



Sitting CPQ Exams using TestReach

Candidate Guide

Version 1.5 October 2023

What happens once I have booked my exam?

Once you have booked your exam you will receive an automated email confirmation of your exam booking. This will include a link to the exam regulations. You should read these before your exam takes place.

You will have up to 14 days to cancel your exam once the exam deadline has passed.

Approximately 4 weeks before your exam date you will receive two further emails. These emails will be from TestReach. You might need to check your junk mail if these do not come through to you.

Email 1 → Account set up

Email 2 → Password for the exam booked

Logging into TestReach & booking your exact start time

Once you have received your emails from TestReach you must login using the account details you have been given and **book your remote invigilation slot**.

This is the exact time your exam will start. **If you miss this step, you will not be able to sit your exam.**

Do **not** leave this step any later than 5 working days before your exam date.

Online exams – equipment check

Your laptop/PC must meet the following requirements:

- **Laptop / computer with 4GB of available memory.** (Chrome books, ipads/tablets or surface pro are **NOT** permitted as the app will not work on these). **Touchscreen and gaming devices**, while passing the system check, may cause connectivity issues when loading the exam due to graphic card or other incompatibilities. Therefore, **we do not recommend** using these devices to take your exam as you may not be able to connect to your supervisor and may encounter other technical issues.
- **A Windows v7.0+ or Mac10.10+ operating systems. MacOS BigSur users need to upgrade to 11.3+**
- **Intel Core i3 (or equivalent)**
- **A working webcam that can be used to scan the room, microphone and speakers**
- **Internet connectivity with continuous internet speed of a minimum of 2 Mbps**
- **Recommended screen size of at least 13" and a resolution of 1024 x 768.**

Using work devices means that **certain VPN's or Firewalls can block the app**. Please disable these or obtain permissions from your work IT department where possible. It is recommended to use a personal laptop/desktop.

You may use a second keyboard and separate computer mouse.

You are **not** permitted to have a second monitor on your workstation or within reach.

The TestReach assessment system is an online system, and the success of your exam will be dependent on you having continuous internet access. If your WIFI connection is not strong, you may consider using an ethernet cable to connect your device directly to your router.

Make sure you have completed the TestReach Test Tutorial. This is available once you have downloaded the TestReach application. You will have a link to this in your email from TestReach. If you are experiencing difficulties or you have not received your email from TestReach, you must email support@testreach.com.

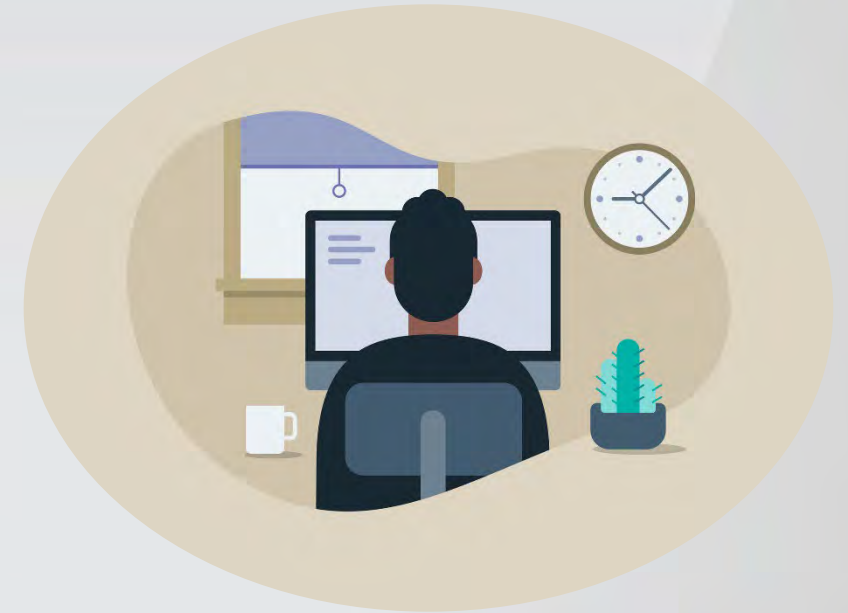


Where to sit your exam?

- Your remotely invigilated assessment may be taken at **ANY** location where there is a private, well-lit room, with the required internet connectivity.
- You must not be interrupted throughout your exam.
- **Your workstation should be free of all personal items, unauthorised materials and a second screen.**

You should also ensure that there are no unauthorised materials in your exam room, for example, revision notes, on the walls or other surfaces within reach.

- If you are using a room at your employer's premises or at a training providers facility, please ensure you have permission and will not be disturbed.



ID checks with your remote invigilator

15 minutes before your exam, system and ID checks will commence.

It is advisable to log in to your exam 20-30 minutes before your exam start time, which you have booked with TestReach.

You will be required to show signed Photo ID:

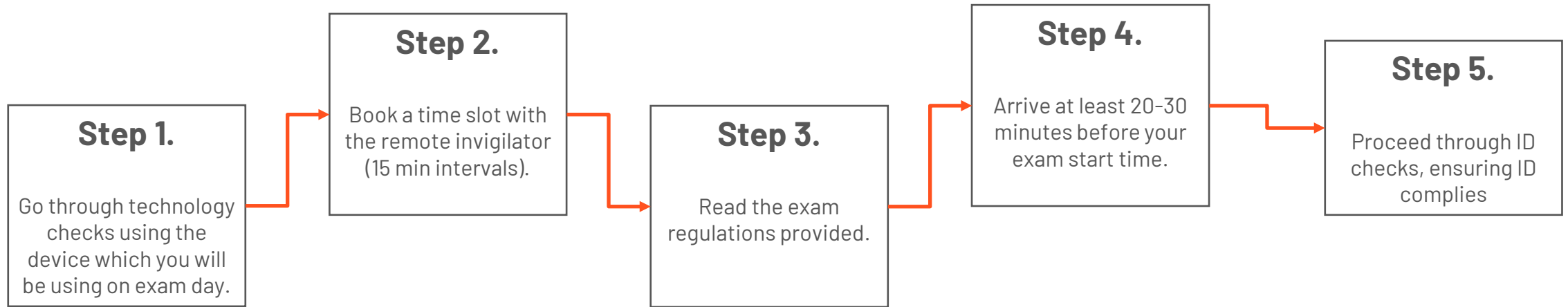
- Current Valid Passport (any nationality)
- Current Full or Provisional UK Photo Card Driving Licence
- UK Residence Card

If you do not present ID meeting the CILEX identity check requirements, will not be able to sit the exam.

Your remote invigilator will check your test environment and then guide you through the exam start.



To recap



How remote invigilation works

During the exam, your invigilator will be able to:

- see you via webcam and see your screen;
- use a chat box to communicate with you;
- hear you and talk with you when required.

If the invigilator notices any issues, they will send you an instant message or talk to you, asking you to refrain from the behaviour.

A toilet break is permitted but the clock will **NOT** be stopped. You **MUST** inform your Invigilator before you leave the room.



Dealing with issues

From time to time technology can throw up challenges for online assessment but the TestReach team will support you.

Poor internet connection

You may have your exam resumed up to a maximum of 3 times. After this, you will be asked to contact CILEX to rebook your exam.

Device issue

The TestReach Support team will spend up to a maximum of 15 minutes on a phone helping you to resolve issues local to your device i.e. webcam, sound card, graphics card. If your issue is unresolved you will be asked to contact CILEX to rebook your exam*.

Issues logging in to the TestReach app

Call the TestReach customer support line within 30 mins of your exam start time, the customer support team will help you to resolve the issue. If they are unable to, you will be asked to contact CILEX to rebook your exam.

TestReach server issue

In the very unlikely event that the TestReach service has a major or critical incident, you should go to <https://status.testreach.com>. This website will keep you up to date on any actions you should take and when TestReach expect the service to resume.

*You will be required to pay a fee to rebook your exam at a future session.

CILEX will consider requests to rebook an exam at a future session for no extra fee, in accordance with the requirements set out in the Special Consideration Policy and Special Consideration Procedure, only if there is evidence that you completed the system check prior to the exam or if the issues experienced were caused by a major or critical incident.



TestReach contact information

TestReach contact details are:

Phone: +44 (0)20 34758685

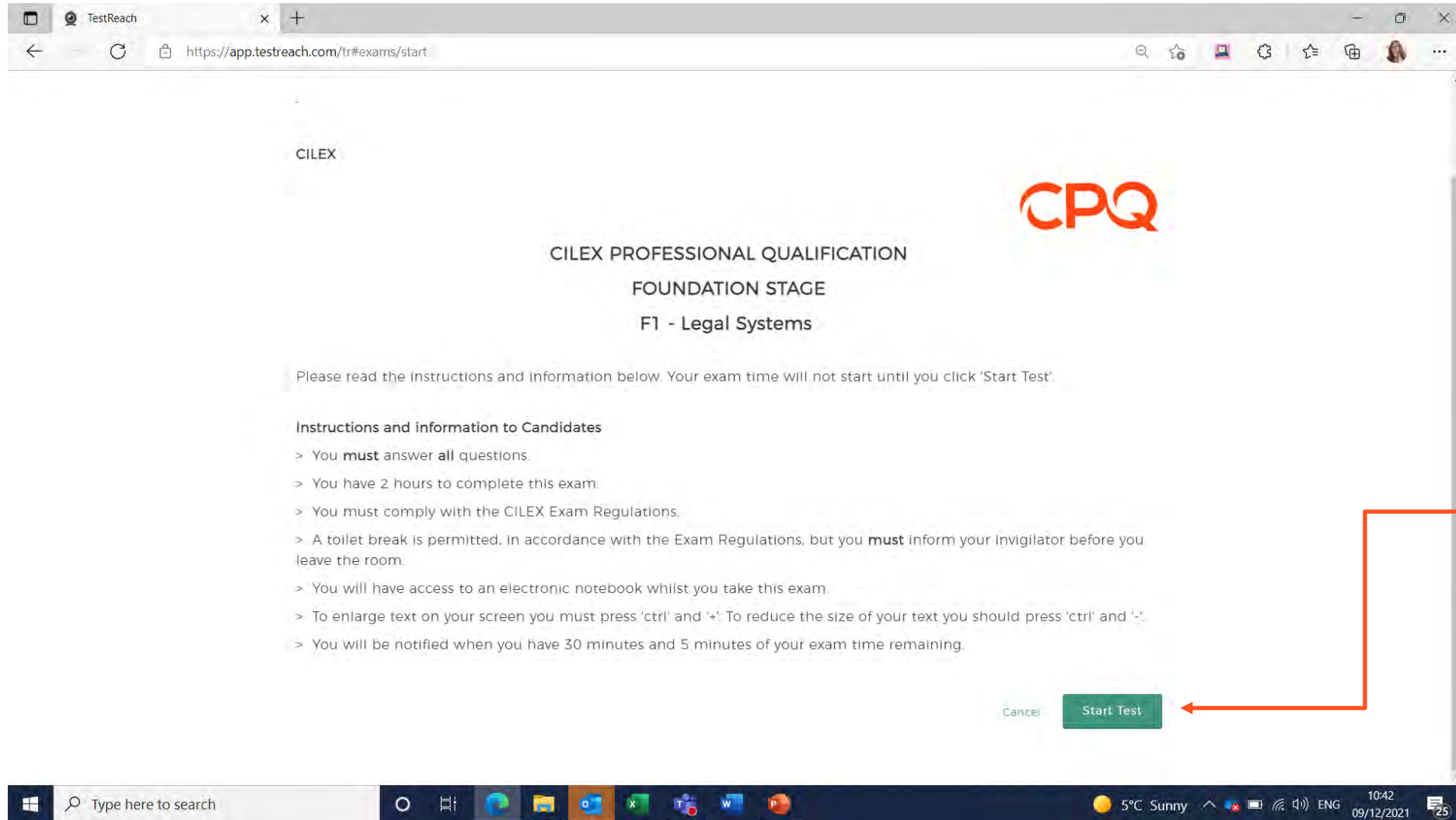
Phone: +353 (0)1 6991385

Phone (US): +1 833-202-2819

Email: support@testreach.com



What does TestReach look like?



Start your test
here

CILEX

Terms and Conditions

I agree to and accept the following:

- ☐ I agree to and accept the following: I have a valid photo ID, as set out in the CILEX Exam Regulations, ready to show to the supervisor.
- ☐ I have made sure that my exam environment is clear from any resources, reference materials and personal items other than those permitted in the Exam Regulations.
- ☐ I am using only one monitor/screen.
- ☐ My drinking vessels are clear.
- ☐ I am aware that during the exam, my supervisor will be muted so as to not disturb me - but should I wish to communicate with my supervisor I can either talk to him/her directly or I can use the 'Chat / IM' functionality. I am aware that the supervisor may take a few minutes to respond.
- ☐ I am aware that if any infringements occur, these will be brought to my attention. I am also aware that any unacceptable behaviour or breaches of the Exam Regulations will be taken very seriously by CILEX and will have consequences, in accordance with the CILEX Malpractice and Maladministration Policy and Procedure.
- ☐ I agree to take this examination in accordance with all the above

I agree to take this examination in accordance with all the above.

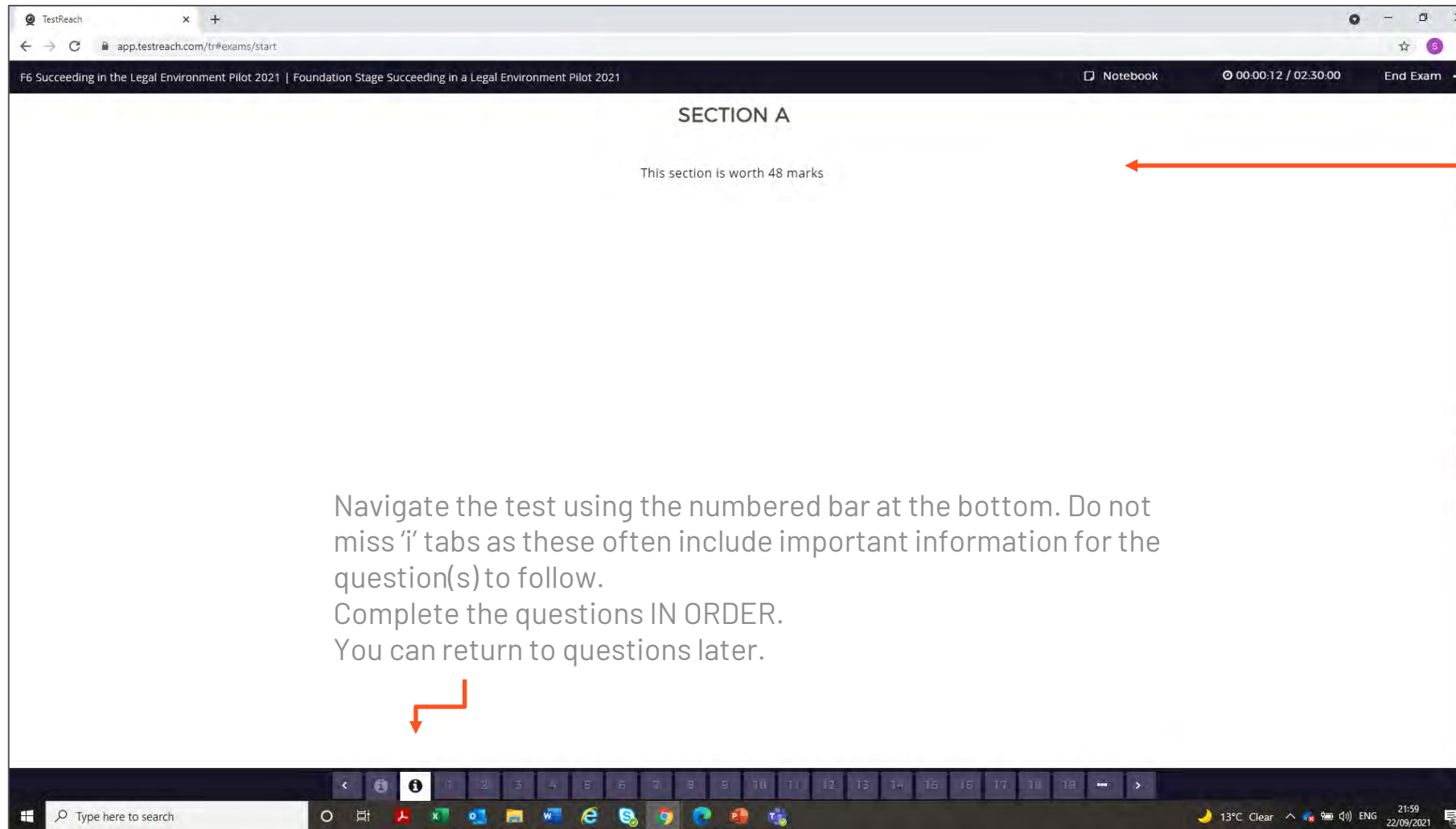
Cancel

Next

This is an example of the terms and conditions that you will need to comply with



Navigating TestReach



The screenshot shows a web browser window with the address bar displaying 'app.testreach.com/tr#exams/start'. The page title is 'F6 Succeeding in the Legal Environment Pilot 2021 | Foundation Stage Succeeding in a Legal Environment Pilot 2021'. The page content includes 'SECTION A' and 'This section is worth 48 marks'. At the bottom of the page, there is a numbered bar from 1 to 18. A red arrow points to the 'Resources' tab on the right side of the page. Another red arrow points to the numbered bar at the bottom of the page.

SECTION A

This section is worth 48 marks

Navigate the test using the numbered bar at the bottom. Do not miss 'i' tabs as these often include important information for the question(s) to follow. Complete the questions IN ORDER. You can return to questions later.

To enlarge text on your screen you must press 'Ctrl' and '+'. ←

To reduce the size of the text you should press 'Ctrl' and '-'.

Navigating TestReach *cont.*

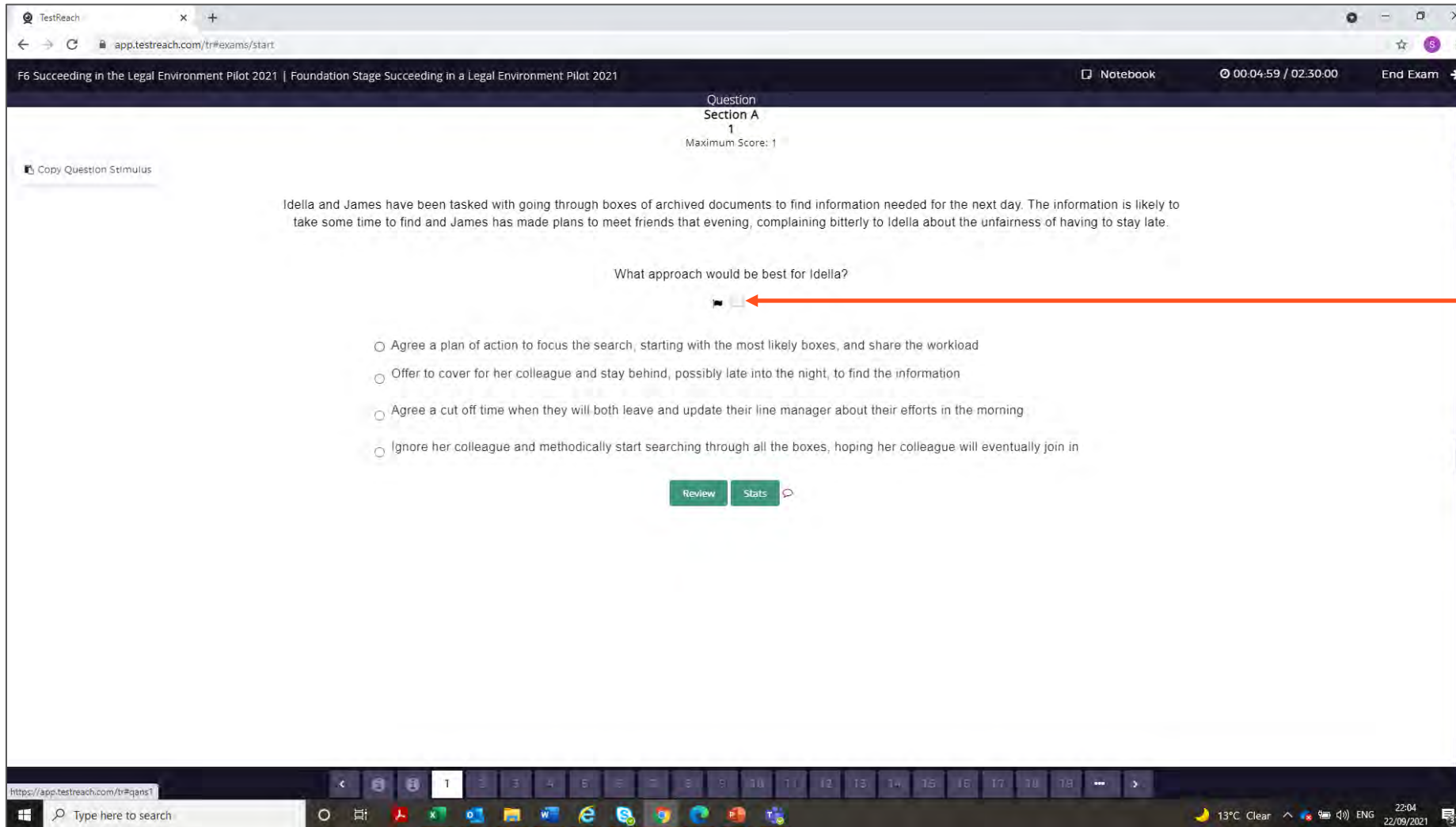
The screenshot displays the TestReach exam interface. At the top, the browser address bar shows 'app.testreach.com/tr#exams/start'. The header bar includes the text 'F6 Succeeding in the Legal Environment Pilot 2021 | Foundation Stage Succeeding in a Legal Environment Pilot 2021', a 'Notebook' icon, a clock showing '00:04:59 / 02:30:00', and an 'End Exam' button. The main content area is titled 'Question Section A' and '1', with a 'Maximum Score: 1' indicator. A 'Copy Question Stimulus' button is on the left. The stimulus text reads: 'Idella and James have been tasked with going through boxes of archived documents to find information needed for the next day. The information is likely to take some time to find and James has made plans to meet friends that evening, complaining bitterly to Idella about the unfairness of having to stay late.' Below this, the question asks: 'What approach would be best for Idella?'. Four multiple-choice options are listed: 'Agree a plan of action to focus the search, starting with the most likely boxes, and share the workload', 'Offer to cover for her colleague and stay behind, possibly late into the night, to find the information', 'Agree a cut off time when they will both leave and update their line manager about their efforts in the morning', and 'Ignore her colleague and methodically start searching through all the boxes, hoping her colleague will eventually join in'. At the bottom of the question area are 'Review' and 'Stats' buttons. The Windows taskbar is visible at the very bottom.

A notebook for optional use

Clock with remaining time and a notebook for optional use

Marks available for the question

Flagging a question to go back to later



The screenshot shows the TestReach exam interface. At the top, the browser address bar displays 'app.testreach.com/tr#exams/start'. The exam title is 'F6 Succeeding in the Legal Environment Pilot 2021 | Foundation Stage Succeeding in a Legal Environment Pilot 2021'. The interface includes a 'Notebook' icon, a timer showing '00:04:59 / 02:30:00', and an 'End Exam' button. The question is titled 'Question Section A 1' with a 'Maximum Score: 1'. A 'Copy Question Stimulus' button is on the left. The stimulus text reads: 'Idella and James have been tasked with going through boxes of archived documents to find information needed for the next day. The information is likely to take some time to find and James has made plans to meet friends that evening, complaining bitterly to Idella about the unfairness of having to stay late.' The question asks: 'What approach would be best for Idella?'. There are four radio button options: 'Agree a plan of action to focus the search, starting with the most likely boxes, and share the workload', 'Offer to cover for her colleague and stay behind, possibly late into the night, to find the information', 'Agree a cut off time when they will both leave and update their line manager about their efforts in the morning', and 'Ignore her colleague and methodically start searching through all the boxes, hoping her colleague will eventually join in'. A red arrow points to a flag icon next to the question. At the bottom, there are 'Review' and 'Stats' buttons. The Windows taskbar is visible at the very bottom.

Tick this if you want to revisit the question. The question in the tab below will turn orange. Untick it to remove the flag.

Different question types

Standard multiple
choice question
example

The screenshot shows a web browser window with the TestReach application. The URL is app.testreach.com/tr#exams/start. The page title is "F6 Succeeding in the Legal Environment Pilot 2021 | Foundation Stage Succeeding in a Legal Environment Pilot 2021". The interface includes a "Question Section A 1" header with a "Maximum Score: 1" indicator. A "Copy Question Stimulus" button is on the left. The stimulus text reads: "Idella and James have been tasked with going through boxes of archived documents to find information needed for the next day. The information is likely to take some time to find and James has made plans to meet friends that evening, complaining bitterly to Idella about the unfairness of having to stay late." The question is "What approach would be best for Idella?". There are four radio button options: "Agree a plan of action to focus the search, starting with the most likely boxes, and share the workload", "Offer to cover for her colleague and stay behind, possibly late into the night, to find the information", "Agree a cut off time when they will both leave and update their line manager about their efforts in the morning", and "Ignore her colleague and methodically start searching through all the boxes, hoping her colleague will eventually join in". At the bottom of the question area are "Review" and "Stats" buttons. A red arrow points from the "Standard multiple choice question example" text to the question options. Another red arrow points from the "For MCQ questions, select your response" text to the first option.

TestReach

app.testreach.com/tr#exams/start

F6 Succeeding in the Legal Environment Pilot 2021 | Foundation Stage Succeeding in a Legal Environment Pilot 2021

Question Section A 1

Maximum Score: 1

Copy Question Stimulus

Idella and James have been tasked with going through boxes of archived documents to find information needed for the next day. The information is likely to take some time to find and James has made plans to meet friends that evening, complaining bitterly to Idella about the unfairness of having to stay late.

What approach would be best for Idella?

☐ Agree a plan of action to focus the search, starting with the most likely boxes, and share the workload

☐ Offer to cover for her colleague and stay behind, possibly late into the night, to find the information

☐ Agree a cut off time when they will both leave and update their line manager about their efforts in the morning

☐ Ignore her colleague and methodically start searching through all the boxes, hoping her colleague will eventually join in

Review Stats

For MCQ questions,
select your response

There are a range of item types used in CILEX CPQ exams.

You can expect:

- Standard and multiple response MCQ
- Ordering
- Drag & drop
- Drop down
- Highlight
- Sort
- Match
- Open Text

Different question types *cont.*

The screenshot displays a web browser window with the TestReach application. The page title is "F3 Contract Law Pilot 2021 | CPQ Foundation Stage Contract Law Pilot 2021". The navigation bar includes "Notebook", "00:01:33 / 02:00:00", and "End Exam". The main content area is titled "Question Section B 46" with a "Maximum Score: 2". A button "Copy Question Stimulus" is on the left. The question text reads: "Choose from one of the following options to fill in each of the FOUR blanks shown below:". The stimulus text describes a scenario where Vera buys a lawnmower from Shirley, it doesn't work, and Vera wants a refund. The question asks to fill in four blanks: 1. "Displaying the lawnmower at the shop with a price of if £250 is []", 2. "A contract was formed when Vera []", 3. "Once you have established this you need to consider the terms in the contract. In this case it is [] of the contract between", and 4. "Shirley and Vera that the lawnmower sold by Shirley is []". Below the text are two rows of draggable options: "An invitation to treat", "An offer", "An implied term", "An express term", "An equitable remedy", "Fit for their purpose", "Sold as seen", "Paid for the lawnmower", "Took the lawnmower home", and "Decided on the lawnmower she wanted". At the bottom are "Review" and "Stats" buttons. A taskbar at the very bottom shows various system icons and the date "15/09/2021".

Drag & drop question example

Accessing Resources

The screenshot shows a web browser window with the TestReach application. The address bar shows 'app.testreach.com/tr#exams/start'. The page title is 'F6 Succeeding in the Legal Environment Pilot 2021 | Foundation Stage Succeeding in a Legal Environment Pilot 2021'. The top navigation bar includes 'Clipboard', 'Notebook', a timer '00:08:37 / 02:30:00', and an 'End Exam' button. The main content area is titled 'Question Scenario and Instructions 25' with a 'Maximum Score: 1'. It contains the instruction: 'For the following questions please open the resources folder using the arrow on the righthand side of the screen.' Below this is a question: 'Identify one way that Matt Cole prepared for the call he had with Mrs Cook?'. There is a text input field with a 'Copy' button and a '0 Word(s)' counter. At the bottom of the question area are 'Review' and 'Stats' buttons. On the right side of the screen, there is a vertical sidebar labeled 'Resources' with a scrollable list of resource folders. An orange arrow points from the text 'Open your resource library here if prompted to.' to the 'Resources' sidebar.

TestReach

app.testreach.com/tr#exams/start

F6 Succeeding in the Legal Environment Pilot 2021 | Foundation Stage Succeeding in a Legal Environment Pilot 2021

Clipboard Notebook 00:08:37 / 02:30:00 End Exam

Question
Scenario and Instructions
25
Maximum Score: 1

Copy Question Stimulus

For the following questions please open the resources folder using the arrow on the righthand side of the screen.

Identify one way that Matt Cole prepared for the call he had with Mrs Cook?

Copy Cut Paste 0 Word(s)

Review Stats

Resources

Open your resource library here if prompted to.

Accessing resources *cont.*

The screenshot shows the TestReach exam interface. The top navigation bar includes 'Clipboard', 'Notebook', a timer '00:10:24 / 02:30:00', and an 'End Exam' button. The main content area is split into two panels. The left panel, titled 'Question Scenario and Instructions 25', contains the following text: 'For the following questions please open the resources folder using the arrow on the righthand side of the screen.' Below this is a question: 'Identify one way that Matt Cole prepared for the call he had with Mrs Cook?'. There is a text input field with a 'Copy' button and a '0 Word(s)' counter. At the bottom of the question panel are 'Review' and 'Stats' buttons. The right panel, titled 'Resources', lists four documents: 'Document 1 - Memorandum from Matt Cole', 'Document 2 - Telephone message taken by reception', 'Document 3 - Matt Cole's handwritten note following call with Eileen Cook', and 'Document 4 - Recorded telephone conversation between Matt Cole and Eileen Cook'. Each document has a 'Copy Resource' button and a small arrow icon. A vertical arrow on the left side of the resources panel is used to toggle its visibility.

Resources will be shown as split screen and can be opened one by one by clicking on this arrow.

You can open all of them, but you will need to scroll up or down to see each one.

Minimise by clicking on the arrow once again.

Ending your exam

The screenshot shows a web browser window with the TestReach application. The address bar shows 'app.testreach.com/tr#exams/start'. The page header includes 'F6 Succeeding in the Legal Environment Pilot 2021 | Foundation Stage Succeeding in a Legal Environment Pilot 2021', a 'Notebook' icon, a timer '00:04:59 / 02:30:00', and an 'End Exam' button with a right-pointing arrow. The main content area is titled 'Question Section A 1' with a 'Maximum Score: 1'. It contains a text stimulus about Idella and James, followed by the question 'What approach would be best for Idella?'. There are four radio button options: 'Agree a plan of action to focus the search, starting with the most likely boxes, and share the workload', 'Offer to cover for her colleague and stay behind, possibly late into the night, to find the information', 'Agree a cut off time when they will both leave and update their line manager about their efforts in the morning', and 'Ignore her colleague and methodically start searching through all the boxes, hoping her colleague will eventually join in'. At the bottom of the question area are 'Review' and 'Stats' buttons. A vertical 'Resources' sidebar is on the right. The Windows taskbar at the bottom shows the date as 22/09/2021 and the time as 22:04.

Once you are satisfied with your responses, end your exam to submit your answers.

If you have not answered all the questions or you flagged some questions, a warning box will appear.

What will happen after your exam?

Once you have submitted your exam on TestReach, you will receive a confirmation both on screen and via email.

CILEX will mark your responses, run quality checks and finalise results.

Details of exam results release dates can be found on myCILEX.

If you have any questions regarding your exam or if you would like to give feedback on your experience with TestReach, contact our Customer Service Team.