

GL Assessments

Test Taking Instructions for Students

Before you begin this test, please ensure you have your Student Login Details or Student Access Code with you, which your Teacher will have given you.

If you are taking the test in a quiet area, then ensure your headphones are plugged into your computer, as each test contains verbal instructions, which you will be able to hear.

To take your online test

1 Ensure you have your Student Login Details (as shown below) or Student Access Code with you.

Name: Student Name

a111-a111

Sitting Name: Sitting 52

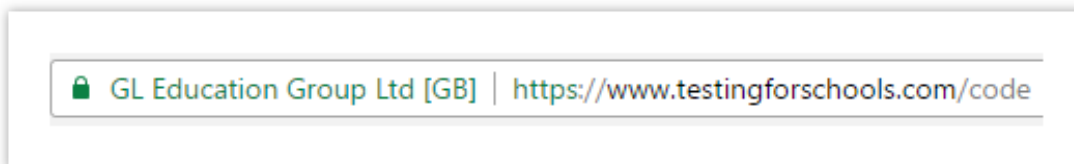
Date: 19 Jan 2016 10:30

Test(s): CAT4 Level C

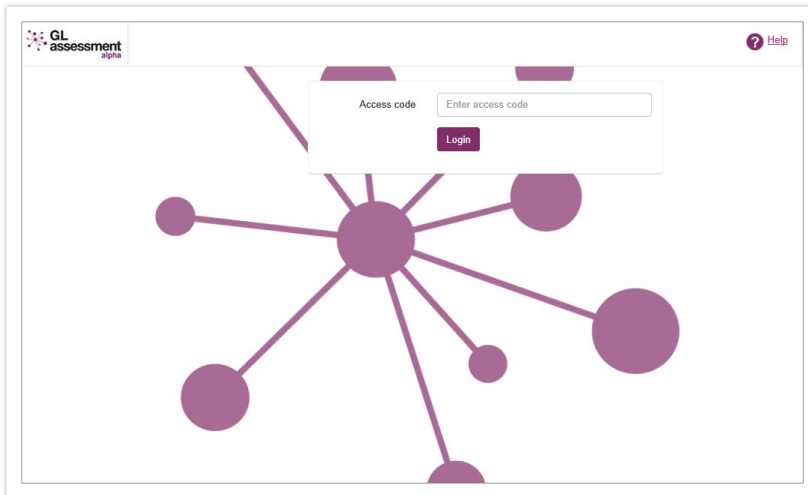
URL: <https://www.testingforschools.com/code>

2 Open a web browser, such as Internet Explorer, Google Chrome or Mozilla Firefox.

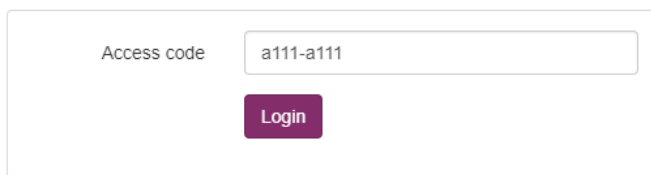
3 Enter <https://www.testingforschools.com/code> into the address bar on your web browser and press **ENTER** button.



The Student Access screen is displayed.



4 Enter your Student Access Code into the Access Code box and click the **Login** button.

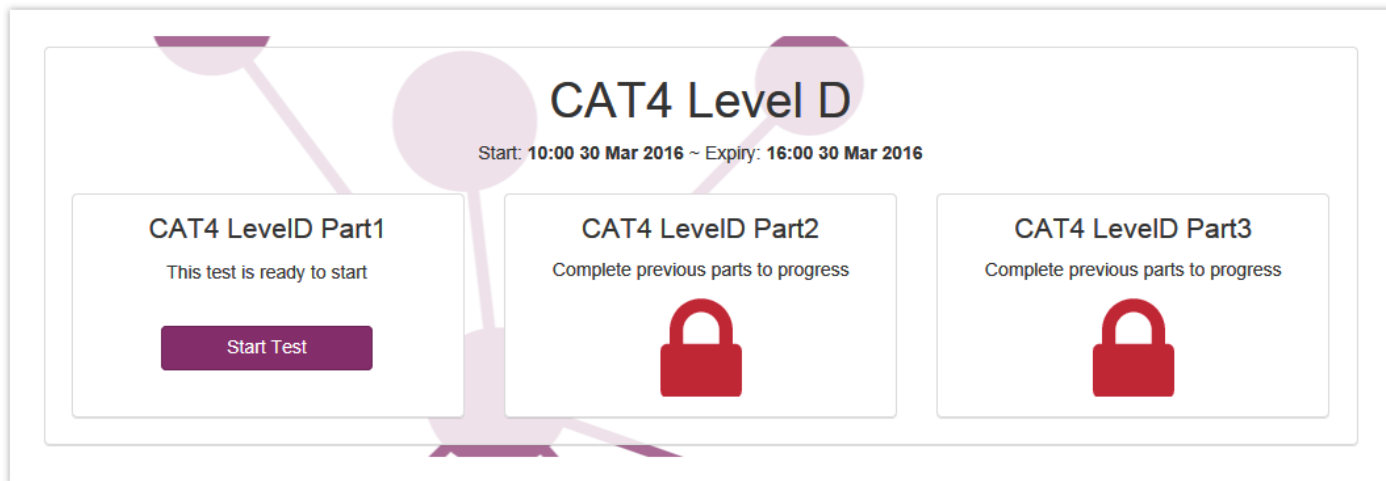


Note: You do not need to enter a dash or any spaces between the two numbers, as it is already entered on the screen for you.

Note: If the student access code appears to be invalid, please check the characters provided carefully. The letters will always be displayed as lower case although I (L) and 1 and O and 0 can easily be mis-read. See below for the generation rules for access codes:

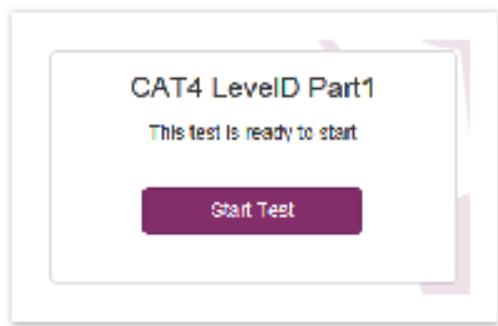
- An alpha character should be within each 4-character block
- All alpha characters will not be case sensitive. The character can be entered by the student in either Upper or Lower case, but the system will always display the alpha characters on the <platform page> in lower case
- The alpha character should appear at a random point within each 4-character block
- The same number cannot appear in the same block 3 times (i.e. a111-b111 or c111-d222)
- The 6 numeric characters cannot be sequential (i.e. a123-b456 or 987f-654d)

The Test Lobby screen is displayed, containing all the tests that you need to complete.

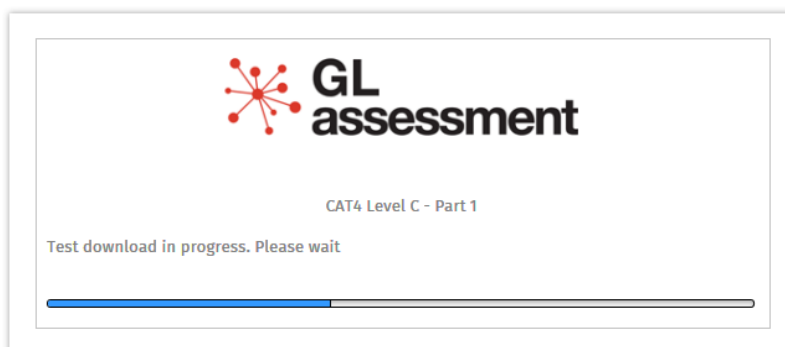


5 Click the **Start Test** button to download your first test.

Note: If the Start Test button is not displayed, this is because the Test Start Period has not yet begun.



The Download Status Bar will be displayed, whilst the test is downloaded.

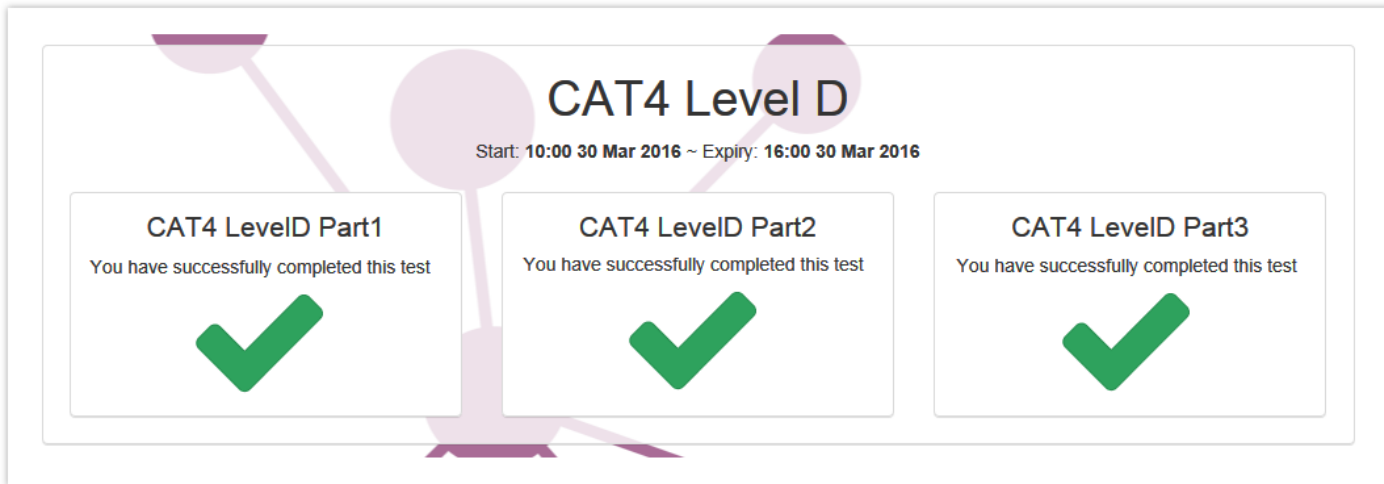


6 Once the test has downloaded, follow the on screen instructions until you have completed the test.

At the end of each test, you will automatically return to the Test Lobby, where you can either begin another test by clicking the **Start** button on the test.

or

Log out of the Test Lobby if you have completed all tests. You will know when you have completed all the tests allocated to you because each test in the Test Lobby will be ticked.



7 To log out of the Test Lobby, click your name in the top right of the screen and select **Logout** from the menu.



Note: If you leave the Test Lobby unattended for more than 20 minutes, then you will automatically be logged out of the Test Lobby.

8 When you have finished all tests and logged out of the Test Lobby using the Logout menu option, you can close your web browser.