



Remote Invigilation Assessments

Learner Assessment Conditions Checklist

Are you ready to take your assessment at home?
Take a few minutes and go through the checklist to make sure.



Signed and returned the [Learner Remote Invigilation Declaration form](#) to your centre



You have informed your centre of any access arrangements you require – including that you wear hearing aids if applicable



You have received your first email “**Please register for your exam**” from exams@proctorexam.com and you have successfully downloaded the **Proctor exam Chrome plug in** to your computer and completed the system check



You have successfully installed the ProctorExam app on your second device which has a working camera and microphone



You have received the second email from exams@proctorexam.com “**Please register for your exam**” with links to access your live assessment



You know the date and time your assessment is due to start, and you give yourself time to prepare



Your laptop/desktop and second device are fully charged and connected to the charger, for the duration of the assessment










You have tested the sound works on your computer and 2nd device



If you are using another device such as a tablet and not your mobile phone to run the Proctor Exam app. Please make sure your mobile phone is switched off and is not present in the room with you when you are taking your assessment



You have your photographic ID

| | | |
|--|---|--|
|  | Your room is well lit | |
|  | Your desk space is clear | |
|  | You have no food on your desk | |
|  | Any drinks must be in a glass or a transparent bottle with all labels removed | |
|  | You are alone – there is no one else in the room with you and people you live with are aware not to enter the room for the duration of the assessment | |
|  | You are not wearing any earphones or headsets | |
|  | You have been to the toilet – breaks are not permitted during the assessment | |

If you have any issues with the system checks, or fail to pass them, if you have any other questions about taking your assessment using Proctoring please speak to your centre before your assessment is scheduled to take place.

Stay in place during your assessment

You cannot move away from the frame during your assessment. Make sure everything is ready in advance before you begin.

Do not disturb

Hang a sign on the door. No other people may be present in the room during the assessment.

Go to the bathroom before your assessment

You cannot leave to go to the bathroom during the assessment.

Prepare your workplace

Provide a well-lit and empty work surface.

Have your Student ID or driver's license ready

You will be asked to show your ID clearly on camera to confirm your identity before beginning your assessment.

Be aware of what is visible in the background

For your privacy, make sure pictures and personal items are out of sight during the assessment.

