Candidate Exam Checklist for Remote Invigilated Exams

Please ensure that you read this document thoroughly. It is your responsibility to ensure you understand, are familiar with and adhere to the regulations and protocols herein. Failure to comply with any of the procedures outlined in this document may result in your exam being terminated / results not being issued.

1.	Computer requirements:

- o	Laptop / computer with 4GB of ram (no chrome books, tablets or surface pro)
- o	A Windows v7.0+ or Mac10.8+ operating systems
- o	Intel Core i3 (or equivalent) and 4GB RAM
- o	A working webcam that can be used to scan the room, microphone and speakers
- o	Internet connectivity with continuous internet speed of a minimum of 516kbps

2.	Before your exam please ensure that you have downloaded the TestReach application (as per your enrolment email)

3.	Make sure that you have completed the Test Tutorial

4.	You must ensure that you have your TestReach user information with you – user ID and password.

5.	Do not forget your signed Photo ID – either passport or driving license only

6.	You must not be interrupted throughout your exam. Please make sure your room / space is private and well lit.

7.	You will be asked to scan the room for a 360° view using your monitor / webcam.

8.	Ensure that your computer area is free of all clutter and unauthorised materials.

9.	Your mobile phone should be turned off and put out of reach once you are connected with your supervisor.

10.   If you are in a room with others sitting your exams please ensure that you have headphones in order to hear the supervisor.

11.   Please do not have a second monitor on your desk or within reach.

12.   The only authorised items allowed for this exam are water / drinks, a single page and pen which must be shown to the camera.

14.   You may not move around the test site – i.e. no wandering around the room. You need to remain in the webcam viewing area at all times.

15.   Ensure that you do not block the webcam for any reason.

16.   No smart watches are allowed. You will be asked to show your wrists to the supervisor.

17.   There are **NO** Comfort Breaks allowed during this exam.

18.   Please behave in a suitable manner towards the Supervisor, comply with any procedural requests, and respond to all validation questions.

*Note: If you have any difficulties with regard to logging on for your exam please contact:

+353 (1) 699 1385 / +44 (0)20 34758685

support@testreach.com

https://www.testreach.com/candidate-support.html

or

cert@future-network-cert.at