

e-volve 12

Offline Testing

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Offline testing allows you to take the test to the learner, wherever they are, by means of a single laptop with SecureClient installed.

Any test booked to be delivered online through SecureAssess Central, **can be delivered offline**, if required, in three simple steps:

1. Download the exam to your laptop, in advance of the test.
2. Give the laptop to the learner to complete the test, anywhere.
3. Manually upload the completed exam back to SecureAssess Central.

An Internet connection is only required for steps 1 and 3. See below for a detailed description of each step.

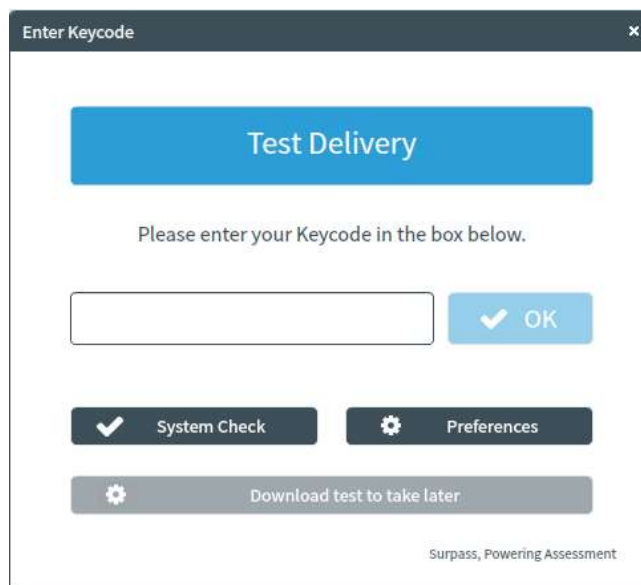
Downloading exams to a laptop

The laptop you are going to use to download exams must have SecureClient installed. Please note:

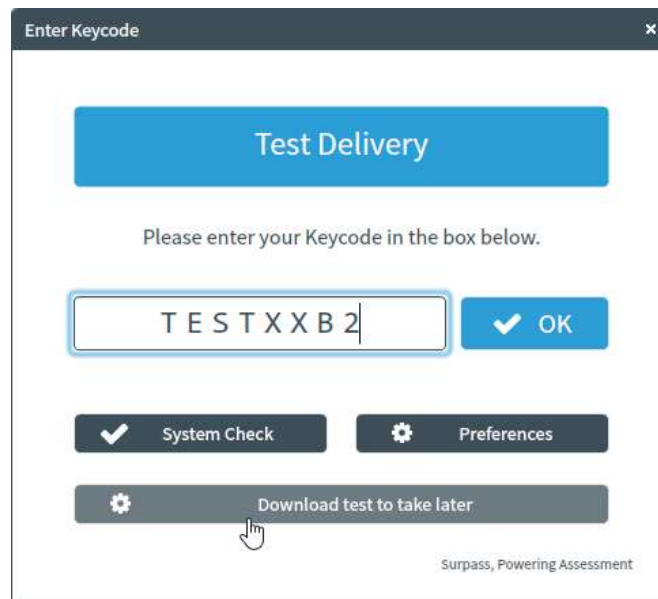
- ➔ You need to be connected to the Internet for this step of the process.
- ➔ You can download exams up to 10 days in advance of the exam date depending on the exam being sat. If the exam appears as locked or ready on the invigilate screen it can be downloaded

To download exams, follow these steps:

1. Launch SecureClient from the icon on the desktop and on the Keycode screen.

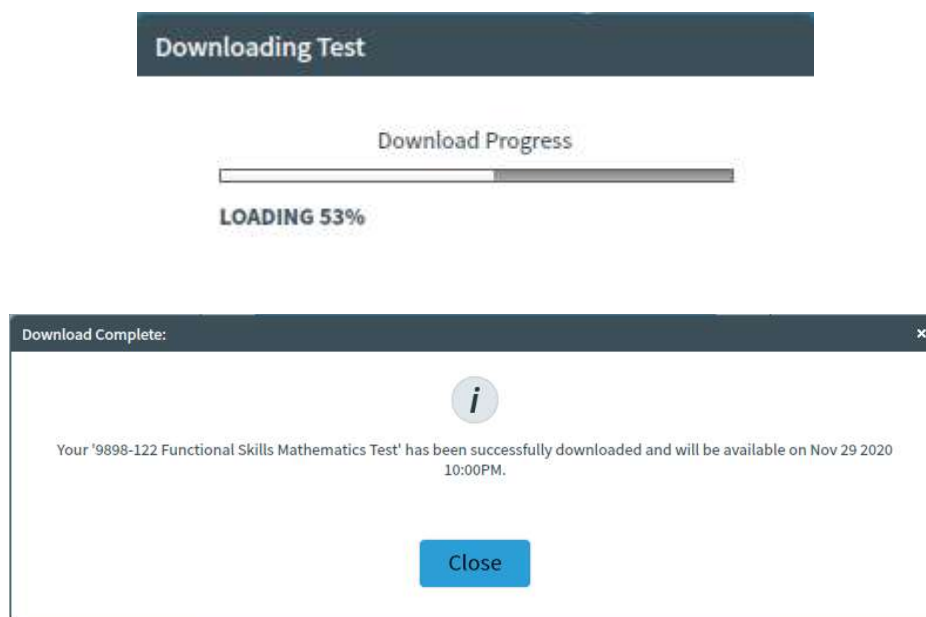


2. Enter the keycode for the exam in the keycode box, then click “Download test to take later”



The screenshot shows a dialog box titled "Enter Keycode" with a close button (X) in the top right corner. Inside the dialog, there is a blue button labeled "Test Delivery". Below it, the text reads "Please enter your Keycode in the box below." There is a text input field containing the characters "TESTXXB2" and a blue button with a checkmark and the text "OK". Below the input field are two buttons: "System Check" with a checkmark icon and "Preferences" with a gear icon. At the bottom, there is a button labeled "Download test to take later" with a gear icon, which has a mouse cursor hovering over it. In the bottom right corner of the dialog, the text "Surpass, Powering Assessment" is visible.

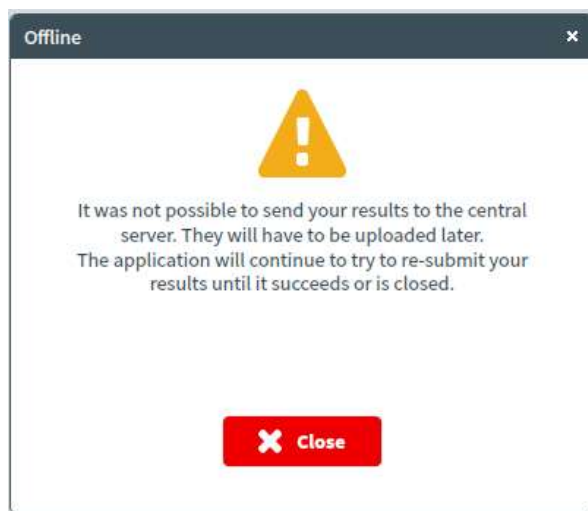
3. The test will then download and confirm the date and time the exam is booked for.



Sitting an exam offline:

From a learner's point of view, sitting an exam offline is exactly the same as doing it online. The only things to point out are:

- No Internet connection is required to sit exams that have been downloaded.
- The learner has to use the same laptop on which the exam has been downloaded.
- The Invigilator needs to provide the learner with the PIN to unlock the test.
- Given that the whole process takes place on a single laptop, the Invigilator will not have access to the Invigilate screen during the test.
- Once a candidate completes an exam offline the below message will display



Accessing results offline

At the end of the test, if the exam is machine marked you can access a score report offline and immediately by logging back into the SecureClient Admin Console.

1. Launch the SecureClient, click **Show Admin** and log in with your SecureAssess username and password.
2. Select the exam you want to see results for. You will notice that the exam state has changed from 'Ready' to 'Finished'.
3. Click on the "Candidate Reports" button at the bottom of the screen. This will generate a score report in the same way it does when you test online. Please note that results in SecureAssess are always provisional.

Manually uploading completed exams

Once your offline exam has been completed by the learner and you have Internet connectivity, you need to open SecureClient where the exam result awaiting to upload will automatically upload.

- **Important:** This process has to be completed before the end of the exam window (30 days after the scheduled exam date). Failure to do so will cause complications and there is a danger that we may not be able to recover your exam results.
- **Please note:** The date that will appear on the Results screen in SecureAssess central will be the date when the offline exam was uploaded, as opposed to the date when it was actually completed.
- The process described below can also be used to upload exams that were delivered online but were not uploaded to SecureAssess Central automatically when they were completed due to lack of Internet connectivity (see section 5.3.2).

To upload exams you will need to start the SecureClient. Once you have started the SecureClient the exams will upload automatically, as long as you have an internet connection. We recommend that you log into the **Show Admin** area to ensure the exams have been uploaded successfully. If the exams have uploaded successfully the initial screen will not contain any completed exams. If the exams have not uploaded please follow the below steps

To manually upload exams, follow these steps:

1. Launch the SecureClient, click **Show Admin** and log in with your SecureAssess username and password.
2. Select the completed exam you wish to upload and click **Upload Results**.
3. A pop-up will display showing successfully / unsuccessfully uploaded exams.
4. Successfully uploaded exams will disappear from the SecureClient Admin Console, and they will appear in the Results screen in SecureAssess Central if multiple choice or within the standard SLA for examiner marked exams.