

Create Sittings



You can add new [sittings](#) whenever there is a requirement for students to take an online [test](#).

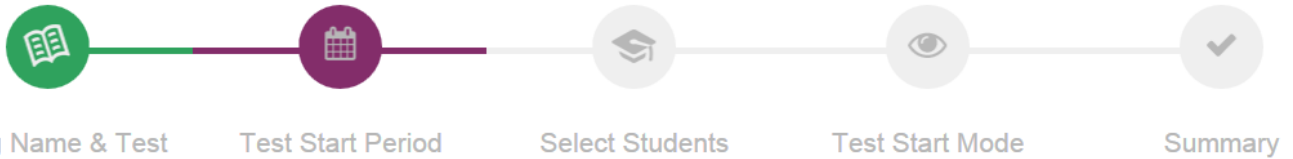
When you create a sitting, it is added to the Sittings List, so you can [view](#) its details at a future date or make [changes](#) to it, if required.

For a quick summary of how to create a sitting, watch the [Overview of Sittings](#) video, which contains a section entitled Creating Sittings, approximately 1 minute and 30 seconds into the video.

When creating a sitting you will be prompted to enter details using the Sittings Wizard, which will ask you for the following information:

- **Sitting Name & Test** - name of the sitting and test you want students to take.
- **Test Start Period** - The earliest and latest date and time, a student can begin their test.
- **Students** - The names of the students who will be taking the test.
- **Test Start Mode** - The way in which the test will start.

You can monitor your progress whilst creating a sitting by viewing the Add Sittings Progress Bar at the top of the screen.



The colour of each section within the Add Sittings Progress Bar have the following meanings:

- Green - information has been successfully entered.
- Purple - the page that is currently displayed on your screen.
- Grey - pages where information has not yet been entered.
- Red - information entered is invalid and should be changed, otherwise you will not be able to move to the next page in the Sittings Wizard.

In the above example, the information on the Sitting Name & Test page has been entered, the Start Test Period page is currently displayed on the screen and the last three pages of the Sittings Wizard have not had any information entered on them yet.

To add a new sitting to the Sittings List



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

All existing sittings are displayed within the Sittings List.

Note: If no sittings are displayed, this is because no sittings have been created yet or because existing ones have been [archived](#). If you follow this process, the new sitting you create will be added to this list.

Sitting Name & Test page

The image shows a text input field with the label 'Sitting name *' to its left. The field contains the text 'Sitting 4' and has a small 'X' icon in the top right corner to clear the text.

2 Click the **Add Sitting** button. to display the Sittings Wizard.

Sitting name *


Sitting 4 X

To create a sitting you will need to enter information into the first 4 pages of the Sittings Wizard. The fifth page shows a summary of all the information you entered in the previous 4 pages, and is used for verification purposes.

3 Enter the **Sitting Name**, which will identify the sitting throughout the system, including within the Sittings List.


Sitting name * X

4 Click the **Service** button to display all the services available to you.

 Add Close

	Name	Service From	Service To	> Last Modified
<input checked="" type="checkbox"/>	> CAT 4	09/02/2016	28/01/2017	28 Jan 2016 10:58

5 Within the Services List, select the service that contains the test that you require and click the **Add** button.

 Add Close

	Name	Service From	Service To	> Last Modified
<input checked="" type="checkbox"/>	> CAT 4	09/02/2016	28/01/2017	28 Jan 2016 10:58

The service you just added is now displayed within the Service box.

Sitting Name & Test
Enter a Sitting Name and select a Service and Test

Sitting name *

Service * x

Test * x

Next **Cancel**

6 Click the **Test** button to display all the **tests** (within the service you just selected) available to you within the Tests List.

7 Within the Tests List, select the test (at the level) that you want students to complete and click the **Add** button.

Sitting Name & Test
Enter a Sitting Name and select a Service and Test

Sitting name *

Service * x

Test * x

Next **Cancel**

The test you just added is now displayed within the Test box and all the boxes within the Sitting Name & Test page of the Sittings Wizard are complete.

8 Click the **Next** button to move to the next page of the Sittings Wizard, which is the Test Start Period page.

Sitting Name & Test
Enter a Sitting Name and select a Service and Test

Sitting name *

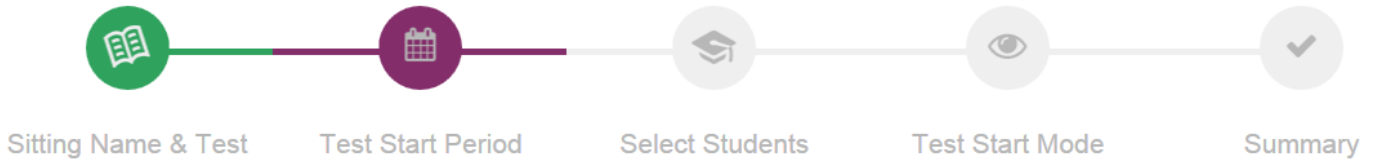
Service * x

Test * x

Next **Cancel**

Test Start Period page



Notice that the first section of the Add Sitings Progress Bar at the top of the screen has changed colour to show that information for the Sitting Name & Test page has been successfully entered.



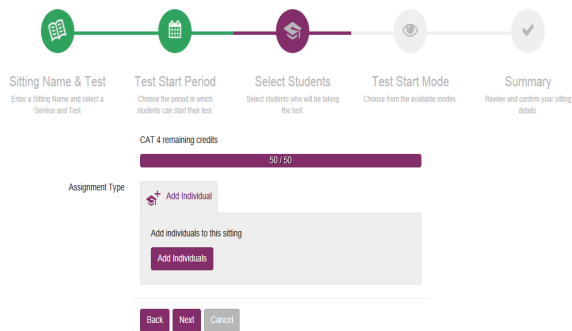
Within the Test Start Period page, the From Date & Time and the To Date & Time define the time range between which a student can start their test(s).

For example, if students were allocated a 1 hour period on 24 May 2016 to log into the Test Lobby, starting at 10am, then the From Date & Time would be defined as 24 May 2016 at 10am and the To Date & Time would be defined as 24 May 2016 at 11am.

Note: Each Test Start Period cannot be greater than the Maximum Sitting Duration, which is defined by the System Administrator. If your sitting is for longer than the permitted number of days, then a red warning triangle will appear alongside one of the dates. When you hover your mouse over the red warning triangle, it will tell you the number of days that are contained within the Maximum Sitting Duration. Change one or both of the dates until the red warning triangle disappears. The Maximum Sitting Duration is usually set to 30 days.

9 In the Start Test Period page, define the **From** details by clicking the **Date** button  and **Time** button  alongside the From box.

The 'From' date is the earliest date and time the test can start.



10 Define the **To** details by clicking the **Date** button  and **Time** button  alongside the 'To' box.

The 'To' date is the latest date and time students can start their test.

Students page

11 Click the **Next** button to move to the next page in the Sitings Wizard, which is the Students page.

Sitting Name & Test
Enter a Sitting Name and select a Service and Test

Test Start Period
Choose the period in which students can start their test.

Select Students
Select students who will be taking the test.

Test Start Mode
Choose from the available modes.

Summary
Review and confirm your sitting details.

CAT 4 remaining credits
50 / 50

Assignment Type

+ Add Individual

Add individuals to this sitting

Add Individuals

Back Next Cancel

Notice the following details on the screen:

- The Test Start Period section within the Add Sitings Progress Bar has changed from purple to green to show that the information on that page has been successfully entered.
- The Credit Status Bar is displayed, showing the number of **credits** that are available within the selected service.

12 Ensure there are enough remaining credits for each student to take a test. You will need 1 credit for each student taking a test. If you do not have enough credits, then you should contact the Renewals Team.

When you do have enough credits you can edit the sitting and then save it, which means the credits will be taken for each student taking a test.

13 Click the **Add Individuals** button to display all the **students** within the Student List.

Find the students who will be taking the test, using any method including **sorting**, **searching** or using the **Refine Search** option.



If a **Load More** button is displayed at the bottom of the Student List, this means all students are not currently displayed on the screen. Click the **Load More** button to display the next 100 students.

14 Select the students who will be taking the test, and then click the **Add** button.

Sitting Name & Test
Enter a Sitting Name and select a Service and Test

Test Start Period
Choose the period in which students can start their test.

Select Students
Select students who will be taking the test.

Test Start Mode
Choose from the available modes.

Summary
Review and confirm your sitting details.

CAT 4 remaining credits
47 / 50

Assignment Type

+ Add Individual

Ella	Moore	×
Joshua	Evans	×
Matthew	Taylor	×

Add individuals to this sitting

Add Individuals

Back Next Cancel

The students you have just added are now displayed on Students page of the Sitings Wizard and the number of credits within the Credit Status Bar has been reduced by the number of students that you have just added.

Sitting Name & Test
Enter a Sitting Name and select a Service and Test

Test Start Period
Choose the period in which students can start their test.

Select Students
Select students who will be taking the test.

Test Start Mode
Choose from the available modes.

Summary
Review and confirm your sitting details.

CAT 4 remaining credits
47 / 50

Assignment Type

+ Add Individual

Ella	Moore	x
Joshua	Evans	x
Matthew	Taylor	x

Add individuals to this sitting

Add Individuals

Back Next Cancel

15 Click the **Next** button to move to the next page in the Sittings Wizard, which is the Test Start Mode page.

Test Start Mode page

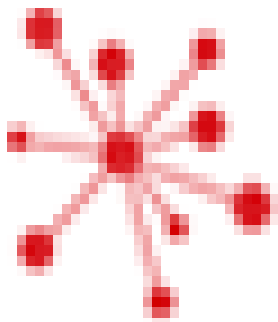
16 In the Test Start Mode page, select one of the following options, which defines how the test is started:

- **Manual Test Start** - Students can log into the Test Lobby within the [Test Start Period](#), however, the tests are locked until a Testwise user (Teacher or School Administrator) manually starts the test by clicking the **Start Test** button from within the Sittings area. See [Manually Start Tests](#) for details about how to find the Start Test button.
- **Automatic Test Start** - Students can log into the Test Lobby and start their tests any time within the Test Start Period. See [Automatically Start Tests](#) for additional details about how this feature operates.



Summary page

17 Click the **Next** button to display the Summary page.



GL Assessment

Notice that all the sections in the Add Sitings Progress Bar at the top of the screen have changed colour to demonstrate that you have successfully entered all sitting details.

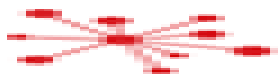
18 In the Summary page, check that all the details of the sitting you just created are correct.

If you want to change any sitting details then click the **Back** button until you find the information you want to change. Change the information as required, and then click the **Next** button until you reach the Summary page again.

19 To save all the information you entered in the previous 4 pages of the Sitings Wizard, you will need to click either the Save Draft button or the Save Sitting button, depending upon your requirements.

- Clicking the **Save Draft** button means that the sitting details are saved without reducing the number of credits in your total number of credits. The number of credits for this sitting will only be reduced when you change sitting details and then click the Save Sitting button.
- Clicking the **Save Sitting** button means that the sitting details are saved and the number of credits in your total number of credits is reduced by the number of students taking tests in the sitting.

The sitting you have just created will now be displayed within the Sitings List.



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20 To return to the home screen, click the **Home** button

Related Articles

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

- Archive Sittings
- Restore Archived Sittings
- Understand Sitting Details
- Understand the Sittings List