password

<u>Short Instructions For Delivering Password Tests</u>

These simplified instructions are for the Password (language) Knowledge, Reading, Writing, Workforce and Maths tests, including Intro, Pupil and Pupil (Younger) tests. Full instructions are available in the Password website "Useful Documents" area https://englishlanguagetesting.co.uk/password-partners-area/#usefuldocs.

If you experience any problems or have any questions email the Password Team at support@englishlanguagetesting.co.uk.

<u>PC requirements and set up needed to run Password tests</u>

- Microsoft Windows 7, 8 or 10 operating system
- Internet Explorer 9 or above
- Stable Internet connection

Password tests run from a desktop shortcut icon which needs to be set up on each PC being used to run tests; there is a video showing how to do this in the Password website "Useful Documents" area. It is very simple and takes about a minute to do.

- Right click on your desktop, select "New" then select "Shortcut"
- In "Type the location of the item" enter the following text exactly including the speech marks

"C:\Program Files\Internet Explorer\iexplore.exe" -k -nohome http://passwordplatform.englishlanguagetesting.co.uk

- Click on "Next"
- In "Type a name for this shortcut" enter "Password Platform"
- Click on "finish"

The desktop shortcut is now set up.

<u>To run a Password test</u>

- Stop all programs that are running on the PC
- Double click on the desktop shortcut, the Password login page will appear filling the entire screen
- Enter an unused Password login and password you have been sent and click on "login" on the bottom right hand side of the screen
- Click on "start" and "continue" until the candidate details entry page appears and the test is ready to take
- At the end of the test click on the "finish" button
- Press the "Alt" + "F4" keys together on the keyboard to exit Internet Explorer

Password Test Results

It is recommended that Internet Explorer 9 or above is used to access the test results. To listen to the scripts from the Password Speaking module the PC used must have speakers or headphones. A minimum Internet bandwidth of 200kbps is recommended.

- Start Internet Explorer and navigate to the Password website https:// englishlanguagetesting.co.uk

- Click on "Password Partners Area" at the top right, then click on the "Results Area".

- Enter your results login and password (this is different from the login and password used to run a test), then click "login".

- Search for the results you want by using the date range, test login, student name, date of birth, test location, student ID etc. fields.

- 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.

- To see / hear the scripts submitted from Password Writing and Speaking modules click on "VIEW", then "VIEW" again.

- If you are marking these modules or entering an overall score you will have an icon der "Enter Score", click on it, enter the score and your name and click on "Save".

- If the Password Team are marking the modules, scores will be entered within a few days. If the Speaking module cannot be marked e.g. because the recording is inaudible, "N/A" will be entered. If the Speaking module can only be partially marked e.g. because later recordings are inaudible and the test taker has achieved a score but this may not reflect their highest level of ability the score will have "or above" appended.

There are three ways to print certificates:

- Click on "GET ALL CERTIFICATES" to print all that the search returned;

- Click on "DOWNLOAD" against a single result;

- Click on "GET CERTIFICATE" in the module detail view.

Click on "Logout" at the bottom of the page when you have finished.

Password test security

Password tests run "full screen". If the test taker accesses anything except the Password test (for example clicking on a pop up message, or using the Windows special key) the test will interrupt (stop until restarted). If this happens the test can be restarted by clicking on the "continue" button. 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. To minimise the chances of this happening, after the test taker has entered their details, the keyboard should be placed out of the way unless needed for a Writing or Maths module.

The most common difficulties when running Password tests are caused by

- Leaving insufficient time to set up and test PCs in advance of (trying to) run Password test(s)
- Failure to follow the instructions in this document
- Failing to contact the Password Team for help if this is needed
- Using an unsupported browser; Internet Explorer 9 or above is needed
- Using an unsupported operating system; Windows 7, 8 or 10 is needed
- Not running tests using Internet Explorer started from a desktop shortcut in full screen "kiosk" mode (as explained in these instructions)
- Failing to move keyboards out of the way when not required
- Having other programs running that generate "pop ups" or messages while the test is being taken
- Use of operating system software that is not up to date, usually because "automatic updates" is not working
- Using a PC that has some form of "virus" infection, in particular those causing the browser to redirect