

Remote Invigilation Service Candidate Guidance



Prepare for your exams

Access the practice assessment to ensure your set up is ready for your exams.

Receive your log in details from your Exams Officer. If you do not receive your log in details 2 days before your first exam, email RemoteInvigilation2023@pearson.com



Log into your account

On the day of your exam, you **must** log into the [assessment player](#) at 9:00am (UK time) for morning exams and 1.30pm (UK time) for afternoon exams.

Please note, arriving late may impact whether you will be allowed to sit the exam,

Once logged in you will complete the set-up steps before starting the exam.



Complete your assessment

Once your proctor notifies you on chat that your set up is correct, you can start your assessment.

Your assessment time is individual to you and can be seen toward the top right of the exam paper.



Upload your assessment

Once you have completed your exam or your time is up, scan your answer booklet to upload into the 'upload document' area of the system or submit your onscreen responses.



Seal your exam booklet

Take images of each page of your answer booklet to save locally on your device.

Put the completed answer booklet in a sealed envelope and keep in a safe place. You can then close your exam session.

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Before the Exam: Authorised and Unauthorised Items

Authorised Items

The following items are authorised and are allowed to be present during an exam:

- A glass or clear water bottle with all labels removed.
- Pen and paper for rough work – paper must be blank and shown (both sides) to the invigilator during set-up at the start of the assessment.
- Specified materials to each exam, listed at the end of this document.

Unauthorised Items

Unauthorised items are anything which is not allowed to be present during the exam. The following items are not permitted:

- Classroom work
- Textbooks
- Notes
- Electronic devices
- Headphones/EarPods
- Food
- Watches – particularly smart watches.
- Posters/visual imagery or reference materials on walls, in room, which could assist the learner
- If you are using a word processor please note that onscreen/online grammar or spelling assistance tools, such as Grammarly, **must** be disabled or switched off before and throughout the assessment for all subjects and qualifications
- More than one screen is not permitted.

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Before the Exam:

Log in Details

You will receive your log in details for your Remotely Invigilated exams from the Exams Officer at your centre. If you do not receive your log in details 48 hours before your exam, please contact your centre or us at RemoteInvigilation2023@pearson.com

Candidate Declaration Form

In order for you to sit a remotely invigilated exam, yourself or your parent/guardian (on your behalf) must complete the [Candidate Declaration Form](#) to ensure you are aware and agree to your responsibilities as a candidate.

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Before the Exam:

Room and Equipment Requirements

- A private quiet space, where there will be no interruptions. Note: a communal space is **not** an acceptable environment to sit an exam
- A clear workspace, free from unauthorised items. Ensure that underneath the desk is clear, as well as all corners of the room.
- A stable Internet connection.
- Laptop or PC with working webcam, speakers and microphone, only one screen is allowed. Must be connected to power so device battery will remain for the duration of the exam.
- A working printer, fully loaded with paper and sufficient ink to print the entire answer booklet (paper to be re-loaded after each exam). The printer should ideally be located in the same room the exam is being sat. It is your responsibility to test your printer before an exam.
- A second (fully charged) device with the ProctorExam app installed.
- Microsoft Lens or similar scanning app downloaded to your second device to enable completed exams to be scanned and uploaded to the Assessment Player.
- A (fully charged) backup device to record the assessment. Must have enough storage space to store a recording locally. This is a requirement for each remotely invigilated exam. This device must be set to Do Not Disturb.
- A large envelope. This will be used to store and securely seal a completed exam. You will require one per exam.



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Remote Invigilation Service Candidate Guidance

Day of Exam:

Log on to your Account



Second Device

You should have already installed the ProctorExam app during your 'Before the Exam' phase. Ensure your second device is fully charged and in a stable position to allow your invigilator to have visibility over you, your PC/laptop, keyboard, mouse and whole desk. If your invigilator is not happy with the position of your second device, they will ask you to reposition it. Your device must be put on 'flight mode' and 'silent mode' and have wi-fi enabled.

Backup Device

A backup device is required in case of any connection outages which result in your invigilator not having visibility over you completing your exam. If your invigilator loses connection you, you will be contacted to request you send your backup device recording to ensure exam conditions were met throughout.

- You must ensure that your back up device is fully charged.
- This device does not require access to the internet in order to record the assessment locally.
- You must ensure your device has enough storage space available to store a recording locally (this will be required for every exam).
- The device should be placed 3 metres from the PC/Laptop where the assessment will be sat – this ensures the recording has a wide coverage of the room.
- This device must be put on 'Do Not Disturb' for the duration of the exam.

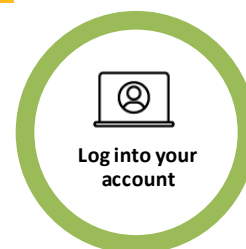
Note: if the recording from your backup device is requested and you are unable to provide it, this may impact whether you receive a grade for the exam.



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Remote Invigilation Service Candidate Guidance

Day of Exam: Log on to your Account



On the day of your exam, log into the [Assessment Player](#) at:

- 9:00am (UK time) for morning exams
- 1:30pm (UK time) for afternoon exams

Once logged in to the [Assessment Player](#), click 'Sit Assessment' on the scheduled exam and follow the instructions on screen to work through the set-up steps.

Your invigilator will introduce themselves and may ask you to pause at any point to ensure your environment and set up is correctly and if there is any risk of malpractice, ask you to correct before starting the assessment. You will communicate with your invigilator through the 'Proctor' chat function only. They will not verbally communicate with you.

Identity Check

You will be asked to show your ID clearly on camera at the start of the check. You will need to confirm your identity by showing photographic ID such as a passport.

If you do not have photographic ID, your photo submissions will be reviewed and confirmed by your centre.

Check the assessment room

The ProctorExam software will take you through a step-by-step process to check the room using your smartphone or other device. The proctor will ask via the chat function for anything unauthorised to be removed. Throughout the set up you will be asked to focus on key areas including:

- The laptop or PC screen – only one screen is allowed
- The sides of the laptop or PC screen
- The area behind the laptop or PC
- The desk area, which must be clear
- Underneath the desk, which must be clear
- All corners of the room, which must be clear
- Your ears, as no headphones are allowed
- Pen and paper (both sides) if being used



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Remote Invigilation Service Candidate Guidance

Day of Exam: Set up Steps



Once logged in to <https://assessment.mod.pearson.com/> you will begin your set up.

There are 11 steps to setting up:

Step 1 out of 11

Allow notifications

 Notifications are enabled

Next

Step 1: Allow Notifications

This will ensure you are alerted to all messages from the platform/invigilator.

Step 2: Enable Screen Sharing

This will enable your invigilator to have visibility over your screen as you sit your exam paper. This is just one way you will be invigilated.

Step 2 out of 11

Enable screen sharing

After clicking Enable below, a pop-up message will appear asking you to share your screen with ProctorExam. Select your screen and then select Share so we can see your screen during your exam.

Enable



Second screens

Using a second screen is not normally allowed so please disconnect any extra monitors before proceeding.

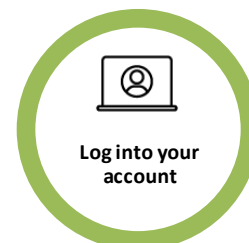
If your institution has given you special permission to use a second screen, you can do so. Make sure the screen you share with ProctorExam is the one you plan to do the exam on.



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Remote Invigilation Service Candidate Guidance

Day of Exam: Set up Steps

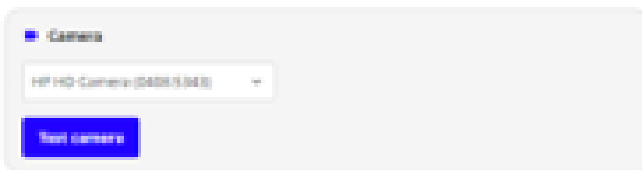
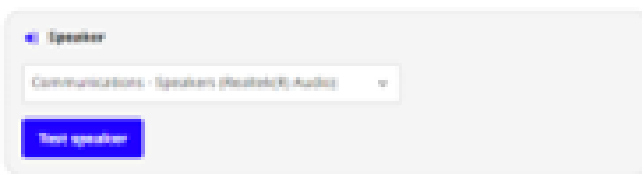
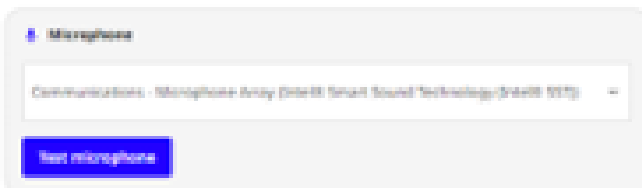


<https://assessment.mod.pearson.com/>

Step 3 out of 11

Sound and camera setup

Test your microphone, speaker and camera to make sure they are working properly. ProctorExam requires them in order to ensure the integrity of your exam.



Step 3: Sound and Camera Setup

You can communicate with your invigilator by talking to your device. You will need your microphone enabled for this. Note invigilators will respond to you via chat.

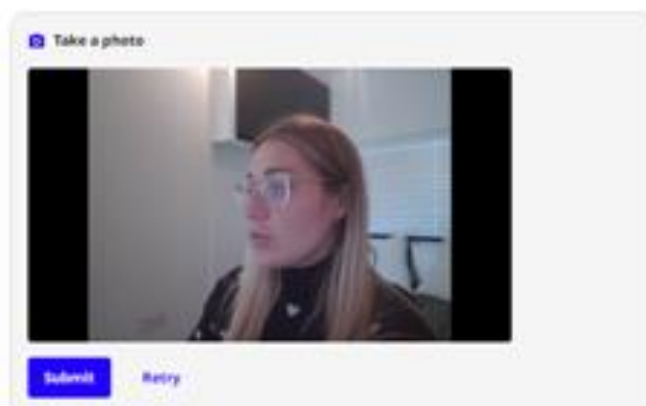
Your camera is the second way in which you will be invigilated so you will be required to enable your camera.

Step 4 out of 11

Your photo

Before you can take your exam, we need to verify your identity. To do this, we need to take your photo.

Please take a close-up and clear photo of your face using your camera. Use the Take photo button below when you are ready.



Step 4: Your Photo

We require you to take a still image so we can check your identity.



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Remote Invigilation Service Candidate Guidance

Day of Exam: Set up Steps

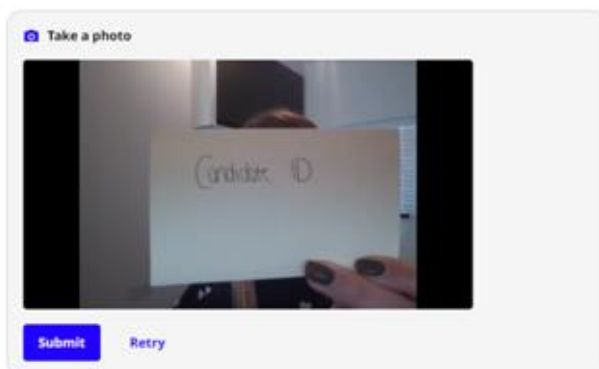


<https://assessment.mod.pearson.com/>

Step 5 out of 11

Your ID

To verify your identity, we need you to take a picture of your ID or passport. We need a clear image of the photo side of your document. When you're ready, select the Take Photo button.



Step 5: Your ID

We require you to provide ID in the form of a passport or ID card so your identity can be verified.

Step 6: Phone Camera Setup

You will download the ProctorExam app in preparation for your exam. Use of your mobile phone camera through ProctorExam is the last way you will be invigilated.

Step 6 out of 11

Phone camera setup

Throughout the exam session, you'll use your mobile camera to capture additional video for proctoring purposes.

This is done through ProctorExam's app.



During the exam:

Notifications (including phone calls) on your phone must be disabled during the exam. Notifications may disrupt or even disable your phone recording.

Do not lock your phone. You will lose connection if the screen is locked.

If either of these things happens during the exam, you may be forced to restart.

Next

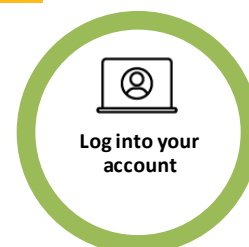
Download the App



Remote Invigilation Service Candidate Guidance

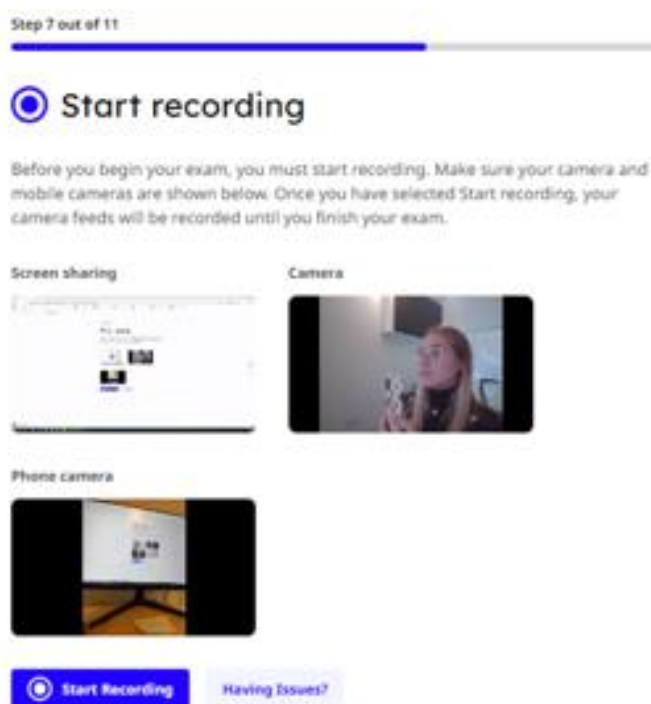
Day of Exam: Set up Steps

<https://assessment.mod.pearson.com/>



Step 7: Start Recording

Here you will begin recording your exam session. At this point you will be allocated to an invigilator.



Step 8 out of 11

Room scan

We need to scan your room to ensure the integrity of your exam. This will be done using the ProctorExam app.

[Having Issues?](#)

Step 8: Room Scan

There are 5 elements to a room scan:

- Show device/keyboard
- Show desk/workspace including behind the computer
- Show under the desk/workspace and the ceiling
- Moving slowly, capture 360 degree video of the exam room
- Show face and ears (no headphones/earphones)

Your invigilator will ask for any unauthorised items to be removed and may request for elements of the scan to be repeated/slowed down so they are happy with what they have seen.



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Remote Invigilation Service Candidate Guidance

Day of Exam:
Set up Steps

<https://assessment.mod.pearson.com/>



Step 9 out of 11

Phone camera placement

Place your phone camera beside you or diagonally next to you. Make sure that you are clearly visible, as well as your computer, monitor(s) and work space. Use the example tutorial on the left as a guide.

Example tutorial



Phone camera feed



I confirm that my phone camera is positioned according to the instructions above.

Continue

Having Issues?

Step 9: Phone Camera Placement

Following the above instructions, you will place your phone camera in position with clear visibility of you, your device and work space. If your invigilator is not happy with the position, they may ask you to move it.



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Remote Invigilation Service Candidate Guidance

Day of Exam: Set up Steps



<https://assessment.mod.pearson.com/>

Step 10 out of 11

+ Additional materials

You're allowed to use the following additional materials during your exam:

pen and paper

Show the materials that you will be using during your exam.



Next

Need Help?

Step 10: Additional Materials

You may be allowed to bring additional materials into the exam. Here, you will show any authorised material to your invigilator.

Step 10 out of 11

+ Calculator

You're allowed to use the following type of calculator during your exam:

Basic Calculator

Show the calculator you will be using during your exam.



Next

Need Help?

Step 10: Calculator

If a calculator is an authorised item in your exam paper you will be required to hold it up and show the front/back/cover to your invigilator.



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Remote Invigilation Service Candidate Guidance

**Day of Exam:
Set up Steps**

<https://assessment.mod.pearson.com/>



DONE!

Before you proceed:



Proctor

ProctorExam Technic...

Once your setup checks are completed, you will progress through to the assessment player to print out your answer booklet (if you are sitting a paper exam) or begin your onscreen exam.



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Complete your Exam (Paper)

- Once your proctor notifies you on chat that your set up is correct, you will read the student instructions and click on the 'go to assessment player' link.
- On the assessment front cover you will find the answer booklet linked to download and print. You may need to scroll to view the answer booklet.

You must not click Start before you have printed your answer booklet.

- Once you have printed your answer booklet, return to the ProctorExam tab and show each page of your print-out to the invigilator, who will then confirm in the chat box that you can start your assessment.

You must not click Start until your invigilator gives you confirmation.

- Once confirmation is received, click 'Start' on the assessment player tab and your exam time will now start. Your assessment time is individual to you and can be seen in the top right of the exam paper.
- You navigate through the exam questions using the screen numbers and buttons. If you require help during your assessment, please contact your invigilator using the 'Proctor' chat box at the bottom of the screen.



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Remote Invigilation Service Candidate Guidance

Complete your Exam (Onscreen)



Once your proctor notifies you on chat that your set up is correct,, you will read the student instructions and click on the '**go to assessment player**' link.

In the assessment player, you will start your exam and your questions will be displayed onscreen and you will provide your answers onscreen,

You navigate through the exam questions using the screen numbers and buttons. If you require help during your assessment, please contact your invigilator using the 'Proctor' chat box at the bottom of the screen.

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Technical Issues:

In the event of Internet Loss

If the internet drops, you must:

- Call for the support of their parent/guardian to alert them to the issue
- Remain in exam conditions and continue to complete your examination.
- Using the telephone number provided for assistance, a parent or guardian must ensure immediate contact is made and continue to stay in contact by phone until connectivity is restored.

Following the exam, you will be contacted and a request made for your third backup device recording.

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Breaks:



Comfort Break

You must be on camera at your computer for the duration of your assessment.

However, if you need to leave the exam room for a toilet break, you must notify your invigilator. You will inform your invigilator if you require a toilet break and you must be accompanied by the parent/guardian who signed your parental consent form. If there is any suspicion of malpractice, this will be recorded as an incident and your test may be void. Set up checks such as showing your ears will need to be repeated when you re-enter the exam environment.

Supervised Rest Breaks

If you have supervised rest breaks agreed with the centre and the SENCo, the Pearson invigilator will be aware of the arrangement.

Please notify your invigilator via chat and the timing of the exam will be paused and re-started when you are ready to continue.

During the supervised rest break, you will not have access to the question paper/answer booklet. The purpose of a supervised rest break is for a break from the examination and should not be used as 'thinking time'. If you need to leave the examination room, the responsible adult who has signed the agreement must accompany you. Please notify your invigilator of this via chat.



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Upload your Exam (Paper)

Once you have completed your exam or your time is up:

- Using a scanning app/device (such as Microsoft Lens), scan the completed answer booklet in view of the invigilator
- Candidate emails scanned PDF (preferred) to themselves
- Candidate access' scanned document from their email and uploads to Proctor Exam
- Candidate check onscreen that each page of their answer booklet has been uploaded
- You must delete the downloaded copy of the answer booklet



Seal your answer booklet

- Put the completed physical paper copy of the answer booklet in a sealed envelope and keep in a safe place until notified.



Once all steps have been followed, you can Finish your exam session in the ProctorExam tab.

Note: you must not click Finish before you have uploaded your completed answer booklet

Upload your Exam (Onscreen)

If you are sitting an onscreen exam where responses have been typed into the assessment player:

- Make sure you have submitted your responses past the review page.
- Once you receive a message to say your assessment is now complete on the screen, you can finish your exam session in the ProctorExam tab.

