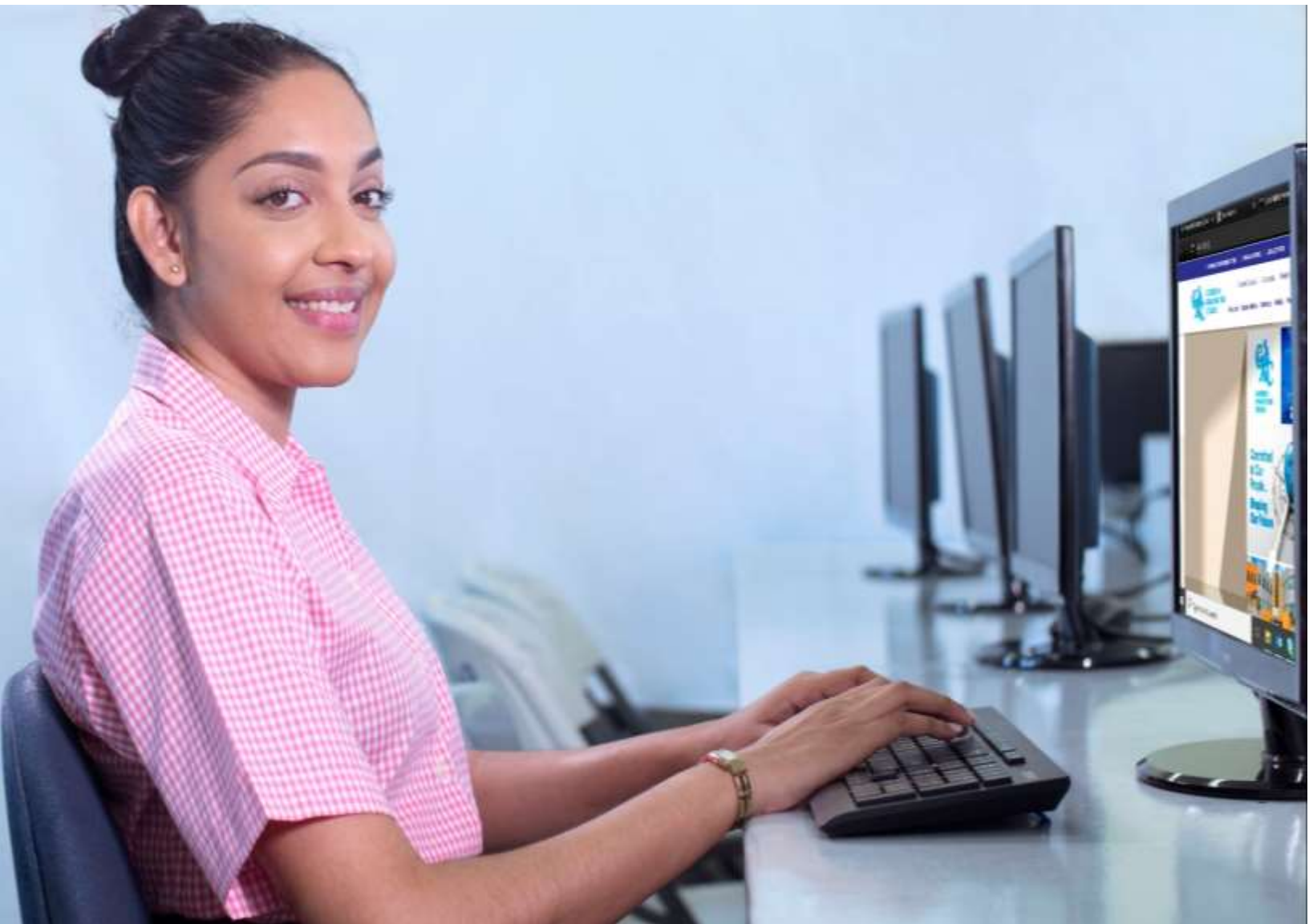




CARIBBEAN  
EXAMINATIONS  
COUNCIL

# CARIBBEAN EXAMINATIONS COUNCIL® ELECTRONIC TESTING GUIDE



\*CVQ is the trademark of the Caribbean Association of National Training Authorities

Published by Caribbean Examinations Council  
Prince Road, Pine Plantation Road,  
St Michael BB11091  
BARBADOS

Telephone Number: +1 (246) 227-1700  
Facsimile Number: +1 (246) 429-5421  
E-mail Address: [cxcezo@cx.org](mailto:cxcezo@cx.org)  
Website: [www.cxc.org](http://www.cxc.org)

Copyright © 2021 by Caribbean Examinations Council  
Prince Road, Pine Plantation Road, St Michael BB11091

---

# CONTENTS

What is Electronic Testing? .....	1
How Does it Work? .....	1
Examination Modes.....	2
The Role of Chief Invigilators and Invigilators .....	3
Centre Readiness .....	3
Web Browsers.....	4
<b>CXC</b> ® Command Centre .....	5
Candidate Credentials .....	5
Practice for Candidates.....	5

---

## WHAT IS ELECTRONIC TESTING?



Electronic testing involves the use of information and communication technology to assess knowledge, skills and abilities. Examinations previously printed on paper are instead delivered on a computer screen, tablet or smart mobile device, using a computer application. The e-test is delivered via an application set up on the test takers' computer or an online system.

## HOW DOES IT WORK?

Electronic testing is done by the **Caribbean Examinations Council® (CXC®)** using a specific application which can only be launched if the necessary hardware (equipment) and software (programme or app) are in use. This application is used in conjunction with the Safe Exam Browser (SEB) or the application may include its own security software. The SEB will ensure the security of the examination by preventing candidates from switching to another programme or accessing any unauthorised resources during the examination. The SEB software must be downloaded onto each computer before the examinations can be delivered.

Examinations for candidates with special needs will not be activated within the Safe Exam Browser, since these candidates may need to access specialised programmes such as Job Access With Speech (JAWS), while completing their electronic test. If a candidate requires extra time to complete the examination, the Supervisor will be responsible for accessing the electronic testing programme and allocating the extra time.

## EXAMINATION MODES

There are three ways in which the examination may be delivered:

### **Fully Online**

In this mode, candidates log on to do their examination and are able to complete and submit it online with the use of uninterrupted internet access.

### **Partially Online**

Candidates log on to do their examination using the internet. However, if internet connectivity is lost during the examination, candidates may continue the examination. In this instance, Supervisors will be required to save the candidate's submission on a flash drive and submit the examination manually.

### **Totally Offline**

The examination is downloaded and saved before the day of the examination and sent to the **CXC**<sup>®</sup> Local Registrar's office as an encrypted file. On the day of the examination, a special password is provided to the testing centre in order to decrypt the file and the examination is then loaded onto each machine for the candidates. On completion, the files are manually uploaded in bulk, by the Supervisor.



## THE ROLE OF CHIEF INVIGILATORS AND INVIGILATORS

### Chief Invigilators are required to:

- ensure that the Safe Exam Browser has been successfully downloaded and tested before the start of examinations;
- monitor the examinations, following the rules and regulations set by **CXC**<sup>®</sup>;
- resolve incidents that may arise;
- add additional time for candidates, where necessary; and,
- handle offline submissions.

### Invigilators are required to:

- identify candidates as they enter the examination;
- seat candidates;
- assist with login issues and submission of files; and,
- supervise candidates at the centre.

## CENTRE READINESS

To determine whether centres are capable of delivering electronic testing, centres are required to evaluate their own computer hardware and software to ensure that the equipment is in good working condition and that they meet the minimum requirements using the specifications below.

These are the common operating systems which are required for the browsers used to run the application which **CXC**<sup>®</sup> uses for its electronic testing:

Operating Systems supported by Lock-down browsers*		
Minimum	Recommended	Full Supported List
<b>Windows 7</b>	Windows 10	Windows 7, Windows 8.1/8.2, Windows 10
<b>macOS 10.13</b>	macOS latest	macOS 10.12 and newer
<b>Chrome OS 47</b>	Chrome OS latest	Chrome OS 47 and newer
<b>iOS 10.3.3</b>	iOS latest	iOS 10.3.3 and newer

\*Support is also provided for Chromebook

The following Safe Exam Browser versions are supported on the various web browsers:

Safe Exam Browser versions supported*		
Minimum	Recommended	Full Supported List
<b>SEB for Mac 2.1.4</b>	SEB for Mac 2.1.4	SEB for Mac 2.1.4
<b>SEB for Windows 2.4.0</b>	SEB for Windows 3.0.1 (x64)	SEB for Windows 2.4, 2.4.1, 3.0.1 (x64)
<b>SEB for iOS 2.1.12</b>	SEB for iOS 2.1.15	SEB for iOS 2.1.12 and newer

Currently approved versions of SEB for Windows and Mac can be downloaded by visiting the following links:

[SEB for Windows 2.4.0](#)

[SEB for Windows 2.4.1](#)

[SEB for Windows 3.0.1 \(x64 supported only\)](#)

[SEB for Mac 2.1.4](#)

**Important:**

Administrator permission is needed to install SEB software on a computer. You cannot install it as a standard user. Administrator permission is also needed to restart, stop, or start the SEB service in case it is interrupted. Please consult your centre's IT personnel.

## WEB BROWSERS

The e-testing application can also be used with a regular web browser\*. The two most recent, stable versions of the following web browsers are always supported:

- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Apple Safari (for macOS X)

**\*Important:**

The most common browsers release new versions frequently and therefore the most current version is not necessarily listed above. We recommend that you install new versions of the browsers as they are released. Note that this only defines the recommended browsers. Other browser versions and vendors that follow modern web standards can also be used. Current specifications for browsers and operating systems are available at [cxc.org](http://cxc.org) or [learninghub.cxc.org](http://learninghub.cxc.org).

Centres should ensure that Supervisors, Invigilators and IT personnel are trained and have at least a basic knowledge of the computer, its applications and its uses.

## CXC® COMMAND CENTRE

**CXC®** will have overall responsibility for the administration of the electronic examinations. A command centre is set up at **CXC®** headquarters to provide technical support for the various territories. It is, however, recommended that each centre has personnel on hand to manage technical difficulties that may arise on any given day. Those with challenges that cannot be handled at the centre level will be escalated to **CXC®**'s command centre.

## CANDIDATE CREDENTIALS

Login credentials are generated for each unique candidate registered for an examination. Candidates will use this single credential to log in and complete all electronic examinations, during that sitting.

**CXC®** loads candidates' credentials into the Online Registration System (ORS), approximately two weeks before the start of the examinations.

Centre Administrators are required to run the candidate's **Subject Registered Report** or the **Candidate Access Listing by Centre Report** in order to generate the electronic testing login credentials for distribution to candidates.

Candidates may also log onto the student portal at <https://ors.cxc.org/studentportal> and generate their **Subject Registered Report** in order to see their credentials.

## PRACTICE FOR CANDIDATES



Practice tests are currently available on the **CXC®** website [www.cxc.org](http://www.cxc.org) and on the **CXC®** Learning Hub – <https://learninghub.cxc.org>. Practice tests do not require a username and password.



We have developed this facility to replicate the experience of an online test. The focus is on familiarising candidates with the e-testing conditions and not on arriving at the correct answer. Therefore, results are not generated at this time.

Centres can submit requests for in-house practice tests to **CXC**<sup>®</sup>, via the **CXC**<sup>®</sup> Local Registrar. The test will be set up exactly like an examination day session and candidates take the test in a timed environment, with supervision. This will also allow centres to test their facilities to ensure their readiness for the examinations.

