



Tester Guide to administering ICS Skills ATS tests

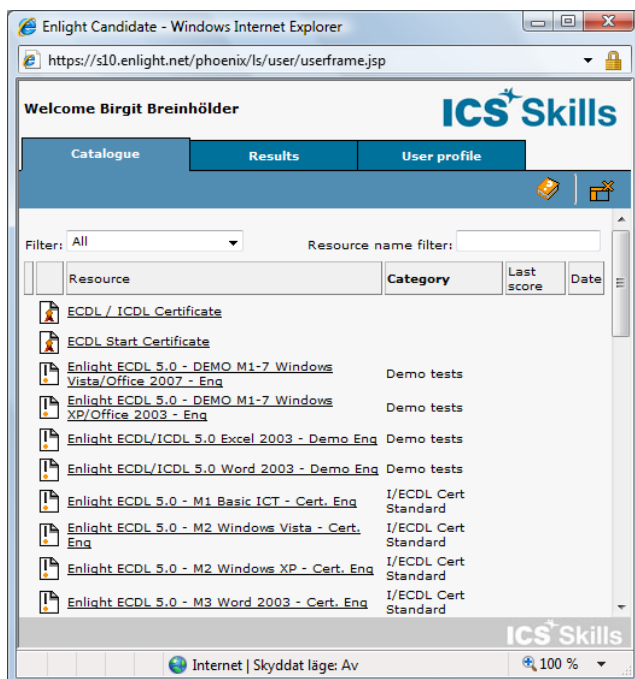
Administering ICS Skills ATS tests – a quick guide

Each ICS Skills ATS test has been assigned different properties that affect how the test operates. An online test differs from a traditional pen and paper test as test takers cannot browse between the test questions in the same way as a printed test form.

ICS Skills tests offer a number of different navigation options. Information about the navigation options available within a specific test are displayed after users have logged in with username and password and selected a test.

It is important for you to study this information in order for you to be well prepared to navigate within a test.

Starting an ICS Skills test



From the list of available tests, select the desired test.

If taking a **certification** test, the system will ask for a valid Tester/Invigilator login before the test will start.

Note: There are many questions that use the actual application to test the candidate.

System requirements check screen

Automatic System Requirements Check


This check shows if the system requirements for the test are met. Links to more detailed explanations will be shown if there are any errors.

Operating System	Windows Vista 6.0	[OK]
Screen Resolution	1152x864	[OK]
Color Depth	32	[OK]
Browser	Explorer 7	[OK]
Popups	Enabled	[OK]
Tabbed Browsing	Disabled	[OK]
Java	1.6.0_13	[OK]
.NET Framework	v3.0.04506.26	[OK]
Office		
Office 2007	Installed	[OK]
Application: Word	Started OK	[OK]

[Copy logfile](#)

An *Automatic system requirements check* will run the first time a test is started.

This check verifies that the computer fulfils the requirements to run the selected test.

 **If any of the checks fail:** follow the onscreen instructions. For further help contact ICS Skills.

Test properties screen

Enlight ECDL 5.0 - M3 Word 2007 - Cert. Eng

Test Information

Knowledge Area: ECDL/ICDL Syllabus 5.0 (ENGLISH)

Test Area: Word Processing

Vendor: Certification

Number of items: 36

Description: [Icon]

Certified by: [Icon]

Test Properties

- Time limit: 45 minutes
- One or more reminders will be shown during the test regarding remaining test time
- You may move an item to the end of the test to answer it later
- You may not change a given answer
- This test may not be suspended and resumed later

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Time limit 45 minutes

You CANNOT change a given answer

You CANNOT suspend this test

Cut-off Score 75 %

100% (25 kb/s)

IMPORTANT NOTE: Upon starting the test you may be prompted to 'Run' or 'Accept' a Security Certificate. In order to begin the test, you must select 'Run', 'Yes' or 'Accept'. To avoid this message in the future, if the option exists, you should select 'Always'.

Once the desired test is selected the test properties screen will display.

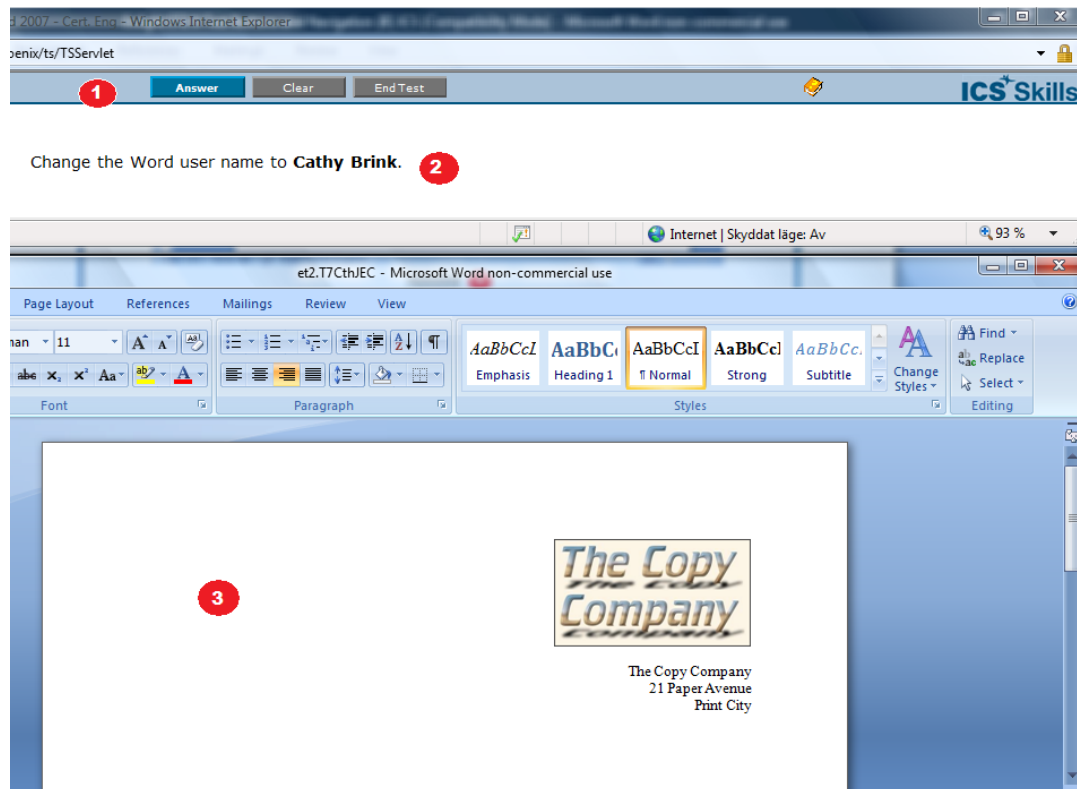
This screen explains the rules for this test and what you are allowed to do (e.g. time limit, changing answers, etc)

When the status bar reaches 100% click the **Start** button.

The test window

Once a test is begun the test window will be displayed.

This window consists of 3 parts: ❶ control panel, ❷ question text, ❸ question area.

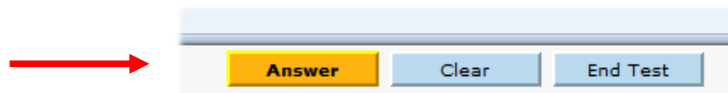


Taking the Test

ANSWERING A QUESTION

There are three question styles in the ICS Skills test: multiple choice, hotspot, and in-application questions. When a specific question is answered click the **Answer** button to confirm that answer – the test will automatically move on to the next question.

Note: the **Answer** button will be grey (disabled) until an attempt is made to answer the question.



CLEARING AN ANSWER

The **Clear** button is used when an attempt to answer a question is made but you would like to clear that answer and attempt that specific question again.

Note: In ECDL Certification tests, you can clear your attempts as many times as needed before clicking the Answer button. Once clicked, the Answer button locks in your response and answers cannot be cleared.

PLEASE NOTE when answering in-application questions

- Do **NOT** close the application, it will be closed automatically
- It is **NOT** necessary to save the document before answering

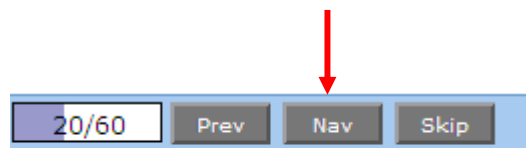
The **End Test** button – is used when you want to finish a test.



The **Help/Info** button identifies the current question number, question style and how to answer it. This window also indicates the relevant ECDL Syllabus item.

Navigating around a test

The simplest way to navigate within a test is by clicking the **Answer** button. This will confirm your answer and move on to the next unanswered question. Alternatively you can select the **Skip** or **Previous** question buttons either side of the **Nav** (navigation) button. If you are looking at a question you wish to answer later on, you may navigate past it and come back to it later in the test. To do this you must select the **Nav** button, which will open the Navigation window.

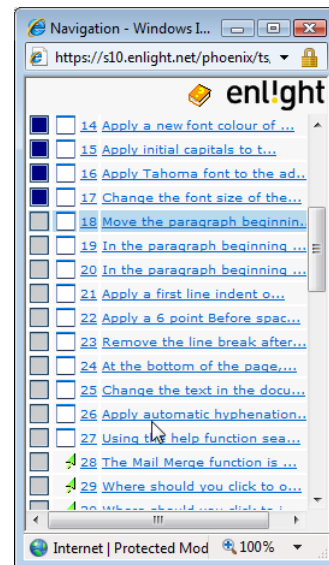


Please note

The Previous button and the Navigation window are disabled during certification tests

The Navigation window lists all questions within the test along with the first few words of the question text. The current question will be highlighted and to move on to the next question, simply click on the question number. There is no limit to the number of times you can navigate past a question.

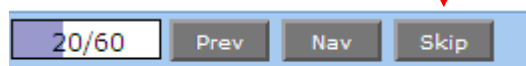
To go back to a question you have not answered, simply click on the main **Navigation** link again and then select the question number you wish to view. (Note: when you have answered the last question, the test will automatically cycle round to questions that you skipped/haven't answered).



This window provides additional information:

- (1) In the first column **Answered** questions have a dark blue 'filled' box and **Unanswered** questions have a light grey 'empty' box
- (2) The diagram in the second column identifies the question type (e.g. Multiple Choice)

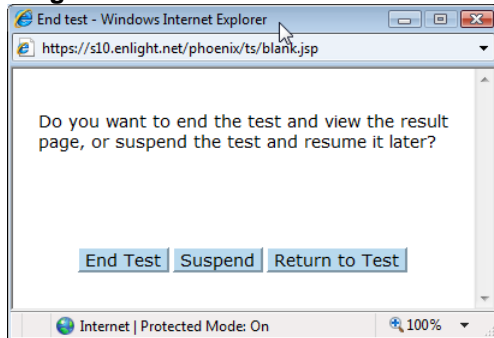
NOTE: Within ECDL Certification tests, answers can be changed as many times as you like until you lock in your answer by clicking the **Answer** button. For any questions you are not sure about and want to answer later on, you are advised to use the **SKIP** question button to move on to the next question and then come back to that question later in the test (if you have time left). This rule does not apply to diagnostic tests where previous answers can be changed and it is possible to bring up the navigation panel



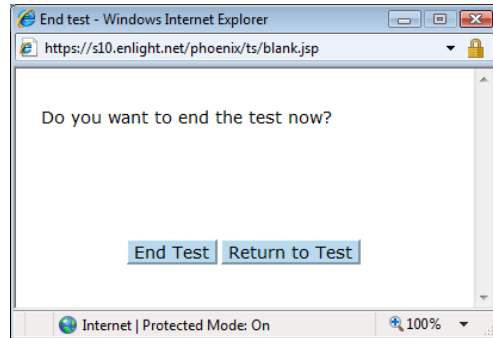
Ending a test

At any time a test can be ended by clicking the **End Test** button. One of the following dialog boxes will be displayed:

Diagnostic Test



Certification Test

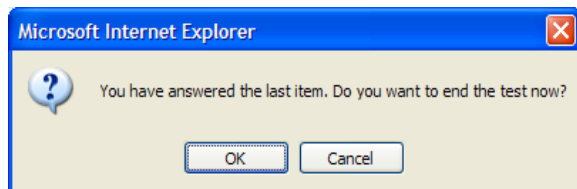


The candidate can then choose to end the test completely by clicking the **End Test** button. By doing this the candidate expresses their desire to end the test and not go any further with it.

Within ICS Skills' ECDL Diagnostic tests, candidates have the option to **Suspend** the test and continue it at another time. The ICS Skills' system will remember at which point the candidate suspended the test and will pick up there the next time they log in and choose this test.

Note that ECDL Certification tests must be completed in one attempt, therefore this option does not appear within certification tests.

The **Return to Test** button allows you to go back and continue the test.



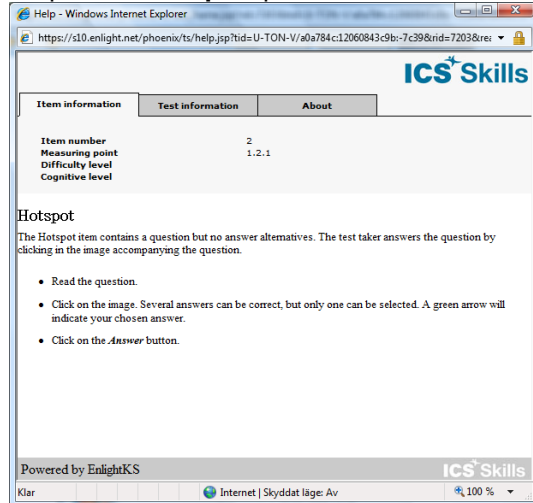
If all the questions in a test are answered, the message to the left will be displayed.

If candidates answer the last question in a test but have skipped some questions, the test will automatically go back to the first unanswered question.

The help/info button

Clicking the **Help** button will display one of the following windows (depending upon the question type displayed)

Help with a **hotspot** question

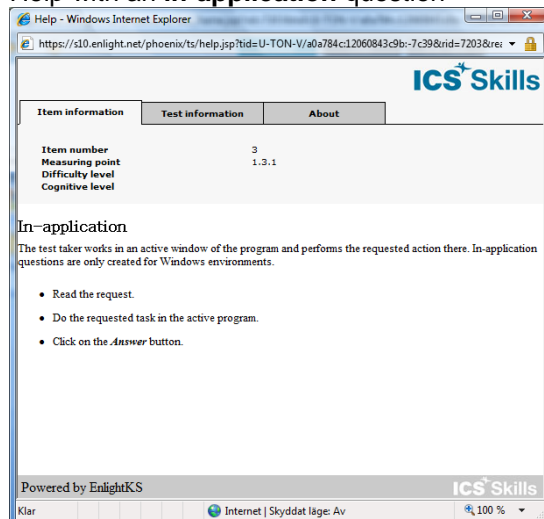


This window provides information about the specific question you are viewing. The **item number** refers to the specific ICS Skills question number (within our database of questions).

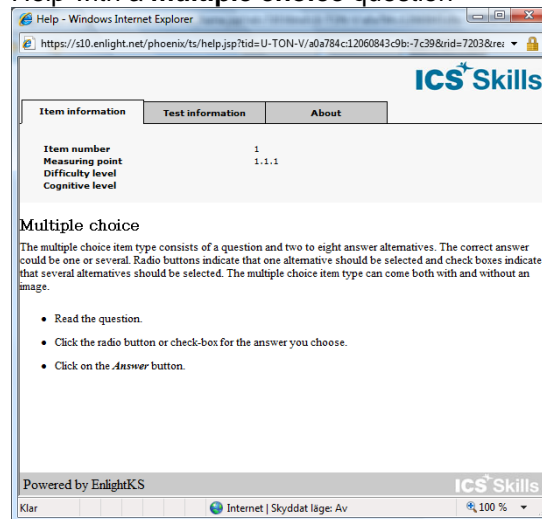
The **measuring point** refers to the part of the syllabus that this question refers to (each question is mapped to the syllabus document).

The window also includes a description of the question type and instructions on how to answer it (but not the answer!)

Help with an **in-application** question



Help with a **multiple choice** question

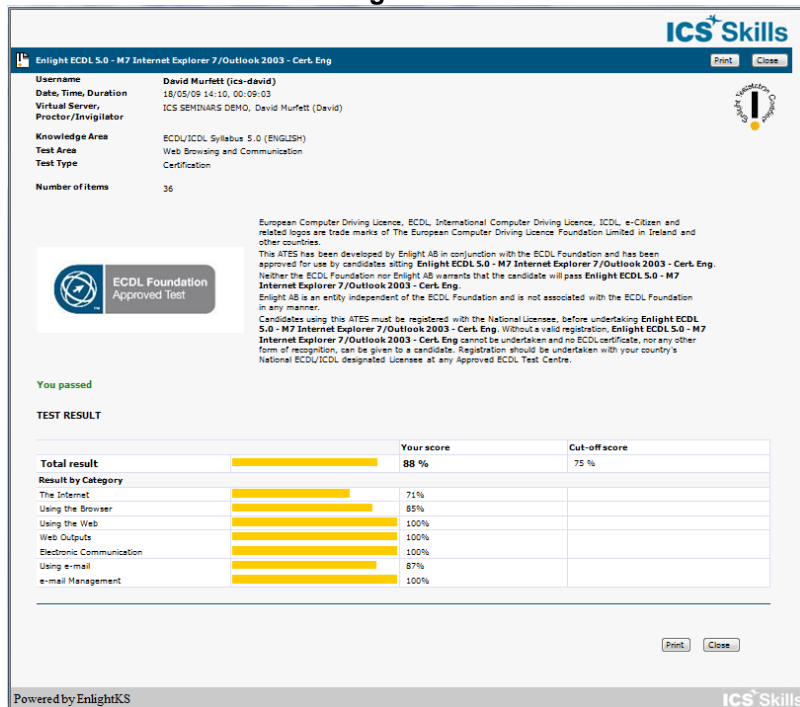


Viewing test results

By selecting to end the test and show results (or in a certification test, when the time has expired) candidates will automatically be taken to the results page for that test.

The results page provides details of score(s), date and time of the test(s) and the results of the ICS Skills diagnostic test, if applicable.

Certification Test Results Page



Enlight ECDL 5.0 - M7 Internet Explorer 7/Outlook 2003 - Cert. Eng.

Username: David Murrett (ics-david)
Date, Time, Duration: 18/05/09 14:10, 00:09:03
Virtual Server, Proctor/Invigilator: ICS SEMINARS DEMO, David Murrett (David)

Knowledge Area: ECDL/ICDL Syllabus 5.0 (ENGLISH)
Test Area: Web Browsing and Communication
Test Type: Certification
Number of items: 36

You passed

TEST RESULT

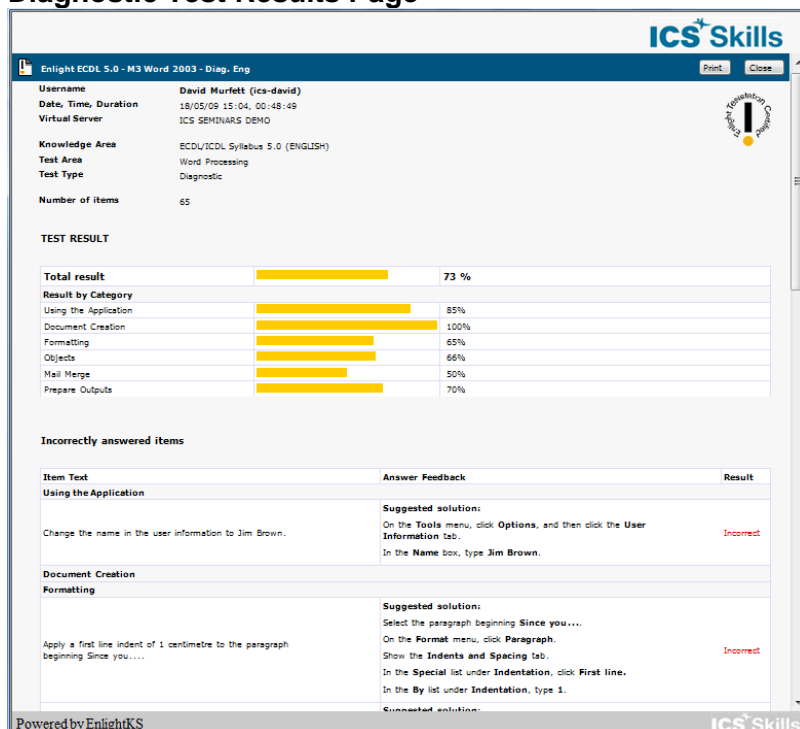
	Your score	Cut-off score
Total result	88 %	75 %
Result by Category		
The Internet	71%	
Using the Browser	85%	
Using the Web	100%	
Web Outputs	100%	
Electronic Communication	100%	
Using e-mail	87%	
e-mail Management	100%	

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The results page of any test taken can be viewed by selecting the **Results** tab and clicking on the result.

Note that the candidate can print these pages.

Diagnostic Test Results Page



Enlight ECDL 5.0 - M3 Word 2003 - Diag. Eng.

Username: David Murrett (ics-david)
Date, Time, Duration: 18/05/09 15:04, 00:48:49
Virtual Server: ICS SEMINARS DEMO

Knowledge Area: ECDL/ICDL Syllabus 5.0 (ENGLISH)
Test Area: Word Processing
Test Type: Diagnostic
Number of items: 65

TEST RESULT

	Your score
Total result	73 %
Result by Category	
Using the Application	85%
Document Creation	100%
Formatting	65%
Objects	66%
Mail Merge	50%
Prepare Outputs	70%

Incorrectly answered items

Item Text	Answer Feedback	Result
Using the Application		
Change the name in the user information to Jim Brown.	Suggested solution: On the Tools menu, click Options, and then click the User Information tab. In the Name box, type Jim Brown.	Incorrect
Document Creation		
Formatting		
Apply a first line indent of 1 centimetre to the paragraph beginning Since you....	Suggested solution: Select the paragraph beginning Since you.... On the Format menu, click Paragraph. Show the Indents and Spacing tab. In the Special list under Indentation, click First line. In the By list under Indentation, type 1.	Incorrect

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ICS Skills **diagnostic** tests offer candidate's additional feedback including incorrectly answered questions and the correct answer alternatives.

For any further help or information contact ICS Skills on 017753003
or email support@ics.ie