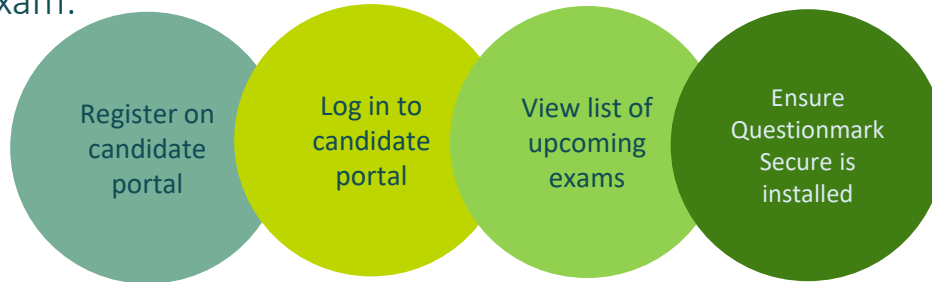# e-professional Online Classroom Exams

**Information & Quick User Guide for Candidates**

# e-professional Online Classroom Exams

❯ Your training provider will book your exam.

❯ You will receive an automatic email notification from BCS

## Before the day of the exam:

- Register on candidate portal
- Log in to candidate portal
- View list of upcoming exams
- Ensure Questionmark Secure is installed

## On the day of the exam:

- Arrive at venue 15 minutes before exam
- Provide ID to invigilator
- Log in to candidate portal
- Select exam from list of upcoming exams
- Enter the 6 digit exam unlock code (provided by the invigilator)
- Take exam

# Candidate Portal

## Before the day of the exam:

**Register on candidate portal**

You will receive an email from BCS about your online exam.

If you are NOT already registered, you will also receive an email from BCS with a link to 'Complete your registration'.

This link will direct you to the registration page. Complete the information required and click 'Register'. You will then be able to log in to the candidate portal.

**Log in to candidate portal**

Log in to the Candidate Portal.

If you have forgotten your password, use the link 'Click here to reset your password'.

If you still haven't registered, use the link to 'Complete your registration'.

**View list of upcoming exams**

Once logged in, the online classroom exam will be displayed in the 'Upcoming Exams' area.

# Using Questionmark Secure

Before the day of the exam:

## Installing Questionmark Secure and Technical Requirements

Candidates can take the examination anywhere where there is internet access and a computer/laptop with a microphone and web camera and with Questionmark Secure installed.  This will also require a plug in for Zoom.

Questionmark Secure must be downloaded (https://support.questionmark.com/content/get-questionmark-secure) It is strongly recommended that all candidates do this as early as possible and follow both Step 1 and Step 2 to ensure  that you are able to fully launch your exam without incident.

Please note that Questionmark will update this page with new releases- please visit the page to ensure that you have the most up to date version of Questionmark Secure, and that any previous versions on your machine are uninstalled prior to installing the latest version. Using an out-of-date version of Questionmark can cause technical issues during your exam such as a blank screen.

It is advisable that all firewalls and anti-virus software are turned off prior to the exam as they may interfere with the running of Zoom and Questionmark Secure.  If using a work device, it is strongly recommended that you contact your company IT department to ensure that the device will function correctly prior to the exam time as Admin level access may be required.

Mac users: please note that the operating system that is compatible with QM Secure is 10.13 or newer

Windows users: please note that the operating system that is compatible is 6.1.27.1 or newer

# e-professional Online Classroom Exams

Results:

Once your invigilator signs off the exam session, results will be available in two ways:

1.
- Invigilator will sign off the session on the day of exam
- If **NO** incidents have been reported
- Results will appear in candidate portal within 5 minutes
- **OR** if any Candidate in the session require extra time
- BCS will send an email to candidates to notify their results are ready

2.
- Invigilator will sign off the session on the day of exam
- If incidents have been reported
- **ALL** candidates' results will be held until BCS investigates and resolves it
- BCS will send an email to candidates to notify their results are ready
- Login to candidate portal to view the results

# e-professional Online Classroom Exams

Pre-requisite Qualifications:

> Some qualifications will require candidates to hold other pre-requisite qualifications prior to taking an examination.

> If the exam you are sitting requires pre-requisites and if you have not **submitted** them, your results will be HELD.

# Candidate Portal

On the day of the exam:
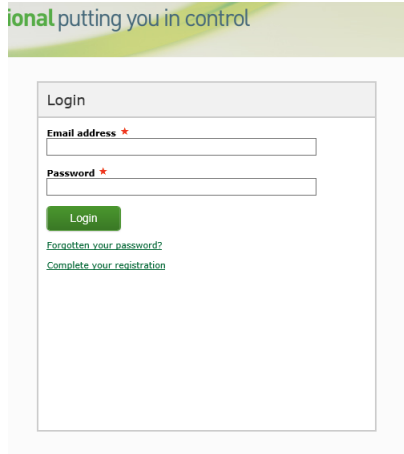


Log in to candidate portal
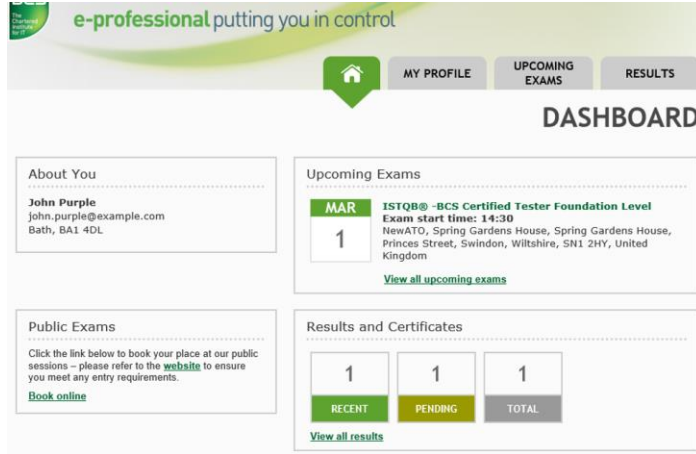
Click 'View all upcoming exams' OR the 'Upcoming Exams' tab
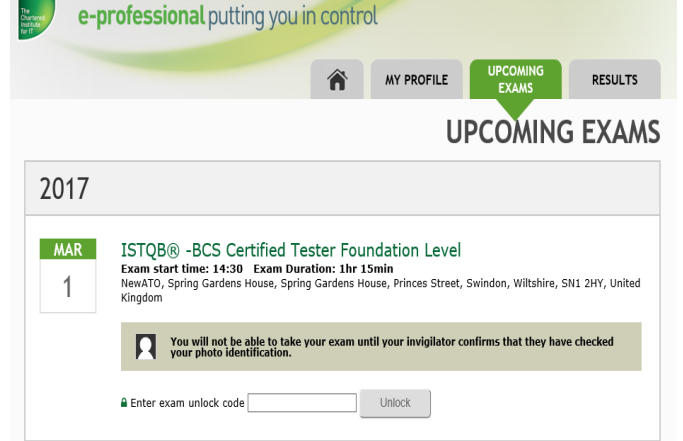
Enter the 6 digit exam unlock code and click 'Unlock'. The code will be provided by your invigilator.

# Candidate Portal



Click 'Proceed to exam'

# Navigating the exam

There are then two exam formats available, depending on the exam being sat. The first is detailed on the next two slides.



Read the provisions of the certification scheme and confirm by clicking 'Submit'

# Navigating the exam



Read the exam information and click 'Submit'. The timer for the exam will then be displayed.



Take exam and click 'Submit'

# Navigating the exam

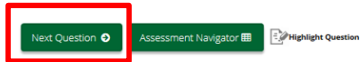The second format has options as shown on the next four slides.
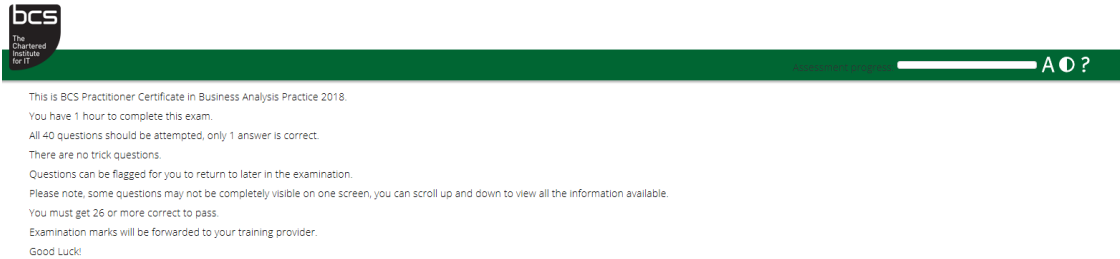


Read the details of the exam and confirm by clicking 'I agree'.
The timer for the exam will then start in the top right.

# Navigating the exam

Assessment progress and timer monitor.



You cannot submit the exam yourself until you have been through every exam question (the exam will still end if the duration runs out)
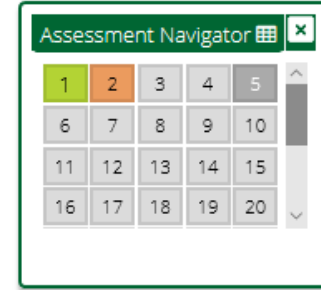
# Navigating the exam



You can highlight a question for review later by clicking the **icon** next to "highlight question"



The text will then change to "remove highlight" and you can click the **icon** to remove the highlight from the assessment navigator

Please note, a highlighted exam will stay highlighted even when an answer has been selected.



You can see which questions have been answered using the assessment navigator tool
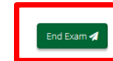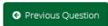
Green is answered

Orange is highlighted

Light grey is unanswered

Dark grey is the question you are currently viewing

# Navigating the exam



Once you have been through every question you
will see the "End Exam" button in the bottom right
that will end the exam and submit your answers.

# Candidate Portal



Click the 'Results' tab to view your results.

Click 'View result analysis' for a breakdown of the results.

**ALL** results will be held if any pre-requisites, extra time or reasonable adjustments have not been processed OR if any incidents have been reported by your invigilator