

GUIDANCE FOR THE DELIVERY OF MOCK TESTS USING SURPASS VIEWER

Delivery of mock tests

Mock tests must be carried out in the Surpass Viewer to enable the end of test feedback. The Surpass Viewer is a specialist web browser designed to run Innovate assessments.

Before attempting a mock test, apprentices, providers or employers must ensure they have downloaded the viewer on the device they are planning to take their mock test. Instructions on how to download the Surpass Viewer can be found in this document and the installation does not require administrator rights.

Please read this guidance in full before attempting mock tests in the Surpass Viewer.

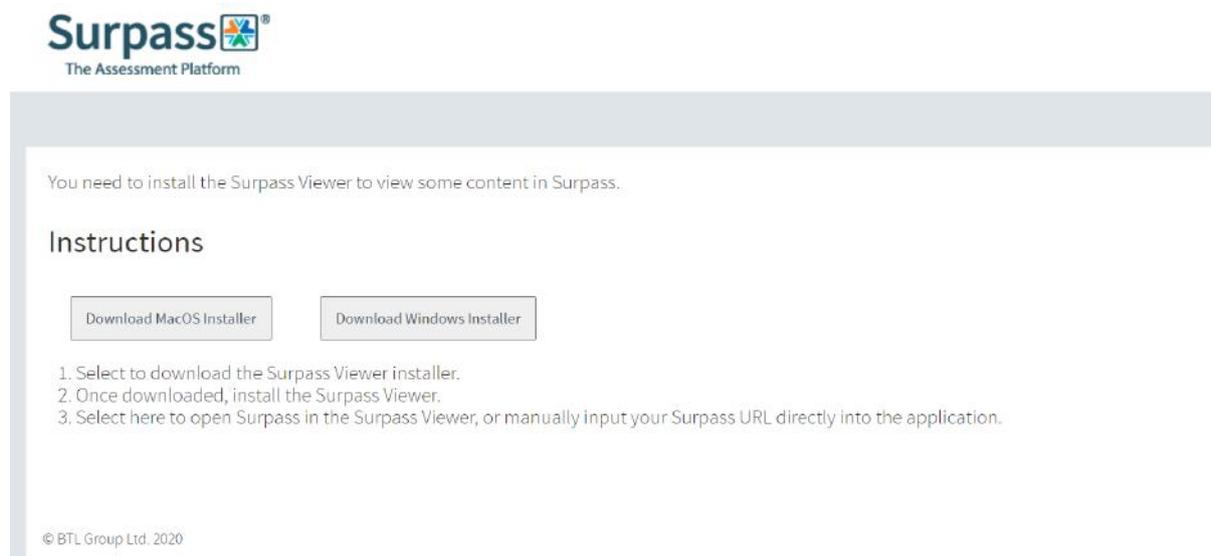
Note: Surpass Viewer cannot be used on tablet devices.

How to download and install the Surpass Viewer

To download the Surpass Viewer installer navigate to <http://viewer.surpass.com>.

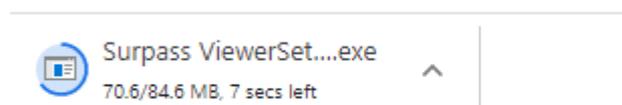
The Surpass Viewer Installer for Windows can be downloaded using Google Chrome, Mozilla Firefox, Microsoft Edge, or Internet Explorer 11 by double clicking on "Download Windows Installer".

For MacOS the Surpass Viewer can be downloaded using Safari, Google Chrome, Mozilla Firefox, or Microsoft Edge by double clicking on "Download MacOS Installer".



The screenshot shows the Surpass Viewer installation instructions page. At the top left is the Surpass logo with the tagline "The Assessment Platform". Below the logo, a message states: "You need to install the Surpass Viewer to view some content in Surpass." Underneath this is a section titled "Instructions" with two buttons: "Download MacOS Installer" and "Download Windows Installer". Below the buttons are three numbered steps: 1. Select to download the Surpass Viewer installer. 2. Once downloaded, install the Surpass Viewer. 3. Select here to open Surpass in the Surpass Viewer, or manually input your Surpass URL directly into the application. At the bottom left of the page, there is a copyright notice: "© BTL Group Ltd. 2020".

The download will begin and you will need to wait until this has finished before proceeding.



The screenshot shows a Windows taskbar with a download progress bar. The progress bar is labeled "Surpass ViewerSet....exe" and shows a progress of "70.6/84.6 MB, 7 secs left". There is an upward-pointing arrow next to the progress bar.

Once complete, click on "SurpassViewerSetup.exe" to launch the installer.

 Surpass ViewerSet....exe ^

Note: If you are using MacOS, drag the Surpass Viewer file into the Applications folder when prompted.



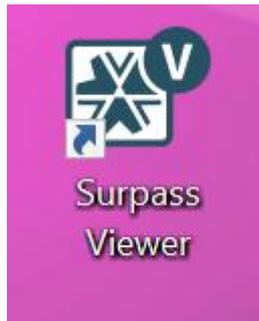
Launching the Viewer for the first time

When launching the Viewer for the first time you will see a licensing message.

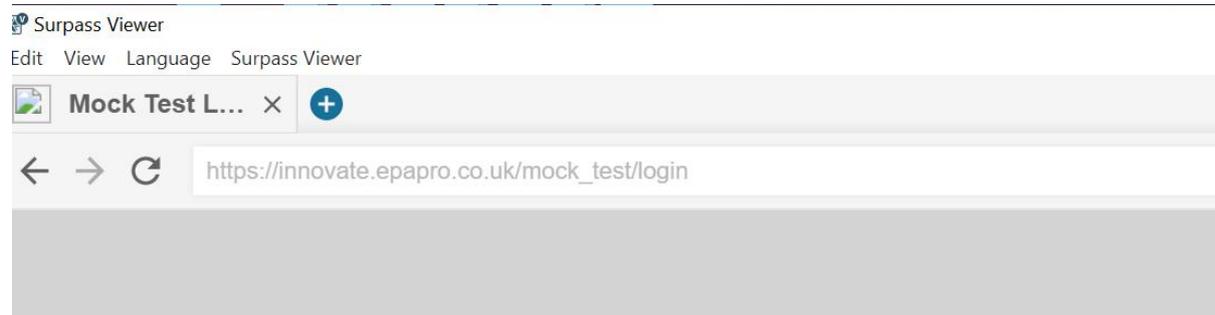
Click "agree" to complete the installation.

Taking the mock test

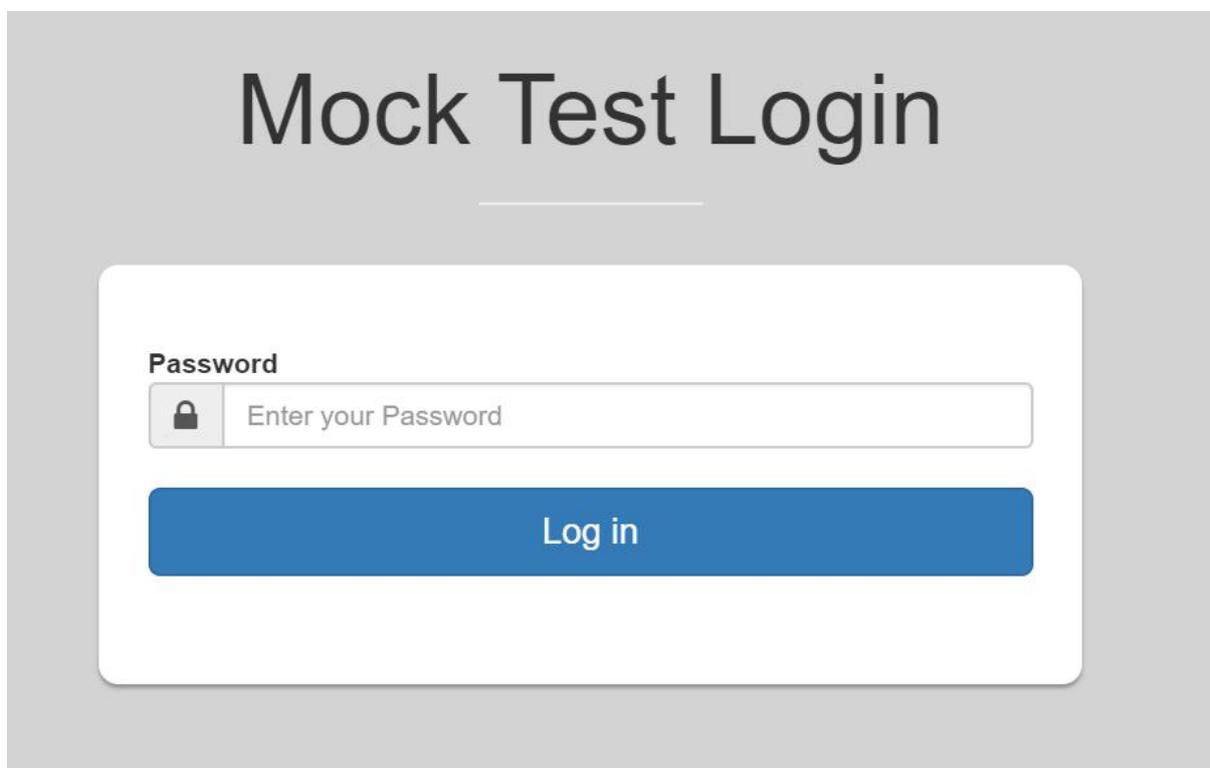
Once the Surpass Viewer has been downloaded, open the browser from the desktop by clicking on the icon.



Links to the mock tests can be found within the support materials section of EPA Pro or may be hosted on providers/employer's own systems. Copy the URL for the relevant mock into the launch bar –

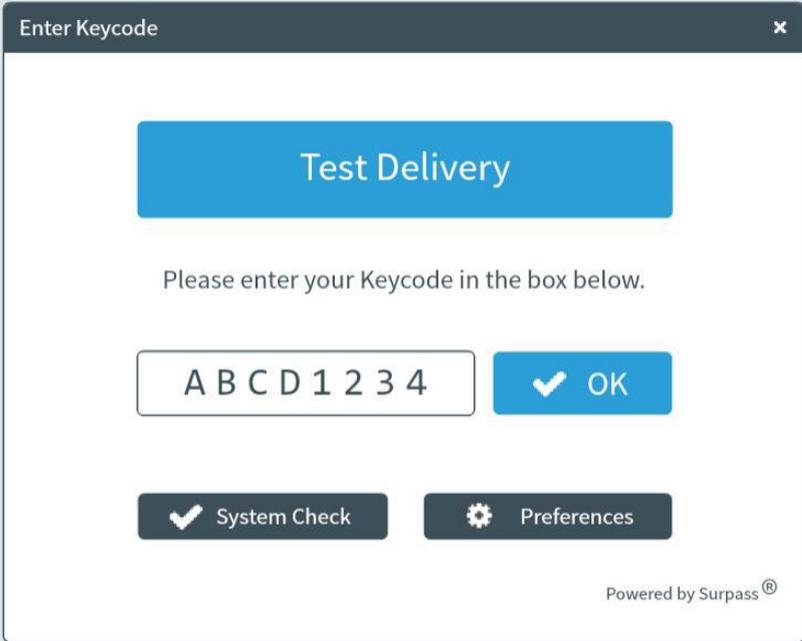


You will be presented with the following screen and asked to enter a password



The password will be provided by your training provider or employer. Enter your password and click on "log in".

Click "OK" on the next screen to launch the test. The keycode is automatically populated – do not change it.



Enter Keycode

Test Delivery

Please enter your Keycode in the box below.

A B C D 1 2 3 4

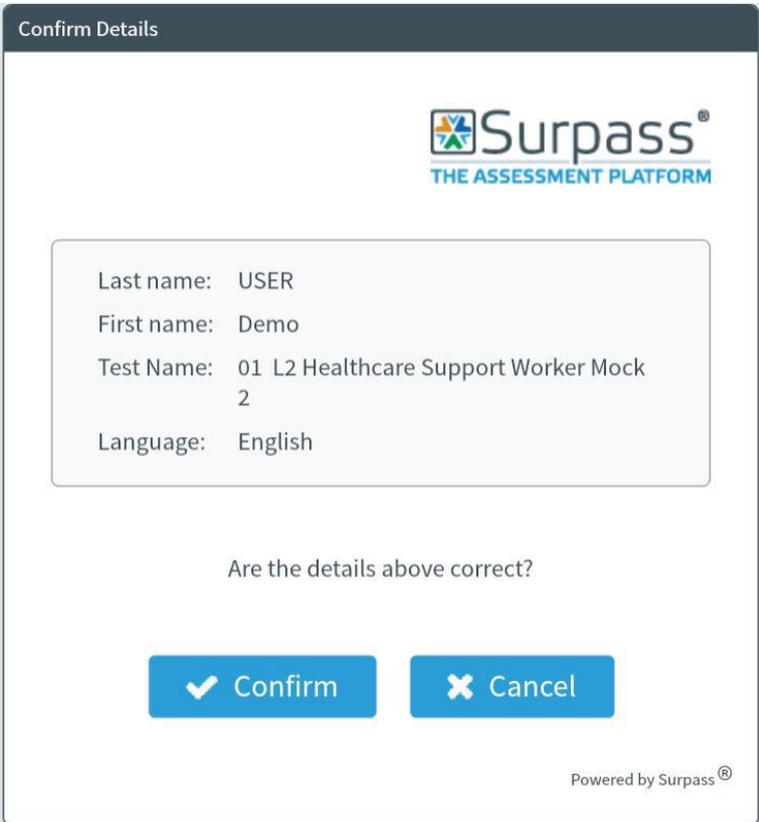
OK

System Check

Preferences

Powered by Surpass®

Check that you are taking the right mock test for your apprenticeship and click "confirm".



Confirm Details

 **Surpass**
THE ASSESSMENT PLATFORM

Last name: USER
First name: Demo
Test Name: 01 L2 Healthcare Support Worker Mock 2
Language: English

Are the details above correct?

Confirm

Cancel

Powered by Surpass®

Click to accept the terms and "continue" to start your test.



By ticking this box you confirm that you will adhere to the Organisation's code of conduct.

I accept these terms.

 Exit

 Continue

Troubleshooting

Additional information on the Surpass Viewer can be found at

<https://help.surpass.com/documentation/surpass-basics/installing-the-surpass-viewer/> .

Please refer to the Frequently Asked Questions on the Innovate Awarding website or contact us at 0117 314 2800.

