

PassOver

Platform Overview & User Guide

What PassOver is, who it is for, how to get started, and how students, parents, teachers and schools use it.

Built for the Test. Designed for Success.

About this guide

This guide is for everyone who uses PassOver: school leaders, teachers, parents, guardians and students. Start with the overview, then go to the section for your role.

1. What PassOver is	The idea behind the platform
2. Who uses PassOver	Roles at a glance
3. Getting started	Create an account and get approved
4. For students	Practice, assessments and results
5. For parents and guardians	Following your child's progress
6. For teachers	Turning results into classroom action
7. For school administrators	Running PassOver in your school
8. How quality is protected	Questions, administration and oversight
9. Privacy and security	How your information is protected
10. Help and support	Getting answers

SECTION 1

What PassOver is

PassOver is a digital test-simulation and assessment-readiness platform. It helps students prepare for formal assessments by recreating what a real test feels like: understanding instructions, managing time, moving between questions, reviewing answers and submitting. It then shows clearly what to practise next.

PassOver is built for Jamaica's Primary Exit Profile (PEP) in Grades 4–6, with a separate **Diagnostic+** programme for Grade 3 that discovers what a younger learner already knows.

Discover

Diagnostic+

Practise

Topic practice

Simulate

Timed tests

Measure

Clear results

Improve

Next steps

Every result feeds the next step. A teacher sees where a class needs help, a parent sees what to encourage at home, and the student gets a focused practice activity, followed later by another assessment to measure progress.

Important: PassOver performance and readiness figures are PassOver's own measures. They are not official PEP results and do not predict a student's PEP placement.

SECTION 2

Who uses PassOver

Each person signs in with their own account and sees only what their role allows. Higher roles do not automatically see everything: each permission is granted on purpose.

Role	What they do	What they see
Student	Takes assessments, practises topics, reviews released results, tracks goals and achievements.	Only their own work and results.
Parent or guardian	Follows their child's progress, released results, attendance and school messages; supports practice at home.	Only children they are verified to be connected to.
Teacher	Assigns and builds assessments from approved questions, marks work, analyses results, plans interventions.	Only the classes and students assigned to them.
School Administrator	Runs PassOver for the school: people, classes, subjects, assessments, reports, communications and access approvals.	Their own school only.
Education Quality (QA)	Reviews and approves every question before students see it; governs the curriculum alignment of the question bank.	Educational content, not school records.
Platform Admin	Reviews new account requests and grants the right access.	Account requests.
Super Admin	Governs the platform: schools, administrators, security and operations.	Platform oversight.

Two separate authorities

Platform authority (Super Admin) and educational authority (Education QA) are deliberately separate. Running the platform does not give anyone the power to change test content, and vice versa.

Nobody sees other schools

Every school's data is kept separate. Teachers see only their assigned students, and parents see only their own children.

SECTION 3

Getting started

Anyone can create an account. To protect students, an account can see nothing until an administrator approves the right access for that person.

1 Create your account

Choose *Create account* on the PassOver sign-in page. Sign up with your email and a password, or with Google or Apple. *Already invited by your school? Use the invitation link in your email instead; it connects you directly, with no approval step.*

2 Verify your email

Open the link PassOver emails you. Accounts with unverified email addresses cannot be used.

3 Tell us how you will use PassOver

After signing in you will see *Get started*. Choose one:

- **Join my school:** for teachers, students and parents. You will need the **school code** your school gives you.
- **Independent teacher:** for private tutors who teach outside a school. Once approved you get your own workspace and a join code to share with your students and their parents.
- **Register my school:** for principals and school leaders bringing PassOver to their school.
- **Family plan:** for parents preparing a child independently.

4 Wait for approval

Your request goes to a reviewer: your School Administrator (or tutor) for school joins, or a PassOver administrator. You can see the status at any time and withdraw it if needed.

5 Sign in to your workspace

You'll get an email when the request is decided. Once approved, sign in and your workspace opens with the access you were given.

Choosing a strong password

Use **at least 12 characters**. A short phrase is easiest to remember, for example *blue kite over the river*. Avoid common passwords and your own name or email.

Staff and administrators: two-step sign-in

School Administrators and PassOver administrators must also use an authenticator app (such as Google Authenticator or Microsoft Authenticator). PassOver guides you through setting it up the first time.

SECTION 4

For students

PassOver gives you two kinds of activity. Practice helps you learn. Assessments and simulations help you get ready for the real test.

	Practice	Assessment or simulation
Purpose	Learn and build skills	Experience real test conditions
Feedback	Often right away, with explanations	After you submit, when your school releases results
Time	Usually untimed	Usually timed. The clock is kept by PassOver, not your device
Examples	Quick Test, Topic Mastery, Adaptive Learning	Teacher assessments, Full PEP Simulation (when your school turns it on)

Taking an assessment

- **Read the briefing first.** It tells you how many questions there are, how long you have, and the rules.
- **Watch the timer.** Time remaining is always shown. Your answers are saved as you go.
- **Check before you submit.** When you finish, review your answers and then submit.
- **If your connection drops,** reconnect and continue. Tell your teacher if anything looks wrong.

Your workspace

Assignments and live classes

Everything your teachers have set, with due dates, and your live lessons: *Join* appears 15 minutes before the start.

Grades and feedback

Released results, by subject and topic, plus your teacher's comments.

Study coach

Suggestions for which topic to practise next, based on your results.

Goals and achievements

A daily goal, streaks and achievements to keep you going.

SECTION 5

For parents and guardians

PassOver answers four questions: How is my child progressing? What has my child completed? Where might my child need support? What can I do next?

My children

Switch between your children. You only see children your school has verified you are connected to.

Grades and progress

Released results by subject and topic, showing strengths and areas for more practice.

Assignments

What your child has been asked to complete, and what is done.

Attendance

Your child's attendance record, where the school records it in PassOver.

Communications

Message your child's teachers, and read school announcements.

Reports and family insights

Downloadable progress reports, and simple suggestions you can act on at home.

How to help at home

- Look at the **focus areas** in your child's latest results and encourage a short practice session on one of them.
- Set small, regular goals, such as *two practice sessions this week*, rather than score targets.
- Celebrate effort and streaks. Steady practice is what builds readiness.

Results appear only after the school releases them. Insights are guidance, not a professional diagnosis. Your child's teacher is the best person to talk to about their needs.

SECTION 6

For teachers

PassOver turns assessment evidence into classroom action, while the professional judgment stays yours.

Assess

Analyse

Find the gap

Target practice

Reassess

Area	What you can do
Classes and students	View rosters and each student's history, topic strengths and gaps. You see only students assigned to you.
Assessments	Assign approved assessments, or build your own from questions Education QA has approved. Set dates, time limits and when results are released.
Marking and gradebook	Mark written responses in the marking queue and record grades.
Reports and insights	Class performance by topic, question-level results, and which students need support.
Interventions	Plan and track targeted support for a student or group.
Diagnostic+	For Grade 3, see each learner's readiness profile and how it carries into PEP preparation.
Live classes	Schedule a live lesson for your class using a video service your school allows (such as BigBlueButton, Google Meet or Zoom). Students join through PassOver, and you see who attended.
Attendance and communications	Record attendance for today's classes; message families and your school.

Independent teachers

Private tutors get their own workspace. You are both its Teacher and its administrator: create your classes, share your **join code** with students and parents, and approve each person who asks to join. Everything in this section applies to your workspace.

Teachers cannot change approved questions, official answer keys or submitted student answers. This protects the fairness of every result.

SECTION 7

For school administrators

You run PassOver for your school: your people, your structure, and your school's results.

School setup

School profile, school code, academic year, terms and preferences.

People and roles

Invite staff, students and parents; manage accounts and invitations.

Access requests

Approve or decline people asking to join your school with your school code. Approve only people you can verify.

Classes and live lessons

Create classes, assign teachers, enroll students, set meeting times, and choose which video services teachers may use.

Assessments

Schedule assessments for classes and control when results are released.

Reports and analytics

School, grade and class performance, participation, attendance and teacher activity.

Communications

Announcements to staff, parents and students.

Support and training

Raise support tickets with PassOver, and assign training to staff.

Sharing your school code

Give your school code to staff, students and parents so they can request to join. Each request comes to you for approval, so the code alone never grants access.

Coming next

Planned features from the PassOver specification: a school-wide *assessment day* mode for large simulations **COMING**, a student schedule and calendar **COMING**, and stronger protection for answers during connection loss **COMING**.

SECTION 8

How quality is protected

A result is only as trustworthy as the questions behind it and the test that delivered it.

Every question is reviewed by people

1. A question is drafted by an author (or with AI assistance).
2. It is checked against the curriculum, for accuracy, wording, age-appropriateness and a correct answer key.
3. **An Education QA reviewer approves it.** Only approved questions reach students.
4. Its performance is monitored. A question that behaves unexpectedly is reviewed again or retired.

AI-drafted content is never published automatically; a person approves every question.

Assessments follow a blueprint

Formal assessments are assembled to a blueprint covering topics, difficulty and question types, not drawn at random. PEP Core and Diagnostic+ keep separate question banks because they serve different purposes.

Who administers the platform

Super Admin

Governs the platform, appoints Platform Admins, and oversees security and operations.

Platform Admin

Reviews account requests. Cannot appoint administrators, change platform settings or edit questions.

SECTION 9

Privacy and security

PassOver holds information about children, so it is built to protect it at every step.

Protection	What it means for you
Approval before access	New accounts see nothing until an authorized person approves them, and only for the role and school approved.
Your school only	Each school's records are kept separate. Teachers see assigned students; parents see their own children.
Encrypted connections	All traffic, between your device and PassOver and between PassOver and its database, is encrypted with modern TLS (version 1.3, 256-bit).
Encrypted storage	Stored data and backups are encrypted (AES-256). Passwords are never stored in readable form.
Two-step sign-in for staff	Administrators must use an authenticator app as well as a password.
Every important action is recorded	Approvals, role changes and other administrative actions are logged with who did what and when.
Protected test results	Submitted answers cannot be edited by teachers, parents or administrators, and timing is enforced by PassOver, not the device.

What you can do

- Use a long, unique password and keep your authenticator app on your phone.
- Never share your account. Each person should have their own.
- Sign out on shared computers, such as in a school lab.
- Report anything that looks wrong to your school or to PassOver support.

Help and support

Students and parents

Start with your teacher or your school's PassOver administrator. They can check your access, classes and results.

Teachers

Contact your School Administrator for class, roster or access questions.

School Administrators

Raise a **support ticket** in your workspace for technical issues, access problems or assessment concerns.

Security concerns

If you think an account has been misused, contact your school immediately and raise a support ticket marked urgent.

Quick answers

Question	Answer
I signed up but can't see anything.	Your access request is waiting for approval. Check its status on the <i>Get started</i> page.
I don't have a school code.	Ask your school office, teacher or tutor. Schools new to PassOver can choose <i>Register my school</i> ; private tutors can choose <i>Independent teacher</i> .
I didn't receive the verification email.	Check your spam folder, then try signing up again with the same address.
Why can't I see my child's latest test?	Results appear after the school releases them.
I lost my authenticator phone.	Contact your School Administrator or PassOver support to reset two-step sign-in.

PassOver: *Built for the Test. Designed for Success.* This guide describes the platform as of October 2026. Features marked "Coming" are planned and not yet available.