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I. Introduction

This guide is written for Test Centre Administrators.

As a Test Centre Administrator, you will use the ATS Online to:

- Manage test centre users
- Manage candidates and candidate groups
- Manage skills cards for the candidates
- Manage test sessions and tests
- Generate reports for candidates and tests details.

ATS Online: General Information

ATS Online allows the evaluation and certification of a Candidate's knowledge of popular PC applications (such as Microsoft Word and Excel). The candidate can take the tests online. The software fully supports internationally recognised qualifications, such as the European Computer Driving License (ECDL) and the International Computer Driving License (ICDL). The software assesses the candidate's proficiency of using PC applications by testing using the real applications.

The people who use the software are divided into several types of users: Licensee, Organisation, Test Centre and Candidates. The tests can be assigned by the Licensee, Organisation and Test Centres to the candidates. The candidate can then login to the ATS software to take the online test. The tests in the software present the candidate with a series of modular tests, which they complete using the actual software for the testing environment. For example, a candidate sitting a test to assess their competence in Microsoft Word will take the test using the real Microsoft Word product, not a simulation. The software provides the candidate with full instructions when they sit the test, and allows them to perform the skills required for the test using ANY method available in the application being tested. It does not matter whether they use menu options, shortcuts keys, toolbars or menus; so long as they produce an accurate, complete result within the time allowed.

II. System Requirements

ATS Online System is compatible with the following:

- Windows 2000/Windows XP
- Microsoft Office: 2000/XP/2003
- Internet Explorer 6/7 with ActiveX Enabled.

III. Access Information

To access ATS Online, visit the URL <u>http://www.litmuslink.com/litmushome.htm</u>. Click on the ECDL / ICDL ATS Online and choose your region. Select the language that you want to use from the Language drop-down. Upon selecting the language, the system will appear in the language selected. You can change this later if you wish.

Enter your Username and the Password and click on the Login button. If you have forgotten or lost your password, click on the "Forgot username and password?" link.



Figure 1 - Login Screen

When you login, you will see your Dashboard. The Dashboard contains an Inbox, where you can check the mails/messages from the Licensee. You can also check the latest news, quick information about the status of the test centre, and many other items.



Figure 2 - Dashboard

1. Test Centre Tab:

The test centre tab provides the test centre administrator the ability to view detailed information related to their own centre as well as manage the test centre users and candidates.

Home	Test Centre	Candidates	Test	Reports	Language	Mail	
Test Centre Deta	est Centre Details Test Centre Details						
		Use this link t	o view Test Ce	ntre Details.			
Manage Test Ce	ntre Users						
View/Edit		Manage Te	st Centre Us	sers			
Create		Use this link t	o create, edit o	or delete Test C	entre Users.		
Delete			1.1				

Figure 3 - Test Centre Tab

1.1 Test Centre Details: This section provides information about the test centre such as the centre ID, name, address etc. The details are read-only and can be updated by contacting the ICDL Licensee.

Home	Test Centre	Candidates	Test	Reports	Language	Mail		
est Centre Det	ails							
Manage Test Ce View (Edit	ntre Users	Test Centre Cod	e: 6	00009		Date Established :	03/Jun/2007	
Create		Test Centre Nan	ne: C	entre of E	1 (₁₁ , 12)	Telephone :	02 4451514	
elete		Organization :	A	dvanced Pilot		Fax:	02 4458340	
		Postal Code :				Email :	rfattal@hct.ac.ae	
		Town/City :	A	bu Dhabi		Contact Name :	Mr. Rami Fattal	
		Country :	U	NITED ARAB EMIR	RATES			
		Address1 :	P	. O. Box 5464				
		Address2 :						
		Address3:						

Figure 4 - Test Centre Details

- **1.2 Managing Test Centre Users:** The test centre administrator has the authority to create, edit and delete test centre users such as administrators and testers.
 - View/Edit The test centre administrator can view and edit a test centre user.

Home	Test Centre	Candidates	Test	Reports	Language	Mail	
est Centre Detai	ls				View/Edit Te	est Centre Use	rs
anage Test Cen	tre lleere	Search Details					
w/Edit	de oscis	Username :				Organization :	630021 - Information Technology Ed
eate		First Name :				Test Centre :	630021-1 - ITEP main location (HQ)
elete		Last Name :				User Type :	[Select User Type]
						Active :	
		Test Centre Users L	ist				
		Test Centre Users L 1 Usemame	ist	User Type	_	First Name	Last Name
		Test Centre Users L 1 Username hussain	ist	User Type ADMIN	_	First Name Hussain	Last Name Al Kassimy
		Test Centre Users L 1 Username hussain ahmadCenter	ist	User Type Admin Admin	-	First Name Hussain Ahmad	Last Name Al Kassimy Center
		Test Centre Users L 1 Username hussain ahmadCenter ah_test	ist	User Type ADMIN ADMIN ADMIN		First Name Hussain Ahmad ahmad	Last Name Al Kassimy Center Mo
		Test Centre Users L 1 Username hussain ahmadCenter ah_test danaitep	ist	User Type ADMIN ADMIN ADMIN ADMIN		First Name Hussain Ahmad ahmad Dana	Last Name Al Kassimy Center Mo Shatila
		Test Centre Users L 1 Username hussain ahmadCenter ah_test danaitep mohdnizar	ist	User Type ADMIN ADMIN ADMIN ADMIN ADMIN		First Name Hussain Ahmad ahmad Dana Mohd	Last Name Al Kassimy Center Mo Shatila Nizar
		Test Centre Users L 1 Username hussain ahmadCenter ah_test danaitep mohdnizar bashar	ist	User Type ADMIN ADMIN ADMIN ADMIN ADMIN ADMIN		First Name Hussain Ahmad ahmad Dana Mohd bashat	Last Name Al Kassimy Center Mo Shatila Nizar haj

Figure 5 - View/Edit Test Centre Users

• **Create** – The administrator can create a test centre user by clicking on this link and filling all the details required.

ne Test Centre	Candidates	Test	Reports	Language	Mail		
re Details				Creat	e Test Centre	Users	
Centre Users	Test Centre User D * marked fields are m Organization* Test Centre* Username*	etails nandato : [: [Iry P2007 - Advanced 600009 - Centre o	Pilot f Excellence for	Appli 💙		
	Password*	; [F	assword should b	e minimum 5 cha	aracters with at lea	ast one special character	
	Confirm Password User Type* Title/Salutation	· [: [: [[Select User Type]		~		
	First Name* Initials/Middle Name) : [] :					
	Email* Telephone	: [
	Active	:	Save	Clear			

Figure 6 - Creating Test Centre User

• **Delete** – The administrator can remove any test centre user from the list by clicking on this link and following the directions given. Once a test centre user has assigned a test to a user; the administrator may not delete that user.

Home Test (Candidates	Test	Reports Langu	nge Mail		
t Centre Details			Delet	e Test Centre Users	3	
navia Taet Cantra llears	Search Details					
w/Edit	• Username :			Organization :	630021 - Information Techno	logyEduc: 💌
sate	First Name :			Test Centre :	630021-1 - ITEP main location	n (HQ) 🛛 💌
elete	Last Name :			User Type :	[Select User Type]	~
		L	125	Active		
	Test Centre Us	Search	Clear 2 Are y	ou sure you want to delete the	e selected row(s)?	
	Test Centre Usa 1. □ Delete Us	Search ers List sername	Clear Cl	OK Cancel	e Elected row(s)?	
	Test Centre Us 1 Delete Us V hu	Search ers List sername ssain	Clear Clear	OK Cancel	e selected row(s)? E Last Name Al Kassimy	
	Test Centre Use 1 Delete Use W hu ah	Search ers List sername ssain madCenter	Clear Cl	OK Cancel OK Cancel First Nam Hussain Ahmad	e selected row(s)? Last Name Al Kassimy Center	
	Test Centre Use 1 Delete Use W hu ah W ah	Search ers List sername ssain madCenter _test	Clear Clear Clear Clear Clear Are y Clear Clear Clear Are y Clear Cl	OK Cancel OK Cancel First Nam Hussain Ahmad ahmad	e selected row(s)? le Last Name Al Kassimy Center Mo	
	Test Centre Use Delete Use I hu ah I ah I da	Search ers List sername ssain madCenter _test naitep	Clear User Type ADMIN ADMIN ADMIN ADMIN	OK Cancel OK Cancel First Nam Hussain Ahmad ahmad Dana	e selected row(s)? Last Name Al Kassimy Center Mo Shatila	
	Test Centre Use Delete Use I hu ah I ah I ah I ah I mod	Search ers List sername ssain madCenter _test naitep uhdnizar	Clear User Type ADMIN ADMIN ADMIN ADMIN ADMIN	OK Cancel OK Cancel First Nam Hussain Ahmad ahmad Dana Mohd	e selected row(s)? I E Last Name Al Kassimy Center Mo Shatila Nizar	
	Test Centre Use 1 Delete Use W hu ah W ah C da M W ba	Search ers List sername ssain madCenter _test naitep uhdnizar shar	Clear Oser Type ADMIN ADMIN ADMIN ADMIN ADMIN ADMIN ADMIN	OK Cancel OK Cancel First Nam Hussain Ahmad ahmad Dana Mohd bashat	e selected row(s)? e Last Name Al Kassimy Center Mo Shatila Nizar haj	
	Test Centre Use 1 Delete Use P hu ah ah	Search ers List seemame ssain madCenter _test naitep ohdnizar shar al.h	Clear User Type ADMIN ADMIN ADMIN ADMIN ADMIN ADMIN ADMIN ADMIN	OK Cancel OK Cancel First Nam Hussain Ahmad ahmad Dana Mohd bashat Palal	e selected row(s)? e Last Name Al Kassimy Center Mo Shatila Nizar haj habouch	

Figure 7 - Deleting Test Centre User

2. Candidates Tab:

The Candidate tab allows the test centre administrator to manage candidate groups, candidates and skills cards.





2.1 Manage Candidate Group: The test centre administrator has the authority to create a candidate group within that centre.

• View/Edit – The administrator can view and edit any candidate group with this option

Home	Test Centre	Candidates	Test	Reports	Language	Mail			
Manage Candid	ate Groups				View/Edit Ca	Indidates G	roups		
/iew/Edit		Search Details							
treate		Organization :	630021 -	Information Tec	hnologyEduci 👻	Active :	~		
lelete	Na VIIN	Test Centre :	630021-1	- ITEP main loc	ation (HO)				
Janage Candid	ates	Candidate Group	[Select Ca	ndidate Group]					
reste		contaiduite oroup :	lociectica	Indidate Oroupj					
ielete			Search	Clear					
kills Cards									
/ievv/Edit		Candidates Group	s List						
/ievv/Edit reate		Candidates Group 1 Candidate Group Co	s List	Canc	lidate Group Name		r	Fest Centre	
/iew/Edit ireate ielete		Candidates Group 1 Candidate Group Co	s List de	Cano	lidate Group Name	i i	T	Fest Centre	
/iew/Edit }reate velete		Candidates Group 1 Candidate Group Co Archive	s List de	Cano Archi	lidate Group Name		T	Fest Centre TEP main location (HQ)	
'iew/Edit reate elete		Candidates Group 1 Candidate Group Co Archive main Cude14 D1	s List de	Cano Archi Main0	lidate Group Name ve BroupName		T I I	Fest Centre TEP main location (HQ) TEP main location (HQ)	
/iew/Edit Treate Jelete		Candidates Group 1 Candidate Group Co Archive main Cycle14-B1	s List de	Cano Archi Maini Cycle	iidate Group Name ve šroupName 14-B1	1	T I I I	Fest Centre TEP main location (HQ) TEP main location (HQ) TEP main location (HQ)	
/iew/Edit }reate }elete		Candidates Group: 1 Candidate Group Co Archive main Cycle14-B1 Cycle14-B2	s List de	Canc Archi Main(Cycle Cycle	iidate Group Name ve aroupName 14-B1 14-B1		T I I I I I	Test Centre TEP main location (HQ) TEP main location (HQ) TEP main location (HQ) TEP main location (HQ)	
/iew/Edit ireate ielete		Candidates Group: 1 Candidate Group Co Archive main Cycle14-B1 Cycle14-B2 Cycle14-DCD	s List de	Canc Archi Main0 Cycle Cycle Cycle	iidate Group Name iroupName 14-81 14-81 14-81 14-81	ence	T I I I I I I	Test Centre TEP main location (HQ) TEP main location (HQ) TEP main location (HQ) TEP main location (HQ) TEP main location (HQ)	
/iew/Edit Sreate Selete		Candidates Group: 1 Candidate Group Co Archive main Cycle14-B1 Cycle14-B2 Cycle14-B2 Cycle14-B2 Cycle14-B4	s List de	Cano Archi Main(Cycle Cycle Cycle Cycle Cycle	iidate Group Name iroupName 14-B1 14-B1 14-B1 14-Dubal_Civil_Def 14-B4	ence	T I I I I I I I	Test Centre TEP main location (HQ) TEP main location (HQ)	
View/Edit Create Delete		Candidates Group: 1 Candidate Group Co Archive main Cycle14-B1 Cycle14-B2 Cycle14-B2 Cycle14-B2 Cycle14-B4 Demo	s List de	Canc Archi Main(Cycle Cycle Cycle Cycle Cycle	iidate Group Name aroupName 14-B1 14-B1 14-Dubal_Civil_Def 14-B4	ence	T I I I I I I I I I I I I	Test Centre TEP main location (HQ) TEP main location (HQ)	
View/Edit Create Delete		Candidates Group: 1 Candidate Group Co Archive main Cycle14-B1 Cycle14-B2 Cycle14-B2 Cycle14-B2 Cycle14-B4 Demo Cycle14-B4 Demo	s List de	Cano Archi Maino Cycle Cycle Cycle Demo Batch	iidate Group Name aroupName 14-B1 14-B1 14-Dubal_Civil_Def 14-B4 0	ence	T I I I I I I I I I I I I I I	Test Centre TEP main location (HQ) TEP main location (HQ)	

Figure 9 - View/ Edit Candidate Groups

• **Create** – The administrator can create a candidate group by clicking on this link and filling the details as shown below:

Home Test Centre	Candidates Test	Reports	Language	Mail	
Manage Candidate Group			Creat	e Candidate G	oup
View/Edit	Candidate Group Details				
Delete	* marked fields are mandatory				
Manage Candidate	Candidate Group Code*				
View/Edit	Candidate Group Name*				
Create	Organization*		P2007 - Adv	anced Pilot	~
Delete	Test Centre*		600009 - Ce	ntre of Excellence	r Appli 🔽
Skills Cards	Active				
View/Edit			Source	Clear	
Ureate			Save	Cicai	
Delete					

Figure 10 - Creating Candidate Group

• **Delete** – The administrator can remove any candidate group from the list by clicking on this link and doing the appropriate action. However the administrator cannot delete or edit (only name can be modified) the 'Main' candidate group as it is created by default.

2.2 Manage Candidate: Under Manage Candidate, the test centre administrator can view/edit candidates, create candidates and delete candidates.

• View/Edit – The administrator can view and edit any candidate with this option.

nome	1	- 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10									
lanage Candid	ate Groups				View/Edit	Candidates					_
'iew/Edit		Search Details									
reate		o curon potano				Pagistarad D	oto			111	
)elete		Candidate Id				Registered Date :					
Manage Candidates Organization :			630021 -	Information T	echnology Edu 👻	First Name :					
View Edit Test Centre			000021	internation i	comology course	Last Name :					
Create		rest Centre :	630021-1	630021-1 - ITEP main location (HQ)			umber :				
Delete		Candidate Group :	[Select Ca	[Select Candidate Group]				alast Otatual	last Otatus]		
Skills Cards	Skills Cards Username :				1	Active .	19	select status)			
		Coomarne .									
view/Edit	i i i i i i i i i i i i i i i i i i i	obername .									
View/Edit Create		Coomaine ::	Search	Clear	Print						
View/Edit Create Delete		Cooliname .	Search	Clear	Print						
/lew/Edit Create Delete			Search	Clear	Print						
vlew/Edit Create Delete		Candidates List	Search	Clear	Print		40.0. 19				
/lew/Edit Create Delete		Candidates List	Search	Clear	Print						<u>^</u>
/lew/Edit Create Delete		Candidates List 12345678910 Username	Search	Clear	Print		Registere	ed Date	Gender	Active	
/lew/Edit Create Delete		Candidates List 1 2 3 4 5 6 7 8 9 10 Username GCCU4249	Search	Clear	Print Last Name		Registere Jun / 200	ed Date	Gender	Active	
vlevvÆdit Create Delete		Candidates List 1 2 3 4 5 6 7 8 9 10 Username GCCU4249 GCC03671	Search First Name A ALYA Alya Abdolrazal	Clear	Print Last Name AL OBAIDIY Al Mutawa		Registere Jun 7 200 Jun 7 200	ed Date J7 J7	Gender Female Female	Active True True	
View/Edit Dreate		Candidates List 1 2 3 4 5 6 7 8 9 10 Username GCCU4249 GCC03671 GCC02972	Search First Name A ALYA Alya Abdolrazal Alya Mohamed	Clear	Print Last Name AL OBAIDIY Al Mutawa Al Tamim		Registere Jun 7 200 Jun 7 200 Jun 7 200	ad Date 17 17 17	Gender Female Female Male	Active True True True	
/iew/Edit Deate		Candidates List 1 2 3 4 5 6 7 8 9 10 Username GCC03671 GCC02972 GCC03659	Search First Name A ALYA Alya Abdolrazal Alya Mohamed Amaal	Clear	Print Last Name AL OBAIDIY Al Mutawa Al Tamim Alrayes	_	Registere Jun 7 200 Jun 7 200 Jun 7 200 Jun 7 200 Jun 7 200	ed Date 17 17 17 17	Gender Female Female Male Female	Active True True True True	
View/Edit Greate Delete		Candidates List 1 2 3 4 5 6 7 8 9 10 Username GCCU4249 GCC03671 GCC03679 GCC0459 GCC03753	First Name A ALYA Alya Abdolrazal Alya Mohamed Amaal AMAL	Clear	Print Last Name AL OBAIDIY Al Mutawa Al Tamim Alrayes BILAL JUMA ALf	4AUSAM	Registere Jun 7 200 Jun 7 200 Jun 7 200 Jun 7 200 Jun 7 200 Jun 7 200	ed Date 17 17 17 17 17	Gender Female Female Male Female Male	Active True True True True True True	

Figure 11 - View/Edit Candidates

• **Create** – The administrator can create a candidate by clicking on this link and filling all the details.

Manage Candidate Group			Create Candidat	es		
/lew/Edit Create Delete	Candidate Details	PSD111	Candida	te Photo :	Brow	/se
Anage Candidate /iew/Edit Create /ielete fransfer Candidates	Organization* Test Centre* Candidate Group* Password*	630021 - Information 630021-1 - ITEP mair main - MainGroupNar	Father's Fechnolo V Iocation V me V Address	First Name : her's First Name : ; 1* ;	Male Dubai	~
Skills Cards View/Edit Sreate	Confirm Password*	Password should be n characters with at leas special character	ninimum 5 Address tone Address Town Cit	2 3 : y* :	Dubai	
Delete	Active Original Test Centre		Postal C Country*	ode*	3424 UNITED ARAB EMIRATES	~
	Date Registered* Nationality*	03/Sep/2007 INDIA	Home pr Mobile	ione :		
	Date of Birth Title/Salutation	03/Sep/1985	Email*		imran@ccc.com	
	First Name" Initials/Middle Name	Imran	Languag	e of Testing	Select Language]	× ×

Figure 12 - Create Candidate

• **Delete** – The administrator can remove any candidate the list by clicking on this link and doing the appropriate action. However the administrator cannot delete a candidate from the list if a skills card is already assigned to the candidate.

Home	Test Centre	Candidates	Test	Reports	Language	Mail			
Manage Candida	ate Groups				Delete	Candidates			
View/Edit		Search Details							
Create						Registered Da	te :		TH
Delete		Candidate Id				Firet Name			000
Manage Candidates		Organization :	630	021 - Information	Technology Edu				
View/Edit		Test Centre :	630	021-1 - ITEP main	location (HO)	Last Name :			
Create		Candidate Group :	ISel	ect Candidate Grou	nl 🖣	Skills Card Nu	mber :		
<u>Delete</u>		Harmanne Croop :	Candidate Group : [Select Candidate Gr			Active :	(Select	Status]	
Skills Cards View/Edit		Osemanie .			Microsoft Inter	not Explorer			
Create			50	oroh Cloor	incrosort inter	net explorer			
Delete					🕐 Are yo	u sure you want to dele	te the selected row(s)?	
		Candidates List 123456789	<u>10</u>	_	OK Cancel			_	
		Delete Use	rname	First Name 🛦		Lastivaille	Registereur	Gender	Active
		GCC	03667	a Lamir		abdulaziz	Jun 7 2007	Male	True
		GCC GCC	03852	Aamir		Al-Ali	Jun 7 2007	Male	True
		GCC	04535	ABBAS		ZAKERI	Jun 7 2007	Male	True
		GCC	03708	Abbas Ali Salim		Almas	Jun 7 2007	Male	True
		GCC GCC	04059	abd al rahman		al bloshi	Jun 7 2007	Male	True
		GCC	04068	ABD ALLAH		THANY	Jun 7 2007	Male	True
		GCC	03062	Abdalla AbdelAa	iz Mohamed	Al Sarkal	Jun 7 2007	Female	True
		-	04000	whether states		of the later	A W 7 0007	Male	Tours

Figure 13 - Delete Candidate

2.3 Skills Cards: The test centre administrator can manage skills cards for candidates. Skills cards are created by the Licensee and assigned to the particular test centre. The test centre administrator can then allocate those skills cards to the candidates.

View/Edit – The administrator can view the skills cards assigned to a particular candidate. The test centre administrator can edit the skills cards. However, those skill cards assigned to candidates who have not taken the test can alone be edited. To edit, select the particular skills card and only the skills card number and Course can edited as shown below:

Home	Test Centre	Candidities	Test Rep	orts Language	Mail			
lanage Candidate	e Groups			View/Ec	lit Skills Cards			
iew/Edit		Search Details						
reate		Candidate Id			Organization :	630021 -	Information Technology E	duc N
elete		Hearnoma			Test Centre :	620021-1	TTER main location (UO)	N DA
lanage Candidate	es	Coefficience .				030021-1	- TICF main rocadon (rig	1 11
iew/Edit		First Name :			Candidate Group :	[Select Ca	andidate Group]	1
reate		Last Name :			Skills Card Number	ŧ [
elete		Course Name :						
kills Cards			Search Clear					
ICW/EGIL								
reate		Skills Cards Lis	t					
reate elete		Skills Cards Lis	t 10					
reate elete		Skills Cards Lis 123456789 Username	t 10 Skills Card Number	First Name 🛦	Las	t Name	Course Name	
reate elete		Skills Cards Lis 1 2 3 4 5 6 7 8 9 Usemame GCC03667	t 10 Skills Card Number GCC 050 062286	First Name 🛦 a Lamir	Lae abc	t Name ulaziz	Course Name ICDL Core	
reate		Skills Cards Lis 123456789 Usemame GCC03667 GCC03852	t 10 Skills Card Number GCC 050 062286 GCC 060 073863	First Name 🛦 a Lamir Aamir	Las abc Al-4	t Name ulaziz Ji	Course Name ICDL Core ICDL Core	
reate reate elete		Skills Cards Lis 1 2 3 4 5 6 7 8 9 Usemame GCC03667 GCC03852 GCC04535	t 10 Skills Card Number GCC 050 062286 GCC 060 073863 GCC 060 118882	First Name 🛦 a Lamir Aamir ABBAS	Las abc Al-A ZAł	t Name ulaziz Ji	Course Name ICDL Core ICDL Core ICDL Core	
reate reate lelete		Skills Cards Lis 1 2 3 4 5 6 7 8 9 Username GCC03667 GCC03852 GCC04535 GCC03708	t 10 Skills Card Number GCC 050 062286 GCC 060 073863 GCC 060 118882 GCC 060 073279	First Name A a Lamir Aamir ABBAS Abbas Ali Salim	Las abc Al-A ZAł Alm	t Name ulaziz Ji IERI as	Course Name ICDL Core ICDL Core ICDL Core ICDL Core ICDL Core	
reate elete		Skills Cards Lis 1 2 3 4 5 6 7 8 9 Username acco3667 acco3652 acc04535 acc04535 acc04059	t 10 Skills Card Number GCC 050 062296 GCC 060 073863 GCC 060 118862 GCC 060 073279 GCC 060 075338	First Name ▲ a Lamir ABBAS Abbas Ali Salim abd al rahman	Las abc Al-A ZAP Alm al b	t Name ulaziz Ji ERI as oshi	Course Name ICDL Core ICDL Core ICDL Core ICDL Core ICDL Core	
reate elete		Skills Cards Lis 1 2 3 4 5 6 7 8 9 Username acco3667 acco3652 acco4535 acco4535 acco4059 acco4059	t Skills Card Number GCC 050 062286 GCC 060 073863 GCC 060 073882 GCC 060 073279 GCC 060 073279 GCC 060 075338 GCC 060 075347	First Name ▲ a I amir ABBAS Abbas Ali Salim abd al rahman ABD ALLAH	Las abc Al-4 ZA Alm al b TH-1	t Name ulaziz Ji ERI as Ioshi	Course Name ICDL Core ICDL Core ICDL Core ICDL Core ICDL Core ICDL Core	
reate		Skills Cards Lis 1 2 3 4 5 6 7 8 9 Username GCC03667 GCC03652 GCC04535 GCC04535 GCC04059 GCC04059 GCC04068 GCC03062	t Skills Card Number GCC 050 062286 GCC 060 073863 GCC 060 073279 GCC 060 075388 GCC 060 075388 GCC 060 075347 GCC 050 041732	First Name ▲ a I amir Aemir ABBAS Abbas Ali Salim abd al rahman ABD ALLAH Abdalla AbdelAziz Mc	Las abc Al-4 ZAł Alm al b TH, shamed Al S	t Name ulaziz ERI as loshi ANY	Course Name ICDL Core ICDL Core ICDL Core ICDL Core ICDL Core ICDL Core ICDL Core	
reate		Skills Cards Lis 1 2 3 4 5 6 7 8 9 Username GCC03667 GCC03852 GCC04535 GCC04059 GCC04059 GCC04068 GCC03062 GCC04082	t 10 Skills Card Number GCC 050 062286 GCC 060 073863 GCC 060 073279 GCC 060 073279 GCC 060 075347 GCC 060 075347 GCC 050 041732 GCC 050 041732	First Name ▲ a I amir Aamir ABBAS Abbas Ali Salim abd al rahman ABD ALLAH Abdalla AbdelAziz Mo Abdel aziz	Las abc Al-A ZAł Alm al b TH shamed Al S AL	t Name ulaziz Lii ERI as Ioshi ANY arkal ali	Course Name ICDL Core ICDL Core ICDL Core ICDL Core ICDL Core ICDL Core ICDL Core ICDL Core	
reate leiete		Skills Cards Lis 1 2 3 4 5 6 7 8 9 Username GCC03667 GCC03852 GCC04535 GCC04059 GCC04059 GCC04068 GCC04068 GCC03062 GCC04082 GCC03769	t 10 Skills Card Number GCC 050 062286 GCC 060 073863 GCC 060 073863 GCC 060 073279 GCC 060 07338 GCC 060 075347 GCC 050 041732 GCC 050 041732 GCC 060 075401 GCC 060 07548	First Name ▲ a I amir Aamir ABBAS Abbas Ali Salim abd al rahman ABD ALLAH Abdalla AbdelAziz Mc Abdel aziz ABDELAZIZ ABDELK	Las abc Al-, ZA Alm al b TH, ohamed Al s AL ARIM AL	t Name ulaziz ERI as oshi arkal aili JARMOUZI	Course Name ICDL Core ICDL Core	

Figure 14 - View Skills Cards

Home	Test Centre	Candidates	Test	Reports	Language	Mail
Manage Candidate	e Group				Edit Sl	ills Cards
View/Edit		Skills Cards Det	ails			
Create		Organization*		630021 - Informatio	n Technology Edi	V 301
Delete Manage Candidate	e	Test Centre*		630021-1 - ITEP ma	in location (HQ)	~
View/Edit	-	Candidate Group	* :	main - MainGroupNa	ime	~
Create		Candidate*		GCC-1260-6246 - In	nran Khalid	~
Delete Skills Cards		Course*		ECDL Core		*
View/Edit		Skills Card Numb	per [*] :	GCC 070 148500		*
Create				Saua	nok	
Delete					ack	

Figure 15 - Edit Skills Card

• **Create** – The administrator can assign skills cards to a candidate. The skills cards are already created and assigned by the Licensee to the test centre.

Home	Test Centre	Candidates	Test	Reports	Language	Mail
		_				
Manage Candidat	e Group				Create	Skills Card
View/Edit		Skills Cards Det	ails			
Create		Organization*		630021 - Informati	on Technology Ed	uci 🗸
Delete		Test Centre*		620021 1 JTED	ain location (UO)	
Manage Candidat	(e	rest Centre		630021-1 - TTEP III	ann iocación (HQ)	V
View/Edit		Candidate Group	* :	main - MainGroupN	ame	*
Create		Candidate*		GCC-1260-6246 - Ir	nran Khalid	*
Delete		Course*		ECDL Core		*
Skills Cards		Codise				-
View/Edit		Skills Card Numb	Jer [*] ∶	GCC 070 148501		*
Create					01	
Delete				Save	Jear	

Figure 16 - Create Skills Card

• **Delete** – The administrator can delete a skills card by clicking on the delete link, selecting the particular card and then delete. However note that when a candidate is assigned a test, the skills card for that candidate cannot be deleted.

3. Test Tab:

The test centre administrator can create, edit and delete test sessions (test sessions are those time periods in which the candidates takes the test under a tester's invigilation).

3.1 Manage Test Sessions:

 View/Edit – The administrator can view and edit all the test sessions for that test centre. Editing does not allow changing the status of the Current Test Session. Only the Tester of the current test session can change the status from Not started to Active or Complete.

Home	Test Centre	Candidates	Total Reports	Language	Mail	
age Test Se	ssions			Edit Test	Session	
<u>N/Edit</u>		Test Session Detai	ls			
е		* marked fields are m	andatory			
nage Tests		Organization*	630021 - Information	n Technology Educi 😪		
nove rests		Test Centre*	630021-1 - ITEP mai	n location (HQ) 🛛 💌		
		Lab*	G-15	×		
		Tester*	bashat hai	~		
		Session Date*	: 9/29/2007	Y.		
		Session Time*	12:00			
		Statue*	Not Started	~		
		orardo	, torotanoa			
			Save	Back		
		Candidate Test Se	eeion Dotaile			
		1	ssion betans			
		Candidate Name	Modules		Status	Skill Card No
			Line DC D Mar	-	1.000	

Figure 17 - Editing Test Session

• **Create** – The administrator can create a test session for candidates in that particular test centre and assign test sessions to a test centre administrator or tester. Before a candidate can take the test, the session should be made 'Active'. This can be done only by the tester of that session. After creating the test session, in the same page, tests can be added to it by clicking on Add Test and filling all the relevant information.

<u>Note:</u> Test sessions can be created only if the particular lab has free sessions on that day. To find out if there are available free test sessions, select a date from the calendar and click on "Get Free Sessions". The scheduling system, will find out the time at which the labs are free. The scheduling system is maintained by the Licensee. Enabling Quick Schedule and clicking on Get Free Sessions, will give you a list of available free test sessions based on the start and end date selected. To repeat the test sessions, select the days from the Repeat Every drop-down field.

Also note that, test sessions should be created 5 days prior to the actual test date. If the test session needs a supervisor, then the test session should be created 10 days prior.

Home	Licensee	Organization	Test Centre	Candidate	Test	Report	[L	anguage	•	Mail		
Manage Test Sessio	ns				Create Tes	t Sessio	n					
√ievv/Edit		Test Session De	tails									
<u>Create</u>		* marked fields are	e mandatory									
Delete		Organization*	630021	- Information Te	chnology Educati 👻	Sep		Octo	ober 2	2007		No
Manage Tests		Test Centre*	630021	-1 - ITEP main lo	ication (HQ)	Sup	Mon	Tue	Wed	Thu	Eei	Sat
nemove rests		l ab*	demo		~	- Jun	Calendar	Tue	weu -	The second	=	540
		Tector*	ahmad	Mo	~	30		4	3		2	0
		Quick Schodulo			100.	7	8	9	10	11	12	13
			DA(Opt/	007		14	15	16	17	18	19	20
		Session Date*		:007			**		#1-		19	20
					21	22	<u>23</u>	<u>24</u>	<u>25</u>	26	27	
	Till	31/Oct/2	2007		<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	1	2	3	
		Session Time*	: 09:00	Ge	t Free Sessions	4	5	<u>6</u>	Z	8	9	10
		Repeat Every	4 Davs	~								
		Status*	Not Sta	rted	~	Hover I	Mouse c	ver any	date on	the cal	endar al	oove t
			F			the avai	liable ses	ssions				
			Sav	e Clear	r							
		Session	is Not Approved	I, submitted les	s than 10 days							
		10/8/20	07 09:00 :	24 - 15112010120120120120120120								
		Session is Not Approved , submitted less than 10 days										
		Session	n is Not Approved	l, submitted les	s than 10 days							
		10/16/2	007 09:00		,							
		Session	n is Not Approved	I , Already Book	ed							

Figure 18 - Create Test Session

After creating the test sessions, select the particular test session, to add the candidates and the tests. Click on Add Test, select the course and the candidate group. A list of candidates will appear. Select the test, which the candidate should take and click on Save.

add Tool						
Add Test)etails					
Course*	ICD	L Core	*			
Search De	tails					
Candidate (roup mai	n->MainGroupNam	ne 🔽			
First Name						
Username						
Candidate (ode					
Skills Card Number						
	s	Search Cle	ear			
1						
Skills Ca Numbe	rd First Last r NameName	Concepts of IT	Information and Communication	Microsoft Access	Microsoft Excel	Microsoft Powe
GCC 070 14	8500 Imran Khalic	0	0	۲	0	0
<						>
Save	Cancel					

Figure 19 - Add Tests to Test Session

 Delete – This section contains options for the administrator to delete the test sessions. Deletion is possible only when the status of the test session is 'Not Started'.

3.2 Manage Tests - Remove Tests: This will allow the test centre administrator to remove the tests assigned for any candidate. However if the test session status is Active or Complete, the tests within that session would not be displayed.

			Remove Tests	
evv/Edit	Search Details			
eate	Username :		Candidate Group Select Car	didate Group]
nnage Tests	First Name :		Madulas	
move Tests	First Name .		woodles.	
	Organization :	630021 - Information Te	chnole Mater	
	Test Centre :	630021-1 - ITEP main lo		
		Search Clear	11	
			-0.0	
	Candidates List			
	1			
	Delete Username	First Name	Modules	Test Date
	C14080	احمد	Use PC & Managing Files	Jun 20 2007
	C14035	Samar	Concepts of IT	Sep 18 2007
	C14039	Shaima	Information and Communication	Sep 18 2007
	C14042	Mohammad	Microsoft Powerpoint	Sep 18 2007
	C14034	Microsoft Internet Ex	alorer 🛛	Sep 18 2007
	the second se	Interference interference		Cop 20 2007
	GCC-1260-6246			SED 29 ZULL

Figure 20 - Remove Tests

4. Reports Tab:

This section will provide all the details about the tests and the candidates in that test centre in a report format. To view the reports, click on any link on the Left hand side of the report and click on 'View Report'. The reports can also be saved in CSV format. The following are the various types of reports:

Home	Test Centre	Candidates	Test	Reports	Language	Mail	
-							
Candidate Report		Candidate Re	eport				
List Candidate Detai	s	Shows a list of a	all candidates de	tails.			
Test Reports							
Completed		Test Reports					
Not Completed		Shows a list of a	all completed, no	t completed, pas	sed and failed te	sts.	
Passed							
Failed		Test Result Analysis					
Test Result Analy	sis	Shows a list of r	esults breakdow	n for each modu	e.		
List Result Analysis							
Test Session Rep	ort	Test Session	Report				
List Session Details		Shows a list of	Fests Session de	etails.			
Test Available Re	port						
List Test Details		Tests Availab	le Report				
		Shows a list of t	ests used and a	vailable in Test C	entres.		

Figure 21 - Reports Tab

4.1 Candidate Report:

List Candidate Details - This report will provide the candidate details like the skills card, group, product, test taken etc.

inchilleose	ng sor rownes_naionant/theme.uasby.	rpc ripceandidacoescripe			
2 3 <mark>6</mark> K	↓ ▶ 456 / 456 [Main Report 🗸	°	100% SusinessObjects	
		Candidate Re	port - List Candida	te Details	Total Records:
Skills Card No	Candidate	Group	Product	Module	Test Date
GCC 070 148713	HUMAID, AISHA	Batch1-ITEP	ECDL Syllabus 4	Use PC & Managing Files	30-Jul-2007
GCC 070 148713	HUMAID, AISHA	Batch1-ITEP	ECDL Syllabus 4	Microsoft Word	30-Jul-2007
GCC 070 148731	ABDULAZIZ, ABDULBAQI	BATCH2-ITEP	ECDL Syllabus 4	Use PC & Managing Files	30-Jul-2007
GCC 070 148731	ABDULAZIZ, ABDULBAQI	BATCH2-ITEP	ECDL Syllabus 4	Microsoft Word	30-Jul-2007
GCC 060 131917	البلوشي ابراهيم على	BATCH1-BATCH2	ECDL Syllabus 4	Use PC & Managing Files	31-Jul-2007
GCC 060 131920	محمد سالم يوسف	BATCH1-BATCH2	ECDL Syllabus 4	Use PC & Managing Files	31-Jul-2007
GCC 060 131925	المحتاج شذين رسالم	BATCH1-BATCH2	ECDL Syllabus 4	Use PC & Managing Files	31-Jul-2007
GCC 060 131917	البلوشي إبراهيم على	BATCH1-BATCH2	ECDL Syllabus 4	Microsoft Word	31-Jul-2007
GCC 060 131920	محمد سائم ربوسف	BATCH1-BATCH2	ECDL Syllabus 4	Microsoft Word	31-Jul-2007
GCC 060 131925	المحدّاج شدّين إسائم	BATCH1-BATCH2	ECDL Syllabus 4	Microsoft Word	31-Jul-2007
GCC 070 148731	ABDULAZIZ, ABDULBAQI	BATCH2-ITEP	ECDL Syllabus 4	Microsoft Word	31-Jul-2007
GCC 070 148713	HUMAID, AISHA	Batch1-ITEP	ECDL Syllabus 4	Microsoft Word	31-Jul-2007
GCC 060 131917	البلوشي إبراهيم على	BATCH1-BATCH2	ECDL Syllabus 4	Use PC & Managing Files	01-Aug-2007

Figure 22 - Candidate Report – List Candidate Details

4.2 Test Reports:

This Report shows all completed, not completed, passed and failed tests. The reports include:

• **Completed**: It displays a list of all the completed tests.

	♦ ▶ ₩ 555 / 556	🔄 🛃 Main Report 💌 😤	M 100%	BusinessObject	15						
Tests Report - Completed											
Skills Card No	Candidate	Product	Module	Test Date	Test Duration	Score					
GCC 060 131917	البلوشي إبراهيم على	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:44:17	48%					
GCC 060 131918	عبد الرحمن علي إسماعيل	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:45:00	3%					
GCC 060 131921	محمد رخليفة	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:45:00	9%					
GCC 060 131922	ين هويدي حسن علي	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:45:00	23%					
GCC 060 131928	البلوشي عواطف	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:31:37	77%					
GCC 070 147826	محمد إعبد اللطريف	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:45:00	69%					
GCC 070 148714	ALRUMATHI, AMAL	ECDL Syllabus 4	Use PC & Managing Files	02-Aug-2007	00:45:00	69%					
GCC 070 148736	ALABRI, MOHAMMED	ECDL Syllabus 4	Use PC & Managing Files	02-Aug-2007	00:45:00	77%					
GCC 070 148737	ABID, MUSABIH	ECDL Syllabus 4	Microsoft Word	01-Aug-2007	00:40:04	74%					
GCC 070 148737	ABID, MUSABIH	ECDL Syllabus 4	Use PC & Managing Files	02-Aug-2007	00:45:00	42%					
GCC 070 148737	ABID, MUSABIH	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:34:00	79%					
GCC 070 148714	ALRUMATHI, AMAL	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:45:00	34%					
GCC 070 148505	معصبومي مسعود	ECDL Syllabus 4	Microsoft Word	01-Aug-2007	00:45:00	82%					
GCC 070 148037	المازم ميرزا	ECDL Syllabus 4	Microsoft Word	01-Aug-2007	00:45:00	45%					
GCC 070 148038	البلوشي ,عمران	ECDL Syllabus 4	Microsoft Word	01-Aug-2007	00:44:42	55%					
GCC 070 148506	مراد خالا	ECDL Syllabus 4	Microsoft Word	01-Aug-2007	00:45:00	47%					

Figure 23 - Tests Report - Completed

• Not Completed: It displays a list of all the incomplete tests.

Tests Report - Not Completed Total						
Skills Card No	Candidate	Product	Module	Test Date		
GCC 060 084187	BARADAI, NEDAL	ECDL Syllabus 4	Information and Communication	19-Jun-2007		
GCC 070 148086	Al Mansori, Mohammad	ECDL Syllabus 4	Use PC & Managing Files	12-Jul-2007		
GCC 070 148098	Al Hashimi, Mohammad	ECDL Syllabus 4	Microsoft Excel	12-Jul-2007		
GCC 070 148256	مبارڭ احمد	ECDL Syllabus 4	Use PC & Managing Files	20-Jun-2007		
GCC 070 148257	عبدالعزيز حمد	ECDL Syllabus 4	Microsoft Excel	12-Jul-2007		
GCC 070 148257	عبدالعزيز حمد	ECDL Syllabus 4	Microsoft Powerpoint	12-Jul-2007		
GCC 070 148259	کھور عبداللہ	ECDL Syllabus 4	Microsoft Powerpoint	12-Jul-2007		
GCC 070 148259	کھور, عبدالله	ECDL Syllabus 4	Microsoft Word	12-Jul-2007		
GCC 070 148259	کھور, عبدالله	ECDL Syllabus 4	Microsoft Excel	12-Jul-2007		
GCC 070 148264	بطي المري, ناني	ECDL Syllabus 4	Microsoft Excel	12-Jul-2007		
GCC 070 148264	بطي المري, ناني	ECDL Syllabus 4	Microsoft Powerpoint	12-Jul-2007		
GCC 070 148269	الايسى, عامر	ECDL Syllabus 4	Microsoft Powerpoint	12-Jul-2007		
GCC 070 148270	المنصبوري عبيد	ECDL Syllabus 4	Use PC & Managing Files	12-Jul-2007		
GCC 070 148270	المنصبوري عبيد	ECDL Syllabus 4	Microsoft Excel	12-Jul-2007		
GCC 070 148615	فكرى جمعه	ECDL Syllabus 4	Microsoft Word	02-Aug-2007		
GCC 070 148616	البلوشي عباس	ECDL Syllabus 4	Microsoft Word	02-Aug-2007		
GCC 070 148618	لشكرى بعوب	ECDL Syllabus 4	Microsoft Word	02-Aug-2007		

Figure 24 - Tests Report - Not Completed

• **Passed**: It displays only the Passed tests

		7	Fests Report - Passe	ed		Total Rec	ords
Skills Card No	Candidate	Product	Module	Test Date	Test Duration	Score	
ЭСС 070 148722	HUSSEIN, HASHIM	ECDL Syllabus 4	Microsoft Word	31. Jul 2007	00:28:55	97%	1
3CC 070 148735	ALBLOOSHI, MOHAMMED	ECDL Syllabus 4	Microsoft Word	31 Jul 2007	00:45:00	79%	-
SCC 070 148718	LYDIATT, DR. STEVE	ECDL Syllabus 4	Microsoft Word	31 Jul 2007	00:40:36	80%	
CC 070 148713	HUMAID, AISHA	ECDL Syllabus 4	Microsoft Word	31 Jul 2007	00:31:23	79%	
XCC 060 131915	عيد الرحمن إمحمد	ECDL Syllabus 4	Use PC & Managing Files	01 Aug 2007	00:39:01	86%	
CC 070 148727	JUMA M, MONA	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:26:55	91%	
CC 070 148724	SALEM, KHADEEJA	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:25:15	86%	_
CC 070 148736	ALABRI, MOHAMMED	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:32:42	80%	_
CC 060 131923	البلوشی بدر	ECDL Syllabus 4	Use PC & Managing Files	31 Jul 2007	00:30:34	77%	
CC 060 131928	البلوشي عواطف	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:37:25	80%	
CC 060 131928	البلوشي , عواطف	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:31:37	77%	
CC 070 148736	ALABRI, MOHAMMED	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	77%	
CC 070 148737	ABID, MUSABIH	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:34:00	79%	_
CC 070 148505	مصومي مستود	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	82%	
CC 060 131923	البلوشي بدر	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	77%	
JCC 070 148622	شاہ رحسن	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:30:18	78%	
JCC 070 148623	النظي , عبدالله	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:30:46	78%	
GCC 070 148624	عبد الله منصور	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:38:03	83%	_
GCC 060 131326	علي ،موسى	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:43:32	82%	_
JCC 070 148628	محمد ہنادر	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:33:01	89%	
GCC 070 148622	شاہ رحسن	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:37:27	91%	
GCC 070 148624	عبد الله منصبون	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:35:52	98%	

Figure 25 - Tests Report – Passed

	Tests Report - Failed Total Records:								
Skills Card No	Candidate	Product	Module	Test Date	Test Duration	Score			
GCC 060 131921	محمد خليفة	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:45:00	9%	- 55		
GCC 060 131922	ين هويدي حسن علي	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:45:00	23%			
9CC 070 147826	محمد عبد اللطيف	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:45:00	69%			
GCC 070 148714	ALRUMATHI, AMAL	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	69%			
GCC 070 148737	ABID, MUSABIH	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:40:04	74%	- 6		
GCC 070 148737	ABID, MUSABIH	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	42%			
GCC 070 148714	ALRUMATHI, AMAL	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:45:00	34%	- î		
GCC 070 148037	المازم ميرزا	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	45%			
GCC 070 148038	البلوشي , عمران	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:44:42	55%			
GCC 070 148506	مراد خالا	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	47%	_		
GCC 070 148656	الشجي رمحمد	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	26%			
GCC 070 148503	سليمان إسليمان	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	3%	1		
GCC 070 148504	ابراهيم حميد	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	11%	_		
GCC 070 148507	طاهر إبراهيم	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	6%	T		
GCC 060 131924	البلوشي طلال	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	47%	_		
GCC 060 073739	مىنغور _م حسن	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	34%	Ē		
GCC 070 148657	البلوشي طلال حسين	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	42%			
GCC 070 148615	فكري جمده	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:42:17	4%			
GCC 070 148616	البلوشي , عباس	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	0%	Ť		
GCC 070 148618	لمشكري يعقوب	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	25%			
GCC 070 148619	محمد محمد	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	61%			
GCC 070 148620	عباس على	ECDI: Svilabus 4	Lise PC & Managing Files	N2 Aug 2007	00:45:00	72%			

• *Failed*: It displays only the tests that are failed by the candidates.

Figure	26 -	Tests	Report	-	Failed
--------	------	-------	--------	---	--------

4.3 Test Result Analysis:

List Result Analysis – This report will display a complete result analysis for the Tests. The results breakdown for each module is shown.

			List Result Analysis	s		Total F	Records	:
Skills Card No)	GCC 050 022795			Module	Microsoft Access		
Candidate		Abdulrahman, Nadia			Total Questions	34		≣
Group		Archive			Test Date	02-Aug-2007		_
TestCentre		ITEP main location (HQ)			Test Duration	00:45:00		
Tester		Shatila , Dana			Score	60%		
Product		ECDL Syllabus 4			Result	Fail		
Access Exercis	se 101							
Question id	Skill set			Respo	nse	Possible points	Actua	il (
1	Create and	save a database		Correc	t	2	2	-
2	Open, log onto an existing database				ect	2	0	
3	Understand	how a database is organised		Correc	t	2	2	_
4	Understand	what a database is		Correc	it .	2	2	
5	Understand	the purpose of relating table		Correc	t	2	2	
6	Use availab	le Help functions		Incorr	ect	2	0	_
7	Create and	save a form		Partia	lly Correct	2	1	
8	Use a form	to process records		Correc	t	2	2	~
<			III	•				>
ど Done						Second Second Second Second	et	.:

Figure 27 - List Result Analysis

4.4 Test Session Report:

List Session Details - This report will display a list of test sessions for a particular test centre. The test session will include the details like tester's names, time of the tests, no. of candidates involved in the session etc.

			Test Sessior	า Report - Liะ	st Session Detai	ils Total Reco	ords:
	Tester	Test Session Date	Test Session Time	Status	Product	Module	No of E
	Al Kassimy, Hussain	31 Jul 2007	17:00:00	COMPLETE	ECDL Syllabus 4	Use PC & Managing Files	
						Total Students In Test Session	
	Shatila, Dana	31 Jul 2007	12:30:00	COMPLETE	ECDL Syllabus 4	Microsoft Word	
						Total Students In Test Session	
	Shatila, Dana	31 Jul 2007	11:00:00	COMPLETE	ECDL Syllabus 4 ECDL Syllabus 4 ECDL Syllabus 4	Microsoft Powerpoint Microsoft Word Use PC & Managing Files	
						Total Students In Test Session	
	Shatila, Dana	31 Jul 2007	09:30:00	COMPLETE	ECDL Syllabus 4	Microsoft Word	
						Total Students In Test Session	
	Shatila, Dana	31 Jul 2007	08:00:00	COMPLETE	ECDL Syllabus 4 ECDL Syllabus 4	Microsoft Word Use PC & Managing Files	
						Total Students In Test Session	
	Shatila, Dana	30 Jul 2007	12:30:00	COMPLETE	ECDL Syllabus 4	Microsoft Word	
						Total Students In Test Session	
	Shatila, Dana	30 Jul 2007	11:00:00	COMPLETE	ECDL Syllabus 4	Use PC & Managing Files	~
<							>

Figure 28 - Test Session Report – List Session Details

4.5 Test Available Report:

List Test Details – This report will display a list of total number of tests available in that centre.

🔐 🍜 🎦 H 🕢 🕨 H 1/1		1ain Report 💌 🛝		100% 💌 BusinessOb
ICDL GCC				
	List Te	st Details		Total Records : 10
	ICDL	Syllabus 4		
Owner Name	Total	Total Available	Total Used	Date
TestCentre : ITEP main location (HQ)				
	0	1	1	03-Sep-2007 2:43 pm
	0	2	2	03-Sep-2007 2:43 pm
	5	7	2	03-Sep-2007 3:42 pm
	5	6	1	03-Sep-2007 3:55 pm
	5	7	2	06-Sep-2007 1:59 pm
	5	6	1	09-Sep-2007 10:35 am
	5	5	0	09-Sep-2007 10:35 am
	5	4	1	09-Sep-2007 10:36 am
	5	3	2	09-Sep-2007 10:36 am
	5	2	5	19-Sep-2007 12:39 pm

Figure 29 - Test Available Report – List Test Details

5. Language Tab:

In this section, the preferred language for the Application can be changed to English or Arabic.

Home	Test Centre	Candidates	Test	Reports	Language	Mail
			Select Language	: Englis	sh	Change
				[Selec Englis	t Language] h	
				عربى		

Figure 30 - Language Tab

6. Mail

To notify the candidates of the corresponding test centre, you can use the mail tab option. Using mail tab, the test centre administrator can compose and send mails.

Home	Test Centre	Candidates	Test	Reports	Language	Mail		
Mail Option		From				Subject	Sent Date	
Compose Mail Sent Mail		🔲 630021 Info	ormation Technol	ogy Education Pro	ject (ITEP)	test from Orq User	7/26/2007 10:09:32 AM	
Inbox		Delete						

Figure 31 - Mail Tab

IV. Help and Support

To view the help and support click on the Help option. This will provide user manuals and support contact details also.