



This is a brief overview of the system and processes for delivering the Safe Road User online objective tests. It may be helpful for centres who are about to present their first candidates.

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### **Main source of information**

The Safe Road User page of the main SQA website ([www.sqa.org.uk/saferoaduser](http://www.sqa.org.uk/saferoaduser)) has all the detailed information on these tests, including links to interactive videos which describe how the system works. However, as a very brief introduction ...

### **Access to the system**

Centre staff access the system using a username and password. Details should have been sent to you when your centre was approved to offer the award.

Candidates access the system using a one-off 8-digit keycode created for each specific assessment (format - XXXXXXB1).

Staff access is via a standard web browser; the arrangement for candidates is described below.

### **The test user interface**

Although the tests are delivered online they are not accessed via a standard web browser. You will need to ensure that all machines which are going to be used by candidates have the SecureClient application downloaded, installed and working. Details of this are given on the web page mentioned above (see tab - 'Preparing to deliver the tests'). Opening SecureClient will establish a connection directly to the server delivering the tests. On the client side it 'locks down' the candidate's desktop to block access to any other applications and to specific elements of operating system functionality. Currently it works with MS Windows only.

You should do this at least two weeks before any live delivery of tests. This will provide an opportunity to identify and address any technical issues which may arise at this stage.

### **Finding your candidates**

As the centre administrator, you log into your centre account by going to the Safe Road User web page, selecting 'Delivering the tests' and clicking the 'Centre login' button. (NB : If you are a user of Solar for other e-assessments, please note that this is a separate installation of the software and that you need to use the correct login with the correct URL).

Your centre account will be automatically populated with the candidate entry data which you have sent to us. You will not see the candidates directly on any of the tabs – but they will appear when you use the Create Cohort or Create Assessment buttons at the foot of the 'Cohort Management' and 'Schedule Assessment' tabs. You will also see centre staff here (the ones without a SCN) – and you can schedule yourself for a test as a way of seeing how the system will appear to your candidates.

If you have candidates who are not appearing and who you believe have been entered for the award, please clarify with your data management contact in SQA.

### **Scheduling tests for your candidates**

When the candidates appear, you will be able to schedule them with 'test windows'. This is done via a wizard pop-up. Although test windows are editable up to 2 days before they open, it may be advisable not to make them too tight. This will allow you a little bit of flexibility if the candidate is not able to sit on the date/time you have anticipated and may save you having to 'void' the test and schedule another.

You won't see the keycodes immediately – they appear in the 'Invigilate' tab when the test window locks, 48 hours before the point at which the candidate can first sit the test. For example, if you have scheduled a candidate to sit a test between 09 00 and 17 00 on Wednesday, the keycode will be available from 09 00 on the preceding Monday. It won't, of course, become usable until the test window itself opens on the Wednesday morning.

If you create an assessment window that opens in less than 48 hours – for example, 'today' – the assessment will lock and the keycode made available within 30 seconds.

### **On the day of the test**

Keycodes should be kept secure and only given to candidates once they have entered the test room and their identity has been confirmed. Invigilation packs can be printed with all of the keycodes – use the Print Invigilation Pack button at the foot of the 'Invigilate' tab.

After that, it should just be a matter of launching SecureClient on the machines to be used, candidates entering the keycodes, confirming their personal details and sitting the test.

### **Results and resits**

Once the candidates have completed their tests, you have various options to view and print results. Again this is driven by a wizard pop-up on the 'Reports' tab.

The pass mark for the tests is 17 out of 20 (85 per cent). Normal SQA resit policy applies - one resit and, in exceptional circumstances, two.

Results are not returned automatically to SQA. This is only part of the assessment requirement for one of the two units comprising the award – '*Understanding How to Use the Roads*'. You should file the result with evidence from the other elements of the unit, before making a claim for certification on the candidate's behalf, in the same way as you would for any other unit / award.

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