

Quick Guide – Creating a Test Session

1. Log into the **School Server** homepage.

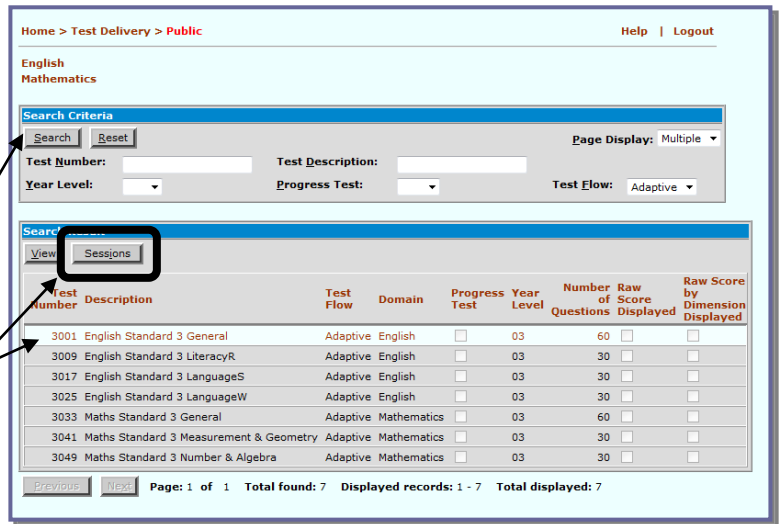
Note: Access to the Administration section requires Internet Explorer 9 or above. IE10 and IE11 will need to be run in compatibility mode.

2. From the main menu select **Test Delivery** then **Public**.

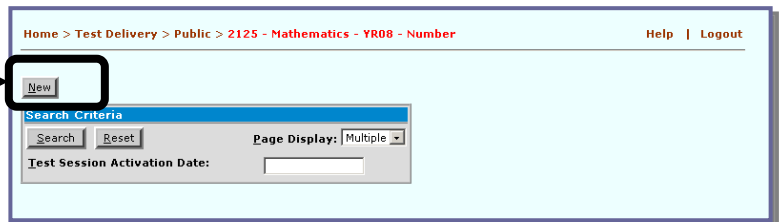
3. Enter details in the **Search Criteria** window to locate the test you wish to administer then click on the **[Search]** button.

4. When you have located the test, click on it to select and highlight that row.

5. Click on the **[Sessions]** button.



6. Click on the **[New]** button to create a new Session Key.

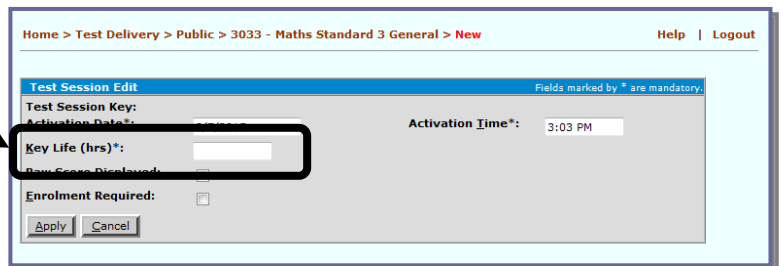


7. The **Activation Date *** and **Activation Time *** should default to the current date and time. Enter the **Key Life **** and then click on the **[Apply]** button.

Special Note:

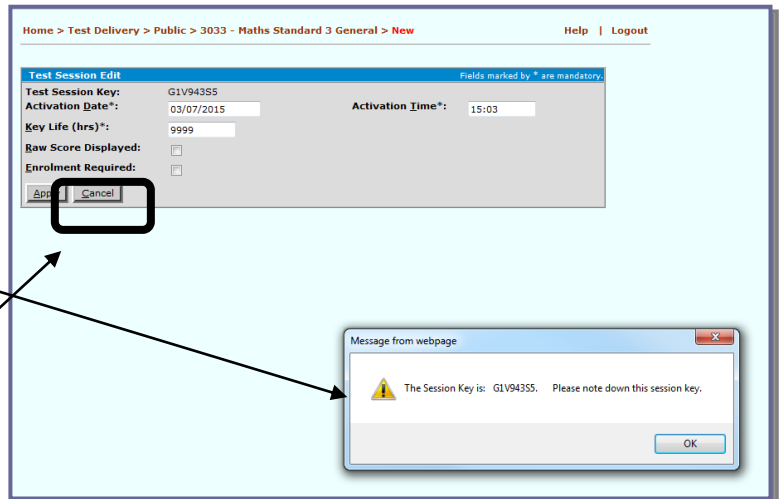
* The Activation Date and Time is the point from which the Session Key can be used. Students will not be able to log into this session before the date and time specified.

** 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.



8. **Note down the session key** that is given. Click on **[OK]** to close the message box.

9. 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:

Session Keys that have expired can be reactivated. (See section 3.6 of the Teacher Training Guide).

