



June 14, 2019

Dear Principal:

Re: Assessment/Exam Administration Information and Electronic Password Letter

The June 2019 session takes place Friday – Thursday, 21-27 June. Please make sure that a copy of this letter is provided to all invigilators.

Access to the sample assessments and examinations is available from:

https://www.awinfosys.com/eassessment/eexams_copyright.htm

Students are strongly encouraged to familiarize themselves with the electronic format using the electronic samples.

Electronic Web Sites:

Regular e-assessment/exams: https://www.awinfosys.com/eassessment/eexams_secure.htm

Adapted e- assessment/exams: https://www.awinfosys.com/eassessment/eexams_adj.htm

Logon Information:

NUMERACY ASSESSMENT: Paper Student Response Sheets MUST NOT be altered for use by another student. Schools must print student response sheets for any late registrants who do not have pre-printed response sheets in the boxes sent to the school by the Ministry. The QR code in the top right corner of every Response Sheet contains the same information as is printed at the top of that sheet. The QR code is scanned by the marking system and links the student's Response Sheet answers with the ones the student entered on the computer.

Changing the printed information to allow the response sheets to be used by another student will create an error. The responses entered on the computer by the student writing the assessment will not be connected to their Student Response Sheet answers that will be scanned into the marking system from the QR code and assigned to the original student.

PLEASE REFER TO PAGE 4 FOR PASSWORDS.

Electronic Password Security:

The information contained within this electronic password letter is confidential and must be kept secure; do not give this letter directly to students.

Administrator Functions and Preview Password:

Admin functions: https://www.awinfosys.com/eassessment/eexams_admin.htm

Principals/Invigilators need a username and password to generate supervisor reports (list of students registered and list of confirmation codes) and preview assessments/exams.

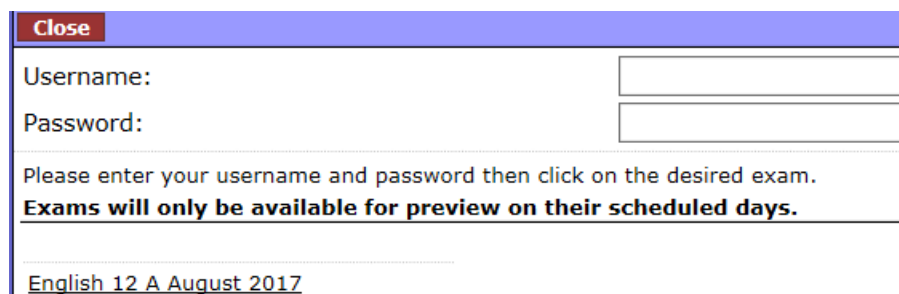
Your Administrator Username: Your eight-digit school code (e.g. 02222022)
Your Administrator Password: SHARK

Previewing:

School administrators and teachers can preview the assessments and exams using the *Preview an Assessment* option, which is only accessible during the administration of exams and assessments.

To use the Preview function, follow the steps below:

1. Select *Preview an Assessment* option within the administrator functions and a screen similar to the following **example** will appear:



The screenshot shows a web interface with a blue header bar containing a 'Close' button. Below the header, there are two input fields: 'Username:' and 'Password:'. Below these fields, there is a message: 'Please enter your username and password then click on the desired exam.' followed by a bolded warning: 'Exams will only be available for preview on their scheduled days.' At the bottom of the interface, there is a link: 'English 12 A August 2017'.

2. Enter the administrator username and password, then select (click on) what you wish to preview.

Contacts:

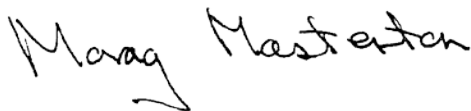
If you have any technical questions, please review our website at:

https://www.awinfosys.com/eassessment/eexams_setup.htm or contact one of the following individuals:

<p>Technical</p> <p>For difficulties logging students in or computer/ electronic problems during the session, <u>stop using the computer immediately</u> and call Technical Support:</p> <p style="text-align: center;">AWIS (A Willock Information Systems)</p>	<p style="text-align: center;">1-866-558-5339 support@awinfosys.com</p>
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<p>Ministry of Education Morag Masterton Exam Administration</p>	<p>250-356-0953 morag.masterton@gov.bc.ca</p>
<p>Jennifer Halbert Adjudications</p>	<p>250-812-4715 jennifer.halbert@gov.bc.ca</p>

Sincerely,



Morag Masterton
Education Programs Division

BC AND YUKON SCHOOLS PASSWORDS

SESSION JUNE 21 – 27, 2019

NOTE: Session passwords can be used to log students in during the scheduled 3-hour assessment or exam time. If an invigilator allows a student a late log in – **only up to 30 minutes from the start**, the same password may be used.

However, any such student must complete the assessment or exam within the scheduled 3-hour period.

	Friday, June 21		Passwords
NME	Numeracy Assessment	All day	NME1906ZRWSC
	Monday, June 24		
NME	Numeracy Assessment	All day	NME1906GRZWH
NMF	Évaluation de numératie	All day	NMF1906LLBNS
	Tuesday, June 25		
NME	Numeracy Assessment	All day	NME1906VBZTL
	Wednesday, June 26		
NME	Numeracy Assessment	All day	NME1906GYJTS
	Thursday, June 27		
NME	Numeracy Assessment	All day	NME1906BVGHB

LANGUAGE ARTS 12

	Monday, June 24		Passwords
EN12	English 12	9:00 am-11:00 am	EN12YQSYC
EFP12	English 12 First Peoples	1:00 pm–3:00 pm	EFP12JNGRZ
	Tuesday, June 25		
FRALP12	Français langue première 12	9:00 am-11:00 am	FRALP12YCYSV
FRAL12	Français langue seconde-immersion 12	1:00 pm–3:00 pm	FRAL12NBQPY
	Wednesday, June 26		
COM12	Communications 12	9:00 am-11:00 am	COM12HTCLW