



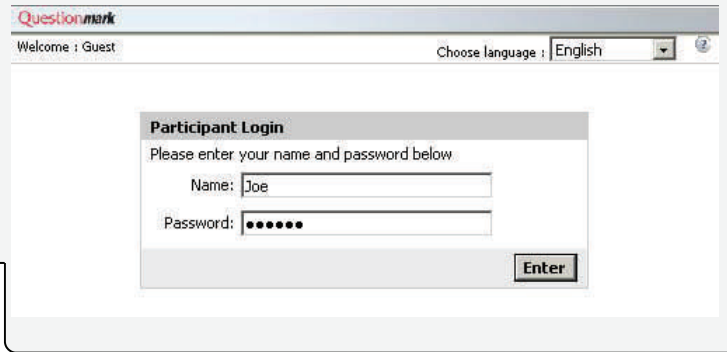
Quick Reference Guide

Taking an Assessment

How can I take an Assessment?

There are several different ways to take an assessment. This guide will cover the following four methods:

- Taking an open assessment
- Taking a secure assessment
- Using Questionmark To Go (with a worked example)
- Using Questionmark Secure



Taking an Open Assessment

An open assessment is an assessment that can be taken by any participant. They will be asked to provide their name and group or any other information that has been requested.

To take an open assessment the participant will have to:

1. Navigate to the open.php entry point. By default this will be:

http://<Perception-Server>/perception5/open.php

Where <Perception-Server> is the valid domain name where Perception is installed

2. Enter their **Name**
3. Enter their **Group**, or any other information
4. Click **Enter**

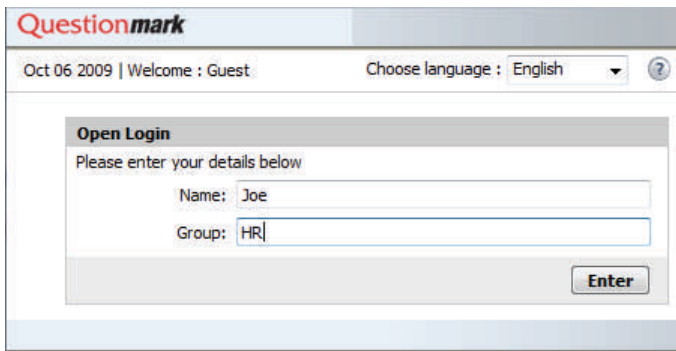


Figure 1: Open Assessment Login screen

5. A list of available assessments, quizzes and surveys are displayed

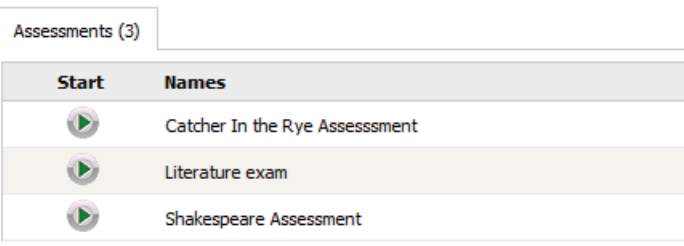


Figure 2: Assessment List Screen

6. The participant clicks the **Start** button to open the assessment

Taking a Secure Assessment

A secure assessment is an assessment that a participant needs to log in to prior to taking the assessment. It is designed to ensure a valid participant takes an assessment. The participant is asked to provide their username and password as stored in the Perception repository before they are allowed to access the assessments available. To take a secure assessment the participant will have to:

1. Navigate to the perception.php entry point. By default this will be:

http://<Perception-Server>/perception5/perception.php

Where <Perception-Server> is the valid domain name where Perception is installed

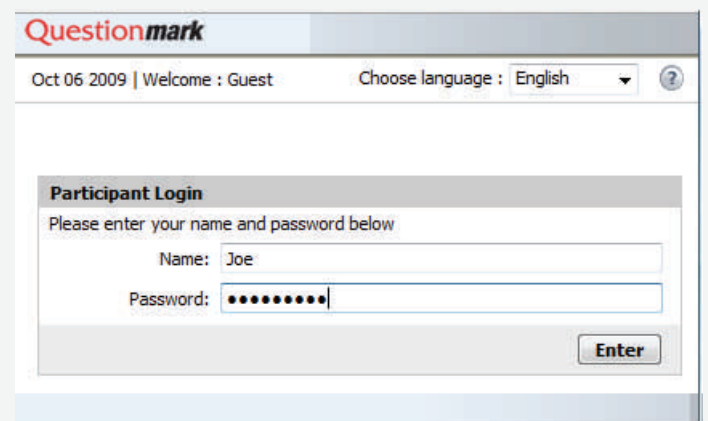


Figure 3: Secure assessment Login screen

2. Enter their **Name** (This is the username assigned to them in the Perception Server)

Continue to next page



3. Enter their **Password**
4. Click **Enter**
5. A list of available assessments, quizzes, surveys and exams scheduled for the participant will be displayed in separate tabs

Select a tab

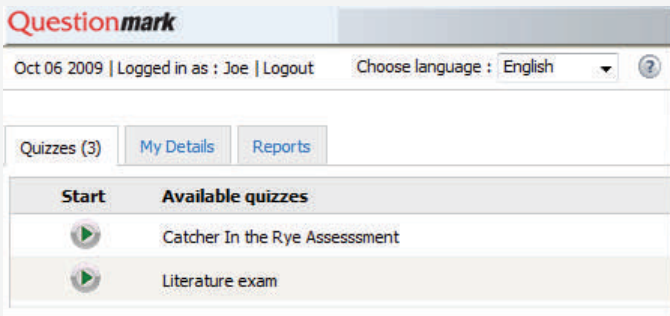


Figure 4: Secure assessment List screen

6. Click the **Start** button to launch their selected assessment
The assessment launches for the participant.

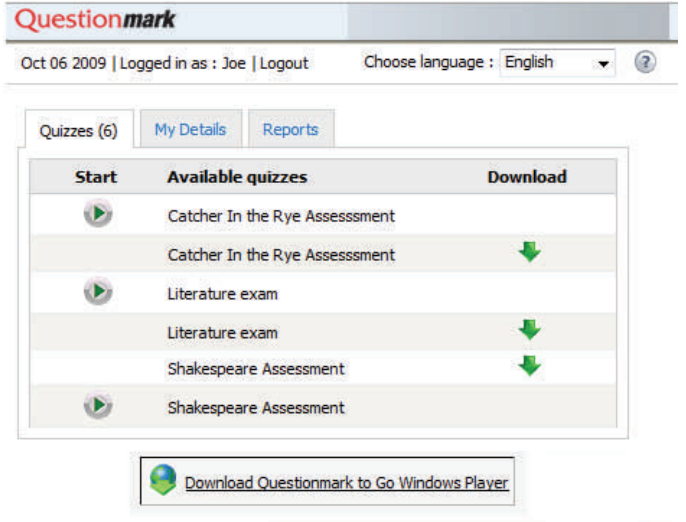


Figure 5: Questionmark To Go Player Download screen

Please note that to install the Questionmark To Go Player you will need to **run as administrator**.

Once the assessment has downloaded an Internet connection is no longer required to take the assessment.

How can I resume an assessment?

It is possible to resume certain assessments. Any assessments that are available for you to resume are indicated by a 'Resume' button appearing in the list of available assessments.

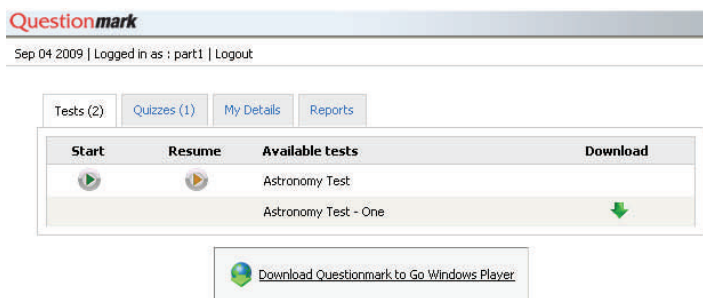


Figure 5: Resume Function

Some assessments that have Save As You Go enabled will even allow you to continue from where you left of. However, if your assessment didn't have Save As You Go enabled you will have to provide your answers again.

Using Questionmark To Go to Deliver Assessments

This section describes how to access Questionmark to Go.

To take an assessment login to the Perception Server to download the assessment file.

The assessments available for download via Questionmark To Go are indicated with a green arrow. If the Questionmark To Go Player is not already available you can download it.

Taking an Assessment using the Questionmark To Go Player

This section describes a walk-through example on taking an assessment using Questionmark to Go.

To take the assessment click the Questionmark to Go Player and login. The login details will be the same as those for logging into the Perception Server.

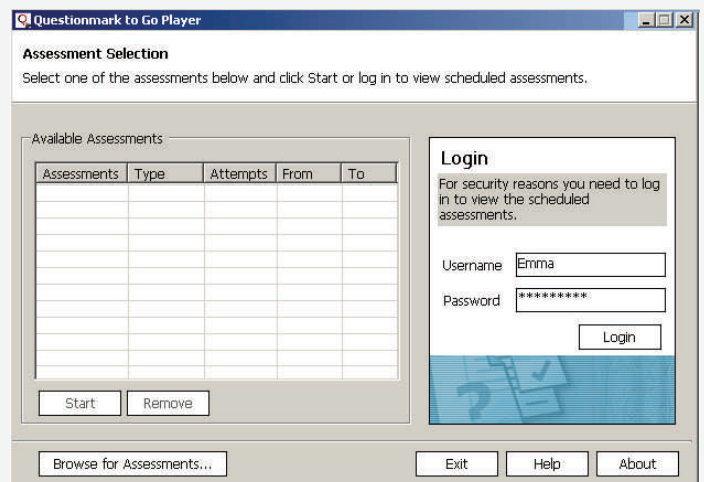


Figure 6: Questionmark To Go Player Login Screen

A list of available assessments that have been downloaded on to the computer will be displayed.

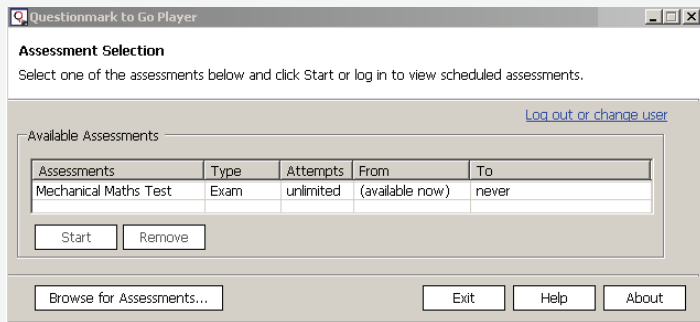


Figure 7: Questionmark To Go Player Assessment Selection Screen

1. Select the assessment to take and then click the **Start** button. The assessment window opens.
2. The Questionmark To Go Results Uploader application runs in the background.



The Questionmark Results Uploader uploads results upon the detecting of an Internet connection.

To view the results in the queue right-click the icon in the system tray



The Questionmark To Go uploader window opens.

A list of answers awaiting upload to the server is shown.

3. Click the Close and Resume button.

Using Questionmark Secure

Most browsers are designed to be as open and and flexible as possible, so far more security is required than most browsers can provide when delivering online assessments. Questionmark Secure provides a secure environment in which to deliver valuable content and assessments such as tests and exams.

Questionmark Secure enables high-stakes testing to be performed from a computer lab or training room without any special configurations. Simply install Questionmark Secure on your PC and start taking high-stakes tests in confidence.

Questionmark Secure is easy to install and will run on:

- A Windows PC with Internet Explorer 5 or higher installed
- Perception Server version 5.1 or higher

You can download and install Questionmark Secure and try it out by taking an example assessment on your computer, from this address:

<http://www.questionmark.com/secure>

A complete description of Questionmark Secure is available at:

<http://www.questionmark.com/perception/questionmarksecure.asp>