



OECD Test for Schools

Test Administration Guide – US Edition

Version 1.0

January 2020

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Document control

Version	Date	Detail of change	Updated by
V.01	November 2019	Original draft	Janison
V.02	January 2020	General updates to reflect changes to the system	Janison
V1.0	January 2020	Document Release	Janison

1. Introduction

This user guide provides you with step-by-step instructions to monitor and manage students taking the digital OECD Test for Schools (OTS) in the online OTS platform.

You deliver the tests via Janison Replay, a secure browser or using Google Chrome without any lockdown features. Both options provide the same student experience. Janison Replay secures the environment that the student uses to take the test and offers reliability support if internet connection fails during the test.

You will also have access to a suite of tools and web pages to help you monitor and manage your test delivery smoothly and easily.



A key feature of Janison Replay is the ability to download a copy of online test securely in cache before a test starts, so that a student will not experience any disruption, if whilst taking an online test, the Internet is not able to be reached.

Janison Replay is also able to be 'pre-loaded' with tests so that students can take tests using the cached test package. In this mode, student's devices can be completely offline (disconnected from the Internet) or can use the cache to provide the test, but still store student responses via the Internet to the server.

2. Preparation for OTS

2.1 Loading school data

Each school that purchases an OTS subscription is provided with a District and School Code which is included in the school data template which will load the data for the test.

	A	B	C	D	E
1	District Code ▼	District Name ▼	School Code ▼	School Name ▼	Students ▼
2	1234	James County	1234-01	James School	80

The school or district School Co-ordinator loads the student and staff data into the data template to allow the Janison project staff to load the data into the system.

The student data template uses a row for each student.

	A	B	D	E	F	G	H	I	J	K
1	District Code ▼	School Code ▼	Student Id ▼	First Name ▼	Last Name ▼	Birth Year ▼	Birth Month ▼	Grade ▼	Gender ▼	Eligible ▼
2	1234	1234-01	1234-01-0001			2004	1	9	M	1
3	1234	1234-01	1234-01-0002			2004	2	9	F	1
4	1234	1234-01	1234-01-0003			2004	4	9	M	1
5	1234	1234-01	1234-01-0004			2004	2	9	F	1

The columns to be completed for each student are:

- District Code – the code that identifies the District
- School Code – the code that identifies the School
- Student Id – a unique student id that identifies a student – it does not need to be an official student id, simply a number that can be used to link a student to external databases
- First Name – the first name of the student is an optional field – if supplied the student’s name will be loaded into the database to help identify the student when they log on to the system to take the test, but will be removed after test delivery
- Last Name – the last name of the student is an optional field – if supplied the student’s name will be loaded into the database to help identify the student when they log on to the system to take the test, but will be removed after test delivery
- Birth year – the year of birth of the student – this will be used to ensure the student is eligible for the test
- Birth month – the month of birth of the student – this will be used to ensure the student is eligible for the test
- Grade – the grade that the student is enrolled in
- Gender – the gender of the student
- Eligible - a flag to indicate the student is eligible to take the test, students who require accommodations or external support are not eligible to take the OTS

Once the data has been loaded by the Janison team the spreadsheet will be returned with the additional enrolment information.

	A	B	D	G	H	I	J	K	L	M	N	O
1	District Code ▼	School Code ▼	Student Id ▼	Birth Year ▼	Birth Month ▼	Grade ▼	Gender ▼	Eligible ▼	Selected ▼	Replacement ▼	Test Code ▼	Questionnaire Code ▼
2	1234	1234-01	1234-01-0001	2004	1	9	M	1	1	1234-01-0162	DB-MR-MM-DY	GD-LZ-DZ-KZ
3	1234	1234-01	1234-01-0002	2004	2	9	F	1	1	1234-01-0143	HT-BN-HT-DT	YK-CM-ZY-XD
4	1234	1234-01	1234-01-0003	2004	4	9	M	1	1	1234-01-0098	HT-NZ-KY-KL	YK-WD-DJ-MG
5	1234	1234-01	1234-01-0004	2004	2	9	F	1	1	1234-01-0089	TD-QC-QY-KY	BB-GK-CW-GC
6												
7	1234	1234-01	1234-01-0120	2003	12	9	M	1	0	1234-01-0156	XH-WH-QB-MC	CH-LD-XH-SB
8	1234	1234-01	1234-01-0143	2004	3	9	F	1	0	1234-01-0146	CR-CL-YH-LX	KN-GZ-KV-JX

The Test Code and Questionnaire Codes are the 8 character codes that uniquely identify the student and allow the student to take the test.

The Replacement column provides a manual substitution process for schools. If a student cannot take the test, then the Student who matches the ID in the Replacement can be chosen to take the test as a replacement.

2.2 Student Access

If using Google Chrome, students simply open the web site – <https://ots.oecd-eu.janisoncloud.com> to take the test.

If using Janison Replay, before students at schools can take the test, Schools can install the version of Janison Replay that has been configured for your OS platform to provide a lockdown browser to take the test.

This task will be performed by the School’s Technical Specialist.

Devices need to meet minimum requirements to run Replay. An app is available to run this check. This task will also be performed by the School’s Technical Specialist.

replay

Device Readiness Check

The device is ready. ✓

Display resolution: 1920 x 1080px	✓
Operating System: Microsoft Windows NT 6.2.9200.0	✓
Processor: GenuineIntel Intel(R) Core(TM) i7-4770 CPU @ 3.40GHz 3401GHZ	✓
Memory: 24 GB RAM	✓
Storage: 85 GB of 238 GB available	✓
Internet: Successfully connected	✓
Janison servers: Successfully reached all required servers (3)	✓

English | Português | Русский | español

Minimum requirements:

- Windows 7+ with Service Pack 1, 1GB RAM, 1GHZ Processor, 1GB Hard drive space free

Save results

Replay **Device Readiness Check** does not require installation on a Windows device, it checks the device’s CPU size/type, RAM size, available disk resources, and network connectivity to ensure school devices are able to effectively use Janison Replay for the OTS Test.

Once installed, you can open Replay by clicking the icon now on the Desktop. If installed and operating correctly the application will appear on screen as in the image below.



OECD Test for Schools

Welcome to the OECD Test for Schools

Device ID: L6GU3ADC6W

 Start

You may press the button below to start the Test when the Administrator indicates they are ready to begin

Start the Test

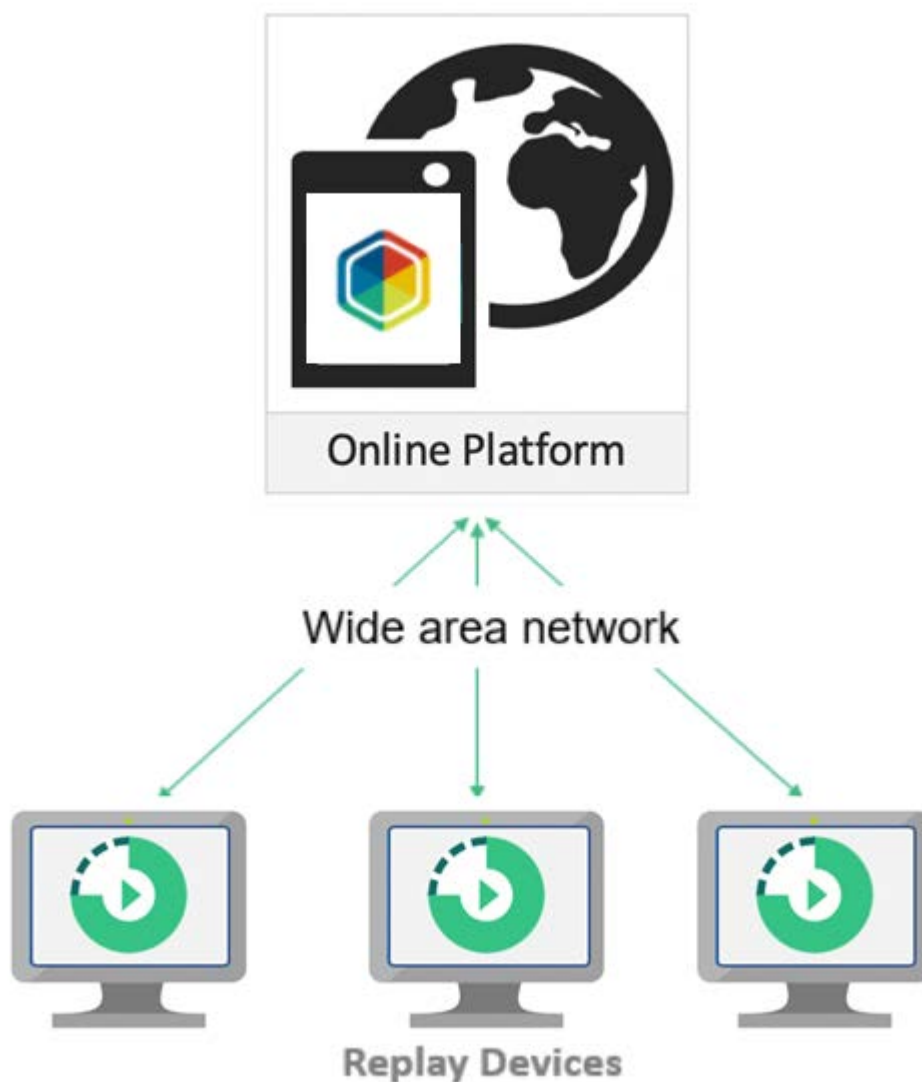


US schools will take the OTS test using an online connection.

Students logon to the test by first entering a Session Code which is the same code for all students at the school, then an individual student code which is used to identify the student and open a specific test.

<p>1 Welcome Enter the session code that is on the board:</p> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>-</td><td><input type="text"/></td><td><input type="text"/></td><td>-</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table> <p>Next</p>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>2 Welcome Enter the student code that is on your paper slip:</p> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td>-</td><td><input type="text"/></td><td><input type="text"/></td><td>-</td><td><input type="text"/></td><td><input type="text"/></td><td>-</td><td><input type="text"/></td><td><input type="text"/></td></tr></table> <p>Next</p>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>													
<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>												

During the test, the device automatically sends student responses to each question back to the OTS platform for coding and analysis as the student progresses through the test.



2.3 Session and access codes

The OTS central test administration team will also supply your school with a package of documents that lists all the student access codes and other important information.

- A PDF document will provide information about the schedule for the test, the School Code and the Session Code that should be used by the School Co-ordinators. The Session Code should only be provided to students on the day of the test and when they are in the room, ready to take the test.
- An Excel file that provides a list of all the access codes for the students and their identifying student code that has been previously provided by the school. This file will also include up to 20 extra codes that can be used by substitute students, should substitute students be required.
- A PDF document with a page for each student, showing their Access Code and the school's student code, and student's birth date.
- **An Excel file that contains the School Co-ordinator login details**

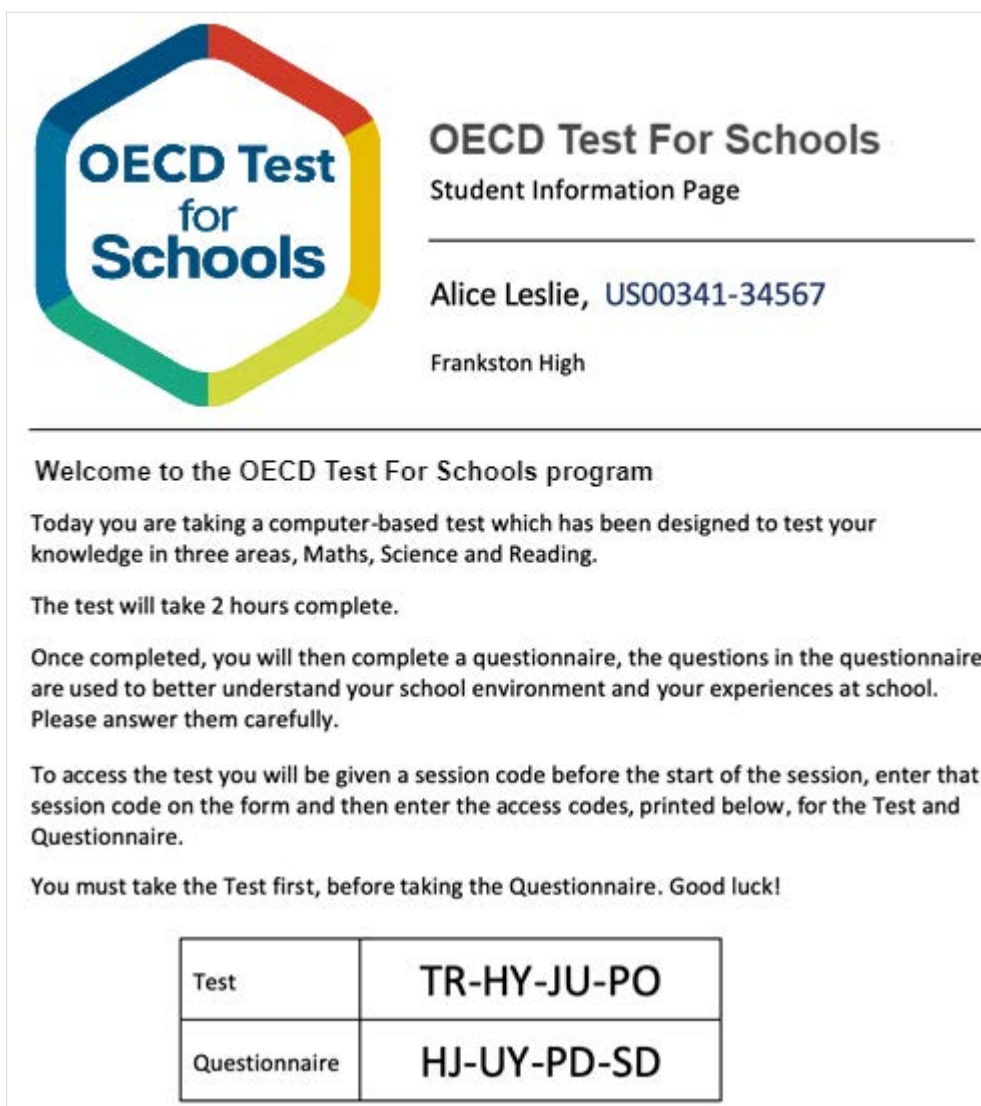
Each School uses a unique session code to monitor all students at that school taking the test.

3. School Session Preparation Tasks

In preparation for the School Session, School Co-ordinators should ensure they have been provided with the Student Access codes for the Cognitive Test and the Questionnaire.

These are provided to the school in two forms, one as an Excel spreadsheet, the other as a PDF document which contains an information page for each student, containing their name, identification code, and Cognitive Test and Questionnaire access codes.

The student information pages look similar to below:



OECD Test For Schools
Student Information Page

Alice Leslie, US00341-34567
Frankston High

Welcome to the OECD Test For Schools program

Today you are taking a computer-based test which has been designed to test your knowledge in three areas, Maths, Science and Reading.

The test will take 2 hours complete.

Once completed, you will then complete a questionnaire, the questions in the questionnaire are used to better understand your school environment and your experiences at school. Please answer them carefully.

To access the test you will be given a session code before the start of the session, enter that session code on the form and then enter the access codes, printed below, for the Test and Questionnaire.

You must take the Test first, before taking the Questionnaire. Good luck!

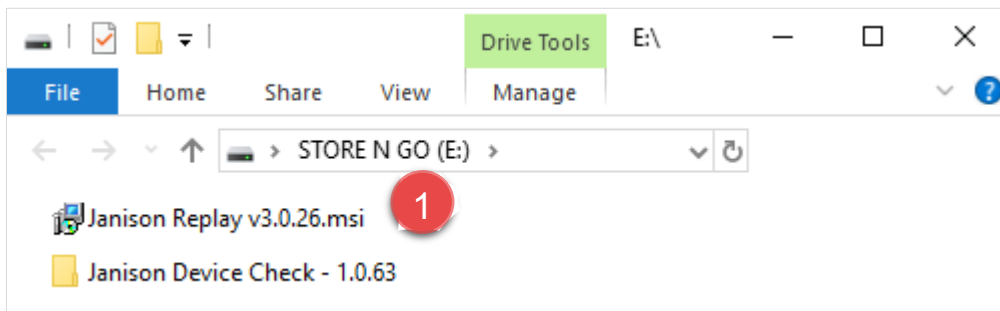
Test	TR-HY-JU-PO
Questionnaire	HJ-UY-PD-SD

School Co-ordinators should ensure these are printed before the day of the test.

3.1 Installing Janison Replay for OTS

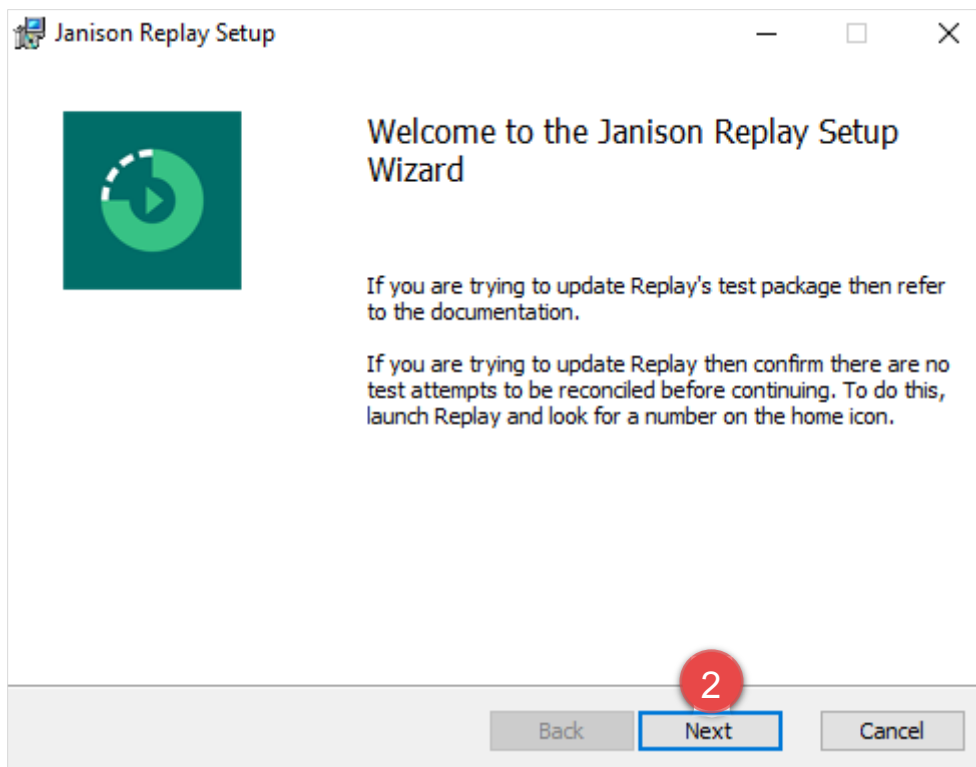
Technical Specialists should also ensure that Janison Replay for OTS has been successfully installed on all computers that will be used to take the test.

Technical Specialists will be given a USB drive with two files; the Replay install file and the device check app

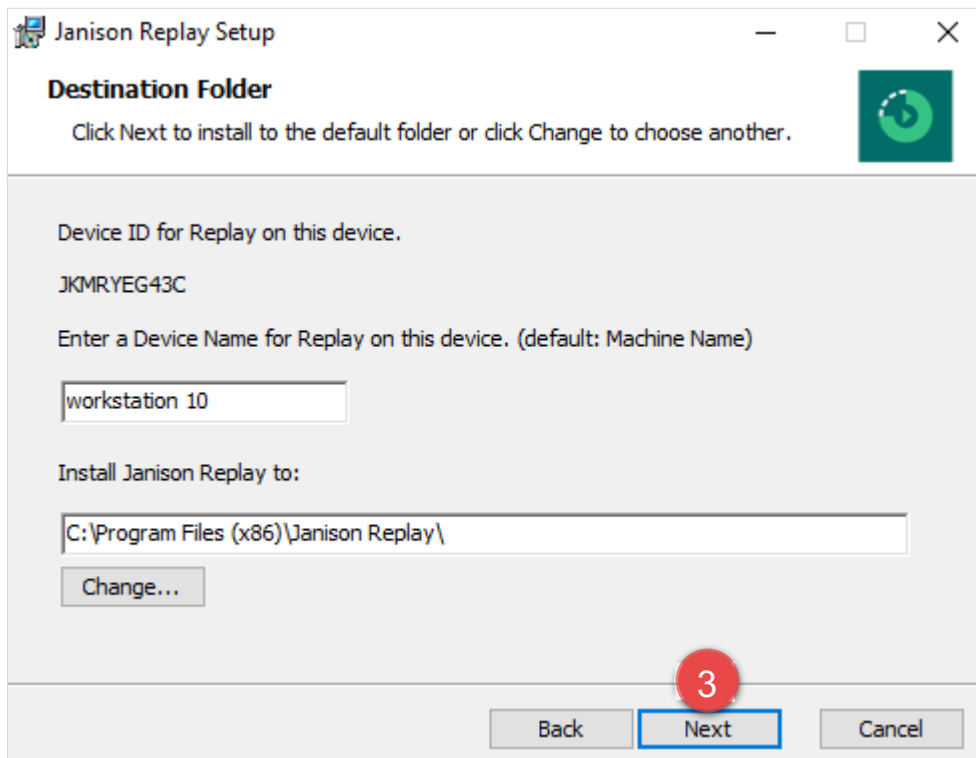


After connecting the USB drive to the device, technical specialists will open the USB drive and start the installation application.

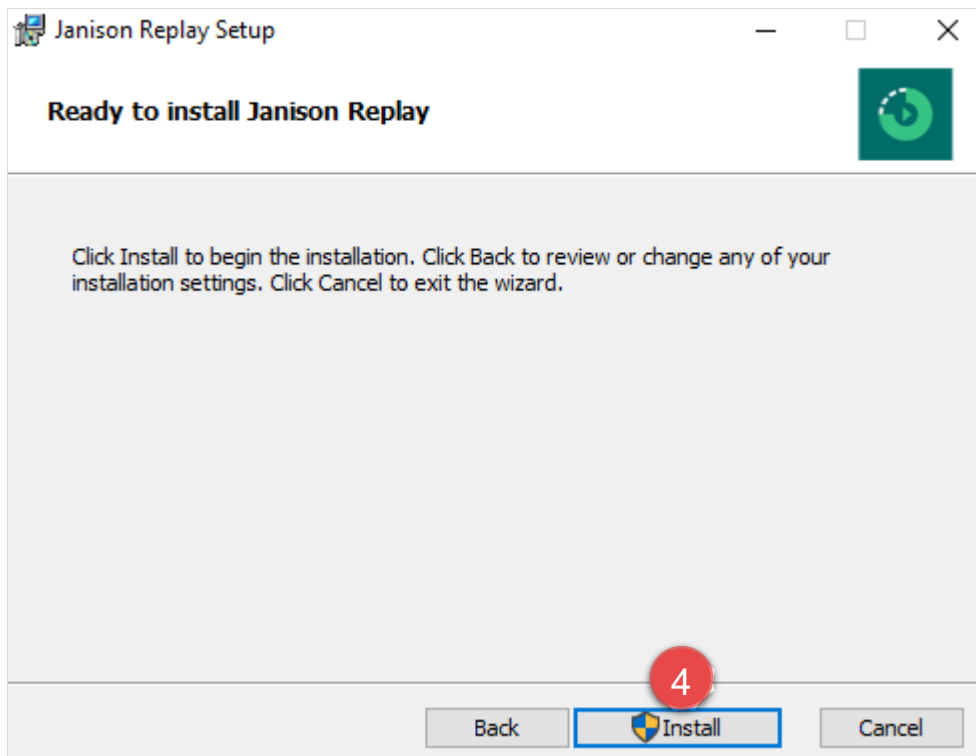
1. Launch the installer.



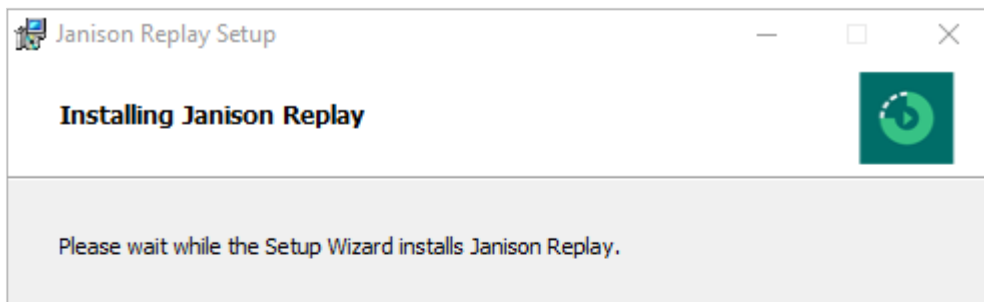
2. Select **Next**.



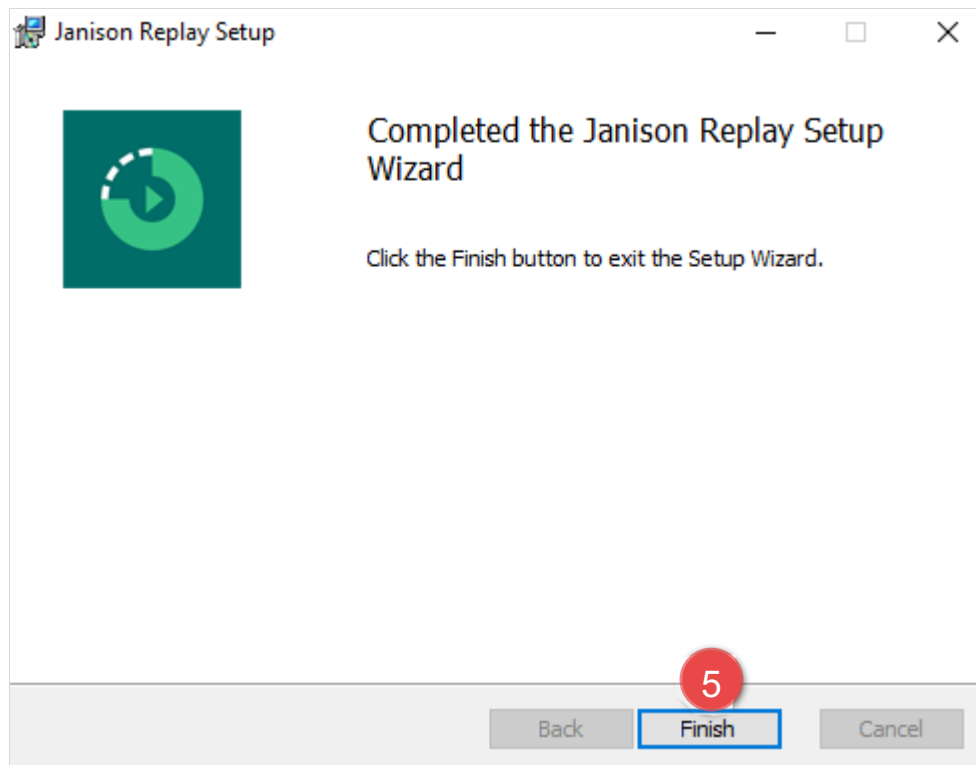
3. Select **Next**.



4. Select **Install**.



Replay installs.



5. Select **Finish**.

You can now launch Replay from the shortcut on the desktop.

replay

OECD Test for Schools

Welcome to the OECD Test for Schools

Device ID: L6GU3ADC6W

Start

You may press the button below to start the Test when the Administrator indicates they are ready to begin

Start the Test

janison insights

OECD

The Janison Replay start page opens.

4. Administering and Monitoring the Session

The role of the School Co-ordinator is to administer and monitor the test to the students on the scheduled days for test delivery.

To perform these functions, the School Co-ordinator must have access to the OTS platform.

The following instructions provide information to help you

- Establish your account and password
- Logon to the OTS platform
- Open the School Dashboard and select your School
- Monitor the Test Session
- Close the Test Session when your school has completed testing

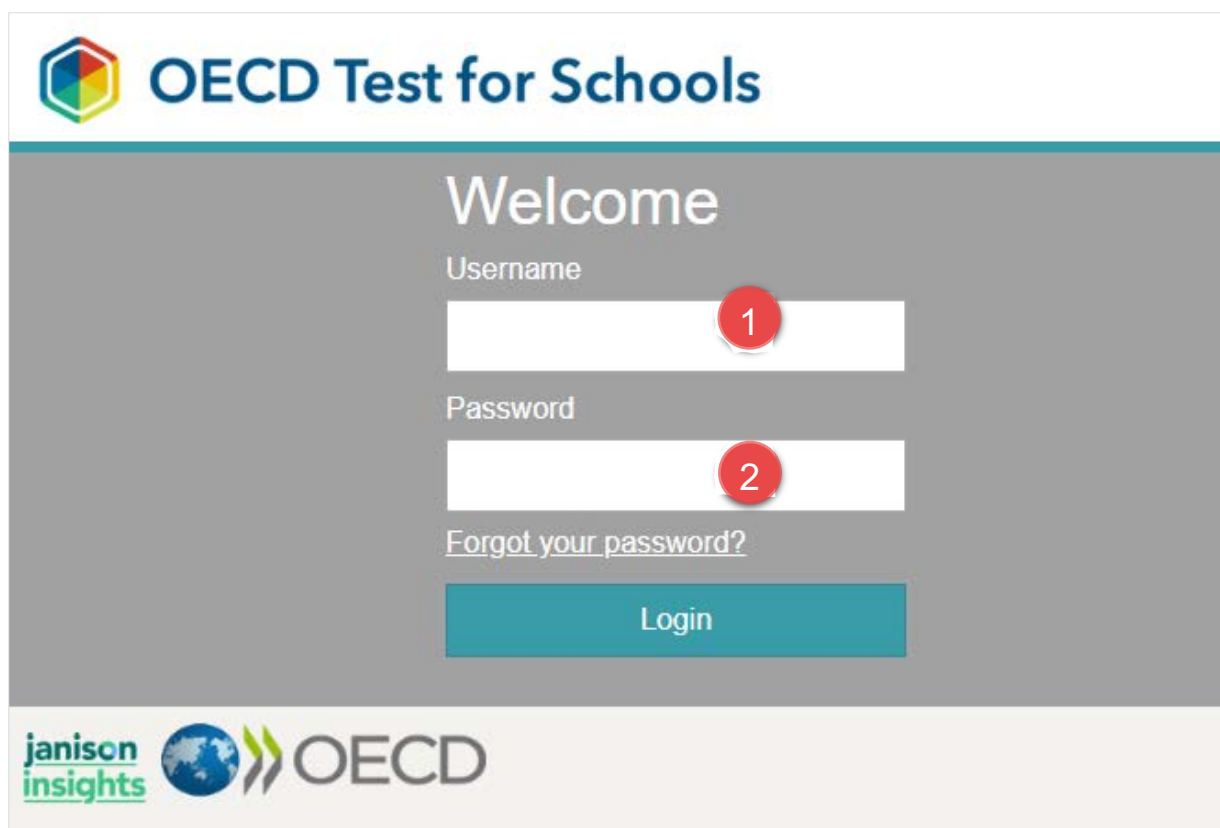
4.1 Receiving your account details

As a new user, the School Co-ordinator will receive a document or email message with the url and account details to access the system.

Note: School Co-ordinators should add the site to their browser bookmarks or favourites so that they can easily access it for future visits.

4.2 Login to the OTS platform

They will enter the site from the welcome screen where they will need to enter the site with their supplied credentials.



OECD Test for Schools

Welcome

Username


1

Password

2

[Forgot your password?](#)

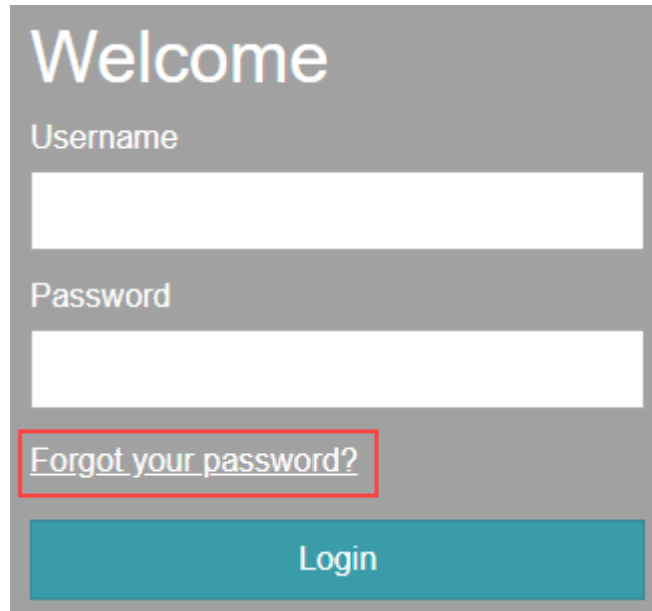
Login

janison insights  OECD

1. Enter their **Username** (email address) and **Password**.
2. Select **Login**.

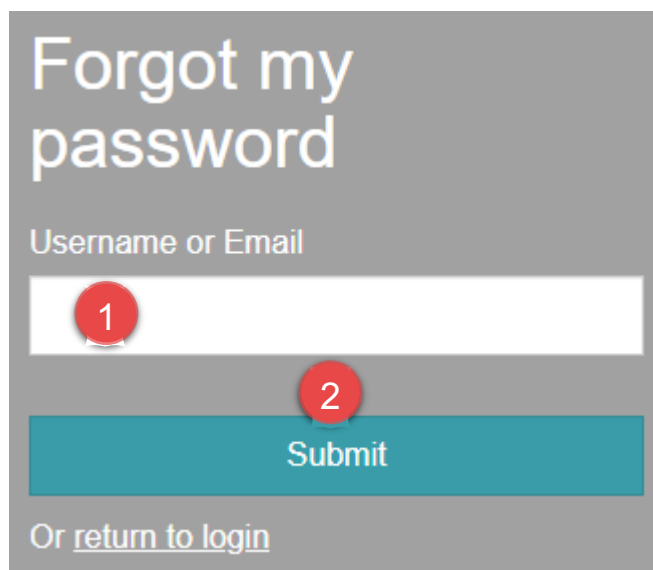
4.3 Resetting the password

If they forget their password or they wish to change it, they can reset it from the login screen.



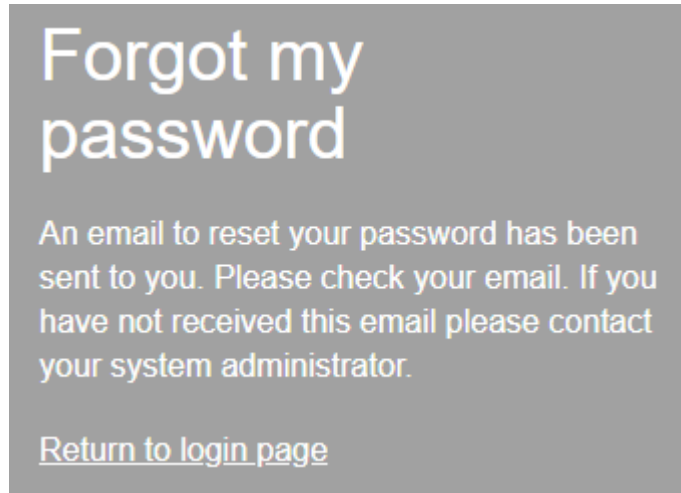
The screenshot shows a login form with a grey background. At the top, the word "Welcome" is displayed in white. Below it are two white input fields labeled "Username" and "Password". A red rectangular box highlights the text "Forgot your password?" which is a link. At the bottom of the form is a teal button labeled "Login".

Navigate to the OTS platform and select **Forgot your password?**

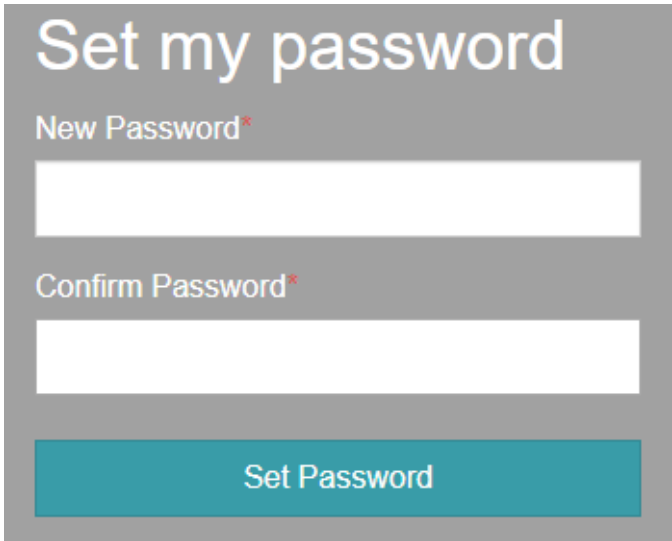


The screenshot shows a "Forgot my password" screen with a grey background. The title "Forgot my password" is in white. Below it is a white input field labeled "Username or Email". A red circle with the number "1" is positioned over the input field. Below the input field is a teal button labeled "Submit", with a red circle containing the number "2" over it. At the bottom, there is a link that says "Or [return to login](#)".

1. Enter the email address.
2. Select **Submit**.



They will receive a password reset email with a link to set a new password.



Enter their new password a select **Set Password**.

4.4 Accessing the School Dashboard

To be able administer and monitor the Test online, School Co-ordinators will log on to the platform at

<https://ots-admin.oecd-eu.janisoncloud.com/>

After logging on, the Schools Dashboard displays.

Welcome Mila!

Welcome to the School Dashboard, this page is used by School Co-ordinators and Test Administrators to monitor the Test in schools.

STEP 1
Current school
Jetty College

[Change school](#)

STEP 2
Print student logins

Each student must enter their unique code to begin the test. Print and cut student logins before the test event.

[Print logins](#)

STEP 3
Prepare devices & network access

Install Janison Replay, the test delivery application all students must use to securely complete their assessment.

Replay PIN: **GWJZWS**

Devices checked
Awaiting data

STEP 4
Deliver the assessments

Access the Test Session for your school and monitor your students' progress.

Current session code: **XLG-ZY-TKF**

[Session Dashboard](#)

SESSION DATES
Scheduled
Dates have not been planned.

STUDENT ATTEMPTS
42 required to qualify.

To qualify for a school report, schools must have both a test and questionnaire completed by minimum of 42 students aged between 15 years and 3 months and 16 years and 2 months at the time of testing.

Tests
1 **3**

Questionnaires
1

■ Completed ■ In Progress ■ Not Started

ALL SCHOOL SESSIONS

View all test sessions running at the school and the student codes associated with the Test Cycle.

[School dashboard](#)

To provide access to the information, School Co-ordinators may need to first enter the School's Code (a unique 6 character code provided to each school) that has been provided to schools in a package of documents described earlier. By entering the valid School Code, School Co-ordinators can access the functions relating to monitoring and administration of the test at their school.

STEP 1
Select the school where you are invigilating

School Code
6 letters Example: SDFHGD

GWJZWS

[Activate](#) [Cancel](#)

<p>STEP 1</p> <p>Current school</p> <p>PBTS Team</p> <p>Change school</p>	<p>STEP 2</p> <p>Print student logins</p> <p>Each student must enter their unique code to begin the test. Print and cut student logins before the test event.</p> <p>Print logins</p>	<p>STEP 3</p> <p>Prepare devices & network access</p> <p>Install Janison Replay, the test delivery application all students must use to securely complete their assessment.</p> <p>Replay PIN: GWJZWS</p> <p>Devices checked</p> <p>Awaiting data</p>	<p>STEP 4</p> <p>Deliver the assessments</p> <p>Access the Test Session for your school and monitor your students' progress.</p> <p>Current session code:</p> <p>Session Dashboard</p>
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If the School no longer has a copy of the Student Access codes, School Co-ordinators can reprint the student access codes from a button on the Dashboard.

STEP 2

Print student logins

Each student must enter their unique code to begin the test. Print and cut student logins before the test event.

[Print logins](#)

Students use one access code to take the OTS Cognitive test and a different access code to complete the Student Questionnaire.

Print Student Session Slip

Print

Cancel

Use the dropdowns to filter the student session slips. If the filters are blank, all student session slips will be printed.

Select Test: USA - 2020 - Linking Study

Class Group: None

Select Student: None

Print Layout: 2 x 7 (A4 Portrait - With Borde...)

USA - 2020 - Linking Study

Student Name: CA-US-2020-GWIN-01
Student Questionnaire: DN-MD-RX-LV
OECD Test for Schools - LS: FY-KQ-DQ-DH

USA - 2020 - Linking Study

Student Name: CA-US-2020-GWIN-03
Student Questionnaire: HT-HQ-QX-GB
OECD Test for Schools - LS: NW-WB-MY-KW

USA - 2020 - Linking Study

Student Name: CA-US-2020-GWIN-02
Student Questionnaire: BP-VJ-VJ-RB
OECD Test for Schools - LS: KZ-KZ-GG-NK

USA - 2020 - Linking Study

Student Name: CA-US-2020-GWIN-04
Student Questionnaire: HH-PZ-KX-FZ
OECD Test for Schools - LS: PW-FR-CM-ZP

The **Print Student Session Slip** popup displays. You can filter the page to specific students or view/print the full list.

STEP 3

Prepare devices & network access

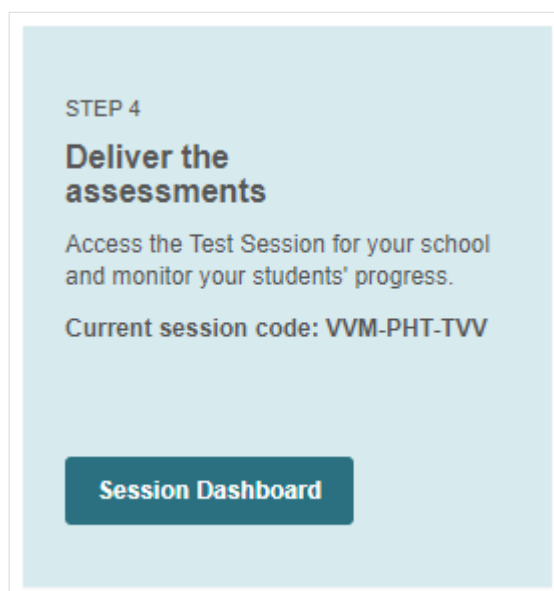
Install Janison Replay, the test delivery application all students must use to securely complete their assessment.

Replay PIN: GWJZWS

Devices checked

Awaiting data

The Janison Replay PIN (also the School Code) can be accessed from the third panel. You may need the PIN to check for attempts to reconcile if the device goes offline during the test.



On the scheduled day of the delivery of the OTS Test, School Co-ordinators can use the School Session Dashboard to monitor the Test for their groups of students.

The fourth panel will show the **Current Session Code** which has also been provided in the documentation package sent to the School.

To manage the test session, select **Session Dashboard**.

5.OTS Cognitive Test and Questionnaire Sessions

This section explains how a morning or afternoon group of students will take the test and questionnaire and the various phases for students and how the system will manage it.

The online tests do not have a timer enabled; students should be given 2 hours of time to take the Cognitive Test. The Questionnaire will take students approximately 30 minutes to complete.

The marking component of OTS will analyse the time taken by students to complete the cognitive test, if more than 2 hours is spent taking the test and questions answered after the two hours will not be used to generate the results.

Before students start taking tests, the School Co-ordinator will complete School Session Preparation and School Session Initiation tasks and provide the Session Codes and Student Codes to the staff who will be administering and observing the student test taking sessions.

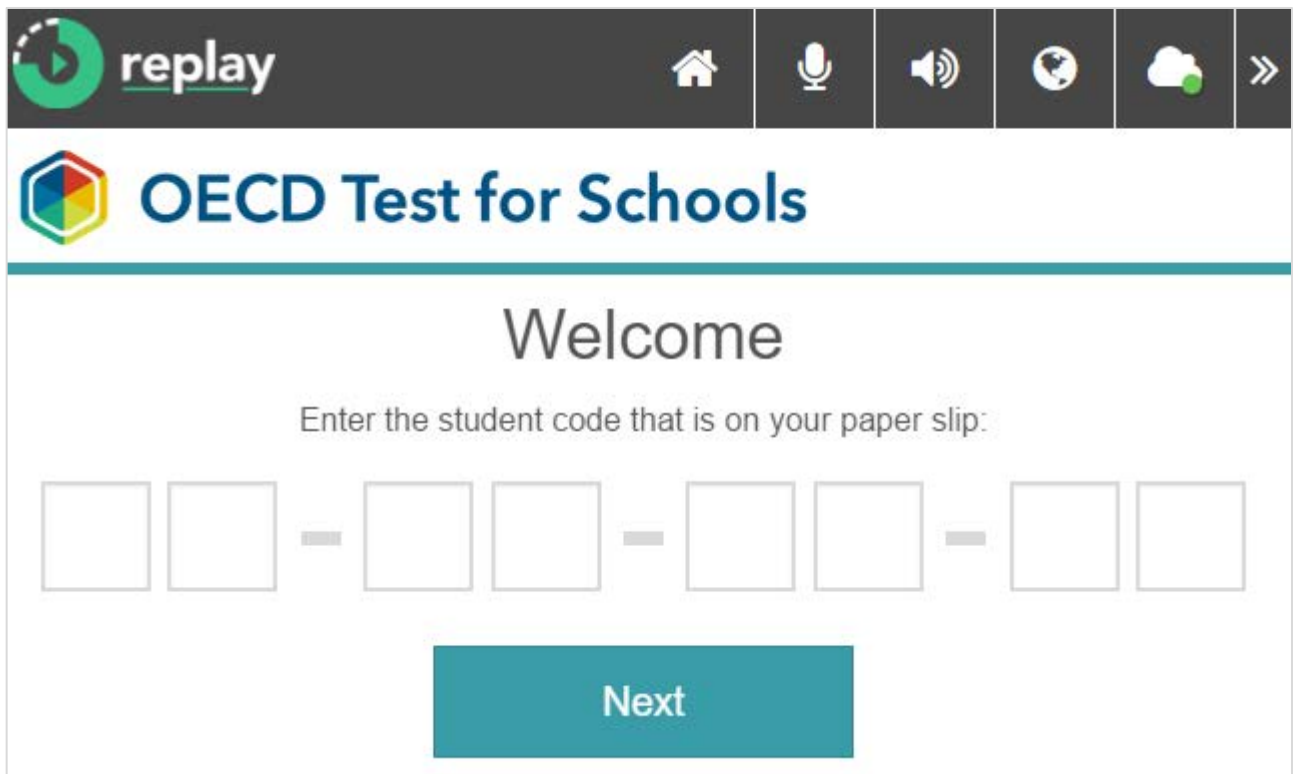
Once initiation is complete, the suggested steps for the group sessions are as follows:

1. Students enter the room and take a seat at a computer.
2. Students are given their Test Access codes (one for the Cognitive Test and one for the Questionnaire)
3. Students are given the School Session Code or it is displayed on screen or on a board
4. Students enter the Session Code and then the Cognitive Test Code
5. Students read the introduction and practice the example questions
6. Students wait at the page which indicates they are about to start the test
7. The Administrator tells students to start the test
8. Students will then take test for two hours
9. After two hours, students will then be asked to finish the cognitive test and submit their test attempt
10. Students will then take a short break (up to 10 minutes)
11. If online, if any student attempts remain started but not submitted, the Administrator will submit the attempts
12. If offline, the Administrator will check all computers in case any students have not submitted their test, if this the case the Administrator will submit the test
13. Students will return to take the questionnaire.
14. The Administrator will ask the students to enter the Questionnaire code to answer the Questionnaire
15. Students will complete the questionnaire and leave the room
16. If online, if any student questionnaire attempts remain started but not submitted, the Administrator will submit the attempts
17. If offline, the Administrator will check all computers in case any students have not submitted their questionnaire, if this the case the Administrator will submit the questionnaire

When all students have completed the test and questionnaire for the school, the School Co-ordinator will complete School Session Completion tasks.

5.1 How students access the Test and Questionnaire

When students enter the room and access their devices, Janison Replay will be running and ready for them to take the test. They will need to enter a Session code and test Access codes. They will have one test Access code for the cognitive test and one for the questionnaire.



replay

Home Microphone Speaker Globe Cloud >>

OECD Test for Schools

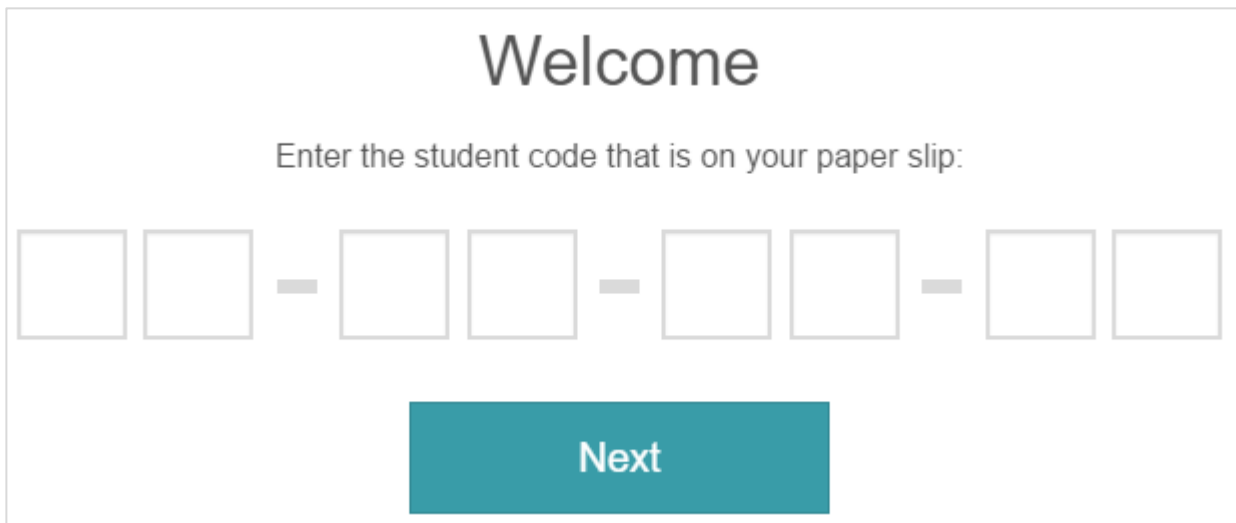
Welcome

Enter the student code that is on your paper slip:

- - -

Next

To enter the test, they will need to enter the session code which is provided on paper or written on the board.



Welcome

Enter the student code that is on your paper slip:

- - -

Next

They will then need to enter the student code provided to them on a paper slip.

replay home cloud »


Instructions book calculator

Welcome to the OECD Test For Schools – Online Assessment


This assessment is made up of two parts, (1) an online Student Test that will take 120 minutes and (2) an online Student Questionnaire that will take 30 minutes.

This is the Student Test.

The following pages can be viewed before the test starts, they describe how to use the online test tools and how to answer each of the question types.



Student Test



The OECD is an international organisation that seeks to address the economic, social and environmental challenges of globalisation. Through this test the OECD can provide your school with helpful information to improve its education standards.

Next ▶

The system is intuitive, and the onscreen instructions will guide them through the screens. They will first view an instruction section with some practice questions, followed by the test.

5.2 How students finish a test

When a student reaches the end of the test, they will need to submit their attempt.



You have reached the end of the test.
To check your answers, click a question number below.
If you are ready to finish the test, click **Finish**.

Progress summary

 Show all **59** Answered **4** Not answered **0** Not read

Questions

Click a number to go to that question.

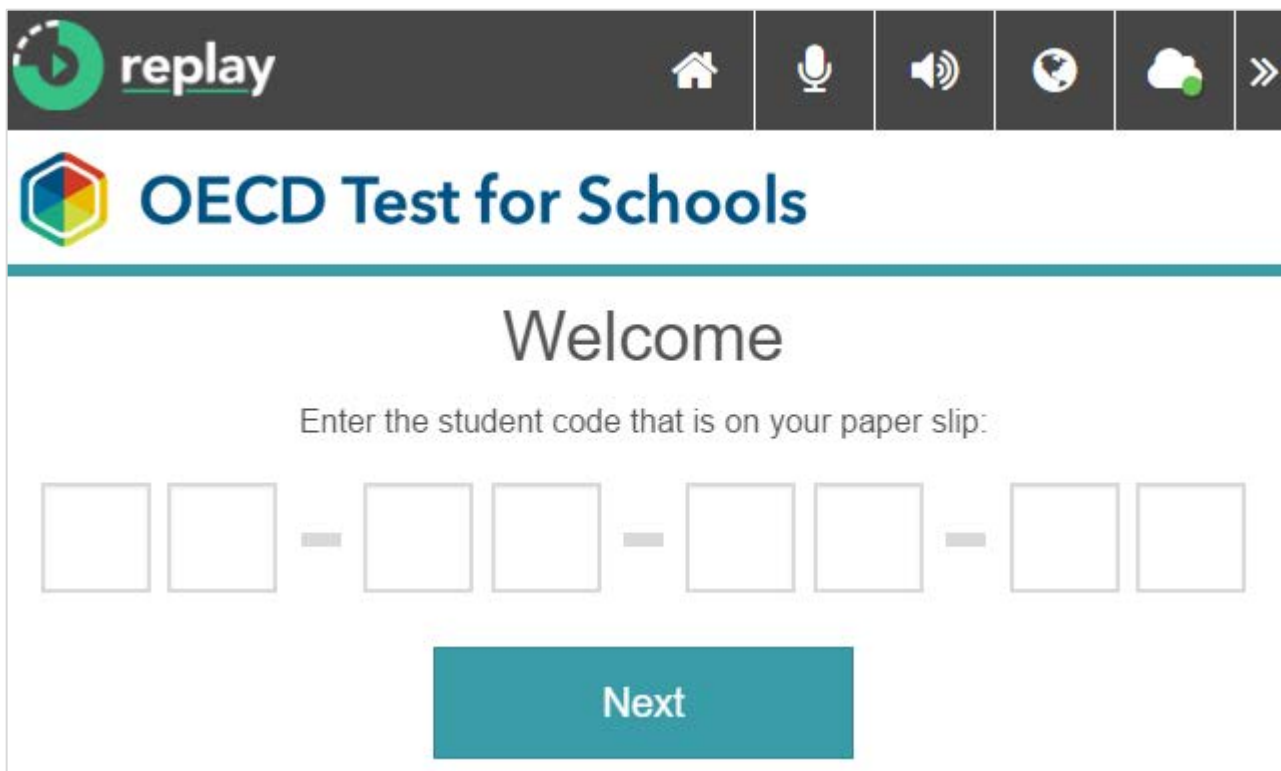
- | | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |

 **Back**

Finish 

To submit the test, students will select the **Finish** button and follow the prompts.

Note: Students cannot submit their attempt until they have navigated through all the questions.




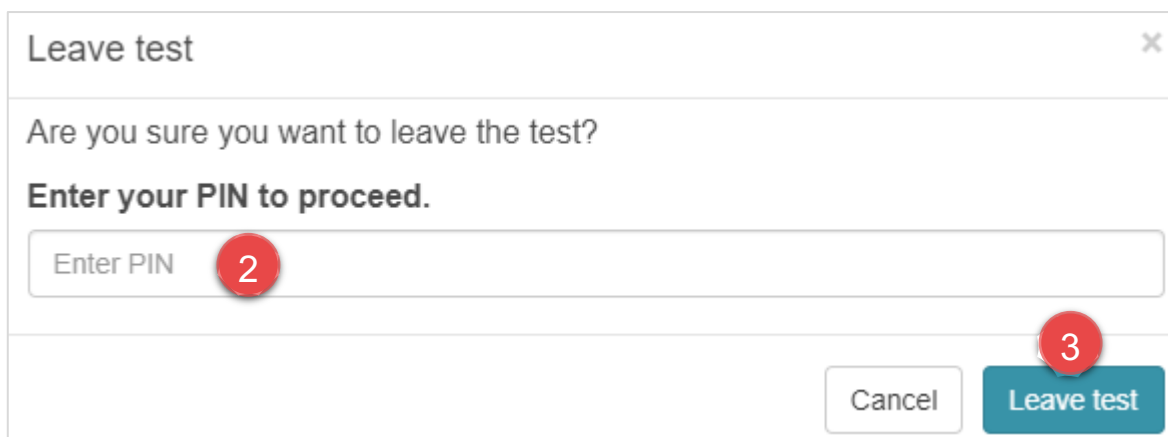
The system will direct them to the screens where they will need to enter their session and test codes, this time for the questionnaire.

5.3 How Test Observers can finish a test for a student

If a student leaves the room without submitting the test or if a student needs to submit their attempt prior to completing, a Test Observer will need to submit the test on behalf of the student. These steps need to be carried out on the device.



1. Select the  icon.



2. Enter your **PIN**.
3. Select **Leave test**.
The home screen displays.

6. Monitoring the Test Session

When students undertake the test online, School Co-ordinators can monitor and manage the Test Session via the Tests Session Administration Dashboard page.

For schools taking the test offline, information about student progress will not be updated until after the student data has been stored on the OTS platform.

Once the 'Session Dashboard' link on the School dashboard is selected, the **Test Session Administration** dashboard is displayed.

As the students enter the room and log into the system, they appear on the dashboard.

The administrator can manage individual students by selecting one or more students from the list and selecting from the following actions:

- Pausing and resuming a student.
- Submitting a student's attempt.

If more than one room is operating at the same time, Administrators should take care to ensure they do not pause or submit a student who is being monitored in another room.

Test Sessions Administration
at Jetty High

Finalise session

Session Code YVV-ZV-FWH

Download session details

Session started at 12:49 PM
Last student will finish at : N/A

Allow unrestricted entry ?

Search for Student

Pause candidate **Resume candidate** **Submit candidate**

3
students

All (3) Not started (3) Started (0) Paused (0) Submitted (0) Other (0)

Two sets of buttons display, one set at the top of the page to manage the session and the other set to manage students.

Test Sessions Administration
at Jetty High Finalise session

Session Code **YVV-ZV-FWH**

[Download session details](#)
Session started at 12:49 PM
Last student will finish at: N/A
 Allow unrestricted entry

3
students

Search for Student Pause candidate Resume candidate Submit candidate

All (3) | Not started (1) | Started (2) | Paused (0) | Submitted (0) | Other (0)

<input type="checkbox"/>	Student	One Time Code	Device Name	Status	Delivery Mode	Connection Mode	Save Method	Test Name	Progress	Time joined	End time	Actions
<input type="checkbox"/>	US00001-00664	ZV-WC-YS-KJ	FKBDGSWXBL	Started	Online	Online		PBTS Cognitive Item Review	7 / 140	13:00	N/A	
<input checked="" type="checkbox"/>	US00001-00666	JF-CT-JB-KW	JAN636KVJV	Not started	Online	Online		PBTS Cognitive Item Review	1 / 140	12:59	N/A	
<input checked="" type="checkbox"/>	US00001-00662	YN-CX-DB-FZ	B7APFMTANB	Started	Online	Online		PBTS Cognitive Item Review	4 / 140	12:56	N/A	

20 items per page 1 - 3 of 3 items

The **Progress** column updates as the students' progress through their tests.

As the students' statuses change, they display on the relevant tabs at the top of the student grid.

6.1 Manage students

School Co-ordinators have options to pause and resume student attempts, and to submit student attempts if necessary.

Pause attempt ✕

Students selected (1)

Details

Student required a toilet break.

Cancel Confirm

When managing students, Administrators have an option to enter the **Details** related to their action.

In most cases the **Details** field is optional.

6.1.1 Pause and resume student

Pausing an attempt removes the student's access to the test.

Search for Student Pause candidate Resume candidate Submit candidate

All (3) Not started (0) Started (3) Paused (0) Submitted (0) Other (0)

<input type="checkbox"/>	Student	One Time Code	Device Name	Status	Delivery Mode ?	Connection Mode ?	Save Actions
<input checked="" type="checkbox"/>	US00001-00664	ZV-WC-YS-KJ	FKBDG SWXBL	Started	Online	Online	

1. Select the student.
2. Select **Pause candidate**.

Pause attempt ✕

Students selected (1)

Details

Cancel Confirm

Follow the prompts as required.

Student	One Time Code	Device Name	Status	Delivery Mode ?
US00001-00664	ZV-WC-YS-KJ	FKBDG SWXBL	Paused	Online

Their status changes to **Paused** and the student will not be able to continue with their test.

Search for Student Pause candidate Resume candidate Submit candidate

All (3) Not started (0) Started (2) Paused (1) Submitted (0) Other (0)

<input type="checkbox"/>	Student	One Time Code	Device Name	Status	Delivery Mode ?	Connection Mode ?	Save Actions
<input checked="" type="checkbox"/>	US00001-00664	ZV-WC-YS-KJ	FKBDG SWXBL	Paused	Online	Online	<input checked="" type="checkbox"/>

The **Resume candidate** button becomes active so that you can start the test attempt again.

6.1.2 Submit student

Usually students submit their own attempts once they have completed the test. If a situation arises where a student does not submit, the Test Observer can submit the attempt for them.

Search for Student Pause candidate Resume candidate Submit candidate

All (3) Not started (0) Started (2) **Paused (1)** Submitted (0) Other (0)

<input checked="" type="checkbox"/>	Student	One Time Code	Device Name	Status	Delivery Mode ?	Connection Mod	Actions
<input checked="" type="checkbox"/>	US00001-00664	ZV-WC-YS-KJ	FKBDG SWXBL	Paused	Online	Online	

1. Select the student.
2. Select **Submit candidate**.

Submit attempt ×

Students selected (1)

Details

Student left the room without submitting

Cancel Confirm

Follow the prompts as required.

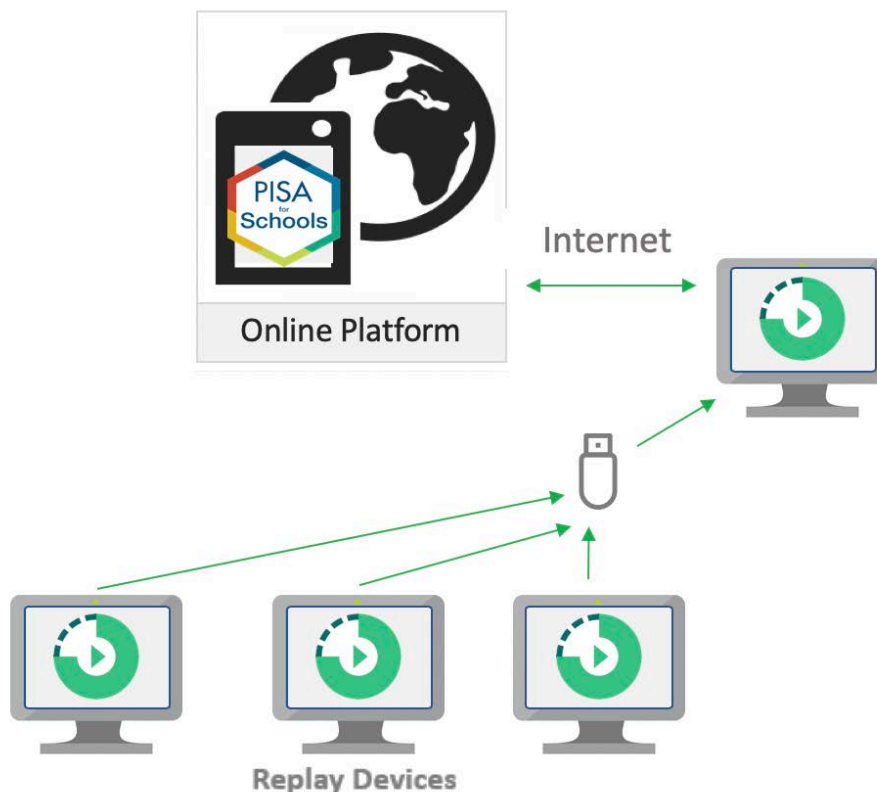
<input type="checkbox"/>	Student	One Time Code	Device Name	Status	Delivery Mode ?
<input type="checkbox"/>	US00001-00664	ZV-WC-YS-KJ	FKBDG SWXBL	Submitted	Online

The status changes to **Submitted**.

7. School Session Completion Tasks

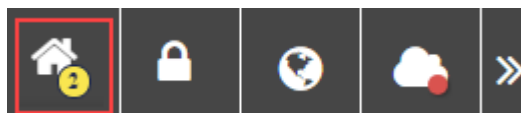
After all students have completed the Cognitive Test and Questionnaire, School Co-ordinators and Technical Specialists should perform the following completions tasks:

1. Check devices for any test attempts that have not been saved on the OTS Platform (if a school's devices are not connected to the Internet, all devices that have been used will have test attempts not stored on the OTS Platform)
2. Copy unsaved student test attempts from the devices to a USB drive
3. Using a device and Replay that is connected to the Internet to save the test attempts on the OTS platform
4. Check the School Dashboard to ensure all attempts are now saved
5. Close the School Session



7.1 Check devices for unsaved test attempts

To check devices for unsaved test attempts, start Replay on the device and inspect the Home button in the top right part of the screen.



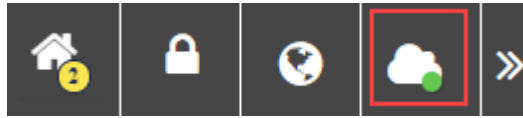
If there are unsaved test attempts present on the device, a yellow circle with a number inside it will indicate how many unsaved tests attempts are present on the device.



If there are no unsaved attempts, no yellow circle will display.


7.2 Copy or reconcile unsaved test attempts

If a device has unsaved test attempts, these need to be saved to the OTS server.

If the device is now online, the fastest way to perform this process is to Reconcile the device.



If the Cloud icon has a green dot , Technical Specialists can reconcile the device online, if the cloud icon has a red dot , Technical Specialists must save the test attempts to a USB and use an online Replay device to save the test attempts to the OTS Platform.

Using the School PIN code, unlock the device by clicking the lock icon  and entering the PIN code.

Unlock Device

Enter your PIN to unlock the device to prepare or reconcile.

Enter PIN 1

Cancel Unlock Device 2


1. Enter the PIN. The PIN is displayed on the School Dashboard.
2. Select **Unlock Device**.

Once unlocked, Technical Specialists will view the Replay **Administration** page.

If the device is offline the page will look similar to the image below.

7.3 Reconcile offline

The screenshot shows the 'Administration' page for a device with ID 'MZH ZQUMH2U'. At the top, there is a 'replay' logo and a navigation bar with icons for home (with a yellow circle containing '2'), lock, globe, and a cloud icon. Below the navigation bar is the 'OECD Test for Schools' logo. The main heading is 'Administration' with the device ID 'MZH ZQUMH2U' below it. There are two main tiles: 'Prepare' and 'Reconcile'. The 'Prepare' tile shows '6 test sessions' and '231 test attempts'. The 'Reconcile' tile shows '2 awaiting upload.' in a red box and a 'Reconcile' button with a red circle containing '1'. The bottom of the page features the 'janison insights' logo.

The **Reconcile** tile lists the number of attempts awaiting upload. The home icon also lists the attempts in a yellow circle .

1. Select Reconcile to open the Reconcile page.

replay

OECD Test for Schools

Device Information

Device Id: MZHZQUMH2U

Test attempts to reconcile: 3

Storage quota: 166.6 MB / 88.4 GB

[Reset device](#)

Reconcile

The device cannot be reconciled while offline. Go online to reconcile candidate attempt data from this device or export a reconcile file for use on another device.

2 Add the answers for students who have completed a test offline below.

<input checked="" type="checkbox"/>	Student	Start Test	Progress	Size
<input type="checkbox"/>	UAT03 ZZHTGWGD + RPYRCLLR	PBTS Cognitive Test 6 - English SIT	Questions: 65/65 viewed, 63/65 answered Attempt submitted: Aug 6, 2019 1:58 PM	38.9 KB <input checked="" type="checkbox"/>
<input type="checkbox"/>	UAT04 ZZHTGWGD + LNQSFZQX	PBTS Cognitive Test 1 - English SIT	Questions: 56/56 viewed, 53/56 answered Attempt submitted: Aug 6, 2019 9:39 AM	34.8 KB <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	UAT03 BNCDZWCN + DJXNTJW	PBTS Cognitive Test 5 - English - UAE	Questions: 24/75 viewed, 15/75 answered Attempt submitted: Aug 6, 2019 9:39 AM	13.7 KB

Remove student's' answers from the device once the reconcile process is complete

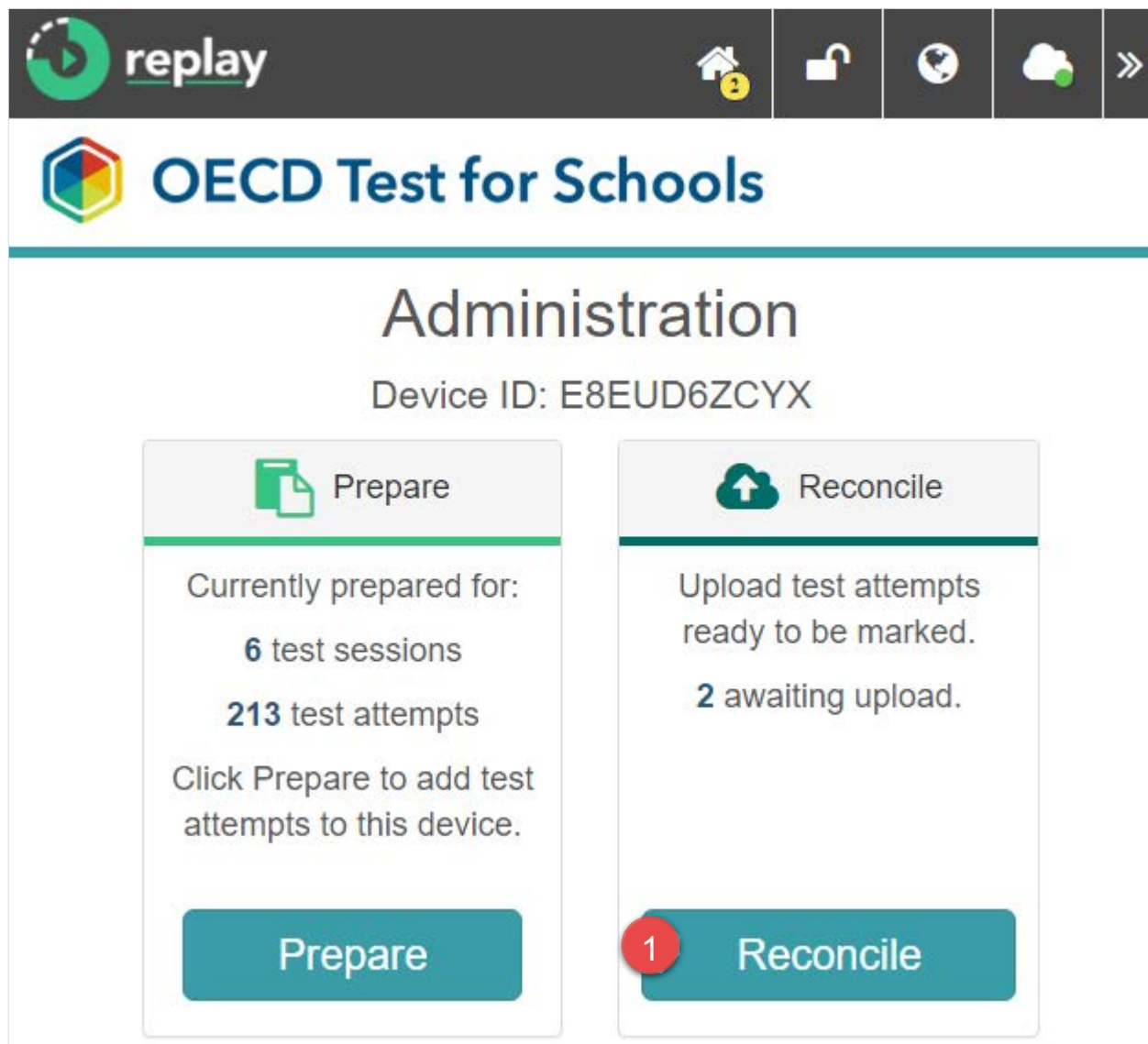
[Reconcile](#) [Export Reconcile File](#) 3

2. Select all students.
3. Select the **Export Reconcile File** button to store the Test attempt file on a USB drive, you can store multiple files on a single USB drive.

The files on the USB are then used in the next task 'Saving Tests Attempts from a USB'

If the device is online the page will look similar to below.

7.4 Reconcile online



The screenshot shows the 'Administration' page for the OECD Test for Schools. At the top, there is a 'replay' logo and navigation icons for home, lock, globe, cloud, and a right arrow. Below the navigation is the 'OECD Test for Schools' logo and the title 'Administration'. Underneath the title is the 'Device ID: E8EUD6ZCYX'. There are two main tiles: 'Prepare' and 'Reconcile'. The 'Prepare' tile shows 'Currently prepared for: 6 test sessions, 213 test attempts' and a 'Prepare' button. The 'Reconcile' tile shows 'Upload test attempts ready to be marked. 2 awaiting upload.' and a 'Reconcile' button with a red notification badge containing the number '1'.

If you are online, your **Reconcile** tile will look like the above.

1. Select **Reconcile** to open the Reconcile page as shown below.

Device Information

Device Id: **MZHZQUMH2U**

Test attempts to reconcile: **1**

Storage quota: **177.3 MB / 88.6 GB**

[Reset device](#)

Reconcile

Upload the answers for students who have completed a test offline below.

It will take approximately a few seconds to reconcile this device (at 759.0 kbit/s). [Re-test Bandwidth](#)

<input checked="" type="checkbox"/>	Student	Start Test	Progress	Size
2	UAT03 [BNCZQWCM] + [DJXNTJWV]	PBTS Cognitive Test 5 - English - UAE	Questions: 24/75 viewed, 15/75 answered Attempt submitted: Oct 1, 2019 2:00 PM	13.7 KB
3	<input checked="" type="checkbox"/> Remove student's' answers from the device once the reconcile process is complete			

4 [Reconcile](#)
[Export Reconcile File](#)

2. Select all Tests Attempts.
3. Select Remove candidate's...
4. Select **Reconcile**

Device Information

Device Id: **MZHZQUMH2U**

Test attempts to reconcile: **0**

Storage quota: **177.4 MB / 88.6 GB**

[Reset device](#)

Reconcile

Upload the answers for students who have completed a test offline below.

Reconciliation completed successfully in a few seconds

<input checked="" type="checkbox"/>	Student	Start Test	Progress	Size
<input checked="" type="checkbox"/>	UAT03 [BNCZQWCM] + [DJXNTJWV]	PBTS Cognitive Test 5 - English - UAE	Questions: 24/75 viewed, 15/75 answered Last answer submitted: Oct 1, 2019 2:00 PM	13.7 KB ✔
<input checked="" type="checkbox"/>	Remove student's' answers from the device once the reconcile process is complete			

[Reconcile](#)
[Export Reconcile File](#)

Feedback displays and an icon appears on successful reconciliation.

7.5 Saving test attempts from a USB

Technical Specialists can use a device connected to the internet with Replay installed to save the USB test attempts to the OTS platform.



Unlock the Replay device using the School PIN code.

Administration

Device ID: MZHZQUMH2U

Prepare

Currently prepared for:

0 test sessions

0 test attempts

Click Prepare to add test attempts to this device.

Prepare

Reconcile

Upload test attempts ready to be marked.

0 awaiting upload.

Reset device to clear this device of the students and tests currently prepared for.

1 Reconcile

1. Select **Reconcile**.

OECD Test for Schools

Device Information

Device Id: **MZHZQUMH2U**

Test attempts to reconcile: **0**

Storage quota: **188.1 MB / 88.5 GB**

2 Import Reconcile File

2. Select **Import Reconcile File**.


janison
assessment

Page 37

Import attempts to be reconciled ✕

It is recommended that if you have multiple files to be reconciled, that you import all of them at once. That way, we will be able to check across all of the files for any discrepancies or duplicate attempts.

Note that importing attempts will not affect the data already stored on this device. It will simply replace the current list of attempts to be reconciled (if any).



Choose the files or drag them here.

Attempts to import

The following attempts were detected in the files you selected. Please review the list for any attempts that may not be appropriate to be imported. e.g. Attempts that were started on one device, but the candidate was moved to another device to finish the test due to a technical issue.

File: Reconcile-Device_MZHZQUMH2U_2019-10-01T04_20_49.107Z.dat ✕

File size (compressed): 159.2 KB | db version: 6 | date exported: Oct 1, 2019

<input checked="" type="checkbox"/>	Student	Start Test	Progress	Size
<input checked="" type="checkbox"/>	UAT03 BNCDZWCM + DJXNTJWV	PBTS Cognitive Test 5 - English - UAE	Questions: 24/75 viewed, 15/75 answered Last answer submitted: Oct 1, 2019 2:00 PM The candidate did not submit their attempt	13.7 KB

Cancel
Import

3. Add import files. Once added, they will appear in the section below.
4. Optionally, select or deselect the attempts you wish to import.
5. Select **Import**.
The attempts imported will be available to reconcile.

Device Information

Device Id: **MZH2QUMH2U**

Test attempts to reconcile: **1**

Storage quota: **177.3 MB / 88.6 GB**

[Reset device](#)

Reconcile

Upload the answers for students who have completed a test offline below.

It will take approximately a few seconds to reconcile this device (at 759.0 kbit/s).

[Re-test Bandwidth](#)

<input checked="" type="checkbox"/> Student	Start Test	Progress	Size
<input checked="" type="checkbox"/> UAT03 BNC2ZWCW + DJXNTJWV	PBTS Cognitive Test 5 - English - UAE	Questions: 24/75 viewed, 15/75 answered Attempt submitted: Oct 1, 2019 2:00 PM	13.7 KB

Remove student's' answers from the device once the reconcile process is complete

[Reconcile](#)
[Export Reconcile File](#)

[Import Reconcile File](#)

1. Select **Reconcile**.

Feedback displays and an 6 icon appears on successful reconciliation.

7.6 Check the School Dashboard

Once all test attempts have been saved to the OTS Platform, School Co-ordinators can check the School Dashboard to confirm the number of Cognitive Tests and Questionnaires have been saved.

School Co-ordinators can also check the Test Session Dashboard to view details of all of the candidates who have taken the test.

Test Sessions Administration [Finalise session](#)

at Jetty High

Session Code BNC-DZ-WCM

[Download session details](#)
 Session started at 11:55 AM
 Last student will finish at : N/A
 Allow unrestricted entry

4

students

Search for Student

[Pause candidate](#)

[Resume candidate](#)

[Submit candidate](#)

All (4)
Not started (0)
Started (1)
Paused (0)
Submitted (3)
Other (0)

<input type="checkbox"/>	Student	One Time Code	Device Name	Status	Delivery Mode	Connection Mode	Save Method	Test Name	Progress	Time joined	End time	Actions
<input type="checkbox"/>	UAT01	LX-HK-DC-GZ	E8EUD6ZCYX	Submitted	Online		Online	PBTS Cogniti... Test 5 - English - UAE	62 / 62	11:53	N/A	📄
<input type="checkbox"/>	UAT02	WB-GD-SK-LN	E8EUD6ZCYX	Submitted	Online		Online	PBTS Cogniti... Test 5 - English - UAE	62 / 62	12:35	N/A	📄
<input type="checkbox"/>	UAT03	DJ-XN-TJ-WV	MZH2QUMH2U	Submitted	Offline		Manual	PBTS Cogniti... Test 5 - English - UAE	62 / 62	14:00	N/A	📄
<input type="checkbox"/>	UAT08	PT-GT-KD-LZ	MZH2QUMH2U	Started	Online	Online		PBTS Cogniti... Test 4 - English - UAE	60 / 63	15:40	N/A	📄

1
20 items per page
1 - 4 of 4 items [↻](#)

7.7 Close the School Session

Once the School Co-ordinator has confirmed that all student attempts have been saved, they then close the school session.

Test Sessions Administration

at Jetty High

[Pause session](#) [Finalise session](#)

Session Code **ZZM-TG-WGD**

[Download session details](#)

Session started at 9:21 AM
Last student will finish at : N/A

Allow unrestricted entry [?](#)

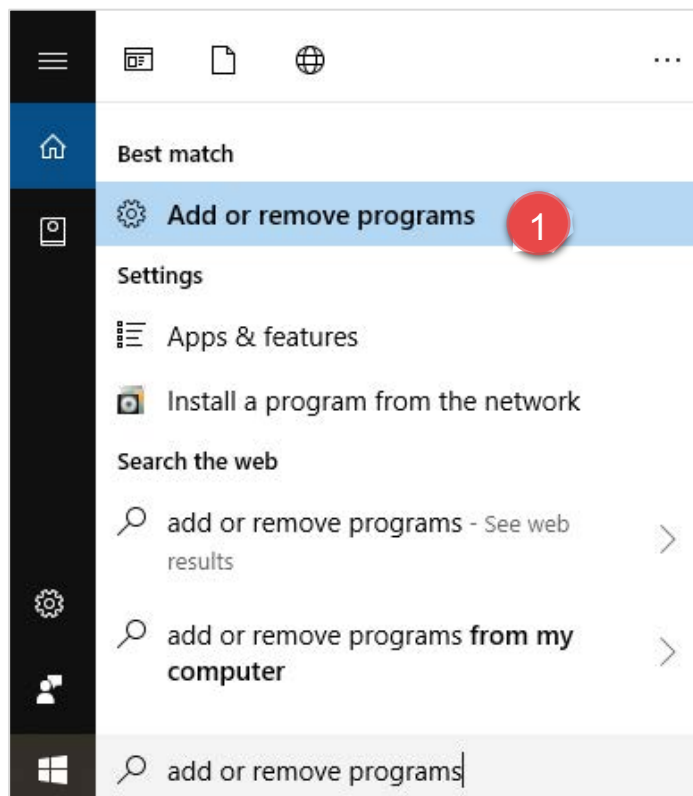
4
students

Select **Finalise session** to close the session.

7.8 Remove Replay from School Devices

Once the School Session has been closed, School Co-ordinators should remove Janison Replay for OTS from all devices at the school.

7.8.1 Windows 10 Removal Instructions



1. From the start menu open **Add or remove programs**.

Settings

Home

Find a setting

Apps

- Apps & features
- Default apps
- Offline maps
- Apps for websites
- Video playback
- Start-up

Apps & features

Installing apps

Choose where you can get apps from. Only install apps from the Store to help protect your PC and keep it running smoothly.

Allow apps from anywhere

Apps & features

[Manage optional features](#)

[Manage app execution aliases](#)

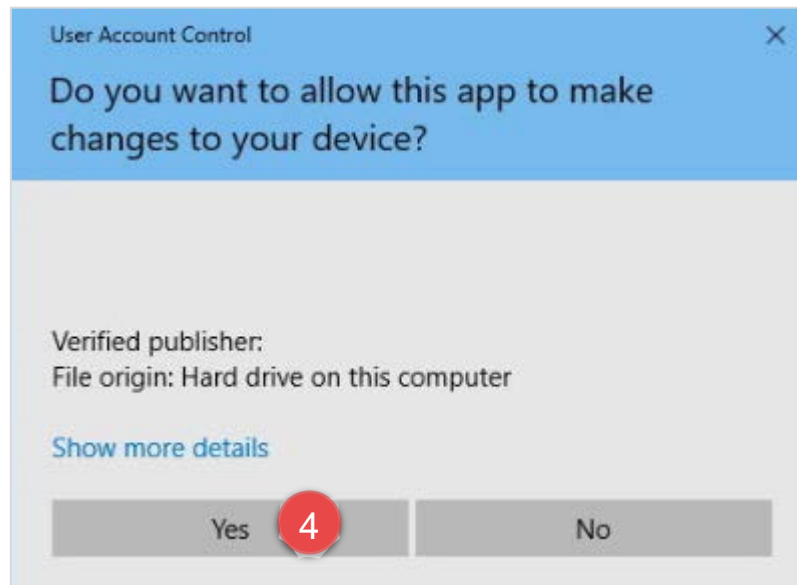
Search, sort and filter by drive. If you would like to uninstall or move an app, select it from the list.

Janison replay

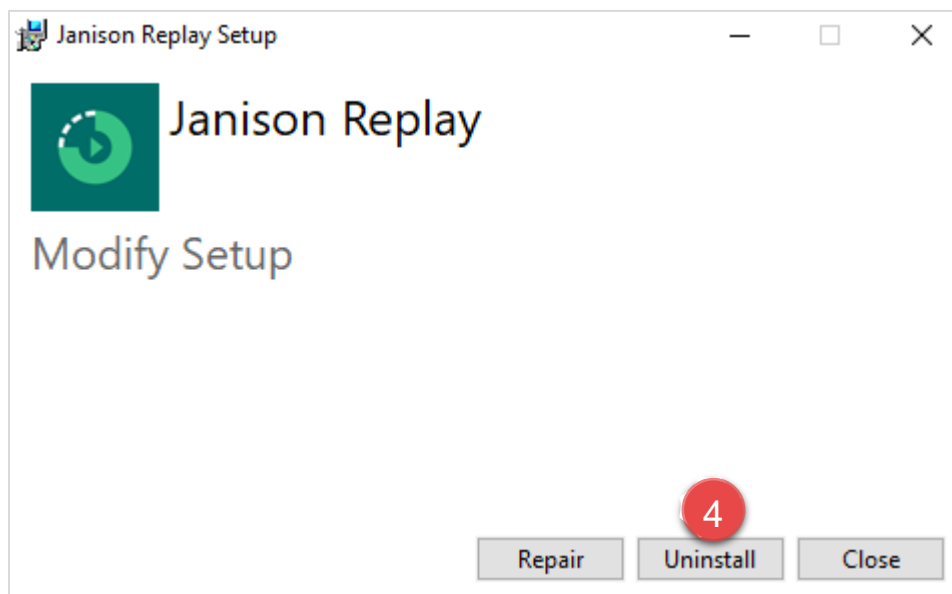
Sort by: Name Filter by: All drives

	Janison Replay	273 MB
	1.0.0.0	9/09/2019
		Modify Uninstall

2. Search for **Janison replay**.
3. Select **Uninstall**.

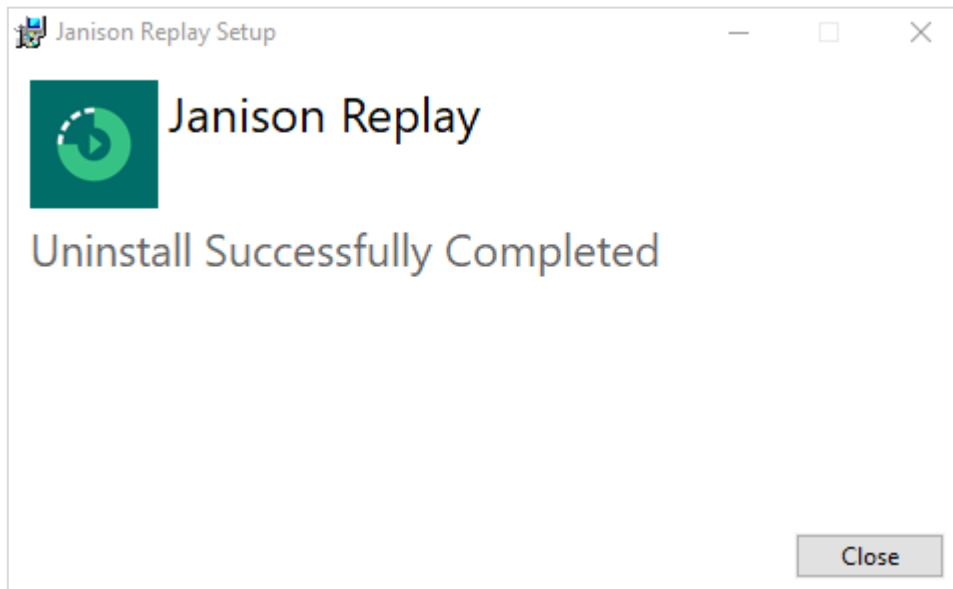


4. Select **Yes**.



5. Select **Uninstall**.

Replay uninstalls and feedback confirming the uninstall displays.

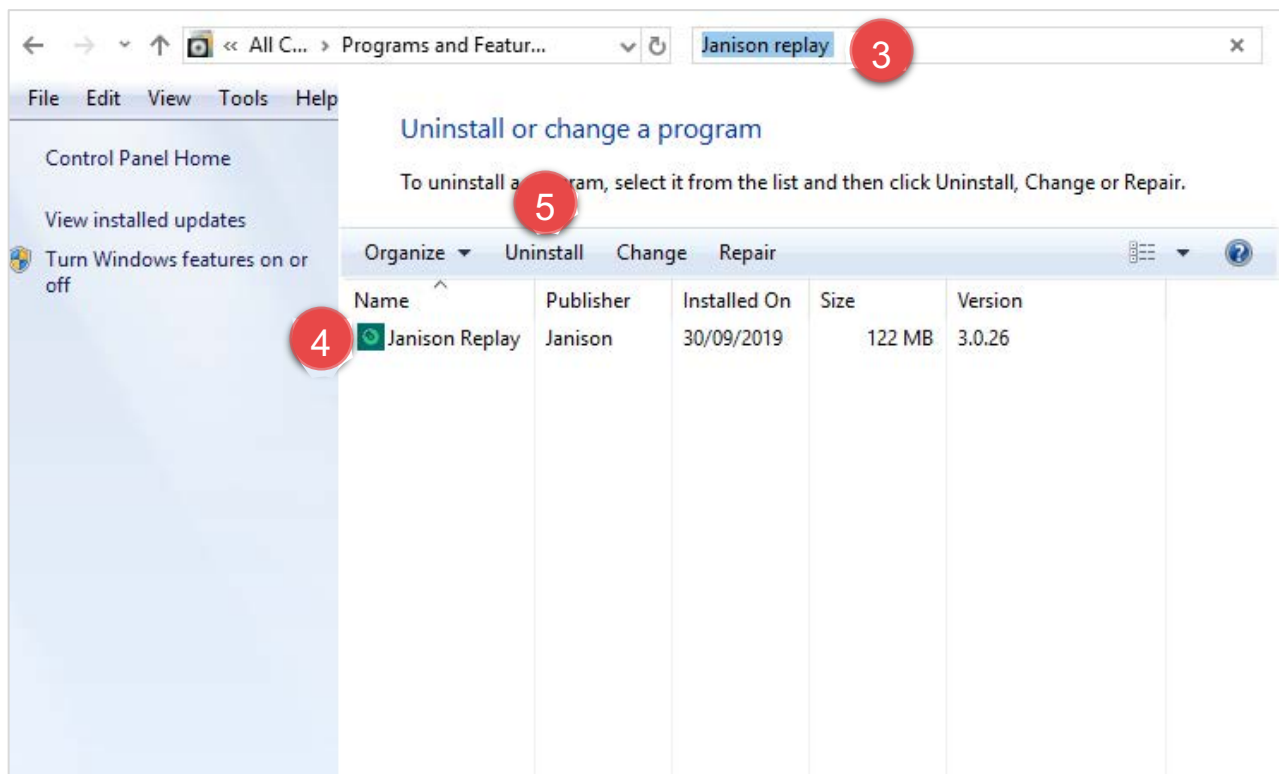


7.8.2 Windows 7 Removal Instructions

1. Select **Start**, and then select **Control Panel**.



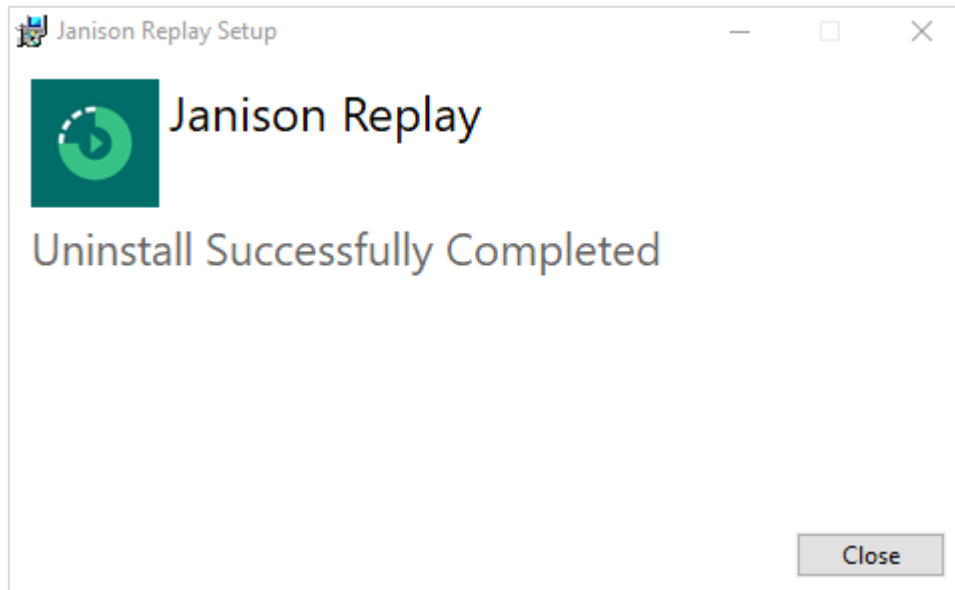
2. Select **Programs > Uninstall a program**.



The **Uninstall or change a program** window opens.

3. Search for **Janison Replay**.
4. Select **Janison Replay**.

5. Select Uninstall and follow the instructions in the uninstall wizard.



Replay uninstalls and feedback confirming the uninstall displays.

8. Glossary

Replay – Replay is the name of the Janison Lockdown Browser that is used to provide secure and controlled access to online tests. It is called Replay, because Replay is also able to take tests when not connected to the internet.

Lockdown Browser – A Lockdown Browser is a type of web browser that stops the user from being able to use the computer/device for other purposes whilst taking the test. Lockdown Browser also stops content from being remembered before a test starts, being able to switch or start programs, or being able to print or take an image of a screen whilst taking a test.

Session Code – A Session Code is an eight-character code in the format of ‘ABC-DE-FGH’ used to uniquely identify a Test Session. When School Co-ordinators create a Test Session the Session Code is generated. Candidates need to know the Session Code to be able to take the test and be part of the Test Session. Often the Session Code is generated just before the Test Session starts, so Candidates have no way of accessing the test before the School Co-ordinator starts the Test Session.

Attempt Code – An Attempt Code (sometimes called an access code, key code, or one-time code) is an eight-character code in the format of ‘AB-CD-EF-GH’ used to uniquely identify a Test Attempt. Candidates are given these codes before a Test Session. Each Candidate will have a unique Attempt Code for each Test they take. After entering the Session Code (which is the same for all Candidates in a Test Session), Candidates then enter their Attempt Code to gain access to the Test, recording data specifically for them in the Test Attempt and Question Responses.

Test Session – A Test Session describes the invigilation of a group of Candidates by a School Co-ordinator.

Test Attempt – A Test Attempt describes the individual test taking of a Test by a Candidate. Each Test Attempt has a lot of information recorded against it, including the Test Session it was part of, the time and location the Test was taken, the time spent taking the entire Test, as well as the Candidate who took the Test.

School Co-ordinator – A School Co-ordinator (sometimes called a Proctor) is a person who monitors the candidates taking a test. School Co-ordinators use the OTS Platform to monitor students, award more time, pause and resume candidates, and to add notes or other comments during the test session.

Student – A student is the person who takes a test and is sometimes referred to as ‘Test Takers’. For OTS, eligible candidates must be aged between 15 years old and 3 months and 16 years and 2 months on the day of testing.

Response – A Response describes the data recorded by a Candidate in response to a Question in the Test. Response data includes the actual response, which might be a selection or combination of selections or it might be a file or stream of text. Other information is also recorded for Responses, such as the time the Response was first entered, the time it was last changed, the time the Candidate spent answering the question. If a Test allows Questions to be revisited it also records how many times the Question was visited and how many times it was changed.

Delivery Mode – The Delivery mode describes how the test was delivered.

- Offline using replay without a network connection
- Low-Bandwidth using replay with a network connection

- Reliable using replay with a network connection
- Online without using replay.

Connection Mode – Connection Mode is either Online or Offline and shows the status of the connectivity between the test server and the device. The status of connection mode is only displayed when a test is in progress.

Save Method — Shows the mode that was used to save the test attempt on the test server. An Online status indicates that the test attempt was saved throughout the test. An Automatic status indicates that the test attempt was saved automatically after the test was completed. A manual status indicates that the test attempt was saved manually by the School Co-ordinator after the test was completed.

Device Name — Replay creates its own device name when it launches, and that name is passed to the server when the user logs in so that it can be shown on the TA session admin screen.

Prepare — Preparing Replay will precache the tests so that the students undertaking the test in a location without a network or with an unreliable network do not experience any buffering or loading delays. During this process, the system downloads the test and survey onto the Replay device.

Reconcile — reconciling Replay will send the test attempt to the online server to be coded and processed.