

Remote Invigilation Exam

Environment Checklist



A City & Guilds Group Collaboration

Use this checklist to make sure you are set up and ready to go for your exam!

You have received your invite email	<input type="checkbox"/>
The room you are in is walled (glass walls need to be opaque)	<input type="checkbox"/>
You need to have your ID card ready. The name on the ID card should match the name in your booking email. Please have a scanned copy of your ID on your computer in case of any issues with photographing your ID during exam onboarding	<input type="checkbox"/>
You are alone in the room (this includes no pets or children)	<input type="checkbox"/>
Your room is well lit so that your invigilator can see you clearly (it may be worth turning your light on before starting a late afternoon exam)	<input type="checkbox"/>
Room should be quiet	<input type="checkbox"/>
Room should be free of clutter around the room and under the desk	<input type="checkbox"/>
Items related to the exam should be removed from the room (books, notes etc.)	<input type="checkbox"/>
Remove or cover personal belongings or documents containing information about yourself and family members (like a bank statement, prescriptions any other files and documentation, photographs, or anything that might reveal personal information about you that you would not want to be captured in the test recording).	<input type="checkbox"/>
Remove any unauthorised equipment like landline and mobile phones, MP3/4 players, smartwatches/wristwatches, second monitors and TVs. Any items that cannot be removed, need to be covered.	<input type="checkbox"/>
Your table should be clear of all items apart from those permitted for your test; scrap paper, transparent pencil case, calculators (If permitted for your exam. See Section 6 of the candidate guide), wired headphones.	<input type="checkbox"/>
You have checked the Technology checklist to make sure you have all the equipment you need	<input type="checkbox"/>
Any food and drinks need to have packaging and labels removed	<input type="checkbox"/>

Contact us

Giltspur House 5-6 Giltspur Street London EC1A 9DE

general.enquiries@cityandguilds.com

01924 930 801

www.cityandguilds.com

About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2022 The City & Guilds of London Institute. All rights reserved. City & Guilds is a trademark of the City & Guilds of London Institute, a charity registered in England & Wales (312832) and Scotland (SC039576).