University of Oxford undergraduate admissions

Test Dashboard Guidance

For authorised test centres managing Oxford admission tests on 19 and 20 October.
Test Dashboard Guidance

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1. Introduction

This document describes the Test Dashboard that you will use to manage the tests for your candidates. There are two primary functions of the dashboard:

1. to confirm the candidate(s) attendance on the day of the test(s);
2. to manage the test session for your candidates, including the upload of answer scripts for MAT and PAT (Physics, Engineering and Materials) and MLAT (Russian or Modern Greek only).

The Test Dashboard functionality will be available a few days before the test dates. This is to enable you to review the dashboard and check your candidates’ registrations are as you expect. **You must not approve any candidates to take the tests until the date of the test.**

2. Accessing the Test Dashboard – **Before and on the test day**

2.1 The dashboard can be accessed from the test centre log-in page that you have used to manage your centre’s registrations.

![Login page](image)

Log in to the portal using your LoginID (your email address) and Password.

2.2 You will be taken to the home page.

![Home page](image)
2.3 Click on the ‘Test Dashboard’

2.4 You will be taken to a screen that shows the tests that your candidates have been entered for, the number of candidates for each test, as well as the date of the test and the time it must be taken. Each row shows the details for each test with candidate registrations.

2.5 The steps described below for a single test apply to all the tests where you have candidate entries, so will need to be repeated for each one. To make your task of approving and monitoring candidates simpler, you can open a separate tab in your browser for each course test and then move between tabs.

2.6 Clicking the ‘Launch’ button under the ‘Action’ column takes you to the Test Dashboard for the relevant subject to open a tab for that test. As explained in Section 2.5 above, you use this function for each test to open a separate tab. The description below relates to one tab only, but the same applies for each test tab.
2.7 The top of the dashboard shows the test that is being managed.

Assessment Id : 83 | Assessment name : Mathematics Admissions Test 2022

2.8 There are two tabs – ‘Attendance’ and ‘Admin actions’.

The dashboard defaults to the first screen relating to attendance.

2.9 To find the candidates that have been registered for the test, you can use the ‘Filter your search’ function.

The other drop-down box can be used to search against different statuses.

To see all the candidates registered, click the ‘Search’ button with the default ‘Registration status: All’ visible and the list will be shown.
IMPORTANT NOTE about the Test Dashboard. The Test Dashboard screen refreshes when you move from one screen to another. However, if you have one of the monitoring screens open—for example as you are tracking candidate progress during the test—you MUST REGULARLY REFRESH THE BROWSER to see the latest status. Otherwise, you run the risk of looking at information which is not current.

2.10 Where you have candidates taking MAT or PAT, your test centre should have received printed answer booklets from the Oxford Admissions Team before the test date(s). If you have not received the answer booklets, use the function on the Test Dashboard to open the PDF version of the Answer Booklet, download and make copies for your candidates. You can do this in advance of the test dates.

3. Confirming attendance

3.1 In order for candidates to take the test, their attendance must be confirmed. This must be done on the day of the test when you know that the candidates are present and after their IDs have been checked. Examples of valid photographic identification include a passport, driving licence or provisional driving licence or student ID.

3.2 You will see the status of ‘Registered’ against each candidate shown.
3.3 The ‘Show More’ button takes you to a screen with the candidate details shown and any extra time that the candidate has been allowed.

In this example, the candidate has no extra time allowed. In exceptional circumstances, that arise on the day of the test, you can adjust the extra time using this function.

But, you must have a compelling reason to do so and all the requirements of approving extra time still apply. You must give a reason for changing the extra time and ensure that you have all the evidence available should the Oxford Admissions Team request it. **Failure to provide a valid reason and the associated evidence will be viewed as malpractice.**
3.4 To show the candidates as present, click the select box for the relevant candidates or ‘Select All’.

Once you have selected the candidates, click the ‘Approve’ button.

You will see a message at the top of the screen indicating that the process has been completed. Click the ‘OK’ button to close the message.
3.5 As noted above in the Introduction you MUST NOT approve candidates until they are noted as present on the day of the test.

3.6 When you review the candidates for the test, the status will have changed from ‘Registered’ to ‘Present’.

Now, as soon as the test session becomes available, the candidates who are logged into their test portal (using the credentials provided to them when they were registered) will be able to launch and start their tests.

Note: if a candidate has forgotten their login details test centre administrators can access and retrieve these from the ‘Registered candidates’ section of the test centre portal.

3.7 It is worth noting that candidates will have access to the testing platform before the test date and time, using the login details provided to them upon registration. However, candidates will receive the message below if they attempt to start the test.
4. Activating and administering the tests – on the test day

4.1 On test day, once you have approved candidates as present, and they have begun their tests, you can monitor their progress through the dashboard. To administer the tests, click on the ‘Admin actions’ tab on the Test Dashboard.

You will be taken to the next screen that enables you to administer the test.

4.2 This screen enables you to manage the test for each candidate.

4.3 There are three drop-down menus that enable you to search for candidates, the current status and submit status.

Use the drop-down to find individual candidates or simply click ‘Search’ with the box showing ‘Candidate’ and all candidates taking that test will be shown. If you have multiple candidates
taking the test you also have the option to search for them via status under either ‘Current Status’ or ‘Submit Status’.

Current Status Search

Submit Status Search

4.4 The administrator can see the candidates who are taking the test for each subject as the candidates will be shown in the ‘Admin actions’ tab with the status of ‘In Progress’.

4.5 Candidates who complete the test successfully and submit their results will be shown in the ‘Admin Actions’ tab with the status of ‘Completed’. Note: if candidates run out of time or do not submit their responses before the test time runs out, these will automatically be submitted. They will be locked out of the test and their test will also be marked as ‘Completed’.

4.6 For candidates who take the online tests only, there is no further action to take. Candidates who have taken the hybrid tests for MAT and PAT (Physics, Engineering and Materials) or MLAT (Russian or Modern Greek only) will need their completed answer booklets scanned and uploaded. Details on how to upload booklets through the Test Dashboard are given below.
5. Locking and unlocking the tests

5.1 Test centres have the ability to lock and unlock the test for individual students and for all students. It is not anticipated that you will have to do this often, but more as an exception.

5.2 The reasons for locking the test could be:

- a candidate needs to leave the test room for a rest break or toilet break;
- a candidate becomes ill and has to leave the test room;
- an emergency arises where all candidates need to leave the test room.

As long as the reasons are legitimate and conform to the guidance provided by the Oxford Admissions Team, then the test can be locked (i.e., the test time is stopped). Where a candidate needs to take a rest break or a toilet break, the time taken from the test must be reasonable. A reason must be provided in the admin actions panel for each case and the time taken for the break recorded in the box.

5.3 The reasons for unlocking the test could be:

- for candidates returning after any of the above reasons for leaving;
- where a candidate has been stopped whilst taking the test and needs to have the session started again.

The last reason for unlocking occurs when a candidate attempts to leave the test application to access another part of the computer. A warning is given to the candidate on the first occasion.

This message remains for only 10 seconds and disappears after clicking ‘ok’, allowing the candidate to continue as before. If they don’t click ‘ok’ in time, they will see an explanation of what happened, asked to wait one minute, then relaunch the test.
Candidate Warning Message (allows the candidate to continue)

If the test is interrupted again, they will be shown a different warning message. Their account will be locked, and they will need to speak to the test administrator. Note that all interruptions will be logged and reviewed by TCS after the exam.

Candidate Warning Message (stops the candidate)

The Admin action screen on the test dashboard shows that this candidate’s test session has been locked.
If you believe that there is a legitimate reason to restart the candidate’s test session, then you can do so by clicking the ‘Unlock’ button on the admin action screen.

You will also be required to add a reason for unlocking the candidate.

Click ‘OK’ to complete the unlocking sequence.

The status returns to ‘In Progress’ and will continue until the test session ends.
6. Uploading hybrid test scripts – After the test is taken

6.1 Candidates who have taken the MAT and PAT (Physics, Engineering and Materials) and MLAT (Russian or Modern Greek only) tests will have completed answer booklets at the end of the test. These need to be scanned by the centre and the files saved locally ready for uploading. Please see the Centre Compliance Requirements document for further details.

All answer booklets must be uploaded by 4pm UK time on Tuesday, 24 October.

6.2 When you save the scanned answer booklet files, please use the candidate’s ID as the file name. This is unique to the candidate and the test that has been taken. For example:

E072287

6.3 Once the test has been completed, you will be able to see each candidate in the ‘Admin action’ screen and a status concerning the file upload.

In this case, you can see that the status shows ‘Not uploaded yet’.

6.4 To upload the file, click the upload icon on under the ‘Actions’ column.
6.5 Clicking the icon opens the file upload window on your computer. Search your folders or network for the place where the scanned images are stored.

![File upload window](image)

6.6 Click the file to upload it. When you do this, a window opens with the image of the script. This enables you to check:

- that you are uploading the correct script image;
- that the image is of good quality; and
- that the script is in the correct order and complete.

Make sure you scroll through the complete image checking that the candidates’ details are written on the script correctly and completely, that the image quality is good, that all pages are in the correct order and orientation, and that no edges have been turned over during scanning obscuring an answer.

Example of a test image for a scanned script
The Answer Booklet image will show here in the live system

![Test image](image)

You must tick the declaration at the end before clicking on ‘Upload’ in order to complete this process.

![Declaration](image)
A pop-up appears at the top of the screen to confirm that the file has been uploaded. Close the pop-up by clicking ‘OK’.

The status in the ‘Admin action’ view for that candidate changes to confirm the upload.

<table>
<thead>
<tr>
<th>Status</th>
<th>File Upload Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed ✔️</td>
<td>Successfully Uploaded by Admin</td>
</tr>
<tr>
<td>Candidate</td>
<td>09/24/2023 09:18 PM</td>
</tr>
<tr>
<td>Submit</td>
<td>(GMT+01:00)</td>
</tr>
</tbody>
</table>

7. Uploading candidates’ responses after internet disconnection

7.1 Once the test has been launched, the test delivery platform is designed to enable candidates to continue taking the test in the event of an outage of the internet connection. Candidates should see no interruption to the test taken as long as they do not exit the test session or become locked for another reason.

7.2 If there is an outage from the internet, the candidates’ responses will be stored on the local computer.

7.3 Following internet disruption, the test platform automatically creates a ‘ZIP’ file of the test answers on each candidate’s computer. Where accessed via individual computers, this ‘ZIP’ file will be found in the ‘Downloads’ folder of the computer immediately after the test session has been completed. Centres can download this file to a USB drive and transfer it to the test centre administrator’s computer so it can be uploaded from there. All temporary copies of the file should be carefully deleted.

7.4 This applies to all the tests – both those that have been take wholly online and the MAT, PAT and MLAT (Russian or Modern Greek only) which require the completion of answer booklets. For the MAT, and PAT and MLAT (Russian and Modern Greek only), if an interruption occurs, the answers are written in the booklets, but the candidate will have also recorded which questions have been answered on the test platform. In order to retrieve this record of the answers, the ‘ZIP’ file created will also have to be uploaded in the same way as the answers recorded for the online test responses.

7.5 The files created will need to be uploaded through the ‘Admin actions’ screen.
7.6 A suggested approach is to create a shared folder on your network that can be accessed by the administrator who has access to the Test Dashboard described in this document. Each ‘ZIP’ file created on each individual computer should be moved to that shared folder. Again, the ‘ZIP’ file will be created with the candidates’ IDs as the filename. For example:

L146428.zip

7.7 Please note that you can create the shared folder in advance of the test sessions in case of an outage of the internet connection.

7.8 Once you have assembled all the files in a shared drive, you can load them through the Test Dashboard.

7.9 To do this, go to the Admin actions screen.

Select the ‘Backup upload’ button.

7.10 When you click the button, this will open a file folder window on your computer. Select the folder where you have placed the candidates’ files.
Select the file to upload it.

7.11 You will see a pop-up appear at the top of the screen giving you a status on the file upload.

7.12 You will have sufficient time to complete the scanning of scripts and uploading of the images, as well as to upload any ‘ZIP’ files in the case of an interruption to the internet connection. As mentioned earlier, test centres have until 4pm UK time to upload test answer booklets for hybrid tests.

8. Encountering Difficulties

8.1 If you encounter any difficulties, contact the TCS Test Centre Support Team oxford.testcentresupport@tcs.com.