

Assessment Process

The Assessment Process outlines the logical order in which actions should be completed and underpins the whole Testwise system.

The process contains 5 main steps, which starts with adding [students](#) and ends with creating [reports](#).



Each step within the Assessment Process can be described as follows:

- 1 Add Students to the Student List by adding them [individually](#) or by [importing](#) them as a group.
- 2 [Create a Sitting](#) using the [Sittings Wizard](#).
- 3 Distribute [Access Codes](#) to students.
- 4 Students log into the Test Lobby using their access codes and complete the tests allocated to them. For details of this process from two different perspectives, see [Test Taking Instructions for Students](#) and [Student's Experience of Using Testwise](#).
- 5 [Create reports](#) and preview or download them to view the contents of them.

Related Articles

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- [Logging Out](#)
- [Activate My Account](#)
- [Change My Password](#)
- [Student's Experience of Using Testwise](#)