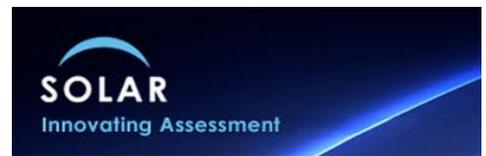


Using a USB device for delivery of Secure Assessments



All scheduling and management of candidates within SOLAR is done online using the website. Before you can download any assessments for delivery using a USB device or memory stick then the assessments must be scheduled.

This guide will illustrate how you can download and deliver e-assessments from a USB storage device. Downloading the SecureClient to your USB device allows you to run assessments through SecureClient at a remote location even if there is no internet connection available. All responses to the assessment will be stored on the USB stick, to be uploaded back into SecureAssess at a later stage when a connection to the internet is restored.

All of the management and setup of the memory stick/USB device is done through the SecureClient.

You should now plug in your USB device.

SOLAR SecureClient

This is an application which you download from the SOLAR website (www.sgasolar.org.uk) and install on your PC. It provides the capability to not only lock your desktop during assessment delivery but enables the download of assessment content to maintain delivery without the requirement for the internet.

Once the SecureClient is installed you should have an icon like the one shown or it will be available in your list of Programs.



Click on the SecureClient and you will get the keycode login screen shown.

Select the **Show Admin** link.

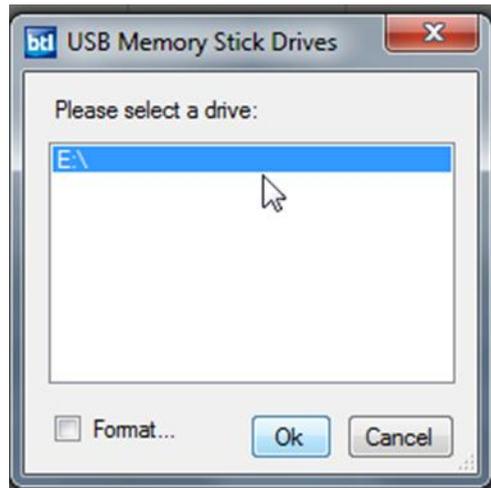
Login using your SOLAR centre login details.



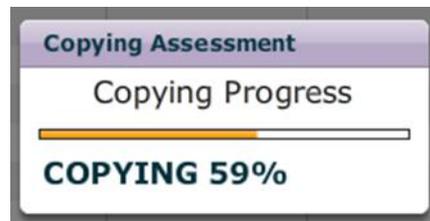
Ensuring that your USB storage device is plugged into the computer, click the **'Prepare Memory Stick'** button in the bottom right section of the window.



The screen will then ask you to select the USB device and will proceed with downloading and installing the necessary software onto the USB device.



The system may take a little while to download all of the SecureClient and install it onto the memory stick.



NOTE: This needs only to be done **once** as you may use this USB device time and again to download and deliver assessments.

Your USB stick must have a minimum of 1GB memory with more required if a substantial number of assessments are to be downloaded at once.

You can now remove your device and close the SecureClient.

Downloading Assessments to the USB device

Remember you must still be connected to the internet at this stage.

Once you have downloaded SecureClient to your USB device, you can now successfully download assessments. Plug the USB device into a computer that is connected to the internet and the SecureClient should run automatically.

If it does not then browse to your USB device and find the **SecureClientInitialRun.exe** file.

As before select the **Show Admin** link and login with your SOLAR details.

When the screen appears you should now select the '**Download Assessments**' button.



This will connect online to SOLAR and display all of the assessment schedules available that you can download for delivery. **Remember you must still be connected to the internet at this stage.**

You will be shown the list of scheduled assessments.

Invigilation

Search Only show today's assessments Only show invigilated assessments

Key: Locked Locked For Invigilator Locked By PIN Ready In Progress Paused Awaiting Upload Finished Voided Ready for Download Downloaded to Local Downloaded to SecureClient

User Disconnected (0)

State	PIN	Assessment Name	Keycode	Centre Name	Subject	Start Date	End Date	Start Time	End Time	Candidate	SCN	Invigilated	Duration
		Reading Ver1 Sample	3QXT4PA3	Test Station	FS: English level 1 De...	16/11/2012	22/11/2012	00:00:00	23:59:00	tester eight	588	No	45
		Reading Ver1 Sample	VGWXD8A3	Test Station	FS: English level 1 De...	16/11/2012	22/11/2012	00:00:00	23:59:00	tester eleven	511	No	45
		Reading Ver1 Sample	VWSQTLA3	Test Station	FS: English level 1 De...	16/11/2012	22/11/2012	00:00:00	23:59:00	tester five	585	No	45
		Reading Ver1 Sample	8JRLQPA3	Test Station	FS: English level 1 De...	16/11/2012	22/11/2012	00:00:00	23:59:00	tester four	584	No	45
		Reading Ver1 Sample	ZT2DJFA3	Test Station	FS: English level 1 De...	16/11/2012	22/11/2012	00:00:00	23:59:00	tester fourteen	514	No	45

Page 1 (1-5 of 5)

You can now select which of the assessments you would like to download and then click on the **Download** button.

Once this is complete you can remove the USB device and close the SecureClient.

If you require to add additional assessments to the USB device then repeat this process.

Delivering the Assessments

You can now deliver the downloaded assessment from your USB device, even if there is no internet connection present.

Plug in your USB device, and, if SecureClient does not run automatically, browse for the 'SecureClientInitialRun' file and click to launch.

You will then see the normal Keycode Entry screen.



The candidate can now take the assessment and their responses will be stored on the USB device.

Uploading a completed assessment from a USB device

You can upload the completed assessments back into SecureAssess by plugging your USB device into a computer with an internet connection.

If SecureClient does not run automatically, browse the device for the 'SecureClientInitialRun' file and click to launch.

You can then log in to the SecureClient Admin Console as done previously and upload the assessments by selecting the assessments and clicking on Upload Results

Upload Results

For help and support on using the USB device for assessment delivery contact solar@sqa.org.uk or visit the SOLAR website www.sqasolar.org.uk