Remote Invigilation Guidance for the Learner

This guidance explains what you must do before and during a Record and Review remotely invigilated assessment. Read it carefully and follow every requirement.

Important: If you do not follow the remote invigilation rules, your assessment may be voided and you may not receive a result, regardless of your performance.

Before your assessment

- Complete the practice assessment at least 48 hours before your scheduled examination.
- Watch the Room Sweep Guidance Video and make sure you understand what must be shown.
- Check that you are familiar with the assessment platform and the remote invigilation requirements.
- Have valid photographic identification ready. You must show it clearly during the initial checks.
- Prepare a private, suitable room and remove anything that could help you during the assessment.

Complete an effective room sweep

Before the assessment begins, move the camera slowly and clearly around the whole room so that the reviewer can see the assessment environment. Show all areas of the room and confirm that you are not wearing or using any prohibited device.

- Remove headsets, earbuds and ear pods.
- Remove smart watches and AI-enabled glasses.
- Remove all other communication or recording devices.
- Remove or cover diagrams, notes, posters and any other material that could assist you.
- Make sure no clothing or accessories obscure the review process.

Personal items such as laundry and room décor /organisation are not a concern but please ensure that you are appropriately dressed throughout the assessment, as you will be captured on video.

The room sweep must simply allow the reviewer to confirm that the environment meets the assessment rules.

Rules during the assessment -

The rules and flagged behaviours

You must:

- Remain within the approved assessment environment and follow all on-screen instructions.
- Ensure your identification and room sweep are clearly recorded so the reviewer can approve the assessment.

You must not:

- Use a pen or paper or access notes or study materials - any use of pen and paper/study materials will result in the assessment being voided.
- Use or display any prohibited item at any point.
- Use another device
- Cover the camera or microphone
- Speak unnecessarily aloud
- Leave the room
- Close the LockDown Browser
- Seek help from another person

Behaviours That May Be Investigated

The following may be flagged for review:

- Another person entering the room
- Leaving camera view / leaving the room / looking away from the screen repeatedly
- Insufficient room scan evidence
- Poor-quality ID or photograph
- Using prohibited items / attempting to cheat
- Covering the camera or microphone
- Repeated connection losses

Final readiness check

- ✓ I have completed the practice assessment.
- ✓ I have watched the Room Sweep Guidance Video.
- ✓ I have valid photographic identification ready.
- ✓ I have removed all prohibited items, notes, paper and pens.
- ✓ I can show the whole room slowly and clearly.
- ✓ I understand that a breach of the rules may void my assessment.

Following these requirements helps protect the fairness, security and integrity of the qualification and allows your assessment to be reviewed without avoidable delay.