



CEI TECHNICAL SOLUTION

Copy Procedures for ExamData to and from Exam Users for EduLan Setups

Current Centralised Setups:

If you have a new server and it has been migrated to the new **Centralised services** Image (You login to your workstations using your **Persal** or Supplied login detail), there should already be Exam users created for your school.

To login using the Exam user, you must first know what your school name prefix is. For example: If you are in **Queenspark HS**, your site code will be **QUEHS**, which means that your exam users login username will be **QUES-Exam001**, **QUES-Exam002**, etc.

These Usernames can be used for Mock exams and to practice Exam related tasks.

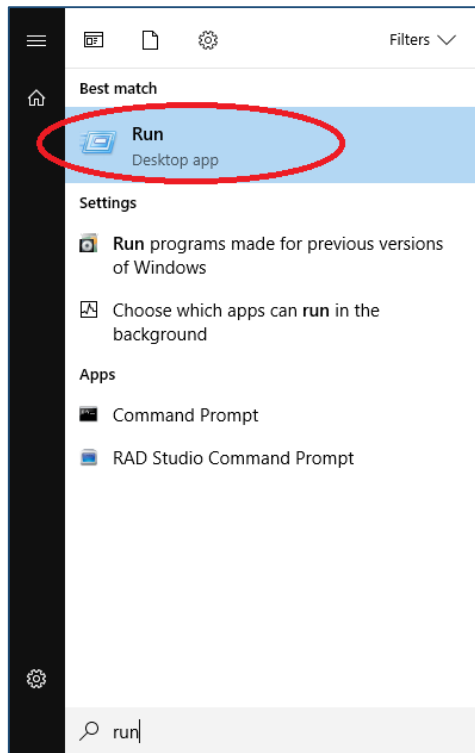
If you are doing an actual exam (like a Mid or End of year exam), a call will have to be **logged** with the **Schools IT Service Desk @ 021 9007123** a week before your exam. Your **call** will be escalated to a team that will **create new Exam users** for your school with **Random passwords**, which will then be sent to the school for distribution to the pupils for use. When you log the call, please make sure that you specify the **amount** of users you will require for your exam otherwise, there may not be enough users created for your school.

How to Copy Exam Data to Exam Users

- Login as an Exam Mentor user on a Workstation. (This is usually a staff member)
- **Ensure** that the **ExamData** that needs to be copied is **accessible**, either via USB Memory Drive or the DVD-ROM on the Workstation that is used for the copying.
- **Browse** to the Exam Data for the Exam and copy it to the **ExamData** folder located on your server
- To access your server, make sure you know your **area** and **SITE** code, followed by your server name. For example: if you are in the Central district and your school name is Queenspark HS, your server name will be **CED-QUEHS-ADS01** (ADS02, ADS03, etc. – depending on how many servers you have onsite and is migrated to broadband).

Step 1 – (Refer to 0:55 in the Video)

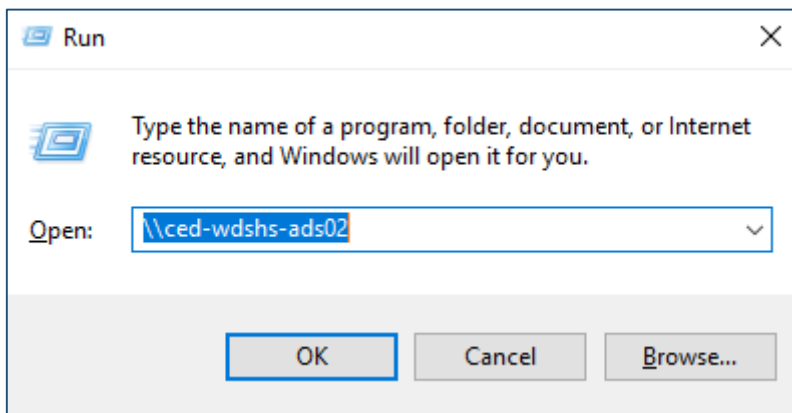
To access your server, you will have to press the **Windows key + R** to open up a RUN command prompt or click on **Start** and type “**run**”. Click on Run to open the RUN command prompt.



The run command will open, as can be seen in the below figure. Please enter your server name in the text field and click “**OK**”.

In our example, we are using Windsor High School. The server name for Windsor High School is **ced-wdshs-ads02**.

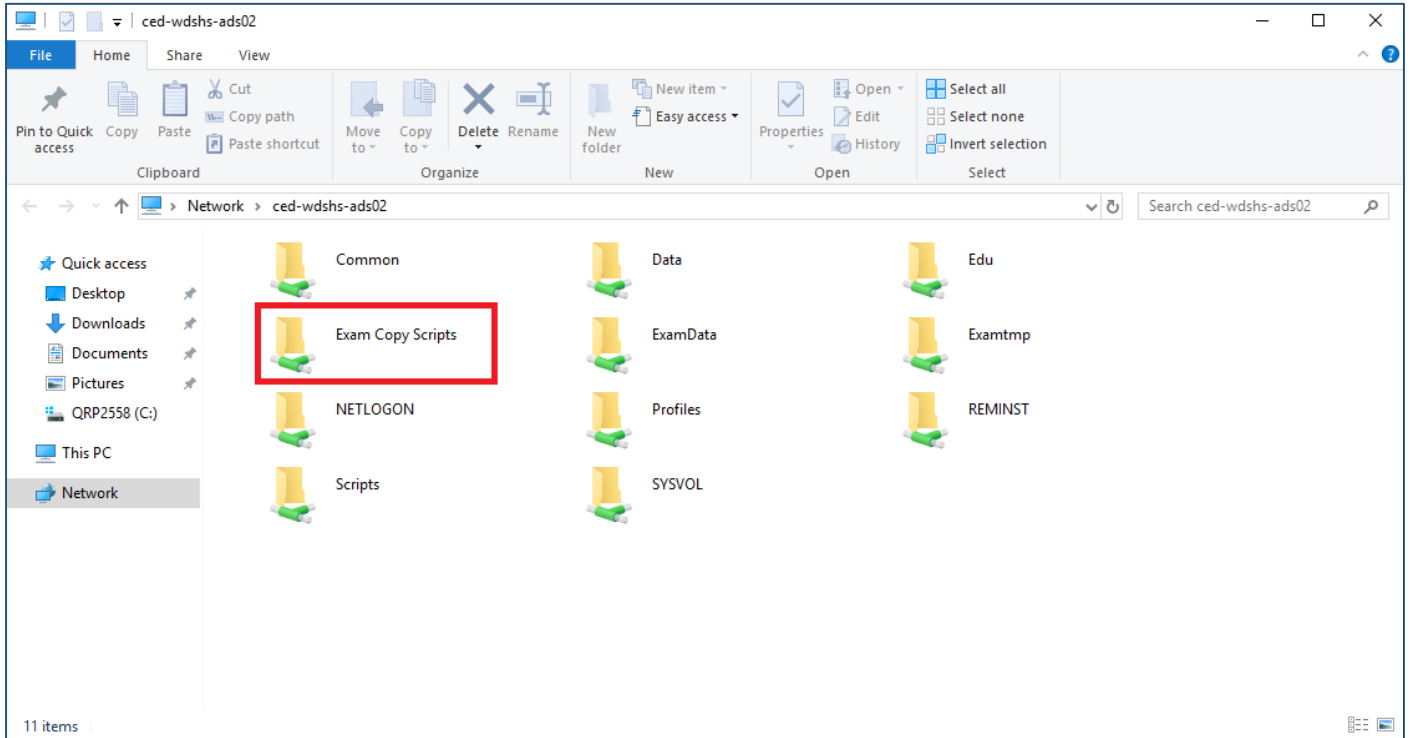
In the text field we entered [\\ced-wdshs-ads02](#) to access this server. **(Please use your own server name and not ced-wdshs-ads02)**



Step 2 - (Refer to 1:06 in the Video)

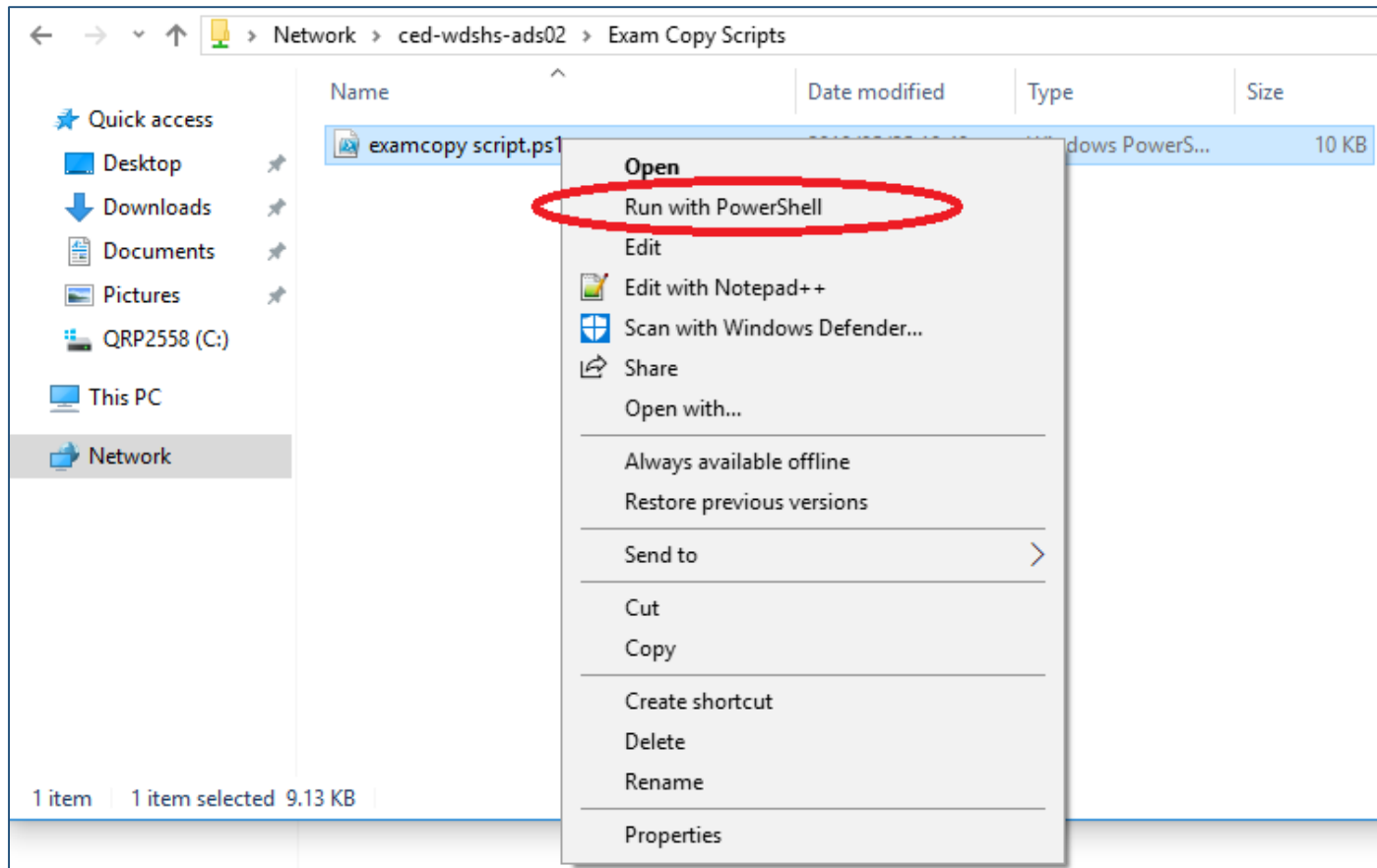
Browse to the “**Exam Copy Scripts**” share on your server or the Exam Copy Script files obtained from CEI on a removable device.

Double Click on “Exam Copy Scripts”

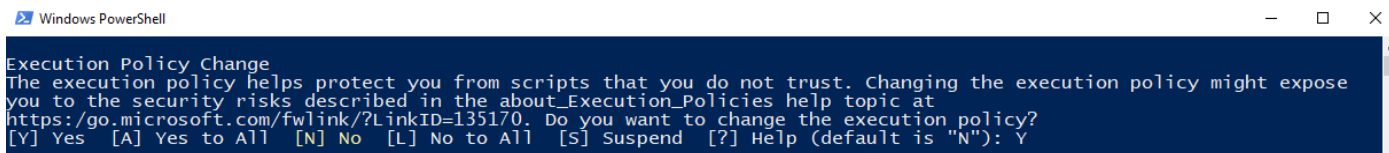


Step 3 - (Refer to 1:15 in the Video)

Right Click on the script called "examcopy script.ps1" and choose the "Run with Powershell" option



You may be prompted to allow execution of the Script, just type Y to continue



Step 4 - (Refer to 1:19 in the Video)

A Window will open with all the instructions needed to copy ExamData to and from Exam Users.

Please select the option “Copy Exam Data to Exam Users”

Script...

1. Please enter your Server name (NOT IP) and the amount of users you want to copy from or To (e.g - If your server is called ced-quehs-ads01, add that as the Server Name, then if you were assigned Exam users 10 - 20, enter 10 - 20 in the Start and End boxes)
2. Select your copy Type (e.g. to copy the exam paper to exam users select "copy Exam Data to Exam Users")
3. Click OK to start. If you are copying to Exam users, a folder will open where you can add your examdata to copy. Add your examdata to the folder and click OK to start copying.

NOTE IF you want different papers for certain users, enter e.g 10 - 15, the paper will then only be copied to users 10 - 15. If you then want to copy a different paper to users 16 - 20, enter 16 - 20 and when prompted, add the correct paper to the central repository to be copied
NOTE Delete the older paper from the Central repository before copying, otherwise the users will get the other paper as well

4. If you selected the "Copy Exam Users Data to Exam Temp" option, a folder will open when done copying. All your exam data will be copied for you to a central location called Examtmp.

NOTE: After copying your data for marking to an external source, please clear the Examtmp folder for use with other Exam papers

5. To Clear Exam User Data Folders for Re-use with other students, select the amount of users you want to clear and select the "Clear User Data" option then click OK to clear the folders for those users

Server Name:

Start: End:

Copy Type:

- Copy Exam Data to Exam Users
- Copy Exam Users Data to Exam Temp
- Clear Exam User Data

Please enter your Server Name and the number of Exam Users.

If you have 20 Exam users, your Start value will be 1 and End value will be 20. Click “OK” once completed.

Script...

1. Please enter your Server name (NOT IP) and the amount of users you want to copy from or To (e.g - If your server is called ced-quehs-ads01, add that as the Server Name, then if you were assigned Exam users 10 - 20, enter 10 - 20 in the Start and End boxes)
2. Select your copy Type (e.g. to copy the exam paper to exam users select "copy Exam Data to Exam Users")
3. Click OK to start. If you are copying to Exam users, a folder will open where you can add your examdata to copy. Add your examdata to the folder and click OK to start copying.

NOTE IF you want different papers for certain users, enter e.g 10 - 15, the paper will then only be copied to users 10 - 15. If you then want to copy a different paper to users 16 - 20, enter 16 - 20 and when prompted, add the correct paper to the central repository to be copied
NOTE Delete the older paper from the Central repository before copying, otherwise the users will get the other paper as well
4. If you selected the "Copy Exam Users Data to Exam Temp" option, a folder will open when done copying. All your exam data will be copied for you to a central location called Examtmp.

NOTE: After copying your data for marking to an external source, please clear the Examtmp folder for use with other Exam papers
5. To Clear Exam User Data Folders for Re-use with other students, select the amount of users you want to clear and select the "Clear User Data" option then click OK to clear the folders for those users

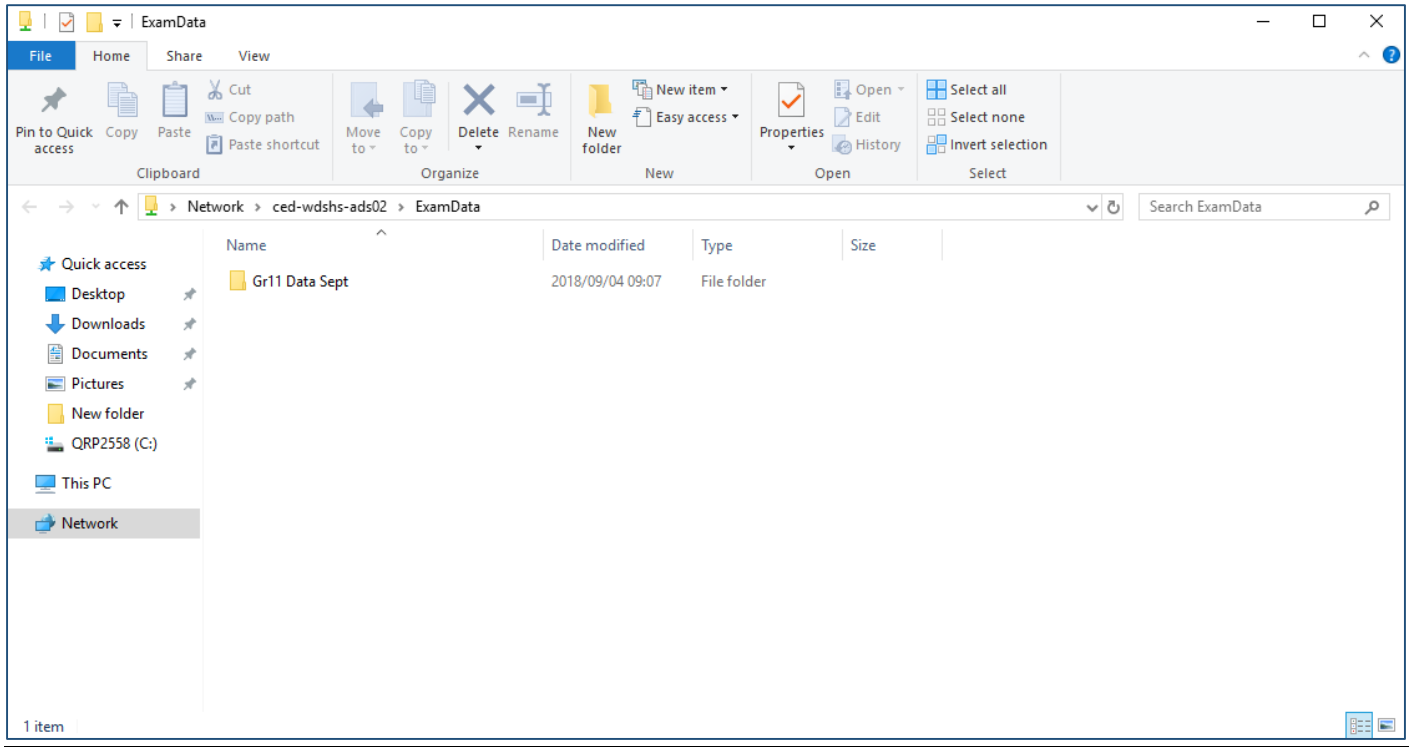
Server Name:

Start: End:

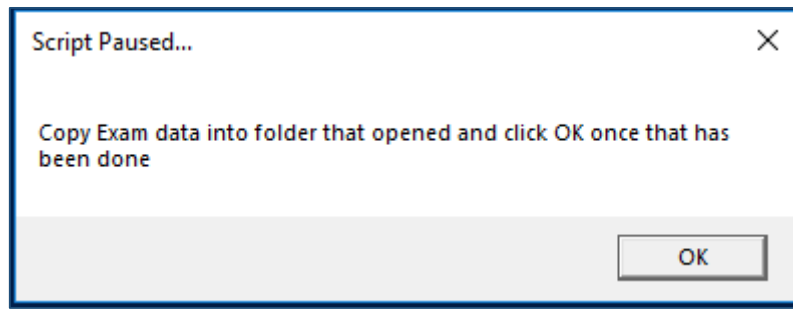
Copy Type:

- Copy Exam Data to Exam Users
- Copy Exam Users Data to Exam Temp
- Clear Exam User Data

A window called “ExamData” will open. Copy your Exam content into this folder and close the folder once completed.



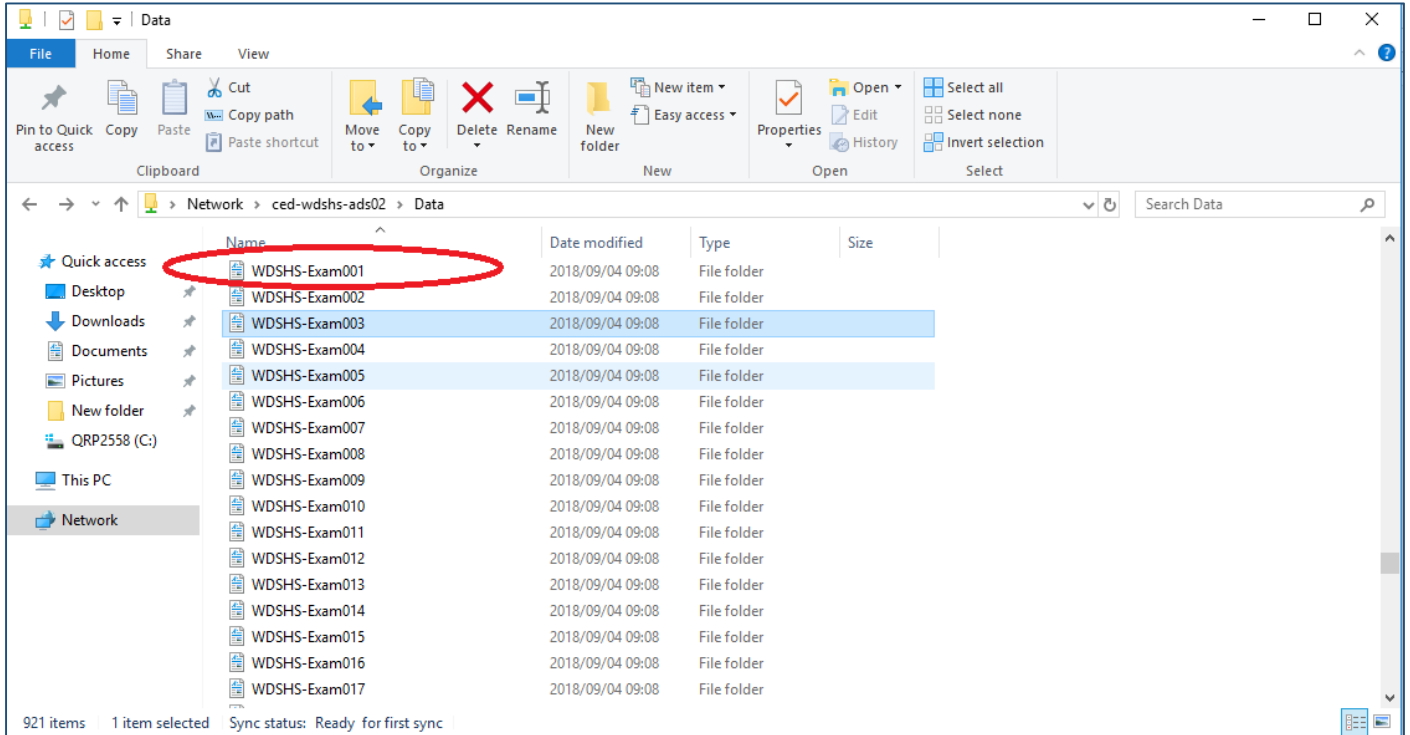
Once you’ve closed the “ExamData” windows, you will see the below popup. Click “OK” to copy your Exam content to your Exam Users.



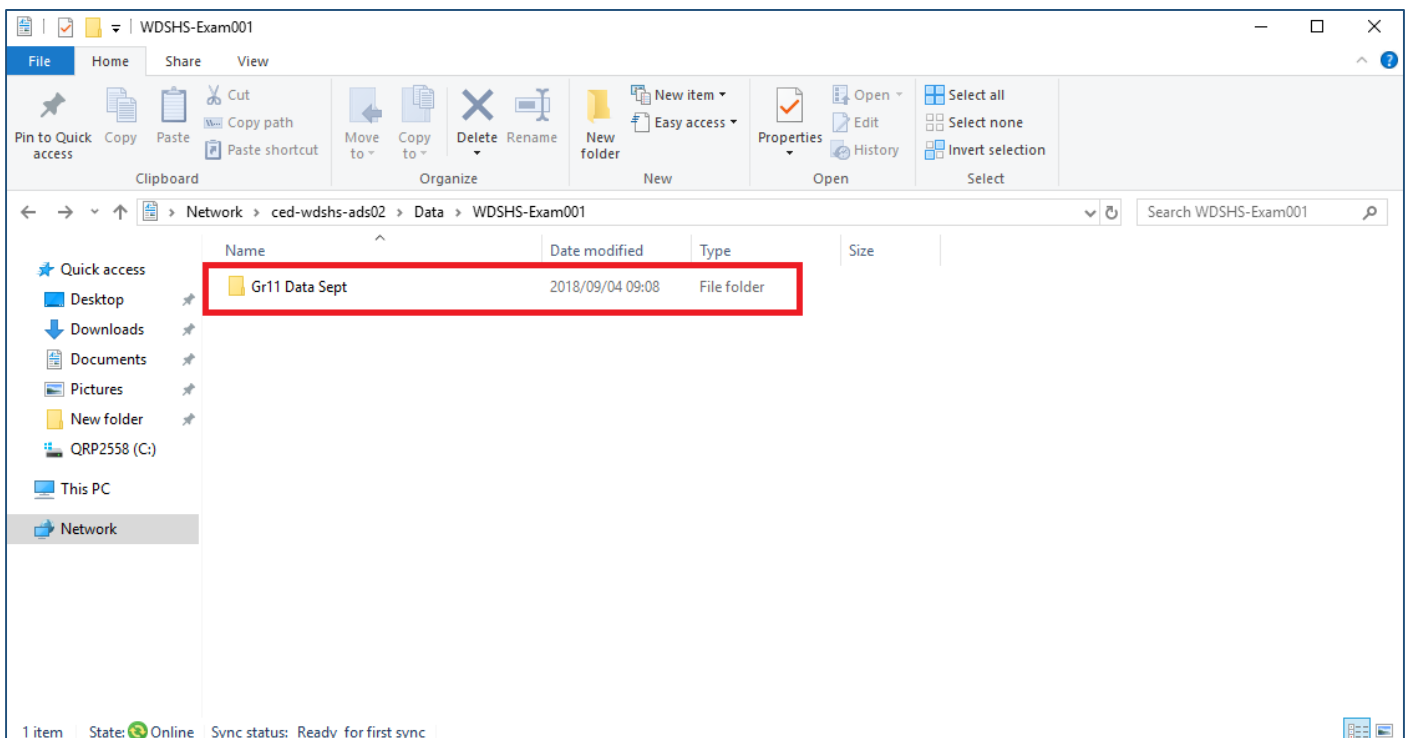
Step 5 (Refer to 3:00 in the Video)

When the script is done with the copying, Browse to exam folders in `\\<yourserver>\data\<schoolname-exam(number)>` and verify that the script copied the exam data to all the folders you specified.

E.g. if your school name is Windsor HS, your exam user data will be under [\\ced-wdshd-ads02\data\WDSHS-Exam001](#), as seen below.



The folders `WDSHS-Exam001` through to `WDSHS-Exam020` should all contain the exam content which you copied in the previous steps. Below we are checking `WDSHS-Exam001` for confirmation:



If the Exam Content is visible, then you have successfully copied the Exam Content to your Exam Learners.

VERY IMPORTANT

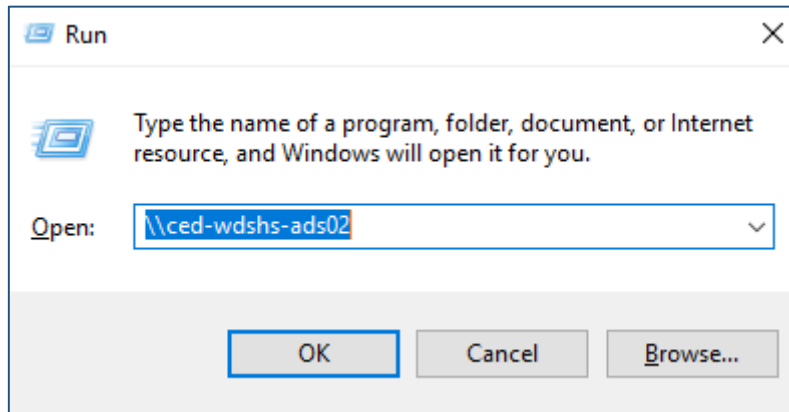
All Learners MUST rename their exam content folders to their own Examination Numbers provided to them by the Education Department.

IF A STUDENT DID NOT RENAME THEIR FOLDER THE DATA WILL BE OVERWRITTEN.

How to retrieve the Exam Data from the Exam Users Profiles and Copy it to the Server (Examtmp folder)

Step 1: (Refer to 4:10 in the Video)

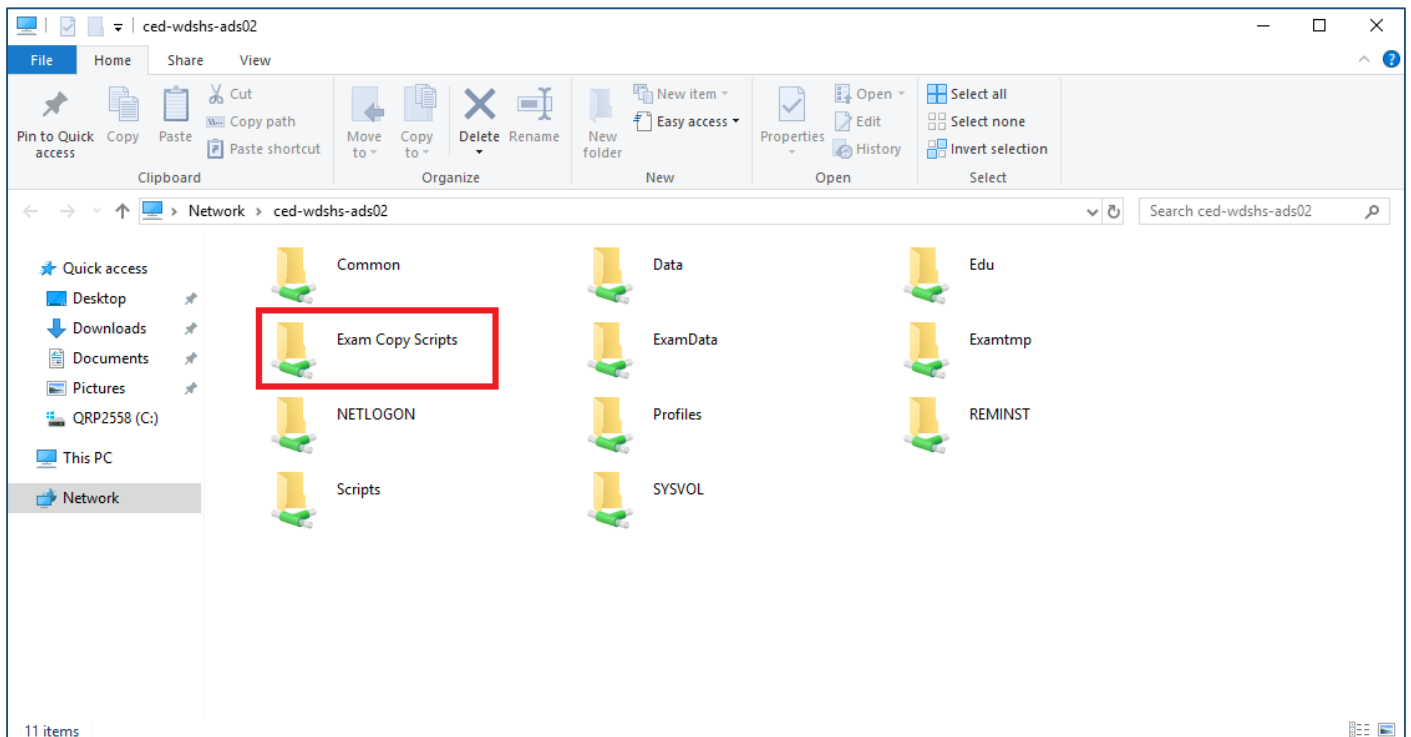
Open a **RUN** command, type in your **server name** and Click “**OK**”.



Step 2: (Refer to 4:21 in the Video)

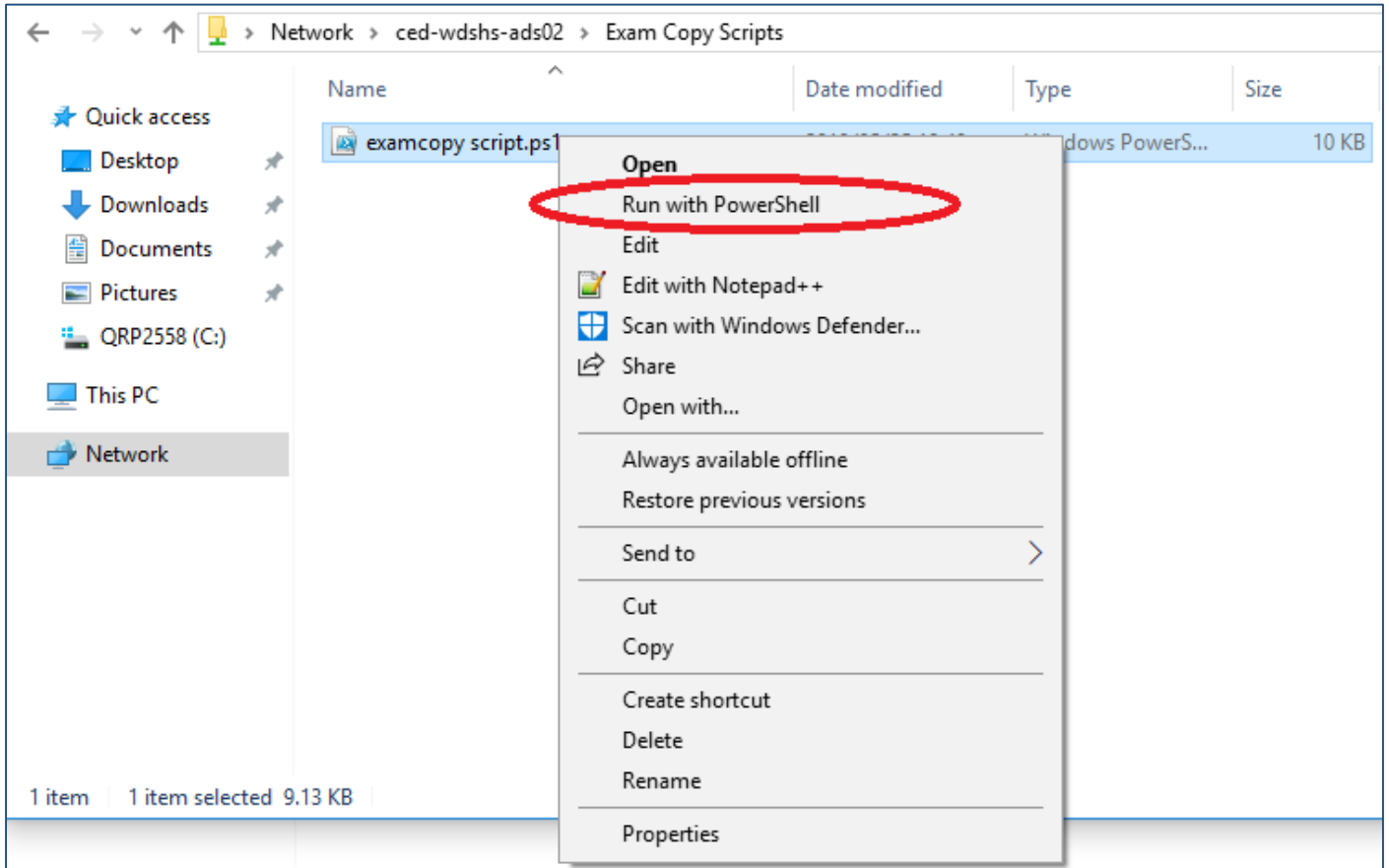
Browse to the “**Exam Copy Scripts**” share on your server or the Exam Copy Script files obtained from CEI on a removable device.

Double Click on “Exam Copy Scripts”

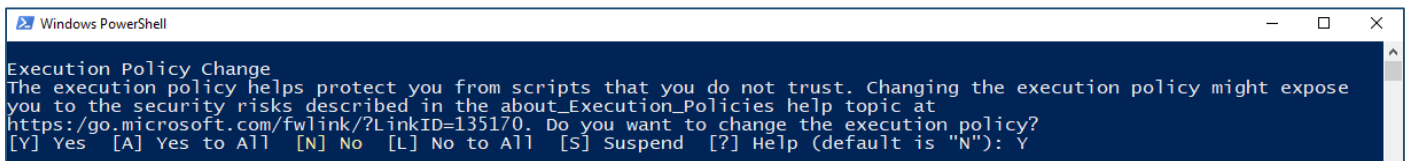


Step 3: (Refer to 4:25 in the Video)

Right Click on the script called "**examcopy script.ps1**" and choose the "**Run with Powershell**" option.



You may be prompted to allow execution of the Script, just type Y to continue



Step 4: (Refer to 4:50 in the Video)

Please select the option **“Copy Exam Users Data to Exam Temp”**, enter your **server name** and **number of exam users** from **start** to **end** and click **“OK”**.

Script...

1. Please enter your Server name (NOT IP) and the amount of users you want to copy from or To (e.g - If your server is called ced-quehs-ads01, add that as the Server Name, then if you were assigned Exam users 10 - 20, enter 10 - 20 in the Start and End boxes)
2. Select your copy Type (e.g. to copy the exam paper to exam users select "copy Exam Data to Exam Users")
3. Click OK to start. If you are copying to Exam users, a folder will open where you can add your examdata to copy. Add your examdata to the folder and click OK to start copying.

NOTE IF you want different papers for certain users, enter e.g 10 - 15, the paper will then only be copied to users 10 - 15. If you then want to copy a different paper to users 16 - 20, enter 16 - 20 and when prompted, add the correct paper to the central repository to be copied
NOTE Delete the older paper from the Central repository before copying, otherwise the users will get the other paper as well

4. If you selected the "Copy Exam Users Data to Exam Temp" option, a folder will open when done copying. All your exam data will be copied for you to a central location called Examtmp.

NOTE: After copying your data for marking to an external source, please clear the Examtmp folder for use with other Exam papers

5. To Clear Exam User Data Folders for Re-use with other students, select the amount of users you want to clear and select the "Clear User Data" option then click OK to clear the folders for those users

Server Name:

Start: End:

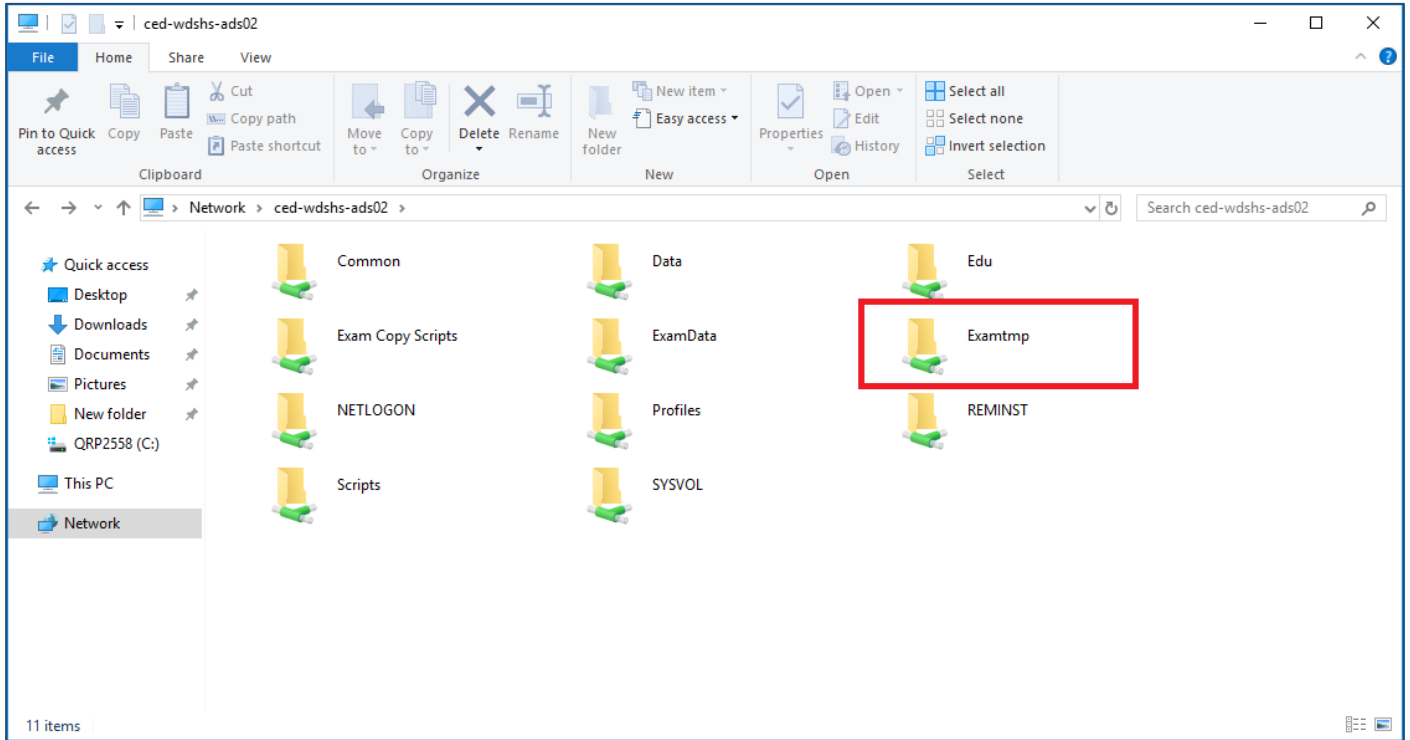
Copy Type:

- Copy Exam Data to Exam Users
- Copy Exam Users Data to Exam Temp
- Clear Exam User Data

The **Exam Data** will now be **copied** from the **Exam Users Profiles** to the “**Examtmp**” folder on the server.

Please note:

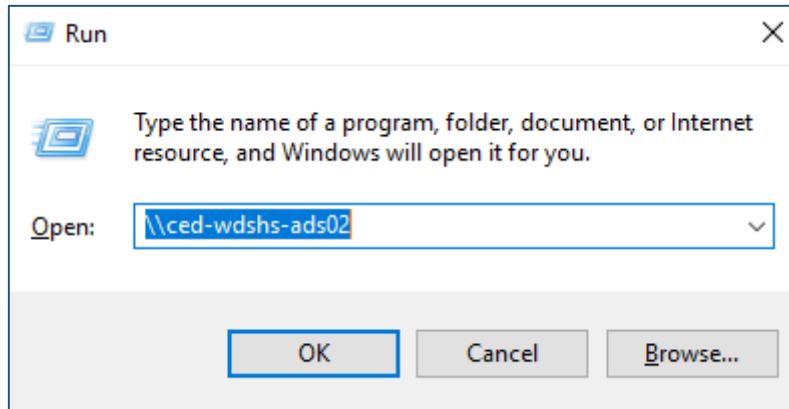
Exam Learners need to change their folder names to their exam numbers before the data is retrieved, otherwise the DATA will be overwritten.



How to clear the Exam Data from the Exam Users Profiles

Step 1: (Refer to 5:25 in the Video)

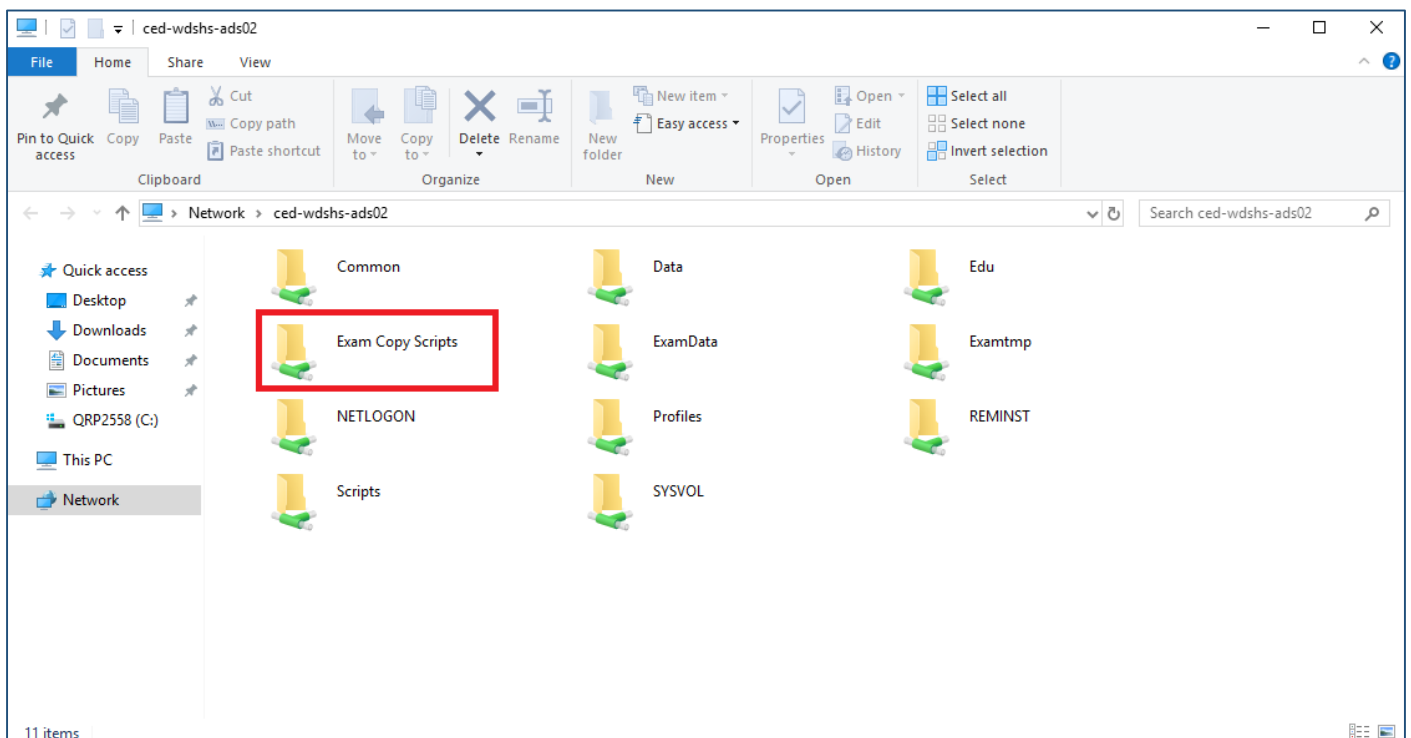
Open a **RUN** command, type in your **server name** and Click **“OK”**.



Step 2: (Refer to 5:39 in the Video)

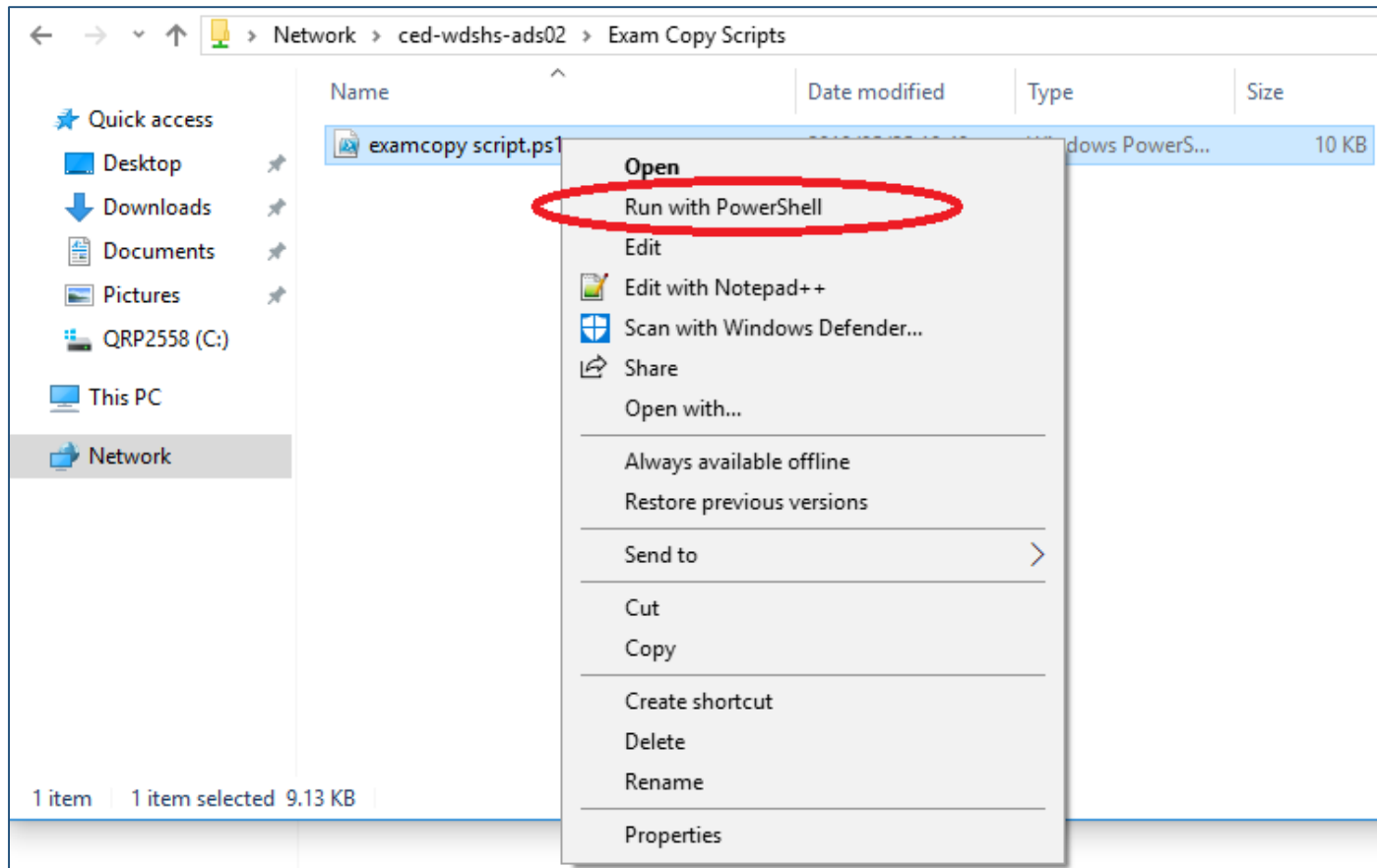
Browse to the **“Exam Copy Scripts”** share on your server or the Exam Copy Script files obtained from CEI on a removable device.

Double Click on “Exam Copy Scripts”

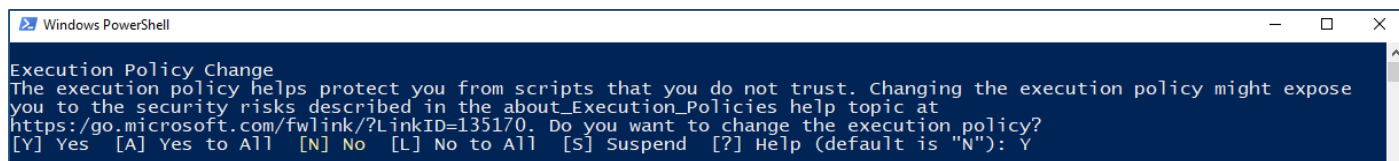


Step 3: (Refer to 5:44 in the Video)

Right Click on the script called "**examcopy script.ps1**" and choose the "**Run with Powershell**" option.



You may be prompted to allow execution of the Script, just type Y to continue



Step 4: (Refer to 5:47 in the Video)

Please select the option “**Clear Exam User Data**”, enter your **server name** and **number of exam users** from **start** to **end** and click “**OK**”.

All Exam User Data will be **deleted** out of the **Exam User Profiles** upon **successful** execution of this script.

Script...

1. Please enter your Server name (NOT IP) and the amount of users you want to copy from or To (e.g - If your server is called ced-quehs-ads01, add that as the Server Name, then if you were assigned Exam users 10 - 20, enter 10 - 20 in the Start and End boxes)
2. Select your copy Type (e.g. to copy the exam paper to exam users select "copy Exam Data to Exam Users")
3. Click OK to start. If you are copying to Exam users, a folder will open where you can add your examdata to copy. Add your examdata to the folder and click OK to start copying.

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4. If you selected the "Copy Exam Users Data to Exam Temp" option, a folder will open when done copying. All your exam data will be copied for you to a central location called Examtmp.

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5. To Clear Exam User Data Folders for Re-use with other students, select the amount of users you want to clear and select the "Clear User Data" option then click OK to clear the folders for those users

Server Name:

Start: End:

Copy Type:

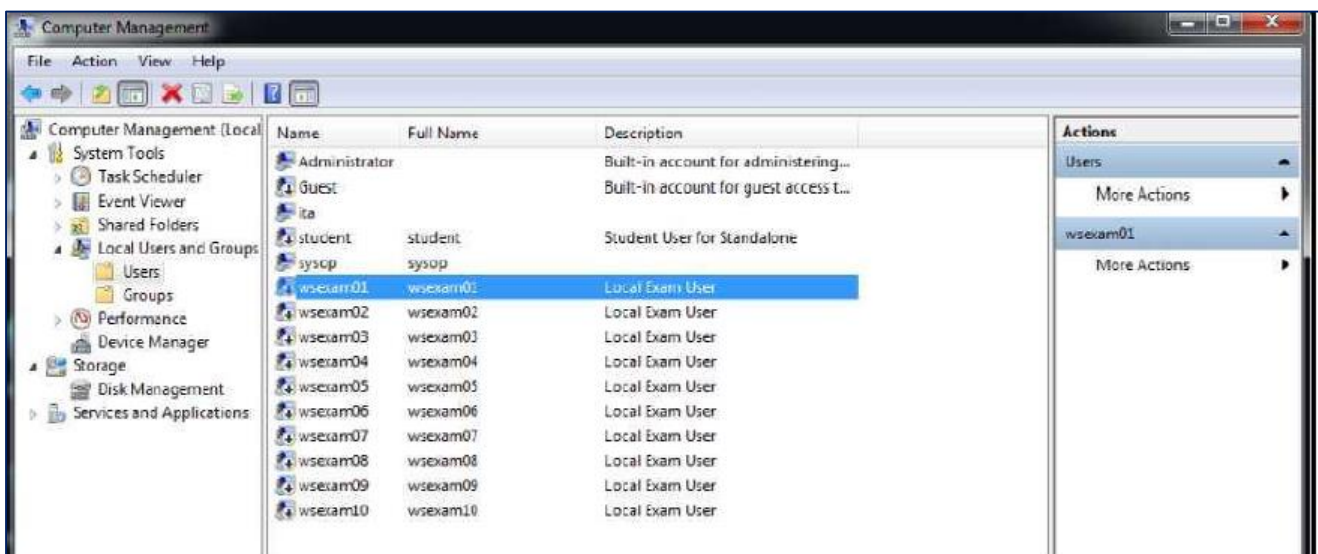
- Copy Exam Data to Exam Users
- Copy Exam Users Data to Exam Temp
- Clear Exam User Data

To enable the student or WSExam user on a stand-alone workstation for Examination Purposes

1. **Unplug** the workstation's network cable.
2. Log on locally as **Sysop**.
3. On the Desktop, **right click** on Computer and click on **Manage**.



4. In the **Computer Management** window, expand **Local Users and Groups** and click on **Users**.



5. On the right side of the window, **double click** on the Student or WSExam user that needs to be **active**.
6. In the Properties window of the specified user, **remove** the tick at **“Account is disabled”** and click OK.



7. Close **all** windows and **log off** as Sysop.

8. Log in **locally** as Student with the password 007. For example, in the username field, type **.\student** and enter the **password** in the password field to logon locally.

Should you experience any issues with the above process, please contact the Schools IT Service Desk on 021 900 7123

Thank you