mode. | Search Page Display: Multiple Search Reset Page Display: Multiple Test Rumber: Test Description: Test Flow: Adaptive Year Level: Progress Test: Test Flow: Adaptive |
| From the main menu select Test Delivery then Public . | Searcher Sessions |
| Enter details in the Search Criteria window to locate the test you wish to administer then click on the [Search] button. | Rumber Collisition Flow Collisition Test Level Questions Displayed Displayed </th |
| When you have located the test , click on it to select and highlight that row. | 3033 Mathe Standard 3 General Adaptive Mathematics 03 60 3041 Mathe Standard 3 Measurement & Geometry Adaptive Mathematics 03 30 3049 Mathe Standard 3 Number & Algebra Adaptive Mathematics 03 30 Breviore Mext Page: 1 of 1 Total found: 7 Displayed records: 1 - 7 Total displayed: 7 |
| Click on the [Sessions] button. | Home > Test Delivery > Public > 2125 - Mathematics - YR08 - Number Help Logout |
| Click on the [New] button to create a new Session Key. The Activation Date * and Activation | Search Criteria Search Reset Page Display: Multiple - Test Session Activation Date: |
| and time. Enter the Key Life ** and then click on the [Apply] button. | Home > Test Delivery > Public > 3033 - Maths Standard 3 General > New Help Logout |
| Special Note: | Test Session Exer: Activation Date: Key: Key: Activation Iime*: 3:03 PM |
| * The Activation Date and Time is the point from which the Session Key can be used. Students will not be able to log into this session before the date and time specified. | Baw Gene Disalawali |
| ** The Key Life (in hours) indicates how long the session key will be active. For instance, if you enter 24, then students will no longer be able to log into this session after 24 hours have passed since the Activation Date and Time. | Home > Test Delivery > Public > 3033 - Haths Standard 3 General > New Help Logout Test Session Edit reids marked by * are mandatory. Test Session Key: G1/94355 Activation Jime*: 15:03 Key Life (hrs)*: 9999 Raw Score Displayed: |
| Note down the session key that is given. Click on [OK] to close the message box. | |
| Click on the [Cancel] button to return to the previous screen which will list all Session Keys for this test including the one you have just created. | Message from webpage |
| Special Note: | |
| Session Keys that have expired can be reactivated. (See section 3.6 of the Teacher Training Guide). | Home > Test Delivery > Public > 2125 - Mathematics - YR08 - Number Help Logout New Search Criteria Page Display: Multiple > Test Session Activation Date: |
| | Log into the School Server homepage. Note: Access to the Administration section requires Internet Explorer 9 or above. IE10 and IE11 will need to be run in compatibility mode. From the main menu select Test Delivery then Public . Enter details in the Search Criteria window to locate the test you wish to administer then click on the [Search] button. When you have located the test , click on it to select and highlight that row. Click on the [Sessions] button. Click on the [Sessions] button to create a new Session Key. The Activation Date * and Activation Time* should default to the current date and time. Enter the Key Life ** and then click on the [Apply] button. Special Note: * The Activation Date and Time is the point from which the Session Key can be used. Students will not be able to log into this session before the date and time specified. * The Key Life (in hours) indicates how long the session key will be active. For instance, if you enter 24, then students will no longer be able to log into this session after 24 hours have passed since the Activation Date and Time. Note down the session key that is given. Click on [OK] to close the message box. Click on the [Cancel] button to return to the previous screen which will list all Session Keys for this test including the one you have just created. Special Note: Special Note: Spec |