|  |  |
| --- | --- |
| 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.
 |
|  |  |