















(10)	The keyboard should then be placed out of the way unless needed for a Writing or Maths module (only the mouse is needed for the other test modules). This minimises the chances of accidentally interrupting the test (see the section on "Test Interruption").
(11)	When ready click on "continue" to start the test.
(12)	When the Password test has been completed and the Password Platform login page is displayed again, press the "Alt" + "F4" keys together on the keyboard to exit Internet Explorer.

## 4 Password Test Results





It is recommended that Internet Explorer 9 or above is used to access the test results. A minimum Internet bandwidth of 100 kbps is recommended.

(1)	<p>Start Internet Explorer and navigate to the Password website "www.englishlanguagetesting.co.uk". Click on "Partners" on the top right hand side of the home page, then on "Results Area".</p> <p>Enter your results login and password (this is different from the login and password used to run a test), then click "login". If you make a mistake or click on the "check tests remaining" you will get a message "Invalid login and/or password. Please try again."</p>
(2)	<p>Search for the results you want by using the date range, test login, student name, date of birth, test location, student ID etc. fields. Leaving all fields blank will return all your Password test results. Click on "SEARCH". Your Password test results will appear on the screen. You can also download the results into a spreadsheet by clicking "DOWNLOAD TO EXCEL", and Password Writing module essays by clicking "DOWNLOAD ESSAYS TO EXCEL". Click on the icon  under "View Record" to see detailed test module results.</p>
(3)	<p>To see the scripts submitted from Password Writing test modules click on "VIEW", then "VIEW" again. If you are marking these modules or entering an overall score you will have an icon  under "Enter Score", click on it, enter the score and any notes you wish to make and click on "Save".</p> <p>If the Password Team are marking the modules, scores will be entered within a few days.</p>
(4)	<p>There are three ways to print certificates:</p> <ul style="list-style-type: none"> <li>• Click on "GET ALL CERTIFICATES" to print all that the search returned</li> <li>• Click on "DOWNLOAD" against a single result</li> <li>• Click on "GET CERTIFICATE" in the module detail view</li> </ul>
(5)	<p>If you have test results that you no longer wish to see click on "Archive" to hide them from view.</p>
(6)	<p>Click on "LOGOUT" when you have finished.</p>



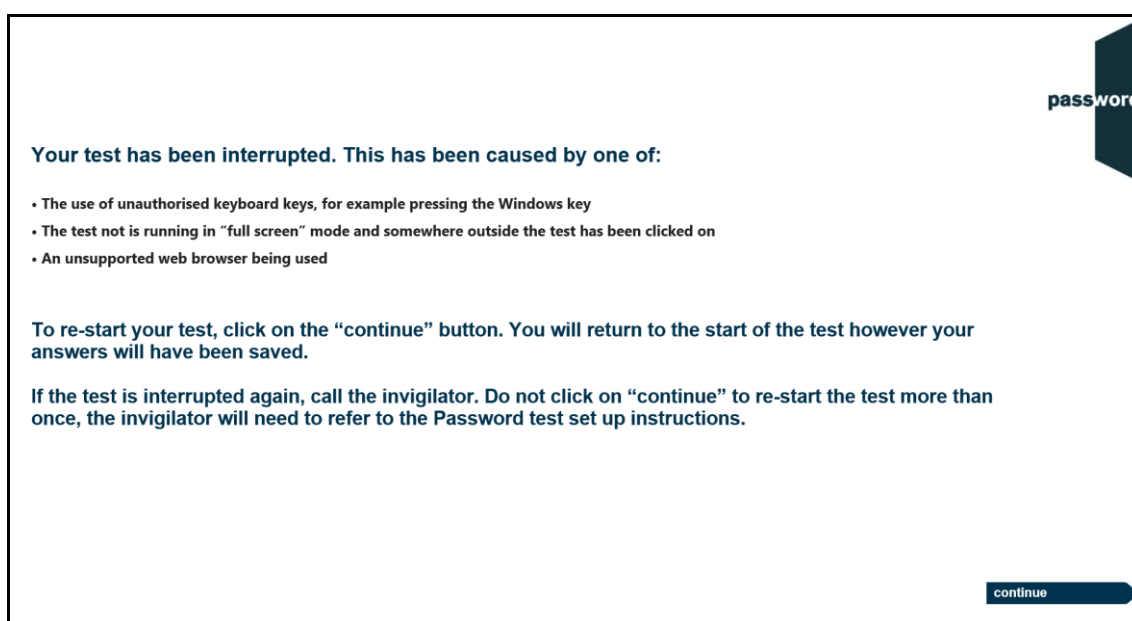
## 5 Test Interruption

Password tests run on the Password Platform which is designed to prevent cheating by test takers, in particular by accessing other applications whilst taking the test, for example opening an online dictionary or email program. The Password Platform detects access to anything outside of the Password test, judges this as an attempt to cheat and the test will be interrupted (stop until restarted). No other programs should be running and "pop up" messages must not appear when a Password test is being taken; clicking on these will result in the test being interrupted.

Password test PCs must be set up according to these instructions running "full screen" kiosk mode to minimise the chances of accidental actions by the test taker resulting in the test being interrupted. It is impossible to easily open other applications however Windows has a number of "shortcuts" available from the keyboard to access other programmes which cannot be blocked. These shortcuts are accessed by key combinations including the use of a special key such as "Win" (  or  ), "Ctrl" (  ) "Alt" (  ) or a function key). This is not acceptable behaviour when taking a Password test and if one of these combinations is pressed by the test taker, it will be detected by the Password Platform and the test will be interrupted.

When taking a Password test, the keyboard is only needed to enter test taker's candidate details at the beginning of the test, and during a Writing or Maths module if the test has one. Otherwise the test taker should ONLY use the mouse, and the keyboard should be placed out of the way to minimise the chances of accidental interruption. They must be instructed to only use the keyboard to enter text, numbers and symbols.

Should a Password test be interrupted, a screen with the following message will be displayed.



**Your test has been interrupted. This has been caused by one of:**

- The use of unauthorised keyboard keys, for example pressing the Windows key
- The test not is running in "full screen" mode and somewhere outside the test has been clicked on
- An unsupported web browser being used

**To re-start your test, click on the "continue" button. You will return to the start of the test however your answers will have been saved.**

**If the test is interrupted again, call the invigilator. Do not click on "continue" to re-start the test more than once, the invigilator will need to refer to the Password test set up instructions.**

**continue**

If this happens the test taker can click on the continue button and restart the test, though some test time may be lost. Most answers will have been saved but those to questions in the section being worked on at the time the test was interrupted may need to be re-entered, and also the most recent parts of an essay.

The test will restart at the beginning and the test taker should "click through" completed Password test sections to the test section which was interrupted to complete the test.

If the test is interrupted and you believe that the test taker should not be allowed to complete the test, simply press the "Alt" and "F4" keys together to exit Internet Explorer.

If the test interrupted because it is not running in “full screen” mode (the desktop icon has not been set up as explained in these instructions), the problem must be resolved before restarting the test. Press the "Alt" and "F4" keys together to exit Internet Explorer. Resolve the problem then restart Internet Explorer from the desktop icon to re-enter the test.

If the test interrupted because an unsupported web browser is being used, the problem must be resolved before restarting the test. Press the "Alt" and "F4" keys together to exit the browser. Resolve the problem then start Internet Explorer from the desktop icon; a new test must be started using a new login code.

If clicking on "continue" does not restart the test as expected press the "Alt" and "F4" keys together to exit Internet Explorer and contact the Password team to restart the test. Alternatively, restart Internet Explorer from the desktop icon as usual and start a new test using a new login code and "click through" not answering questions to the Password test section which was interrupted. The test taker should then complete the test, and you should contact the Password team who will merge the two tests so there is a proper result.

## 6 Internet Connection Loss

If Internet connection is lost for a short period of time during the test, this will usually be noticed when moving onto another section and nothing happens, followed by a message from Internet Explorer that the page cannot be displayed and advising to check the Internet connection.

The test can usually be continued once the connection is restored; sometimes the page is restored automatically, sometimes the "F5" function key must be pressed to do this.

If this does not work, two other options are available. Press the "Alt" and "F4" keys together to exit Internet Explorer, then restart Internet Explorer from the desktop icon as usual when taking a Password test.

Then either:

- Re-enter the original test login and password and then "click through" the test until the question or section being worked on is reached

Or:

- Contact the Password Team for a restart login
- Restart Internet explorer as usual when taking a Password test from the desktop icon
- Enter the restart login (which is case sensitive) into the "Login" field, no password is required, and click on "login"
- Then "click through" the test until the question or section being worked on is reached

Note that this procedure may not work more than once for any one test and that some test time may be lost. Most answers will have been saved but those to questions in the section being worked on at the time Internet connection was lost may need to be re-entered, and also the most recent parts of an essay.