

**e-volve**

offline testing

## Offline testing

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.

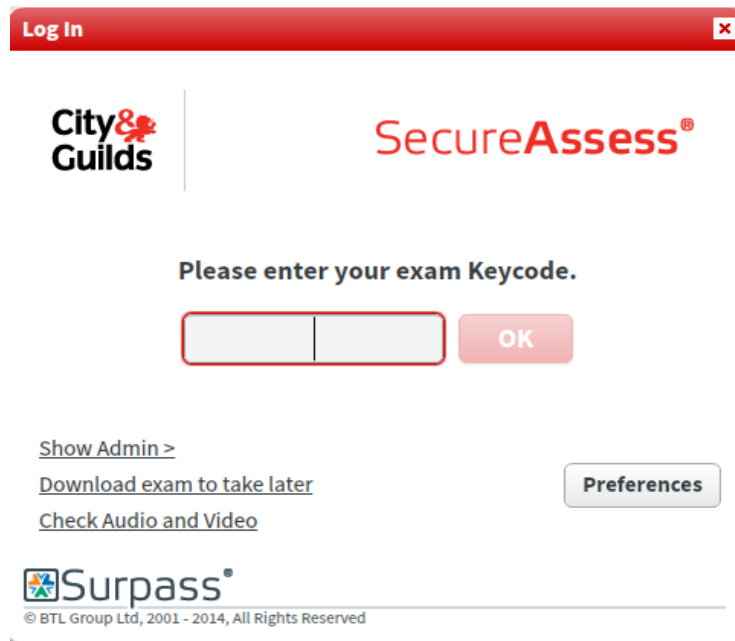
## Download exams to laptop

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.

To download exams, follow these steps:

1. Launch SecureClient from the icon on the desktop and on the Keycode screen, click **Show Admin**.



Log In


City & Guilds | SecureAssess®

Please enter your exam Keycode.

[Show Admin >](#)

[Download exam to take later](#)

[Check Audio and Video](#)

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2. Log in with **your SecureAssess username and password** to access the **SecureClient Admin Console**.



Please Log In

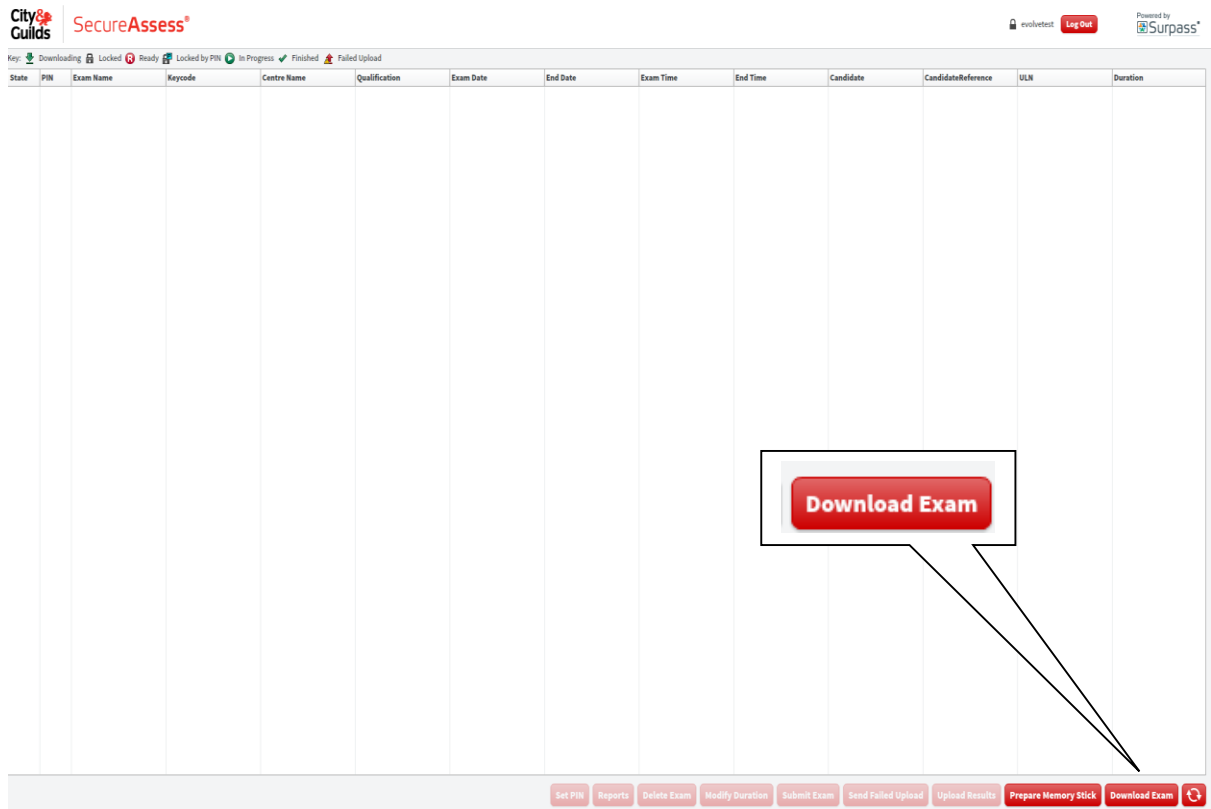
City & Guilds | SecureAssess®

User Name:

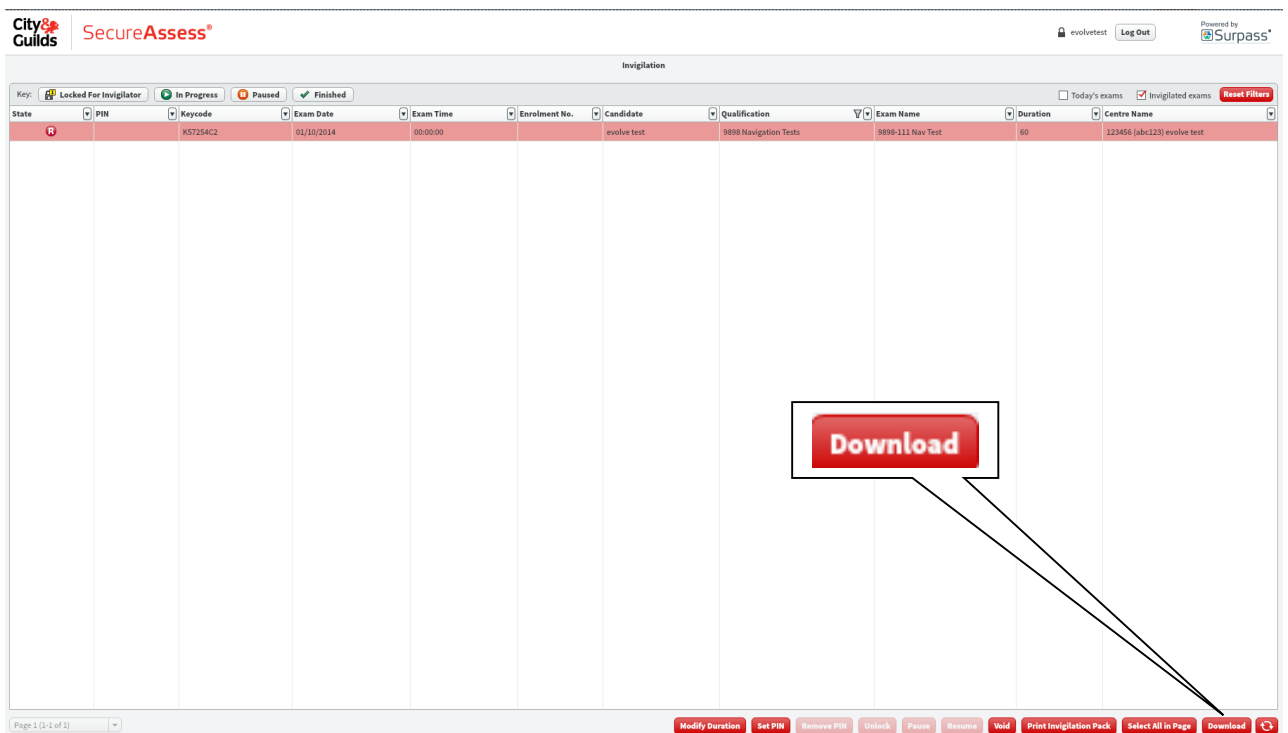
Password:

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- Once you have logged in you should click the **'Download Exams'** button, located towards the bottom of the screen. This will open the Invigilation tab in SecureAssess Central.



- Select the exams you wish to download and click **'Download Exam'**. You can select more than one exam at a time. The selected exams must be in a **Ready** state (i.e. within the exam window).



- You will be shown a pop-up when the **download of the exams begins**. If you click 'Close', the pop-up will disappear, leaving the greyed-out, inactive Invigilation screen displayed so you can download more exams once the current download has completed and the screen becomes active again. If you click 'Close Download Window' the pop-up will disappear and the Invigilation window will also close, leaving you back in the SecureClient Admin Console where you can view the download status of the exams.




- Once the **download is complete**, the greyed out screens will become active again. Exams showing the 'Ready' icon can be sat by the learner on the computer you have just downloaded them to. If you wish to download more exams, you can repeat steps 3 to 8.

City & Guilds SecureAssess<sup>®</sup> evolveTest Log Out Powered by Surpass<sup>®</sup>

Key: ✔ Downloading ❌ Locked 🔒 Ready 🔒 Locked by PIN 🔄 In Progress ✔ Finished ❌ Failed Upload

State	PIN	Exam Name	Keycode	Centre Name	Qualification	Exam Date	End Date	Exam Time	End Time	Candidate	CandidateRefere...	ULN	Duration
❌	38/5	9888-111 Nav Test	K57254C2	123456 (abc123) evolve test	9888 Navigation Tests	01/10/2014	01/10/2014	00:00	23:59	evolve test			60

Set PIN Reports Delete Exam Modify Duration Submit Exam Send Failed Upload Upload Results Prepare Memory Stick Download Exam

7. If you accidentally downloaded the wrong exam, or decided that you will deliver it online, you can delete it from the SecureClient Admin Console by simply selecting it from the list and clicking  at the bottom of the screen. The exam will be deleted from the laptop, but it will remain in the Invigilation Screen in Central, where it can be taken online.
8. **Make a note of the PIN** set for each exam. Offline testing is done with a single laptop, so you won't be able to access the Invigilation screen while the learner is using it to take the test.
9. **Close** the SecureClient Admin Console with the button at the top.



10. Please check the download process has completed without errors, disconnect from the internet then load the SecureClient Admin console, logging in via the 'Show Admin' button.

If the exams appear in a 'ready' state on the SecureClient Dashboard while there is no Internet connection present, the download process is complete.

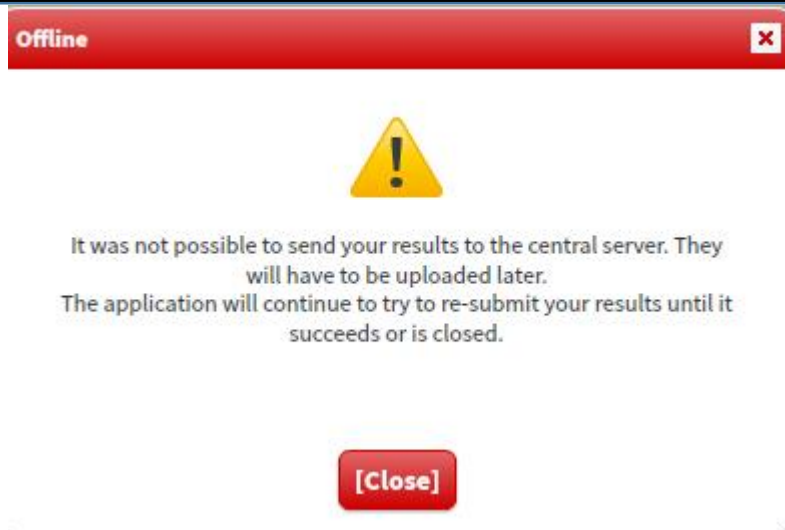
If the SecureClient Admin screen is blank; an error had occurred when downloading and steps 3-10 need to be repeated.

11. You can now **disconnect from the Internet** and take the laptop with the downloaded exams to the place where the testing will take place.

## 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 Invigilation screen during the test (because the learner will be using the laptop).
- Once a candidate completes an exam offline the below message will display



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'.

State	PIN	Exam Name	Keycode	Centre Name	Qualification	Exam Date	End Date	Exam Time	End Time	Candidate	Candidate Reference...	ULN	Duration
Ready	365	888-111 Nav Test	K57254C2	123456 (abc123) evolve test	888 Navigation Tests	01/10/2014	01/10/2014	00:00	23:59	evolve test			60

3. Click on the **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 upload completed exams

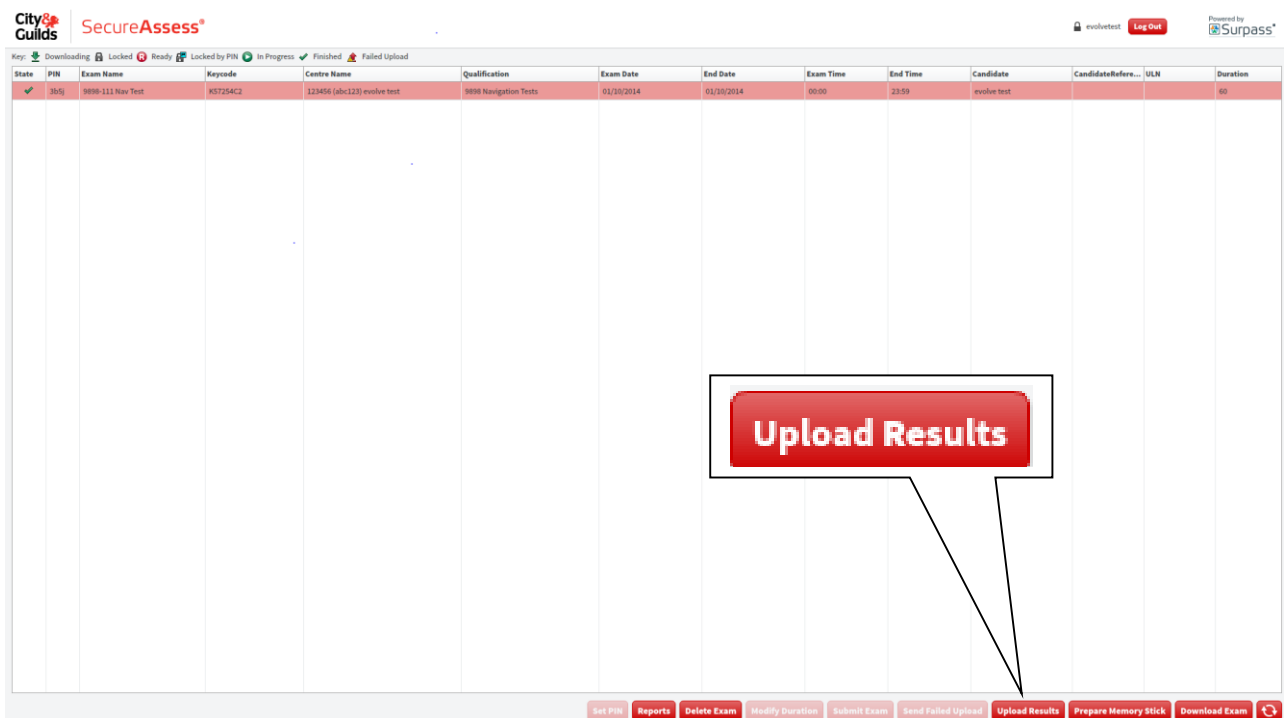
Once your offline exam has been completed by the learner and you have Internet connectivity, you need to open SecureClient where the exam result awaiting to upload will automatically upload.

- ➔ **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**.



The screenshot shows the SecureAssess interface. At the top left is the City & Guilds logo and 'SecureAssess' text. On the top right, there is a user profile 'evolve-test' and a 'Log Out' button. Below the header is a key legend: Downloading (blue), Locked (red), Ready (green), Locked by PIN (blue), In Progress (green), Finished (green), Failed Upload (red). The main area is a table with the following columns: State, PIN, Exam Name, Keycode, Centre Name, Qualification, Exam Date, End Date, Exam Time, End Time, Candidate, CandidateReference, ULN, and Duration. The first row contains: ✓, 35/5, 8898-111 Nov Test, K9725AC1, 123456 (abc123) evolve test, 8898 Navigation Tests, 01/09/2014, 01/09/2014, 00:00, 23:59, evolve test, , , , 60. A red callout box with the text 'Upload Results' points to the 'Upload Results' button in the bottom toolbar. The bottom toolbar also includes buttons for: Set PIN, Reports, Delete Exam, Modify Duration, Submit Exam, Send Failed Upload, Upload Results, Prepare Memory Stick, and Download Exam.

State	PIN	Exam Name	Keycode	Centre Name	Qualification	Exam Date	End Date	Exam Time	End Time	Candidate	CandidateReference	ULN	Duration
✓	35/5	8898-111 Nov Test	K9725AC1	123456 (abc123) evolve test	8898 Navigation Tests	01/09/2014	01/09/2014	00:00	23:59	evolve test			60

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.
1. If you see the exam you are trying to upload in a 'Failed upload' state, please click on the 'Send failed upload' button and then allow up to 2 working days for this exam to process. Please note the exam will disappear from the Show Admin screen once you have clicked on the 'send failed upload' button, it will however remain on the invigilation screen as downloaded until the process is complete. If your result has not appeared in the results tab after 2 working days, please contact Customer Services on 0844 543 0000 or email [evolvesupport@cityandguilds.com](mailto:evolvesupport@cityandguilds.com). Calls to our 0844 numbers cost 5 pence per minute plus your telephone company's access charge.

### **Download and Running exams from a USB storage device**

Through the SecureClient Admin console there is the facility to package up the SecureClient to a USB storage device (i.e. a memory stick) so you can then download exams to the USB device, travel to another location, connecting the USB device to a computer there and run the exams.

Download SecureClient to a USB Storage device

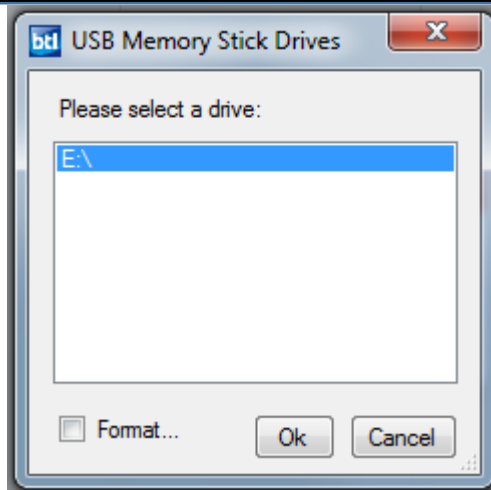
To do this, you'll need a USB storage device and a computer with SecureClient installed.

**Important:** The USB storage device will need to have a minimum of 1GB memory.

Plug the USB storage device into the computer and allow it time to be recognised and any necessary drivers installed by the operating system. Run SecureClient as normal and then log in to the SecureClient Admin Console. Click the **Prepare Memory Stick** button.



When clicked, this will prompt you to enter the location of the memory stick drive. Click to select the correct drive for the USB storage device.



If you wish to format the storage device during this process too, then tick the 'Format' option to enable this. If the device doesn't need formatting then leave this option un-ticked. Click 'OK' to proceed with the process. Click 'Cancel' to exit without copying anything to the device.

If you have chosen to format the storage device, a warning will be displayed. Click 'OK' to continue, or 'Cancel' to exit without formatting/copying anything to the device. The SecureClient then transfers all files required to run the SecureClient to the USB storage device. This includes any exam information for exams which have already been downloaded to be taken in advance. It also includes the installer for the SQL Compact Framework, which must be installed on any machine on which SecureClient needs to run. After the memory stick has been prepared, you can remove it and close the SecureClient.

## Downloading exams to a prepared USB storage device

Insert the USB storage device into a computer that is connected to the internet. The SecureClient should run automatically. If it doesn't, you can manually start it by browsing the USB device in a file explorer and running the SecureClientInitialRun.exe file, located in the device's root directory.

The SecureClient will then run its usual diagnostic test and then you can log in to the SecureClient Admin Console and download exams in the normal way (see the Advance Caching section of this guide for more information), except they will automatically be downloaded to the USB device. Once you've successfully downloaded exams to the device, exit SecureClient and unplug the device.

## Running exams from the USB storage device

You can now use the USB with SecureClient files and downloaded exams to run exams in a fully offline mode. Insert the USB storage device into a computer. The SecureClient should run automatically. If it doesn't, you can start it manually by browsing the USB device in a file explorer and running the SecureClientInitialRun.exe file, located in the device's root directory. Enter the keycode for the exam as normal to access it; you may also need to enter a PIN depending on the exam settings. All responses will be stored on the USB device.

### Uploading exams from the USB storage device

Insert the USB storage device into a computer that is connected to the internet. The SecureClient should run automatically. If it doesn't, you can start it manually by browsing the USB device in a file explorer and running the SecureClientInitialRun.exe file, located in the device's root directory. Now you can log in to the Show Admin Console and upload the exams as you normally would (see the Advance Download section of this guide for more information).