

OCR e-testing

e-test Support Guide for 06617 OCR Entry Level Certificate in Digital Literacy

Networked (SNA) and Offline Delivery Options.

e-test Support Guide (Including Invigilation Instructions)

For

06617 OCR Entry Level Certificate in Digital Literacy

1. Software Installation

Full software installation instructions are provided in the **Installation Guide** available from the Key Documents section of the All Documents page on the Digital Literacy Entry Level Certificate website.

2. Approval Installation

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

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

Full approval installation instructions are provided in the **Approval Installation Tasks Guide** available from the Key Documents section of the All Documents page on the Digital Literacy Entry Level Certificate website.

3. Scheduling

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

4. Re-Sit Rule

Candidates who do not pass their test may retake a different test. This may be rescheduled at yours and your candidates' convenience as soon after the previously unsuccessful attempt as required.

5. Results and Certificates

After your candidates have completed their tests you will upload their responses following the instructions in the **User Guide** available from the Key Documents section of the All Documents page on the Digital Literacy Entry Level Certificate website.

OCR will NOT produce **Results Slips** however you will be able to print your candidates' **Results Slips** from the etest2 Administration website following the instructions in the **User Guide**. It is at your discretion when or if you give the **Results Slips** to your candidates.

Digital Literacy certificates will be dispatched within 10 working days of receipt of the test results files.

Certificates will be posted to the address identified to OCR.

6. Fees and Invoices

For current fees refer to the Fees List (A250) available from the Customer Contact Centre (024 7685 1509) or the OCR website. Your centre will be invoiced for each Digital Literacy test taken.

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

Practice tests are available; integrated as part of the course curriculum, from the Microsoft website at <http://www.microsoft.com/digitalliteracy/uk>.

7. Results Enquiries

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

You should title your email Digital Literacy – Results Enquiry Request.

8. Contact Details

By email: etest@ocr.org.uk

You should title your email Digital Literacy

By telephone: 024 7685 1509

9. Special Assessment Requirements

Full details of the arrangements available for candidates with special assessment requirements are available from the Special Requirements – Vocational Qualifications page of the OCR website.

Please note centres should always consider whether e-tests are appropriate for an individual candidate. Centres may consider using adaptive software to configure e-tests to individual candidate's needs. You can use the sample navigation test to check that any adaptive software packages work effectively.

10. Security

Each and every time you upload test results to OCR, you are guaranteeing and confirming that OCR's test invigilation requirements have been observed.

Your Head of Centre will be held accountable for any breach of invigilation requirements.

In the event of any suspicion of malpractice, details must be notified to OCR immediately in writing. You must send such notifications to: etest@ocr.org.uk.

You should title your email Digital Literacy – Malpractice Notification.

In the event of any suspicion of a breach in test security, details must be notified to OCR immediately in writing. You must send such notifications to: etest@ocr.org.uk.

You should title your email Digital Literacy – Security Breach.

11. Feedback

OCR may contact centres to ask for candidate and centre feedback.

12. Centre Visits

From time to time, centres may be visited by OCR and QCA to observe the testing process and to gain feedback from candidates and centres. These visits will be arranged at a convenient time.

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

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

PREPARING FOR THE TEST

13. The Venue

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

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

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

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

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

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

The *Notice to Candidates* must be displayed in a public place outside the examination room. (Both of these documents are available for download from the OCR website).

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

14. The Candidate

All candidates must be given as many opportunities as possible to access the Digital Literacy practice tests available; integrated as part of the course curriculum, from the Microsoft website at <http://www.microsoft.com/digitalliteracy/uk>.

Having completed this practice test candidates will be able to see if their attempt was successful.

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

The Sample Navigation Test is free of charge and is available as part of the centre installation via either of the two delivery options.

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

Previous, Next, Clear, End

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

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

15. Invigilating the Test

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

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

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

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

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

If you are operating the offline delivery option, the invigilator/test administrator may decide if candidates put the floppy disk (or USB memory stick) into the test computer or if this is done before the candidates arrive. The invigilator/test administrator must also ensure that no other applications are open or accessible on the test computer.

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

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

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

If you are operating the offline delivery option, after completing the test, the invigilator/test administrator can decide if candidates remove the floppy disk (or USB memory stick) from the test computer or if this is done by the invigilator/test administrator.

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

Other useful documents:

Access to Assessment Regulations and Guidance document available from the Special Requirements – Vocational Qualifications page of the OCR website.

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

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

There is no time limit for completing a Digital Literacy test.

Dictionaries are **not** permitted.

Calculators are **not** permitted.

Bi-lingual dictionaries are **not** permitted.

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

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

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

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

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

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

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

To launch your test, click

Networked (SNA) Programs – OCR Digital Literacy Tests – OCR Digital Literacy Tests

or, for

Offline Programs – OCR Offline Digital Literacy Tests – OCR Offline Digital Literacy Tests

Read the on-screen instructions.

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

Click onto the next page – check that the title of the test is the one you are expecting to complete today. If the title of your test is incorrect, put up your hand and tell your invigilator.

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

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

Having completed the test, make sure you use the **Jump to** list to check that you have answered as many questions as you can.

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

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