

# Surpass SecureClient – Install Guide

February 2015 v04

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## About This Guide

This guide will give you the information you need to install and test SecureClient on every computer used for testing at your centre. It explains how to check that each SecureClient is working and communicating with the SecureAssess system properly.

You should familiarise yourself with this information before starting the installation process and you may wish to involve your centre's IT staff.

For information on the minimum system requirements, please refer to the Surpass Minimum System Requirements guide.

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# SecureClient Installation

The following steps outline the standard process for installing SecureClient onto a single computer. As a default, the SecureClient application is installed into a public directory, and is available to all users of the machine that it is installed to.

In some cases it may not be practical to have SecureClient available to all users of a computer, particularly where that computer is used for purposes other than test delivery. In this case, it is advisable to create a dedicated user account/directory that will be used by any candidates sitting tests on that computer.

SecureClient can then be installed to that specific account and will be available only to candidates using that computer to take tests. For more information on how to change the location that the SecureClient is installed to, see the *Installing SecureClient to a Specific User Directory* section in this guide.

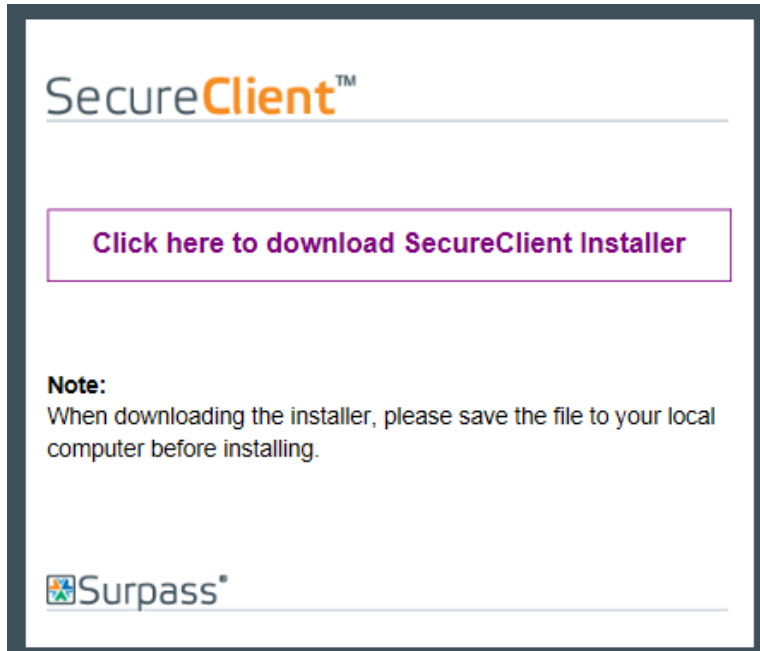
## Step 1

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Navigate to the SecureClient web address.

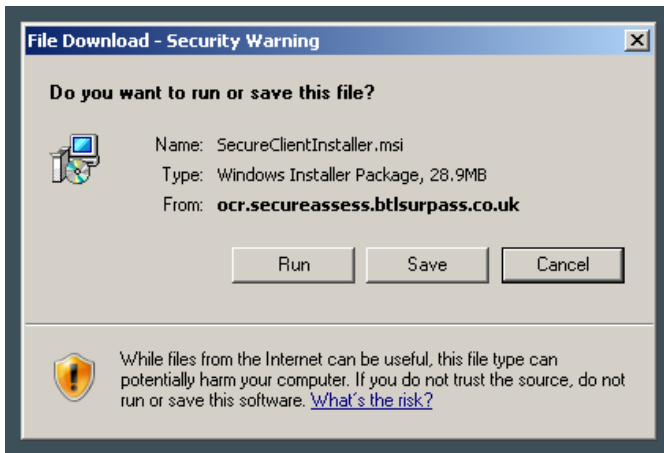
[https://ocr.secureassess.btlsurpass.co.uk/secureassess/secureclient\\_installer.htm](https://ocr.secureassess.btlsurpass.co.uk/secureassess/secureclient_installer.htm)

When the page loads, **click** on: 'Click here to download the SecureClient Installer'

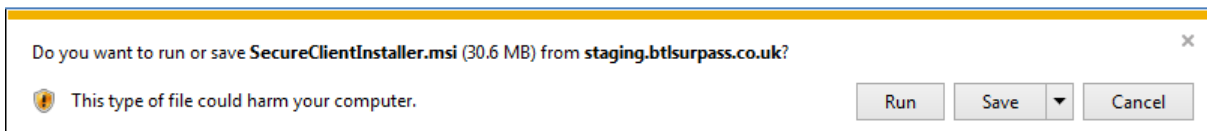


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This download will then present a 'File Download – Security Warning' dialogue. It will ask whether you would like to 'Run' or 'Save' the installer. This message will appear differently depending on the computer's operating system. For example:



Or



Click the **Run** button.

Progress bars will be displayed whilst the installer downloads.



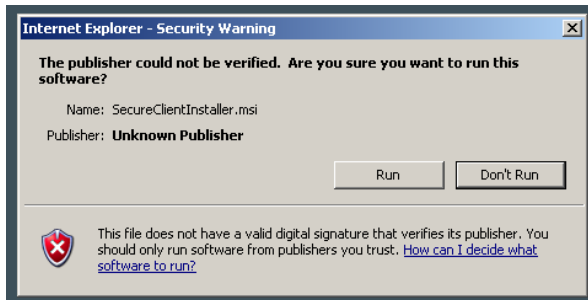
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## Step 2

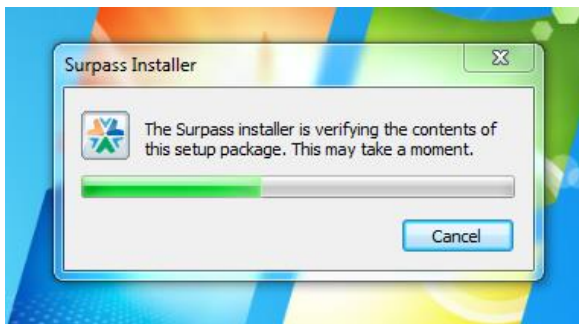
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A security warning may pop up. It will say that the publisher could not be verified.

This is a routine security step to prevent unwanted software installing itself, by requiring confirmation from the computer's owner:



Click the **Run** button and the computer will go through a verification process.



## Step 3

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The SecureClient Installation Wizard will present itself.

Click **Next** to continue.



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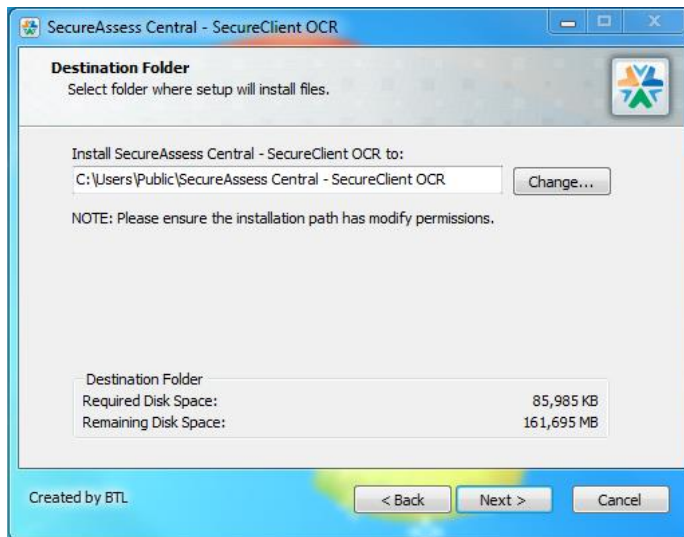
## Step 4

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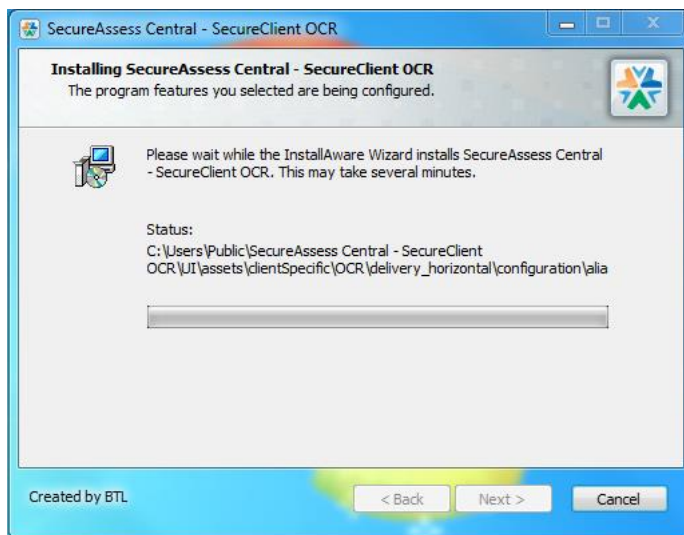
The default install destination for the SecureClient application will be displayed.

Refer to the section '*Installing SecureClient to a Specific User Directory*' in this guide if you want to use a location other than the default.

Click **Next** to continue.



The wizard will briefly display progress bars as the system updates.



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## Step 5

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A final screen confirms that the installation is completed.

Click **Finish** to close the wizard.

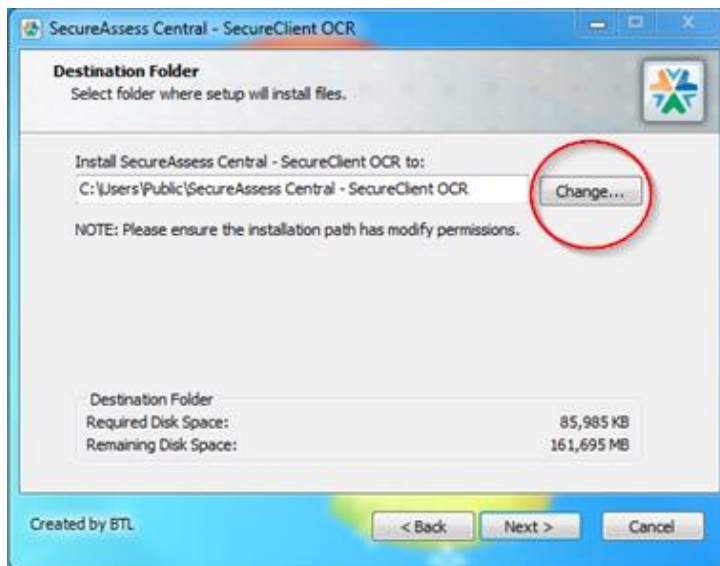
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## Installing SecureClient to a Specific User Directory

If you want to install the SecureClient application in a location other than the default public location, eg. to a particular user directory, you can edit the destination folder in Step 4 of the installation process.

In order to do this, you must change the destination folder to the location that you wish the SecureClient to be saved to. You can do this by typing the new file path into the box, or by selecting the 'Change' button and browsing to the folder you want to install to.



All of the other installation process steps are the same.

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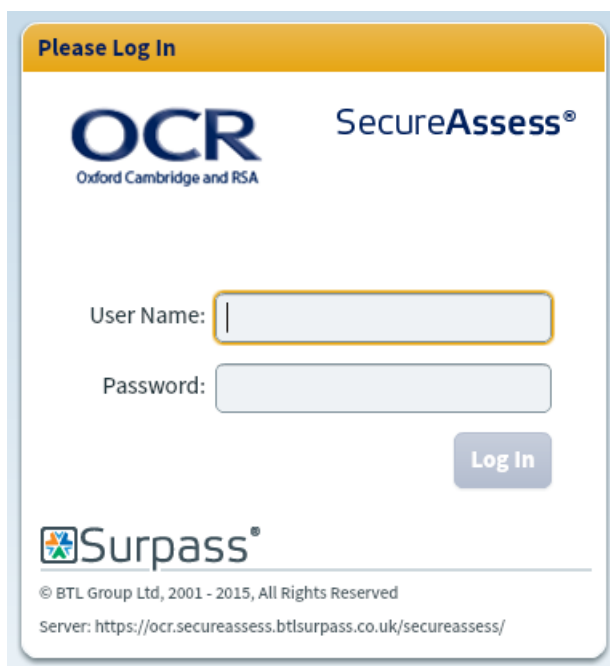
# SecureClient Installation Test

Please follow these steps to install and test SecureClient for each candidate computer you wish to use so that candidates will not experience any disruption during test delivery.

## Step 1

Using a different computer, **Log in**, with your username and password, to the central SecureAssess web site.

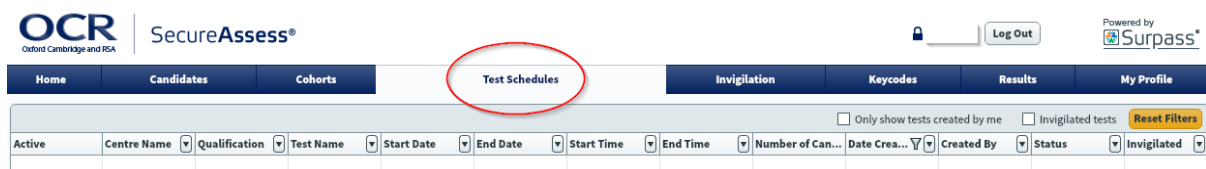
<https://ocr.secureassess.btlsurpass.co.uk/secureassess/>



The image shows the login page for SecureAssess. It features a yellow header with the text "Please Log In". Below the header, the OCR logo (Oxford Cambridge and RSA) and the SecureAssess logo are displayed. There are two input fields: "User Name:" and "Password:". A "Log In" button is positioned below the password field. At the bottom, there is a Surpass logo, a copyright notice for BTL Group Ltd (2001-2015), and the server URL: https://ocr.secureassess.btlsurpass.co.uk/secureassess/.

## Step 2

Click on the **Test Schedules** tab.



The image shows the SecureAssess dashboard. The top navigation bar includes the OCR logo, the SecureAssess logo, a "Log Out" button, and the Surpass logo. Below the navigation bar, there are several tabs: "Home", "Candidates", "Cohorts", "Test Schedules" (which is circled in red), "Invigilation", "Keycodes", "Results", and "My Profile". Below the tabs, there is a table with columns: "Active", "Centre Name", "Qualification", "Test Name", "Start Date", "End Date", "Start Time", "End Time", "Number of Can...", "Date Crea...", "Created By", "Status", and "Invigilated". There are also checkboxes for "Only show tests created by me" and "Invigilated tests", and a "Reset Filters" button.

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### Step 3

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Click on the **Create Test** button at the bottom of the Test Schedules screen to start the 'Schedule Exam Wizard'.



### Step 4

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At 'Select Centre':

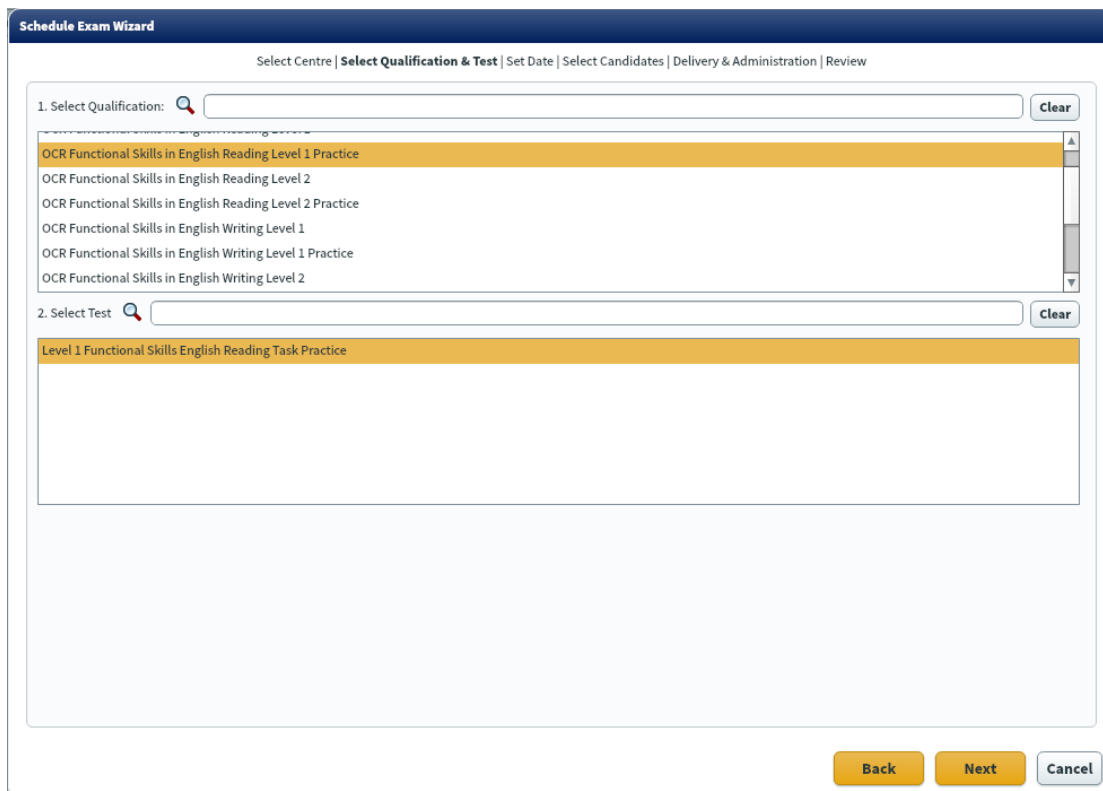
Click to **highlight your centre** (making the 'Next' button active, at the bottom of the wizard) and click **Next**.

### Step 5

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At 'Select Qualification & Test':

Click to **highlight a Qualification** (making the Tests list active), **highlight a test**, and then click **Next**.

The screenshot shows the 'Schedule Exam Wizard' interface. At the top, a breadcrumb trail reads: 'Select Centre | Select Qualification & Test | Set Date | Select Candidates | Delivery & Administration | Review'. The main area is divided into two sections. The first section, '1. Select Qualification:', has a search bar and a 'Clear' button. Below it is a list of qualifications, with 'OCR Functional Skills in English Reading Level 1 Practice' highlighted in orange. The second section, '2. Select Test:', also has a search bar and a 'Clear' button. Below it is a list of tests, with 'Level 1 Functional Skills English Reading Task Practice' highlighted in orange. At the bottom right, there are three buttons: 'Back', 'Next', and 'Cancel'.

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## Step 6

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At 'Set Date':

Click **Next** again without departing from the default 'same day' exam date or limiting the times.

## Step 7

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At 'Select Candidates':

**Tick** to select candidates from the list available.

Tick a candidate for each workstation you want to test, and then click **Next**.

The screenshot shows the 'Schedule Exam Wizard' interface. The breadcrumb trail is: Select Centre | Select Qualification & Test | Set Date | **Select Candidates** | Delivery & Administration | Review.

On the left, there is a search bar with a 'Submit' button and a 'Cohort' section showing a folder named 'The Brool'.

The main area contains a table with the following columns: Candidate ref., ULN, First name, Last name, Date of Birth, and Selected.

Candidate ref.	ULN	First name	Last name	Date of Birth	Selected
		Phil	A	01/01/1912	<input type="checkbox"/>
		Paul	G	01/01/1912	<input type="checkbox"/>
		Michael	K	01/02/1940	<input type="checkbox"/>

Below the table, it says 'Page 1 (1-3 of 3)' and 'Selected 0 candidates.' There are checkboxes for 'Show Users' and buttons for 'Select all in page' and 'Deselect all in page'.

A warning icon (yellow triangle with exclamation mark) is present with the text: 'The Candidate(s) will only require a Keycode for this test.'

At the bottom right, there are buttons for 'Back', 'Next', and 'Cancel'.

### Note:

Practice Tests can be scheduled an unlimited number of times.

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## Step 8

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At 'Delivery', and 'Review':

Click **Next** again (without departing from default settings).

Click on **Finish** to exit the wizard.

## Step 9

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Click on the **Invigilation** tab.

Get the Keycodes for the scheduled exams (and keep this browser-window open).

PIN	Test Name	Keycode	Centre Name	Qualification	Start D...	End Date	Star...	End ...
9B4M7D	Level 1 Functional Skills English Reading Task Practice	46CKMTB8	The Brook College	OCR Functional Skills in English Reading Level 1 Practice	19/01/2015	19/01/2015	00:00:00	23:59:00

## Step 10

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Use the 'Print Invigilation Pack' wizard to print an Attendance Register. However, for testing purposes, it may be easier to write the Keycodes if there are only a few.

## Step 11

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**Launch the SecureClient** on the workstation, logged into a Windows session the same as the candidates will use.

The old SecureClient shortcut icon (used up to March 2015) may initially display on a machine that previously has SecureClient installed. This is because of the settings on the machine.



It will update shortly to display the new SecureClient shortcut icon (from March 2015).



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Launching SecureClient (from March 2015) with either shortcut logo will display a splash screen (shown below) that will fill the whole screen. SecureClient is executing a diagnostic test to compare the specification of the computer against the minimum requirements, as well as checking for updates.



## Step 12

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The Keycode entry screen will then display.



Enter the **Keycode** and click on the **OK** button.

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### Step 13

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Click on **Start Exam** and answer a selection of questions in the test.

### Step 14

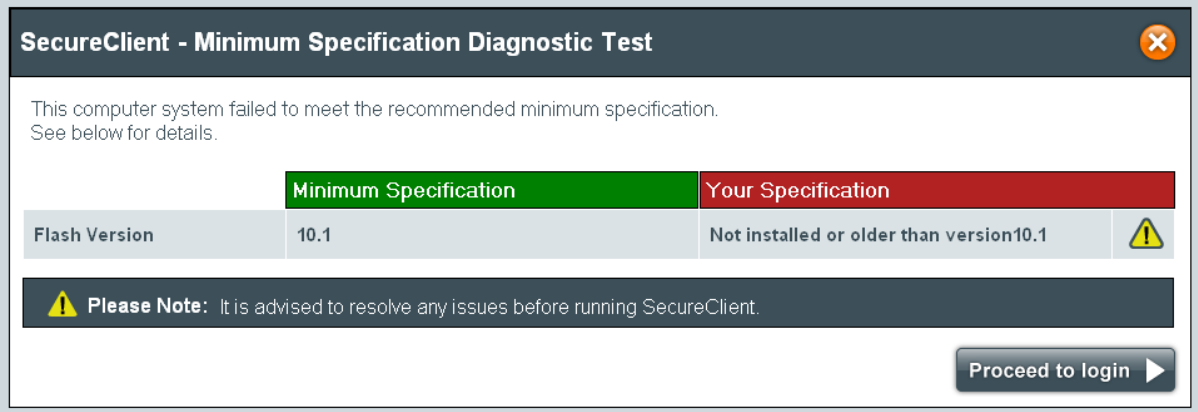
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Repeat the process for every candidate computer on which SecureClient is installed.


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# SecureClient System Diagnostic Test

A warning will be displayed if the system diagnostic test discovers there is anything about the machine that does not meet the minimum requirements. This does not prevent you from continuing anyway and using the SecureClient to run tests on that machine.



The dialog box titled "SecureClient - Minimum Specification Diagnostic Test" contains the following text: "This computer system failed to meet the recommended minimum specification. See below for details." Below this is a table comparing specifications:

	Minimum Specification	Your Specification	
Flash Version	10.1	Not installed or older than version10.1	

Below the table is a "Please Note" section:  **Please Note:** It is advised to resolve any issues before running SecureClient.

In the bottom right corner, there is a "Proceed to login" button with a right-pointing arrow.

If this warning is displayed, you can choose to "Proceed to login" where you can try and take the exam despite the warning. Alternatively, you can click the 'x' in the top-right corner of the warning to exit SecureClient.

**Note** Tests run through the SecureClient also record the specification of the machine used to sit that test.

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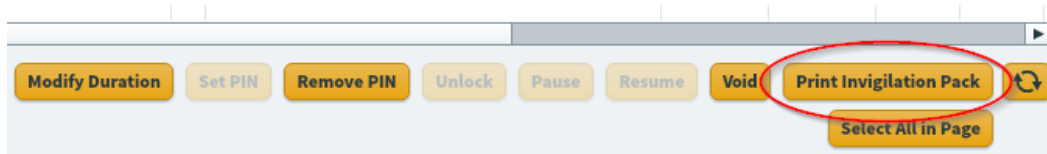


# Invigilation Packs

Invigilation packs can be printed from the Test Schedules or Invigilation screens.

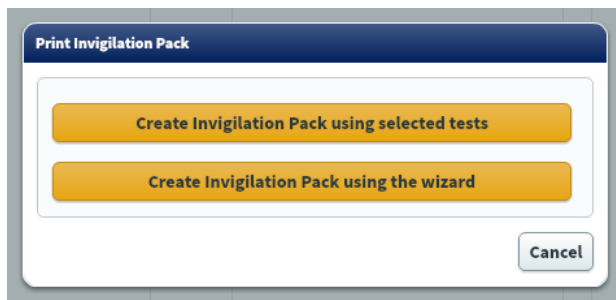
## Step 1

Click on Print Invigilation Pack.

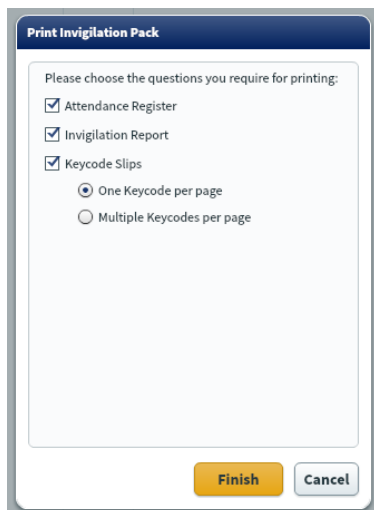


## Step 2

Either option can be selected.



'Selecting the test' presents the screen below immediately. Using the wizard is an alternative.



## Step 3

Click **Finish** to generate your chosen documents.

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## Example Invigilation Pack Documents

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### Attendance Register

Centre Name: The xxxxxxxxx School & xxxxxxxxx College xxxxxxx  
Centre Code: xxxxxxxxx  
Selected Date: 21/01/2015  
Selected Start Time: 00:00  
Selected End Time: 23:59  
Qualification: OCR Functional Skills in English Reading Level 1 Practice  
Test: Level 1 Functional Skills English Reading Task Practice  
Language: English

	Name	Candidate ref.	ULN	DOB	Gender	Duration	Keycode	PIN	Present
1	xxxxxxxxxxxxxx			01/01/1912	M	50	693 xx HB8	6H xx 7C	

**Declaration:**

I confirm that the information provided is accurate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position in centre: \_\_\_\_\_ Date: \_\_\_\_\_

---

### Invigilation Report

Centre Name: The xxxxxxxxx School xxxxxxxxx College 2xxx5  
Centre Code: 2xx 5  
Qualification: OCR Functional Skills in English Reading Level 1 Practice  
Test: Level 1 Functional Skills English Reading Task Practice  
Selected Date: 21/01/2015  
Selected Start Time: 00:00  
Selected End Time: 23:59  
Language: English  
The test session started at ..... and finished at .....

The test was carried out in accordance with the awarding organisation's regulations and there were no disturbances.

OR

The test was carried out in accordance with the awarding organisation's regulations 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.)

**Declaration:**

I confirm that the information provided is accurate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position in centre: \_\_\_\_\_ Date: \_\_\_\_\_

---

### Test Keycode

Last Name: xxxxxxxx  
First Name: xxxxxxxxxxxx  
Date of birth: 01/01/1912  
Candidate Ref.:  
ULN:  
Centre Name: The xxxxxxxx School xxxxxxxxx College 2xx 5  
Centre Code: 2xx 5  
Qualification: OCR Functional Skills in English Reading Level 1 Practice  
Test: Level 1 Functional Skills English Reading Task Practice  
Date: 21/01/2015  
Start Time: 00:00  
End Time: 23:59  
Test Duration: 50  
Language: English  
Keycode: 693 xxx: 8

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## Queries and Assistance

For queries and assistance please contact the OCR Customer Support Team:

Email: [etest@ocr.org.uk](mailto:etest@ocr.org.uk)

Phone: 02476 851509

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