Digital Learning Assessment (DLA)

Information Booklet

January 2026

General Information

Addis Ababa University (AAU) has advanced digital learning, assessment, and governance to ensure its academic programs remain aligned with 21st-century demands. The University administers digital placement tests through its Test Management System (TMS) and has begun utilizing a custom-built assessment portal to evaluate students across various programs. In the current academic year, the Digital Learning Assessment (DLA) will be implemented for all first-year students and selected second-year students enrolled in common courses.

The testing portal is integrated with AAU's Integrated Student Information Management System (iSIMS), allowing students to access their user credentials by logging in at https://portal.aau.edu.et without needing to register separately for exams. Final scores are automatically communicated to test-takers through iSIMS, while faculty and administrators can access aggregated performance reports for assessment and instructional evaluation.

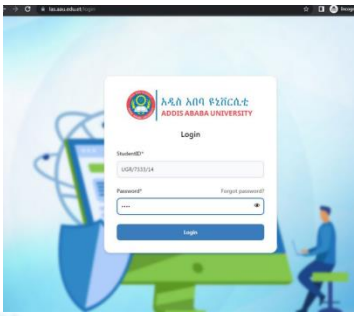
This Information Booklet is intended to provide test-takers with a comprehensive overview of the procedures and requirements for the administration of the Digital Learning Assessment (DLA). All test-takers are required to read the booklet carefully and fully comply with the guidelines outlined herein.

Accessing the Testing Portal

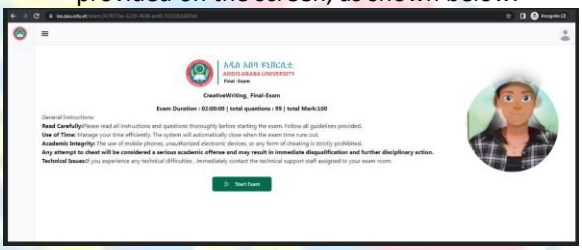
To access the testing portal during the assessment, please follow the steps below:

1. Go to http://tms.aau.edu.et
2. Log in using your credentials, which can be obtained from https://portal.aau.edu.et.
    - **Username**: Your AAU ID number
    - **Password**: Your FTP (First-Time Password)

Refer to the example provided below for guidance.



3. Once you log in, verify that your full name, AAU ID number, academic program, and the exam you are scheduled to take are correctly displayed.
4. Then, click on the exam you are scheduled to take.
5. Next, carefully review the general instructions provided on the screen, as shown below.



6. Click on **'Start Exam'** to begin your test once the exam has been launched.

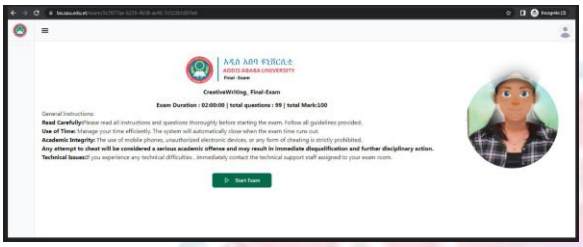
Administration of DLA

The Addis Ababa University Testing Center (AAU-TC) coordinates the overall administration of the Digital Learning Assessment (DLA) in collaboration with the Office of the ICT and Digitalization, Academic Programs Management, the Registrar's Office, and relevant colleges or institutes. The assessment is delivered digitally via AAU's testing portal, utilizing the University's private network infrastructure. This digital format offers several advantages, including enhanced efficiency, streamlined administration, and automated scoring processes.

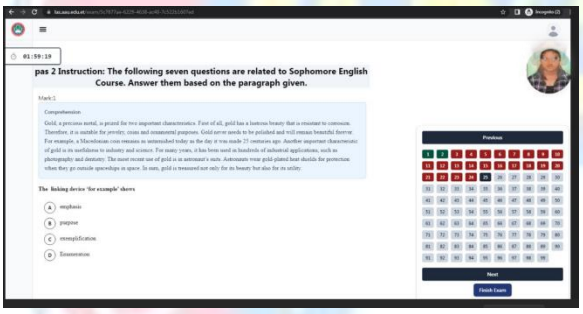
Test-takers are required to take the exam in designated computer laboratories across AAU's colleges and institutes, ensuring standardized testing conditions for all participants.

Duration of the Test

The allotted time for each exam varies by course and is determined by the item developers. The exam duration is displayed after you log in to the exam you are scheduled to take, as shown below.



During the exam, a countdown timer will be displayed on the screen, as shown in the figure below. You can navigate both forward and backward through the questions within the allocated time. Please note that attempted items are automatically saved and highlighted in green, while unanswered items are marked in red, as illustrated below.



Responsibilities of DLA Test Takers

Test takers have the following important responsibilities to ensure a smooth and fair testing. These responsibilities.

- ***Familiarize themselves with the test format***: Take the time to review sample practice tests or mock exam to become acquainted with the types of DLA questions.
- ***Adhere to test instructions***: Follow all instructions provided by the test administrators.
- ***Maintain test integrity***: Maintain the highest level of integrity during the test by not engaging in any form of cheating, or getting unauthorized assistance.
- ***Use authorized materials only***: Only use materials, resources, or aids that are explicitly permitted by the test administrators.
- ***Present a valid identification document***: You must present a valid AAU student ID as required by the test administration.
- **Bring required testing materials**: Arrive prepared with the necessary materials, including an approved calculator (as instructed by your course instructor) and a pen or pencil for rough work. A blank sheet of paper will be provided for rough work and must be returned at the end of the test.
- ***Arrive in Time***: Test-takers are required to arrive at their assigned testing site or hall at least **30 minutes** before the scheduled start time of the exam. Please stay updated on exam schedules by regularly checking AAU's official website at https://www.aau.edu.et (click on the announcement icon,) and by following the Testing Center's Telegram channel at https://t.me/aauGAT or by scanning the QR code below.

@AAUGAT

Items Prohibited in the Testing Room

Test security is our priority! In the testing hall, it is important to be aware of the materials that are prohibited to maintain a fair and standardized testing environment. The following materials are typically prohibited:

⊗ ***Electronic devices***: These includes cell phones, smartphones, tablets, smart watches, laptops, and any other electronic devices that can store or access information.

- ⊗ ***Internet access***: Devices or tools that provide internet access, such as Wi-Fi routers or portable hotspots, are not allowed.
- ⊗ ***Communication devices***: Any device capable of communication, including but not limited to, headphones, earphones, Bluetooth devices, or any other device that can transmit or receive information are prohibited.
- ⊗ ***Books, notes, or study materials***: Bringing books, notes, textbooks, handouts, pamphlets, scratch papers or any unauthorized study materials into the testing hall is prohibited.
- ⊗ ***Unauthorized calculators***: Test taker are not allowed to use scientific and programmable calculators.
- ⊗ ***Unauthorized aids***: Any additional aids, such as rulers, protractors, compasses, or formula sheets should not be brought into the testing hall.

Test Takers with disabilities

Test-takers with disabilities are entitled to reasonable accommodations to ensure equal access to the testing process. It is the responsibility of the test-taker to disclose their specific disability to their respective institution in advance to initiate and coordinate appropriate support. In addition, they should clearly communicate their specific needs to the coordinator or supervisor at the testing site.

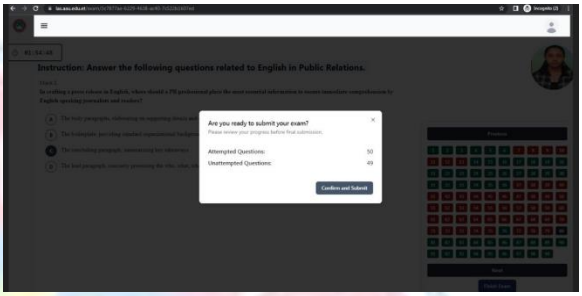
Please note that visually impaired test-takers will complete the DLA using JAWS or a similar screen reader; individual human readers are not permitted. Test-takers with other disabilities will be assigned to testing rooms that accommodate their specific needs.

Exam Schedule

Examination schedules will be announced on the official AAU's website (https://www.aau.edu.et) and the Testing Center's Telegram channel (https://t.me/aauGAT). Test-takers are strongly advised to regularly check both platforms for updates regarding their assigned exam room (computer lab), date, and time for the DLA.

Test Completion and Submission

At the end of the exam, your responses will be automatically submitted when the timer expires. Alternatively, if you finish before the allotted time, you may click the **'Finish Exam'** button to submit your answers manually. A confirmation message will then appear on the screen, as shown below.



Please note that once you click the **'Confirm and Submit'** button, you will no longer have access to the exam content.

Scoring and Reporting

The testing portal will automatically score test-takers' responses, displaying raw scores either immediately after the test or upon completion of all sessions. Once validated, results will be released to students and course instructors via AAU's iSIMS within a defined timeframe.

Managing compliant and appeals

Complaints regarding test administration, scoring, or technical issues must be submitted via the designated complaint form within one week of the exam. Concerns about test content or results will be addressed by the relevant departments, while feedback requests will be handled by course instructors.

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