





# ISEB ONLINE ASSESSMENT IN MANDARIN CHINESE



## QUICK GUIDE

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

 **020 7228 8501**  
 [info@dragonsteaching.com](mailto:info@dragonsteaching.com)

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

 **01425 470555**  
 [enquiries@iseb.co.uk](mailto:enquiries@iseb.co.uk)

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### Register

- All candidates must be registered on the ISEB registration website [reg.iseb.co.uk](http://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](http://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](http://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](http://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 7228 8501** or [info@dragonsteaching.com](mailto: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](http://online.iseb.co.uk/ISEB/schooladmin).