Remote Invigilation
Live

Technology checklist

Version 2.1
Last modified 9-December-2025
For external use

Use this checklist to make sure you are set up and ready to go for your exam!	
A personal Windows PC desktop, laptop computer or Microsoft Surface. This should be a personal, not a work device due to network restrictions	☐
A single-screen display. All other TVs/monitors etc. should be removed from the room or disconnected and 2m away from you	☐
You have your charger plugged in (if using a laptop)	☐
Up-to-date Google Chrome or Microsoft Edge Browser. These should be used in In Private (Edge) and Incognito mode (Chrome) for the exam. Use this guide to find out how to do this	☐
Checked browser extensions and desktop applications that any AI or writing assistant program is uninstalled. Use this guide to find out how to check your computer	☐
All additional applications and browser tabs are closed	☐
Strong and stable Wi-Fi Connection (See system checklist on the next page)	☐
A Webcam you can provide a 360° view of the room, as well as on top of, and underneath your desk. Make sure this is disconnected from other devices or applications	☐
Microphone (this can be built into the webcam or separate)	☐
Wired headphones or speakers (noise cancelling headphones are not permitted)	☐
Run an equipment and network test. This is designed to test the network speed between your computer/device and the Talview service/servers. Use this guide to help you to understand what your results mean.	☐
Run a Practice test. This will let you practice verifying your ID, your 360° room scan. Please note that this is not live and does not replicate the live room scan required during the actual test. Familiarise yourself using the exam's interface, tools and gives options on how to change the colour of your exam screen	☐
Disable pop-up blockers, ad-blocker and VPN software to prevent technical issues during the test.	☐

System Requirements – These are the minimum system requirements for running a remote invigilation test	
Windows 8 or higher operating system	☐
1.8 GHz or faster x86-compatible processor	☐
Internet connection should be a minimum 5Mbps download and 5Mbps upload *Mobile cards/dongles/personal hotspots cannot be used*	☐
4GB memory (RAM)	☐
Screen resolution of 1280 x 768 (Note: for reading tests, a 1920x1080 resolution is recommended to be able to view the source documents side by side)	☐
Webcam 640 x 480 pixels recording colour at 15fps	☐
Up-to-date anti-virus program	☐
Your computer time is set to a UK time zone	☐

Note: Megabytes (MB) and megabits (Mb) are both units of digital information, but they are not the same size. One megabyte is equal to 8 megabits, meaning megabytes are typically used to measure file sizes or storage capacity, while megabits are commonly used to measure internet connection speeds. In this instance, we are referring to megabits.

At present Mac OS (Apple products), Chrome OS (Chromebook products) and (iOS) tablet/mobile devices are not supported for the delivery of City & Guilds on-screen assessments.

If you don't have access to the relevant equipment, you'll need to liaise with your centre to provide the equipment. City & Guilds is unable to supply any equipment.

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.

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We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

Through our comprehensive portfolio of brands and trusted global network, we set industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We believe you can achieve your potential - and we're here to help make it happen.

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