
Remote Invigilation Live

Environment Checklist

Version 2

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For external use

A large, abstract graphic composed of several overlapping triangular and quadrilateral shapes in various shades of red, occupying the bottom right portion of the page.

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

Check that your name on the email invite matches your ID (contact your booking centre if they are not identical)	☐
You have your ID card ready. Please have a coloured, scanned copy of your ID on your computer saved on your desktop (1 MB) that can be uploaded. Photocopies are not permitted. If you have recently changed your name, please have the government legal documentation	☐
The room should be quiet and private. Pick a room that no one else will have access to during the test as you are required to be alone in the room (this includes no pets or children as they can be a distraction during your test)	☐
The room should be fully enclosed with 4 walls and all doors must remain closed throughout the test	☐
If your room is on the ground floor and does not have closable curtains or blinds, you should sit with your back to the window	☐
If your chosen room has a staircase, this must be clearly visible to the invigilator as they are required to monitor that no one enters the room	☐
Your room is well-lit so that your invigilator can see you clearly (it may be worth turning your light on before starting a late afternoon exam)	☐
Room should be free of clutter with nothing under the test table. All items should be over 2 meters away and cannot be reached	☐
Your desk should be clear of all items, apart from those permitted for your test. See our guide on permitted items	☐
Items related to the exam should be removed from the room (books, notes, posters etc.)	☐
Remove any unauthorised equipment like landline and mobile phones, MP3/4 players, smartwatches/wristwatches, second monitors, TVs, reader pens, earphones/pods and smart glasses. Any items that cannot be removed, need to be 2m away, out of reach, covered, unplugged, or placed directly behind you	☐
Remove or cover personal belongings or documents containing information about yourself and family members (like a bank statement, prescriptions any other files and documentation, photographs, or anything that might reveal personal information about you that you would not want to be captured in the test recording)	☐

Whiteboards and notice boards in the room should be clear or covered. Posters should be taken down	☐
Remove assistive devices from your room (Alexa, Google Home etc.)	☐
Any food must be free from packaging and all labels removed	☐
Any drinks must be in glass or transparent bottle with no labels	☐
Any necklaces or other jewellery with large pendants must be removed by the candidate before the start of the test	☐
Any hats, hoods and sunglasses must be removed by the candidate before the start of the test and you should be dressed suitably for an exam environment	☐
Have plain scrap paper which must be free from notes (you will be asked to show both sides of the paper) and a pen ready	☐
Transparent pencil case	☐
A non-programable calculator unless <i>your centre tells you they are not allowed (if you are taking Functional Skills: Mathematics, see our calculator guidance)</i>	☐
We recommend writing down your Verification code from the welcome email	☐
You have checked the Technology checklist to make sure you have all the equipment you need	☐
Any items that you cannot remove should be placed in view of the camera, directly behind you. Alternatively make sure you position yourself so that these items are behind you	☐

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