

### CPD FAQ Responses:

With the online assessment, is there a way to print the feedback a teacher has provided for an online mock?

There isn't a way to directly print feedback from Surpass, but it will be available on the Test Administration>Results tab for centres to screenshot if they wish.

#### 1. Surpass – what considerations are there for visually impaired candidates for the online assessment?

- There are various colour preferences, whereby candidates can amend the background colour and the colour of the text (see below for current options). There is a cog on the bottom left, when the exam is launched in SecureClient to do this.

Default colour scheme	
Cream with black text	Black with light blue text
Black with white text	Black with light green text
White with black text	Black with light cyan text
Yellow with black text	Black with light magenta text
White with dark blue text	Black with yellow text
Yellow with dark blue text	Light cyan with black text
Black with light grey text	Light magenta with black text
Black with cream text	Light green with black text

- The Windows Magnifier tool can be used to zoom in and out. It must be launched on the computer before SecureClient for it to work. We would recommend that the centre tests this on their computers, and for candidates who may be using this tool to familiarise themselves by sitting an onscreen mock exam using the magnifier tool.
- Our images are CVD compliant
- Our standard font size is 16. However, larger font sizes can be requested by contacting special requirements (up to the font size 28). This must be requested in line with the special requirement deadlines (January series - October 4, and Summer series - January 31).

#### 2. Surpass – Is it possible to pause the online assessment, or what is the alternative for slow readers, or those who require rest breaks?

- Centres can pause and resume exams on the Surpass website (Test Administration>Invigilate - <https://wjec.surpass.com>)
- Centres can add extra time before the exam in Surpass (Test Administration>Invigilate), if approved access arrangements

3. Surpass- Is it possible for candidates to have readers with them in the online assessment?

- A reader &/or scribe can be used similar to an exam on paper

4. Surpass – Does it have a built-in screen reader

- Screen readers aren't built in but compatible software includes the JAWS software. It must be launched on the computer before SecureClient for it to work. We would recommend that the centre tests this on their computers, and for candidates who may be using this tool to familiarise themselves by sitting an onscreen mock exam using JAWS
- Other screen reading software may work, but as above would need to be launched before SecureClient and to be tested by the centre and the candidate.
- Dragon NaturallySpeaking (A speech recognition software allows candidates to dictate their speech into written text, give spoken commands, and listen to text-to-speech of a written document) is also compatible with SecureClient. More information here: <https://help.surpass.com/resources/accessibility/setting-up-accessible-tests-in-surpass/setting-up-dragon-naturallyspeaking/>. It must be launched on the computer before SecureClient for it to work. We would recommend that the centre tests this on their computers, and for candidates who may be using this tool to familiarise themselves by sitting an onscreen mock exam using Dragon NaturallySpeaking. Additional hardware such as headphones and a microphone may be required to avoid distraction to other candidates or for the personal comfort of the candidate.

5. Online Assessment– What happens in the event of a fire?

- Centres must follow the same process as a paper exam
- Centres can pause the exam on Surpass (Test Administration>Invigilate), and resume it once allowed back in.
- Centres can call e-assessment (02920 265328) if assistance is required.

6. General – Is there somewhere that centres can calculate grade boundaries?

At present, the only data are the notional boundaries in the specification. Once series have been delivered, there will be additional data that will give a more accurate picture, however this will also vary depending on series and cohort.

7. Technical – The internal security systems at WJEC seem to be stripping out content containing links and formulas. Is there a suggested workaround/fix

Zip files tend not to be stripped. Should macros etc be disabled or removed, the best workaround at present is to screenshot only those elements. Formulae in spreadsheets were all visible in the summer series 2023.

8. Technical – Is it possible to include an older version of the MS Access file for Candidate 2 exemplar – some centres cannot open it

For security reasons, we cannot supply older file types. It can however be converted within a centre using a more recent version of Access (which could be downloaded as a trial version to save cost) and saved as a previous version.

9. Procedure – need clarification on the use of mock tasks (e.g. recycling) and the use of templates – some confusion in centres about this

Any task that is **not** a live one can be used as a mock task. Templates should not be provided as they are overly-led. Should a checklist be needed, the candidate pack can be used as a guide.

10. Procedure – for IA, is it acceptable to complete and evaluate brief response elements on a piecemeal basis – some candidates have significant retention issues

The skills must be delivered as a block, prior to commencing the controlled task, as detailed on page 6 of the administration guide, this is a condition of recognition and cannot be changed. However, skills may be revised in between session (outside of the controlled task) as it is recognised that these may become stale over time.

11. Procedure – Can individual elements of the IA be re-entered for resits, or does everything have to be redone – A LOT of mixed messaging on this – needs clarification

The entire NEA must be redone. However, on a second pass, the candidates will benefit from their experience following the first attempt.

12. Procedure – If a candidate misses time to illness or hospitalisation, is it okay for the teacher to use assessment commentary to indicate where evidence can be found in cases where tasks are completed.

Yes, teacher feedback will always be used by the moderator to help with locating skills/marks

13. Assessment – What is the minimum number expected for a question requiring a 'range of examples' (Band 3)

It depends on the mark and the number of available answers. Banded questions are marked holistically, so a range of examples could be 2 out of three with a detailed description, or 3 out of 3 with a less detailed description both attaining the same band. It isn't a tick-box exercise.

14. Assessment – in one of the exemplars, the candidate indicated the right chart, but gave the wrong name for it. Should they get credited

As skills are marked, yes this would be credited. There could be a note in the moderator's report however noting that some candidates had misidentified charts as a development point.