



2026 Administration and Troubleshooting Guide

For Big Science Competition

Competition URL for Students

<https://asi.au.insights.janison.com>

Teacher Dashboard URL

<https://asi.au.insights.janison.com/auth/login>

URL for Students Who Have Logged Out

Retrieve your student's access code on page 24.

Students enter their code at:

<https://asi.au.insights.janison.com/auth/onetimecode>

Competition & Exam Support

7am - 6pm AEST Monday to Friday

Call +61 2 6125 6228

Email asi@asi.edu.au

Proudly delivered by



AUSTRALIAN
SCIENCE
INNOVATIONS



@auscienceinnovations



asi.edu.au

KEY INFO – BIG SCIENCE COMPETITION

Please share this guide along with information in the email to any supervising teachers.

Supervising teachers are required to have access to a laptop/device during supervision.

We have introduced **Test Sessions** in the Big Science Competition Teacher Dashboard.

Supervising teachers will have more control in starting, pausing, and finalising the competition.

COMPETITION DATES

Competition runs from 7 AM AEST, 4 May 2026 to 11:59PM AEST, 15 May 2026

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

Contents

KEY INFO – BIG SCIENCE COMPETITION	2
TECHNOLOGY PROFILE	4
What do Supervising Teachers Do on the Sitting Day?	5
COMPETITION RULES	5
BIG SCIENCE COMPETITION CHECKLIST	6
TEACHER DASHBOARD	7
Introduction	7
Access The Teacher Dashboard	7
Find your School ID.....	8
Adding Additional Supervising Teachers to Access Teacher Dashboard.....	9
TEST SESSION	10
Introduction	10
Create New Test Session	11
Starting Test Session.....	13
Find All Test Sessions	14
Action Buttons after Starting Test Session	15
Example of using the ‘Pause Session’ button	16
Example of using the ‘Pause Student’ button	18
FINALISE A TEST SESSION	20
Submit Individual Student Test Attempt (if required).....	20
To Finalise a Test Session (after all attempts are submitted)	21
TROUBLESHOOTING	22
A. Changing the Year Level for Students	22
B. Student’s session has been disconnected	24
First option: Student re-entry using their password	24
Second option: Student re-entry using their access code	24
C. Competition Sluggish or Slow?	26
D. Competition Not Showing Correctly?	26
E. What Happens If a Student Creates Another Account?	26
F. The Student Didn’t Click Submit and Their Attempt Remains ‘open’ or They Closed Their Browser Window Before Submitting?.....	26
G. Clearing a Browser’s Cache	26
SITTING THE COMPETITION - STUDENTS	27
FINISHING THE COMPETITION - STUDENTS	30

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

TECHNOLOGY PROFILE

The following list details some recommendations in an aim to prevent possible technology issues during the event. Please note that the cause of issues can be various.

<p>Readiness Test (this is not the competition URL)</p>	<p>https://asi.au.insights.janison.com/auth/login</p> <p>Username: RT001 Password: bigscience</p> <p>Share this link with your students so they can check their devices are compatible with the platform and familiarise themselves with the competition site before competition day.</p>
<p>System Diagnostics</p>	<p>https://asi.au.insights.janison.com/pages/diagnostics</p> <p>Access this link to identify, analyse, and troubleshoot hardware, software, or network issues, ensuring computer systems operate reliably</p>
<p>Firewall whitelists</p>	<p>Please refer to the “Proxy” section below which outlines the ports and addresses that the school network administrator is required to allow.</p>
<p>Proxy</p>	<p>Standard web proxy servers are supported. The following ports need to be open through the proxy: Port 443 Port 80</p> <p>The following web site addresses need to be accessible through the firewall:</p> <p>*.core.windows.net (on azure as storage related endpoints – this is utilised for hosting static content such as images/html/js files)</p> <p>*.azureedge.net (on the CDN as storage related endpoints – this is utilised for hosting static content such as images/html/js files)</p>
<p>Bandwidth to internet (at each school)</p>	<p>512 KB bandwidth for up to 20 users 2 MB bandwidth for up 100 users 5 MB bandwidth for more than 100 users.</p>
<p>Browsers</p>	<p>Cache</p> <ul style="list-style-type: none"> • Pre-cache digital content ability is supported and preferred. Ensure that the browser cache is cleared manually in the browser settings. <p>Cookies</p> <ul style="list-style-type: none"> • Cookies are required and should be enabled by default. • Please ensure that the cookies are enabled in the browser settings. <p>Plugins</p> <ul style="list-style-type: none"> ▪ Please make sure all browser plugins or extensions apart from Adobe Flash Player (if required for your browser) are disabled.

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

What do Supervising Teachers Do on the Sitting Day?

There are several key responsibilities for supervising teachers on the competition day:

1. To have a laptop/device with them during supervision time (required)
2. Oversee student account registration
3. Access the Teacher Dashboard to oversee competition:
 - a. Create a Test Sessions before students sit the competition – this is enabled once students start creating their accounts
 - b. Share the Test Session code to students
 - c. Start the Test Session to start the competition
 - d. Finalise the Test Sessions after the competition has been completed. **If the session is not finalised, your student’s attempt may not be marked.**

This guide takes supervising teachers through the key parts of the competition, including the Teacher Dashboard, Test Sessions, and the administration process.

COMPETITION RULES

- Students have 50 minutes to answer 35 questions. An additional 5-10 minutes is allowed for students to complete the competition registered before time starts. Five questions will be used internally to help us improve the quality and validity of the competition and will not be marked.
- Students are not to move away from the competition URL during the competition period. **DO NOT** use the back button on the browser. This may end the competition session.
- Students are not to leave the room during the competition unless accompanied by a supervisor.
- Students can use calculators, pen and paper for their working.
- Late students may be permitted but no extra time is allowed.
- No other devices including mobile phones and smart watches are to be allowed in the exam room.
- Students are permitted to use headphones during the competition to have the question stimulus read aloud.

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

BIG SCIENCE COMPETITION CHECKLIST

- Supervising teachers check the [Technology Profile](#) and complete the **Readiness Test** on the school's network that will be used during the Big Science Competition.
- Add additional supervising teachers to the teacher dashboard ([page 9](#)) and forward the competition instructions email. Supervising teachers will need access to the teacher dashboard to start and finalise the test session.
- Supervising teachers read this admin guide and familiarised themselves with Test Sessions chapter for the competitions on the sitting day.
- Supervising teachers to bring a device for supervision and starting the competition. Bringing a device is **required**.
- An additional 10 minutes to the start time to allow students to complete their registration and for supervising teachers to create test session during student registration.
- On the day of the competition, supervising teachers provide students with the competition **URL** and **School ID**. ***Students need these details to create their account and access the competition.***
- Create a test session ([page 11](#)) to generate a test session code for students to access the competition. Students will be asked for the session code after creating their account to access the practice questions and the competition.
- You have a timer or clock in the competition room to time the competition. Whilst the competition will not be 'timed out', the time each student spends logged into the competition is recorded. A timer is included on the screen as a guide for the students.
- Finalise the Test Sessions after the competition has been completed. **If the session is not finalised, your student's attempt may not be marked.**

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

TEACHER DASHBOARD

Introduction

In the Teacher Dashboard, supervising teachers can:

1. Find the school ID that is required for students to create their account.
2. Add another supervising teacher.
3. Create Test Sessions for the competition, where a supervising teacher can:
 - Start/pause the competition session.
 - Find all Test Sessions that have been created.
 - View the students who are sitting on the competition in the test session.
 - See students' progress in the competition.
 - Find student access codes to assist if they get disconnected from the competition.
4. Change students' year level if it is incorrectly entered.

Access The Teacher Dashboard

Teacher dashboard URL: <https://asi.au.insights.janison.com/auth/login>

Please note that the Teacher Dashboard is different from the *ASI Teacher Portal*.

If you do not know your teacher login details to the BSC Teacher Dashboard, please contact Australian Science Innovations by email asi@asi.edu.au or phone +61 2 6125 6228.

Teacher Dashboard homepage

The screenshot displays the Teacher Dashboard homepage. At the top, there is a navigation bar with 'big science' and 'competition' tabs. The user's name 'Nurul Rika' and email 'nurul.rika@asi.edu.au' are shown in the top right corner. The main content area includes a welcome message, the current date '19/03/2026', and two summary cards: 'Students in Progress' (0) and 'All active: Students in Progress' (0). Below these are sections for 'Assessment Events' and 'Students', both showing 'No items to display'. The page includes a search bar for students and a footer with logos for Janison Insights and Australian Science Innovations.

Note: if there is no list of students in your dashboard when you login, don't panic! The list will be empty *if the students have not created their accounts on the competition site*. Once they have created their account, the student list will be populated.

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

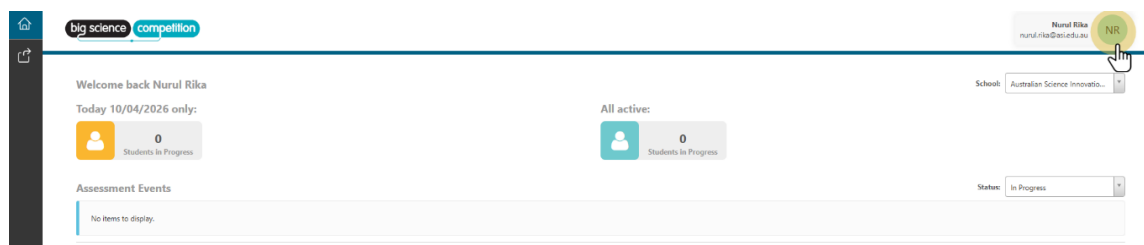
Find your School ID

Note: The school ID has also been provided in the email that was sent to registering teachers.

When student creates their account, they will need your school ID to ensure they are registered to the correct school.

To find the school ID on the teacher dashboard:

1. Click on your username logo on the top right corner



2. Your school ID is the 5-digit number next to your school's name. In this example below, the school ID is 07251.

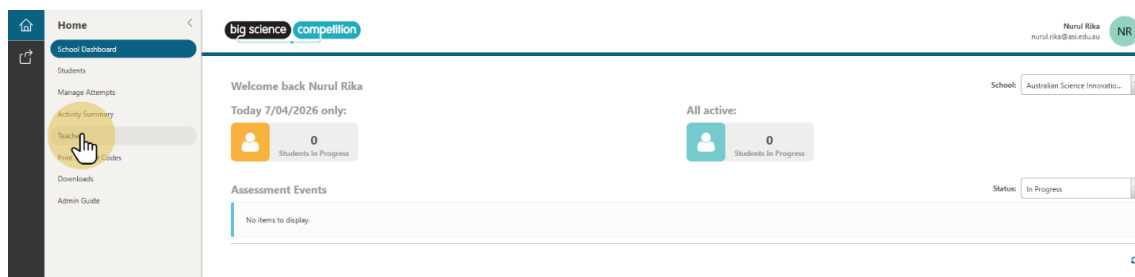


Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

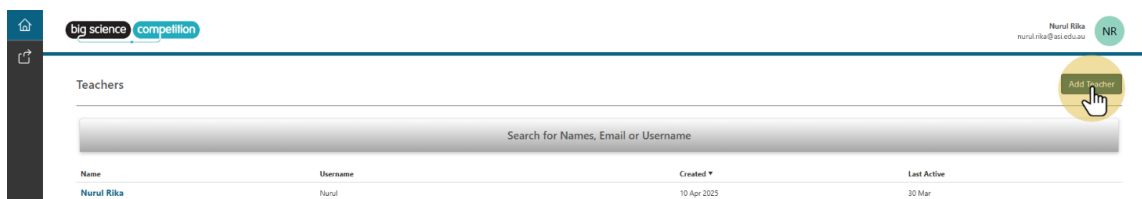
Adding Additional Supervising Teachers to Access Teacher Dashboard

To add supervising teachers to the teacher dashboard, follow these steps:

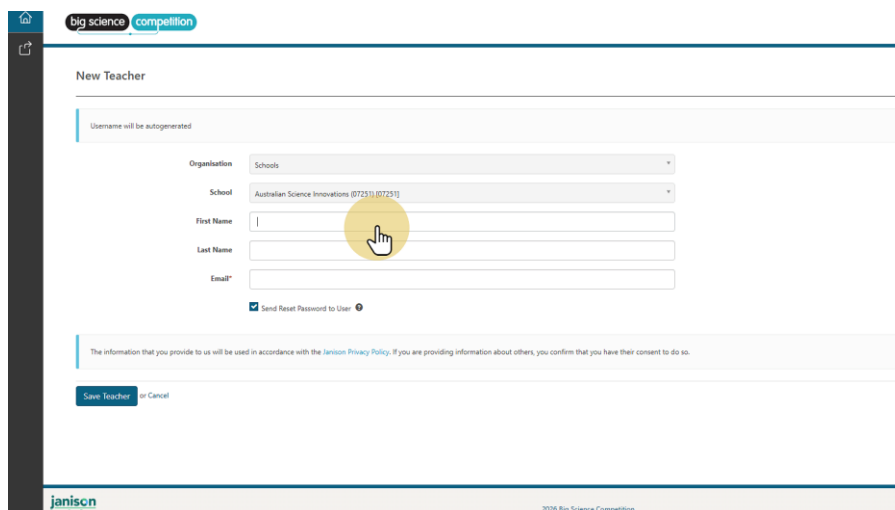
1. Navigate to the Teachers Menu by clicking the home icon on the top left.



2. Click on “Add Teacher”.



3. Enter the “First name”, “Last name” and “Email address”. Click on “Save Teacher”. The username will be displayed after the account is saved. Please inform the teacher that they will receive email about their account. If they don’t receive an email, please advise them to also check their junk/spam folder.



Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

TEST SESSION

Introduction

A **test session** acts like a virtual classroom. Each supervising teacher can create their own session for each test. Test Sessions can only be created once students have started registering on competition day.

Please ensure the supervising teacher has access to a laptop/device during supervision to start and finalise a test session and administer the competition.

Supervising teachers can administer the following via Test Sessions:

1. Start/pause the competition session for all students.
2. See students' progress during the competition.
3. See student's joined time and end time.
4. Manage student's individual session (pause, start, submit), if required.
5. Retrieve student's one time code if required (if the student has been disconnected from the competition) or if they forgot their password.

The Test session must be finalised after each session to ensure your student's attempts are submitted for marking.

Multiple supervision sessions

If a supervising teacher is running multiple tests at different times on the same day, separate Test Sessions should be created for each supervision session rather than re-using an existing session code. This ensures that the supervising teacher is monitoring attempts for the correct session.

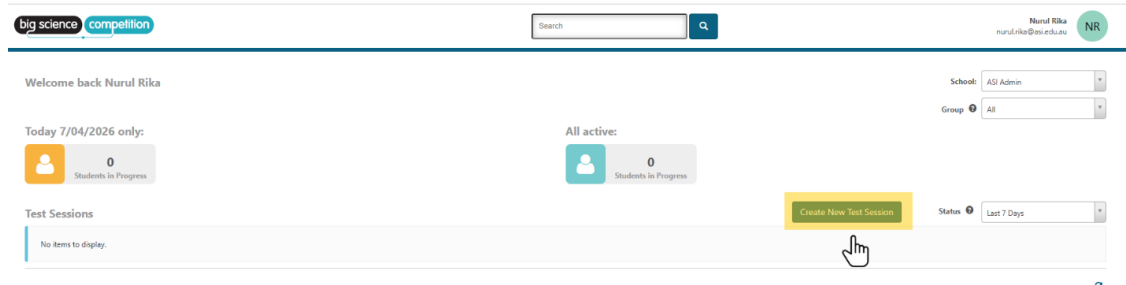
Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

Create New Test Session

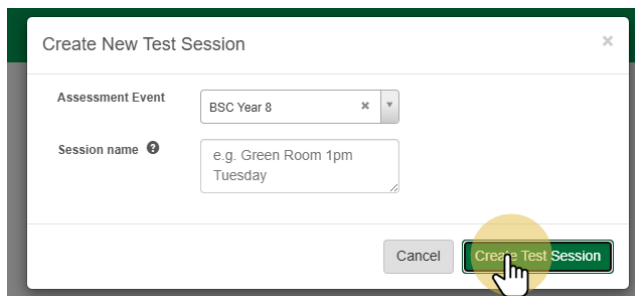
Add additional 10 minutes to the start time to allow students to complete their registration and for supervising teachers to create test session during student registration. Test Sessions can only be created once students have started registering on competition day.

It is important **NOT** to start the session until students are ready to sit the competition.

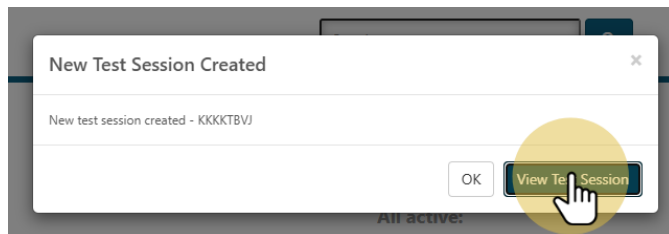
1. From your teacher dashboard, please click on the Create New Test Session button.



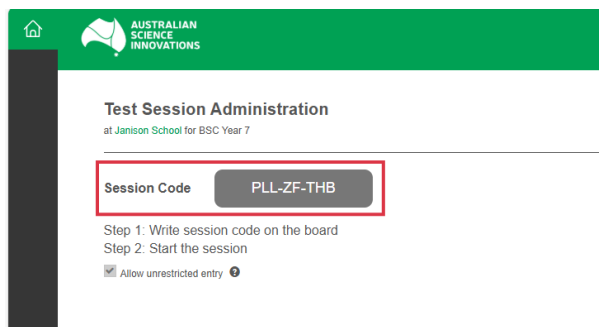
2. Choose the assessment events from the dropdown menu, and name the Session with the class name, if you wish. Click on the 'Create Test Session'



3. Once the new session is created, a window will pop up. Click on "View Test Session" button.



4. Share the session code (inside the red box, for reference) to students to access the test session. In this image below, for example, the test session code is PLL-ZF-THB.



Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

- On competition day, students are to access the competition URL below to start the registration process with your **school ID** and the **session code**.

Competition URL: <https://asi.au.insights.janison.com>

Remind students to **select the correct year bracket** during registration. This will determine the competition level. **Answers will not be remarked if a student enters the incorrect year bracket.**

For International schools, please refer to the table below:

Competition Level	Australian School Year Level	New Zealand School Year Level	Singapore School Year Level	Approximate age range
Year 7 paper (red)	Year 7	Year 8	Sec 1	12-13 years
Year 8 paper (blue)	Year 8	Year 9	Sec 2	13-14 years
Year 9 paper (green)	Year 9	Year 10	Sec 3	14-15 years
Year 10 paper (orange)	Year 10	Year 11	Sec 4	15-16 years

- Once the student has created their account and entered the session code, their names will appear at the bottom of the test session page. The student number box in the top right corner will also display the total number of students in the session.

Test Session Administration
at Janison School for BSC Year 7

Session Code: PLL-ZF-THB

Step 1: Write session code on the board
Step 2: Start the session
 Allow unrestricted entry

1 candidate

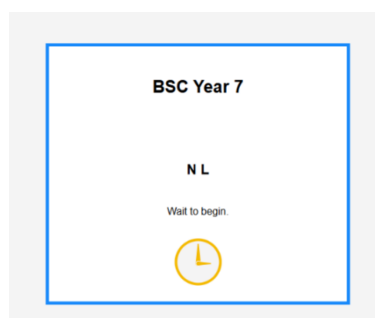
Start session

Search for Candidate

Candidate	Username	Access Code	Status	Test Name	Progress	Time Joined	Actions
N L	nurul_sync@windswolve.com	KW-NV-GS-VM	Not started	BSC Year 7	0 / 35	08:39	

Recent activities

- Before the competition session begins, the student will be prompted to wait until the supervising teacher has started the session (see image below for reference).



Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

Starting Test Session

- Once all the students have completed the registration, supervising teachers can start the session by clicking the 'Start Session' button:

- A confirmation window to start session will appear. Once the session starts, any late students will not wait in the 'waiting window' and will join the session immediately after they do the practice session.

- After clicking the 'Yes' button above, it may take up to 10 seconds for students' waiting page to refresh and display the competition page.
- Once students start the competition, supervising teacher can monitor:
 - the progress of each student,
 - find student's access code if they accidentally get kicked out during the competition (please refer to [page 24](#) for guidance when this occurs), and
 - their test status (paused, started, postponed submitted).

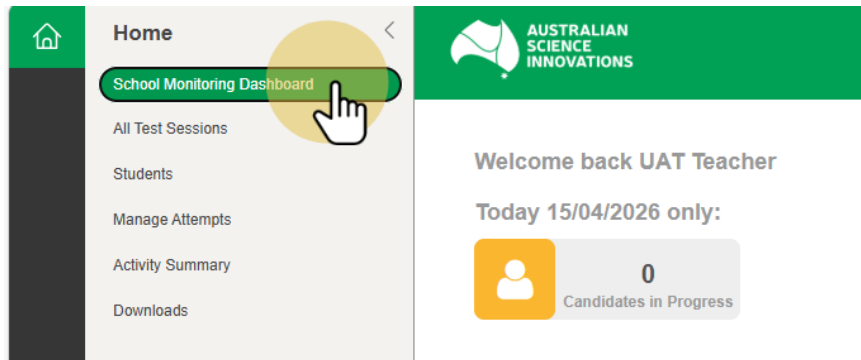
Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

Find All Test Sessions

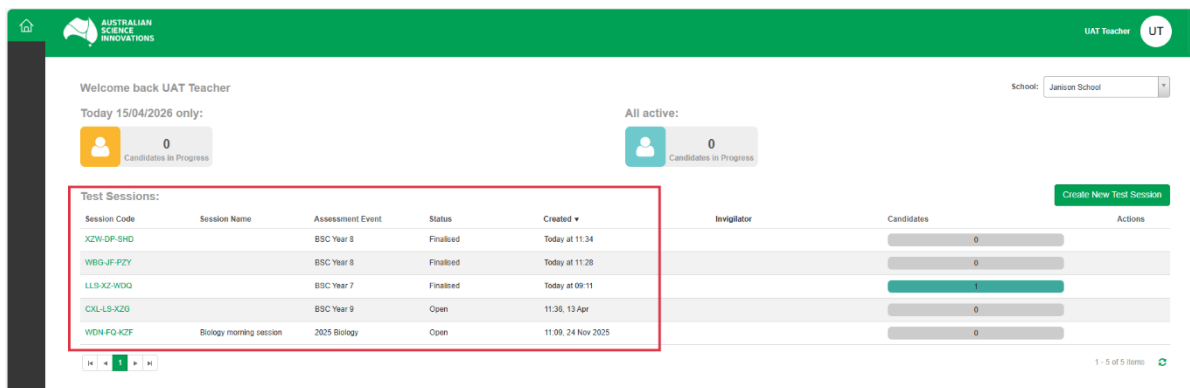
Supervising teachers can see all sessions created through the teacher dashboard. This can come in handy for all supervising teachers if they need to see which students have or have not sat the competition.

To see all Test Sessions:

1. Access your teacher dashboard by clicking the home button on the top left and click 'School Monitoring Dashboard'.



2. The session list will be visible on your dashboard:



3. Click on the Test Session Code to access its Test Session Administration to see the session's information.

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

Action Buttons after Starting Test Session

After starting the competition session, these additional buttons will show up in the Test Session Administration page:

The screenshot shows the 'Test Session Administration' interface. At the top right, there are two buttons: 'Pause session' (1) and 'Finalise session' (2). Below these, a box shows '1 candidate'. In the center, there is a search bar and a row of buttons: 'Pause candidate' (3), 'Resume candidate' (4), 'Postpone candidate' (5), and 'Submit candidate' (6). The main table below lists candidate details with columns for Candidate, Username, Access Code, Status, Test Name, Progress, Time Joined, Finish Time, End Time, and Actions.

Legend	Button	Function	When to use
1	Pause session (refer to page 16)	To pause all session. <i>Important: once this button is clicked, all students' session will be paused.</i>	If there is emergency i.e. fire alarm.
2	Finalise session (refer to page 20)	To finalise current session <i>Important: once the session is finalised, no students will be able to access the competition</i>	When all students have completed the competition
3	Pause student (refer to page 18)	To individually pause student session for 10 minutes	If student needs a toilet break. This step is optional.
4	Resume student (refer to page 19)	To resume individual student session	
5	Postpone student	To postpone student's attempt	If students want to continue their attempt on a different day due to internet glitch or any other issue (page 25 for guidance)
6	Submit student (refer to page 20)	To submit individual student's session. <i>Important: this must be done before the session if finalised (using button no.2)</i>	If a student has finished their attempt but doesn't click the finish button.

Important information about the 'Pause Session' and 'Pause Student' button

Only use the 'Pause Session' button for **any emergency where the whole session needs to be paused.**

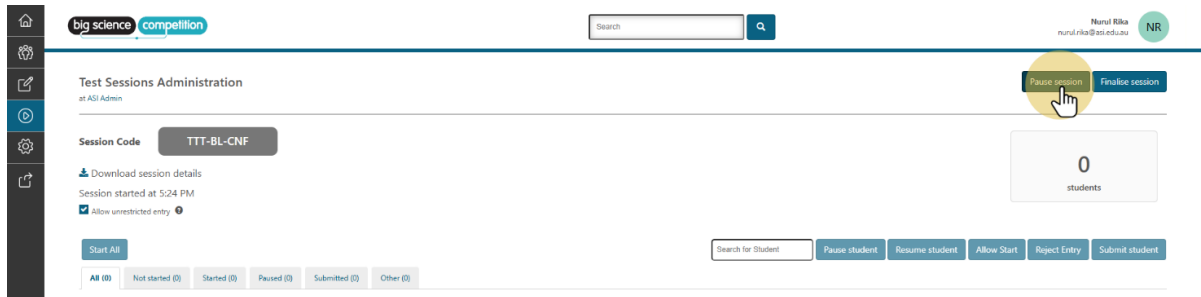
Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

Example of using the 'Pause Session' button

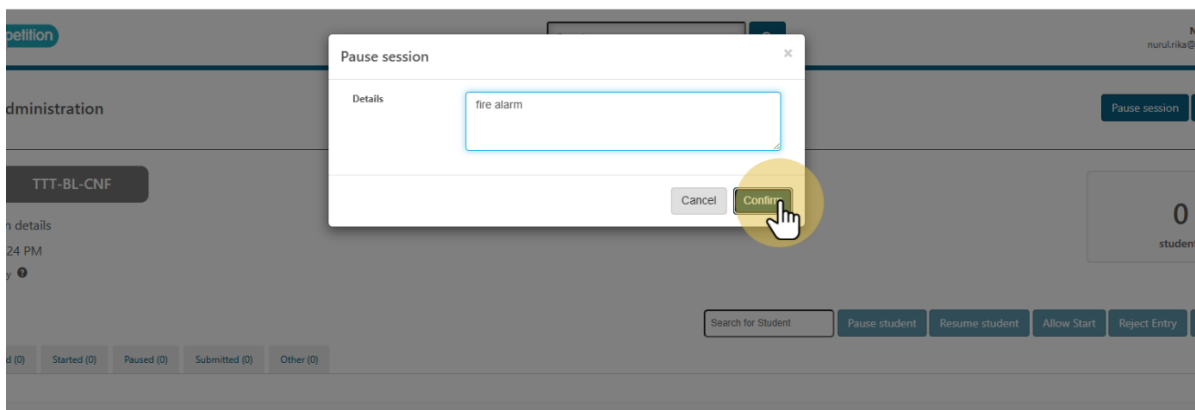
In this example below, the supervising teacher is pausing the session due to fire alarms.

Pausing session because of emergency (i.e. fire alarms)

1. Click on the "pause session" button. Please note that by doing this, all students' session will be paused.

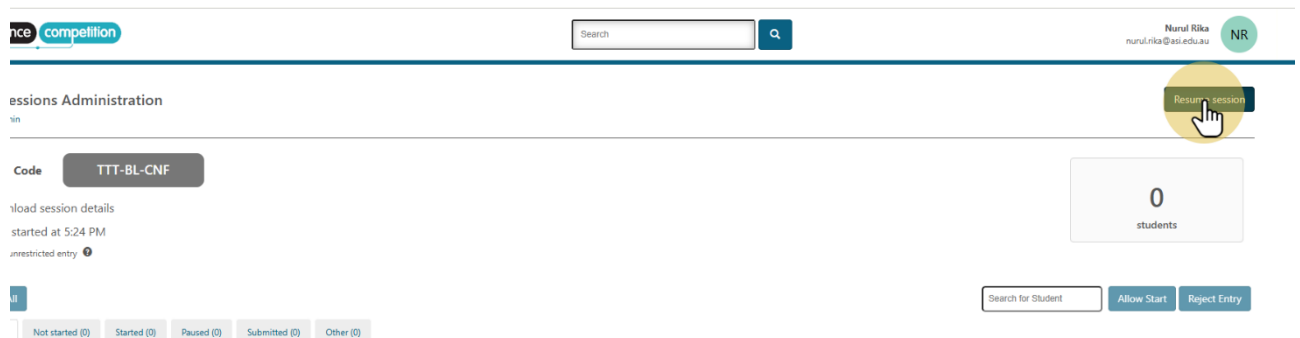


2. A window prompted teacher to fill in the reason for pausing the session will pop up. Click confirm once done:



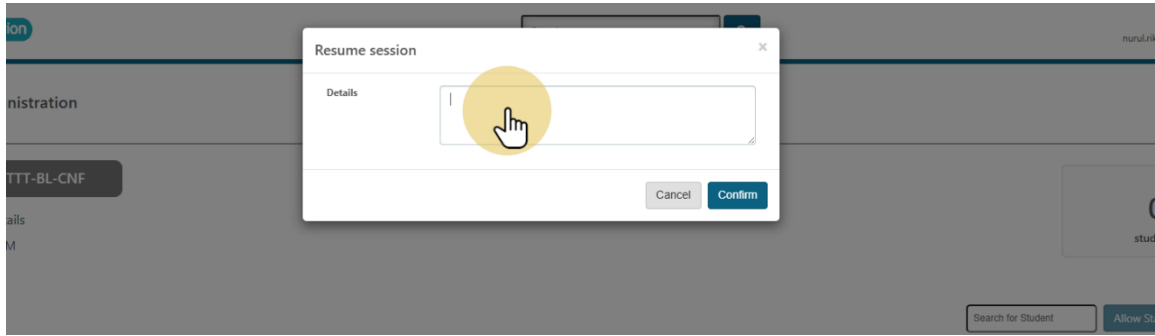
Resuming session after emergency (i.e. fire alarms)

1. Click on the resume session button

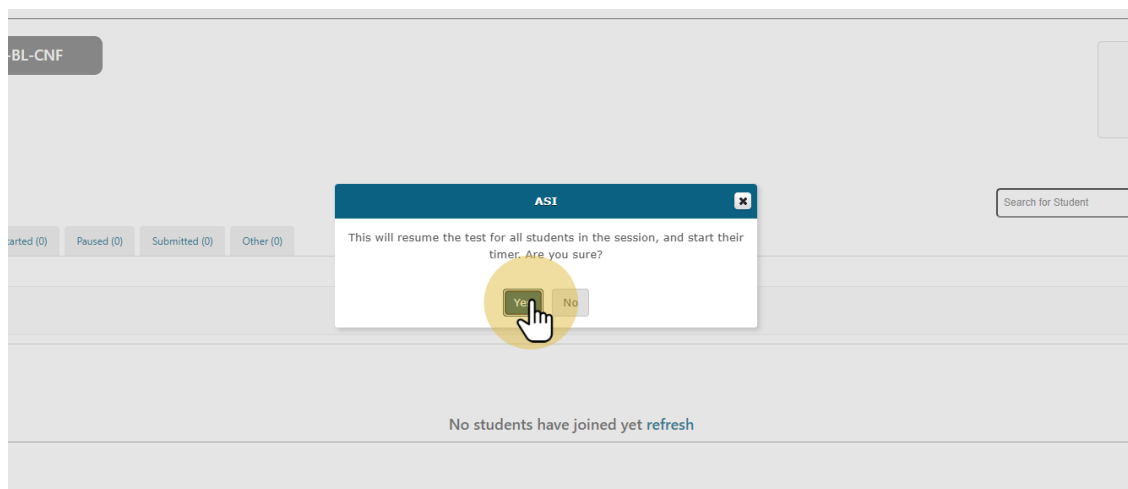


Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

2. Please submit the reason in this format: *session starts again at [time when the session start], teacher's first name*. Click 'confirm' button when's finished.



3. Click 'Yes' when the confirm windows pops up



Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

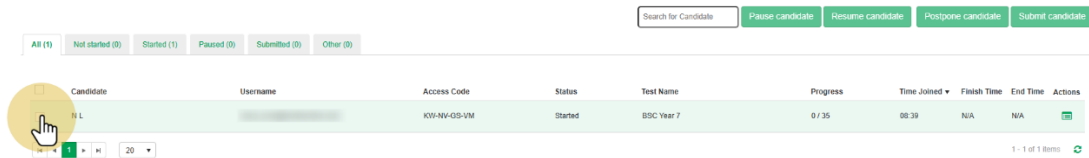
Example of using the 'Pause Student' button

In this example below, the supervising teacher is pausing the student's session for a toilet break (5-10 minutes).

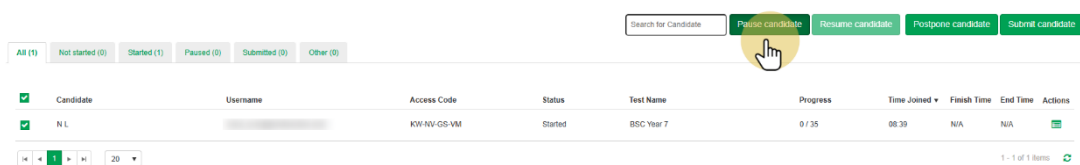
Note: Pausing a student's session is up to the supervising teacher's discretion. A student must be supervised if they exit the room.

Individually Pausing Student Session (i.e. toilet break)

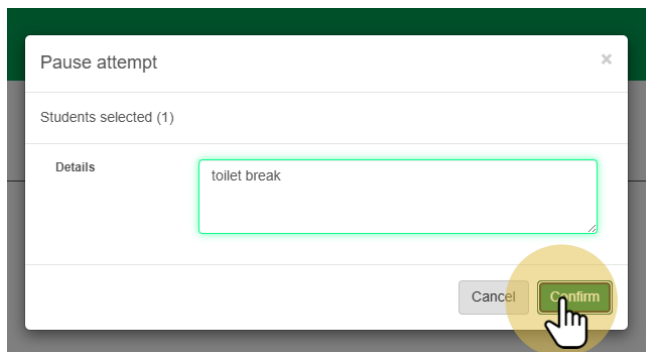
1. Tick the box next to the student's name



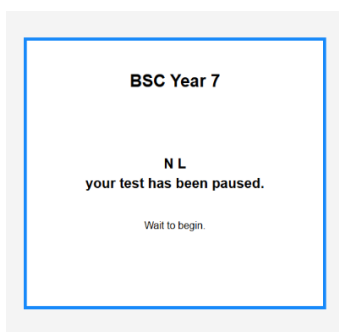
2. Click on the 'pause candidate' button



3. Enter the reason to pause the student's session and click on the 'confirm' button:



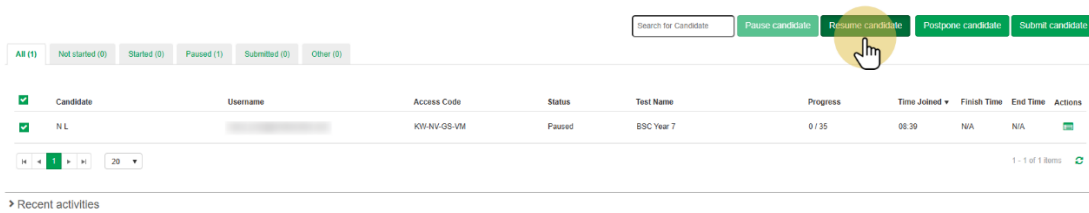
4. From the student's perspective, their attempt will be paused, and they will see this window:



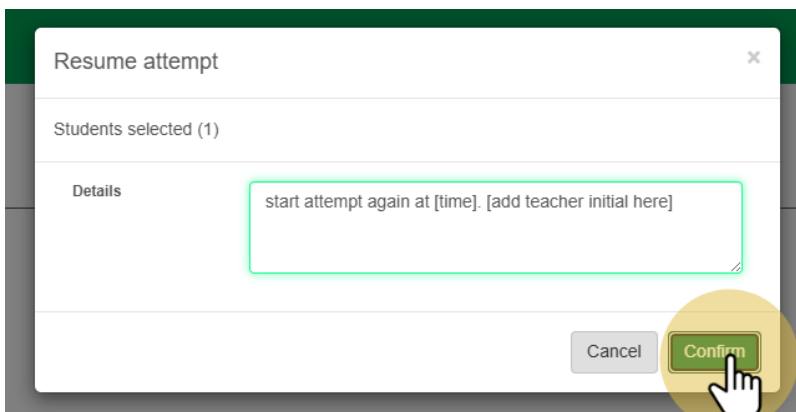
Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

Resuming an individual session

1. Tick the box next to the student's name and click on the 'Resume Candidate' button



2. Please submit the reason in this format: start attempt again at **[time]**. **[add teacher's initial here]**. Click 'confirm' button when's finished.



3. Student will be able to continue their attempt.

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

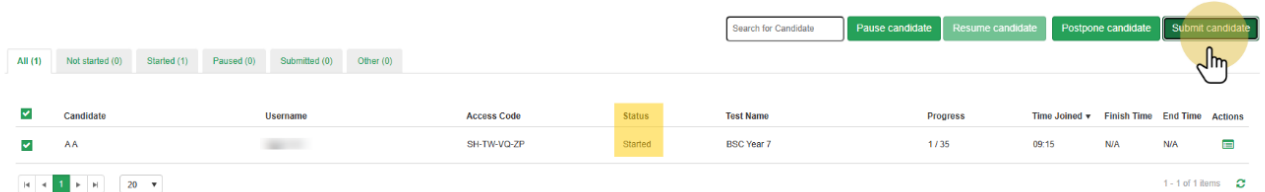
FINALISE A TEST SESSION

To finalise a test session, all student attempts must be submitted. Students submit their own attempts by clicking the 'Finish' button when they have completed their attempt.

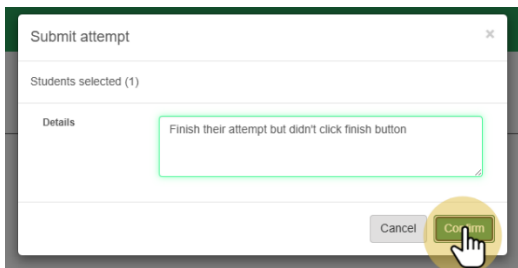
In cases where a student has completed their attempt but has not clicked the 'Finish' button, their test status will remain as 'Started', instead of 'Submitted'. Follow the steps below to submit individual attempt before finalising the test session:

Submit Individual Student Test Attempt (if required)

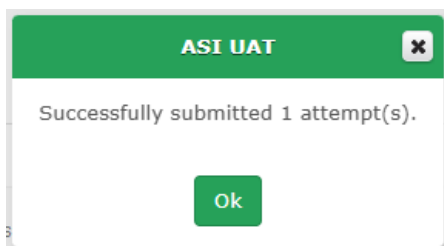
1. On your test session administration page, tick the box next to the student's name and click the 'Submit Student' button. This process can be done in bulk as well.



2. Put any details in the 'Details' box, example is shown below. Click the 'Confirm' button to submit student's attempt.



3. Confirmation window will pop up.



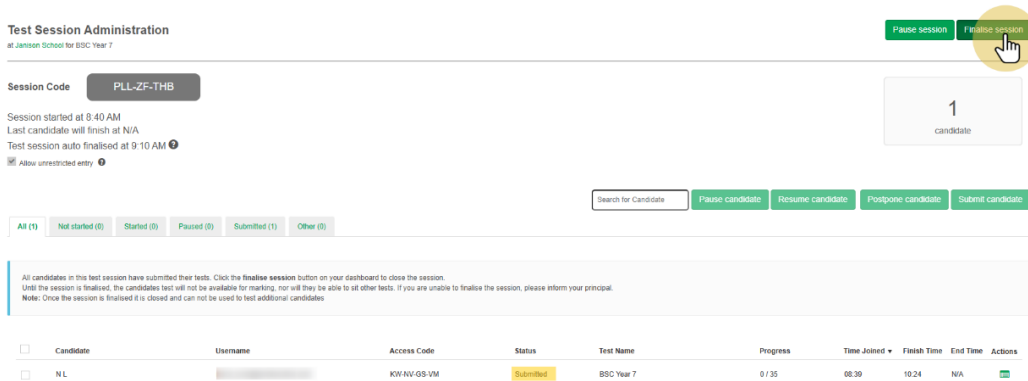
4. Once all student attempts have been submitted, continue with the finalise test session process.

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

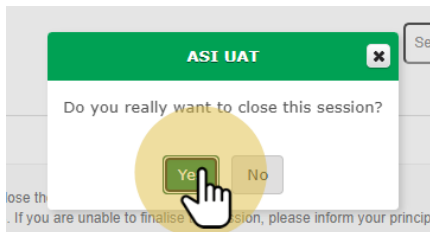
To Finalise a Test Session (after all attempts are submitted)

After all students have finished and submitted their attempts, the supervising teacher can finalise the test session so no more students can sit this test session.

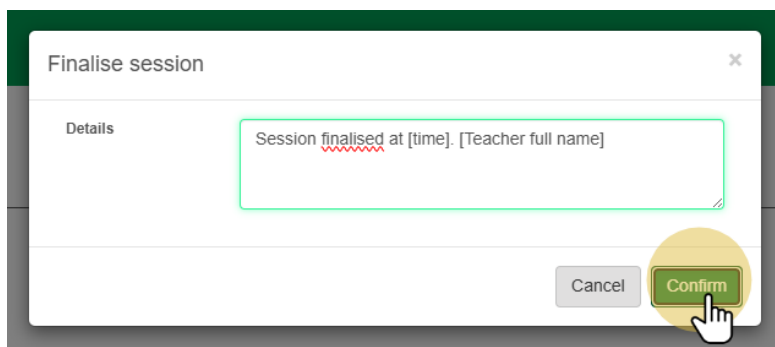
1. On the Test Session Administration page, click on the 'Finalise Session' button on the top right



2. The confirmation window will appear. Click 'Yes'



3. Please submit the reason in this format: *session finalised at [time]. [Teacher full name]*. Click 'confirm' button when finished.



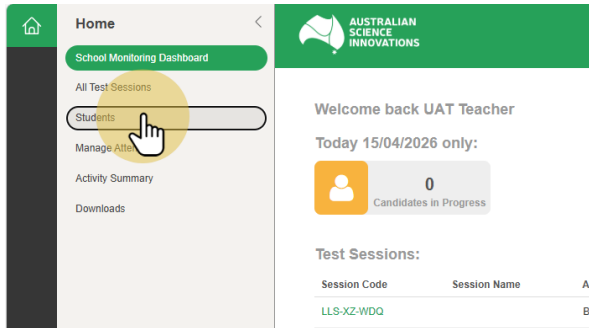
Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

TROUBLESHOOTING

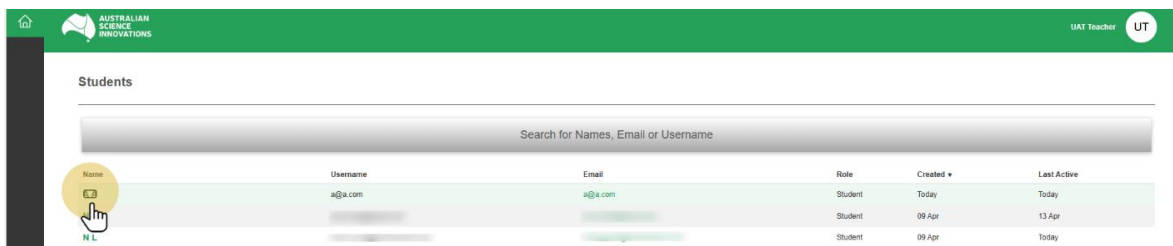
A. Changing the Year Level for Students

If students chose an incorrect year level during their registration process, supervising teachers can correct this through the teacher dashboard.

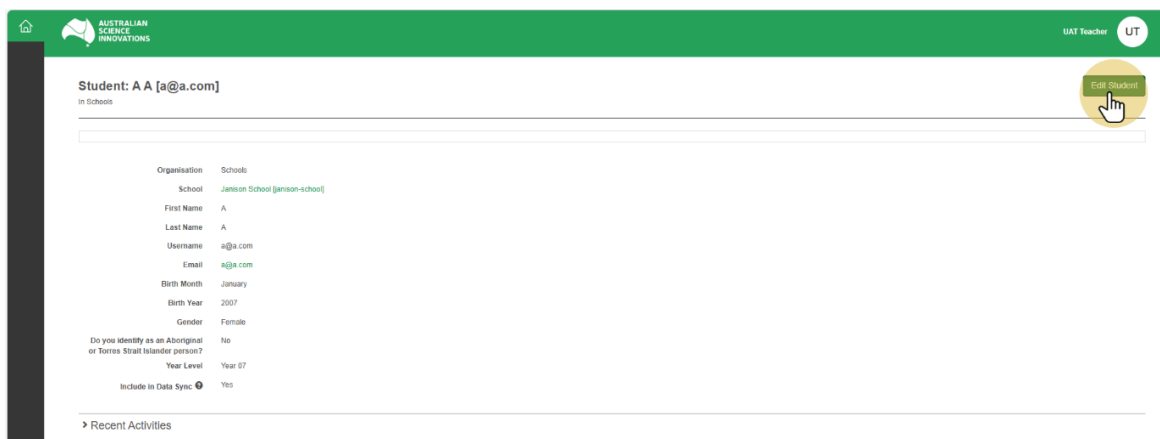
1. Click on the home icon at the top left. Navigate to the 'Students menu.



2. Here you can see the list of students from your school. Expand the search bar by clicking the 'Search for Names, Email or Username' grey box. Type in the student's name. Click on the student's name.

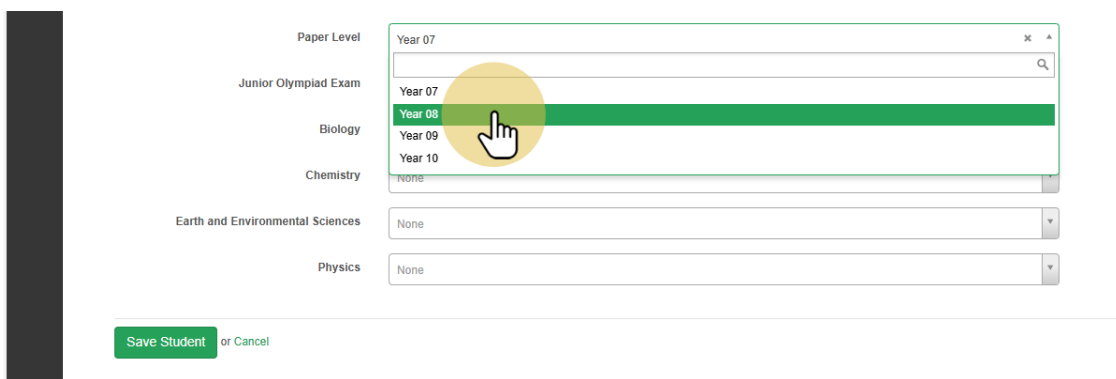


3. Click on 'Edit Student' button to make changes.



Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

4. Click on the drop down next to year level and change the student's year. Save the changes.



The screenshot shows a form with several dropdown menus. The 'Year Level' dropdown is open, showing options: Year 07, Year 08, Year 09, Year 10, and None. A hand cursor is pointing at 'Year 08', which is highlighted in green. Other dropdowns include 'Junior Olympiad Exam' (Year 07), 'Biology' (Year 09), 'Chemistry' (None), 'Earth and Environmental Sciences' (None), and 'Physics' (None). At the bottom, there is a green 'Save Student' button and the text 'or Cancel'.

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

B. Student's session has been disconnected

If a student's session has been disconnected during the competition there are several ways to get the student back to the competition. **Their answers from previous attempts will be saved.**

First option: Student re-entry using their password

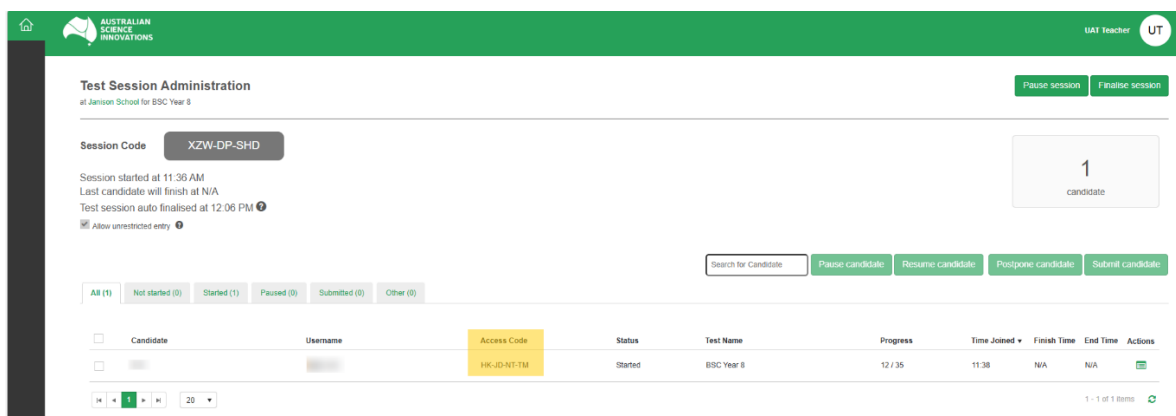
1. Students navigate to this page to continue their attempt:
<https://asi.au.insights.janison.com/auth/login>
2. Student to enter their email and password.

Second option: Student re-entry using their access code

Option 2A: if the test session has not been finalised

Teachers can retrieve student's re-entry passcode from the test session administration page if student forgets their password.

1. From your Test Session Administration page, scroll down to Students list. Find the student's name, and their access code is the 8-character code.



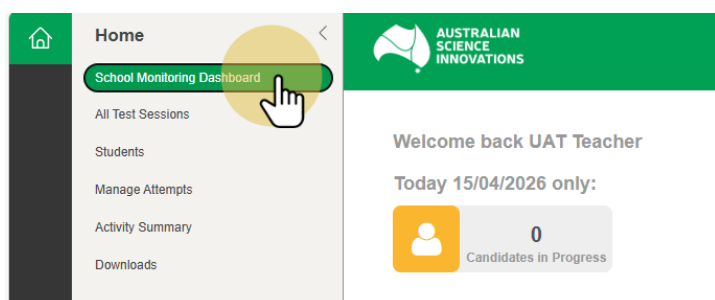
The screenshot shows the 'Test Session Administration' page for 'at Janison School for BSC Year 8'. It displays session details such as 'Session Code: XZW-DP-SHD', start time (11:36 AM), and end time (12:06 PM). A '1 candidate' counter is visible. Below, a table lists candidates with columns for Candidate, Username, Access Code, Status, Test Name, Progress, Time Joined, Finish Time, End Time, and Actions. One candidate is listed with the access code 'HK-ID-NF-TM' and status 'Started'.

2. Ask students to navigate to <https://asi.au.insights.janison.com/auth/onetimecode> and enter their 8-character code, where they will re-enter the competition where they left off.

Option 2B: if the test session has been finalised

If the affected students need to sit a new *attempt after the previous test session has been finalised, or to sit the competition on a different day*, follow these steps:

1. Access your teacher dashboard by clicking the home button on the top left and click 'School Monitoring Dashboard'.



The screenshot shows the 'Home' page of the Australian Science Innovations teacher dashboard. A hand cursor points to the 'School Monitoring Dashboard' button in the left-hand navigation menu. The main content area displays 'Welcome back UAT Teacher' and 'Today 15/04/2026 only: 0 Candidates in Progress'.

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

- On the dashboard, scroll down to the students' list and changed the filter from 'Not Started Attempt' to 'All' to show all students' names.

Candidates

Status: Not Started Attempts

Search Candidates

Name	Test Package	Test Code	Status	Progress	Actions
AA	2023 BSC Year 10	ZKML-GQ-WD	Not started		Actions -
N L	2023 BSC Year 10	CF-JZ-KM-LZ	Not started		Actions -

1 - 2 of 2 items

- The student's access code is the 8-character located on the highlighted column. Supply the access code to the affected student.

Candidates

Status: All

Search Candidates

Name	Test Package	Test Code	Status	Progress	Actions
AA	2023 BSC Year 10	SH-TW-VQ-ZP	Marked	1 / 35	Actions -
AA	2023 BSC Year 10	ZKML-GQ-WD	Not started		Actions -
B B	2023 BSC Year 10	HK-JD-NT-TM	Postponed	12 / 35	Actions -

- Create a **new test session** for the affected students (refer to [page 11](#) for guidance, if needed).
- Share the session code to the students.
- Ask students to access <https://asi.au.insights.janison.com/auth/onetimecode>:
 - On the first page, students will fill in their access code,
 - On the next page, students will fill in test session code of the new test session that you just created
- On the next page, a window with their names will pop-up to confirm if the student's details are correct
- Student will be able to continue their attempts where they left off. Their previous answers will be saved.

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

C. Competition Sluggish or Slow?

Please clear the browser cache and refresh the browser. Please also ensure that there is enough bandwidth across your school whilst sitting the competition as per the [technology profile](#) on [page 4](#).

D. Competition Not Showing Correctly?

Please disable any extensions or add-ins in your browser and contact us if the issue continues with a screenshot of the issue if possible.

E. What Happens If a Student Creates Another Account?

We take the most complete set of data for that student.

F. The Student Didn't Click Submit and Their Attempt Remains 'open' or They Closed Their Browser Window Before Submitting?

Their answers are still saved. The supervising teacher will need to submit and finalise the test session. Follow [page 20](#) for guidance.

G. Clearing a Browser's Cache

Windows

To do this, press (Ctrl + Shift + Del) in your browser. In the box that appears ensure that 'Cache' or 'Temporary website files' are selected and time (if applicable) is set to 'All time'.

Android devices

Open your browser Tap "More" or menu and select Clear browsing data or search history and clear history. Select the types of browsing data you want to delete and tap Clear data.

Apple IOS

Go to Settings > Apps > Select browser (Safari, Chrome etc) and tap Clear History and Website Data.

Mac

Press (Command + Shift + Del) in your browser. In the box that appears ensure that 'Cache' or 'Temporary website files' are selected and time (if applicable) is set to 'All time'.

Please Note: After clearing your browsers' cache, please refresh the page in your browser.

Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

SITTING THE COMPETITION - STUDENTS

This section is provided for your information and helps supervising teachers become familiar with what students see on their screen, starting from the registration page.

1. Students navigate to competition URL: <https://asi.au.insights.janison.com>
2. Students will enter their **school code** provided by the supervising teacher and then click 'Next'.

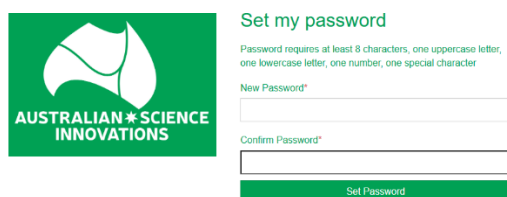


3. On the next page, students will be asked to enter their details. It is important to:
 - Remind students to check that they are enrolled in the correct school. They can confirm this by locating the school's name shown on the registration page (highlighted in the screenshot for reference).
 - Ensure students enter their **first name, last name, Australian Year Level, and paper level (the year bracket for the competition)** correctly, as this information **will appear on their certificate**.

Once all the information has been entered, students click the 'Sign Up' button.

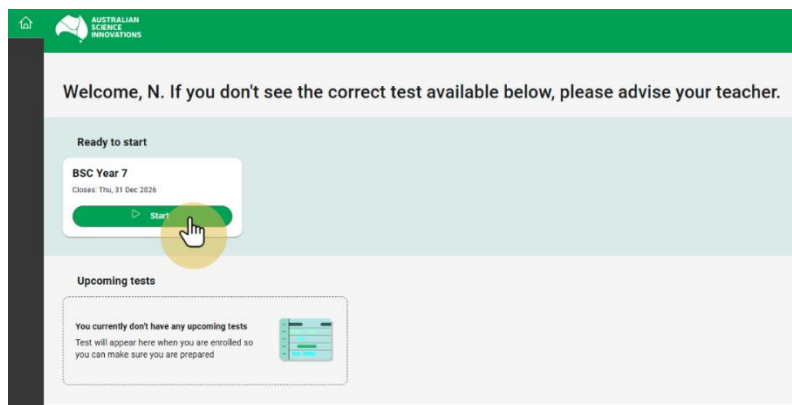


4. Next, students will be asked to set up a password. Remind students to keep their password safe, as they will need it if they are logged out during the competition due to any technical issues. To proceed, click 'Set Password'.

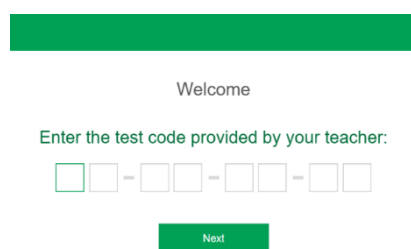


Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

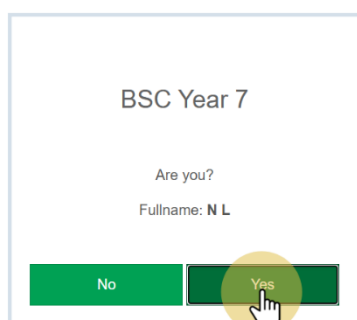
5. On the next page, students will see the test session has been set up by supervising teacher. Click on the 'Start' button to enter the competition:



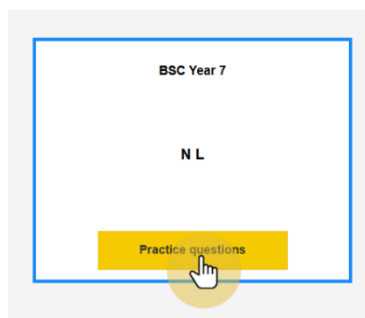
6. Students enter the test session code that the supervising teacher has provided:



7. On the next page, student click 'Yes' if their details are correct:

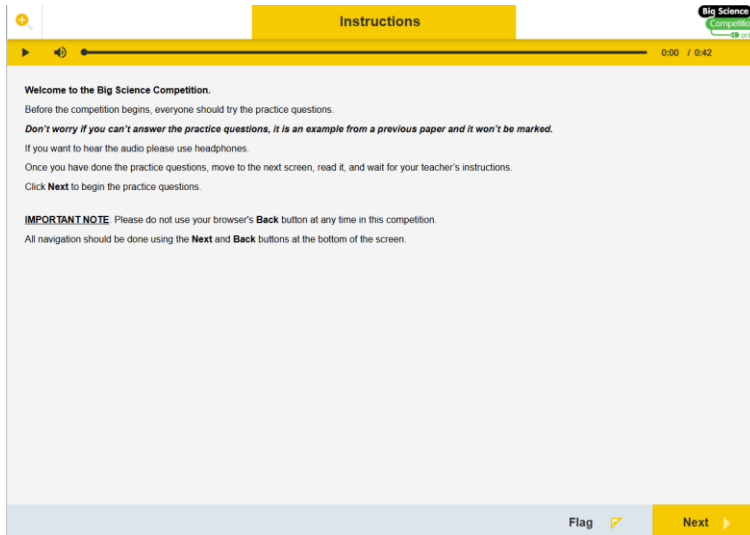


8. On the next page, students will have access to two practice questions become familiar with the style, layout, audio and navigation of the competition. These practice questions are not marked.

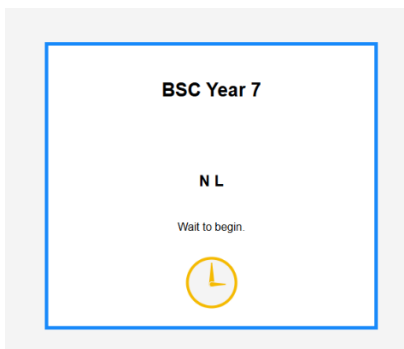


Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

After clicking the 'Practice Questions' button, student will see the welcome page



9. Once students have completed the practice questions, they will be asked to wait until the supervising teacher starts the competition session. This window will appear on the student's screen while they are waiting:

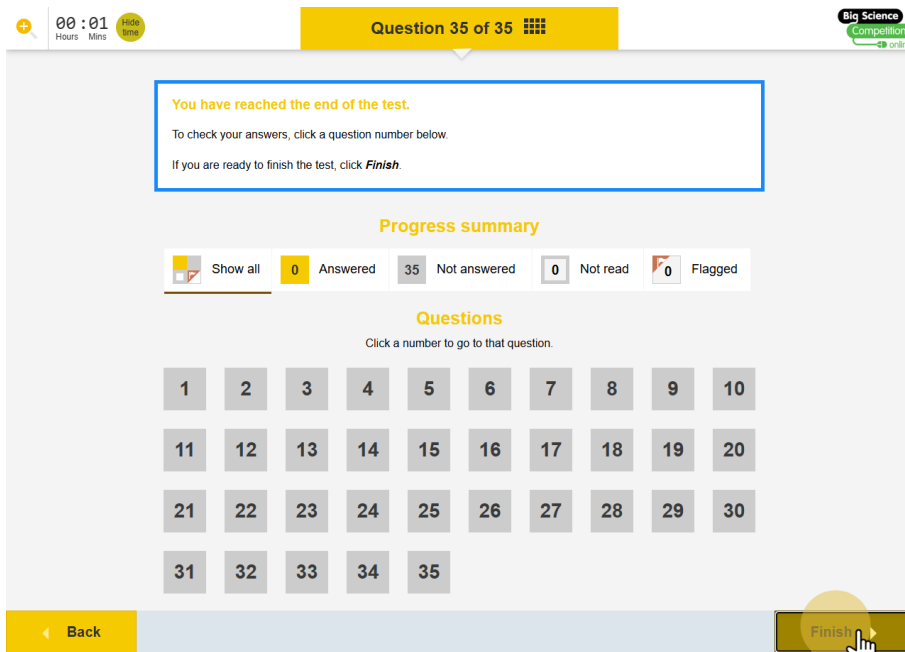


Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.

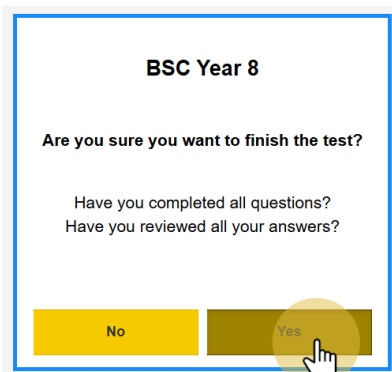
FINISHING THE COMPETITION - STUDENTS

For responses to be marked correctly, students must submit their work via their summary page. Warn students five minutes before the competition ends and remind them to submit their responses.

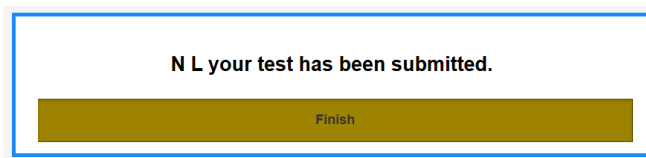
1. In the summary page, click the 'Finish' button in the bottom right corner of the screen to submit their test attempt.



2. Click 'Yes' to continue:



3. This confirmation window will appear.



Need support? Email asi@asi.edu.au or call +61 2 6125 6228 7AM - 6PM AEST Mon-Fri.