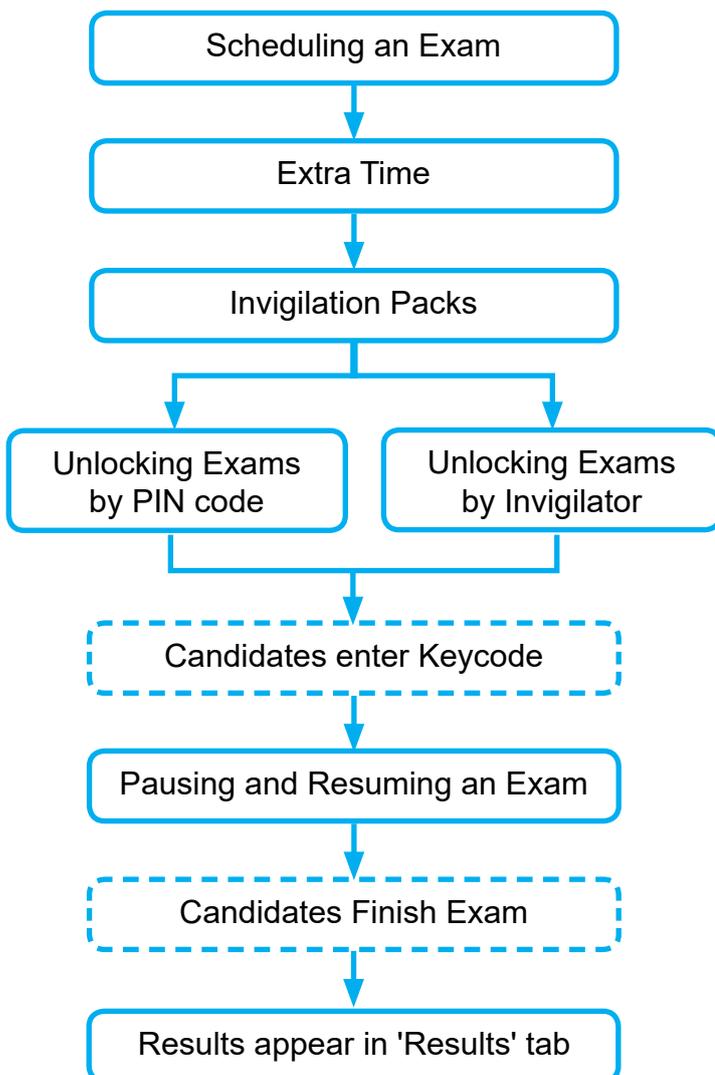


Make sure you have:	Write your information here for reference:
Username	
Access to <a href="https://wjec.surpass.com">https://wjec.surpass.com</a>	
<p><b>!</b> You will also need your Password. Do not write this down here.</p>	

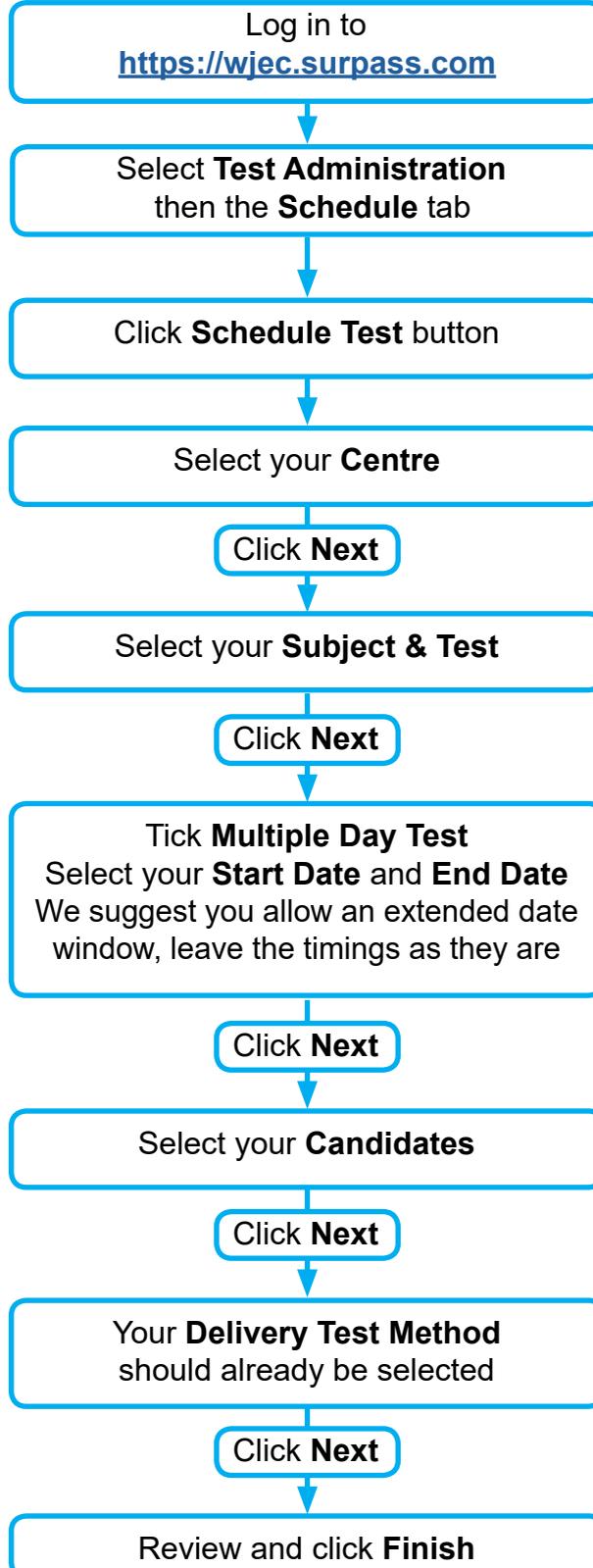
## The e-Assessment Process



### Key:

-  The solid line shows when you need to use <https://wjec.surpass.com>
-  The dashed line shows candidate actions in <https://wjec.surpass.com/secureassess/htmldelivery>

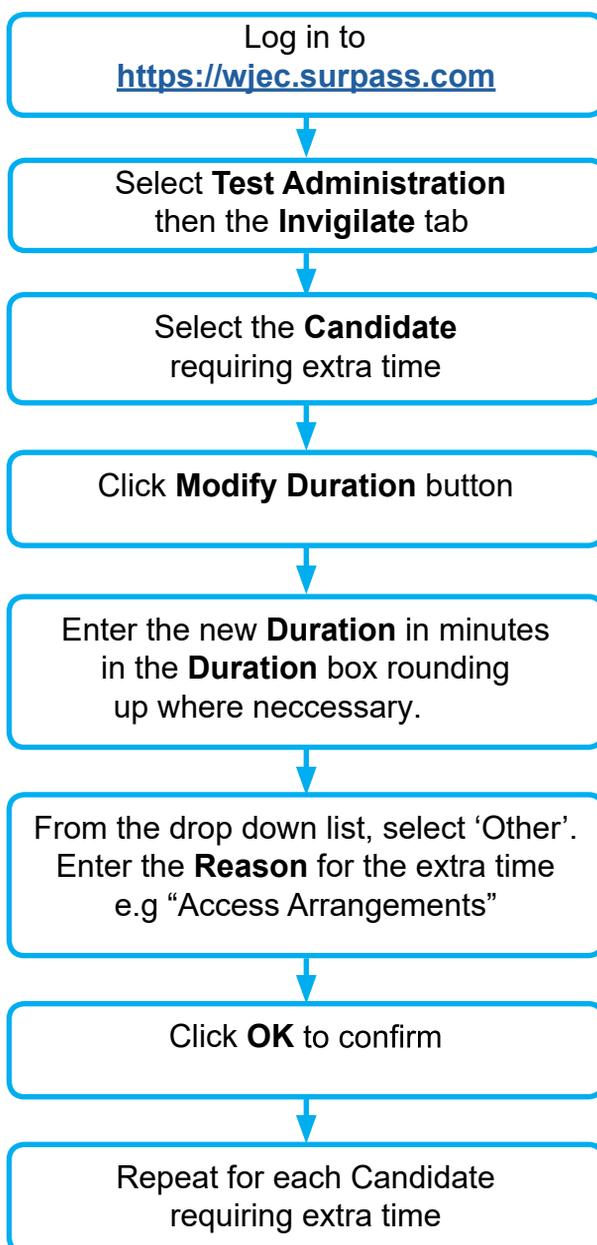
This guide is for scheduling past papers and on-demand exams.



Please note that the scheduled exams must be started and finished within the exam window.

If your candidates are not in the system please contact us using the telephone number or email address at the bottom of the page.

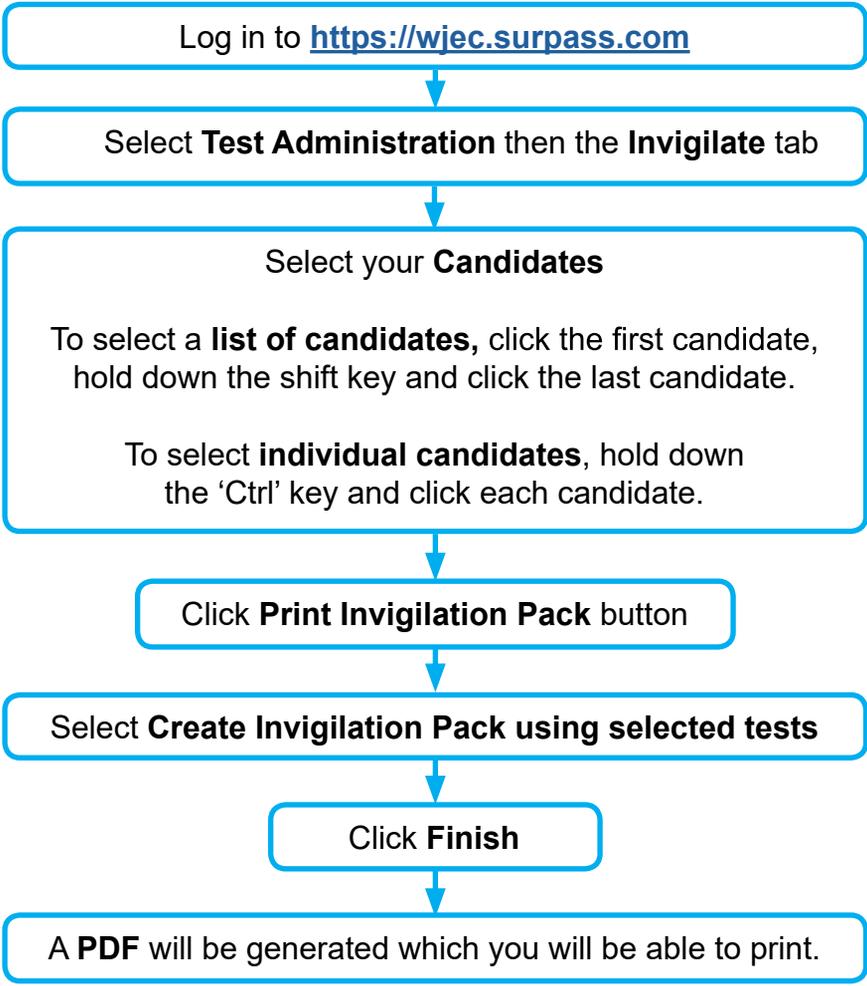
Extra time should be added **BEFORE** the candidates enter their keycodes.  



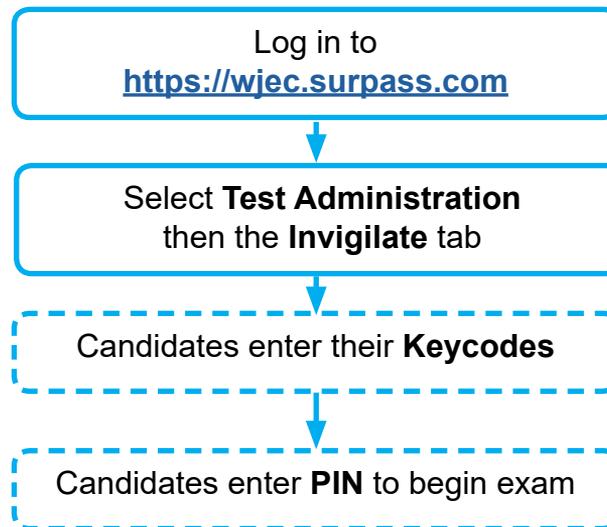
### Adding extra time **AFTER** the exam has been started.

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 and restart the web browser 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 **!**

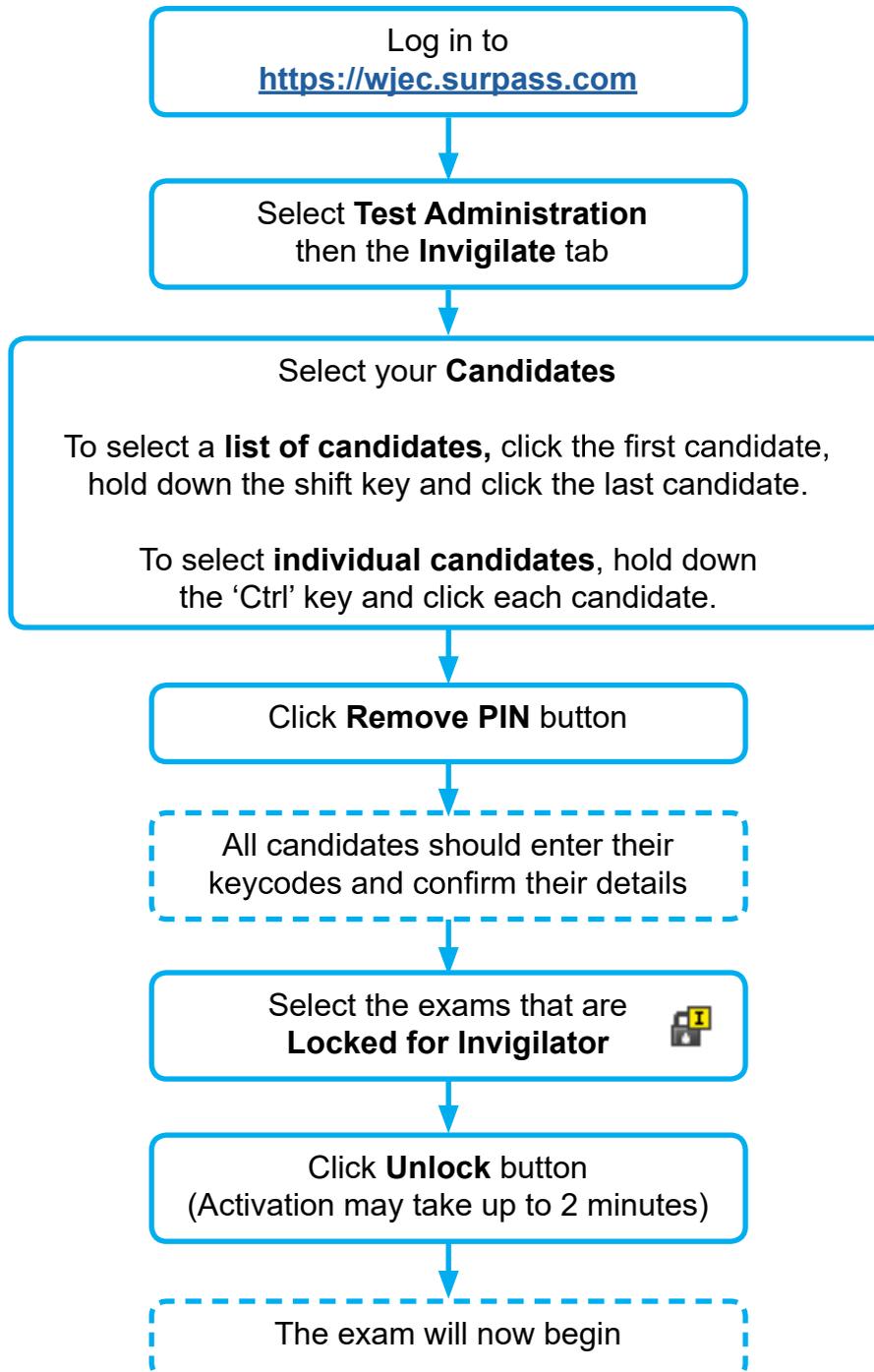


**!** You will use **either** a PIN code **or** Invigilation to unlock exams  
PIN codes are generated automatically.  
If you do not wish to use the PIN code to start the exam,  
please see “**Removing PIN and then Unlocking Exams by Invigilator**” page. **!**





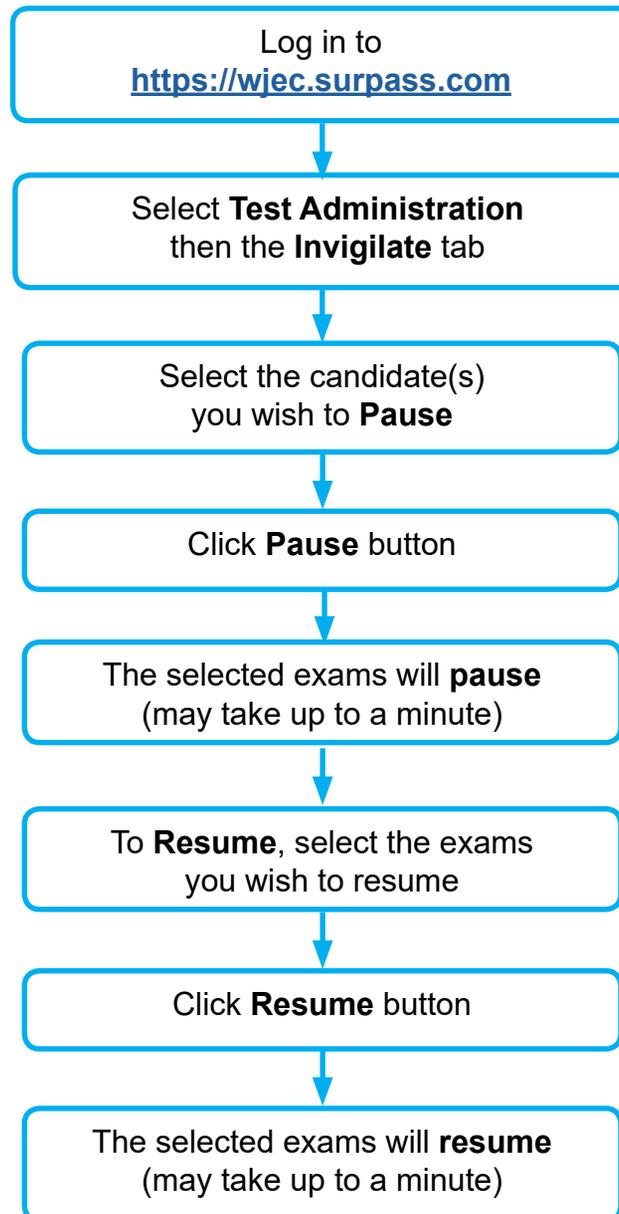
All exams will have a PIN set as standard.  
If you do not wish to use a PIN you can use Invigilation to unlock exams.



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



# e-Assessment Guide

## Obtaining Results

