

OCR e-testing – Evacuation and Test Recovery Guide – Summary

SNA Delivery Option

Evacuation for Fire Alarm (Assumption – Controlled shutdown of test machines but SNA dashboard remains active during evacuation).

Scenario – Invigilator has logged into SNA dashboard and downloaded tokens. Candidates have logged into tests and have started answering questions. Alarm sounds and invigilator supervises evacuation of room.

Shutdown

- Candidate should switch-off their test machine by depressing power button until it shuts down.

When it is safe to re-enter the test room and there is sufficient time to complete the test it can be restarted.

Restart

- Candidate should launch test software and login using Surname and Student ID as usual.
- Candidate should confirm details on Welcome screen and see reference to incomplete test.
- Candidate should select link to restart incomplete test. Test will restart at same point that was shutdown and can be continued until complete.

Evacuation for Power Loss (Assumption – No control of shutdown of test machines and SNA dashboard before evacuation).

Scenario – Invigilator has logged into SNA dashboard and downloaded tokens. Candidates have logged into tests and have started answering questions. Power is lost in test room and invigilator supervises evacuation of room.

Shutdown

- Both test machines and SNA dashboard shutdown when power is lost. When power has been restored and there is sufficient time to complete the test it can be restarted.

Restart

- Invigilator should login to SNA dashboard and download token. (Note tokens for tests stopped will not download again as the token has been used. The incomplete tests should be shown as active under pending results.
- Candidate should launch test software and login using Surname and Student ID as usual.
- Candidate should confirm details on Welcome screen and see reference to incomplete test.
- Candidate should select link to restart incomplete test. Test will restart at same point that was shutdown and can be continued until complete.

Offline Delivery Option

Evacuation for Fire Alarm (Assumption – Controlled shutdown of test machines before evacuation).

Scenario – Candidates have logged into tests and have started answering questions. Alarm sounds and invigilator supervises evacuation of room.

Shutdown

- Candidate should switch-off their test machine by depressing power button until it shuts down.

When it is safe to re-enter the test room and there is sufficient time to complete the test it can be restarted.

Restart

- Candidate should return to the same test machine.
- Using Windows Explorer the candidate should navigate to the **C:\Program Files\i-assess\OCR\Result Files** folder and identify a result file last modified at the evacuation time (*.log file).
- Candidate should ensure their floppy disk is inserted.
- Candidate should launch test software from the “OCR Offline Exam Recovery Tool” shortcut and login using Surname and Student ID as usual.
- Candidate should confirm details on Welcome screen and see reference to incomplete test.
- Candidate should select link to restart incomplete test. Test will restart at same point that was shutdown and can be continued until complete.

Evacuation for Power Loss (Assumption – No control of shutdown of test machines before evacuation).

Scenario – Candidates have logged into tests and have started answering questions. Power is lost in test room and invigilator supervises evacuation of room.

Shutdown

- Test machines shutdown when power is lost.

When power has been restored and there is sufficient time to complete the test it can be restarted.

Restart

- Use the same procedure as outlined above in the **Evacuation for Fire Alarm** scenario.