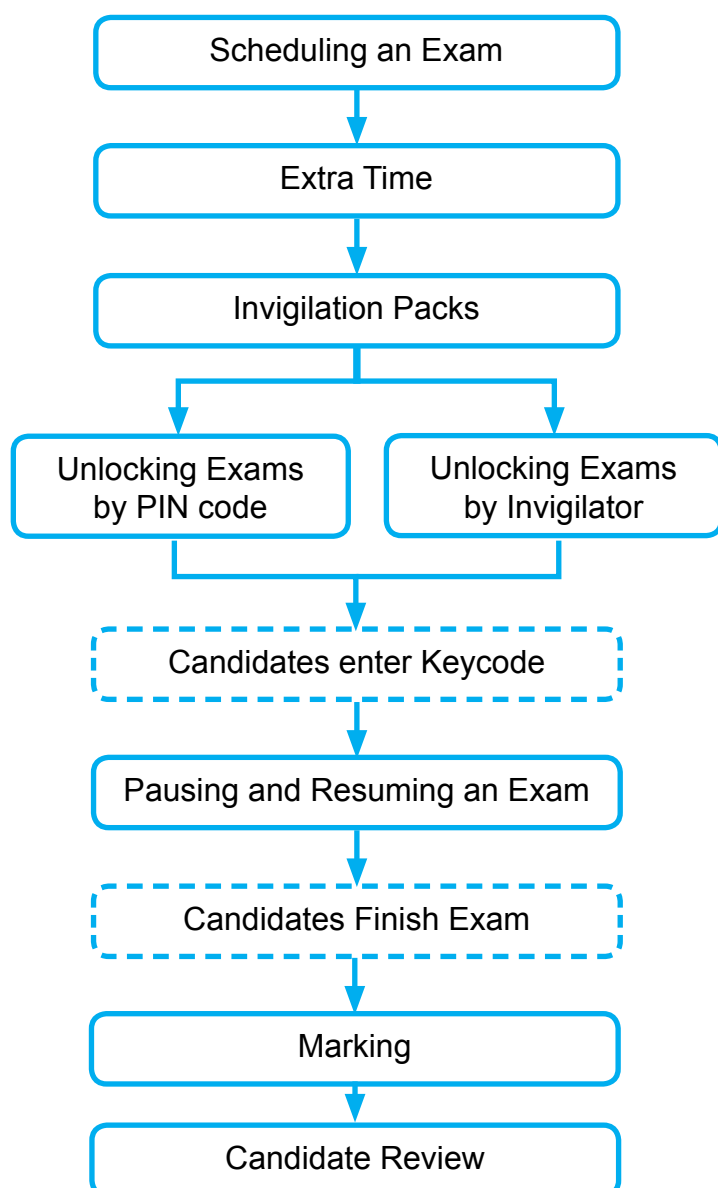


Make sure you have:	Write your information here for reference:
Username	
Access to https://wjec.surpass.com	
<p>! You will also need your Password. Do not write this down here.</p>	

The e-Assessment Process

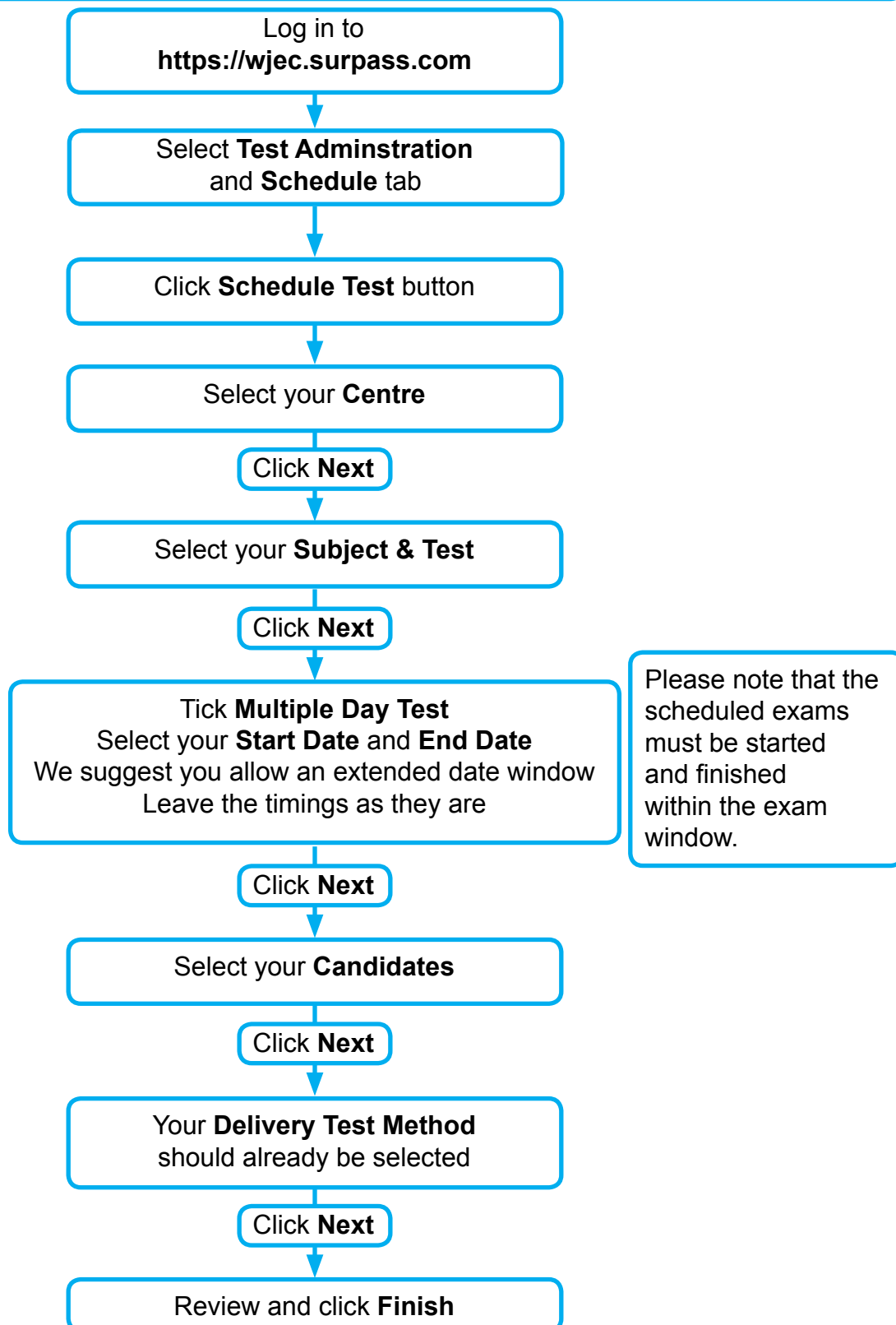


Key:

 The solid line shows when you need to use <https://wjec.surpass.com>

 The dashed line shows candidate actions in **SecureClient**

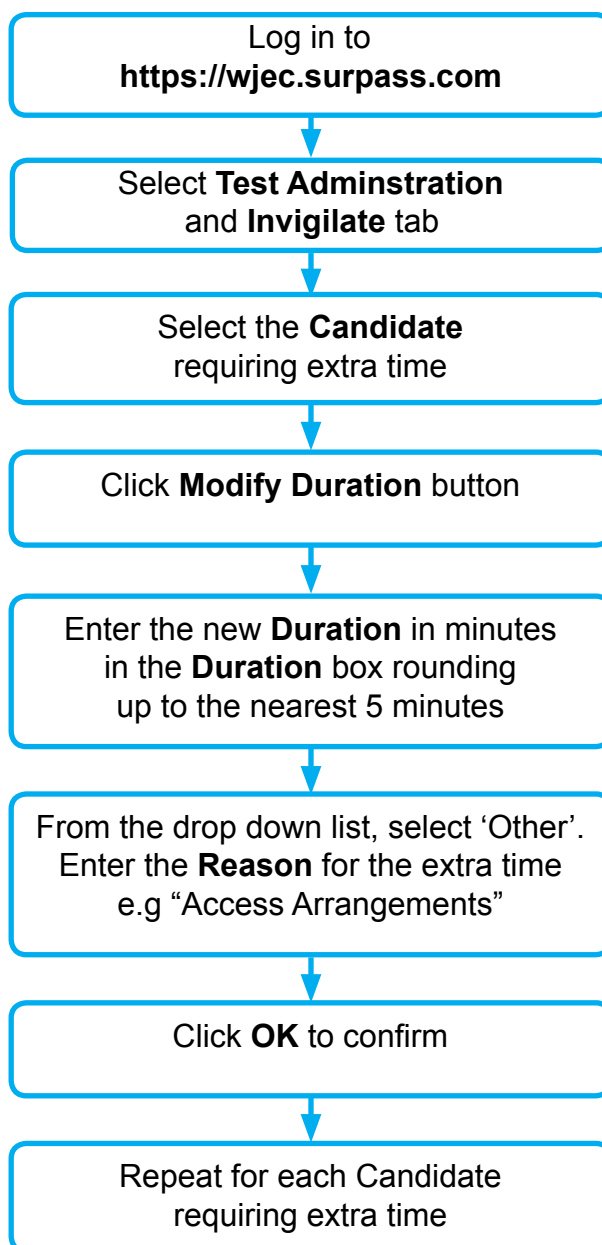
! This guide is for scheduling past papers. WJEC will schedule the live exams. **!**



If you have any problems please contact the WJEC e-Assessment Team on:
Telephone: +44 (0) 2920 265 328 **Email:** e-assessment@wjec.co.uk



Extra time should be added **BEFORE** the candidates enter their keycodes.



Adding extra time AFTER the exam has been started.

If extra time needs to be added and the exam has already been started, pause the affected candidate(s) and follow the instructions as above for adding extra time. Once this has been done close down (Ctrl + Alt + B + L,) and restart the SecureClient on the affected candidate's computer. Next re-enter their keycode and resume the exam on Surpass. The extra time should now be added to the remaining time.





Repeat this process if your candidate list spans more than 1 page



Log in to <https://wjec.surpass.com>

Select **Test Administration**
and **Invigilate** tab

Select your **Candidates**

To select a **list of candidates**, click the first candidate,
hold down the shift key and click the last candidate.

To select **individual candidates**, hold down
the 'Ctrl' key and click each candidate.

Click **Print Invigilation Pack** button

Select **Create Invigilation Pack using selected tests**

For live exams, please ensure the 'Attendance
Register' and the 'Invigilation Report' are selected.

Click **Finish**

A **PDF** will be generated which
you will then be able to print.

For live exams only:

Please complete and return the 'Attendance Register' with the following codes:

A - Candidate absent; **B** - Candidate used both on-screen and paper to complete the exam;

P - Candidate completed the exam on paper only.

Please submit the 'Invigilation Report' to let us know if a candidate experienced any problems relating to the system, software or equipment. Give as much detail as possible, such as the question number they had an issue with and a description of what happened.

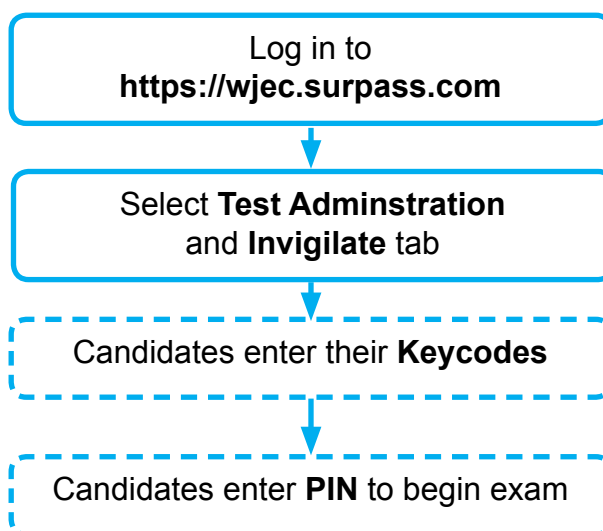
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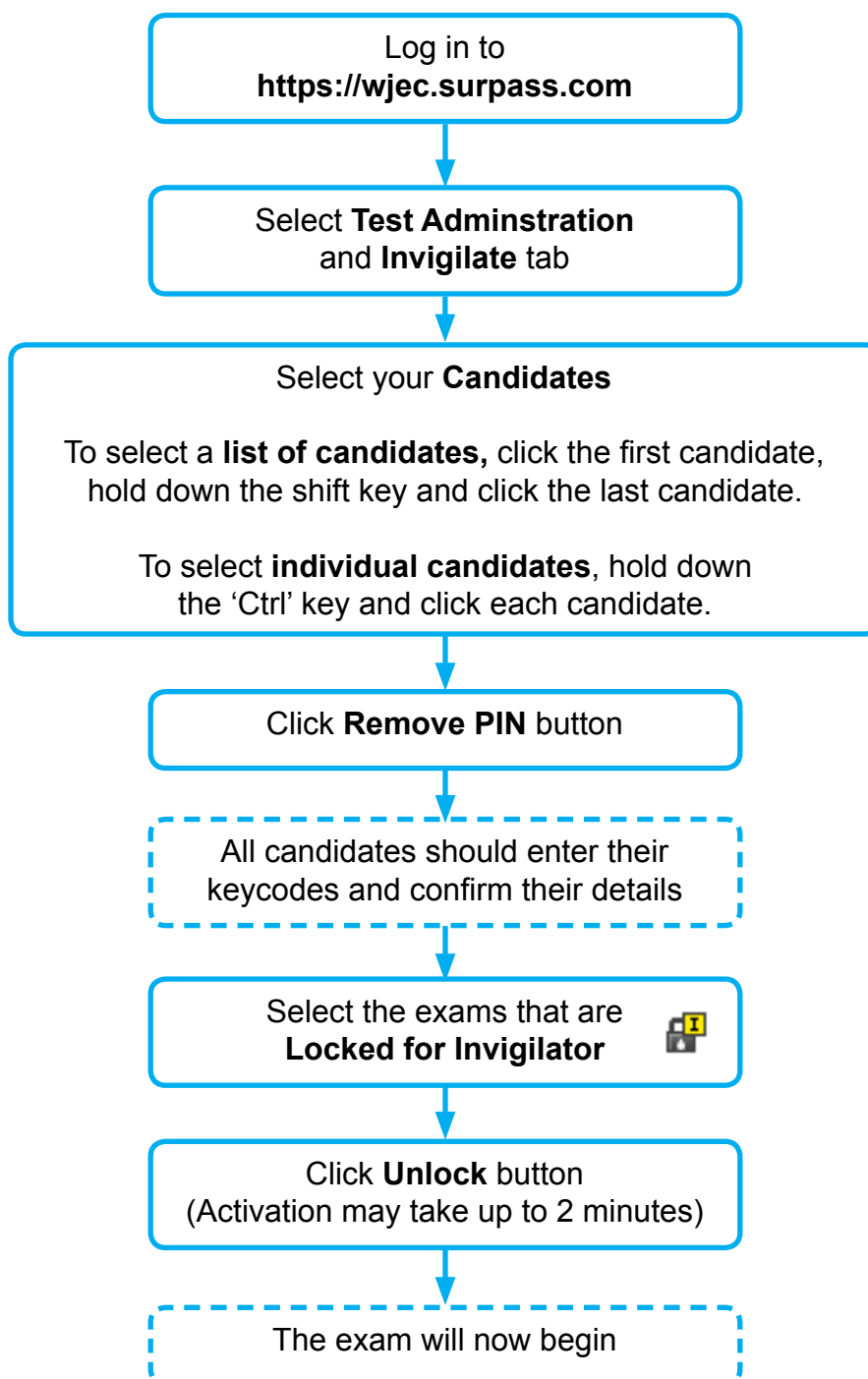
You will use **either** a PIN code **or** Invigilation to unlock exams
PIN codes are generated automatically.

If you do not wish to use the PIN code to start the exam,
please see “**Removing PIN and then Unlocking Exams by Invigilator**” page.





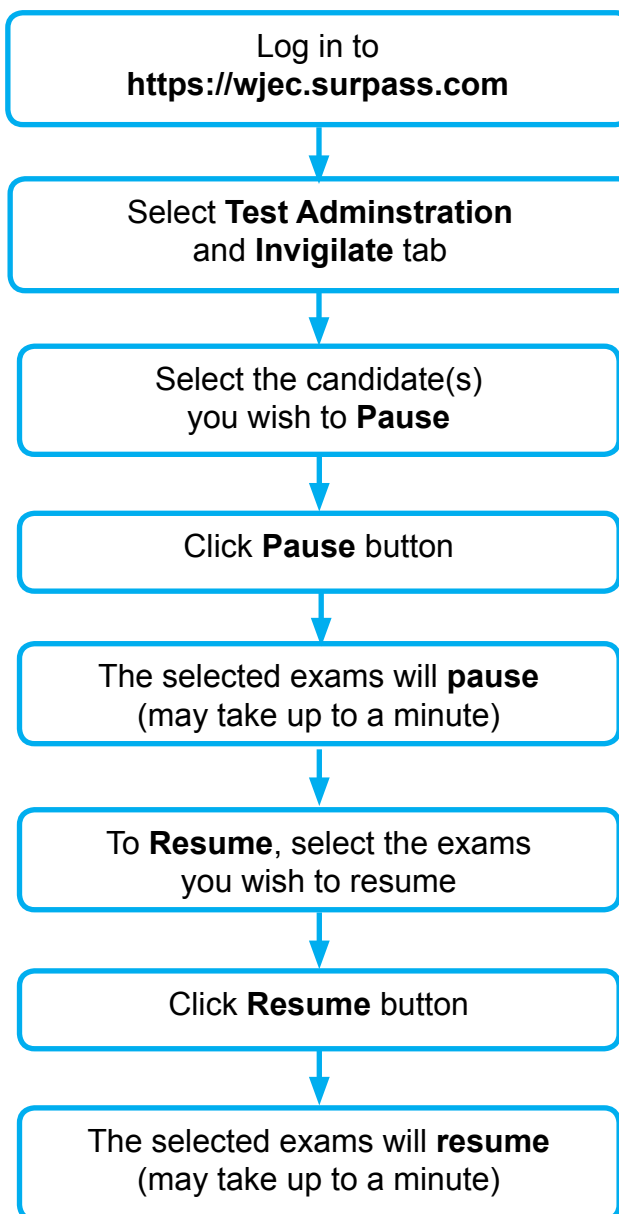
All exams will have a PIN set as standard.
If you do not wish to use a PIN you can use Invigilation to unlock exams.



You can remove PIN at any time between the exam being scheduled and before the candidates enter their keycodes.

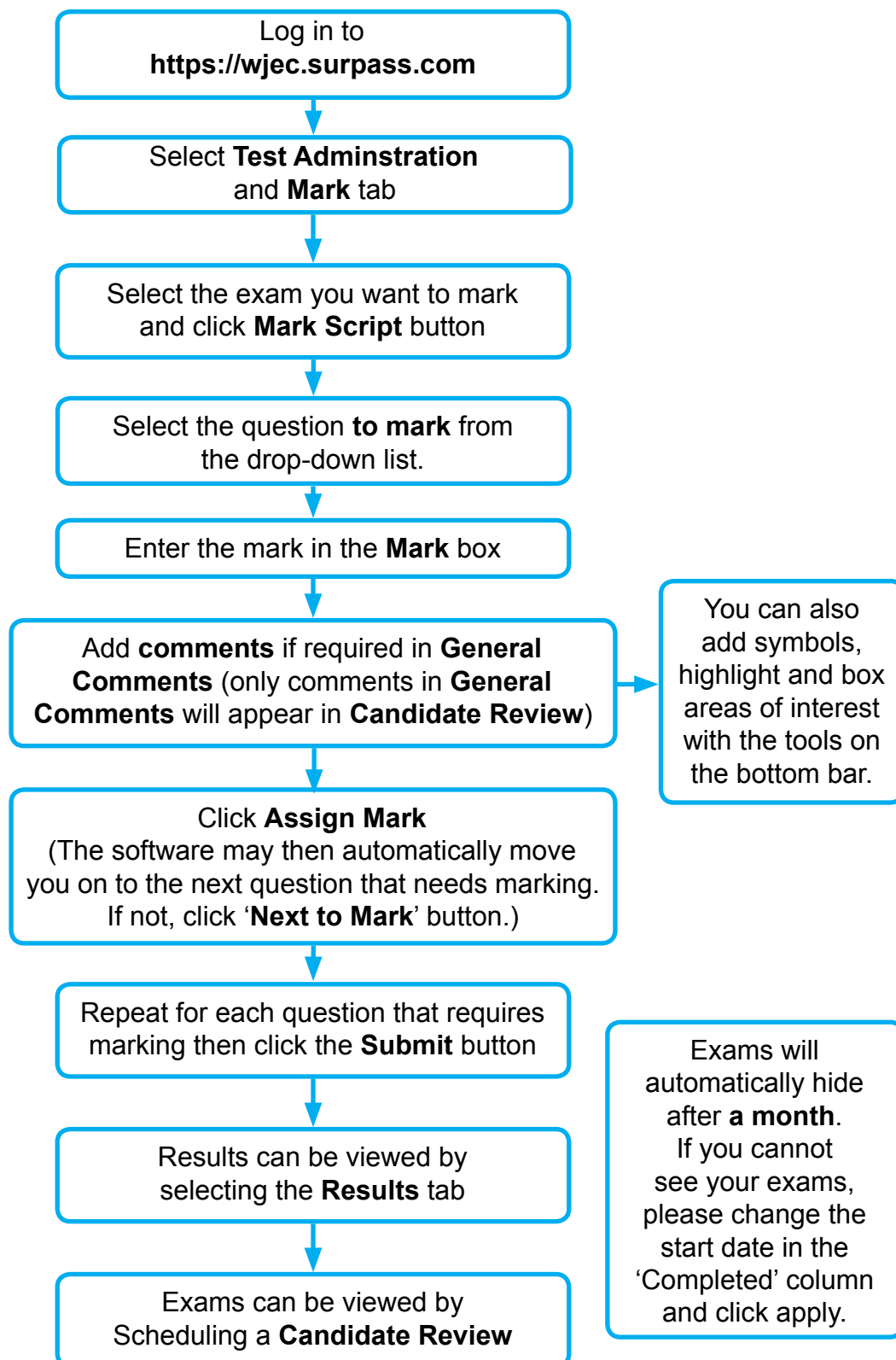


You may need to pause an exam if a problem arises

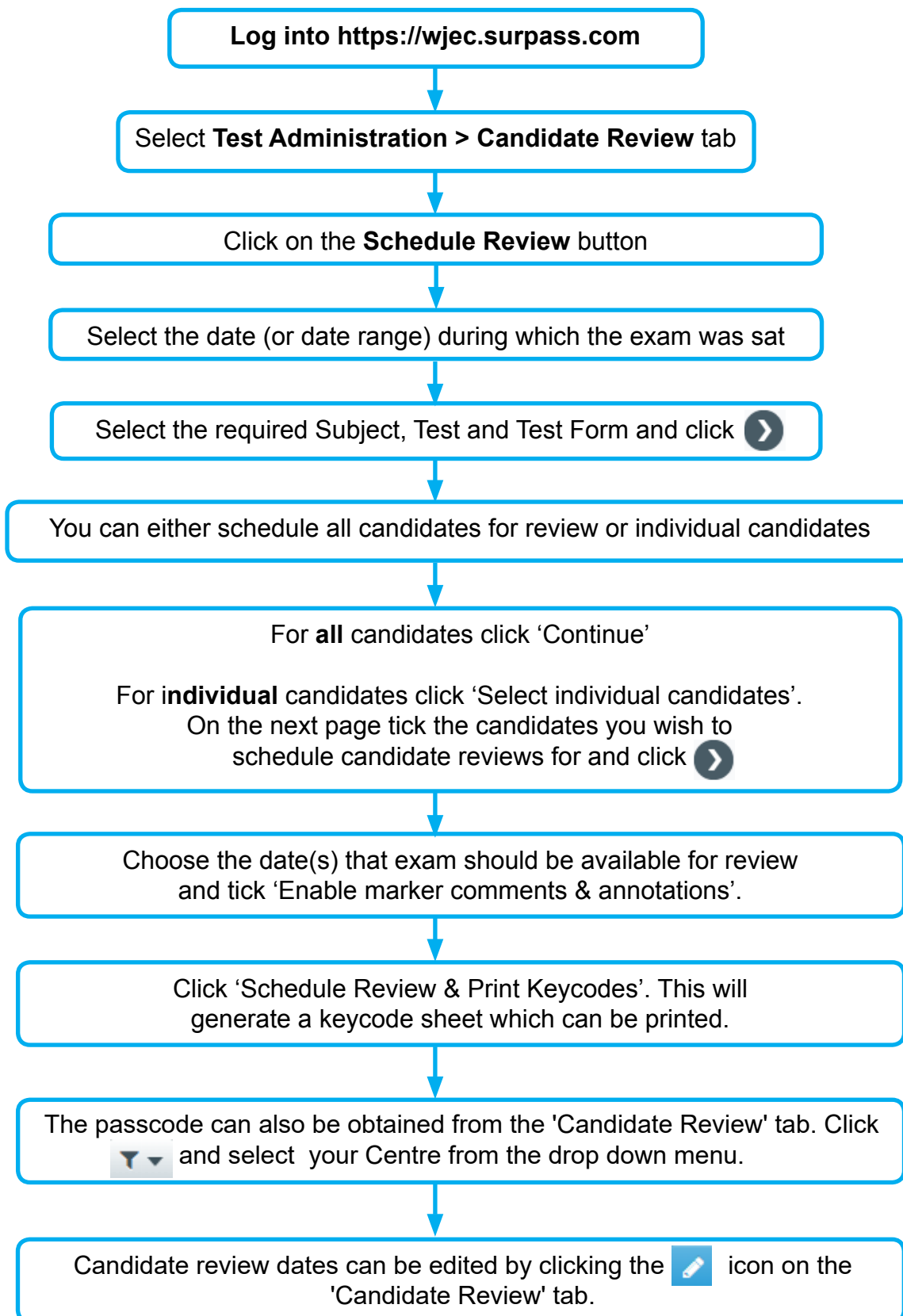




There is **no** facility to print scripts from the software. Scripts can be viewed by the candidate by scheduling a **Candidate Review**.



If you have any problems please contact the WJEC e-Assessment Team on:
Telephone: +44 (0) 2920 265 328 **Email:** e-assessment@wjec.co.uk





Go to <https://wjec.surpass.com/reviewtest?lang=en>
for tests sat in the English Language
Go to <https://wjec.surpass.com/reviewtest?lang=we>
for tests sat in the Welsh Language

Type in the keycode and passcode.

This can be obtained from the 'Candidate Review' tab in <https://wjec.surpass.com>

You will see a Summary by Question. Click on the appropriate question to open up that part of the script. You can navigate through the script via the 'back' and 'next questions'.

Click the  and  buttons on the bottom toolbar to see marker comments and annotations. This will need to be checked on every page.

Close the browser once the review has been completed