# Pearson

# Remote Invigilation Assessments
## Provider Assessment Conditions Checklist

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

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|---|---|
| Review all information about Remote Invigilation on our dedicated **web page** | |
| If you are new to the service complete the **Intention to Offer form** | |
| Receive confirmation that onboarding is completed. | |
| Speak to learners to ensure that Remote Invigilation is suitable for them and share **learner guidance** with them | |
| Receive and store the signed **Learner Remote Invigilation Declaration Form** | |
| Book onscreen test and add Remote Invigilation if needed – at least 7 days' notice required on bookings | |
| Provide the learners email address as soon as you have made the test booking | |
| Check in with learner 2 days prior to exam date to ensure that they have received their email and passed all system checks for Remote Invigilation | |
| Check in with learner after exam has been taken to ensure that everything worked | |

## Important

→ If you do not submit the learner's email address, we will not be able to set the learner up to take their test using Remote Invigilation. You will have received a link to a form when we confirmed that we have completed your onboarding to use remote invigilation. You can also find out more about how to provide us with learner email addresses in our **FAQs**.

→ If a learner is not able to meet the requirements outlined in the **learner checklist** they will not be able to take their test using Remote Invigilation. You will need to cancel the test booking and work with the learner to deliver the test in centre.

→ A strong, stable internet connection (preferably wired) is needed to successfully run assessments. If the internet connection drops, or the connection is weak, the assessment may crash and will not be recoverable or the upload of responses may fail and will not be retrievable. If this happens the learners' responses may be lost and the assessment attempt void.

→ Equipment and internet connection are the learner's responsibility, Pearson will not be held responsible for equipment technical failures and/or internet connection.

→ There is an additional fee charged for Remote Invigilation. Information with regards to fees can be found in our **FAQs**.