

OCR e-Testing Overview

e-Testing Technician's Guide

Autumn 2010

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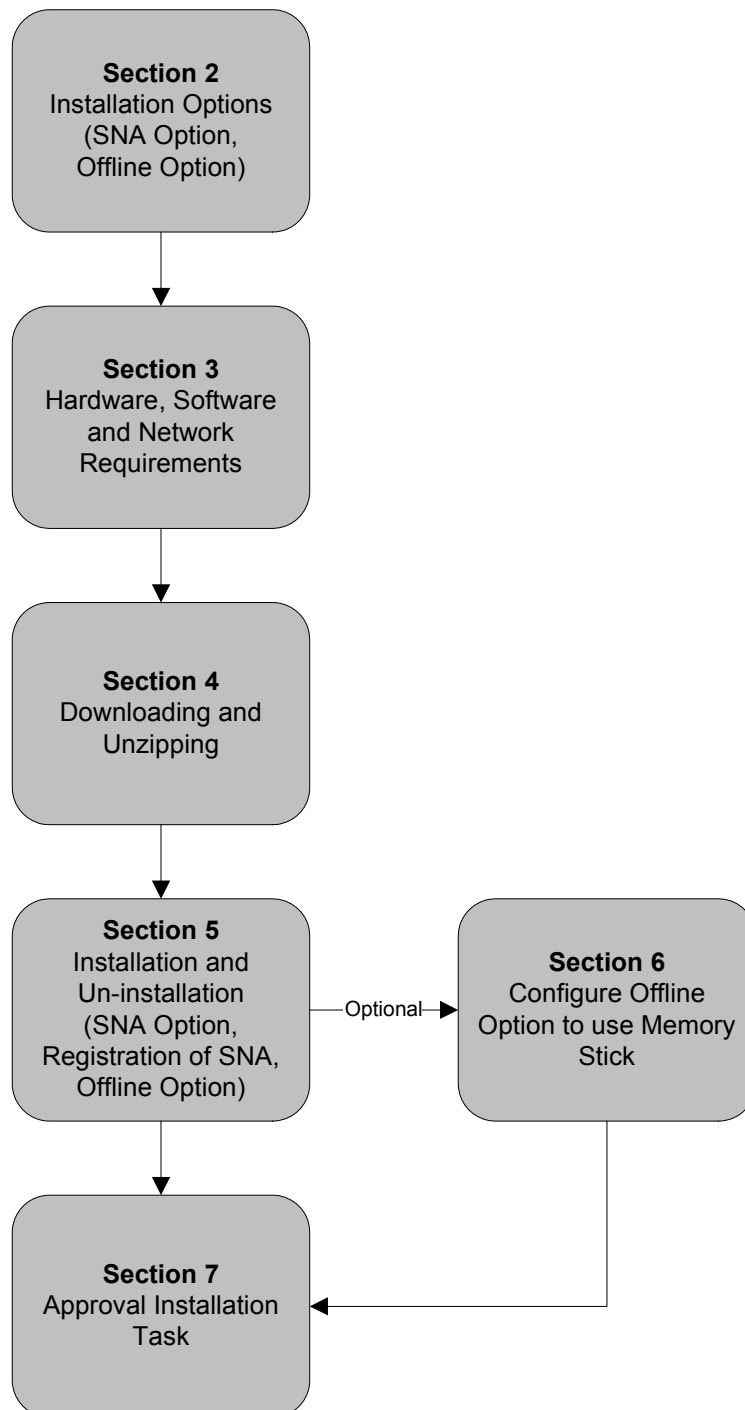
1 Introduction

The purpose of this technician's guide is to support centre staff in the installation and configuration of the OCR e-testing software in preparation for test sittings at their centre.

This guide is a combination of previously existing guides and is generic for all qualifications that use the OCR e-testing system. Any qualification-specific data will be issued in a separate release note at the time the OCR e-testing software is released for the specific qualification.

The e-testing software for each set of tests is available to download from the e-assessment software section of the specific qualification page of the OCR website. For the Key and Basic Skills tests, the e-testing software is also available on DVD.

This document is structured in a chronological order of activity. Each box in the flow chart below corresponds to a section in this guide.



2 Installation Options

There are two installation options available for the e-testing software, for each set of tests available, depending on whether you want to run the tests on standalone or networked computers. These two options, known as 'Network (SNA)' and 'Offline', are discussed in more detail below to help you determine the most appropriate model for your centre.

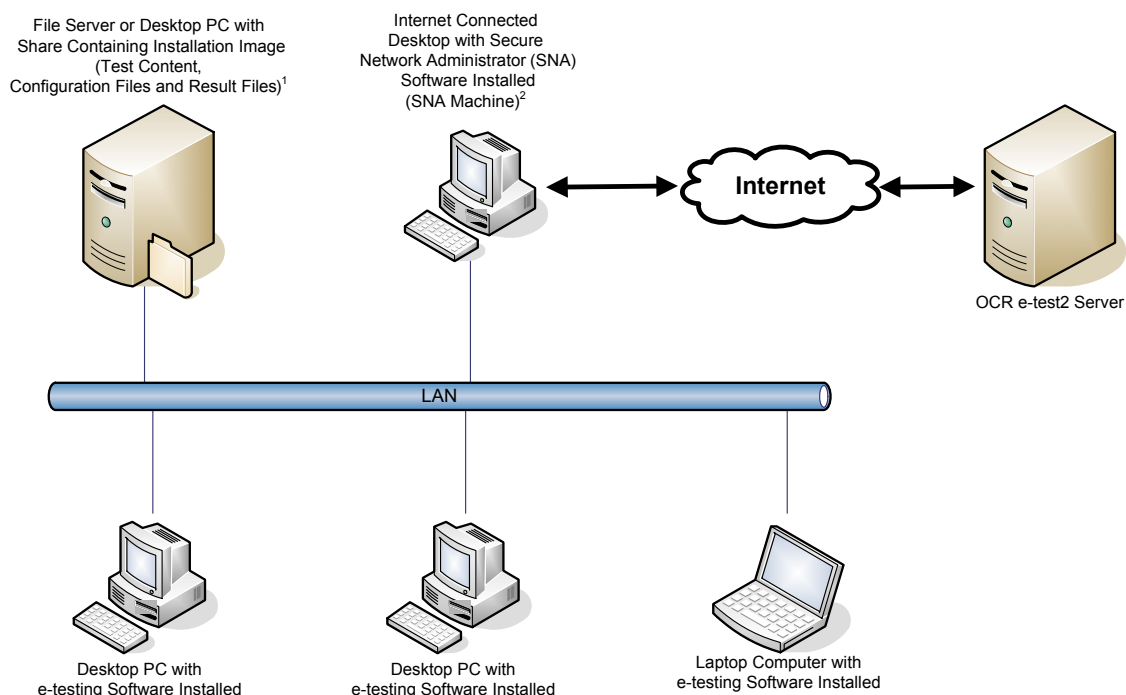
It is possible to use both options within your centre, depending on your particular requirements; however, it is recommended that only one option is used on each computer.

2.1 SNA option

The SNA option allows the centre to deliver tests across a network and is recommended for centres with large test rooms containing many networked computers and a permanent Internet connection. The key features of the SNA option are:

- The test content, within an installation image, has to be installed in one or more shares, which can be on either a file server or desktop.
- The tests run on client computers (desktop or laptop) that read the test content from the installation image in the share, on the file server or desktop, across the network.
- The SNA dashboard opened on the designated SNA machine can be used by the test administrator to monitor the test session.
- The SNA dashboard provides a mechanism for downloading access tokens and uploading result files from/to the OCR etest2 server respectively.
- The result files for the tests are stored centrally, within the installation image in the share, on the file server or desktop.

A schematic of the SNA option is shown below.



¹ File server – transfer of content to test machines and storage of results (across LAN)

² Administration machine – transfer of access tokens, test control data and results (across Internet). Transfer of access tokens and test control data (across LAN). The SNA software can be installed on the file server. In this case the file server must have an Internet connection to communicate with the OCR e-test2 server.

The delivery of the tests is controlled from the SNA machine by the test administrator and should not be used by candidates. The candidates take their tests on client computers that access the test content from the installation image in the share on the file server or desktop across the network.

2.1.2 Key points relating to the SNA option

Having decided to use the SNA option for delivering tests, there are a number of things to be considered and these are outlined below.

2.1.2.1 Existing e-testing software for other qualifications

It is important that the e-testing software is installed in a way that does not conflict with any existing e-testing software that may already be installed for other qualifications. For this reason, it should be installed separately from any existing e-testing software.

Firstly, the installation image should be installed into a new share totally separate from any existing shares relating to other qualifications. The new share can have any name and be located on the same file server as any existing shares.

Secondly, the SNA software can be installed on the same SNA machine as existing SNA software but only one version can be run at any time. Therefore, if it is necessary to run the SNA software for different qualifications at the same time then another computer should be used.

Thirdly, the test software can be installed on the same client computers as existing test software but only one version can be run at any time.

2.1.2.2 Selection of a file server

Each installation requires a file server (file server or desktop) which is used to share the installation image to the test software on the client computers and the SNA software on the SNA machine.

The installation image contains the test content, configuration files and provides the result file storage locations.

The installer (ServerSetup.exe) can only be run under the Windows operating system to install the installation image into the share. This can be directly on the file server, remotely or through a mapped drive.

If the installation image is installed into a share on a file server running a Windows desktop edition operating system (XP, Vista or 7) then there is a limit in the number of possible user connections to the share. This limit imposed by Microsoft means that no more than ten client computers should be used and that a maximum of five tests can be run at the same time.

If the installation image is installed into a share on a file server running a Windows server edition operating system (2000, 2003, 2008) then there is no limit to the number of user connections to the share and number of client computers that can be used.

Refer to Section 3 for more information on the minimum hardware requirements.

2.1.2.3 Selection of SNA machine

Another consideration relates to the selection of the SNA machine which is the computer (desktop or server) where the SNA software is installed.

The SNA software runs the SNA dashboard that is used to administer the test session by downloading access tokens, monitoring progress and uploading result files.

The installer (SNAClientSetup.exe) can only be run under the Windows operating system and as such the SNA machine can be a desktop or server running the Windows operating system.

A number of options are possible including a desktop computer in the test room, a server in the test room or a server in a server room. The option chosen depends on the requirements at the centre.

Whichever option is chosen, it is important to remember that there can only be one SNA dashboard per installation. This is because there is a direct relationship between the SNA dashboard and the installation image in the server share. As such if the centre needs the SNA dashboard to be available in a second room then it has to be installed from a second installation image installed into a second share on the file server.

2.1.2.4 Connection to the Internet

The computer running the SNA software should have a permanent connection to the Internet, preferably at broadband speed, throughout the duration of each test session. This is so that:

- The centre user can be authenticated when they log in to the SNA dashboard
- Access tokens, created in the Administration website, can be downloaded to the SNA dashboard
- The candidates can be authenticated when they log in to the test
- The test results can be displayed in the Administration website at the end of the test
- The pending result files can be uploaded to the OCR etest2 server from the SNA dashboard.

If the SNA software is installed on the server, as opposed to a desktop computer then it must have a permanent connection to the Internet.

2.1.2.5 Collection of location from the etest2 server

For each installation of the SNA software, your centre will require a location to be set up by OCR. This location is collected from the OCR etest2 server during the first login to the SNA dashboard. This allows the OCR etest2 server to record details about the SNA machine, such as the computer name, IP address and MAC address. Therefore, it is advisable for the SNA machine to be configured with a static IP address.

Your centre will be allocated a location automatically by OCR when you apply to deliver new set of tests and are given access to the e-testing system.

If you need to install the SNA software onto a different machine, to serve an additional ten client computers for example, you will require an additional location. Please contact OCR to have this set up.

If you re-install the SNA software on the same SNA machine, you will need to have your location reset. Please contact OCR to have this reset.

2.1.2.6 Selection of client computers

The test software has to be installed on each client computer (desktop or laptop) where tests are to be run.

The installer (ClientSetup.exe) can only be run under the Windows operating system and as such the client computers have to be running the Windows operating system.

2.1.3 Key points relating to the SNA option for Key and Basic Skills tests

For the Key and Basic Skills tests, there are three versions of the e-testing software available and the differences between these are explained below:

SNA option	Description
SNA Local	<p>The SNA option of the software where the test content is located on each client computer.</p> <p>This option has been developed to reduce the amount of data read by the client computer from the share. By locating the test content on each desktop computer this data is read locally rather than over the network reducing the risk of 'access violation' errors.</p> <p>This option is recommended for the majority of installations and especially where there are concerns over network capacity.</p>
SNA Central	<p>The SNA option of the software where the test content is located in the installation image in the share on the file server.</p> <p>This option is the same as offered for the previous release of Key and Basic Skills tests. This option is suitable for centres where there is a reliable network with available capacity.</p>
SNA Citrix®	<p>The SNA option of the software where the test content and runtime is located in the installation image in the share on the file server.</p> <p>This option has been developed for specialist use where thin client or Citrix® based computers are used.</p> <p>It is available on request from OCR.</p>

The installation instructions for the three versions of the e-testing software for the SNA option are essentially the same and are described in Section 5.1. The differences described are due to the location of the software components after installation and these are given in the table below.

SNA option	Location		
	File Server	SNA Machine	Desktop Computer
SNA Local	Share	Runtime Shortcut to start SNA	Runtime Shortcut to start test Test content
SNA Central	Share Test content	Runtime Shortcut the start SNA	Runtime Shortcut to start test
SNA Citrix®	Share Runtime Test content	Shortcut to start SNA	Shortcut to start test

It is recommended only one of the SNA options are used depending on a centre's requirement.

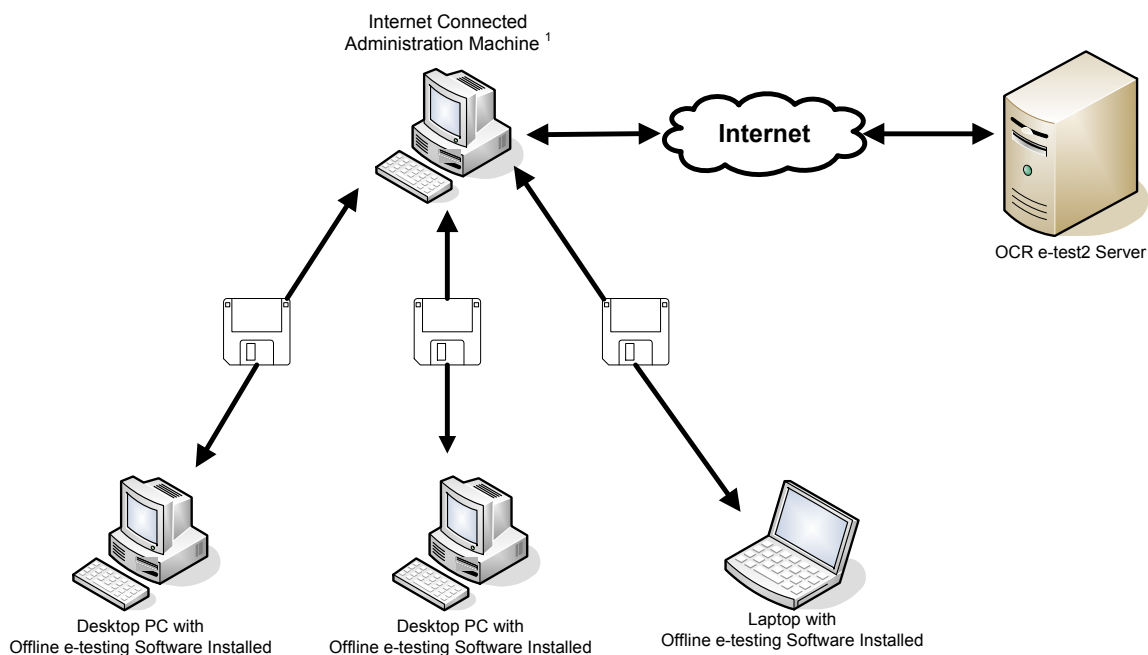
2.2 Offline option

The offline option allows the centre to deliver tests on client computers (desktop or laptop) that are standalone or networked. It is recommended for smaller centres with a limited Internet connection and for testing on laptops at remote locations away from the centre.

The key features of the offline delivery option are:

- The test content has to be installed on each of client computer.
- The access tokens are downloaded from the Administration website to a floppy disk (or memory stick).
- The tests run from floppy disk (or memory stick) on the client computers giving a highly portable delivery option.
- The result files are uploaded from the floppy disk (or memory stick) to the Administration website.

A schematic of the offline delivery option is shown below.



¹ Administration machine – transfer of access tokens and test results (across Internet from/to OCR e-test2 server and via floppy disk or USB memory stick to test machines).

The delivery of the tests is controlled by the availability of access tokens saved by the test administrator, from the Administration website, to floppy disk (or memory stick). The candidates take their tests on client computers that access the test content from the hard drive.

2.1.6 Key points relating to the offline option

Having decided to use the offline option for delivering tests there are a number of things that need to be considered and these are outlined below.

2.1.6.1 Existing e-testing software for other qualifications

It is important that the e-testing software is installed in a way that does not conflict with any existing e-testing software that may already be installed for other qualifications. It can be installed on the same desktop or laptop computers as other e-testing software but only one version can be run at any time.

2.1.6.2 Selection of client computers

The main consideration relates to the selection of the client computers (desktop or laptop) which can be standalone or networked.

The tests are run from access tokens saved to floppy disks or memory sticks. As such to use the floppy disk option the client computers must have a floppy disk drive. The floppy disk drive should preferably be an internal drive but can be an external drive if assigned the drive letter a:\. This is required, as on starting the test the system looks for the access token, named accessinfo.txt, on the a:\ drive.

If the client computers do not have a floppy disk drive, internal or external, then the other option is to use a memory stick. The recommended approach is to change the location where the system looks for the access token from a:\ to the drive letter where the memory stick mounts which is typically e:\.

Refer to Section 6 for instructions on how to configure the offline option to use a memory stick.

Refer to Section 3 for more information on the minimum hardware requirements.

2.1.6.3 Setting of user permissions

At the start of each test on the client computer the system creates a new result file in the C:\Program Files\i-assess\OCR\Result Files folder. Therefore, the candidate's account must have sufficient permissions to allow the system to write to this folder.

As the test progresses, the candidate's responses are stored in the result file in this folder. At the end of the test a copy of this file is saved to the floppy disk (or memory stick) depending on which has been used.

3 Minimum Hardware and Software Requirements

3.1 SNA option

3.1.1 File server

Section 2.1.2.2 outlines the factors that are important in selecting a file server to share the installation image from. The file server can be a server or desktop and their respective requirements are listed below.

3.1.1.1 Server

Any server should meet the minimum requirements set by Microsoft for the operating system used. The operating system should be the latest version with the latest service pack installed.

Operating system	Microsoft Windows 2000, 2003 or 2008.
Storage	Minimum requirement for Windows operating system plus 1 GB available hard disk space (for Key and Basic Skills).
Share	Network share with 1 GB available hard disk space (for Key and Basic Skills). Unlimited user connections to the network share.
Network	Ethernet card with connection to the LAN.

3.1.1.2 Desktop computer

Any desktop should meet the minimum requirements set by Microsoft for the operating system used. The operating system should be the latest version with the latest service pack installed.

Operating system	Microsoft Windows 2000, Microsoft Windows XP Professional Edition, Microsoft Windows Vista, Microsoft Windows 7.
Storage	Minimum requirement for Windows operating system plus 1 GB available hard disk space (for Key and Basic Skills).
Share	Network share with 1 GB available hard disk space (for Key and Basic Skills). Limit on number of user connections to the network share.
Network	Ethernet card with connection to the LAN.

3.1.2 SNA machine

Section 2.1.2.3 outlines the factors that are important in selecting an SNA machine where the SNA software is installed. The SNA machine can be a server or desktop and their respective requirements are listed below.

3.1.2.1 Server

Any server should meet the minimum requirements set by Microsoft for the operating system used. The operating system should be the latest version with the latest service pack installed.

Operating system	Microsoft Windows 2000, 2003 or 2008.
Screen resolution	1024 x 768 with at least 16 bit colour.
Internet connection	Permanent Internet connection (or at least whilst SNA is running and tests are being held). A broadband connection is recommended.
Static IP address	For connection to the Internet and to the LAN.
Network	Ethernet card with connection to the LAN. (Multiple network cards can cause problems).

3.1.2.2 Desktop

Any desktop should meet the minimum requirements set by Microsoft for the operating system used. The operating system should be the latest version with the latest service pack installed.

Operating system	Microsoft Windows 2000, Microsoft Windows XP Professional Edition, Microsoft Windows Vista, Microsoft Windows 7.
Processor	Pentium IV or equivalent.
Memory	Minimum requirement for Windows operating system plus 100 MB free RAM above running applications.
Storage	Minimum requirement for Windows operating system plus 20 MB available hard disk space.
Screen resolution	1024 x 768 with at least 16 bit colour.
Internet connection	Permanent Internet connection (or at least whilst SNA is running and tests are being held). A broadband connection is recommended.
Static IP address	For connection to the Internet and to the LAN.
Network	Ethernet card with connection to the LAN. (Multiple network cards can cause problems).

When installing the software administrator rights are required. In Windows Vista or Windows 7 if UAC is on you will have to ask an administrator to run the SNA installer.

3.1.3 Client computer

Any desktop running the test software should meet the minimum requirements set by Microsoft for the operating system used. The operating system should be the latest version with the latest service pack installed.

Operating system	Microsoft Windows 2000, Microsoft Windows XP Professional Edition, Microsoft Vista, Microsoft Windows 7.
Processor	Pentium 4 or equivalent.
Memory	Minimum requirement for Windows operating system plus 100 MB free RAM above running applications.
Storage	Minimum requirement for Windows operating system plus 1 GB available hard disk space (for Key and Basic Skills – SNA Local option only).
Screen resolution	1024 x 768 with at least 16 bit colour video card.
Drives	CD or DVD drive (for software installation).

When installing the software administrator rights are required. In Windows Vista or Windows 7 if UAC is on you will have to ask an administrator to run the client installer.

3.2 Offline option

3.2.1 Desktop computer

Any desktop running the test software should meet the minimum requirements set by Microsoft for the operating system used. The operating system should be the latest version with the latest service pack installed.

Operating system	Microsoft Windows 2000, Microsoft Windows XP Professional Edition, Microsoft Windows Vista, Microsoft Windows 7.
Processor	Pentium 4 or equivalent.
Memory	Minimum requirement for Windows operating system plus 100 MB free RAM above running applications.
Storage	Minimum requirement for Windows operating system plus 1 GB available hard disk space (for Key and Basic Skills). Floppy disk drive or free USB port and memory stick.
Screen resolution	1024 x 768 with at least 16 bit colour video card.
Drives	CD or DVD drive (for software installation).

When installing the software administrator rights are required. In Windows Vista or Windows 7 if UAC is on you will have to ask an administrator to run the offline installer.

For the offline option at least one client computer must have an Internet connection to allow the tutor to use the Administration website. However, this does not have to be one of the desktop computers used for testing.

3.3 Network communication

The client computers, the SNA machine and the file server must all be able to communicate over a network in the same network domain.

The client computers and the SNA machine must be able to communicate across the network using TCP-IP on port 19287. This port must be open and available in the network. All communication between workstations over this port is encrypted.

The shared installation image on the file server must be available to the client computers and the SNA machine with the permissions specified in the installation instructions in Section 5.1.2.

The SNA machine requires fast, permanent Internet access while SNA is running on port 443 (SSL). Permanent is defined as a fast (non dial-up) access which reliably stays open (e.g. broadband).

The Administration website is accessed via a standard web browser (preferably Microsoft Internet Explorer Version 6 or above but Firefox, Opera, Chrome and Safari are also acceptable). This computer requires fast, permanent Internet access through port 443 (SSL). Note that the SNA machine and the computer that the Administration website is accessed from may be the same.

Adequate firewall and virus protection must be in place and must be updated regularly.

The e-testing system does not rely on the Internet in any way while the candidates are answering test questions. However, the upload speed to the Internet must be at least 2KB/sec per candidate at the times when tests are started and finished. To calculate the required speed (in KB/sec), use the following formula:

Upload Speed = 2 x Number of Candidates

Example: 5 students are starting or finishing exams simultaneously. Upload speed must be at least: 10 KB/sec

Example: 20 students are starting or finishing exams simultaneously. Upload speed must be at least 40 KB/sec.

We recommend that you check your Internet upload speed using one of the many online services to check that your setup meets this minimum requirement.

4 Downloading and Unzipping

The e-testing software, for each set of tests for a specific qualification, is distributed as a self-extracting zip file for the two installation options (SNA and Offline).

The self-extracting zip file, for the required installation option, must be downloaded from the OCR website and unzipped before it can be installed.

4.1 Downloading

Right click the hyperlinked self-extracting zip file and select 'Save Target As' from the context menu to open the 'Save As' dialogue. Browse to the location where you want to save the file to, on a local or network drive and click the 'Save' button. The file will be downloaded to the selected location.

Please note that the behaviour of browsers differs so use the appropriate method for your choice of browser to download the file.

The size of the file (displayed next to the hyperlinked file) will vary depending on the number of tests contained within the e-testing software. The larger the file size the longer it will take to download. You may wish to consider whether there are any download size limits or if virus checking software could hinder the download at your centre.

4.2 Unzipping

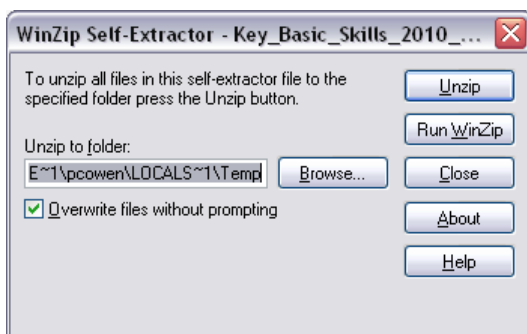
Once the file has been downloaded, the contents have to be extracted before the software can be installed. Before doing this, determine how you plan to install the software, whether from a CD or a network location. This will help you decide whether to extract the software to a local drive for copying onto a CD or to a network drive from where it can be installed.

The fact that the software has been packaged as a self-extracting zip file means that you do not need WinZip or other zip software present on the local machine used to extract the content.

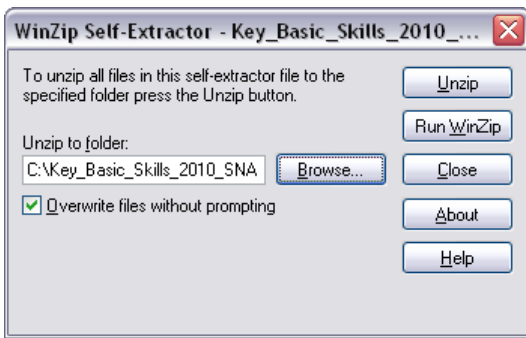
Determine where you want to extract the file contents to, either on a local or network drive.

Create a folder appropriately named in the location you choose.

Browse to the location where the file was downloaded to. Double click the self-extracting zip file to initiate the WinZip Self-Extractor dialogue.



Click the 'Browse' button next to the 'Unzip to folder' field to open the Browse for Folder dialogue. Browse to and select the folder created previously and click the 'OK' button to return to the WinZip Self-Extractor dialogue with the folder selected.



Click the 'Unzip' button to start the extraction process.

Once complete click the 'OK' button and close the WinZip Self-Extractor window.

4.3 Extracted files

Depending on which set of e-testing software you have download and unzipped there will be a different number of files extracted. Please refer to the release note relating to the e-testing software for the specific qualification to confirm the number of files that should have been extracted.

4.3.1 SNA option

Once the contents of the file for the SNA option have been extracted the following files/folders should be present at the top level.

Name	Size	Type	Date Modified
Installation Files		File Folder	16/07/2010 11:46
borIndmm.dll	22 KB	Application Extension	24/05/2010 14:02
CopyFiles.dll	562 KB	Application Extension	24/05/2010 14:02
edi.ico	1 KB	Icon	24/05/2010 14:02
iassessRemoveProg.exe	39 KB	Application	24/05/2010 14:02
iassessRemoveReg.dll	162 KB	Application Extension	24/05/2010 14:02
ServerSetup.exe	199 KB	Application	24/05/2010 14:02
ServerSetup.ini	2 KB	Configuration Settings	24/05/2010 14:06

The extracted files/folders can be used to install the SNA option of the e-testing software for the specific set of tests. Refer to Section 5.1 for installation instructions.

4.3.2 Offline option

Once the contents of the file for the offline option have been extracted the following files/folders should be present at the top level.

Name ▲	Size	Type	Date Modified
Installation Files		File Folder	16/07/2010 11:41
borIndmm.dll	22 KB	Application Extension	24/05/2010 09:17
BSoOffline_setup.exe	197 KB	Application	24/05/2010 09:17
BSoOffline_setup.ini	3 KB	Configuration Settings	24/05/2010 09:42
iasessRemoveProg.exe	39 KB	Application	24/05/2010 09:17
iasessRemoveReg.dll	162 KB	Application Extension	24/05/2010 09:17
KSoOffline_setup.exe	197 KB	Application	24/05/2010 09:18
KSoOffline_setup.ini	3 KB	Configuration Settings	24/05/2010 09:42

The extracted files/folders can be used to install the offline option of the e-testing software for the specific set of tests. Refer to Section 5.2 for installation instructions.

5 Installation and Un-installation

5.1 SNA option

There are six stages in the installation of the SNA option:

- Creation of a share on the file server (file server or desktop).
- Setup of the sharing and security permissions for the share on the file server.
- Transfer of the installation image, from the installation files extracted in Section 4.3 (or from CD/DVD), to the share on the file server (ServerSetup.exe).
- Installation of the SNA software on the designated SNA machine (SNAClientSetup.exe).
- Registration of the SNA machine with OCR etest2 server.
- Installation of the test software on the client computers (ClientSetup.exe).

These six stages are covered in detail below.

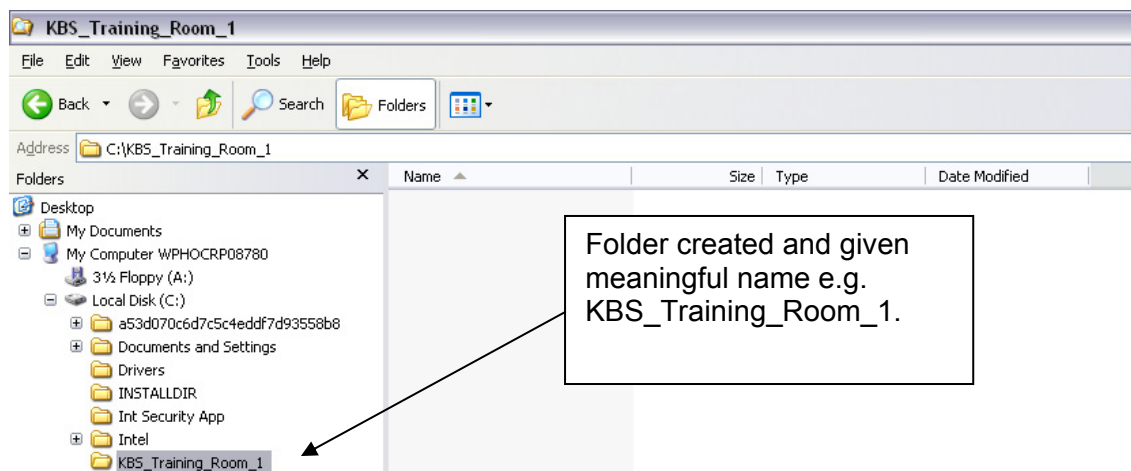
5.1.1 Creation of a share on the file server

The first step is to create a folder on the file server. Refer to Section 2.1.2.2 for information on the selection of a file server and Section 3 for the minimum hardware requirements.

The procedure for setting up the folder will differ depending on the operating system being used on the file server. The procedure for Windows XP Professional is outlined below.

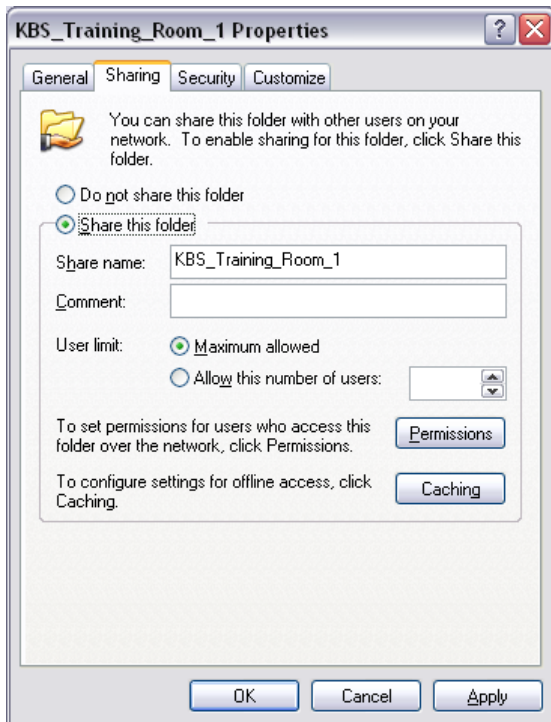
Using Windows Explorer select the drive (or partition) where you want to create the folder. The drive (or partition) selected must have at least 1GB free space, as recommended in the minimum hardware requirements in Section 3.

From the menu click on 'File', 'New' and then 'Folder' to create a new folder in the drive (or partition) selected. Rename the folder to something meaningful, e.g. after a particular training room and set of tests.

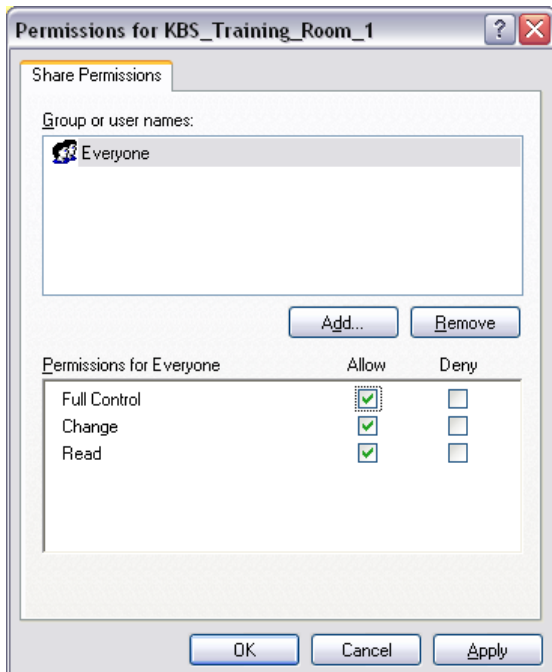


5.1.2 Setup of sharing and security permissions for the share on the file server

Right click on the new folder created and select Sharing and Security from the context menu to display the Properties dialogue. With the Sharing tab displayed, click the 'Share this folder' radio button. The share name can be left unchanged.



Click on the 'Permissions' button and the Permissions dialogue will be displayed.

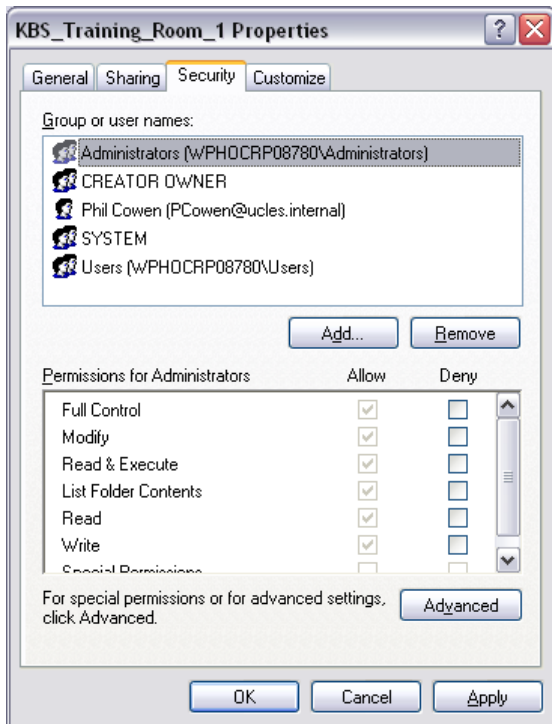


Select the Full Control checkbox which will automatically check the Change checkbox.

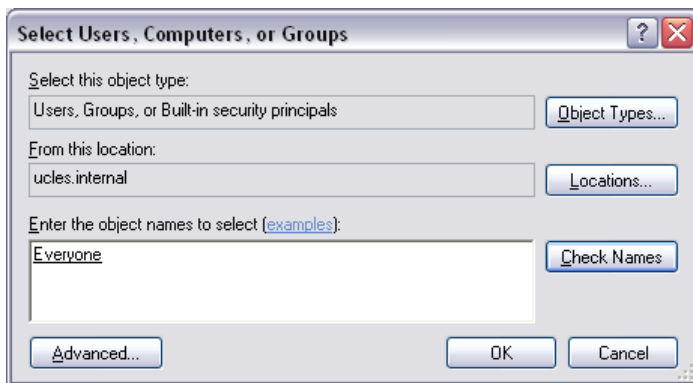
Click 'Apply' and then 'OK' to continue.

The Permissions dialogue will close.

Select and display the Security tab.



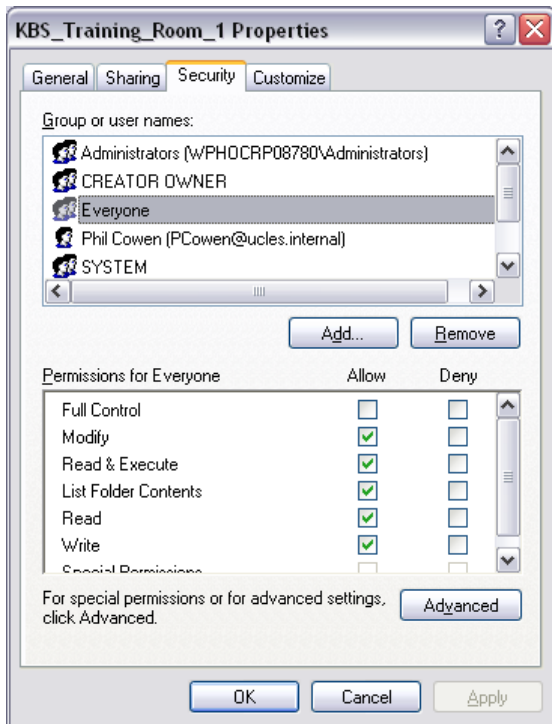
Click the 'Add' button to display the Select Users, Computers, or Groups dialogue.



Type the group 'Everyone' into the 'Enter the object names to select' field and click the 'Check Names' button to confirm.

Click 'OK' to close the dialogue.

With the Everyone group highlighted in the 'Group or usernames' field select the Modify, Read & Execute, List Folder Contents and Read checkboxes in the 'Permissions for Everyone' field. This will automatically check the Write checkbox.



Click 'Apply' and then 'OK' to apply the changes and close the dialogue. Having applied the changes a blue hand will be displayed under the new folder created indicating that it has been shared.



Note that if you do not want to use the Everyone group then you will need to set up a group with the same Sharing and Security permissions that all candidates that will sit tests belong to.

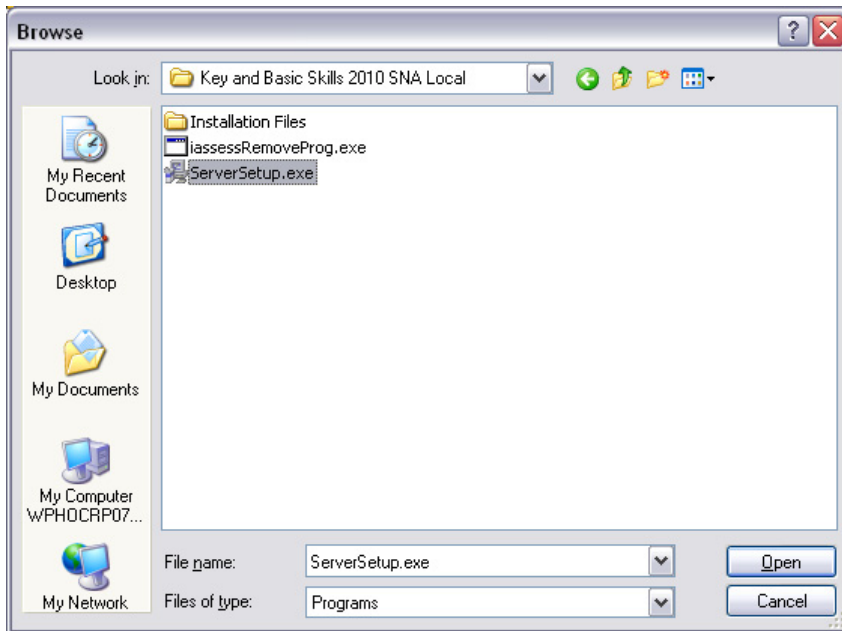
5.1.3 Transfer of the installation image to the share on the file server

The transfer of the installation image to the share on the file server has to be carried out from a computer under the control of a Windows operating system.

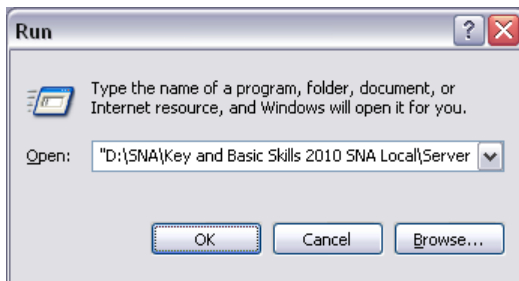
The installation image can be transferred from the location where the installation files were extracted to in Section 4.3 or from CD/DVD. This is done by running the ServerSetup.exe installer either directly on the file server or indirectly from a computer with a drive mapped to the share on the file server.

From the desktop, click on 'Start' and then 'Run' to open the Run dialogue.

Browse to the location of the installation files and select the ServerSetup.exe file.

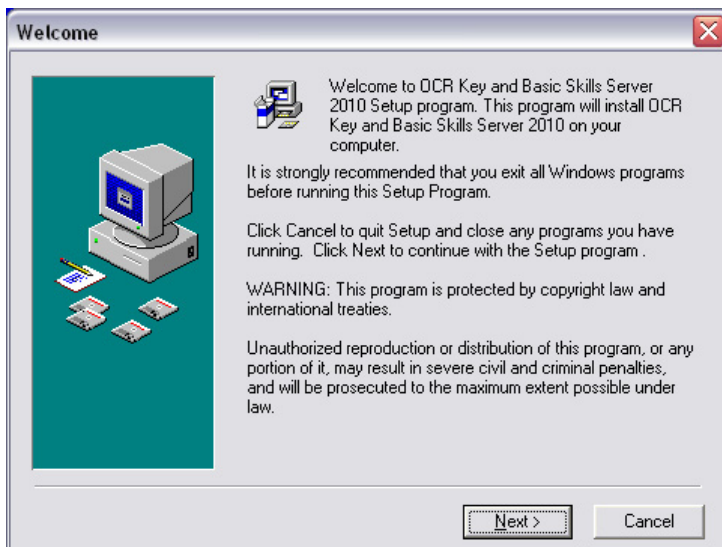


Click 'Open' to return to the Run dialogue with the ServerSetup.exe file selected.



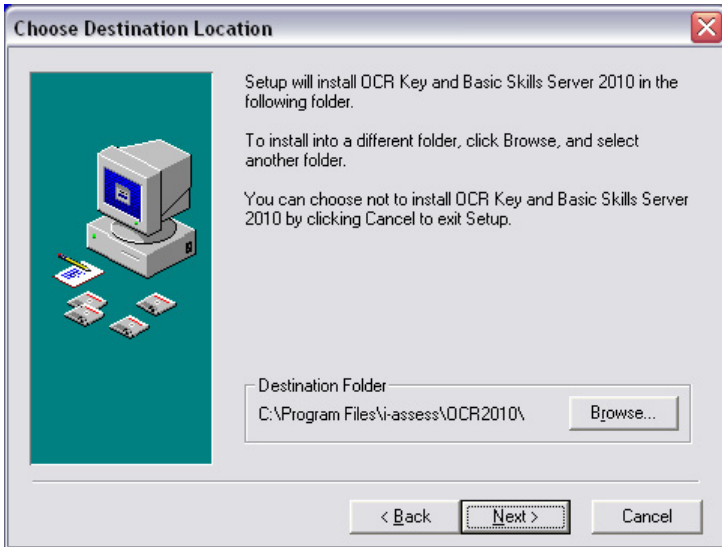
Click 'OK' to start the installation.

The Welcome (to OCR Name of tests Server 2010 Setup) dialogue will be displayed.

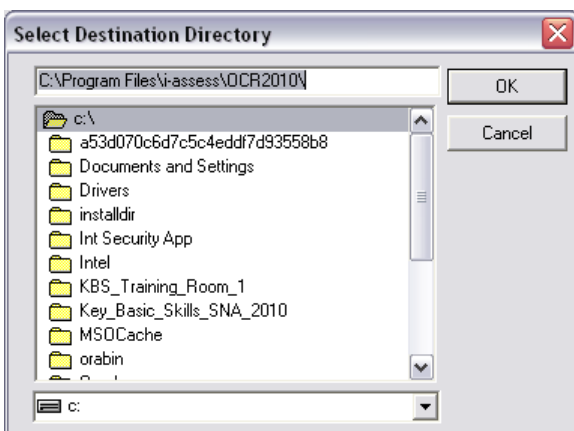


Click 'Next' to continue.

The Choose Destination Location dialogue will be displayed and should be used to change the destination folder to the share created previously.

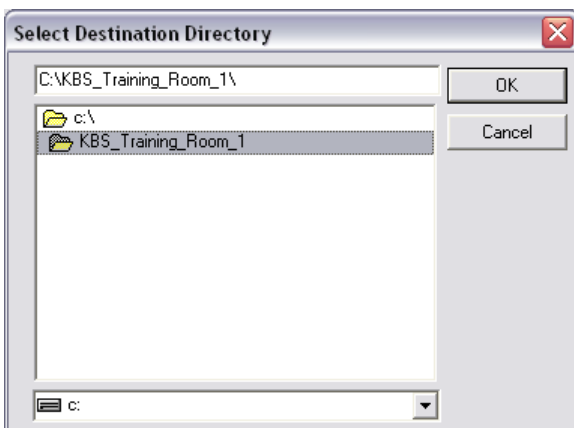


Click the 'Browse' button and the Select Destination Directory dialogue will be displayed.

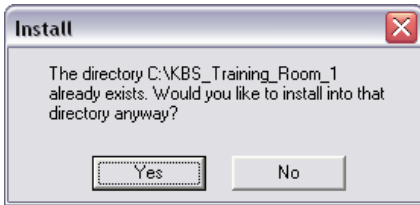


From the dropdown list field select the drive and navigate to the share. This is shown in the example here where the share is called KBS_Training_Room_1 on the C:\ drive.

If installing indirectly from a computer with a drive mapped to the share, select the mapped drive from the dropdown list and navigate to the share. This will display the content of the share in the middle field.

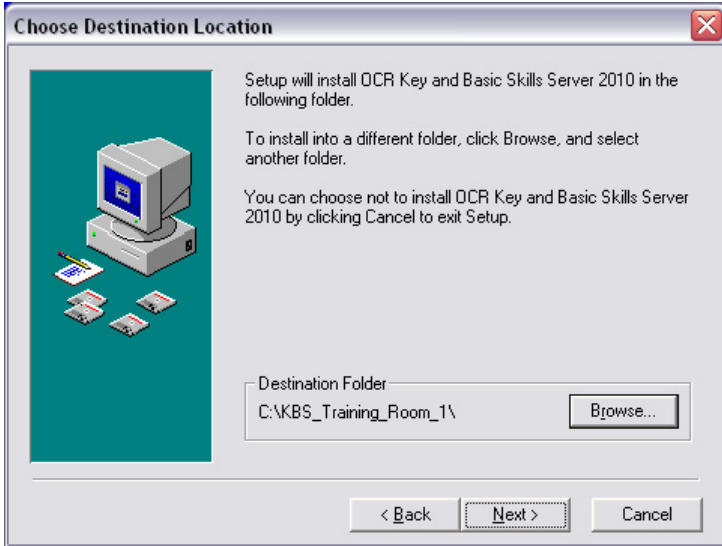


Click 'OK' to continue. The Install dialogue will be displayed highlighting that the share has already been created.



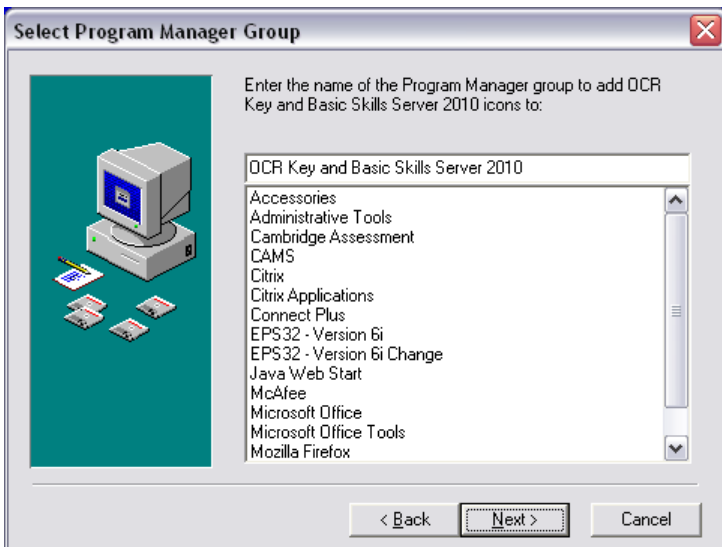
Click 'Yes' to confirm that you want to install into the share.

The Choose Destination Location dialogue will be displayed with the destination folder updated to the share selected.



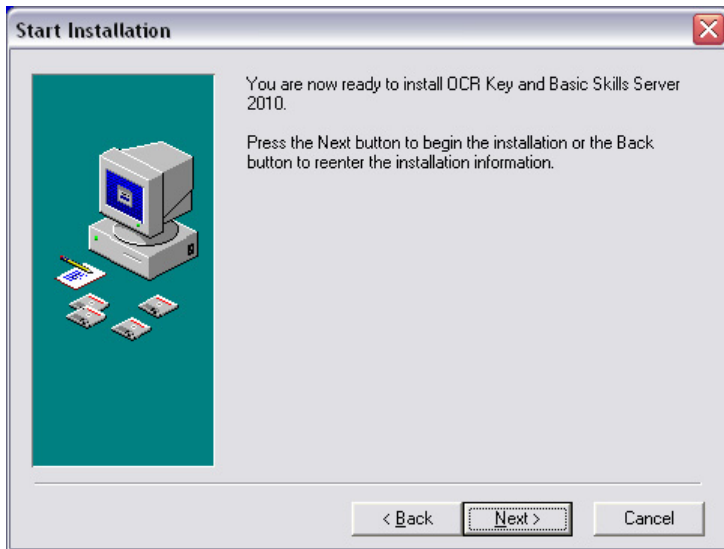
Click 'Next' to continue.

The Select Program Manager Group dialogue will be displayed.



Click 'Next' to continue.

The Start Installation dialogue will be displayed in an installation window.

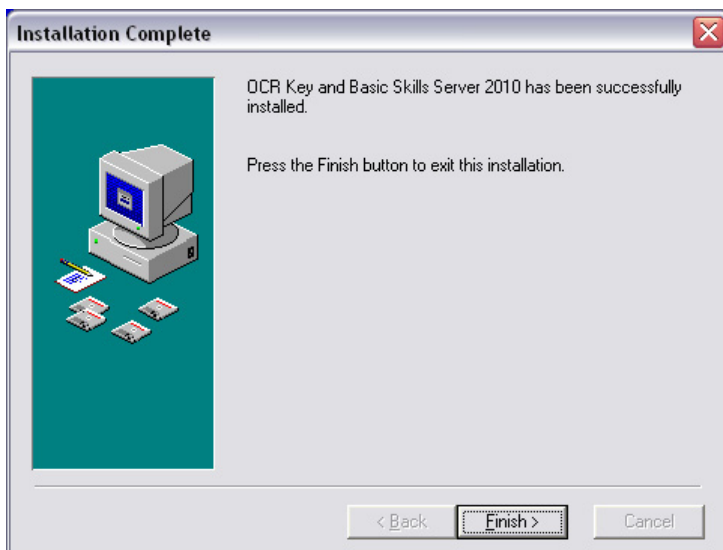


Click 'Next' to continue.

The Copying File(s) dialogue will be displayed. This shows the progress in copying the installation image to the share.

Important note: For Key and Basic Skills only the files containing the test content are large in size and take a few minutes to copy to the share. This can cause the Copying File(s) dialogue to appear as though it is not responding. Please do not interrupt the copy but rather wait until it has completed.

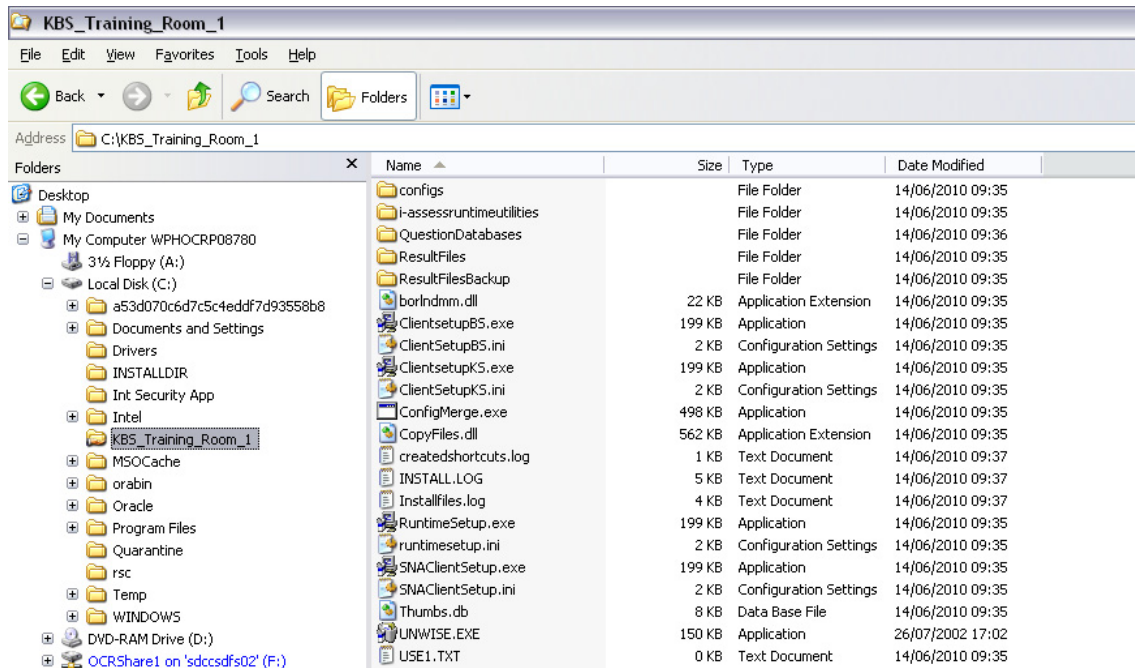
The Installation Complete dialogue will be displayed.



Click 'Finish' to close the Installation Complete dialogue.

With the transfer of the installation image to the share complete the following confirmatory checks can be carried out.

- Check that the following files/folders are present in the share on the file server.



The installation image in the share contains the files used to install the SNA software on the designated SNA machine and the test software on the client computers. In addition, it contains all of the files/folders required during testing including the i-assess runtime utilities Version 3, configuration files and the backup locations for the result files.

- Check that an entry has been made to the Add/Remove Program List for the OCR *Name of tests* Server software.

5.1.4 Installation of SNA software on designated SNA machine

The installation of the SNA software on the designated SNA machine has two parts. The first part covers the installation of the i-assess runtime utilities Version 3 and the second part covers the installation of the SNA software.

This configuration allows for a degree of flexibility in the selection of the SNA machine where the SNA software is installed and how it is launched prior to a testing session.

The first option would be to have the SNA software on a desktop computer in the training room. This allows for the separation of the SNA software from the file server and allows a test administrator to run the software from a desktop computer within the training room. However, there can only be one SNA machine per installation image (share) on the file server meaning that if further SNA machines are required, for the control of test sessions in other training rooms, then additional installation images (shares) will be required. This can provide a useful way of controlling the test activity, e.g. all testing activity in training room 1 will use the installation image for training room 1 and act as the store for the result files from these tests.

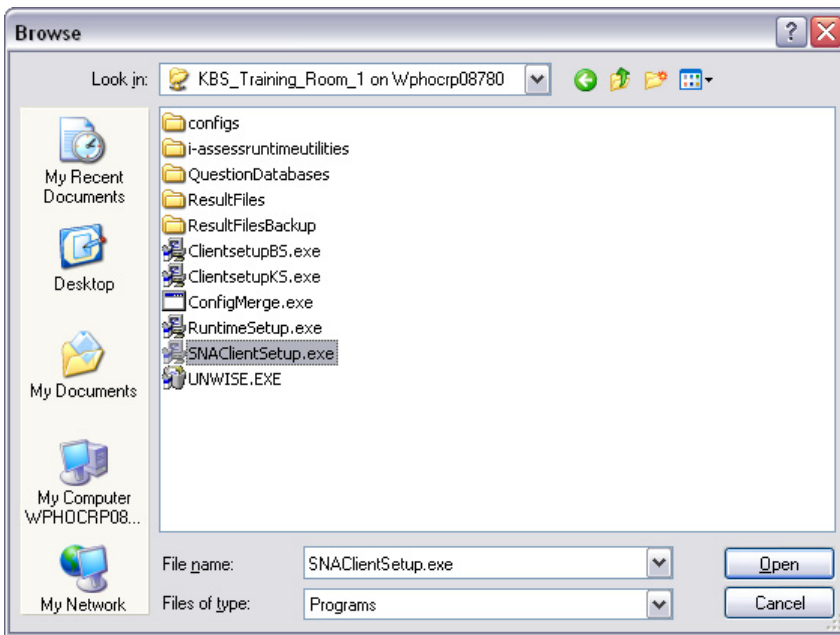
The second option would be to have the SNA machine on the file server (where the installation image exists in the share). This would mean that the SNA software would have to be run from the server or via a remote desktop connection from a desktop computer within the training room.

The first option is the preferred one and is described below.

Sitting at the SNA machine from the desktop, click on 'Start' and then 'Run' to open the Run dialogue.

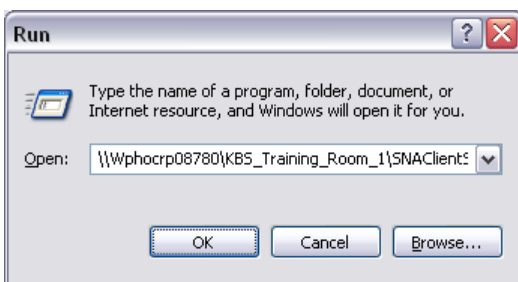
Click the 'Browse' button and from the My Network Places icon browse across the network to the location of the share and select the SNAClientSetup.exe file.

Important note: It is important that the navigation to the share is through My Network Places, as opposed to using a mapped drive letter, as the software needs to know the full path to the server share.

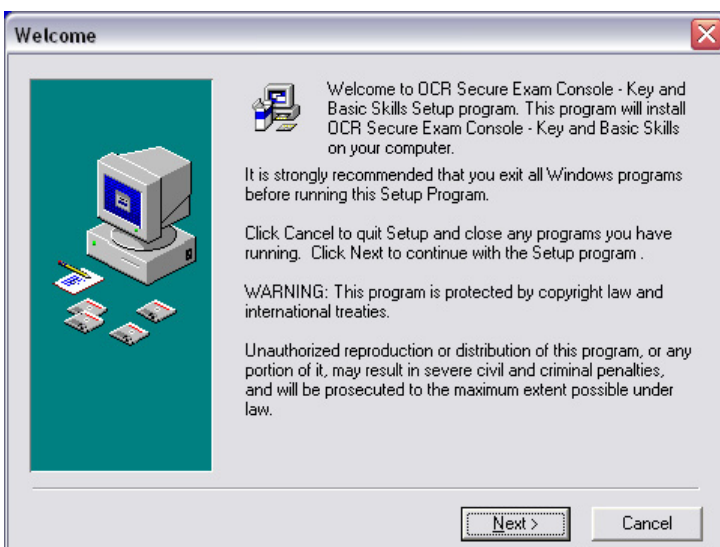


Click 'Open' to return to the Run dialogue with the SNAClientSetup.exe file selected and then 'OK' to start the installation.

Alternatively, type in the path to the SNAClientSetup.exe file directly in the 'Open' field. In this case, this would be \\wphocrp08780\KBS_Training_Room_1\SNAClientSetup.exe.



The Welcome (to OCR Secure Exam Console – *Name of tests* Setup) dialogue will be displayed in an installation window.



Click 'Next' to continue.

Important note: The Welcome dialogue will be in the form OCR Secure Exam Console – *Name of tests* where the *Name of tests* is specific to the set of tests being installed.

5.1.4.1 Installation of i-assess runtime utilities Version 3

The installer searches the system to determine whether the i-assess runtime utilities Version 3 are already installed. There are three possible scenarios that will determine the sequence of dialogues displayed. The three scenarios are outlined below.

5.1.4.1.1 The i-assess runtime utilities have not been found and will now be installed

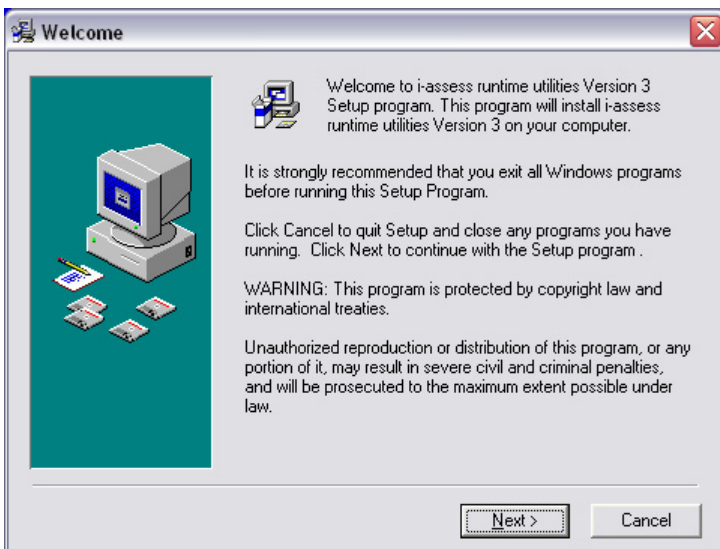
This scenario will apply when a new installation is taking place on a computer where the i-assess e-testing software has either never been installed previously or where the previous installation has been completely un-installed.

The i-assess runtime software not found dialogue will be displayed.



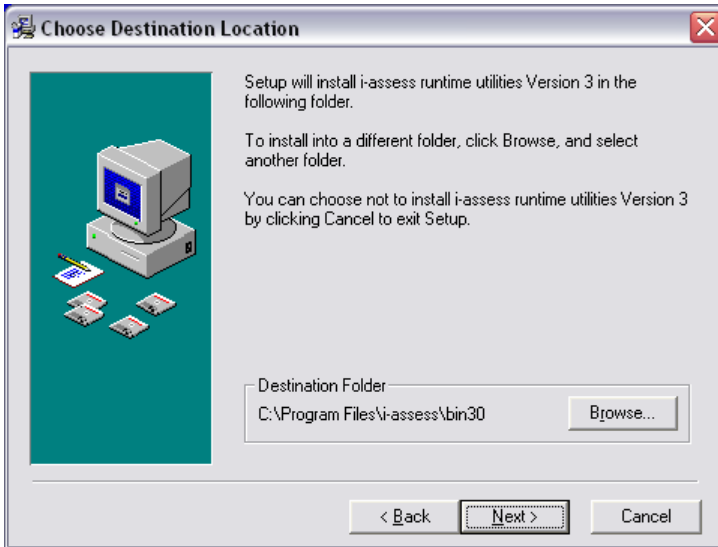
Click 'OK' to continue.

The Welcome (to the i-assess runtime utilities Version 3 Setup) dialogue will be displayed in a second installation window.



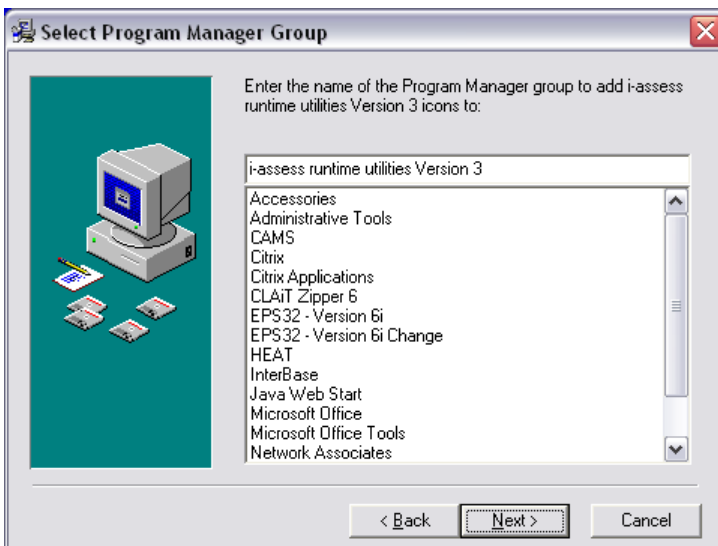
Click 'Next' to continue.

The Choose Destination Location dialogue will be displayed.



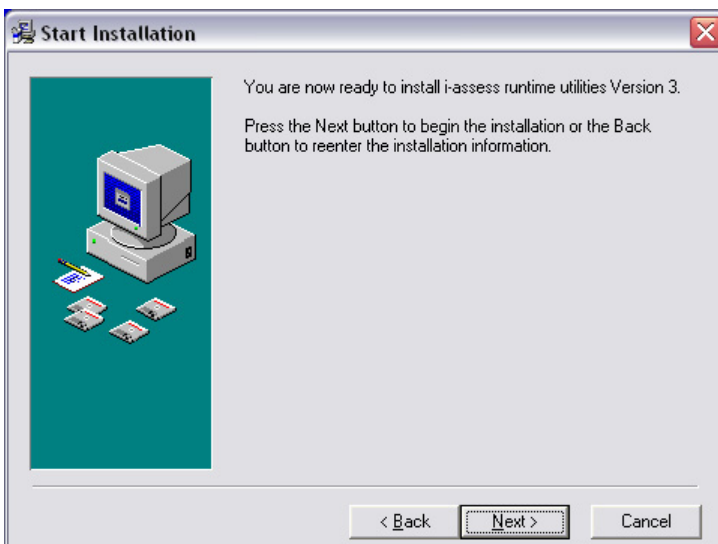
Click 'Next' to continue.

The Select Program Manager Group dialogue will be displayed.



Click 'Next' to continue.

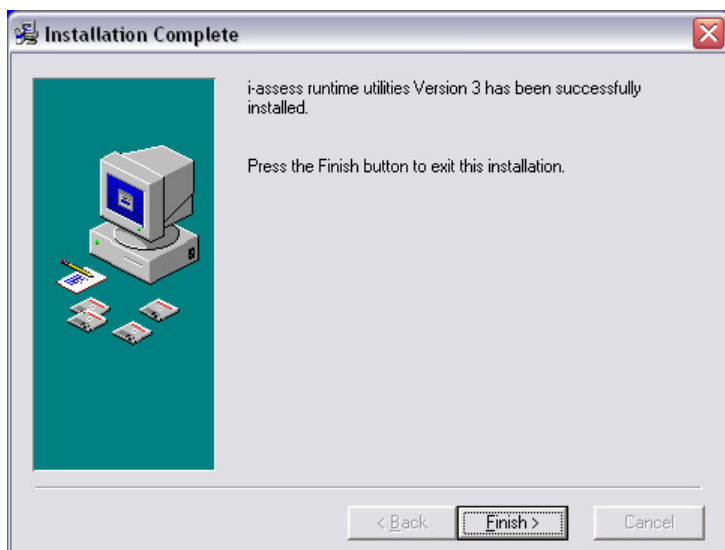
The Start Installation dialogue will be displayed.



Click 'Next' to continue.

The Copying File(s) dialogue will be displayed. This shows the progress in copying the i-assess runtime utilities to the computer.

Once all the files have been successfully copied the Installation Complete dialogue will be displayed.

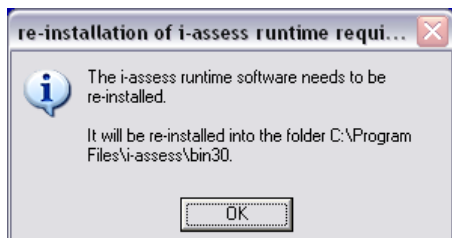


Click 'Finish' to close the Installation Complete dialogue and the second installation window. This completes the installation of the i-assess runtime utilities Version 3. Move onto step 5.1.4.2.

5.1.4.1.2 The i-assess runtime software needs to be re-installed

This scenario will apply when an installation is taking place on a computer where the i-assess e-testing software has been installed previously and an older version of the i-assess runtime utilities Version 3 is still installed.

The re-installation of i-assess runtime required dialogue will be displayed.



Click 'OK' to continue.

Follow the steps in Section 5.1.4.1.1 to complete the re-installation of the i-assess runtime utilities Version 3. Move onto step 5.1.4.2.

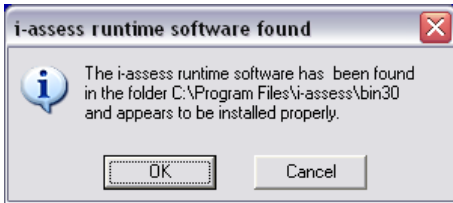
5.1.4.1.3 The i-assess runtime software has been found and appears to be installed correctly.

This scenario will apply when an installation is taking place on a computer where the i-assess e-testing software has been installed previously and the current version of the i-assess runtime utilities Version 3 is installed. Move on to step 5.1.4.2.

5.1.4.2 Installation of the SNA software

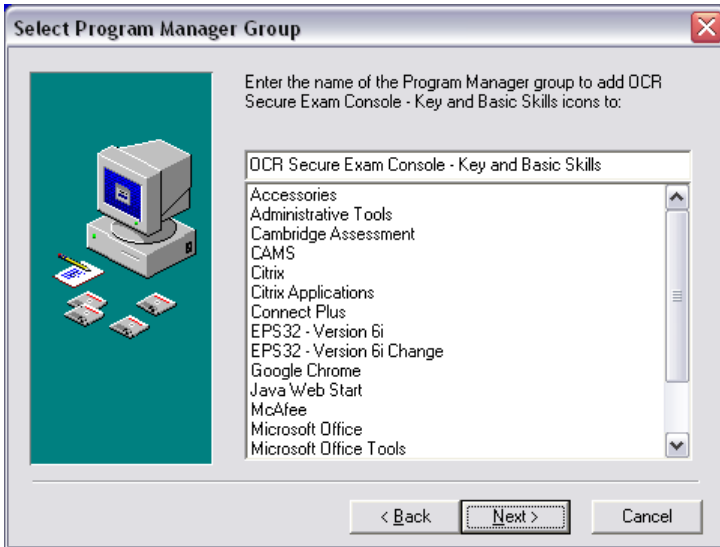
This completes the first part of the installation although before the second part can begin the installer searches the system again to determine whether the i-assess runtime utilities Version 3 are already installed. Since they have just been installed or been re-installed this should be the case.

The i-assess runtime software found dialogue will be displayed.



Click 'OK' to continue.

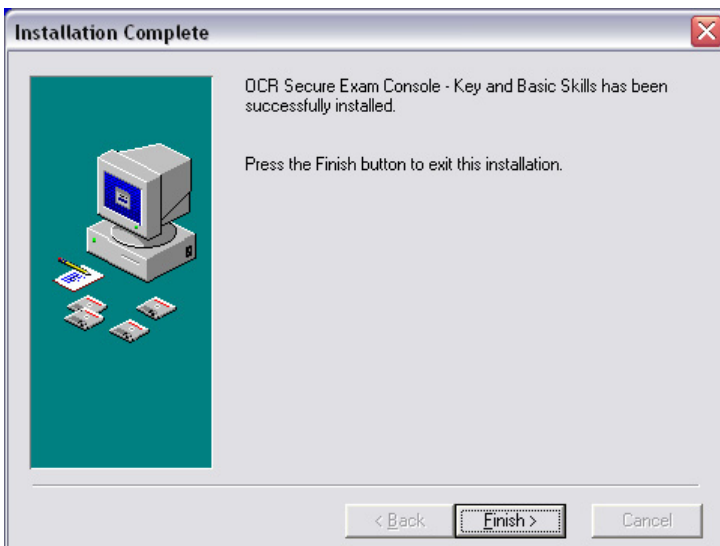
The second part of the installation starts and the Select Program Group Manager dialogue will be displayed in the original installation window.



Click 'Next' to continue.

The Copying File(s) dialogue will be displayed. This shows the progress in copying the SNA software to the SNA machine.

Once all the files have been successfully copied and the shortcuts created the Installation Complete dialogue will be displayed.



Click 'Finish' to close the Installation Complete dialogue. This completes the second part of the installation of the SNA software on the designated SNA machine.

Having completed the first and second parts of the installation, the following checks can be carried out:

- Check that a shortcut has been created to OCR Secure Exam Console – *Name of tests*. This shortcut will have been created under the All Users profile so that it is accessible to all logged on users.
- **Important note:** The name of the shortcut will be in the form OCR Secure Exam Console – *Name of tests* where the Name of tests is specific to the set of tests being installed.
- Check that entries have been made to the Add/Remove Program List for i-assess runtime utilities Version 3 and OCR Secure Exam Console – *Name of tests*.

Reboot the computer.

5.1.5 Registration of the SNA software with the OCR etest2 server

The first time you use the SNA software on the designated SNA machine it will be necessary to register with the OCR etest2 server.

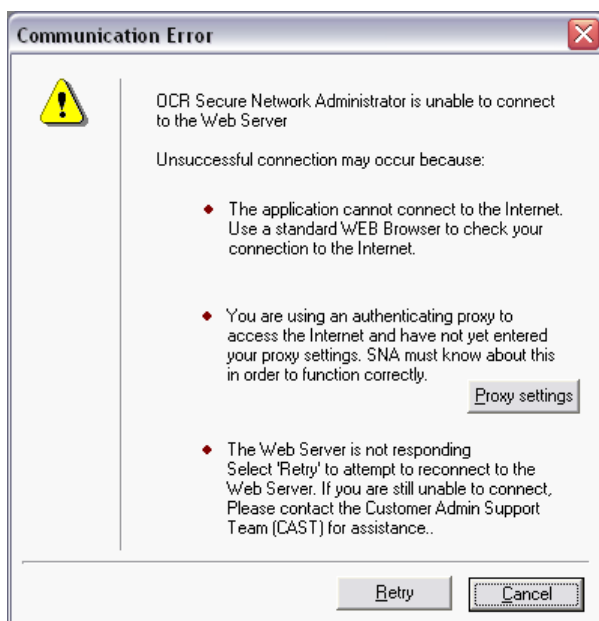
This registration involves selecting a location, previously allocated by OCR and allows the OCR etest2 server to record details about the SNA machine, such as the computer name, IP address and MAC address. This is designed to be a security measure that ensures that a centre always connects to the OCR etest2 server from the same SNA machine.

It is possible to have multiple SNA machines at a centre, each connecting to its own location allocated by OCR.

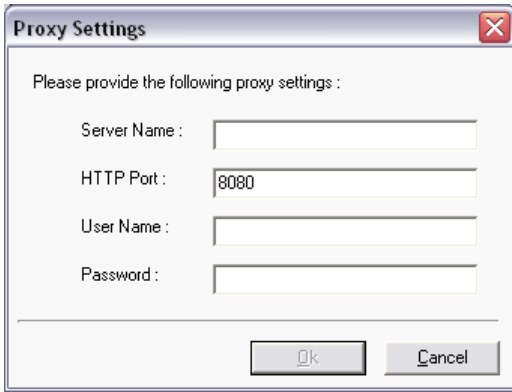
From the desktop on the SNA machine click on 'Start', 'Programs', 'OCR Secure Exam Console – *Name of tests*' and 'OCR Secure Exam Console – *Name of tests*'.

The SNA software will attempt to connect to the OCR etest2 server. (There is a possibility that your centre's firewall may block the first attempt to connect. Check your Internet connection is still active and try again.)

If you use an authenticating proxy server you will not be able to connect to the OCR etest2 server first time and the Communication Error dialogue will be displayed.



Click the 'Proxy settings' button to display the Proxy Settings dialogue. Enter the details of your proxy server and click 'OK'.



This will return to the Communication Error dialogue. Click 'Retry' to connect to the OCR etest2 server using the proxy settings previously entered.

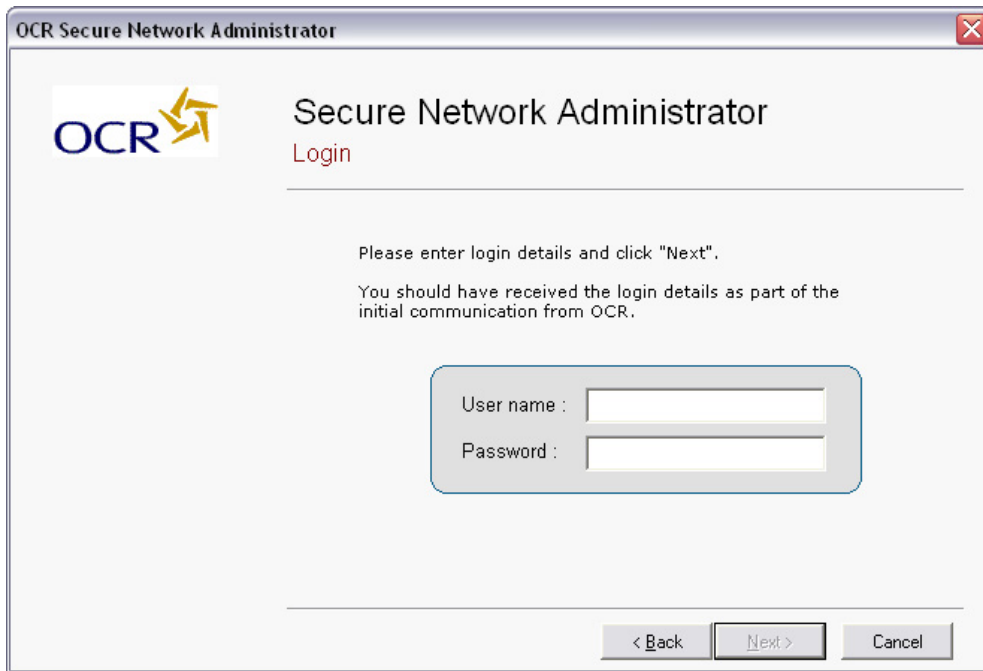
If the SNA software is able to connect to the OCR etest2 server and this is the first time you have used the software on the designated SNA machine, the Welcome dialogue will be displayed. This is the first screen in the wizard that will ensure that your SNA machine is set up correctly for testing.



If you have previously used the SNA software on the designated SNA machine, the Welcome dialogue will not be displayed and you will move directly to the Login dialogue.

Click 'Next' to continue.

The Login dialogue will be displayed. Enter the login details previously supplied by OCR in the Getting Started email.



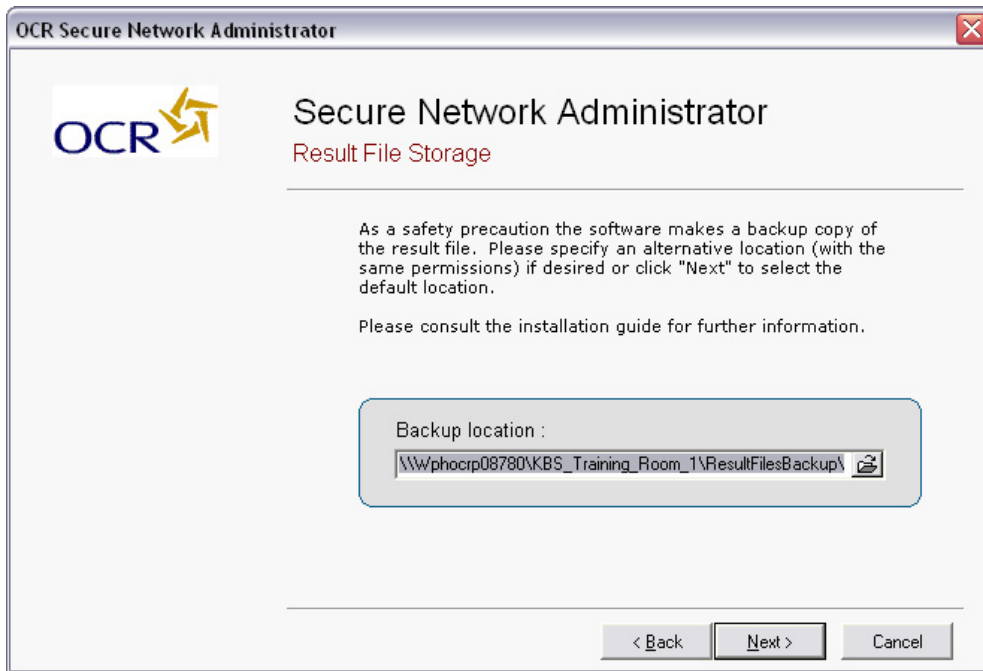
Click 'Next' to continue.

The Locations dialogue will be displayed. If you have been allocated one location by OCR this will be displayed. A location ID will typically be the centre number followed by the suffix -01, -02, depending on the number of locations allocated. Simply click 'Next' to continue.



If you have been allocated multiple locations by OCR you will be prompted to select a location before clicking 'Next' to continue. You may select any location from the list.

The Result File Storage dialogue will be displayed.



All of the candidate responses to the individual questions in a test are stored in a result file. There are two copies of each result file created. The primary result file is stored in the ResultFiles folder in the share on the file server (in this case, [\\wphocrp08780\KBS_Training_Room_1\ResultFiles\](#)) and this location cannot be changed.

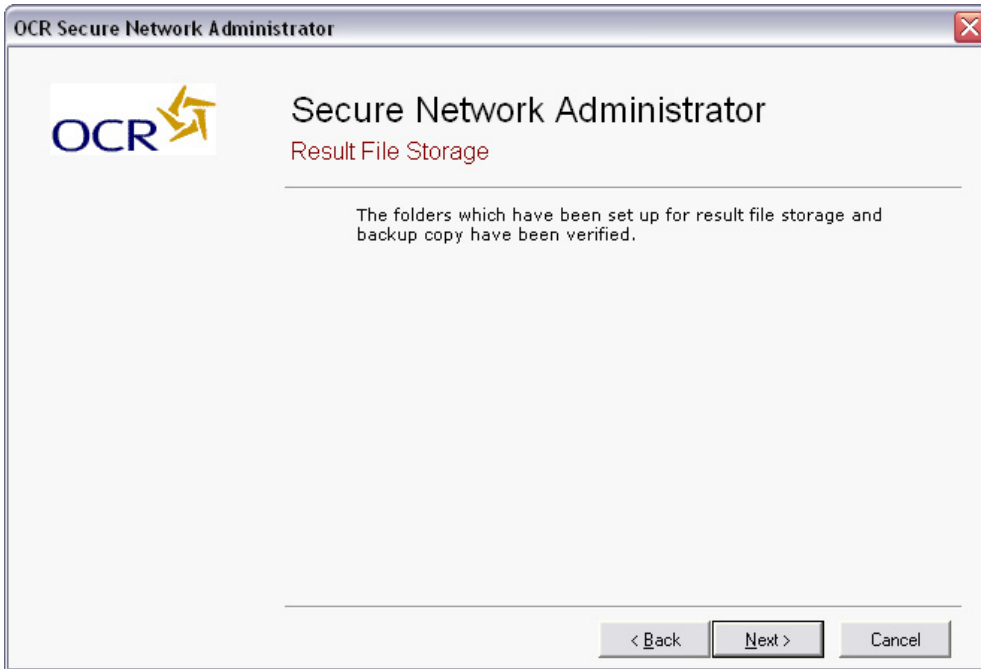
A backup copy of this result file is also created and its location can be user defined at this point. The full path to the default location for this backup result file is shown in the Backup location field (in this case, [\\wphocrp08780\KBS_Training_Room_1\ResultFilesBackup\](#)). This is also in the share on the file server.

To keep the default location for the backup result file click 'Next' to continue.

To change the location of the backup result file, browse to and select an alternative location using My Network Places, possibly on a different drive or server. Then click 'Next' to continue.

Important note: It is important that the navigation to an alternative location is through My Network Places as the software needs to know the full path to that alternative location. If an alternative location is selected for the backup copy of the result file, then that location must have the same sharing and security permissions previously set up for server share. This is to allow for the writing of candidate responses to this backup copy of the result file as the test progresses.

The Result File Storage verified dialogue is displayed. This confirms that the result file and backup copy locations have been verified.



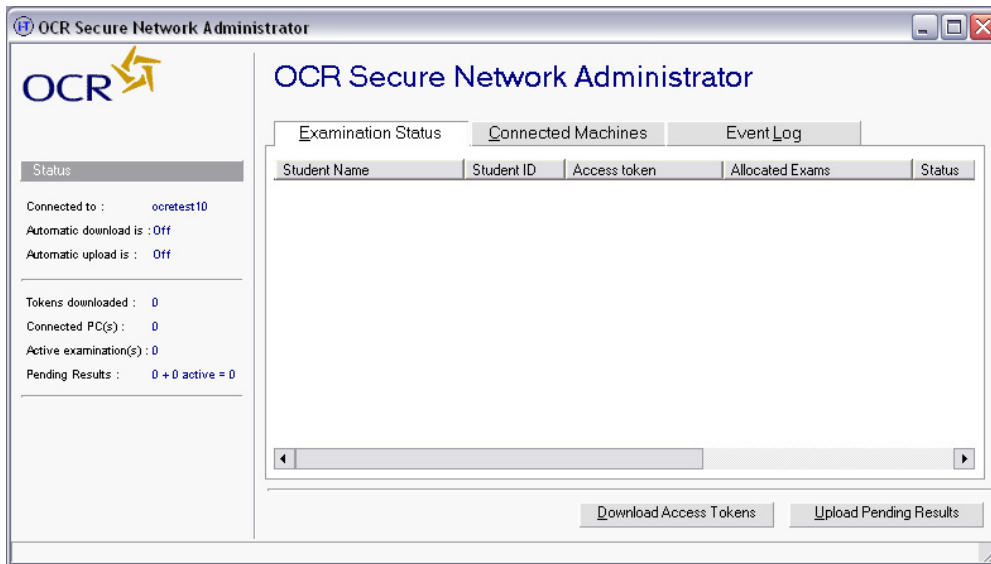
Click 'Next' to continue.

The Setup Finished dialogue is displayed.



This confirms that the SNA software has been set up correctly and is ready to launch. Click 'Finish' to continue.

The SNA dashboard opens.



The SNA dashboard is used by the test administrator for a number of functions during the test session, including:

- To download access tokens from the OCR etest2 server
- To upload result files to the OCR etest2 server at the end of the test session
- To monitor progress on the client computers being used by candidates for testing.

5.1.6 Installation of test software on the client computers

The installation of the test software on the client computers is carried out from the server share.

Note that if the server share has been installed on a desktop computer, then there should be a maximum of ten client computers. If you want to use more than ten client computers then the server share will need to be installed on a second desktop or on a file server where there is no technical limit to the number of client computers that can be used. Refer to Section 2.1.2 for more information.

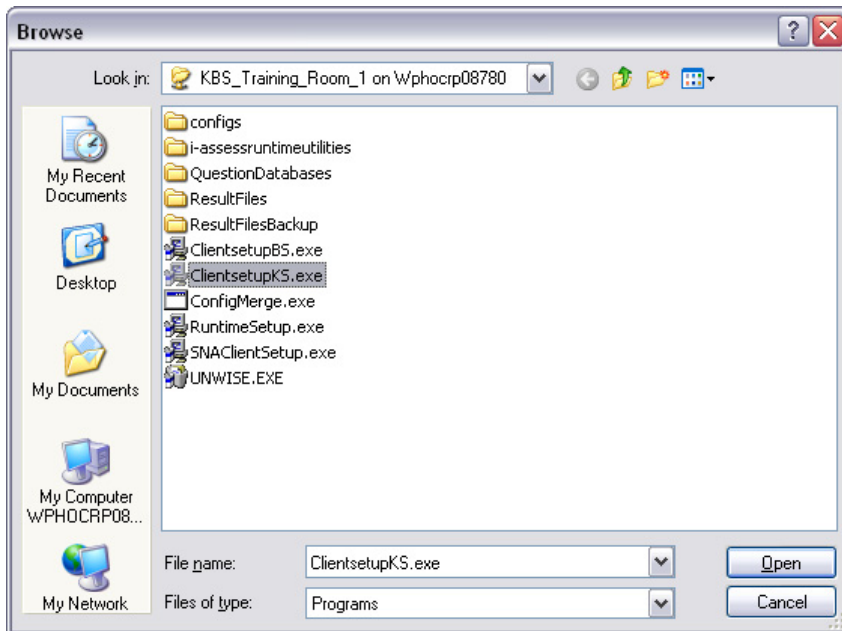
The installation of the test software on the client computers has two parts. The first part covers the installation of the i-assess runtime utilities Version 3 and the second part covers the installation of the test software.

Sitting at the client computer from the desktop, click on 'Start' and then 'Run' to open the Run dialogue.

Click the 'Browse' button and from the My Network Places icon browse across the network to the location of the share and select the Clientsetup.exe file.

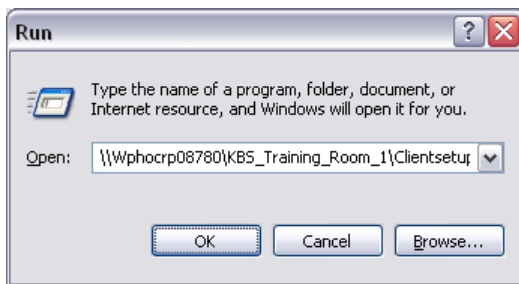
Important note 1: It is important that the navigation to the share is through My Network Places, as opposed to using the mapped drive letter, as the software needs to know the full path to the server share.

Important note 2: For the Key and Basic Skills software only there are two installers, one for Key Skills (ClientsetupKS.exe) and one for Basic Skills (ClientsetupBS.exe). This means that it is possible to install the test software for either Key Skills or Basic Skills or both as required.

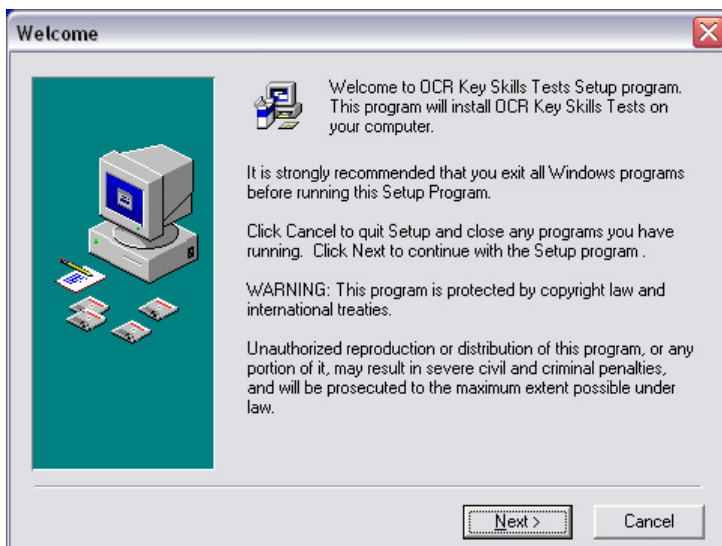


Click 'Open' to return to the Run dialogue with the Clientsetup.exe file selected and then 'OK' to start the installation.

Alternatively, type in the path to the Clientsetup.exe file directly in the 'Open' field. In this case, this would be [\\wphocrp08780\KBS Training Room 1\Clientsetup.exe](#).



The Welcome (to OCR *Name of tests* Setup) dialogue will be displayed in an installation window.



Click 'Next' to continue.

Important note: The Welcome dialogue will be in the form OCR *Name of tests* where the *Name of tests* is specific to the set of tests being installed.

5.1.6.1 Installation of i-assess runtime utilities Version 3

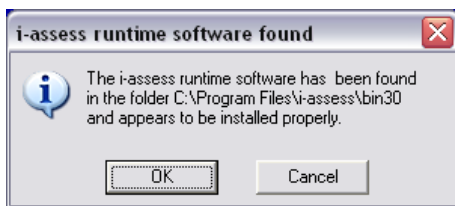
The installer searches the system to determine whether the i-assess runtime utilities Version 3 are already installed. There are three possible scenarios that will determine the sequence of dialogues displayed.

Refer to Sections 5.1.4.1 for installation instructions for these three scenarios.

5.1.6.2 Installation of the test software

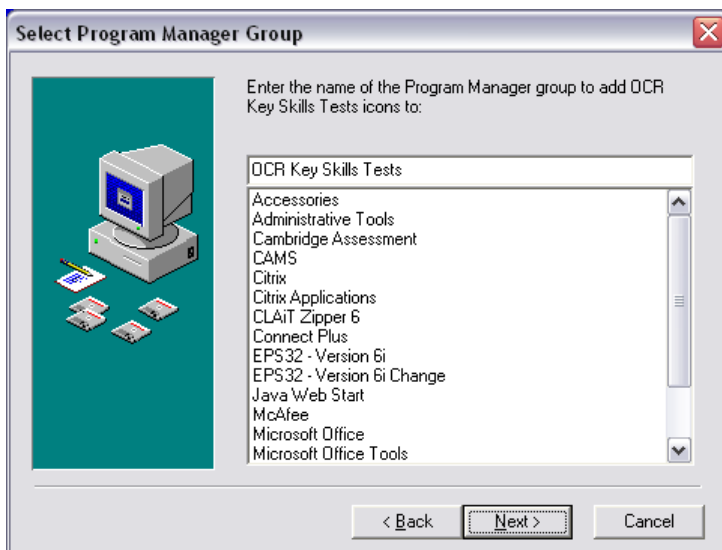
This completes the first part of the installation; however, before the second part can begin, the installer searches the system again to determine whether the i-assess runtime utilities Version 3 are already installed. Since they have just been installed or been re-installed, this should be found to be so.

The i-assess runtime software found dialogue will be displayed.



Click 'OK' to continue.

The second part of the installation starts and the Select Program Group Manager dialogue will be displayed in the original installation window.

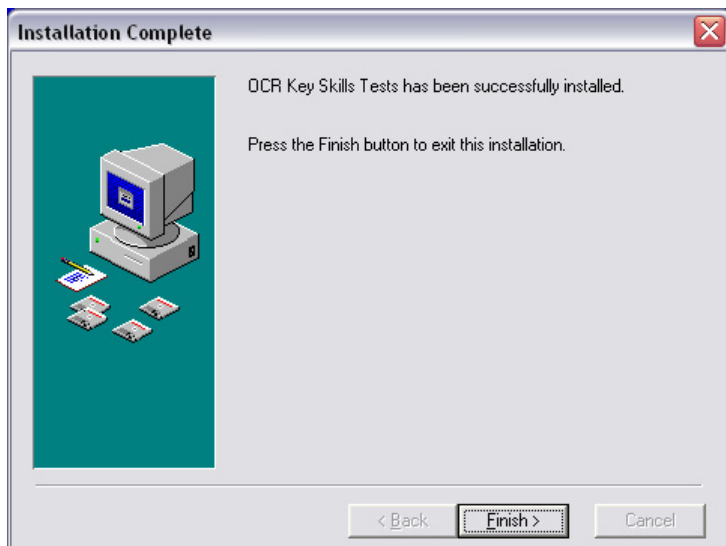


Click 'Next' to continue.

The Copying File(s) dialogue will be displayed. This shows the progress in copying the test software to the client computer.

Important note: For Key and Basic Skills test software only. If installing the test software for the SNA Local option of the SNA software the question database files containing the test content are large in size and take a few minutes to copy to the desktop computer from the share. This can cause the Copying File(s) dialogue to appear as though it is not responding. Please do not interrupt the copy but rather wait until it has completed. If installing the test software for the SNA Central option of the SNA software only the shortcuts are copied to the client computer so this stage is completed quickly. Please see the table in Section 2.1.3 for information on which software components are installed on the desktop computers.

Once all of the files have been successfully copied and the shortcuts created the Installation Complete dialogue will be displayed.



Click 'Finish' to close the Installation Complete dialogue. This completes the second part of the installation of the test software on the client computer.

Having completed the first and second parts of the installation the following confirmatory checks can be carried out.

- Check that a shortcut has been created to OCR *Name of tests*. This shortcut will have been created under the All Users profile so that it becomes accessible to all logged on users.
- **Important note:** The name of the shortcut will be in the form OCR *Name of tests* where the *Name of tests* is specific to the set of tests being installed.
- Check that entries have been made to the Add/Remove Program List for i-assess runtime utilities Version 3 and OCR *Name of tests*.

Reboot the computer.

For Key and Basic Skills only, if required, repeat the steps in Section 5.1.6 but select the second installer for either Key Skills or Basic Skills depending on which test software was installed first.

Repeat the steps in Section 5.1.6 for all client computers to be used for testing.

Having done this, you are now ready to run OCR *Name of tests* using the SNA option.

If this is the first time you have used OCR's *Name of tests* you now need to carryout the approval installation tasks. Please refer to Section 7 for instructions on how to do this.

5.1.7 Un-installation

There are three stages in the un-installation of the SNA option:

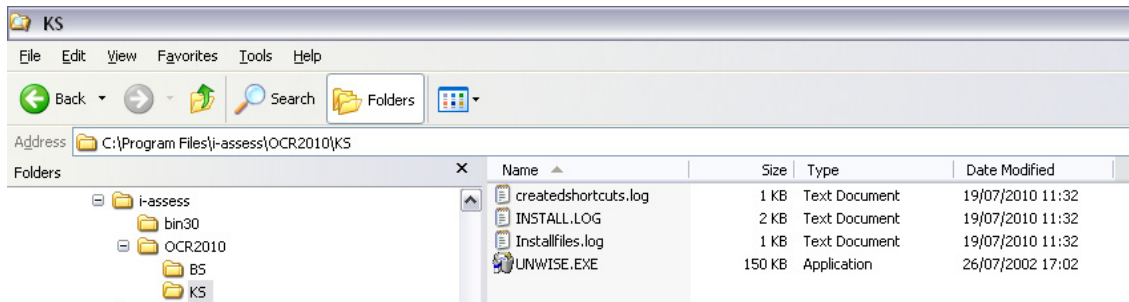
- Un-installation of the test software on the client computers.
- Un-installation of the SNA software on the designated SNA machine.
- Un-installation of the installation image from the share on the file server.

These three stages are covered in detail below.

It is not necessary to un-install the i-assess runtime utilities Version 3 software as it may be used by another set of tests installed on the same client computer or SNA software on the designated SNA machine.

5.1.7.1 Un-installation of the test software on the client computers.

Using Windows Explorer navigate to the installation at C:\Program Files\i-assess\OCR2010\. The previous installation of the test software on the desktop computer added files into the KS folder (for Key Skills) and BS (for Basic Skills) and created shortcuts to the tests from the start menu.

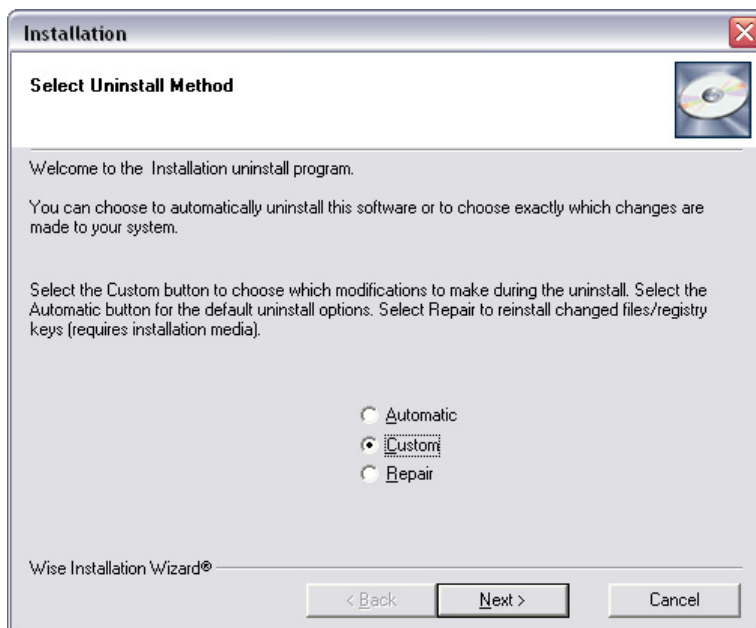


These folders contain the un-installer application unwise.exe.

Important note 1: For the Key and Basic Skills software only there are two un-installers, one for Key Skills (in the KS folder) and one for Basic Skills (in the BS folder). This means that it is possible to un-install the test software for either Key Skills or Basic Skills or both as required.

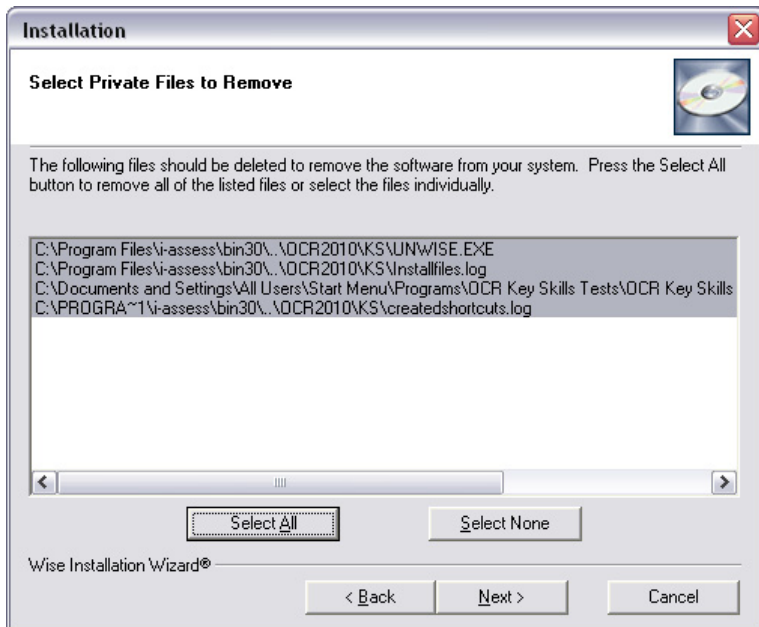
Important note 2: For other qualifications navigate to the installation at C:\Program Files\i-assess\OCR\. The previous installation of the test software on the desktop computer added files into the 2 (or AA) folder (for Awards in Administration), the 5 (or CES) folder (for CLAiT e-Security), the 6 (or DL) folder (for Digital Literacy) and the 8 (or RK) folder (for Retail Knowledge). The un-installer application for each of the sets of test software is located in the respective folders.

Double click on the unwise.exe application. The Select Uninstall Method dialogue will be displayed.



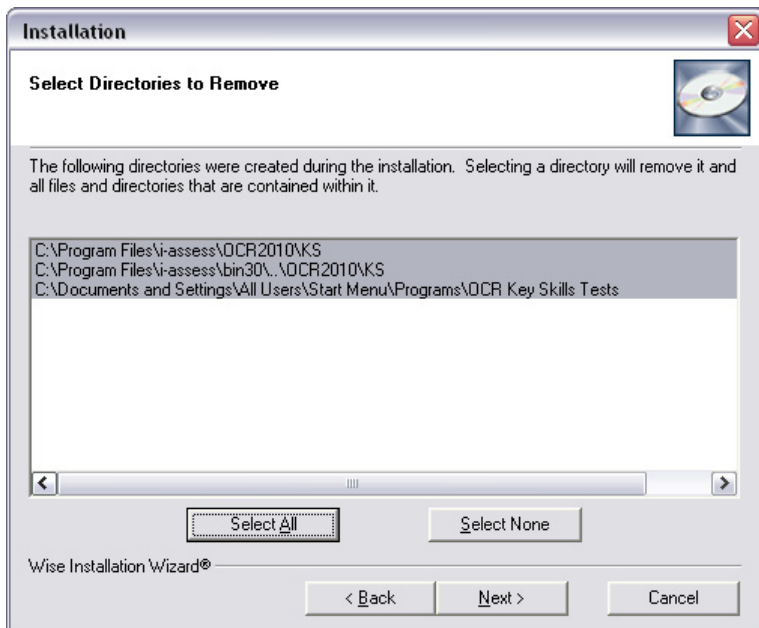
Select the 'Custom' radio button and click 'Next' to continue.

The Select Private Files to Remove dialogue will be displayed.



Click the 'Select All' button and 'Next' to continue.

The Select Directories to Remove dialogue will be displayed.



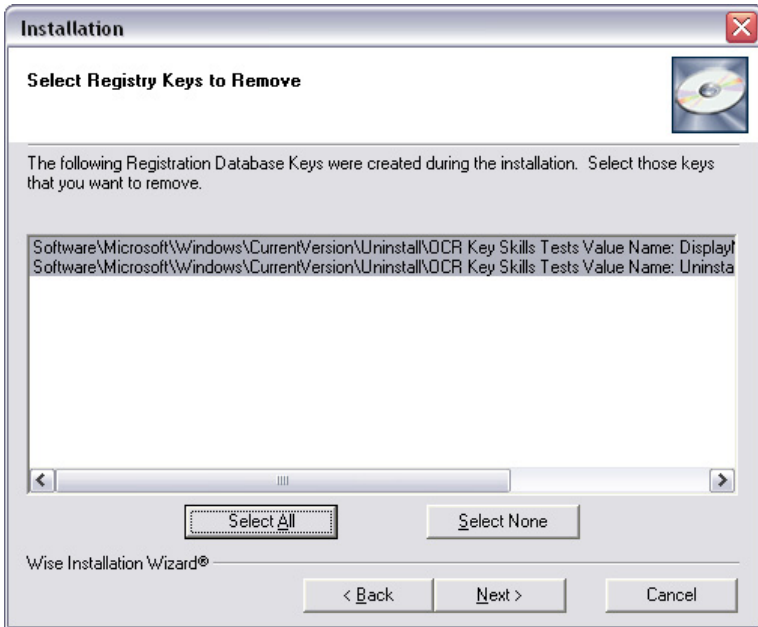
Click the 'Select All' button and 'Next' to continue.

Important note: It is important that higher level directories or directories used by the test software for other qualifications are not inadvertently removed. If the second directory in the Select Directories to Remove list is at a higher level or does not contain the full path to the test software, e.g.

- C:\Program Files\i-assess\bin30\..\OCR2010\
- C:\Program Files\i-assess\bin30\..\OCR\.

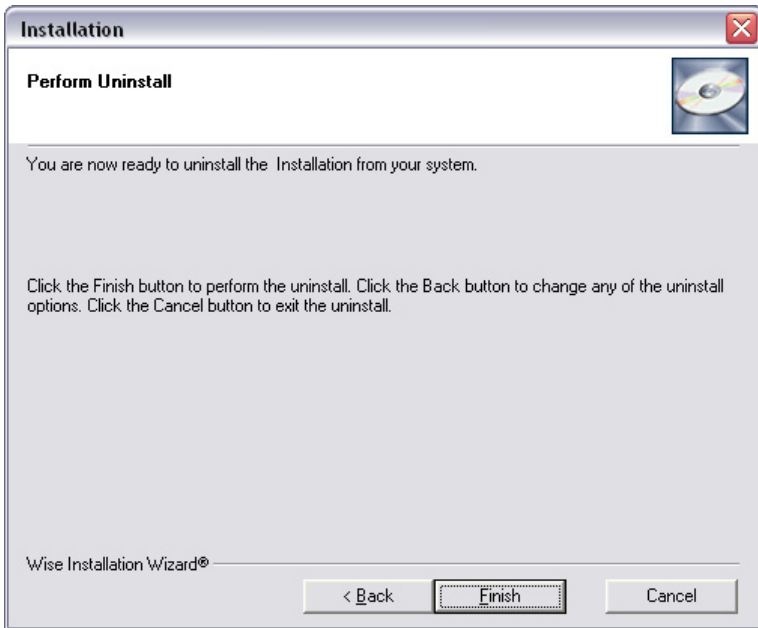
Then de-select that row by clicking on the row with the Ctrl key depressed.

The Select Registry Keys to Edit dialogue will be displayed.



Click the 'Select All' button and 'Next' to continue.

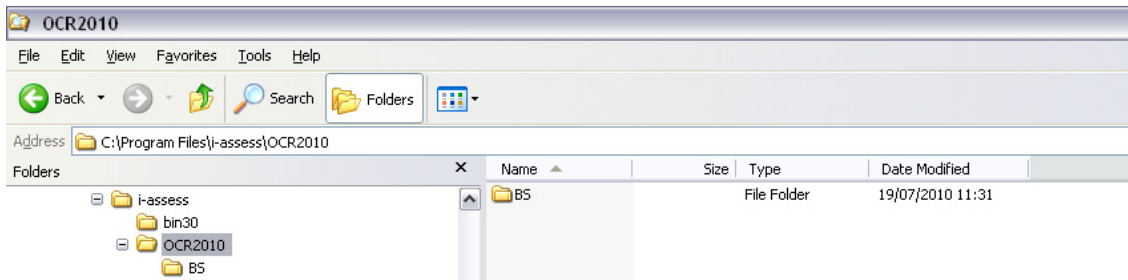
The Perform Uninstall dialogue will be displayed.



Click 'Finish' to complete the un-installation of the test software from the desktop computer.

Important note: For Key and Basic Skills test software only. If un-installing the test software for the SNA Local option, of the SNA software, the question database files containing the test content are large in size and take a few minutes to be removed from the client computer. Please do not interrupt the un-installation but rather wait until it has completed.

Using Windows Explorer, navigate back to the installation at C:\Program Files\i-assess\OCR2010\ and confirm that the KS folder and contents have been removed.



Also verify that the OCR *Name of tests* shortcut has been removed from the start menu and that the OCR *Name of tests* entry has been removed from the Add/Remove Program list.

Important note: For other qualifications navigate back to the installation at C:\Program Files\i-assess\OCR\ and confirm the respective folder (2 (or AA), 5 (or CES), 6 (or DL) or 8 (or RK)) and contents have been removed.

Reboot the computer.

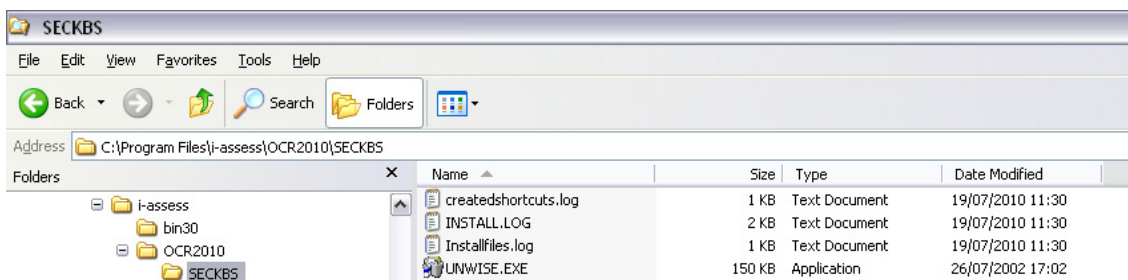
For Key and Basic Skills only, if required, repeat the steps in Section 5.1.7.1 but select the second un-installer for either Key Skills or Basic Skills depending on which test software was un-installed first.

Repeat the steps in Section 5.1.7.1 for all client computers.

5.1.7.2 Un-installation of the SNA software on the designated SNA machine.

With the test software un-installed from the client computers, the SNA software has to be un-installed from the designated SNA machine.

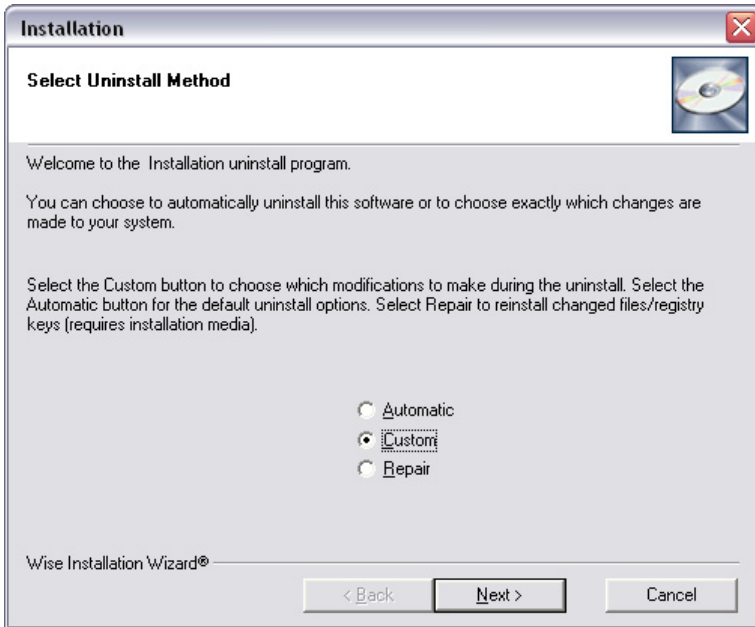
Using Windows Explorer navigate to the installation at C:\Program Files\i-assess\OCR2010\. The previous installation of the SNA software on the designated SNA machine added files into the SECKBS folder (for Key Skills and Basic Skills) and created a shortcut to the OCR Secure Exam Console – OCR *Name of tests* from the start menu.



This folder contains the un-installer application unwise.exe.

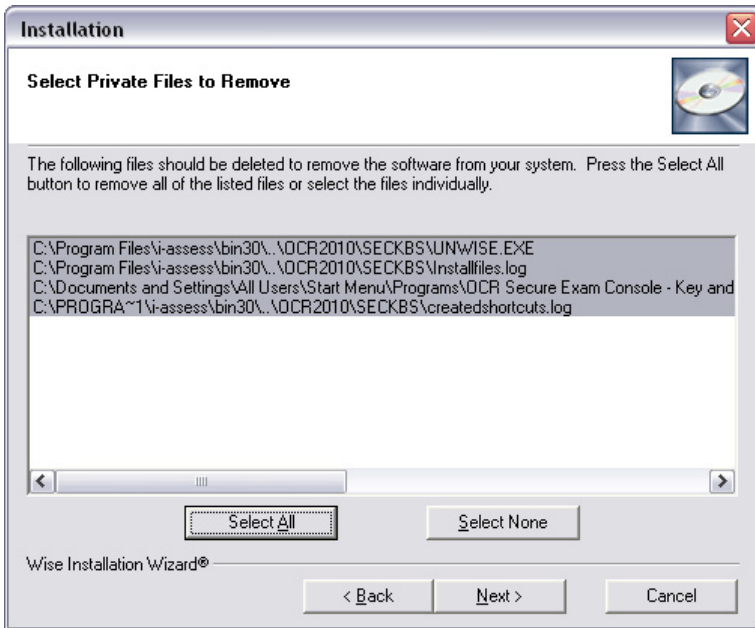
Important note: For other qualifications, navigate to the installation at C:\Program Files\i-assess\OCR\. The previous installation of the SNA software on the designated SNA machine added files into the SEC2 (or SECAA) folder (for Awards in Administration), the SEC5 (or SECCES) folder (for CLAiT e-Security), the SEC6 (or SECDL) folder (for Digital Literacy) and the SEC8 (or SECRK) folder (for Retail Knowledge). The un-installer application for each set of the SNA software is located in the respective folders.

Double click on the unwise.exe application. The Select Uninstall Method dialogue will be displayed.



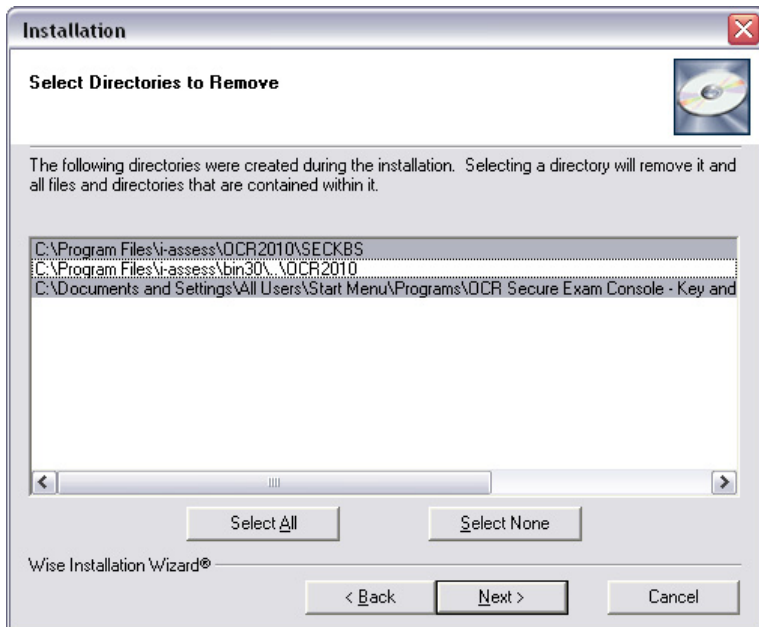
Select the Custom radio button and click 'Next' to continue.

The Select Private Files to Remove dialogue will be displayed.



Click the 'Select All' button and 'Next' to continue.

The Select Directories to Remove dialogue will be displayed.



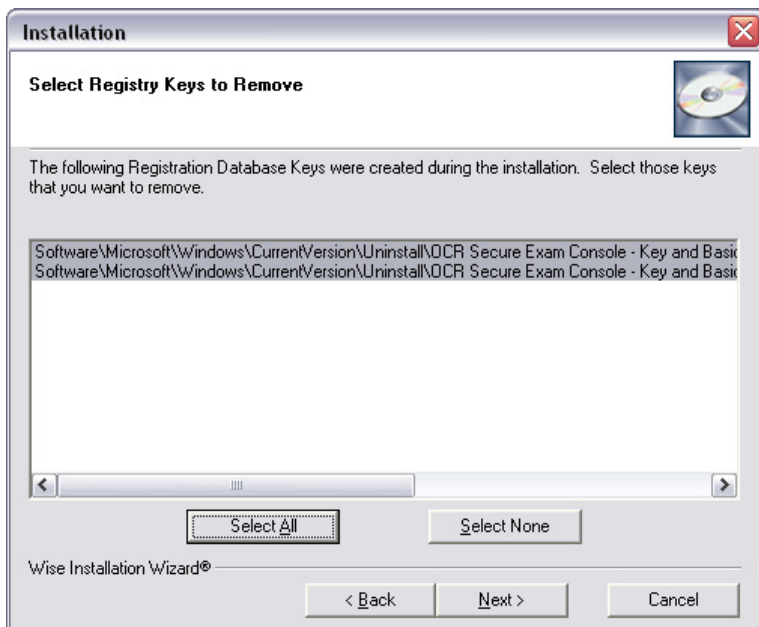
Click the 'Select All' button and 'Next' to continue.

Important note: It is important that higher level directories used by the SNA software for other qualifications are not inadvertently removed. If the second directory in the Select Directories to Remove list at a higher level or does not contain the full path to the test software, e.g.

- C:\Program Files\i-assess\bin30\..\OCR2010\
- C:\Program Files\i-assess\bin30\..\OCR\.

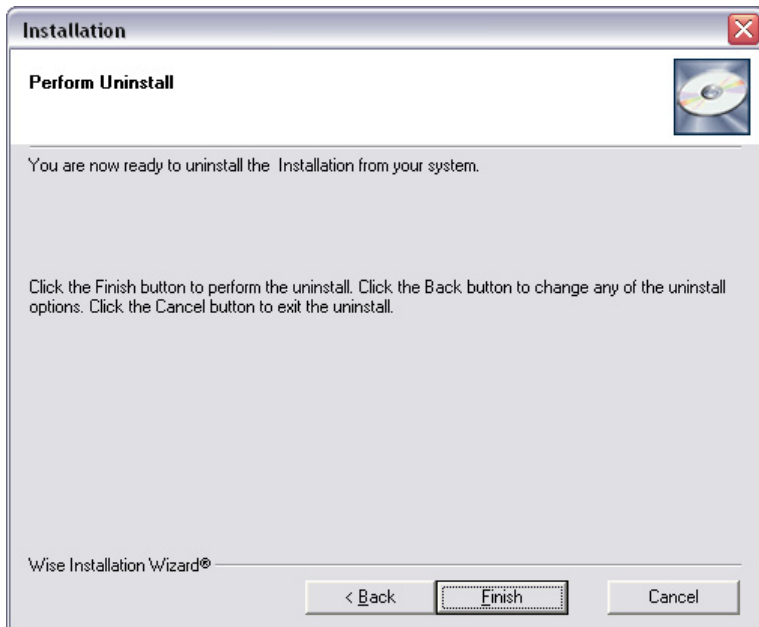
Then, de-select that row by clicking on the row with the Ctrl key depressed.

The Select Registry Keys to Edit dialogue will be displayed.



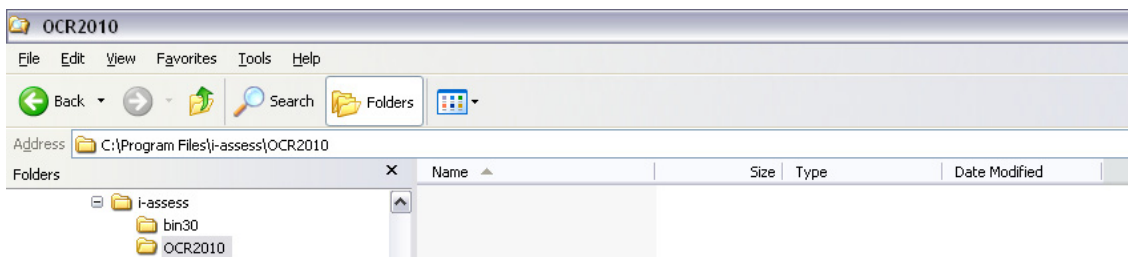
Click the 'Select All' button and 'Next' to continue.

The Perform Uninstall dialogue will be displayed.



Click 'Finish' to complete the un-installation of the SNA software from the designated SNA machine.

Using Windows Explorer navigate back to the installation at C:\Program Files\i-assess\OCR2010\ and confirm that the SECKBS folder and contents have been removed.



Also verify that the OCR Secure Exam Console – *Name of tests* | OCR Secure Exam Console – *Name of tests* shortcut has been removed from the start menu.

Important note: For other qualifications, navigate back to the installation at C:\Program Files\i-assess\OCR\ and confirm the respective folder (SEC2 (or SECAA), SEC5 (or SECCES), SEC6 (or SECDL) or SEC8 (or SECRK)) and contents have been removed.

Reboot the computer.

Repeat the steps in Section 5.1.7.2 for each SNA machine.

5.1.7.3 Un-installation of the installation image from the share on the file server

With the test software un-installed from the client computers and the SNA software un-installed from the designated SNA machine the installation image can be un-installed from the server share.

However, depending on the available space on the file server, it may be possible to leave the content of the share in-situ and simply create a new share ahead of the new installation.

If you decide to un-install the installation image from the file server please take a backup copy of all result files stored in the following locations:

- \\server\share\ResultFiles
- \\server\share\ResultFilesBackup.

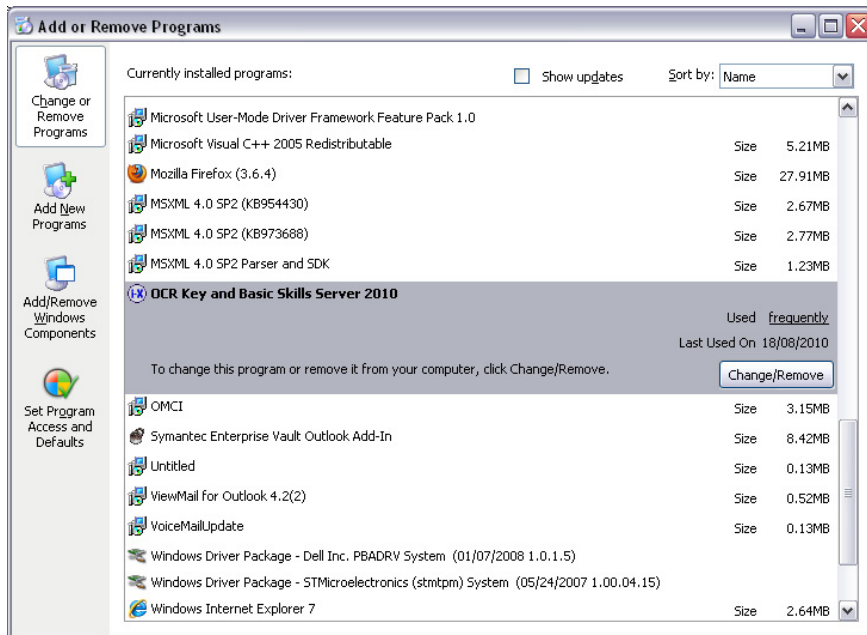
Or alternative backup location if selected during the first use of the SNA software on the designated SNA machine. (Please replace \\server\share with the appropriate path at your centre).

These result files contain the test results of previous tests carried out and should be retained for six months in case of enquiries about results. It is suggested that these result files are saved in folders named appropriately for the tests they relate to.

The un-installation of the installation image from the share on the file server has to be carried out from the Windows computer where the transfer of the installation image originally took place (see Section 5.1.3).

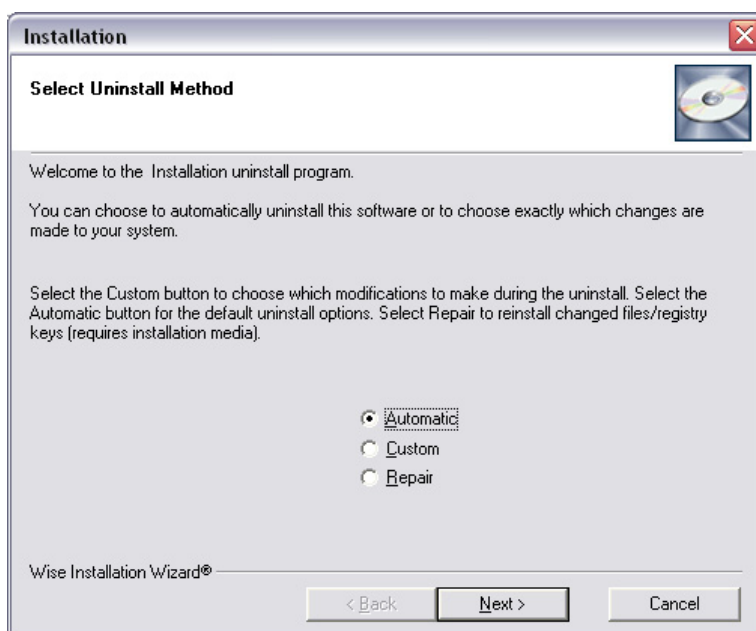
From the desktop click on 'Start', 'Settings' and 'Control Panel' to open the Control Panel.

Select Add or Remove Programs to open the Add and Remove Programs dialogue.



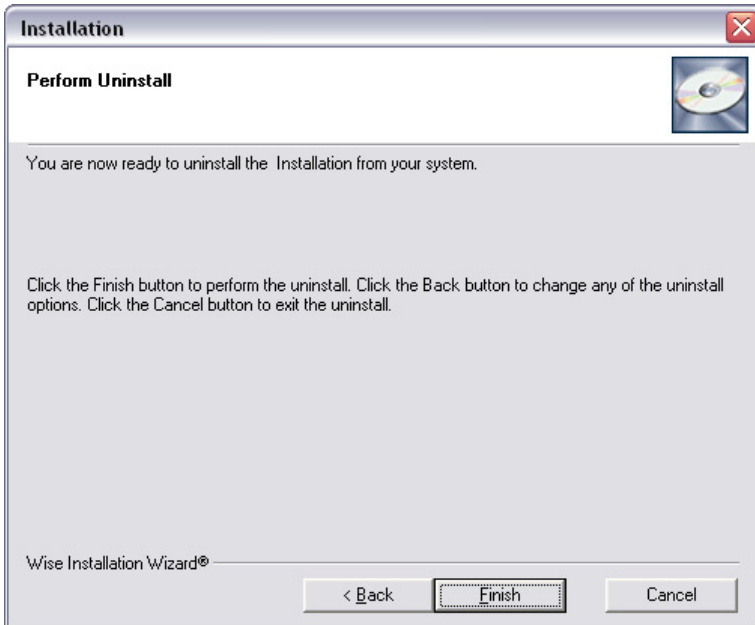
Highlight the OCR Name of tests Server entry and click on the 'Change/Remove' button.

The Select Uninstall Method dialogue will be displayed.



Select the Automatic radio button and click 'Next' to continue.

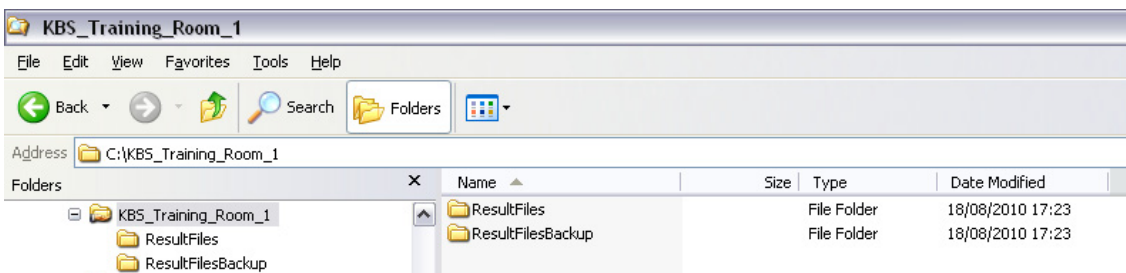
The Perform Uninstall dialogue will be displayed.



Click 'Finish' button to complete the un-installation of the installation image from the server share.

The Perform Uninstall dialogue will display progress as the un-installation proceeds and will close once the un-installation is complete.

The un-installation will not remove any folders that contain files created after the original installation. If tests have been run this will include the ResultFiles and ResultFilesBackup folders and this is shown in Windows Explorer below.



In line with the guidance above regarding the backup and retention of result files in the ResultFiles and ResultFilesBackup folders the remaining folders in the server share can either be left in-situ or copied to another location. If the result files from these folders are copied to another location then the server share can be deleted.

Also verify that the OCR *Name of tests* Server entry has been removed from the Add/Remove Program list.

5.2 Offline option

There is only one stage in the installation of the offline option:

- Installation of the test software on the client computers (Offline_setup.exe).

This stage is covered in detail below.

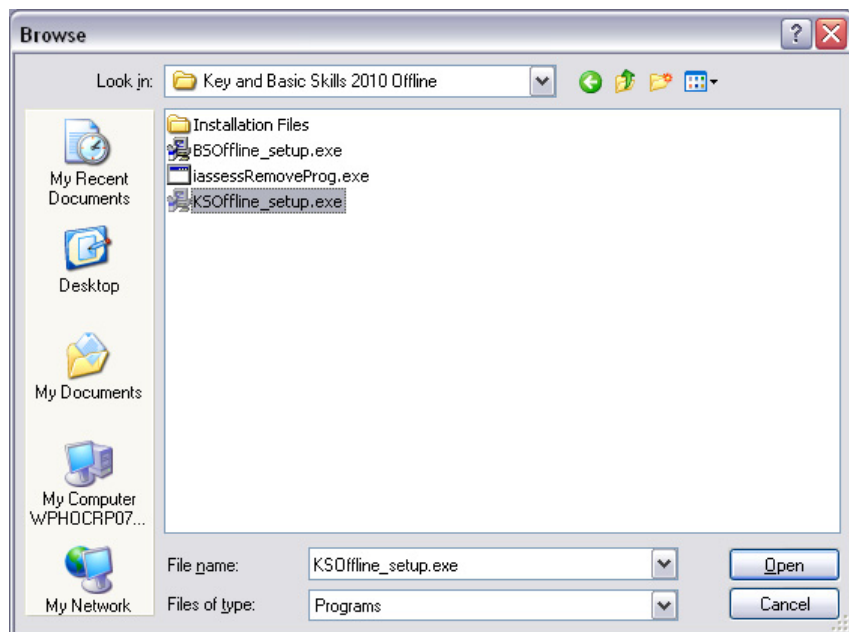
5.2.1 Installation of test software on the client computers

The installation of the test software on the client computers has two parts. The first part covers the installation of the i-assess runtime utilities Version 3 and the second part covers the installation of the test software.

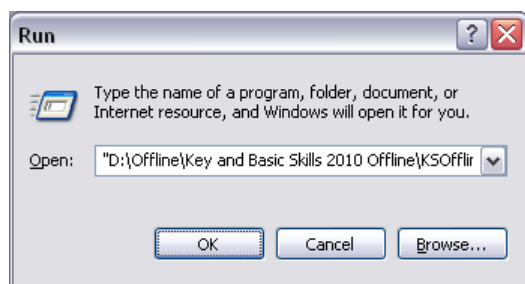
From the desktop, click on 'Start' and then 'Run' to open the Run dialogue.

Browse to the location of the installation files and select the Offline_setup.exe file.

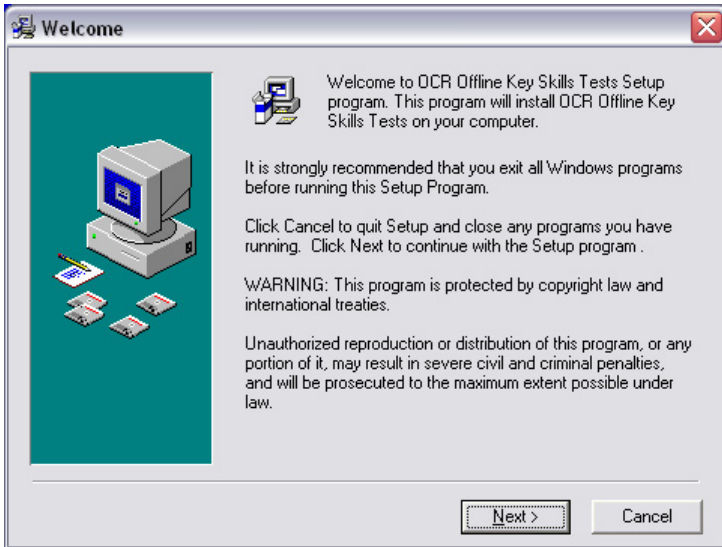
Important note 1: For the Key and Basic Skills software only there are two installers, one for Key Skills (KSOOffline_setup.exe) and one for Basic Skills (BSOffline_setup.exe). This means that it is possible to install the test software for either Key Skills or Basic Skills or both as required.



Click 'Open' to return to the Run dialogue with the Offline_setup.exe file selected and then 'OK' to start the installation.



The Welcome (to OCR Offline *Name of tests* Setup) dialogue will be displayed in an installation window.



Click 'Next' to continue.

Important note: The Welcome dialogue will be in the form OCR Offline *Name of tests* where the *Name of tests* is specific to the set of tests being installed.

5.2.1.1 Installation of i-assess runtime utilities Version 3

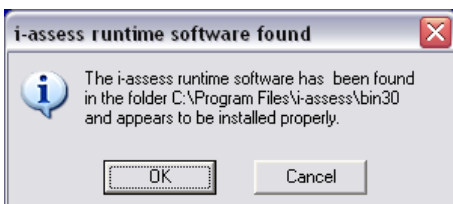
The installer searches the system to determine whether the i-assess runtime utilities Version 3 are already installed. There are three possible scenarios that will determine the sequence of dialogues displayed.

Refer to Sections 5.1.4.1 for installation instructions for these three scenarios.

5.2.1.2 Installation of the tests

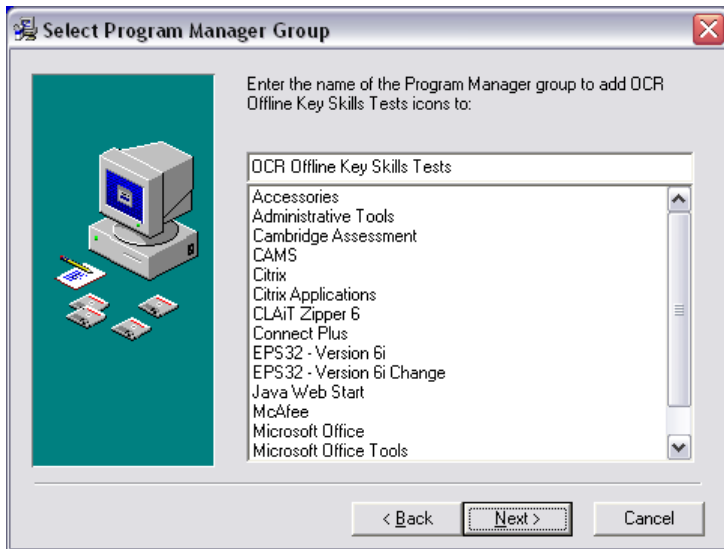
This completes the first part of the installation although before the second part can begin the installer searches the system again to determine whether the i-assess runtime utilities Version 3 are already installed. Since they have just been installed or been re-installed this should be found to be so.

The i-assess runtime software found dialogue will be displayed.



Click 'OK' to continue.

The second part of the installation starts and the Select Program Group Manager dialogue will be displayed in the original installation window.

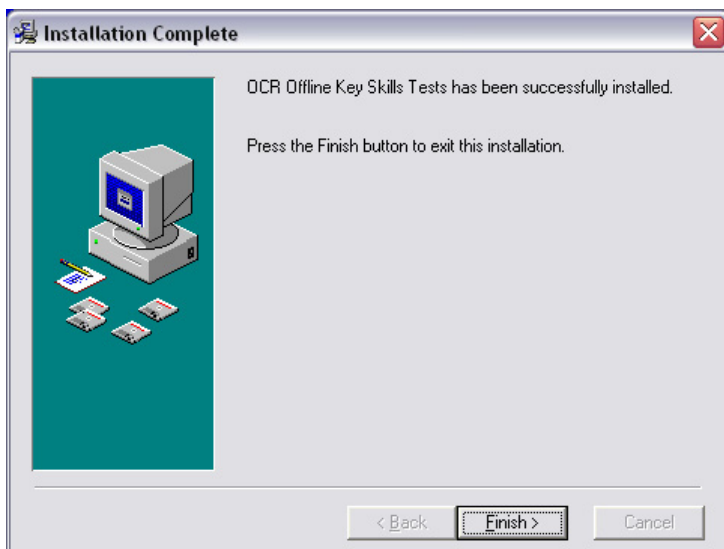


Click 'Next' to continue.

The Copying File(s) dialogue will be displayed. This shows the progress in copying the test software to the client computer.

Important note: For Key and Basic Skills test software only. The question database files containing the test content are large in size and take a few minutes to copy to the client computer. This can cause the Copying File(s) dialogue to appear as though it is not responding. Please do not interrupt the copy but rather wait until it has completed.

Once all of the files have been successfully copied and the shortcuts created the Installation Complete dialogue will be displayed.



Click 'Finish' to close the Installation Complete dialogue. This completes the second part of the installation of the test software.

Having completed the first and second parts of the installation the following confirmatory checks can be carried out:

- Check that shortcuts have been created to OCR Offline *Name of tests*, OCR Offline *Name of tests* Recovery Tool and OCR Offline *Name of tests* Result File Uploader. These shortcuts will have been created under the All Users profile so they become accessible to all logged on users.
- **Important note:** The name of the shortcuts will be in the form OCR Offline *Name of tests* where the *Name of tests* is specific to the set of tests being installed.

- Check that entries have been made to the Add/Remove Program List for i-assess runtime utilities Version 3 and OCR Offline *Name of tests*.

Reboot the computer.

For Key and Basic Skills only, if required, repeat the steps in Section 5.2 but select the second installer for either Key Skills or Basic Skills depending on which test software was installed first.

Repeat the steps in Section 5.2.1 for all client computers to be used for testing.

Having done this you are now ready to run OCR Offline *Name of tests* using the offline option.

If this is the first time you have used OCR's Offline *Name of tests* you now need to carry out the approval installation tasks. Please refer to Section 7 for instructions on how to do this.

5.2.2 Un-installation

There is only one stage in the un-installation of the offline option:

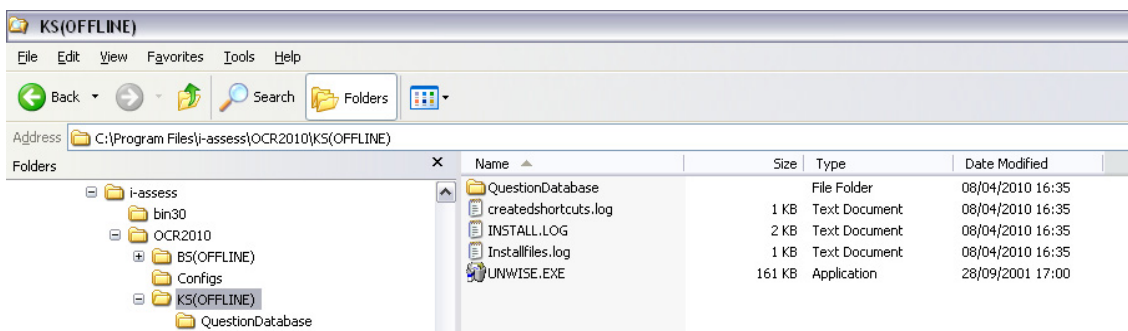
- Un-installation of the test software on the client computers.

This stage is covered in detail below.

It is not necessary to un-install the i-assess runtime utilities Version 3 software as it may be used by another set of tests installed on the same client computer.

5.2.2.1 Un-installation of the test software on the client computers

Using Windows Explorer navigate to the installation at C:\Program Files\i-assess\OCR2010\. The previous installation of the test software on the client computer added files into the KS(OFFLINE) folder (for Key Skills) and the BS(OFFLINE) folder (for Basic Skills) and created shortcuts to the tests from the start menu.

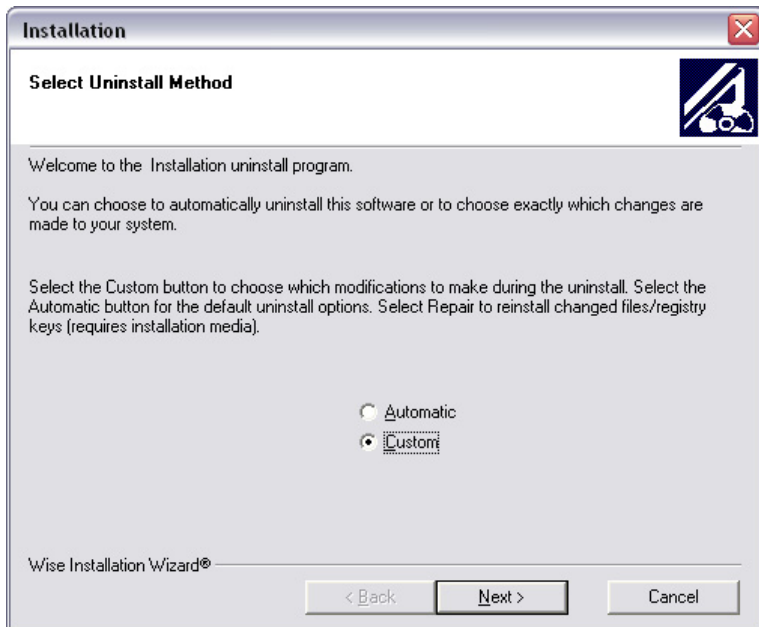


These folders contain the un-installer application unwise.exe.

Important note 1: For the Key and Basic Skills software, there are two un-installers, one for Key Skills (in the KS(OFFLINE) folder) and one for Basic Skills (in the BS(OFFLINE) folder). This means that it is possible to un-install the test software for either Key Skills or Basic Skills or both as required.

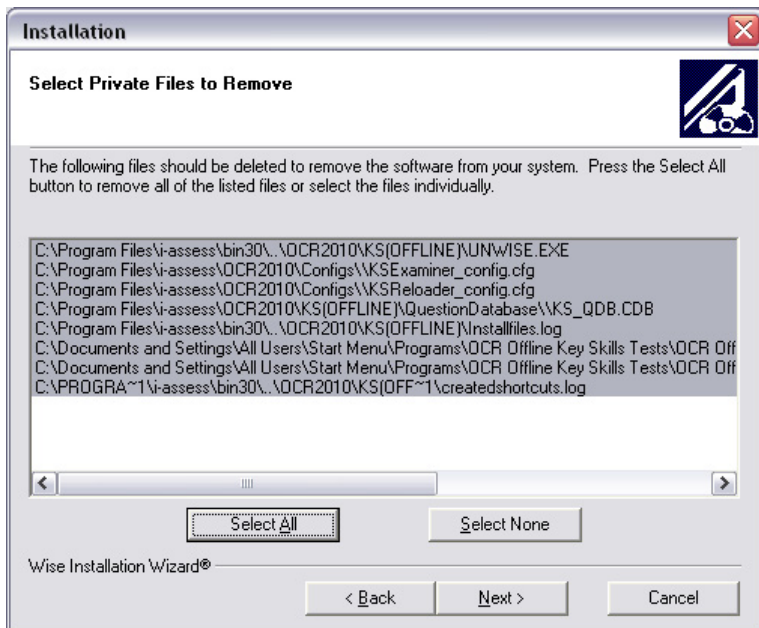
Important note 2: For other qualifications navigate to the installation at C:\Program Files\i-assess\OCR\. The previous installation of the test software on the desktop computer added files into the 2(OFFLINE) (or AA(OFFLINE)) folder (for Awards in Administration), the 5(OFFLINE) (or CES(OFFLINE)) folder (for CLAiT e-Security), the 6(OFFLINE) (or DL(OFFLINE)) folder (for Digital Literacy) and the 8(OFFLINE) (or RK(OFFLINE)) folder (for Retail Knowledge). The un-installer application for each of the sets of test software is located in the respective folders.

Double click on the unwise.exe application. The Select Uninstall Method dialogue will be displayed.



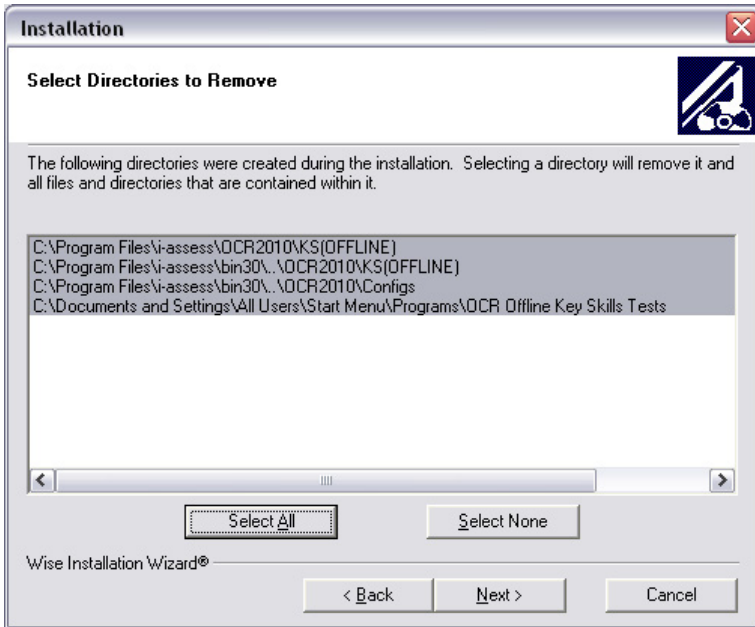
Select the 'Custom' radio button and click 'Next' to continue.

The Select Private Files to Remove dialogue will be displayed.



Click 'Select All' and then 'Next' to continue.

The Select Directories to Remove dialogue will be displayed.



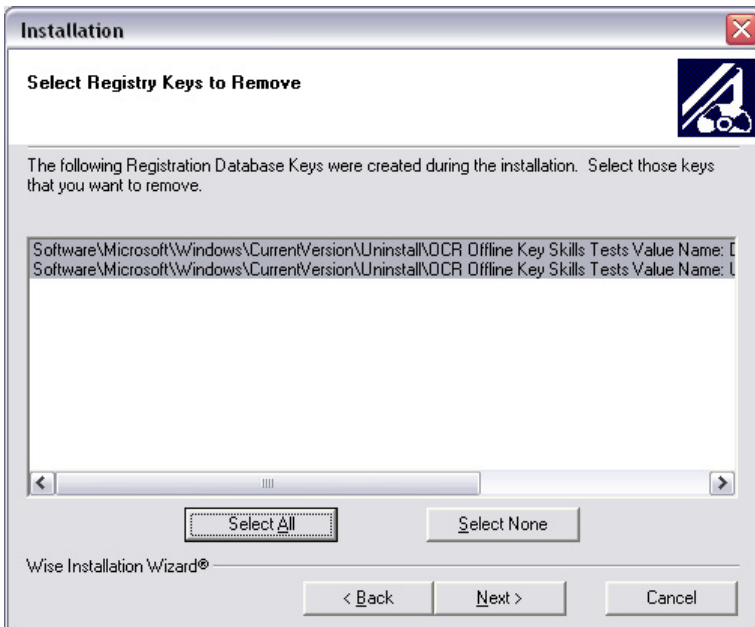
Click 'Select All' and the 'Next' to continue.

Important note: It is important that higher level directories used by the offline software for other qualifications are not inadvertently removed. If the second directory in the Select Directories to Remove list is at a higher level or does not contain the full path to the test software, e.g.

- C:\Program Files\i-assess\bin30\.\OCR2010\
- C:\Program Files\i-assess\bin30\.\OCR\

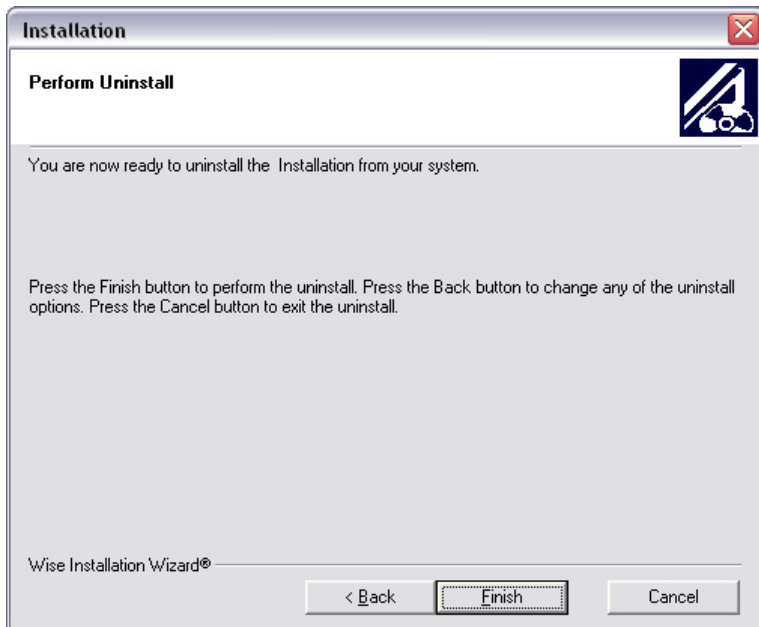
Then, de-select that row by clicking on the row with the Ctrl key depressed.

The Select Registry Keys to Edit dialogue will be displayed.



Click 'Select All' and then 'Next' to continue.

The Perform Uninstall dialogue will be displayed.



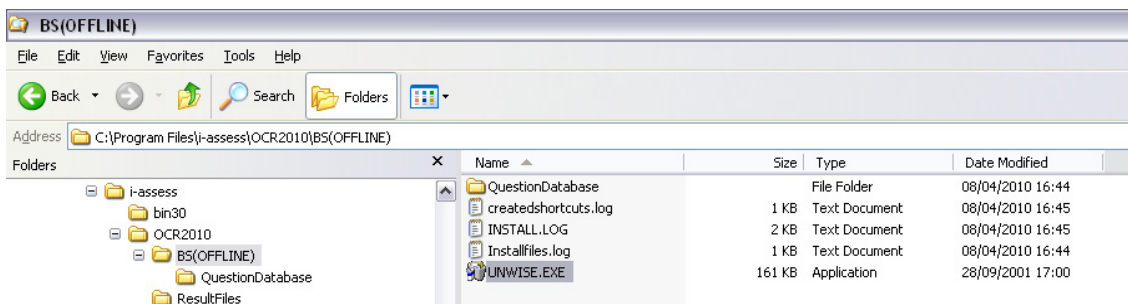
Click 'Finish' to complete the un-installation of the test software from the client computer.

Important note: For Key and Basic Skills test software only. If un-installing the test software for the offline option the question database files containing the test content are large in size and take a few minutes to be removed from the client computer. Please do not interrupt the un-installation but rather wait until it has completed.

The Perform Uninstall dialogue will be displayed and all of the files, directories and registry keys selected will be un-installed.

The Perform Uninstall dialogue will close once the un-installation is complete.

Using Windows Explorer, navigate back to the installation at C:\Program Files\i-assess\OCR2010\ and confirm that the KS(OFFLINE) folder and contents have been removed.



Also verify that the OCR Offline *Name of tests* shortcut has been removed from the start menu and that the OCR Offline *Name of tests* entry has been removed from the Add/Remove Program list.

Important note: For other qualifications, navigate back to the installation at C:\Program Files\i-assess\OCR\ and confirm the respective folder (2(OFFLINE) (or AA(OFFLINE)), 5(OFFLINE) (or CES(OFFLINE)), 6(OFFLINE) (or DL(OFFLINE)) or 8(OFFLINE) (or RK(OFFLINE))) and contents have been removed.

Reboot the computer.

For Key and Basic Skills only, if required, repeat the steps in Section 5.2.2.1 but select the second un-installer for either Key Skills or Basic Skills depending on which test software was un-installed first.

Repeat the steps in Section 5.2.2.1 for all client computers.

6 Configure the Offline Option to Use a Memory Stick

As the majority of new computers are no longer supplied with an internal floppy disk drive, the possibilities for using the offline option of the e-testing software with floppy disks are limited to using older computers with internal floppy disk drives or using external USB floppy disk drives.

6.1 Background to offline option

A viable alternative to using floppy disks is to use memory sticks with the offline option of the e-testing software.

In order to understand how memory sticks can be used to run tests, it is important to appreciate how the offline e-testing system works:

- When an offline test is started the system looks for an access token named 'accessinfo.txt' on the floppy disk mounted at drive letter a:\, i.e. a:\accessinfo.txt.
- A blank result file is created in the C:\Program Files\i-assess\OCR\Result Files folder (or C:\Program Files\i-assess\OCR2010\Result Files for Key and Basic Skills).
- The candidate logs in with their Student ID and Surname and the system reads the details in the access token to check that the candidate has a test available, i.e. it authenticates the login details against the access token.
- The candidate confirms their details and starts the test.
- The candidate continues through the test and all of their responses are written to the result file in the C:\Program Files\i-assess\OCR\Result Files folder (or C:\Program Files\i-assess\OCR2010\Result Files for Key and Basic Skills).
- On completion of the test, the candidate ends the test. At this point a backup copy of the result file is copied from the C:\Program Files\i-assess\OCR\Result Files folder (or C:\Program Files\i-assess\OCR2010\Result Files for Key and Basic Skills) to the floppy disk mounted at drive letter a:\.
- The tutor uses the floppy disk to upload the result file to the Administration website.

Based on this, the approach to using memory sticks is to change the location where the system looks for the access token from a:\ to the drive letter where the memory stick mounts which is typically e:\ (but can be f:\, h:\ or other drive letter).

There are a number of points to note with this approach:

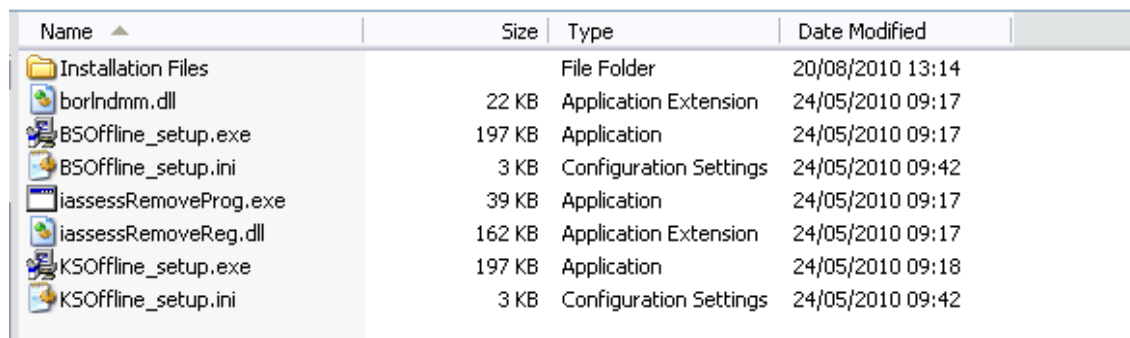
- This approach can be used on any desktop computer with or without an internal floppy disk drive as long as there is a spare USB port available.
- The steps will need to be carried out on each client computer that has to use a memory stick to run tests.
- The drive letter that the memory stick mounts to on the each desktop computer has to be known.

The instructions need to be carried out for each qualification the e-testing software is installed for. You should check that the instructions have worked before commencing any live testing.

6.2 Replace offline configuration files

The e-testing software required to run tests with the offline option is provided as a self-extracting zip file on the OCR e-testing website. See Section 4 for instructions on how to download and unzip the self-extracting zip file.

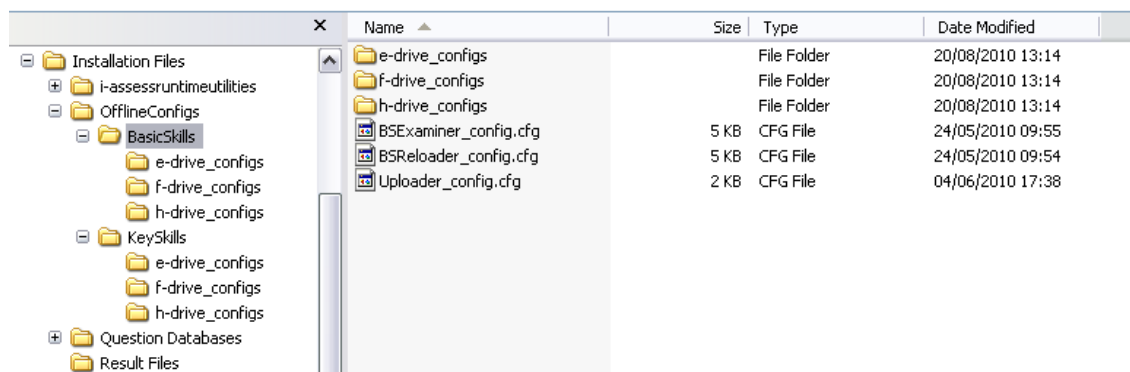
Once the contents of the self-extracting zip file, for the offline option, have been extracted the following files/folders should be present at the top level.



Name	Size	Type	Date Modified
Installation Files		File Folder	20/08/2010 13:14
borIndnm.dll	22 KB	Application Extension	24/05/2010 09:17
BSOffline_setup.exe	197 KB	Application	24/05/2010 09:17
BSOffline_setup.ini	3 KB	Configuration Settings	24/05/2010 09:42
iassessRemoveProg.exe	39 KB	Application	24/05/2010 09:17
iassessRemoveReg.dll	162 KB	Application Extension	24/05/2010 09:17
KSOOffline_setup.exe	197 KB	Application	24/05/2010 09:18
KSOOffline_setup.ini	3 KB	Configuration Settings	24/05/2010 09:42

The top level files and folders will be the same for all qualifications.

In the Installation Files folder there is a sub-folder called OfflineConfigs which in turn contains sub-folders called BasicSkills and KeySkills.



Name	Size	Type	Date Modified
e-drive_configs		File Folder	20/08/2010 13:14
f-drive_configs		File Folder	20/08/2010 13:14
h-drive_configs		File Folder	20/08/2010 13:14
BSExaminer_config.cfg	5 KB	CFG File	24/05/2010 09:55
BSReloader_config.cfg	5 KB	CFG File	24/05/2010 09:54
Uploader_config.cfg	2 KB	CFG File	04/06/2010 17:38

Important note: The sub-folders within the OfflineConfigs folder will not always be present or may be named after another qualification.

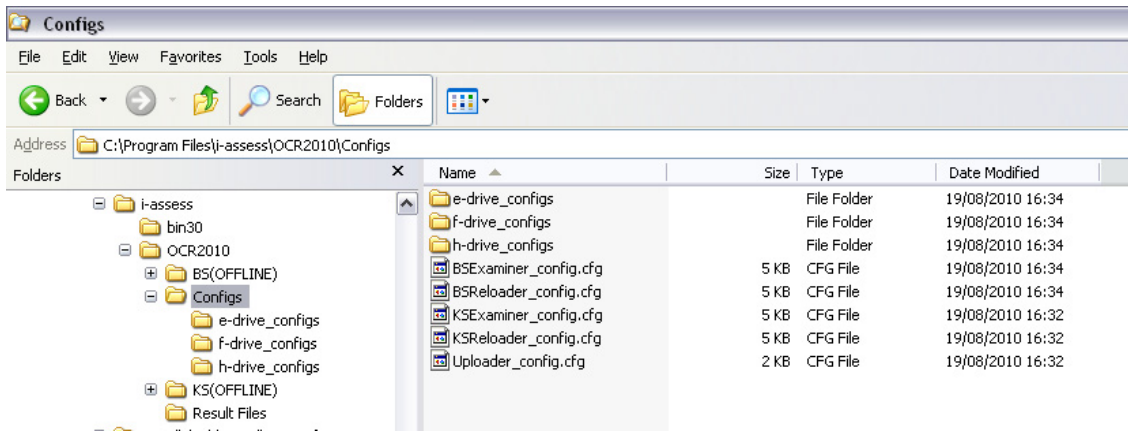
The BasicSkills sub-folder contains three configuration files, BSExaminer_config.cfg (Examiner), BSReloader_config.cfg (Reloader) and Uploader_config.cfg.

The KeySkills sub-folder contains equivalent versions.

It is the Examiner and Reloader configuration files that contain the reference to the drive letter. As supplied these two files contain reference to the a:\ drive letter and as such it is these two files that can be replaced to change the reference to e:\ or other drive letter.

Please note that the name of the two configuration files is different for each qualification and set of offline e-testing software.

During the installation, on each desktop computer, the configuration files are copied from the OfflineConfigs folder to the Configs folder in the location C:\Program Files\i-assess\OCR\Configs (or C:\Program Files\i-assess\OCR2010\Configs for Key and Basic Skills).



If offline tests for different qualifications are installed on the same desktop computer then their respective configuration files will be copied to these locations.

For Key and Basic Skills alternative versions of the Examiner and Reloader configuration files, for different drive letters, are provided within folders in the installation (e-drive_configs, f-drive_configs, h-drive_configs). For other qualifications the Examiner and Reloader configuration files will also be made available in this way.

OCR can provide Examiner and Reloader configuration files containing a reference to any another drive letter on request.

To change the drive letter reference, simply replace the existing versions of the Examiner and Reloader configuration files in the installation with the alternative version for the driver letter required.

However, if it is necessary to maintain an option for testing from the a:\ drive then it would be prudent to rename the existing versions of the Examiner and Reloader configuration files before copying over the new versions to the C:\Program Files\i-assess\OCR\Configs folder (or C:\Program Files\i-assess\OCR2010\Configs folder for Key and Basic Skills).

Depending on the circumstances at the centre, there are two options for replacing the Examiner and Reloader configuration files, namely pre- or post-installation.

6.2.1 Pre installation

In the pre-installation case, copy the alternative Examiner and Reloader configuration files into the OfflineConfigs folder in the extracted installation software. This would then be used to install the offline tests and the alternative configuration files would be installed automatically. If the existing versions of the configuration files (for the a:\) were renamed first then all configuration files in the OfflineConfigs folder would be copied to the C:\Program Files\i-assess\OCR\Configs folder (or C:\Program Files\i-assess\OCR2010\Configs folder for Key and Basic Skills) during the installation.

6.2.2 Post installation

In the post-installation case, copy the alternative Examiner and Reloader configuration files into the Configs folder on each client computer where the offline tests for the specific qualification were installed.

6.3 Saving tokens and running tests

The use of memory sticks to run offline tests has no direct impact on the existing methods used for creating access tokens or running tests.

Access tokens are created in exactly the same way but are saved to the memory stick as 'accessinfo.txt' as opposed to being saved to the floppy disk.

There are two ways of booking an access token the instructions for which can be found in the Assignments – Access for Students (New – Categories) and Assignments – Access for Students sections of the Administration Guide.

The candidates will use the memory stick in exactly the same way as they would a floppy disk. The memory stick has to be inserted into an available USB port, recognised and mounted by the Windows operating system before the test can be started. At the end of the test, the backup copy of the result file will be saved onto the memory stick and this can be used for upload to the Administration website.

As with floppy disks it is important that you can clearly identify which access token and memory stick applies to each candidate otherwise difficulties can occur in starting tests and uploading result files.

7 Approval Installation Task

Once the installation of the e-testing software has been completed, it is necessary to carry out an approval installation task. This short task ensures that the e-testing software is installed correctly and that the centre can follow the end-to-end testing process.

The approval installation task only needs to be carried out for the installation option (SNA or Offline) used. If both installation options are being used then the approval installation task should be carried out for both.

The approval installation task comprises all of the steps involved in preparing for and running a test using the chosen installation option. These steps are described in the following sections.

7.1 Register test candidate

The first step is to register a test candidate in the Administration website. Do this by following the instructions in the Registration – Student section of the Administration Guide using the following details:

Field	Candidate Details
Student ID*	Test plus centre number, i.e. Test 99373
Date of Birth*	Any
Firstname*	Test1
Surname*	Centre name, i.e. OCR Coventry Admin
Gender	Any
Category*	Any

Using the details above, for the OCR Coventry Admin centre, the following screen shows the test candidate registered.

The screenshot shows the 'Student Details' page in the OCR Administration website. The page has a dark blue header with 'Student Details' on the left and 'Main Menu' and the OCR logo on the right. Below the header is a navigation bar with 'OCR Coventry Admin' on the left and 'Classes Students Access Tokens' on the right. A yellow bar below the navigation bar contains the links 'Add Update Assignments Results Allocate Presentation'. The main content area is titled 'Student Details' and contains the following information:

Registration ID (system generated): **109819376**
Student ID (OCR Candidate Number (if available)) *: **Test 99373**
Date Of Birth*: **24 June 1978**
Registration Date: **20/05/2009 21:48:21**
Ignore Student: **No**
Category *: **BS, LIT, NUM**

Below this is the 'Contact Details' section:

Firstname *: **Test1**
Surname *: **OCR Coventry Admin**
Initial:
Gender: **Male**

7.2 Allocate an access token

The second step is to allocate an access token to the test candidate for the sample navigation test. This is a short test that contains only six questions.

The allocation of an access token is the method used by the OCR e-testing system to book a test for a candidate. The allocation of an access token creates an access key which is downloaded to the SNA machine or saved to a floppy disk/ memory stick. The access token links the candidate to the test and has a start and end date between which it can be used. The access token allows one attempt at the test.

There are two ways of booking an access token the instructions for which can be found in the Assignments – Access for Students (New – Categories) and Assignments – Access for Students sections of the Administration Guide.

Use either method to create an access token for the test candidate (created in Section 7.1) for the sample navigation test.

If the approval installation task is being carried out for the SNA option then the access key is downloaded automatically to the SNA machine. If the approval installation task is being carried out for the offline option then save the access key to a floppy disk or memory stick using the procedure described.

7.3 Run a sample navigation test

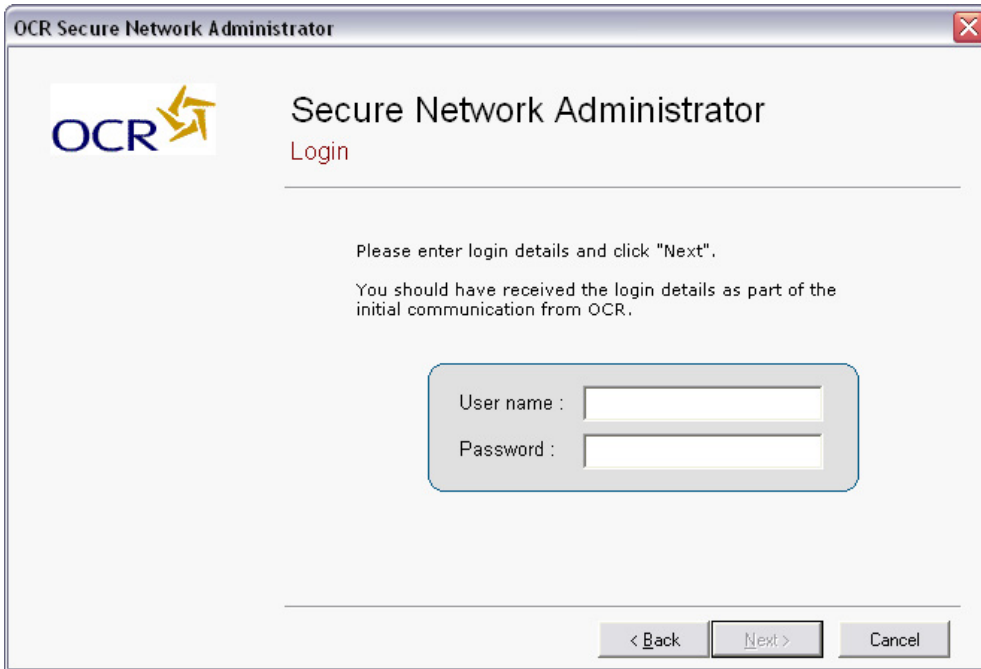
The third step is for the test candidate to sit the sample navigation test. This is done in a slightly different way depending on the installation option used.

7.3.1 Run an SNA test

7.3.1.1 Log in to the SNA dashboard and download access tokens

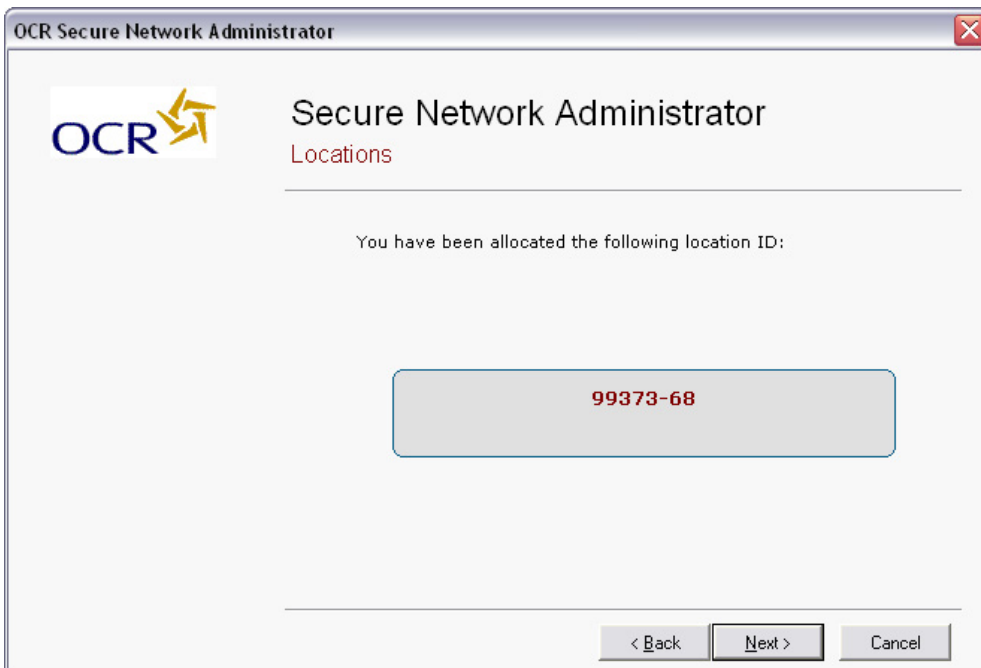
From the desktop on the SNA machine click on 'Start', 'Programs', 'OCR Secure Exam Console – *Name of tests*' and 'OCR Secure Exam Console – *Name of tests*'.

The Login dialogue will be displayed. Enter the login details provided by OCR in the Getting Started email.



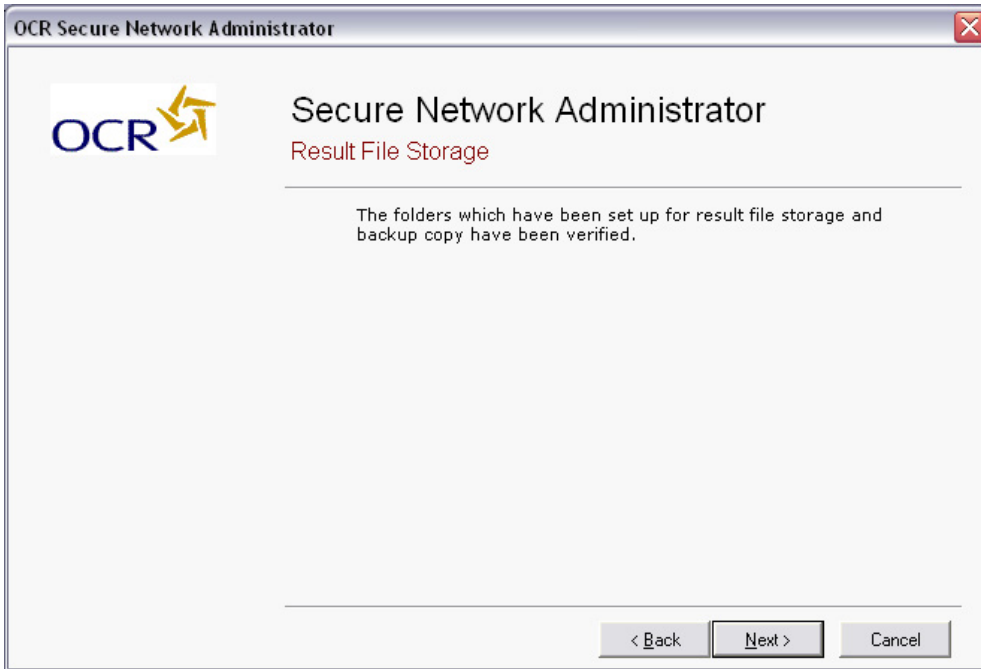
Click 'Next' to continue.

The Locations screen is displayed showing the location allocated at the point of first login to the SNA dashboard after installation.



Click 'Next' to continue.

The Result File Storage screen is displayed confirming the result file locations have been verified.



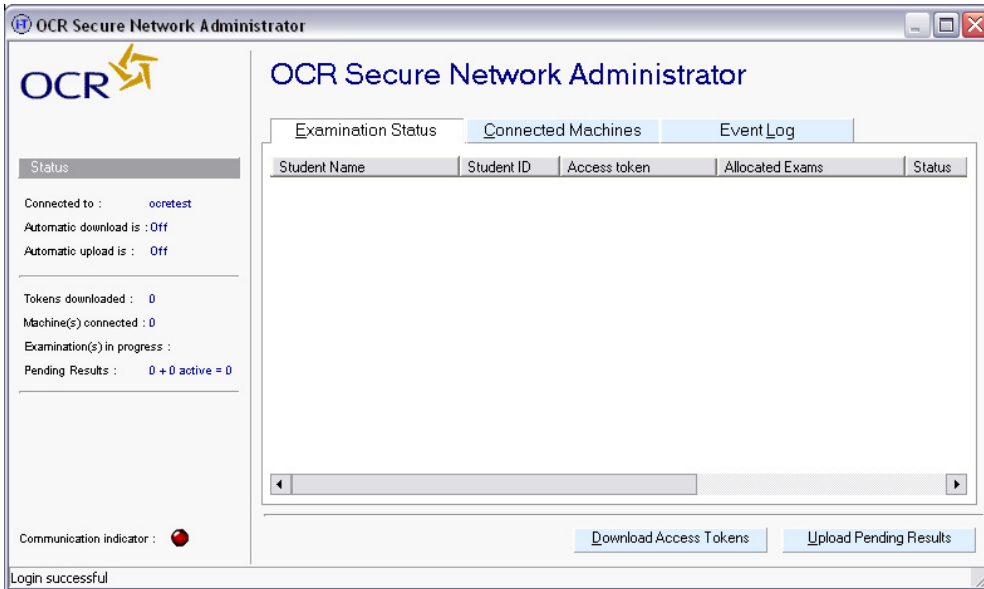
Click 'Next' to continue.

The Done screen is displayed confirming the SNA software has been set up.



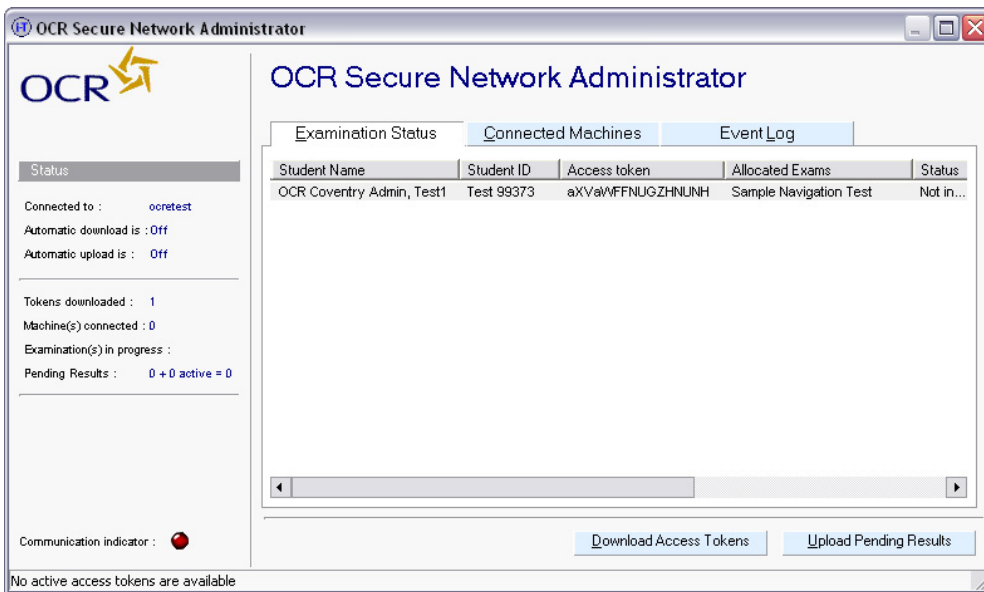
Click 'Start SNA' to open the SNA dashboard.

The SNA dashboard has three tabs: Examination Status, Connected Machines and Event Log. Each of these tabs has a purpose during a test session.



Click the 'Download Access Tokens' button.

All access tokens with a remaining access that are within their valid date range will be downloaded. The screen below shows the access token generated for the test candidate for the sample navigation test and shows one token downloaded.



The SNA dashboard has to be started and the access tokens downloaded before a test can be started on the client computer.

7.3.1.2 Run the sample navigation test

On the client computer, with the test software installed, click on 'Start', 'Programs', 'OCR Name of tests' and 'OCR Name of tests'. After a short delay, the introduction screen is displayed with instructions for the candidate pertinent to the tests being run.

OCR Electronic Test Delivery System exit

GENERAL INFORMATION

The test is made up of 40 multiple choice questions. For each question only one of the 4 options is correct and the remaining 3 options are incorrect.

You can answer the questions in any order. Try to answer all of the questions.

INSTRUCTIONS

For Literacy tests: you may NOT use a dictionary

For Numeracy tests: you may NOT use a calculator

TIME

For Literacy tests: you are allowed 1 hour

For Numeracy tests: you are allowed 1 hour and 15 minutes

The time remaining is shown in the top right hand corner of the screen. It will count down from the time you are allowed to complete the test. When the time remaining reaches zero, the test will end automatically.

ENDING THE TEST

To end the test, click the red 'End test' button . You will be asked to confirm that you do want to end the test.

If you DO NOT want to end the test, click the 'Return to the test' link. You will then be returned to the same point in the test.

If you DO want to end the test, click the 'Exit the test' link. This means that the test is over and you will not be able to return to any part of the test.

Click [here](#) to continue

Scroll down the screen and click the 'Next' button to continue to the Login screen. Enter the test candidate's login details. These are case sensitive and have to be entered exactly as registered in the Administration website.

OCR
RECOGNISING ACHIEVEMENT

i-assess

OCR Electronic Test Delivery System exit

Please enter your Surname and Student ID.

If you do not have a Student ID, please contact the test administrator.

Surname

Student ID

Click the 'Login' button to continue.

The system authenticates the login details against the access token on the SNA machine and displays any tests available. In this case, the sample navigation test is shown for the test candidate.

Welcome Test1 OCR Coventry Admin

Please verify your personal details.

Firstname: **Test1**
Initial:
Surname: **OCR Coventry Admin**
Date Of Birth: **24/06/1978**

You have the following tests available:

Sample Navigation Test

Select one of the following statements to indicate that you have checked the details above:

The personal details are **correct** and the available test(s) are **correct** .
 The personal details are **incorrect** or the available test(s) are **incorrect** .

Now click the Continue button.

If the details are correct click in the radio button and then click the 'Continue' button to move on. The system displays a link named after the test. When ready click the link to start the test.

Click on the test name when instructed to do so by your test administrator.

[Sample Navigation Test](#)

After a short pause, as the system loads the test, the first question is displayed and if the test is timed the time starts to count down.

Sample Navigation Test

Question 3 of 40

Time remaining

Question 3 is based on the following letter.

The Forward Thinking Theatre Company
 Ridgewood Community Hall
 Barmford

22 January 2000

Dear Supporter

We are pleased to let you know about the special show of Romeo and Juliet we are staging on 14th February. We believe that this will be a very enjoyable show and will appeal to the romantics among us. The cast of this show is very experienced and has worked hard at rehearsal to make it very professional.

If you would like more information or would like to book tickets for the show, please contact Mr Green at frankgreen@miniserve.com or by phone on 01768 923450.

Yours faithfully

Jane O'Brien

You can contact Mr Green by sending an e-mail to

- Ridgewood Community Hall
- frankgreen@miniserve.com
- 01768 923450
- Barmford

Clear answer

Questions answered

1 2 3 4 5 6

Answer each question in turn by clicking the radio button for the chosen response. Navigate between questions via the on screen forward and back buttons or by clicking directly on the question number in the Questions answered section. The active question is highlighted in blue in the Questions answered section and those where a response has been recorded are highlighted in green.

Once all the questions in the sample navigation test have been answered end the test by clicking the red End test button. Confirm by clicking the 'Exit the test' link and click 'Exit' once more to exit the test software.

7.3.1.3 Upload pending results

Back on the SNA machine the access token has disappeared from the Examination tab on the SNA dashboard as it has now been used. However, the SNA dashboard does show one pending result.

OCR Secure Network Administrator

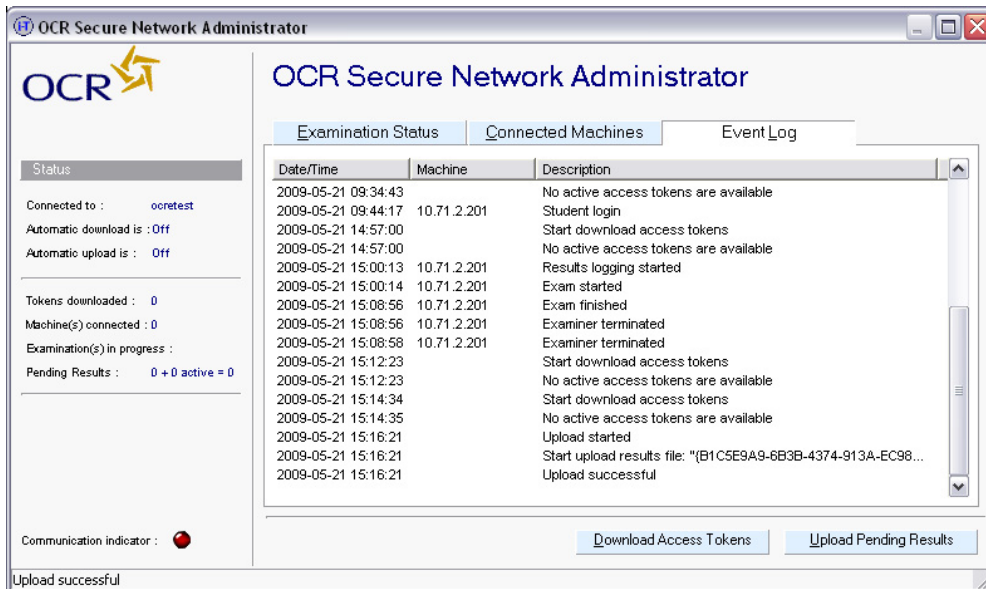
Examination Status | **Connected Machines** | Event Log

Student Name	Student ID	Access token	Allocated Exams	Status
[Empty Table]				

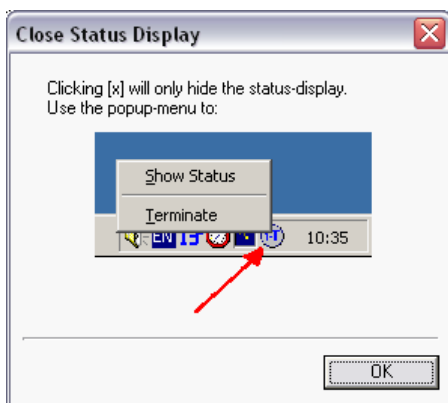
Download Access Tokens | Upload Pending Results

No active access tokens are available

With the Event Log tab displayed click on the 'Upload Pending Results' button to upload the results file to OCR. A successful upload should be shown in the Event Log tab as shown below.



At the end of the test session the SNA dashboard should be closed. To do this click the 'X' in the top right-hand corner of the SNA dashboard. This displays the Closed Status Display screen which shows that the SNA dashboard is only minimised to the system tray.



To close the SNA dashboard fully right click on the IT icon in the system tray and select 'Terminate' from the menu displayed.

7.3.2 Run an offline test

In preparation for running an offline test the floppy disk (or memory stick) containing the access token created in Section 7.2 must be inserted in the client computer with the offline test software installed.

7.3.2.1 Run the sample navigation test

On the client computer, with the test software installed, click on 'Start', 'Programs', 'OCR Offline Name of tests' and 'OCR Offline Name of tests'. After a short delay the Introduction screen is displayed with instructions for the candidate pertinent to the tests being run.

Follow the steps in Section 7.3.1.2.

7.3.2.2 Upload the result file

When the test ended the result file was saved to the floppy disk (or memory stick). This has to be uploaded to OCR from the Administration website.

Log in to the Administration website and upload the result file following the instructions in the Results – File Submission to Server section of the Administration Guide. The Results Summary page is displayed showing the result of the sample navigation test.

7.4 View result

The fourth step is to view the test candidate’s result for the sample navigation test.

Log in to the Administration website and follow the instructions in the Data Review & Management – Students section of the Administrator’s Guide to search for the test candidate, view their result on the Results Summary page and their result details on the Question Results page.

Results Summary Main Menu

OCR Coventry Admin Classes Students Access Tokens

[Details Assignments](#)

Student: **Test1 OCR Coventry Admin**
 Username: **Test1OCR_Co109819371**
 Number of attempts on this page: **1**

Assignment	Version	Start Date/Time	End Date/Time	Duration (hh:nn:ss)	Marks	Percent (%)	Pass Mark (%)	Misc.
Sample Navigation Test	1.0	21/05/2009 15:00:14	21/05/2009 15:08:54	00:08:37	6 of 6	100.00	50	Details Certificate

The Result Summary page shows the result of the sample navigation test. Also displayed is the start and end date/times, the duration and the score as a number of marks and as a percentage.

Click on the ‘Details’ link in the Misc column to display the Question Results page.

Question Results Main Menu

OCR Coventry Admin Classes Students Access Tokens

[Details Results](#)

Student: **Test1 OCR Coventry Admin**
 Username: **Test1OCR_Co109819371**
 Assignment: **Sample Navigation Test (v1.0)**
 Access token ID: **aXVaWFFNUGZHUNH**
 Date & time: **21/05/2009 15:00:14**
 Exam duration: **00:08:37**
 Number of pauses: **0**
 Total time exam was paused: **00:00:00**

Number	Question Name	Time Spent (hh:nn:ss)	Marks	Fully Attempted	Times Visited
1	01	00:06:28	1 of 1	Yes	1
2	02	00:00:04	1 of 1	Yes	1
3	03	00:00:03	1 of 1	Yes	1
4	04	00:00:03	1 of 1	Yes	1
5	05	00:00:03	1 of 1	Yes	1
6	06	00:01:53	1 of 1	Yes	1

This displays the results for each question including the time spent, number of marks, fully attempted and number of visits for each question. If the question level data is present then the result file upload has been successful. This data is subsequently used by OCR to certificate the candidate’s test where a pass has been achieved.

After having confirmed that the result file has uploaded successfully the approval installation task is complete.

7.5 Contact OCR

The fifth and final step is to inform OCR that the approval installation task has been completed.

To do this either:

- Submit a request using the support request form within the Support section of the Administration website (selecting the Approval Installation type of issue option) or
- Send an email to etest@ocr.org.uk to confirm the approval installation task has been completed. Title the email '*Approval Completion – Name of tests*' and include the centre name and number.

In both cases, you can include the usernames and passwords for up to three additional staff you would like to have access to the Administration website.

OCR will confirm that the approval installation task has been completed, add any additional users requested, allocate the live tests to your centre and confirm that you are able to start testing.