

In-Classroom Onscreen Exams Invigilator Checklist

Preparing Devices

Ensure candidates have access to a device that is compatible and configured for exam delivery before the exam starts. For full details please see **WSET Guide to Running In-Classroom Onscreen Exams**.

Option 1: SecureClient Installation

Candidates can use a device with SecureClient installed.

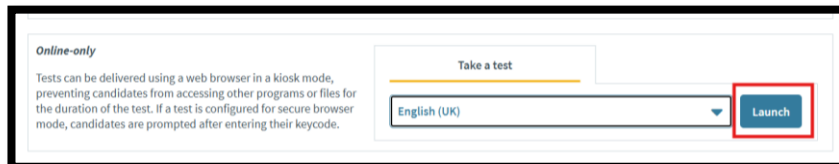
- Download SecureClient from <https://wset.surpass.com/LaunchTest>
- For Mac or iPad, you can download SecureClient directly from the App Store.

Option 2: Secure Online Browser (Windows Only)

****Note that Windows Home Edition is not supported for this delivery method****

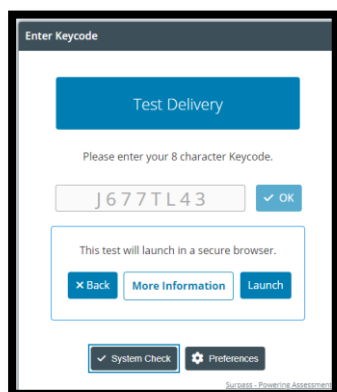
If you're using Windows devices and prefer to run exams via the Secure Online Browser, visit <https://wset.surpass.com/LaunchTest>:

- Under the **Online Only** section, select English as the language and click Launch. *(Note: Changing the language here only affects the system interface, not the exam content)*

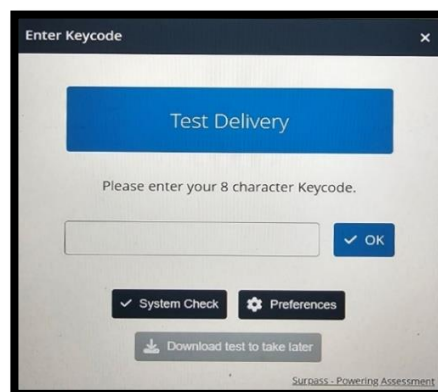


Whether you are launching an exam from **Online Secure Browser** or using **SecureClient**, the **Test Delivery** Screen will be that starting screen on all devices.

Test Delivery Screen for Online Secure Browser



Test Delivery Screen for SecureClient



Pre-Exam Setup

- ☐ Ensure the exam room is appropriately set up as per the guidelines laid out in the **WSET Guide to Running In-Classroom Onscreen Exams**
- ☐ Instruct candidates to store all belongings and **switch off electronic devices** not permitted for exam use and ensure candidates are not using wearable tech like smart glasses or smart watches.
- ☐ **Before the Candidate begins their test, you must verify:**
 - ☐ The identity of the candidate (Id check)
 - ☐ Each candidate has the correct Keycode
- ☐ Mark absentees and have candidates sign the attendance register.
- ☐ Inform candidates that their interactions during the exam are monitored by WSET.
- ☐ Inform candidates that they must inform you, the invigilator, if they experience any issues with their exam, particularly if the device becomes unresponsive and needs to be closed and restarted.
- ☐ **Distribute the unique Keycodes** to each candidate, as provided in the Enrolment List Email.
- ☐ Instruct candidates to enter their unique **8-character Keycode** into the Test Delivery box on their device
- ☐ **Candidates must not sit an exam under incorrect personal details.** Please ensure the candidate has entered the test using the correct Keycode and their personal details are accurate.
- ☐ **Report any discrepancies** in candidate details to exams@wsetglobal.com such as spelling mistakes or typing errors (you may do this after the exam).
- ☐ Once you've completed all the steps above, add the PIN number to a visible board/screen so candidates may enter this into their device to start their exam at the same time. **(Note: The PIN number unlocks the exams, and should be same for the whole cohort)**

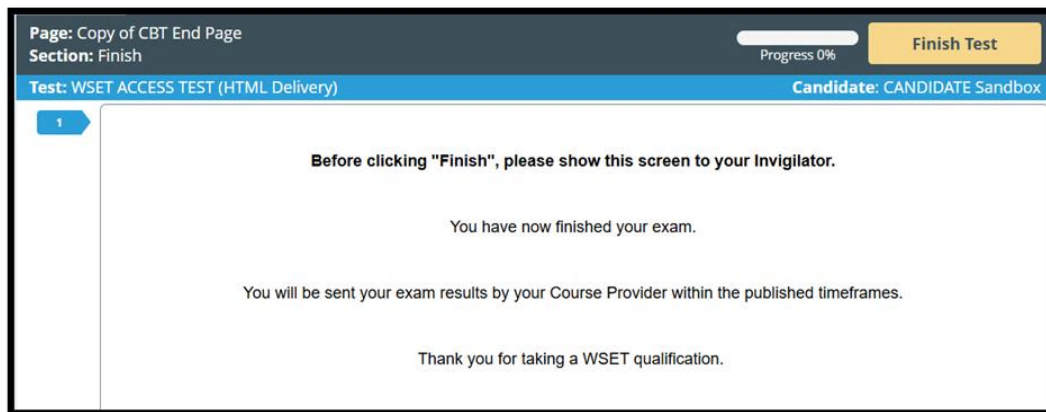
During the Exam

- ☐ Monitor candidate screens and behaviour.
- ☐ Do not photograph any part of the exam.
- ☐ Ensure candidates do not exit and re-enter the exam delivery platform on their device (do not use shortcuts such as **Ctrl+Alt+Delete**)
- ☐ If a candidate needs to exit or restart their exam due to an unavoidable issue, the candidate must inform the invigilator who may assist them in doing so. This must be reported to WSET using the online [Exam Incident Form](#).

Finishing the Exam

When a candidate finishes their test, they must click the 'Finish Test' button. This will bring up the Finish Screen, which confirms the test has ended.

Important: Candidates must show you the Finish Screen to verify the exam is complete before clicking 'Finish Test' again to fully exit the test.



If the Finish Screen is closed prematurely, ask the candidate to re-enter the Keycode.

- If the message **“Invalid Keycode: This test has already been completed”** appears, the exam is complete, and no further action is required.
- If the exam reopens, guide the candidate to finish. **You must report this as an incident (see reporting disruptions)**

Post-Exam

- ❑ The attendance register must be kept for a period of **12 months**. You do not need to send this to WSET but it may be requested by WSET at any time within that period.
- ❑ Contact exams@wsetglobal.com with any student spelling corrections.
- ❑ Do **not** use a candidate's Keycode to access their exam.
- ❑ If disruptions have occurred, these must be reported (see Reporting Disruptions)

Late Candidates

- Candidates arriving after the start time for an exam may be admitted at the discretion of the APP
- If a candidate arrives late, after any other candidate has already left the exam, they may not sit the exam.

Reporting Disruptions and Incidents

Invigilators must complete the online [Exam Incident Form](#) in the event of any interruption. This includes:

Candidate Issues: leaving the exam without confirming with the Invigilator, illness, emergencies, or personal circumstances

Technical Issues: power or internet outages, device failures, platform errors, entering the keycode more than once to re-gain access to the exam

Environmental Disruptions: alarms, excessive noise, or unauthorized interruptions.