

LIBF e-test Installation Guide

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1 Introduction

The purpose of this guide is to describe the processes for installing the LIBF e-test software so that you are able to deliver examinations for your students electronically.

LIBF e-test is an electronic assessment delivery system, designed as a flexible and secure platform to deliver examinations wherever there is a networked group of computers and a connection to the internet.

The system comprises three applications:

- LIBF e-test **Server**
- LIBF e-test **Administration**
- LIBF e-test **Client**

The **Server** is an application that is installed on a designated computer held in a secure environment such as a server room. The Server, once installed, will facilitate communications between your centre and The London Institute of Banking & Finance.

The **Administration** application will connect to the Server and will need to be available to whoever in your organisation is responsible for downloading examinations. It must also be installed on the machine used by the Invigilator. This will be used to download examinations and monitor examination progress, etc.

The **Client** is an application that must be installed on each computer that students will be using to take their examinations. The Client will connect to the Server, securing the Client computer running the examination.

1.1 Contact details

The system has been developed by The London Institute of Banking & Finance in order to provide electronic testing of its awards. If you have any questions or comments, please use the contact details listed below:

Email: helpdesk@libf.ac.uk

Telephone: +44 (0) 1227 828234

The LIBF e-test Customer Support team is available Monday to Friday between 8.30am and 5.30pm, excluding bank holidays.

2 Installing the Server application

The requirements for the Server application are listed below.

Minimum Server Specifications
1 GHz (x86 processor) or 1.4 GHz (x64 processor) 512MB RAM 250MB free disk space Windows Server 2008 .NET Framework 3.5 SP1
Recommended Server Specifications
2GHz or faster 2GB RAM 500MB free disk space Windows Server 2008 R2 .NET Framework 3.5 SP1

The London Institute of Banking & Finance recommends you install LIBF e-test on a dedicated Server. Note that you will need administrative privileges to install the Server. If your Windows Firewall is managed by group policy then you will need to add an inbound and outbound rule allowing the port range 5656 - 5676 (TCP).

Please ensure that you have the necessary items to complete the installation:

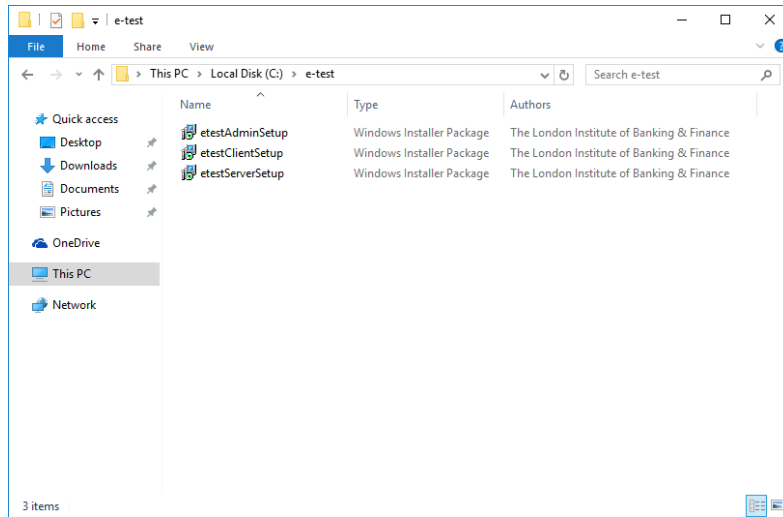
1. This guide.
2. Downloaded LIBF e-test software (<http://www.libf.ac.uk/e-testdownload>).
3. Serial number and Key (these can be found by logging into www.mylibf.com and going to 'My details').

If you have an older version of LIBF e-test already installed, it is recommended that you perform an upgrade in order to maintain your LIBF e-test user data and test sets.

Please Note: *Performing an upgrade will remove all outstanding examinations and results still on your system. You must upload any outstanding results before performing an upgrade or these will be lost.*

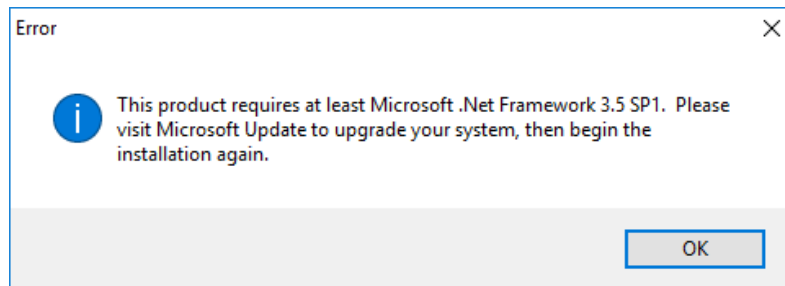
Please carry out the following steps to install the LIBF e-test Server.

1. Log on to the Server using an account that has administrative privileges.
(You may be required to right-click and run as administrator when using Windows 8 / Server 2012)
2. Ensure that your Server is connected to the internet and that User Account Control (UAC) (Windows Vista / 2008 or above) is turned **off** for this installation.
3. Navigate to the location where LIBF e-test has been stored.



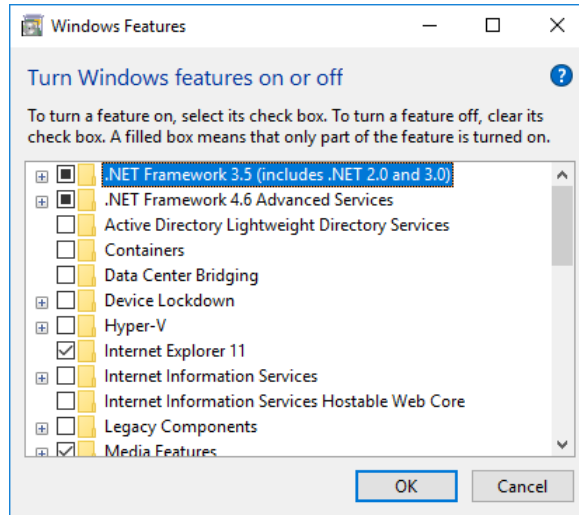
Locate the file called **etestServerSetup.msi** and double-click it.
This will begin the installation process.

4. If your Server already has Microsoft .NET Framework 3.5 SP1 installed, then the installation process will start and you can move on to Step 5. Otherwise you will see the following screen:



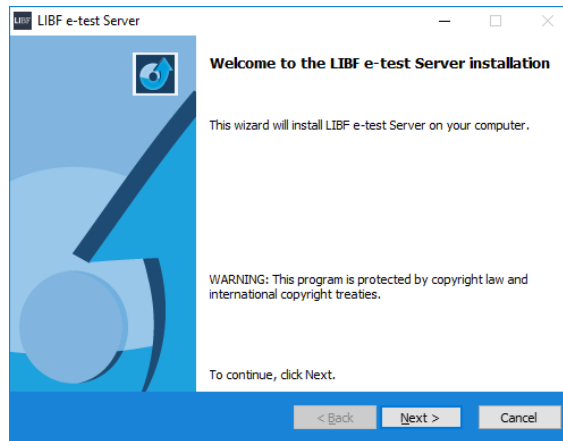
LIBF e-test requires .Net Framework 3.5 SP1 or higher. If this cannot be found on your Server you will receive the above error. Visit Microsoft's website to install this before trying the installation again.

If you are running Windows 7 or higher, you will need to enable .NET Framework 3.5 in the 'Windows Features' dialog box. This can be found under 'Programs and Features':



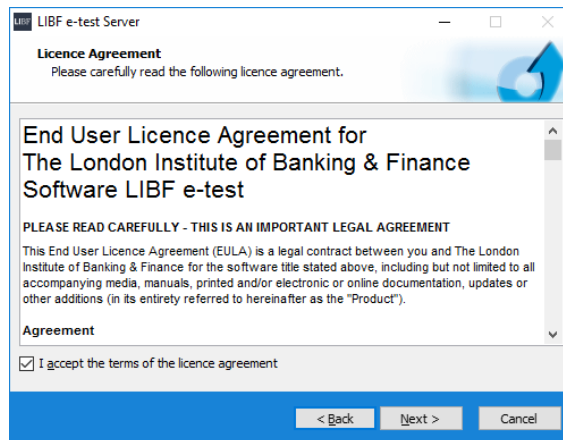
Select .NET Framework 3.5 and click **OK** to install.

5. You will now see an introduction screen as below:



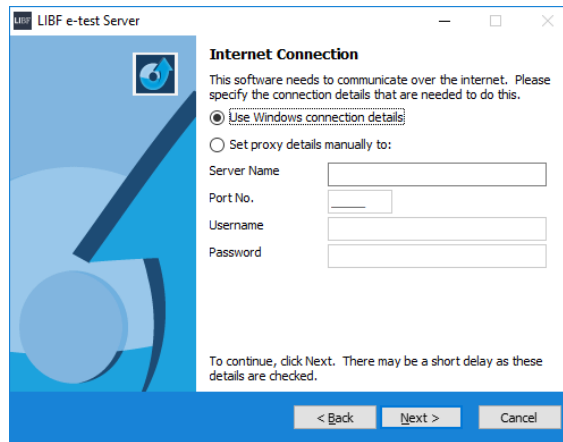
Click **Next** to continue.

6. You will now see an End User Licence Agreement.



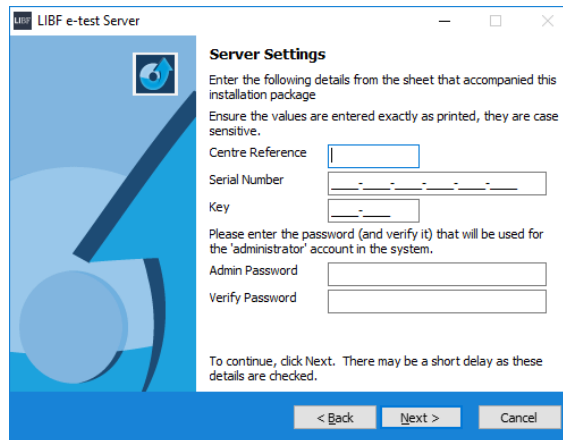
Read this carefully, tick the acceptance box, and then click **Next**.

7. Select and enter proxy details, if applicable.



8. Enter your Centre Reference, Serial Number and Key.

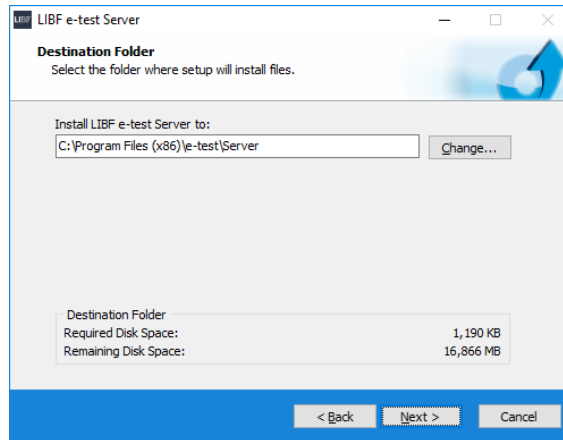
You will need to create an admin password – this is the password that you will use to initially access the Administration System once it has been installed. Please ensure that you remember the password. Should you forget it, you will need to request a new one from The London Institute of Banking & Finance.



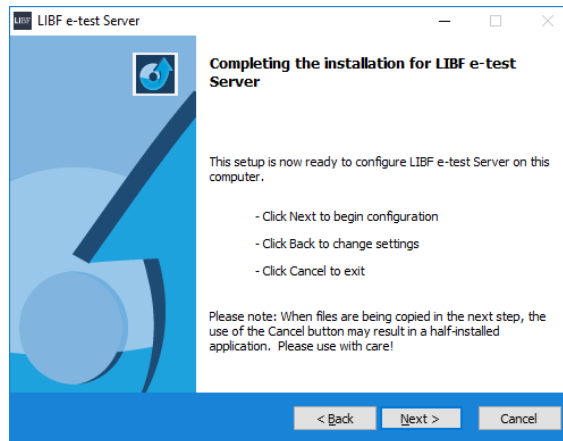
Enter your details, then click **Next**.

Please check the submitted details carefully. If you receive an error message, check that you have entered the details exactly. If you are still unable to connect, please contact The London Institute of Banking & Finance (see the contact details on page 3).

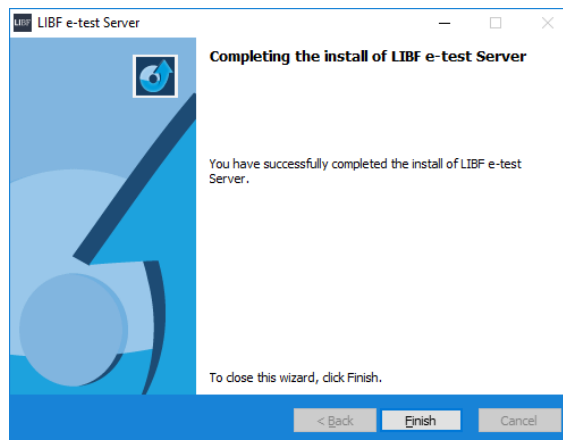
9. Once your details have been successfully validated, you will be asked where you would like the files to be installed.



This will default to the 'Program Files' directory. You may use the **Browse** button to select another location. Click **Next** to begin the installation.



Click **Next** to confirm the settings.



Click **Finish** to complete the Server installation.

3 Installing the Administration application

The requirements for the Administration application are listed below.

Minimum Administration Specifications
1 GHz (x86 processor) or 1.4 GHz (x64 processor) 512MB RAM 50MB free disk space Windows Vista SP2 .NET Framework 3.5 SP1
Recommended Administration Specifications
2GHz or faster 2GB RAM 50MB free disk space Windows 7 .NET Framework 3.5 SP1

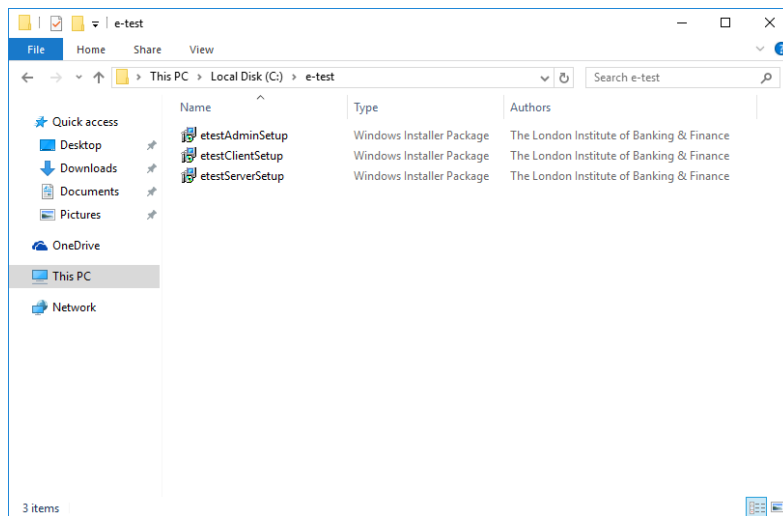
Note that you will need administrative privileges to install the Administration application. If your Windows Firewall is managed by group policy then you will need to add an inbound and outbound rule allowing the port range 5656 - 5676 (TCP).

Please ensure that you have the necessary items to complete the installation:

1. This guide.
2. Downloaded LIBF e-test software (<http://www.libf.ac.uk/e-testdownload>).
3. Your LIBF e-test Server connection details.

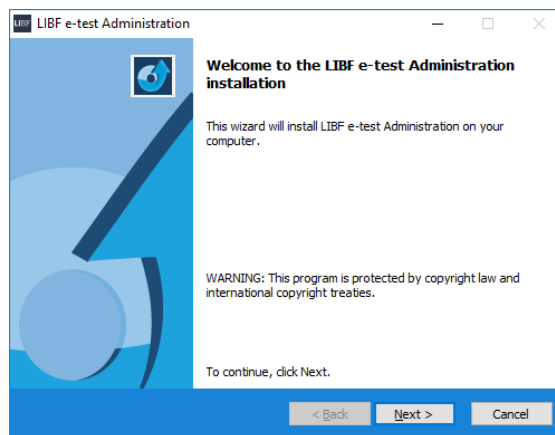
Please carry out the following steps to install the LIBF e-test Administration application.

1. Log onto the Administration PC which will be used for downloading examinations as well as invigilation, with an account that has administrative privileges.
(You may be required to right-click and run as administrator when using Windows 8 / Server 2012.)
2. Ensure that your Server is connected to the internet and that User Account Control (UAC) (Windows Vista / 2008 or above) is turned **off** for this installation.
3. Navigate to the location where LIBF e-test has been stored.



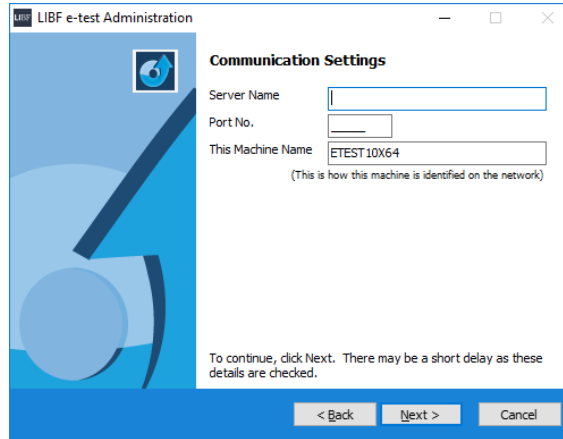
Locate the file called **etestAdminSetup.msi** and double-click it.
This will begin the installation process.

4. You will see an introduction screen as below:



Click **Next** to continue.

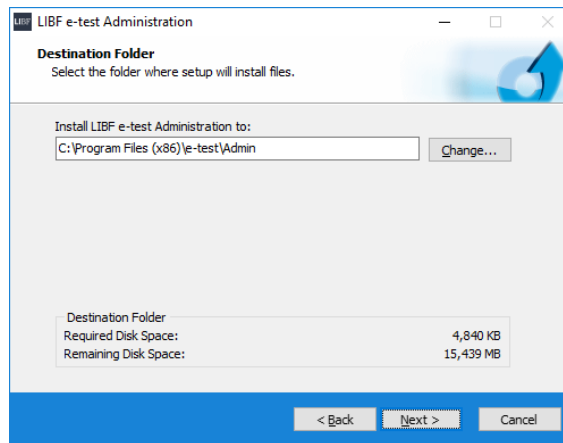
- You will now need to enter the connection details for your LIBF e-test Server that you installed above. The default port number for the Server application is 5656. If this conflicts with any other software, it can be changed. Please contact The London Institute of Banking & Finance for more information.



Enter your connection details, then click **Next** (This can take up to a minute to test connectivity).

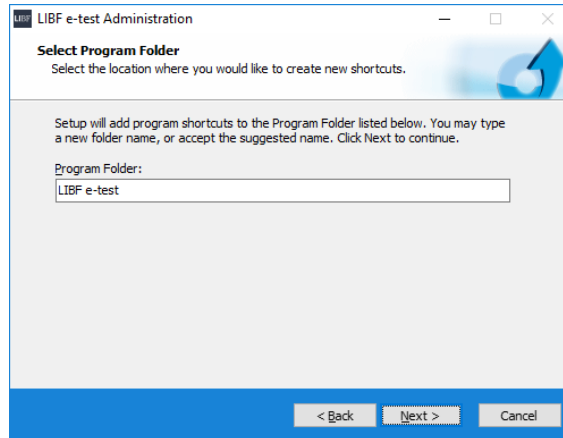
Note: If Windows Firewall is enabled, LIBF e-test will automatically add a rule to allow the administration system to contact the server.

- The installer will now ask where to install the LIBF e-test Administration application.



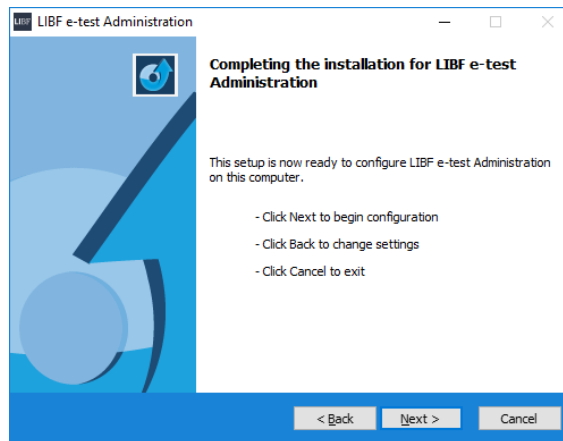
Click **Next** to confirm the destination folder.

7. This screen will give you the option to rename the program shortcut folder.



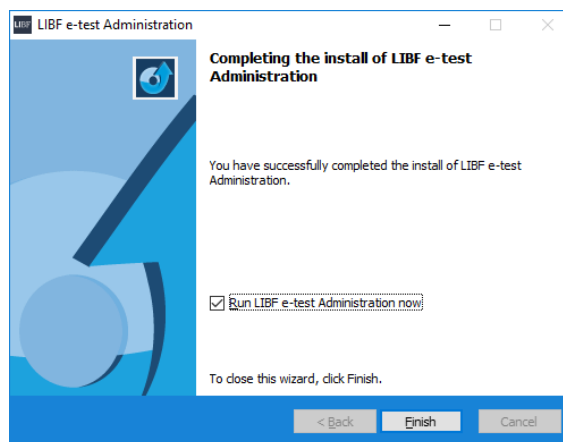
Click **Next** to confirm the folder name.

8. You are now ready to install the Administration application.



Click **Next** to install.

9. The Administration application is now installed.



Click **Finish** to complete the installation.

4 Installing the Client application

The requirements for the Client application are listed below.

Minimum Client Specifications
1 GHz (x86 processor) or 1.4 GHz (x64 processor) 512MB RAM 50MB free disk space Windows Vista SP2 .NET Framework 3.5 SP1
Recommended Client Specifications
2GHz or faster 2GB RAM 50MB free disk space Windows 7 .NET Framework 3.5 SP1

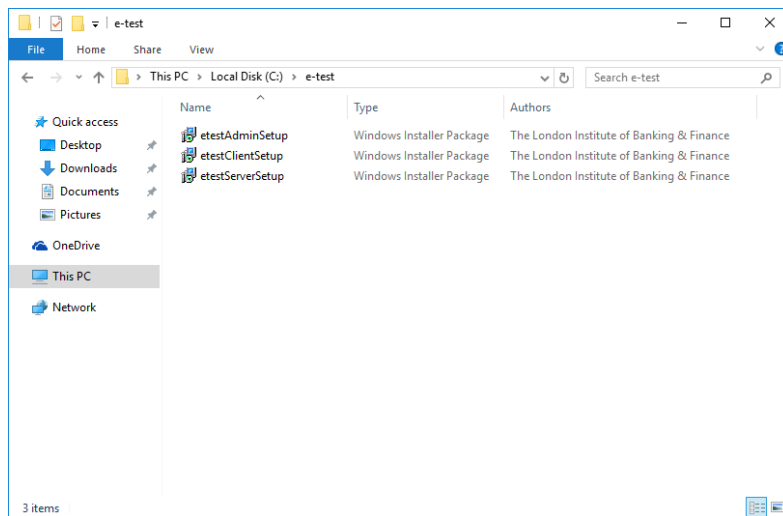
Note that you will need administrative privileges to install the Client application. This application must be installed on *each* of the machines that will be used for an examination. As there may be a high number of these, it is possible to silently deploy the Client application to each computer. Please see Section 6 (page 19) for more information. If your Windows Firewall is managed by group policy then you will need to add an inbound and outbound rule allowing the port range 5656 - 5676 (TCP).

Please ensure that you have the necessary items to complete the installation:

1. This guide.
2. Downloaded LIBF e-test software (<http://www.libf.ac.uk/e-testdownload>).
3. Your LIBF e-test Server connection details.

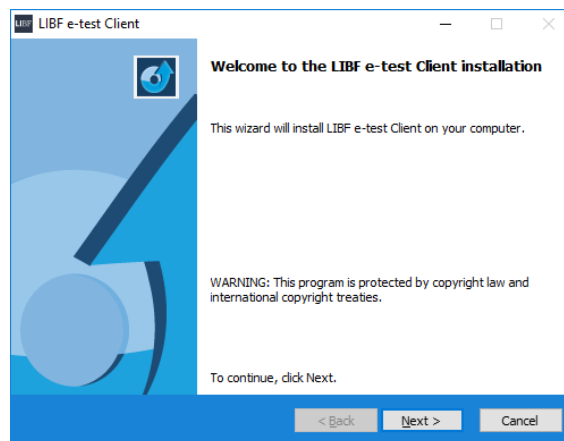
Please complete the following steps to install the LIBF e-test Client.

1. Log onto the PC which will be used for the invigilation, with an account that has administrative privileges.
(You may be required to right-click and run as administrator when using Windows 8 / Server 2012.)
2. Ensure that your Server is connected to the internet and that User Account Control (UAC) (Windows Vista / 2008 or above) is turned **off** for this installation.
3. Navigate to the location where LIBF e-test has been stored.



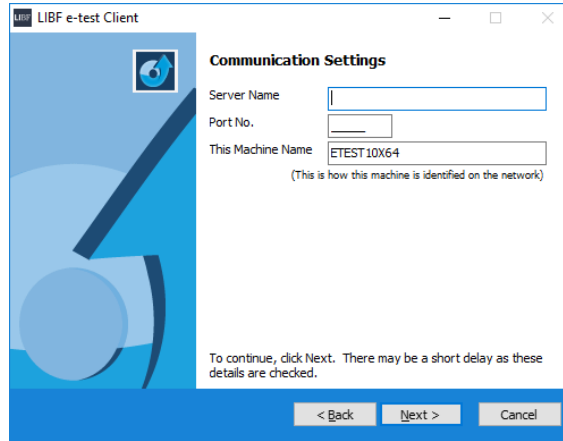
Locate the file called **etestClientSetup.msi** and double-click it.
This will begin the installation process.

4. You will see an introduction screen as below:



Click **Next** to continue.

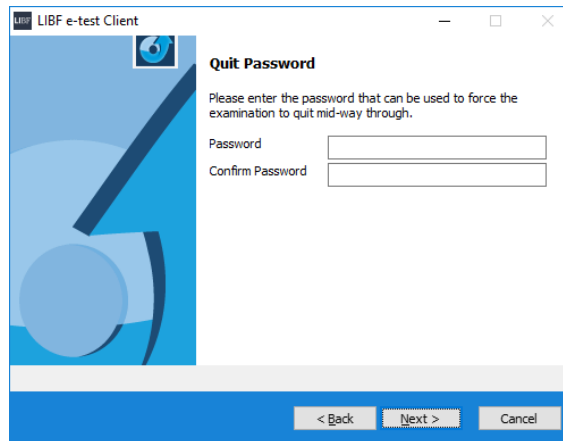
5. You will now need to enter the connection details for your LIBF e-test Server that you installed above. The default port number for the Server is 5656. If this conflicts with any other software, it can be changed. Please contact The London Institute of Banking & Finance for more information.



Enter your connection details, then click **Next** (This can take up to a minute to test connectivity).

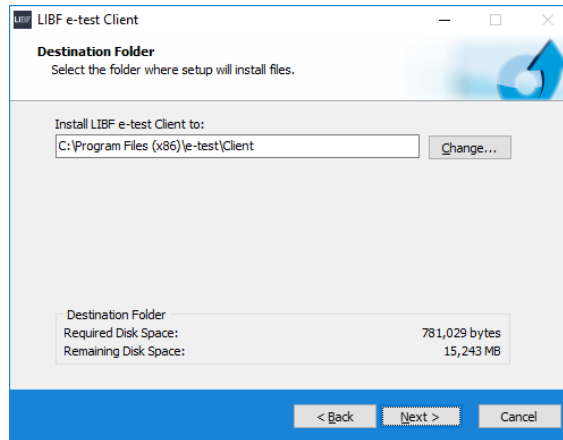
Note: If Windows Firewall is enabled, LIBF e-test will automatically add a rule to allow the administration system to contact the server.

6. Create a 'Quit' password. Please make a note of this as it will be used if the Invigilator needs to quit a student's examination before they have finished, eg in the event of a technical issue with a student's machine.



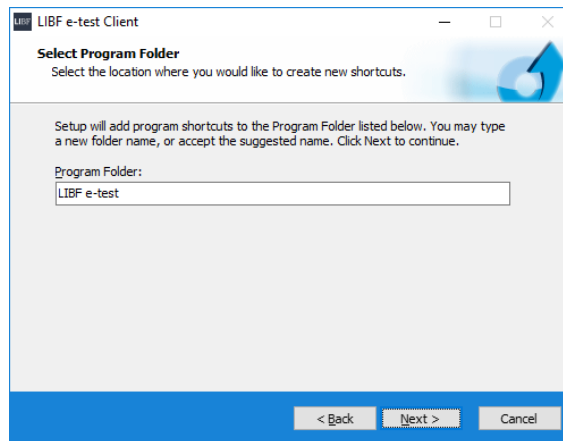
Click **Next** once you have entered and confirmed a password.

7. The installer will now ask where to install the Client application.



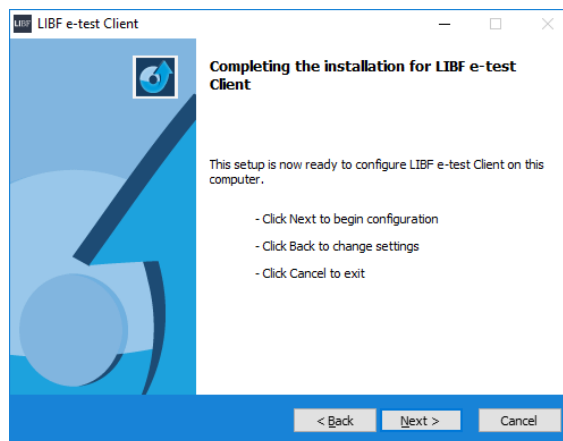
Click **Next** to confirm the destination folder.

8. This screen will give you the option to rename the shortcut folder.



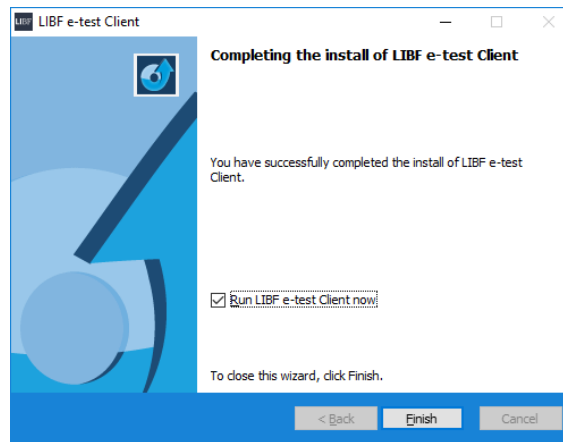
Click **Next** to confirm the folder name.

9. You are now ready to install the Client application.



Click **Next** to install.

10. The Client application is now installed.



Click **Finish** to complete the installation.

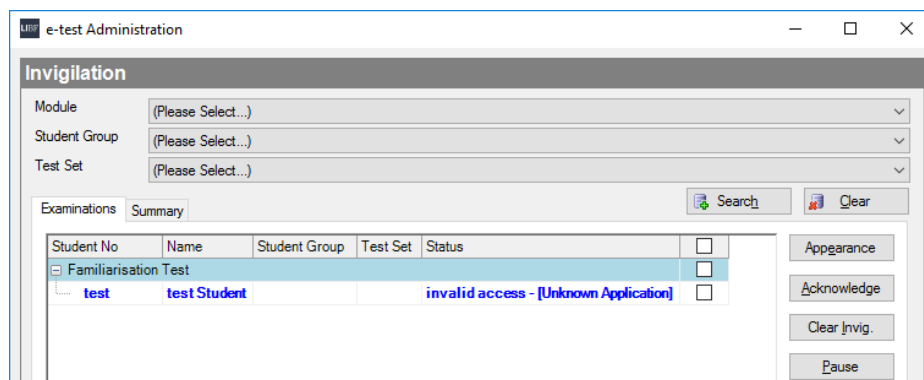
If you have updated from a previous version of LIBF e-test, you may find that the Client displays a basic default login page. If this is the case, it will state "This is the default login screen. Please update your system to update this to the newest version". This page will automatically be updated as soon as you download your first examination (familiarisation, specimen or live). It is recommended that you download a familiarisation examination after an upgrade to ensure that the system is functioning properly.

Alternatively, you can also update the Client login page using the 'Server Settings' area of the Administration System.

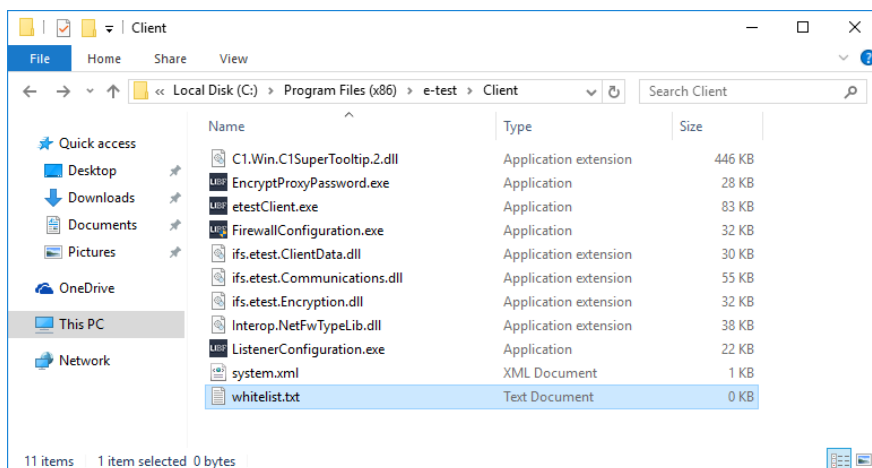
5 Application white listing

While we recommend that all application and operation system notifications are turned off while running the LIBF e-test client, we understand this can't always be the case, so we have incorporated the ability to white list applications into the LIBF e-test client.

Under normal circumstances, if an application tries to take focus of the computer screen while an examination is in progress, either via an automatic application/system notification or the student attempting to 'break out', the LIBF e-test administration system will pause the examination and notify the invigilator. To resume the examination, the student will need to click on the LIBF e-test client screen to regain focus, and then the invigilator, after investigating the disruption, will need to highlight the student and click the start button. Please note the timer is not paused when the examination is automatically paused in this way.



If you need to white list an application that is causing disruption to your examinations, simply create a text document called `whitelist.txt` in the root of the LIBF e-test client directory. Enter the name of the program, exactly as the invigilation console identifies it, and save the file. Once this has been completed, the LIBF e-test client will ignore this application if it tries to take focus again and the examination will no longer be disrupted.



6 Application deployment

LIBF e-test can be installed using a script or by group policy deployment. This is particularly useful for installing the Client application where there are multiple machines that need the software.

Script deployment

To install the LIBF e-test Client via a script you will need to assign values for the following parameters:

CMDLINE=

All parameters need to be wrapped within this switch.

/s

This switch instructs the script to perform the installation without user interaction.

IFSSERVERNAME=

This is your LIBF e-test Server name.

IFSPORTNO=

This is your LIBF e-test Server port number (default 5656).

IFSUNLOCKPASSWORD=

This creates a quit password so the Invigilator can quit the Client before an examination has finished.

IFSUNLOCKCONFIRM=

This confirms the quit password.

ALLUSERS=

Without this switch the LIBF e-test Client will only install for the user running the script (TRUE or FALSE).

Additional optional parameters

TARGETDIR=

Set the installation directory (default C:\Program Files (x86)\e-test).

RUNAPP=

Run the application after installation (TRUE or FALSE).

/L=

Enables logging (specify location e.g. /L=C:\etestlog.txt).

Example script with all possible parameters used:

```
msiexec /i "C:\etestClientSetup.msi" CMDLINE="" /s IFSSERVERNAME=CANET IFSPORTNO=5656  
IFSUNLOCKPASSWORD=password IFSUNLOCKCONFIRM=password TARGETDIR=C:\etestclient  
ALLUSERS=TRUE RUNAPP=FALSE /l=C:\etestinstall.log"
```

Group policy deployment

To install the LIBF e-test Client using group policy, you will need to create an .MST file using the Microsoft Orca tool. Once you have opened the LIBF e-test Client MSI using Orca, you will need to add the CMDLINE switch to the property column of the property table. You will then need to assign values for the above parameters inside the value column of the newly created CMDLINE property.

Please Note: the '/s' switch is not needed for a group policy deployment.

Orca MSI Example:

Tables	Property	Value
AdminExecuteSequence	ProductCode	{91ED532B-8343-48CE-85CF-8C8910101D92}
AdminUISequence	Manufacturer	ifs University College
AdvtExecuteSequence	ProductLanguage	English
Binary	UpgradeCode	{6673F7F0-1630-41C5-BCCB-C2D7A58FB19A}
Component	ProductName	ifs e-test Client
CustomAction	ProductVersion	2.2
Directory	CMDLINE	IFSSEVERNAME=myserver IFSPORTNO=5656 IFSUNLOCKPASSWC
Feature		
FeatureComponents		
File		
InstallExecuteSequence		
InstallUISequence		
LaunchCondition		
Media		
Property		
Registry		
_Validation		

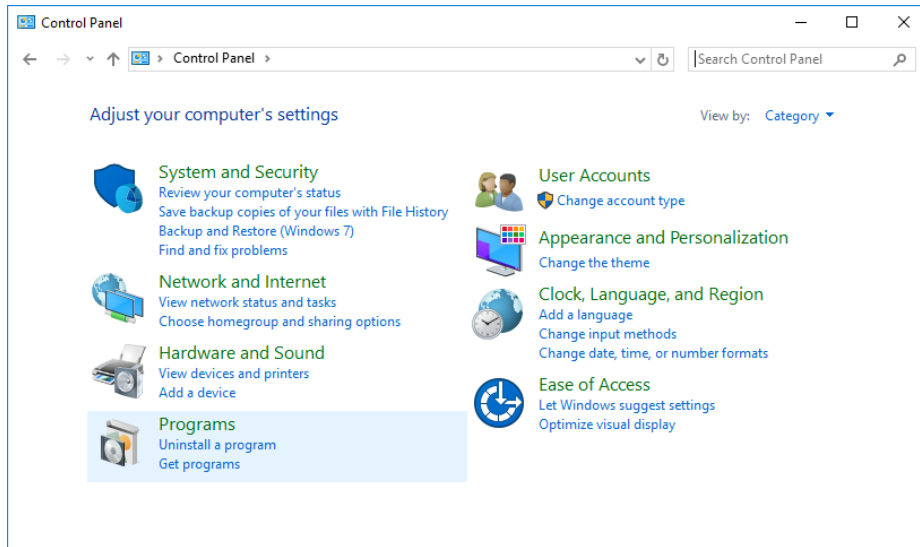
If upgrading from V2.0 and above, the only command needed is:

```
msiexec /i etestClientSetup.msi CMDLINE="RUNAPP=FALSE" /q
```

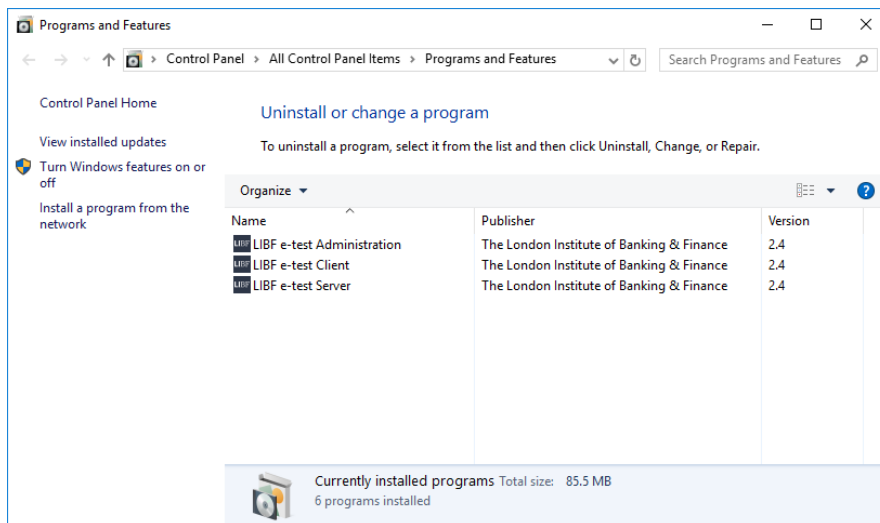
7 Uninstalling applications

To uninstall each LIBF e-test application, you will need to be logged in with an account that has administrative privileges.

1. Open 'Programs and Features' in the Control Panel.

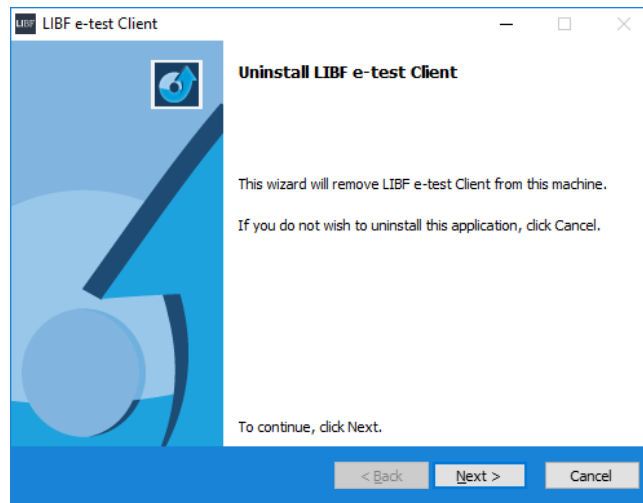


2. Select the LIBF e-test program you would like to remove (Administration / Client / Server)



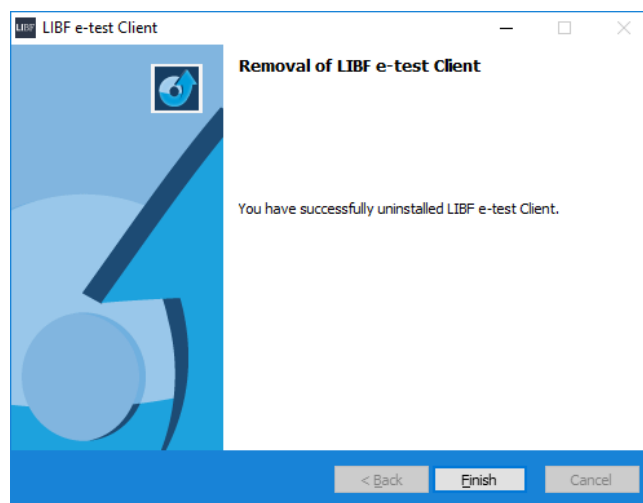
Select the program you want to remove, then click **Uninstall**.

3. The LIBF e-test installer will now open.



Click **Next** to uninstall.

4. The software has now been removed.



Click **Finish** to complete the removal.

This process will need to be repeated for each application as required.

8 FAQs

Q. Where can I download the latest version of the LIBF e-test software?

A. The software can be downloaded from this page: <http://www.libf.ac.uk/e-testdownload>

Q. What are the minimum hardware/software requirements to use LIBF e-test?

A. The minimum requirements for each application can be found in this guide.

Q. Where can I find my serial number and key?

A. You can find this information by logging into www.mylibf.com and clicking on 'My details'.

Q. When running the installer I get an error saying this application requires administrative rights. Why is this?

A. Make sure your account has administrative privileges. On newer versions of Windows you may be required to right-click and *run as administrator*. Installation errors can also be caused by having User Account Control turned on.

Q. I am getting a connection error message when logging into the Administration software. Why is this?

A. This can be caused by having the Windows firewall turned on. Please make sure you have allowed ports 5656 to 5676 through this firewall.

Q. We are currently using LIBF e-test. Do I need to uninstall the current version before upgrading to the new version?

A. We would strongly recommend that you perform an upgrade rather than uninstall the current version. If you uninstall the current version, you will lose all settings including user permissions and test sets.

Q. Why does LIBF e-test forget the proxy details when the server is rebooted, or the e-test service restarted?

A. This is an identified bug in the software that will be resolved in the next release. In the interim, please contact LIBF e-test technical support on 01227 828234 or email at etest@libf.ac.uk explaining your situation. Our helpdesk will liaise with your IT technicians to resolve this issue. Please note that once the problem has been resolved, if you need to make any further changes to the proxy details, or any other details, in the 'Server Settings' page in the Administration software, please contact technical support again.

Upgrading from V1 to V2.x

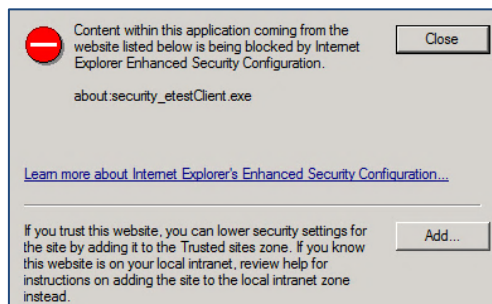
If you want to migrate your users (and their access) and any test sets it is important that you install the new version on the same server. The installation process will upgrade your existing system to the new version. It is very important that you ensure there are no outstanding examinations or results from the current version as these will be removed during the upgrade. The installation process performs an upgrade as it is not possible to have both versions of LIBF e-test running at your centre. When performing an upgrade all current user passwords will be reset to the relevant usernames; this excludes the administrator's password as this is defined in the upgrade process.

Please note that the LIBF e-test Client will need to be uninstalled from each machine before the new version is installed. The desktop shortcut should also be deleted from each machine, otherwise there will be two on each which could cause confusion. The LIBF e-test Client will need to be uninstalled manually from each machine, but the install process can be carried out on multiple machines at once (see page 19).

Upgrading from 2.x to 2.x

When upgrading from V2.x you simply need to run the installer and follow the on-screen prompts. All your settings/preferences will be retained.

Q. When opening the Client, I am getting the following security warning. What do I do?



A. If you receive this security message, you will need to add the LIBF e-test Client into your Internet Explorer trusted sites. This can be done by clicking the 'Add' button. If this is greyed out you may need to log in with an account that has administrative rights.

Q. When loading the LIBF e-test Client application, it displays a basic login page that states "This is the default login screen. Please update your system to update this to the newest version". What is this and how do I resolve it?

A. If you have updated from LIBF e-test V1, this page may be displayed. It will automatically be updated as soon as you download your first examination (familiarisation, specimen or live). It is recommended that you download a familiarisation examination after an upgrade to ensure that the system is functioning properly.

Alternatively, you can also update the LIBF e-test Client login page using the 'Server Settings' area of the Administration System.
