

SSR (Assessor) Feedback Form

Kindly, fill in this form and send it by not later than Friday, 15th October 2004 to:

Mr Charles Galea E.O. (Computer Studies)
 Attn: SSR (Assessor) Support Team
 Department of Technology in Education
 Education Division (ICT Learning Centre)
 Great Siege Road
 Floriana CMR 02
 Malta

Contact us for assistance:

Phone: 2598 2146, 2598 2805, 2598 2739

Fax: 21 226 254

Email: ictsec@gov.mt ... with the subject of your email **SSR (Assessor) Feedback**

You are **not required to install the SSR (Assessor) TestEngine software** as it is already installed on your school's intranet. You are presented with the checklist below to help you run the SSR (Assessor) TestEngine and familiarise yourself with the system to be able to use it efficiently with your class during the Form 4 and Form 5 tests as scheduled in the ECDL Conversion Syllabus.

You can carry out this exercise collectively during a Departmental Meeting.

If your school has more than one Computer Lab, you should test the SSR (Assessor) TestEngine from every lab by physically sitting in Lab 2, Lab3, etc. Remember that when students login from Lab 1, they cannot access files that are in the subfolders of the other labs.

Please tick (✓) in the OK column while completing the checklist.

Locating the software on the School's Network	OK
1. Login to the system with the account of a teacher.	
2. Let us take a scenario where you are in a school that has four Computer Labs. You should find a folder named SSR on the network folders: ...Labs\Lab 1\Public ...Labs\Lab 2\Public ...Labs\Lab 3\Public ...Labs\Lab 4\Public Please check that the SSR folder exists in all the available Labs.	

Before Running the SSR	This procedure is carried with the help of the ICT Lab Technician where available.	OK
3.	Log on from a PC which is physically in Lab 1. Use the user name and the password of a student. <i>Similarity for all the other labs.</i>	
4.	Check that the Screen Resolution of all PC's in the lab is 800 x 600.	
5.	Check that the macro security of MS Excel is set to Low. <i>(Tools > Options > Security > More Security > Low)</i>	

Running the TestEngine	This procedure is carried by the ICT Teacher when setting a PC for a test session.	OK
6.	Log on from a PC which is physically in Lab 1. Use the user name and the password of a student. <i>Similarity for all the other labs.</i>	
7.	Run the TestEngine as follows: <ul style="list-style-type: none"> ✓ <i>Start > Run > Browse</i> ✓ <i>Browse for ... Lab 1\ Public\ SSR\ TestEngine.exe and click Open</i> ✓ <i>Click on OK button to run the program.</i> <i>If you are physically in Lab 2 follow the path ...Lab 2\Public\SSR\TestEngine.exe, and so on for Lab 3 and Lab 4.</i>	
8.	Enter the login password 'ssr' in lowercase. <ul style="list-style-type: none"> ✓ If a password error appears check the state of the Caps lock key and retype the login password. <div style="background-color: red; color: white; padding: 2px;">If the error persists, call for support as soon as possible at the Dtie on: 2598 2146, 2598 2739, 2598 2805.</div>	<i>Kindly, contact us as soon as possible if this fails!</i>
9.	To activate a test, leave the password text box empty and click in the Activate button.	
10.	Choose one of the Test Versions. This Demo version is supplied with two test versions. We suggest that you try both of them. <ul style="list-style-type: none"> • Test Version 1 – A demo test on Managing Files • Test Version 2 – A demo test on Spreadsheets 	

Taking a Test	During the test, from this point till the test ends, control is passed over to the student.	OK
11.	Type the following login information: <div style="margin-left: 100px;"> Name: Tester Name Surname: Tester Surname Index: 25 Form: 5.01 </div>	

12. Good luck ... work out the sample tasks available with this demo version.	
13. Click the submit button to submit a solution. Note that the completed Task is greyed out from the Tasks' list of the TestEngine.	
14. Use the Try Later button if you are not sure of a solution. ✓ Check that the task is still available in the Tasks' list of the TestEngine.	
15. When all the tasks are completed or time is out, the test ends.	
16. To exit the TestEngine, leave the password text box empty and click in the Exit button.	

Collecting the Results	This is what you do instead of correcting the tests!	OK
17. Login to the network using a teacher's account.		
18. Let us say you want to view the results of the tests carried out in Lab 1. ✓ Open the results.mdb database file located in the folder ... <i>Labs\Lab 1\Public\SSR</i> ✓ Use the password ' ssr ' to access the database of collected results		
19. Open the Table called Results . ✓ Check that there is the record with the login information as typed in step 11, together with the corresponding data of the test : Tester Name Tester Surname 25 5.01 ...		

Hot Pot00000000

In case you want to exit the test while a student is in the tasks list screen of the TestEngine, you cannot do it unless you use the Task Manager. A clean way of doing it is to:

- a) Press CTRL-Alt-Del to run the Task Manager.
- b) Select the TestEngine.exe from the Applications tab.
- c) Click on End Task.

This gives rise to another situation. There is no Taskbar! To reactivate the taskbar you need to shut down the computer. To do this without a taskbar:

- a) Press CTRL-Alt-Del to run the Task Manager.
- b) From the Menu bar click on Shutdown.

One last thing...

How many Form 5 classes are there in your school?	
How many Form 4 classes are there in your school?	
How many Labs are there in your school?	

Any other Comments:

Details of ICT Teachers who completed the Checklist:

Name	Surname	ID Card	Signature

Signature of Head of School	Date	School Stamp

***Data Protection:** The Department of Technology in Education collects and processes information to carry out its functions under the Education Act. All data is collected and processed in accordance with the Data Protection Act 2001, the Education Act, other subsidiary legislation and the Privacy Policy of the Department, a copy of which is available on demand.*