

e-Assessment Guide for Candidates Sitting On-demand Examinations

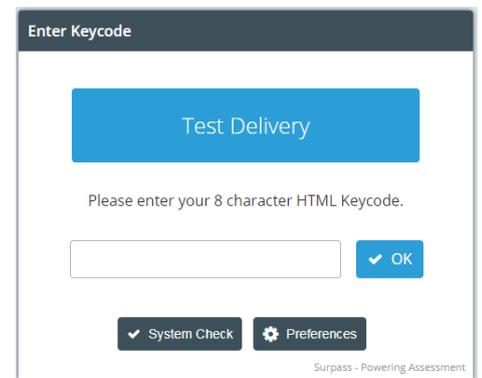


IF YOU HAVE ANY PROBLEMS WITH YOUR COMPUTER AT ANY POINT PLEASE LET YOUR INVIGILATOR* KNOW

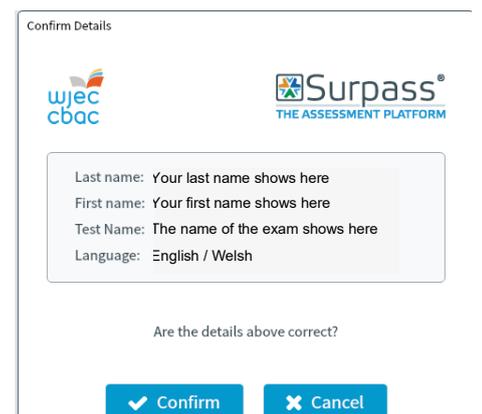


1. Go to <https://wjec.surpass.com/secureassess/htmldelivery>

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.

*the person supervising the test

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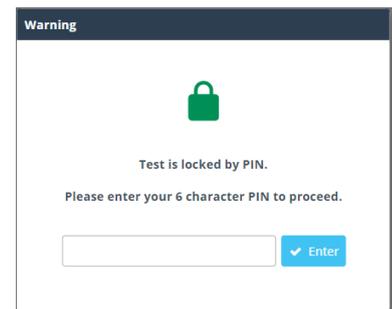
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5. The exam will be locked and you will see **one** of the following screens:

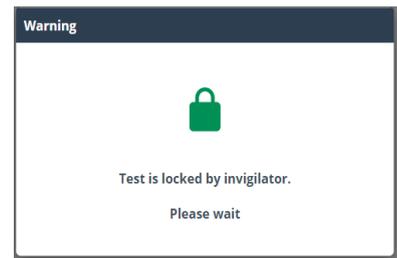
Locked by PIN

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.)

