Student response service – user instructions

Introduction

The web-based student response service is available to all IB world schools and enables teachers to view student responses to specimen on-screen examinations. The service requires the upload of candidate response files, which are generated once an examination ends; PDF versions of the responses are subsequently returned via email. All examination packages available to download from the programme resource centre are compatible with the service.

Candidate response files

The personal details entered when a student logs in to the examination will appear in the response file name and this will subsequently determine the name of the returned PDF file. These details should therefore be entered accurately, to ensure that the returned PDF can be easily associated with the student.

After an examination is completed, the candidate response files should be retrieved from each applicable device; on a Mac, they are saved to the Documents folder and on a Windows device, they are saved to a folder within the Documents folder, called "IB MYP Runtime". The relevant folder will open automatically when the package is exited.

Here is an example of the response file format:
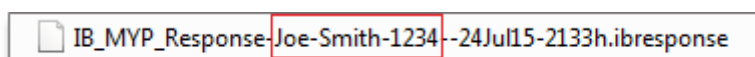
Note: A candidate response file **will not** be generated if the examination package is "Quit" using the option in the Assistance tab.
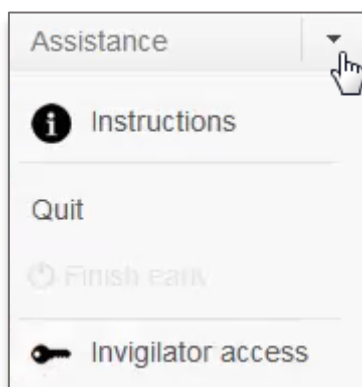
If a student does not wish to utilise the full two hours allocated, they should use the *Finish early* option. Alternatively, the invigilator can access the Invigilator Menu and exit the package via the *End examination* option.
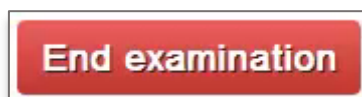
These are valid methods of quitting the examination package that will ensure generation of a response file.
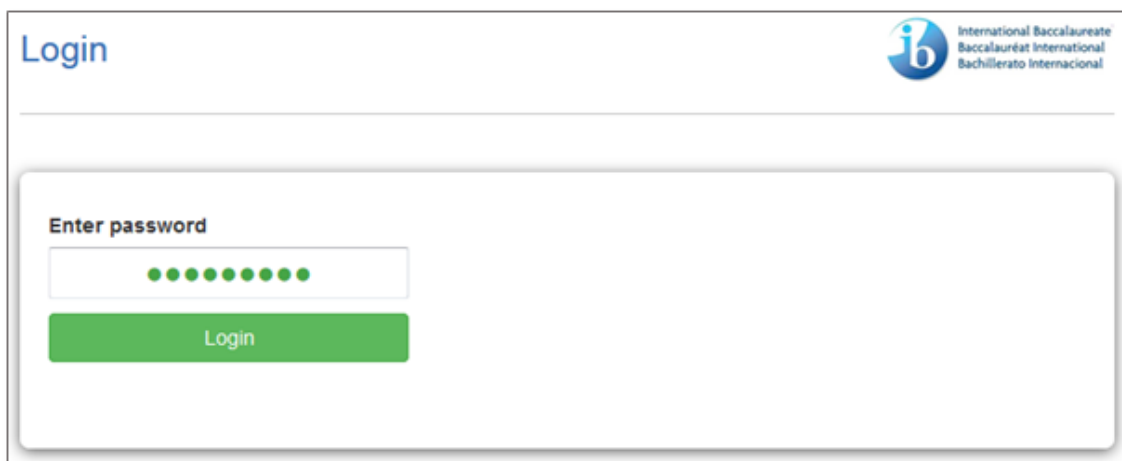
Response file upload

Click on the following URL link: https://eassessment.ibo.org/response-upload/

Select the appropriate language from the drop-down menu.
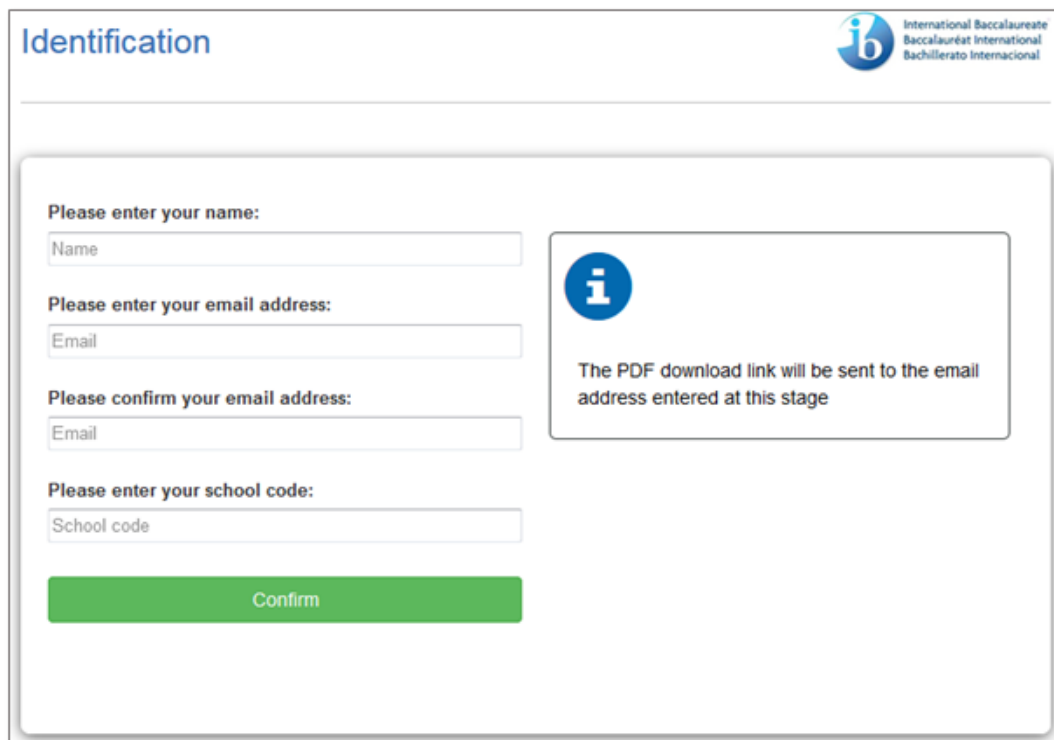
Enter the password r3sp!MYP and click *Login*.

Enter your personal details and then click *Confirm*.

- *The PDF download link will be sent to the email address entered at the stage so please ensure that it is entered accurately.*
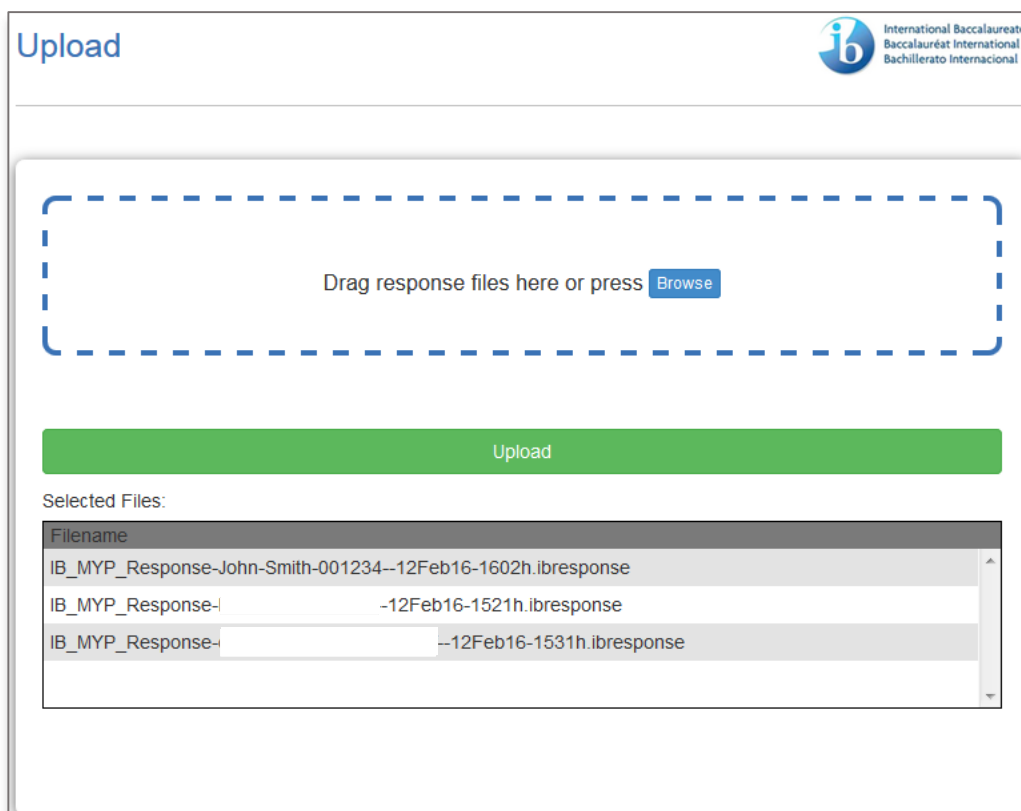
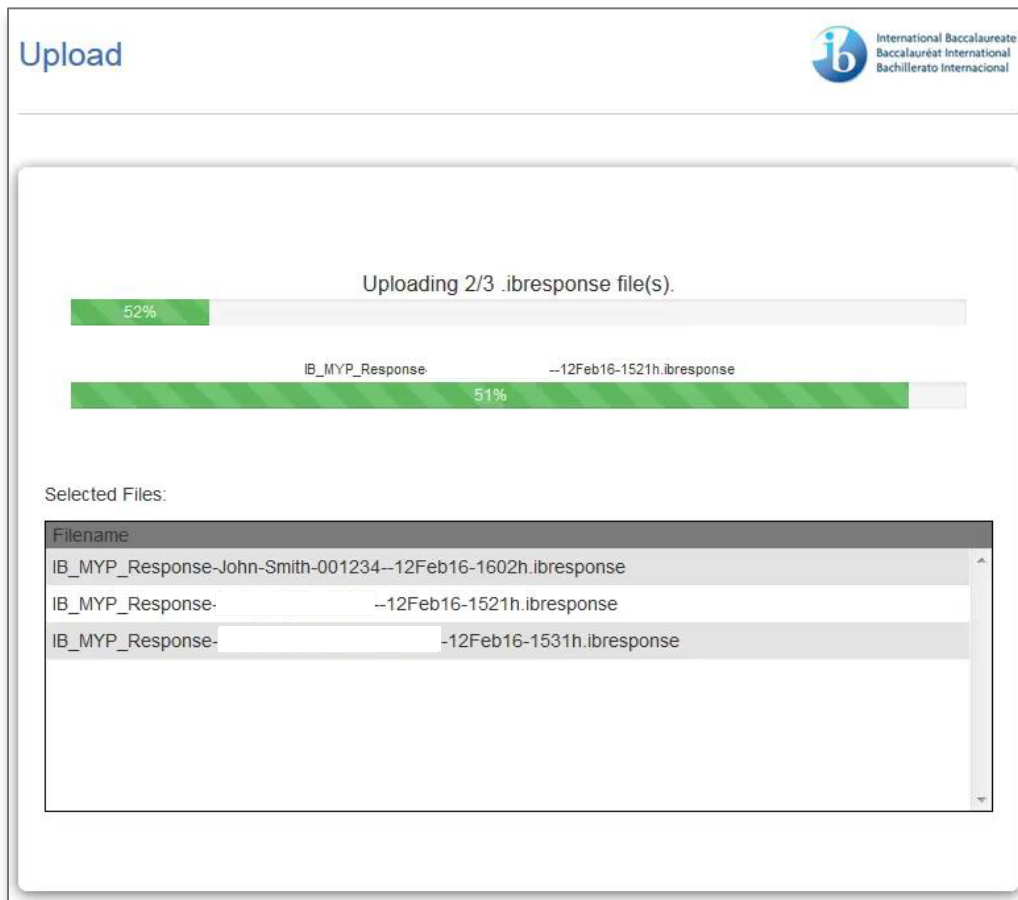You will then proceed to the Upload screen.

Response files can be uploaded via "drag and drop" or by clicking *Browse* and selecting the files from the appropriate location.

All selected files will immediately appear.

- *Only valid *.ibresponse files can be uploaded.*
- *Response files generated from live examination packages are not compatible with this service.*
- *Please do not upload more than 50 response files **per session**.*

Click the green *Upload* button to initiate and progress will be displayed via a progress bar.

A final Summary screen will confirm successful upload.

Click *Close Session* and you will be directed back to the initial language selection screen. The upload process can then be repeated, if desired.

Upload failure

If you attempt to upload an invalid file type (i.e., not an *.ibresponse file), the upload will fail and an error message will be displayed.
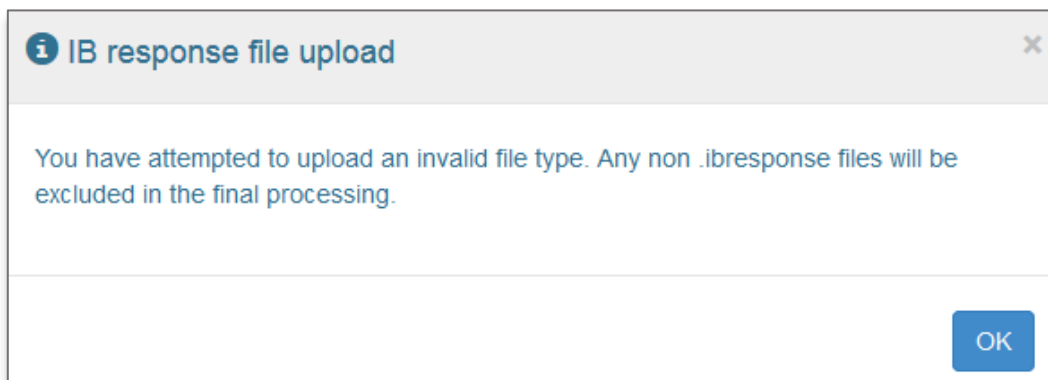
Click *OK* and then upload the correct files.

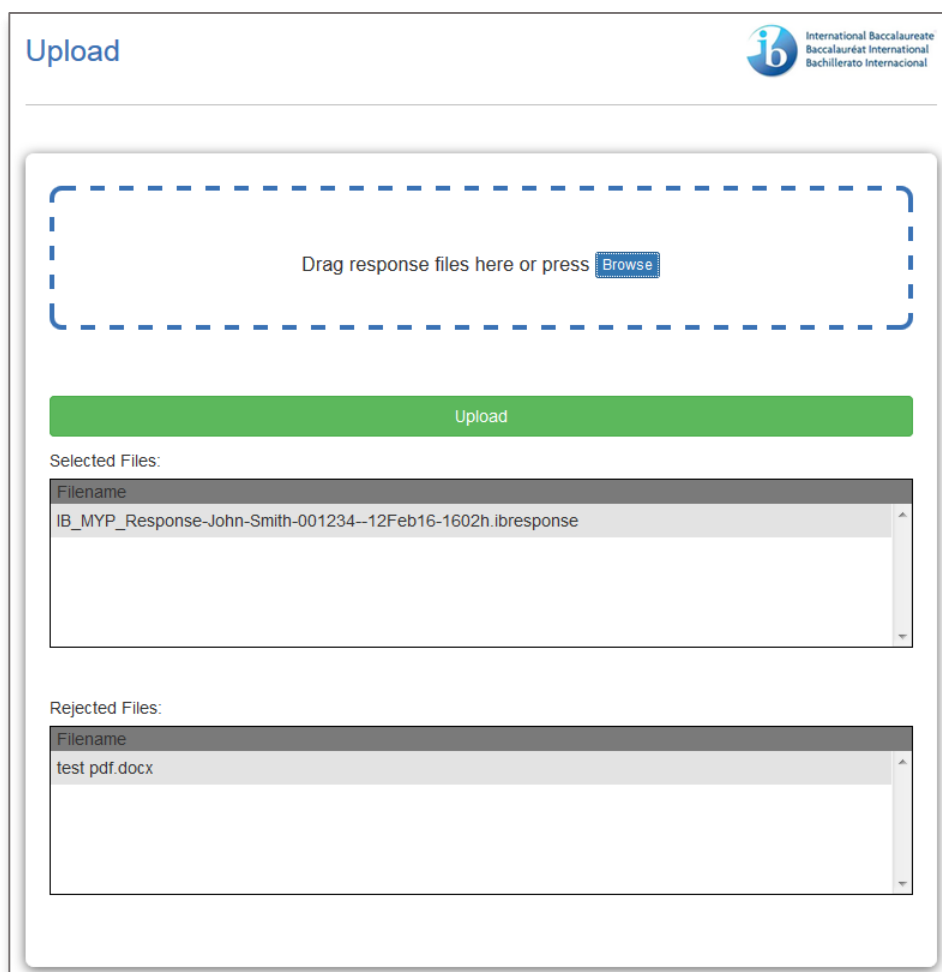If an incorrect file type is mistakenly uploaded with *.ibresponse files, the valid files will be accepted and the incorrect file will be displayed as "*Rejected Files*".

Accessing the PDF files

Approximately 30-60 minutes after uploading the response files, you will receive an email containing a download link.

The email will be sent from *noreply@krankikom.de*. You may wish to add this address to your list of trusted/safe senders, to avoid any messages diverting to your spam/junk/quarantine area.

- *This link will expire after 7 days. If the PDFs have not been accessed before this time, it will be necessary to complete the upload process again.*

To initiate the download process, click *Download PDFs*.

- *Files are downloaded as a .zip file, which will contain an individual PDF per candidate.*
- *The PDF will only contain student responses, not the examination questions.*