DOTS Administration
Suggested timeline

3–4 weeks before testing

Log in to to DOTS. Check that you have sufficient test credits. If not, purchase the remaining credits required.

2–3 weeks before testing

Create your **class groups** on DOTS and add **students** to classes. Set up **test sessions** using available test credits. Set your sessions' **days active** period to at least 7 days.

1 week before testing

Check students' devices using the **DOTS test page**: takethetest.erc.ie/erc/index#/testpage Update any devices that are showing issues.

The day before testing

Print off **student password sheets** and cut into strips for handing out. Download and read through the test administration guide.

The day of testing

Have test administration guide and DOTS support contact details (see below) to hand.

After testing

If any students were absent for testing, test them before the session automatically closes. If no more testing is required, close the testing session to generate reports.

Support contact details:
Email: dots@erc.ie
Phone: (01) 837 7614