

# OCR e-Testing Overview

e-Testing Administration Website

Summer 2010 Upgrade

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## Introduction

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This document is designed to introduce a number of new features which are being added to the Administration website used with OCR's e-testing system in the next upgrade. Many of the new features have been included as a result of centre feedback and we hope that all centres will find them useful.

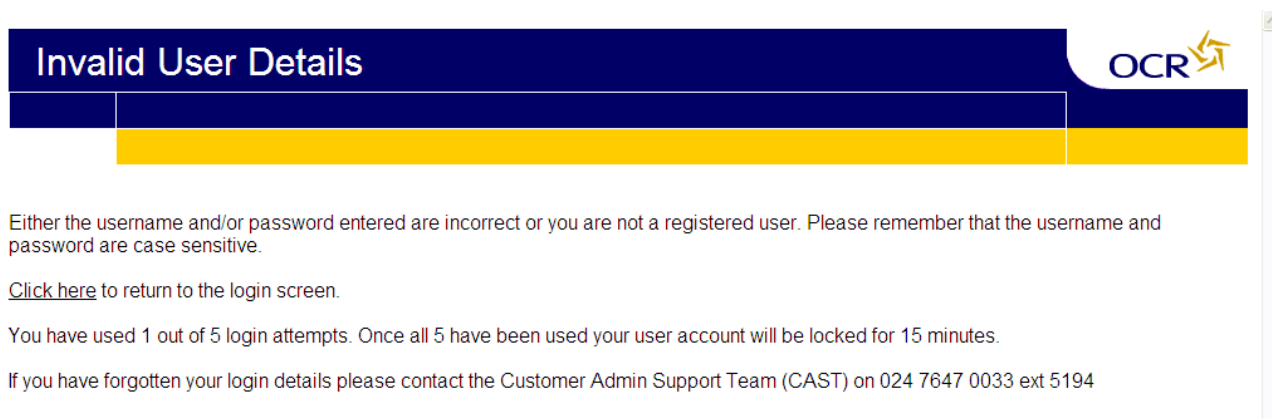
A full user guide will be provided following the upgrade and will be available to download from the OCR website.

## Login page

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As an added security precaution, an 'account lockout' has been introduced. If a user attempts to login using the wrong password, the system warns the user with the invalid user details message below. The system counts the number of failed login attempts and, on the fifth failed attempt, locks the account for a period of 15 minutes. After 15 minutes, the user can try to login again.

The contact details for the Customer Admin Support Team (CAST) are provided and the user is prompted to call OCR to be reminded of their password before being locked out.



The screenshot shows a dark blue header with the text "Invalid User Details" in white. To the right of the header is the OCR logo, which consists of the letters "OCR" in white and a yellow stylized graphic of a person or a star. Below the header is a yellow horizontal bar. The main content area is white and contains the following text:

Either the username and/or password entered are incorrect or you are not a registered user. Please remember that the username and password are case sensitive.

[Click here](#) to return to the login screen.

You have used 1 out of 5 login attempts. Once all 5 have been used your user account will be locked for 15 minutes.

If you have forgotten your login details please contact the Customer Admin Support Team (CAST) on 024 7647 0033 ext 5194

## Main menu

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When you log in, you will see that there are two new menu items on the main menu:

- Qualification e-testing Links
- Support.

These are explained more fully on the next page.

For security reasons, it is strongly recommended that you logout fully by selecting the **Exit** button when you are finished. The session will be automatically deleted after **00 hours 50 minutes** of inactivity.

**Data Review & Management**

[Access Tokens](#)  
[Classes](#)  
[Locations](#)  
[Students](#)

**Assignments**

[Access for Students \(New - Categories\)](#)  
[Access for Students](#)  
[Access for Classes](#)

**Qualification e-testing Links**

[Basic Skills](#)  
[Key Skills](#)  
[Awards in Administration](#)  
[IT Practitioners](#)  
[Digital Literacy](#)  
[CLAiT e-Security](#)

**Registration**

[Class](#)  
[Student](#)

**Results**

[File Submission to Server](#)  
[Reports Menu](#)

**Support**

[Support Request Form](#)

## Qualification e-testing Links

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In this section, there are links to the e-assessment pages on the OCR website for the following qualifications:

- Basic Skills
- Key Skills
- Awards in Administration
- IT Practitioners
- Digital Literacy
- CLAiT e-Security

These links provide a quick and easy way to access useful documents, administrative information and downloads of the latest software. Each link opens in a new window to make it easier to navigate between the sites.

## Support

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In this section, there is a link to a Support Request Form that can be used to report any issues to OCR or request support. You can choose from one of the following options in the 'Type of Issue' dropdown list to allow you to categorise your request:

- Approval Installation
- Installation – Offline
- Installation – SNA
- Offline Testing
- Online Admin System
- New Location Request
- New Centre User Request
- SNA Testing

Please use this form to initiate contact with the Customer Admin Support Team (CAST).

|   |   |
|---|---|
| Contact Name *  | <input type="text"/>  |
| Contact Number  | <input type="text"/>  |
| Your E-Mail Address *   | <input type="text"/>  |
| Type Of Issue   | <input type="text" value="N/A"/>                              |
| Database Server Operating System  | <input type="text" value="N/A"/>                              |
| SNA Operating System  | <input type="text" value="N/A"/>                              |
| Client Operating System   | <input type="text" value="N/A"/>                              |
| Brief Description of Problem *<br>(Including steps taken and error codes)       | <input type="text"/>  |
| Attachments<br>(Max Size 500KB)   | <input type="text"/> <input type="button" value="Browse..."/> |
|   | <input type="text"/> <input type="button" value="Browse..."/> |
|   | <input type="text"/> <input type="button" value="Browse..."/> |
|   | <input type="text"/> <input type="button" value="Browse..."/> |
| <input type="button" value="Submit"/> <input type="button" value="Clear Form"/> |   |

To make a request, complete the following fields and then press Submit:

- **Contact Name**
- **Your E-Mail Address** – Please ensure that you use an email address that you monitor regularly as a copy of the request will be sent to this email and OCR will use this for all correspondence relating to the request.
- **Brief Description of Problem**

The other fields are optional but will help us to resolve your query more effectively. Up to four attachments (maximum size of 500KB) can be included with the request.


Once you press Submit, your request will be sent to [etest@ocr.org.uk](mailto:etest@ocr.org.uk) and a copy will be sent to your email address. Your request will be dealt with within 72 hours.

# Registration – Student

The Student Registration page, available from the Student link under the Registration section of the main menu, is used to register all candidates that will sit assignments in OCR's e-testing system.

Student Registration
Main Menu

OCR Coventry Admin
Classes Students Access Tokens



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Student Details

Registration ID (system generated):

Student ID (OCR Candidate Number (if available)) \*:

Date Of Birth\*:

Category \*: 

- KS
- AON
- COM
- ICT
- BS
- LIT
- NUM
- DL
- CESEC

Hold down <Ctrl>key to select more than one.

Ignore Student:

---

Contact Details

Firstname \*:

Surname \*:

Initial:

Gender:

A new field called 'Category' has been added to the Student Registration page. This is a mandatory field when registering a candidate and is used to link a candidate to a specific qualification. This then enables you to book access tokens much more easily (see Assignments – Access for Students (New – Categories)). The categories are as follows:

| Category | Qualification                          |
|----------|--|
| KS       | Key Skills                             |
| AON      | Application of Number                  |
| COM      | Communication                          |
| ICT      | Information & Communication Technology |
| BS       | Basic Skills                           |
| LIT      | Literacy                               |
| NUM      | Numeracy                               |
| DL       | Digital Literacy                       |

| Category | Qualification                  |
|----------|--------------------------------|
| CESEC    | CLAiT e-Security               |
| AA       | Awards in Administration       |
| IPRO     | IT Practitioners/Professionals |
| RK       | Retail Knowledge               |
| ARCHIVE  | No Qualification               |

## Selecting categories

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To select a category, when registering a candidate, click on the relevant category. To select more than one category, click on all relevant categories whilst holding down the Ctrl key.

- Key Skills** – For the majority of centres, OCR registers candidates in the e-testing system based on candidate entries. For any new entries, candidates will automatically have the KS, AON, COM and ICT categories selected. For those centres that opted out of this service, if a candidate is being registered for Key Skills, the KS, AON, COM and ICT categories can be selected. As AON, COM and ICT have been included as separate categories, it is possible to view a shorter list (of candidates and assignments) when booking access tokens for just one skill, e.g. AON. In addition, any candidate that has been registered using the bulk registration process since October 2008 will be automatically updated with these categories.
- Basic Skills** – If a candidate is being registered for Basic Skills then the BS, LIT and NUM categories can be selected. Any candidate that has sat a Basic Skills test since October 2008 will be automatically added to these categories.
- Digital Literacy** – If a candidate is being registered for Digital Literacy then the DL category can be selected.
- A candidate can have multiple categories selected if they are likely to take tests from a range of qualifications. If a candidate is being registered for Basic Skills and Digital Literacy then the BS, LIT, NUM and DL categories can be selected.

## Updating categories

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Having registered a candidate and selected one or more categories it is possible to update the candidate details (including categories) at any time.

To do this navigate to the Student Details page for the candidate in question and click the 'Update' link in the yellow bar to change the page into update mode (Student Details Update page). Then select or deselect the categories as required. Having made all changes necessary click the 'Update' button at the bottom of the page to complete the update.

If a candidate has finished their testing or has left the centre then they can be linked to the ARCHIVE category. This category is not associated with any qualification and, as such, the candidate will not appear in the Access for Students (New – Categories) page when booking access tokens.

## Improved error reporting

The error reporting within the system has been improved so that any data entered by you does not disappear. For example, if a mandatory field is not completed, when you click the 'Register' button, an error message will be displayed in red text at the top of the page and the data you have already entered will still be in the form. This means you only have to enter the missing data and click the 'Register' button again to complete the candidate registration.

The screenshot shows the 'Student Registration' form. At the top, there is a blue header with 'Student Registration' and 'Main Menu'. Below that, a yellow bar contains 'OCR Coventry Admin' and 'Classes Students Access Tokens'. A red error message states: 'Student ID (OCR Candidate Number (if available)) must be entered'. The 'Student Details' section includes fields for 'Registration ID (system generated):', 'Student ID (OCR Candidate Number (if available)) \*:', 'Date Of Birth \*:' (with dropdowns for 15, July, and 1955), and 'Category \*:' (with a dropdown menu showing options: KS, AON, COM, ICT, BS, LIT, NUM, DL, CESEC). Below the category dropdown is the text 'Hold down <Ctrl>key to select more than one.' and an 'Ignore Student:' checkbox. The 'Contact Details' section has 'Firstname \*:' (Harry) and 'Surname \*:' (Jones).

## Data Review & Management – Students

The Students page, available from the Students link under the Data Review & Management section of the main menu, is used by a centre to view the details of candidates registered and their results.

A number of improvements have been made to the Students page. These are described below.

### Initial view

When you navigate to the Students page, the list of candidates registered in the centre is no longer displayed automatically. Instead, an improved list of search options is displayed. This allows the page to load much more quickly. (To display the whole list of candidates, just click the 'Search' button without adding any search options.)

## Filter Options

Find Students with Surname from

or where the Student ID (OCR Candidate Number (if available))  is exactly  
 starts with  
 contains  
 ends in

registered between     :  :  [inclusive]  
 and  
    :  :  [exclusive]

Display records in groups of

In order to view ALL students registered with your centre, leave the settings above as default and click 'Search' OR use the Filter Options to search for specific students.

## Search options

To search for a specific candidate or group of candidates enter one or more search options and click the 'Search' button.

The list of search options has been improved as follows:

- **Find Students with Surname from** now allows a search by individual letters rather than groups of letters to allow a finer filter.
- **Where the Student ID** has been updated to include additional options for searching by the Student ID. The list of options is 'is exactly', 'starts with', 'contains' and 'ends in'. This allows the user to search using a known Student ID or part of a Student ID. For example if you use a specific pattern for the Student ID for Basic Skills candidates, you can search by this. Alternatively, if candidates have been registered by OCR for Key Skills and the Student ID starts with 111 then this can be used to search for candidates.
- **Display records in groups of** has been updated to include higher numbers so that more candidates can be displayed on a page.

## Categories

The list of candidates returned by the search (either the full list if no search options are used or a subset if any search options are used) now includes an extra column called 'Category'. This displays the category of the qualifications that the candidate is associated with (see **Registration – Student**).

Students
Main Menu

OCR Coventry Admin
Classes Access Token Generation Access Tokens

Add Performance

---

Filter Options

Find Students with Surname from Any

or where the Student ID (OCR Candidate Number (if available))

is exactly  
 starts with  
 contains  
 ends in baldwin

registered between 04 May 2010 15 : 53 : 54 [inclusive]

and

04 May 2010 15 : 53 : 54 [exclusive]

Display records in groups of 50

Search

---

Showing 2

Legend: ignored

| Name                            | Username             | Registration ID (system generated) | Student ID (OCR Candidate Number (if available)) | Registration Date      | Category   | Misc.                         |
|---------------------------------|----------------------|------------------------------------|--|------------------------|--|-------------------------------|
| <a href="#">Baldwin, Peter</a>  | PeterBaldwin167976G  | Rk85ZmVUaWZ1d083                   | baldwin1   | 17/01/2006<br>13:42:54 | KS, AON, COM, ICT, BS, LIT, NUM, DL, CESEC, AA, IPRO, RK | <a href="#">Access Tokens</a> |
| <a href="#">Trollope, Harry</a> | HarryTrollo10802015Y | 108020153                          | baldwin12  | 04/02/2010<br>14:36:37 | KS, AON, COM, ICT  | <a href="#">Access Tokens</a> |

Showing 2

## Navigation

When the list of candidates returned by the search takes up more than one page, links to navigate between the pages are provided. These links are now available at the bottom of the page (as well as the top) to make it easier to navigate between pages.

Filter Options

Find Students with Surname from

or where the Student ID (OCR Candidate Number (if available))

is exactly  
 starts with  
 contains  
 ends in

registered between       [inclusive]  
 and  
      [exclusive]

Display records in groups of

Goto page [1](#) [2](#) [3](#) [4](#) [5](#) of 5 pages

Showing 1 to 50 of 245

| Name                         | Username           | Registration ID (system generated) | Student ID (OCR Candidate Number (if available)) | Registration Date      | Category | Misc.                         |
|------------------------------|--------------------|------------------------------------|--|------------------------|----------|-------------------------------|
| <a href="#">910235_Test1</a> | Test1910235131627R | OEtUOHJ4RIZvZ0xR                   | Test 910235                                      | 10/10/2005<br>15:16:27 | KS, AON  | <a href="#">Access Tokens</a> |
| <a href="#">Grant_Paddy</a>  | PaddyGrant12126S   | L3dMaG5uZjhUeS9W                   | paddy  | 07/10/2004<br>17:08:44 |          | <a href="#">Access Tokens</a> |

Goto page [1](#) [2](#) [3](#) [4](#) [5](#) of 5 pages

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## Data Review & Management – Access Tokens

The Access Tokens page, available from the Access Tokens link under the Data Review & Management section of the main menu, can be used to view the details of candidates' access tokens. This includes the name of the assignment, the start/end date/times and whether the access token has been used or not. It is also used to save the access token if using the offline version of the e-testing system.

### Search options

The list of search options has been improved as follows:

- **Find Students with Surname from** now allows a search by individual letters rather than groups of letters to allow a finer filter.
- **Display records in groups of** has been updated to include higher numbers so that the access tokens for more candidates can be displayed on a page.

Filter Options

Find access tokens for Students with a Surname from  where the token state is  or where the token name is  or where the batch ID is

created between     :  :  [inclusive] and     :  :  [exclusive]

for Assignments   
 Application of Number L1 (1000)  
 Application of Number L1 (1001)  
 Application of Number L1 (1003)  
 Application of Number L1 (1005)

Display records in groups of

Goto page [1](#) [2](#) [3](#) [4](#) of 4 pages

Showing 1 to 750 of 2468

Legend: ignored retired ignored and retired

| Name                         | Username           | Access Token                     | Assignment Name                          | Maximum | Remaining | Active | Misc.                      |
|------------------------------|--------------------|----------------------------------|--|---------|-----------|--------|----------------------------|
| <a href="#">910235_Test1</a> | Test1910235131627R | <a href="#">TFp1ZUF3aVZ2UjM1</a> | Sample Navigation Test                   | 1       | 0         | No     |                            |
|                              |                    | <a href="#">OHgwRXhMajNT2RD</a>  | Sample Navigation Test                   | 1       | 0         | No     |                            |
|                              |                    | <a href="#">Z0E4TXhkK05Sbkpr</a> | Application of Number Level 1 (750)      | 1       | 1         | No     | <a href="#">Access Key</a> |
|                              |                    | <a href="#">NlI3cWxNSnlqeUg3</a> | Application of Number Level 1 (750)      | 1       | 1         | No     | <a href="#">Access Key</a> |
|                              |                    | <a href="#">QUNzQmzvUHHHZFdQ</a> | Sample Navigation Test                   | 5       | 2         | No     | <a href="#">Access Key</a> |
|                              |                    | <a href="#">ZUhpQ3HkK2VzbhKc</a> | Sample Navigation Test                   | 1       | 0         | No     |                            |
|                              |                    | <a href="#">upmQytDQETV3xGNn</a> | Application of Number L1 (1000)          | 1       | 1         | No     | <a href="#">Access Key</a> |
|                              |                    | <a href="#">Kz5CKzZqZFMzccdh</a> | Application of Number L1 (1003)          | 98      | 98        | No     | <a href="#">Access Key</a> |
|                              |                    | <a href="#">Q2RzeFVDZUU4UGkh</a> | Application of Number L1 Practice Test 1 | 1       | 1         | No     | <a href="#">Access Key</a> |

## Assignment name

The assignment name is now shown alongside the access token name. This allows the centre to see which assignment is associated with a specific access token, without having to click on the link on the access token name, to open the Access Token Details page.

## Assignment highlight

A new highlighting scheme has been introduced for all assignments to make it easier to identify the type of assignment being displayed:

| Highlight | Description  |
|-----------|--|
| None      | Live assignments.  |
| Pink      | Ignored assignments. These are practice tests and the sample navigation test. They can be excluded from reports.   |
| Green     | Retired assignments. Retired assignments are those that have been withdrawn from use. Examples include Awards in Admin and IT Practitioner assignments from sessions that have passed. They are included in reports. |
| Blue      | Ignored and retired assignments. A combination of the two.   |

A legend is displayed to explain the highlighting scheme.

## Navigation

When the list of access tokens returned by the search takes up more than one page, links to navigate between the pages are provided. These links are now available at the bottom of the page (as well as the top) to make it easier to navigate between pages.

**Access Tokens** Main Menu

OCR Coventry Admin Classes Students Student Assignment Access Class Assignment Access

---

Filter Options

Find access tokens for Students with a Surname from  where the token state is  or where the token name is  or where the batch ID is

created between       [inclusive] and       [exclusive]

for Assignments 

- Application of Number L1 (1000)
- Application of Number L1 (1001)
- Application of Number L1 (1003)
- Application of Number L1 (1005)

Display records in groups of

---

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| Name         | Username           | Access Token      | Assignment Name                     | Maximum | Remaining | Active | Misc.                      |
|--------------|--------------------|-------------------|-------------------------------------|---------|-----------|--------|----------------------------|
| 910235_Test1 | Test1910235131627R | TFp1ZUF3aVZ2UJM1  | Sample Navigation Test              | 1       | 0         | No     |                            |
|              |                    | QHgwRXhMajNT2RD   | Sample Navigation Test              | 1       | 0         | No     |                            |
|              |                    | Z0E4TXhkk05Sbkpr  | Application of Number Level 1 (750) | 1       | 1         | No     | <a href="#">Access Key</a> |
|              |                    | NIl3cWxNsnlqeUg3  | Application of Number Level 1 (750) | 1       | 1         | No     | <a href="#">Access Key</a> |
|              |                    | QUHzQmzvUHHzFdQ   | Sample Navigation Test              | 5       | 2         | No     | <a href="#">Access Key</a> |
|              |                    | V1A0R1N8bnVCRWl5  | Application of Number Level 1 (752) | 1       | 1         | No     | <a href="#">Access Key</a> |
|              |                    | R2VZRnowRWluYQn1  | Application of Number Level 1 (752) | 1       | 1         | No     | <a href="#">Access Key</a> |
|              |                    | Y25VdGcxOHEVMMW8z | Application of Number Level 1 (752) | 1       | 0         | No     |                            |

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## Assignments – Access for Students (New – Categories)

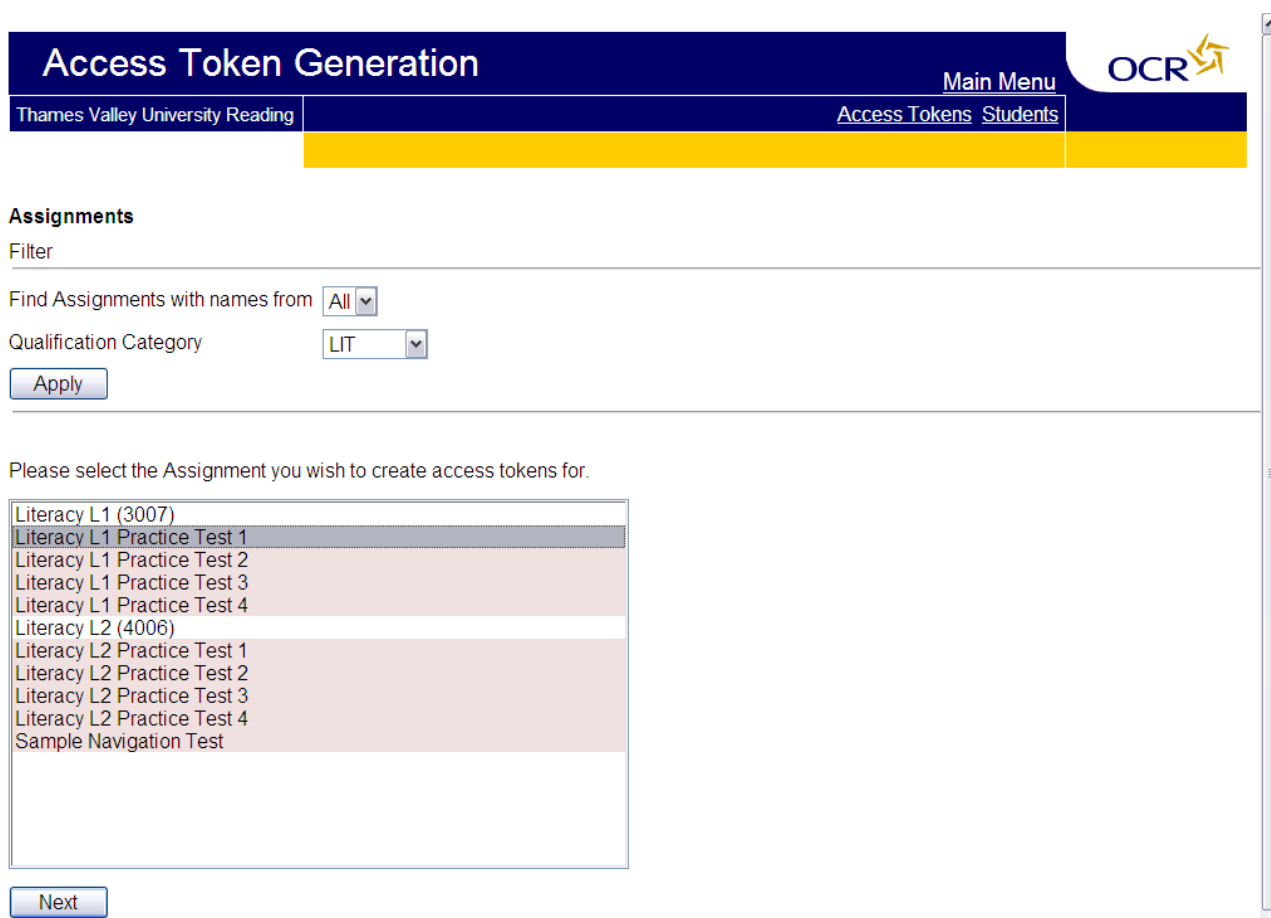
The Access Tokens Generation page, available from the Access for Students (New – Categories) link under the Assignments section of the main menu, provides you with a new method for booking access tokens. This method is based on the category that both candidates and assignments are associated with and has been provided as an addition to the existing method.

This page shows the list of assignments that the centre has been allocated and consists of live and practice tests. The practice tests are highlighted in pink, which shows that they are ignored and allows them to be distinguished from the live assignments.

The first step in creating an access token is to select the assignment. This can be done either by selecting the assignment directly from the list or by using the search options to narrow down the list before making the selection. There are two search options:

- **Find Assignments with names from** now allows a search by individual letters rather than groups of letters to allow a finer filter.
- **Qualification Category** gives a list of the categories: KS, AON, COM, ICT, BS, LIT, NUM, DL, CESEC, AA, IPRO and RK to allow you to search by qualification.

Selecting a category such LIT and then clicking the 'Apply' button will narrow the list of assignments displayed to those associated with the LIT category (shown below). Having done so, select the assignment and click the 'Next' button to continue.



The screenshot shows the 'Access Token Generation' page for Thames Valley University Reading. The page has a dark blue header with the OCR logo and navigation links for 'Main Menu', 'Access Tokens', and 'Students'. Below the header, there is a section titled 'Assignments' with a 'Filter' section. The 'Find Assignments with names from' dropdown is set to 'All', and the 'Qualification Category' dropdown is set to 'LIT'. An 'Apply' button is visible. Below the filter section, a message says 'Please select the Assignment you wish to create access tokens for.' A list of assignments is displayed, with practice tests highlighted in pink. The list includes: Literacy L1 (3007), Literacy L1 Practice Test 1, Literacy L1 Practice Test 2, Literacy L1 Practice Test 3, Literacy L1 Practice Test 4, Literacy L2 (4006), Literacy L2 Practice Test 1, Literacy L2 Practice Test 2, Literacy L2 Practice Test 3, Literacy L2 Practice Test 4, and Sample Navigation Test. A 'Next' button is located at the bottom of the list.

The system will display a list of the candidates who are eligible for the selected assignment (i.e. who had the qualification category highlighted when registered).

## Access Token Generation

Thames Valley University Reading

Main Menu  
Access Tokens Students  
Access for Students - Assignment Selection

**Students**  
The following students are eligible to sit Literacy L1 Practice Test 1.

Filter

Find Students with Surname from  or where the Student ID (OCR Candidate Number (if available))

Please select the required students.

Start Date/Time (day/month/year hour:min:sec)

End Date/Time (day/month/year hour:min:sec)

Maximum number of accesses:

Then select one or more candidates from the list who require an access token for the assignment. This can be done either by selecting the candidate directly from the list or by using the search options to narrow down the list before making the selection. There are two search options:

- **Find Students with Surname from** now allows a search by individual letters rather than groups of letters to allow a finer filter.

- **Where the Student ID** allows wildcard searching on the candidate's Student ID. This allows you to search using a known Student ID or part of a Student ID. For example if you use a specific pattern for the Student ID for Basic Skills candidates, you can search by this. Alternatively, if candidates have been registered by OCR for Key Skills and the Student ID starts with 111 then this can be used to search for candidates. Examples of wildcard searches are as follows:

| Wildcard search  | Example  |
|--|--|
| % can be used in any position in the search as one or more characters. | 111% returns all candidates with a Student ID that starts with 111.  |
|  | %111 returns all candidates with a Student ID that ends with 111.  |
|  | 1%1 returns all candidates with a Student ID that starts and ends with 1.  |
| _ can be used in any position in the search as a single character.     | 111_____ returns any candidate with a Student ID starting with 111 followed by five characters.                      |
|  | _____111 returns any candidate with a Student ID ending in 111 beginning with five characters.                       |
|  | __111__ returns any candidate with an eight-character Student ID where the third, fourth and fifth characters are 1. |

Having selected the candidates, click the 'Generate Tokens' button to create the access tokens.

## Assignments – Access for Students

---

The existing method of booking access tokens from the Student Access Control page, available from the Access for Students link under the Assignments section of the main menu, is still available. This has been retained to:

- Give users the choice of which method to use when booking access tokens.
- Reduce the number of candidates appearing in the list of Students in the new method of booking access tokens (Access for Students (New – Categories)). This is because only candidates who have been registered since October 2008 for Key Skills or Basic Skills will be automatically added into a category. Any candidate registered before this time, or for a different qualification, will not be associated with a category. For these candidates, you can:
  - Update the candidate details by selecting the relevant categories (Updating Categories) to use the new method of booking access tokens
  - Use the existing method of booking access tokens which has improved search options.

Use the search options to limit the list of Students and Assignments. Select the required options.

#### Student & Assignment Search Options

Find Students with Surname from

or where the Student ID (OCR Candidate Number (if available))  is exactly  
 starts with  
 contains  
 ends in

Find Assignments with names from

Display records in groups of

#### Access Selection

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Showing students 1 to 50 of 289 students

| Students     | Assignments                     |
|--------------|---------------------------------|
| 123 (abc123) | Application of Number L1 (1000) |

The list of search options has been improved as follows:

- **Find Students with Surname from** now allows a search by individual letters rather than groups of letters to allow a finer filter.
- **Where the Student ID** has been updated to include additional options for searching by the Student ID. The list of options is 'is exactly', 'starts with', 'contains' and 'ends in'. This allows the user to search using a known Student ID or part of a Student ID. For example if you use a specific pattern for the Student ID for Basic Skills candidates, you can search by this. Alternatively, if candidates have been registered by OCR for Key Skills and the Student ID starts with 111 then this can be used to search for candidates.
- **Find Assignments with names from** now allows a search by individual letters rather than groups of letters to allow a finer filter.
- **Display records in groups of** has been updated to include higher numbers so that more candidates and assignments can be displayed on a page.

## Feedback

If you have any feedback on the new features described within this guide, please complete the Support Request Form or email us at [etest@ocr.org.uk](mailto:etest@ocr.org.uk).