

Remote Invigilation Exam Technology Checklist

Use this checklist to make sure you are set up and ready to go for your exam!

PC desktop or laptop computer with a single display monitor (this should be a personal device and not a work device due to network restrictions). Only one screen is permitted for your exam. All other tv/monitors etc. should be removed from the room or disconnected and 2m away from you.	<input type="checkbox"/>
You have your charger plugged in (if using a laptop)	<input type="checkbox"/>
Windows 8 or higher operating system	<input type="checkbox"/>
Up-to-date anti-virus program	<input type="checkbox"/>
Up-to-date Google Chrome or Microsoft Edge Browser. These should be used in In Private (Edge) and Incognito mode (Chrome) for the exam	<input type="checkbox"/>
Checked browser extension and desktop applications that any AI or writing assistant program is uninstalled. Use this guide to find out how to check your computer	<input type="checkbox"/>
All additional applications and browser tabs are closed	<input type="checkbox"/>
Strong and stable Wi-Fi Connection (a minimum of 5Mbps Upload and 5Mbps download)	<input type="checkbox"/>
A Webcam you can provide a 360° view of the room, as well as on top of, and underneath your desk	<input type="checkbox"/>
Microphone	<input type="checkbox"/>
Wired headphones (if required)	<input type="checkbox"/>
Run a network test	<input type="checkbox"/>
Run a navigation test . This will let you practice verifying your ID, your 360° room scan, and practice using the exam's interface and tools.	<input type="checkbox"/>

For more information, please refer to the Candidate Guide and check the Environment checklist to make sure your room is ready to sit your exam.

Contact us

Giltspur House 5-6 Giltspur Street London EC1A 9DE

general.enquiries@cityandguilds.com

01924 930 801

www.cityandguilds.com

About City & Guilds

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We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

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