

Memorandum

To CASB Students Currently Enrolled in Either Module 1, 2, 3 or 5
CA Training Offices (CATOs)

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VP, Student & Support Services
CASB

Subject **Mandatory Laptop Computer use for Module Evaluations**

Date May 13 2009

On July 3, 2009 all students currently enrolled in either Module 1, 2, 3 or 5 will be required to write their module-end evaluation on a laptop computer. This means that students will be required to use their laptop computers to key in their evaluation responses. *Securexam (CA)*, the same lockdown software that will be used for the 2009 UFE, will be used by CASB students for this purpose. Prior to the evaluation, all students will need to install and test this software by successfully running a “qualification exam”. *Securexam (CA)* software also provides CASB students with an electronic version of the Handbook and Income Tax Act.

Securexam (CA) is a special “lockdown” software program that disables most of a computer’s functionality. All the function keys, the escape key and most right-click and double-click mouse functions have been disabled. The 2009 version of *Securexam (CA)* uses generic third party word processing and spreadsheet applications that are different from MS Office applications. Students are strongly encouraged to install and practice using *Securexam (CA)* as soon as possible. Familiarity with the software will enable students on evaluation day to focus on their responses rather than on trying to figure out how to use the software.

Students with disabilities that preclude computer use will be able to apply for accommodations.

Evaluation Details

With respect to using laptop computers during the evaluations for Modules 1, 2, 3 or 5 on July 3, 2009:

1. CASB has established **19 primary evaluation centre locations** for all module evaluations being written on July 3. Students have the option of selecting an alternative evaluation centre. These alternative evaluation centres must be 150 km away from one of those primary centres (See **Appendix A** for a list of approved alternative evaluation centre locations).
2. All Module 1, 2, 3 or 5 students writing an evaluation on July 3, 2009 will be required to key in their evaluation responses on their ***laptop computers***.
3. Only the 19 primary evaluation centre locations will be staffed with trained technical support personnel. Technical support will **not** be available at any of the alternative evaluation centre locations. Students electing to write at one of the alternative evaluation centre locations will **only** receive telephone support. If a technical problem arises and cannot be resolved within five minutes, students will be required to complete the remainder of their evaluation by hand. CASB strongly encourages those students who elected to write their evaluation at an alternative location to travel to one of the **primary** evaluation centre locations, as technical support staff will be available to assist students who experience computer problems.
4. Backup laptop computers will not be allowed for Module 1, 2, 3 or 5 evaluations.



Effect of Changes for all Students:

- **CATOs providing laptop computers for their students** must approve and support the installation of *Securexam (CA)* software onto the provided laptop computers.
- All students must upload a qualification “exam” to the *Securexam (CA)* server prior to the evaluation and have it approved by *Securexam (CA)* prior to **June 3, 2009**. (A User Guide, Registration Guide and Tips Guide are provided on the download site that will guide you through this process.)

If students or CATO support staff have questions, concerns or comments, please contact evaluations@casb.com.

If you have any technical questions or if any technical issues are encountered while installing *Securexam (CA)*, please check out CASB’s help desk at: www.casbhelp.com or contact us by email: help@casb.com.

For accommodation questions please contact accommodations@casb.com

Thank you for your continued support as we continue to improve our processes to provide all students with a superior learning experience.

Appendices:

- Please refer to **Appendix A - July 3, 2009 Evaluation Centre Locations** for a list of the 19 primary evaluation centre Locations and a list of the 9 approved alternative evaluation center locations
- Please refer to **Appendix B - *Securexam (CA)* Installation Instructions** for a detailed outline of the procedures required to successfully install *Securexam (CA)*
- Please refer to **Appendix C - Laptop Computer Requirements** for minimum laptop computer hardware and software requirements



APPENDIX A

July 3, 2009 Evaluation Centre Locations

Centres established for Modules 1, 2, 3 & 5

19 Primary Evaluation Centre Locations (includes technical support for Module 5 Students)

- **British Columbia** - Abbotsford, Burnaby, Kamloops, Kelowna, Nanaimo, Prince George, Vancouver, Victoria
- **Alberta** - Calgary, Edmonton, Grande Prairie, Lethbridge, Medicine Hat, Red Deer
- **Saskatchewan** - Regina, Saskatoon
- **Manitoba** - Brandon, Winnipeg
- **NWT** - Yellowknife

9 Approved Alternate Evaluation Centre Locations (includes technical support by telephone only)

(Approved to provide access to students who live more than 150 km away from one of the 19 primary centres)

- **British Columbia** - Cranbrook, Fort St. John & Revelstoke
- **Alberta** - Fort McMurray, Hanna, Lloydminster & Peace River
- **Saskatchewan** - Swift Current
- **Yukon** - Whitehorse



APPENDIX B

Securexam (CA) Installation Requirements

Please follow the instructions below to install *Securexam (CA)*

In order to ensure a smooth implementation, CATO IT staff are encouraged to download, install and test the lockdown software **before** allowing students to download the software onto firm laptop computers.

Students using employer laptop computers **should not download** any software until they have received employer approval.

The version of *Securexam (CA)* that will be used for the July 3, 2009 evaluations is 6.4.12. Please note that Ernst & Young students are to use version 6.4.14.

Anyone who has an older version of *Securexam (CA)* **must** first un-install both *Securexam (CA)* and the UFE infobases and re-register on the <http://cica.softwaresecure.com> website. Note: to access this webpage please copy the text and paste it into your browser's address bar.

To obtain assistance with the registration, installation, and qualification process:

www.casb.com/index.php?catid=198 download from the CASB website the *Securexam Registration Guide - CASB*, *Securexam User Guide - CASB*, *Securexam Quick Guide - CASB*, and *Securexam Tips Guide - CASB*. Once the guides have been downloaded students should proceed to <http://cica.softwaresecure.com> and follow the instructions found in the *Registration Guide* for registering and downloading *Securexam*.

The *User Guide* will walk students through the installation and qualification process and will outline how to use *Securexam*. To ensure the program is functioning correctly, each student must upload a qualification "exam" to *Securexam* through his or her registration site: <http://cica.softwaresecure.com>. Detailed instructions for performing the qualification "exam" are provided in the *User Guide*.

Once students have uploaded their qualification "exam" to the *Securexam's* website, *Securexam* will analyze the uploaded qualification "exam" and confirm successful implementation of the program. Approval from *Securexam* must be obtained in order for the laptop computer to be used in the module evaluation. Students need to obtain approval prior to **June 3, 2009**.

For all CATOs and students:

Should issues be encountered while installing *Securexam (CA)*, please contact CASB's help desk at: www.casbhelp.com or by phone 1-866-681-4300 or (604) 488-2638 in Vancouver.



APPENDIX C

Laptop Computer Requirements

Minimum Laptop Computer Hardware and Software Requirements:

Hardware

- Pentium IV processor or higher (or industry equivalent)
- 512 MB of RAM
- 100 MB of free hard drive space (required to run application)
- A free USB port (ensure this port is unlocked – check with your ATO technical support team).

To use *Securexam (CA)* in the writing centre, a free USB port is needed. (A free USB port is not needed to run the practice software or the mandatory qualification “exam” test of the “live” environment.)

Optional Hardware

- External mouse (NOT wireless)
- External numeric keypad (NOT wireless)
- USB hub/splitter (powerless – cannot be plugged into a 110 volt power outlet)

No wireless devices of any kind will be permitted. No external keyboard is allowed.

Software

- Windows XP or Windows Vista
- Internet Explorer 6.0 or greater
- Acrobat Reader 6 or greater

To download the software, upload the exam and receive emails from Software Secure, students also require Internet access.

NOTE: Students using employer-owned laptop computers may not have the administrator rights required to download and install *Securexam (CA)*. In such instances, the employer’s IT personnel are authorized to create an account at the registration site and download the *Securexam (CA)* software for installation on their students’ laptop computers.