

SecureAssess user guide for AAT assessment centres

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Associated regulations and policies

Instructions for conducting AAT computer-based assessments (PDF)
AAT SecureClient Installation and Testing Guide (PDF)

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1. Introduction

This guide contains all the information you need to use SecureAssess to schedule, manage, deliver and invigilate assessments, as well as to mark and internally verify internally-marked assessments.

You should familiarise yourself with the information in this guide and make sure that you read all chapters that are relevant to you and your role before using the SecureAssess.

If you are a new user, please familiarise yourself with how to login to the system and confirm that you understand the User Role and permissions you have been granted, as this will determine the functionality available to you.

2. Scope and applicability

This user guide applies to all assessment centre involved in the administration of AAT's assessments. A failure to follow the guidance contained within this document may result in investigation and action being taken in line with AAT's *Malpractice / Maladministration policy* which can be found on the **Quality Assurance resources webpage** (aat.org.uk/support/quality-assurance/resources).

3. Purpose and objectives

The purpose of this document is to give AAT approved assessment centre staff guidance and knowledge on the SecureAssess assessment platform to aid their responsibilities for administering AAT assessments.

4. Terms and definitions

CBA – Computer based assessments
RPL – Recognition of Prior Learning
EPA – End point assessment
SecureAssess – AAT's assessment administration platform
SecureClient – AAT's assessment delivery platform
Surpass Viewer – A bespoke browser to access SecureAssess
RI – Remote Invigilation

5. Types of assessments administered on SecureAssess

The method of assessments delivered via SecureAssess for AAT qualifications are computer-based assessments (CBAs).

All live CBAs can only be taken at an AAT approved assessment centre. They are scheduled and invigilated through SecureAssess and are accessed by candidates through SecureClient. Recognition of Prior Learning (RPL) assessments are accessed via SecureAssess web delivery.

CBAs fall in to two categories:

- **Internally-marked assessments** – these are marked by training providers
- **Externally-marked assessments (including synoptic assessments)** – these are marked by AAT

CBA's may be:

- wholly computer-marked
- partially computer-marked and partially human-marked
- wholly human-marked

In addition to using AAT's assessment platform, some assessments require candidates to use external software applications (e.g. spreadsheets, computerised accounting or payroll software) as part of the assessment.

Where the assessment requires candidates to use the external software to demonstrate the knowledge, skills and understanding they have gained while studying the unit, the candidate is responsible for uploading any files of evidence produced during the assessment. Further guidance for the administration of assessments is available in the *Instructions for conducting AAT computer based assessments (CBA)* on the **CBA Support page** (aat.org.uk/assessment/secureassess/support).

All assessments must be scheduled through SecureAssess, AAT's current assessment platform for active qualifications up to and including AQ2016 (with the exception of the Portfolio Reflective components of the End Point Assessment (EPA) qualifications), by an approved AAT assessment centre.

Types of assessments

The following assessments are wholly computer-marked:

- **Level 1 Access qualifications:**
 - Access to Business Skills
 - Access to Bookkeeping
- **Level 2 Foundation qualifications:**
 - Bookkeeping Controls
 - Business Communications, Personal and Learning Skills
 - Bookkeeping Transactions
 - Elements of Costing
 - Introduction to Business and Company Law
 - Introduction to Payroll
- **Level 3 Advanced qualifications:**
 - Advanced Bookkeeping
 - Final Accounts Preparation
 - Indirect Tax
 - Management Accounting: Costing

The following externally-marked assessments contain human marked questions, and are manually marked by AAT:

- **Level 1 Access qualifications:**
 - Access to Accounting Software
- **Level 2 Foundation qualifications:**
 - Foundation Synoptic assessment
 - Using Accounting Software
- **Level 3 Advanced qualifications:**
 - Advanced Diploma Synoptic assessment
 - Spreadsheets for Accounting

- **Level 4 Professional qualifications:**
 - Business Tax
 - Credit Management
 - Cash and Treasury Management
 - External Auditing
 - Financial Statements of Limited Companies
 - Management Accounting: Budgeting
 - Management Accounting: Decision and Control
 - Personal Tax
 - Professional Diploma Synoptic assessment

Internally-marked assessments

These assessments, which are scheduled, marked and internally verified by training providers, and then externally quality assured by AAT include RPL assessments across all levels.

RPLs are non-invigilated and are accessed through SecureAssess web delivery using the following link:
<https://aat.secureassess.co.uk/secureassess/SecureAssessDelivery.html>

From 1 January 2021, Adobe will no longer support Flash Player. All access to SecureAssess and SecureAssess web delivery must be via the SurpassViewer – see Section 3 below for further information.

AQ2016 and EPA synoptic assessments

A synoptic assessment draws on and assesses knowledge and understanding from across a number of units. Synoptic assessments exist within the following qualifications - Foundation Certificate in Accounting, Foundation Diploma in Accounting and Business, Advanced Certificate in Accounting and Professional Diploma in Accounting, under AQ2016, and the Assistant Accountant End Point Assessment and Professional Accounting Technician End Point Assessment qualifications.

6. Accessing SecureAssess

Logging in

Step 1 – Surpass Viewer

As of 1 January 2021, Adobe no longer support Flash Player. **All access to SecureAssess and SecureAssess web delivery must be via the Surpass Viewer.**

If you have not yet installed the Surpass Viewer, please visit aat.org.uk/assessment/surpassviewer for instructions on how to download and install the Surpass Viewer.

Once you have downloaded and installed the Surpass Viewer, open it up from the shortcut on your desktop and enter, or copy and paste, the below relevant URL into the address bar:

<https://aat.secureassess.co.uk> (for scheduling, invigilation and internal marking)

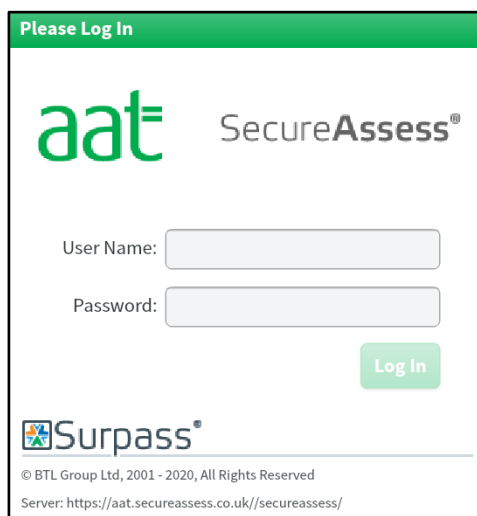
<https://aat.secureassess.co.uk/secureassess/SecureAssessDelivery.html> (for access to RPLs and RI assessments)



To access the SecureAssess web delivery, follow the same steps but enter the following URL:

Step 2 – Login screen

The screen will briefly show a grey background, followed by a loading bar, followed by the login box:



Enter your **User Name** and **Password** (these are case-sensitive). The previously greyed-out Login button will now become active, click **Log in** to access SecureAssess.

Step 3 – SecureAssess interface

Once you are logged in, you will see a page similar to the below screenshot with a number of tabs. Depending on your level of access, you may see less tabs.



You should use the tabs along the top of the interface to navigate from one screen to another. Click on a tab to enter that screen.

Most screens within SecureAssess follow the same format. The middle area of the screen contains a table of data and beneath this table there are several buttons that allow you to perform actions within that screen. Screens with data will also have search options and filters, which enable you to adjust the information displayed in the table.

SecureAssess tabs and information

Below is a summary of each tab:

Home tab – this contains information and updates for you. It is important that you regularly read the information on this page.

Assessment Schedules – this allows you to schedule candidates for assessments, as well as see information on other assessments that have been scheduled at your assessment centre(s). You can also edit scheduled assessments within this tab.

Invigilation – this provides a dashboard for you to manage and invigilate assessments that are ready to begin or are in-progress.

Marking – this tab can only be accessed by users with Assessor permissions, to allow them to access internally-marked assessments.

Internal Verification – this tab can only be accessed by users with Internal Verifier (IV) permissions, to allow them to access internally-marked assessments that have been marked by an Assessor.

Results – this provides you with details of candidates' assessments and performance feedback reports.

My Profile – this allows you to edit your own information such as address, phone number and email address. You can also change your password here.

View Marked Assessments – this screen can only be accessed by users with Assessor and IV permissions. Here, users can view all completed internally-marked assessment scripts taken at their assessment centre(s), as well as candidate's practice assessments that were sat via SecureClient.

Centre Statistics – this contains a breakdown of assessments taken at your assessment centre(s), and their current status.

Inactivity security lock and logging out

After a period of inactivity, your session will automatically time out for security reasons. When this happens, you will be presented with a security message prompting you to either log back in or to log out:



Locked



To maintain security following a period of inactivity the system has locked.

Please re-enter your password to log in.

Password:

Log In

Log Out

To log back in, simply re-enter your password and click the **Log In** button. This will return you to the same screen you were on before your session timed out.

To log out completely, click the **Log Out** button.

Should SecureAssess timeout whilst you have a script open for marking or IV'ing, you will see a **String Input error message** when you go to log back in. For security purposes, users are unable to log back into an open script. Please close this window and click **Refresh** within the open SecureAssess window. This will then prompt you to re-enter your password, as per the above screenshot.

Please note: When exiting SecureAssess it is important that you log out of the system correctly, as failure to do so may result in other people gaining access to your information. In order to establish who is logged in to SecureAssess, please see the username next to the **Log Out** button located at the top-right hand side of the interface, as shown below.

When you have finished using SecureAssess, ensure that you always click **Log Out**.



Table Re-Sizing, sorting data and filtering information

You can adjust the width of a column on any tab by hovering over the column's dividing lines; the mouse pointer will then change to a double-headed arrow. At this point, left-click your mouse and drag it left or right to adjust the width of the column.

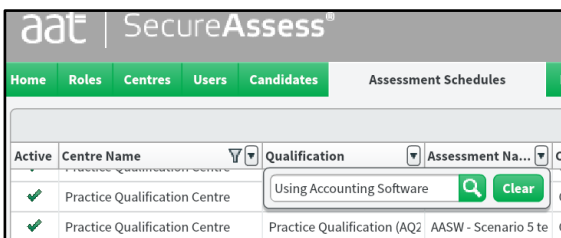
To sort the data in a column into an order, select a column header and click in it. The information displayed will be sorted alphabetically or numerically (depending on the content), in ascending order by default. Select the heading again to sort the column in descending order.

On many of the screens in SecureAssess, you will be presented with a table of information, organised in horizontal entries (e.g. entries of Assessment Schedules and so on) each with their associated information. This information will be displayed by the qualification(s) and assessment centre(s) that your account is associated with.

You can filter the data displayed on-screen, through the search and filter options accessible via the column headers.

Some screens also have additional filtering options (for example, in the 'Assessment Schedules' screen you can choose to display scheduled assessments that only you have created).

For each field, a small drop-down box appears for you to type into in order to search for particular information. After typing in what you want to search for click the magnifying glass.



7. Assessment Schedules

This tab is used to schedule new assessments and to view or edit the details of existing scheduled assessments that are in an editable state (see Status column). An invigilation pack can also be obtained from this tab.

The Assessment Schedules data table lists all assessments currently scheduled (for qualifications and assessment centres that you have access to).

Use the search and filter controls within the column headings to filter the information within this table and search for specific data, such as an individual candidate, all candidates scheduled for a specific assessment(s) etc. Click **Refresh Filter** at the top of the page to clear all searches and filters that you have applied.

There are two pre-defined search filters that you can use for quick access to specific information:

- **Only show assessments created by me:** When this box is ticked you will only see assessments that have been scheduled by the user of the account that is currently logged in.

- **Invigilated assessments:** When this box is ticked, the page will only show assessments that have been set to be invigilated.



The list below explains the column headings information shown in the screenshot above:

- **Active** – The current validity of an assessment; only valid assessments can be accessed and taken by candidates.
 - If an assessment is valid, a green tick will be displayed in this column.
 - A red cross will be displayed in this column if, for any reason, SecureAssess is not able to deliver the assessment.

If an assessment is still registered as Invalid close to the assessment start date, then it is important that you contact the AAT. If an assessment is still registered as Invalid close to the assessment start date, then it is important that you contact the AAT.
- **Centre name** – The assessment centre at which the assessment is scheduled to take place
- **Qualification** – The name of the assessment, and qualification code in brackets, that has been scheduled
- **Assessment name** – The assessment name and type that has been scheduled, such as RPL or practice assessment
- **Candidate** – The name of the candidate who has been scheduled
- **Membership no.** – The candidate's AAT number
- **Date of Birth** – The candidate's date of birth
- **Start Date** – The first day on which scheduled candidate can take this assessment
- **End Date** – The last day on which the scheduled candidate can take this assessment
 - For most assessments, this will be the same as the start date, with the exception of RPLs which have a six-month duration
- **Start Time** – The time from which a scheduled candidate can start their assessment
 - By default, this is set to 00:00:00
- **End Time** – The time by which candidates must finish the assessment
 - By default, this is set to 23:59:59. All assessments have a pre-defined duration.
- **Date Created** – The date on which the assessment was scheduled
- **Created By** – The assessment centre user who scheduled the assessment
- **Status** – The current status of the assessment. Assessments that have been scheduled will be shown here as either:
 - **Editable** – The assessment is not yet locked down, so assessment details can still be edited
 - **Locked** – The assessment cannot be edited because a candidate may have started the assessment, or it may be too close to the scheduled date. You can still view the details of a locked assessment, and they will also show now in the **Invigilation** tab
- **Invigilated** – This status indicates whether or not the assessment requires invigilation
 - All live assessments must be invigilated
 - RPLs and practice assessments do not require invigilation

Scheduling an assessment

Step 1 – Create Assessment

To schedule a new assessment, navigate to the **Assessment Schedules** tab and click on **Create Assessment** at the bottom of the screen



This will launch the **Schedule Assessment Wizard**. As you move through the stages of the wizard, your progress is shown by the **bold** text at the of the pop up.

Schedule Assessment Wizard

Select Centre | **Select Qualification & Assessment** | Set Date | Select Candidates | Delivery & Administration | Review

1. Select Programme:

Step 2 – Select an assessment centre

Select your assessment centre from the list. Based on the number of assessment centres that you are approved against, one or multiple will show.

Alternatively, if you are linked to multiple assessment centres, you can search by typing directly into the search box then clicking on the magnifying glass icon. As you type, your available centres will update according to the text entered.

Select Centre:

AAT Test Centre

Select an assessment centre and click the **Next** button

Step 3 – Select an assessment

On this screen, you are required to select a programme, qualification and assessment.

- **Programme** refers to the Qualification of the assessment that you would like to schedule. For example, L2 AQ16 – Foundation Certificate in Accounting
- **Qualification** refers to the name of the Assessment, within the selected Programme, that you would like to schedule. For example, Bookkeeping Transactions (AQ2016)
- **Assessment** refers to the Assessment Type that you would like to schedule. This will typically contain the live assessment, 2x practice assessments and an RPL

Select the appropriate programme and / or qualification. Selecting either or both of these will automatically update the next list of available choices. Select the appropriate assessment from the third box.

You can select from the list shown or free type into the search boxes (which will automatically update the selectable list. The programme and qualification lists are based on the assessments that your account is approved against.

Schedule Assessment Wizard

Select Centre | **Select Qualification & Assessment** | Set Date | Select Candidates | Delivery & Administration | Review

1. Select Programme:

Show All

AAT Accounting Qual-All levels

L2 AQ16 - Foundation Certificate in Accounting

L3 AQ15 - Advanced Diploma in Accounting

2. Select Qualification:

Bookkeeping Controls (AQ2016)

Bookkeeping Transactions (AQ2016)

Elements of Costing (AQ2016)

Foundation Synoptic Assessment (AQ2016)

3. Select Assessment:

Bookkeeping Controls (AQ2016) - practice assessment 1

Bookkeeping Controls (AQ2016) - practice assessment 2

Bookkeeping Controls (AQ2016) - Recognition of prior learning (RPL)

Bookkeeping Controls - (AQ2016)

Click **Next** to continue or click **Back** to return to the previous screen.

N.B. Most assessments can be scheduled up to 28 days in advance. For live synoptic assessments, these will only become available on the scheduling wizard 28 days (for Foundation and Professional) or 14 days (for Advanced) before each synoptic window opens. Refer to the synoptic calendar on the Results webpage (aat.org.uk/assessment/cba-five-steps/results) for further information.

Step 4 – Select a date and time

Select the date you would like to schedule the assessment for by clicking on the calendar icon and selecting a date – you will be prevented from scheduling beyond 28 days in advance or, for synoptic assessments, outside of a synoptic window.

Schedule Assessment Wizard

Select Centre | Select Qualification & Assessment | **Set Date** | Select Candidates | Delivery & Administration | Review

Start Date: 27/10/2020

Multiple day assessment:

Note: The start & end times are times between which the assessment can be taken for each day specified above.

This assessment is available to be scheduled between 00:00 and 23:59

Start Time: 00 : 00

End Time: 23 : 59

Schedule Assessment Wizard

Start Date: 27/10/2020

Multiple day assessment

Note: The start & end times are times between which the assessment can be taken for each day specified above.

This assessment is available to be scheduled between 00:00 and 23:59

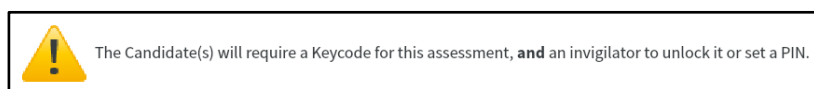
Start Time: 00 : 00

End Time: 23 : 59

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

You are also able to set a time window during which candidates can start and end the assessment. However, we recommend leaving the default start and end time in case of any unforeseen circumstances that may disrupt the candidate's start time or the assessment session.

You will be able to see information about the assessment you are scheduling at the bottom of the screen:



When scheduling an **internally-marked assessment**, i.e. an RPL, the **Set Date** page will appear slightly differently. As these typically do not require invigilation and can last over several months, selecting a **Start Date** will automatically populate the **Submission Date**. You are able to reduce the Submission Date, but not extend it at this point. Candidates will have up to midnight of the submission date to submit their assessment.


Schedule Assessment Wizard

Select Centre | Select Qualification & Assessment | **Set Date** | Select Candidates | Delivery & Administration | Review

Start Date: 12/05/2017 Submission Date: 06/11/2017

Project based assessments are scheduled over a number of days. They are available all day from the selected start date up to, and including, the submission date.

You will also be able to see different information about the assessment you are scheduling at the bottom of the screen:

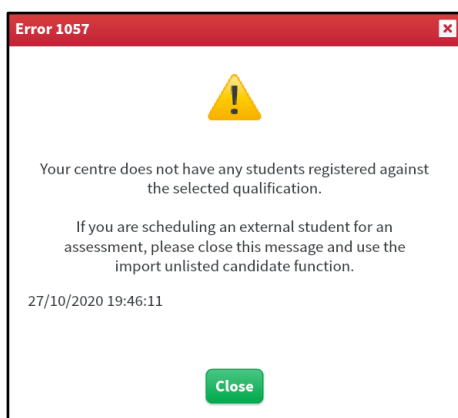
 The Candidate(s) will only require a Keycode for this assessment.
This assessment is project based.
This Assessment can have its end time extended while it is in progress.
The internal verifier and assessor that can view the responses for this assessment will be restricted to the chosen users.

Click **Next** to continue or click **Back** to return to the previous screen.

Step 5 – Select candidate(s)

The Select Candidates screen will behave in one of two ways based on the assessment centre that has been selected:

- For **Training Providers**, a list of your registered candidates who are eligible to take the selected assessment will be returned
- For **Assessment Venues**, an error message will appear informing that you have not registered candidates:



Where a list of valid candidates has been returned, tick the **Selected** box for each one you wish to schedule. You can select one or multiple candidates.

To select all candidates in the visible list, tick the **Select all in page** button. You can also click on **Deselect all in page** to deselect the candidates.

You can also search for a specific candidate by entering their AAT number into the **Search** box.

If the tick box is greyed out for the candidate you wish to schedule, the Reason column will give you an indication as to why this is the case. This could be one of the following reasons:

- the candidate has already been scheduled for the assessment and has a result pending
- not enough time has elapsed since the candidate last took the assessment
- the candidate does not have any re-sit attempts left in the current period
- the candidate is not yet ready to sit the synoptic assessment

For Assessment Venues or Training Providers scheduling a non-registered candidate(s), click the **Import Unlisted Candidates** button which appears on the bottom left corner of the screen.



This will display a dialogue box which allows you to enter the AAT membership number and date of birth of a non-registered (unlisted) candidate.

When you click **OK**, if the information is valid, the candidate will then appear in the list of candidates who can be scheduled for this assessment. You will then be able to tick the box next to their name to add them to the scheduled candidates for the assessment. You can also search for the candidate using the search box located in the top left corner.

NB: Error 9

If you are presented with Error 9 at this stage, it could be that you accidentally entered an incorrect date of birth or AAT membership number for them. You will be required to wait 10 minutes before re-attempting to schedule the assessment.

Note: Once the unlisted candidate has submitted the assessment, they will not remain as registered against the ‘temporary’ assessment centre in SecureAssess. So, if they wanted to sit another assessment at that assessment centre, the assessment centre will have to repeat the same process of importing the unlisted candidate.

Step 6 – Delivery & Administration

For the majority of assessments, the default delivery options will already be selected, and options will be greyed out. You will not be able to change the settings for live assessments.

For practice assessments only, you can decide if you would like for them to be invigilated. Tick this box to simulate a live assessment environment during the sitting.

The following option will only be visible when scheduling RPLs. This is to allow for the assessment to be marked, once submitted.

Select the name of the Assessor and IV for the assessment being scheduled – both will display the names of active Assessors and IVs associated to your training provider. Please note, that the selected Assessor and Internal Verifier must be two different people.

Administration

Assessor: *

Internal verifier: *

Click **Next** to move to the final step of the scheduling process.

Step 7 – Review (and editing details)

On the final screen of the scheduling wizard, you are able to review the details of the session that you have scheduled, e.g. assessment, candidate name and membership number, the duration of the assessment and the assessment date and time. If at this stage you wish to amend any of the details for the assessment, you can select **Back** to move back through the wizard and make any required amendments.

Alternatively, you may wish to cancel the whole scheduling procedure. You can do this by clicking **Cancel**. This will close the scheduling wizard and return you to the Assessment Schedules screen.

Applying extra time

If a candidate(s) requires additional time to complete their assessment, you may amend the amount of time they will be given on the Review screen. Please note that this is only allowed if the candidate has a valid reason and supporting evidence for a reasonable adjustment, and you have followed the reasonable adjustment process to notify AAT of this (aat.org.uk/assessment/rasc-guidance).

You can add extra time of up to one third of the duration for assessment being scheduled. If a candidate requires extra time in excess of one third, you follow must notify AAT by following the appropriate steps on the above RASC webpage.

To any required extra time, click the candidate whose assessment you wish to edit, and they will then be highlighted in green, then click **Edit Duration**.


Schedule Assessment Wizard

Select Centre | Select Qualification & Assessment | Set Date | Select Candidates | Delivery & Administration | **Review**

Assessment Name: ABSK RI Practice
 Qualification Name: Practice Qualification (AQ2016)
 Start Date: 24/11/2020
 End Date: 24/11/2020
 Start Time: 00:00
 End Time: 23:59
 Language: English

Will create a single script for all the candidates.

Membership no.	Forename	Surname	Date of Birth	Duration	Reasonable Adjustments allowed
10357326	Test	Candidate 1	01/01/1980	90	

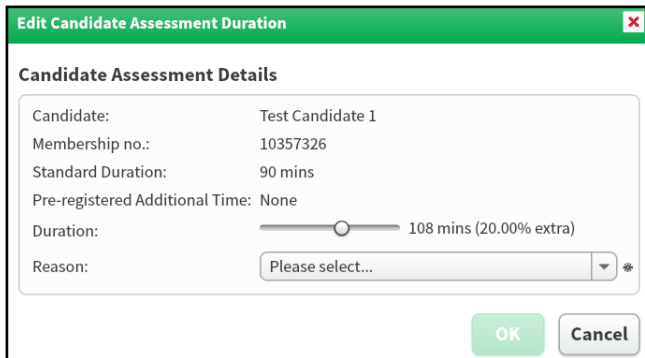
 The Candidate(s) will only require a Keycode for this assessment.

Edit Duration **Back** **Finish** **Cancel**

A pop-up will be displayed which will show the candidate's name and membership number and the standard assessment of the assessment.

To increase the assessment duration for the candidate, click and drag the Duration slider to the right. As you move it, the percentage and time to the right of the slider will increase.

For **standard assessments**, you will then see the revised combined total time (in minutes) as well as the percentage of extra time awarded.



The screenshot shows a dialog box titled "Edit Candidate Assessment Duration" with a close button (X) in the top right corner. Below the title bar is a section labeled "Candidate Assessment Details". Inside this section, there are several fields: "Candidate:" with the value "Test Candidate 1"; "Membership no.:" with the value "10357326"; "Standard Duration:" with the value "90 mins"; "Pre-registered Additional Time:" with the value "None"; "Duration:" with a slider control set to "108 mins (20.00% extra)"; and "Reason:" with a dropdown menu showing "Please select...". At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

For **RPLs**, the assessment duration and extra time awarded will be shown in days:



The screenshot shows a dialog box titled "Edit Candidate Assessment Duration" with a close button (X) in the top right corner. Below the title bar is a section labeled "Candidate Assessment Details". Inside this section, there are several fields: "Candidate:" with the value "Test Candidate 30"; "Membership no.:" with the value "20000494"; "Standard Duration:" with the value "90 days"; "Pre-registered Additional Time:" with the value "None"; "Duration:" with a slider control set to "90 days (0.00% extra)"; and "Reason:" with a dropdown menu showing "Please select...". At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

You will also have to select a reason from the drop-down box to state why you are increasing the duration for that candidate. The **Reason** field will become active once you have increased the duration. If your reason does not appear in the pre-defined list, select **Other** then type a reason in the free text box that appears.

Confirm your changes by clicking **OK** or click **Cancel** to return to the **Review** screen without saving any changes.

Once back on the **Review** screen, you can see any amended assessment durations that you have confirmed (the Duration column will show the standard duration plus any extra minutes that you applied) and you can edit the duration for other candidates, or amend changes you've already made.

If you are happy with the details of the session you are scheduling, select **Finish**

Step 8 – Purchase Order number

A pop-up will appear, and you will need to provide a Purchase Order (PO) number for invoicing. If you don't have the PO number to hand please quote a reference that will enable your Finance team to verify the order and authorise payment of the invoice, for example department code, assessment name and date.

Purchase Order Number

Purchase Order No:

The text/numbers you enter here will be referenced by AAT when you are invoiced for the assessments that have been scheduled and subsequently taken.

NB: You will not be charged or invoiced for practice assessments. However, to complete the scheduling process, you are required to enter information into the purchase order field and click 'OK'. Clicking 'Cancel' will cancel the scheduling process.

The purchase order cannot be modified once it has been entered and submitted.

Information must be entered in order to progress. Please note that although a PO no is requested for practice assessments, no invoices will be generated for these assessments.

Once you have added a PO number, click **OK** to confirm the scheduled assessment(s). If you click Cancel, the whole session will be cancelled.

Editing a scheduled assessment

You may need to edit the details of a scheduled assessment. You can only edit an assessment if the status is **Editable**. You are unable to edit a Locked assessment.

The status of the assessment can be found in the Status column (second to last column) of the Assessment Schedules tab

You can view all the details of the scheduled assessment, but can only change the date/time, list of candidates, Assessor and Internal Verifier details (only for RPLs) and duration. You will not be able to change the qualification or delivery method.

Select the assessment from the list of scheduled assessments and click **Edit Assessment**. This will open the **Schedule Assessment Wizard** and from here you can amend details as required.

N.B. If extra time is added to an assessment, and that assessment is then edited whilst it is still in the Editable state, you will be required to apply the extra time again.

Select **Finish** once you have made the appropriate changes.

To change other details of an assessment, it will be necessary to void the scheduled assessment and schedule a new one.

N.B. Voiding an assessment can only be actioned from the Invigilation tab. To void an assessment in an Editable state, you must amend the date to 'today', this will move the assessment into a locked state and onto the Invigilation tab. Within the Invigilation tab, select the assessment, click Void and confirm.

8. Invigilation

The **Invigilation** tab will show details of any assessments that have been scheduled at your assessment centre. Assessments will only appear on here once they have a **Locked** status on the Assessment Schedules tab; this is typically between 24 - 60 hours in advance of the date and time of the assessment. As you can see from the screenshot below there are a number of functions at the bottom to support invigilators before and during the assessment.

State	PIN	Assessment...	Keycode	Centre Name	Qualification	Start Date	End Date	Start Time	End Time	Candidate	Membersh...	Invl...	Dur...	Tags
		BKCL 2020	H8BJLQA6	Practice Qualification Centre	Practice Qualification (AQ2016)	18/11/2020	18/11/2020	00:00:00	23:59:00	Test Candidate 1	10357326	No	90	
		IDRX FA2020 Live	NCB7MCA6	Practice Qualification Centre	Practice Qualification (AQ2016)	18/11/2020	18/11/2020	00:00:00	23:59:00	Test Candidate 5	10357259	No	180	
		IDRX FA2020 Live	HXDVT3A6	Practice Qualification Centre	Practice Qualification (AQ2016)	18/11/2020	18/11/2020	00:00:00	23:59:00	Test Candidate 8	10357248	No	180	
		IDRX FA2020 Live	8KWF8JA6	Practice Qualification Centre	Practice Qualification (AQ2016)	18/11/2020	18/11/2020	00:00:00	23:59:00	Test Candidate 6	10436782	No	180	
		IDRX FA2020 Live	WXRB8KA6	Practice Qualification Centre	Practice Qualification (AQ2016)	18/11/2020	18/11/2020	00:00:00	23:59:00	Test Candidate 9	10436787	No	180	
		QAD Practice Ass...	WD98J3A6	Practice Qualification Centre	Practice Qualification (AQ2016)	18/11/2020	18/11/2020	00:00:00	23:59:00	Test Candidate 15	20019455	No	90	
		QAD Practice Ass...	N6F99HA6	Practice Qualification Centre	Practice Qualification (AQ2016)	18/11/2020	18/11/2020	00:00:00	23:59:00	Test Candidate 16	20019461	No	90	
		QAD Practice Ass...	HD7J78A6	Practice Qualification Centre	Practice Qualification (AQ2016)	17/11/2020	17/11/2020	00:00:00	23:59:00	Test Candidate 11	20019423	No	120	
		IDRX FA2020 Live	QTNF38A6	Practice Qualification Centre	Practice Qualification (AQ2016)	17/11/2020	17/11/2020	00:00:00	23:59:00	Test Candidate 5	10357259	No	180	
		IDRX FA2020 Live	BWMJWXA6	Practice Qualification Centre	Practice Qualification (AQ2016)	17/11/2020	17/11/2020	00:00:00	23:59:00	Test Candidate 6	10436782	No	180	
		IDRX FA2020 Live	9CDLYCA6	Practice Qualification Centre	Practice Qualification (AQ2016)	17/11/2020	17/11/2020	00:00:00	23:59:00	Test Candidate 8	10357248	No	180	
		IDRX FA2020 Live	YBL87VA6	Practice Qualification Centre	Practice Qualification (AQ2016)	17/11/2020	17/11/2020	00:00:00	23:59:00	Test Candidate 9	10436787	No	180	
	8R3F8P	AVBK Live bank -	PBMM4YA6	Practice Qualification Centre	Practice Qualification - Remote Invigil	17/11/2020	17/11/2020	00:00:00	23:59:00	Test Candidate 20	10303173	No	180	
		IDRX FA2020 Live	KWGQMA6	Practice Qualification Centre	Practice Qualification (AQ2016)	17/11/2020	17/11/2020	00:00:00	23:59:00	Test Candidate 18	20000171	No	180	
		IDRX FA2020 Live	VHKWCTA6	Practice Qualification Centre	Practice Qualification (AQ2016)	16/11/2020	16/11/2020	00:00:00	23:59:00	Test Candidate 1	10357326	No	180	
		IDRX FA2020 Live	3CYBVR6	Practice Qualification Centre	Practice Qualification (AQ2016)	16/11/2020	16/11/2020	00:00:00	23:59:00	Test Candidate 11	20019423	No	180	
		QAD Practice Ass...	KKGHCA6	Practice Qualification Centre	Practice Qualification (AQ2016)	16/11/2020	16/11/2020	00:00:00	23:59:00	Test Candidate 4	20000680	No	180	
		AVSY Dec Items T	KWHADMA6	Practice Qualification Centre	Practice Qualification (AQ2016)	16/11/2020	16/11/2020	00:00:00	23:59:00	Test Candidate 2	10277528	No	6	
		QAD Practice Ass...	MRD3FA6	Practice Qualification Centre	Practice Qualification (AQ2016)	16/11/2020	16/11/2020	00:00:00	23:59:00	Test Candidate 25	10303171	No	120	
		QAD Practice Ass...	3GYL3WA6	Practice Qualification Centre	Practice Qualification (AQ2016)	16/11/2020	16/11/2020	00:00:00	23:59:00	Test Candidate 26	20000731	No	120	
		QAD Practice Ass...	TQK3HGA6	Practice Qualification Centre	Practice Qualification (AQ2016)	16/11/2020	16/11/2020	00:00:00	23:59:00	Test Candidate 27	20000927	No	150	
		QAD Practice Ass...	R4FLQFA6	Practice Qualification Centre	Practice Qualification (AQ2016)	16/11/2020	16/11/2020	00:00:00	23:59:00	Test Candidate 28	20000514	No	150	

From this screen, the invigilator can monitor the status of each candidate's assessment. Once one or more of the assessments have been selected, the invigilator can use the appropriate button for the action they wish to carry out, such as to Pause, Unlock or Void the assessment or print out an Invigilation pack. The pause function may also be useful in unforeseen situations, for example a fire drill.

Filters

You can also use the search and filter controls within the column headings to filter all the information displayed within this table.

There are also a range of quick filters that can be applied to show you specific information, for example:

1. In the top left corner of the page is a range of **Only show** options – click on any of these to only show assessments in these specific states, e.g. In Progress, Paused
2. In the top right corner are tick boxes to only show specific assessments, e.g. 'Today's' assessments, invigilated (this will remove any scheduled practice assessments, unless the 'Set to Invigilate' box has been ticked in scheduling)
3. **Reset filters** to clear all applied filters on the above and against columns

State	PIN	Assessment...	Keycode	Centre Name	Qualification	Start Date	End Date	Start Time	End Time	Candidate	Membersh...	Invl...	Dur...	Tags
		BKCL 2020	H8BJLQA6	Practice Qualification Centre	Practice Qualification (AQ2016)	18/11/2020	18/11/2020	00:00:00	23:59:00	Test Candidate 1	10357326	No	90	

Auto-refresh

The Invigilate screen briefly flashes through a dark greyed-out state once every 30 seconds as it refreshes and updates the status of the assessments. Each time the screen is refreshed, it checks for changes made to any of the assessments. After 10 times it will cease, and the below **Refresh** button will appear. You can then manually refresh, and the process will resume as normal.



Note: as long as the Invigilate screen is kept open, SecureAssess will not automatically time out after a period of inactivity.

Assessment states

Every assessment on the Invigilation screen will display an icon in the first column, which associates it to the 'state' that the assessment is in. A key to some of these icons is displayed above the Invigilate table, but they can also be seen on the drop down when clicking on the filter in this column.

All assessments will be in one of the following states:

Scheduled (Locked)	The assessment content has been selected but the assessment is not yet accessible because the scheduled date has not yet been reached
Locked for Invigilator	The candidate has entered their keycode and is waiting for the invigilator to activate their assessment. This can be done from the Invigilation screen
Locked by PIN	The assessment has had a PIN applied and is awaiting the PIN to be entered. The candidate must enter the PIN provided by the invigilator in order to access the assessment
Ready	The assessment is ready to be taken by the candidate
In progress	The assessment is currently being taken by candidate
Paused	The assessment has been paused by the invigilator
Awaiting Upload	The assessment has been downloaded in advance, sat using the SecureClient and is finished but not yet uploaded back to the SecureAssess central server and / or the PC was offline at the point of the candidate sitting the assessment
Finished	The candidate has submitted the assessment
Voided	The assessment has been voided by the invigilator
User disconnected	The number of assessments which have lost connection to the central server, i.e. the internet connection has dropped on the PC

When an assessment is ready for the candidate to enter their keycode, the assessment will be shown as **Ready** in the Invigilation screen:

State	PIN	Assessment Name	Keycode	Centre Name	Qualification
R		BDGT (AQ2013)	A4WD4XA6	AAT Test Centre	Budgeting (AQ2013)
R		BDGT (AQ2013)	T7G2GZA6	AAT Test Centre	Budgeting (AQ2013)

Download assessment to take later

It is possible to download assessments onto a machine before the assessment window using the **Download assessment to take later** feature. This can be a useful feature for instances such as planned internet downtime, conducting assessments where poor or no internet connection is available. Once an assessment has been downloaded onto a machine in advance, you can disconnect the machine from the internet and allow the candidate to take the assessment on that machine.

Please note that if the machine is not connected to the internet whilst the assessment is taking place, all candidate responses will be stored on the machine. In which case, you should ensure that the data on the machine is not wiped clean prior to the result being uploaded (see **Appendix 5** for more information).

Re-assign User Associations on Internally-marked assessments

You are able change the assigned Assessor and Internal Verifier for internally-marked assessment using this option. To do so, select the assessment from the invigilation screen and click **Re-assign User**

Associations. By default, the originally selected Assessor and Internal Verifier details will show, which you can change by clicking on the dropdown lists.

Modify Duration

For assessments that have not yet started, you can use the **Modify Duration** button to alter the assessment time allocation for an individual candidate. This should be used if a candidate is entitled to a reasonable adjustment e.g. because of a physical impairment or diagnosed learning difficulty, and **only** where the extra time was not added when the assessment was initially scheduled. **Please note that it is only possible to modify the duration before the assessment has been started.**

If you award extra time to a candidate, you should do so by selecting that candidate's assessment from the Invigilation screen and click **Modify Duration** button. You can then use the **Duration slider** to set the extended assessment duration; click and drag the time indicator to do so.

You will then see the revised combined total time (in minutes) as well as the extra time awarded (shown as a percentage of the standard assessment duration).

You will also have to insert a valid reason in the text box as to why you are increasing the duration for that candidate. Once you have set the extended duration, the Reason dropdown menu will become active (it will remain greyed-out until you specify a new time), click on the appropriate option to select it. If you select 'Other', a textbox will open allowing you to enter a reason. The asterisk indicates that this option is compulsory.

N.B. For remote invigilation assessments with more than one part (Management Accounting: Costing (MMAC), In-tray assessment (ITAF) and the Professional Diploma Synoptic assessment (PDSY)), where extra time is applied in scheduling, any time added is split evenly between the parts, including, where applicable, the break.

- **For MMAC & PDSY, if an additional 30 minutes extra time is applied, 10 minutes will be applied to Part 1, 10 minutes will be applied to the break (Part 2) and 10 minutes will be applied to Part 3.**
- **For ITAF, if an additional 30 minutes extra time is applied, 15 minutes will be applied to Part 1 and 15 minutes will be applied to Part 2.**

For assessments that have started, the duration can only be modified whilst in progress if the assessment requires the candidate to upload evidence. The duration may only be extended if a technical issue occurs during the assessment which disadvantages the candidate whilst the timer is elapsing. The invigilator can modify the duration of the in-progress assessment by up to **15 minutes**.

To apply the additional time, follow these steps:

Step 1

Select the in-progress assessment from the Invigilation tab of SecureAssess and click on **Modify Duration**.

Step 2

In the pop-up, apply the additional time up to 15 minutes and select a reason from the drop-down. Click **OK** to close the pop-up.

Note: If the time allowance is reduced back to the standard duration, the dropdown menu will become inactive again.

You will see the duration column update with a '+15'.

Step 3

For the added time to show within SecureClient, the invigilator will have to pause the assessment from the Invigilation tab of SecureAssess, before closing and re-launching SecureClient on the candidate's PC. After the candidate has re-entered the keycode and accepted the terms and conditions again, the revised time allowance will show on the assessment timer.

If Step 3 is not followed, the additional time will not be applied.

This feature must only be used in exceptional circumstances. AAT monitors the use of this feature and centres using this feature are required to submit an incident report to AAT.

Modify Submission Date for internally marked assessments

You are able to modify the duration of in-progress non-invigilated internally-marked assessments using the **Modify submission date** option. **Please note that you are only permitted to do so for candidates who have a satisfactory reason and evidence to support the time extension, such as long-term sickness.**

To do this, please select the option and then adjust the time (in days). Then enter a reason in the space provided.

Setting and removing a PIN

Setting a PIN

A PIN can be added as an extra security measure. It can only be added to assessments that have not yet started.

To set a PIN code on an assessment, click the assessment within the **Invigilation** tab, so that it is highlighted.

Note: You should only set a PIN for an assessment that has been set for invigilation; otherwise it will have no effect. You can see that the selected assessment is indicated as requiring invigilation by the 'Yes' in the 'Invigilated' column.

When you've selected an assessment, click **Set PIN**. You can perform this operation on more than one assessment by selecting more than one assessment. SecureAssess will automatically generate a PIN for the selected assessment, displaying a pop-up to confirm this action. Click **Close** to close the pop-up. You will notice that the PIN will appear in the PIN column, for the assessment that you added the PIN for.

Removing a PIN

To remove a PIN, select the assessment from the table, so that it is highlighted and select **Remove PIN**. You can perform this operation on more than one assessment by selecting more than one assessment in the data table before clicking the **Remove PIN** button.

Note: You cannot edit a PIN (by either removing or setting a PIN) for any assessment that has already been downloaded.

Unlocking an assessment

To activate an assessment, select it from the table, so that it is highlighted and select the **Unlock** button. An assessment will only need activating if it requires invigilation, doesn't have a PIN set and the candidate has entered their keycode, ready to start the assessment. You can unlock more than one assessment by selecting more than one in the data table before clicking the **Unlock** button.

Pausing an assessment

To pause an assessment, select an assessment from the table and then click the **Pause** button. This will lock it for any selected candidate's assessments, presenting a message on-screen in SecureClient to let them know that it is being controlled by an invigilator. The timer for the assessment will be frozen so the candidate will not be at a disadvantage. You can perform this operation on more than one assessment by selecting more than one assessment in the data table before clicking the **Pause** button. This feature is useful for situations such as fire drills where the assessment session needs to be paused.

Resuming an assessment

To resume a paused assessment, select the assessment(s) from the table and then select the **Resume** button. The assessment will unfreeze for the candidate(s) and they will be able to resume with the same amount of time left as when the assessment was paused.

You can perform this operation on more than one assessment by selecting more than one assessment in the data table before clicking the **Resume** button.

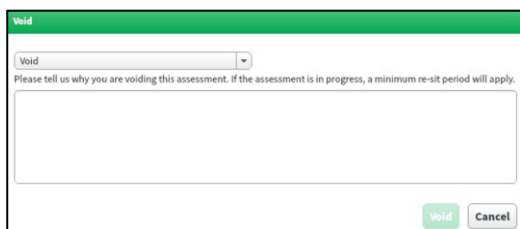
Voiding an assessment

Sometimes you may need to void an assessment. For example, when a candidate is absent or falls ill and is unable to complete the assessment. This can also be done through the Invigilation screen. To void an assessment, select it in the table and then click the **Void** button. Depending on the state of the assessment, the following void options are made available to select:

Before an assessment has started: **Void – Not yet started**

After an assessment has started: **Void**

The void option for assessments which have been started will contain a free text box. This should be used to tell us why you are voiding the assessment. Once you have entered a reason, click **Void**. Alternatively click **Cancel** to return to the invigilation screen; clicking Cancel will not void the assessment.



Please note: An assessment is deemed as started when the candidate accepts the T&Cs, not when the candidate selects the start assessment button.

If the assessment has started and is subsequently voided, there will be a minimum number of days that will have to pass before the candidate can be rescheduled to re-sit the assessment:

- 3 days for wholly computer-marked assessments
- 31 days for externally-marked assessments, including synoptics (however you will have to wait until the next synoptic window)
- 3 days for all RPL assessments

Please note that re-sit restrictions may apply if the candidate and assessment is subject to the re-sit rule. Synoptic assessment re-sits will only be available during the synoptic windows.

If the assessment has not been unlocked by the invigilator, you should be able to reschedule it after 30 minutes. This is to allow time for internal systems to sync.

Note: You will still be invoiced for any voided assessments where the T&Cs have been accepted

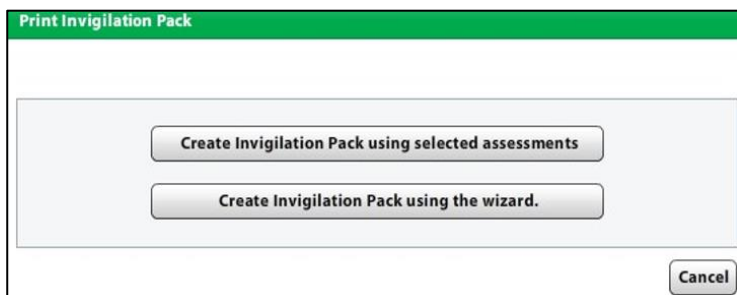
If a candidate leaves the assessment room without clicking **Submit Assessment**, then the invigilator should either let the assessment timer run down to completion or click **Submit Assessment** on the candidate's assessment for them.

Printing an Invigilation Pack

The facility to print or create a PDF invigilation pack is available here, as well as on the Assessment Schedules screen. Although it is possible to do this on the Assessment Schedules screen, you should bear in mind that if you add any further candidates to the assessment (or change any other details of it) the invigilation pack may become outdated. Where possible, it is recommended to create the invigilation pack from the Invigilation screen.

To create an invigilation pack, click the **Print Invigilation Pack** button. You will be presented with the Print Invigilation Pack Wizard and, as you go through the workflow, you will be prompted to select a centre, an assessment, the candidates etc. that you wish to create an Invigilation Pack for.

If you have selected one or more assessments before clicking the **Print Invigilation Pack** button, you will see the following pop up, rather than the Print Invigilation Pack wizard:




Select **Create Invigilation Pack using selected assessments** to continue with your current selection(s); you will be taken straight to the Output Options screen of the wizard. Alternatively, select **Create Invigilation Pack using the wizard** to open the first screen of the wizard shown above and select another assessment.

If the assessments that you have chosen to have the same profile, i.e. they are the same assessment and are scheduled for the same date and time, then all Output Options can be selected. However, if the selected assessments have different profiles, it won't be possible to print out the Attendance Register or Invigilation Report and they will be greyed out. A message will appear at the bottom of the screen to warn you if this is the case.

On Output Options in the final screen of the wizard, you'll be able to select what will be produced in your invigilation pack. You will be able to tick/un-tick the three boxes to configure what will be printed:

- Attendance Register
- Invigilation Report
- Keycode Slips

Important information on printing invigilation packs and performance feedback: You can no longer print invigilation packs and performance feedback reports from SecureAssess via the Surpass Viewer. To print them, you must first follow the relevant steps within SecureAssess to access them. They will then open within the same tab of the Surpass Viewer:

1. Move your mouse towards the top of the report to reveal a black ribbon with symbols to download and print
2. Click on the download symbol 
3. This will then open the Windows view to allow you to select a location to save the file to and amend the file name
4. Save the file then access it directly, outside of the Surpass Viewer, to print

The print option via the Surpass Viewer will not work.

Important information applicable to any downloaded material from SecureAssess – For any files downloaded from SecureAssess, you must delete these from your desktop, downloads folder, recycle bin and any other location that a file has been saved to.

Attendance Register

The register contains details of all candidates scheduled to sit the assessment at the specified time.

This list of candidates can be used to indicate who was present and verify that all candidates completed the assessment under the correct conditions.

Attendance Register							
Centre Name:	AAT Test Centre						
Centre Code:	FH10342						
Selected Date:	27/03/2014						
Selected Start Time:	00:00						
Selected End Time:	23:59						
Qualification:	Accounts preparation (AQ2013)						
Assessment:	ACPR (AQ2013)						
Language:	English						
Name	Membership no.	DOB	Gender	Duration	Keycode	PIN	Present
1 PAPIN, Jean Pierre	20034344	13/03/2000	M	120	ZUSPOSAS6		
2 WHO, Jimmy	20000680	01/05/1980	M	120	ADNBACA6		
The assessment was carried out according to AAT rules and regulations.							
Please keep a copy of the register for your records, together with a copy of the supervision report.							
Note: These only need to be returned to the AAT (cba@aat.org.uk) if you are reporting an incident which occurred during the assessment.							
Position in centre: _____				Date: _____			

Supervision Report

Also known as an Incident Report, this is a single sheet that contains information on the details of the assessment and provides space for the invigilator to note down any disruptions, notable events or other important information about the assessment session. This form will need to be scanned and emailed to the

AAT's customer support team if any disturbances or notable events have occurred, such an evacuation or technical issues

Supervision Report	
Centre Name:	AAT Test Centre
Centre Code:	FH10342
Qualification:	Accounts preparation (AQ2013)
Assessment:	ACPR (AQ2013)
Selected Date:	27/03/2014
Selected Start Time:	00:00
Selected End Time:	23:59
Language:	English
The assessment session started at and finished at	
The assessment was carried out according to AAT regulations and there were no incidents.	
OR	
The assessment was carried out according to AAT regulations and the following incidents occurred.	
(Please delete as applicable)	
Note: This report only needs to be sent to AAT if you are reporting an incident which occurred during the assessment.	
Summary of incidents	
(If the report is long, it may be text processed and attached to this report.)	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

Keycode Slip

The Keycode slip contains assessment information and individual candidate details, including each candidates' unique assessment keycode.

Each candidate can be given their keycode slip in order to begin their assessment. Once you're happy with your selections, you can click **Finish** to generate a PDF of the pack.

Assessment Keycode	
Surname:	PAPIN
Forename:	Jean Pierre
Date of birth:	13/03/2000
Membership No.:	20034344
Centre Name:	AAT Test Centre
Centre Code:	FH10342
Qualification:	Accounts preparation (AQ2013)
Assessment:	ACPR (AQ2013)
Date:	27/03/2014
Start Time:	00:00
End Time:	23:59
Assessment Duration:	120
Language:	English
Keycode:	ZUSPQSA6

Important practice when administering assessments

In the event of a candidate's computer crashing, or a hardware failure, the invigilator should, where possible, attempt to restart the computer and allow the candidate to re-enter their keycode to resume the assessment.

On re-entering their keycode, the candidate will be required to accept the T&Cs and click Start Assessment before resuming from the last question they were attempting; all their responses up to that point will be saved. This includes any questions the candidate had flagged.

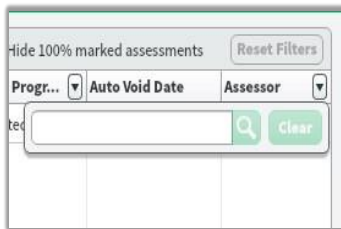
If you experience technical problems which are unable to be resolved with the process above, please contact AAT's customer support on +44 (0)20 3735 2443.

9. Marking

Note: Only users with Assessor permissions will have access to the Marking tab.

Internally-marked assessments, i.e. RPLs, completed and submitted by your candidates will appear in this area for marking. The marking tab displays all internally-marked assessments awaiting marking at your training provider, regardless of who the scheduled Assessor is. These assessments will remain in the Marking tab until they have been assessed and submitted.

You can view the internally-marked assessments that have been allocated to you for marking by filtering on the Assessor column. The filter is a free-text search box which can be used by searching for your username.



Assessment Name	Assessment...	Centre Name	Centre Code	Forename	Surname	Completed	Max Mark...	Mark An...	Percent	Marking Prog...	Auto Void Date	Assessor
BDOT (A2018)	CADDT	AAT Test Centre	PH1042	John	Allan	17/07/2014	144	0	0%	Not started	17/07/2015	Assessor

Please ensure that you only mark assessments which you have been allocated to you as the Assessor.

Marking timelines

Whilst it is not enforced in SecureAssess, Assessors are expected to mark an internally-marked assessment within **two weeks** of it being submitted by the candidate.

Re-assign User Associations

You are able to change the assigned Assessor and Internal Verifier for internally-marked assessments using this option. To do so, select the assessment from the Marking screen and click **Re-assign User Associations**. By default, you will be returned with the original Assessor and Internal Verifier details who were selected in scheduling, which you can change by clicking on the dropdown lists.

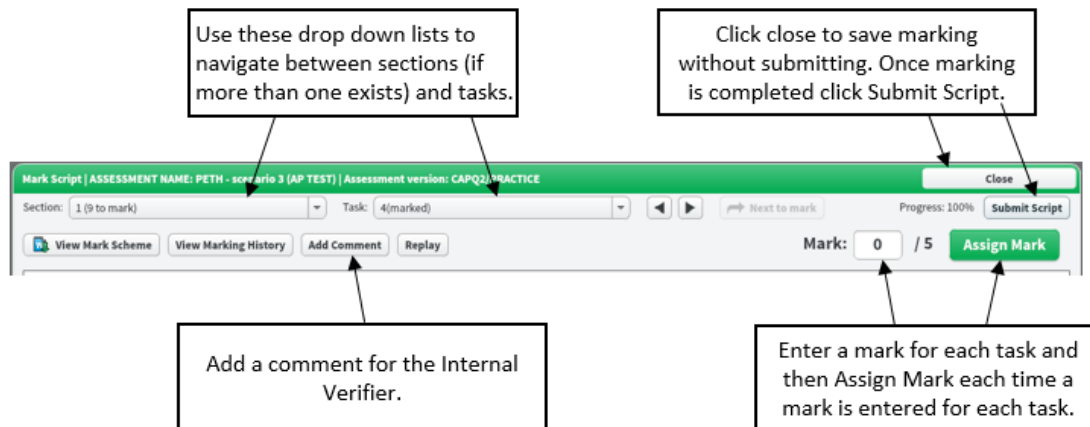
The new Assessor details will be displayed on the Marking tab, if this has changed.

Marking an assessment script

To mark an internally-marked assessment that is assigned to you, highlight a candidate record and click **Mark script**. Alternatively, double clicking on the candidate record will also open the assessment script in another window.

Internally-marked assessments that don't require access to other software

For this type of assessment, you will be presented with a marking screen as shown below:



Enter the mark that you wish to assign to the candidate in the box provided and then select **Assign Mark**. You may be required to make a comment at this stage; you can enter your comment in the field directly above the mark field. Generally, the comments will be viewed by other system users, for example, Internal Verifier, External Quality Assurer, AAT.

Please ensure that any comments you add to the scripts are clear and appropriate should AAT be required to share this information.

The moment you delete the zero in the box and enter your own mark, a red warning will appear, informing you that there are unassigned changes made to the item and Assign Mark will need selecting to save them. You will see an asterisk in the **Assign Mark** button until it is selected. If you close the mark script window without saving, these unassigned changes will not be saved the next time you enter the mark script window for that test.

To avoid the SecureAssess timing out, please ensure that you regularly interact with the script and save the marks that you have applied for each task.

Internally assessed CBAs which require access to other software and non-invigilated internally assessed CBAs

For these types of CBAs, you will be presented with the following marking screen:

Uploading files to an assessment script

Assessors are able to upload files on behalf of the candidate on the assessment platform if the candidate failed to do so in their assessment. This must be done within two weeks of the assessment being submitted. If files are uploaded after the two weeks, this will be picked up by an External Quality Assurer. The Internal Verifier is able to upload files or feedback for the attention of the Assessor.

Annotations

To assist in your marking, and perhaps highlight points to the Internal Verifier, you can annotate assessments with ticks, crosses, and leave notes against responses. This function is only available for Assessors and cannot be used in the internal verification process. Please see below:

The screenshot displays the 'Mark Script' interface for an assessment. At the top, it shows the assessment name 'PETH Scenario 6 - AP Test' and version 'CAPQ1/PRACTICE'. The current mark is 5.5 / 8. A red banner at the top indicates 'There are unassigned change(s) to this item. Please click the 'Assign Mark' button to save them.' The main content area shows 'Task 1' with four sub-questions (a, b, c, d) and their respective answer boxes. Annotations are visible: a yellow 'X' icon next to question (a) and a yellow checkmark icon next to question (b). A text box explains: 'Assign ticks and crosses to answers after clicking Symbols or [checkmark icon] for ticks only.' Another text box says: 'Click [notepad icon] to leave notes for your assessor'. A third text box at the bottom right says: 'Click here to hide notes, ticks and crosses from the script'. At the bottom of the interface, there are icons for navigation and marking, including a checkmark, a notepad, and a 'Symbols' button. A 'Hide Annotations' button is also visible in the bottom right corner.

Viewing annotations as an IV you are able to hide and unhide comments from your assessor.

Downloading evidence from the assessment script

As part of the assessment requirements, candidates may be required to upload their assessment evidence to their script. This will be available for you to download to access.

Important information applicable to any downloaded material from SecureAssess – For any files downloaded from SecureAssess, you must delete these from your desktop, downloads folder, recycle bin and any other location that a file has been saved to.

Submit Assessment(s)

Once an assessment has been completely marked, you can click on the **Submit Script** button from within the script to submit it to the **Internal Verification** tab.

Alternatively, you can submit individual or multiple scripts to the Internal Verification tab from the Marking tab. Scripts that have had all marking completed against them will show 100% in the Marking Progress column. More than one assessment can be submitted by holding down the Ctrl button on the keyboard as you select the assessments using your mouse. To select a group of assessments, hold down the Shift key and select the first and last assessment in the group with your mouse. Once the selection has been made and highlighted in green, press the **Submit Assessment(s)** button.

Enable Override Auto-Mark

The **Enable Override Auto-mark** button in the Marking screen allows users to override marks that have been awarded automatically (e.g. for any computer-marked and un-attempted questions).

Select the assessment(s) in the table that you wish to enable this option for and click **Enable Override Auto-mark**. You will see a pop-up window asking you to confirm this action.

Press the 'Confirm' button to proceed or 'Cancel' to go back. The Override Auto-Mark column will now show 'Enabled' for the selected assessment(s). Assessors marking the selected assessment(s) will now be able to interact with and enter marks for auto-marked questions in the same way as they can for human-marked questions. You will not be able to disable this option once it has been enabled.

Results rejected by Internal Verifier

If an internally-marked assessment result is rejected by the Internal Verifier, the script will be returned back into the Marking screen for the Assessor to re-mark. All of the original marks will be cleared, and the Assessor will be required to re-mark and re-submit the assessment. The Assessor is able to view the Internal Verifier's comments via **Marking History**.

Auto-void date

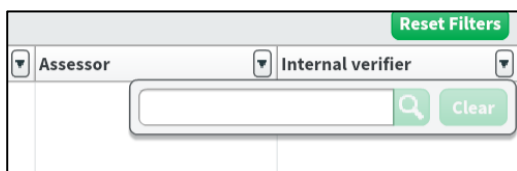
If an internally-marked assessment has not been assessed within one year (365 days) of being submitted, it will auto-void. The auto-void date can be seen in the **Auto Void Date** column.

10. Internal verification

Note: Only users with Internal Verifier permissions will have access to the Internal Verification tab.

Internally-marked assessments that have been marked and submitted by Assessors will appear in this area for internal verification. The Internal Verification tab displays all of these types of CBAs that are awaiting verification at your centre, regardless of who the scheduled Internal Verifier is. These CBAs will remain in this tab until they have been verified and released.

You can view the internally-marked assessments that have been allocated to you for verification by filtering on the Internal Verifier column. The filter is a free-text search box which can be used by searching for your username.



Internal Verification timelines

Whilst it is not enforced in SecureAssess, Internal Verifiers are expected to internally verify an assessment within **two weeks** of it being marked and submitted to the Internal Verification tab of SecureAssess.

Re-assign User Associations

You are able to change the assigned Assessor and Internal Verifier for internally-marked assessments using this option. To do so, select the assessment from the IV screen and then click **Re-assign User**

Associations. By default, you will be returned with the original Assessor and Internal Verifier details, which you can change by clicking on the dropdown lists.

The new Internal Verifier details will be displayed on the marking tab, if this has changed.

Release

Release an internally-marked assessment to confirm the result as verified and final. Once released, these CBAs cannot be altered. To release a single internally-marked assessment, select the assessment then click **Release**. More than one assessment can be released by holding down the Ctrl button on the keyboard as you select the assessments using your mouse. To select a group of assessments, hold down the Shift key and select the first and last assessment in the group with your mouse. Once the selection has been made and highlighted in green, press **Release** button. A pop-up will be displayed, asking you to confirm the release; select **Yes** to continue. A message will be displayed after you've released the assessments, informing you that the selected assessments results have been released.

View Responses

You can view the questions, data sheets, responses and uploads, as well as view the Assessor's annotations, comments and awarded marks for each task.

Select the assessment from the table and then select the **View Response** button. You will then see the assessment content, as viewed by the candidate, and the associated Assessor comments and marks.

You will also be able to view the Assessor notes here.

Please see the Assessors section for the **two different internally-marked assessment layouts** and use this to navigate your way around the assessment. When viewing these assessments, you must not attempt to adjust any of the marks awarded by the Assessor.

Downloading evidence from the assessment script

As part of the assessment requirements, candidates may be required to upload their assessment evidence to their script. This will be available for you to download to access.

Important information applicable to any downloaded material from SecureAssess – For any files downloaded from SecureAssess, you must delete these from your desktop, downloads folder, recycle bin and any other location that a file has been saved to.

Upload files



You are able to upload files or feedback (in addition to the comments in the Marking History) for the attention of the Assessor by selecting the **Upload files** option.

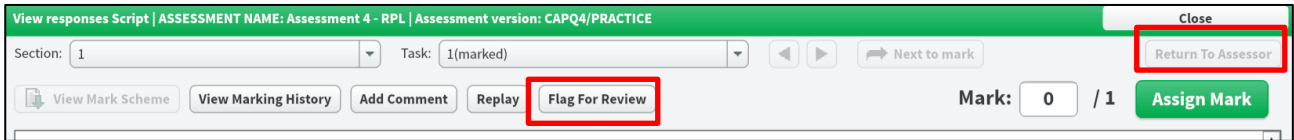
Return to Marker

After reviewing an assessment, if you disagree with the Assessor's marking, rather than releasing the script, you are able to return it to the Assessor for re-marking.

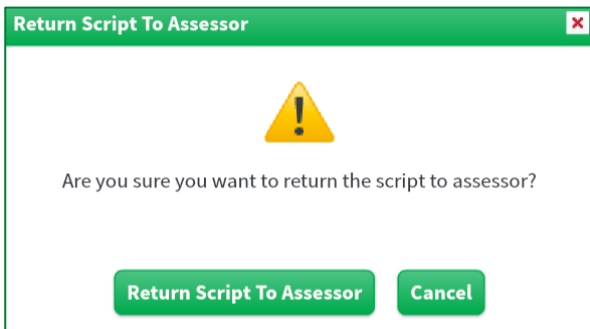
Against each task, you will have the option to **Flag for Review**. If you flag a task for review, please enter a comment. This will be added to the marking history which made available to the Assessor when they re-mark

the assessment. Comments added using the **Add Comment** button on the interface will also be added to the marking history.

Once you have reviewed the entire assessment and made your comments, select **Return to Assessor** to send it back to the original Assessor. Please ensure that you confirm to the Assessor that the script has been returned for re-marking.



A pop-up message will appear asking you to confirm if you would like to return the script to the Assessor. Select **Return Script To Assessor** to proceed.



The assessment will then be removed from the Internal Verification tab and will move back to the Marking tab for the Assessor to review.

Re-submitted Script

Once a script has been re-submitted by the Assessor, it will re-appear in the Internal Verification page for the Internal Verifier to review.

To review any comments made by the Assessor, you would need to go into the assessment and click on the **View Marking History** option.



The screenshot shows a table titled "Marking History" with the following data:

Date	Name	Mark	Comment
18/07/2014	Computer Marked	0/14	Computer marked where applicable
18/07/2014	Test Assessor	7/14	
18/07/2014	Test Verifier	0/14	hello darling
18/07/2014	Test Verifier	0/14	this is fine
18/07/2014	Test Verifier	0/14	This is a test
18/07/2014	Test Verifier	0/14	Dear Assessor,
18/07/2014	Test Assessor	12/14	Hi Verifier

To view full comment left by the Assessor, you will need to hover the cursor over the comment.

Date	Name	Mark	Comment
18/07/2014	Computer Marked	0/14	Computer marked where applicable
18/07/2014	Test Assessor	7/14	
18/07/2014	Test Verifier	0/14	hello darling
18/07/2014	Test Verifier	0/14	this is fine
18/07/2014	Test Verifier	0/14	Hi Verifier
18/07/2014	Test Verifier	0/14	I have looked over the script and I am happy with the marking.
18/07/2014	Test Assessor	12/14	Thanks
18/07/2014	Test Assessor	12/14	Assessor

[Close](#)

After the re-review, release the assessment if you are happy with the outcome or return it back to the Assessor using the steps described above.

11. External Quality Assurance activities

Following the marking and IV'ing of an internally-marked assessment, the result is subject to sampling by an External Quality Assurer (EQA). The EQA will be given a range of assessment scripts to sample by AAT's Centre Compliance team.

Whilst the result of the internally-marked assessment will appear on the Results tab of SecureAssess, the result is not final until it has been sampled by an EQA and released to MyAAT by the AAT's Centre Compliance team. This is typically done within two weeks of the IV confirming the result.

12. Results

The Results tab allows you to access assessment performance information for assessments which have been completed and submitted by candidates. The screen shows the assessments taken and the date on which the assessment was submitted (which in most cases is the same date that the candidate sat the assessment).

More detailed assessment result data is accessible within the Centre Assessment Results (CAR) online services via MyAAT.

Result release timescales can be found on AAT's [Results webpage](http://aat.org.uk/assessment/cba-five-steps/results) (aat.org.uk/assessment/cba-five-steps/results)

Please note that if for some reason an assessment was not submitted on the day the candidate sat the assessment, then our service level agreement for the release of the result is bound by the submission date, NOT by the completion date. It is therefore important for invigilators to make sure that all assessments have submitted after each session. Any in Awaiting Upload state will need to be manually submitted following the troubleshooting guidance on the [CBA Support page](http://aat.org.uk/assessment/secureassess/support) (aat.org.uk/assessment/secureassess/support).

You can check for new information on this screen by clicking **Refresh**, located at the bottom right corner of the screen.

Assessment Breakdown

The Assessment Breakdown shows how an individual performed against each task. This can also be extracted for a cohort of candidates sitting the same assessment at the same centre; performance at each task is given as a group, rather than by individual candidates. When you run the report for multiple candidates, it automatically averages out the performance of the cohort in terms of the performance descriptors.

This is useful if you would like to see the average performance for a particular class for a particular assessment.

It also provides an explanation of the different feedback descriptors, as shown below:


Results Breakdown:	
Bookkeeping transactions	Result
01. Calculate invoice/credit note amounts, make entries in daybooks, check receipts from customers and calculate amounts due	Exceeded
This is not a certificate. This is a provisional result only. Page 1 of 2	
02. Check supplier invoices/credit notes and make entries in daybooks	Met
03. Prepare payments to suppliers	Met
04. Make entries in a two column cash book	Exceeded
05. Make entries in petty cash book	Exceeded
06. Transfer data from daybooks	Met
07. Transfer data from cash book and petty cash book	Exceeded
08. Total and balance ledger accounts	Exceeded
09. Extract an initial trial balance	Exceeded
10. Understand financial transactions within a bookkeeping system	Exceeded

You can view, print or save a PDF of an Assessment breakdown for all AAT Assessments.

Clicking this button with no candidates selected in the table will open up the Reporting Wizard.

Important information on printing invigilation packs and performance feedback

You can no longer print invigilation packs and performance feedback reports from SecureAssess via the Surpass Viewer. To print them, you must first follow the relevant steps within SecureAssess to access them. They will then open within the same tab of the Surpass Viewer:

1. Move your mouse towards the top of the report to reveal a black ribbon with symbols to download and print
2. Click on the download symbol 
3. This will then open the Windows view to allow you to select a location to save the file to and amend the file name
4. Save the file then access it directly, outside of the Surpass Viewer, to print

The print option via the Surpass Viewer will not work.

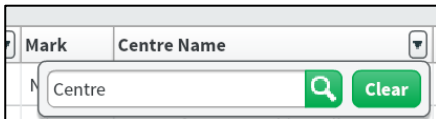
13. View Marked Assessments

Note: Only users with Assessor and Internal Verifier permissions will have access to the View Marked Assessments tab.

This tab is where you will be able to view completed internally-marked assessments which have been assessed and internally verified.

You are able to filter the information on this tab by using the arrows next to each column title.

If you are associated to more than one assessment centre, you can filter by clicking the arrow next to Centre name in the Centre column and typing the centre's name into the search box.



You can also filter using candidate membership IDs, their names, the qualification or assessment name, the date the assessment was completed or mark.

If you wish to clear the filters you have added just click **Reset Filters** which can be found at the top right of the screen.

To view an assessment script, you can highlight the assessment by clicking once on the line of the assessment which will turn the row green, then click **View Responses** at the bottom right of the screen.



Alternatively, you can just double-click anywhere on the line of the assessment.

When you have selected the assessment script to view, you will see a page similar to this:

The name of the assessment

The student's name

Click to see the marking scheme

Click to see the assessor's and IV's input

Click to access the assessment data

Click to see all the files uploaded to this assessment

For invigilated internally assessed CBAs that do not require access to external software programmes such as Excel the tasks will be listed and accessed via this drop down menu

Other types of internally assessed CBAs are marked using this grid. This box can be moved about the screen for your convenience.

Submit the evidence required

Upload files

Complete the assessment

Learning Outcomes

Mark: 5/14

Marking history


Clicking the **View Marking History** button will show an audit trail of how the assessment was marked. This includes any computer marked tasks that exist within the assessment and any additional input made by the Internal Verifier.

Date	Name	Mark	Comment
16/07/2014	Computer Marked	0/1	Computer marked where applicable
16/07/2014	Hali Ghanty	1/1	THIS IS GOOD

Close

View downloads

Where appropriate, you can view files uploaded by the candidate, and any files uploaded by the assessor or internal verifier by clicking on the **Upload Files** button on screen. This will return you with the below view which contains information relating to the upload of each file. To view the uploaded files, click on the downward pointing green arrow and follow the instructions.

Download Manager						
File Name	File Type	Date Uploaded	User Type	Uploaded By	Reason	
TEST6	.pdf	09/07/2014	Candidate	Pamela Alphonse		

14. My Profile

The My Profile tab details all the information specific to your user account. Use this page to view and amend your personal details and password.

Home	Investigation	Marking	Results	My Profile	View Marked Assessments		
<p>Personal Details</p> <table border="0"> <tr> <td> <p>User Details</p> <p>User Name: TEST_Assessor *</p> <p>Forename: Test *</p> <p>Middle Name: *</p> <p>Surname: Assessor *</p> <p>Date of Birth: 1 / January / 1925</p> <p>Membership no.: *</p> <p>Gender: <input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Unspecified *</p> </td> <td> <p>Contact Details</p> <p>Address Line 1: AAT *</p> <p>Address Line 2: *</p> <p>Town: London *</p> <p>Country: Greater London *</p> <p>Country: England *</p> <p>Post Code: *</p> <p>Email: jason.garrett@aat.org.uk *</p> <p>Phone: 000000 *</p> </td> </tr> </table> <p> <input type="button" value="Change My Details"/> <input type="button" value="Change My Password"/> </p>						<p>User Details</p> <p>User Name: TEST_Assessor *</p> <p>Forename: Test *</p> <p>Middle Name: *</p> <p>Surname: Assessor *</p> <p>Date of Birth: 1 / January / 1925</p> <p>Membership no.: *</p> <p>Gender: <input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Unspecified *</p>	<p>Contact Details</p> <p>Address Line 1: AAT *</p> <p>Address Line 2: *</p> <p>Town: London *</p> <p>Country: Greater London *</p> <p>Country: England *</p> <p>Post Code: *</p> <p>Email: jason.garrett@aat.org.uk *</p> <p>Phone: 000000 *</p>
<p>User Details</p> <p>User Name: TEST_Assessor *</p> <p>Forename: Test *</p> <p>Middle Name: *</p> <p>Surname: Assessor *</p> <p>Date of Birth: 1 / January / 1925</p> <p>Membership no.: *</p> <p>Gender: <input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Unspecified *</p>	<p>Contact Details</p> <p>Address Line 1: AAT *</p> <p>Address Line 2: *</p> <p>Town: London *</p> <p>Country: Greater London *</p> <p>Country: England *</p> <p>Post Code: *</p> <p>Email: jason.garrett@aat.org.uk *</p> <p>Phone: 000000 *</p>						

Personal details

To change your details:

- enter the new details in the fields provided
- select the **Change My Details** button to confirm the changes you've made.

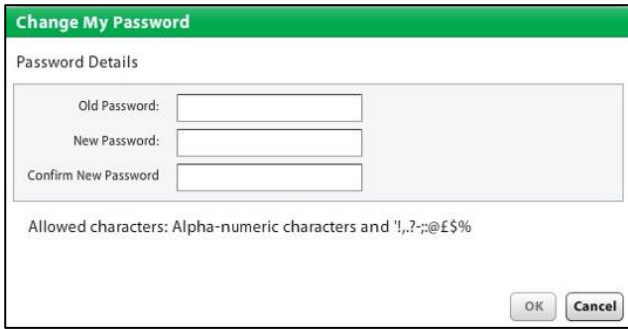
Note: The telephone number and email address should be the ones on which you can be most easily contacted.

Change password

To change your password:

- select the 'Change My Password' button
- enter your old password
- confirm your old password
- enter your new password

Select **OK**.



Change My Password

Password Details

Old Password:

New Password:

Confirm New Password:

Allowed characters: Alpha-numeric characters and '!,?;:@£\$%'

OK Cancel

Note: It is recommended that you change your password when you first logon to SecureAssess.

When you have entered your old password and your new password (twice), you should click 'OK' to confirm the change. You will be notified of the successful change by a dialogue box like the following:



Password Changed

Your password has been changed successfully.

OK

15. Centre Statistics

Anyone with Centre Administrator permissions can view the Centre Statistics tab.

The Centre Statistics tab contains a breakdown of assessments taken at your centre, and their current status. On this page you will see the following columns:

Centre Code	Centre Name	Total Candidates	Assessments Completed	Assessments Current...	Assessments Awaitin...	Assessments Awaitin...	Assessments At Local	Assessments Running	Date Of Last Assessment
FH10342	AAT Test Centre	358	4511	4	7	2	0	1	23/04/2015

- Centre Code
- Centre Name
- Total Candidates
- Assessments Completed
- Assessments Currently Scheduled
- Assessments Awaiting Marking
- Assessments Awaiting Release (or awaiting verification)
- Assessments Running
- Date of Last Assessment

This information can be exported as a .csv file by clicking the button at the bottom of the screen.



16. Contact us

If you require any queries regarding the information in this guide, or if you require any additional support, please contact the AAT Customer support team on the details below:

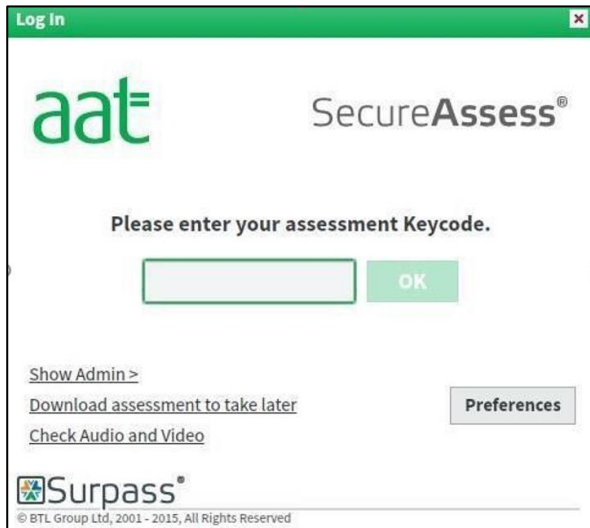
Phone: +44 (0)20 3735 2443

Email: centre.support@aat.org.uk

Appendix 1: Using the SecureClient

AAT's assessments up to and including the AQ2016 qualifications require the SecureClient. This is a program that is run when a candidate wants to take an assessment.

The SecureClient should be installed on all computers that candidates use to sit assessments. The SecureClient can be run from a desktop shortcut, or from the 'Start' menu.



Upon starting the SecureClient, the candidate will be presented with the above screen asking them to enter their keycode, and their assessment proceeds as normal when they enter this.

Note: At this point, it is good practice to click the Surpass logo in the left-hand corner to check the version number. This can be cross referenced against the advertised version number on the SecureAssess homepage and **CBA Support page** (aat.org.uk/assessment/secureassess/support).

On launching the SecureClient a diagnostic tool will start, if the machine does not meet certain criteria you will be informed.

A full list of minimum requirements can be found in the AAT SecureClient installation and testing guide on the CBA Support page (aat.org.uk/assessment/secureassess/support).

Appendix 2: Taskbars and navigating in unlocked assessments

A small number of AAT's assessments require the candidate to work outside of SecureClient to use third-party software to produce their evidence.

Whilst working in an 'unlocked' SecureClient, the taskbar will be set to auto-hide. To reveal it, hover the mouse cursor at the bottom of the screen where the taskbar normally. When the candidate moves away again, the taskbar will gradually hide again.

To access third-party software from the desktop in an unlocked SecureClient assessment, minimise the SecureClient in the top right corner of the screen to access the desktop. To maximise it again, reveal the taskbar and click on the SecureClient programme.

To access downloadable content from the assessment, the candidate will be required to download and save a file from the assessment page. Once saved, it will automatically open on screen in front of SecureClient.

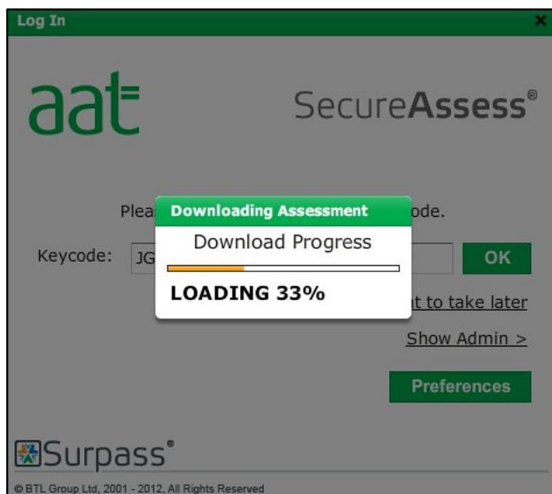
Candidates will then be able to navigate between SecureClient, the desktop and third-party software by revealing the taskbar and clicking on the required programme.

Appendix 3: Loss of connection during an assessment

Resilience caching (for lost server connections)

All assessments that use SecureClient use resilience caching as standard. This is designed for online assessments (intended to have a constant connection to the server). Resilience caching ensures that loss of connectivity during an assessment will not have a bearing on the delivery of the assessment and the saving of the candidates' answers, preference settings, and so on.

Resilience caching prompts SecureClient to download all assessment content once the candidate has entered their keycode; this is accompanied by a pop-up showing download progress:



Once the content has downloaded, the confirmation screen will enable the candidate to confirm their details are correct before starting the assessment.

The questions and responses will continue to be read and saved to the SecureAssess assessment server during the assessment, as long as a connection exists between the server and SecureClient. Responses are also saved to the local machine if the connection fails.

If the connection to the SecureAssess assessment server fails, SecureClient will continue to store responses on the candidate's computer until the end of the assessment. **Therefore, the candidate should not change computer in the event of experiencing a loss of connection.**

When there is a lost connection, the assessment questions will be read from the computer's local file system (from when they were downloaded to the candidate's computer at the beginning of the assessment).

Important: If the connection to the assessment server is lost, there may be a short delay while the SecureClient attempts to re-establish a connection to the server first, before switching to the local computer's assessment cache. If the assessment appears to have frozen, it might be retrying the connection to the server, so allow some time to go through this process before escalating the issue.

If a candidate experiences a lag or delay in typing, or screen freezing, first check to see if they are offline by looking at the status of the assessment in the left-hand column of the Invigilation tab of SecureAssess (ensure that you refresh the page first).

The assessment cannot be paused if they are offline, as there is no connection between SecureAssess and SecureClient.

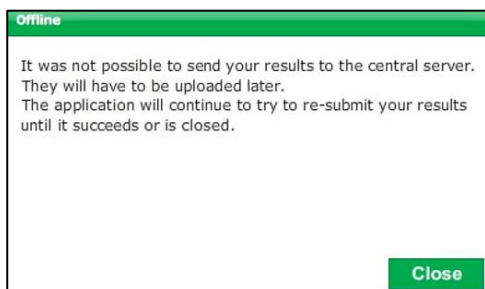
The candidate will be able to continue uninterrupted on the same computer whilst offline, so do not move them to another as this will result in data loss.

If the candidate continues to experience screen freezing, and this cannot be resolved by leaving it for a couple of minutes, or by attempting to re-establish the internet connection via the troubleshooting steps, then as a last resort the candidate should only be moved to another machine if they have been informed of the risk of data loss of any responses submitted whilst offline, and are happy to do so.

Resilience caching and submitting the assessment

When the candidate attempts to submit their assessment using the **Submit Assessment** button and confirmation pop-up boxes, SecureClient will try to establish a connection to the SecureAssess server. If this connection can be established, then the assessment will be automatically uploaded to the server.

If a connection cannot be established to the assessment server, a message will be displayed:



This pop-up can be left on-screen, in which case SecureClient will continue to try and re-establish a connection to the server and automatically upload the assessment.

There may be situations where the computer cannot be left to automatically upload the completed assessment; if this is the case then this pop-up can be closed.

Every time the SecureClient is launched, it will check for any assessments that need uploading and it will attempt to upload them if a connection to the server can be established.

If you wish to see the state of any assessments that are currently cached on a computer, you can log into the show admin interface of the SecureClient using the **Show Admin** button on the keycode entry screen:

State	PIN	Assessment N	Keycode	Centre Name	Qualification	Start Date	End Date	Start Time	End Time	Candidate	Membership	ULN	Duration
Finished		API1 - Practice As...	63UBPHAG	AAT Test Centre	Accounts Prepara...	31/07/2012	31/07/2012	00:00	23:59	Syed Islam M	10209034		120
Finished		BAI (20% VAT)	TE6CSLAG	AAT Test Centre	Basic Accounting I	04/08/2012	04/08/2012	00:00	23:59	Syed Islam M	10209034		120
Finished		BAI (20% VAT)	7DXMS6AG	AAT Test Centre	Basic Accounting I	04/08/2012	04/08/2012	00:00	23:59	BTTest Admin			120

Uploading assessments / results back to SecureAssess

As mentioned already, if a connection is available at the end of the assessment, the results will be uploaded automatically.

If there is no connection, finished assessments will be stored on the SecureClient. SecureClient will then attempt to connect to the server upon start-up in order to automatically upload any finished assessments.

Appendix 4: Accessibility

Screen magnifier

As part of the continuing developments to the SecureAssess system, it is now possible to use the following screen magnifiers with the SecureClient:

- **Windows 7 Screen magnifier** (this is the magnifier that is part of Windows 7)
- **Zoomtext** (<http://www.aisquared.com/zoomtext/>)

When using the Windows 7 magnifier you will need to select the Lens option in the list of views. This must be done before starting the client.

Colour preferences

The SecureClient can be adjusted to appear with different colour formats. This can be done by selecting Preferences (this also appears in the assessment itself)



This will open the following screen:



After selecting your preference, the SecureClient will appear as requested, as in the below example.



For more information on AAT's reasonable adjustments guidance, please visit the [dedicated reasonable adjustments and special consideration webpage](http://aat.org.uk/assessment/rasc-guidance) (aat.org.uk/assessment/rasc-guidance).

Appendix 5: Download assessments in advance

You are able to download assessments in advance to allow candidates to sit them offline. This is a good way to ensure that assessments are not interrupted due to poor internet connection.

Step 1

Schedule your assessments as normal through SecureAssess.

Step 2

Set a PIN.

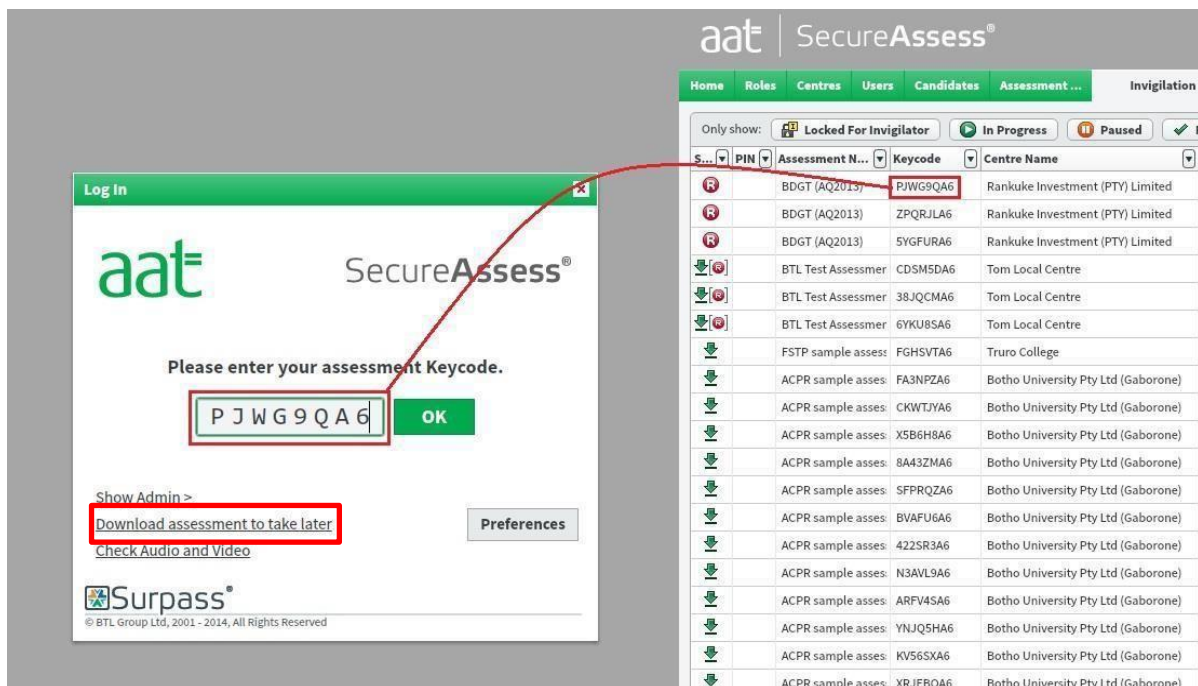
This is an additional security step to protect the assessments. This will also mean that you will not have to rely on your internet connection to unlock the assessment. You can set a PIN from the Invigilation tab.



Step 3

Launch SecureClient on the candidate's PC

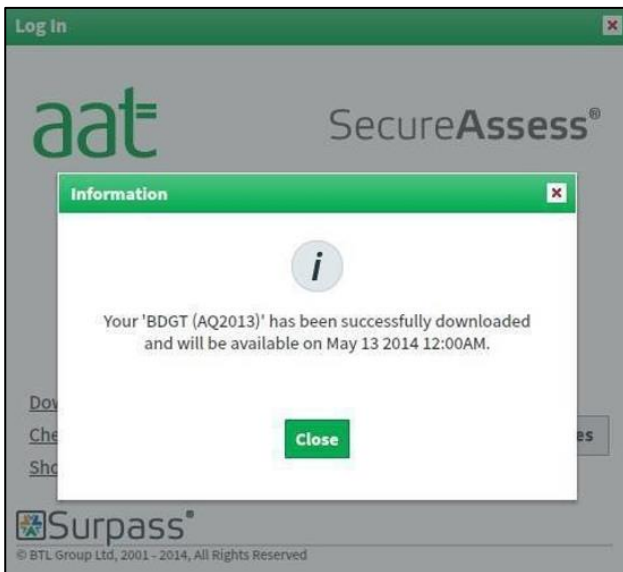
Once you have launched SecureClient enter the assessment Keycode and click on **Download assessment to take later**.



The screenshot shows the SecureAssess web interface. On the left, a 'Log In' window is open, displaying the 'aat SecureAssess' logo and the text 'Please enter your assessment Keycode.' Below this is a text input field containing the keycode 'P J W G 9 Q A 6' and an 'OK' button. A red box highlights the 'Download assessment to take later' link in the 'Show Admin >' section. On the right, the main interface shows a table of assessments with columns for 'PIN', 'Assessment N...', 'Keycode', and 'Centre Name'. The 'Keycode' column for the first row is highlighted with a red box, and a red arrow points from this box to the 'Download assessment to take later' link in the log-in window.

S...	PIN	Assessment N...	Keycode	Centre Name
		BDGT (AQ2013)	PJWG9QA6	Rankuke Investment (PTY) Limited
		BDGT (AQ2013)	ZPQRJLA6	Rankuke Investment (PTY) Limited
		BDGT (AQ2013)	5YGFURA6	Rankuke Investment (PTY) Limited
		BTL Test Assesmer	CDSM5DA6	Tom Local Centre
		BTL Test Assesmer	38JQCMA6	Tom Local Centre
		BTL Test Assesmer	6YKU8SA6	Tom Local Centre
		FSTP sample asses	FGHSVTA6	Truro College
		ACPR sample asses	FA3NPZA6	Botho University Pty Ltd (Gaborone)
		ACPR sample asses	CKWTJYA6	Botho University Pty Ltd (Gaborone)
		ACPR sample asses	X5B6H8A6	Botho University Pty Ltd (Gaborone)
		ACPR sample asses	8A43ZMA6	Botho University Pty Ltd (Gaborone)
		ACPR sample asses	SFPRQZA6	Botho University Pty Ltd (Gaborone)
		ACPR sample asses	BVAFU6A6	Botho University Pty Ltd (Gaborone)
		ACPR sample asses	422SR3A6	Botho University Pty Ltd (Gaborone)
		ACPR sample asses	N3AVL9A6	Botho University Pty Ltd (Gaborone)
		ACPR sample asses	ARFV4SA6	Botho University Pty Ltd (Gaborone)
		ACPR sample asses	YNJQ5HA6	Botho University Pty Ltd (Gaborone)
		ACPR sample asses	KV56SXA6	Botho University Pty Ltd (Gaborone)
		ACPR sample asses	XRJEBQA6	Botho University Pty Ltd (Gaborone)

Once the assessment has downloaded you will get this message:



Step 4


Click on the **Show Admin** link on SecureClient



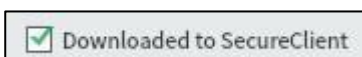
You will then be required to enter your SecureAssess password. Once you have done this you will see a screen that will confirm that the assessment has been downloaded.

Step 5

The assessment is now be ready to sit on that computer. Close SecureClient.

Check SecureAssess - when you look at the SecureAssess Invigilation screen you will see that the assessment you have just set up now has the following icons next to it 

You can view all the assessments which have been downloaded by selecting the **Downloaded to SecureClient** tick box in the invigilation tab.



Step 6

When the candidate comes to sit their assessment, make sure that they are sat at the correct computer that their assessment has been downloaded to. Launch SecureClient on that computer and they will need to enter the PIN number which was set for them.

When they have completed the assessment and clicked Submit assessment, if there is an internet connection, it will be submitted and marked.

If there is no internet connection, the assessment will be submitted and marked when there is an internet connection and SecureClient is re-launched.

If this has not worked, open SecureClient and select **Show Admin** and there you will have the option to **Submit Assessment**.

If you have more than one candidate sitting an assessment

If there is more than one candidate assessment being sat then this process will need to be repeated each time on a different computer. SecureClient will automatically reopen at the 'Please enter your assessment Keycode' screen ready for the next candidate to save you having to launch it again.

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