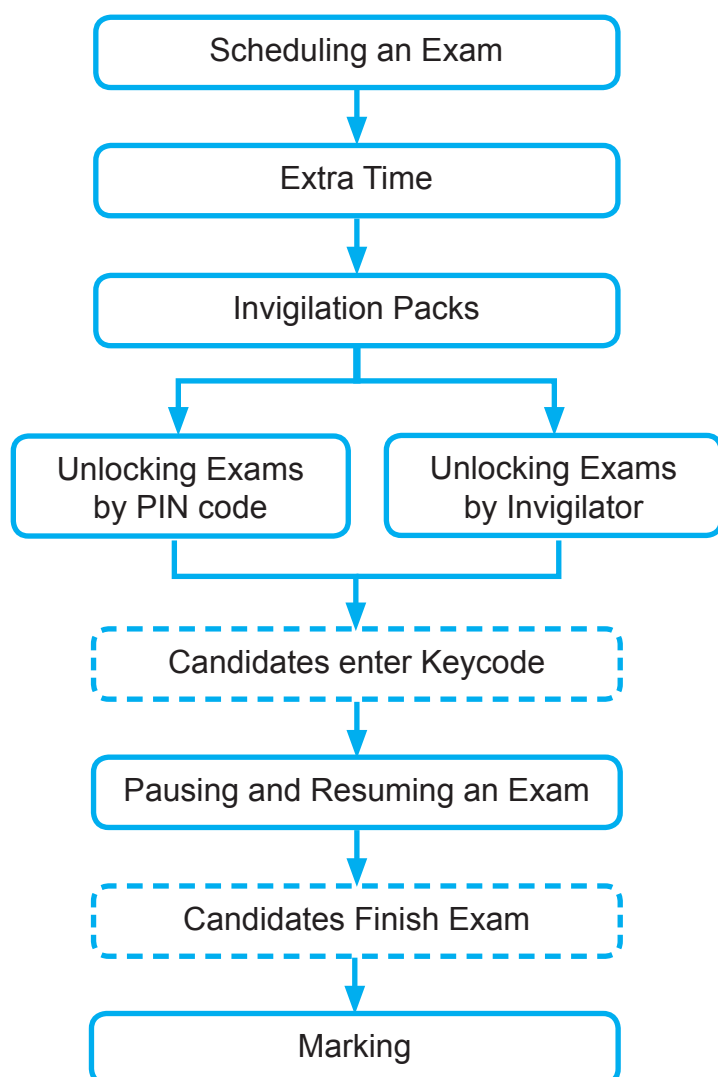



Make sure you have:	Write your information here for reference:
<b>SecureAssess</b> Username	
Access to <a href="https://wjec.secureassess.co.uk">https://wjec.secureassess.co.uk</a>	
<p><b>!</b> You will also need your <b>SecureAssess</b> Password.  <b>!</b> Do not write this down here. If you have forgotten your password please contact us to reset it.</p>	

## The e-Assessment Process



### Key:

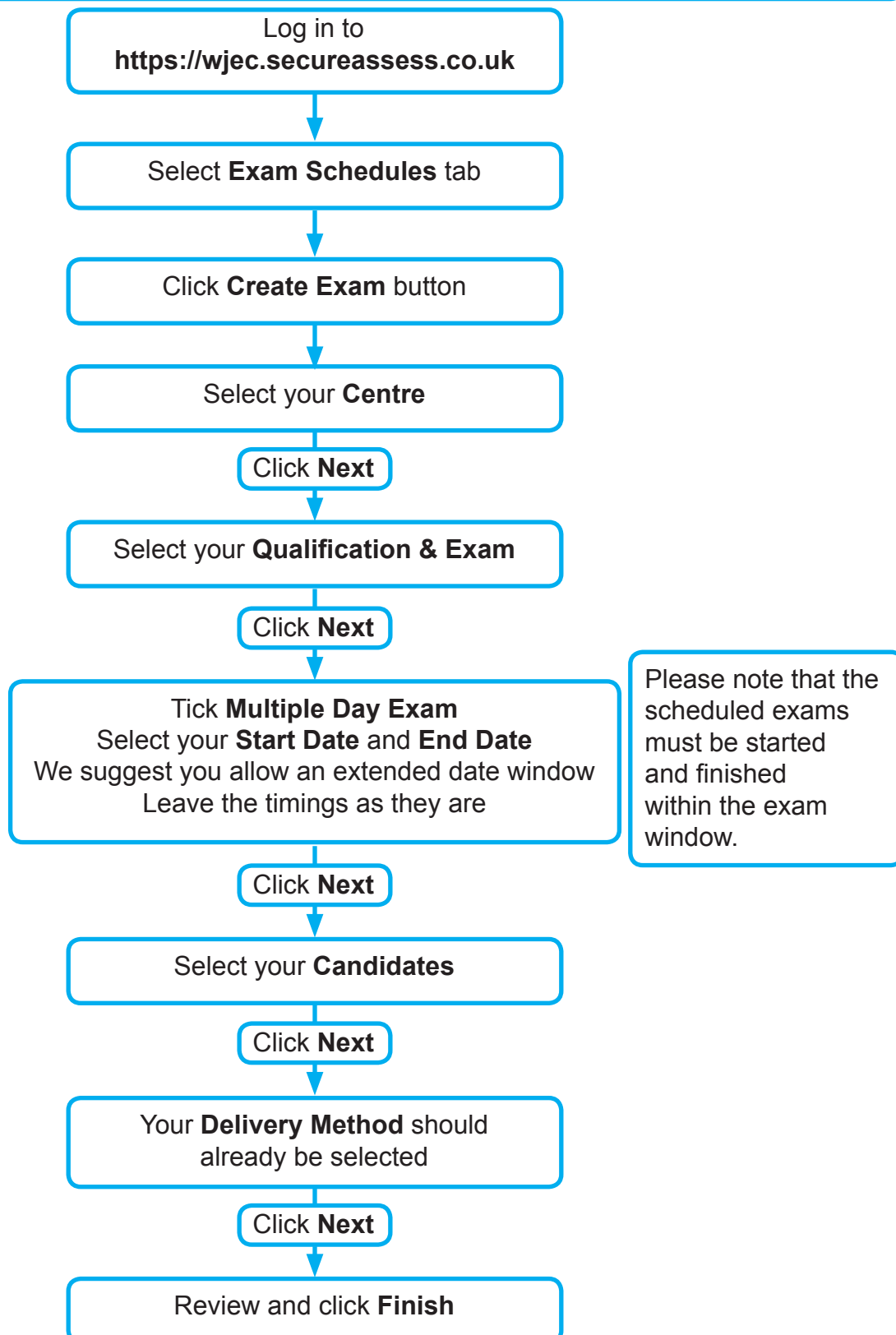
 The solid line shows when you need to use <https://wjec.secureassess.co.uk>

 The dashed line shows candidate actions in **SecureClient**

# e-Assessment Guide

## Scheduling Practice Exams

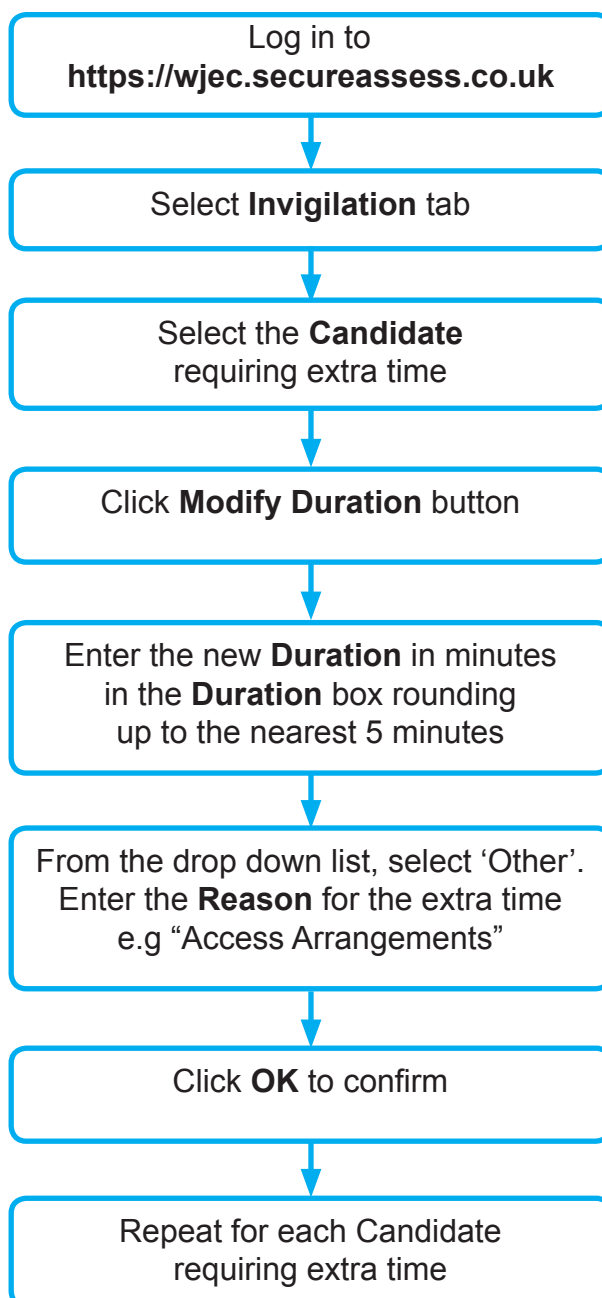
**!** This guide is for scheduling past papers. WJEC will schedule the live exams. **!**



If you have any problems please contact the WJEC e-Assessment Team on:  
**Telephone:** +44 (0) 2920 265 328 **Email:** e-assessment@wjec.co.uk



Extra time should be added **BEFORE** the candidates enter their keycodes.



### Adding extra time **AFTER** the exam has been started.

If extra time needs to be added and the exam has already been started, pause the affected candidate(s) and follow the instructions as above for adding extra time. Once this has been done, restart the SecureClient on the affected candidate's computer, then re-enter their keycode and resume the exam. The extra time should now be added to the remaining time.

**!** Repeat this process if your candidate list spans more than 1 page **!**

Log in to <https://wjec.secureassess.co.uk/>

Select **Invigilation** tab

Select your **Candidates**

To select a **list of candidates**, click the first candidate, hold down the shift key and click the last candidate.

To select **individual candidates**, hold down the 'Ctrl' key and click each candidate.

Click **Print Invigilation Pack** button

Select **Create Invigilation Pack using selected exams**

For live exams, please ensure the 'Exceptions List' and the 'Technical Report' are selected.

Click **Finish**

A **PDF** will be generated which you will then be able to print.

### For live exams only:

Please complete and return the 'Exceptions List' with the following codes:

**A** - Candidate absent; **B** - Candidate used both on-screen and paper to complete the exam;  
**P** - Candidate completed the exam on paper only.

Please submit the 'Technical Report' to let us know if a candidate experienced any problems relating to the system, software or equipment. Give as much detail as possible, such as the question number they had an issue with and a description of what happened.

If you have any problems please contact the WJEC e-Assessment Team on:  
**Telephone:** +44 (0) 2920 265 328 **Email:** [e-assessment@wjec.co.uk](mailto:e-assessment@wjec.co.uk)

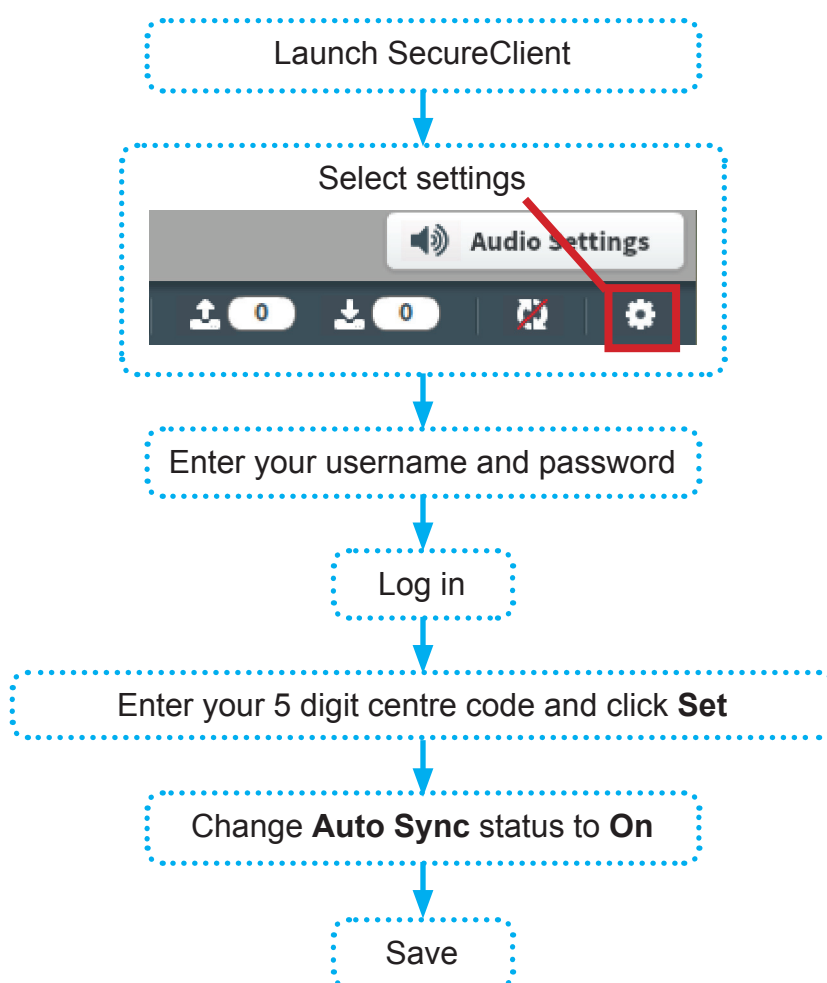
# e-Assessment Guide

## Using the 'auto-sync' function

Auto-sync allows the download of scheduled exams to SecureClients, up to 5 days ahead of time, in readiness for the exam windows to open and the exams to be sat.

**!** WJEC have informed centres where the use of 'auto-sync' will be needed. If in doubt, please contact your IT support. **!**

If your centre does **NOT** use auto-sync, please disregard this page.



### Key:

Syncing is disabled

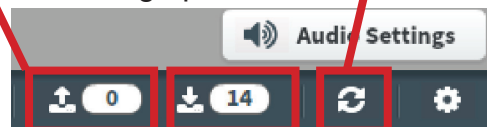


Everything is in sync



Syncing in progress

Number of exams awaiting upload



Number of exams awaiting download

If you have any problems please contact the WJEC e-Assessment Team on:  
**Telephone:** +44 (0) 2920 265 328 **Email:** e-assessment@wjec.co.uk

# e-Assessment Guide

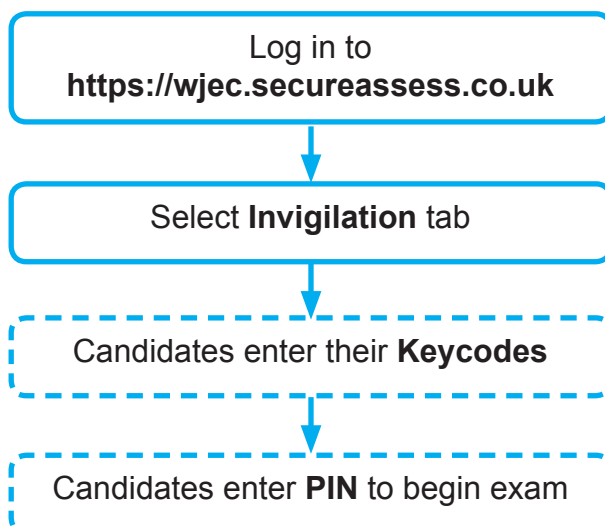
## Starting Exams by PIN code



You will use **either** a PIN code **or** Invigilation to unlock exams  
PIN codes are generated automatically.



If you do not wish to use the PIN code to start the exam,  
please see “**Removing PIN and then Unlocking Exams by Invigilator**” page.

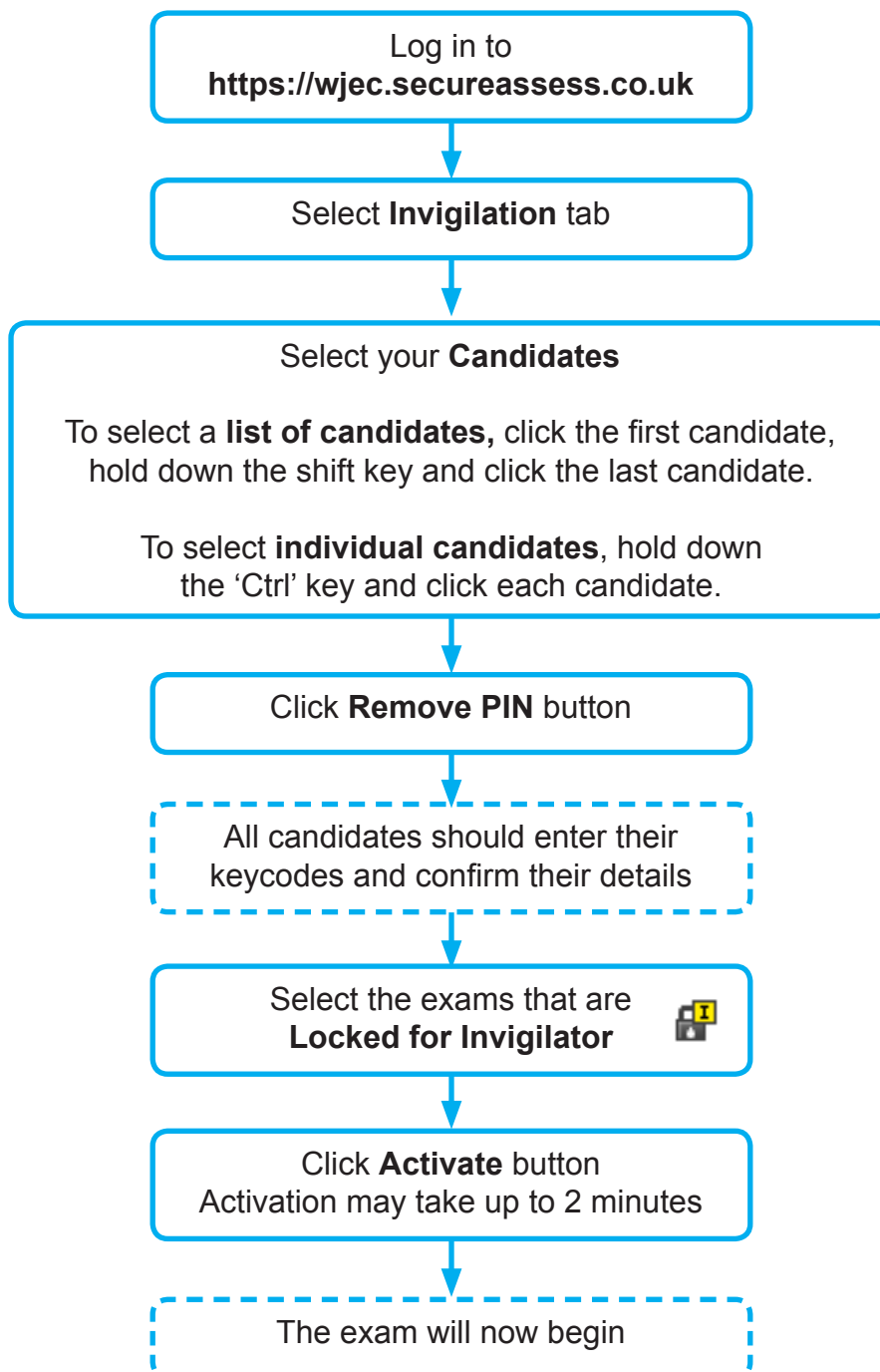


# e-Assessment Guide

## Removing PIN and then Unlocking Exams by Invigilator

! All exams will have a PIN set as standard. if you do not wish to use a PIN you can use Invigilation to unlock exams. !

**\*\*Do not remove PIN if using Auto-sync\*\***



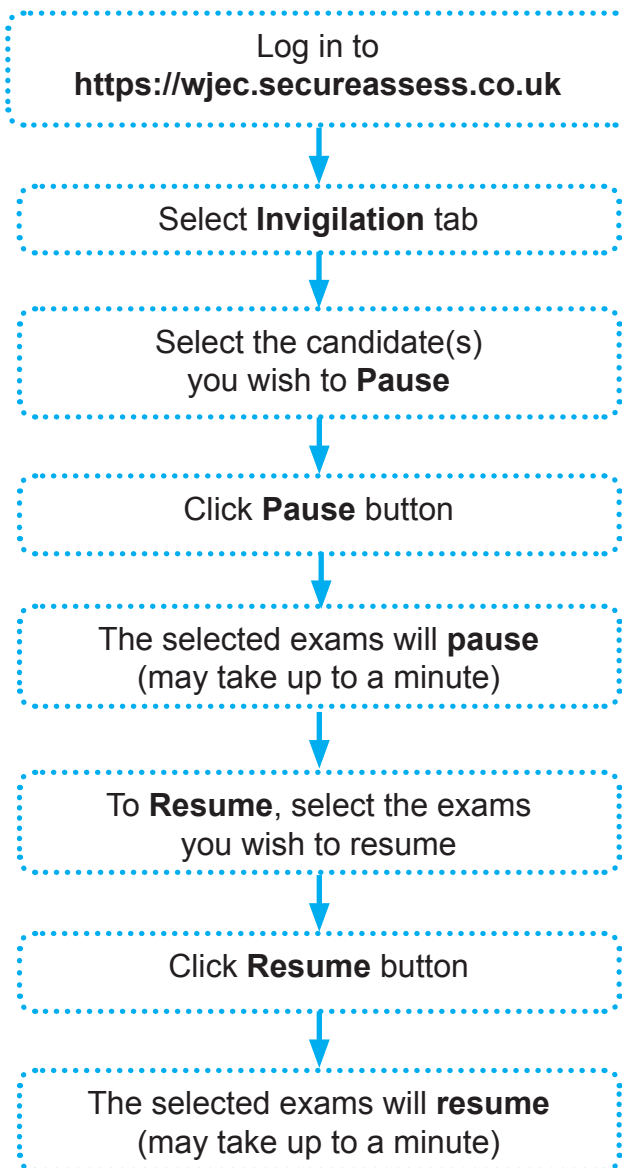
You can remove PIN at any time between the exam being scheduled and before the candidates enter their keycodes.

# e-Assessment Guide

## Pausing and Resuming an exam



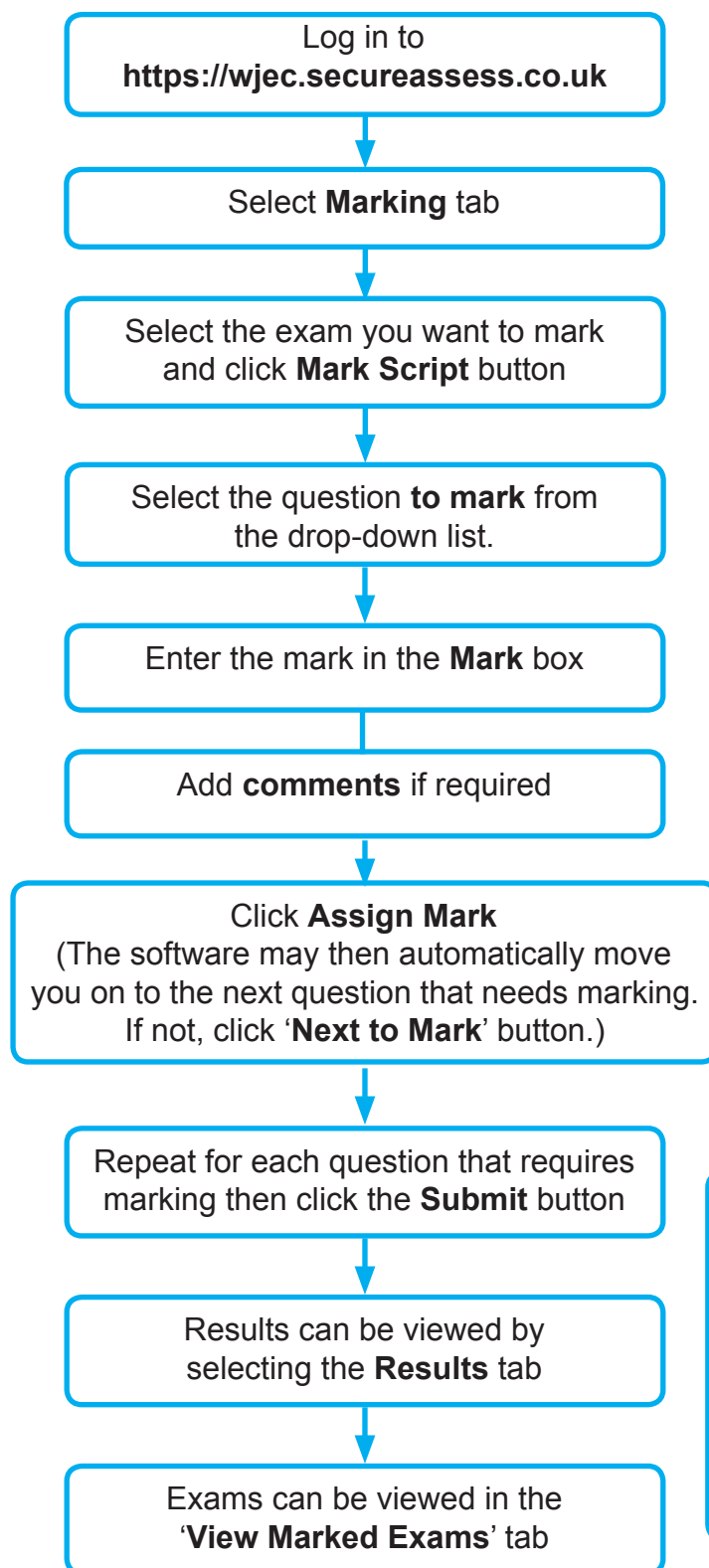
You may need to pause an exam if a problem arises







Currently there is **no** facility to print scripts from the software



Exams will automatically hide after **a month**.  
If you cannot see your exams, please change the start date in the 'Completed' column and click apply.

If you have any problems please contact the WJEC e-Assessment Team on:  
**Telephone:** +44 (0) 2920 265 328 **Email:** e-assessment@wjec.co.uk