

Appendix 4 – Learner Guidance in Using Surpass

V6 (2018)

Introduction

This guide is for learners sitting CILEx E-Assessments.

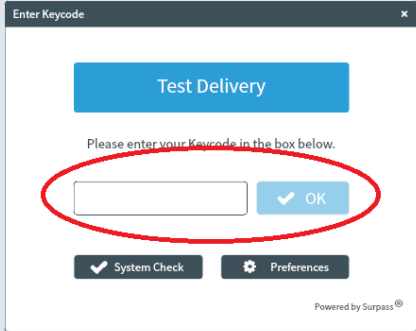
You should carefully read this guidance prior to your examination. We also suggest that you read through the CILEx Examination Regulations as you will be required to comply with these on the day of the examination.

Practice tests are available to help you familiarise yourself with the style and content of the assessment.

Please ask your Course Tutor for further information.

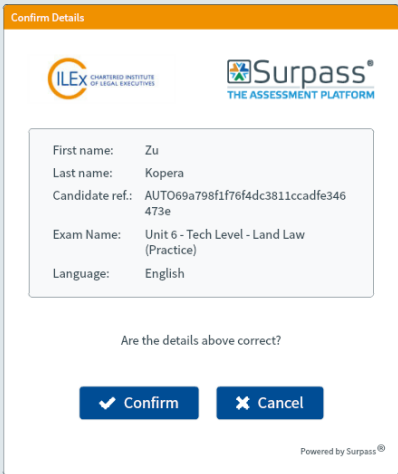
How to Log in

You will be provided with a Unique Keycode prior to the examination. Please ensure that you bring this with you on the day as it is needed in order for you to log in.



The screenshot shows a dialog box titled "Enter Keycode" with a close button (X) in the top right corner. Inside the dialog, there is a blue button labeled "Test Delivery". Below it, the text "Please enter your Keycode in the box below." is displayed. A text input field is shown, and a red circle is drawn around it, highlighting the area where the keycode should be entered. To the right of the input field is a blue button with a checkmark and the text "OK". At the bottom of the dialog, there are two buttons: "System Check" (with a checkmark icon) and "Preferences" (with a gear icon). The text "Powered by Surpass®" is visible in the bottom right corner of the dialog.

When you input the Keycode, you will then be prompted to confirm your details. You should also use this time to check that you are sitting the correct examination.



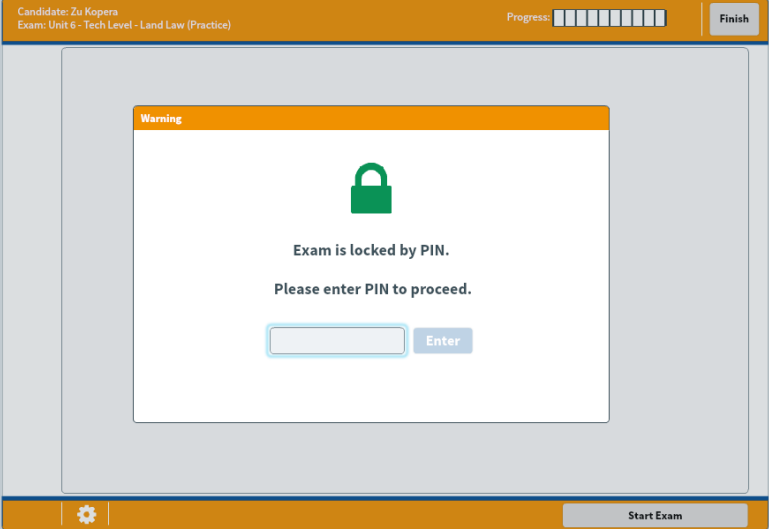
The screenshot shows a dialog box titled "Confirm Details" with an orange header bar. It features the CILEX logo (Chartered Institute of Legal Executives) and the Surpass logo (The Assessment Platform). Below the logos, a list of details is displayed: First name: Zu, Last name: Kopera, Candidate ref.: AUTO69a798f1f76f4dc3811ccadfe346473e, Exam Name: Unit 6 - Tech Level - Land Law (Practice), and Language: English. Below this list, the text "Are the details above correct?" is shown. At the bottom, there are two buttons: "Confirm" (with a checkmark icon) and "Cancel" (with an X icon). The text "Powered by Surpass®" is visible in the bottom right corner of the dialog.

You will then be prompted to confirm that you will adhere to the CILEX Examination Regulations. These should be made available to you before the examination.

Please contact your Course Tutor if you have not been able to access these. They are also available on the CILEx Website

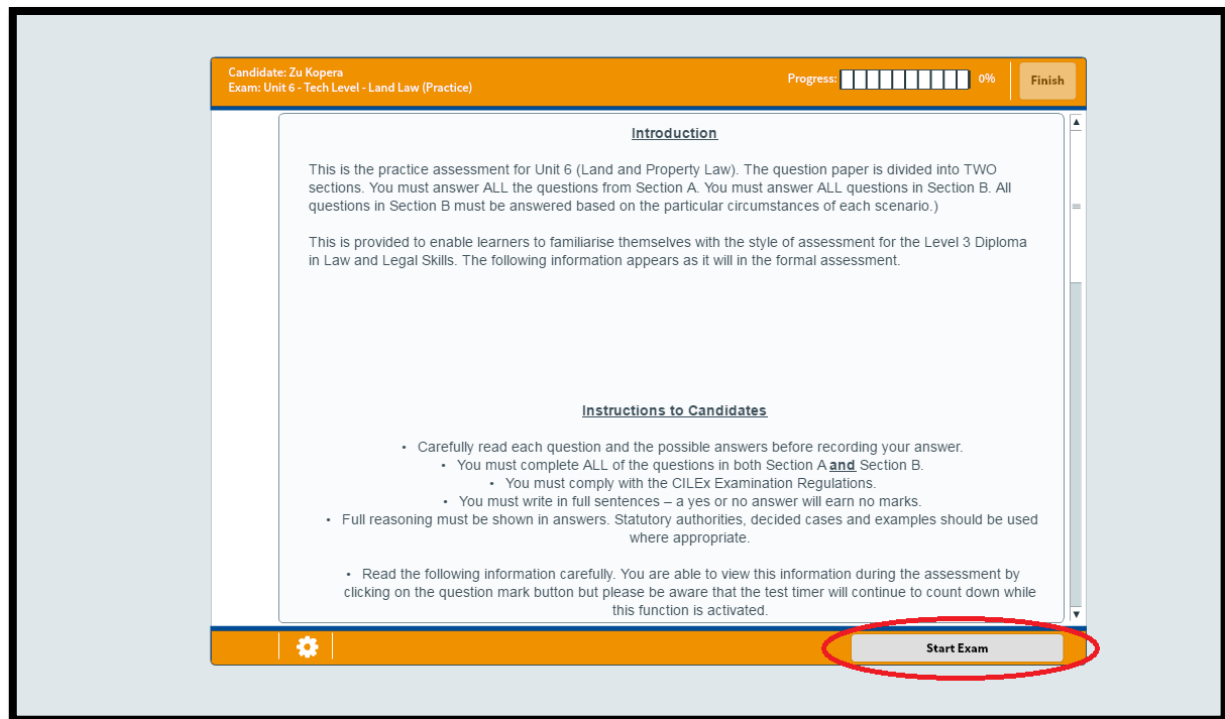


Once you have confirmed your details and that you accept the CILEx Examination Regulations, you will be asked for a PIN. The PIN will be provided by the Invigilator once all other learners are ready. Inputting this PIN starts the examination.



You will then be shown the Instruction Screen (see below). Please read these instructions carefully as they will contain important information; such as length of examination, number of questions

required and how to use the tools provided in Surpass. An overview of the tools is shown in a later section of this Guidance.



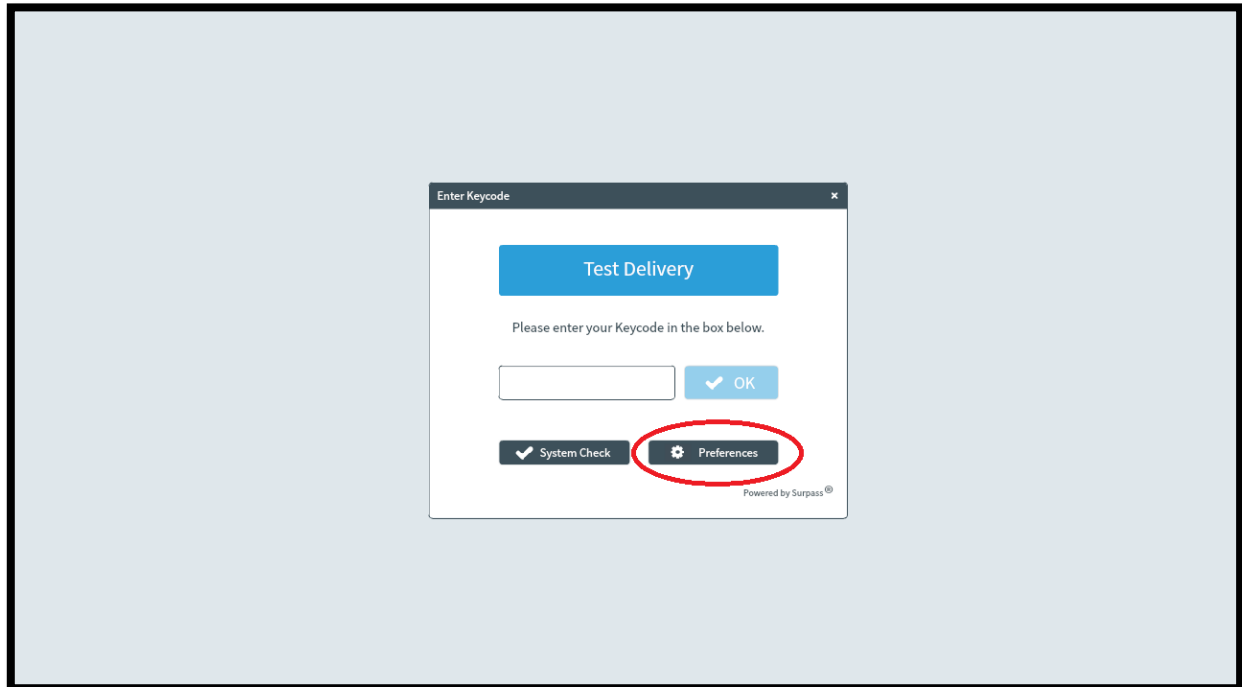
When you have read the Instructions to Learners, click on the 'Start Exam' button to begin. This will start the examination and the timer will begin to count down.

You are able to view the Instructions to Learners during the examination by clicking on the question mark button but please be aware that the test timer will continue to count down while this function is activated.

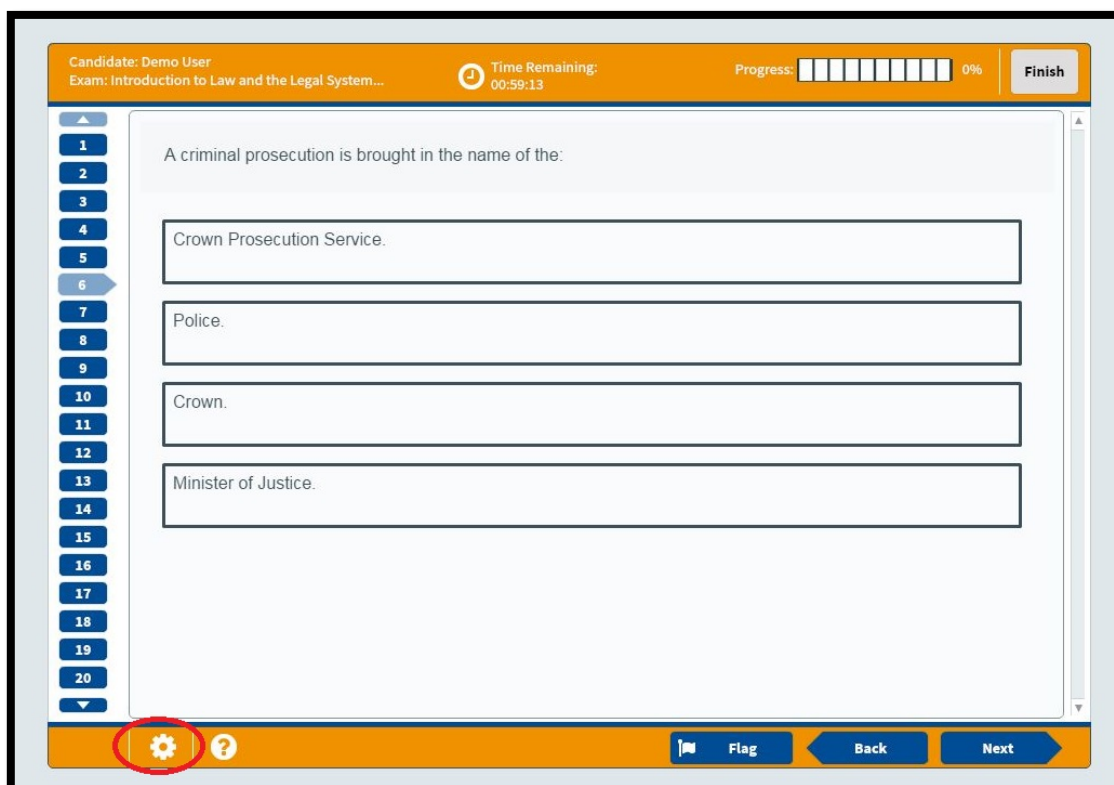


How to change the look of your examination

You are able to change the colour scheme of the question paper by clicking the 'Preferences' button before you input your Keycode (shown below). This function does not change the layout of the paper.



You can also access this choice during the exam by clicking on the small Cog button in the bottom left corner of the screen (next to the question mark).

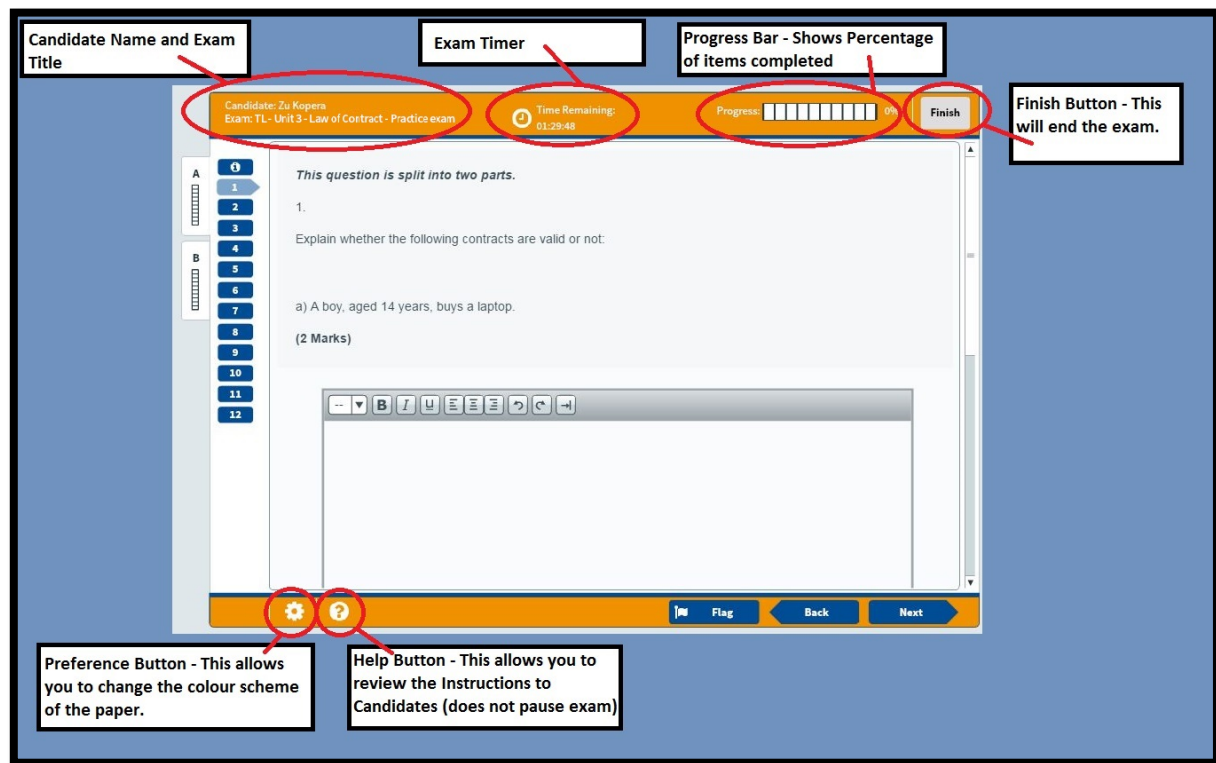


The screen below will then be presented to you. From here, you can select the option that suits you best.

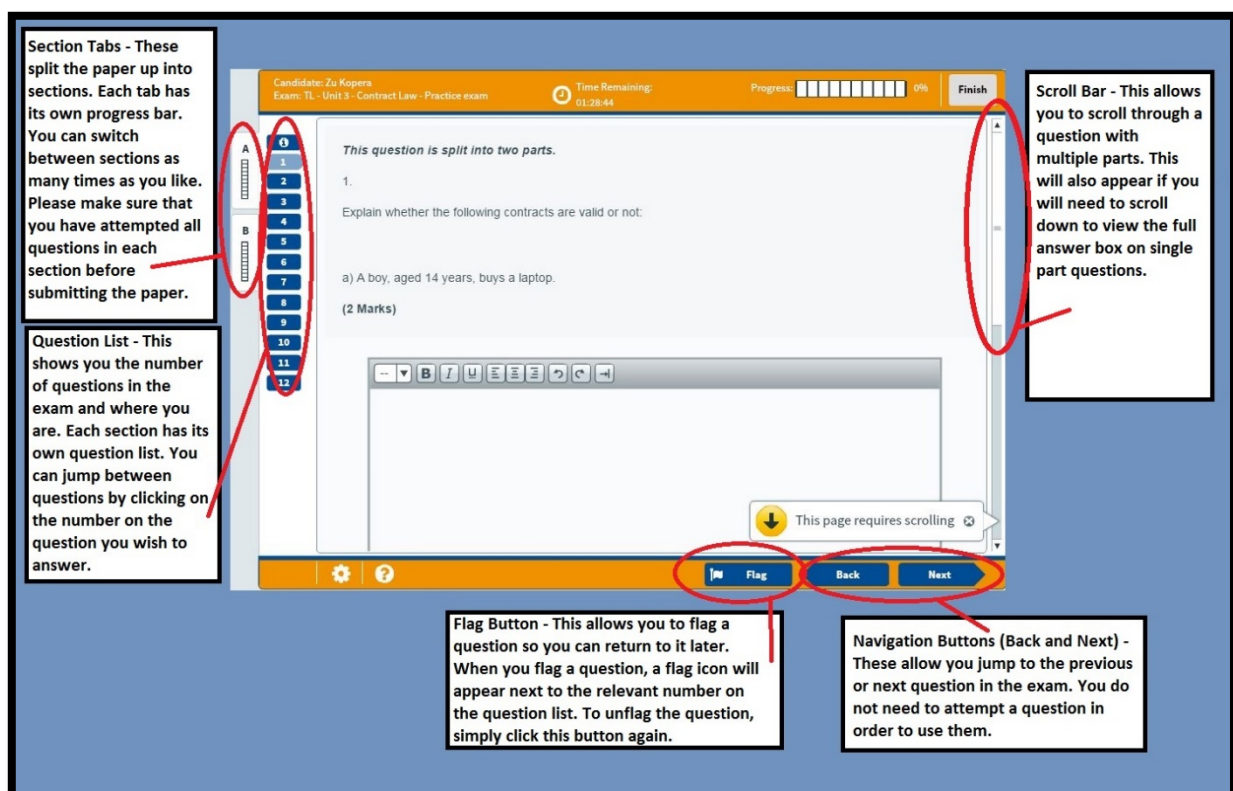


The general layout of the Surpass Exam Screen

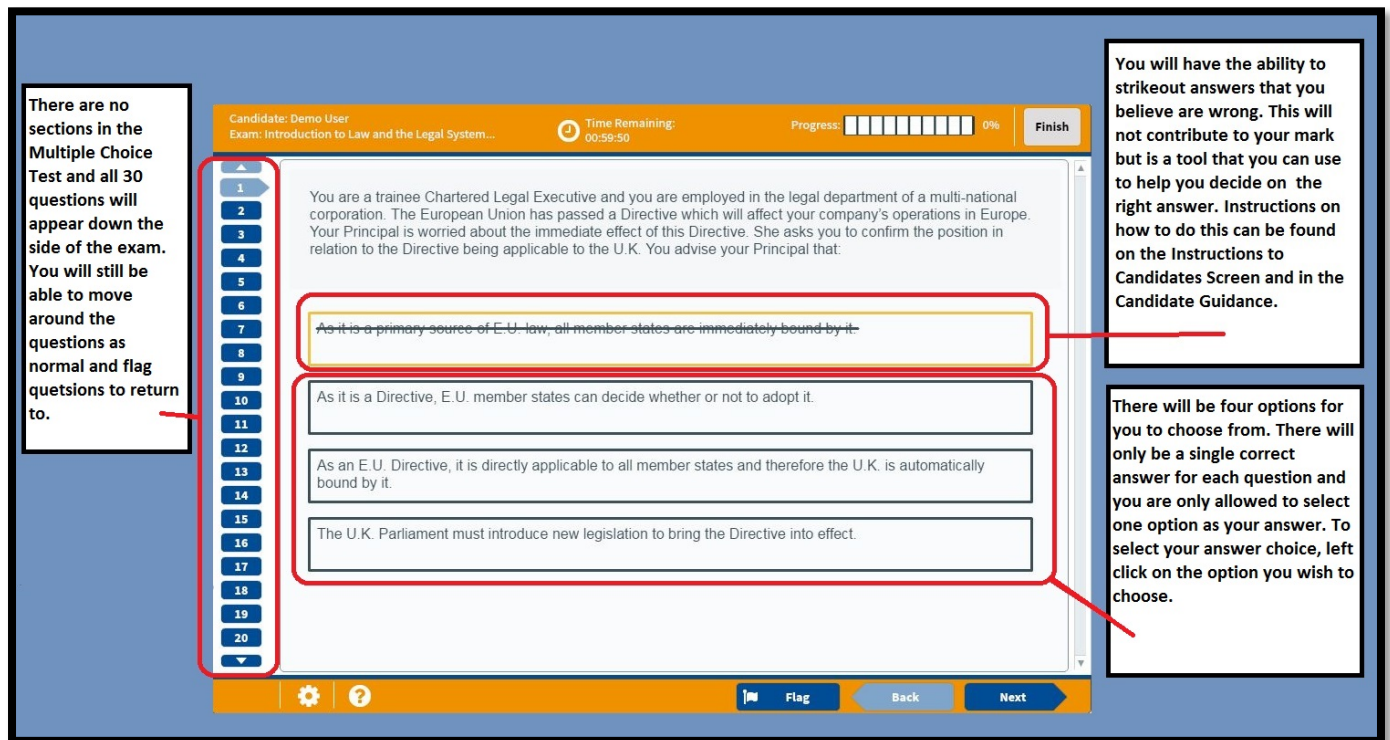
The diagram below shows the basic layout of an exam in Surpass and is what you will see on the day of the examination.



The diagram below shows the various navigation options that are available in Surpass.



Multiple Choice tests will have a similar core layout but with a different question structure.

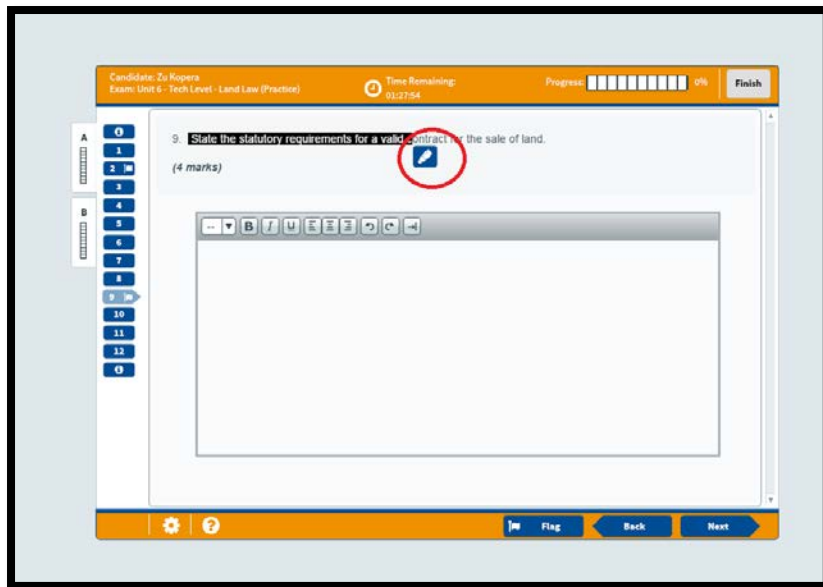


How to use the tools in Surpass

There are several actions and tools available via Surpass that will aid in completing your exam: highlighting text, crossing out answers and flagging questions. These are explained in more detail below.

Highlighting

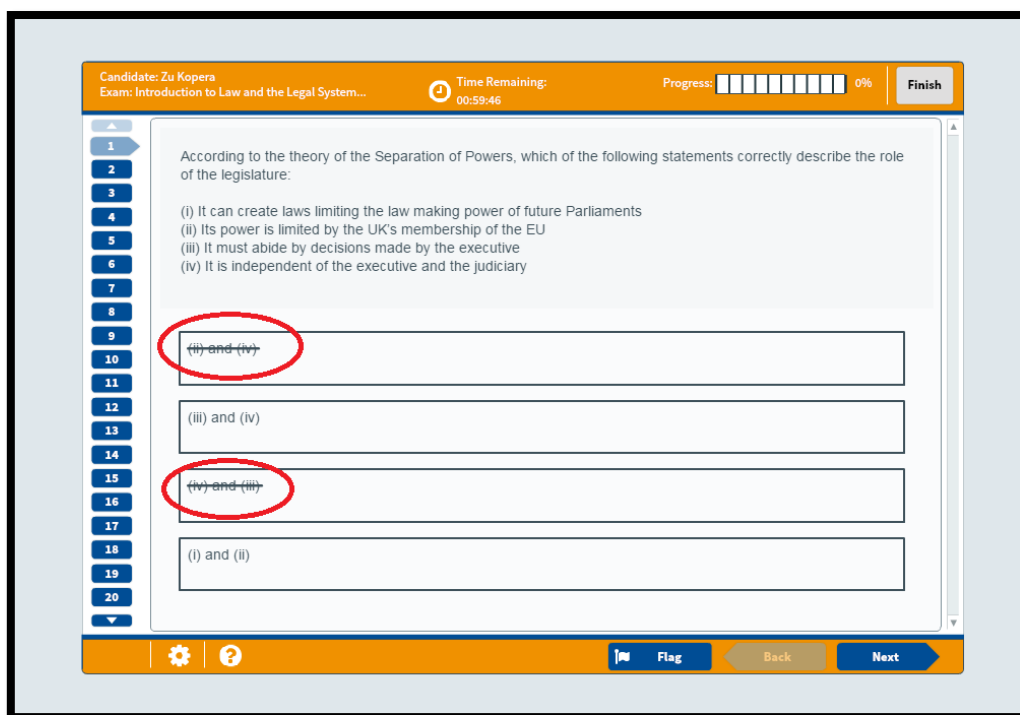
During the test you can use your mouse to highlight key areas of text. To do this: left click, hold and drag over a section of text; let go and a highlighter symbol will appear; click this to highlight the text.



You can de-highlight the text by left clicking the highlighted section again.

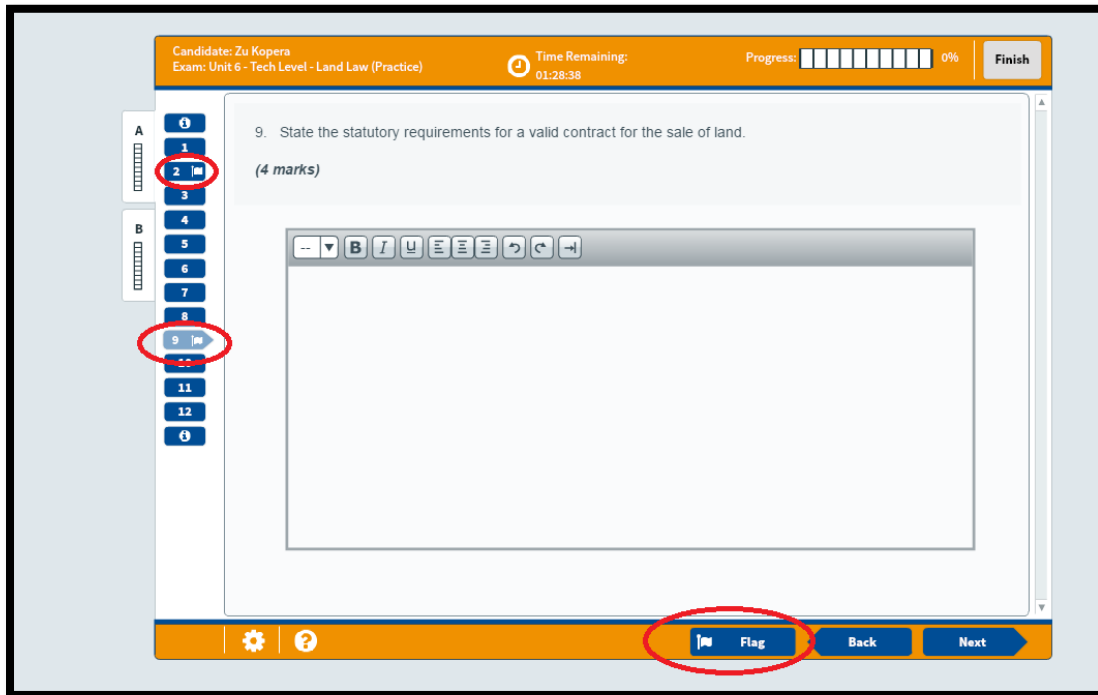
Crossing out answers

You can eliminate an answer by right clicking it. This will draw a line through the answer. To remove the strikethrough right click the answer again.



Flagging Questions

You are able to use the flag system to place a flag next to questions that you are not sure about or would like to review later on in the examination. This can be used as a method of managing your time during the examination.



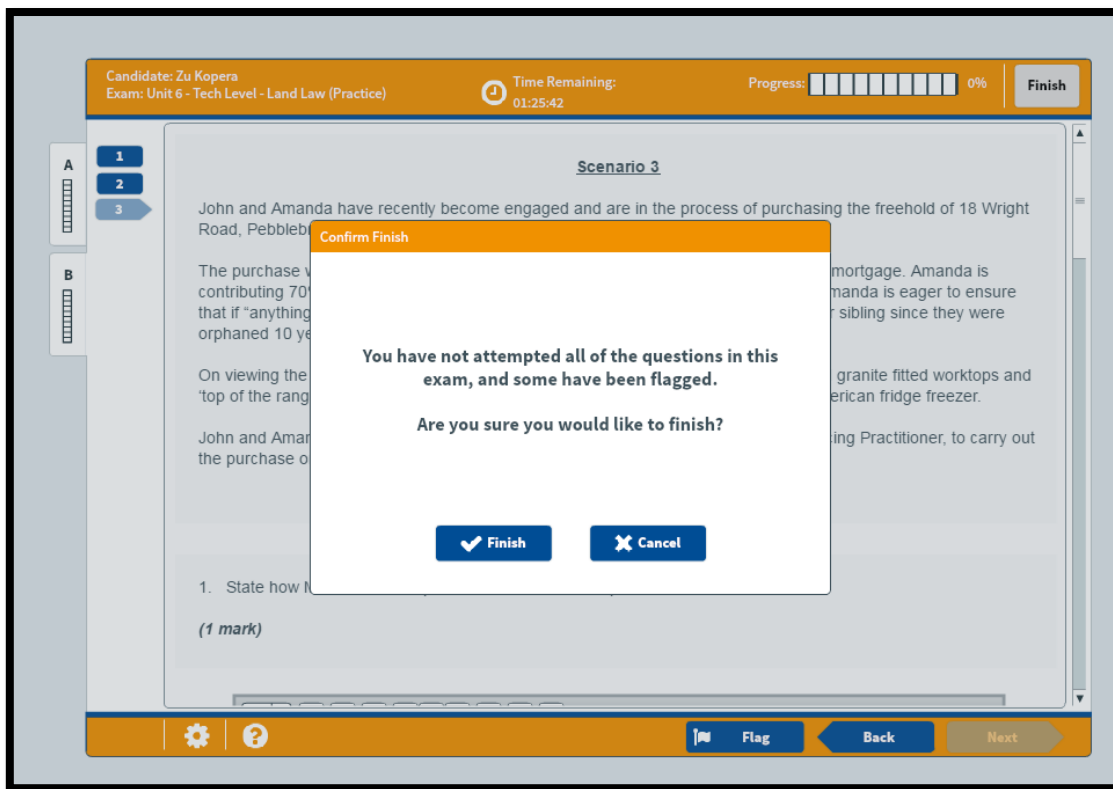
To add a flag click the flag icon at the bottom of the screen. This will add a flag alongside the current question number on the left side of the screen.

To remove a flag click the same icon and the flag will be removed from the current question.

If you try to finish the examination with a question still flagged (even if it is completed), a warning message will appear.

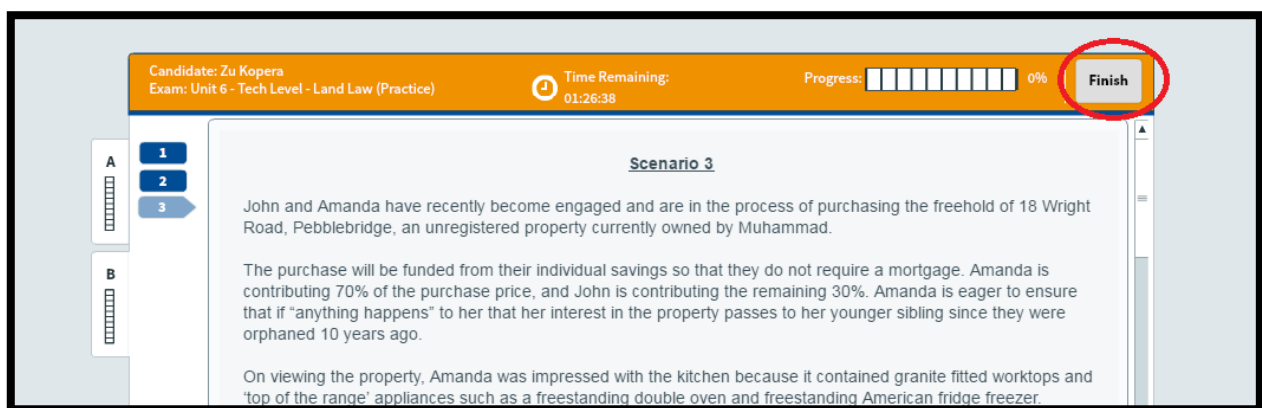
You can choose to do one of two options:

1. Click cancel and go back through to un-flag the questions, as described above,
2. Or you can click 'Finish' to submit the examination with questions still flagged. This will not affect your score (unless you have not attempted the questions).

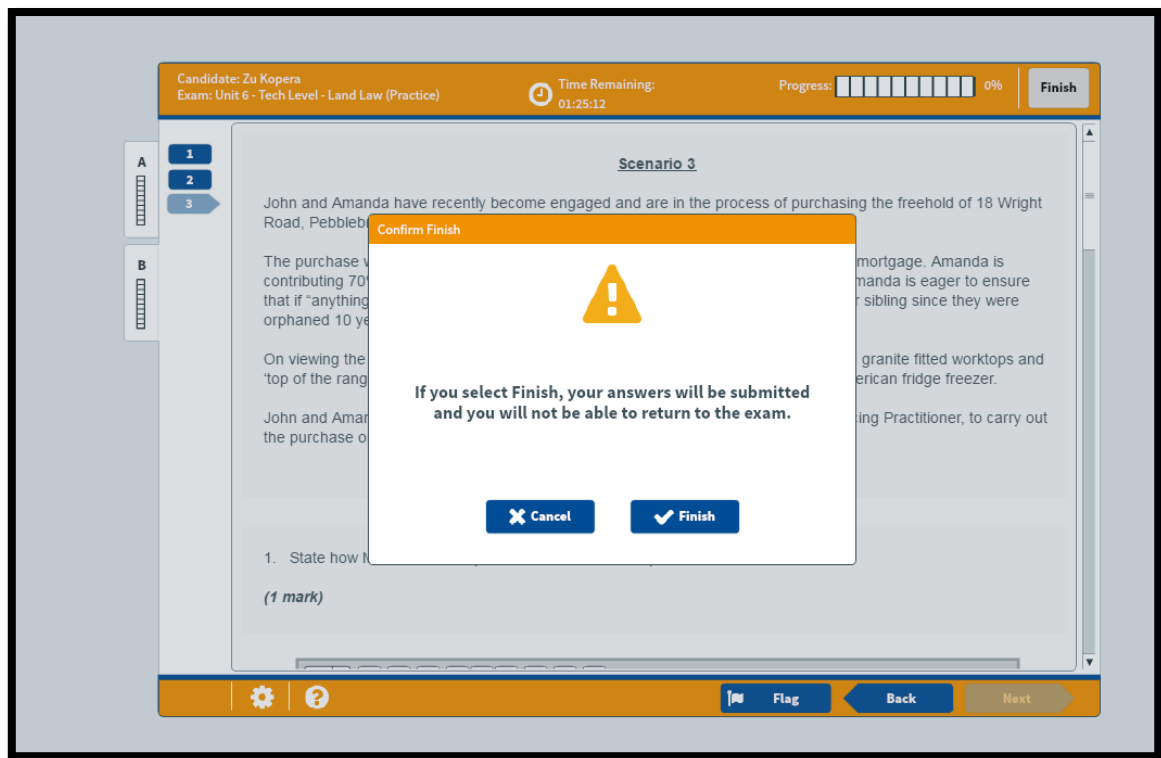


Finishing the Examination

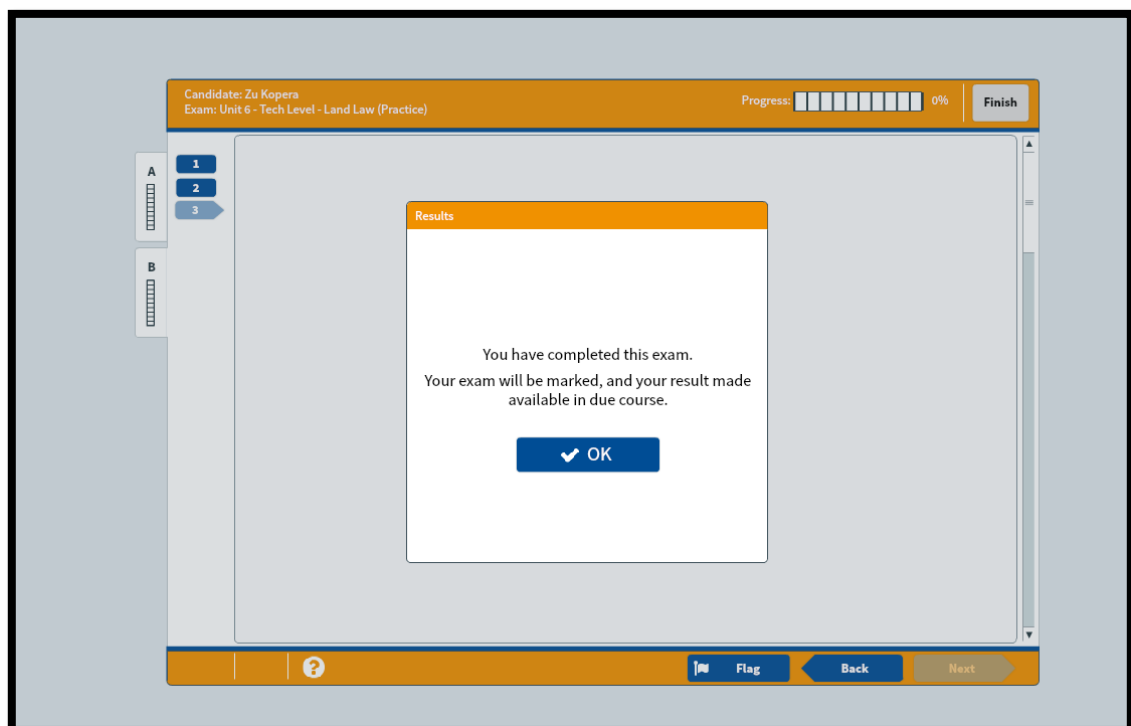
When you are happy with your responses to each question, you can finish the examination by clicking on the Finish button.



You will then be asked to confirm that you would like to end the examination.



You can then click cancel to go back and review your questions or click Finish again. If you click Finish, your examination will be completed and you will not be able to amend any answers that you have provided.



Please do not leave your workstation until you have confirmation from the Invigilator that you are able to do so.