

## Computer Test Information

1. Tests take place in the computer labs in the School of Computer Science and Information Systems, first floor, Senate House North Block.
2. Dates and times of the tests are published on the module web page and in WebCT.
3. You are expected to attend the test on the date specified. If you have serious health or personal problems which prevent you from attending you should inform the tutor in advance (or as soon as practically possible afterwards) by email.
4. There will be a further opportunity to take the tests for students who have acceptable reasons for absence from the first test. A medical certificate or other documentary evidence may be required in such cases. The date for this additional test will be published as above.
5. The files for the test will be downloaded from WebCT. It is your responsibility to ensure, *in advance of the test*, that you are able to log in to the module on WebCT. If you have not done this and are not able to log in on the evening of the test, you will not be able to take the test. You need to use your CCS username and password for WebCT. Make sure that you bring this with you on the day of the test.
6. Students who are registered to attend the module will have been given DCS computer accounts. You need to use these to take the test. Again, it is your responsibility to ensure that you have checked this *in advance of the test*.
7. Students **retaking** the module will be given computer accounts on the evening of the test but will still need CCS usernames and passwords for WebCT.
8. Each test takes one hour, plus 15 minutes at the start to login and download the required file and 5 minutes at the end to upload your completed work to WebCT.
9. There will be two sessions for each test, starting at 6pm and 7.30pm. You should check the list published on the module web page to find out which session you have been allocated. You must attend the session specified on this list.
10. You need to bring your Birkbeck ID card (or other college ID card if you are an intercollegiate student) and leave it on the left side of the computer casing in front of you so that your ID can be checked against the list during the test.
11. Once you have logged in you should follow the instructions in WebCT to download and save the file(s) from the drop-box. You should not open the file until instructed to do so at the start of the test.
12. The test instructions will be face down under the keyboard. You should not remove these until instructed to do so at the start of the test.
13. During the test you should not have any applications open on your computer apart from WebCT and Excel. You should not have any file, other than the test file, open in Excel.

14. Books or notes are not allowed. You can consult the online Help in Excel if you wish.
15. You should not talk or exchange information with other students during the test. This will be regarded as cheating and your test may not be marked.
16. You may ask the teaching personnel questions about the test tasks and test organisation only, not for advice about how to answer the questions.
17. At the end of the time **you must close your Excel file before uploading** to WebCT. You should also save a copy of your file on your I: drive in case there are any problems with your submission. You must make sure that you do not open or modify this file in any way after the end of the test.
18. Hand in your completed question paper when you leave. You must hand this in for your test to be marked.
19. To pass the module you must take both tests and gain a minimum average score of 35.
20. Marks will be available in the My Grades tool in WebCT approximately four weeks after the date of each test.