

Remote Invigilation

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 (contact your Centre if you do not have this)	<input type="checkbox"/>
Check your booking name matches your ID	<input type="checkbox"/>
You have your ID card ready. Please have a coloured, scanned copy of your ID on your computer (1 MB) that can be uploaded. Photocopies are not permitted. If you have recently changed your name, please have the government legal documentation	<input type="checkbox"/>
The room you are in is walled (glass walls need to be opaque)	<input type="checkbox"/>
You are required to sit with your back to a window if you are situated on the ground floor and do not have curtains or blinds that can be closed	<input type="checkbox"/>
The room should be quiet	<input type="checkbox"/>
You are alone in the room (this includes no pets or children as they can be a distraction during your test)	<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 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, TVs, and reader pens. Any items that cannot be removed, need to be 2m away, out of reach, covered, unplugged, or placed directly behind you	<input type="checkbox"/>
Your desk should be clear of all items, apart from those permitted for your test. See our guide on permitted items	<input type="checkbox"/>

Whiteboards and notice boards in the room should be clear or covered. Posters should be taken down	<input type="checkbox"/>
Remove assistive devices from your room (Alexa, Google Home etc.)	<input type="checkbox"/>
Any food must be free from packaging and all labels removed	<input type="checkbox"/>
Any drinks must be in glass or transparent bottle with no labels	<input type="checkbox"/>
Any necklaces or other jewellery with large pendants must be removed by the candidate before the start of the test	<input type="checkbox"/>
Have plain scrap paper and a pen ready	<input type="checkbox"/>
Transparent pencil case	<input type="checkbox"/>
A non-programable calculator unless <i>your centre tells you they are not allowed (if you are taking Functional Skills: Mathematics, see our calculator guidance)</i>	<input type="checkbox"/>
We recommend writing down your Access code from the welcome email which you can later destroy before your exam	<input type="checkbox"/>
You have checked the Technology checklist to make sure you have all the equipment you need	<input type="checkbox"/>

Any items that you cannot remove should be placed in view of the camera, directly behind you. Alternatively make sure you position yourself so that these items are behind you.



Contact us

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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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