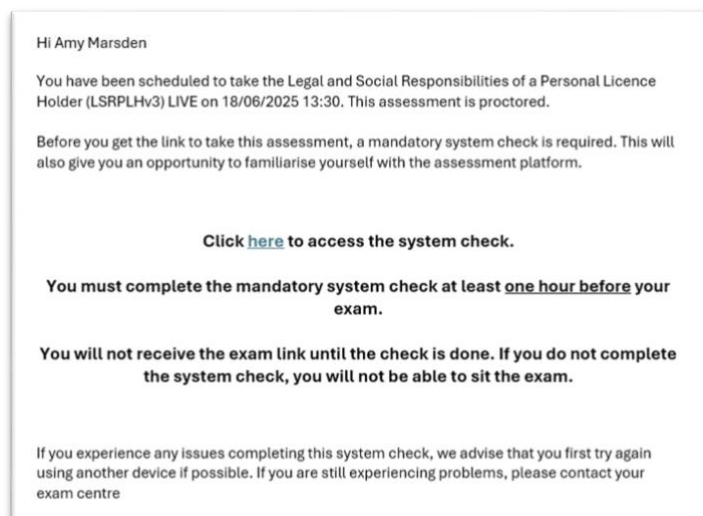


Accessing a Proctored Examination – Learner Guide

This guide is intended to help you to fully prepare and successfully undertake your online proctored exam. It outlines the steps you will take before, during, and after the exam. It and explains what documentation, you must have with you to enter the exam.

Mandatory System Check:

Before taking your exam, you must complete a mandatory system check using the link provided in your confirmation email. This ensures your equipment, ID and exam space meet the necessary requirements.



You must complete the mandatory system check at least one hour before your exam. You will not receive the exam link until the check is done. If you do not complete the system check, you will not be able to sit the exam.

You can complete it earlier, and we recommend doing so the day before, in case you encounter any issues.

The system check will guide you through:

- Equipment and internet checks
- ID verification
- Room scan
- Accessing a mock test environment

You may repeat the system check as many times as needed.

Photo ID:

You must bring a form of photo ID to the exam, e.g., a driving license or passport. A full list of accepted proof of identification can be found [here](#). The ID needs to have a clear headshot and display your full name. Failure to present a photo ID for scanning by the system will lead to your exam being voided, which means you will have to re-sit the exam.

If you don't have any photo ID, please contact your Training Provider as soon as possible.

Preparing the exam room:

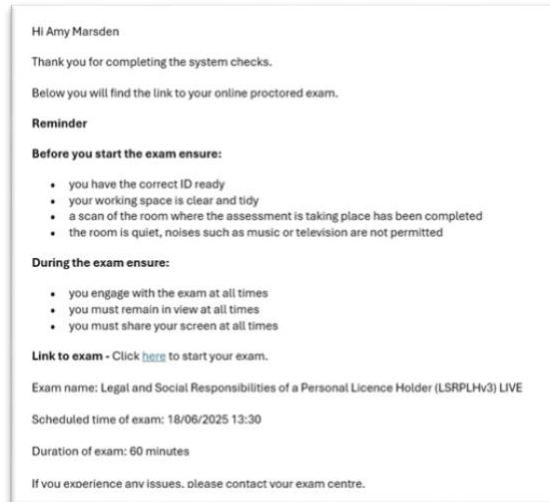
- The room must be an enclosed space which has been set aside specifically for the test.
- No one is permitted to enter or leave the room during the exam.
- The space must be free from noise, such as people talking to each other and using phones, and the sound of business operations must not intrude.
- There must be no charts, posters, documents, or models on display that could assist with the answers.

Whilst in the exam room:

- The test will be taken under strict exam conditions, which means that once you are sitting at the computer, you must not talk, stand up or move around. The only exceptions to this are if you require technical assistance. You must **not** wear headphones, earbuds or any other type of listening equipment.
- The system will prompt you to complete a 360° scan of the exam room using the computer's camera. You must complete this successfully, to continue with the exam. If you are unable to do this your test will be voided and you will have to re-sit.
- The invigilation software checks for unusual activity throughout your exam. This includes the breaches of exam conditions mentioned above in the **preparing the exam** room section. It is also important that you remain focused on the screen as much as possible. Repeatedly looking away from the screen may result in the breach of exam conditions.

The Exam:

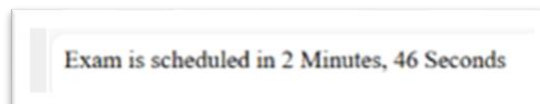
After completing the mandatory system check, you will receive the Exam Link email.



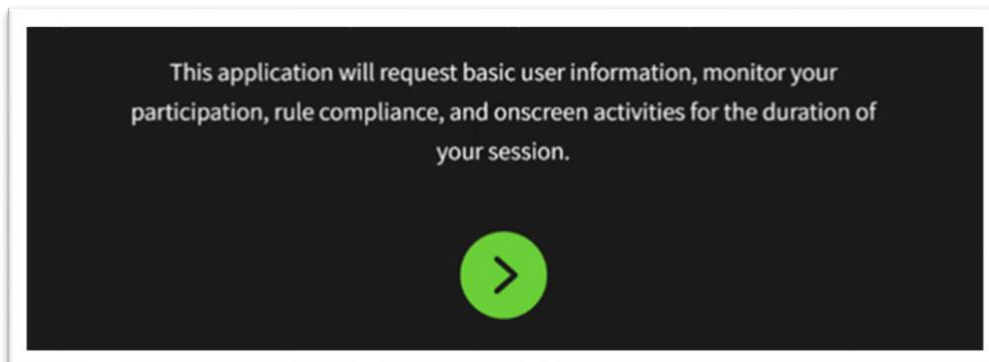
1. If you click the link ahead of your scheduled start time, a countdown will be displayed on the screen. **This is not a live countdown**, and you will need to refresh your screen to see the actual time remaining before you can enter the exam. You can do this by pressing **F5** on your keyboard, or clicking this symbol on the webpage:



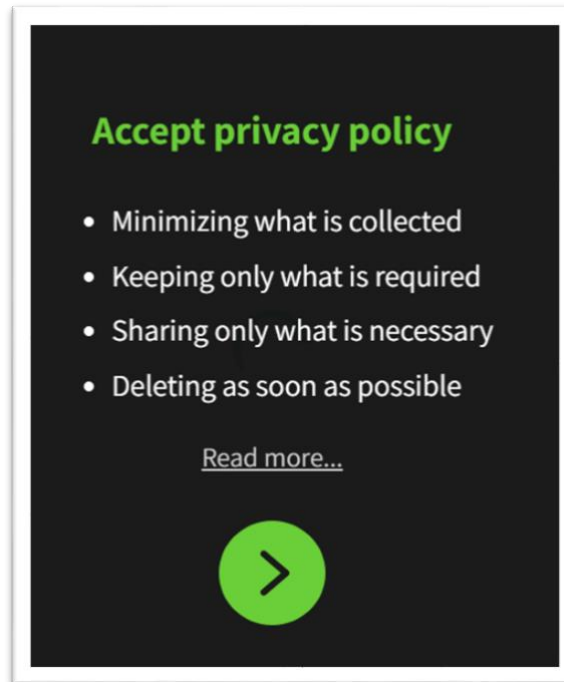
Don't worry about the checks impacting your exam time – there is time built into the system for these to be completed.



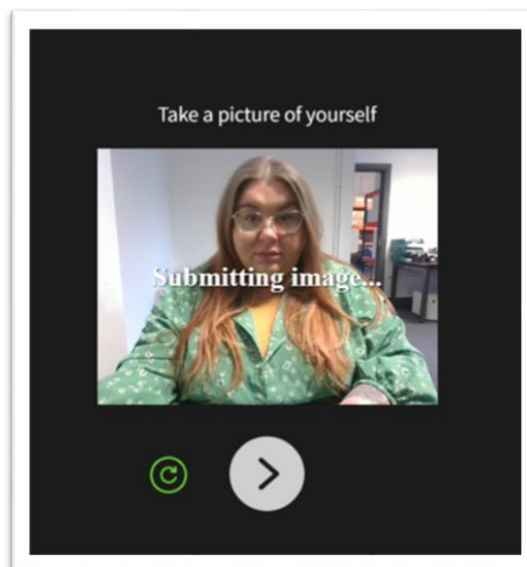
2. During your real exam, the message below will be displayed. Click the green arrow to continue.



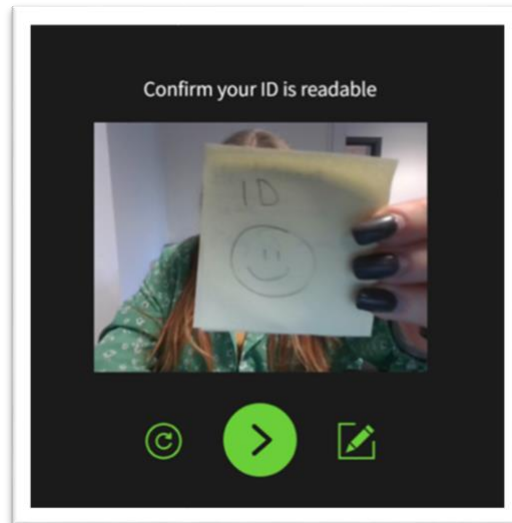
3. You will be asked to accept the Privacy Policy and can click 'Read more...' to read this in full. Once you are happy, click the green arrow to proceed.



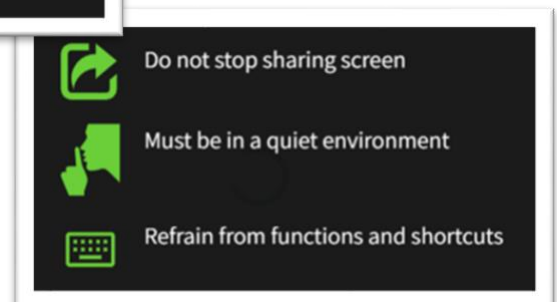
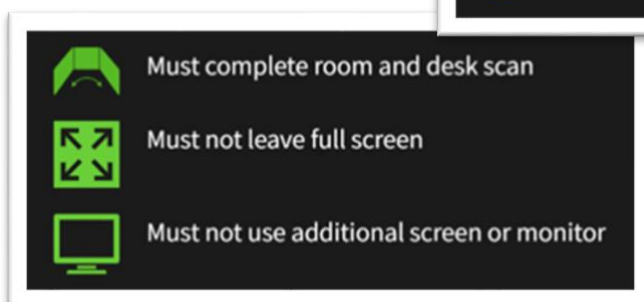
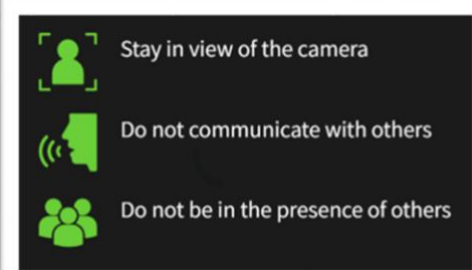
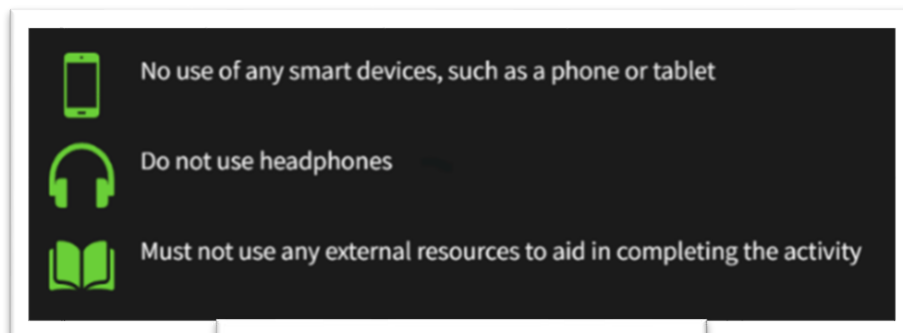
4. You will then be asked to take a picture of yourself to test your camera. Click the arrow to submit when ready.



5. Next, take a further picture whilst holding your ID up to the screen. If the system detects that the ID is unreadable, you will be asked to take the picture again.



6. You will now be presented with the rules as they apply to your exam. These will appear on the screen over a few pages. Please read these carefully and click the green arrow to move forward through the rules.



If you fail to comply with the remote invigilation rules your test may be voided upon review after the completion of the exam.

7. The next stage will be your room scan, and you will be presented with the information below. Once you're happy to proceed, click the green arrow.

Get ready to perform a scan of your room using your camera. Before beginning, please remove any unauthorized items and make sure to capture the entire room, including walls, ceiling to floor, desk area, and underneath the desk.



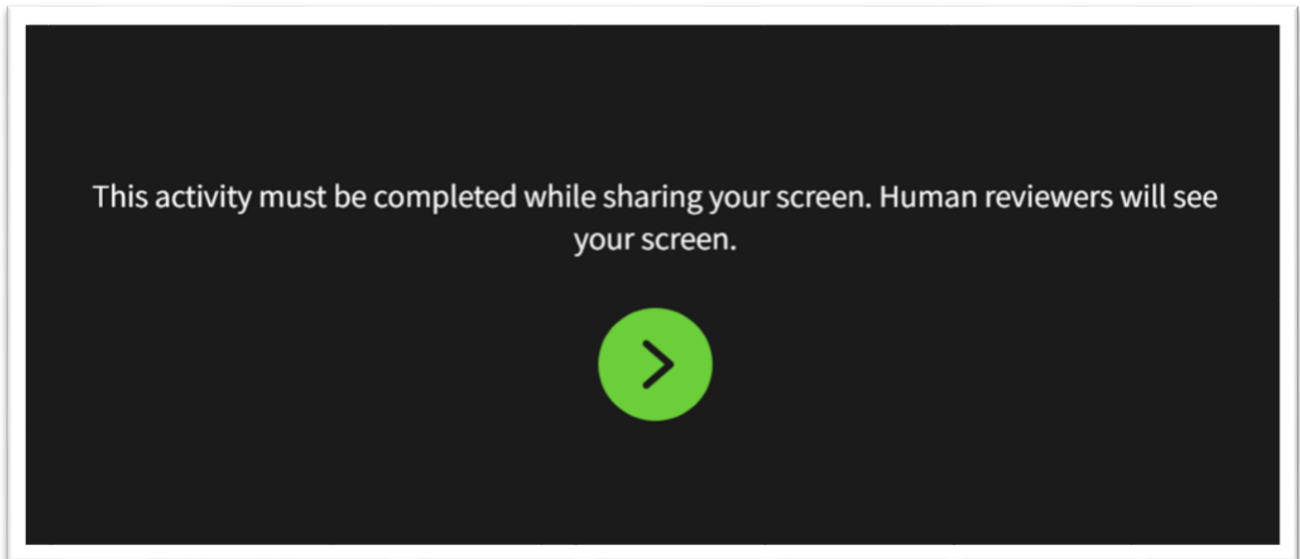
8. You will be shown a short video demonstration on how to carry out your room scan. Please watch this carefully and then follow these instructions when conducting your scan.

This demonstration shows how to complete the room scan.

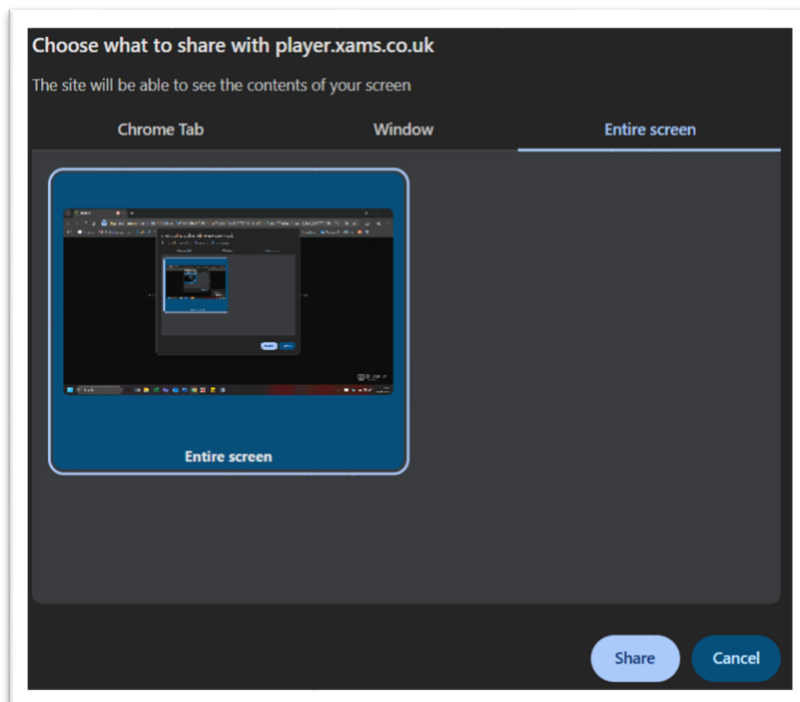


 Integrity
Advantage

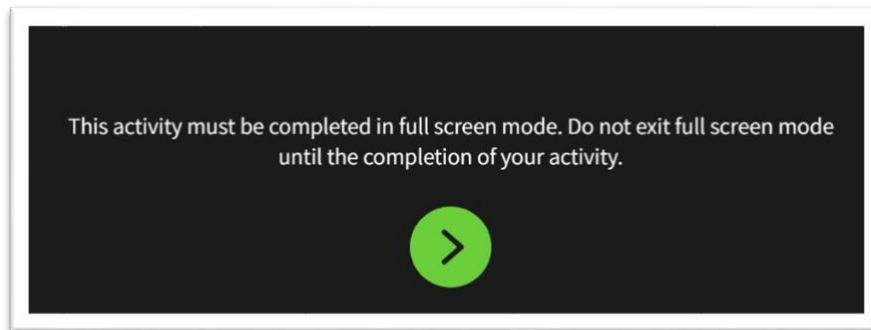
9. The following message confirms that you will need to share your screen during the exam. Click the green arrow to continue.



10. Select the 'Entire screen' tab, then click on the box below showing your screen. This should then be highlighted, and you will be able to click 'Share' to continue.

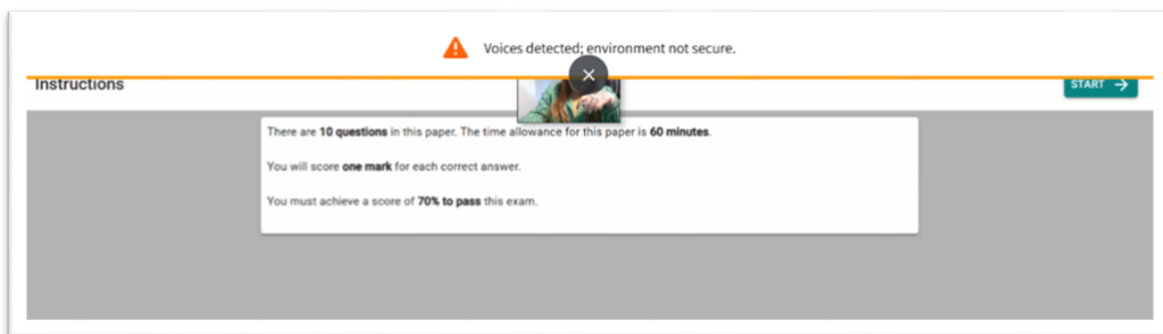


- 11.** You will then be reminded that you should not exit full-screen mode until the completion of your exam activity. Click the green arrow to continue.

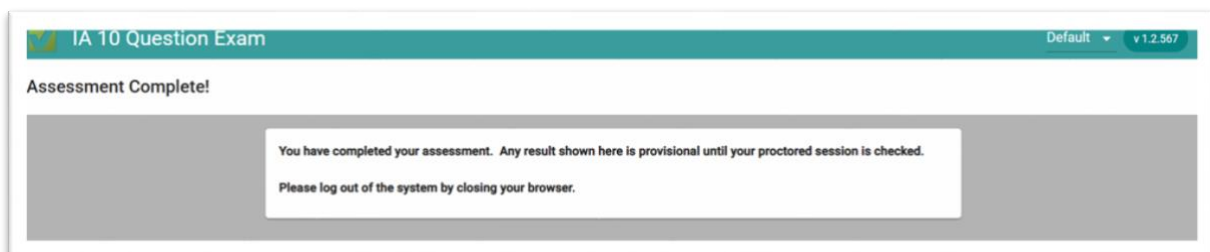


- 12.** You will be presented with a final summary of the rules and instructions for your exam. As shown in the image below, if the proctoring system detects any background voices or suspicious activity, it will alert you to this and display a message.

Once you are ready, click the 'Start' button to proceed to your exam. You will be able to access the instructions at any point during your exam if you need a reminder by clicking the button in the top right of your screen.



- 13.** Once you have completed your assessment, you may then close your browser to log out and end the session.



Important Note: Any result shown will be provisional and subject to further review of your proctored session. Once we have reviewed the session, the result will be released to your Training Provider, and they will notify you of the outcome.