Guide to the E-SESS Participant Interface

Introduction

Welcome to the E-SESS online assessment system. This visual guide to the E-SESS participant interface explores each element of the interface from the login screen to the assessment. Each image includes numbered labels. The labels are explained below the image.

Important Information

As a participant, you need to know what assessment you are supposed to be taking. Check to see that the test you think you should be taking is the one that appears on the Participant Home page. Before you click **Begin**, make sure the correct test is listed. If it is NOT the correct test, let your proctor or adviser know immediately so you can be moved to the correct test. You must click **Submit for Grading** when you are ready to have your assessment scored. If you do not click **Submit for Grading**, the system will lock you out when your time (if taking a timed assessment) has completely expired and the system will record you as having used the entire allotted time. For example, Jim takes an assessment and is done in 20 minutes, but the assessment has a one-hour time limit. If Jim clicks **Submit for Grading**, the system will record him as using 20 minutes. If Jim does not click **Submit for Grading**, then the system will wait until the full hour has run out and will then record him as using one hour.

If you have questions about using this interface, please contact your assessment administrator or e-mail E-SESS customer service personnel at esess@pitsco.com.

Participant Login Page
You must be registered to get beyond this point. The information you provide is NOT case sensitive.

1. **Organization –** This information should be provided to you by your administrator. Include spaces where applicable.
2. **First Name –** Type your first name **as it was provided to you** on your password notification paper. You can request a correction after you are logged in if it is inaccurate.
3. **Last Name –** Type your last name **as it was provided to you** on your password notification paper. You can request a correction after you are logged in if it is inaccurate.
4. **Password –** Type your password **as it was provided to you** on your password notification paper. The first and last digits may be letters. All other digits are numbers.
5. **Log In –** Click this button to proceed after you have entered all the necessary information described above.
6. **Participant Guide –** This link will open the Participant Guide.

General Instructions:
The General Instructions page may contain important information. Take time to read the page. It may contain instructions that are critical to completing the assessment(s) successfully. Some organizations require you to verify that you have read the information on this page. If that is the case with your organization, you may see checkboxes beside sentences. If verification is not required, simply click **Continue** or **Edit Profile** after reading the on-screen text.

1. **Information –** Your organization may put important information here for you to read. It is important that you read whatever information that is here carefully. If your organization requires verification, read the text and check the box. If there are checkboxes, you must check the boxes before you will be allowed to proceed. Do not check the box until you have read and understood the text beside it. If you have questions regarding the text, contact your assessment administrator.
2. **Continue or Edit Profile –** The Continue button will become enabled after all the required checkboxes on the page are checked. Click this button to proceed. Instead of a Continue button, there may be an Edit Profile button. The Edit Profile button will become enabled after all the checkboxes have been checked. This button will take you to the Demographic Data page. You must fill out any of the fields that have an asterisk next to them. Click **Submit** when all required fields have been filled out.

Participant Home
The program menu is the main page. On this page, you can start your assessment(s).

1. **Participant Name –** The name of the participant that is logged in.
2. **Log Out –** Click this button to log out of the system.
3. **Begin/Status –** The Begin button will start the selected assessment. Click this button when you are ready to start taking the assessment. Do not click it before you are ready to start. Some assessments have a time limit. This time limit is determined by your organization. There may be times when you are signed up for more than one assessment; make sure that you are clicking **Begin** for the correct assessment. If the assessment has been completed and the Performance Report is available, click **View Performance** to see that data.
4. **Assessment –** The name of the assessment for which you have been enrolled.
5. **Details –** This section may include the following information:
   a. Assessment details
   b. Score details
   c. Action preventing you from beginning
6. **Participant Guide –** Click the **Question mark** icon to open the Participant Guide.

Sample Assessment Item:

This is an example of an assessment item. After you click **Begin** on the Participant Home page, you will see a screen similar to this one.

1. **Time Remaining –** If the test is timed, the time remaining will be displayed here and run down to zero.
2. **Assessment Name –** The name of the assessment.
3. **Participant Name –** The name of the participant logged in.
4. **Close Assessment –** This button launches the Submit page. If there are unanswered items, you can choose Continue working to go back or Submit the assessment to send answers for grading.
5. **Network Status –** This icon has three states:
   a. Dark blue: Nothing has been sent to the server. The assessment remains in this state until an answer is selected.
   b. Yellow horizontal ellipsis: Waiting for server response. Indicates answers have been selected but not sent to the server yet.
   c. Green check mark: All answers have been saved. Indicates selected answers have been sent to the server and saved.
6. **Progress bar –** Indicates test progress or review mode.
7. **Previous Item –** Navigates back to the last question.
8. **Item Count –** This displays the current item number and the total number of items on the test.
9. **Mark for review –** Use this bookmark if you wish to mark the item for review. If you do so, the bookmark will be highlighted blue. Bookmarked items are visible when using Show marked items. You may mark as many items as you like for review. Items may be answered or left blank when marked for review. It is a visual reminder only. It does not affect the assessment.
10. **Next Item –** Navigates to the next question.
11. **Go to Item –** Click this button to select a specific question to go to.
12. **Question and Answer options –** Item text and available option choices. Unanswered questions are marked incorrect. Click the option box to select your answer. You may choose only one option. You can change your answer by clicking a different option. After a question has been answered, you cannot cancel the option to leave the item unanswered.
13. **Calculator –** If the calculator is available in the assessment, click this button to gain access to a basic 4-function calculator.
14. **Review Items –** Click this button to display all the items for the entire test. Use the scroll bar to navigate through the items. Review Items mode is also active after you answer the last question. Reviewing items displays all chosen answers highlighted blue. Answers can be changed in review mode by clicking a different option.
15. **Show unanswered –** Click this button to display only unanswered questions.
16. **Show marked items –** Click this button to display only items that have been marked for review.
17. **Submit for Grading –** This button is only visible while in Reviewing items mode. When you are finished with your test, click **Submit for Grading** to confirm test submission.
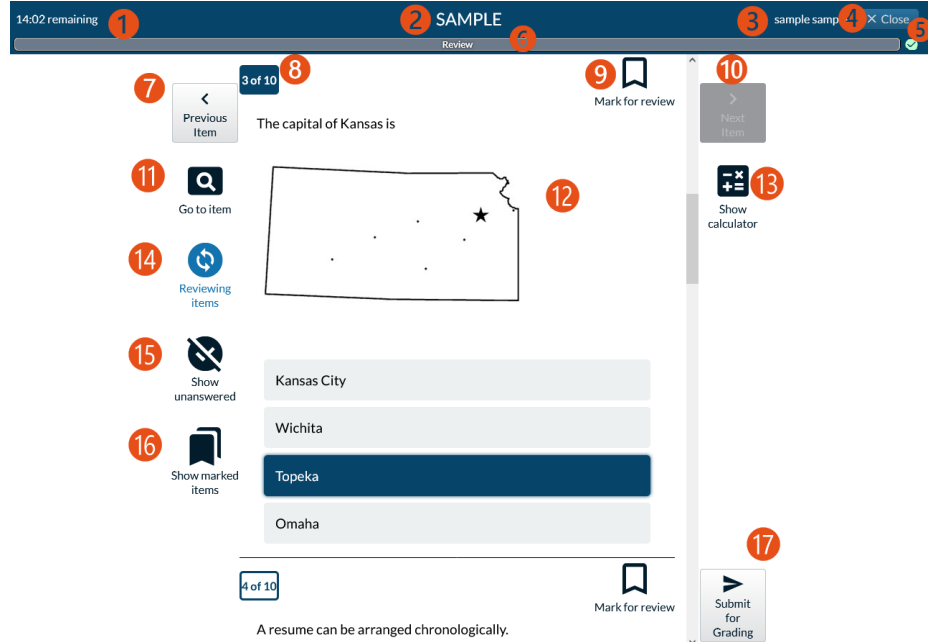
Assessment Submission

After you click **Submit for Grading**, you will see the Assessment Submission page. It gives you an opportunity to continue working or to finalize the submission.
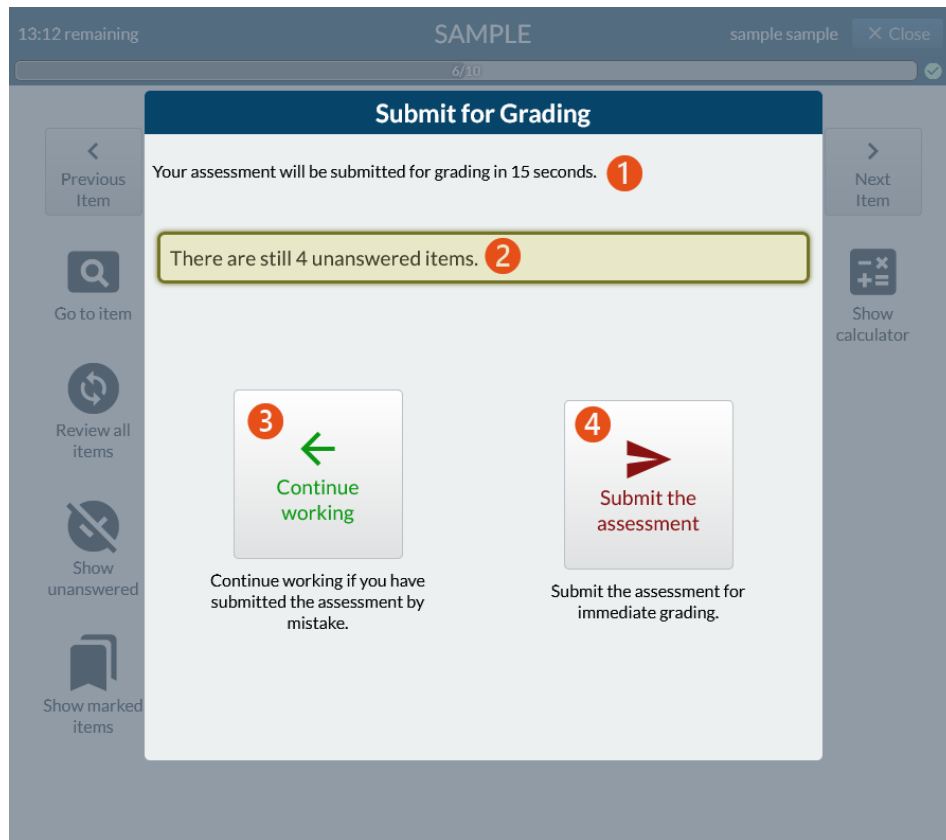
1. **Submission Text –** This text shows the remaining time before your test is automatically submitted if you take no action.
2. **Unanswered item status –** If there are unanswered items, this text will show how many items have not been answered.
3. **Continue working –** Clicking this button takes you back into the assessment and allows you to continue working.
4. **Submit the assessment –** Clicking this button submits your assessment for grading and brings up any conclusion text, such as the score if it is available.