



CARIBBEAN
EXAMINATIONS
COUNCIL

A CANDIDATE'S QUICK GUIDE TO ELECTRONIC TESTING



CPEA™

CCSLC®

CVQ*

CSEC®

CAPE®

CXC®-AD

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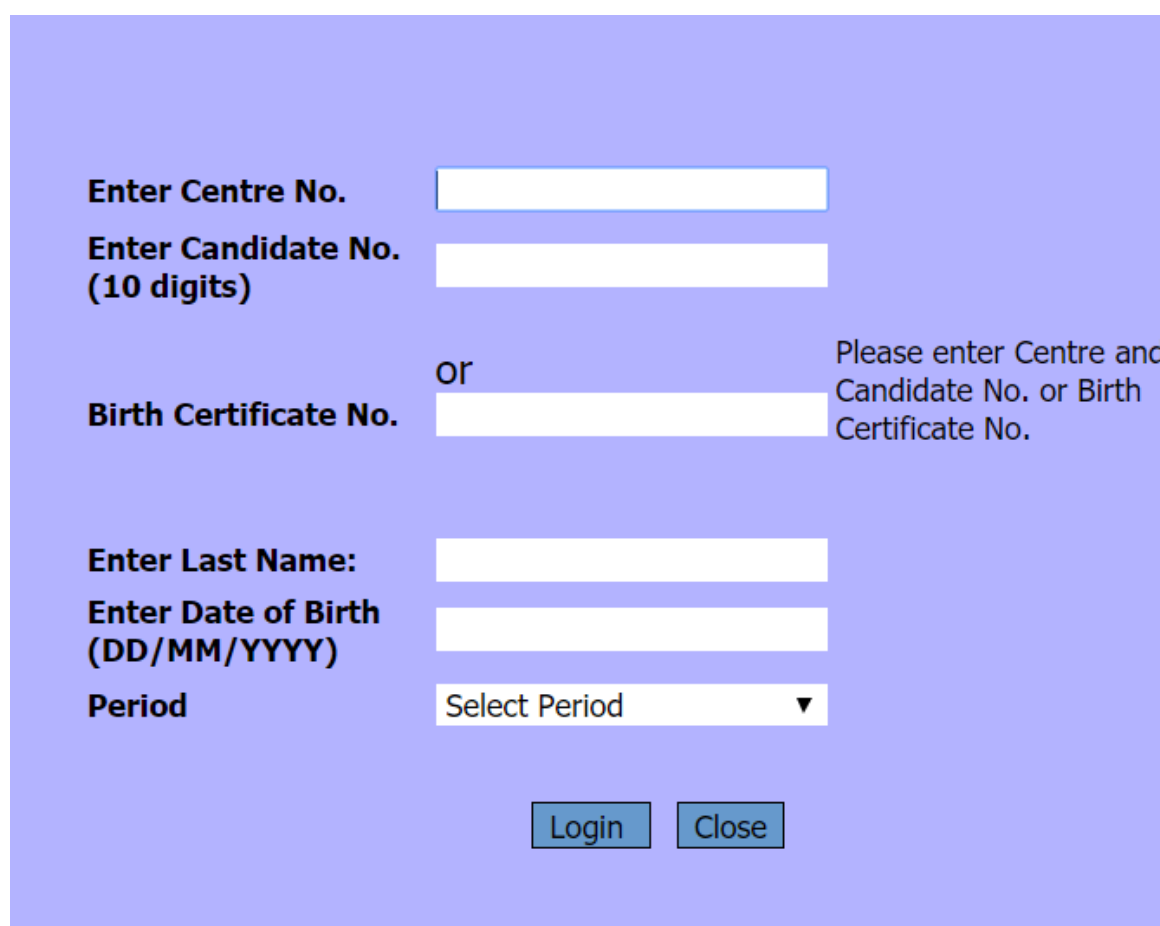
Introduction

The Caribbean Examinations Council (CXC) is offering an Electronic Testing option to candidates across the region beginning in January 2017 with the Caribbean Secondary Education Certification (CSEC®) Multiple Choice examinations. Later, the Caribbean Advanced Proficiency (CAPE®) will be added for the May/June 2017 examinations for the Multiple Choice Paper, as well.

Registration for the Electronic Tests

Candidates will register as normal via the ORS.

An email address will be automatically generated for each candidate upon registration. Candidates are required to obtain their password from the subject registered report which may be generated from their student portal. Candidates are asked to visit <https://ors.cxc.org/StudentPortal> where they will see the screen below:



The image shows a registration form with a light blue background. It contains several input fields and a dropdown menu. At the bottom, there are two buttons: 'Login' and 'Close'.

Enter Centre No.	<input type="text"/>
Enter Candidate No. (10 digits)	<input type="text"/>
Birth Certificate No.	or <input type="text"/>
	Please enter Centre and Candidate No. or Birth Certificate No.
Enter Last Name:	<input type="text"/>
Enter Date of Birth (DD/MM/YYYY)	<input type="text"/>
Period	Select Period ▼

You may input the relevant details and the screen below will be shown:



Under Registration, candidates are asked to run the Subject Registered report which will generate the document below providing the Inspira Username and Password.

System Requirements for the Pre-Tests

The electronic examinations are compatible with, and supported by, the Operating Systems and browsers listed in the table below. See page 4 for further details.

Minimum	Recommended	Full Supported List
Windows 7	Windows 10	Windows Vista, Windows 7, Windows 8/8.1
Mac OSX 10.8	Mac OSX 10.11	OSX 10.8, 10.9 10.10, 10.11

Test-taking advice

Candidates should:

- read the instructions carefully
- read each question carefully
- remember that the examination will be timed and the remaining time will be displayed on the screen; and pace themselves to ensure that they can complete the examination
- answer each question
- alert the Supervisor/Invigilator immediately of any problems which occur during the examinations

On the Day of the Examination

Candidates are encouraged to arrive at the examination at least half an hour before the scheduled start of the examination and carry:

1. Personal identification credentials
2. Username
3. Password

Safe Exam Browser(SEB)

Safe Exam Browser (SEB) is a software which facilitates a secure examination environment by preventing unauthorized access to other sites and applications. Candidates taking CXC's online examinations will be required to use a SEB. The software will, normally, be pre-installed on the device provided at the examination centre.

Accessing the Student Dashboard

Follow the instructions below in order to access the examination site:

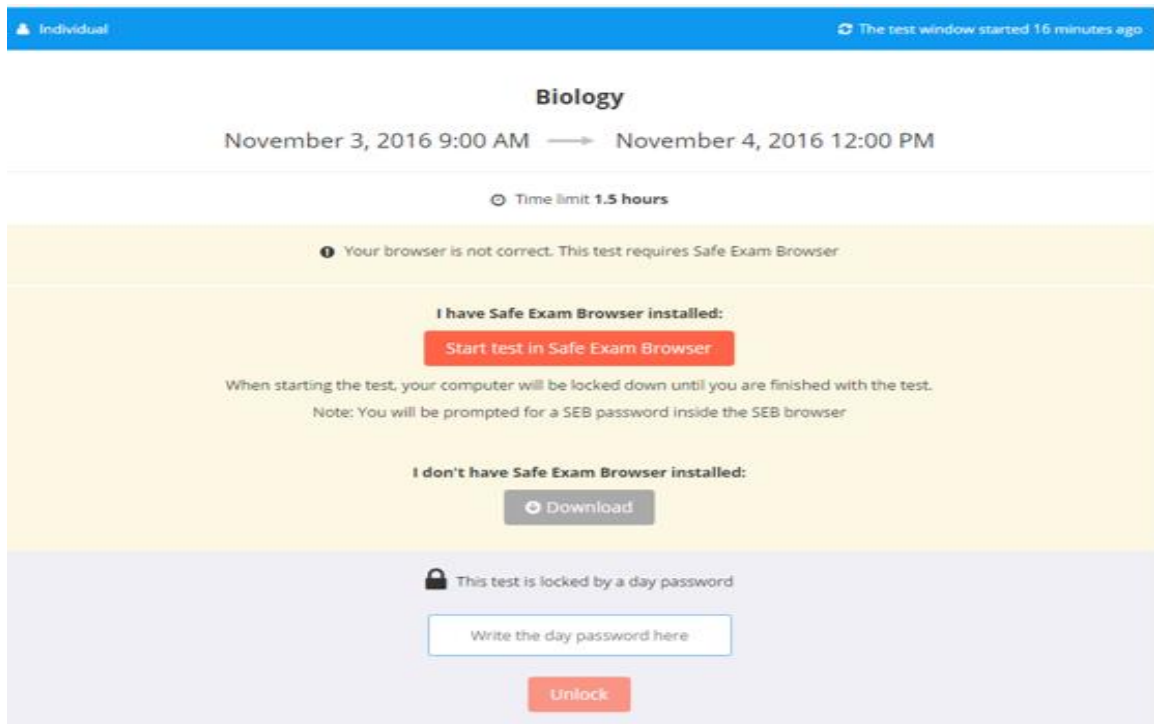
1. The specific webpage (<https://cxc.inspera.no>) will, normally, be displayed on the screen. If it is not, type in the URL and click Enter.
2. Insert your Username and Password and choose English as your language of communication.

The screenshot shows the Caribbean Examinations Council logo at the top left, featuring a stylized 'CXC' with a person sitting at a desk. To the right of the logo is the text 'CARIBBEAN EXAMINATIONS COUNCIL'. Below the logo is the heading 'Student login'. There are three input fields: 'Username', 'Password', and 'Choose language: English' (with a dropdown arrow). A blue 'Login' button is located at the bottom right of the form area.

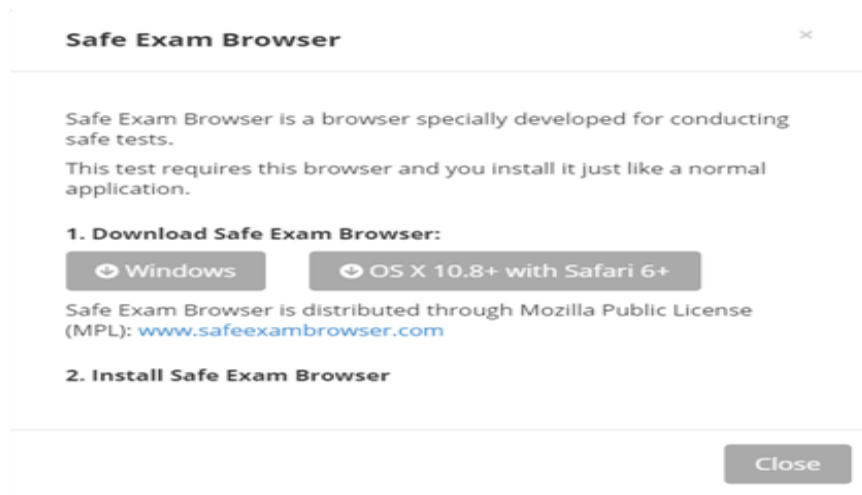
3. The Supervisor or Invigilator will provide a special **Day Password** which must be used to access the examination.
4. In the **My Test** option, select the relevant examination. Confirm that the examination displayed is, indeed, the one you should be sitting. Notify the Supervisor or Invigilator if the information is inaccurate.
5. Select **Click here to get ready**

The screenshot shows a test window interface. At the top, there is a blue header with 'Individual' on the left and 'The test window started 2 hours ago' on the right. Below the header, the title 'Information Technology' is centered. Underneath the title, the time range 'November 10, 2016 10:30 AM → November 10, 2016 1:00 PM' is displayed. A grey bar contains an information icon and the text 'You have not submitted'. Below this, another information icon is followed by the text 'This test requires Safe Exam Browser'. At the bottom, there is a blue button labeled 'Click here to get ready'.

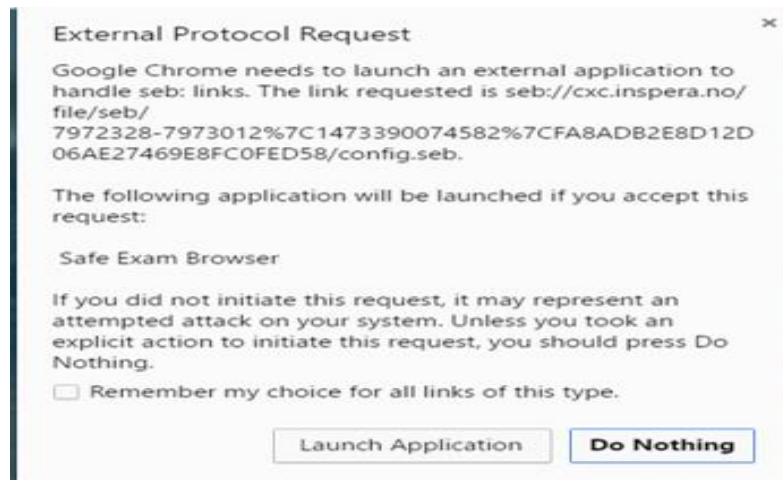
6. Select **Start Test in Safe Exam Browser**



7. If the **Safe Exam Browser (SEB)** is not installed, candidates will be asked to follow the instructions to install it.



8. Once the safe Exam Browser is installed and depending on your application you will be asked to Launch Application as in the case of Chrome and Firefox.



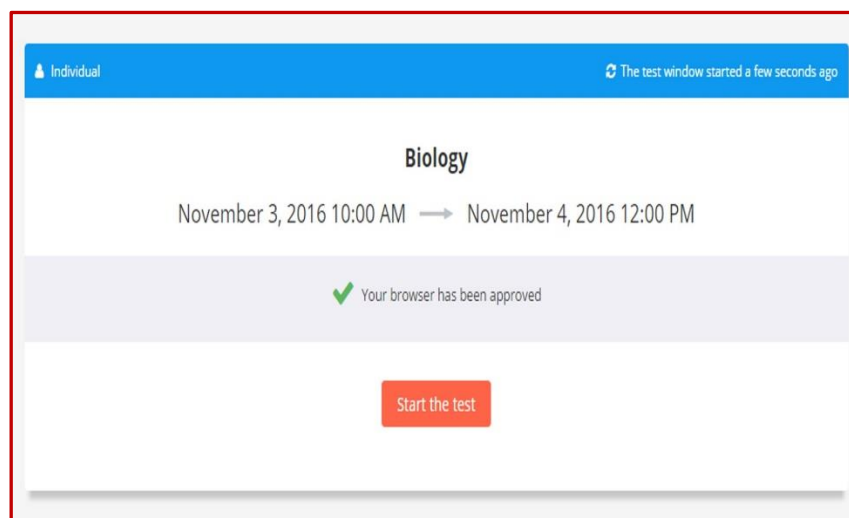
9. In the case of Internet Explorer you will see the screen below immediately:



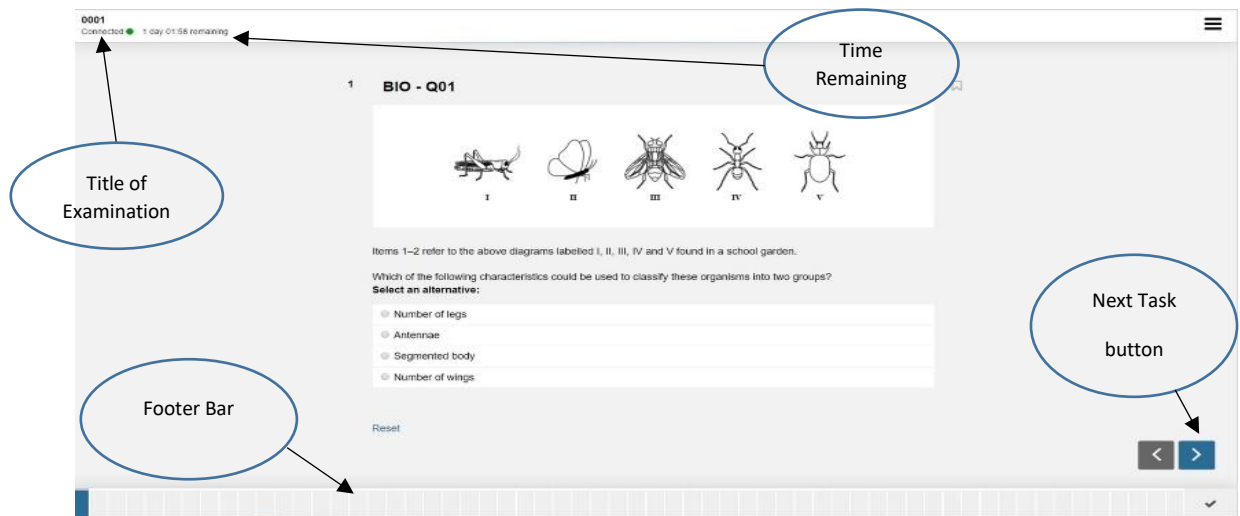
10. Enter the **SEB Password** to open the examination. This will be issued together with the user name and log-in password.

Step by Step Guide for taking the examination

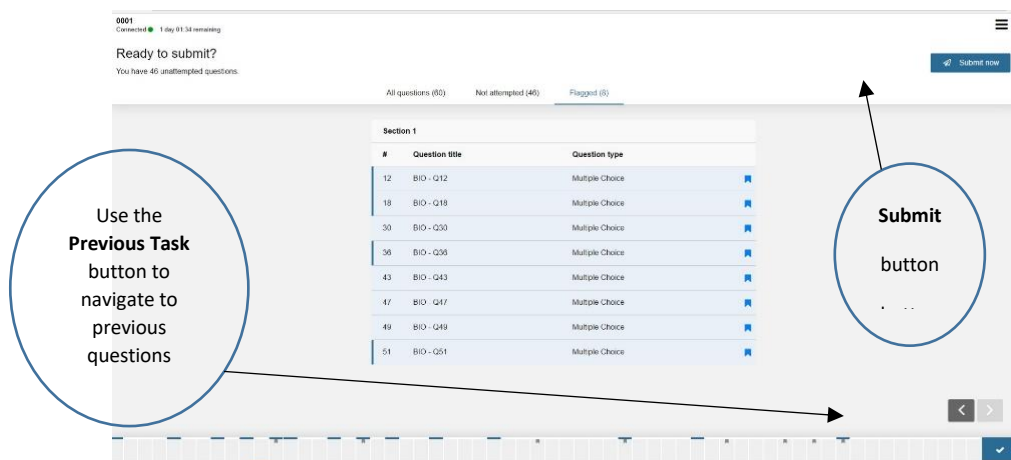
1. Begin the examination by selecting **Start the Test**



- Answer the questions and navigate through the test using the **Footer Bar** and **Next Task** button or the **Previous Task** button. These allow candidates to move forward or return to previous questions.

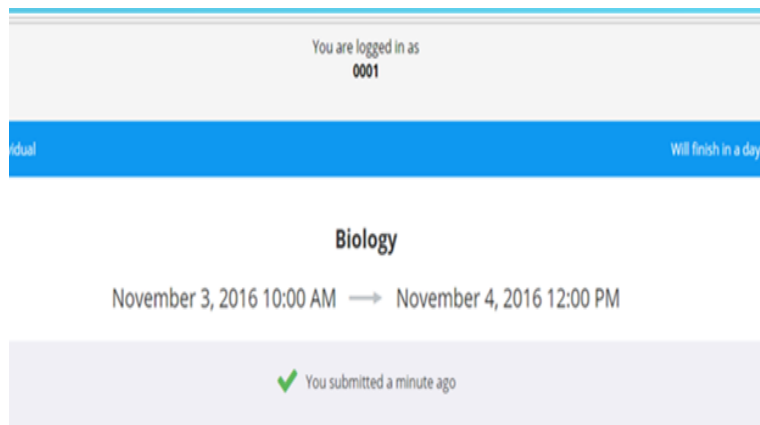


- When the final question has been answered, select **Deliver**



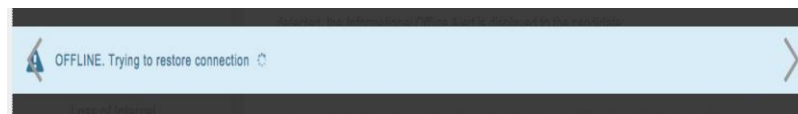
- On the **Confirm Delivery** page, review any unanswered question by clicking on the question.
- Having reviewed your unanswered questions, select the last tab on the **Footer Bar**. This will take you to your final response, where you will find the **Deliver** button displayed instead of the **Next Task** option. You will then be invited to confirm that you are ready to submit your work by going through the tasks outlined at items 3 and 4, again.
- After you have confirmed your responses, select **Submit Now**

7. You will receive confirmation that the work has been submitted.



Interruption of Internet Access

8. If you experience loss of Internet access, the **Informational Offline Alert** will be displayed:



9. If internet connection is not restored within a minute, the **Critical Offline Alert** will be displayed.
10. The Supervisor or Invigilator at the centre will follow the appropriate procedures to ensure that all candidates are able to submit their work. Once the required procedures are followed, the candidates' work will not be lost, even if the network or Internet goes down during the examination or remains down until the end of the examination.

Special Needs Candidates

11. Special needs such as additional time and use of **Screen Readers**, can be accommodated during electronic examinations. Additional information for making **Special Assessment Arrangements** is available by selecting the URL:

<http://www.cxc.org/examinations/csec/students-with-special-needs/>

MINIMUM REQUIREMENTS FOR THE CONDUCT OF ELECTRONIC TESTING

Safe Exam Browser (SEB)		
Minimum	Recommended	Full Supported List
SEB for Windows 2.1.1	SEB for Windows 2.1.1	SEB for Windows 2.1.1

Windows Browsers		
Minimum	Recommended	Full Supported List
Edge (Current version)	Edge (Current version)	Edge (Current version)
Microsoft Internet Explorer 10	Microsoft Internet Explorer 11	Microsoft Internet Explorer 10,11
Chrome (Current version)	Chrome (Current version)	Chrome (Current version)
Firefox (Current version)	Firefox (Current version)	Firefox (Current version)

MAC Browsers		
Minimum	Recommended	Full Supported List
Safari 6	Safari 9	Safari 6,7,8,9
Chrome (Current version)	Chrome (Current version)	Chrome (Current version)
Firefox (Current version)	Firefox (Current version)	Firefox (Current version)

LINUX is **NOT** supported for students taking an exam in Inspira Assessment.

SAFE EXAM BROWSER: The Safe Exam Browser prevents cheating by locking down access to resources on the candidate's computer as well as access to online resources for the duration of the examination. It is a web based browser environment which enables the Council to carry out the electronic examination safely. By installation of the software, computers are automatically changed to a secure workstation which prevents candidates from accessing unauthorised resources, like other websites and applications, during an examination.

