

EPA LEARNER JOURNEY

Remote Invigilation



For information on registering an EPA learner, please see our [Highfield EPA Journey document](#) and [End-point Assessment Resources](#)

STEP 1

To book a remotely invigilated exam call **01302 363277** and ask for the **Highfield scheduling team**

STEP 2

Booking **confirmation** and **Proctor Exam email** will be sent to the learner, this will include a link to pre-exam **system checks** which the learner will need to complete

STEP 3

On successful completion of system checks, a second email from Proctor Exam will be sent to the learner which will include a **link to the exam session**

STEP 4

Learner accesses the exam session and completes the set-up

STEP 5

Learner completes their assessment

Step 6

Results are released within **7 working days** of the last assessment method, via the Highfield Assessment Dashboard

What are the minimum requirements for a learner to sit a remotely invigilated exam?

Learners will require the following to be able to sit an exam through remote invigilation.

- Wi-Fi with a connection of at least 1.5Mbit/s upload, 10Mbit/s download, and a ping under 25ms
- A private room
- Photographic ID
- PC/laptop with a front-facing camera
- Chrome downloaded on their computer and set as the default browser
- Any software to assist with spelling, punctuation and grammar is deactivated
- Any pop-up notifications are disabled
- Compatible Android phone or iPhone with a camera and video, that you can download an app to

How do I book a remotely invigilated exam for one of our EPA learners?

Once you have confirmed that the learner meets the requirements for a remote invigilation exam, please call **Highfield on 01302 363 277** and ask to speak to the **Highfield scheduling team**.

You may be asked for the following confirmation from the scheduling team.

- Learner name
- Learner DOB
- Learner email address
- Preferred date and time

Once the exam has been booked, the learner will be sent the booking confirmation email and an email from Proctor Exam containing the links to access their system checks.

What are the pre-exam system checks?

Learners must conduct system checks to ensure their microphone, speakers, webcam, phone and screen share are compatible. System checks must be completed in the same place, using the same broadband and on the same device that the learner will use to do their exam.

Highfield advises that the system checks are completed at least 48 hours prior to the learner's exam to allow sufficient time to contact Highfield should the learner require support.

On completion of the system checks, the learner will receive an automated email with a link to access their exam session. Highfield recommends that the learner access their exam session 30 minutes prior to their exam start time.

What should the learner expect when they enter their exam session?

When the learner enters their exam session, they will be allocated an invigilator and they will be prompted by the system to perform several steps to ensure that exam conditions are met.

These include:

- Identify yourself
- Set up your smart device
- Show your surroundings
- Set up your cameras

What will the learner be expected to show during set-up?

- Their keyboard and device
- Their desk area is clear of anything not required
- Under their desk and the ceiling
- The four corners of the room
- Showing their ears, to confirm they are not wearing any headphones
- Placing their phone so that the exam environment can be seen throughout the duration of the exam

Training providers must ensure learners are aware of what will be recorded during a remote invigilation examination and confirm with the learner that they are comfortable with this prior to booking their examination.

What should the learner expect after their exam has finished?

Learners may be provided with a provisional result shown onscreen at the end of their exam. Please note, that this result is strictly provisional and will be subjected to further quality assurance measures at Highfield.

Results are released within **7 working days** of the last assessment method, via the Highfield Assessment Dashboard.

Further details can be found in the below documents:



**PROCTOR EXAM
LEARNER GUIDE**



**EXAM CONDITIONS
CHECKLIST**



**QUALIFY AT HOME
LEARNER POLICY**

