Safe Exam Browser (SEB) Installation Guide

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Version 3.0

Introduction

As part of VTCT Skills' continued efforts to ensure the integrity of our assessments, VTCT Skills has a requirement for all centres taking Performance Table Qualification examinations to install a Safe Exam Browser (SEB).

The free, Safe Exam Browser is a web browser environment to carry out e-assessments safely. The software turns any computer temporarily into a secure workstation. It controls access to resources like system functions, other websites and applications and prevents unauthorised resources being used during an exam. SEB locks access to other online applications including email and web browsers, ensuring that learners cannot access other windows or tabs whilst undertaking their exams.

It is possible that you will need assistance from someone in your IT department if your computers don't allow items to be installed without administrative rights or permission.

Process

1. To download SafeExamBrowser, go to www.vtctskills.org.uk/centres/current-centres/safe-exam-browser/

2. Click on the button that says "Download the secure browser" (If it doesn't automatically open, you should see a download link in the bottom left-hand corner that you can click)

3. Once the zip file has downloaded, extract the files (by opening the zip file and then clicking "Extract all" on Windows 10 or using a program called 7zip/WinRAR) and then double click the SafeExamBrowserInstaller

4. When a new window shows up, press "Next"

5. You need to read and agree to the Terms of Service and then press "Next"

6. Press "Install"

7. Once SafeExamBrowser has been installed, move the file "VTCT Exam Launcher" into your preferred location (the public desktop folder or the public documents folder would be the recommended place as this will allow any user who has signed into the computer to see the launcher) and then double-click the file "VTCT Exam Launcher"

8. 8. SEB will then open, and you can begin your exams

If you have any additional questions, please contact Customer Support: customersupport@vtct.org.uk or +44 23 8068 4500