

Using *ifs* e-test™



What are the benefits of using *ifs* e-test™?

- You can choose a date and time convenient for your students to sit their examinations.
- There is no need to securely store examination papers prior to an examination and there are no registers.
- Examination results are available immediately.
- Several specimen papers are available for all units offered through *ifs e-test*™.
- Question-by-question feedback is available in my *ifslearning* on your students' specimen paper results, which helps identify areas of weakness.
- Reasonable adjustments such as appearance can be made.



ifs e-test
Client



Administration

Windows-style window titled "Login" with a close button (X) in the top right corner.

ifs e-test™ Administration System
ifs University College v2.2

Username:

Password:

[Click to show connection details](#)

Welcome to the **ifs e-test™** administration system, where you administer your electronic examinations.

Click on the buttons below to access the different areas of the administration system. For more assistance,

[Click to change your password](#)

Messages









Messages from *ifs University College*









To report any problems or issues during the delivery of an *ifs University College* exam

Expires: 01 Jan 2020

The server connected successfully

ifs e-test™ is a trademark of *ifs University College*, a charity incorporated by Royal Charter.

-  Home
-  Server Settings
-  Users
-  Test Sets
-  Examination Download
-  View Examinations
-  Invigilation
-  Results

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[Form.](#)

Welcome to the **ifs e-test™** administration system, where you administer your electronic examinations.

Click on the buttons below to access the different areas of the administration system. For more assistance, consult the User Guide.

[Click to change your password](#)

Messages









Messages from *ifs University College*

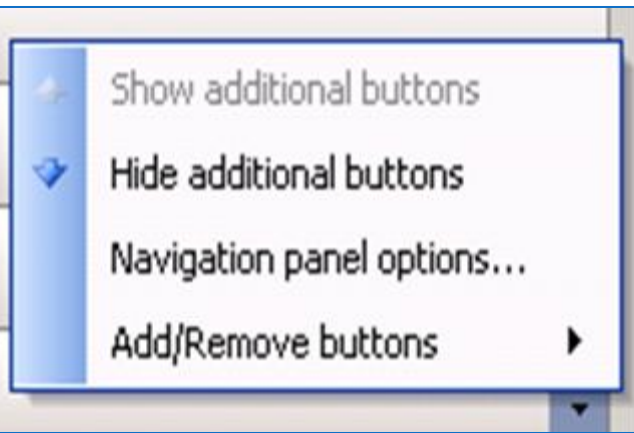
To report any problems or issues during the delivery of an examination, please contact the [Director of Examinations Form](#).

Expires: 01 Jan 2020

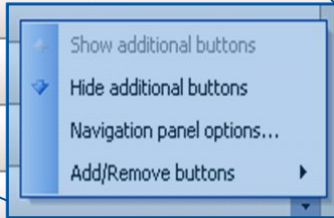
The server connected successfully

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-  Home
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- Show additional buttons
- Hide additional buttons**
- Navigation panel options...
- Add/Remove buttons ▶



- Show additional buttons
- Hide additional buttons**
- Navigation panel options...
- Add/Remove buttons ▶

Welcome to the ifs e-test™ administration system

Click on the buttons below to access the different parts of the system

[Click to change your password](#)

Messages

Messages from ifs Uni


To report any problems or issues contact the helpdesk


Expires: 01 Jan 2020


The server connected successfully


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 Home


 Server Settings


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Navigation panel options...

Rearrange Buttons

- Home
- Server Settings
- Users
- Examination Download
- Test Sets
- View Examinations
- Invigilation
- Results

Move Up

Move Down

Reset

OK Cancel

[Examinations Form](#)

Navigation panel options...

Rearrange Buttons

- Home
- Server Settings
- Users
- Examination Download
- Test Sets
- View Examinations
- Invigilation
- Results


Move Up


Move Down


Reset

OK Cancel

Users

 Add

 Update


 Delete


Username	Name	Security
administrator		Server Settings, Users, Test Sets, Examination Download, View Examinations, Invigilation, Results, Can view live examinations
fcexams	fcexams	Server Settings, Users, Test Sets, Examination Download, View Examinations, Invigilation, Results, Can view live examinations
jemma	jemma	Server Settings, Users, Test Sets, Examination Download, View Examinations, Invigilation, Results, Can view live examinations
matilda	Matilda	Test Sets, Examination Download, View Examinations, Invigilation, Results
pete	Pete	Invigilation, Can view live examinations

 Home

 Server Settings


 Users

 Test Sets

 Examination Download

 View Examinations

 Invigilation

 Results



Users

Username	Name	Security
administrator		Server Settings, Users, Test Sets, Examination Download, View Examinations, Invigilation, Results, Can view live examinations
fcexams	fcexams	Server Settings, Users, Test Sets, Examination Download, View Examinations, Invigilation, Results, Can view live examinations
jemma	jemma	Server Sett
matilda	Matilda	Test Sets, I
pete	Pete	Invigilation

 Add

 Update

 Delete

Add User [X]

Username*

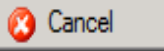
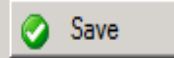
Name*


Password*


Confirm Password*


Security*


- Server Settings
- Users
- Test Sets
- Download Examinations
- View Examinations
- Invigilation
- Results
- Can view live examinations


 Cancel  Save


 Home


 Server Settings


 Users

 Test Sets

 Examination Download

 View Examinations

 Invigilation

 Results

Examination Download

This area is for downloading students' examinations.

Start

Qualification*	(Please Select...)
Module*	(Please Select...)
Examination*	Award in Personal Finance
Student Group	Certificate for Financial Advisers
	Certificate in Financial Capability and Careers Development
	Certificate in Financial Education
	Certificate in Financial Studies
	Certificate in Mortgage Advice and Practice
	Certificate in Personal Finance
	Certificate in Personal Finance
	Certificate in Retail Banking Conduct of Business
	Diploma for Financial Advisers
	Diploma in Financial Studies
	Diploma in Financial Studies
	e-test Familiarisations



Home



Server Settings



Users



Test Sets



Examination Download



View Examinations



Invigilation



Results



Examination Download

This area is for downloading students' examinations.

Start

Qualification*	Certificate in Personal Finance
Module*	Personal Financial Encounters
Examination*	(Please Select...) Personal Financial Encounters
Student Group	Money Management Solutions Personal Finance Management

Next >


 Home


 Server Settings


 Users

 Test Sets

 Examination Download

 View Examinations

 Invigilation

 Results

Examination Download

This area is for downloading students' examinations.

Start

Qualification*	Certificate in Personal Finance
Module*	Personal Financial Encounters
Examination*	(Please Select...)
Student Group	(Please Select...) *SPECIMEN A* Personal Financial Encounters Unit 1 *SPECIMEN B* Personal Financial Encounters Unit 1 *SPECIMEN C* Personal Financial Encounters Unit 1 *SPECIMEN D* Personal Financial Encounters Unit 1 PFE unit 1 live examination

Next >



Home



Server Settings



Users



Test Sets



Examination Download



View Examinations



Invigilation



Results



Examination Download

This area is for downloading students' examinations.

Start

Qualification* Certificate in Personal Finance
Module* Personal Financial Encounters
Examination* *SPECIMEN A* Personal Financial Encounters Unit 1
Student Group (All Students)

Home

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Select Students...

Candidate No.	Name	Date Of Birth	Student Group	<input type="checkbox"/>
ifsalisonh	Alison Student	01/01/1980		<input type="checkbox"/>
ifsalisonm	Alison Student	01/01/1980		<input type="checkbox"/>
ifsandyb	Andy Student	01/01/1980		<input type="checkbox"/>
ifsandyh	Andy Student	01/01/1980		<input type="checkbox"/>
ifsashley	Ashley Student	01/01/1980		<input type="checkbox"/>
ifsclaire	Claire Student	01/01/1980		<input type="checkbox"/>
ifsclive	Clive Student	01/01/1980		<input type="checkbox"/>
ifsdummy	b Learner	01/01/1980		<input type="checkbox"/>
ifsian	Ian Student	01/01/1980		<input type="checkbox"/>
ifsjanice	Janice Student	01/01/1980		<input type="checkbox"/>
ifsjbryan	Jo Bryan	01/01/1980		<input type="checkbox"/>
ifsjkirby	James Dummy	01/01/1980		<input type="checkbox"/>
ifsjohn	John Student	01/01/1980		<input type="checkbox"/>
ifsjosh	Josh Student	01/01/1980		<input type="checkbox"/>
ifskatie	Katie Student	01/01/1980		<input type="checkbox"/>
ifskevin	Kevin Student	01/01/1980		<input type="checkbox"/>
ifslucy	Lucy Student	01/01/1980		<input type="checkbox"/>

Intended Sit Date* (Please Select...)

Time* 09:00

Cancel

Next >

Next >

Examination Download

This area is for downloading students' examinations.

Start

Qualification* Certificate in Personal Finance

Module* Personal Financial Encounters

Examination* *SPECIMEN A* Personal Financial Encounters U

Student Group (All Students)

Home

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Examination Download

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Results

Select Students...

Candidate No.	Name	Date Of Birth	Student Group	<input type="checkbox"/>
ifsalisonh	Alison Student	01/01/1980		<input type="checkbox"/>
ifsalisonm	Alison Student	01/01/1980		<input type="checkbox"/>
ifsandyb	Andy Student	01/01/1980		<input type="checkbox"/>
ifsandyh	Andy Student	01/01/1980		<input type="checkbox"/>
ifsashley	Ashley Student	01/01/1980		<input type="checkbox"/>
ifsclaire	Claire Student	01/01/1980		<input type="checkbox"/>
ifsclive	Clive Student	01/01/1980		<input type="checkbox"/>
ifsdummy	b Learner	01/01/1980		<input type="checkbox"/>
ifsian	Ian Student	01/01/1980		<input type="checkbox"/>
ifsjanice	Janice Student	01/01/1980		<input type="checkbox"/>
ifsbryan	Jo Bryan	01/01/1980		<input type="checkbox"/>
ifskirby	James Dummy	01/01/1980		<input type="checkbox"/>
ifsjohn	John Student	01/01/1980		<input type="checkbox"/>
ifsjosh	Josh Student	01/01/1980		<input type="checkbox"/>
ifskatie	Katie Student	01/01/1980		<input type="checkbox"/>
ifskevin	Kevin Student	01/01/1980		<input type="checkbox"/>
ifslucy	Lucy Student	01/01/1980		<input type="checkbox"/>

Intended Sit Date* (Please Select...)

Cancel

(Please Select...)

Tuesday 14 July 2015

Wednesday 15 July 2015

Thursday 16 July 2015

Friday 17 July 2015

Saturday 18 July 2015

Sunday 19 July 2015

Monday 20 July 2015

Tuesday 21 July 2015

Wednesday 22 July 2015

Thursday 23 July 2015

Friday 24 July 2015

Saturday 25 July 2015

Sunday 26 July 2015

Monday 27 July 2015

Time* 09:00

Next >

Next >

View Examinations

Module

Student Group

Test Set

Last Set of Downloaded Examinations?

Student No	Name	DOB	Start Date	End Date	Student Group	Test Set	<input type="checkbox"/>
SPECIMEN A Personal Financial Encounters Unit 1							<input type="checkbox"/>
alisonm	Alison Student	01/01/1980	14/07/2015	27/07/2015			<input type="checkbox"/>
alisonh	Alison Student	01/01/1980	14/07/2015	27/07/2015			<input type="checkbox"/>
andyb	Andy Student	01/01/1980	14/07/2015	27/07/2015			<input type="checkbox"/>

Select Test Set

New Test Set

- Home
- Server Settings
- Users
- Test Sets
- Examination Download
- View Examinations**
- Invigilation
- Results

Module (Please Select...)
Student Group (Please Select...)
Test Set (Please Select...)

- Student No
- *SPECIM
- alison
- alison
- andyb

Select Test
New Test Set

- Home
- Server
- Users
- Test Set
- Exam
- View Ex
- Invigilation
- Results

Sitting Slips

ifs e-test™ Sitting Slip(s)

Name	Alison Student
Date of Birth	01/01/1980
Qualification	Intermediate Certificate in Personal Finance
Examination	*SPECIMEN A* Personal Financial Encounters Unit 1
<i>ifs</i> username	IFSALISONM
Password	FTPIGNYSXU

This sitting slip is for a Specimen/Familiarisation Examination.

Cancel Print

Clear
Sitting Slips
Set
Add & Set

View Examinations

Module: (Please Select...)

Student Group: (Please Select...)

Test Set: (Please Select...)

Last Set of Downloaded Examinations?

Search Clear

Student No	Name	DOB	Start Date	End Date	Student Group	Test Set	<input type="checkbox"/>
SPECIMEN A Personal Financial Encounters Unit 1							<input type="checkbox"/>
alisonm	Alison Student	01/01/1980	14/07/2015	27/07/2015			<input checked="" type="checkbox"/>
alisonh	Alison Student	01/01/1980	14/07/2015	27/07/2015			<input type="checkbox"/>
andyb	Andy Student	01/01/1980	14/07/2015	27/07/2015			<input type="checkbox"/>

Sitting Slips

Select Test Set: (Please Select...)

Set

New Test Set: Monday AM

Add & Set

- Home
- Server Settings
- Users
- Test Sets
- Examination Download
- View Examinations
- Invigilation
- Results


View Examinations


Module

Student Group


Test Set

Last Set of Downloaded Examinations?


 Search

 Clear


Student No	Name	DOB	Start Date	End Date	Student Group	Test Set	<input type="checkbox"/>
[-] *SPECIMEN A* Personal Financial Encounters Unit 1							
alisonm	Alison Student	01/01/1980	14/07/2015	27/07/2015		Monday AM	<input type="checkbox"/>
alisonh	Alison Student	01/01/1980	14/07/2015	27/07/2015			<input type="checkbox"/>
andyb	Andy Student	01/01/1980	14/07/2015	27/07/2015			<input type="checkbox"/>

 Sitting Slips

Select Test Set

 Set

New Test Set


 Add & Set


 Home

 Server Settings

 Users

 Test Sets

 Examination Download

 **View Examinations**

 Invigilation

 Results



Using the username and password provided by your invigilator, please log in.

Username:

Password:

Login

Quit

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Please check the details below to confirm that they are correct.

ifs username	ifsalisonm
Name	Alison Student
Date Of Birth	01/01/1980
Gender	
Unit title	*SPECIMEN A* Personal Financial Encounters Unit 1

If you are not the person above then select the 'This isn't me' button below.

If the details above are correct, use the 'Next' button below.

[Next \(N\)](#)[Call Invigilator \(C\)](#)[This isn't me \(T\)](#)

Question 3 of 7

How to select an answer

Select your answer by using the mouse or keyboard. If using the keyboard, use the Tab key  to move between functions and the Space bar to select an option you have highlighted. Please note, when the cursor is on the possible answers you must use the arrow keys to move up and down, not Tab. Alternatively, use the mouse and select your chosen answer.

The last selection you make is your recorded answer and the one that will be marked.

Select a response now.

When you are ready to continue, select the Next **(N)** button.

Of the four country names listed below, which country name would appear first on the list if they were listed in alphabetical order?

- France.
- Germany.
- Australia.
- Brazil.

Come back and review this answer later (W)

Back (B)

Next (N)

Review (R)

Call Invigilator (C)

Question 5 of 7

How to use the calculator

An on-screen calculator is available should you require it. To use the calculator, select the 'C' button.

To enter numbers in the calculator, you can use the mouse to click on the calculator's buttons. When you are finished with the calculator, you can close it by clicking on the 'X' in the top right corner of the calculator: you will not lose your work.

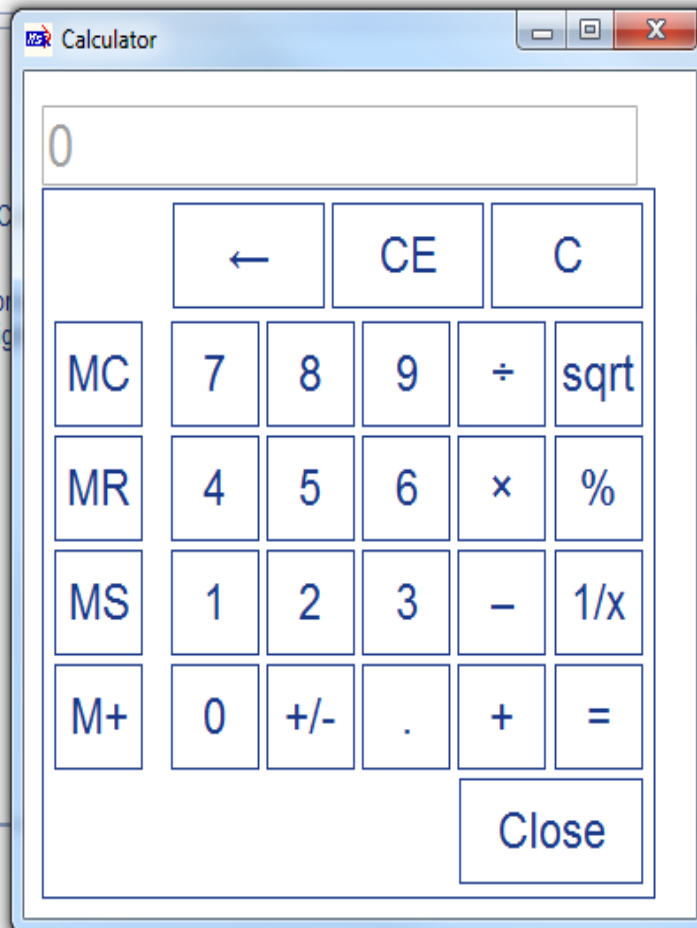
Use the calculator to answer this question, and select your answer.

The sum of 241, 337, 455, and 776 is:

- 1,819.
- 1,809.
- 1,909.
- 2,000.

Come back and review this answer later (W)

[Calculator](#)



ivate 'NumLock').
is will only hide the

Case Study 1



Look at the image above and answer the following question:

Question 4 of 7

Your examination includes stimulus-based questions, they will appear in the following format:

The correct answer is 'Arm guard'. Select the response now and press Next **(N)** to continue.

What piece of equipment is the batsman **not** wearing?

- Arm guard.
- Gloves.
- Helmet.
- Pads.

Come back and review this answer later (W)

Back (B)

Next (N)


Review (R)

Call Invigilator (C)


Question 7 of 7**How to use the 'Review Screen'**

At the end of the examination, or when you use the 'Review' option, you will see the Review Screen.

In the Review Screen the status of each question will be shown by one of three colours.

 - Green shows the question has been answered.

 - Amber shows the question has been marked for review.

 - Red shows no answer has been selected.

Once in the review screen you can do the following:

Move directly to a specific question by selecting the question link.

Return to where you were by using the Back button.

View and answer all questions marked for review by using the Review Selected button.

View and answer all questions by using the Review All button. Please note that if you end the examination, any questions ticked for review will be scored according to the last answer entered.

Finish the examination ahead of time by using the Finish Exam button.

Use the 'Review **(R)**' button now to experiment with these screens.

- Q1 - Complete
- Q2 - Complete
- Q3 - Review
- Q4 - Complete
- Q5 - Incomplete
- Q6 - Complete
- Q7 - Complete

- Q1 - Complete
- Q2 - Complete
- Q3 - Review
- Q4 - Complete
- Q5 - Incomplete
- Q6 - Complete
- Q7 - Complete

You have now finished your examination.

Please select the 'Finish Examination' button below.



Finish Examination (F)

Finish Examination (F)

Call Invigilator (C)

Invigilation

Module: (Please Select...)
Student Group: (Please Select...)
Test Set: (Please Select...)

Examinations | Summary

Student No	Name	Student Group	Test Set	Status
SPECIMEN A Financial Capability for the Immediate and Short Term Unit 1				
clive	Clive Student			Financial Capability for
natalie	Natalie Student			at page
petec	Pete Student			Financial Capability for
SPECIMEN A Personal Financial Encounters Unit 1				
alisonm	Alison Student		Monday AM	Tutorial
nicola	Nicola Student			Personal Financial Enc
UK Financial Regulation Specimen A				
teresa	Teresa Student			UK Financial Services a

Appearance
Acknowledge
Clear Invig.
Pause
Pause Timer
Start
Print Results
No Show
Suspend
Reset

Search Clear

<input type="checkbox"/>	Appearance
<input type="checkbox"/>	Acknowledge
<input type="checkbox"/>	Clear Invig.
<input type="checkbox"/>	Pause
<input type="checkbox"/>	Pause Timer
<input type="checkbox"/>	Start
<input type="checkbox"/>	Print Results
<input type="checkbox"/>	No Show
<input type="checkbox"/>	Suspend
<input type="checkbox"/>	Reset

- Home
- Server Settings
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- Examination Download
- View Examinations
- Invigilation
- Results

Invigilation

Module

Student Group

Test Set

Examinations | Summary

Student No	Name	Student Group	Test Set	Status
<input type="checkbox"/> *SPECIMEN A*	Financial Capability for the			
clive	Clive Student			
natalie	Natalie Student			
petec	Pete Student			
<input type="checkbox"/> *SPECIMEN A*	Personal Financial Encount			
alisonm	Alison Student			
nicola	Nicola Student			
<input type="checkbox"/> UK Financial Regulation Specimen A				
teresa	Teresa Student			

Change Examination Appearance

Example

Example Text

Font Size

-
-
-
-
-
-
-
-
-
-

-
-
-
-
-
-
-
-

Invigilation

Module: (Please Select...)
Student Group: (Please Select...)
Test Set: (Please Select...)

Examinations | Summary

Student No	Name	Stud
SPECIMEN A Financial Capability for		
clive	Clive Student	
natalie	Natalie Student	
petec	Pete Student	
SPECIMEN A Personal Financial End		
alisonm	Alison Student	
nicola	Nicola Student	
UK Financial Regulation Specimen A		
teresa	Teresa Student	

- Home
- Server Settings
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Color

Basic colors:

Custom colors:

Define Custom Colors >>>

ColorSolid

Hue: 100 Red: 0
Sat: 240 Green: 128
Lum: 60 Blue: 64

Add to Custom Colors

OK Cancel

Cancel Reset OK

Search Clear

Appearance

Acknowledge

Clear Invig.

Pause

Pause Timer

Start

Print Results

No Show

Suspend

Reset

Invigilation

Module (Please Select...)
Student Group (Please Select...)
Test Set (Please Select...)

Examinations Summary Search Clear

Student No	Name	Student Group	Test Set	Status	
SPECIMEN A Financial Capability for the Immediate and Short Term Unit 1					
clive	Clive Student			Financial Capability for the Immediate and Short Term	<input type="checkbox"/>
natalie	Natalie Student			at page	<input type="checkbox"/>
petec	Pete Student			Financial Capability for the Immediate and Short Term	<input type="checkbox"/>
SPECIMEN A Personal Financial En... Unit 1					
alisonm	Alison Student				<input type="checkbox"/>
nicola	Nicola Student				<input type="checkbox"/>
UK Financial Regulation Specimen A					
teresa	Teresa Student				<input type="checkbox"/>

- Appearance
- Acknowledge
- Clear Invig.
- Pause
- Pause Timer
- Start
- Print Results
- No Show
- Suspend
- Reset

Change Examination Appearance

Example

Example Text

e-test Administration

Appearance updated successfully.

Size 10

Background

Foreground

Cancel OK OK

- Home
- Server Settings
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- View Examinations
- Invigilation
- Results

Invigilation

Module: (Please Select...)
Student Group: (Please Select...)
Test Set: (Please Select...)

Examinations | Summary

Search Clear

Student No	Name	Student Group	Test Set	Status	<input type="checkbox"/>
SPECIMEN A Financial Capability for the Immediate and Short Term Unit 1					
clive	Clive Student			Financial Capability for the Immediate and Short Term	<input type="checkbox"/>
petec	Pete Student			Financial Capability for the Immediate and Short Term	<input type="checkbox"/>
SPECIMEN A Personal Financial Encounters Unit 1					
alisonh	Alison Student			unconnected	<input type="checkbox"/>
alisonm	Alison Student			paused	<input checked="" type="checkbox"/>
andyb	Andy Student			unconnected	<input type="checkbox"/>
nicola	Nicola Student			Personal Financial Encounters	<input type="checkbox"/>
UK Financial Regulation Specimen A					
teresa	Teresa Student			UK Financial Services and Regulation	<input type="checkbox"/>

- Appearance
- Acknowledge
- Clear Invig.
- Pause
- Pause Timer
- Start
- Print Results
- No Show
- Suspend
- Reset

- Home
- Server Settings
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- Invigilation**
- Results

Results

Module (Please Select...)

Student Group (Please Select...)

Test Set (Please Select...)

 Search  Clear


Student No	Name	Status	Marks	Grades	Uploaded?	Removal On	<input type="checkbox"/>
SPECIMEN A Personal Financial Encounters Unit 1							
alisonm	Alison Student	completed	0	Fail	No	22/07/2015	<input checked="" type="checkbox"/>

Print Results

Export

Upload

e-test Administration

 This examination result will be removed from your system once uploaded.

Are you sure you wish to upload the result?

alisonm: Alison Student

Examination Result - 12/09/2014

ifs username ifs Alisonm
Name Alison Student
Date Of Birth
Gender

You have now finished your Money Management Solutions Specimen - unit 2 examination. Your result is as follows:

Test	Score	Description
Money Management Solutions	6	Fail

The following table shows the area(s) in which you answered questions incorrectly, so may require further revision:

- Money Management Solutions
 - MMS1_4
 - MMS2_4
 - MMS3_1
 - MMS4_1
 - MMS5_1
 - MMS6_1
 - MMS6_2
 - MMS6_3
 - MMS7_1
 - MMS7_2
 - MMS8_1
 - MMS9_1
 - MMSCS1
 - MMSCS2
 - MMSCS3
 - MMSCS4

Results

Module (Please Select...)
Student Group (Please Select...)
Test Set (Please Select...)

Search Clear

Print Results
Export
Upload

Student No	Name	Status	Marks	Grades	Uploaded?	Removal On	<input type="checkbox"/>
SPECIMEN A Personal Financial Encounters Unit 1							
alisonm	Alison Student	completed	0	Fail	No	22/07/2015	<input checked="" type="checkbox"/>

e-test Administration [X]

Result upload successfully.

OK

THE END

