Appendix 3 - Guidance for Tutors on setting up and delivering the Legal Environment Multiple Choice Test

The Multiple Choice Test (MCT) is an externally set and marked multiple choice test that is taken via E-assessment. It is available on-demand. Learners will have 60 minutes to answer 30 Multiple Choice questions.

The following units are assessed by MCT:

- The Legal Environment (Unit 201)

How to run the E-assessment Software.

The MCT will take place on an e-assessment system called Surpass in an locked down environment. You will need to download and install the Surpass SecureClient to run the assessment. This client is specific to CILEx and you will not be able to use any other software to run the MCT assessment. To successfully install and run Surpass, you will need to have equipment equal or higher to the specifications listed below:

- Processor 2.33GHz or faster x86-compatible processor
- Windows 7, 8.1 or 10 (32bit or 64bit)
- Microsoft .NET Framework 4.0
- A stable internet connection
- RAM 1GB
- Adobe Flash Player 18 to 20.0.0.306 *This needs to be the ActiveX version of Flash, i.e. it needs to be installed from Internet Explorer.*
- HDD Space 1GB of free space
- Video Single display
- Screen resolution of 1024x768
- Graphics card with at least 128 MB of memory
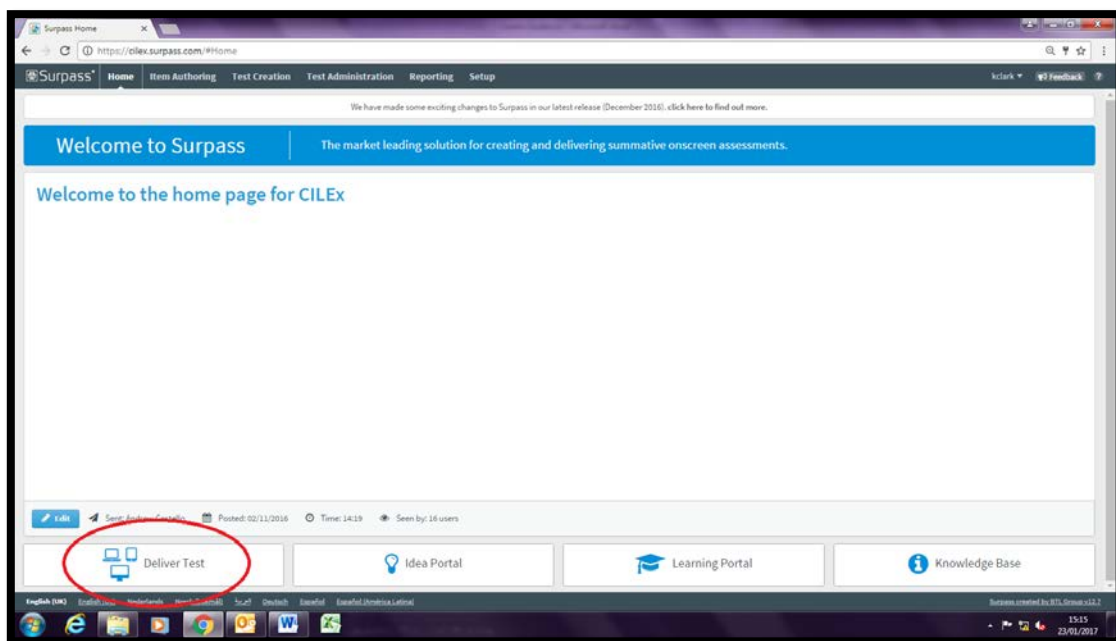- Two button mouse
- Keyboard

Please note the following limitations:

- *The use of 3G cards may not guarantee a constant bandwidth and could therefore not meet the minimum requirements.*
- A centre connection of 2Mbps or greater for every 30 learner tests being sat at the same time is recommended to ensure learners are not affected by connection issues during test delivery.
- *Surpass SecureClient is not compatible with Multiple Monitor setups.*
- Virtual Environments (such as Citrix) and certain firewalls may cause proxy errors – these will make Surpass un-useable.

Once you have become accredited, you will be provided with a login detail to Surpass. To download the Surpass SecureClient, please follow the link to our Surpass site (www.cilex.surpass.com) and use your details to log on.
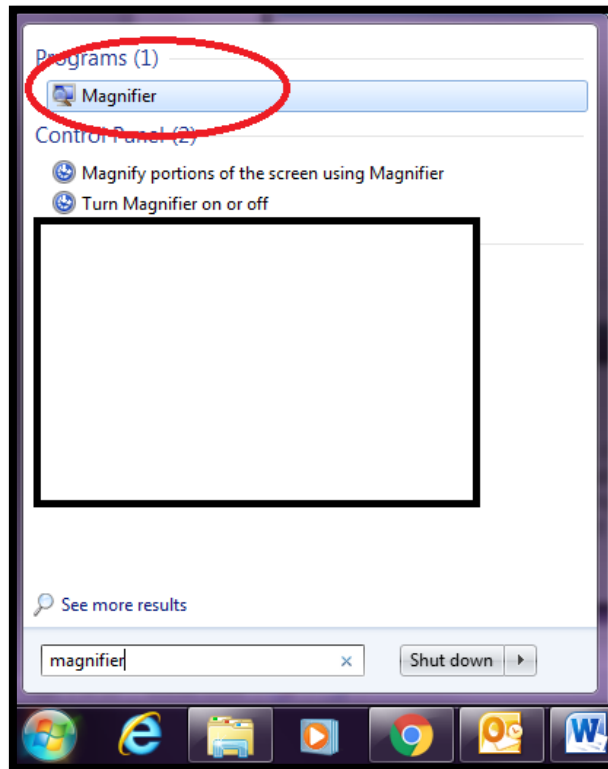

You will then find yourself on the Home Screen for Surpass. In the bottom left-hand corner, you will find a link 'Deliver Test'. This will bring you to where you can check the technical specifications for Surpass and download the SecureClient.

Click 'Secure Delivery' and then click 'Download SecureClient (MS)'. This will start the download and installation of the software. Please follow the onscreen instructions when prompted. You may need to contact your IT department to enable the correct permissions to allow an installation.

Please note that Surpass update the SecureClient software, these updates will need to be applied upon release in order to run the MCT. We will notify all centres when you will need to perform software updates. Failure to perform these updates promptly may cause issues to occur when conducting the live assessments.

Surpass is compatible with the Windows Magnifier software to enlarge the screen. This will need to be set up and running before the SecureClient is booted as SecureClient will lock down the station.
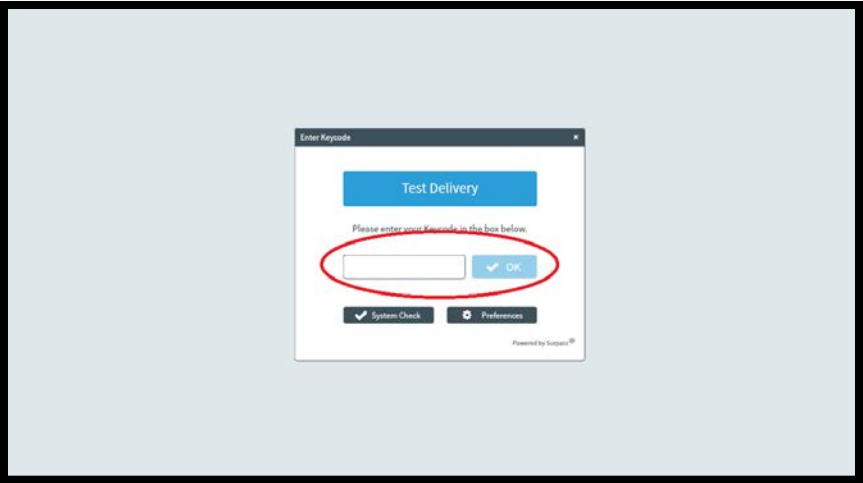

What to expect on the day

Prior to the day of the assessment, you will be sent a set of Learner Keycodes and a centre PIN. This information will need to be ready for distribution to your learners on the day – we recommend printing out individual copies of the Keycodes for each learner.
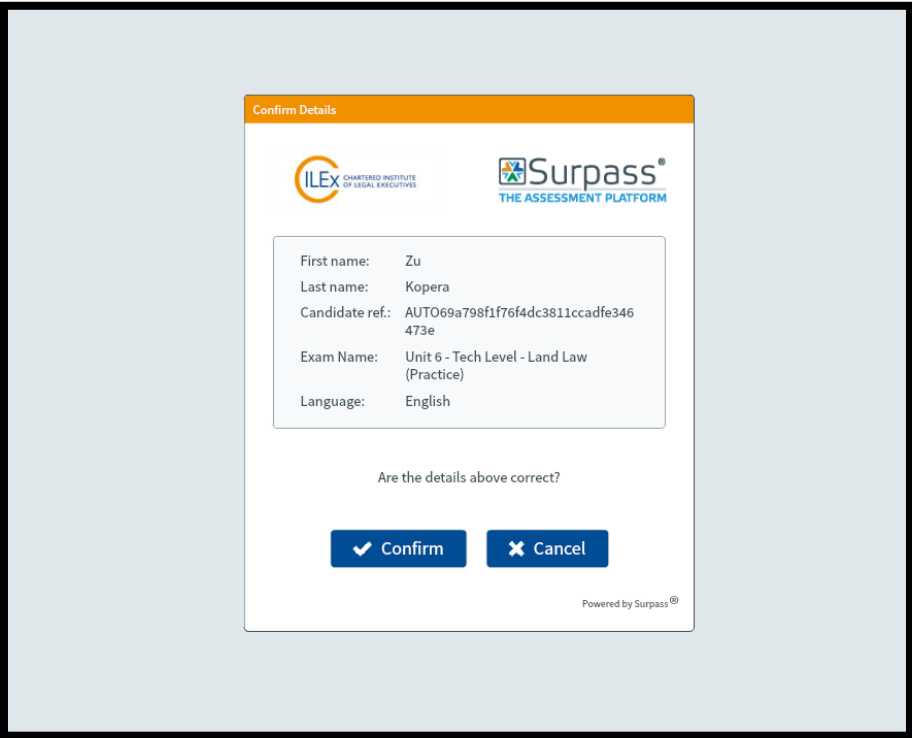
Please note that each Keycode is unique to the named learner and cannot be swapped. The Keycodes are also single use and will not allow you to re-enter them once the MCT has started.

On the day of the examination, the invigilator will need to login to our Surpass Site and have the invigilation screen set up. Details on how to use the invigilation screen can be found in Appendix 5.
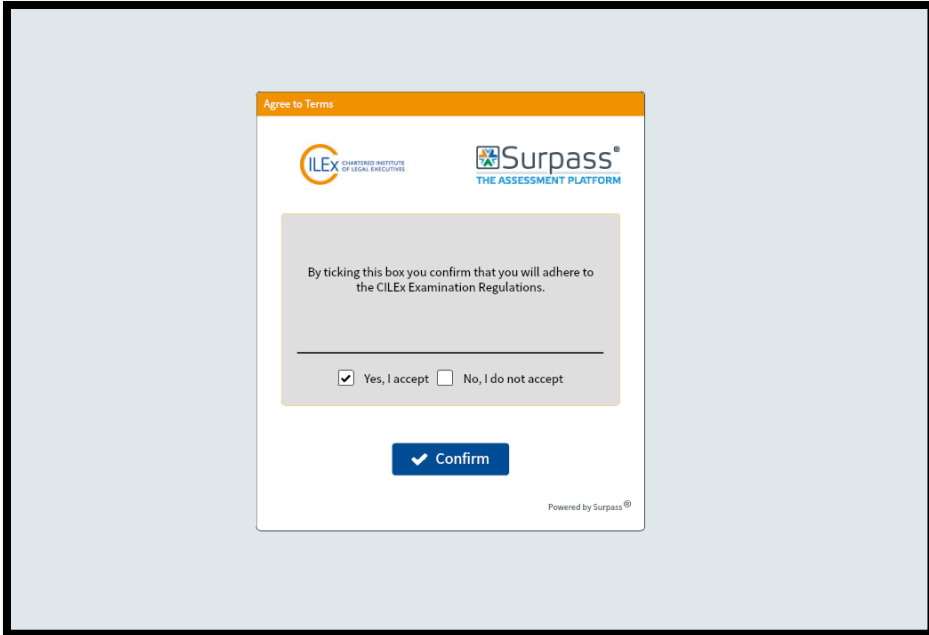
Once the learners are seated, they should type in their Keycode *(fig.1)* and complete the confirmation screens *(fig.2 and 3)*. They will then be prompted for a PIN *(fig.4)*.
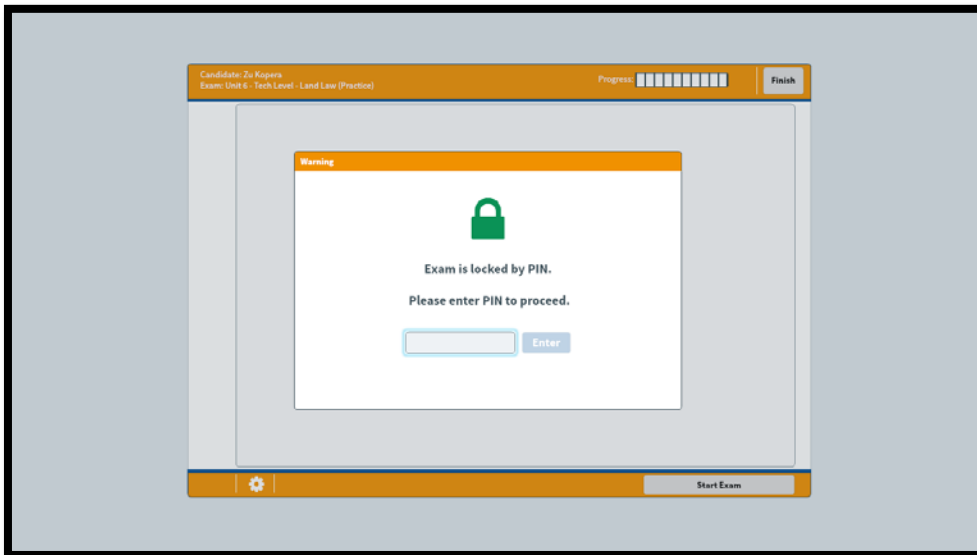
(fig.1)

(fig.2)

(fig.3)

(fig.4)

Please ensure that all present learners are ready to proceed and that it is the correct start time before giving out the PIN.

Attendance Register

Centre Name:	Surpass Testing Centre						
Centre Code:	STC1						
Selected Date:	24/01/2017						
Selected Start Time:	00:00						
Selected End Time:	23:59						
Subject:	Introduction to Law and the Legal System in England and Wales (Practice Paper)						
Test:	Introduction to Law and the Legal System in England and Wales - Practice Test						
Language:	English						

Name	Candidate ref.	DOB	Gender	Duration	Keycode	PIN	Present
1 KOPERA, Zu	AUTO69a798f1f76f4dc3811ccadfe346473e	▮	U	60	7KR9N4HB	7K9Y9B	

Declaration:

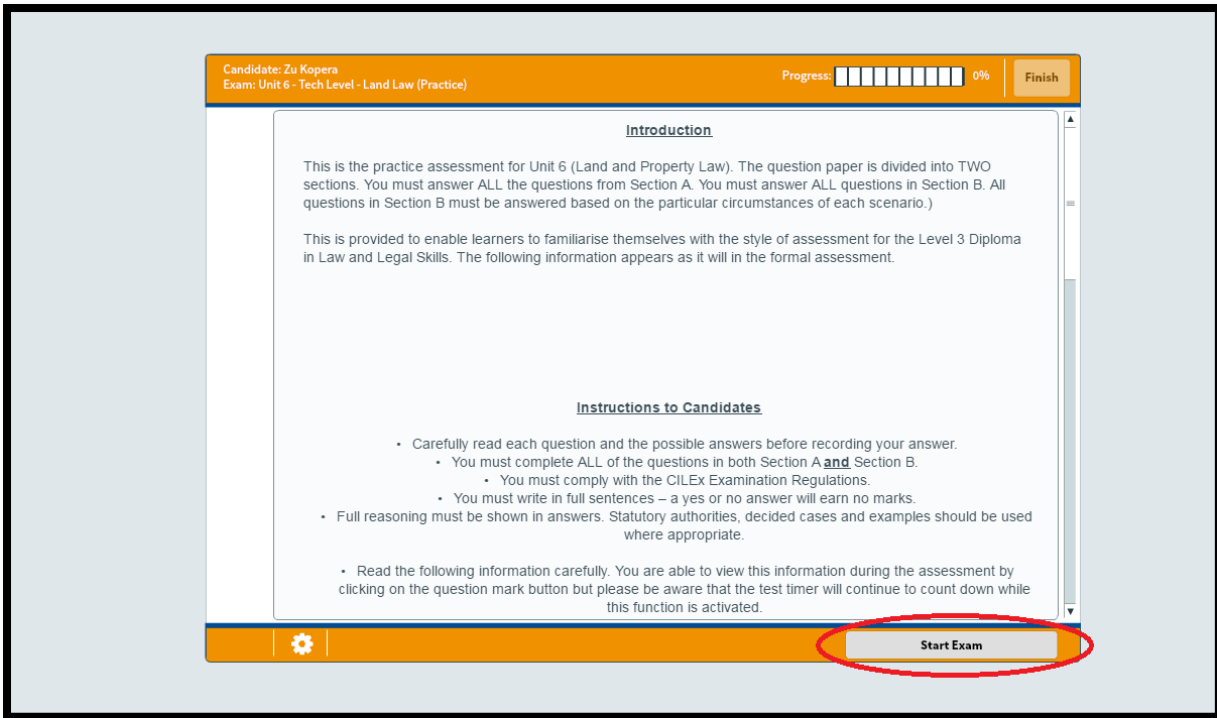I confirm that the information provided is accurate.

Name: _____   Signature: _____

Position in centre: _____   Date: _____

Once the PIN has been entered, the examination will download and the learner will be shown to the Introduction Screen. This page will contain important information; such as length of examination, number of questions required and how to use the tools provided in Surpass.

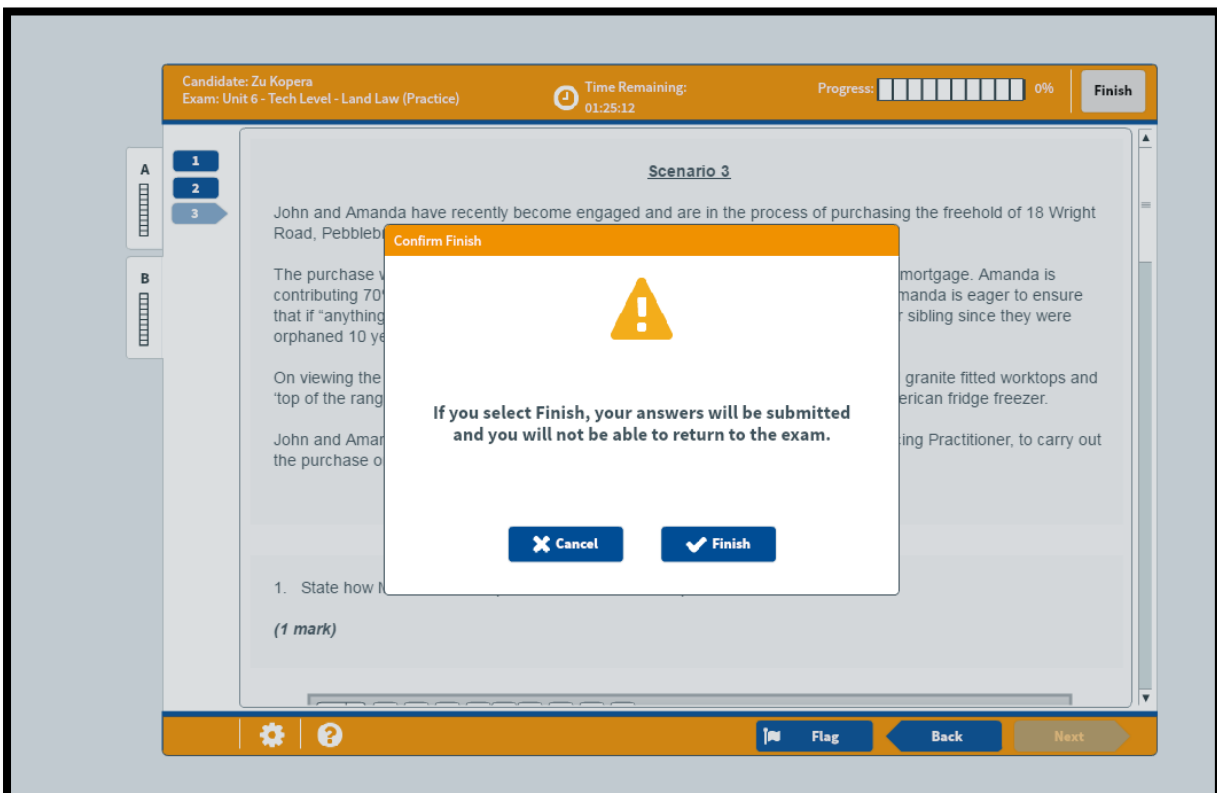An over view of the tools available in Surpass can also be found in the Surpass Learner Guidance (Appendix 4).

All Learners should be encouraged to thoroughly read the Surpass Learner Guidance prior to the examination.

Once the learner has read the information and clicked to start the 'Start exam' button, the timer will begin to count down.

All learners should be encouraged to read the Introduction and Instructions to Learners carefully. All CILEx Regulations should be followed at all times.

When the learner finishes the examination, they will be prompted to check that they have completed all questions before exiting the examination.

Once they confirm this, the SecureClient will attempt to send their answers to CILEx where they will be stored for marking. This means that a learner cannot then go back and change answers.

They will then need to wait for confirmation by the invigilator before they are allowed to leave. Learners are not allowed to leave an examination during the first 45 minutes or the last 15 minutes (as seen in the CILEx Examination Regulations).

Sample MCT's

Sample MCT's are available upon request for you to test your computer systems and internet speed. Please email legalstudies@cilex.org.uk and we can arrange for Keycodes to be sent to you.

How to register for an MCT.

All learners must register for the MCT by the end of the month prior to the exam month. For example, if the learner wishes to sit the MCT in May, they must have registered by the end of March.

All registrations must be submitted via an Examination Registration Form and emailed to legalstudies@cilex.org.uk.

Grading

The MCT is graded as either Pass or Fail. In order to pass the assessment, learners will need to correctly answer a minimum of 18 of the 30 questions.

A provisional grade will appear on the screen once the learner has completed their MCT. This grade will be confirmed by CILEx to the centre within 2 working days of the date of assessment.