SOLAR Centre User Guide

Published: 23 April 2024

Summary of changes

Version No	Revision date	Section	Page	Change

Contents

Introduction

SOLAR (Scottish OnLine Assessment Resources) is SQA's free digital assessment platform for all approved SQA centres.

This guide outlines the process for managing and administering SOLAR assessments. You can also find detailed video guides on the SOLAR website.

Before delivering any SOLAR assessments in your centre you must read the SOLAR Centre Operating Guide. This guide sets out the arrangements for centres delivering assessments to their candidates using SOLAR, the principles on which SOLAR is managed, and the roles and responsibilities of SQA and of centres in using SOLAR.

To access SOLAR, you will need a SOLAR user account. If you do not have one, please contact your Centre SOLAR Co-ordinator to create an account for you.

If you need further information or support, please refer to the Q&A on the SOLAR website or contact the Digital Assessment Services Helpdesk. There are several ways to contact them:

- Complete the SOLAR Helpdesk Support Form
- Email das.helpdesk@sqa.org.uk.
- For urgent assistance call 0345 213 5060.

Standard and Legacy Tests

Most tests in SOLAR are in standard (HTML) format. A small number of tests in SOLAR remain in legacy (Flash) format. Delivering tests, marking tests and candidate reviews of tests in legacy (Flash) format require installation of the Surpass Viewer app. You will be prompted to install or open Surpass Viewer when required or it can be installed in advance from https://viewer.surpass.com/.

Guide Structure

This guide is structured chronologically by the parts of SOLAR you need to access to manage and administer SOLAR assessments:
1. Create candidates - Create and Edit Candidates
2. Add candidates to a subject - Create and Edit Candidates
3. Schedule an assessment - Schedule a Test
4. Provide keycodes to candidates - Invigilate a Test
5. Manage the live assessment - Invigilate a Test
6. Mark the assessment (if required) - Mark a Test
7. View the assessment results - View Test Results
8. Review the assessment with candidates (if required) - Schedule a Candidate Review, Completing a Candidate Review

Create and Edit Candidates

This section explains how to create, find, and edit candidates, as well as how to add and remove subjects to and from candidates in SOLAR.

Candidates entered via SQA Connect for units in certain qualifications will be automatically created in SOLAR. This applies to the following qualifications:

- Level 2 Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver
- Certificate Introduction to the Role of the Professional Taxi and Private Hire Driver SCQF level 5
- Health and Safety in a Construction Environment Award SCQF level 4
- Street Works

Candidates must not be create in SOLAR for these qualifications.

Create a single candidate

Follow this process to create a single candidate in SOLAR.

1. Select 'Setup' > 'Candidates' > 'Create Candidate'.
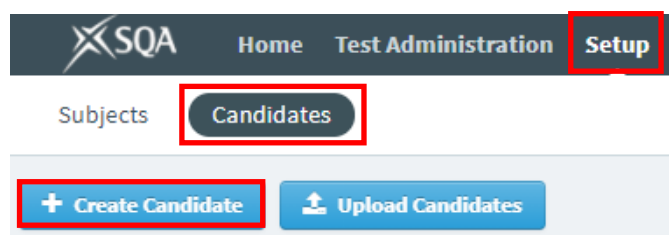
2. In the 'Create Candidate – Candidate Details' dialogue box, enter the candidate details in the text fields. You must only complete the mandatory fields listed below.

Field	Description
First Name	• Enter the candidate first name.
Last Name	• Enter the candidate surname.
Candidate Ref	• Enter the candidate SCN (this is a 9-digit number and must include leading zeros if applicable). Candidates **must** be created with a valid SCN. Once created, this field cannot be edited. Failure to enter any data in this field will result in SOLAR automatically assigning a reference number beginning with 'auto'. Candidates with auto-generated Candidate Refs will be retired, and a new candidate with a valid SCN must be created.
Date of Birth	• Use the calendar icon to select the candidate date of birth.

3. Select 'Continue'.

4. In the 'Create Candidate – Associate Centres' dialogue box, select your centre to attach the candidate.
5. Select 'Continue'.

6. Select the checkbox next to the subject(s) that you want to attach to the candidate(s).
7. Select 'Create Candidate'.

Create multiple candidates in bulk

Follow this process to import up to 1,500 candidates into SOLAR at the one time. During this process, any details for candidates which already exist in SOLAR will be overwritten. Before proceeding, you must check if candidates already exist in SOLAR by following the 'Find a candidate' process.

1. Select 'Setup' > 'Candidates' > 'Upload Candidates'
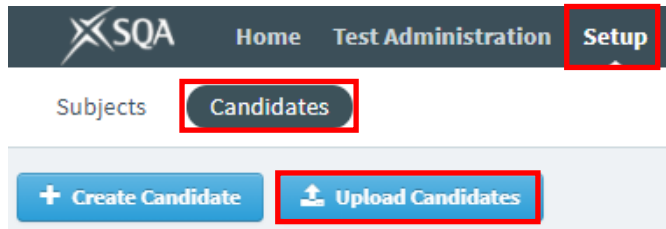
2. In the 'Upload Candidates' dialogue box, select 'Download Sample CSV'.
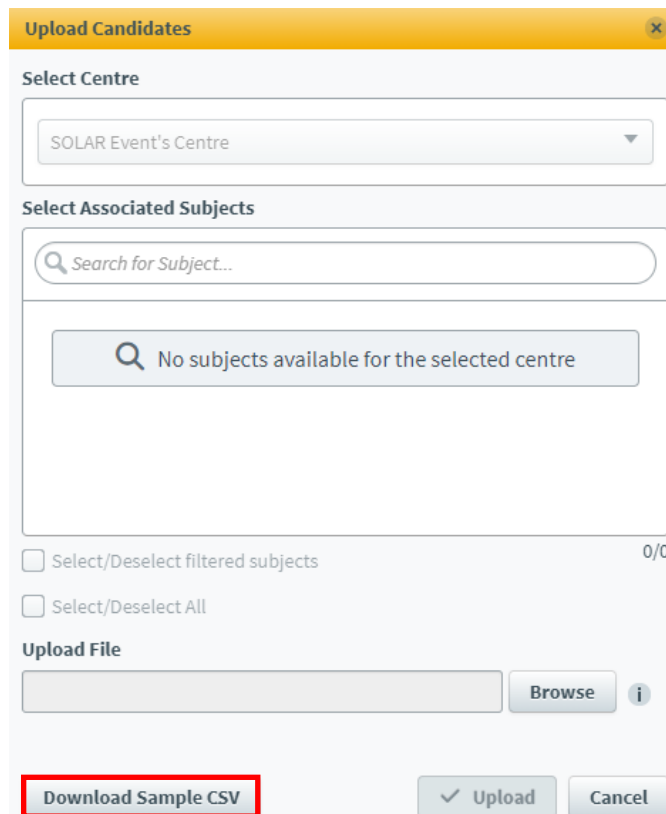
3. Once the CSV file has downloaded, open it if it hasn't already opened. We recommend using spreadsheet software such as Microsoft Excel to open the CSV file.
   - You must not save local copies of the template. Download the sample CSV file every time you complete this process.

4. Use the information in the table below to populate the CSV file.
   - The CSV file has been pre-formatted as required. You must not alter the column headers, as any modification to the format will result in upload failure to SOLAR.

Field	Description
Candidate Ref	Enter the candidate SCN (this is a 9-digit number and must include leading zeros if applicable). • Microsoft Excel will automatically amend any SCN numbers with leading zeros by removing the zeros. To prevent this from occurring, please set the formatting for this column to 'Text'. To do this, highlight all cells in the SCN column, excluding the heading, > right-click > select 'Format Cells' from the menu > select 'Text' from the category box > select 'OK'. • Candidates **must** be created with a valid SCN in the Candidate Ref field. Once created, this field cannot be edited. Failure to enter anything in this field will result in SOLAR automatically assigning a reference number beginning with 'auto'. If any candidates possess an auto-generated Candidate Ref, they will be retired, and a new candidate with a valid SCN must be created. • If a candidate with the SCN already exists in SOLAR their record, including Forename, Surname and Date of Birth, will be overwritten when uploading.
Forename	Enter candidate first name
Surname	Enter candidate surname
Date of Birth	Enter the candidate date of birth.

5. Save this document to your computer.
   - If using Microsoft Excel, select 'File' > 'Save As' > and save the file on your computer and give it a recognisable name, such as 'Monday computing class'.

6. Return to SOLAR. Select 'Browse' in the Upload Candidates dialogue box > select the file you just saved > select 'Open'.
7. Select the subject you want to attach to candidates by checking the checkbox beside the name of the subject. (You can select multiple subjects by selecting multiple checkboxes if required).
8. Select 'Upload'.

A notification will appear at the bottom right-hand corner of the screen, indicating the status of the uploaded candidates. It will provide specific details regarding any missing or incorrect information for unsuccessful candidates.

Find a candidate

Follow this process to find a candidate in SOLAR. Candidate records can be active or retired and include an expiry date.

1. Select 'Setup' > 'Candidates'.
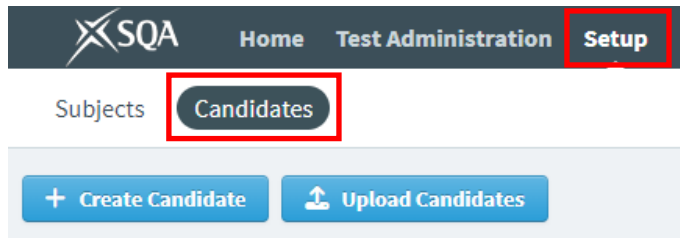
2. Select the filter icon on the top right-hand side of the screen.
3. Select 'Show all' from Status section.
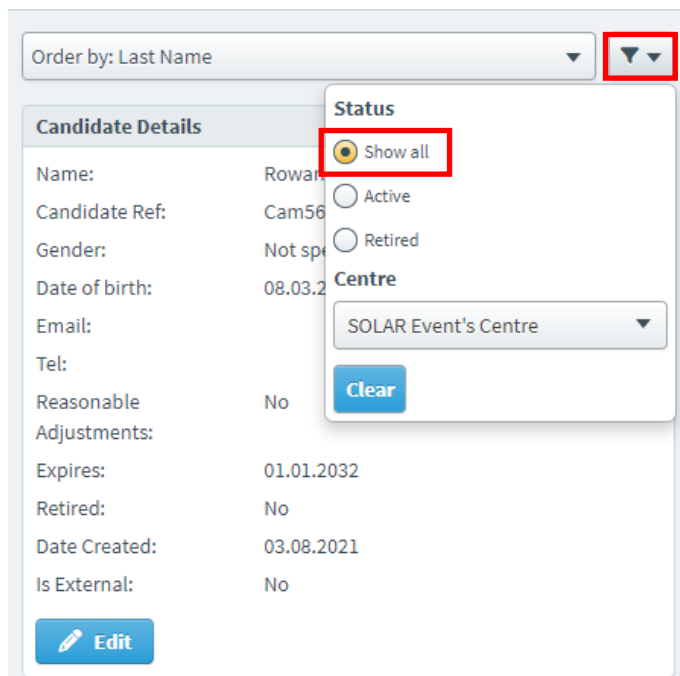
4. Enter the candidate's name or SCN (Scottish Candidate Number) in the search bar. Ensure you try both in case the name or SCN has been entered incorrectly.

- If the candidate is not listed, it means the candidate does not exist at your centre.
- If the candidate is listed, it means they already exist at your centre. Check the 'Candidate Details' section for the Expires date and their Retired status.
  - If the candidate record has not expired and is not retired, this means the candidate is active and can be scheduled for a test.
  - If the candidate record has expired or is retired, you can reactivate them by following the 'Edit a candidate' process.

- If the candidate is listed more than once, it means additional candidate records have been created in error. Identify which record has the correct SCN and follow the 'Edit a candidate' process to retire any incorrect candidate records.

Edit a candidate

Follow this process to edit candidates, including changing the expiry date and retiring or un-retiring candidates.

1. Select 'Setup' > 'Candidates'.
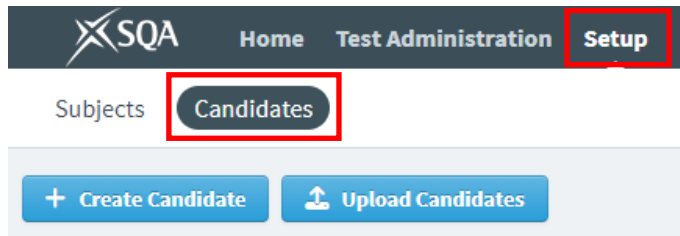
2. Enter the candidate's name or SCN (Scottish Candidate Number) in the search bar and click on the row to select the candidate. Ensure you try both in case the name or SCN has been entered incorrectly.
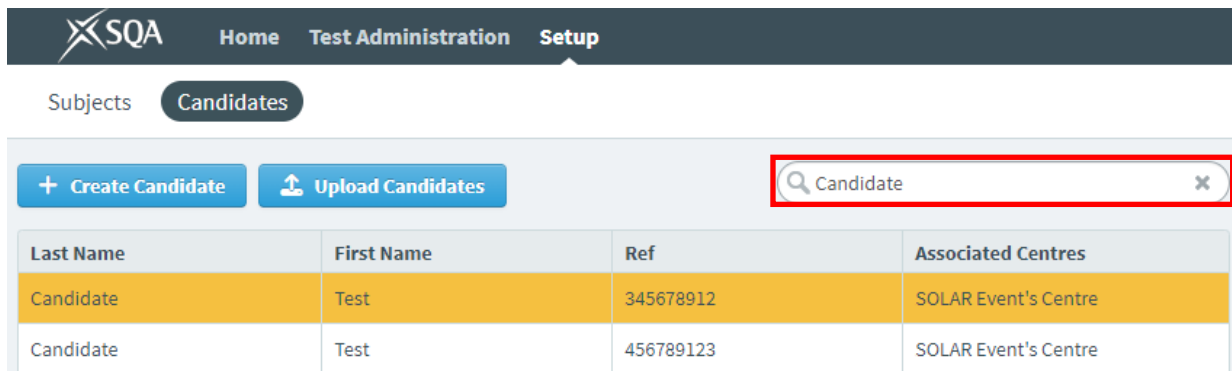
3. Select 'Edit' to amend the candidate.
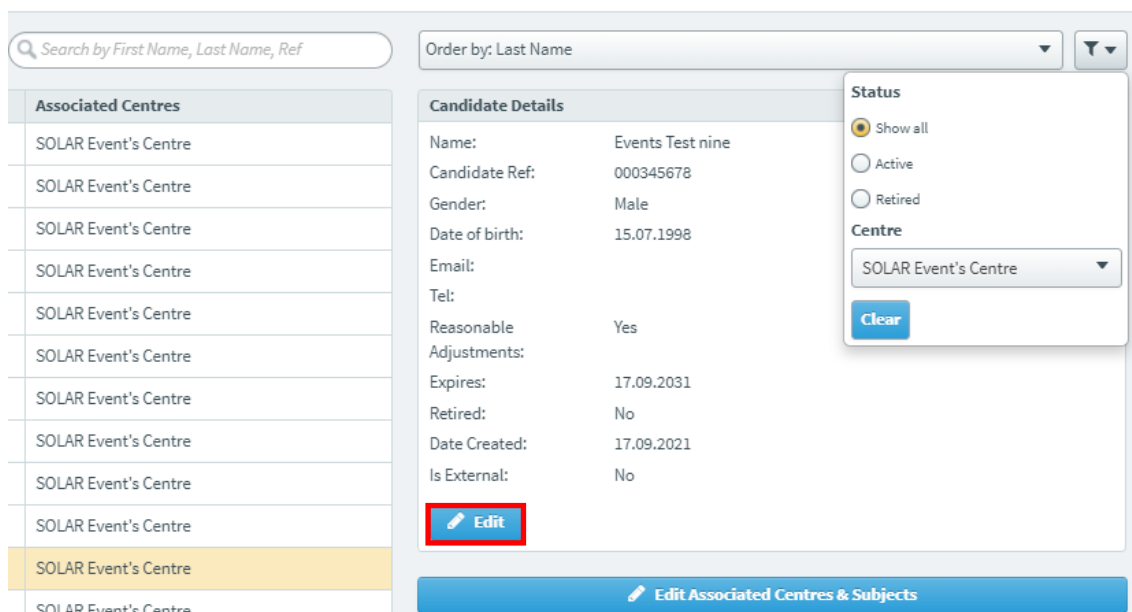
4. The Edit Candidate Details dialogue box will appear. Edit the First Name, Last Name or Date of birth as required. Scroll down to access Expires and Retired.
   - To amend the expiry date, use the calendar icon or type a new date in the Expires field.
   - To retire or un-retire a candidate, select the Retired checkbox.

5. Select 'Save Changes'.

Add subjects to or remove subjects from a candidate

Follow this process to add a new subject or remove a subject from a candidate.

1. Select 'Setup' > 'Candidates'.
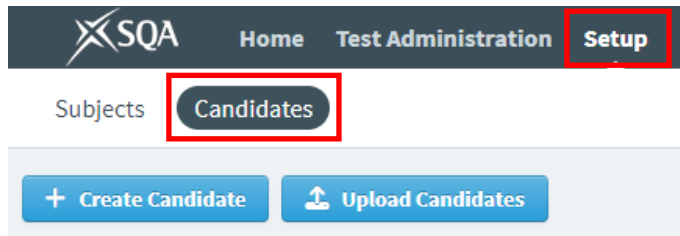
2. Enter the candidate's name or SCN (Scottish Candidate Number) in the search bar and click on the row to select the candidate.
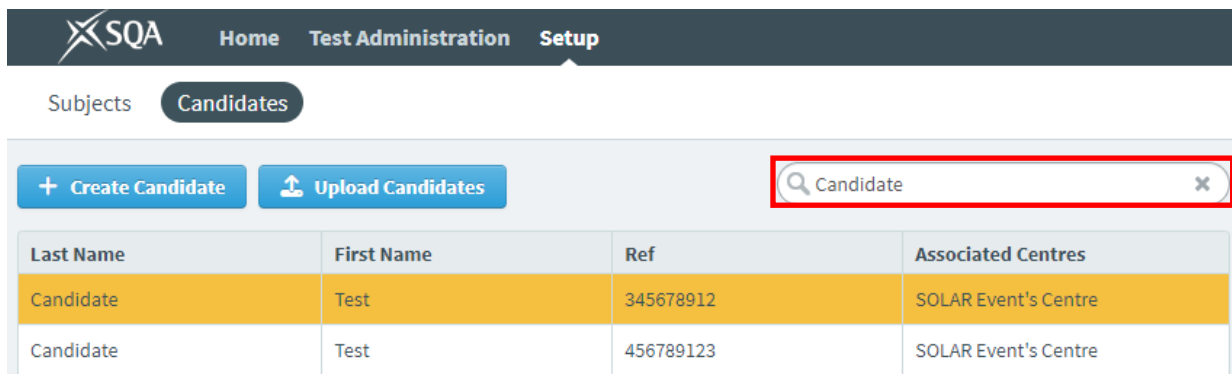
3. Select 'Edit Associated Centres & Subjects'
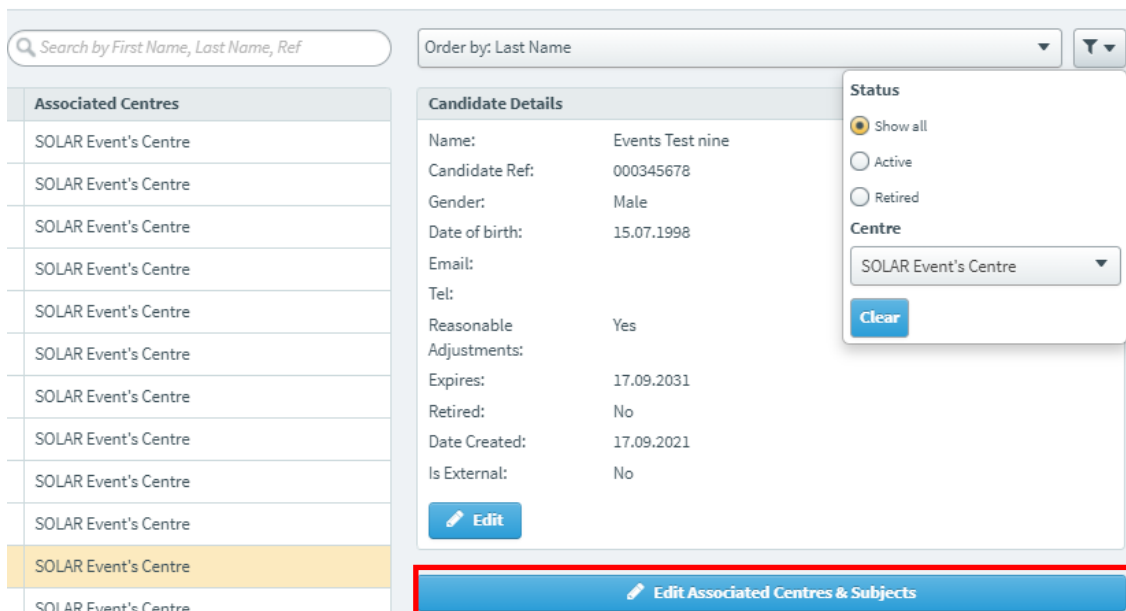
4. Select 'Continue' on the Associate Centres window.

5. In the 'Associate Subjects' window, select the checkbox next to the subject(s) that you want to add to or remove from the candidate.
6. Select 'Save Changes'.

Troubleshooting creating and editing candidates

Question
You have received the message 'Candidate with provided Candidate Ref already exists' when creating a candidate.

Answer
The candidate already exists in SOLAR. Follow the 'Find a candidate' process to find the candidate. If you cannot find the candidate, they may be associated with a different centre in SOLAR. Please contact us using the SOLAR Helpdesk Support Form to request a Candidate Transfer.

Question
You have created a candidate with the wrong SCN in the Candidate Ref field and want to change it.

Answer
It is not possible to amend the Candidate Ref field. Follow the 'Edit a candidate' process to retire the candidate with the incorrect SCN, and then follow the 'Create a candidate' process to create a new candidate with the correct SCN.

Schedule a Test

This section explains how to schedule a test, including practice tests, in SOLAR.

Schedule a test for a few candidates

Follow this process to schedule a test for a small number of candidates.

1. Select 'Test Administration' > 'Schedule'.
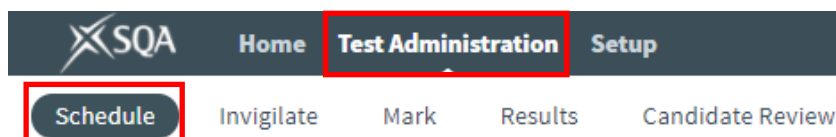
2. Select 'Schedule Test' at the bottom of the screen to open the Schedule Test Wizard dialogue box.

3. Your centre will be selected in the Centre drop down menu.
4. Select the subject you want to schedule a test for. You can do this by using the drop-down menu or by entering the subject name into the text field.
5. Select the test you want to schedule. You can do this by using the drop-down menu or by entering the test name into the text field.
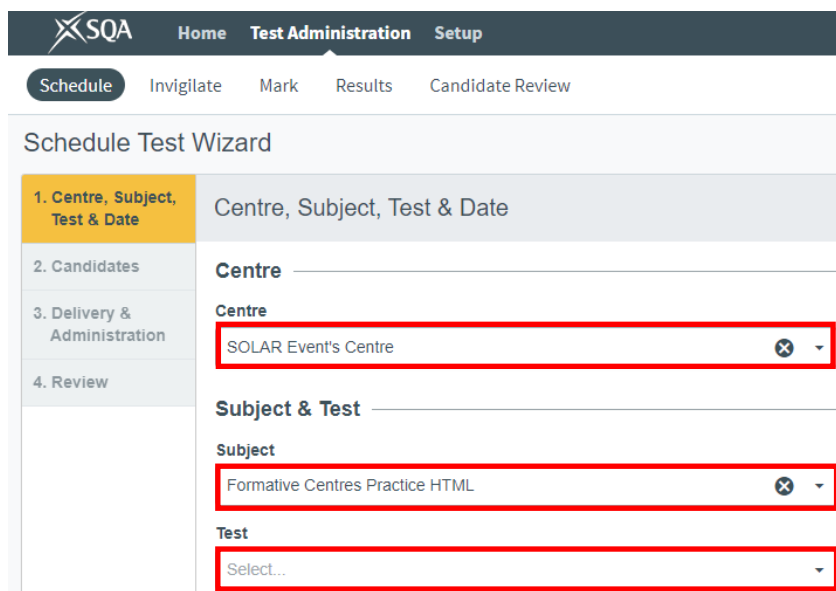
6. Select the calendar icons to specify the start and end dates for the test. You can choose to schedule it for a single day or select the 'multiple day test' option to set a date range of up to 30 days.
7. You have the option to modify the start and end time for the test. We recommend leaving it as the default (full day). Candidates will receive the allocated time for their test, regardless of when the test is started. Candidates can only start their test when you provide them with the keycode to access the test.
8. Select 'Next'

9. If the test is a project to be completed over time you will only be given the option to set the start date and the submission date. Select the calendar icons to specify the start and submission dates for the project.

10. Select the candidate(s) for this test by using the checkboxes in the first column. To select multiple candidates, use the shift key while selecting each candidate. You can also select all candidates by using the checkbox in the column header. If there is more than one page of candidates, use the arrow buttons at the bottom of the screen to scroll through them.
11. Once you have selected your candidates, select 'Next'.

12. Select the checkbox for 'Schedule for Invigilate' if required. If selected, this locks the test. To unlock the test an invigilator must manually unlock it in the Invigilate screen.

13. Select 'Next'.

13. The Review page provides a summary of the scheduled test, the candidates assigned to it, and the date(s) and time the test is scheduled for. Candidates with additional support needs can be provided with additional time. You must read the Assessment Arrangements section of the SOLAR Centre Operating Guide before providing candidates with additional time. To provide a candidate with additional time select 'Modify Duration'.

14. In the 'Edit Candidate Exam Duration' window, edit the duration as required, up to the maximum duration specified, and select a reason for additional time from the drop-down menu. Select 'OK'.

15. The Duration column on the Review page will now display the requested additional time. If all the details on the Review page are correct, select 'Schedule Test'.
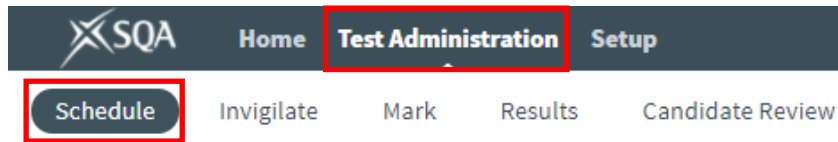

16. Once the assessment is scheduled, go to the 'Invigilate a Test' section to find out how to provide keycodes to candidates and to manage a live assessment.
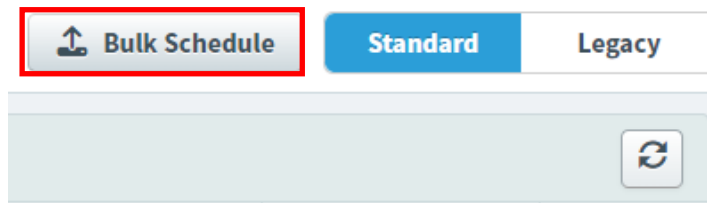
Schedule a test for many candidates

Follow this process to schedule a test for a large number of candidates.
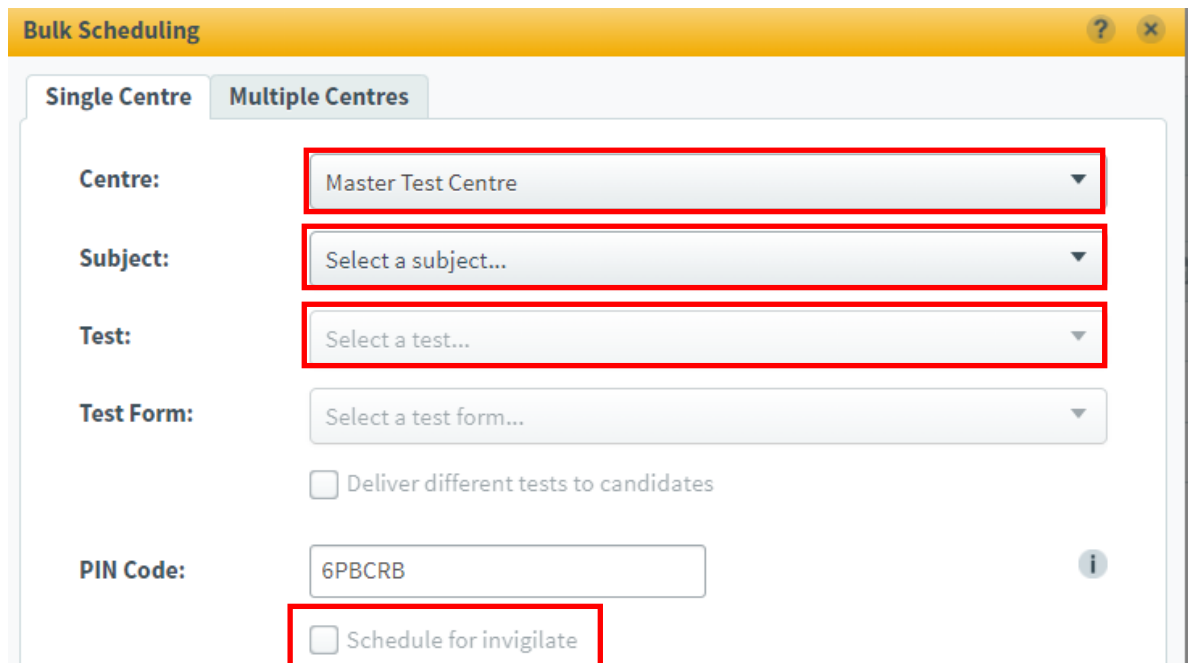
1. Select 'Test Administration' > 'Schedule'.

2. Select 'Bulk Schedule' at the top of the screen.

3. Your centre should be selected in the Centre drop-down menu.
4. Select the Subject and Test from the drop-down menus.
5. Select the checkbox for 'Schedule for invigilate' if required. If selected, this locks the test. To unlock the test an invigilator must manually unlock it in the Invigilate screen.

6. Select the calendar icon to specify the start and end date for the test. You can choose to schedule it for a single day or select the 'Multiple day test' option to set a date range of up to 30 days.
7. Leave the PO Number field blank.
8. Select 'Download Sample CSV'.

9. Once the CSV file has downloaded, open it if it hasn't already opened. We recommend using spreadsheet software such as Microsoft Excel to open the CSV file.
   - You must not save local copies of the template. Download the sample CSV file every time you complete this process.
10. Populate the CSV file with the SCNs of the candidates you wish to schedule the test for.
    - The CSV file has been pre-formatted as required. You must not alter the column headers, as modifying the format in any way will result in upload failure to SOLAR.
    - Microsoft Excel will automatically amend any SCN numbers with leading zeros by removing the zeros. To prevent this from occurring, please set the formatting for this column to 'Text'. To do this, highlight all cells in the SCN column, excluding the heading, > right-click > select 'Format Cells' from the menu > select 'Text' from the category box > select 'OK'.
11. Save this document to your computer.
    - If using Microsoft Excel, select 'File' > 'Save As' > and save the file on your computer and give it a recognisable name, such as 'Monday computing class'.

12. Return to SOLAR. Select 'Browse' in the Bulk Scheduling dialogue box > select the file you just saved > select 'Open'.
13. Select the 'Register candidates against a Subject if they are not associated' checkbox if required. This will automatically associate candidates with the Subject if they are not already associated.
14. Select 'Schedule Test'.

15. A message will confirm that bulk scheduling is in progress and when it has been completed. It will note whether it has been successful or not. Select 'View Report' if required if bulk schedule has not been successful. You will also receive an email from noreply@surpass.com confirming this information.
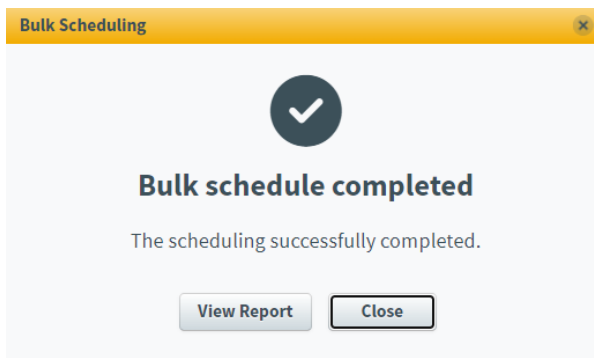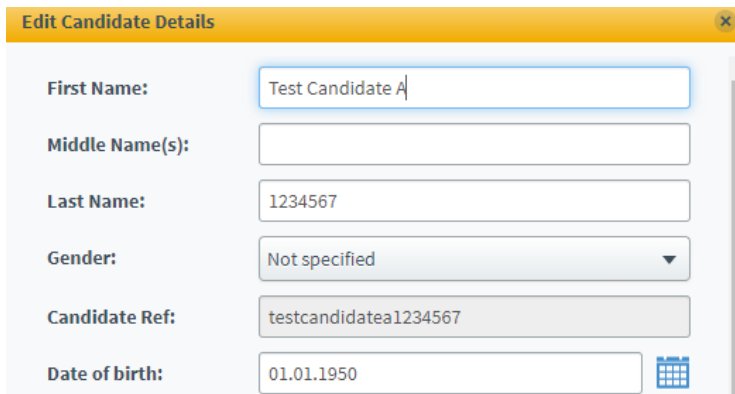

16. Once the assessment is scheduled, go to the 'Invigilate a Test' section to find out how to provide keycodes to candidates and to manage a live assessment.

Practice tests

Information on practice tests. Practice tests are available for centre and/or candidate use to practice or test using SOLAR. Live summative tests must not be used for practice or test purposes.

1. If a centre user wishes to take a practice test you must use one of the 3 test candidates that have been created for this purpose. The 3 test candidates have the naming convention:
    a. First name: Test Candidate X, where X is either A, B, or C
    b. Last name: Centre Number
   c. Candidate Ref: testcandidate*xcentrenumber*
    d. Date of Birth: 01.01.1950

2. If a candidate wishes to take a practice test you must add them to the Subject Formative Practice HTML by following the 'Add subjects to or remove subjects from a candidate' process.
3. Two practice tests are available for scheduling:
    a. Formative Test Practice – Computer Marked. This contains a variety of generic questions which are automatically marked.
    b. Formative Test Practice – Human Marked. This contains a variety of generic questions which must be human marked.
4. Follow the 'Schedule a Test' process to schedule practice tests as required.

Edit a test

Follow this process to edit a test that has already been scheduled. Tests can be edited up to 5 days before the start date of the test. You can change the date(s) of the test and add candidates to or remove candidates from the scheduled test.

1. Select 'Test Administration' > 'Schedule'.
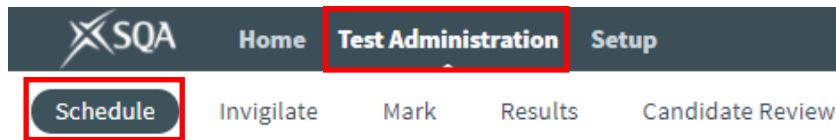
2. Select a test by clicking on it.
3. Select 'Edit Test'.

4. Select the calendar or time icons to change the date or the start time or end time of the test. Select the checkbox next to Multiple day test to change between single and multiple day tests.

5. Select 'Add Candidates' to add new candidates to the test. A list of available candidates will be shown. Select the checkbox(es) next to the candidate(s) you want to add. Select 'Add'.

6. Select the checkbox(es) next to any candidate(s) you want to remove and select 'Remove Candidates'. Select 'OK' to confirm.


7. Select 'Save Changes'.

Delete a test

Follow this process to delete a test that has already been scheduled. Tests can be deleted up to 5 days before the start date of the test. 5 days before the start date of the test it is locked and cannot be deleted. Follow the 'Invigilate a Test' process where you can void a test that has been locked.

1. Select 'Test Administration' > 'Schedule'.
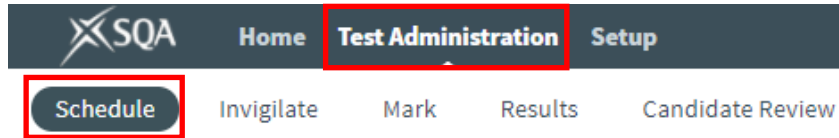
2. Select a test by clicking on it.
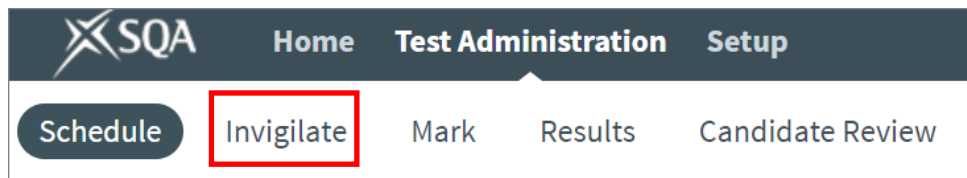3. Select 'Delete Test'. Select 'OK' to confirm.
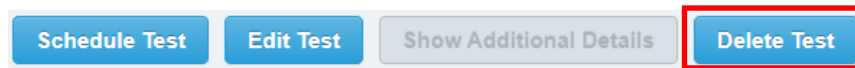
Invigilate a Test

This section explains how to invigilate and manage a live test in SOLAR.

Instructions on accessing and completing a test can be found in the SOLAR Candidate User Guide.

1. Select 'Test Administration' > 'Invigilate'.

2. Scheduled tests only appear in the Invigilate screen 5 days before the start date of the test. At this point, the test is locked and a keycode is generated. Keycodes are unique to each candidate and test.
3. The State column shows the status of each test with an icon. Hover over the icon to see a description of the status. Some key statuses are:

    a. Ready – the test is ready to be taken.

    b. Locked for Invigilator – the candidate has entered their keycode and is waiting for an invigilator to unlock the test.

    c. In Progress – the candidate is currently taking a test.

    d. Paused – the test has been paused.

    e. User disconnected – the candidate has been disconnected from the test.

    f. Finished – the candidate has completed their test successfully.

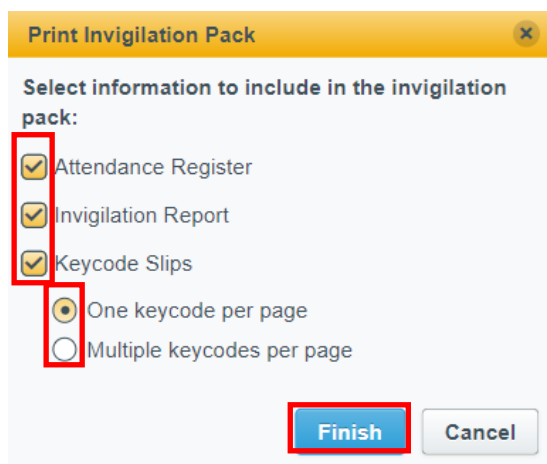   g. Voided – the test has been voided.

4. Select a test by clicking on it. You can select multiple tests by selecting the checkboxes at the left-hand side.

5. Invigilation options are available on the Invigilate screen.
6. Unlock – this unlocks a test after a candidate has entered their keycode and allows them to start their test.
7. Pause – this pauses a test. This must only be used in the case of adverse impacts to an assessment, eg a physical disruption such as a fire alarm, or where a candidate has an agreed assessment arrangement, eg extra time or rest periods.
8. Resume – this resumes a paused test.
9. Void – this cancels the test meaning the candidate will no longer be able to sit the test. You must select a reason for voiding the test from the drop-down menu.
10. Print Invigilation Pack – this allows you to print or save an invigilation pack including an attendance register, an invigilation report and keycodes slips, either one keycode per page or multiple keycodes per page.

11. Select the checkboxes or radio buttons to remove and add the information as required. Select 'Finish'


12. You must provide the keycodes to the candidates to allow them to access their test.
13. Once the assessment is completed go to the 'Mark a Test' section to find out how to mark an assessment if required or go to the 'View Test Results' section to find out how to see the results of the assessment.

Mark a Test

This section explains how to mark a test in SOLAR, where required. Some tests are fully automatically marked in SOLAR and therefore require no human marking. To find out whether a test requires human marking access the List of Available Assessments.

1. Select 'Test Administration' > 'Mark'.
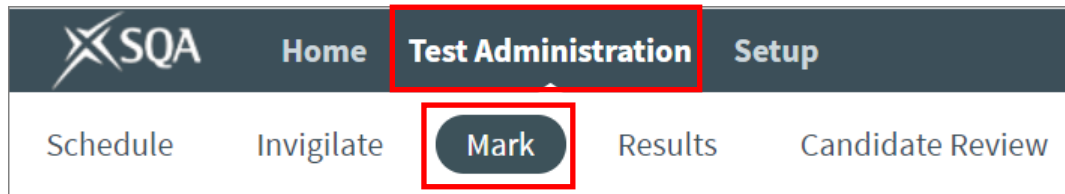
2. If required, you can sort or filter the tests to find the test you want to mark. Select a column heading to sort by that column. Select the arrow on the left-hand side of the screen to access the filters.

3. Select the test you want to mark by clicking on it to highlight it.
4. Select 'Mark Script' at the bottom of the screen to start marking.

5. Use the arrow icons to navigate through questions. A test may have a mixture of automatically marked and human marked questions. Where this is the case, you can select 'Next to Mark' to move to the next question that requires human marking.
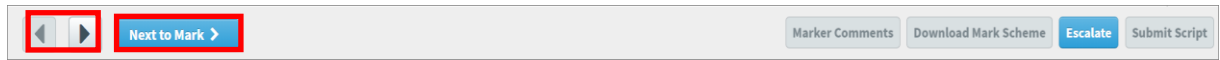

6. Access the marking instructions by selecting 'Download Mark Scheme' at the bottom of the screen.

7. To add comments to the candidates' responses, select 'Marker Comments' at the bottom of the screen.
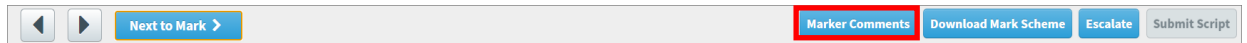
8. To add annotations to the candidates' responses, select the annotations icon on the right-hand side of the screen. Select an annotation from the annotation toolbar and select where on the candidate's response you want to place the annotation. A highlighter tool, tick, other symbols, comments box and eraser are available.
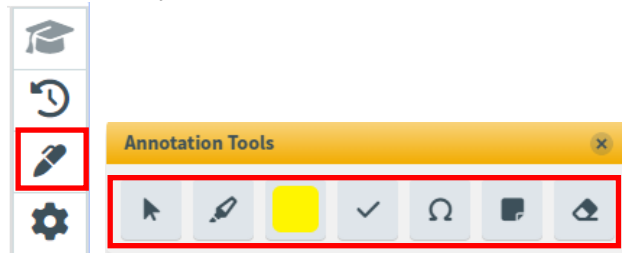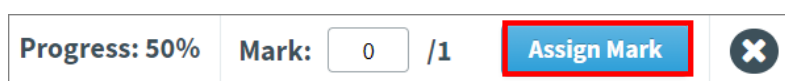

9. If the notepad tool has been provided to candidates in a question, eg for providing working, select the notepad tool icon in the candidate's response to access the notepad. Annotations cannot be added to the notepad.

10. To mark a question, select the 'Mark' box and enter the mark you intend to award up to the maximum allowed. As you continue with the marking, the progress indicator will adjust accordingly, reaching 100% once all questions have been marked.

11. Select 'Assign Mark' once you have completed marking the question.

12. Select 'X' (the cross) to save and close the script.

13. Select 'Submit Script' to submit the script and generate a result. You must ensure that all marking, and any required internal verification is completed before submitting the script. Once a script is submitted you will not be able to make any changes to the marks awarded.
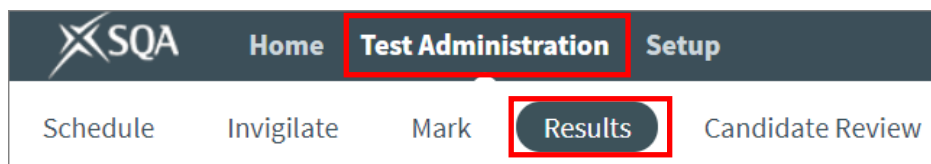

14. Once the assessment is marked, go to the 'View Test Results' section to find out how to see the results of the assessment.

View Test Results

This section explains how to view test results in SOLAR.

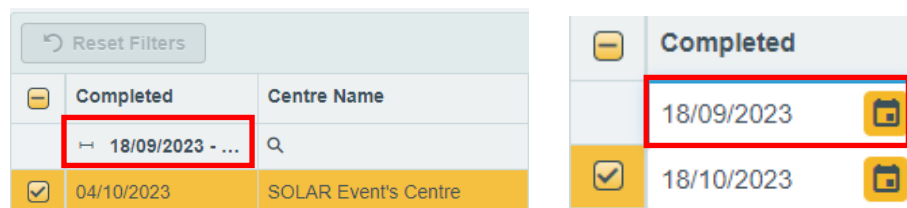1. Select 'Test Administration' > 'Results'.

The Results screen includes the following columns:

| Field	Description
Completed	• The date on which the candidate submitted their script.
Centre Name	• The name of the centre.
Subject	• The name of the subject.
Test Name	• The name of the test.
First name	• The candidate's first name.
Last name	• The candidate's last name.
Candidate ref	• The candidate's SCN.
Result	• The result achieved by the candidate.
Mark	• The numerical mark achieved by the candidate.
Percent	• The percentage score achieved by the candidate.
Keycode	• The keycode the candidate used to enter the test.

By default, the Completed column is filtered to display test results from the last 30 days and the Result column is filtered so that Voided test results are not displayed. You can sort, filter and search on columns by selecting the column heading, selecting the filter icon, or selecting the search icon.


When filtering in the Completed column, select the calendar icon to choose the dates.

You can reset to the default view at any time by clicking 'Reset Filters'.
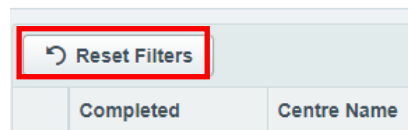
2. Select the row to select a test. After selecting a test, you can access the report options located in the bottom-right hand side of your screen. You can select more than one row, but some options are unavailable when more than one row is selected.
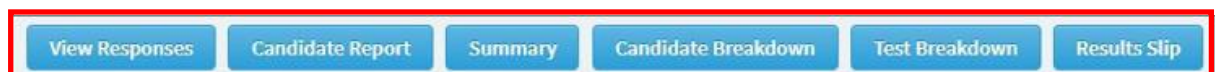
3. When you select any of these options a window opens on top of the Results screen. Select the cross in the top right-hand corner to close it and return to the Results screen.

4. **View Responses** displays the selected candidate's script in read-only mode. Here, you can view candidate's responses, the marks assigned and any marker's comments. Only available when a single candidate is selected.

5. **Candidate Report** displays the selected candidate's results, including a summary, breakdown, and a detailed report. Only available when a single candidate is selected.


6. **Summary** displays an overview of the selected candidates, test date, and results. Available when single or multiple candidates are selected.

7. **Candidate Breakdown** displays a breakdown including the number of correct answers per learning outcome for the selected candidate. Available when single or multiple candidates are selected. You may wish to select multiple candidates to compare performance across different candidate cohorts, classes, or years.

8. **Test Breakdown** displays how many questions were answered correctly in each test. Available when single or multiple candidates are selected. You may wish to select multiple candidates to compare performance across different candidate cohorts, classes, or years.
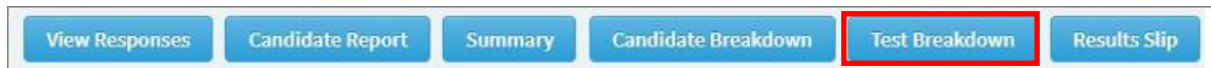
9. **Results Slip** shows whether the candidate has achieved or not achieved the test and provides information about the test, such as the subject name, the centre's name, and address where the test was administered, and the candidate's results as a percentage. Available when single or multiple candidates are selected.

Troubleshooting viewing results

Q. You cannot find results for candidates in the Results screen.

A. The Completed column is filtered to display test results from the last 30 days. Select the Completed column heading and select the calendar icons to choose a different date range.

A. Results only appear in the Results screen when the test has been marked. Where a test is fully or partially human marked your centre must mark the tests. Follow the 'Mark a Test' process to check if the test has been marked and if not mark the test.

Schedule a Candidate Review

This section explains how to schedule a candidate review in SOLAR. A candidate review may be used to go through a test with a candidate, to review their performance and identify areas where further learning may be required.

1. Select 'Test Administration' > 'Candidate Review'.
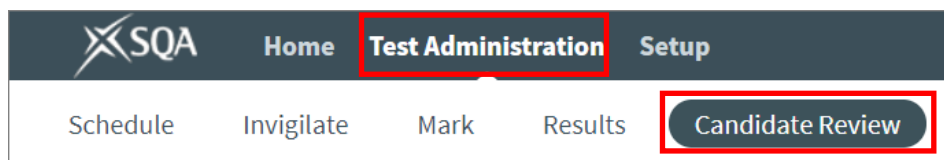
The Candidate Review screen contains the following columns.

Column	Description
Date	• The date on which the review session is scheduled to take place.
Time	• The time window in which the review session will take place.
Passcode	• The six-digit passcode required to access the candidate review session.
Centre	• The name of the centre at which the candidate review session will take place.
Test	• The name of the test that is being reviewed.
No. of Candidates	• The total number of candidates scheduled for the candidate review session.

| Column	Description
Name	• The candidate's name.
Candidate Ref.	• The candidate's SCN.
Keycode	• The keycode the candidate used to enter the test.
Completed Date	• The date on which the candidate submitted their script.

2. Select 'Schedule Review'.
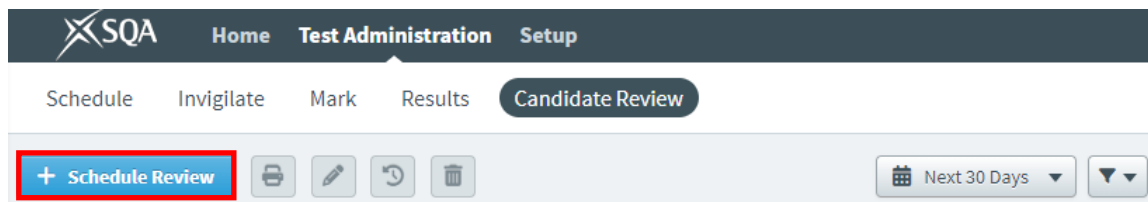
3. The default Completed Date period is the last 30 days. To adjust this period, select the calendar icons to choose specific dates for when the test was completed, up to a maximum of 30 days. If you know the specific date you can uncheck the Date Range checkbox and choose a specific date.
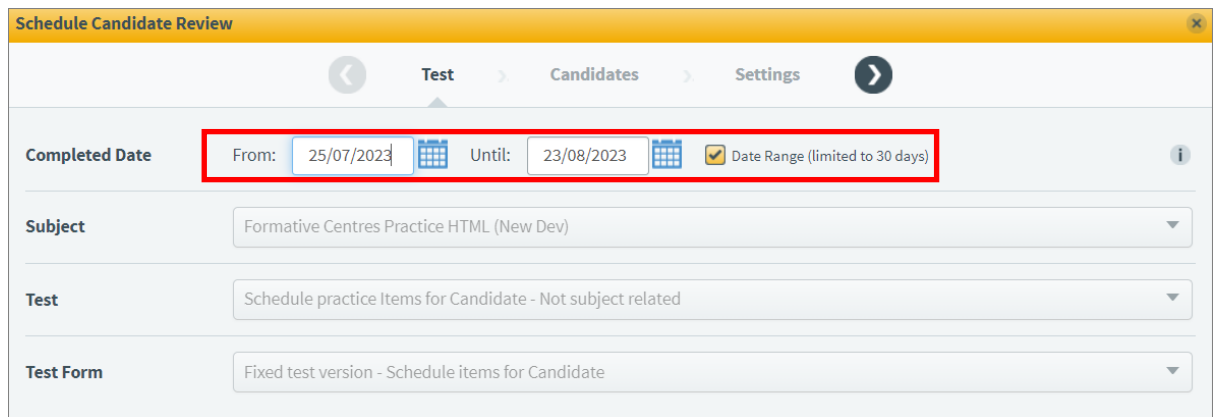

4. Using the dropdown menus, select the Subject, Test, and Test Form – the Test Form may be preselected. Select the arrow at the top.
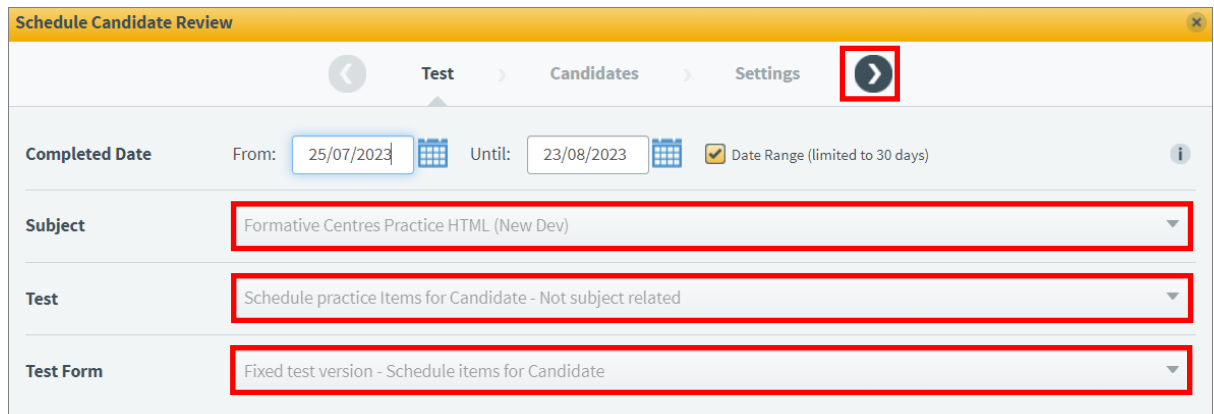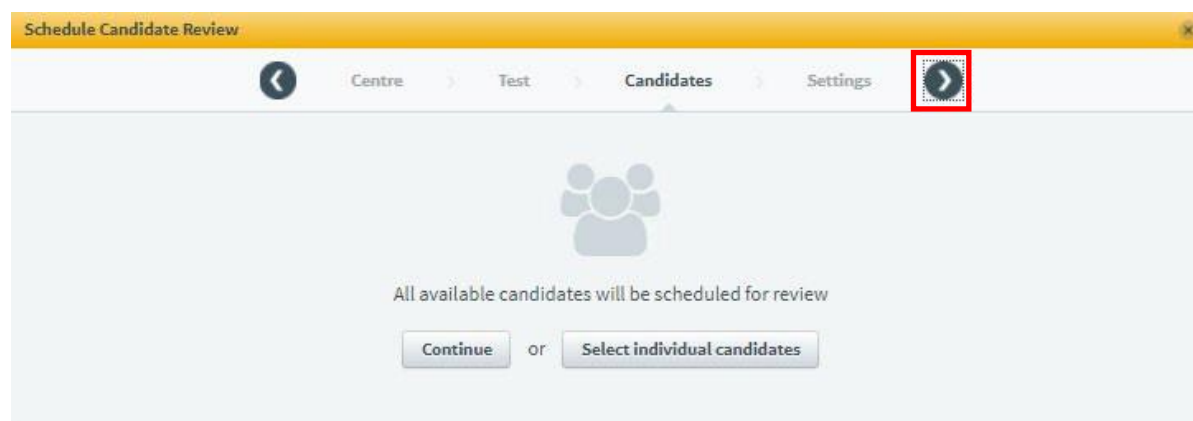
5. Select 'Continue' to schedule all available candidates for the candidate review or select 'Select individual candidates' to choose which candidates you want to schedule for the candidate review.
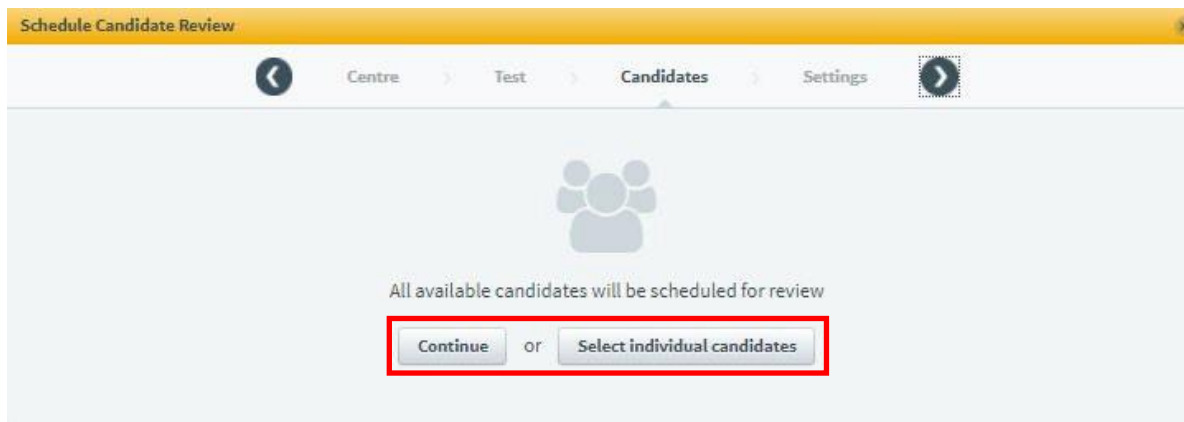
6. If you select individual candidates use the checkboxes to select them. A search box is available if required.
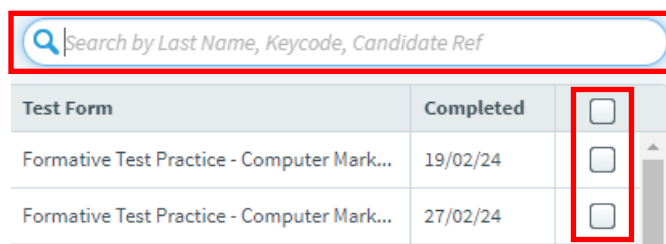
7. Select the arrow to continue.

8. The automatically generated six-digit passcode is now displayed. Select the calendar icon to choose the date you want to schedule the candidate review for. If you want to schedule it over more than one day, select the 'Multiple day' checkbox and select the start and end dates. If you want to schedule the candidate review for a specific time, select the start and end times. Select the checkboxes next to 'Display Feedback by Learning Outcome screen' or 'Enable marker comments & annotations' if required.

9. Select 'Schedule Review' or 'Schedule Review & Print Keycodes'. Selecting 'Schedule Review' schedules the candidate review and it will now appear on the list on the Candidate Review page, where you can find details including the passcode and keycodes. Selecting 'Schedule Review & Print Keycodes' schedules the candidate review and opens a new window which you can print.

10. On the Candidate Review screen, you will see any scheduled candidate reviews. A calendar filter is available to change the date and a filter is available to select a specific subject.
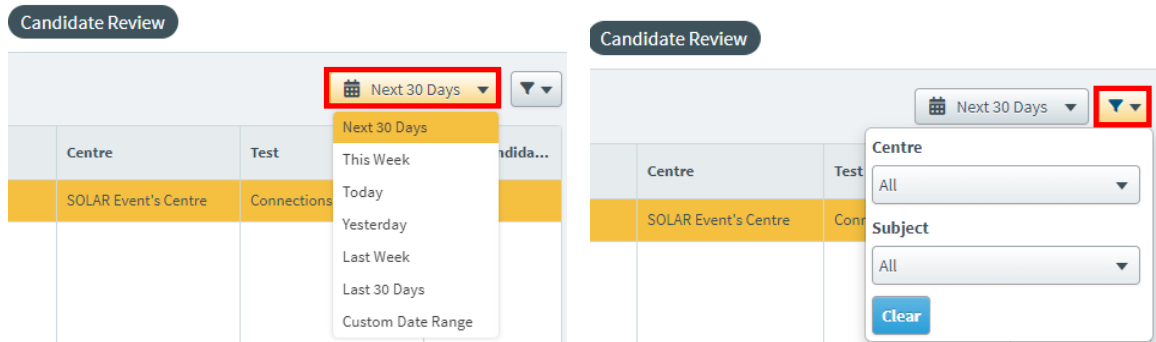
11. Select a row to highlight a Candidate Review. Actions available in the menu at the top are:
    a. Print – opens a new window with candidate review details which you can print.
    b. Edit – allows you to edit the candidates or settings for the candidate review.
    c. Review History – allows you to review a history of changes to the candidate review.
    d. Delete – allows you to delete a candidate review.
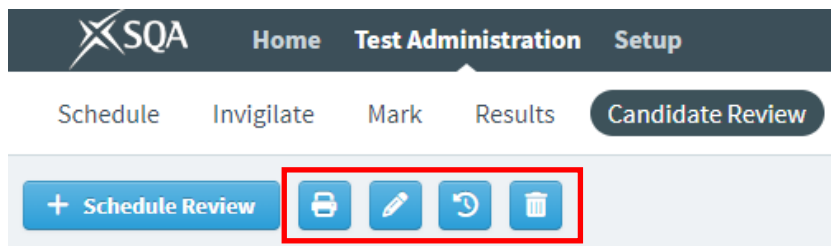
12. If you require a summary of a candidate script, you can select the Additional Candidate Information icon located at the top right-hand side of the screen.
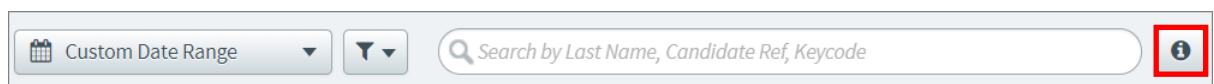
Completing a Candidate Review

This section explains how to access and complete a candidate review.

1. Go to the Candidates tab on the SOLAR website and choose 'Access candidate review via web browser' if the test was completed in a web browser or 'Access candidate review via Surpass Viewer' if the test was completed using Surpass Viewer.
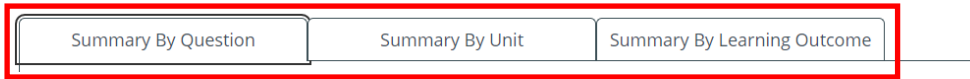

2. Enter the keycode and passcode > select 'OK'.

3. Depending on the test settings you will see tabs for Test Result, Summary by Question, Summary by Unit and Summary by Outcome. Select a tab to access that section.

4. Depending on the test settings Test Result displays your result and/or the percentage you scored in your test.

5. Summary by Question displays each question/task with an icon indicating whether your response was correct, incorrect, partially correct or not attempted.

6. Summary by Unit displays each question/task grouped by unit with an icon indicating whether your response was correct, incorrect, partially correct, or not attempted, and an overall score for that unit.

7. Summary by Outcome displays each question/task grouped by outcome with an icon indicating whether your response was correct, incorrect, partially correct, or not attempted, and an overall score for that unit.

You can review each of the questions by selecting the individual question buttons
*The scores in this breakdown are based on the available marks for question items

| | | | Overall | 15.6% |

Learning Outcome	Question Feedback	Score*
ZK56 04 O1a - Test Performance Criteria	1 0/1 ✕ 2 0/1 — 3 2/3 ◐ 4 0/1 — 5 0.50/1 ◐	35.7%
ZK56 04 O2a - Test Performance Criteria	6 0/1 ✕ 7 0/1 — 8 0/2 — 9 0/4 — 10 0/1 —	0%

8. In either Summary by Question, Summary by Unit or Summary by Outcome, select a question/task to view the response and any comments made by markers on human marked questions.
9. Select the view comments icon to view marker comments.
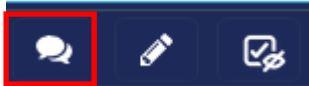
10. Select 'Back' or 'Next' at the bottom of the screen to move to the previous question/task or next question/task.

11. Select the back arrow icon to return to the Test Feedback screen.

12. Select 'Exit' in the top right-hand corner of the screen when you have finished your candidate review.