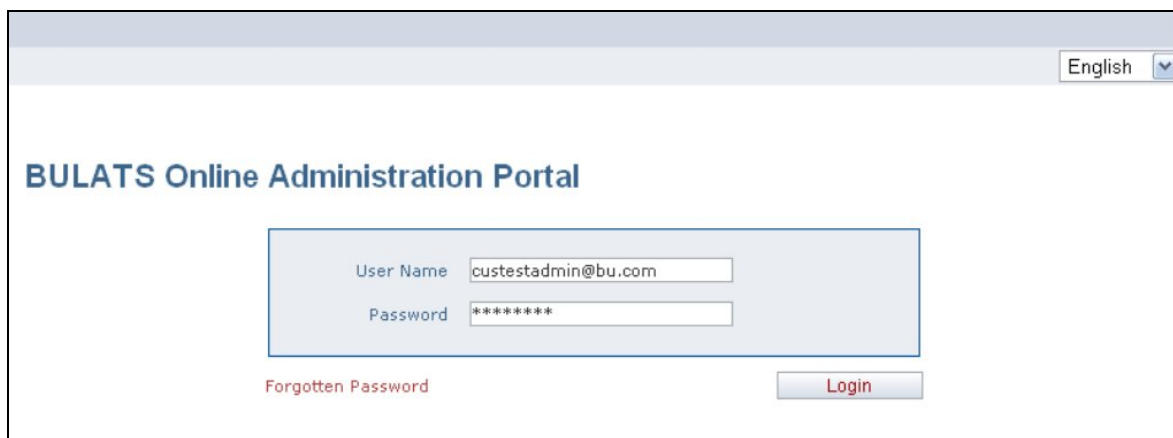

**Cambridge BULATS Online
User Guide
For
Test Administrator**

1. Test Administrator

The Test Administrator should be able to control various Supervisor options. Such options include the fields that the Candidates need to supply values while registering, if the test is timed and/or a timer is displayed, etc.

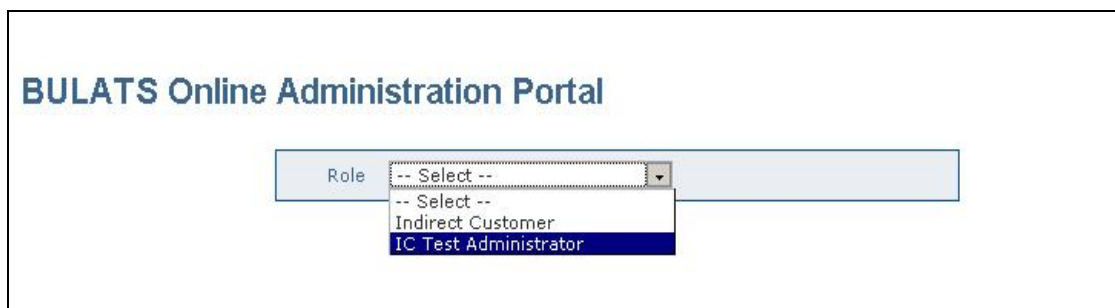
- 1) On the login page, choose the language in which you wish to interact with the application in. Then enter your Test Administrator user name and password and click 'Login' as shown in **Fig 1.1**.



The screenshot shows the login page of the BULATS Online Administration Portal. At the top right, there is a language selection dropdown menu set to 'English'. The main heading is 'BULATS Online Administration Portal'. Below this, there is a login form with two input fields: 'User Name' containing 'custestadmin@bu.com' and 'Password' containing '*****'. Below the password field, there is a link for 'Forgotten Password' and a 'Login' button.

Fig 1.1

- 2) Dual Role: If the user has the same email address (user name) and password for some other role (Ex: Indirect Customer & Test Admin role), Online BULATS will prompt the user to select which of the two roles he/she wishes to login as. Depending on the choice, the application will display the menu choices applicable to the chosen role. (Refer **Fig 1.2**)



The screenshot shows the role selection dropdown menu on the BULATS Online Administration Portal. The dropdown is open, showing three options: '-- Select --', '-- Select --', and 'IC Test Administrator'. The 'IC Test Administrator' option is highlighted in blue.

Fig 1.2

- 3) Since this manual is specific to the functions of a Test Administrator, we will assume the user chooses "Test Administrator" as his choice.
- 4) After authentication, you will be taken to the landing page of the Test Administrator, which will have a menu on the left hand side describing the functionalities of the Test Administrator as shown in **Fig 1.3**.

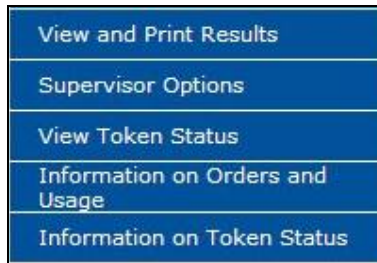


Fig 1.3

Let us describe it in detail in the following sections.

1.1 View and Print Results

The Test Administrator should be able to view the results of the Candidates. The details displayed are restricted to the location that the Test Administrator belongs to.

Steps:

- 1) Click on the “View and Print Results” link in the left menu. View and Print Results page would be displayed as shown in the **Fig 1.1.1**.

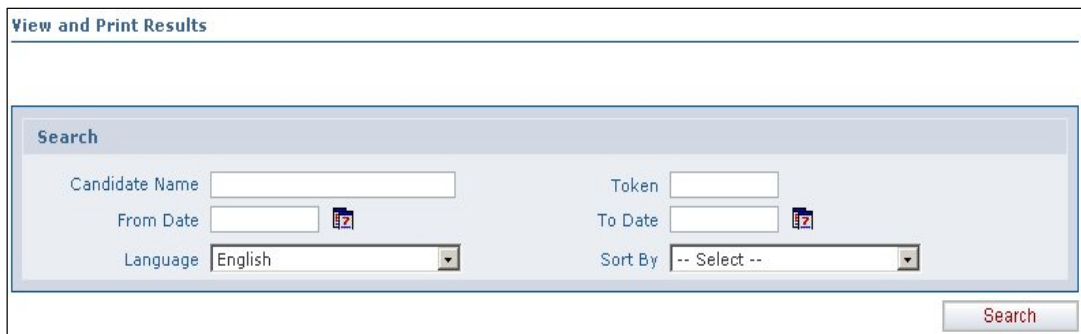




Fig 1.1.1

- 2) Enter the desired search criteria (Candidate Name, Token, From Date, To Date, Language and/or Sort By) and click the 'Search' button. Records would be displayed as shown in the **Fig 1.1.2** if it exists based on the entries.



View and Print Results

Search

Candidate Name Token

From Date  To Date 

Language Sort By

Search Results   No. of records : 3

All <input type="checkbox"/>	Candidate Name	Token	Test Date	Result
<input type="checkbox"/>	Lic, Lucas	GRQ2VSM3	13/11/2007	A1
<input type="checkbox"/>	Alexander, Carl	57QSPQYO	23/11/2007	A1
<input type="checkbox"/>	Benjamin, Christopher	VJXSQ07F	23/11/2007	A1

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Fig 1.1.2

- 3) Select the required candidate(s) check box and click on the view report button. It will generate the Individual TRF. A sample Individual TRF is shown in the **Fig 1.1.3**. You can click the print icon at the top right of the results table to print the result set or you can click the Microsoft Excel icon to export the results to an Excel spreadsheet.

Candidate Test Report

Family Name: *jai*
First Name: *ganeshä*
Test: *English*
Company/Organisation: *cpt*
Test Date: *17/10/2007*

Overall Band

CEF Level : A1

Profile

Overall score	18
Listening score	40
Reading and Language Knowledge score	15

The scores are given on a standard scale out of 100.

Please refer to the reverse of this form for an explanation of what candidates are typically able to do at this level.

Fig 1.1.3

- 4) Click on the "Print Group Report" button. It will generate the whole report of all the candidates in the search result page. A sample Test Group Report is shown in **Fig 1.1.4**.

BULATS Computer Test Group Report

Language : English
Test Date: Till 20/06/2008
Test Centre: Customer

No. of candidates on file = 2

The Scores are given on a scale of 0-100. The Levels are taken from the Council of Europe Framework (A1-C2) and ALTE.

Scores:

Family Name	First Name(s)	Scores			
		Listening	Reading/Language Knowledge	Overall	CEF/ALTE Level
Sheik	kadar	30	6	11	A1
jai	ganeshā	40	15	18	A1

* An asterisk (*) for a score indicates that the candidates did not complete enough tasks to provide a reliable score for that part of the test.

Fig 1.1.4

1.2 Supervisor Options

- 1) Click on the "Supervisor Options" in the left menu. Supervisor Options page would be displayed as shown in the **Fig 1.2.1**, with the visible and mandatory checkboxes enabled for all options as default.

Registration Screen Options		Time
Visible	Mandatory	<input checked="" type="checkbox"/> Timer
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Time Limit [English : 3 min] [Deutsch : 45 min] [Español : 45 min] [Français : 45 min]
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Field of Work	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Job Description	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Previous Attempts at this Test	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Number of Years Using Test Language	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Qualification	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Reason for Taking this Test	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Candidate Number	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Gender	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> University Qualification	

View and Print Options

None
 View
 Print
 View and Print

Save

Fig 1.2.1

- 2) The Test administrator can enable the mandatory checkboxes for the fields he wishes to get data from the candidate. He can also make the fields visible but not mandatory by enabling the visible options alone.
- 3) The Test administrator has the options to make the Time Limit or the Timer Visible to the candidate or he can make it invisible.
- 4) He has the option to set the rights for the candidate to view the results at the end of the test or to print the result alone or to view and print the result or no options to him.
- 5) Click on the check box for the options to be set for the Candidate Test and click on save button. The Test Supervisor options will get saved and will be administered for the candidates coming under this administrator. A confirmation message is displayed when the supervisor options are saved which is shown in **Fig 1.2.2**.

Supervisor Options

Supervisor Options have been saved successfully.

Back

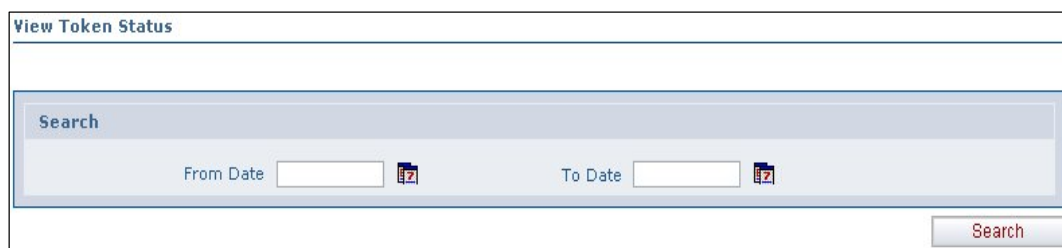
Fig 1.2.2

1.3 View Token Status

The Test Administrator should be able to receive tokens on email when they are generated and should be able to enter the token for a Candidate just before the test is to be administered.

Steps:

- 1) Click on the “View Token Status” link in the left menu. The View Token Status page would be displayed as shown in **Fig 1.3.1**.



The screenshot shows the 'View Token Status' page. At the top, there is a search bar with the word 'Search' on the left. Below the search bar, there are two date selection fields: 'From Date' and 'To Date', each with a calendar icon. A 'Search' button is located at the bottom right of the search area.

Fig 1.3.1

- 2) Click on the Search button by providing the necessary values or do default search. Records would be displayed as shown in the **Fig 1.3.2**.



The screenshot shows the 'View Token Status' page with search results. The search filters are the same as in Fig 1.3.1. Below the search area, there is a 'Search Results' section with a table. The table has five columns: Language, Opening Balance, Tokens Generated, Tokens Used, and Closing Balance. The results show data for English, Deutsch, Español, and Français. The number of records is 4.

Language	Opening Balance	Tokens Generated	Tokens Used	Closing Balance
English	0	20	1	19
Deutsch	0	20	1	19
Español	0	10	0	10
Français	0	30	0	30

Fig 1.3.2

1.4 Information on Orders and Usage



The Test Administrator should be able to view Order vs. Usage details.

Steps:

- 1) Click on the “Information on Orders and Usage” link in the left menu. Information on Orders and Usage page would be displayed as shown in the **Fig 1.4.1**.

Information on Orders and Usage

Search

From Date  To Date 




Language 

Fig 1.4.1



- 2) Click on search button with or without entering a date range, language. Records would be displayed as shown **Fig 1.4.2**.

Information on Orders and Usage

Search

From Date  To Date 

Language 

Orders and Usage Details  

Description	Date	Order Quantity	Usage	Balance
Language : Español				
Opening Balance :				0
Order Placed :	26/11/2007	25		
Tokens Generated :	26/11/2007		7	
Total :		25	7	
Closing Balance :				18

Fig 1.4.2

- 3) You can click the print icon at the top right of the results table to print the result set or you can click the Microsoft Excel icon to export the results to an Excel spreadsheet.

1.5 Information on Token Status

A Test Administrator can view the status of tokens generated for him (Unused or In use or Used).

Steps:

- 1) Click on the "Information on Token Status" link in the left menu. Information on Token Status page would be displayed as shown in the **Fig 1.5.1**.

Information on Token Status

Search

Customer Name: View:

From Date: To Date:

Language: Sort By:

Fig 1.5.1

- 2) Enter the desired search criteria (Customer Name, View, From Date, To Date, Language and/or Sort By) and click the 'Search' button. Result will be displayed as shown in **Fig 1.5.2**.

Information on Token Status

Search

Customer Name: View:

From Date: To Date:

Language: Sort By:

Search Results No. of records : 5

Token	Language	Generated By	Generated On	Used On	Status
HKSS7D48	English	Bala ÜÖÄ	04/12/2007	04/12/2007	Used
A40S9ERY	English	Bala ÜÖÄ	04/12/2007		Unused
R2R6HTBE	English	Bala ÜÖÄ	04/12/2007		Unused
YF3MPMPC	English	Bala ÜÖÄ	04/12/2007		Unused
QUKKHM7O	English	Bala ÜÖÄ	04/12/2007		Unused

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Fig 1.5.2

1.6 General Functionality

- 1) At the top of the screen, the user has 3 general options. You can click the 'Logout' link to logout of the current session.
- 2) You can click the 'User Guide' link to view this User Guide
- 3) You can click the 'Change Password' link and you will be taken to a screen which will allow you to change your password (See **Fig 1.6.1**)

The screenshot shows a web form titled "Change Password". Inside the form, there is a section titled "Password Change Requisition". This section contains three text input fields, each with a red asterisk to its left, indicating they are mandatory. The fields are labeled "Old Password", "New Password", and "Confirm New Password". Each field contains a series of black dots representing masked characters. Below the fields, there is a red asterisk followed by the word "Mandatory". At the bottom right of the form, there are two buttons: "Save" and "Cancel".

Fig 1.6.1

- 4) Enter your old password and new password and click the 'Save' button to update your password in the back end. A confirmation screen like that of **Fig 1.6.2** is shown.

The screenshot shows the same "Change Password" form, but now it displays a confirmation message. The message is "Your password has been successfully changed." and is centered in a light blue box. At the bottom right of the form, there is a button labeled "Return to Login".

Fig 1.6.2

- 5) Clicking the 'Return to Login' button will log you out and return to the Login screen.
6) At the bottom left of the screen, the user has two options. You can click the 'Privacy Policy' link to view the Cambridge ESOL privacy policy.
7) You can click the 'Email Us' link to send an email to Cambridge ESOL administration.