

UNITED ARAB EMIRATES  
MINISTRY OF EDUCATION



الإمارات العربية المتحدة  
وزارة التربية والتعليم

## Online Assessments System Teacher Guide

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## Online Assessment Implementation Steps

Before implementing online test, you have to do one Sample/Trial Test to verify that you are ready for the test. Sample/Trial Test implementation steps are exactly same real test implementation steps.

1. Print students' passwords
2. Verify downloaded Assessment on the school ACU server.
3. Confirm students status before they leave the exam room (Monitor Examinees).

## Conduct Trial/Sample Test

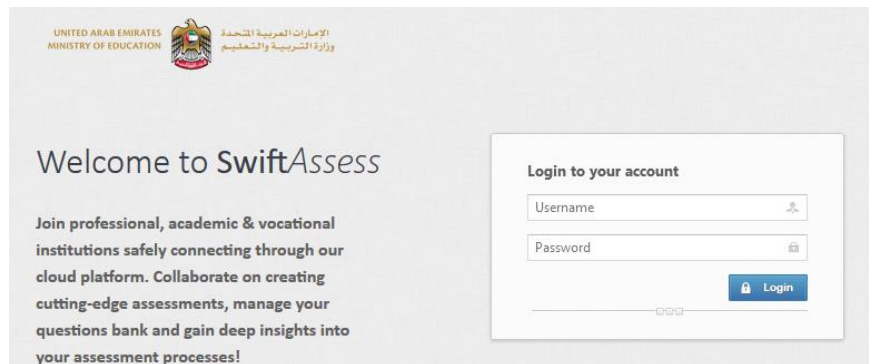
Sample/Trial Test have couple of questions, created just to try using the system and verify that a school staff can access the system and print students passwords, and to make sure that all computers/laptops/Network have secure browser installed and functional properly.

Schools have to report any technical issues instantly to make sure they are ready for the real exam.

### 1. Print students' passwords

**You have to print students' passwords at least one day before the exam day.**

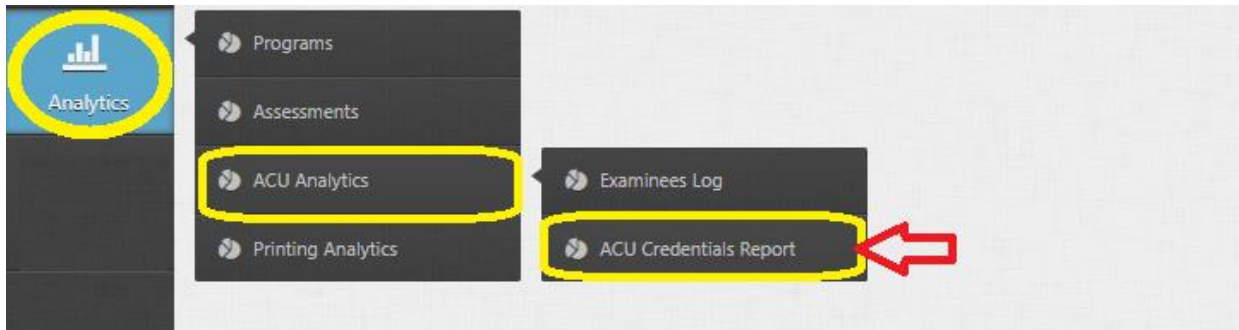
1. Use Google Chrome  to access <https://sa.moe.gov.ae>



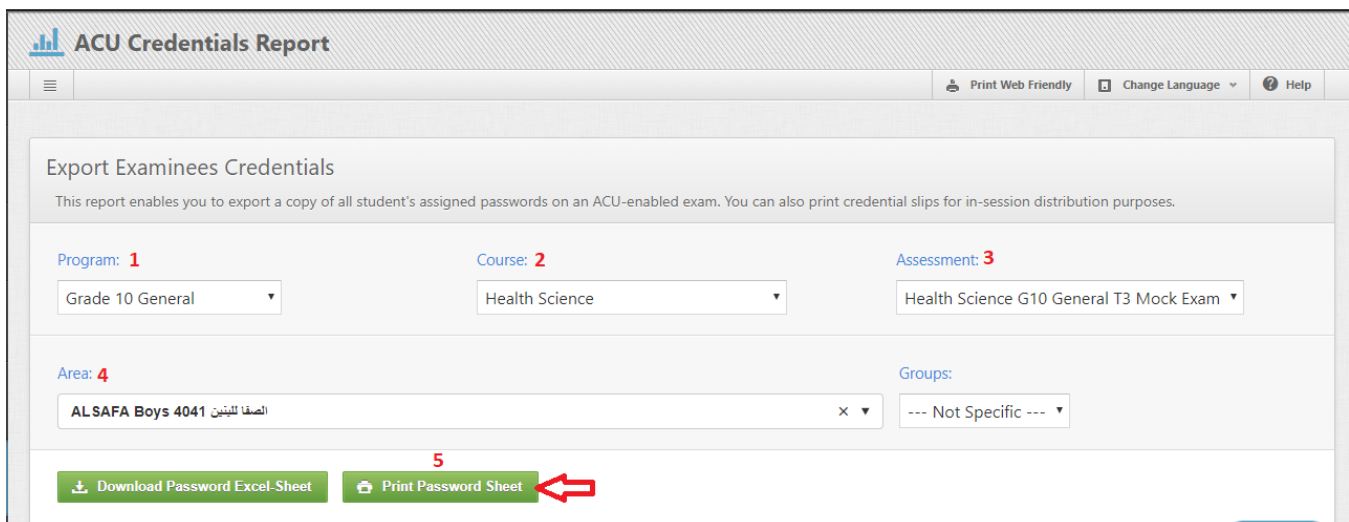
The screenshot shows the login page for SwiftAssess. At the top, it displays the United Arab Emirates Ministry of Education logo and name in both Arabic and English. Below this, the text reads "Welcome to SwiftAssess". A paragraph describes the platform as a cloud-based assessment system. On the right side, there is a "Login to your account" form with fields for "Username" and "Password", and a "Login" button.

2. Use the same user name and password you use to access your email (username only, the part before the symbol @)

- From the main menu go to “Analytics” then “ACU Analytics” and select “ACU credentials report”



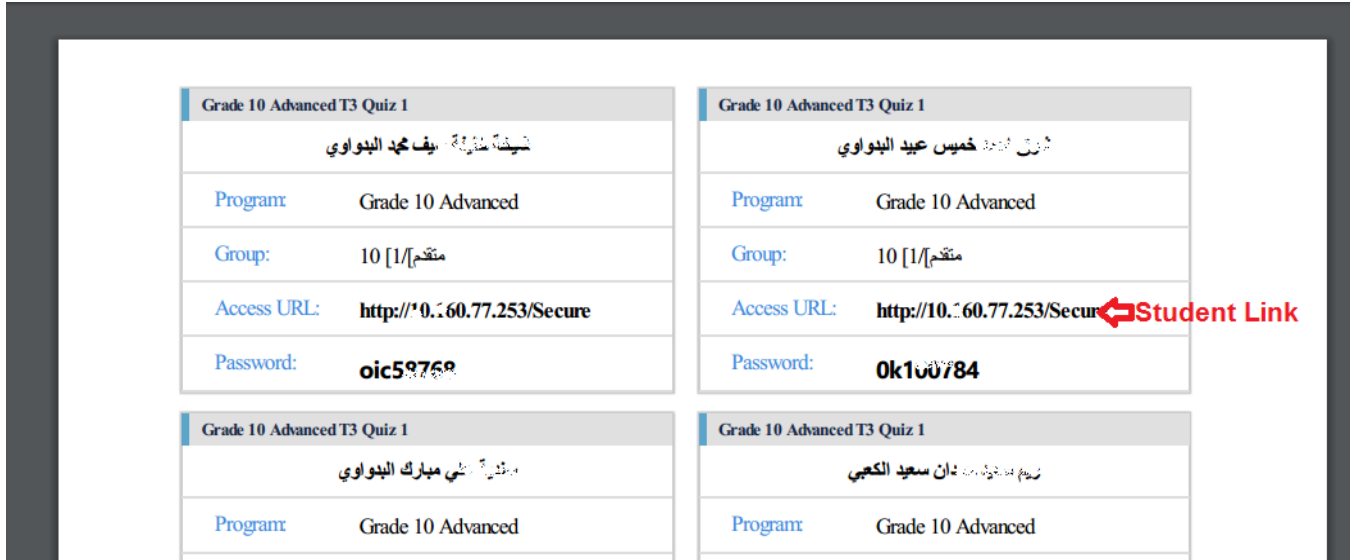
- Select Program (Grade Level), Course (Subject), Assessment and Area (school), you may also specify the required group, then click “Print Password Sheet”.



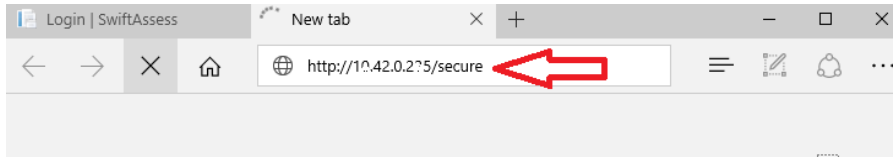
- You have to print the password sheet before the exam, always print it at least one day before the exam day to be on the safe side. As shown in the image below, the report is generated in a formatted form and is ready to be printed and to be distributed to students on the day of the exam. It shows exam title, student name, grade level, class, exam system link (each school has different link) and student password, students password always contains 8 characters (3 small letters and 5 numircs)
  - Access URL is pointing to school server, and doesn't require internet to be accessed.
  - A student has a different password for each exam.
  - Passwords expire after exam end date.



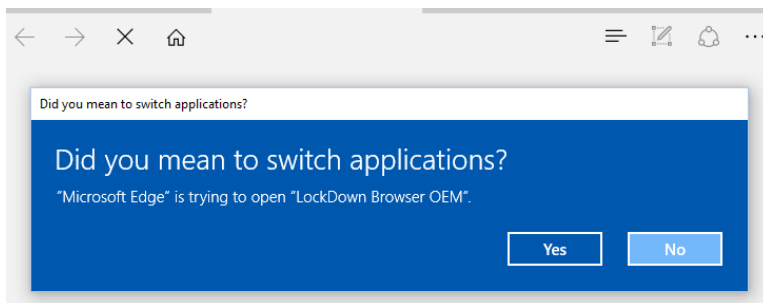
- Passwords cannot be re-used by the same student or other students.
- Passwords cannot be used more than once



6. Students needs to open MS internet explorer or Edge or any available web browser on their PCs, and type in the "Access URL".



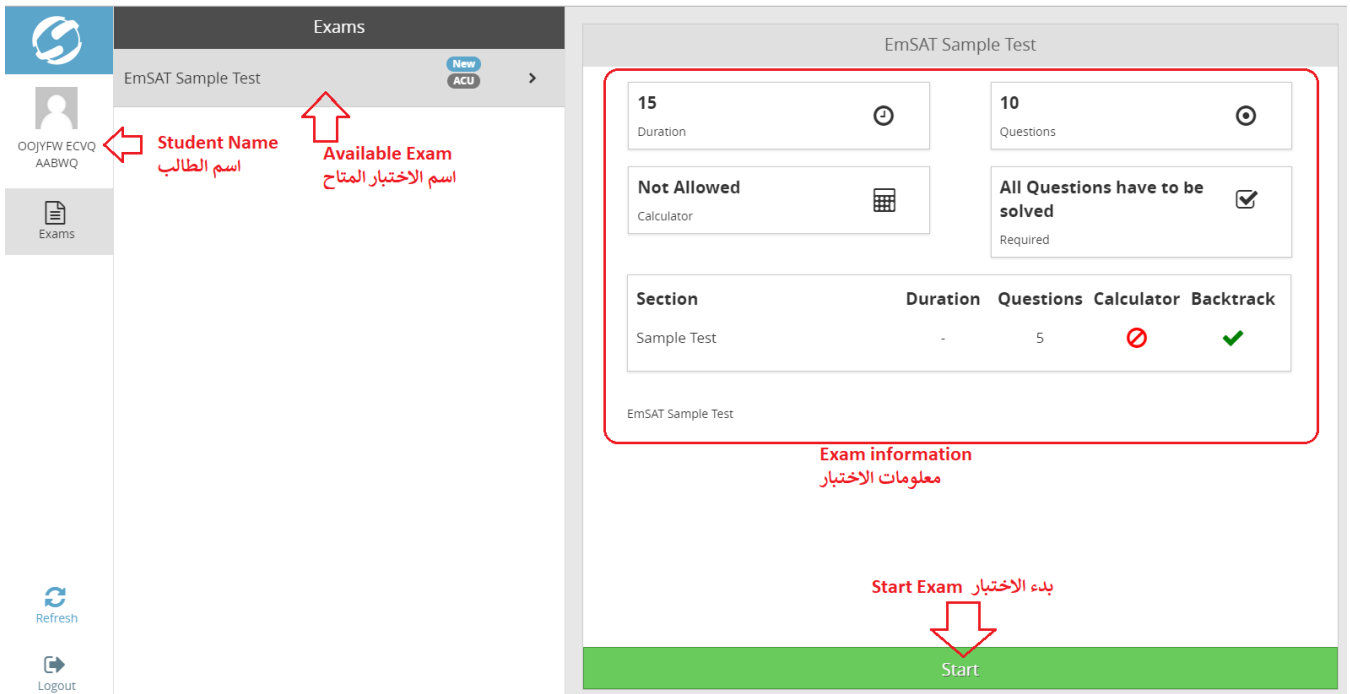
7. The web browser may prompt to launch the secure browser, accept the message to proceed.



8. If the secure browser installed, the below page will appear, otherwise the secure browser is not installed, use the software center from your device to install it or call IT to install it.



9. After login, student's exams appeared. Only available exams shown based on the exam dates.



10. After completing the test, a student should get the below message.



✓ Success  
You have successfully submitted your assessment.  
Results will be available after grading is completed.  
View assessment log



You have successfully completed your exam!



**DONE**



## 2. verify if the exam is been downloaded

Before the exam started, you need to make sure that the exam is been downloaded to your school's server automatically, otherwise you need to download it manually.

1. Log in to the school server to verify if the exam and examinees being downloaded automatically. You can find your school's server link by going to <https://moe.ae/3>. Do not use any other school's links other than your own.

### Ministry of Education

روابط أجهزة المدارس للاختبارات الالكترونية Online assessment URLs

School_Name_EN	رقم المدرسة School ID	ACU URL رابط المدرسة	المدرسة
STS	STS	<a href="http://10.101.12.8/Login">http://10.101.12.8/Login</a>	STS
AL BRIDI SCHOOL FOR BASIC/C2 & SECONDARY EDUCATION	5056	<a href="http://10.144.45.253/Login">http://10.144.45.253/Login</a>	البردي للتعليم الأساسي ح2 والثانوي
AL RUWAYDA PRILIMINARY SCHOOL (KG+C1)	5072	<a href="http://10.153.205.253/Login">http://10.153.205.253/Login</a>	الرويدة للتعليم الأساسي حلقة الأولى(ح1+رياضة أطفال)
AL-TAWIEN BOYS' SCHOOL Basic & SECONDARY EDUCATION	8030	<a href="http://10.177.237.253/Login">http://10.177.237.253/Login</a>	الطويين للتعليم الأساسي والثانوي بنين

2. Use the same user name and password you use to access your email (username only, the part before the symbol @) to login

3. Make sure your school name shown on the top of the page





- From the second part of the page “Downloaded Assessments”, make sure the exam available and the number of examinees available.

**Downloaded Assessments** ←

This section lists all the assessments that have been previously downloaded/cached. You can choose to update a certain assessment's cache, sync submissions made to an assessment or simply delete a specific assessment cache.

Select a program:  Select a course:

Assessment Name	Assessment End Date	Assessment Status	Monitor Examinees	Action
EmSAT Grade 6 English	1/13/2018 5:00:00 AM	Available	20	Choose Action
<b>EmSAT Sample Test</b>	2/18/2018 12:00:00 AM	Available	<b>18</b>	Choose Action

- If the exam is not auto downloaded, you need to download it manually as following, from the first part of the page “Available Assessments”, select a program and a course.

**Available Assessments** ←

**First Step: Download Cache**  
الخطوة الأولى: تحميل الاختبار

This section lists all the assessments that have been published in your SwiftAssess Account and configured to be downloaded via an ACU instance.

Select a program: **1**  Select a course: **2**

Assessment Name	Action
EmSAT Sample Test	Choose Action <b>3</b> Download Cache <b>4</b>

Downloaded Assessments

This section lists all the assessments that have been previously downloaded/cached. You can choose to update a certain assessment's cache, sync submissions made to an assessment or simply delete a specific assessment cache.

**Available Assessments** ←

**Second Step: Download Examinees**  
الخطوة الثانية: تحميل قوائم الممتحنين/الطالبة

This section lists all the assessments that have been published in your SwiftAssess Account and configured to be downloaded via an ACU instance.

Select a program: **1**  Select a course: **2**

Assessment Name	Action
EmSAT Sample Test	Choose Action <b>3</b> Download Examinees <b>4</b> Update Cache

Downloaded Assessments

This section lists all the assessments that have been previously downloaded/cached. You can choose to update a certain assessment's cache, sync submissions made to an assessment or simply delete a specific assessment cache.



### 3. Monitor students during the exam

1. You need to log in to the school's server to be able to monitor students. You can find your school's server link by going to <https://moe.ae/3>. Do not use any other school's links other than your own.

#### Ministry of Education

روابط أجهزة المدارس للاختبارات الالكترونية Online assessment URLs

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AL RUWAYDA PRILIMINARY SCHOOL (KG+C1)	5072	<a href="http://10.153.205.253/Login">http://10.153.205.253/Login</a>	الرويدة للتعليم الأساسي حلقة الأولى (ح1+رياض أطفال)
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2. To access your school server, you have to connect your computer to the school's network. The school link will only work inside the school.

There is no need to physically access the school server. All what you need is a PC connected to the school network.

3. When you login to the ACU, the dashboard page will look like this:

- **First section, Available Assessments:** This section lists all the assessments that have been published in your SwiftAssess account and configured to be downloaded via an ACU instance. If there's an available assessment, you will find it on this table. These



assessments will be downloaded automatically and no action is required from your side within this section.

**ACU Management Workbench** Powered by SwiftAssess

**My Dashboard**

**Available Assessments** ← الاختبارات المتاحة للتحميل يتم تحميلها تلقائياً **Automatically Downloaded**

This section lists all the assessments that have been published in your SwiftAssess Account and configured to be downloaded via an ACU instance.

Select a program: Grade 7 Elite

Select a course: English

Assessment Name	Action
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- **Second section, Downloaded Assessments:** This section lists all the assessments that have been automatically downloaded/cached. In this section you can see a table that tells you the Assessment Name, Assessment status and Number of assigned examinees. Assessment status by default is "Available", and changed to "Closed" after the assessment time finishes. When an assessment is completed, the system will sync submissions automatically.

**Available:** means the assessment is available and can be taken by students on time

**Closed:** means the exam time finished and submissions synced.



The number of examinees is the same number of students assigned to this exam.

You can click on "Monitor Examinees"  to track the exam submissions during the exam.


**Downloaded Assessments** 

This section lists all the assessments that have been previously downloaded/cached. You can choose to update a certain assessment's cache, sync submissions made to an assessment or simply delete a specific assessment cache.

Select a program:  Select a course:

Assessment Name	Assessment End Date	Assessment Status	Monitor Examinees	Action
EmSAT Grade 6 (English)	2/13/2018 5:00:00 AM	Available		<input type="text" value="Choose Action"/>
<b>EmSAT Sample Test</b>	<b>2/18/2018 12:00:00 AM</b>	<b>Available</b>	<b></b>	<input type="text" value="Choose Action"/>

#### 4. Monitor students

When you click on "monitor Examinees"  for an assessment. You can see general information about the assessment such as Name and number of questions.

Click on "**Refresh View**" at any time to refresh the status of the examinees

Track Exam Submissions

Filter Submissions for Exam:

Filter by Groups:  Filter by Examinees:  Filter by Status:

You can filter the list by **Groups, Examinees or Status**



--- Not Specific ---

Type here to filter by examinees

--- Not Specific ---

Examinee 1

Examinee 2

For example, as shown in the above drop-down, you can filter by Typing the name of examinee or by choosing from a dropdown list.

Username	Full Name	Login	Started	Questions Synced	Time Elapsed	Status	Action
stum12345	Examinee 1	Yes	Yes	4	8 secs	Pending	Choose Action
stum6789	Examinee 2			-	-	Absent	

You will also see a table which gives you more information about each examinee such as:

- Username
- Full Name
- Login Status (Yes or null)
- Started (If the examinee started the exam)
- Number of questions synced.
- Time Elapsed.
- Status (Absent, Pending, Auto Submission, Manual Submission, or Paper).
- And other actions like Changed Device or Switch to Paper.

Track Exam Submissions

Filter Submissions for Exam: Quiz 2 (6 Questions) Refresh View

Filter by Groups: Filter by Examinees: Filter by Status:

--- Not Specific --- x --- Not Specific --- x --- Not Specific ---

Username	Full Name	Login	Started	Questions Synced	Time Elapsed	Status	Action
std1	Examinee 1	Yes	Yes	4	8 secs	Pending	Choose Action
std2	Examinee 2			-	-	Absent	Changed Device Switch to Paper



As you can see from the above table, Examinee 1's status is pending "Partial Result" after completing 4 questions in the exam. In this case, it looks like the machine crashed or the secure browser was closed. The supervisor should decide whether to move the examinee to another device if available or switch to the paper-based test if available (Paper test could not available, so do not use this option).

On the same table, Examinee 2 was absent, so he/she didn't login or start the exam.

- **Note:** The questions solved by the examinee will be ignored if he/she was moved to another device or switched to the paper-based test. If the student synced their results before switching devices, then their results will be saved and can resume from where he/she left off.
- **Note:** By default, all the students will be considered as Absent until they login and start the exam .
- **Note:** When "Switch Device" is clicked, then the student's active session will be cleared and he can login from a different device. This doesn't remove his responses if he partially synced before.
- **Note:** Switch to Paper option is irreversible, and in if there is no paper exams it means cancel student exam as there is no paper based exam.

Status	Action
Paper	

If the supervisor switched the user to the paper-based test, the actions field will look like the above which means no actions can be performed.

Login	Started	Questions Synced	Time Elapsed	Status	Action
Yes	Yes	4	8 secs	Auto Submission	

"**Auto submission**" status means the system submitted automatically when the timer was up. No actions can be performed for this specific case.





### Assessment Status Guide :

- If the Assessment status is "Closed", it means the assessment date has passed, all results logged have been synced and can be deleted by the automatic updater.
- If Assessment status is "**Available**" and the monitor shows a number of examinees it means that the supervisor of the exam can click on the assessment and see the details of the examinees, and perform actions like "**Change Device**" or "**Switch to Paper**".
- If status is "**Available**" and monitor is zero it means the assessment's examinees haven't been downloaded yet. In this case, you can clear the assessment cache downloaded or you can download the examinees, if available.

You can export the list to excel if required as shown in the following picture:

Track Exam Submissions

Filter Submissions for Exam: (4) امتحان تجريبى لمدة الساعه العربيه تصف التمتع الضم للثلاث Questions) Refresh View

Filter by Groups: Filter by Examinees: Filter by Status:

--- Not Specific --- x Filter by Examinees: --- Not Specific --- x Filter by Status: Student Submission

Username	Full Name	Login	Start	Questions Synced	Time Elapsed	Status	Action
stuf20605114	محمد عبدالرحمن صقر بن	Yes	Yes	4	10 mins, 47 secs	Student Submission	
stuf20605117	محمد بن عبدالله بن	Yes	Yes	4	1 mins, 12 secs	Student Submission	

تصدير القائمة للاكسل

### Partial Sync Cases Guide:

- If there was a submission already for that student from a different device and it was completed, this partial sync will be dropped.
  - If the session of the submitted isn't the same as the current/active session, this partial sync will be dropped.
  - If a student moved to paper, and there was a previous cache to sync, this partial sync will be dropped.
  - If the exam was closed and results were synced, and there was cache available on a device that was trying to sync, that partial sync will be dropped.
5. Review all students' status and make sure there are no students with status pending after completing an exam. All students should show a valid status such as auto submission, manual submission or switched to paper, as the system will not sync submissions if there is any student with status "Pending".



### Important Links:

To download Secure Browser	<a href="https://moe.ae/33">https://moe.ae/33</a>
Schools ACUs links	<a href="https://moe.ae/3">https://moe.ae/3</a>
Swift Assess link	<a href="https://sa.moe.gov.ae">https://sa.moe.gov.ae</a>

### Get support

Kindly contact the IT service desk directly.