

# Remote Invigilation

## Technology checklist



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

A personal Windows PC desktop, laptop computer or Microsoft Surface. This should be a personal, not a work device due to network restrictions

A single-screen display. All other TVs/monitors etc. should be removed from the room or disconnected and 2m away from you

You have your charger plugged in (if using a laptop)

Up-to-date Google Chrome or Microsoft Edge Browser. These should be used in In Private (Edge) and Incognito mode (Chrome) for the exam. Use [this guide](#) to find out how to do this

Checked browser extensions and desktop applications that any AI or writing assistant program is uninstalled. Use [this guide](#) to find out how to check your computer

All additional applications and browser tabs are closed

Strong and stable Wi-Fi Connection (See system checklist on the next page)

A Webcam you can provide a 360° view of the room, as well as on top of, and underneath your desk. Make sure this is disconnected from other devices or applications

Microphone (this can be built into the webcam or separate)

Wired headphones or speakers

Run a [network test](#). Use [this guide](#) to help you to understand what your results mean

Run a [navigation test](#). This will let you practice verifying your ID, your 360° room scan, and practice using the exam's interface and tools

Disable pop-up blockers, ad-blocker and VPN software to prevent technical issues during the test.

Make sure that all desktop alerts (email, MS Teams, Slack etc.) have been switched off and do not pop up during your exam

**System Requirements – These are the minimum system requirements for running a remote invigilation test**

Windows 8 or higher operating system	<input type="checkbox"/>
1.8 GHz or faster x86-compatible processor	<input type="checkbox"/>
Internet connection should be a minimum 5Mbps download and 5Mbps upload <i>Mobile cards/dongles/personal hotspots cannot be used</i>	<input type="checkbox"/>
4GB memory (RAM)	<input type="checkbox"/>
Screen resolution of 1280x768 (Note: for reading tests, a 1920x1080 resolution is recommended to be able to view the source documents side by side)	<input type="checkbox"/>
Webcam 640 x 480 pixels recording colour at 15fps	<input type="checkbox"/>
Up-to-date anti-virus program	<input type="checkbox"/>
Your computer time is set to a UK time zone	<input type="checkbox"/>

**Note:** Megabytes (MB) and megabits (Mb) are both units of digital information, but they are not the same size. One megabyte is equal to 8 megabits, meaning megabytes are typically used to measure file sizes or storage capacity, while megabits are commonly used to measure internet connection speeds. In this instance, we are referring to megabits.

**At present Mac OS (Apple products), Chrome OS (Chromebook products) and (iOS) tablet/mobile devices are not supported for the delivery of City & Guilds on-screen assessments.**

**If you don't have access to the relevant equipment, you'll need to liaise with your centre to provide the equipment. City & Guilds is unable to supply any equipment.**

**For more information, please refer to the Candidate Guide and check the Environment checklist to make sure your room is ready to sit your exam.**

## Contact us

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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.

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