

## Examinations Officer Quick Start

This is a Quick Start guide to downloading and managing examinations via LIBF e-test. Please refer to the User Guide for more detailed information.

### 1. Ensure your students have been registered with The London Institute of Banking & Finance

Your students need to be registered with The London Institute of Banking & Finance before their examinations can be downloaded. As soon as registration confirmation has been received, you can begin the downloading process.

### 2. Download students' examinations

Download your students' examinations using the 'Examination Download' screen within the Administration System. You will need to confirm:

- the qualification;
- the module;
- the examination type (specimen or live); and
- the Student Group (if applicable).

Please make sure you download the examinations before the scheduled examination date.

**N.B. if you choose an examination with 'SPECIMEN' in the title, then this is a practice paper and the result for this examination cannot be used to calculate the final grade.**

### 3. Create Test Sets

Test Sets are a way of grouping students who are scheduled to attend the same examination session. They are assigned in the 'Test Sets' screen.

To edit or delete a Test Set use the 'Update' or 'Delete' buttons. You cannot delete a Test Set that has students attached to it so you would need to move them to a different Test Set first.

In addition, there is an option to add a new Test Set at the bottom of the screen.

Each Test Set only requires a title.

### 4. View downloaded examinations and print sitting slips

The 'View Examinations' screen enables you to view all downloaded examinations that haven't yet been taken, and to print your students' sitting slips.

There are three dropdown lists so that you can filter the examinations you wish to view. Once you've selected the relevant dropdown/s use the 'Search' Button.

Sitting slips contain students' login details for their examinations. You can print a sitting slip for any selected student. Please ensure you do **not** print double-sided. Once printed, the sitting slips should be stored until the students are in the examination room, when the Invigilator can hand them out.

### 5. Upload results once students have finished their examinations

Once students have completed their examinations, and their results have been printed, you can use the 'Results' screen to upload them. Please note that, once uploaded, it is not possible to print results and so you need to ensure all printing is complete before uploading.