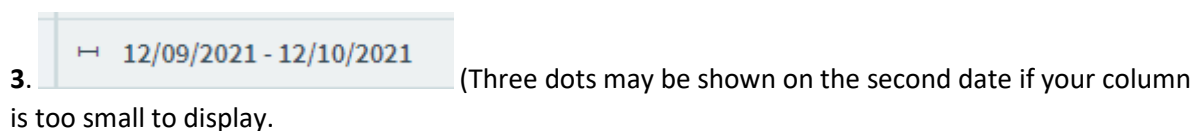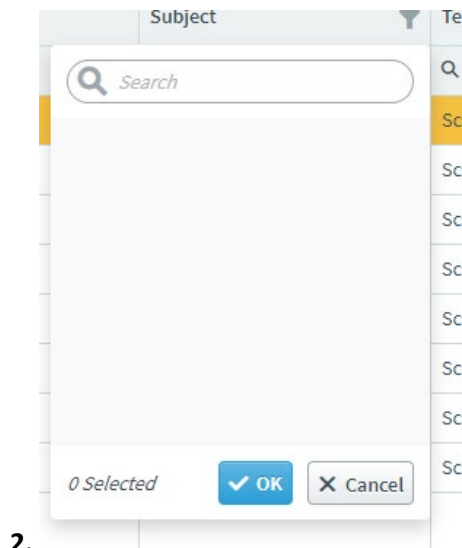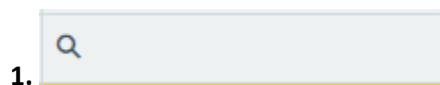<p style="text-align:center">**General Guidance for Centres changes from Flash pages to HTML**</p>

NB: Anyone using Flash tests/projects should continue to enter using the Viewer regardless of changes to the system.

HTML page filters

There are 3 types of column filter –

- The 'spy glass symbol' is a search option by typing in text.
- The 'Funnel symbol' click to select and then use tick box or type text.
- Date filter range symbol before dates provides option to either limit to specific date or list by range. Clicking on the dates themselves allows you to set the range by clicking the calendar icons.

1.

2.

3. (Three dots may be shown on the second date if your column is too small to display.

<u>Schedule Tab</u>

The filter to change between HTML and Flash screens has been edited, this now shows Standard for (HTML) and Legacy for (Flash)

If your screen is too small to show this completely you will only see a toggle switch.

Other features for HTML only are

- 'Show Additional Details' a summary version of the details of the scheduled test.
- Edit a test only relates to the date and times applied to a test.
- To amend candidate, subject or test you would have to use 'Delete Test' (HTML only) to void and then re-schedule.

Invigilate Tab

You must use the HTML functions only, there is no Flash filter.

The "Take on Paper" option is not available for SQA. This is a generic feature being used by other customers of the software supplier and cannot be hidden/ removed.

Modify duration is there for a back-up for Assessment Arrangements, if you have not amended a test during scheduling. This is recorded and a valid reason required for amending a test. SQA should be notified of the requirement for the candidate requiring additional time.

Print Invigilation Pack is greyed out until tests are selected. This is done by either ticking the box beside the test or selecting the Select All option at the top of the column. (You are only able to print one page at a time, if you have multiple pages these require to be selected and printed separately.)

Mark Tab

The filter to change between HTML and Flash screens has been edited, this now shows Standard for (HTML) and Legacy for (Flash)

If your screen is too small to show this completely you will only see a toggle switch.

Full details on the changes between Flash and HTML mark will be available in the Functions Document and the Video Guide.

Results Tab

You must use the HTML functions only, there is no Flash filter.

The majority of these functions are unchanged.

A feature that has been re-introduced is to 'View Responses' in Results. Here you can see computer marked test answers after a candidate has closed the summary on the test without the requirement to schedule Candidate Review.