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| 1. Open Internet Explorer and type [www.aimonline.vic.edu.au](http://www.aimonline.vic.edu.au) into the address field. This is the Central Server site. Click the On Demand link. 2. From the On Demand page click the Teachers and Administrators **– On Demand Testing Login** link. 3. Type in your school’s **User ID** and **Password** (for the Central Server) that was provided by the VCAA. 4. From the Home menu, select **Test Bank**, then **Download Test**, then **Public**. 5. Enter details in the **Search Criteria** window (e.g. Year Level) to narrow down to the type of tests you wish to find, then click **[Search]**. 6. From the Search Results list. Select a test by clicking on it to highlight the row then click **[View]**. 7. The **Test View** page provides information and details about the test.   ***Special Note:***  ***\* Linear tests*** *will provide information for all the questions in the test. It is also possible to preview the questions.*  *\*\* It is not possible to preview questions of an* ***Adaptive test****.*   1. To preview the questions of a ***linear test*,** click **[Preview]**. 2. Once you have identified a test that you would like to use at your school, click **[Download]**. 3. A message box will appear to advise that the test has been successfully queued for download to your school. Click **[OK]** to close the message box. | 1. Click **[OK]** to return to the **Search Criteria** screen and search for more tests to download. | |
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