

# Guidance on Surpass for Examinations Officers

## Computer Science Qualifications

This document is intended to provide comprehensive guidance to Examination Officers in the use of Surpass for centres who are completing:

- **WJEC GCSE Computer Science Unit 2 (3500U20-1) / 3500N20-1**
- **Eduqas GCSE Computer Science Component 2 (C500U20-1)**
- **WJEC GCE Computer Science Unit 2 (2500U20-1) / 2500N20-1**
- **Eduqas GCE AS Computer Science Component 2 (B500U20-1)**

This document is split into two sections and contains instructions to be followed 'Prior to the Examination' and 'After the Examination' has been completed.

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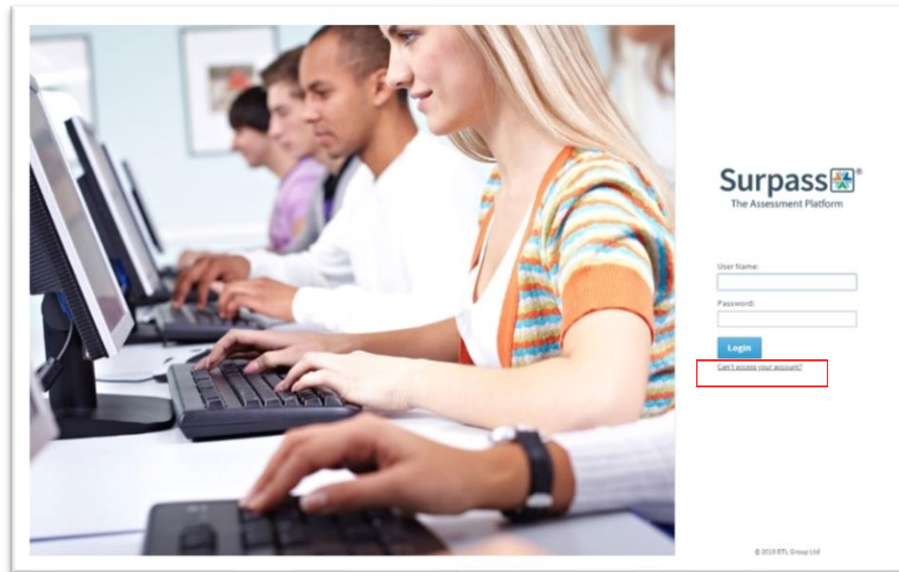
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# PRIOR TO THE EXAMINATION

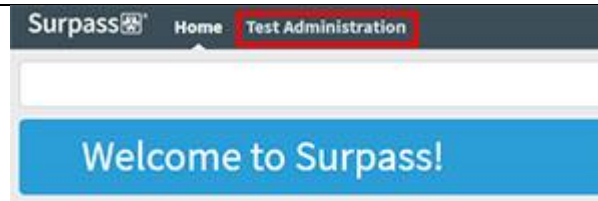
## 1. RETRIEVING THE ADMINISTRATIVE KEYCODE TO ACCESS ENCRYPTED MEDIA FILES (TWO WEEKS BEFORE THE EXAMINATION)

1. Open a web browser and login to Surpass (<https://wjec.surpass.com>) with your Surpass username and password.

If you cannot remember your password, please use the 'Can't access your account' link, displayed below the login button.



2. Click on **TEST ADMINISTRATION** on the Surpass homepage.



3. Click on **INVIGILATE**.

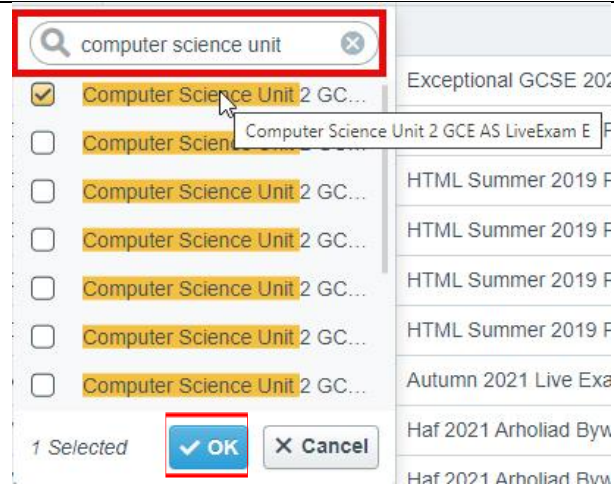


4. Use the small icon at the top of the subject column to filter the subjects.



5. To select your subject

- i. Type in the search box to find your subject
- ii. Select the relevant Computer Science Live Exam.
- iii. Click **OK**.



6. The administrative keycode will appear in the **KEYCODE** column and is a series of numbers and letters.



The correct code will be identifiable as it will state 'ADMIN DOWNLOAD...' at the start of the name in the TEST column. There will be only one administrative keycode.

## 2. DOWNLOADING THE ENCRYPTED MEDIA FILES

7. Go to <https://wjec.Surpass.com/secureassess/htmldelivery>, no login is required.

- i. Enter the administrative keycode
- ii. Click OK

Enter Keycode

Test Delivery

Please enter your 8 character HTML Keycode.

✓ System Check    ⚙ Preferences

Surpass - Powering Assessment

8. You will be asked to confirm the details are correct.

If correct click **CONFIRM**.

Confirm Details

wjec cbac

Surpass<sup>®</sup>  
THE ASSESSMENT PLATFORM

Last name: SUPPORT  
First name: Surpass  
Test Name: ADMIN DOWNLOAD  
Summer 2019 (Computer Science Unit 2  
GCSE)  
Language: English

Are the details above correct?

Confirm Cancel

Surpass - Powering Assessment

9. Click **DOWNLOAD ENCRYPTED MEDIA FILE** to start the download.

Download encrypted media file:

Download Encrypted Media File

### 3. ACKNOWLEDGMENT THAT THE FILES HAVE BEEN DOWNLOADED AND CAN BE ACCESSED

10. Type **YES** in the box at the bottom of the page.

Ensure that you have the encrypted media files saved on your computer/network and can access it before moving on to step 11.

To acknowledge you have downloaded the necessary file and can access it

- Type 'yes' in to the box below
- Click 'Finish Test'
- Follow the on-screen instructions to submit the form.

Failure to submit this form may result in a follow-up call to your centre.

11. Once you are sure you have the encrypted media files saved and accessible, click **FINISH TEST**.

Failure to click finish may result in a follow up call to your centre.

An orange rectangular button with the text "Finish Test" in white, centered.

12. You will be asked to **CONFIRM FINISH**.

- i. The pop-up window will say that not all questions have been attempted, click **FINISH**
- ii. In a second pop-up window you will be asked again to confirm finish. Click **FINISH**

A dialog box titled "Confirm Finish" with a blue question mark icon. The text reads: "You have not attempted all of the questions in this test. Are you sure you would like to finish the test?" At the bottom are two buttons: "Finish" (with a checkmark) and "Cancel" (with an X). The "Finish" button is highlighted with a red border.A dialog box titled "Confirm Finish" with a blue question mark icon. The text reads: "If you select Finish, your answers will be submitted and you will not be able to return to the test." At the bottom are two buttons: "Cancel" (with an X) and "Finish" (with a checkmark). The "Finish" button is highlighted with a red border.

13. A confirmation will appear similar to the one shown.

**NOTE:** This is not a 'test' and is NOT MARKED. It is the method to acknowledge that you have downloaded the media files.

A dialog box titled "Results" with a dark blue header. The text reads: "You have completed this test. Your test will be marked, and your result made available in due course. You may now close the browser window."

With the encrypted media files successfully downloaded and accessible, follow the 'On screen assessment instructions' in preparation for the examination.

## AFTER THE EXAMINATION

Once candidates have finished the examination, they will need to zip up their work using 7-zip software (Candidates can be supported with this step), as outlined in the instructions provided on the website.

Once this has been done, each candidate's zipped file must be uploaded to Surpass.

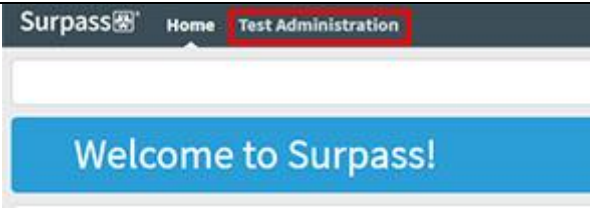
### 4. RETRIEVING CANDIDATE KEYCODES

1. Open a web browser and login to Surpass (<https://wjec.surpass.com>) with your Surpass username and password.

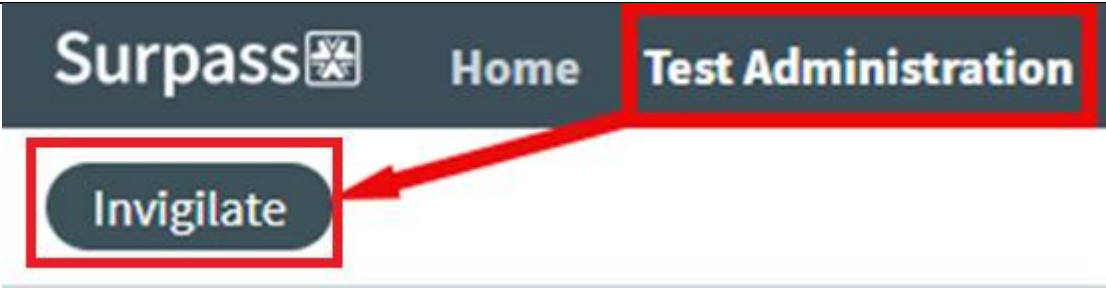
If you cannot remember your password, please use the 'Can't access your account' link, displayed below the login button.



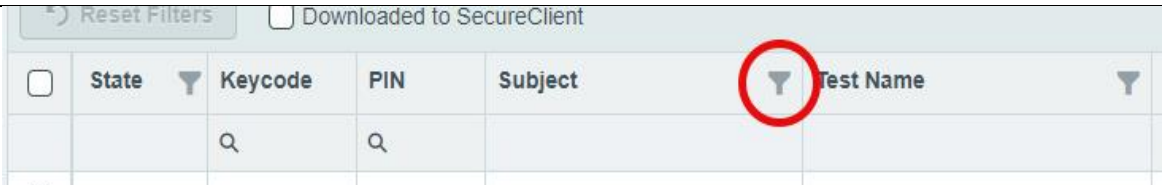
2. Click on **TEST ADMINISTRATION** on the Surpass homepage.



3. Click on **INVIGILATE**.

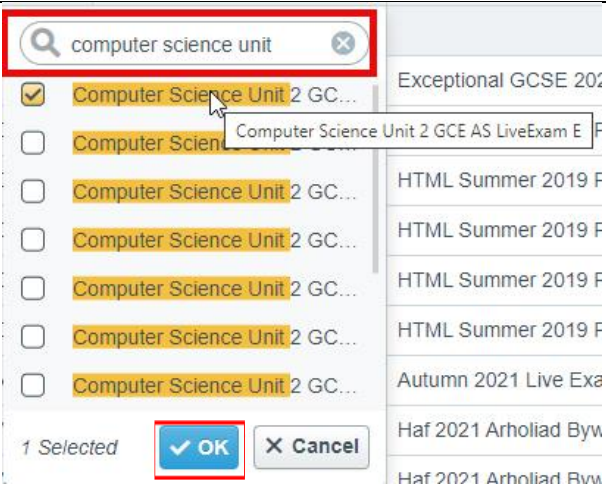


4. Use the small icon at the top of the subject column to filter the subjects.



5. To select your subject

- i. Type in the search box to find your subject.
- ii. Select the relevant Computer Science Live Exam.
- iii. Click **OK**.



## 5. CANDIDATES WHO ARE ABSENT OR WITHDRAWN

6. Void any keycodes for candidates who were absent or withdrawn from the examination. Please note, once a keycode has been voided, it can no longer be used.
- In the **INVIGILATE** tab, click on the candidates who were absent or withdrawn from the examination.
  - Click the **VOID** button at the bottom of the screen.

The screenshot shows the INVIGILATE interface with a table of candidates. The table has columns for State, Keycode, PIN, Subject, Test Name, Candidate ref., Candidate, Duration, and Centre Name. The first row is selected, and the 'VOID' button at the bottom is highlighted with a red box. A red arrow points to the 'VOID' button.

State	Keycode	PIN	Subject	Test Name	Candidate ref.	Candidate	Duration	Centre Name
	8W2VY54	YDTBRY	HTM1_GSC French Unit 2 L...	HTM1_Summer 2019 Pract Pag...	LOUIS_GR	Louis Clark	90	WJEC
	8W2VY54	YDTBRY	HTM1_GSC French Unit 2 L...	HTM1_Summer 2019 Pract Pag...	NEIGHI_GR	Owen Hughes	90	WJEC
	8W2VY54	YDTBRY	HTM1_GSC French Unit 2 L...	HTM1_Summer 2019 Pract Pag...	HOYKES_GR	Ben Reynolds	90	WJEC
	8W2VY54	YDTBRY	HTM1_GSC French Unit 2 L...	HTM1_Summer 2019 Pract Pag...	MOYON_GR	Martin Moyon	90	WJEC
	8W2VY54	RPVYQR	HTM1_Applied ICT Unit 1 P...	HTM1_Summer 2019 Unit 1 P...	LOUIS_GR	Louis Clark	60	WJEC

7. Select the appropriate reason and click **VOID** to confirm.

The screenshot shows the 'Void' dialog box with a dropdown menu for selecting a reason. The options are: Not yet started, Absent, Withdrawn, Partially Completed, Other, Carry Forward, and Submitted by post.

Void

Please state your reason for voiding selected test.

Select...

- Not yet started
- Absent
- Withdrawn
- Partially Completed
- Other
- Carry Forward
- Submitted by post

## 6. CREATING A PDF OF CANDIDATE KEYCODES

8. To highlight all candidate keycodes, click the checkbox at the top of the first column, or to highlight specific candidate keycodes tick each keycode you require.

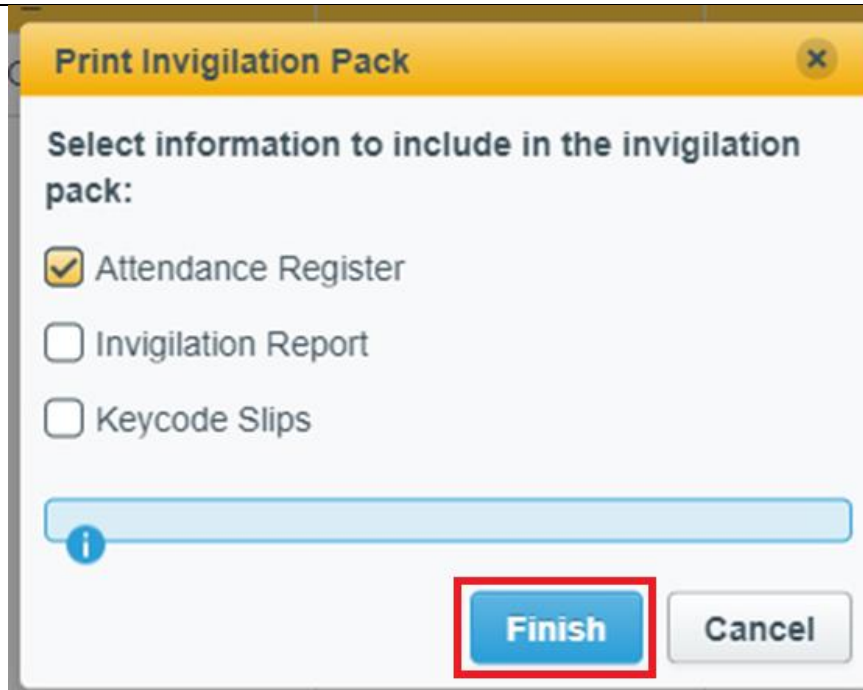


9. At the bottom of the page click **PRINT INVIGILATION PACK**



10. In the next window  
i. untick all options but **ATTENDANCE REGISTER**  
ii. Click **FINISH**

The PDF should appear onscreen, or you will have the option to download it. This can then be shared with the person responsible for uploading the work.



## 7. UPLOADING A CANDIDATE'S WORK TO SURPASS

11. Go to <https://wjec.Surpass.com/secureassess/htmldelivery> this will take you to the upload portal. No login is required.

- i. Enter the keycode for the candidate.
- ii. Click OK.



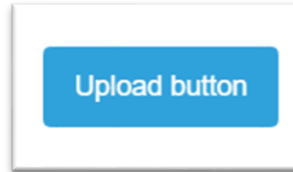
12. You will be asked to confirm the details are correct.

If correct click **CONFIRM**.



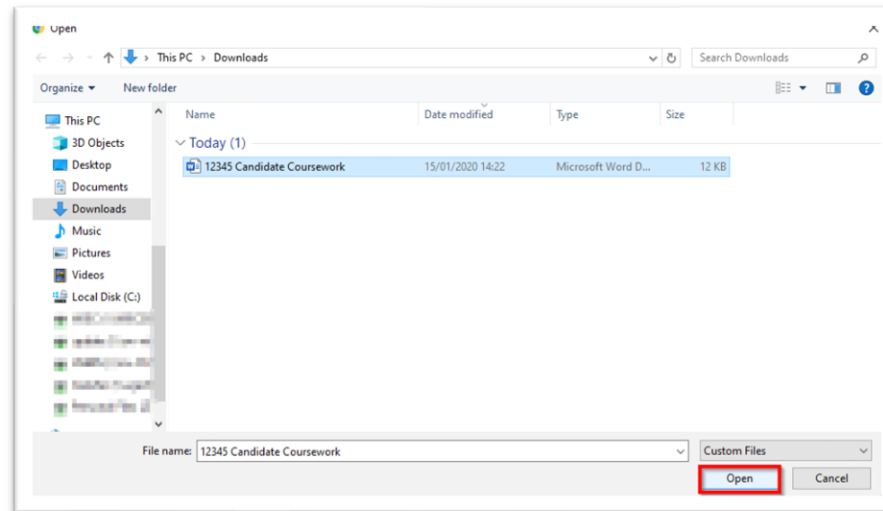
13. Click on the **UPLOAD** button.

In some browsers, you may need to scroll to see this.



14. Browse for the zipped file you wish to upload.

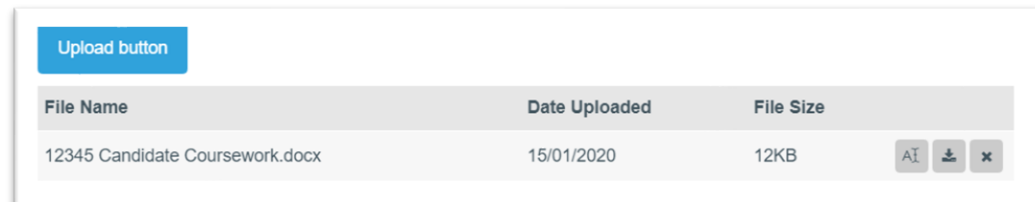
- i. Select the zipped file
- ii. Click **OPEN**.



15. Details of the uploaded file will appear at the bottom of the screen.

Please be aware that once the work has been submitted you cannot return to check these files.

Therefore, a screenshot should be taken to keep a record of the files uploaded.



## 8. FINISHING THE UPLOAD AND SUBMITTING WORK

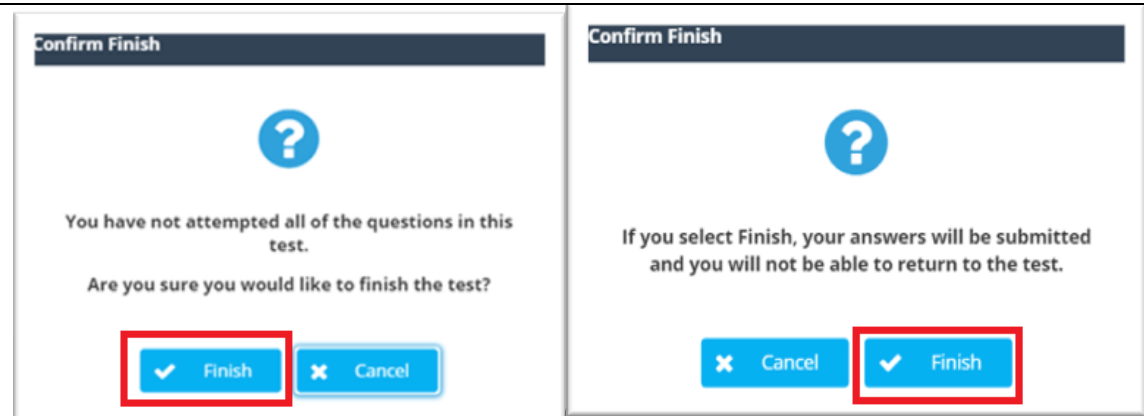
16. Once you are satisfied that the correct file is present, click **FINISH TEST**.

You must click **FINISH TEST**, if the browser is closed too early, the work will not be uploaded.

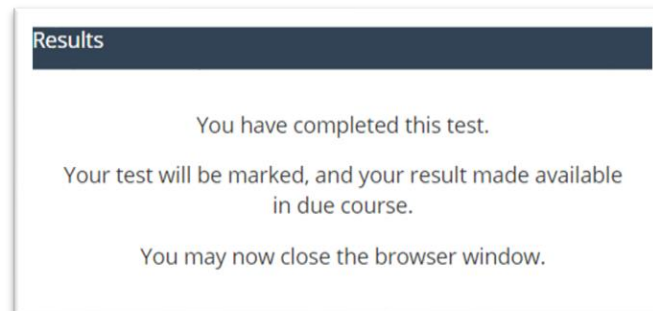


17. You will be asked to **CONFIRM FINISH**.

- i. The pop-up window will ask if you are sure you would like to finish the test, click **FINISH**
- ii. In a second pop-up window you will be asked again to confirm finish. Click **FINISH**



18. A confirmation will appear similar to the one shown. Once this message is displayed you can no longer return to the upload.

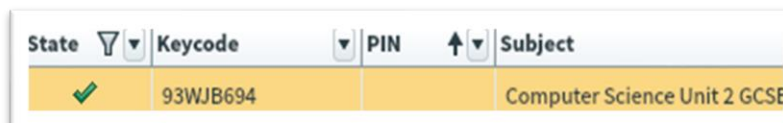


19. Repeat this process (Steps 12 – 18 in this section) for each candidate.

## 9. CHECKING THE UPLOAD IS COMPLETE

20. Login to <https://wjec.surpass.com/Login> using your username and password.

In the **INVIGILATE** tab a green tick should be displayed by each candidate who has had work submitted. This shows the keycode has been used and the upload is complete.



State	Keycode	PIN	Subject
✓	93WJB694		Computer Science Unit 2 GCSE




If you see another icon, not listed here, it could mean that the upload has been interrupted.

If you see another icon displayed, please contact:

**GCSE:** 029 2026 5154

**GCE:** 029 2026 5336

*The most common states are listed below:*

-  ***the keycode has been voided and can no longer be used***
-  ***the keycode is ready for use***
-  ***the keycode has been used and the upload completed***