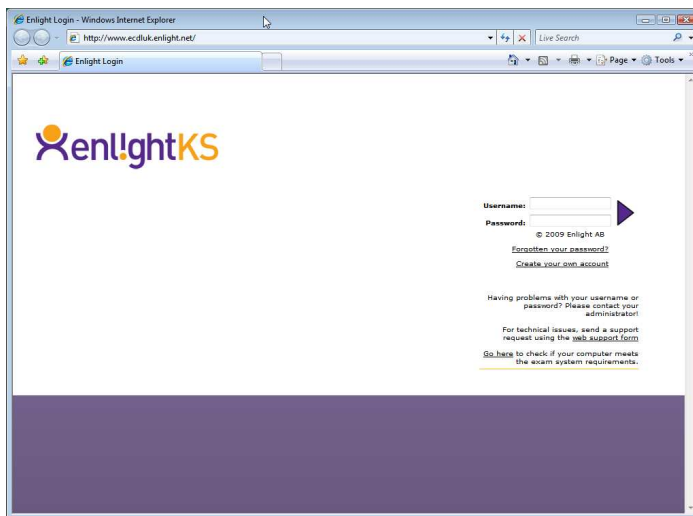


Enlight ET2.13 test properties and navigation options

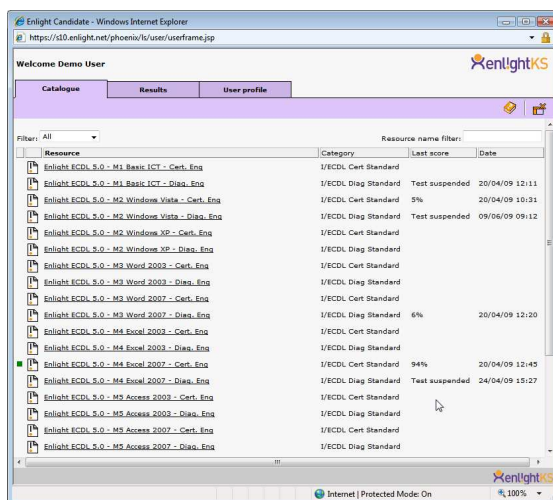
Each Enlight test has been assigned different properties that affect the test situation (how the test operates). An online test differs from a traditional pen and paper test as test takers cannot browse between the test questions in the same way as a printed test form. In Enlight tests there are a number of different navigation options. Information about which navigation options are available within the test is displayed after you have logged in with your username and password and selected a test. It is important for you to study this information in order for you to be well prepared to navigate within a test.

Starting an Enlight test



Open your web browser and go to www.ecdluk.enlight.net - this will take you to the Enlight UK testing site.

Enter your username and password (note that these are case sensitive) and then press [**Enter**] or click on the arrow button.



From the list of available tests, select the test you wish to take.

If you are taking a **certification** test, the system will ask for a valid Administrator/Invigilator login before the test will start.

Note: There are many questions that use the actual application to test the candidate.

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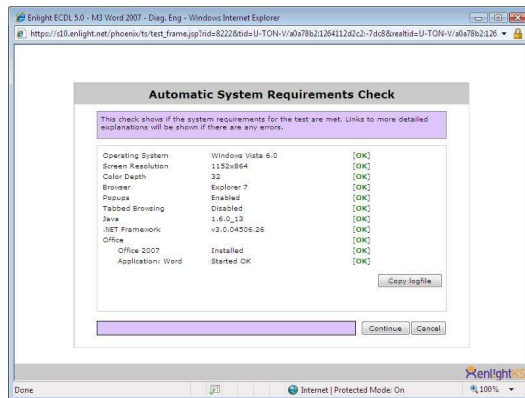
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System requirements check screen

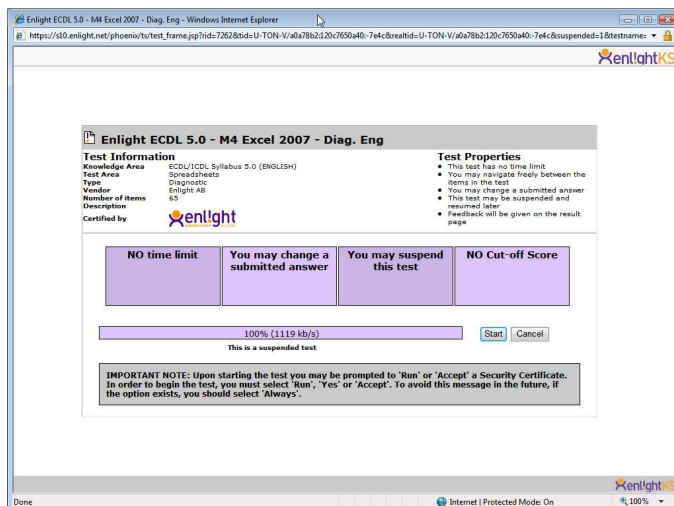


A system requirements check will run the first time you start a test. The check verifies that the computer fulfils the requirements to run the selected test.

If any of the checks fail, instructions will be provided. Either follows the instructions or contact your test administrator.

You can also start the System Requirements check from the Login page at any time.

Test properties screen

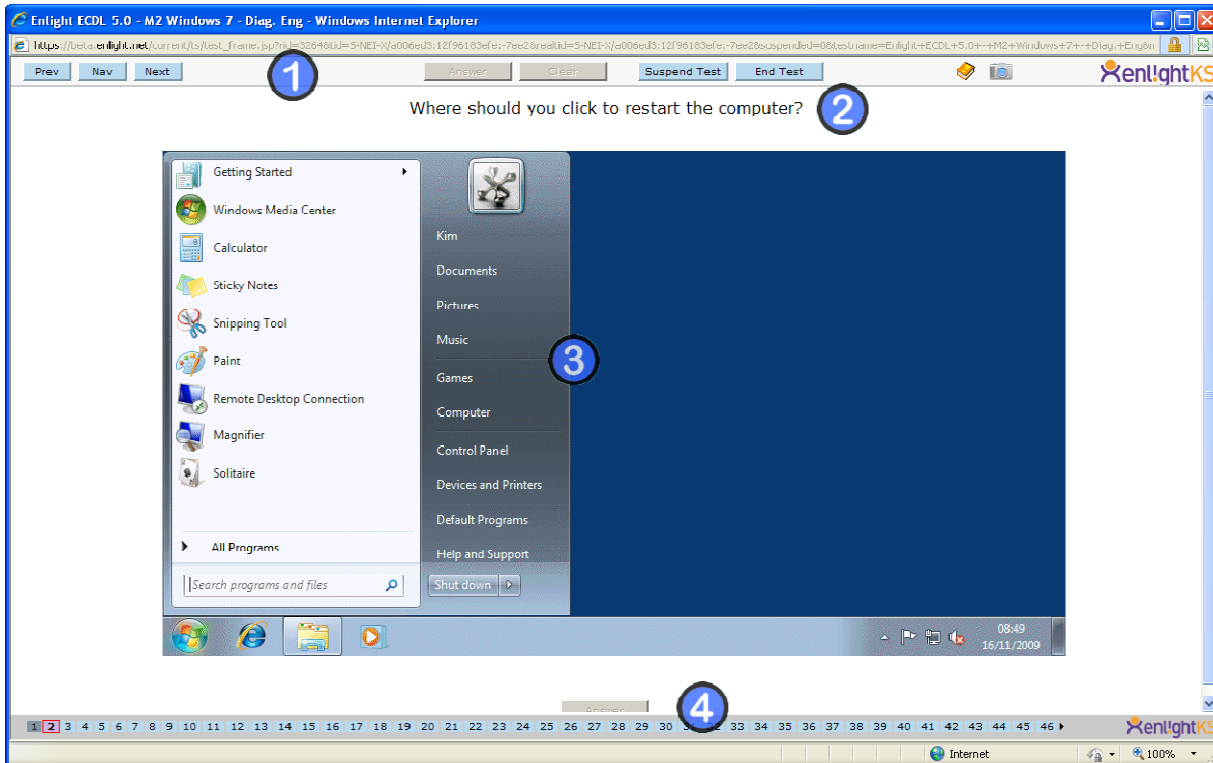


When you have selected the test you wish to take you will be presented with the test properties screen. It explains the rules for this test and what you are allowed to do (e.g. time limit, changing answers, etc)

Once the status bar has reached 100%, click on the **Start** button.

The test window

Once you have started your test you will see the test window displayed which consists of 4 parts; (1) **control panel**, (2) **question text** and (3) **question area**, (4) **answer button**.



There are two answer buttons, one at the control panel and one below the question area. They serve the same purpose and it does not matter which one you use. They are greyed out (disabled) because no answer has been given yet. On some questions the second Answer button may not be fully visible at all times due to limited available screen size. In such case the scrollbar will have to be used to reach it. Certification tests do not show the Suspend Test button.

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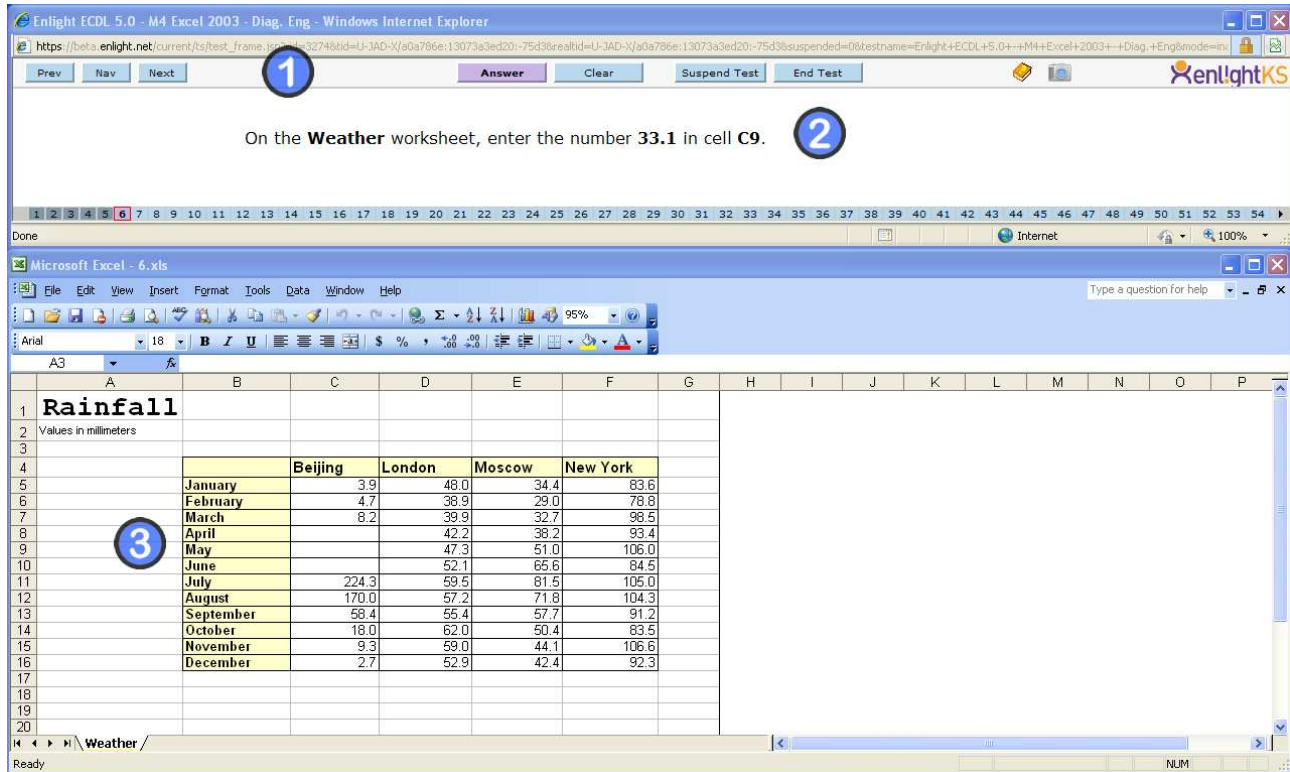
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The test window – In-application

For in-application questions, in the test window an application window replaces the **question area**. Once you have started your test you will see the test window displayed which consists of 3 sections; (1) **control panel**, (2) **question text** and (3) **application area**.



On the **Weather** worksheet, enter the number **33.1** in cell C9.

	Beijing	London	Moscow	New York
January	3.9	48.0	34.4	83.6
February	4.7	38.9	29.0	78.8
March	8.2	39.9	32.7	98.5
April		42.2	36.2	93.4
May		47.3	51.0	106.0
June		52.1	65.6	84.5
July	224.3	59.5	81.5	105.0
August	170.0	57.2	71.8	104.3
September	58.4	55.4	57.7	91.2
October	18.0	62.0	50.4	83.5
November	9.3	59.0	44.1	106.6
December	2.7	52.9	42.4	92.3

In-Application questions do not display a second Answer button.

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Working through the control panel

Answering a Question – There are a variety of question styles in an Enlight test (e.g. Multiple Choice, Hotspot, In-Application Questions). When you have made your answer to the specific question you can select the **Answer** button to confirm that answer - you will automatically move on to the next question. Note: the **Answer** button will be grey (disabled) until you attempt to answer the question.



Clearing an Answer – The Clear button is used when you have made an attempt to answer a question and would like to clear that answer and attempt that specific question again. Note: In an ECDL Certification test, once you have selected the Answer button you are not permitted to **clear** that question and re-answer it.

PLEASE NOTE when answering all questions:

- Do **NOT** refresh the browser window using F5.

PLEASE NOTE when answering In-application questions:

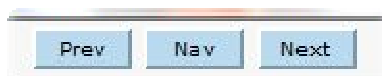
- Do **NOT** close the application, it will be closed automatically
- It is **NOT** necessary to save the document before answering

The **Suspend Test** button can be used to leave a diagnostic test without ending it. Using this button will take you back to the catalogue page, from where you also can resume the test at a later time. This button is not available in Certification Tests.

The **End Test** button – is used when the candidate wants to finish a test. Note: if you have answered all questions within a test, you will see a message to confirm this (in other words you have finished). This button is also used to **suspend** a test so that you can continue with that test at another time if it is allowed with that test. Note: *ECDL Certification tests cannot be suspended and must be completed in one attempt.*



Help/Info button – is used to identify the exact question number you are currently viewing and the style of question (e.g. multiple Choice, Hotspot) and how to answer it. This window will also highlight where in the ECDL syllabus document this question relates to.



The **Navigation** buttons – are used to move/navigate between questions. Clicking the Nav button will display the navigation window and allow the user to move to another question within the test. The Prev and Next buttons allow the user to skip forwards or backwards. For some types of tests particularly Syllabus 5 Certification tests, the button for moving to the previous question is disabled (as shown in the picture) and the navigation panel is also disabled. Therefore it is not possible to navigate to any previous question during a Syllabus 5 Certification test.

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The **Screenshot** capture button. This function is designed to help users to collect relevant information if they need to contact support. The capture button will take a screenshot and store it along with log messages into a file which is saved on the desktop.

The file will be named enlightks-<timestamp>.support and should be attached whenever contacting EnlightKS support in the event of any technical problems or other difficulties.



The **Navigation Bar** is a scrollable bar located below the question area. The Navigation Bar shows the current position within the test and by highlighting it. It also shows which questions that have already been answered and which that remain to be answered. For Diagnostic Tests, the position bar can also be used to select and navigate to a different question.

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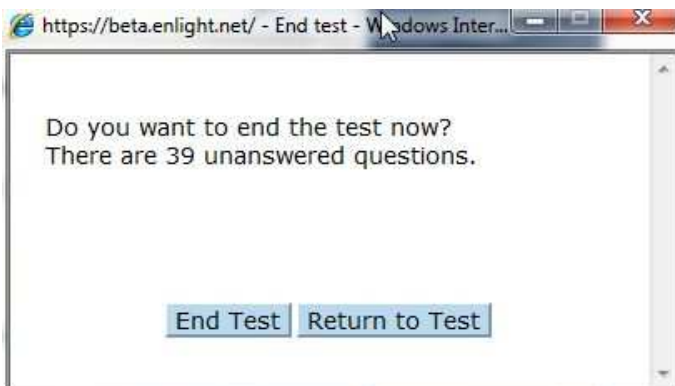
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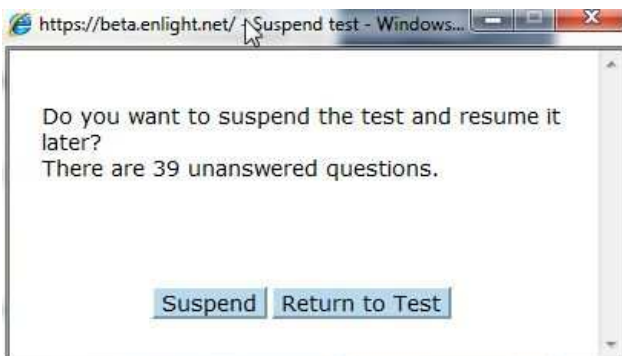
Ending a test

A candidate can end any test at any time by clicking on the **End Test** button. This will display the following dialog box:

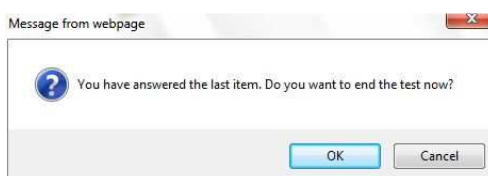


The candidate can now choose to end the test completely by clicking on the **End Test** button. This can be done at any time but by doing this the candidate expresses their wish to end the test and not go any further with it.

Diagnostic tests can also be suspended and continued later, using the **Suspend Test** button.



When the **Suspend** option is used, the test will be stopped and the candidate can continue with it where they left off at a later time. Note that within ECDL Certification tests candidates must complete their test in one attempt and are NOT ALLOWED to suspend a test, therefore this button does not appear within certification tests. The **Return to Test** button allows you to go back and continue the test.



If you have answered all questions in a test, the following message will be displayed. If you answer the last question in a test but have skipped some questions, the test will automatically go back to the first unanswered question.

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Navigating and positioning

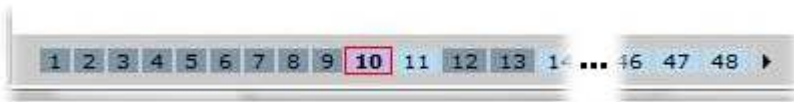
The simplest way to navigate within a test is by clicking the **Answer** button. This will confirm your answer and move on to the next unanswered question. Alternatively you can select the **Next** or **Previous** question buttons either side of the **Nav** (navigation) button. If you are looking at a question you wish to answer later on, you may navigate past it and come back to it later in the test. To do this you must select the Nav button, which will open



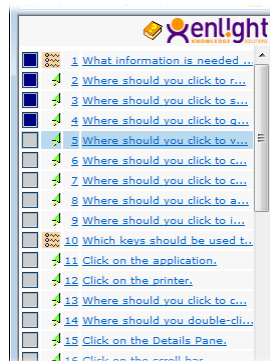
the Navigation Window.

Please note that the Previous button and the Navigation window are disabled during certification tests!

The current position within the test is shown on the Navigation Bar. Questions that have been answered show in a darker shade and remaining ones are brighter. Some tests may contain too many questions for the entire Navigation Bar to fit on screen but the small arrows at the left and right end of it can be used to scroll the navigation bar to make different parts of it visible. For diagnostic tests the Navigation Bar can also be used to change position within the test simply by clicking on cell in the list.



The Navigation Window lists all questions within the test along with the first few words of the question text. The current question will be highlighted and to move on to the next question, simply click on the question number. There is no limit to the number of times you can navigate past a question.



To go back to a question you have not answered, simply click on the main **Navigation** link again and then select the question number you wish to view. (Note: when you have answered the last question, the test will automatically cycle round to questions that you skipped/haven't answered. This window provides additional information;

In the first column **Answered** questions have a dark blue 'filled' box and **Unanswered** questions have a light grey 'empty' box. The diagram in the second column identifies the question type (e.g. Multiple Choice)

NOTE: Within ECDL Certification tests, ECDL UK rules do not allow candidates to change answers to questions they have previously answered. For any questions you are not sure about and want to answer later on, you are advised to use the next question button to move on to the next question and then come back to that question later in the test (if you have time left). This rule does not apply to diagnostic tests where previous answers can be changed and it is possible to bring up the navigation panel

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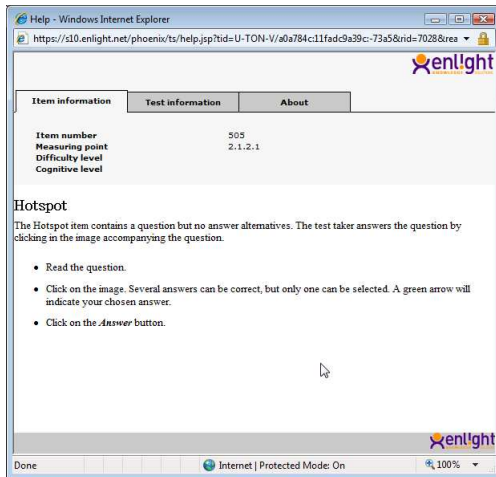
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The help/info button

Clicking on the **Help** button will display one of the following windows (depending upon the question type you are viewing).

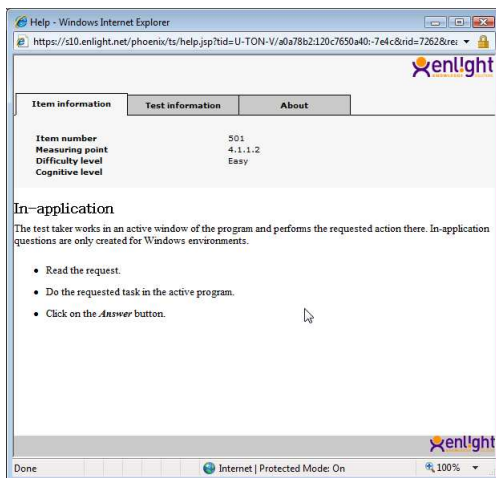
Help with a **hotspot** question



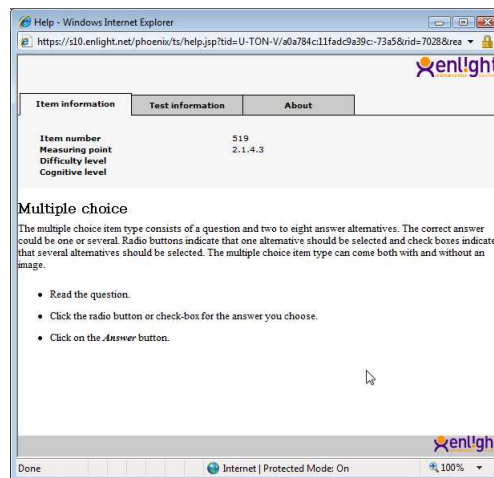
This window provides information about the specific question you are viewing. The **item number** refers to the specific Enlight question number (within our database of questions). The **measuring point** refers to the part of the syllabus that this question refers to (each question is mapped to the syllabus document).

The window also includes a description of the question type and instructions on how to answer it (but not the answer!)

Help with an **in-application** question

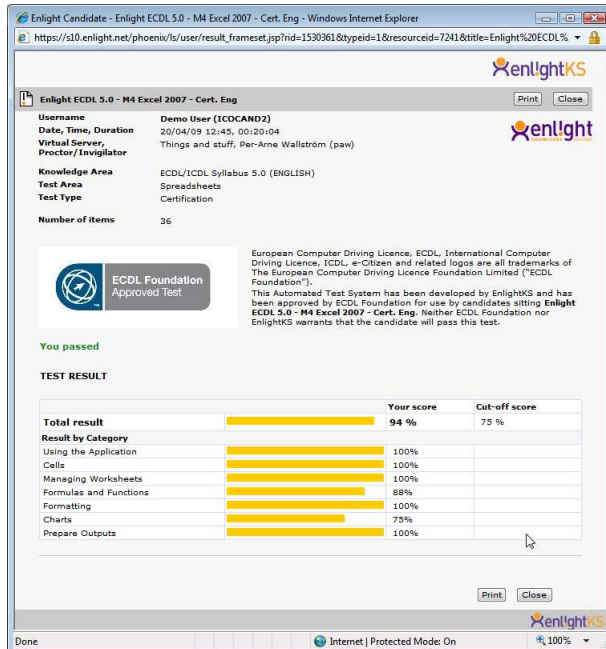


Help with a **multiple choice** question



Viewing test results

By selecting to end the test and show results (or in a certification test, when your time has expired) you will automatically be taken to the results page for that test. The results page provides details of your score/s, date and time of the test and, if you are taking an Enlight diagnostic test, you will see which questions were answered incorrectly.



Enlight Candidate - Enlight ECDL 5.0 - M4 Excel 2007 - Cert. Eng - Windows Internet Explorer

https://s10.enlight.net/phenix/ls/user/result_frameset.jsp?rid=1530361&typeid=1&resourceid=7241&title=Enlight%20ECDL%20

Enlight ECDL 5.0 - M4 Excel 2007 - Cert. Eng

Username: Demo User (ICDCAND2)
 Date, Time, Duration: 20/04/09 12:45: 00:20:04
 Virtual Server, Proctor/Investigator: Things and stuff, Per-Arne Wallström (paw)
 Knowledge Area: ECDL/ICDL Syllabus 5.0 (ENGLISH)
 Test Area: Spreadsheets
 Test Type: Certification
 Number of items: 36

ECDL Foundation Approved Test

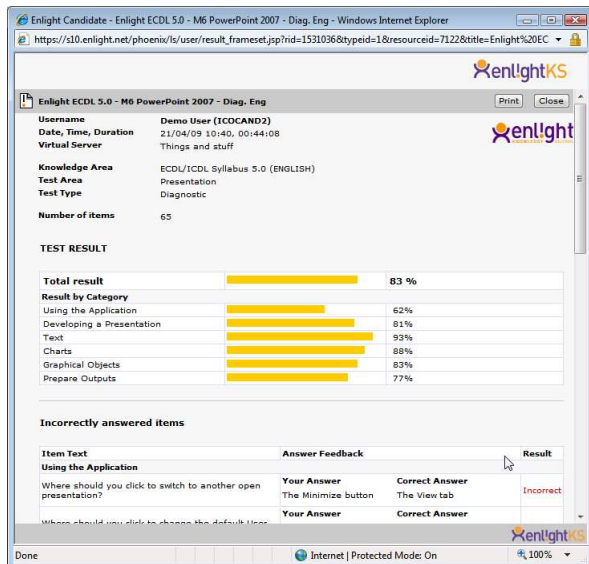
You passed

TEST RESULT

	Your score	Cut-off score
Total result	94 %	75 %
Result by Category		
Using the Application	100%	
Cells	100%	
Managing Worksheets	100%	
Formulas and Functions	88%	
Formatting	100%	
Charts	75%	
Prepare Outputs	100%	

Print Close

The results page of any test taken can be viewed by selecting the Results tab and clicking on the result. Note that the candidate can print these pages.



Enlight Candidate - Enlight ECDL 5.0 - M6 PowerPoint 2007 - Diag. Eng - Windows Internet Explorer

https://s10.enlight.net/phenix/ls/user/result_frameset.jsp?rid=1531036&typeid=1&resourceid=7122&title=Enlight%20EC

Enlight ECDL 5.0 - M6 PowerPoint 2007 - Diag. Eng

Username: Demo User (ICDCAND2)
 Date, Time, Duration: 21/04/09 10:40: 00:44:08
 Virtual Server: Things and stuff
 Knowledge Area: ECDL/ICDL Syllabus 5.0 (ENGLISH)
 Test Area: Presentation
 Test Type: Diagnostic
 Number of items: 65

TEST RESULT

	Your score	Cut-off score
Total result	83 %	
Result by Category		
Using the Application	62%	
Developing a Presentation	81%	
Text	93%	
Charts	88%	
Graphical Objects	83%	
Prepare Outputs	77%	

Incorrectly answered items

Item Text	Your Answer	Correct Answer	Result
Using the Application			
Where should you click to switch to another open presentation?	The Minimize button	The View tab	Incorrect
Where should you click to change the default view?			

Print Close

Enlight **diagnostic** tests offer candidate's additional feedback including incorrectly answered questions and the correct answer alternatives.

For any further help or information visit www.enlightks.com or email support@enlightks.com

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