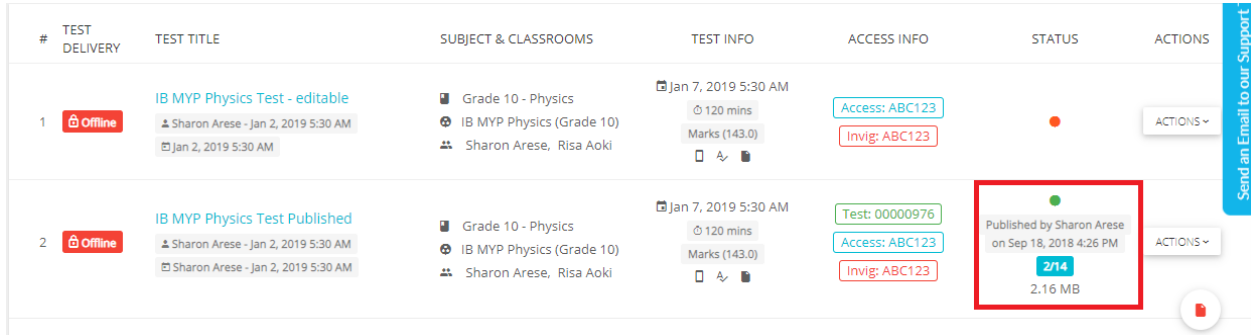


Conducting AssessPrep Tests

Important

This tutorial covers how teachers can conduct tests using the offline app, in the following order:

1. Publish the test

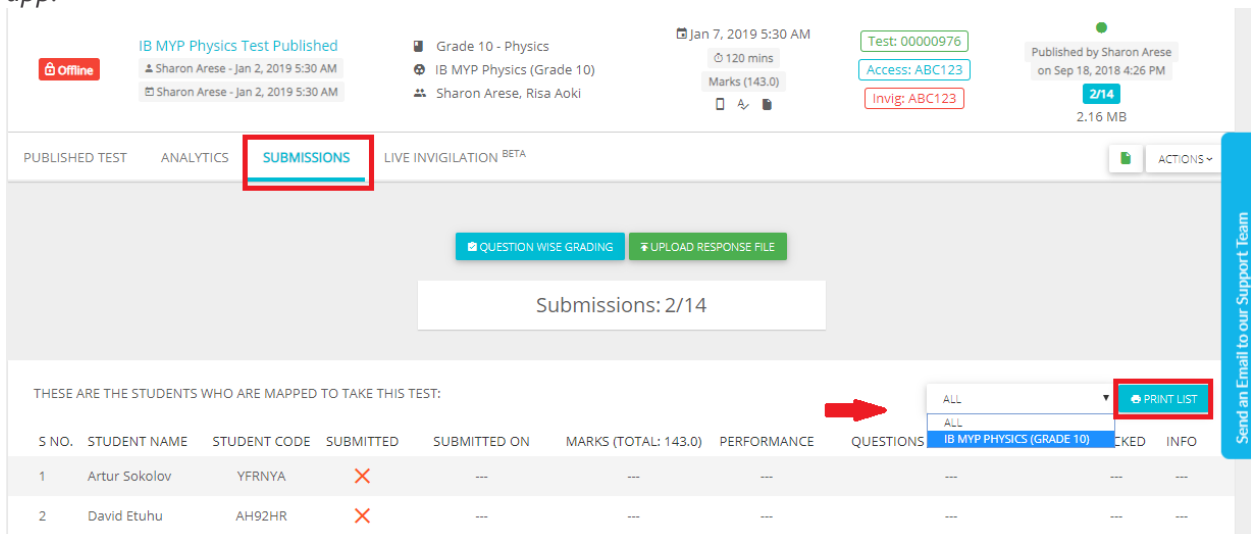


#	TEST DELIVERY	TEST TITLE	SUBJECT & CLASSROOMS	TEST INFO	ACCESS INFO	STATUS	ACTIONS
1	Offline	IB MYP Physics Test - editable Sharon Arese - Jan 2, 2019 5:30 AM	Grade 10 - Physics IB MYP Physics (Grade 10) Sharon Arese, Risa Aoki	Jan 7, 2019 5:30 AM 120 mins Marks (143.0)	Access: ABC123 Invig: ABC123		ACTIONS
2	Offline	IB MYP Physics Test Published Sharon Arese - Jan 2, 2019 5:30 AM	Grade 10 - Physics IB MYP Physics (Grade 10) Sharon Arese, Risa Aoki	Jan 7, 2019 5:30 AM 120 mins Marks (143.0)	Test: 00000976 Access: ABC123 Invig: ABC123	Published by Sharon Arese on Sep 18, 2018 4:26 PM 2/14 2.16 MB	ACTIONS

Ensure that the test has been published, indicated by the green status dot in the **My Tests** page

2. Print Student List

The student list is available for each test after the test is published. The list contains the names of the mapped students with their student codes. *We recommend printing this list in advance as the student names & student codes are needed access the test via the offline app.*



S NO.	STUDENT NAME	STUDENT CODE	SUBMITTED	SUBMITTED ON	MARKS (TOTAL: 143.0)	PERFORMANCE	QUESTIONS	INFO
1	Artur Sokolov	YFRNYA	✗	---	---	---	---	---
2	David Etuhu	AH92HR	✗	---	---	---	---	---

1. Click on the Submission Tab.
2. Choose the desired class/section
3. Click on "Print Student Codes"
4. This will open a print dialog box. Click on "Print" to print the list.

S NO.	STUDENT NAME	STUDENT CODE
1	Rachel Epelbaum	ABC444
2	Wesley Koolhaas	ABC111
3	Sebastian Bosch	ABC333
4	Mei Chen	ABC222
5	Thomas Scott	Z2YA2W
6	Peter Miller	PDGWAE
7	Zoe McNeil	V46XM9
8	Terisa Ying	ARADQC
9	Martha Garza	2KYFPR
10	Lawrence Wright	MEVHHF
11	Hideki Akamatsu	C4ZX2Y
12	Eric Williamson	YCG7CQ
13	David Etuhu	AH92HR
14	Artur Sokolov	YFRNYA

3. Download the latest version of the offline app (recommended to complete a day before the test)

Be sure to download the latest version on all computers where the test will be taken (this could be a school computer or the student's computer). *We recommend that the students do this at least one day before the test to avoid any last-minute issues.*

Type 2 update is available. Current version is 3.1.0. New version is 5.0.3.

Important update

< BACK TO HOME UPDATE NOW

To download the latest version, open the offline app. If there are new updates available, click **Update Now** (see above) and follow the steps to install the latest update. If the above screenshot does not appear, it means you already have the latest app installed and can continue to the next step.

4. Deliver tests to students (recommended to complete a day before the test)

Once a test is published, there are two methods of delivering the test to students:

1. Students can [download](#) the test themselves through the offline app. *We recommend that the students do this at least one day before the test to avoid any last-minute issues.* They cannot enter the test without the Access Code.

#	TEST DELIVERY	TEST TITLE	SUBJECT & CLASSROOMS	TEST INFO	ACCESS INFO	STATUS	ACTIONS
1	Offline	IB MYP Physics Test - editable Sharon Arese - Jan 2, 2019 5:30 AM Jan 2, 2019 5:30 AM	Grade 10 - Physics IB MYP Physics (Grade 10) Sharon Arese, Risa Aoki	Jan 7, 2019 5:30 AM 120 mins Marks (143.0)	Access: ABC123 Invg: ABC123		ACTIONS
2	Offline	IB MYP Physics Test Published Sharon Arese - Jan 2, 2019 5:30 AM Sharon Arese - Jan 2, 2019 5:30 AM	Grade 10 - Physics IB MYP Physics (Grade 10) Sharon Arese, Risa Aoki	Jan 7, 2019 5:30 AM 120 mins Marks (143.0)	Test: 00000976 Access: ABC123 Invg: AB	Published by Sharon Arese on Sep 18, 2018 4:26 PM	ACTIONS

2. Teachers can download the test file and distribute it to the students on a USB, shared drive, etc. Navigate to the **Test Page** > **Actions** > select **Download Test File**.

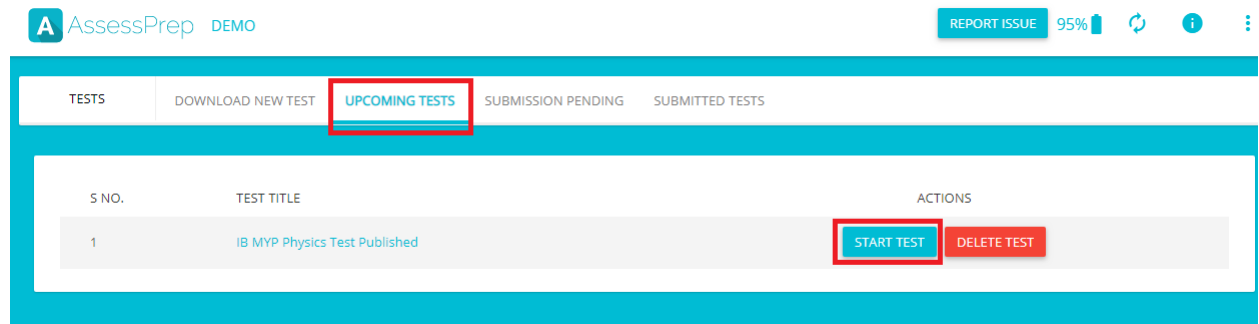
Note: The test file will be downloaded with the extension .aptest. The students can copy this test file into the AssessPrep Tests folder. To launch the test, the students can simply double click on this file.

Learn more about [Monitoring AssessPrep Tests Remotely with Zoom, Microsoft Teams, Google Hangouts](#)

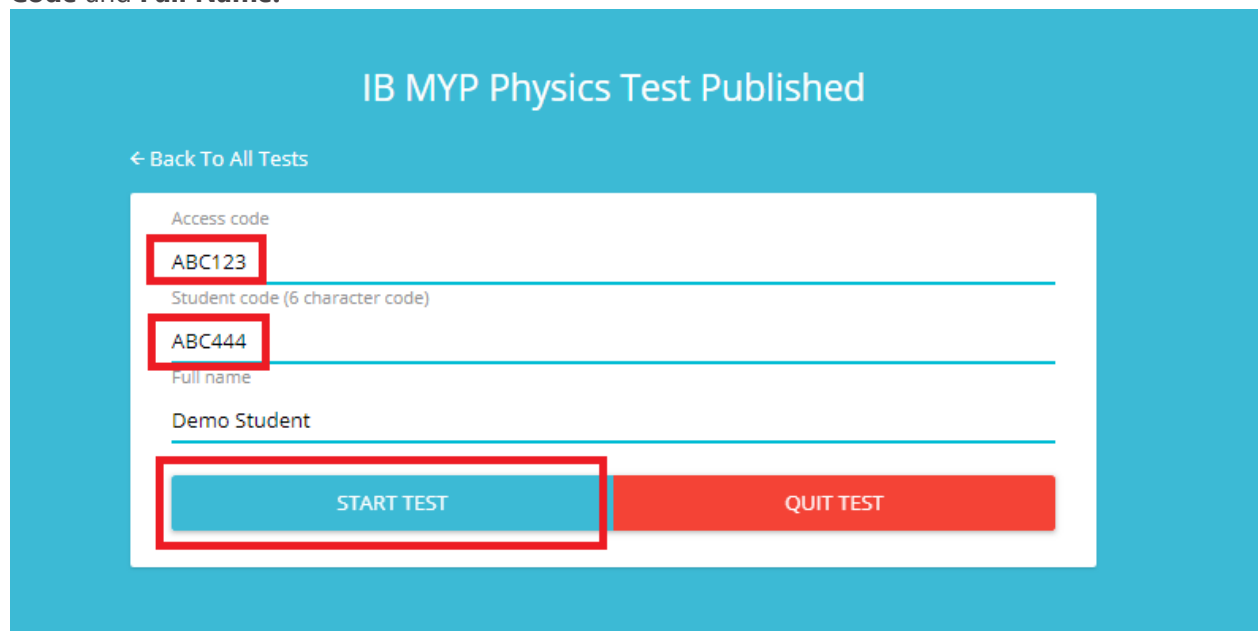
5. Starting a Test

1. Request the students to **launch** the offline app and click **Start Test** next to the test you want them to

start.



2. Share the unique **Access Code** with the students to begin. Students enter the **Student Code** and **Full Name**.



6. Invigilator Options

Invigilator options are tools to help teachers while proctoring the test. These tools can be accessed by teachers in two ways:

- [Via the teacher account \(online\)](#)
- [Via the student's test \(offline\)](#)

Invigilator options via the teacher account

1. Log into your teacher account via <http://assessprep.com/>

2. Navigate to the test

IB MYP Physics Test Published
Sharon Arese - Jan 2, 2019 5:30 AM
Sharon Arese - Nov 5, 2019 2:55 PM

Grade 10 - Physics
IB MYP Physics (Grade 10)
Sharon Arese, Risa Aoki

Jan 7, 2019 5:30 AM
120 mins
Marks (143.0)

Test: 0000976
Access: ABC123
Invig: ABC123

Published by Sharon Arese on Sep 18, 2018 4:26 PM
3/14
2.16 MB

PUBLISHED TEST ANALYTICS SUBMISSIONS **LIVE INVIGILATION BETA** ACTIONS

ALL 14 ONLINE 1 PAUSED 1 CALCULATOR 11 SPELL CHECK 11 END TEST 4 SUBMITTED ALL Search SELECT MULTIPLE

S NO.	STUDENT NAME	STUDENT CODE	APP VERSION	TEST PROGRESS	TIME REMAINING	ADD TIME	PAUSE TIME	CALCULATOR	REPORT	OS TYPE	SUBMITTED
1	Rachel Epelbaum	ABC444	1.5.0.0	0%	1:43	ADD TIME	PAUSE TIME	CALCULATOR	REPORT		

3. Navigate to Live Invigilation to administer your test in real-time. You can choose from the filters for All, Online, the students who have paused, tests with the calculator, spell check, the tests in End test mode and the submitted tests.
4. A teacher can choose to add time, pause enable or disable the calculator, can choose to submit the test and can report if there are any issues.
5. You can select multiple students from the list to perform certain invigilation tasks.

Option to approve and reject the invigilator code request by a student

Students can now choose to request invigilator code during the test if they face any technical issues to resume using the offline application. Teachers can see those requests under 'ATTENTION NEEDED' and can choose to approve or reject without disclosing the Invigilator codes with the students as a security measure.

PUBLISHED TEST ANALYTICS SUBMISSIONS **LIVE INVIGILATION BETA** ACTIONS

All Classrooms Search in all classrooms

ALL 7 ONLINE 0 PAUSED 0 CALCULATOR 1 END TEST 0 SUBMITTED 0 **ATTENTION NEEDED 0** SELECT

Monitoring student submissions from the online app

Navigate to the **Submissions** tab of the test online.

IB MYP Physics Test Published
 Grade 10 - Physics
 Jan 7, 2019 5:30 AM
 Test: 00000976
 Access: ABC123
 Invig: ABC123
 Published by Sharon Arese on Sep 18, 2018 4:26 PM
 3/14
 2.16 MB

PUBLISHED TEST ANALYTICS **SUBMISSIONS** LIVE INVIGILATION BETA ACTIONS

QUESTION WISE GRADING UPLOAD RESPONSE FILE

Submissions: 3/14

THESE ARE THE STUDENTS WHO ARE MAPPED TO TAKE THIS TEST: ALL PRINT LIST

S NO.	STUDENT NAME	STUDENT CODE	SUBMITTED	SUBMITTED ON	MARKS (TOTAL: 143.0)	PERFORMANCE	QUESTIONS MARKED	PROGRESS	CHECKED	INFO
1	Artur Sokolov	YFRNYA	✗	---	---	---	---	---	---	---
2	David Etuhu	AH92HR	✗	---	---	---	---	---	---	---
3	Eric Williamson	YCG7CQ	✗	---	---	---	---	---	---	---
4	Hindaki Akramatari	CA7X2V	✓	---	---	---	---	---	---	---

Here you can view the status of submissions by each student with details like submission date, marks total, the student performance, question marking in progress, check status, etc.

Invigilator options via the student's test

On the student's computer, click on the 'I' icon in the upper right corner of the student's test. These are teacher tools to help proctor tests on a per-student basis.

IB MYP PHYSICS .. RACHEL EPELB .. - ABC444
 Last saved at: 3:00 PM | 93% | 1:59 | END TEST

Question 1 (15.0 marks)
 Task 1

Question 1.1 (6.0 marks)
 Complete the table below for the three types of radiation.

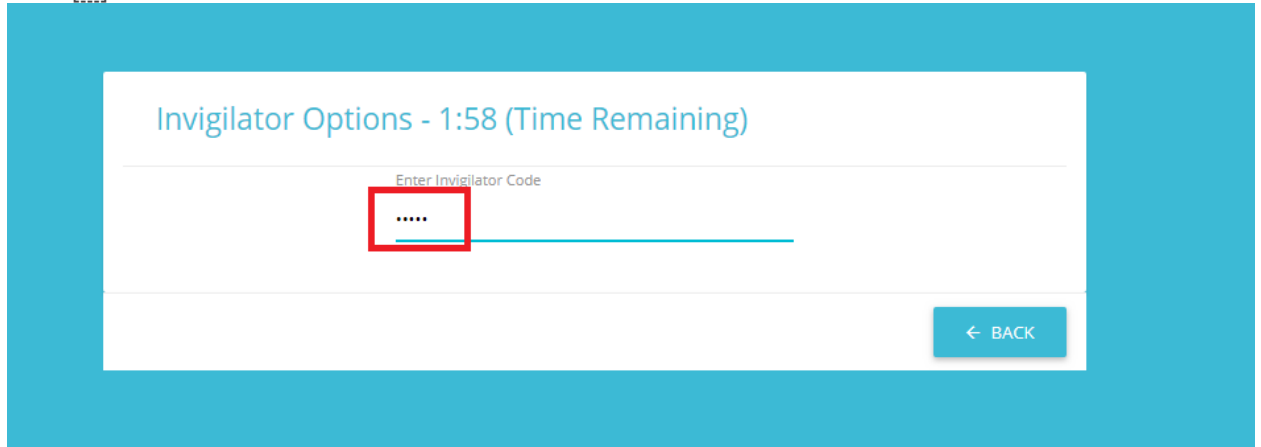
	A	B	C	D
1	Radiation	Nature	Charge	Stopped by
2	Alpha			paper
3	Beta		negative	
4	Gamma	electromagnetic radiation		

0/35
 1 (15.0 marks) +
 1.1
 1.2
 1.3
 1.4
 2 (6.0 marks) +
 3 (5.0 marks) +
 4 (12.0 marks) +
 5 (27.0 marks) +

A. Quit Test

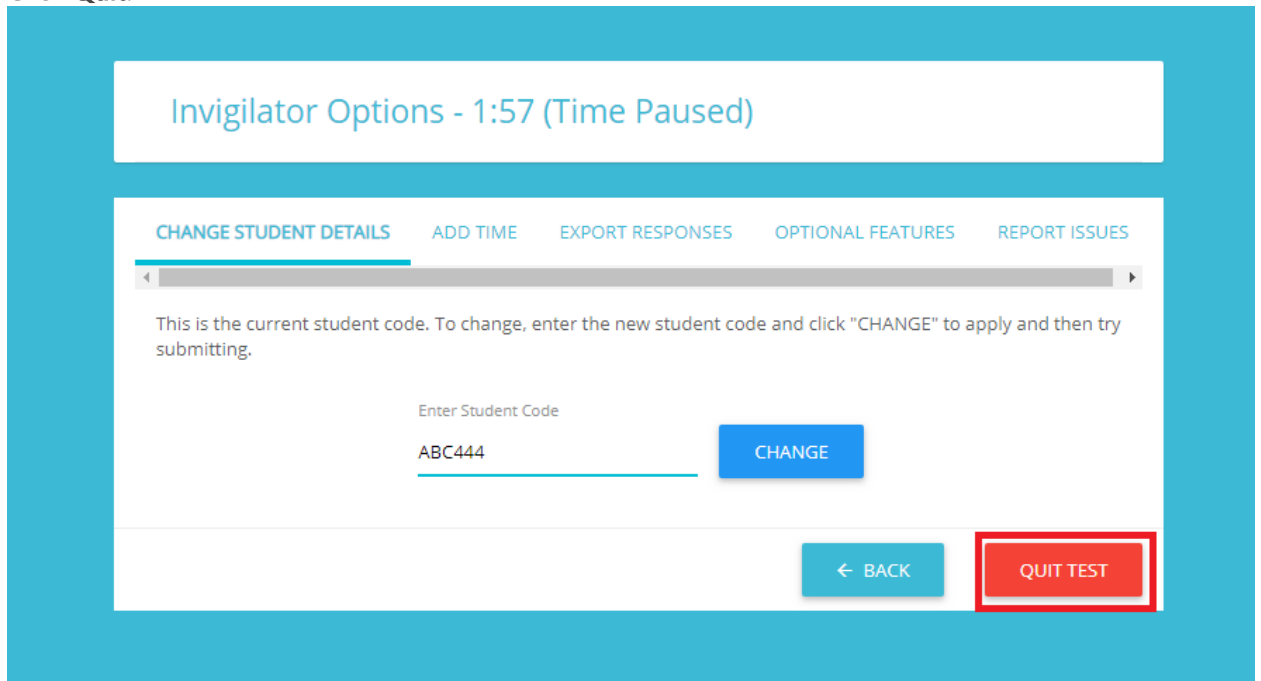
If the student is having issues with the offline app during the test (e.g. frozen screen), the teacher can force quit the student's test and then resume the test.

1. Enter **Invigilator Code**.



The screenshot shows a white card titled "Invigilator Options - 1:58 (Time Remaining)" on a blue background. Below the title is a horizontal line, followed by the text "Enter Invigilator Code" and a text input field containing five dots. A red rectangular box highlights the input field. Below the input field is another horizontal line, and at the bottom right is a blue button with a left-pointing arrow and the text "BACK".

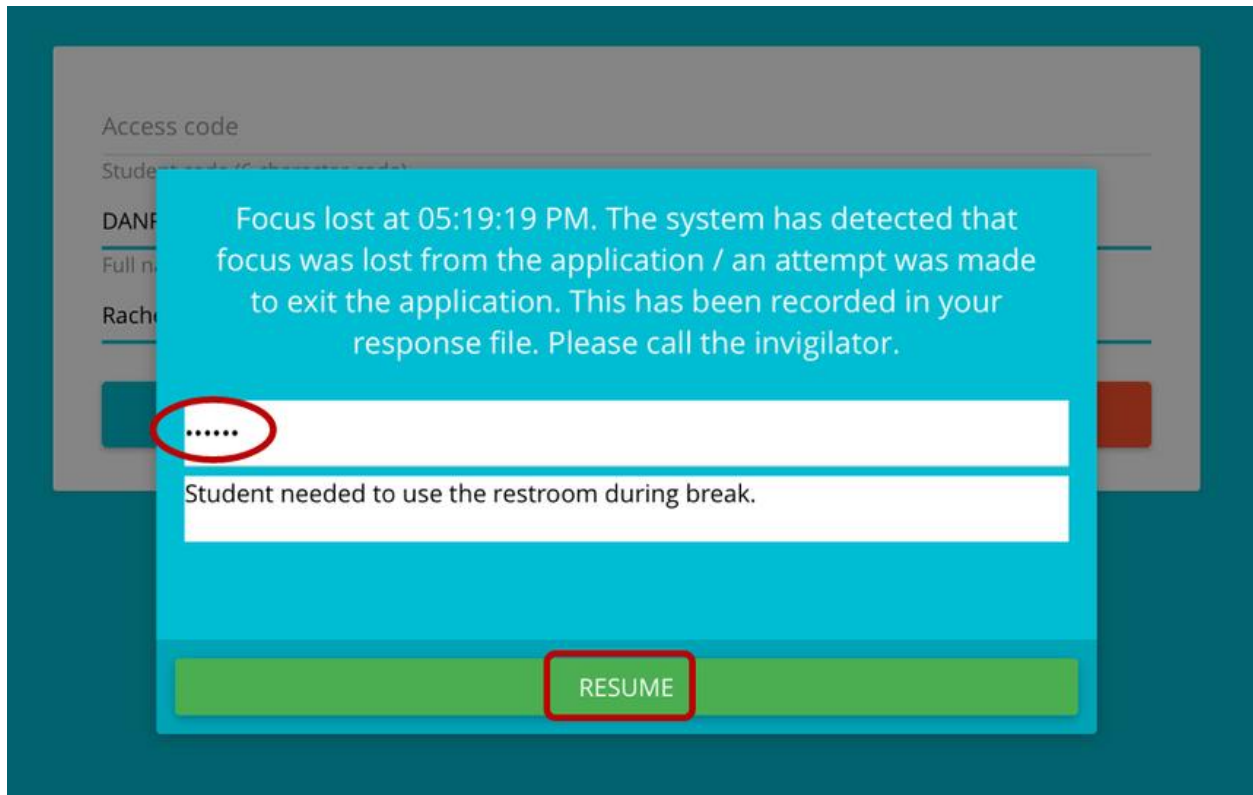
2. Click **Quit**.



The screenshot shows a white card titled "Invigilator Options - 1:57 (Time Paused)" on a blue background. Below the title is a horizontal line, followed by a menu with five items: "CHANGE STUDENT DETAILS", "ADD TIME", "EXPORT RESPONSES", "OPTIONAL FEATURES", and "REPORT ISSUES". Below the menu is a horizontal line with a left-pointing arrow on the left and a right-pointing arrow on the right. Below this is the text "This is the current student code. To change, enter the new student code and click 'CHANGE' to apply and then try submitting." Below this text is the text "Enter Student Code" and a text input field containing "ABC444". To the right of the input field is a blue button with the text "CHANGE". Below the input field and "CHANGE" button is another horizontal line. At the bottom right are two buttons: a blue button with a left-pointing arrow and the text "BACK", and a red button with the text "QUIT TEST". A red rectangular box highlights the "QUIT TEST" button.

B. Resume Test

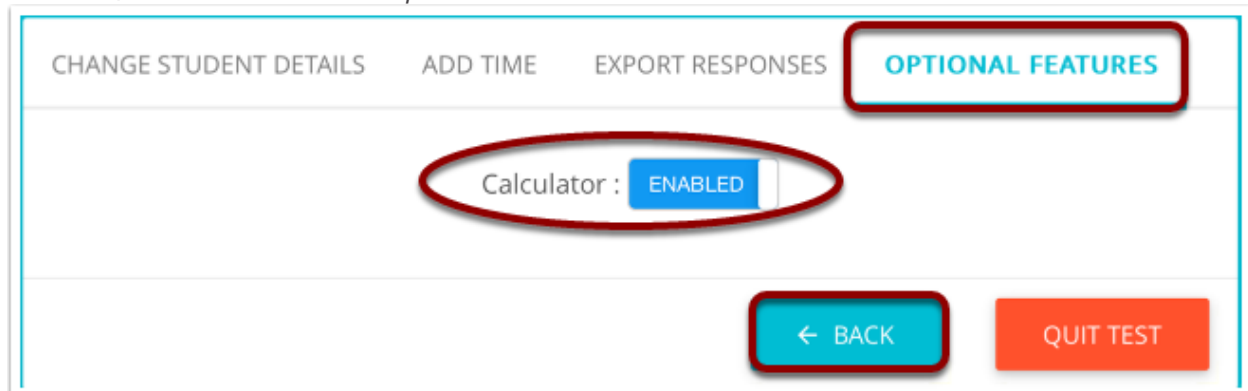
If the student's test was force-quit, or if the test crashed and needs to be resumed.



1. Restart the app and click **Resume Test**.
2. **Focus Lost** screen will appear.
3. Enter the **Invigilator Code** and an explanation
4. Click **Resume**.

Note: The **Focus Lost** screen may also appear if students try to leave the test. To continue, enter the Invigilator Code and an explanation, and click Resume.

C. Enable/Disable Calculator or Spell Checker



If the Calculator or Spell Checker were enabled when creating the test, teachers will be able to disable/enable these tools via **Optional Features**.

D. Restore Test

← Back To All Tests

Access code
MX5AGK

Student code (6 character code)

Full name

Exam Name : test
Student Name : KUNAL
Student Code : 3PN72T

There is a backup available online. Enter invigilator code to restore.

Enter Invigilator Code

RESTORE TEST DO NOT RESTORE TEST

All student responses are saved both locally and online at regular intervals. If a student device crashes, the test will resume from the point of last save (whether locally or online).

Restoring test from online: When you click on "Start Test" and put in the student code, the app may prompt the student to restore the test from the online backup(if available). Please check the student details, enter the invigilator code and click on Restore Test.

The student's responses will be saved online at regular intervals only if the device is online during the test. In this scenario, it will be possible for a student to move to a replacement device and still pick up from the point of last save.

Note: If you click on "Do not Restore Test", it will erase the online backup.

E. Report
Issues

The screenshot displays the 'Invigilator Options - 1:36 (Time Paused)' interface. At the top, there is a navigation bar with five options: 'CHANGE STUDENT DETAILS', 'ADD TIME', 'EXPORT RESPONSES', 'OPTIONAL FEATURES', and 'REPORT ISSUES'. The 'REPORT ISSUES' option is highlighted with a red box. Below the navigation bar is a large text input area with the placeholder text 'Write your issue here..', which is also highlighted with a red box. At the bottom of the input area is a green 'SEND REPORT' button, also highlighted with a red box. In the bottom right corner, there are two buttons: a blue '← BACK' button and a red 'QUIT TEST' button.

In case the student is facing any issue during the test.

1. Open **Invigilation** menu
2. Enter **Invigilator Code**
3. Navigate to **Report Issues**, enter the issue. Click **Send Report**.

Note: This will send us a detailed report with the necessary information including machine specification, student information and test details and would help us in diagnosing and resolving the issue.

F. Add Extra Time

Invigilator Options - 1:36 (Time Paused)

CHANGE STUDENT DETAILS **ADD TIME** EXPORT RESPONSES OPTIONAL FEATURES REPORT ISSUES

Select the time you want to add (in minutes) and click on Resume Test.

15 RESUME TEST

← BACK QUIT TEST

1. Open **Invigilation** menu
2. Enter **Invigilator Code**
3. Navigate to **Add Time**, enter the time in minutes. Click **RESUME TEST**.

G. Export Responses

Invigilator Options - 1:36 (Time Paused)

CHANGE STUDENT DETAILS ADD TIME **EXPORT RESPONSES** OPTIONAL FEATURES REPORT ISSUES

Use this option if there are any issues with direct submission. Exporting the responses will create a file on the desktop with the student's name and code that you will need to store safely and upload later from a teacher/admin account. **Make sure that the student code is correct before you export.**

Student Name : RACHEL EPELBAUM
Student Code : ABC444

TO DESKTOP TO USB DRIVE

← BACK QUIT TEST

1. Click on **Invigilator Options**
2. Enter **Invigilator Code**
3. Navigate to **Export Responses** tab. Click **To Desktop** to save student responses in an encrypted file on the Desktop. This can be collected on a USB and uploaded online from an Admin/Teacher account at a later time.
4. Alternatively, the response file can be directly exported to a USB. Click **To USB Drive** and connect a USB to the computer to save the response on the USB Drive.

Note: Make sure that the student code is correct before you export.

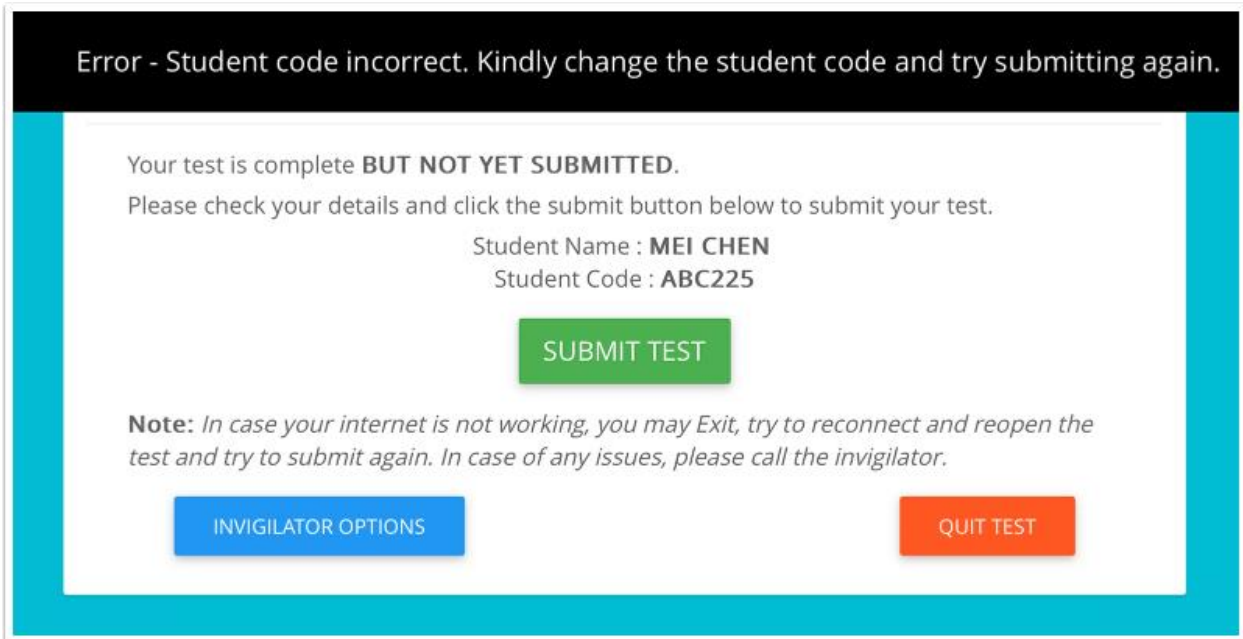
Exported student responses can then be manually uploaded to AssessPrep online by the teacher:

The screenshot displays the AssessPrep interface for a test titled "IB MYP Physics Test Published". The header shows the test is "Offline", published by Sharon Arese on Jan 2, 2019, 5:30 AM. It is for Grade 10 - Physics, IB MYP Physics (Grade 10), with a duration of 120 mins and a mark of 143.0. The test ID is 00000976, the access code is ABC123, and the invigilator code is ABC123. The test was published on Sep 18, 2018, 4:26 PM, and has 3/14 submissions (2.16 MB). The navigation bar includes "PUBLISHED TEST", "ANALYTICS", "SUBMISSIONS" (highlighted with a red box), and "LIVE INVIGILATION BETA". The main area features "QUESTION WISE GRADING" and "UPLOAD RESPONSE FILE" buttons (the latter is highlighted with a red box). A "Submissions: 3/14" indicator is shown at the bottom.

1. Login to AssessPrep online as a teacher
2. Navigate to the test
3. Navigate to the test **Submissions tab**
4. Click **Upload Response File**, select all the exported response files and upload.

Note: The exported response files are in an encrypted format, they can only be viewed once uploaded to the online app, via the test 'Submissions' tab.

H. Submission Issues



Error - Student code incorrect. Kindly change the student code and try submitting again.

Your test is complete **BUT NOT YET SUBMITTED**.
Please check your details and click the submit button below to submit your test.

Student Name : **MEI CHEN**
Student Code : **ABC225**

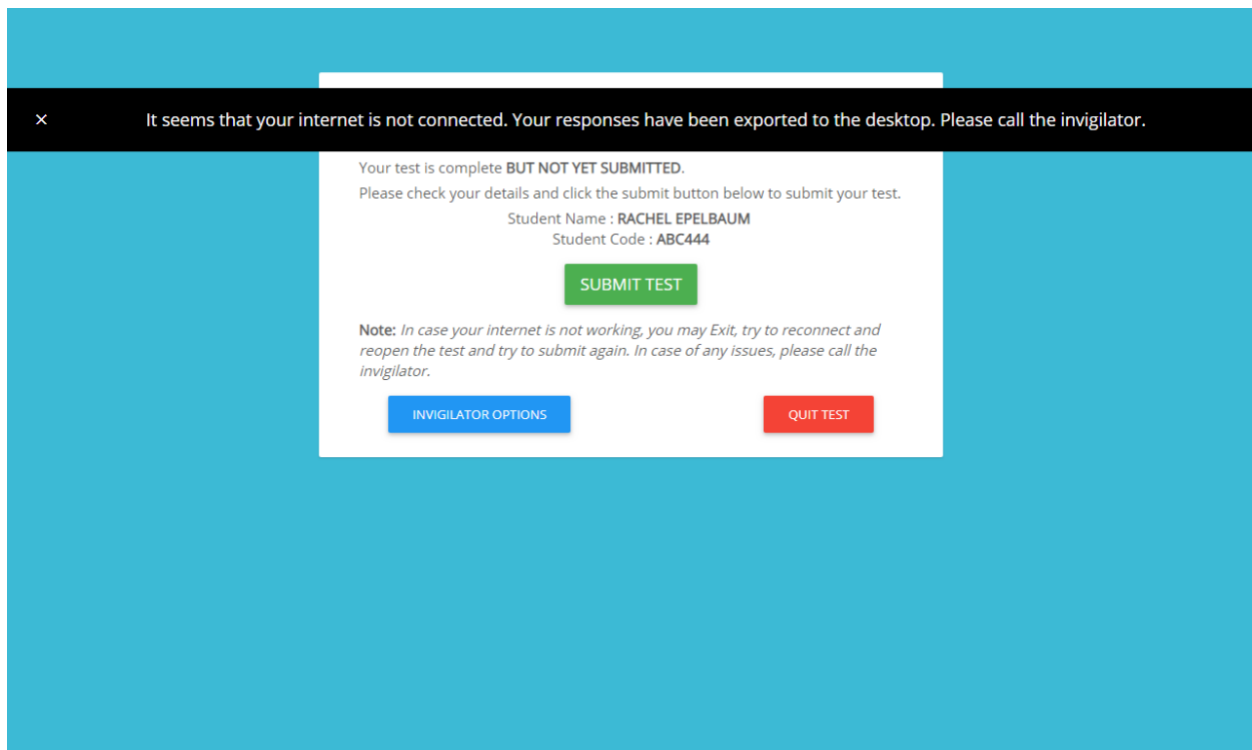
SUBMIT TEST

Note: *In case your internet is not working, you may Exit, try to reconnect and reopen the test and try to submit again. In case of any issues, please call the invigilator.*

INVIGILATOR OPTIONS **QUIT TEST**

Issue 1: Error: Student code incorrect. Change the student code and try submitting again.

1. Open **Invigilation** menu
2. Enter **Invigilator Code**
3. Navigate to **Student Code** tab, enter the new student code, click Change^[SEP].



× It seems that your internet is not connected. Your responses have been exported to the desktop. Please call the invigilator.

Your test is complete **BUT NOT YET SUBMITTED**.
Please check your details and click the submit button below to submit your test.

Student Name : **RACHEL EPELBAUM**
Student Code : **ABC444**

SUBMIT TEST

Note: *In case your internet is not working, you may Exit, try to reconnect and reopen the test and try to submit again. In case of any issues, please call the invigilator.*

INVIGILATOR OPTIONS **QUIT TEST**

Issue 2: It seems that your internet is not connected. Your responses have been exported to the desktop. Please call the invigilator.

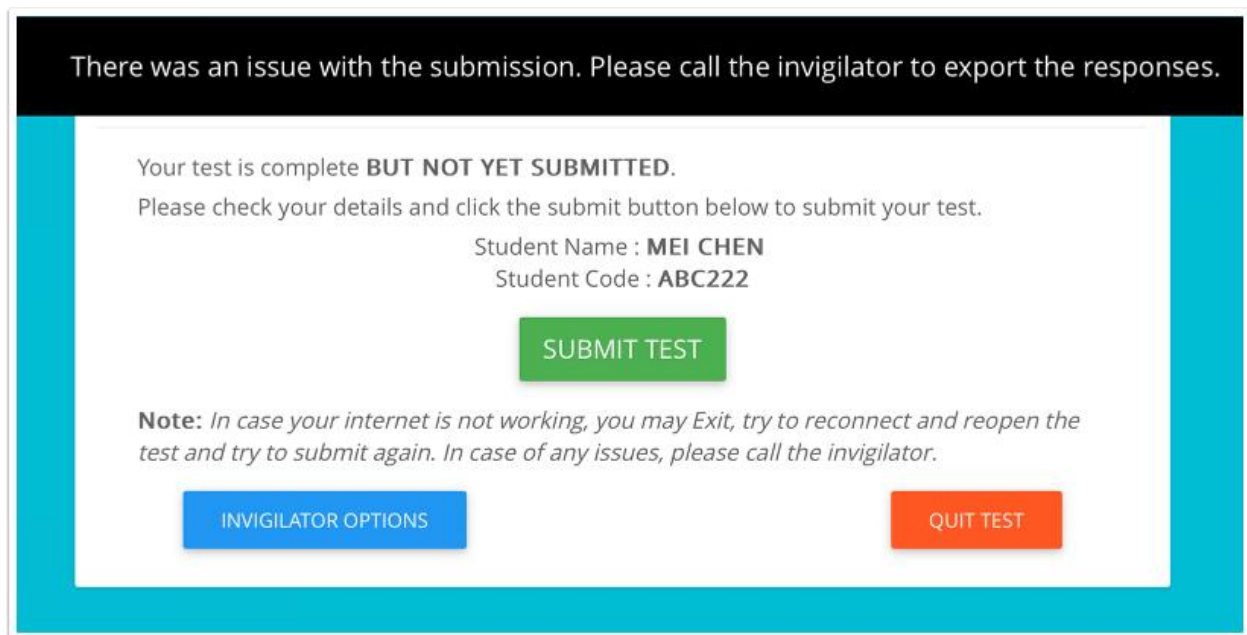
This happens when the student computer is not connected to the internet and the responses will be auto exported to the desktop which can be later uploaded by the teachers.

1. Try connecting to the internet

1. Quit the test.
2. Connect to the internet
3. Launch the app again and try submitting the test again.

Note: The test would be under the "Submission Pending" Tab inside the offline app.

2. Export the responses



Issue 3: There was an issue with the submission. Please call the invigilator to export the responses.

This usually happens when there is some internet connection issue or due to very slow internet. **Export the responses** which can be uploaded online from an Admin/Teacher account at a later time.

Important Notes

Before starting the test:

- Each invigilator must have a copy of the "Student List" which contains the names of the mapped students with their respective "Student codes".
- Ensure all computers have the latest version of the offline app installed.
- Download the test on any computers that will be used for the test.
- Ask students with laptops to connect their chargers throughout the test to avoid restart due to low battery.
- Ask students to turn the volume to maximum before starting the application.
- Ask students to close all other software and apps to avoid slow speed.
- Check that the internet is connected to avoid any issues with submission.
- Distribute Student Codes. These remain the same for all tests.
- Take note of the Access Code and the Invigilator Code. The Invigilator Code must not be shared with the students. It is required during the exam.