



# Assignments and Invigilator Key

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Version 1.1

## Overview

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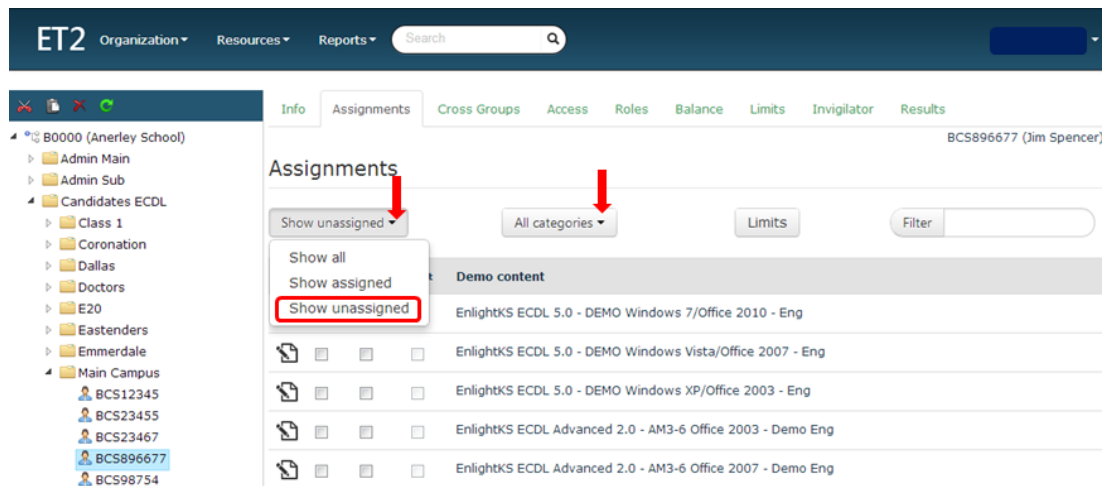
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## Assigning a Test to a Candidate or Group

Tests are assigned to candidates on the Assignments tab. They can either be assigned directly or inherited from a folder that sits at a higher level in the Organisation tree.

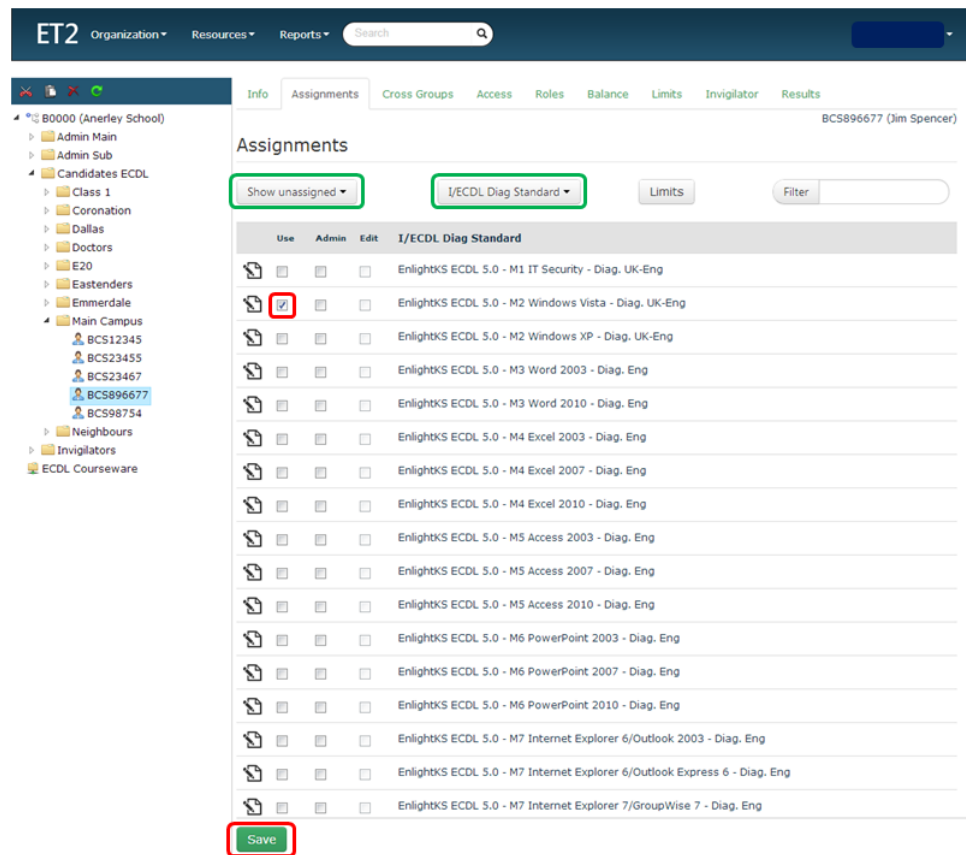
To assign a test to a candidate:

1. Click on the drop down menu top right and select **Admin**.
2. In the Organisation tree, select the **candidate** or **group** that you wish to assign a test (or tests) to.
3. Click the **Assignments** tab.
4. From the **Show** drop down menu, select **unassigned** to list all units not currently assigned. You can also choose to filter the tests by Category, for example I/ECDL Diag Standard, or via the free text Filter field.



The screenshot shows the ET2 software interface. The top navigation bar includes 'ET2', 'Organization', 'Resources', 'Reports', and a search field. The left sidebar shows an organization tree with 'B0000 (Anerley School)' expanded to show 'Candidates ECDL' and 'Main Campus'. The 'Main Campus' section lists several candidates, with 'BCS896677' selected. The main content area is the 'Assignments' tab, which has a 'Show unassigned' dropdown menu open, showing options for 'Show all', 'Show assigned', and 'Show unassigned' (highlighted with a red box). A red arrow points to the 'Show unassigned' dropdown menu. Another red arrow points to the 'All categories' dropdown menu. Below the dropdowns, there is a table of assignments with columns for 'Demo content' and 'EnlightKS ECDL 5.0 - DEMO Windows 7/Office 2010 - Eng'.


- A list of unassigned tests will be displayed. Click the **Use** tick box next to the test(s) that you wish to assign. This gives the user permission to carry out the test by listing it on the Catalogue tab.



The screenshot shows the 'Assignments' tab in the ET2 software. The left-hand navigation menu is expanded to show the 'Candidates ECDL' section, with 'Class 1' and 'Coronation' sub-items. The main content area displays a table of tests under the 'I/ECDL Diag Standard' category. The table has columns for 'Use', 'Admin', and 'Edit' permissions, followed by the test name. The 'Use' column for the second row is checked, and a red box highlights the 'Save' button at the bottom of the table.

- Click **Save**.



Please note that a test can be assigned to a group in the same way but any tests assigned at Group level are inherited by all users and groups below. On the Assignments tab, inherited tests are indicated by an Inheritance icon  at the end of the row. Clicking the icon will open an information window detailing where the assignment is inherited from.

## Assigning a Test to an Administrator or Invigilator

The method of assigning a test to an Administrator or Invigilator is the same as above, however these users will require Admin permission in addition to Use. Admin permission enables the user to assign the test to other people by displaying it on the Assignments tab when viewing the tests available.

To assign a test to an Administrator or Invigilator:

- Click on the drop down menu top right and select **Admin**.
- In the Organisation tree, select the **Administrator** or **Invigilator** that you wish to assign a test (or tests) to.
- Click the **Assignments** tab.
- From the **Show** drop down menu, select **unassigned** to list all units not currently assigned.

- A list of unassigned tests will be displayed. Click the **Admin** tick box next to the test(s) that you wish to assign. Upon ticking the Admin box, the corresponding **Use** permission will be automatically ticked at the same time.



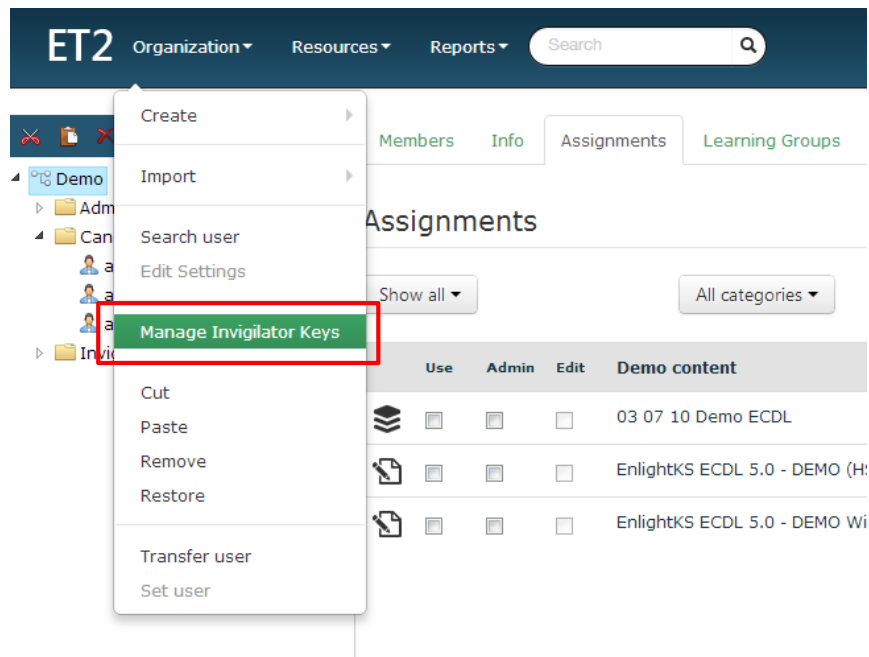
The screenshot shows the ET2 interface with the 'Assignments' tab selected. In the left-hand navigation pane, 'Admin Sub' is highlighted with a red box. A red arrow points from this box to the 'Admin' checkbox in the table below. The table has columns for 'Use', 'Admin', and 'Edit'. Two rows are selected, and their 'Use' and 'Admin' checkboxes are checked.

Use	Admin	Edit	I/ECDL Diag Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EnlightKS ECDL 5.0 - M1 IT Security - Diag. UK-Eng
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EnlightKS ECDL 5.0 - M2 Windows Vista - Diag. UK-Eng
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EnlightKS ECDL 5.0 - M2 Windows XP - Diag. UK-Eng
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EnlightKS ECDL 5.0 - M3 Word 2003 - Diag. Eng

- Click **Save**.


## Invigilator Keys

An Invigilator Key allows you to easily invigilate large groups of users by creating a unique key that students can use to log in to a test themselves. This avoids the Invigilator having to log in each user individually which can be quite time consuming. An Invigilator Key is created from the Organisation menu, providing that this functionality has been enabled for your centre.



The screenshot shows the ET2 interface with the 'Organisation' menu open. The 'Manage Invigilator Keys' option is highlighted with a red box. The background shows the 'Assignments' page with a table of assignments.

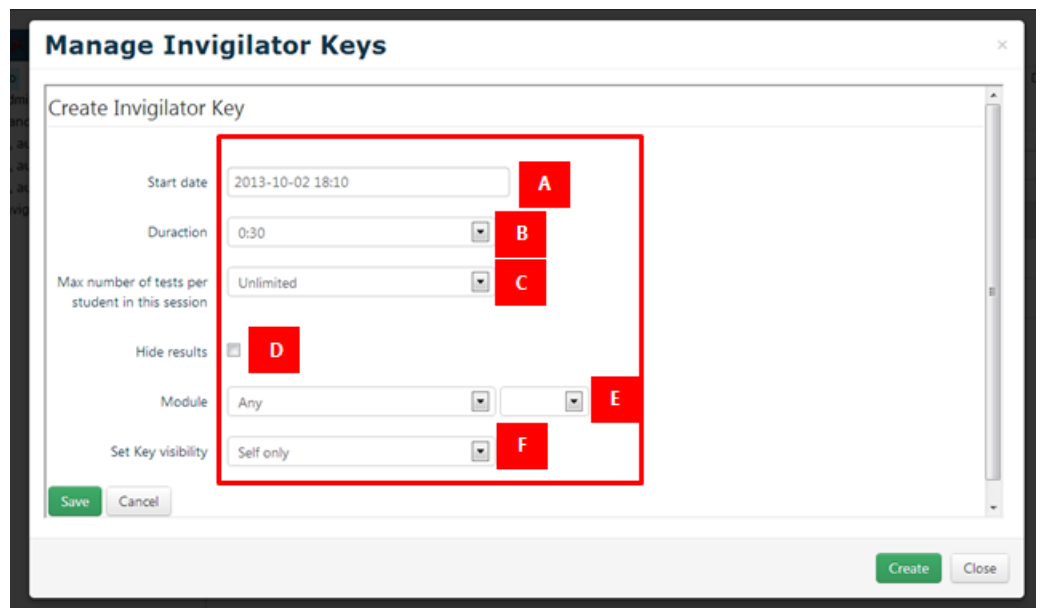
Use	Admin	Edit	Demo content
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03 07 10 Demo ECDL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EnlightKS ECDL 5.0 - DEMO (H:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EnlightKS ECDL 5.0 - DEMO Wi

 The option to create an Invigilator Key will only show if it has been enabled for your Test Centre. If this option is not visible in the Organisation menu the functionality is not enabled for you. In the event of it not showing, please contact your Account Manager or our Support Team.

## Creating an Invigilator Key

To create an Invigilator Key:

1. From the **Organisation** drop-down menu select **Manage Invigilator Keys**.
2. Click the **Create** button bottom right.
3. Fill in the form as follows:
  - A. Enter the **Start date** and time of the session. The time format depends on your local machine settings. In the screenshot below, the format is Year-Month-Day Hour: Minutes.
  - B. Select the **Duration** that you wish the key to be valid for. The key can be used for the selected period only, from the specified start time.
  - C. You can choose to set the **Maximum number of tests per student in this session**. By selecting 1, for example, candidates will be able to use the key to start one test only (suspended tests can be resumed regardless of this limit). Alternatively the number of tests can be unlimited.
  - D. Select **Hide Results** to hide the result page from being shown to the candidate once the test has been completed. If you leave this option unticked the result page will show as normal.  
**Please note**, in order for this feature to work, the key duration MUST be set for a longer period of time than the test itself. 1 hour is recommended for a standard certification test.
  - E. To limit the Invigilator Key to a specific module start by selecting the **Module** type from the first menu. All corresponding modules will then be displayed in the second menu in order for you to specify the actual unit the candidates are due to take.
  - F. Use the **Set Key visibility** menu to specify who, in your organisation, can see the key.



4. Click **Save**.

The key will now be listed for your reference. To remove the key at any time, click the **Cancel** button.

Start date	End date	Key	Module	Invigilator, Users and Groups
2013-10-02 18:24	2013-10-02 18:54	TTFVX4JJ	, Module	aurora

## Limiting an Invigilator Key to a Group

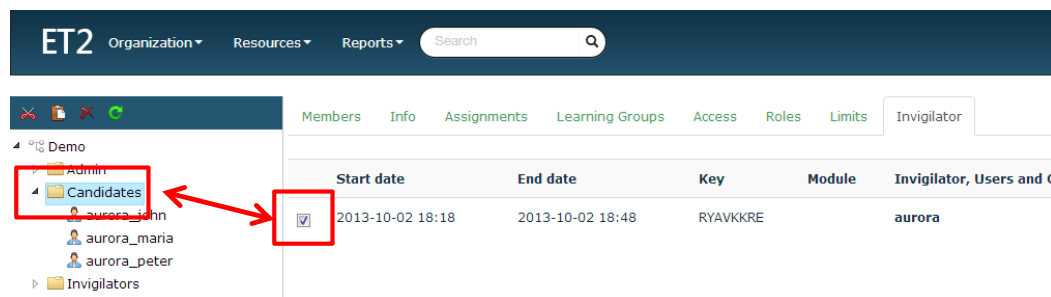
By default, an Invigilator Key can be used by anyone to log on to a test (during the period specified). To limit the key to a specific user or group use the Invigilator tab. If the Invigilator tab is not visible, it could be that the Invigilator Key functionality is not enabled for your centre. In the event of it not showing, please contact your Account Manager or our Support Team.

To limit an Invigilator Key:

1. In the Organisation tree, select the **user** or **group** that you wish to limit the key to.

Invigilator

2. Click the **Invigilator** tab
3. Click the **tick box** to the left of the Key that you wish to enable.



Start date	End date	Key	Module	Invigilator, Users and G
<input checked="" type="checkbox"/>	2013-10-02 18:18	2013-10-02 18:48	RYAVKKRE	aurora

4. Click **Save**.

The last column (Invigilators, Users and Groups) will list all users and groups that the Key has been limited to.

## Launching an Invigilated Test

Upon launching a Cert test, the Proctor/Invigilator Login screen will display. The students can log in themselves by entering the Invigilator Key in the **Invigilator Key Session login** field (highlighted in red below) and clicking the **Invigilate** button. Alternatively, the Invigilator can enter their login details into the Username and Password fields on the right.

### Proctor/Invigilator Login

An Administrator must verify your identity and log on to the system before you can proceed and take this test

**Test information**  
Test name: EnlightKS ECDL 5.0 - M1 Basic ICT - Cert. Eng

**Test taker information**  
Username: RichardTB  
Last Name/Surname: Then-Bergh  
First name: Richard  
Date of birth: 01/01/1970

**Invigilator Key Session login**      OR      **Proctor/Invigilator login**

Key:

Username:

Password: