Special Writing Centre Technical Guide

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Introduction

In order for students to write diploma exams on the new digital assessment platform for **the Part A diploma exam**, they need to have safe exam browser (SEB) installed on their Mac or Windows device. This needs to be confirmed by Special Cases before the student is approved.

Supported Operating System, Browsers, and Devices

Operating System (and Devices)	Supported Browsers (listed versions are recommended)	Required Secure Environment
Windows (Microsoft)	Google Chrome - version 62.0 to 115.0 Mozilla Firefox - version 78.0 to 116.0 Microsoft Edge - version 80.0 to 115.0	Safe Exam Browser
Mac OSX 10.13.6 <i>High Sierra or higher</i> (Apple, MacBook)	Safari - version 10.1 to 16.5 Google Chrome - version 62.0 to 115.0 Mozilla Firefox - version 78.0 to 116.0	

SEB Installation Instructions—Apple macOS

Step 1: Installing the Application

1. Navigate to the **About This Mac** menu in your system menu bar to see whether the device is compatible with the SEB.

	💰 F	inder	File	Edit	View	Go	٧
	Abo	ut This	Mac]
	Syst	em Pret	ferenc	es	1 upc	jate	
	App	Store			4 upda	ates	
	Rece	ent Item	IS			•	
I	Forc	e Quit F	inder		77	C#1	

2. You will see a window listing the version of your operating system. The operating system must be higher than **10.13.6** to run the SEB for the assessment. In most cases, it is possible to upgrade the operating system at no cost, but it can take more than an hour.



3. Download the Safe Exam Browser here and double-click the .DMG file in the downloads folder. <u>https://d3azfb2wuqle4e.cloudfront.net/user_uploads/515770/authoring/SafeExamBrowser-</u> 3.1/1683328630748/SafeExamBrowser-3.1.dmg?school=60442

Note: The assessment is compatible with version 3.1 of the SEB.

< > Downloads	≔≎	000	₫ ⊘ (v
	Downloads			
Name			Size	
🛓 SafeExamBrowser-3.1.1.dmg				
	Open			
	Open With			>

4. Drag the Safe Exam Browser icon and drop it on the Applications folder icon to the right.



5. You can verify the installation by opening the Safe Exam Browser (via Spotlight). The SEB should open in a full screen with a message stating that it needs settings or a link to continue. This indicates that the installation of the program is complete.

Step 2: Loading the SEB-Configuration File

Note: The SEB configuration file is attached to the email you received from Special Cases. The exam will not work unless this file has been downloaded.

Double-click the abed_default.seb file attached on the e-mail from Special Cases.

SEB Installation Instructions—Windows

Step 1: Installing the Application

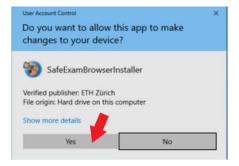
1. Download the Safe Exam Browser here, https://d3azfb2wuqle4e.cloudfront.net/user_uploads/515770/authoring/SafeExamBrowser-

3.1/1683328630748/SafeExamBrowser-3.1.dmg?school=60442

Note: The assessment is compatible with up to version 3.6.0 of the SEB.

2. Once the download is complete, run the SafeExamBrowserInstaller.exe file to initiate the installation.

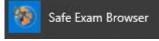
You will be asked to allow the installation to make changes on your device. You must give this permission to proceed.



3. A window with an installation wizard will open. Click Next to proceed. Select "I accept the terms in the license agreement." Click Install and then Finish.



4. Click Start, and then find Safe Exam Browser to run the program.



5. The following alert may appear: "You have installed Safe Exam Browser (SEB), but it isn't configured yet." This indicates that the installation of the program is complete, but the program is not yet configured.



You have installed Safe Exam Browser (SEB), but it isn't configured yet.

Step 2: Loading the SEB-Configuration File

Note: The SEB configuration file is attached to the email you received from Special Cases. The exam will not work unless this file has been downloaded.

Double-click the abed_default.seb file attached on the e-mail from Special Cases.

SWC Technical Guide

How to Confirm SEB is Installed Successfully

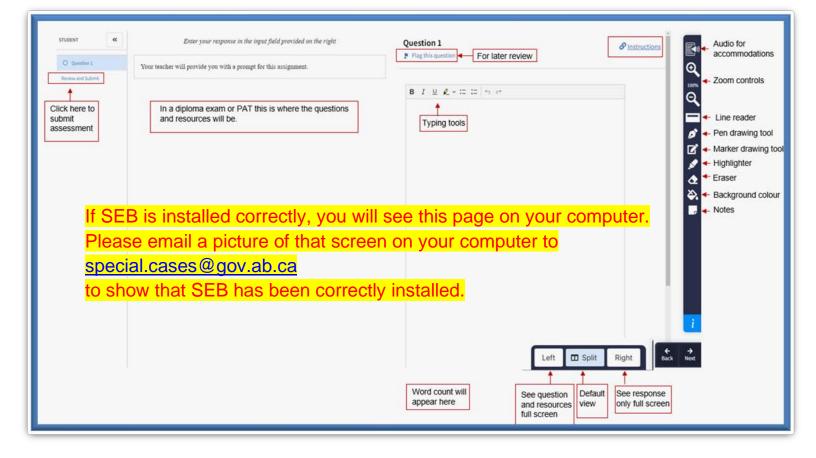
To show that you have SEB installed on your device, you need to log in to an assessment. Open the configuration file using SEB and you should see this page:

		FO
	o ensure a fair and secure examination environment, make sure you follow these guidelines:	
	 Authorized Use Only: This platform is exclusively for registered students and authorized personnel. Any unauthorized access or use is strictly prohibited. Personal Account Security:Do not share your account details with anyone and remember to log out after each session. 	
	to tog out anter each ession. 3. Fair and Honest Conduct: Plagiarism, cheating, copying, or sharing exam content or any form of distonest behavior will not be tolerated. 4. Monitoring for Security: Please be aware that all activities on this platform are monitored	
	and recorded. 5. Technical Requirements: Ensure that you have a stable internet connection and compatible device to avoid disruptions during the exam.	
	 Bespect the Timer: Make sure to manage your time efficiently to complete the assessment within the allocated duration. Submission of Answers: Submit your answers before the time elapses. Late submissions may not be acceded. 	
p' T	By proceeding, you acknowledge that you have read, understood, and agree to abide by the rules and guidelines mentioned above.	
o m T	I Do Not Accept Proceed	
For qu	estions about the collection of personal information, contact Director, PASI and Student Records,	

Log into the assessment using your birthdate, ASN and this Access code: G5X4-B2X7

🕷 / Englin / Skudents	
Student Access	
Access Code	
Alberta Student Number (ASN)	
Date of Birth	
yyyy-mm-dd	
Sign In	
Privacy Information: The personal information collected through Alberta Education's e-Assessment (Vretta) site is for the purpose of administering the Diploma Examinations Program as well as support programs and policy evaluation and measurement.	
This collection is authorized by section 33(c) of the Freedom of Information and Protection of Privacy.	
For questions about the collection of personal information, contact Director, PASI and Student Records, Alberts Education at 7964-27-5732 (for tol free access within Alberta use 310 cool bene 736-02-7573) or toy email at StudentRecords@gov.ab.ca or mail to PASI and Student Records, Alberta Education at 10044-108 . Street, Edmonton AB 753 J357.	
	Device Diagnostic Check





If SEB is not installed correctly, you will get the error below. Please go through the installation page again.

You must use either SEB or Kiosk to complete the sample test or the operational assessment.

Back to Resources and Assessments

Contact Alberta Education

Special Cases Special.cases@gov.ab.ca 780-415-9242 780-427-4215

For technical issues on the day of the exam: (888)887-4870 Email: <u>abed-support@vretta.com</u>

For more information on using the online Digital Assessment Platform, including instruction videos, please see the Help Pages here, <u>Help | Vretta ABED</u>.