

OCR e-testing

e-test Support Guide for

01711, 01712, 01713 Key Skills Tests Levels 1 and 2

03640 Certificate in Adult Literacy at Levels 1 and 2

03648 Certificate in Adult Numeracy at Levels 1 and 2

SNA and Floppy Disk tests.

**e-test Support Guide
(Including Invigilation Instructions)**

For

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1. Software Installation

Full software installation instructions are provided in the **Installation Guide** available from the **Support Guide**.

2. Approval Installation

You must complete the **Approval Installation Tasks** before commencing live testing. The **Approval Installation Tasks** require you to:

- Enter candidate details into the e-test system
- Allocate an e-test to a candidate
- Run an e-test
- Upload the e-test result

Full approval installation instructions are provided in the **Approval Installation Tasks** available from the **Support Centre**.

3. Scheduling

You may schedule your test sessions at yours and your candidates' convenience.

4. Re-Sit Rule

Candidates who do not pass their test may retake a test. Current QCA guidance suggests that test retakes should not be scheduled for at least one week after a failed attempt in order to allow candidates time to prepare adequately.

5. Results and Certificates

After your candidates have completed their tests you will upload their responses following the instructions in the **User Guide** available from the **Support Centre** from www.ocr.org.uk/e-assessment.

OCR will NOT produce **Results Slips**, however, you will be able to print your candidates' **Results Slips** from the e-test website following the instructions in the **User Guide** available from the **Support Centre**. It is at your discretion when or if you give the **Results Slips** to your candidates.

Basic Skills certificates will be dispatched within 10 working days of receipt of the test results files.

Key Skills certificates will be dispatched within 6 working days of receipt of both test results files and portfolio moderation decisions.

Certificates will be posted to the address identified to OCR.

6. Fees and Invoices

Key Skills - for current fees refer to the Fees List (A250) or the Key Skills Administrative Guide (A087) available from the Customer Contact Centre (024 7685 1509). Each candidate registration includes one test attempt. Candidates may take either an e-test or a paper test.

Basic Skills - for current fee refer to the Fees List (A250) or the Basic Skills Administration Catalogue (A851) available from the Information Bureau (024 7685 1509). Centres will be invoiced for each Basic Skills test access token requested.

All invoices will be posted to the address identified to OCR.

The on-line and off-line practice tests are free of charge.

Please ensure that you book the correct Access Token for your candidate.

Key Skills tests are: Application of Number at Levels 1 and 2
Communication at Levels 1 and 2
ICT at Level 1 and 2

Basic Skills tests are: Numeracy at Levels 1 and 2
Literacy at Levels 1 and 2

If your candidate completes the wrong test, eg, a Communication Level 1 test instead of a Literacy Level 1 test, the test result **cannot** be transferred and your candidate will be required to complete the equivalent Basic Skills test. You will also be charged the appropriate registration/test fee before OCR will issue a control report/certificate.

7. Results Enquiries

You should send full details of any results enquiry comments in writing. You must send such notification to etest@ocr.org.uk.

You should title your email Key Skills - Results Enquiry Request.
 Basic Skills – Results Enquiry Request.

8. Contact Details

By email: etest@ocr.org.uk

OCR is constantly reviewing and working with our technology partners to develop our electronic test delivery system. Over the next few months improvements to the system may result in updates being provided to centres.

Please send any comments you may have to: etest@ocr.org.uk

PREPARING FOR THE TEST

13. The Venue

You must ensure that any room you select for e-testing is suitable for the purpose. For example, you must ensure that room is quiet, free from interruption by people or telephone.

Due consideration must be given to heating, lighting and ventilation.

Candidates must **not** be able to see a fellow candidate's screen. The minimum distance between screens should be 1.25m. If the screens are positioned back-to-back or separated by dividers the minimum distance need not apply. However, if the screens are diagonally opposite, then 1.25m may not be a sufficient distance – you must use your judgement to ensure candidates' cannot see fellow candidate's screens.

You must ensure that each PC is situated on a suitable desk/table. An adjustable chair should also be provided.

There should be no display materials (maps, diagrams etc) on walls that might be helpful to candidates.

The *Warning to Candidates* must be displayed both inside and outside the examination room.

The *Notice to Candidates* must be displayed in a public place outside the examination room. (Both of these documents are available for download from <http://etest.ocr.org.uk>)

Prior to each test session, and for the duration of the test session, you must ensure that no other applications (ie, Word, Excel etc) are open accessible on the testing machines.

14. The Candidate

All candidates must be given as many opportunities as possible to access the e-test sample items. There are four, 40 question practice tests per subject, per level.

When completing these practice tests in the on-line environment, candidates will be able to see if their answers are correct. If a submitted answer is correct, a green tick will present in the bottom right hand corner of the screen, if not, a red cross. A candidate may change the submitted answer by clicking on the new answer selection or clicking **Clear** and then selecting the new answer.

Off-line practice tests do not give on-screen feedback to candidates in the same way as on-line practice tests. Off-line practice tests can be uploaded after completion and candidate responses can be viewed in the same way as live tests.

A Sample Navigation Test is also available. This test is intended to familiarise candidates with the e-test environment and the use/functions of the on-screen buttons.

All these sample items are free of charge and are available via the access token method (off-line) and on-line from www.ocr.org.uk/e-assessment.

Teacher/tutors should explain the use of the on-screen buttons for the test, for example:

Previous, Next, Clear, End

Teachers/tutors should also explain the use of the **Jump to** list. The **Jump to** list allows candidates to see a list of all the questions within the test and move to any question in any order. Should a candidate wish to change an answer, he/she should bring the question to the screen, click on the newly selected answer or click **Clear** and re-enter the new answer.

As part of good test technique, candidates should be advised to use the **Jump to** list before ending the test to ensure all questions have been answered. There is an asterisk against each question number which disappears once a question has been answered.

15. Invigilating the Test

There should be a minimum of one invigilator/test administrator to 15 candidates. However, the exact number should be determined by the invigilator/test administrator's ability to view all of the candidates for the duration of the test. Invigilators/test administrators should ensure that they are able to see candidates' screen when patrolling the test room.

A teacher/tutor who has prepared the candidates for the subject of the test, should not be the sole invigilator at any time during the test.

The invigilator/test administrator should have easy and immediate access to a centre IT specialist without leaving the test room.

The invigilator/test administrator should be able to summon assistance easily without leaving the test room.

The invigilator/test administrator must ensure that there is at least one spare pre-installed candidate test PC available for each test session.

The invigilator/test administrator must be satisfied as to the identity of every candidate.

If you are operating the floppy disk option, the invigilator/test administrator may decide if candidates put the floppy disk into the test PC or if this is done before the candidates arrive. However, the invigilator/test administrator must ensure that no other applications are open or accessible on the test PC.

Typical/normal test conditions are required. However, in addition, on arrival, candidates must be advised:

- not to communicate with other candidates during the test and whilst in the test room
- that mobile phones or other electronic communication/storage devices are not permitted in the test room
- that only rough note paper is permitted on the desk
- that rough note paper must not be removed from the test room
- that all used rough paper must be disposed of by shredding or similar
- that dictionaries (for Literacy and Communication) are not permitted
- that calculators (for Numeracy and Application of Number) are not permitted
- no attempt should be made to access other applications

Candidates may leave the test room when they have completed the test. However, this is at the discretion of the invigilator/test administrator. Candidates finishing the test early should not be permitted to leave the test room if candidates who are still completing tests would be disturbed.

If you are operating the floppy disk method of delivery, after completing the test, the invigilator/test administrator can decide if candidates remove the floppy disk from the test PC or if this is done by the invigilator/test administrator.

A COPY OF THESE INSTRUCTIONS SHOULD BE AVAILABLE TO ALL INVIGILATORS/TEST ADMINISTRATORS IN EACH TEST ROOM

Other useful documents:

Access Arrangements and Special Consideration: Regulations and Guidance Relating to Candidates who are Eligible for Adjustments in Examinations 1 September 2005 – 31 August 2006. This publication can be downloaded from the OCR website at www.ocr.org.uk

Key Skills Administrative Guide (A087). This publication can be downloaded from the OCR website at www.ocr.org.uk or hard copies can be obtained from our information bureau.

Level 1 – 4 Key skills qualifications: Guidance and Instructions for conducting the tests. This publication can be downloaded from the OCR website at www.ocr.org.uk

INVIGILATION INSTRUCTIONS
SUGGESTED WORDING FOR ANNOUNCEMENT AT THE BEGINNING OF AN E-TEST

“You are now subject to the regulations of the test.

Literacy / Communication tests will last 1 hour.

Numeracy / Application of Number tests will last 1 hour and 15 minutes.

ICT tests will last 1 hour.

Dictionaries **are not** permitted in Communication/Literacy tests.

Calculators **are not** permitted in Application of Number/Numeracy tests.

Bi-lingual dictionaries **are** permitted in Application of Number/ICT tests.

The only other material you may have on your desk (apart from your computer) is some rough working paper, a pencil or pen.

You are not permitted to have any other materials or electronic devices with you even if you have no intention of referring to it. If you are found to have any other material with you, this will be reported to OCR. The normal practice in such circumstances is to disqualify the candidate from the test.

Please make sure your mobile phone is switched off now and removed from the test room. The use of a telephone is an infringement of the regulations of the test.

Check that your chair is comfortably positioned – adjust it if necessary.

Check that your computer is appropriately positioned so that you can see the screen clearly.

You may not communicate in any way with another candidate. You may not give assistance to or ask for assistance from another candidate. You should put up your hand to attract the invigilator’s attention.

(Only applicable if your centre is running the floppy disk option). You will need to insert your floppy disk into your computer. *(Not applicable if you have done this before the candidates have arrived.)*

To launch your test, click

SNA Programs - OCR_Exams - OCR Computer Based Exams

or, for

Floppy Disk Programs - OCR_Exams Offline - OCR Offline Computer Based Exams

Read the on-screen instructions.

Click onto the next page – complete your surname and Student ID field.

Click onto the next page – check that the title of the test is the one you are expecting to complete today. If you are taking a Key Skills test, your test will be called either, Application of Number, Communication or ICT. If you are taking a Basic Skills test, your test will be called either Literacy or Number. If the title of your test is incorrect, put up your hand and tell your invigilator.

As soon as you click on the title of the test, the test will begin and the clock will start.

Answer as many questions as you can in any order you wish.

Ten minutes before the end of test you will see a warning advising you of the time you have left.

If you complete the test before the time runs out, make sure you use the **Jump to** list to check that you have answered as many questions as you can.

If you do not complete the test before the time runs out, the answers to all the questions you have answered will be saved and will still be marked.

(Only applicable if your centre is running the floppy disk option). When your test has finished remove the floppy disk from the computer and hand it to your invigilator. *(Not applicable if you decide to remove the floppy disks yourself.)*

You must hand in any rough working paper to your invigilator before you leave the room.”