**How to Create and Administer the Test**

1. To enter the dashboard, click “examiner login”, enter your username and password, and click “login”.
2. To choose your desired language, click the green button in the top left corner of the page.
3. Review the examinee’s information and check that it has all been entered correctly by clicking on “examinee”.
4. Click on “Dashboard” under action menu, and click on “Start Assessment”.
5. Add a new assessment by clicking on “Add New” and typing in the assessment name and clicking “Insert”.
6. Click on “Examinee”, and then “Start Test”.
7. The test is composed of 63 questions, 3 example questions and 60 questions.
8. The examinee should login by clicking on “Examinee Login” and entering their login information given to them by the examiner.