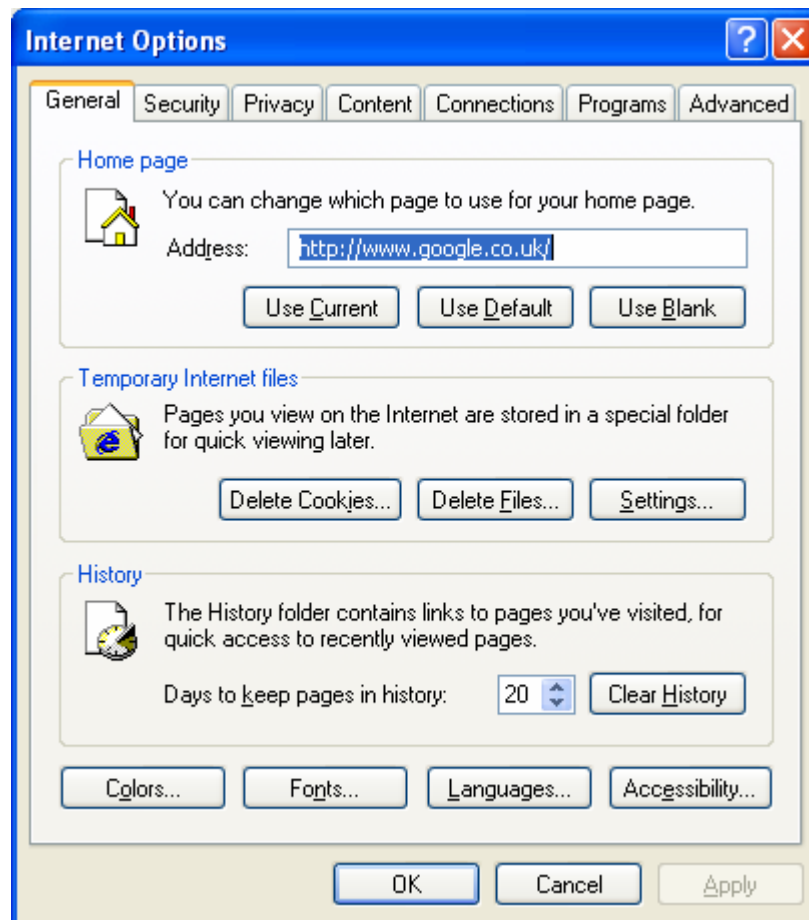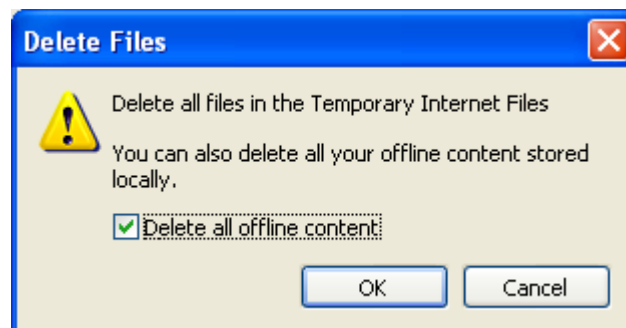<u>GCSE Checklist</u>

<u>Clear Cache</u>
It is recommended that prior to testing; the cache is cleared on each test delivery machine. To do this, follow the instructions below:

Open an internet Explorer window and at the top of the screen go to Tools and then internet options; this will then bring up the following window

Click on Delete files; the following window should appear

Put a tick into the Delete all offline content box then click on ok.

Flash
The Administrator software needs Flash player to show images on candidate tests. Administrator is compatible with flash player 8 or above. If you do need to download flash player please visit www.adobe.com

Internet Explorer
The ESM server software launches through an internet Explorer window. We would recommend that on the machine where this is installed that you use internet explorer version 6.

Screen Resolution
The screen resolution on both the ESM machine and the candidate testing machines must be set at 1024 by 768.

Network Paths
Make sure that all Admin and ESM machines are pointing to the correct shared folder on the server or local server.

Peer Restrictions
Some centres have a restriction on the number of active peers into the shared folder; during the GCSE exam season we would recommend that you remove these and allow unlimited peers.

Other Applications
When testing, it is imperative that all other applications on the test machines have been closed.
No other applications should be running on test delivery machines at the same time as tests are being conducted.

Network Bandwidth
Where possible, it is advised to keep network traffic to a minimum during testing periods, especially if your centre has a large number of candidates taking tests at the same time.

Download Registrations and Test Bookings
Please ensure that you connect to ESM no less than 2 days prior to your testing events.

- For Applied French exams on 4 June 2009, please connect on 2 June 2009

Demo Testing
We would also recommend that you run a demo exam on a selection of your Client machines at least 2-3 days before the live exam. Please ensure that you run this demo logged into the PC'S using the same windows username and password that your candidates use for testing.

If you are unsure of any of the above points or need assistance carrying out any of the tasks, please contact the helpdesk on the following number **before** your first test session.

0844 576 0024 - Option1