

Automated Test System Guidelines

The Automated Test System (ATS) is an online testing system which is used to allow ECDL candidates to sit automated ECDL exams.

- Before being able to access the ATS, you should have already purchased a skills card and self-registered. Once this has been done correctly, you will receive a confirmation e-mail informing you of your registration status.
- Your login details are the e-mail address (NUIM e-mail address) and password which you created during self-registration.
- Always ensure to keep your login details safe and confidential. Do not share an account with anyone.
- If you are unsure of your login details at any time, please contact ecd1@nuim.ie for a password reset.

Exam Information

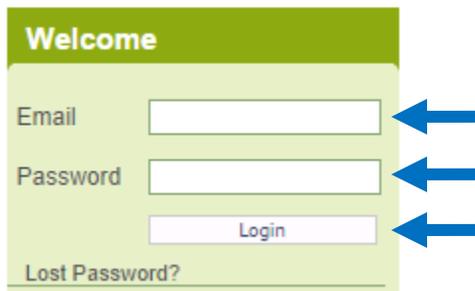
- The majority of exams are held in Teaching Room 1, however some will also be held in Teaching Room 2 so please check the timetable regularly for information on the venue.
- It is not possible to sit an exam in any other venue than the one specified on the ECDL exam timetable. This timetable is available to view on the Computer Centre web-pages or Moodle.
- If you are unable to make any of the exam times set, please contact ecd1@nuim.ie.
- It is possible to book exams online only.
- Each exam itself lasts for a total of 45 minutes; however, we do ask that you arrive at least 15 minutes prior to the scheduled exam time.
- **If you arrive 10 minutes or more past the exam session start time listed on the ECDL exam timetable, you will be refused admission into the exam venue.**
- Each candidate will need to sign-in and produce their student ID card for every exam session.

- Any candidate who fails to produce their student ID card for their first exam session will not be permitted to sit their exam at that time or until they can present their student ID card.
- In order to access the ATS you will need to use the login information (e-mail address and password) you created during Self-Registration. **Please ensure that you are aware of your login details prior to your exam, as it will not be possible to reset your password during an exam session.** If you are unsure of your login details, please contact ecdl@nuim.ie.

First-time users - guidelines:

It is possible to access the ATS on and off campus to check previous ECDL exam results or to access Diagnostic Tests. It will not be possible to access upcoming ECDL Certificate exams without booking and attending a scheduled ECDL exam session. The following is a quick guide to using the ATS system:

- Using [Internet Explorer](#), navigate to the [Maynooth University ECDL Portal](#)
- Select [ECDL Online Training & Testing](#) from the available options
- Enter your NUIM e-mail address, the password you created during self-registration and select [Login](#)



The screenshot shows a login form with a green header titled "Welcome". Below the header are four input fields: "Email", "Password", a "Login" button, and a "Lost Password?" link. Three blue arrows point to the right side of the "Email", "Password", and "Login" fields.

- From the ICS Learner Home Page, select [ECDL Core](#) to access online testing system



The screenshot shows a user dashboard with a green header titled "Welcome" and the name "Joe Bloggs". Below the header are several sections, each with a button: "logout", "Manage Profile", "View Certs & Results", "Login LMS", and "ECDL Core". A blue arrow points to the "ECDL Core" button.

- When you login for the first time only, an End User License Agreement will appear (as shown below). Once you have read this, select Yes, I agree to the EULA (End User License Agreement) in the text above

End User License Agreement ICS Skills

Information
 You have received this End User License Agreement (EULA) window for one of the following reasons:
 1. You have logged in to Enlight E12 for the first time.
 2. The EULA has been changed and therefore all existing users are required to accept the EULA again.

EULA
 I agree that my personal information is collected in the Enlight online database. It will be used for administration purposes only and treated with the strictest confidence.

Yes, I agree to the EULA (End User License Agreement) in the text above.
 No, I do not agree to the EULA (End User License Agreement) in the text above.

- Once logged in, select **User Profile** from the tab at the top of the screen. Complete this User Profile and click **Save**. The following image highlights some of the features of the ATS:

Welcome Joe Bloggs ICS Skills

Catalogue Results **User profile**

Short list

Username: joebloggs3807@myclick.ie
 Password:
 Confirm password:
 Last Name/Surname: Bloggs
 First name: Joe
 Date of birth:
 Street address:
 Postal code:
 City:
 E-mail: joebloggs3807@myclick.ie
 Telephone number:

Save Reset

Your name will be displayed here once you have logged in

Catalogue: This tab will display any modules which are currently assigned to your profile, i.e. any modules which you have booked and have not completed as yet will be displayed here.

Results: This tab will display ALL results for any ECDL modules which you have attempted or passed. You can print your results from the ATS by clicking on each individual module within this tab and clicking Print at the top of the screen.

Click here to Log out at any time

Once you have completed your User Profile, click Save

ECDL Module Exams:

In order to attain the full ECDL Award, you must successfully pass seven ECDL modules. It is possible to book and purchase exams through the Maynooth University Online Shop. The ECDL timetable can be viewed on the Computer Centre web-pages or alternatively, through Moodle.

To access an ECDL module exam:

- Once logged into the ATS, select the [Catalogue](#) tab.
- The following image highlights some of the features of the Catalogue tab:

Any module which has been successfully passed will be visible by a green icon beside that module, e.g. this candidate has passed four or more modules (indicated by the green icon beside the ECDL Start Certificate unit).

ICS Skills

Welcome Joe Bloggs

Catalogue Results User profile

Filter: All Resource name filter:

Resource	Category	Last score	Date
ECDL / ICDL Certificate			08/09/10 14:47
ECDL Start Certificate			08/09/10 14:47
Enlight ECDL 5.0 - M3 Word 2007 - Cert. Eng	I/ECDL Cert Standard		
Enlight ECDL 5.0 - M4 Excel 2003 - Diag. Eng	I/ECDL Diag Standard		

Log Out

Help menu

Click on the required module to begin the test

- Select the [ECDL module exam](#) you are scheduled to sit. The screen on the right will appear. The Tester supervising the exam will provide the Invigilator Key.
- Enter the [Invigilator Key](#) into the space provided and click [Invigilate](#).

Proctor/Invigilator login - Windows Internet Explorer

https://s20.enlight.net/phoenix-test2/its/login.jsp?rid=77158&id=U-TON-V/a0a7883:12920d32f08

Proctor/Invigilator Login

An Administrator must verify your identity and log on to the system before you can proceed and take this test

Test information
Test name: Enlight ECDL 5.0 - M3 Word 2007 - Cert. Eng

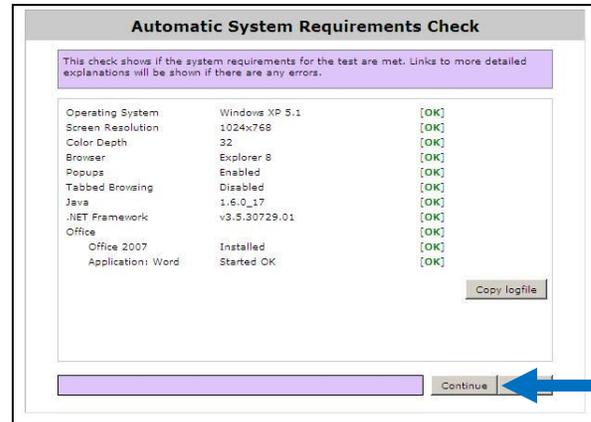
Test taker information
Username: joebloggs3807@myclick.ie
Last Name/Surname: Bloggs
First name: Joe
Date of birth:

Invigilator Key Session login
Key:

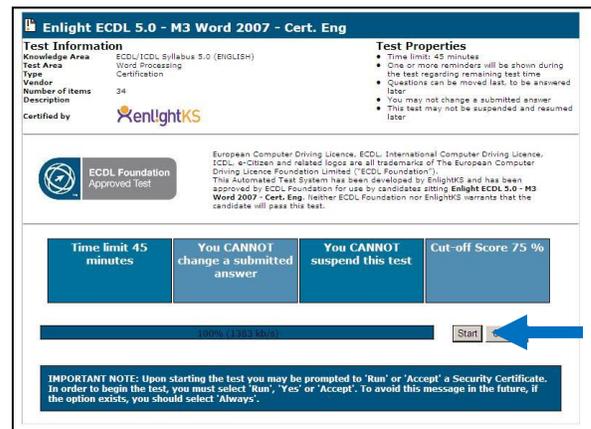
Proctor/Invigilator login
Username:
Password:

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- The **Automatic System Requirements Check** will begin. Once the progress has fully loaded and all components are indicated by the **OK** at the right-hand side of the screen, click **Continue**.



- **Read this exam information carefully** and once you are ready to begin your exam, click **Start**.



- Once you start, you have 45 minutes to complete your exam.

- Once you have completed the exam, you will receive an immediate result in the form of a percentage with feedback. You may log out of your PC and leave the exam venue once you have completed your exam.

ECDL Diagnostic Tests:

The purpose of a diagnostic test is to 'diagnose' areas of strength and weakness within a candidate's knowledge of a given module. These tests are available to purchase for each module of the ECDL. Please be aware that these tests are not equivalent to an ECDL Certificate exam. Diagnostic tests are sample tests only. Candidates can book and purchase these diagnostic tests online in the same procedure as booking a certificate exam. However, please ensure to specify your module of choice at point of purchase.

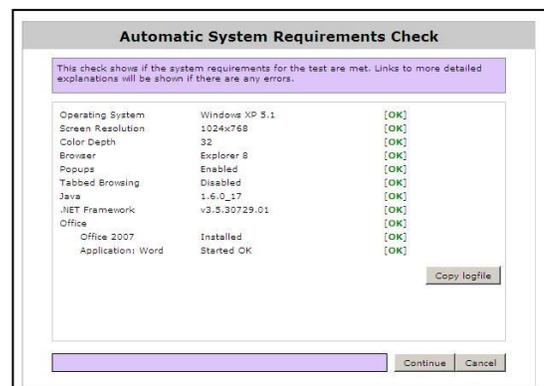
- The diagnostic test consists of approximately double the number of questions as a certificate exam for each module.
- No time limit applies to complete this.
- A diagnostic test can be taken on any computer which has the required supporting software and which can be connected to the internet.
- It does not need to be taken in one sitting, i.e. the test can be suspended and returned to later.
- Once the diagnostic test has been ended, feedback will be displayed in the form of a total percentage with a detailed view of the questions and answers.

To access an ECDL Diagnostic Test:

- Once logged into the ATS, select the [Catalogue](#) tab.
- Select the [Diagnostic test](#) which has been assigned to you. Exam format:
 - Diagnostic Tests: Enlight ECDL 5.0 – M# *module name* 2007 – Diag. Eng

Please note: Once you purchase your Diagnostic test, please allow at least three working days for this to be assigned to your account. This will NOT appear immediately within the ATS system.

- The [Automatic System Requirements Check](#) will begin. Once the progress has fully loaded and all components are indicated by the **OK** at the right-hand side of the screen, click [Continue](#).



- You do not need an Invigilator Key to access a Diagnostic Test therefore you can start the test whenever you are ready.
- Click **Start** to begin
- Once you have completed the Diagnostic Test, feedback will be displayed in the form of a total percentage with a detailed view of the questions and answers.

Enlight ECDL 5.0 - M3 Word 2007 - Diag. Eng

Test Information		Test Properties
Knowledge Area	ECDL/ECDL Syllabus 5.0 (ENGLISH)	<ul style="list-style-type: none"> This test has no time limit You may navigate freely between the items in the test You may change a submitted answer This test may be suspended and resumed later Feedback will be given on the result page
Test Area	Word Processing	
Type	Diagnostic	
Version	Enlight AB	
Number of Items	63	
Description		

Certified by

ECDL Foundation Approved Test

European Computer Driving Licence, ECDL, International Computer Driving Licence, ICDL, e-Citizen and related logos are all trademarks of The European Computer Driving Licence Foundation Limited ("ECDL Foundation").
The Diagnostic Assessment **Enlight ECDL 5.0 - M3 Word 2007 - Diag. Eng** has been developed by EnlightKS and has been approved by ECDL Foundation for use by candidates preparing to sit the corresponding Certification Test.
This is not a test; candidates will not receive a certificate or results when availing of this product.

NO time limit	You may change a submitted answer	You may suspend this test	NO Cut-off Score
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Progress bar: 0% (0/63 items)

IMPORTANT NOTE: Upon starting the test you may be prompted to 'Run' or 'Accept' a Security Certificate. In order to begin the test, you must select 'Run', 'Yes' or 'Accept'. To avoid this message in the future, if the option exists, you should select 'Always'.

Start **Cancel**

Please note: You can access this test multiple times once the test is suspended and not ended. Once the test is ended it cannot be accessed again without paying an additional fee.