Automated Test System Guidelines

The Automated Test System (ATS) is an online testing system which is used to allow ECDL candidates to sit automated ECDL exams.

- Before being able to access the ATS, you should have already purchased a skills card and self-registered. Once this has been done correctly, you will receive a confirmation e-mail informing you of your registration status.
- Your login details are the e-mail address (NUIM e-mail address) and password which you created during self-registration.
- Always ensure to keep your login details safe and confidential. Do not share an account with anyone.
- If you are unsure of your login details at any time, please contact ecdl@nuim.ie for a password reset.

Exam Information

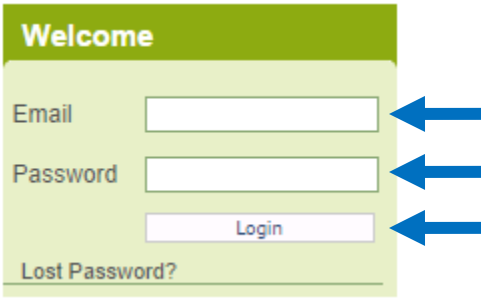
- The majority of exams are held in Teaching Room 1, however some will also be held in Teaching Room 2 so please check the timetable regularly for information on the venue.
- It is not possible to sit an exam in any other venue than the one specified on the ECDL exam timetable. This timetable is available to view on the Computer Centre web-pages or Moodle.
- If you are unable to make any of the exam times set, please contact ecdl@nuim.ie.
- It is possible to book exams online only.
- Each exam itself lasts for a total of 45 minutes; however, we do ask that you arrive at least 15 minutes prior to the scheduled exam time.
- **If you arrive 10 minutes or more past the exam session start time listed on the ECDL exam timetable, you will be refused admission into the exam venue.**
- Each candidate will need to sign-in and produce their student ID card for every exam session.

- Any candidate who fails to produce their student ID card for their first exam session will not be permitted to sit their exam at that time or until they can present their student ID card.
- In order to access the ATS you will need to use the login information (e-mail address and password) you created during Self-Registration. **Please ensure that you are aware of your login details prior to your exam, as it will not be possible to reset your password during an exam session.** If you are unsure of your login details, please contact ecdl@nuim.ie.

First-time users - guidelines:

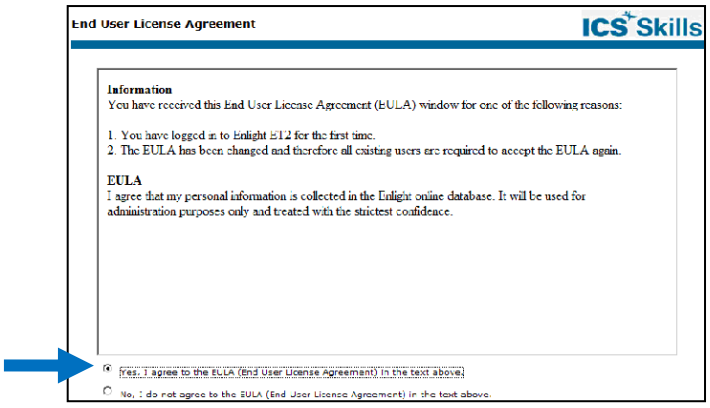
It is possible to access the ATS on and off campus to check previous ECDL exam results or to access Diagnostic Tests. It will not be possible to access upcoming ECDL Certificate exams without booking and attending a scheduled ECDL exam session. The following is a quick guide to using the ATS system:

- Using Internet Explorer, navigate to the Maynooth University ECDL Portal
- Select ECDL Online Training & Testing from the available options
- Enter your NUIM e-mail address, the password you created during self-registration and select Login

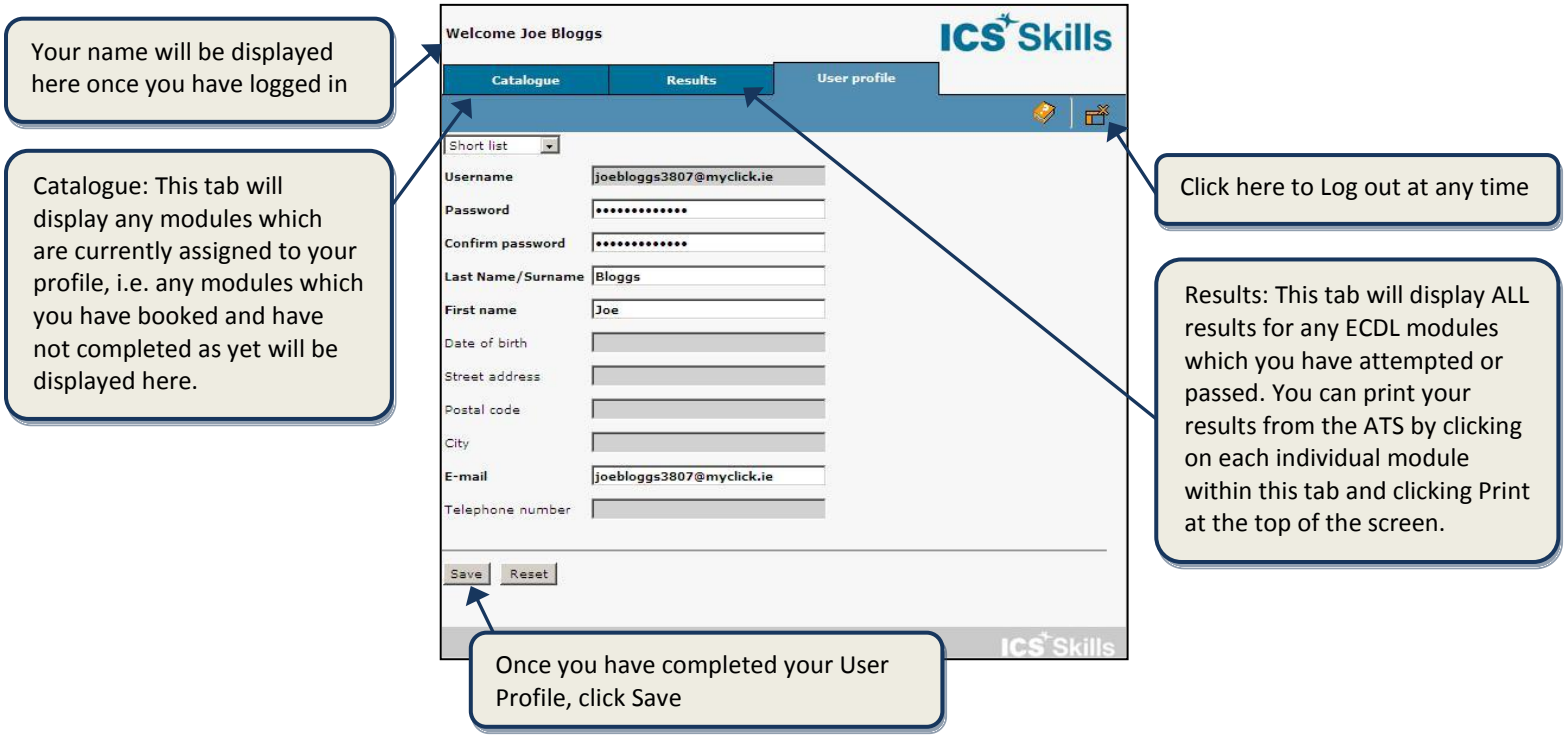


- From the ICS Learner Home Page, select ECDL Core to access online testing system

- When you login for the first time only, an End User License Agreement will appear (as shown below). Once you have read this, select Yes, I agree to the EULA (End User License Agreement) in the text above



- Once logged in, select User Profile from the tab at the top of the screen. Complete this User Profile and click Save. The following image highlights some of the features of the ATS:

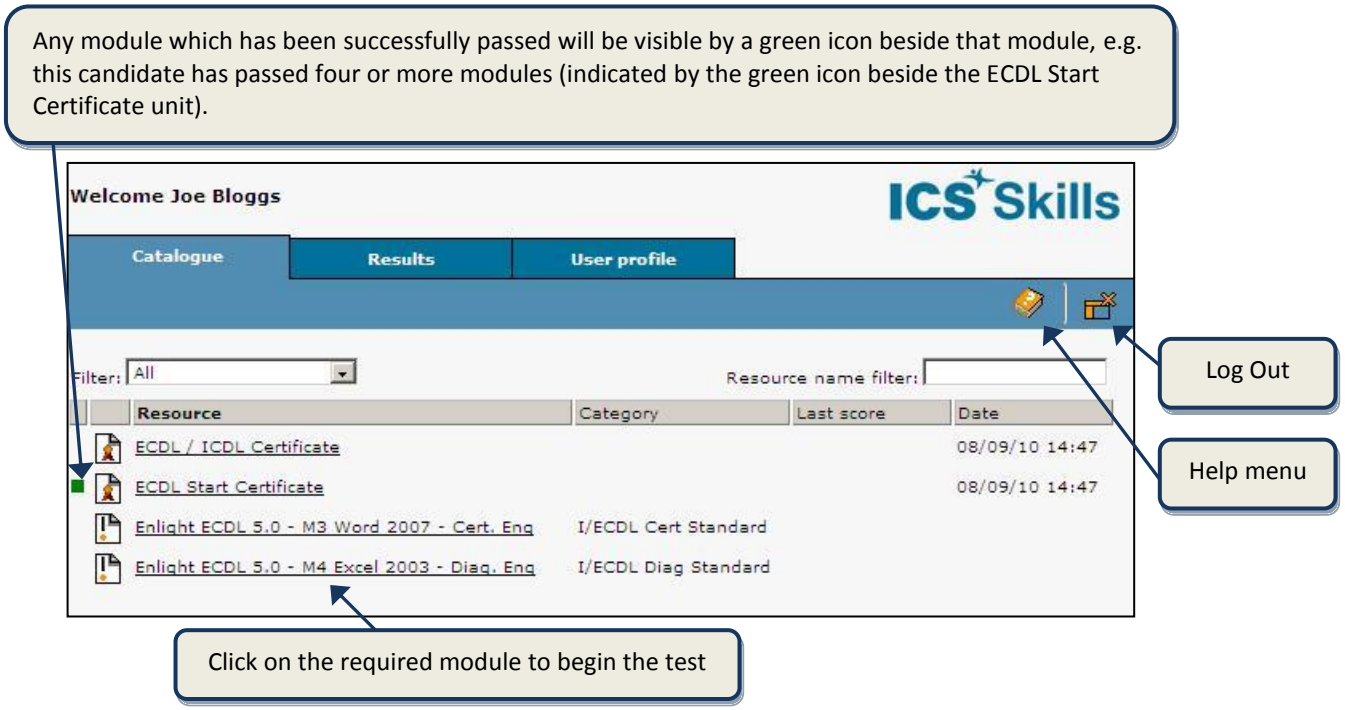


ECDL Module Exams:

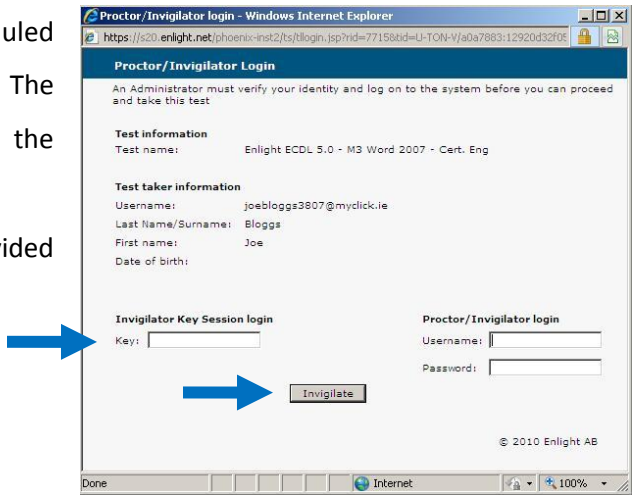
In order to attain the full ECDL Award, you must successfully pass seven ECDL modules. It is possible to book and purchase exams through the Maynooth University Online Shop. The ECDL timetable can be viewed on the Computer Centre web-pages or alternatively, through Moodle.

To access an ECDL module exam:

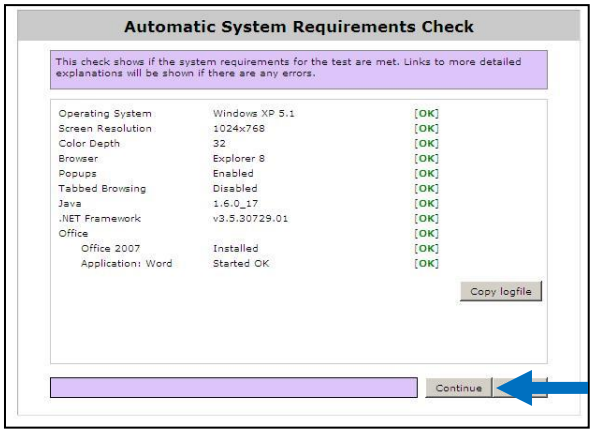
- Once logged into the ATS, select the Catalogue tab.
- The following image highlights some of the features of the Catalogue tab:



- Select the ECDL module exam you are scheduled to sit. The screen on the right will appear. The Tester supervising the exam will provide the Invigilator Key.
- Enter the Invigialtor Key into the space provided and click Invigilate.

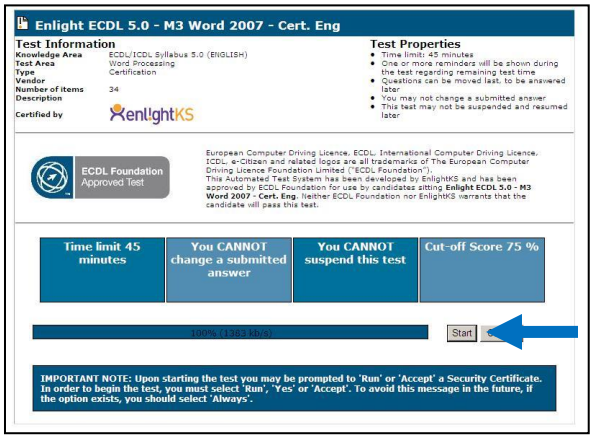


- The Automatic System Requirements Check will begin. Once the progress has fully loaded and all components are indicated by the OK at the right-hand side of the screen, click Continue.



- Read this exam information carefully and once you are ready to begin your exam, click Start.

- Once you start, you have 45 minutes to complete your exam.



- Once you have completed the exam, you will receive an immediate result in the form of a percentage with feedback. You may log out of your PC and leave the exam venue once you have completed your exam.

ECDL Diagnostic Tests:

The purpose of a diagnostic test is to 'diagnose' areas of strength and weakness within a candidate's knowledge of a given module. These tests are available to purchase for each module of the ECDL. Please be aware that these tests are not equivalent to an ECDL Certificate exam. Diagnostic tests are sample tests only. Candidates can book and purchase these diagnostic tests online in the same procedure as booking a certificate exam. However, please ensure to specify your module of choice at point of purchase.

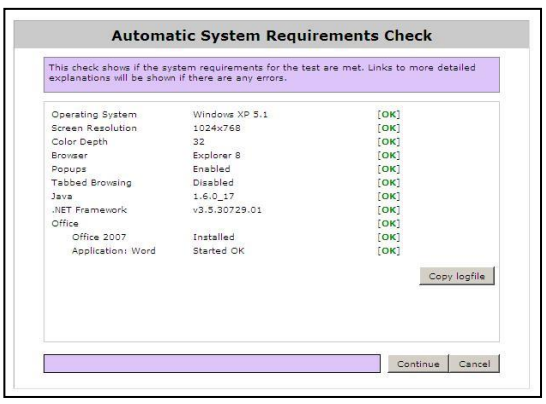
- The diagnostic test consists of approximately double the number of questions as a certificate exam for each module.
- No time limit applies to complete this.
- A diagnostic test can be taken on any computer which has the required supporting software and which can be connected to the internet.
- It does not need to be taken in one sitting, i.e. the test can be suspended and returned to later.
- Once the diagnostic test has been ended, feedback will be displayed in the form of a total percentage with a detailed view of the questions and answers.

To access an ECDL Diagnostic Test:

- Once logged into the ATS, select the Catalogue tab.
- Select the Diagnostic test which has been assigned to you. Exam format:
    - Diagnostic Tests: Enlight ECDL 5.0 – M# *module name* 2007 – Diag. Eng

Please note: Once you purchase your Diagnostic test, please allow at least three working days for this to be assigned to your account. This will NOT appear immediately within the ATS system.

- The Automatic System Requirements Check will begin. Once the progress has fully loaded and all components are indicated by the OK at the right-hand side of the screen, click Continue.



- You <u>do not need an Invigilator Key</u> to access a Diagnostic Test therefore you can start the test whenever you are ready.

- Click Start to begin

- Once you have completed the Diagnostic Test, feedback will be displayed in the form of a total percentage with a detailed view of the questions and answers.

Please note: You can access this test multiple times once the test is suspended and not ended. Once the test is ended it cannot be accessed again without paying an additional fee.