

# 4 simple steps to set up your ONLINE TESTING



## 1 creating a test session

- Select 'Test Scheduler' on the menu, then 'Online Test Session'. Click 'Create Session'.
- Enter a name for the Test Session (e.g. 'Mr. Clarke's 5th Class English May 2024').
- Select the settings for each option:
  - o Lockdown – Set to Off by default. This option should be left off, unless there is a specific reason to turn it on.
  - o Test Type – Select the subject/level of the test being set up.
  - o Test Form – Set to 'Random Test' by default. Do not change without a reason to do so.
  - o Start Date – Set this to the day you intend to begin testing. Once this date arrives, the details of the session cannot be amended.
  - o Days Active – This is set to 2 days by default. Change it to at least 7 days. The session will close after the chosen period and absent students cannot access it after it has closed.
  - o Classes – Select the class to be tested.
- Click the red arrow to remove any excluded students from the session.
- Click 'Save'.



## 2 preparing to administer a session

- Select 'Test Scheduler' on the menu, then 'Online Test Session'. Click 'Options' next to the Test Session you are preparing.
- Select 'Get Password' to download a PDF file. Print out this PDF single-sided.
- Follow the instructions on the first page and check the hardware to be used by students.
- Cut the student login details into strips. Retain cover sheet to use during testing
- Go to 'Resources' → 'Admin Manuals' on DOTS and download the administration manual for the test you are doing.
- Ensure all involved staff read through the manual before the day of testing, and that a copy is to hand on the day of testing.



## 3 administering a session

- On the day of testing, give each student their login slip with their login number and password.
- Follow the script in the administration manual to tell students how to navigate to the login page, and how to log in.
- When all students have logged in, call out the Test ID from the 'Get Password' PDF to let them begin the test.
- Go through the practice questions as described in the administration manual and then tell the students to continue with the test.
- Go to 'Test Scheduler' on DOTS and click 'Options' next to the ongoing Test Session. · Select 'Session Monitor' to view a list of the students and their progress through the test.
- If the test has two Parts, call out the password listed on the PDF with the Test ID number to allow progress from Part A to Part B. Only do this once all students have finished part A and had a short break.



## 4 After testing

- After all students (including students absent on the initial day of testing) have completed the test, go to the 'Test Scheduler' screen on DOTS.
- Click 'Options' next to the relevant Test Session and select 'Finish Session'. This will close the Test Session and generate reports with student scores (available in the 'Reports' section on DOTS).

**contact** Please contact us for any queries



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