



## D2.3.3: Adaptation and Implementation of EIS

<b>Project Title:</b>	Assessment of Transversal Skills 2020
<b>Project Acronym:</b>	ATS2020
<b>Project Number</b>	388446-EPP-I-2014-2-CY-EPPKA3-PI-POLICY
<b>Grant Agreement Number</b>	2014-3647/001-001
<b>Deliverable number</b>	D.2.3.3
<b>Work Package</b>	2
<b>Work Package Leader</b>	DUK
<b>Work Package Essential Partners</b>	CPI, H2, Innove, UTA
<b>Dissemination level</b>	Restricted to project participants
<b>Delivery date</b>	2018-04-24
<b>Status</b>	final
<b>Version</b>	2
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<b>Date sent to the reviewer(s):</b>	24 April 2018
<b>Site to download:</b>	ATS2020 repository/ ATS2020 WP2 ePortfolio at <a href="https://mahara.ats2020.eu/view/view.php?id=302">https://mahara.ats2020.eu/view/view.php?id=302</a>



**Disclaimer:**

This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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*N.B.: All Screenshots shown in this deliverable are taken from pages/videos available via <https://mahara.ats2020.eu> which are either publicly accessible or to which the creator (in all cases Hele Lukki-Lukin) has granted the right to be published in this deliverable.*

# 1 INTRODUCTION

The purpose of this document is to show the **implementation and adaptation of the testing platform EIS (Electronic Item Bank – developed by Innove)** which was used for the students' pre- and post-test of the ATS2020 pilot as well as for testing teachers before and after the pilot.

Based on the Functional Specification defined in Deliverable 2.1.2 and the assessment of available tools and platforms in Deliverable 2.2 as well as on the presentations and discussions documented in Deliverable 2.1.4, it was decided to set up the students' test and teachers' questionnaire on EIS, the Electronic Item Bank (<http://haridusinfo.innove.ee/en>) developed by Innove.

This document is complementary to the development of <https://eis.ats2020.eu/public> which is documented in the WP2 ePortfolio, especially at <https://mahara.ats2020.eu/view/view.php?id=302>. While the ePortfolio page devoted to D. 2.2 (<https://mahara.ats2020.eu/view/view.php?id=302>) was kept simultaneously with WP2 developments since April 2016, this document shows the developments of, in, and around the platform EIS for ATS2020 chronologically.

## 2 PROJECT MANAGEMENT

### 2.1 PROJECT TEAM

The Innove Foundation was in charge of EIS for ATS2020. In the same time, test development was done by WP5 (initially led by Mitja Cepic Vogrincic). Anastasia Economou (CPI), coordinator of ATS2020 and co-leader of WPs 2 and 5 acted as a supervisor during the implementation. This proved necessary, as the hard work of adapting EIS for the needs of ATS2020 led to a range of staff changes.

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System Administrator	Hele Lukki-Lukin e.a. (Innove)	<a href="mailto:hele.lukki-lukin@innove.ee">hele.lukki-lukin@innove.ee</a>
Supervision	Anastasia Economou (CPI)	<a href="mailto:anasta@cyearn.pi.ac.cy">anasta@cyearn.pi.ac.cy</a>

Adapting EIS for the needs of ATS2020 needed a big effort from both INNOVE and ERI. A lot of discussions, adaptations, refinements, and testing was necessary till both test and testing environment were finalized. Great thanks go to the core team (Anastasia Economou + Pambos Nicolaou + Nicolas Kanaris (CPI), Hele Lukki-Lukin + Anastassia Voronina + Reet Taimsoo + Anne-Mai Saar + Ahti Kelder (Innove), John Hurley (H2), Mitja

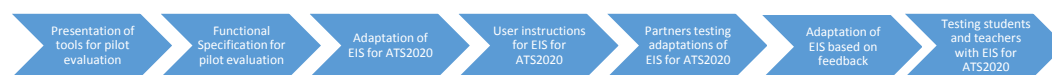
Cepic Vogrincic + Eva Klemencic + Plamen Mirazchiyski (ERI), Borut Campbelj (MISZ), Jarmo Viteli, Anne Rongas + Kaisa Honkonen (UTA) as well as to all partners who tested the test environment, did translations and reported bugs before testing.

This report is only devoted to the technical adaptation and the user instructions for using the EIS testing system, further reporting will be found in the deliverables of WP5 (especially on the quantitative pilot evaluation).

## 2.2 IMPLEMENTATION PHASES

EIS (**Eksamite Infosüsteem or Electronic Item Bank**) was developed by InnoVe and presented at the ATS2020 ad hoc meeting in Ljubljana in 2015 (cf D. 2.1.4 available at <https://mahara.ats2020.eu/view/view.php?id=182>) together with OPEKA, a self-evaluation tool for teachers, developed by UTA. UTA also had developed an assessment tool for students (OPPIKA). However, it was decided that using EIS for the ATS2020 pilot evaluation would need less adaptations. Following the meeting, a functional specification for an ATS2020 assessment platform was developed (D. 2.1.2, also available via <https://mahara.ats2020.eu/view/view.php?id=182>) which served as the basis for the implementation of EIS for the ATS2020 pilot.

Thus, the implementation phases look as follows:



*Main phases for developing the ATS2020 learning platform*

On the figure, the main phases for developing EIS for ATS2020 are shown in a simplified form. The actual development of the system was not that linear but agile meaning adaptations were made during the process based on the needs. Here is a list of adaptations of the system (not extensive list):

- Functionality separation from EIS as a new package;
- Authentication changes (ID based to password);
- Bulk creation of user accounts and passwords (students, teachers, school administrators, country administrators);
- Import/export of items;
- Multi-language support of user interface (creation and adaptations after partner feedback);
- ATS2020 logos and adaptations to the main page (adding the logos and changing the user interface view);
- Filling out testing protocol in English (functionality change and language);
- Unstructured test functionality;
- Content viewing adaptations (same content in different web browsers);
- Deleting double data entries from statistics (fixes);

- Deleting data of students not participating in project (no parental consent);
- Scoring facilitation (creating scoring batches, assigning scorers, reliability scoring functionality etc.).

During the adaptation phase, additional to the tremendous amount of work, mainly done by Innove and ERI, 14 coordination meetings were held, mainly online. The minutes of these meetings are stored at [https://ats2020.sharepoint.com/:f:/r/partners/Shared%20Documents/Work%20Packages\\_working\\_documents/WP2%20Technology%20and%20Tools/EISquestionnaires?csf=1](https://ats2020.sharepoint.com/:f:/r/partners/Shared%20Documents/Work%20Packages_working_documents/WP2%20Technology%20and%20Tools/EISquestionnaires?csf=1)

and at

<https://mahara.ats2020.eu/view/view.php?id=16796> (only for logged-in users)

Here is a list of the meetings and the main topics:

1. **EIS testing system for teachers' questionnaire.** Skype meeting after testing the questionnaire  
2016-08-12, 12 noon (Cyprus, Estonia)  
Participants: Anastasia (CPI), Hele + Marek (Innove), Andrea (DUK)  
URL for test version of questionnaire:  
<https://test.ekk.edu.ee/public/sooritamine/2/0/alustamine>
2. **EIS testing system for teachers' questionnaire.** Skype meeting after 2<sup>nd</sup> test of the questionnaire  
2016-08-17, 12 noon (Cyprus, Estonia, Finland)  
Participants: Anastasia + Pambos (CPI), Hele + Marek (Innove), Andrea (DUK), Anne + Jarmo (UTA)
3. **EIS testing system for students and teachers. Open Issues + solutions**  
2016-08-30, 2 pm (Cyprus, Estonia, Finland)  
Participants: Anastasia + Pambos (CPI), Anne-Mai + Hele + Marek (Innove), Andrea (DUK)
4. **EIS testing system for students and teachers. Process Specification**  
2016-09-02, 12 noon (Cyprus, Estonia, Finland)  
Participants: Anastasia (CPI), Hele (Innove), Mitja (ERI), Borut (MISZ), Andrea (DUK)
5. **EIS testing system for students and teachers. Students' test** (Module 1 + testtaking/statistics)  
2016-09-07, 1 pm (Cyprus, Estonia, Finland)  
Participants: Anastasia (CPI), Hele (Innove), Mitja (PEI), Jarmo (UTA), Borut (MISZ), Andrea (DUK) - URL for testing students test:  
<https://test.ekk.edu.ee/public/sooritamine/4/0/alustamine>
6. **EIS testing system for students and teachers. Student's test:** Validity issues, testing of test, technical issues, test administration  
2016-09-13, 2 pm (Cyprus, Estonia, Finland)  
Participants: Anastasia (CPI), Hele (Innove), Jarmo+Anne (UTA), Andrea (DUK)
7. **EIS: to do till pilot pre-test**  
2016-10-03, 2 pm (Cyprus, Estonia, Finland) = 1 pm Brussels time  
Participants: Anastasia (CPI), Hele + Anne-Mai (Innove), Anne (UTA), Andrea (DUK), John (H2), Eva (ERI), Borut (MISZ)
8. **Test Administration.** Documentation = missing, file of meeting 7 was saved twice
9. **EIS: TestAdmin + testing of tests + translations**  
2016-10-24, 2 pm (Cyprus, Estonia, Finland) = 1 pm Brussels time = 12 noon in Ireland  
Participants: Anastasia + Nicolas (CPI), Hele + Anne-Mai (Innove), Kaisa (UTA), Andrea (DUK), John (H2), Eva + Mitja (ERI), Borut (MISZ)

**10. EIS: TestAdmin + testing of tests + translations**

2016-10-27, 2 pm (Cyprus, Estonia, Finland) = 1 pm Brussels time = 12 noon in Ireland

Duration of meeting: 1,5 hrs

Participants: AnastasiaE (CPI), AnastassiaV + Hele + Anne-Mai (Innove), Anne (UTA), Andrea (DUK), John (H2), Eva + Mitja (ERI), Borut (MISZ)

**11. Translations of tests and items to be fixed**

2016-11-01.

Participants: not minuted, documentation = screenshot of notepad

**12. EIS: Fixing Source Code**

2016-11-03, 2:30 pm (Cyprus, Estonia, Finland) = 1:30 pm Slovenia/Austria = 12:30 in Ireland

Duration of meeting: 1,5 hrs

Recording of the Meeting:

[https://1drv.ms/v/s!Apx8zg32Ss2ok\\_tXT-3ub-WZOMNN2Q](https://1drv.ms/v/s!Apx8zg32Ss2ok_tXT-3ub-WZOMNN2Q)

Participants: AnastasiaE (CPI), AnastassiaV + Hele + Anne-Mai (Innove), Andrea (DUK), John (H2), Eva + Mitja (ERI), Kaisa (UTA)

**13. EIS: Bugfix Agreement**

2016-11-04, 2 pm (Cyprus, Estonia, Finland) = 1 pm Slovenia/Austria = 12 in Ireland

Duration of meeting: 45 min

NO recording of the Meeting

Participants: AnastasiaE (CPI), AnastassiaV + Hele (Innove), Andrea (DUK), John (H2), Eva (ERI), Anne (UTA)

**14. EIS testing system for students and teachers after bug fixes**

2016-11-09, 12 noon (Cyprus, Estonia, Finland), 1 pm (Slovenia, Austria), 2 pm Ireland

Duration: 1hr 45 minutes

Participants: AnastasiaE (CPI), Hele+Anne-Mai+AnastassiaV (Innove), Mitja (PEI), Anne +Kaisa (UTA), Andrea + Gregor (DUK), John (H2)

## 2.3 DOCUMENTATION

User help **documentation** was created for teachers and students with step by step instructions and visualizations. This documentation is available as "ATS2020 Student's test with EIS" via Mahara at the following link:

<https://mahara.ats2020.eu/view/view.php?id=2775> (only for logged-in users!)

Here are screenshots of the contents of the page:

**ATS2020**

## ATS2020 Student's Test with EIS

by Andrea Ghoneim  
 Tags: ATS2020, student test, EIS

Edit this page Copy

Here you can see how to perform the ATS2020 students' pre-test successfully.

Please note that a successful test is backed by the following staff:

1. a country coordinator
2. a local test administrator

This page is addressed mainly to the country coordinator, but interested test administrators who want to know more about the work with the EIS testing system will also like to scroll through this page.

The content for this page is mainly provided by Hele Lukki-Lukin (Innove, Estonia), who also did the main work for adapting the test database. Andrea tries to keep track of everything, and hopes you benefit from the collection!

### A. EIS testing system for the pilot evaluation

Here, you can find guidance videos and a manual for your work with the student's pre- and post tests in the EIS testing system (made by Hele Lukki-Lukin, with additions of Eva Klemencic; Andrea Ghoneim did some editing in the Manual).

### A. Checklist for Successful Pre-testing of the Students Test in EIS

1. The country coordinator has a filled template with data of the schools, the teachers, the students (on Sharepoint).
2. Testing Questions have been translated and checked. -> Do the test and control, if all questions are in your language (see Hele's list with the different testers' IDs below).  
Access to the EIS testing space: <https://eis.ats2020.eu/public/>
3. The EIS interface has been translated and the translated interface has been checked
4. The student test has been translated and checked (Do the test and control, if all questions, texts and options are in your language.)
5. Testing days date have been entered in EIS. (Go to <https://eis.ats2020.eu/public/korraldamised/> / see manual or video below)
6. Every school has in every testing day the test administrator (country coordinator or/and school coordinator or/ and teacher). (Go to <https://eis.ats2020.eu/public/korraldamised/>, see manual or video).
7. The students have their passwords (if not and you have sent your country's data, ask Nicolas or Hele).
8. The teachers appointed as test administrators have their passwords (if not and you have sent your country's data, ask Nicolas or Hele).

**ATS2020**

### Information for teachers & students about the structure of the test + the questions (Prepared by Mitja Čepič Vogrinčič)

StT\_Introduction\_fin\_JH.docx - Monday, 24 October 2016 [17.1KB]

### ATS2020 Student's Test with EIS + Introduction Module. Video instruction by Hele Lukki-Lukin

Welcome to EIS!.mp4 - Friday, 11 November 2016 [1.6MB]

### Short Introduction for test administrators

StT\_Administration\_guide\_short\_v2.docx - Friday, 28 October 2016 [99.5KB]

### Draft: ATS2020 Manual for EIS Test Administrators

ATS2020eisManualTestAdmins\_v2\_6.docx - Monday, 24 October 2016 [7.8MB]

### Video Manual for EIS test admins V.2 (made by Hele Lukki-Lukin)


TashortManual\_v2.mp4 - Monday, 14 November 2016 [3MB]

### Country Coordinator: Registering Students for the Test (made by Hele Lukki-Lukin)

ATS\_st\_RegistrationTest.mp4 - Monday, 12 September 2016 [1.5MB]  
 Shows how the country coordinator selects students to participate in the test.

### Test administration for the country coordinator: preparation for testing day (screencast by Hele Lukki-Lukin)

ATS administration of ST test.mp4 - Monday, 12 September 2016 [3MB]

 EIS Scoring Guide (Word file) ATS2020ScoringGuide\_ver05.docx - Wednesday, 22 February 2017 [893.6KB] EIS Scoring guide (video instruction by Hele Lukki-Lukin) ATS2020ScoringGuide.MP4 - Monday, 13 February 2017 [2.5MB]

*ATS2020 students' test with EIS. Internal guidance page, available at  
<https://mahara.ats2020.eu/view/view.php?id=2775> (only for logged-in users!)*

Additionally, some of the video instructions (for country coordinators) are also available (publicly) via the ATS2020 resources portal at: <https://resources.ats2020.eu/resource-listing?q=EIS&category=GUTS&country=&lng=&learning=&media=&perpage=&sortby=>

The following text is mainly derived from the manual for test administrators. The version 2.6 on which the text is basing and which is stored at the abovementioned Mahara site is available as annex to this deliverable.



### **3 ANNEX: MANUAL FOR TEST ADMINISTRATORS**

The manual for test administrators was elaborated by the ATS2020 EIS task force as mentioned above. The manual bases mainly on the video guides created by Hele Lukki-Lukin.

The manual reached v. 2.6. As at this point, translations to the piloting countries' languages had already begun and the manual was an internal resource, no final version was elaborated.

## ATS2020 Manual for Test Administrators

Students' tests with the ATS2020 test database, basing on EIS and provided by Innove (Estonia)

Test administrator's guide to manage the test successfully

Manual by Hele Lukki-Lukin (Innove) and Eva Klemenčič (ERI), edited by Andrea Ghoneim (DUK)

V2\_6@2016-10-24

Changes:

deleted section on creating passwords, as this will be done by Hele  
added short description of the role of the country coordinator

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### Role as a country coordinator – manage passwords, users, supervision and support for test admins

As a country coordinator, we kindly ask you to study the entire manual, as you will have an important role in supervising your country's test administrators. Please make yourself acquainted both with their role and with the additional tasks and responsibilities of the country coordinator.

### Role as a test administrator – rules for supervising the testing session

As a Test Administrator, you should observe the following general rules during the test administration:

- Do not answer questions about the content of the test items, or provide any specific information, answers, or instruction about any test task. The best response to any such questions is, "I am sorry, I can't answer any questions. Just do your best with the question."
- Be sure that all students understand what they are asked to do and know how to input their answers. You may answer students' questions about these matters.
- While students are working, move around the room to see that they are following directions and answering questions.
- Students who ask to leave the test session may do so only in an emergency situation (e. g. because he/she becomes ill).
- If a student arrives late, but before the testing session has begun, show the student to their computer. Student that arrive late should not be admitted to the session once the actual testing has begun (that is, once the students have started the tutorial and yet have begun reading the instructions).
- Student should be encouraged to use the full time to complete the test, but if the student has finished answering the questions before the testing session is over, he/she may read quietly at his or her desk, but should not leave the room.

Please note that the test administrators were introduced to the ATS2020 pre-test for students on EIS with an introduction (can be found via <http://mahara.ats2020.eu/view/view.php?t=SWkZARwELKYhHgCMU7Qr>) which should summarize their main tasks as treated below.

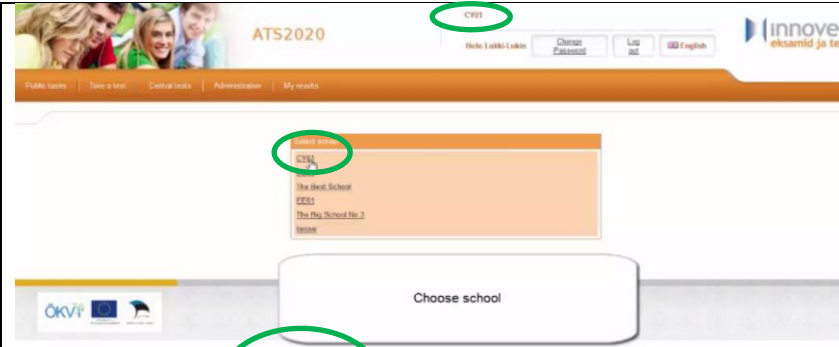
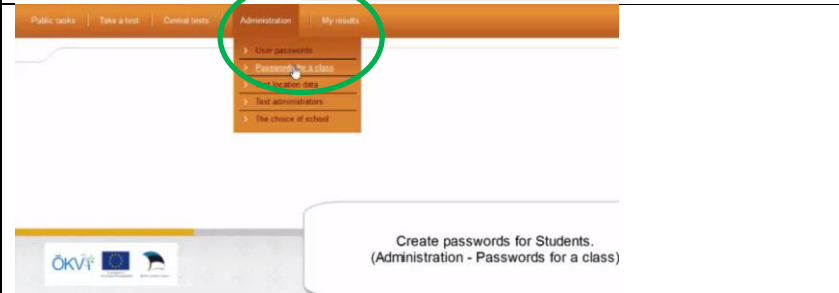
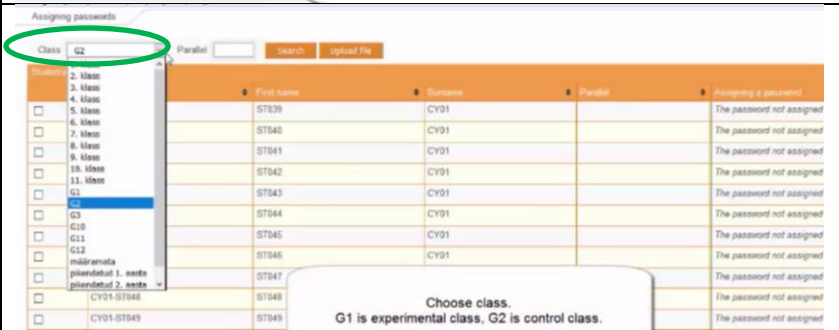
## Before, during, and after the test: Quick Overview

Prerequisites	<ol style="list-style-type: none"> <li>1. Hardware and Software requirements: PC computer, no tablets 2 core processor 2 GB memory Browser Mozilla Firefox Quick Time or VLC plugin</li> <li>2. Internet connection</li> <li>3. Students are registered for the test</li> <li>4. Passwords have been created for the students</li> <li>5. Students are divided into groups by allowed testing days and testing rooms.</li> <li>6. There is an assigned minimum one test administrator for every testing day and testing room.</li> <li>7. <b>Recommendation: create usernames and passwords and print them out before the testing day</b> (find detailed information on how to do this below and via ATScreatingPasswords.mp4)</li> </ol>
Testing day – start the test	<ul style="list-style-type: none"> <li>• Test administrator (TA) logs in at <a href="https://eis.ats2020.eu/">https://eis.ats2020.eu/</a></li> <li>• S/he chooses: “Central tests - administrating written e-test”</li> <li>• S/he clicks on the test name</li> <li>• The test administering form with the list of the students’ names appears.</li> <li>• Mark students in the class ready for test --&gt; "Permission to start"</li> <li>• The test admin (=TA) pays attention to the students’ names and usernames and gives them the prepared passwords (see below).</li> <li>• Students log in and choose language next to his/her name and click on the main page on a link "You have been directed to take one test" or choose “Take a test” and then “Performance”</li> </ul>
Online communication during the test	While the students are taking the test, the test administrator has to be sure that no student uses other webpages or communication channels.
Collaboration and assistance during the test	Each student's work must be his or her own. It is essential that students do not discuss their work with each other at any time during the testing. You may read or explain any instructions or text to students <b>as long as you do not provide the students</b>

	<p><b>with answers to their questions.</b> You may reword questions, explain the meaning of the words, or explain task requirements to students <b>as long as you do not provide the students with answers to their questions.</b> For example, if a task requires students to identify the benefit of completing an action, you may define the word »benefit« for students.</p> <p><i>Another example: If a task requires a student to click on a hyperlink on the screen, you may explain that they need to use their mouse to click on the hyperlink in the upper screen area, however you may <b>not</b> explain to the student what a hyperlink is.</i></p>
Testing day – create protocol after the test	<p>After the students have finished the test, the TA (=test admin) clicks on the link below the students' list = "Compilation of the protocol of the test"</p> <p>The report opens with the list of the students. Students, who have finished their tests are marked as "participated". TA marks students who missed the test. If any of the students who really participated in the test are not marked as participated, the TA has to correct it and mark that the student participated. The status of the students who missed the test has to be marked by TA.</p>
Scoring / Protocol	<p>Only those students' responses are going to be scored, who are marked as participated in the protocol. It is possible to add some remarks about some students, by clicking "Additional information". This place is also for information about additional time given to the student for any technical problems.</p>
More than one testing day in your school?	<p>If the test in one school takes place on more than one day, the protocol has to be filled only with the information about the students who participated and then saved. If TA has marked some student as missed from the group that has not started the test yet, the student can't take the test. After last test session has to be the protocol completely filled.</p>

A video manual and videos for the mentioned chapters are available at <http://mahara.ats2020.eu/view/view.php?t=SWkZARwELKYhHgCMU7Qr>  
(secret URL – no Registration for Mahara necessary!)

## Passwords for test takers (country coordinator)

	<p>Log in to <a href="https://eis.ats2020.eu/">https://eis.ats2020.eu/</a>, Enter the menu for choosing a school by clicking on the school abbreviation on top of the screen, then select a school from the popup window.</p>
	<p>Now, you can create passwords for the students of the chosen school. To do so, click on “Administration” and on “Passwords for a class”.</p>
	<p>Choose a class. G1 is the experimental class, G2 is the control class.</p>

<input type="checkbox"/>	CY01-ST029	ST029	CY01		The password not assigned
<input type="checkbox"/>	CY01-ST030	ST030	CY01		The password not assigned
<input type="checkbox"/>	CY01-ST031	ST031	CY01		The password not assigned
<input type="checkbox"/>	CY01-ST032	ST032	CY01		The password not assigned
<input type="checkbox"/>	CY01-ST033	ST033	CY01		The password not assigned
<input type="checkbox"/>	CY01-ST034	ST034	CY01		The password not assigned
<input type="checkbox"/>	CY01-ST035	ST035	CY01		The password not assigned
<input type="checkbox"/>	CY01-ST036	ST036	CY01		The password not assigned
<input type="checkbox"/>	CY01-ST037	ST037	CY01		The password not assigned
<input type="checkbox"/>	CY01-ST038	ST038	CY01		The password not assigned

Select all Cancel selection

CY01-ST011	ST011	CY01	ky2jAsiD
CY01-ST012	ST012	CY01	Epyro9wz
CY01-ST013	ST013	CY01	wgaQAYUk
CY01-ST014	ST014	CY01	La9cU4sX
CY01-ST015	ST015	CY01	-sA7UE8g
CY01-ST016	ST016	CY01	HQ5aC3yE

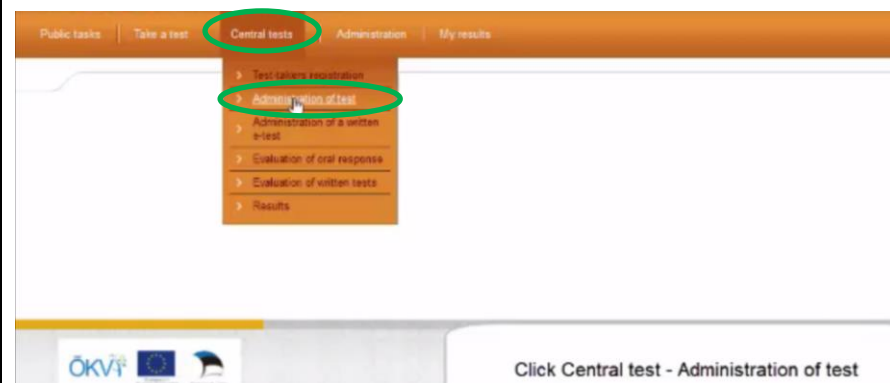
Passwords will appear in new tab. Copy them to word or excel file.

Again, the student's IDs and their group are already preconfigured, so you just need to click on "select all", after that on "generate passwords".

The passwords will appear in a new tab. Copy them to a Word or Excel file. Then, close the Tab and generate passwords for the other class (G2) in the same way.

The Passwords can be transferred to the schools as a printout or via secure electronic ways. If the password list is lost or in case of any other problems, new passwords can be generated using the procedure as above.

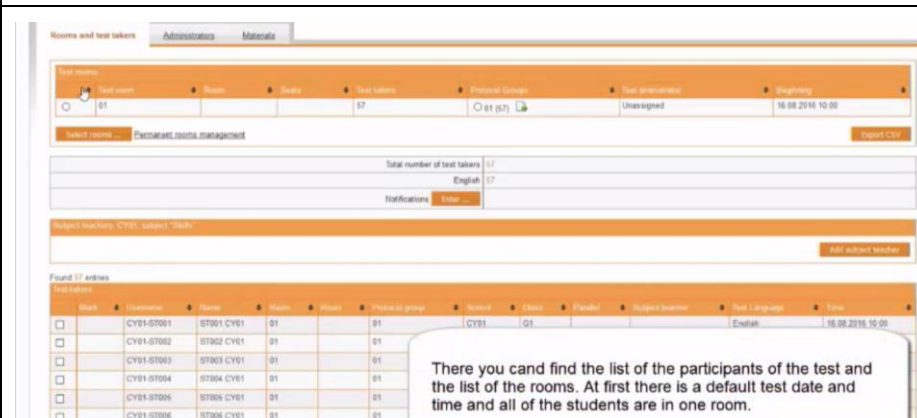
## Test administration for by? the country coordinator (preparation for testing day)



Log in to <https://eis.ats2020.eu/> and click on “Central Test” + “Administration of Test”.

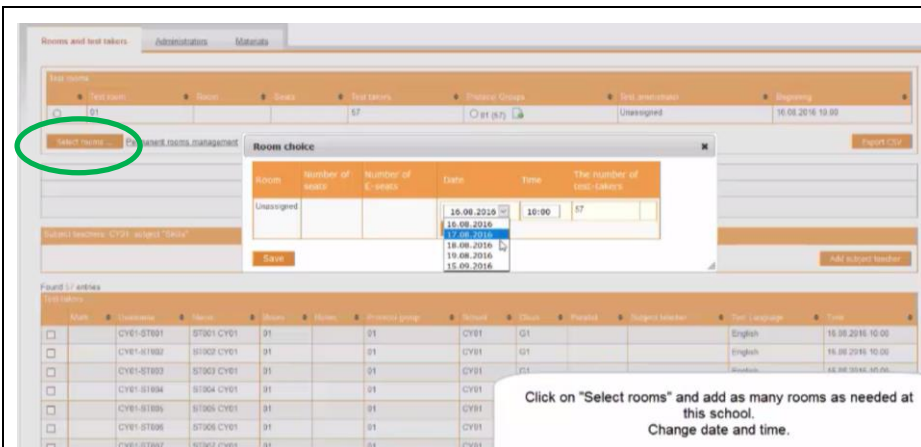


Open the test provided for the students (you will see one test only) by clicking on it.



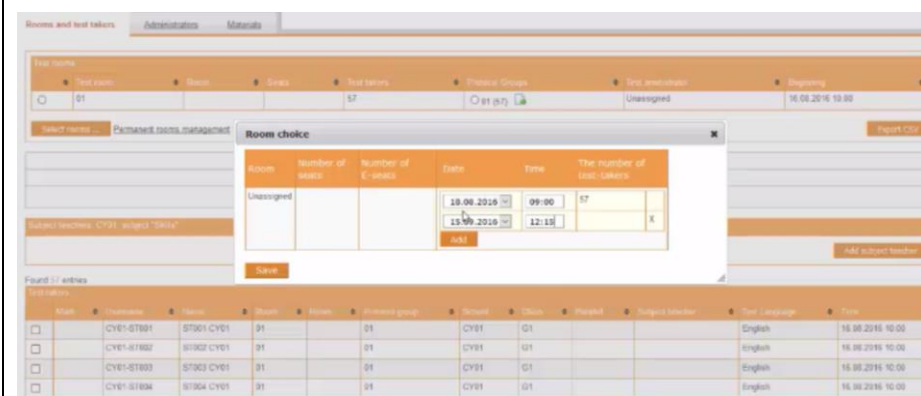
After clicking on the test, you can see a screen with the list of participants (test takers) and a list of rooms (in the initial setting, there will be only one room and all the students in it, there is also a default test date which needs to be changed).





Click on "Select rooms" and add as many rooms as needed at this school.  
Change date and time.

Click on "Select rooms" to add rooms and to change date and time of taking the test.



After you chose rooms and the time(s) for the test, click on "Save".

Rooms and test takers

Administrations Materials

Data has been saved

Test rooms

Test room	Room	Teacher	Test takers	Physical Group	Test annotation	Beginning
G1			57	G1 (57)	Unassigned	18.08.2016 09:00
G2			0		Unassigned	15.09.2016 12:15

Select rooms

Test takers management

Total number of test takers: 57

English: 57

Notifications: Enter...

Subject teachers: CY01, subject: "Study"

Add subject teacher

Test takers

Room	Teacher	Room	Room	Physical group	Room	Class	Parallel	Subject teacher	Test language	Time
<input type="checkbox"/>	CY01-ST001	ST001 CY01	01	01	CY01	G1			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST002	ST002 CY01	01	01	CY01	G1				
<input type="checkbox"/>	CY01-ST003	ST003 CY01	01	01	CY01	G1				
<input type="checkbox"/>	CY01-ST004	ST004 CY01	01	01	CY01	G1				
<input type="checkbox"/>	CY01-ST005	ST005 CY01	01	01	CY01	G1				
<input type="checkbox"/>	CY01-ST006	ST006 CY01	01	01	CY01	G1				

Select empty room and mark the students who will take the test on this date (class G2).

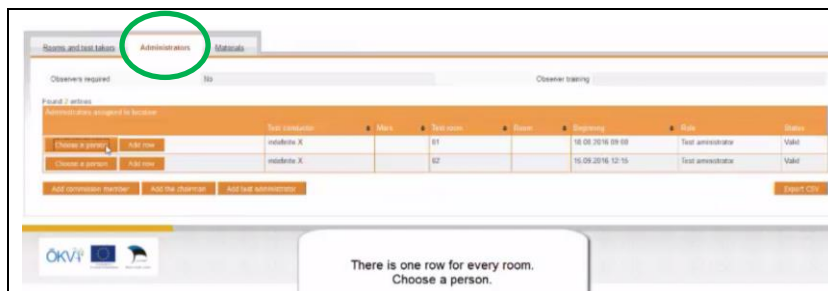
After saving, all students are in one room. Now, select the students (mark the checkboxes) from the list with the IDs) and add them to the newly created room (in the screenshot: Room 2) by choosing "class" = G2 (G2 stands for group2).

<input type="checkbox"/>	CY01-ST039	ST039 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST040	ST040 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST041	ST041 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST042	ST042 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST043	ST043 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST044	ST044 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST045	ST045 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST046	ST046 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST047	ST047 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST048	ST048 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST049	ST049 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST050	ST050 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST051	ST051 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST052	ST052 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST053	ST053 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST054	ST054 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST055	ST055 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST056	ST056 CY01	01	01	CY01	G2			English	18.08.2016 09:00
<input type="checkbox"/>	CY01-ST057	ST057 CY01	01	01	CY01	G2			English	18.08.2016 09:00

Select all Cancel selection Distribute to previous groups Assign to selected room

If one room and minimum one student is selected, below the list will appear button "Assign to selected room". After all G2 students are selected, click on it.

At the end of the page, a button "Assign to selected room" will appear as soon as you have selected at least one student and one room. Click on this button as soon as you have completed your selection.



To assign test administrators to each room, choose the tab “Administrators”. Choose a person from the menu which appears after you click on “choose a person”. You can choose different test administrators or the same person for the different rooms/test groups.

You can also assign more than one test admin to one room.

After test administrators are assigned you are well prepared for the testing day

## FAQ – Possible problems and Solutions

Problem	Follow-ups
<p><b>The students have to logged in on the testing day, but there is no test to take.</b></p> <p><b>Possible reason:</b> TA hasn't given permission to start to the students</p> <p><b>Solution:</b> TA has to give permission to start</p>	<p><b>TA</b> chooses "Central tests"--&gt;"Administration of written e-tests", clicks on test name, marks the students ready to start test and clicks the button "Permission to start". There will be popup window "Are you sure?" --&gt;"Yes"</p> <p>Now choose the students "Perform"--&gt;"Take a test" and "Start"</p>
<p><b>There is no TA assigned to the test.</b></p> <p><b>Solution:</b> Country coordinator chooses right school (next to name)--&gt;Central tests--&gt;Administration of test.</p> <p>Clicks on test's name and tab "Administrators". On empty row click on "Choose a person". If there is no person to choose, contact to EIS administrator and send TA name and username, school and group.</p>	<p><b>EIS administrator</b> chooses Administration - Test administrators--New</p> <p>Writes user name and name.</p> <p>Tab Test locations button --add test location--select region and school and save</p> <p>Tab Administrator's profile click on "Edit" and mark "A person is a test"</p>

	<p>administrator"</p> <p>Then menu Administration of tests click on test name, choose school, tab "Designating administrators" fill empty test conductors using cell drop-down menus.</p>
<p><b>TA has been logged in, chooses Central tests and Administration of a written e-test, but there is no testing time found.</b></p> <p><b>Possible reason 1:</b> There is someone else assigned to be TA in this school</p> <p><b>Possible reason 2:</b> There is some other day assigned to be the testing day</p> <p><b>Solution:</b> contact to country coordinator who has to control testing day and user's role in this day.</p>	<p><b>Country coordinator</b> in that case</p> <ul style="list-style-type: none"> <li>• Chooses right school</li> <li>• Central tests - Administration of test</li> <li>• Chooses test</li> <li>• Controls on test takers form dates of the test, if it needed click on button "Select rooms" and changes date</li> <li>• Controls on tab Administrators administrator's names and if the TA is assigned to the room in correct date</li> </ul>
<p><b>TA opens form administration of a written e-test and click on the tests name but on the screen are wrong students usernames.</b></p> <p><b>Possible reason 1:</b> TA is assigned to administer several test sessions on this day and he/she has opened wrong list.</p> <p><b>Solution:</b> choose again central tests - administration of a written e-tests and choose another test.</p> <p><b>Possible reason 2:</b> TA is assigned to wrong room by country coordinator.</p> <p><b>Solution:</b> Contact country coordinator</p>	<p><b>Country coordinator</b> in that case</p> <ul style="list-style-type: none"> <li>• Chooses right school</li> <li>• Central tests - Administration of test</li> <li>• Chooses test</li> <li>• Controls on tab Administrators administrator's names and if the TA is assigned into the room in the room with correct date</li> </ul>

<p>User inserts username and password and on the screen appears "Missing account or invalid password"</p>	<p><b>Possible reason 1:</b> Username or password is entered incorrectly</p> <p><b>Solution:</b> Enter password to user name row (to see it is written correctly) and copy it to password row. Then enter user name.</p> <p><b>Possible reason 2:</b> To the student are generated passwords several times and he/she is trying to enter using old password</p> <p><b>Solution:</b> If there cannot ascertain last password, there should generate new one</p> <p><b>Possible reason 2:</b> The student is using wrong url.</p> <p><b>Solution:</b> Enter correct url <a href="https://eis.ats2020.eu/public">https://eis.ats2020.eu/public</a></p>
<p>The student is doing the test, clicks on "Save and go to the next task" but there is no new task opens</p>	<p><b>Reason:</b> connection with the server has lost or it is very slow</p> <p><b>Solution:</b> The student refresh the page and if it's needed, clicks on "Abort test taking" and then "Continue"</p>
<p>The student is doing the test, clicks on "Save and go to the next task" and there will appear red rotary circle.</p>	<p><b>Possible reason:</b> There is no connection between computer and server.</p> <p><b>Solution:</b> The student has to wait some time or after few seconds choose "Abort test taking" and then "Continue"</p>
<p>The student has clicked accidentally on "Submit test"</p>	<p><b>Solution:</b> Test administrator marks on his/her computer the student and clicks below on button "Open Submitted test". Then the students refresh his/her page. The test status is now "Unfinished" and the student clicks on "Continue".</p>
<p>On the testing time there is some period, when the students cannot do the test but there is time limit on the test.</p> <p>The test administrator can give the additional time, if there are external</p>	<p>The test administrator clicks on students name row "Extra time". Extra time has to be hh:mm, i.e 15 min = 00:15.</p>

<http://ats2020.eu>

reasons like:

- Electricity problems
- Computer/Internet problems

**N.B:** *If there is no external reason, no extra time can be given (i.e. if students want extra time because they were slow in answering).*

After that the students has to click on "abort test taking" and then "Continue".

TA marks in protocol of the test reason(s) of giving extra time by button "Additional information" on student's row.