

## Using a Laptop device for delivery of Secure Assessments (offline)



All scheduling and management of candidates within SOLAR is done online using the website. Before you can download any assessments for delivery on a laptop the assessments must be scheduled.

This guide will illustrate how you can download and deliver e-assessments on a laptop which does **not** require to be connected to the internet. Downloading the SecureClient to your laptop allows you to run assessments through SecureClient at a remote location even if there is no internet connection available. All responses to the assessment will be stored on the laptop until you are able to reconnect it to the internet to upload the completed assessment evidence.

All of the management and setup of the laptop device is done through the SecureClient.

### **SOLAR SecureClient**

This is an application which you download from the SOLAR website ([www.sqasolar.org.uk](http://www.sqasolar.org.uk)) and install on your PC. It provides the capability to not only lock your desktop during assessment delivery but provides a degree of resilience in case of a poor or variable internet connection - by caching both assessment content and candidate responses

**The SecureClient can be used for the delivery of any SOLAR assessment and we especially recommend it for use if the assessment being delivered contains a substantial amount of media or a large number of questions.**

Once the SecureClient is installed you should have an icon like the one shown or it will be available in your list of Programs.



## Downloading Assessments to the laptop device

Remember you must still be connected to the internet at this stage.

Click on the SecureClient icon and you will get the keycode login screen shown.



Select the **Show Admin** link and login using your SOLAR centre login details.



On the next screen you should now select the '**Download Assessments**' button.



This will connect online to SOLAR and display all of the assessment schedules available that you can download for delivery. **Remember you must still be connected to the internet at this stage.**

Once you have pressed the download button you will be shown the list of scheduled assessments.

Invigilation

Search    Only show today's assessments  Only show invigilated assessments

Key: Locked Locked For Invigilator Locked By PIN Ready In Progress Paused Awaiting Upload Finished Voided Ready for Download Downloaded to Local Downloaded to SecureClient

User Disconnected (0)

State	PIN	Assessment Name	Keycode	Centre Name	Subject	Start Date	End Date	Start Time	End Time	Candidate	SCN	Invigilated	Duration
		Reading Ver1 Sample	3QXT4PA3	Test Station	FS: English level 1 De...	16/11/2012	22/11/2012	00:00:00	23:59:00	tester eight	588	No	45
		Reading Ver1 Sample	VGWXD8A3	Test Station	FS: English level 1 De...	16/11/2012	22/11/2012	00:00:00	23:59:00	tester eleven	511	No	45
		Reading Ver1 Sample	VWSQTLA3	Test Station	FS: English level 1 De...	16/11/2012	22/11/2012	00:00:00	23:59:00	tester five	585	No	45
		Reading Ver1 Sample	8JRLQPA3	Test Station	FS: English level 1 De...	16/11/2012	22/11/2012	00:00:00	23:59:00	tester four	584	No	45
		Reading Ver1 Sample	ZT2DJFA3	Test Station	FS: English level 1 De...	16/11/2012	22/11/2012	00:00:00	23:59:00	tester fourteen	514	No	45

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You can now select which of the assessments you would like to download and then click on the **Download** button.

Once this is complete you can close the SecureClient.

If you require to add additional assessments to the laptop then repeat this process.

## **Delivering the Assessments**

You can now deliver the downloaded assessment from your laptop, even if there is no internet connection present.

Click on the SecureClient logo



You will then see the normal Keycode Entry screen.



The candidate can now take the assessment by entering their assessment keycode and their responses will be stored securely on the laptop.

## **Uploading a completed assessment from the laptop**

You can upload the completed assessments back into SecureAssess by reconnecting your laptop to the internet and running the SecureClient.

You upload the completed assessments back into SecureAssess by reconnecting your laptop to the internet. You should then launch and log in to the SecureClient Admin Console as previously, select the completed assessments and click the button.

**Upload Results**

For help and support on using the laptop (offline) for assessment delivery contact [solar@sqa.org.uk](mailto:solar@sqa.org.uk) or visit the SOLAR website [www.sgasolar.org.uk](http://www.sgasolar.org.uk)