

Instructions for delivering the Password Knowledge and the Password Knowledge and Writing Test

Please note that Password tests run from a shortcut link which needs to be set up on your PC's desk top (see 1.3 below). The test does **NOT** run from the English Language Testing website.

These instructions are applicable to both the Password Knowledge and the Password Knowledge and Writing tests, any parts specific to Writing module should be ignored by those not running this.

All staff setting up PCs that will be used to deliver these Password tests and those administering and invigilating the tests must read these instructions carefully. Administration and invigilation staff must also be familiar with the procedures for test delivery in the document "Procedures for the Delivery of Password Tests – Users".

Please contact your IT Department or email the Password Team at support@englishlanguagetesting.co.uk or call +44 (0) 20 8326 5608 if you require any assistance when setting up a PC for the first time.

1 Setting up and checking a PC for the first time prior to delivery of a Password Knowledge and Writing test

1.1	<p>Most modern PCs meet the requirements to run Password Knowledge and Writing tests. The minimum requirements are:</p> <ul style="list-style-type: none"> • minimum 13 inch display with resolution of at least 1024*768; • monitor, keyboard, mouse; • Microsoft Windows 7 or 8 operating system with the latest patches applied; • running up to date and operational anti-virus software; • Internet Explorer 9 or above with a "Flash" player; • minimum 512 MB free memory (RAM) when about to start a Password test; • minimum 1 GB of free disk space.
1.2	<p>Each Password Knowledge and Writing PC should have access to the Internet at 100kbps (download and upload) meaning that a computer laboratory of 100 PCs requires 10Mbps, equivalent to a mid range domestic broadband service. If in doubt, this should be checked by your IT Department.</p>
1.3	<p>Set up a shortcut on the Window's desktop to easily access the Password Platform web site when running Password tests. Contact your IT Department or the Password Team if you need help with this.</p> <p>Check the location of Internet Explorer on the PC. It is assumed below that it is in "C:\Program Files\Internet Explorer" which is usually but not always the case.</p> <p>Right click on your desktop and select "New" then "Shortcut". In "Type the location of the item" enter the following text including the " speech marks and -k:</p> <p>"C:\Program Files\Internet Explorer\iexplore.exe" -k -nohome http://passwordplatform.englishlanguagetesting.co.uk</p> <p>Click on "Next". In "Type a name for this shortcut" enter "Password Platform". Click on "finish".</p>



1.4	<p>Pop up messages must not appear during a Password test. If these appear during a test, as soon as they are clicked on the test will be interrupted (see note below). Thus Internet Explorer "AutoComplete" and any "add-ons" producing message boxes must be turned off, and "pop ups" blocked.</p> <p>It is recommended that http://passwordplatform.englishlanguagetesting.co.uk is added to Internet Explorer's list of trusted sites.</p> <p>Contact your IT Department or the Password Team if you need help with this.</p>
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2 Delivering Password Knowledge and Writing tests

2.1	Before running a test, reboot the PC, clear the cache, and make sure all programmes (including Skype, email, MSN Messenger etc.) are turned off.
2.2	Double click on the Password Platform desktop shortcut. A login page will be displayed.
2.3	<p>To take the Password Knowledge and Writing test, enter one of your Password Knowledge and Writing test logins and password combinations that has test attempts remaining, then click on "login".</p> <p>If an "Invalid login and/or password. Please try again." message is displayed, either the login/ password combination is invalid or all tests have been used. You need to check the login/ password combination entered and if necessary contact the Password Team to resolve this.</p>
2.4	The "Attempts Remaining" will show how many more tests can be taken on this combination. Click on "start", then click on "continue" on the Password Knowledge and Writing welcome page.
2.5	Check that the test taker (candidate) has correctly entered their details into the candidate details page. It is then recommended that the keyboard is placed out of the way until needed for the Writing section of the test (only the mouse is needed for the Knowledge section). This minimises the chances of accidentally interrupting the test (see note below). When ready, the candidate should click on "continue" to start the test.
2.6	When the Password Knowledge and Writing has been completed and the login page is displayed again, press the Alt + F4 buttons on the keyboard to exit.





3 Accessing Password Knowledge and Writing test results and certificates

3.1	<p>Start Internet Explorer and navigate to the Password website "http://www.englishlanguagetesting.co.uk". Click on "Current Password Users", then on "PasswordPlatform Results".</p> <p>Enter your results login and password (this is different from the login and password used to run a test), then click "login".</p>
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3.2	<p>Search for the results you want by some of entering date range, test login, student name, date of birth, test location, student ID etc. Click "SEARCH". Your Password test results will appear on the screen. You can also download the results into a spreadsheet by clicking "DOWNLOAD TO EXCEL", and the Password writing essays by clicking "DOWNLOAD ESSAYS TO EXCEL".</p> <p>Click on the icon  under "View Record" to see detailed test module results. For the Password Writing test module click on "VIEW", then "VIEW" again, to see the script submitted. If you are marking these tests or entering an overall score click the icon  under "Enter Score", enter the score and your name and click on "Save".</p>
3.3	<p>There are three ways to print certificates:</p> <ul style="list-style-type: none"> • click on "GET ALL CERTIFICATES" to print all that the search returned; • click on "DOWNLOAD" against a single result; • click on "GET CERTIFICATE" in the module detail view.
3.4	Click on "Logout" at the bottom of the page when you have finished.

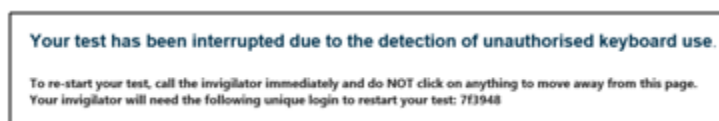
4 Note on test interruption

Password tests run on the Password Platform which is designed to prevent cheating by candidates, in particular by accessing other applications whilst taking the test, for example opening an online dictionary or email program. The Password Platform detects any access to anything outside of the Password test, judges this an attempt to cheat and the test will be interrupted. No other programs should be running and "pop up" messages must not appear when a Password test is being taken; clicking on these will result in test interruption.

Password tests must be set up as in these instructions running "full screen" to minimise the chances of accidental actions by the candidate resulting in test interruption. It is impossible to easily open other applications however Windows has a number of "shortcuts" available from the keyboard to access other programmes which cannot be blocked. These shortcuts involve hitting several keys at the same time (one of which will be the "Win" ( or ), the "Ctrl" ( or the "Alt" ( key). This is not acceptable behaviour when taking a test and if one of these combinations is pressed by the candidate, it will be detected by the Password Platform and the test will be interrupted.

When taking a Password test, the keyboard is only needed to enter candidate details at the beginning of the test, and during the writing module writing module if the test has one. Otherwise the candidate should ONLY use the mouse, and the keyboard placed out of the way. They must be instructed to only the use keyboard to enter text, numbers and symbols.

Should a Password test be interrupted, a screen with the following message will be displayed.



If this happens and the invigilator judges that the candidate should be allowed to restart the test, the following steps should be taken by the invigilator:

- Carefully note down the restart login from the message, in the example above 7f3948
- Press the "F5" function key to refresh the browser and the login page will be displayed
- Enter the restart login which is (case sensitive) into the "Login" field, no password is required, and click on "login"
- The Password test will restart
- Note that this procedure may not work more than once for any one test, some test time until the test is restarted may be lost, and that unsaved "work in progress" such as an unfinished essay may be lost

If this happens and the invigilator judges that the candidate should not be allowed to restart the test, the invigilator should simply press the "Alt" and "F4" keys together to exit Internet Explorer.

5 Note on Internet connection loss

If Internet connection is lost for a short period of time during the test, this will usually be noticed when the candidate attempts to move onto another question or section and nothing happens, followed by a message from Internet Explorer that the page cannot be displayed and advising to check the Internet connection.

The test can usually be continued once the connection is restored; sometimes the page is restored automatically, sometimes the "F5" function key must be pressed to do this.

If this does not work, two other options are available. Press the "Alt" and "F4" keys together to exit Internet Explorer, then restart Internet explorer as normal for taking a Password test via the desktop icon.

Then either:

- Re-enter the original test login and password and then "click through" the test until the question or section being worked on is reached
- Questions and sections up until this point should have kept answers previously entered, answers for the question and section (including essays) being worked on at the time Internet connection was lost may need to be re-entered

Or:

- Contact the Password Team for a restart login (similar to that displayed if a test is interrupted)
- Restart Internet explorer as normal when taking a Password test via the desktop icon
- Enter the restart login which is (case sensitive) into the "Login" field, no password is required, and click on "login"
- The Password test will restart at the point reached when Internet connection was lost
- Note that this procedure may not work more than once for any one test, some test time may be lost, and that answers for the question and section (including essays) being worked on at the time Internet connection was lost may need to be re-entered