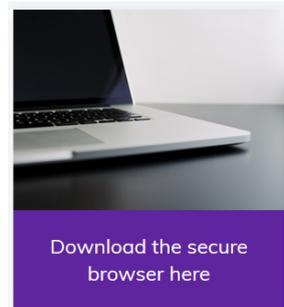


## Safe Exam Browser (SEB) Installation Guide

This is a critical, regulatory update which secures the exam process and protects the integrity of the qualification. This free browser creates a lock-down, secure environment that is required for VTCT Performance Table Qualification\* exams from 13th May onward.

This will prevent students from switching to different windows or browsers whilst taking 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.

1. To download SafeExamBrowser, go to [www.vtct.org.uk/ptqexams](http://www.vtct.org.uk/ptqexams)
2. Click on the button that says "Download the secure browser here" (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. SEB will then open and you can begin your exams

9. Please then ensure that you sign the declaration that you have completed the installation of the files on [www.vtct.org.uk/ptqexams](http://www.vtct.org.uk/ptqexams)

*\*Applied Generals, Technical Level Qualifications (TLQs), Technical Certificates, Technical Awards*

If you have any additional questions, please contact Customer Support  
[customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) or 023 8068 4500  
[www.vtct.org.uk/ptqexams](http://www.vtct.org.uk/ptqexams)