





ISEB ONLINE ASSESSMENT IN MANDARIN CHINESE

QUICK GUIDE

For technical queries, please contact **Dragons Teaching**, ISEB's technical partner:

 **020 3574 9242**
 info@dragonsteaching.com

For all other queries, please contact **ISEB**:

 **01425 470555**
 enquiries@iseb.co.uk

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Register

- All candidates must be registered on the ISEB registration website reg.iseb.co.uk.

Inform

- Schools will receive an email with a link to their **School Panel** account from Dragons Teaching.
- The School Panel will contain candidate information and resources required to undertake the assessment.
- Sensitive candidate information and resources will only become available during the assessment session.

Schedule

- Schools must assess available resources and book a suitable room with computers and internet access.
- The assessment must be taken during the window set by ISEB's assessment timetable www.iseb.co.uk/Schools/Examination-dates-timetables. Each element of the assessment must be completed in a single sitting.

Setup

- Schools carrying out the assessment must check the compatibility of their network and equipment by visiting online.iseb.co.uk/ISEB/schooladmin
- Schools carrying out the assessment must ensure that a suitable test environment is provided and there will be no interruptions or disturbances.
- The web browser for each computer should be on the ISEB assessment website online.iseb.co.uk/ISEB/schooladmin in preparation for when the candidates arrive.

Administer

- Schools administer the assessment. If they have technical problems, they should contact Dragons Teaching, ISEB's technical partner on **020 3574 9242** or info@dragonsteaching.com.
- It is strictly forbidden for those responsible for administering the assessments to pass on information about the content to any other member of staff, or to parents or pupils.

Results

- Results are accessed from the **School Panel** at online.iseb.co.uk/ISEB/schooladmin.