

## **Appendix 5 - Invigilator Guide to Using Surpass**

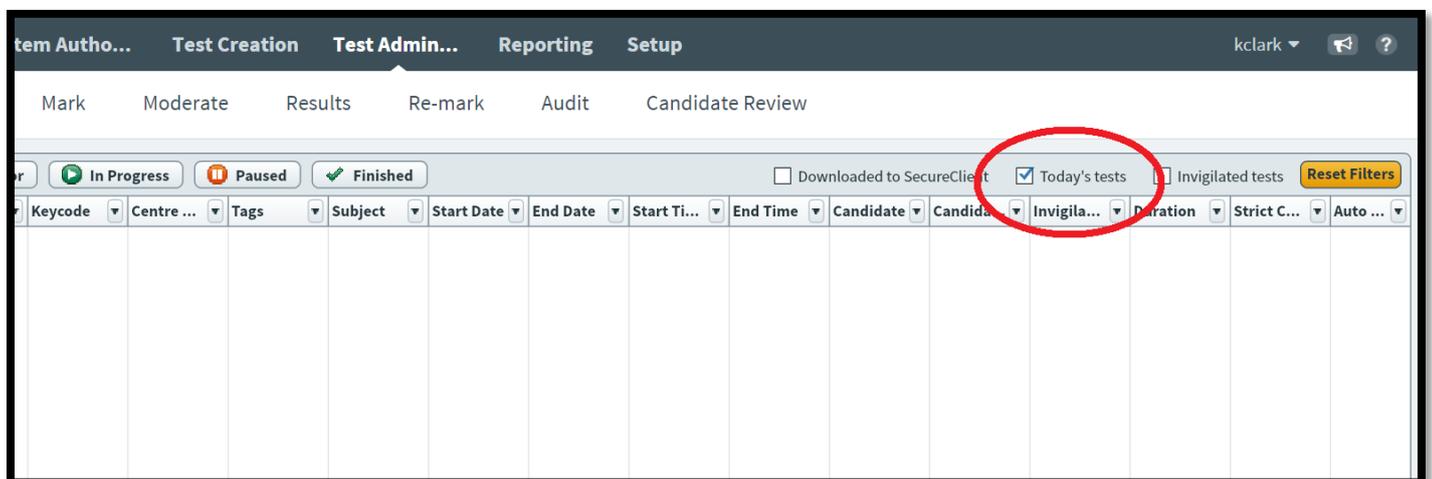
**V6 (2018)**

## Basic Functions

Use the 'Invigilate' screen to view and manage current examinations. You can also use features on this screen to control learners' access to examinations. You will find the Invigilate Screen in 'Test Administration'.

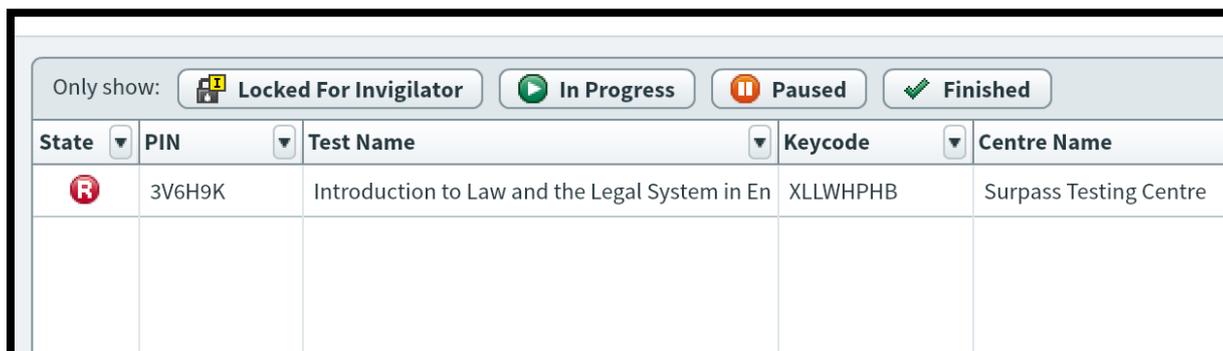
This screen will show each of the learners that are scheduled to take an examination at your centre, along with their Keycode and the PIN that they will need to access the examination. It will also specify the start date, the start time, the duration allowed and the status of the examination.

This screen will show you when a learner has started the examination, if the examination has been paused and when the learner has finished an examination. You are able to show only today's examinations by ticking the box shown in the top right corner (shown below).



The screenshot shows the 'Test Administration' interface. At the top, there are navigation tabs: 'Test Creation', 'Test Admin...', 'Reporting', and 'Setup'. Below these are sub-tabs: 'Mark', 'Moderate', 'Results', 'Re-mark', 'Audit', and 'Candidate Review'. A status bar contains buttons for 'In Progress', 'Paused', and 'Finished', along with checkboxes for 'Downloaded to SecureClient', 'Today's tests' (checked and circled in red), and 'Invigilated tests', and a 'Reset Filters' button. Below the status bar is a table with columns: 'Keycode', 'Centre ...', 'Tags', 'Subject', 'Start Date', 'End Date', 'Start Ti...', 'End Time', 'Candidate', 'Candida...', 'Invigila...', 'Duration', 'Strict C...', and 'Auto ...'. The table is currently empty.

You will also see that the examinations that are to be taken that day will be locked, showing a red R symbol in the far left column (see below). You can also see that the symbol will change when the examination is in progress, when paused and when finished.



The screenshot shows a filtered view of the 'Test Administration' interface. The 'Only show:' filter is set to 'Locked For Invigilator'. The status bar contains buttons for 'In Progress', 'Paused', and 'Finished'. Below the status bar is a table with columns: 'State', 'PIN', 'Test Name', 'Keycode', and 'Centre Name'. The table contains one row with a red 'R' symbol in the 'State' column.

State	PIN	Test Name	Keycode	Centre Name
R	3V6H9K	Introduction to Law and the Legal System in En	XLLWHPHB	Surpass Testing Centre

Below is a table listed the possible icons and the state they represent:

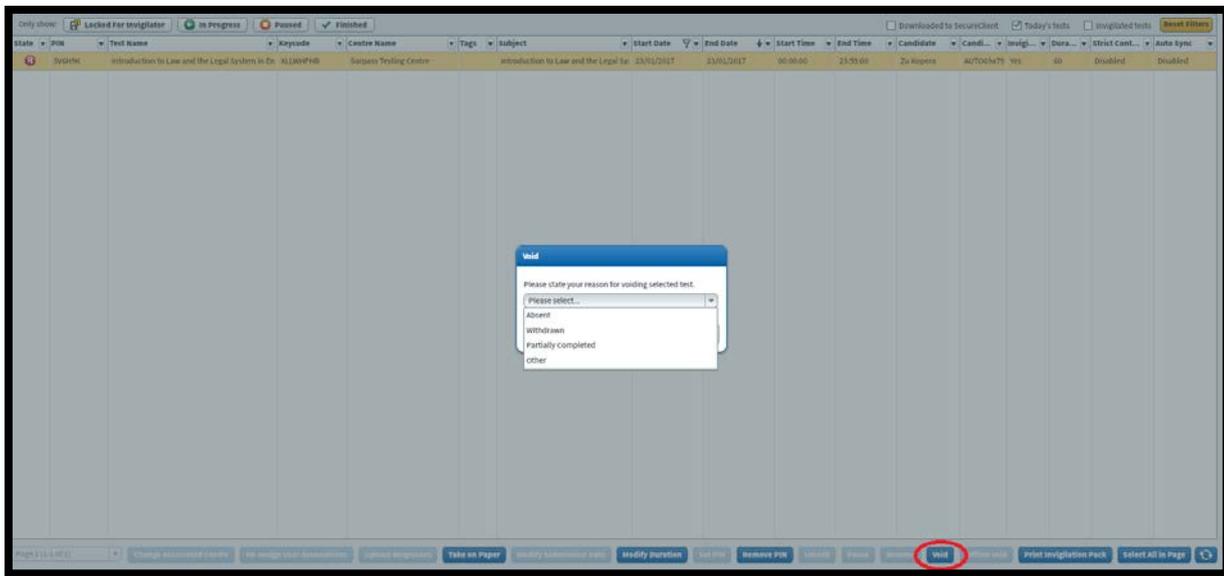
<u>State</u>	<u>Icon</u>
<b>'Locked for Invigilator'</b> – The learner has entered their Keycode and is waiting for the Invigilator to unlock a test.	
<b>'Locked by PIN'</b> – The test cannot be started until the learners enter the correct PIN. The learner must enter their keycode first.	
<b>'Ready'</b> – The test is ready to be taken by the learner.	
<b>'In Progress'</b> – The test is currently being taken by the learner.	
<b>'Paused'</b> – The test has been paused by the invigilator.	
<b>'Awaiting Upload'</b> – The test has been downloaded in advance, sat using the SecureClient and is finished but not yet uploaded back to Test Administration Central.	
<b>'Finished'</b> – The learner has finished taking the test.	
<b>'Voided'</b> – The test has been voided by a member of staff.	

From the Invigilate screen, the invigilator is able to do several things during the examination itself. You must be very careful when altering settings or applying these actions as they will affect live examinations.

### Voiding papers

You are able to void a paper (if a learner has failed to show for example) by selecting the learner and then clicking 'Void' which is found at the bottom of the screen (circled red).

You will be asked to provide a reason before confirming the selection. Once void, you are unable to re-instate the learner so please bear this in mind for late arrivals.



You are also able to pause/un-pause a learner’s examination. This will stop the timer on their paper and not penalise them. This is often used for supervised breaks, for example, for learners who require Reasonable Adjustments. It can also be used if there is an emergency that requires evacuation of the examination room.

To use this on a single learner, simply select the learner and click ‘Pause’, or to un-pause click ‘Resume’ (circled in red below).

To use on multiple learners, hold Ctrl on the keyboard and select all those affected by left clicking on each with your mouse. Then click ‘Pause’, or to un-pause click ‘Resume’.

To use this on all learners, left click with the mouse on the learner at the top of the screen, then hold Shift on the keyboard and then left click with the mouse on the learner at the bottom of the list. Then you can click ‘Pause’, or to un-pause ‘Resume’ and it will apply it to all.



## Extend the duration of an exam

An Invigilator is also able to extend the duration of the examination if necessary. This is usually only required if the learner has a Reasonable Adjustment agreement that allows for extra time that is over the normally 25%. This would be communicated to the centre before the day of the examination.

If the learner does not have a Reasonable Adjustment Agreement, the invigilator must only extend the time allowed in exceptional circumstances (eg. an evacuation has taken place and they were not able to pause the exam).

To extend the time allowed for the examination, you select the learner by left clicking their name and then left click 'Modify Duration'. You will be asked to provide a reason for this selection and you may be asked by CILEx later for your reasoning.



If any of these actions (such as pausing exams or extending time limits) have been taken, you will have to record them in the Invigilation Report provided in the Invigilation Pack. Any issues arising from learner behaviour or technical issues should also be logged on the Invigilation Report.

## Invigilation Report

Centre Name:	Surpass Testing Centre
Centre Code:	STC1
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
Selected Date:	24/01/2017
Selected Start Time:	00:00
Selected End Time:	23:59
Language:	English

The test session started at ..... and finished at .....

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The test was carried out in accordance with the regulatory requirements and there were no disturbances.

OR

The test was carried out in accordance with the regulatory requirements and the following disturbances occurred.

(Please delete as applicable)

**Details of any disturbances**

(If the report is long, a separately-signed sheet may be attached to this report.)

Once the Invigilation Report is completed, it needs to be sent back to CILEx as part of the examination process. Attendance Records and Invigilation Reports are to be emailed to [legalsecretaries@cilex.org.uk](mailto:legalsecretaries@cilex.org.uk).