

Provincial Exams Technical Guide for Adjudicators

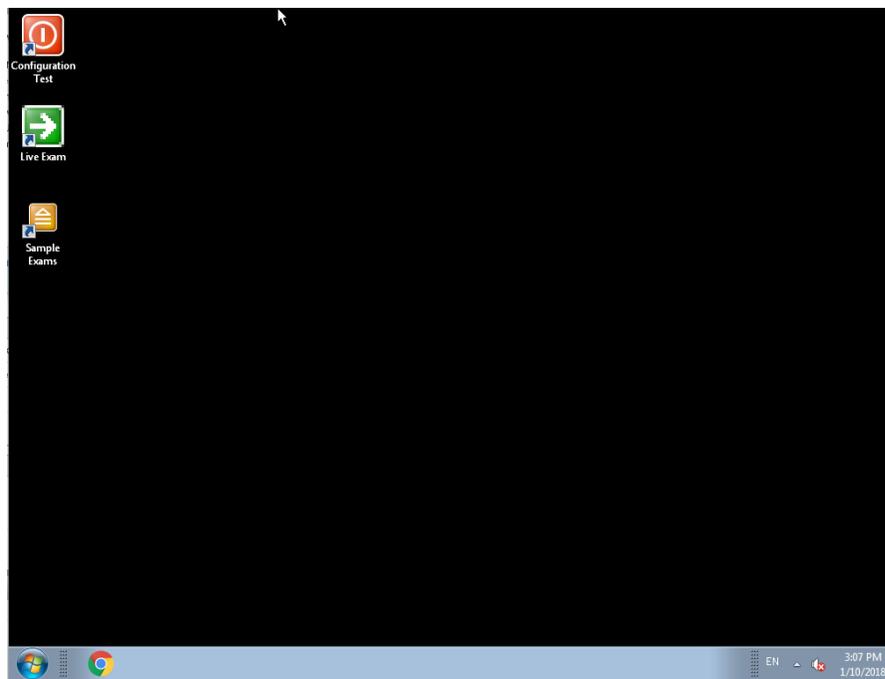
This document describes how to access online Provincial exams (eExams) using Windows-based devices and Chromebooks. This information should be shared with staff overseeing online at your school.

1) PROVINCIAL EXAMS ON WINDOW DEVICES

Students using school Windows workstations to access the Provincial exams need to log into the workstation using the generic account created for the school. The credentials are:

Username: ##exam (where ## is the school number, e.g., 05 for George Jay, 13 for Oaklands).
Password: exam

The generic accounts are locked down to prevent access to drives, network shares and websites. The desktop has three shortcuts: 1) Configuration Test for school technologists, 2) Sample Exam, and 3) Live Exam.

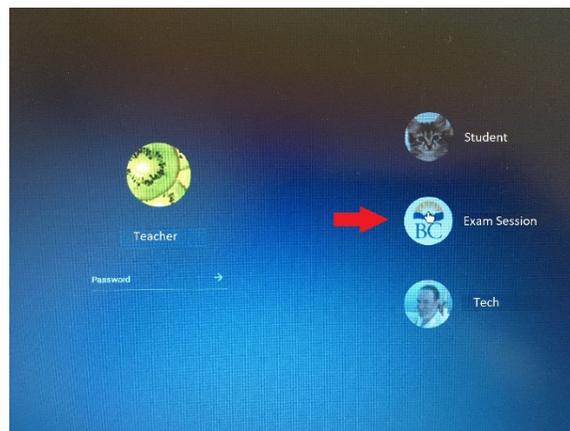
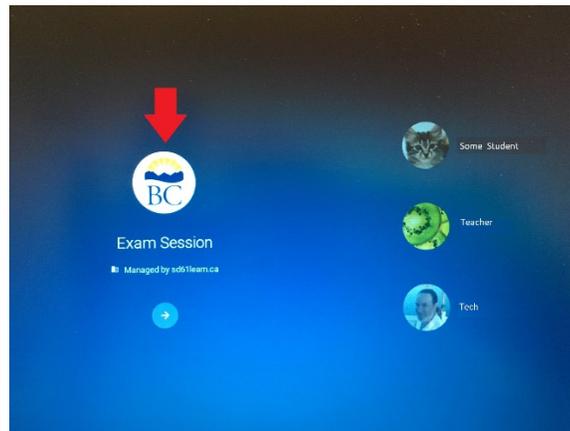


Kurzweil and Read&Write

If a text-to-voice application is required, such as Kurzweil or Read&Write, the student will have to use their personal or a generic District account. Kurzweil will only be available if it has already been deployed to the workstation. To access Read&Write, the student will have to log into the chrome browser with their G-Suite GAFE account. In all cases, enhanced supervision will be required when using non-exam accounts as the user will have full access to their drives, the internet, screen capture, spellcheck, and other programs.

2) PROVINCIAL EXAMS ON CHROMEBOOK DEVICES

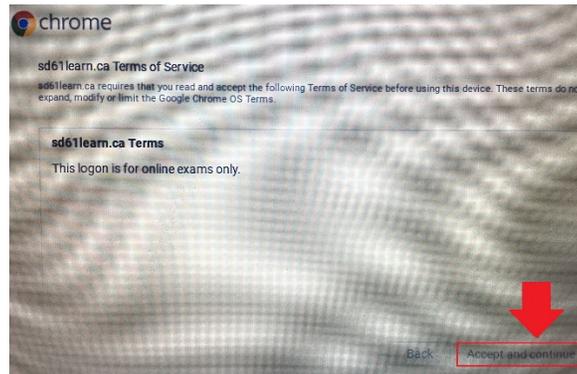
A special Account called “Exam Session” will appear on the Logon screen of all District-owned and G-suite managed Chromebooks, two weeks prior to and throughout the provincial exam testing period. The Exam Session logon will be on its own on the left side of the screen, or as part of a list of previously logged on accounts on the right side of the screen (See Figures below). The account can be easily identified by its BC government emblem, and can be used by any student, whether they have or don’t have a G-suite account.



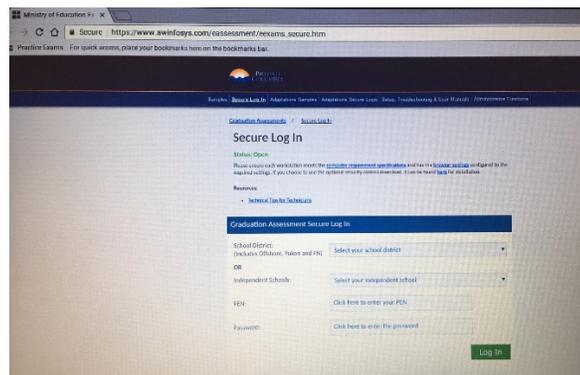
After logon, the user can change the display language and keyboard type from the default settings of “Canadian English” and US, respectively. To confirm, select the arrow button. To change, select the drop-down list:



Accept the terms for using the Exam Session Logon:



Next, the user will be taken directly to the logon site for Provincial exams. Here the student will type in the password supplied by the exam adjudicator.



Settings

Internet browsing and screen shot capability are disabled for this account, and the account is set to exit the Chromebook automatically 4.5 hours after logon. The device is set to sleep after 60 minutes of idle time.

Please note that bookmarks for practice exams are located in the upper left corner of the chrome browser for the Exam Sessions and High school student G-suite accounts.

Using Read&Write

The Read&Write extension is blocked by the vendor for use in Public sessions , and thus not usable in the Exam Session account. Students requiring Read&Write will have to log into the Chromebook using their GAFE account. Please note that the regular GAFE accounts do not have the restrictions required by the Ministry of Education to conduct these Exams: (disabled internet browsing, spell check, network shares, and screen capture, etc.), and thus, enhanced supervision is required when using such accounts to access online exams.