

*ifs e-test*TM Student Summary Sheet

Logging In

- The username and password will be shown on your sitting slip.
- If you do not have a sitting slip, please contact your invigilator.
- Enter your username and password exactly as printed; they **are** case sensitive.

Detail Confirmation

- The first page you will see after logging in will be a confirmation screen.
- Ensure that the details presented are your own details.
- If you have apparently logged in as somebody else, please contact your invigilator.
- If you have logged in correctly, but some detail is inaccurate, please contact your invigilator.

Navigation

- You can use the mouse to navigate through the test by clicking on buttons, options, tick boxes and drop-downs.
- You can also use the keyboard to navigate in Windows style.
 - Tab moves forward from item to item.
 - Shift+Tab moves backwards from item to item.
 - Arrows change between the options within an item.
 - Space activates a function.
 - Any item whose label has a letter in brackets can be activated by pressing that letter.

Tests

- The Next button will display the next question in your test.
- If you are on the last question, the Next button will display the Review Screen.
- The Back button will display the previous question in your test.
- The Review button will show the Review Screen which lists each question and its current status.
- The Call Invigilator function will flag on the invigilator's screen that you need assistance. This is similar to putting up your hand.
- When you use the Call Invigilator function, you can cancel the call at any time by selecting the function again.
- When the invigilator has seen your request, it will be acknowledged and displayed on screen.
- Your test is likely to be timed. You will get a warning when you get close to the end of the exam. When you run out of time, you will be forced to finish.

Reviewing

- All questions that require an answer can be flagged for review. You should tick the review tick box if you are unsure of the answer and wish to return to this question at the end of the test.
 - The Review Screen will show all questions and their current status. Unanswered questions will show in red, reviewed in orange and completed in green.
 - Use 'Review Selected' to view only those questions that are flagged for review.
 - Use 'Review All' to view all questions in the test.
 - Click on a question hyperlink to jump directly to that question.
 - Use the End button to finish your test ahead of time.
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