



## **Delivering Solar tests offline using SecureClient - A Short Guide**

The following is intended as a brief 'walkthrough' of the process of delivering Solar tests using SecureClient.

### **Some key notes ...**

To use SecureClient you must first install this from the [SOLAR website](#). Once installed tests will be able to run offline after you have downloaded them. Once the test is completed you require to connect the device to the internet again to upload the test for results.

When using the system a pop up window labelled 'SecureClient' will launch. This requires to update each time to connect to the server.

This window is locked out from using anything else on the machine so you will not be able to use copy and paste features. Please ensure to have Keycodes written down.

Keycodes must not be entered unless the candidate is present and able to take the test. If the test is not used and the test window expires it may require to be voided if a re-schedule is needed.

### **1. Installing and testing SecureClient**

SecureClient can be installed on a PC, laptop or on a USB stick which is to be used to deliver the test to the candidate.

\*\*\*This should be done well in advance of the date when it is planned to deliver the test as it will require administrator rights and there may be some configuration issues if you are using a proxy server and routing internet traffic through a network firewall.\*\*\*

You should also schedule the centre practice test through SecureClient once installed. This will help you to confirm that the whole process is working satisfactorily.

Full guidance on SecureClient minimum technical requirements and installation is available on the website.

### **2. Scheduling**

Follow exactly the same process as for scheduling any test. Log into Surpass, select the SecureClient test, the time period during which you intend the test to be available to be delivered and the candidate(s).

For offline delivery give yourself a comfortable margin as regards times and dates. For example, don't limit the test schedule to one day unless you are quite clear that the test will be used on that day. You will need to keep the keycodes secure until the day of delivery.

### 3. Downloading the test – standard procedure

Test schedules remain in an **Editable** status until 5 days before the test period opens. This mean you can change the date and times and also add or remove candidates. 5 days before the start date/time for the test to become available for sitting (or immediately if you are scheduling for less than 5 days ahead) the test schedule will change to **Locked**. At this point the test version has been selected and a keycode will be attached. The whole package is now available to download.



To do this, first launch the installation of SecureClient which is to be used to deliver the test – **ensuring that an internet connection is available when you do so.**

Enter the **Keycode** and click the **Download to take later** button.



The download to the device will now take place.

When the download is completed, you should see the test in Surpass with status:

State	Centre Na...	Subject	Assessment Name	Keycode	Candidate
 	Test Station	Centres Practice	Question Selection Practice	L7EXRHA3	A N Other

### 4. Sitting and submitting the test

When the test schedule window has opened, open SecureClient and ask the candidate to enter the keycode you give them. Once the details showing are confirmed as correct the candidate can begin.

Once the candidate has completed the test, it is essential that they click **Finish** and submit in the way that they will be directed by the system. To prevent early submission by mistake, this involves a series of pop-up screens asking if this is really what the candidate want to do – but they will get a final message confirming that the test has been successfully submitted.

If there is any doubt about whether the candidate has successfully closed and submitted the test, after linking to the internet, the Centre User can log into Surpass and should be able to see the test with the following status:



If the test is still showing as 'In progress' or awaiting upload the keycode will need to be re-entered and the test finished. It is important that this check is completed and that the test is confirmed as being at **Finished** status.

## 5. Uploading – how it is done

The test now needs to be uploaded. The important thing to note is that SecureClient will always look for an internet connection when it is launched and will try to return all completed tests to Surpass just as soon as it can find one. You must link the USB or device used to an internet connection if these are run offline.

If the completed test hasn't been uploaded to Surpass by the time the test schedule closes, it will update to the following:

 'Awaiting Upload'

When the test has been successfully uploaded to Surpass – either during or after the test schedule closes – the status will update to:

 'Finished'

## Uploading – when it should be done


You should aim to make an internet connection available to SecureClient just as soon as you can following the test being completed. Our guidance is that you should do so within 10 days of the test schedule closing and there are three reasons for this.

First, the greater the length of time between the test being sat in SecureClient and uploaded to Surpass, the greater the risk of it being lost. Second, it delays the progress of the test through any subsequent Marking / QA processes and on to the issue of a result. And, finally, for good housekeeping reasons, Surpass needs to fix a point at which it is no longer expecting to receive a test sat offline. In most cases stretching beyond 10 days, the test will not have been sat and so will simply time out and 'auto-void'. We cannot guarantee to recover any test which has been sat but not uploaded within the recommended timeline and any work associated with the recovery of tests beyond this period may incur additional charges.

Note also that the 10 day count begins when the test schedule closes – not the date on which the test was actually sat. Remember, in the offline scenario, Surpass will not know if and when the test has been sat. But it will know the last day on which the test could have been sat and so it will begin its 10 day count from that point.

## 6. Contact information

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