TATA CONSULTANCY SERVICES

Building on belief

Oxford Admissions Test – Test Day Scenarios

School / Test Centre Administrator

06th Oct. 2023

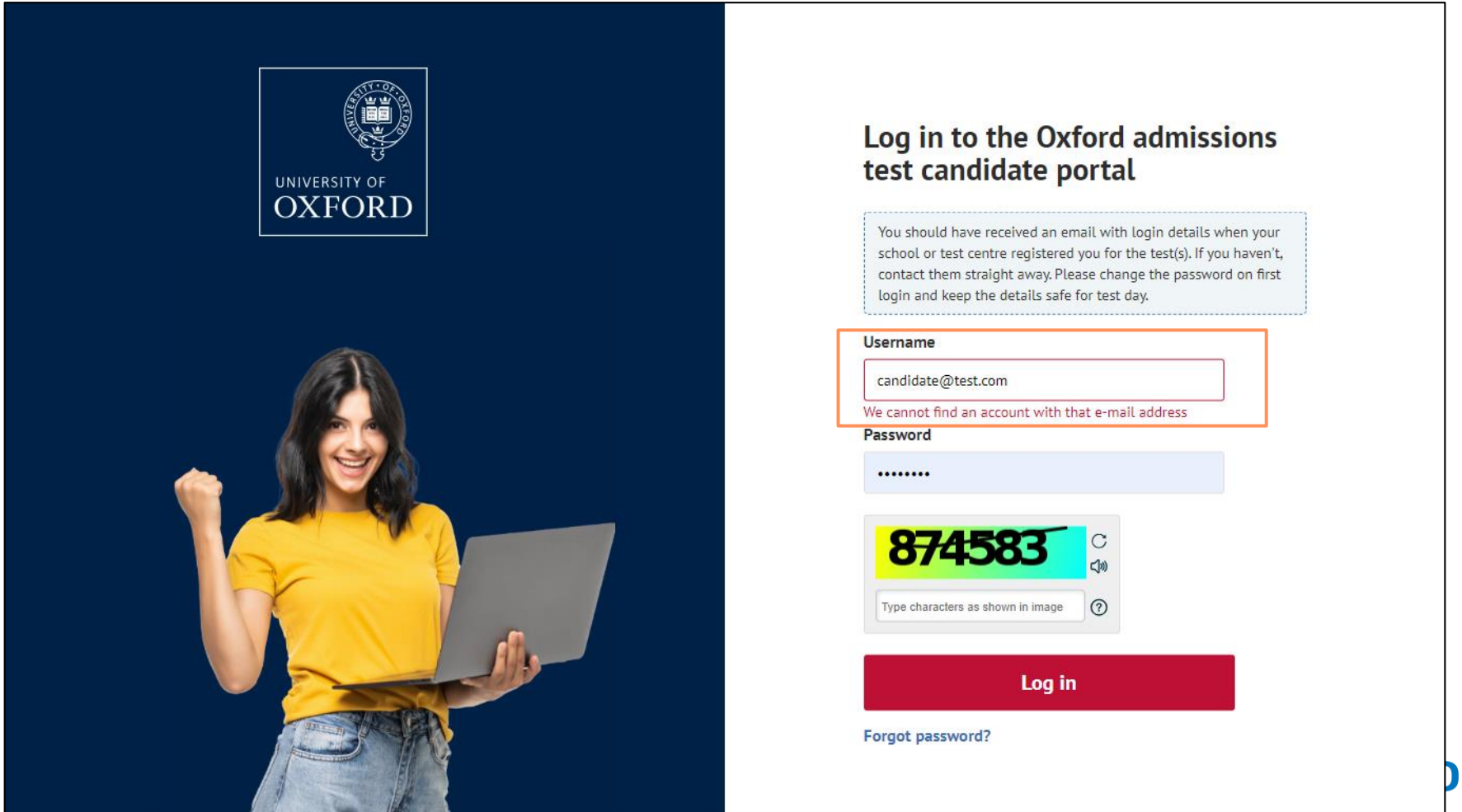
tcs iON

Test Day Scenarios

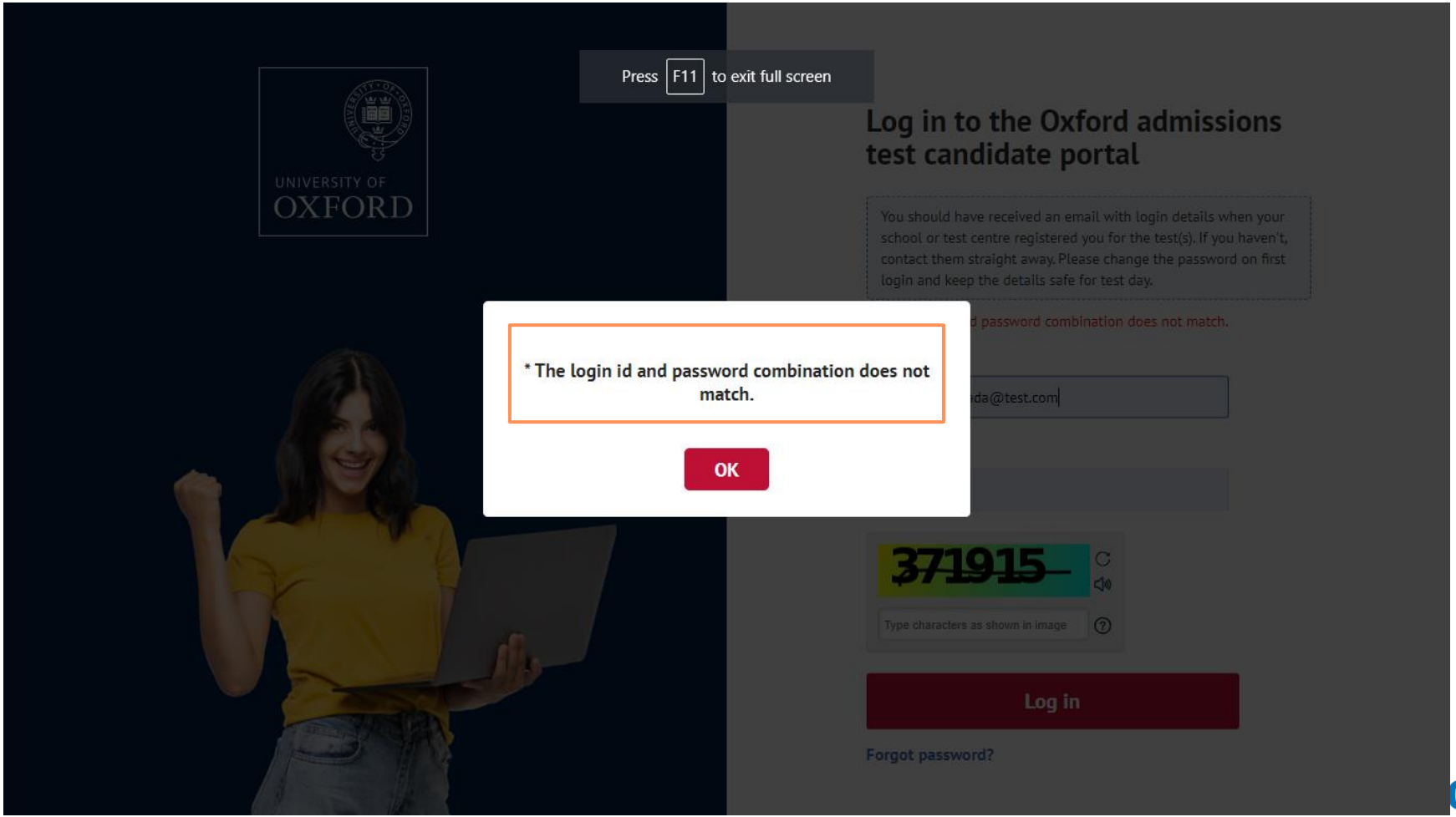
- Scenario 1: Candidate forgot the login credentials
- Scenario 2: Candidate locked out of the testing platform due to interruption
- Scenario 3: Amendments to the request extra time
- Scenario 4: Candidate gets an error message while launching the test
- Scenario 5: Schedule a rest break for the candidate
- Scenario 6: Candidate gets a zip file at the end of the test (Backup Upload)

Scenario 1: Candidate forgot the login credentials

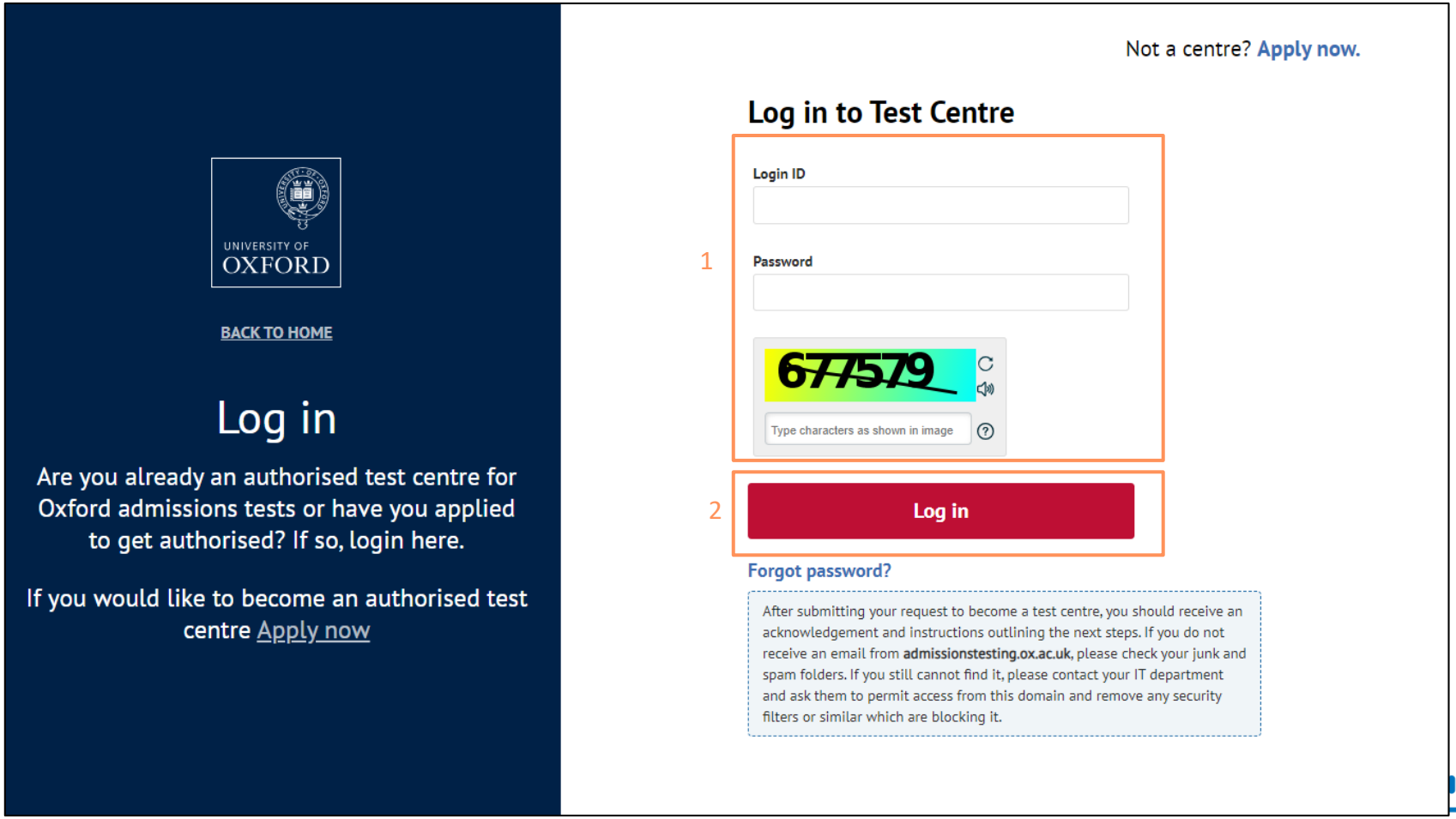
Candidate forgot the Username (Login ID)



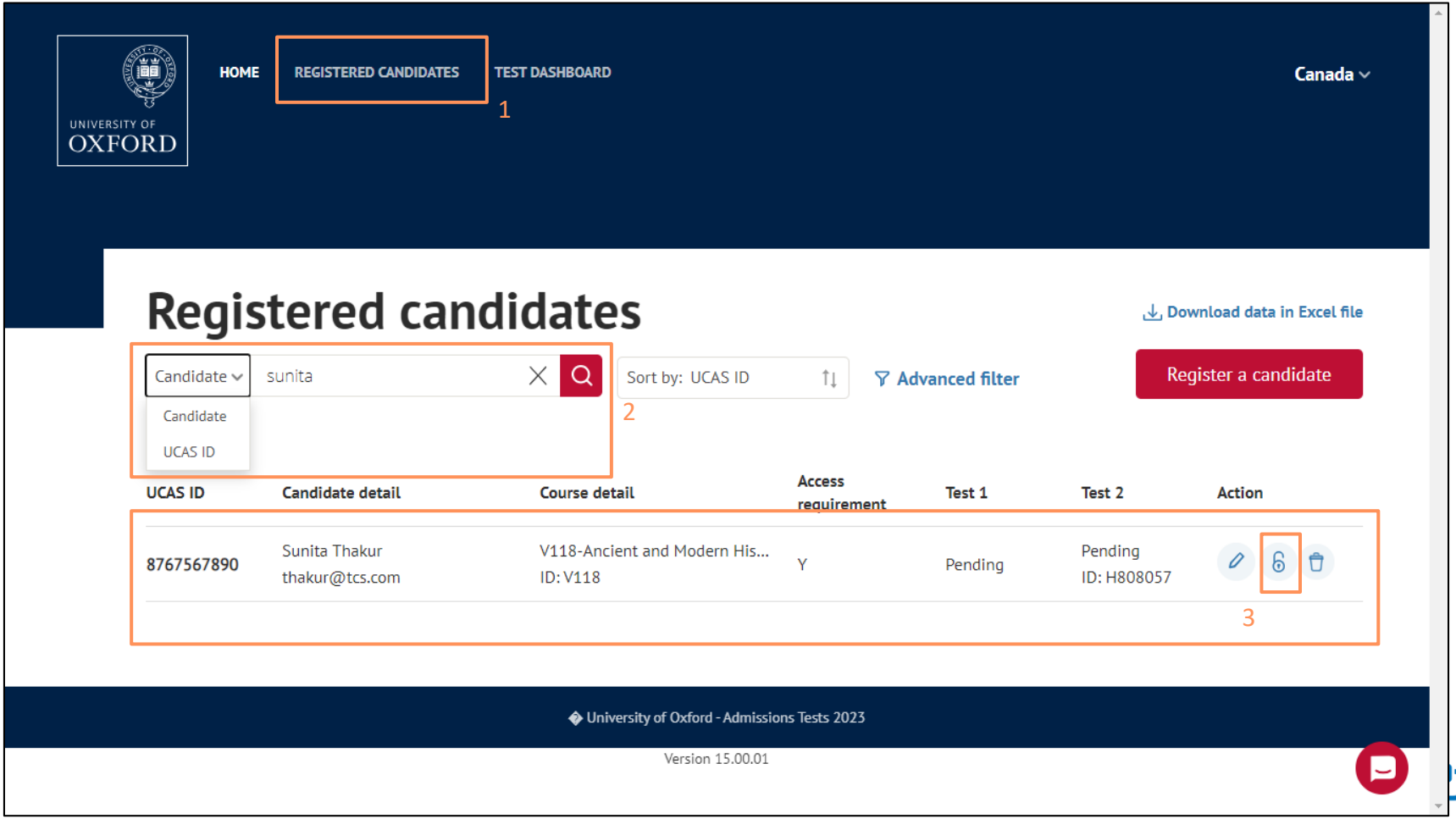
Candidate forgot the Password



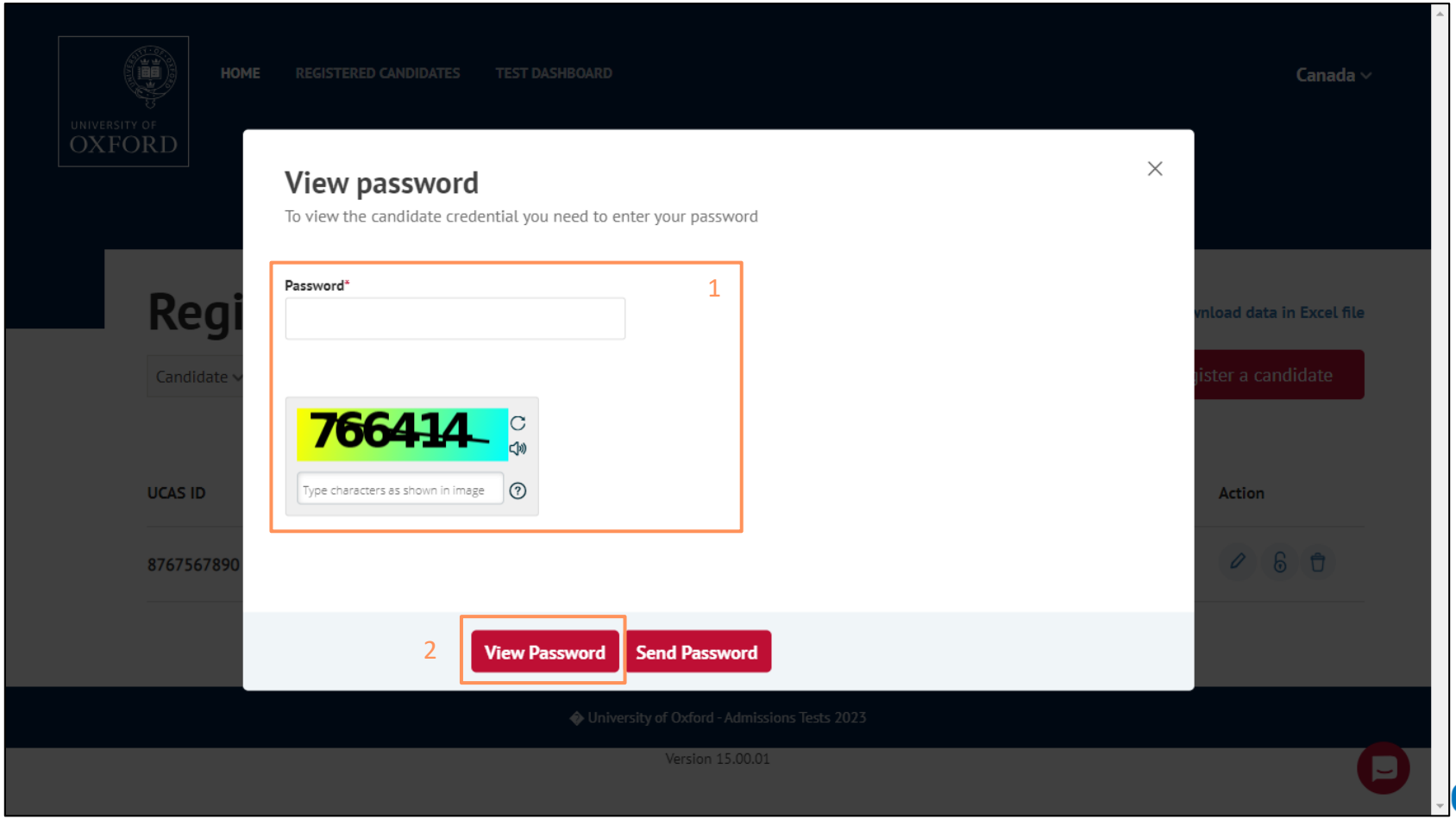
School / Test Centre Admin Login: https://admissionstesting.ox.ac.uk



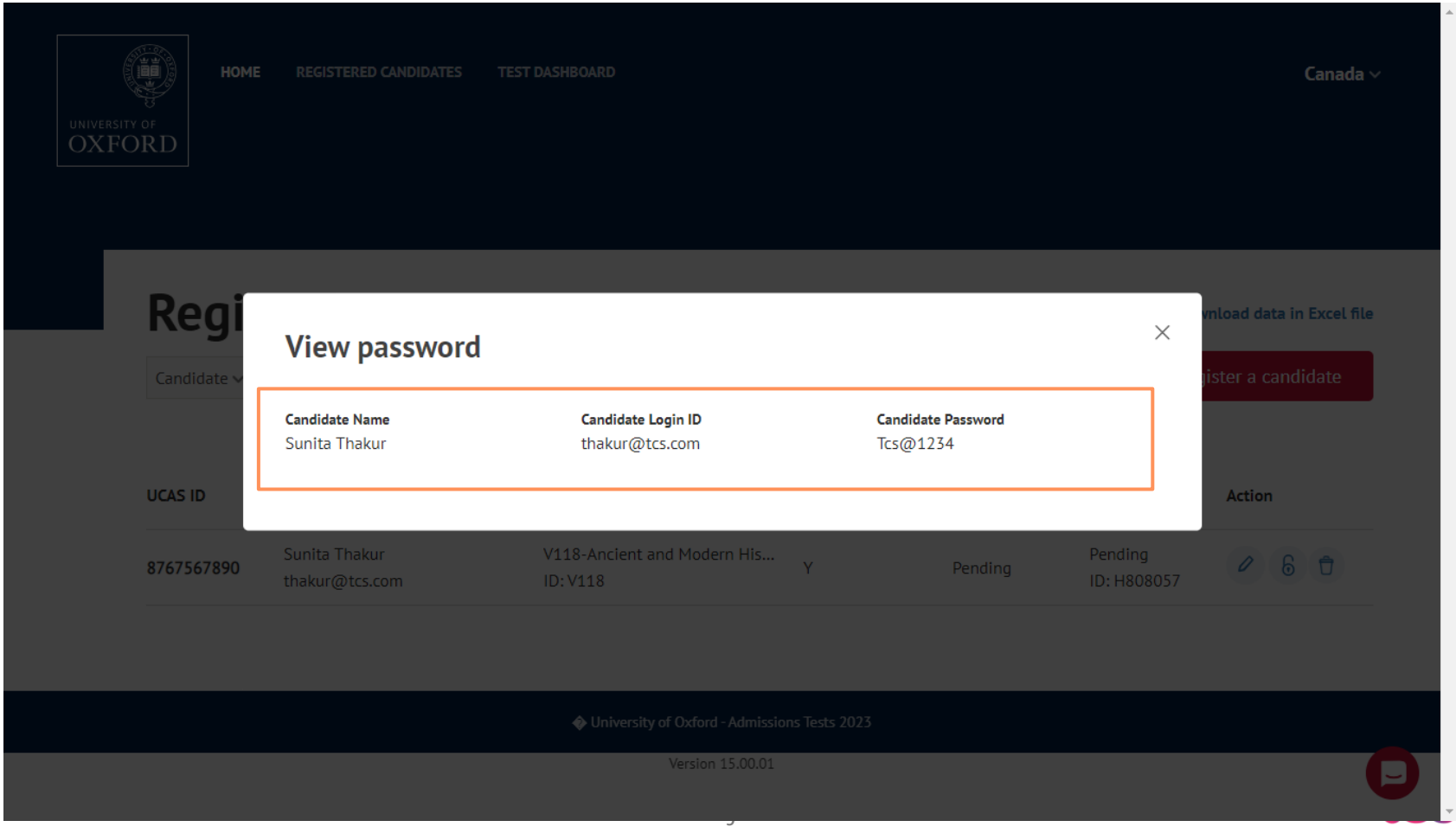
Registered Candidates : Search for the candidate



Registered Candidates : Actions – View password



View password: Share the password with candidate

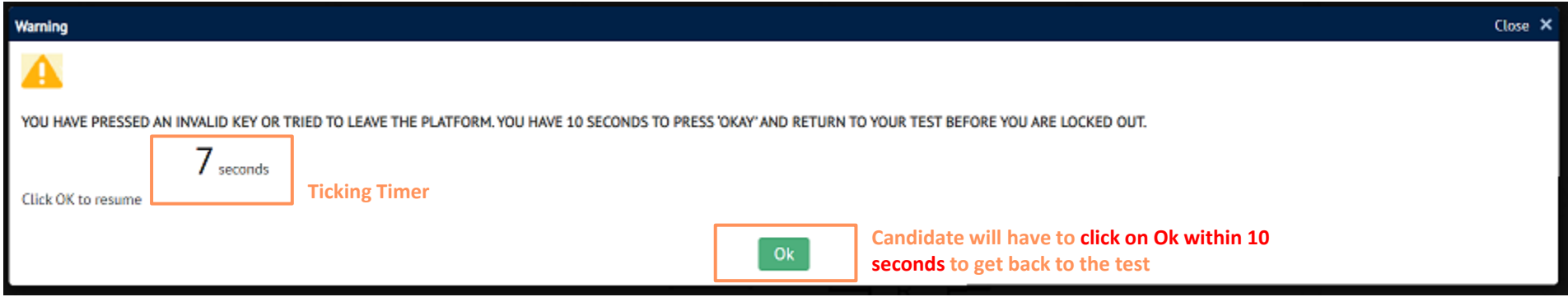


Scenario 2: Candidate locked due to interruption

Test has been interrupted: Candidate receives this screen

Candidates receive the below page when they perform the below actions for the first time:

- ✓ Candidate tried to minimise or close the test.
- ✓ Candidate has pressed something on your keyboard which closes the program, such as Esc, Ctrl, or a Function key.
- ✓ Candidate tried to move to another programme.
- ✓ Candidate tried to refresh the page.



Test has been interrupted: Candidate does not click ‘Ok’ within 10 seconds

Candidates will receive this error message. Warn the candidates to not to go out of the test window. Ask the candidate to close the browser tab, wait for 1 minute and relaunch the test.

Note : The system records any unexpected activity during the test.

An interruption has been recorded in the system due to one of the following possible reasons:
1) You tried to minimise or close the test.
2) You have pressed something on your keyboard which closes the program, such as Esc, Ctrl, or a Function key.
3) You tried to move to another programme.
4) You tried to refresh the page.
This window will now close down and you will have to re-launch the assessment once it has been unlocked by your school or test centre administrator. You will not lose any time while this happens. To avoid this happening again, please do not move out of the program or navigate to other applications during the test.

How to proceed

This window will now close down and can only be unlocked and re-launched by your centre administrator.
If you attempt to move out of the test platform again, you may be removed from the test and reported for malpractice.

Version 17.05.21

Candidate test has been locked: Candidate receives this screen

Candidates receive the below page when the test is interrupted twice. See the list of possible interruptions:

- ✓ Candidate tried to minimise or close the test.
- ✓ Candidate has pressed something on your keyboard which closes the program, such as Esc, Ctrl, or a Function key.
- ✓ Candidate tried to move to another programme.
- ✓ Candidate tried to refresh the page.

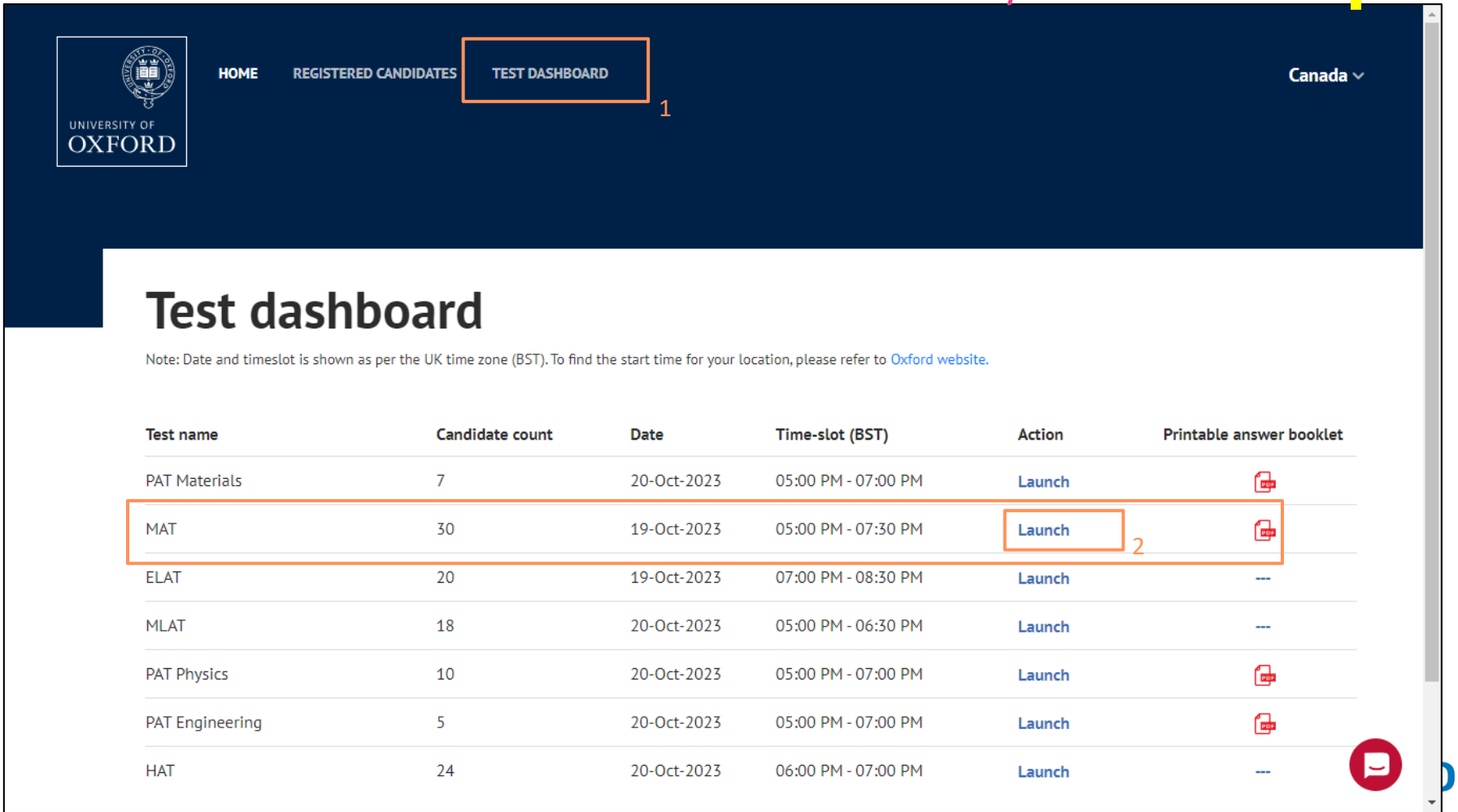
Your test has been locked.

Candidate test timer will be paused when the test is locked.

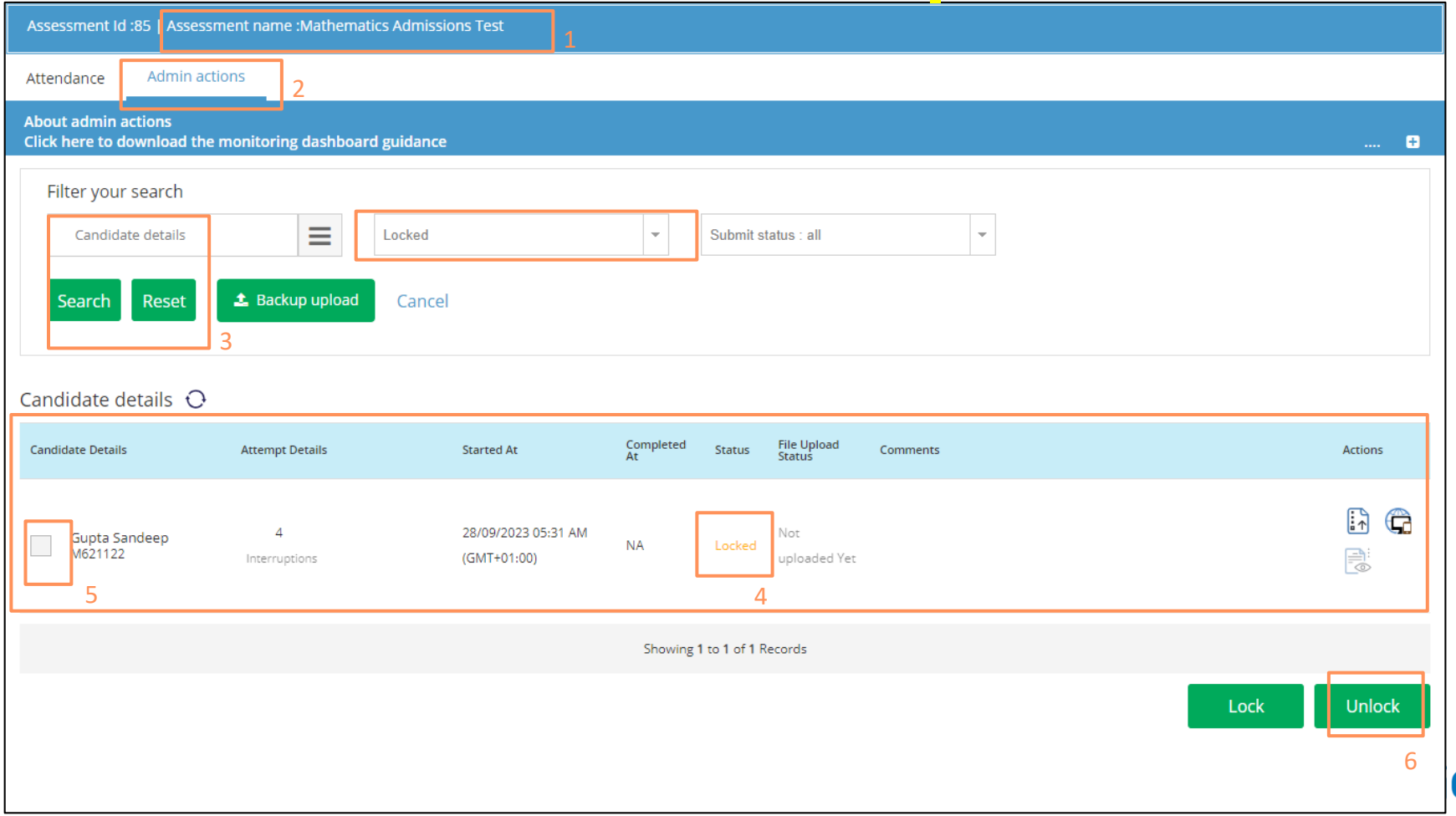
How to proceed

Please connect with your administrator / exam officer.

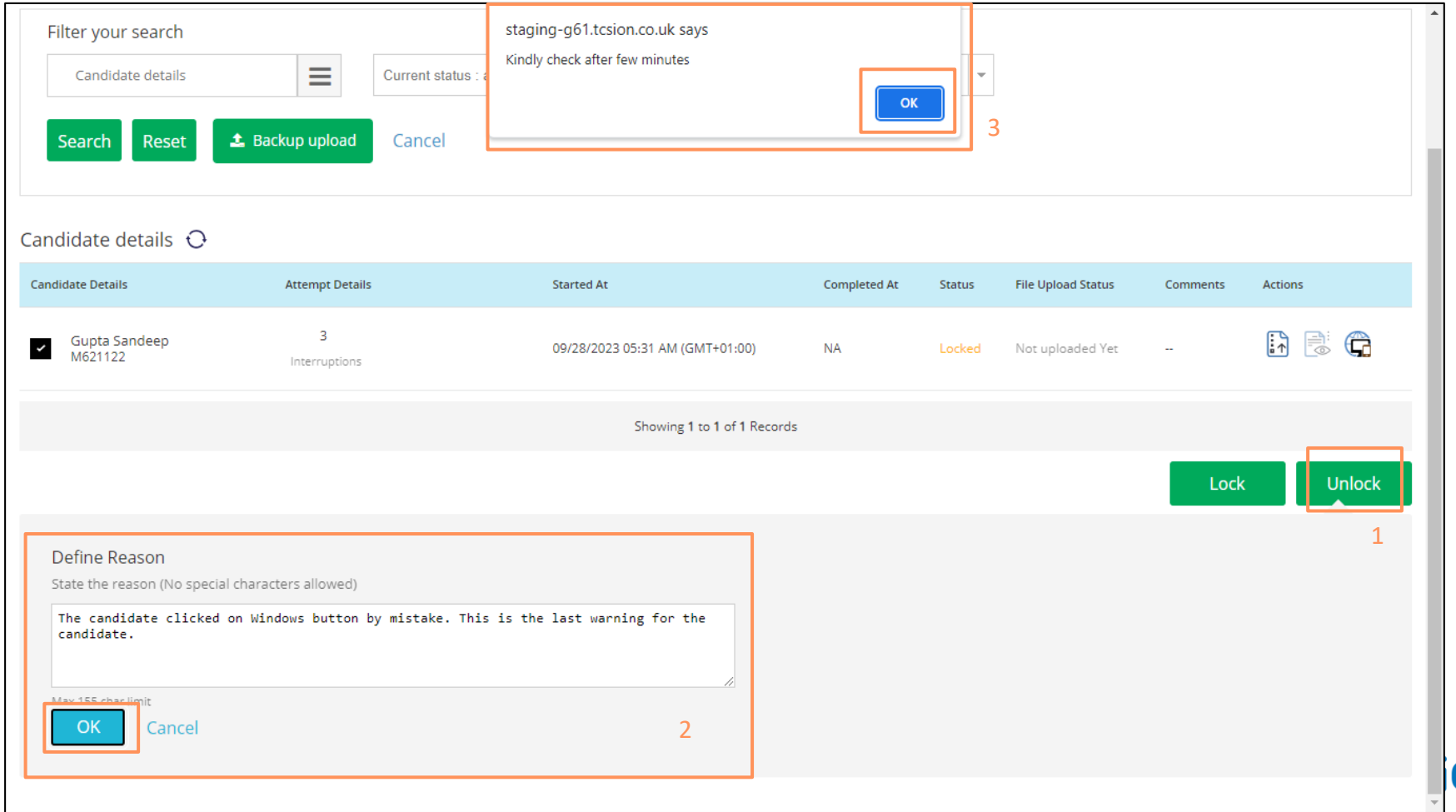
Candidate test has been locked: Actions to be taken by the centre admin



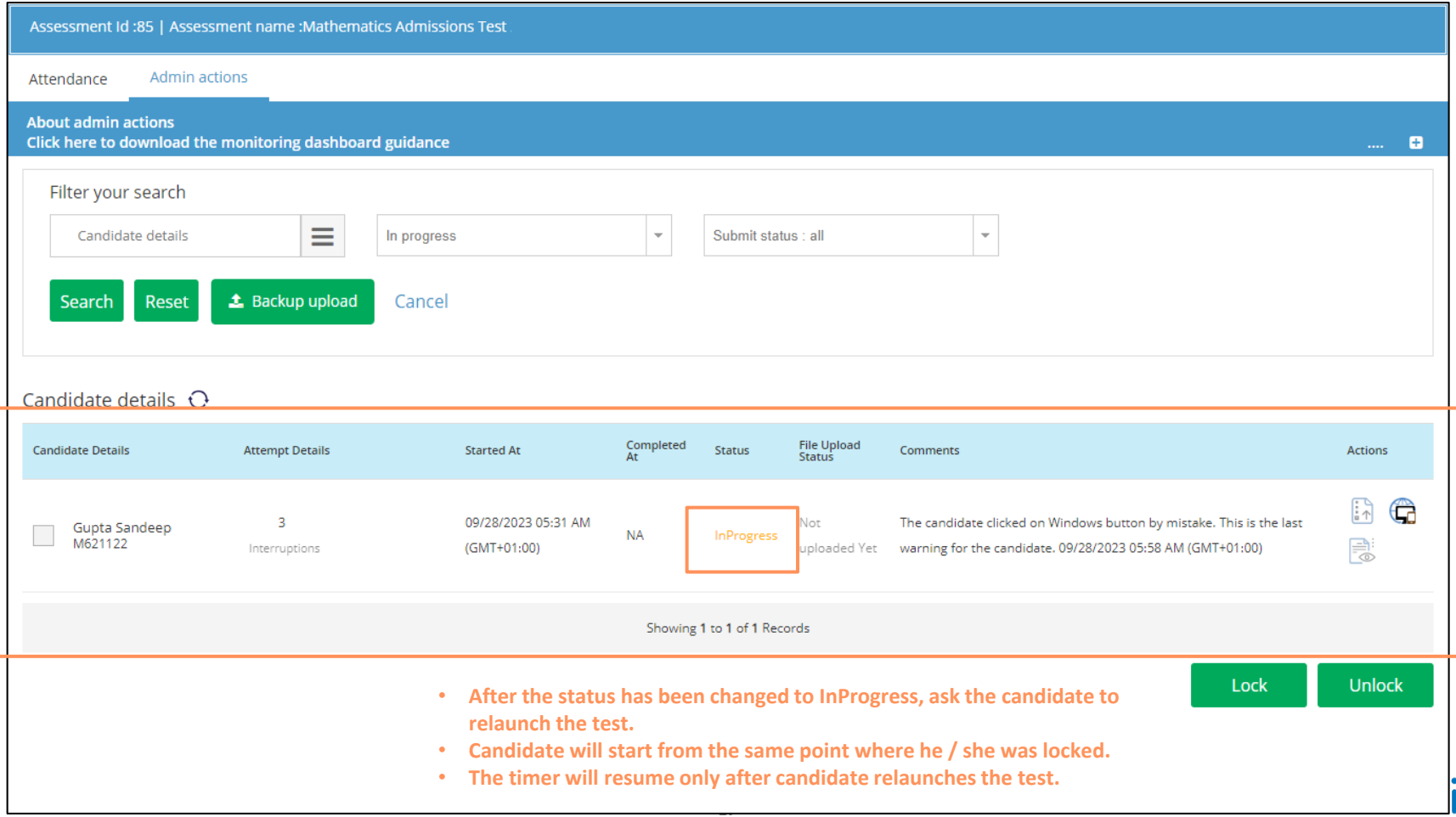
Monitoring Dashboard : Admin Actions – Unlock



Admin Actions – Unlock : Provide reason for unlocking the record



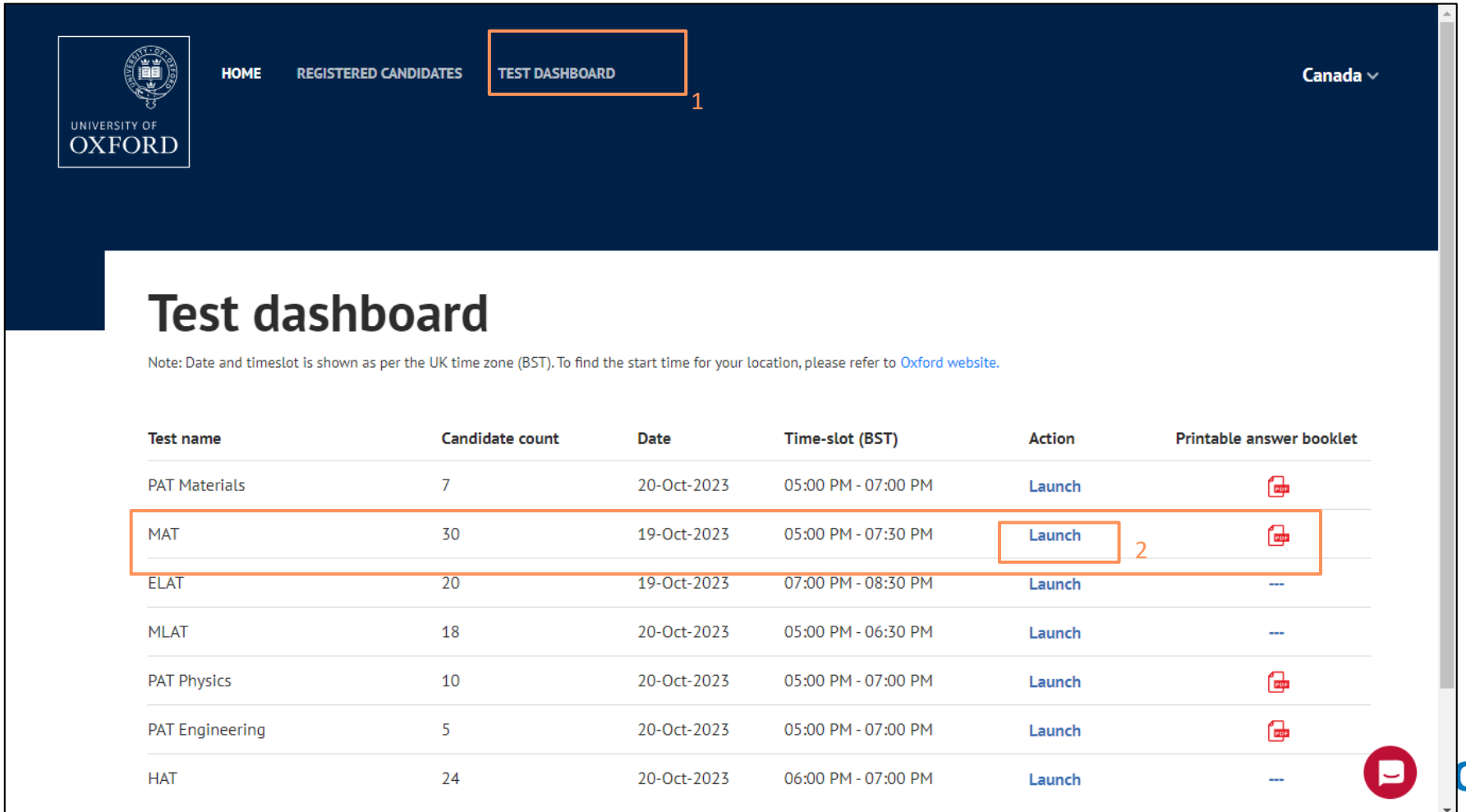
Admin Actions : Verify if the candidate status is now changed to *InProgress*



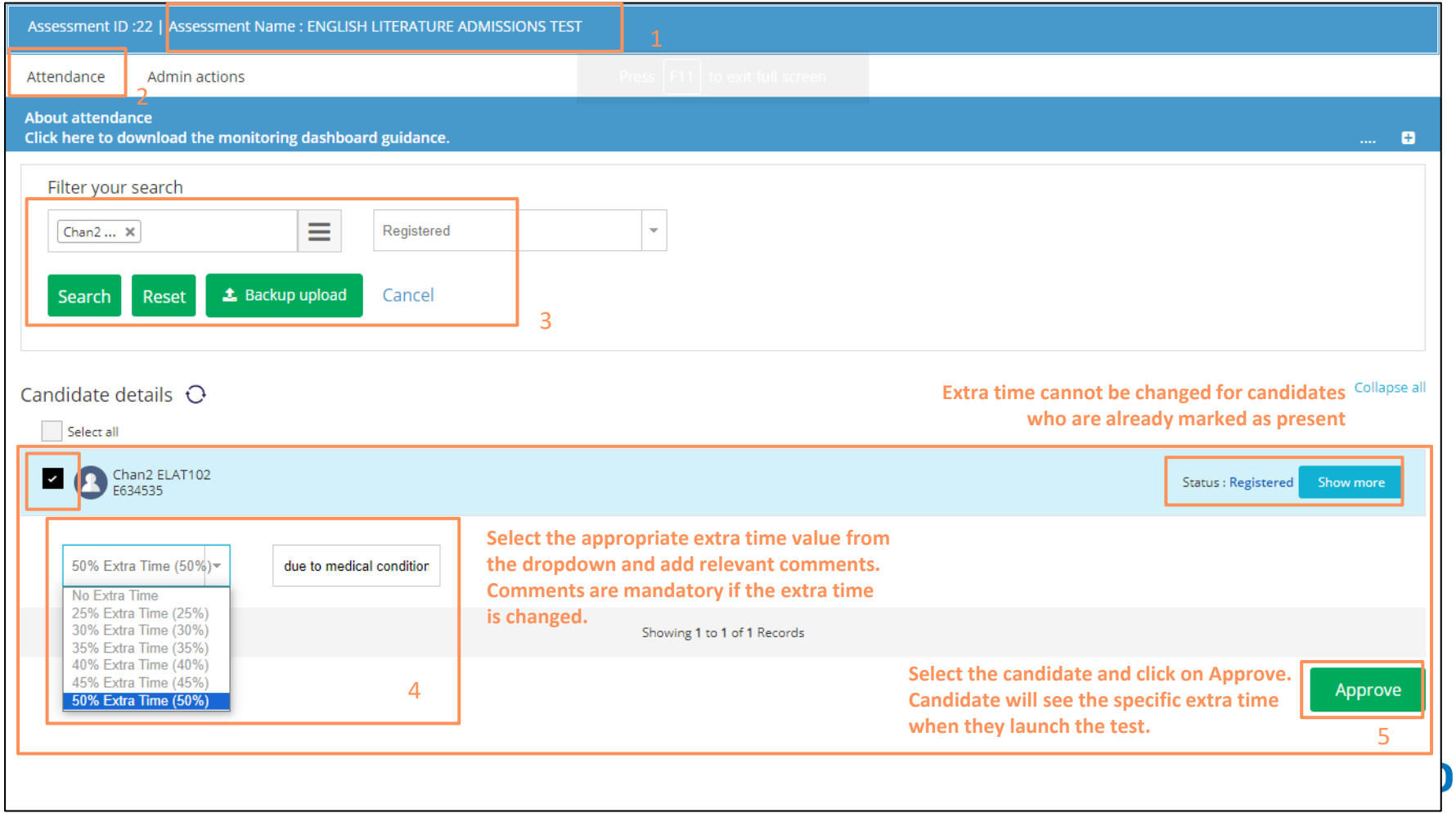
- **After the status has been changed to InProgress, ask the candidate to relaunch the test.**
- **Candidate will start from the same point where he / she was locked.**
- **The timer will resume only after candidate relaunches the test.**

Scenario 3: Extra time to be allocated at the start of the test

Test Dashboard: Click on Launch



Attendance : Select extra time with comments



Scenario 4: Candidate gets an error message while launching the test

Error Page on Test Launch : Advice for the candidates

Advice the candidate to close all other browser tabs and relaunch the test after one minute.

Your test attempt appears to be either: currently active in another window, or; you have recently closed the portal window.

How to proceed

Please speak to your school/test centre admin to unlock your test, and wait one minute to launch the test again. The time you are allowed for the test will not be affected, however any future interruptions will be noted against your submission.

Error Page on Test Launch : Actions to be taken by the centre admin

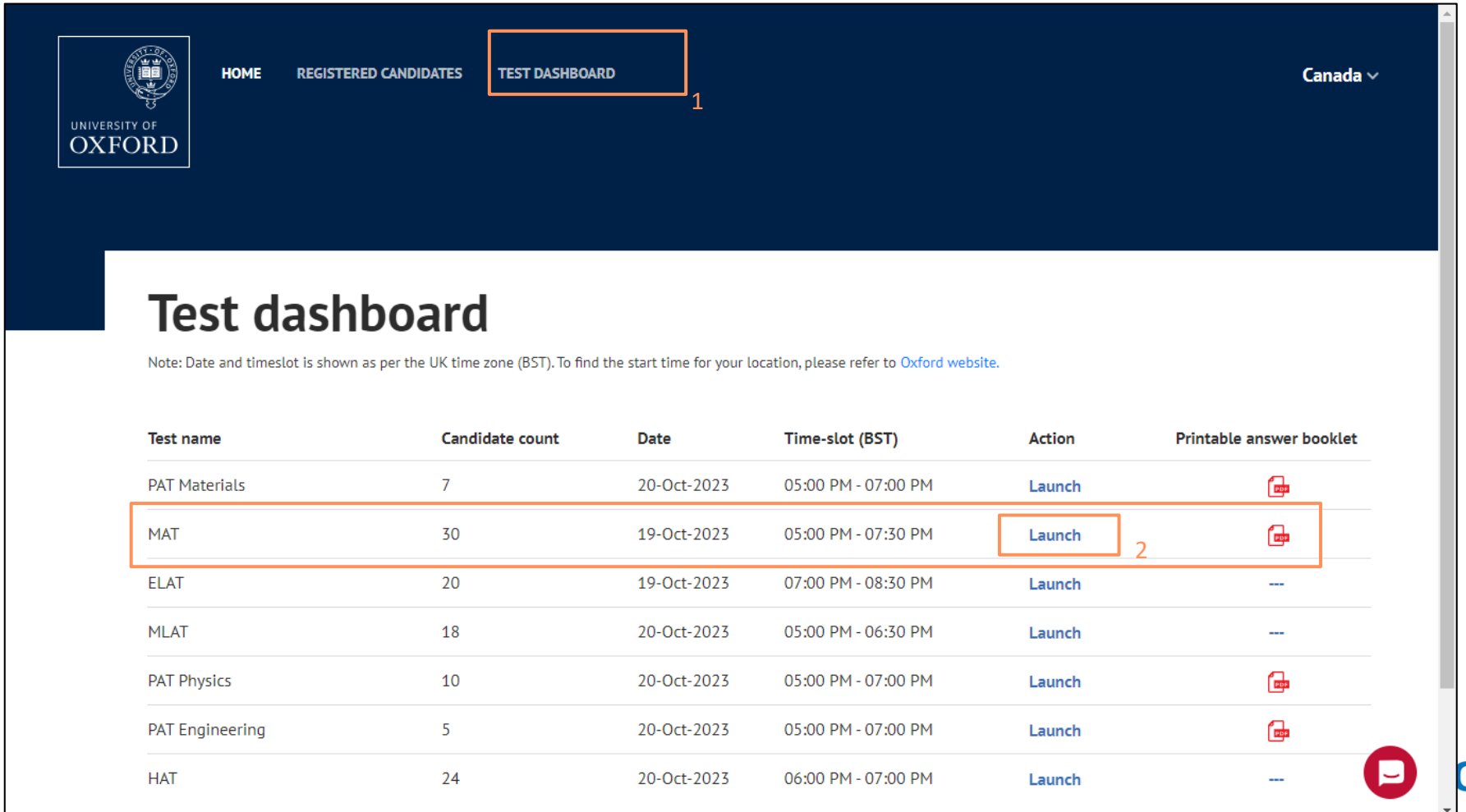
This message will appear only when the candidate is not marked as Present.

Actions to be taken by Admin:

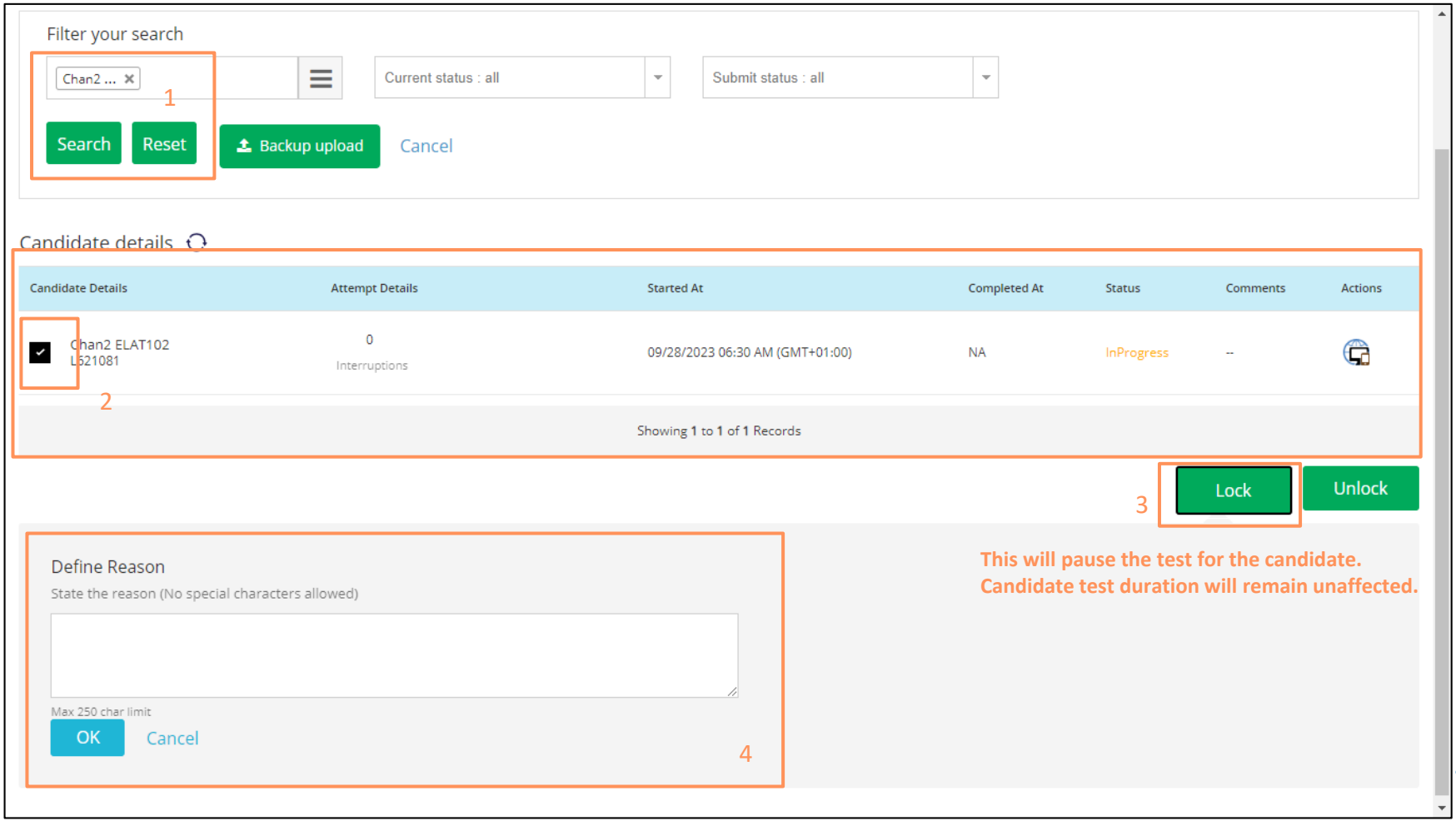
1. Navigate to Test Dashboard page and launch the monitoring dashboard to which candidate is enrolled
2. Search for the candidate and approve the candidate to mark him/ her as Present

Scenario 5: Schedule a rest break for the candidate

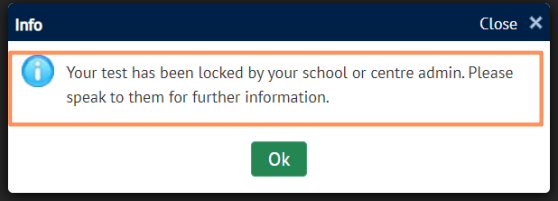
Test Dashboard: Click on Launch



Monitoring Dashboard: Select the candidate and Lock

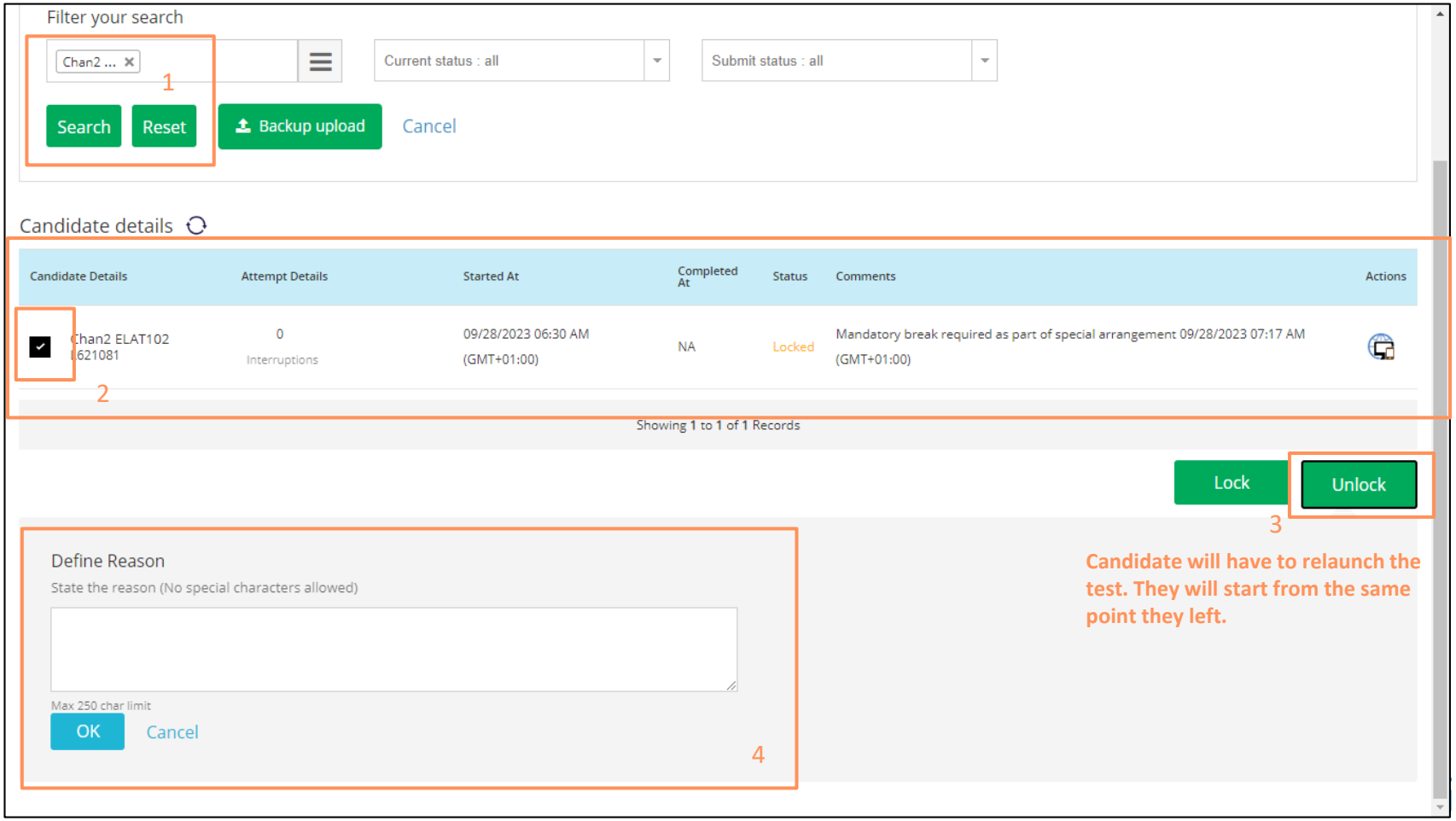


Candidate screen when the test is locked for scheduled break



Click on Ok to close the test window.

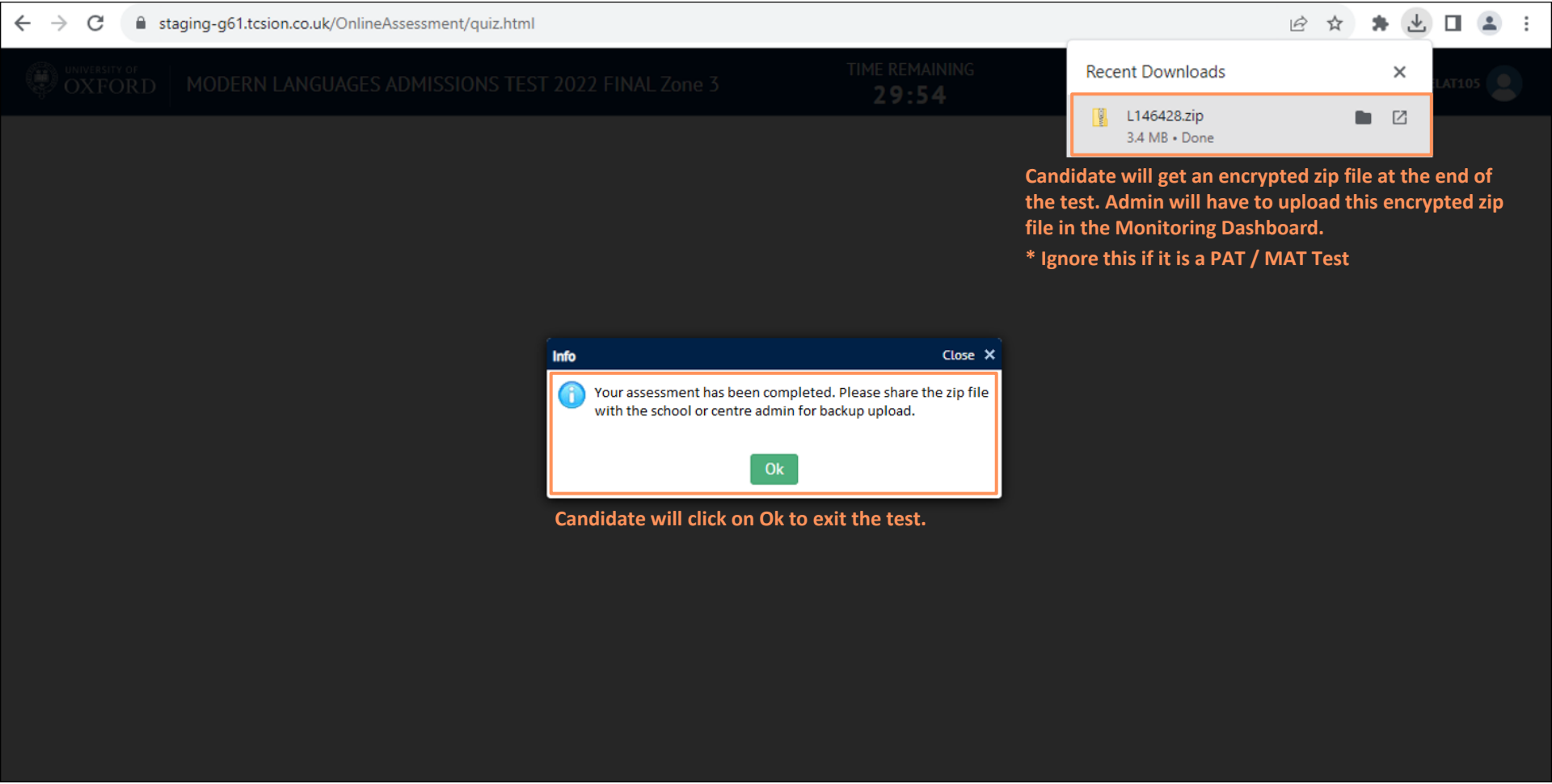
Monitoring Dashboard: Select the candidate and Unlock



Scenario 6: Candidate gets a zip file at the end of the test (Backup Upload)

Internet is not available at the end of the test

Test Completed by Candidate: No internet at the end of the test

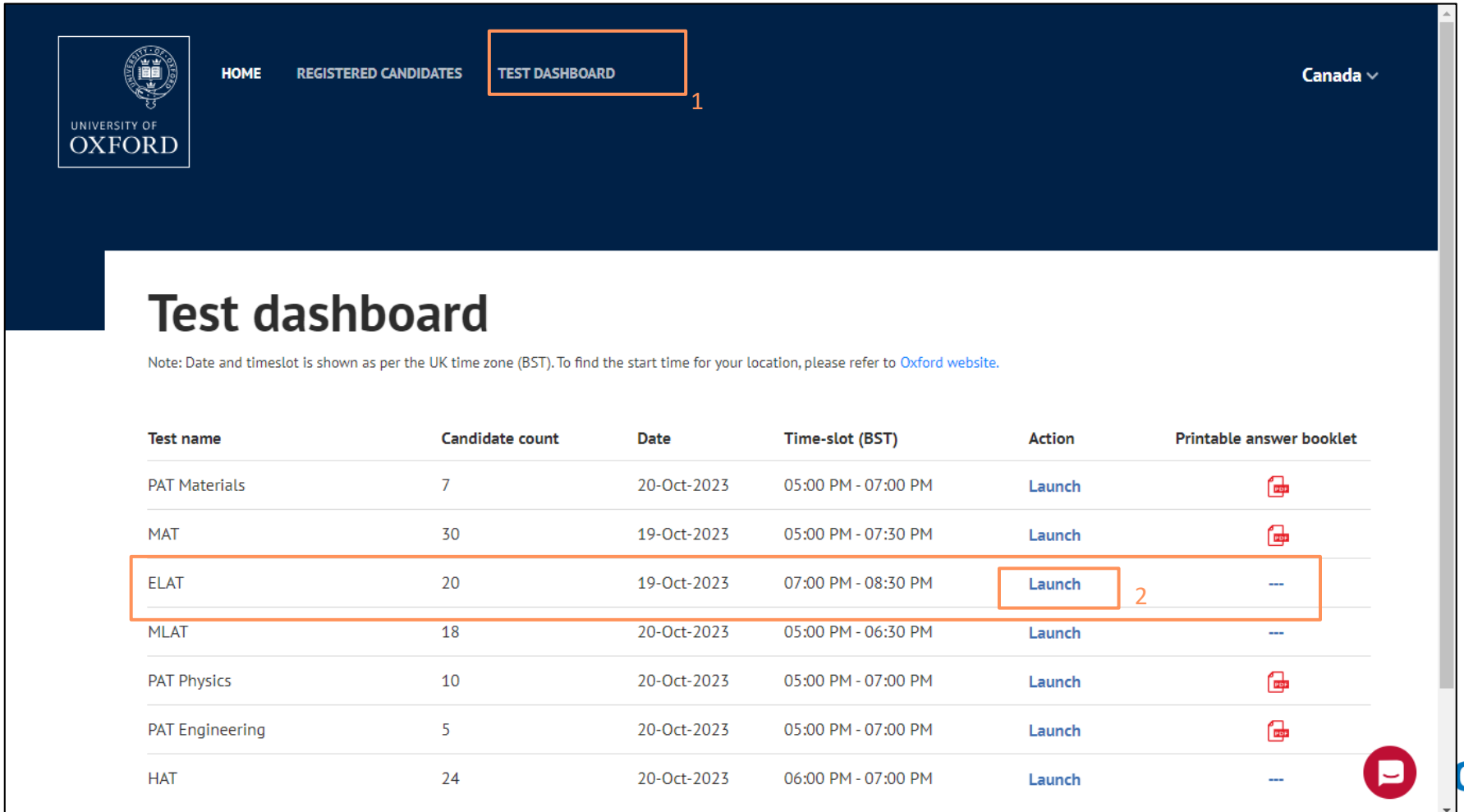


Candidate will get an encrypted zip file at the end of the test. Admin will have to upload this encrypted zip file in the Monitoring Dashboard.

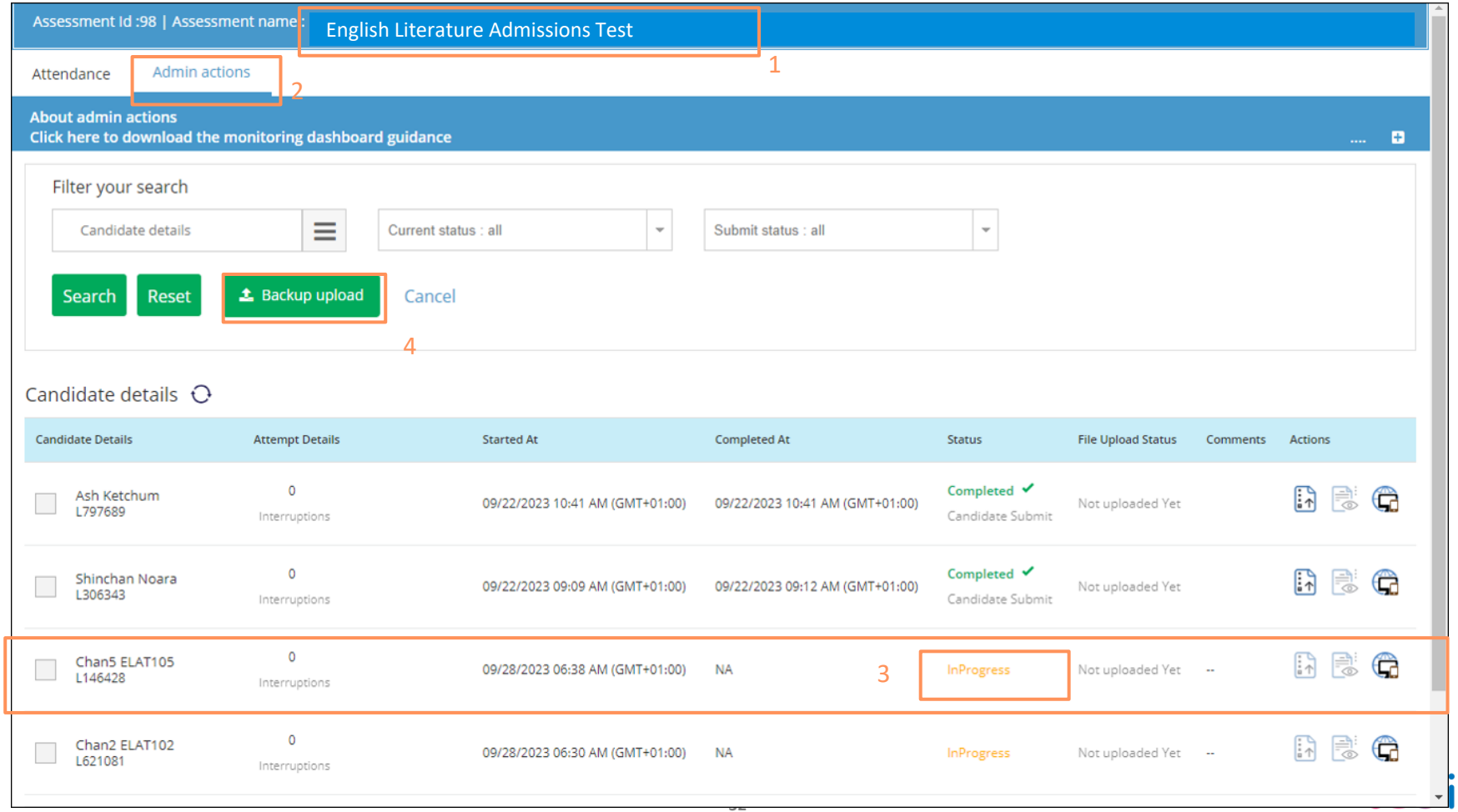
*** Ignore this if it is a PAT / MAT Test**

Candidate will click on Ok to exit the test.

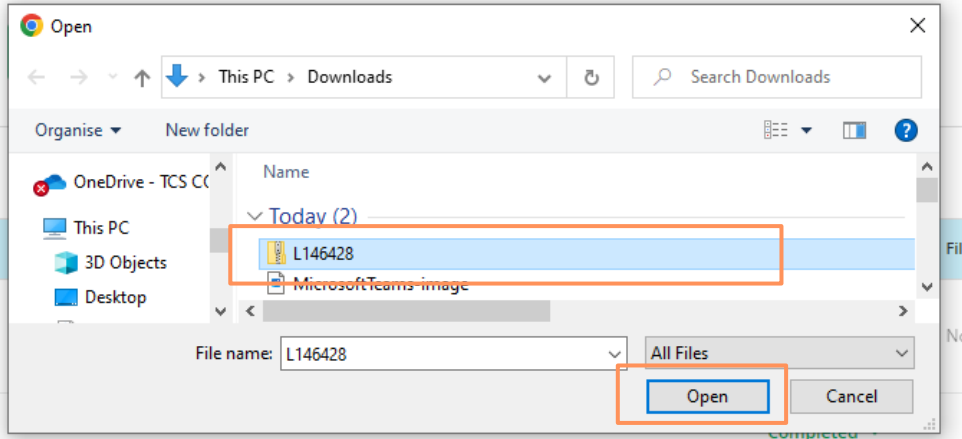
Test Dashboard: Click on Launch



Monitoring Dashboard – Admin actions : Backup upload



Admin actions : Backup upload – Select the file



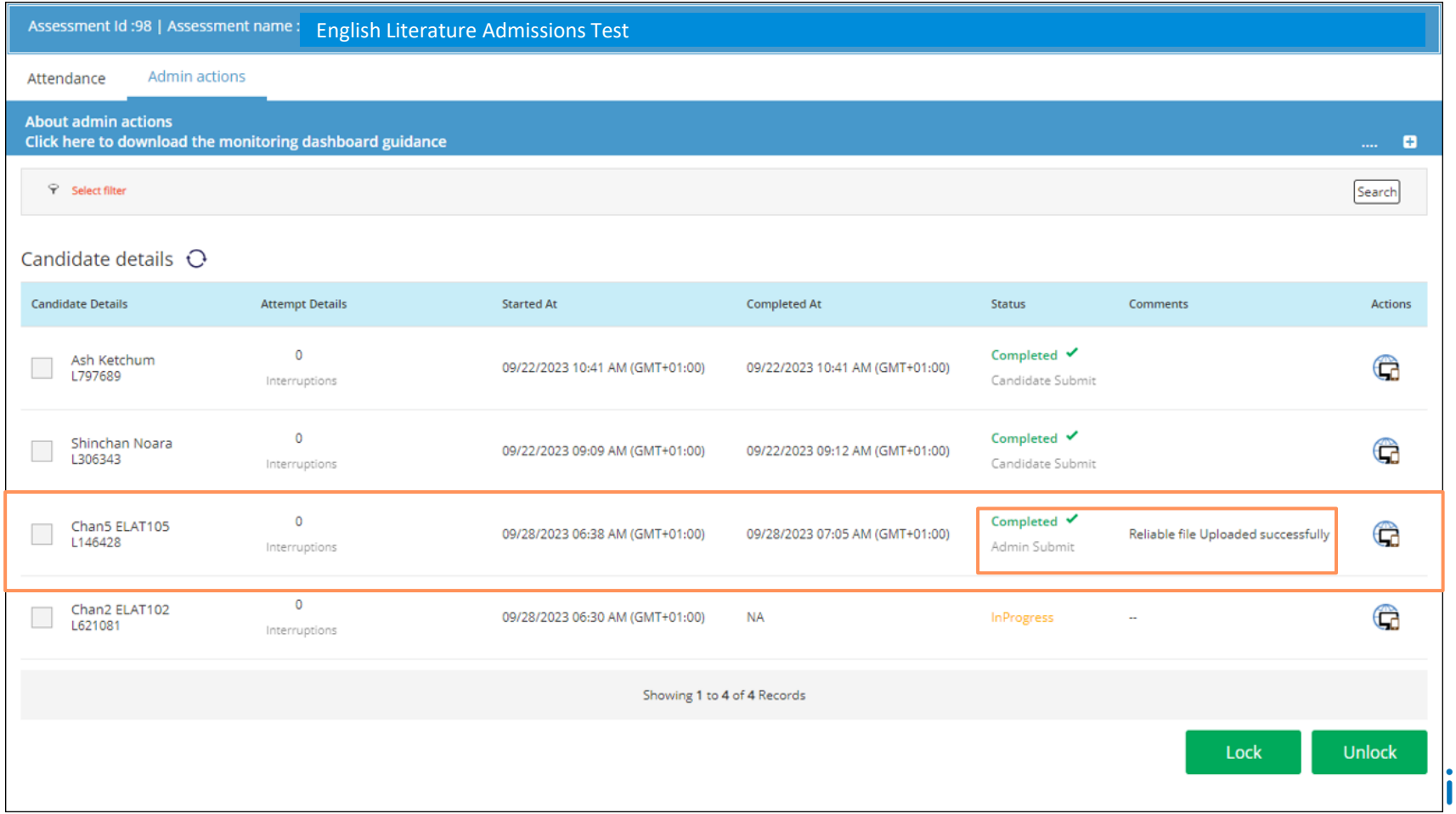
Search | Reset | Backup upload

Candidate details

Candidate Details	Attempt Details				File Upload Status	Comments	Actions
Ash Ketchum L797689	0 Interruptions				Not uploaded Yet		
Shinchan Noara L306343	0 Interruptions	09/22/2023 09:09 AM (GMT+01:00)	09/22/2023 09:12 AM (GMT+01:00)	Candidate Submit	Not uploaded Yet		
Chan5 ELAT105 L146428	0 Interruptions	09/28/2023 06:38 AM (GMT+01:00)	NA	InProgress	Not uploaded Yet	--	
Chan2 ELAT102 L621081	0 Interruptions	09/28/2023 06:30 AM (GMT+01:00)	NA	InProgress	Not uploaded Yet	--	

Showing 1 to 4 of 4 Records

Admin actions : Backup file uploaded successfully



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Thank You

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