

AILO Online Preliminary Round 28th January 2020 – Teacher's Guide

To participate in AILO Preliminary Round please follow these steps:

1. Please print off a question book PDF attached per student as this is not available online.
2. The link you receive will be live from 9am to 5pm the day that you said you will do the exam. If you require students to do the exam another day you will need a new link. Contact ailo@adaptcentre.ie if this is the case.
Note: The exam WILL NOT work on Internet explorer. Use Google Chrome (recommended), Firefox, Microsoft Edge or Safari.
3. The Online exam will need to be held in exam conditions with a computer per student. Two hours and 15 minutes is allocated for the 5-question paper (15 mins extra for printing/saving a copy or writing down answers in the booklet too). Once the student presses "Submit" they cannot change their answers but they will be sent to a page where they can view their answers.
4. Prior to submission, the students will be prompted to print or save their answers (print – save as PDF). Please choose which way you will be keeping the answers. A copy must be kept locally.
5. Once the student has written down/saved/printed all of their answers, please ask them to press the SURVEY button at the bottom of the page. Once they press this, they will not be able to see their answers again. The survey should take less than 5 minutes to complete.
6. Collect all question books at the end of the exam (and any answer booklets). Ensure all browsers are closed after the exam is finished. Ensure you have all of the printed answers or the pdf saved answers locally.

Warning: Please warn your students that if they try to go back or refresh the page before they submit their answers, their details and answers will be lost. A warning will pop up if either are accidentally pressed but if the student presses "OK" on the warning box their online answers will be lost and cannot be retrieved.

Note: To get a feel of what the online questions will look like, please go to the online practice round where students can give previous round 1 questions a go:

<https://ailo-online.adaptcentre.ie/practice>

If there is an error or the online round is not working, allow the students to take the written exam and contact ailo@adaptcentre.ie.