



WJEC Guide for Examinations Officers

Computer Science On Screen Assessments



WJEC Computer Science

On Screen Assessments

2019

This document is for use with the following examinations:

- WJEC GCSE Computer Science Unit 2 (3500U20)**
- WJEC GCE AS Computer Science Unit 2 (2500U20)**

Exams Officers must share this information with technicians and Computer Science teaching staff, upon receipt.

All the examinations named above require the use of media files which will need to be downloaded via the Surpass system.

Following feedback from centres about previous series WJEC / Eduqas require that all centres use the BTL SecureClient in order to access the media files required for the examinations. Use of this client will enable centres to download the files up to 5 days prior to the examination. This removes the requirement for an Internet connection during the examination itself. However, an internet connection is required at the end of the examination in order to upload the candidates' files.

You will be contacted in the coming weeks to provide information for setting up accounts for members of staff at your centre. Once your account has been created, you will then be able to access the Surpass system.

This document describes:

1. Installing SecureClient
2. 5 days before the examination
3. Running an examination.
4. Appendix 1: SecureClient pre-requirements
5. Appendix 2: Candidate guide to the SecureClient

Installing SecureClient

Please note that you will not be able to access guides or the installer until you have login details for Surpass.

SecureClient requirement details for each PC are available at the end of this document.

SecureClient must be installed on each PC that will be used for the examination.

The guide to installing SecureClient is available on the home tab of Surpass.

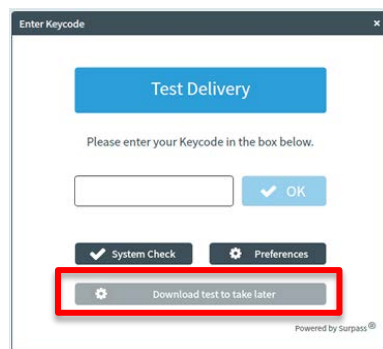
We strongly recommend that centres run a full mock examination in order to check the software has been installed correctly, and to familiarise students with the system. A guide available from the home tab of Surpass will take you through scheduling a mock examination. You will have access to the 2018 paper for mock purposes. The mark schemes can be found on the Secure Website (<https://www.wjecservices.co.uk>)

5 days before the examination

1. Once SecureClient has been installed on each PC you will need to obtain keycodes for each candidate. These will be available on the Invigilate tab of Surpass.
2. Decide on your examination seating plan then for each candidate at their designated computer:
3. Launch the SecureClient.



4. Enter the keycode for that candidate and click 'Download test to take later'.



5. Make a note of which computer corresponds to what keycode on your seating plan.
6. The exam will begin to download and a confirmation will show when the download is complete.
7. On the day of the examination, ensure that the candidate uses the designated computer corresponding to the candidate's keycode used in step 4. Candidates should begin by entering their keycode as per the Candidate Guide.

Running an Examination

1. Information for technicians / Computer Science teaching staff - Preparation for the examination

The following should be actioned prior to the examination:

Candidates will need access to their designated computer with:

- A 'clean' user area or storage device on which to save their work.
- A copy of the secure client installed.
- **For GCE only:** A pre-installed functional copy of an IDE for the chosen programming language. One of the following programming languages will need to be used in the examination: Visual Basic.NET, Python or Java. If Python is used please ensure that any variant of version 3.4 or above is installed.
- **For GCSE only:** A pre-installed functional copy of Greenfoot (**version 2.4.2 only**) must be installed. Candidates should also have access to an Internet browser.
- Access to a word processing package (e.g. *Microsoft Word*) to produce their candidate responses.
- Candidates **must not** have access to the Internet, any shared drives, VLEs or email during the examination.

2. Information for Exams Officers

You should have had a Surpass account created for you in order for you to access the keycodes, and be able to print them off and distribute. If you haven't received account details, please contact e-assessment@wjec.co.uk.

3. Information for technicians/ Computer Science teaching staff - Instructions on the day of the examination

Please note: Computer Science teaching staff are allowed in the exam room to deal with technical issues but must not be part of the invigilating team. If present in the exam room, Computer Science teaching staff must remain in the room for the duration of the examination.

The examination must be carried out under formal supervision, i.e. the candidates must be in direct sight of the invigilator at all times. Use of resources is tightly prescribed and interaction with other candidates and the Internet/ any other digital resource **is forbidden**.

a) Before the examination:

1. Ensure that all candidates are sitting according to the seating plan described in the '5 days before the examination' section. If a candidate needs to use a different machine they can but the material will be downloaded at the point they enter their keycode (this requires an internet connection).

A guide for candidates is attached below.

2. Candidates will need access to their own keycode.
3. Distribute the keycode slips to your candidates.
4. Candidates should enter their keycode and confirm their details.
5. Invigilators **must** remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each computer. This way, if there is a complication or technical issue, the candidate's work is not lost.
6. Once all candidates have entered the key code, the examination may begin.

b) Start the examination: Please note that invigilators are responsible for the time-keeping of the examination. The start time and the end time of the examination should be displayed in the normal way.

c)

7. Candidates will need to **download** all files they will be using to their work area. If this includes a zip file then they must **download, save and extract** the content **before** using it.
8. Candidates should work on their answers to the questions for the duration of the examination. The invigilator must inform the candidates of the end-time of the examination, in the usual way.

c) After the examination:

In order to successfully upload their responses candidates will require Internet access after the examination.

8. Candidates will need to zip their changed program files.
9. They must upload their zipped changed program files along with the Word document containing their answers and any other file they have worked on. We recommend that candidates screenshot their uploads so that centres are aware of what files have been uploaded.

If problems are encountered when uploading the candidates' completed work then advice can be sought by contacting **02920 265328**.

The centre must also keep an electronic copy of the candidate's work in a secure location in case of loss or damage to the original submission.

Appendix 1: Secure Client pre-requirements

Any previous versions of **WJEC SecureClient** can be uninstalled.

You will need to install the SecureClient application on all PCs that will be used for running on-screen assessments.

Please note: for LIVE exams, you will need a minimum of one fully functional spare workstation, per 15 candidates (eg if you have 25 candidates you will need at least 2 spare workstations).

SecureClient is used by a number of Examination Boards. If it is already installed please check the version number by launching SecureClient and clicking 'Powered by Surpass®'. Check the Home screen of Surpass for the current version of SecureClient.

Please note: SecureClient does not have to be installed if you are only involved with e-submissions. However, if you are uploading large files, using SecureClient is recommended.

Pre-installation - Windows 7, Windows 8.1 and Windows 10

.NET Framework 4.0 must be installed and enabled. **DO NOT PROCEED** until this is done.

Minimum Specifications

Hardware	Software	Bandwidth
<ul style="list-style-type: none">• Processor 1.80GHz or faster x86-compatible processor• RAM 1GB• HDD Space 1GB of free space• Video Single display• Screen resolution of 1024x768• Graphics card with at least 128MB of memory• Two button mouse• Keyboard• Audio capability and headphones may be required for some assessments.	<ul style="list-style-type: none">• Supported Operating Systems<ul style="list-style-type: none">• Windows 7 (32 bit or 64 bit)• Windows 8.1 (32 bit or 64 bit)• Windows 10 (32 bit or 64 bit)• Microsoft .NET Framework 4.0• Internet Explorer 9 to 11• Adobe Flash Player 18 onwards. <i>This needs to be the ActiveX version of Flash, i.e. it needs to be installed from Internet Explorer.</i>	<ul style="list-style-type: none">• For a smoother test delivery, it is recommended that for every 30 candidates sitting at the same time, a connection speed of 2Mbps is available.

Appendix 2: Candidate guide to the secure client

! IF YOU HAVE ANY PROBLEMS WITH YOUR COMPUTER AT ANY POINT PLEASE RAISE YOUR HAND FOR THE INVIGILATOR !

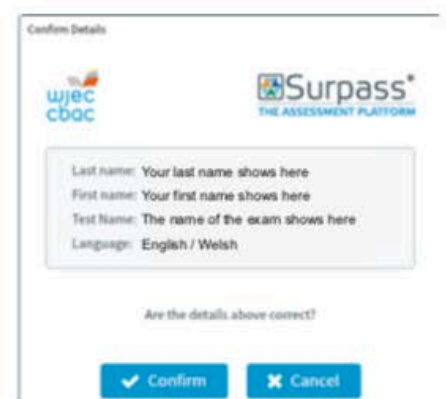
1. Launch SecureClient if it is not already running.



2. Enter the Keycode you have been given and then click **OK**.



3. Check your details and click **Confirm** if they are OK, raise your hand for the Invigilator if any details are incorrect.

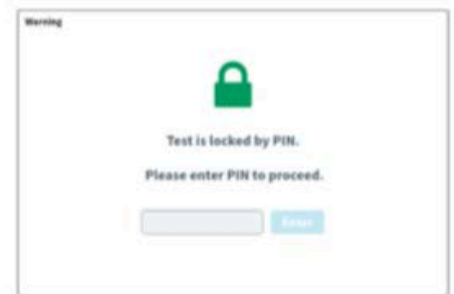


4. Wait for the exam to download.

5. The exam will be locked and you will see **one** of the following screens:

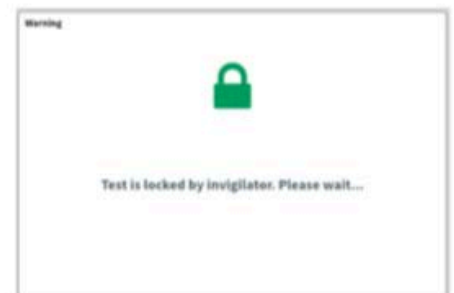
Locked by PIN

The Invigilator will give you a PIN to unlock the exam. Enter the PIN and then click **Enter**.



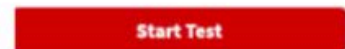
Locked by Invigilator

The Invigilator will unlock the exam.



6. Read the exam **Introduction** page.

7. Click **Start Test** button when you are ready to start.



8. Answer the questions, time remaining will be at the top of the screen.

9. If you have any problems with your computer at any point please raise your hand for the Invigilator.

10. Click **Finish** button to finish the exam. You will be asked to confirm that you wish to **Finish**. (Click **Close** button if the time has run out.)

