

Create, Start and Monitor a Test Session

For the student registration process, the invigilator will need to **provide students with the session code, the School ID** and optionally a Class Code, usually by writing them on the board.

- Session code is created by the invigilator from the instructions below.
- School ID can be found by the invigilator using the steps on page 3 of this guide.
- Class codes are created by the teacher or school. They are used by schools that enter many students and want certificates sorted by class.

How to...	Steps	Screenshots
<p>Create a test session</p>	<ol style="list-style-type: none"> 1. Log into the online Competition agc.au.insights.janison.com This takes you to the dashboard (home page). 2. Click Create New Competition Session. 3. If you are creating the session immediately prior to the students competing, click View Test Session and write the session code somewhere where it is visible to all students. If you are creating sessions in advance, note the session code and the class/group it has been created for. 4. To return to a previously created Test Session click on the Session Code on the dashboard to enter the session. 	<p>The screenshots illustrate the following steps:</p> <ol style="list-style-type: none"> Log-in for returning users: The user is prompted to enter their Username (email address) and Password, with a 'Login' button and a 'Forgot your password?' link. Dashboard: The user is on the dashboard, which shows statistics for Active sessions, Candidates in Progress, and Test Sessions. A 'Create New Competition Session' button is visible. New Test Session Created: A modal window displays the message 'New test session created - BDLBWKHT' and provides an 'OK' button and a 'View Test Session' button. Test Sessions Table: The dashboard displays a table of test sessions. The first row shows a session code 'MRK-SS-LPY', which is highlighted with a red circle '4'.

Quick Reference Guide

Start a test session

You can either wait till all/most students have read the Instructions and are ready to answer the questions, or start the session at the beginning of the class

When you are ready for students to start, select **Start Session**.

Test Sessions Administration
at Test School

Session Code **FZP-MX-SFV**

0 candidates

Download session details

Step 1: Write session code on the board
Step 2: Wait for students to have read the online instructions - only IF you want students to all start at the same time
Step 3: Start the session

5 Start session

Search for Candidate

All (0) Not started (0) Started (0) Paused (0) Submitted (0) Other (0)

Monitor a session

All students' progress can be seen in the dashboard after clicking a particular session.

If a student goes offline (see Connection Mode column) during the test, but comes back online before submitting, the system automatically updates the student's answers.

If a student is still offline at the end of the test, see the guides Finalise a Test Session and Reconcile a Device. You will need access to the computer the student used.

If a student goes offline while at the Wait to Begin screen, the test automatically starts.

Test Sessions Administration
at sample school

Session Code **JGM-PX-MQH**

4 candidates

Download session details

Session started at 3:45 PM
Last candidate will finish at 5:19 PM
Allow unrestricted entry

Search for candidate | Award more time | Pause candidate | Resume candidate | Allow start | Project Entry | Submit candidate

All (4)	Not started (0)	Started (3)	Paused (0)	Submitted (1)	Other (0)								
Student	Username	Access Code	Device Name	Status	Delivery Mode	Connection Mode	Save Method	Competition Name	Progress	Time Joined	Finish Time	End Time	Actions
<input type="checkbox"/>	Student Fran	student@xyz.com	LH1C4H4PG	Started	Not Using RTP	Online	Automatic	Geography Competition Year 8 2023	1:29	10:29	N/A	12:19	Actions
<input type="checkbox"/>	Student Jane	student@xyz.com	HQ-K2-JH4G	Submitted	Not Using RTP	Online	Automatic	Geography Competition Year 8 2023	2:40	12:24	13:02	13:02	Actions
<input type="checkbox"/>	Student Paul	student@xyz.com	ND-CK3X-SD	Submitted	Not Using RTP	Online	Automatic	Geography Competition Year 8 2023	2:40	12:14	10:52	10:43	Actions
<input type="checkbox"/>	Student Owa	student@xyz.com	NP-VB-RG-PW	Submitted	Low Bandwidth	Manual	Automatic	Geography Competition Year 7 2023	14:30	13:35	13:44	13:59	Actions

Note:

- Best practice for managing session codes is to create one session code per test room.
- There is no minimum or maximum number of test sessions that a teacher/school can create.

Find your School ID

How to...	Steps	Screenshots
<p>Find your School ID</p>	<ol style="list-style-type: none"> 1. Log into the online Competition agc.au.insights.janison.com if not already there. 2. Click on your name on the top right corner of the page. 3. Click on My Account and you will see your school name, followed by a number in brackets. This number is your School ID. <p>Note: most School IDs are 5 digits only. E.g. 00001</p> <p>If your School ID ends with a letter, please include this also. E.g. 00001-D</p>	<p>The screenshots illustrate the steps: 1. Logging in to the 'Log-in for returning users' page. 2. Viewing the dashboard where the user's name 'A Invigilator' is visible in the top right corner. 3. Accessing the 'My Account' page where the 'School ID' is listed as '00001' in the 'School' field.</p>