

Remote Invigilation Exam

Environment Checklist

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

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About City & Guilds

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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.

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