

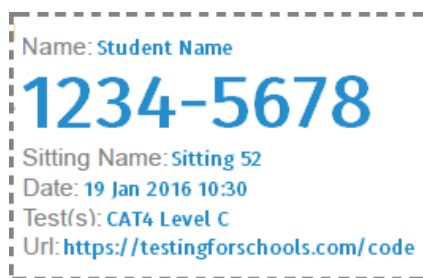
Test Taking Instructions for Students

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.

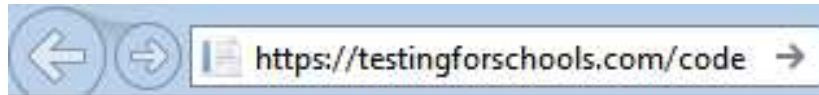
To take your online test

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



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

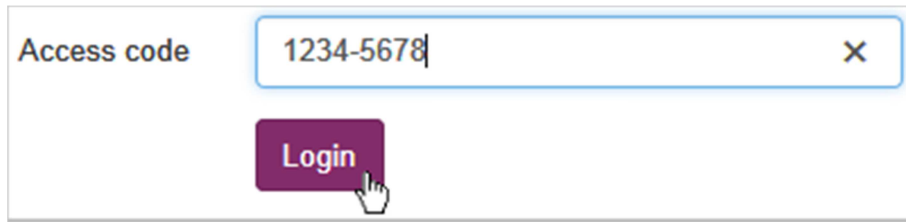
3 Enter <https://testingforschools.com/code> into the address bar on your web browser and press **ENTER** button.



The Student Access screen is displayed.



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

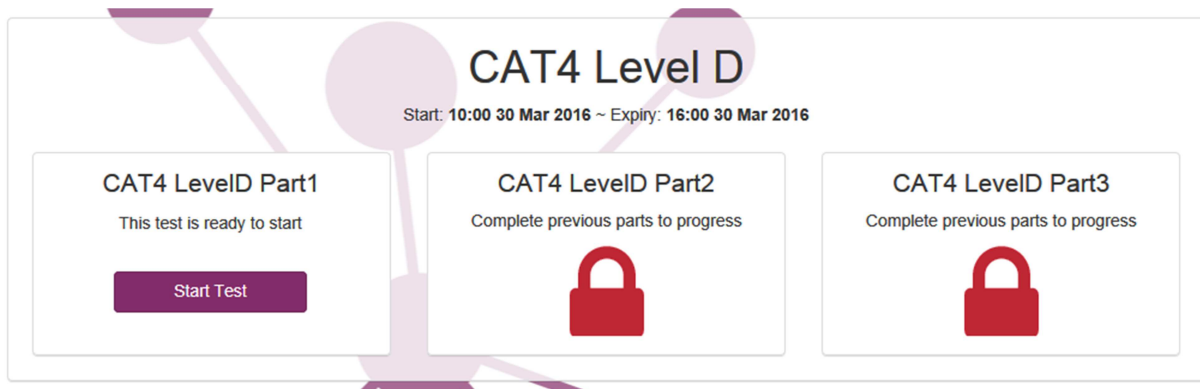


The screenshot shows a login form with the following elements:

- An "Access code" label on the left.
- A text input box containing "1234-5678" with a clear button (X) on the right.
- A purple "Login" button below the input box, with a mouse cursor hovering over it.

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.

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

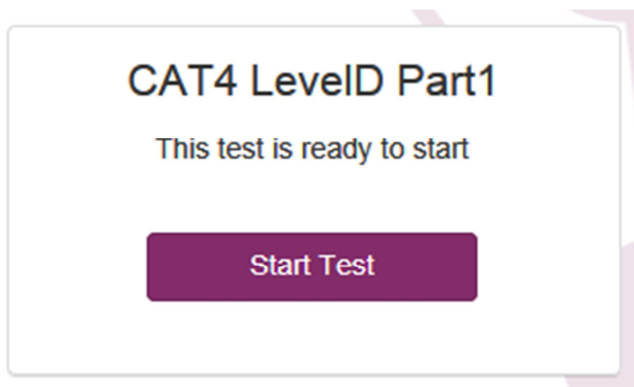


The screenshot shows the "CAT4 Level D" Test Lobby screen with the following details:

- Header:** CAT4 Level D
- Time:** Start: 10:00 30 Mar 2016 ~ Expiry: 16:00 30 Mar 2016
- Test Cards:**
 - CAT4 LevelID Part1:** This test is ready to start. A purple "Start Test" button is visible.
 - CAT4 LevelID Part2:** Complete previous parts to progress. A red padlock icon indicates it is locked.
 - CAT4 LevelID Part3:** Complete previous parts to progress. A red padlock icon indicates it is locked.

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

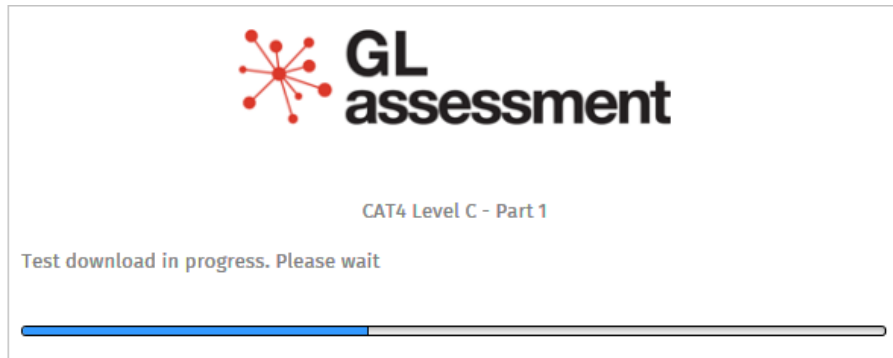
Note: If the Start Test button is not displayed, this is because the Test Start Period has not yet begun.



This is a close-up of the "CAT4 LevelID Part1" test card, showing:

- Title:** CAT4 LevelID Part1
- Status:** This test is ready to start
- Action:** A purple "Start Test" button.

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

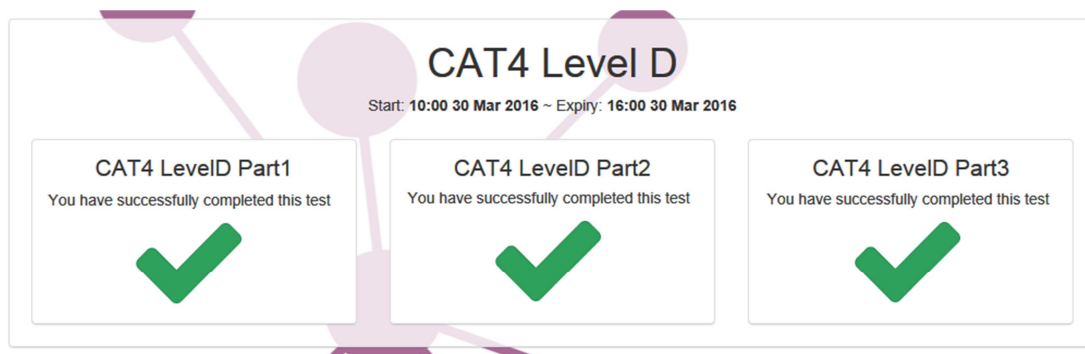


6 Once the test has downloaded, follow the on screen instructions until you have completed the test.

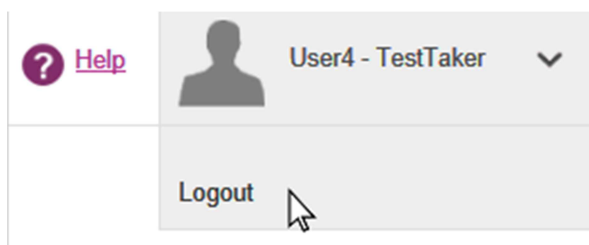
At the end of each test, you will automatically return to the Test Lobby, where you can either begin another test by clicking the **Start** button on the test.

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.