

# Download Student Login Details

In order for each student to log into the Test Lobby to complete the tests that have been allocated to them, they will need their Student Login Details.

Rather than using usernames, email addresses or password to log into the Test Lobby, students will use a unique 8 digit number.



Student Login Details contain the following information for each student:

- **Name** - Student Name
- **Student Access Code** - a unique 8 digit code that is generated for each student and sitting. You can also view each student's Access Code by [monitoring student progress](#).
- **Sitting Name** - the name of the sitting.
- **Date** - the earliest date and time that the test can begin. This is the From date and time of the [Test Start Period](#).
- **Test(s)** - the name of the test the student will be completing.
- **URL** - the web address to enable students to log into the Test Lobby.

Once you have [created a sitting](#), you can download, save or print a PDF or CSV file containing all the Student Login Details for all the students within that sitting. The PDF file is created in A4 landscape format and contains multiple Student Login Details on each page. If you print the Student Login Details, you can then divide the A4 sheet into sections and distribute the Student Login Details to each individual student. The CSV file contains the access codes and student details in a table format.

Once the student has been given their Student Login Details, the [Test Start Period](#) has begun, the test has started in Testwise ([automatically](#) or [manually](#)), the student can log into the Test Lobby, click the Start Test button and begin answering questions.

**Note:** You can only download Student Access Details for sittings that have a status of Live. You cannot download Student Access Details for sittings that have a status of Draft, Expired, Closed or Completed.

## To download student login details

1 Click the **Sittings** button  from the home screen.

All existing sittings are displayed within the Sittings List.

2 [Find the sitting](#) that contains the Student Login Details that you want to download.

3 Click the **Actions** button  displayed alongside the sitting name.

The Edit button and the Download Access Codes buttons now replace the Sitting Name in the first column.

4 Click the **Download Access Code** pdf button  or **Download Access Code - csv** button  to download the Student Login Details for the selected sitting.

5 Depending on the chosen download format you can open or save the PDF or CSV file as suggested by your [web browser](#).

The PDF file containing your Student Login Details will look similar to the example below:

Name: <b>a111-a111</b> Sitting Name: Access Code Test Date: 09 Aug 2017 13:30 Test(s): CAT4 Level A Uri: <a href="http://qa1.testingschools.com/Code">http://qa1.testingschools.com/Code</a>	Name: <b>b111-b111</b> Sitting Name: Access Code Test Date: 09 Aug 2017 13:30 Test(s): CAT4 Level A Uri: <a href="http://qa1.testingschools.com/Code">http://qa1.testingschools.com/Code</a>	Name: <b>c111-c111</b> Sitting Name: Access Code Test Date: 09 Aug 2017 13:30 Test(s): CAT4 Level A Uri: <a href="http://qa1.testingschools.com/Code">http://qa1.testingschools.com/Code</a>
Name: <b>d111-d111</b> Sitting Name: Access Code Test Date: 09 Aug 2017 13:30 Test(s): CAT4 Level A Uri: <a href="http://qa1.testingschools.com/Code">http://qa1.testingschools.com/Code</a>	Name: <b>e111-e111</b> Sitting Name: Access Code Test Date: 09 Aug 2017 13:30 Test(s): CAT4 Level A Uri: <a href="http://qa1.testingschools.com/Code">http://qa1.testingschools.com/Code</a>	Name: <b>f111-f111</b> Sitting Name: Access Code Test Date: 09 Aug 2017 13:30 Test(s): CAT4 Level A Uri: <a href="http://qa1.testingschools.com/Code">http://qa1.testingschools.com/Code</a>

The csv file will provide a table format similar to the example below:

Sitting Name	Test Name /Level	First Name	Last Name	Unique Identifier	Date of birth	Gender	Group	Year	External Reference	Free School Meals	Ethnic Group	SEN	English as a Second Language	Custom 1	Custom 2	Access Code
PTM Level 8 - 3W	PTM Level8	Test	User 1	12345	01/01/2010	Male	3W	3		No			Yes			A111-A111
PTM Level 8 - 3W	PTM Level8	Test	User 2	67890	01/02/2010	Female	3W	3		No			No			B111-B111

6 You can either save this file, if you have not already done so or print it.

7 Close the PDF or CSV file when you have finished working with it and close the software that was used to display the file.

## Related Articles

- [Sittings Video](#)
- [Create Sittings](#)
- [View the Sittings List](#)
- [View Details of a Sitting](#)
- [Change Details of a Sitting](#)
- [Download Student Login Details](#)
- [Start Tests](#)
- [Monitor Student Progress](#)
- [Close Sittings](#)
- [Archive Sittings](#)
- [Restore Archived Sittings](#)
- [Understand Sitting Details](#)
- [Understand the Sittings List](#)