



Foras Taighde ar Oideachas
Educational Research Centre

DOTS Online Testing Quick Start Guide

Setting up and administering test sessions on DOTS

1 Create your test session

Test Scheduler - Online Test Session - Create Session

- ✓ Name your test session
- ✓ Select the test type
- ✓ Set the testing dates
- ✓ Choose the class group
- ✓ Remove any students not sitting the test
- ✓ Save



Tip: Set the session active for at least 7 days to allow absent students to complete their test

2 Prepare for Testing

Test Scheduler - Options - Get Password

- ✓ Download and print login slips
- ✓ Keep the cover sheet for testing day
- ✓ Download the Administration Manual
- ✓ Check devices and internet connection
- ✓ Ensure staff are familiar with the testing process

3 Administer the Test

On the day of testing:

- ✓ Give each student their login slip
- ✓ Guide students to the login page
- ✓ Read the Test ID to begin the assessment
- ✓ Complete practice questions together
- ✓ Monitor progress using Session Monitor



For two-part tests, provide the second password only once all students have completed Part A

4 Finish the Session

Test Scheduler - Options - Finish Session

- ✓ Ensure *all* students have completed testing
- ✓ Close the test session
- ✓ Access results in Reports
- ✓ Download reports and store safely on school system

Before Testing:



Student login slips
printed



All devices are charged
& updated



Reliable Internet
Connection



Administration manual
available



Quiet testing
environment



Need Help?



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Monday to Friday
9:00am - 4:30pm

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