

Candidate Ready Reckoner

Set-up and Login

1. You will need access to a laptop or desktop device with the latest version of the Google Chrome.
2. The test can be taken using a Window system only. The test should not be accessed using an Apple device as the test content is not optimised for these devices and may not display correctly.
3. Please ensure you have a working camera and microphone to access the test process.
4. Your device must have an internet connection with a steady upload speed of at least 1 Mbps, and your environment does not have any disturbances/distractions which might impact your ability to complete the test.
5. At the scheduled time please login to the application using the link and code provided in your invitation email.
6. You will be provided with the other links and codes you need to start the test by your invigilator.

Pre-checks to Keep in Mind

1. To start the test, you must have a valid form of Photo ID. The ID must not older than 10 years. Please make sure that the photo clearly shows your face.
2. Acceptable forms of IDs are a Driver's License, Passport, work-based ID or Student ID.
3. For ID verification purposes we will take your photo.
4. As you will be using a webcam, ensure that the test environment and the background is well lit. You may need to adjust the lighting in your room to ensure that your face is detected, and an image of it can be captured i.e., moving a light source to light up your face.
5. Access to external electronic equipment such as mobile phones, smartwatches/wrist watches that have a data storage device or access to the internet, a MP3/4 players or similar devices or electronic tablets during the test process may result in disqualification.
6. Any programs other than Chrome, and any additional tabs open in Chrome other than those used for testing must be closed before the test begins.
7. The Assessment duration is specified in your test invitation email, please ensure that you are not interrupted during the test process as it must be completed in one sitting.
8. There cannot be anyone other than yourself in the room while you take the test. Any other person detected by the Invigilator could result in termination of the test process.
9. Ensure that you will not need to change your location during the test. Any change in the location could result in the termination of the test.
10. During this test camera footage of your immediate surroundings will be captured, and your computer's desktop will be shared and recorded. Please make sure that there is no private or sensitive information visible in the room or on your computer.

Support and Assistance

1. Telephone Support can be accessed via +44 1357464011 which is a 24/7 support system.
2. Support tickets can also be raised on Talview Support Centre.
3. The Invigilator's decision in case of any suspicious activities during the test will be reported to City & Guilds and is to be considered final.