

Learner Guide to Completing a Remotely Proctored Test

1. Preparing for Your Test

1.1. Completing a Systems Check

When your test is booked, you will receive an email prompting you to complete a systems check. This ensures you meet all technical requirements, such as having a functional webcam and a stable internet connection. Completing this check well in advance is important to avoid issues on the test day.

Steps to Complete the Systems Check:

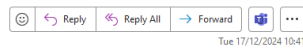
1. Click the link provided in the email.

Newsletter / Marketing: System Check for your upcoming proctored exam



noreply@xams.co.uk
To: Gabriele Gregory

If there are problems with how this message is displayed, click here to view it in a web browser.



Tue 17/12/2024 10:41

Hi Michael McDevitte

You have been scheduled to take the Demo MCQ Exam on 17/12/2024 13:30. This assessment is proctored.

Before you get the link to take this assessment, a **mandatory system check** is required. This will also give you an opportunity to familiarise yourself with the assessment platform.

Click [here](#) to access this system check.

This will help to ensure everything before, during and after the exam goes according to plan and any issues can be identified before the exam starts.

After these checks have been completed you will receive another email with the link to access your assessment (this link will only work at the date and time stated above).

Reminder

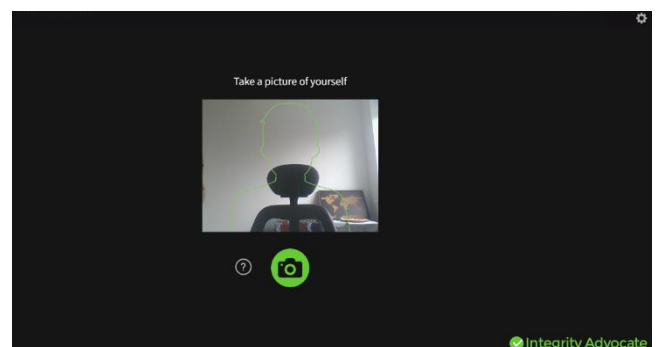
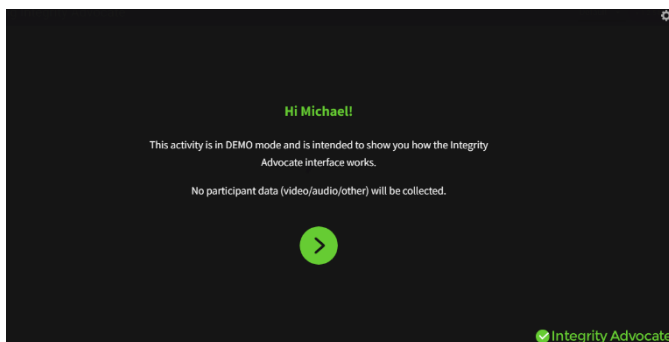
Before you start the exam ensure:

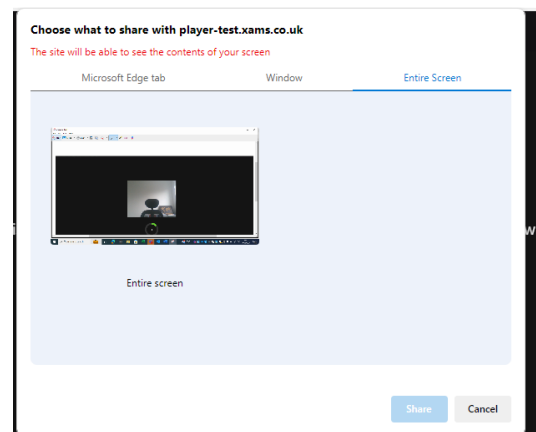
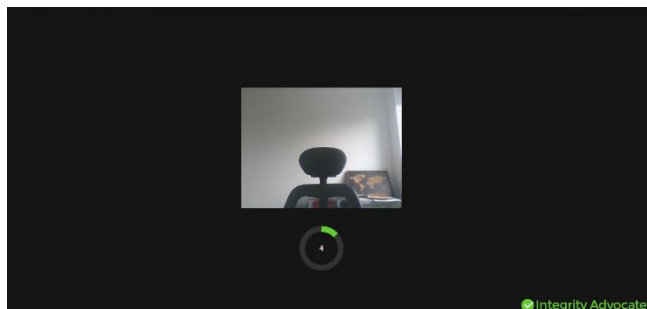
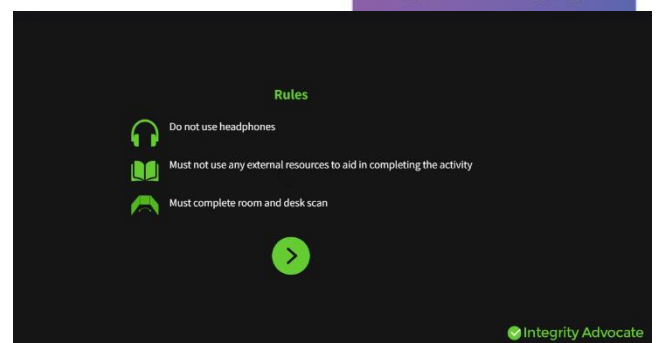
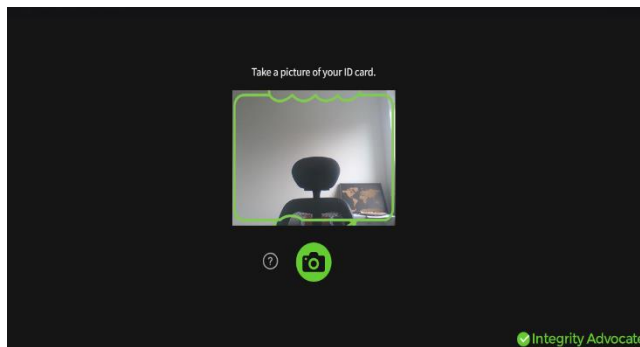
you have the correct ID ready

- your working space is clear and tidy
- a scan of the room where the assessment is taking place has been completed
- the room is quiet, noises such as music or television are not permitted

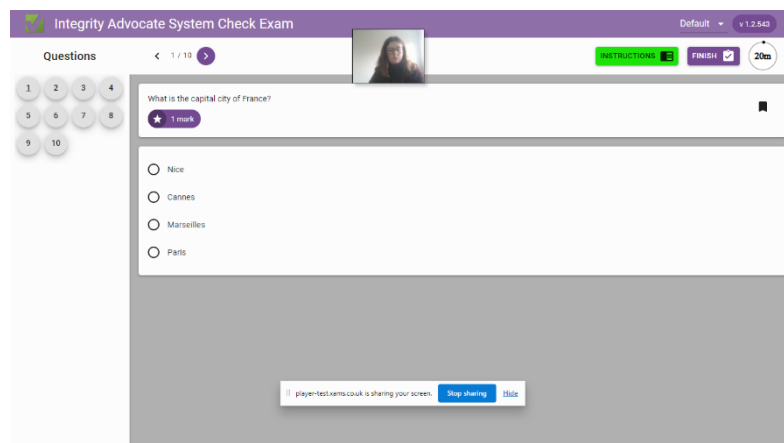
2. Follow the on-screen instructions:

- Capture an image of yourself and your photo ID (passport, driving license, or student pass).
- Perform a 360-degree room scan to verify no unauthorized individuals or materials are present.
- Share your screen by clicking the designated area and selecting the blue "Share" button.





3. Complete the demo test to familiarize yourself with the XAMS system and confirm your setup.



If you do not receive the email within 24 hours of your test, contact SIAS immediately.

1.2 Room Requirements

To ensure a secure and comfortable testing environment:

- The room must be quiet, well-lit, and free from distractions.
- Ensure proper heating, ventilation, and noise control.

- Remove any unauthorized materials, such as notes or electronic devices.
- Only clear plastic bottles for water are permitted.

Before the exam, you will be required to:

- Show a 360-degree view of your room via webcam.
- Ensure no other individuals are present.

1.3 Equipment Requirements

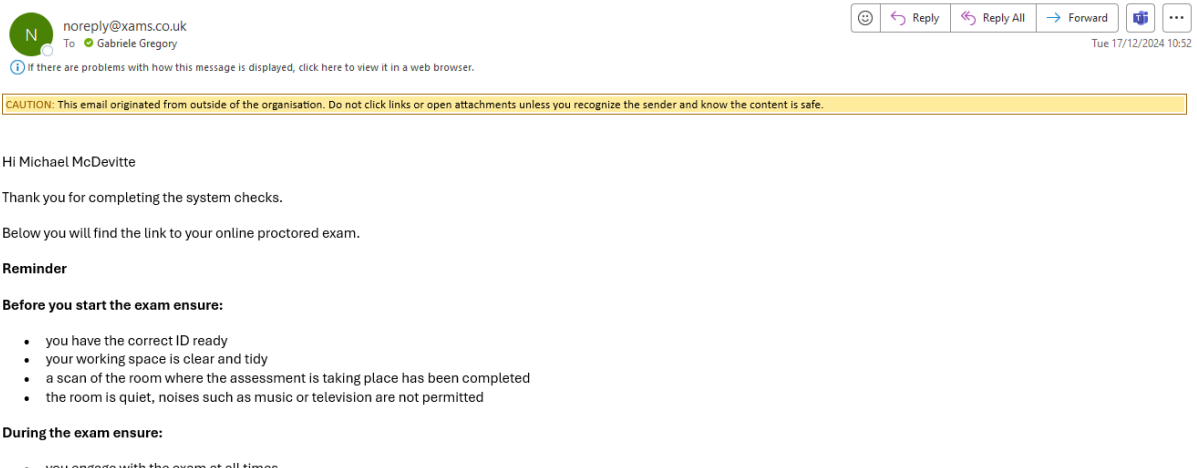
You will need the following:

- A laptop/desktop with a working webcam and microphone.
- A stable internet connection.
- Any specific tools allowed for the test, such as a calculator (check the Qualification Guide).

2. Completing the Exam

2.1 Accessing the Exam

After completing the systems check you will receive a second email with a link to the exam.



Accessing the link before the scheduled test time will show a countdown to the start time.

Exam is scheduled in 2 Hours, 37 Minutes, 13 Seconds

Steps to Begin:

1. Verify your identity by presenting your photo ID.
2. Conduct a final room scan to confirm compliance with testing conditions.
3. Read and agree to the on-screen guidelines outlining test rules.
4. Ensure all other applications and browser tabs are closed on your device.

2.2 Test Conditions

- This test is conducted under strict exam conditions. Only the learner should be present in the room.
- Phones, smartwatches, and other unauthorized devices are strictly prohibited.
- Eating is not allowed; only water in a clear plastic bottle is permitted.
- Communication is prohibited unless seeking technical assistance.

If technical issues arise during the test, contact your training provider/Centre immediately for assistance.

3. After the Test

Once all questions are completed:

- Submit your exam using the designated button.
- The system will automatically review your test to ensure no anomalies or suspicious activities occurred during the session.

3.1 Circumstances Leading to a Voided Test

Your test may be voided under the following circumstances:

- Failing to verify your identity with a photo ID.
- Allowing unauthorized individuals into the room.
- Using unauthorized materials or devices (e.g., phones, notes, or smartwatches).
- Talking or making noise during the exam.
- Missing the scheduled time slot or failing to complete the exam due to non-compliance.

For learner malpractice, SIAS may not grant a resit opportunity depending on the severity of the violation.

4. Important Notes

4.1 Consequences of Non-Compliance

Failure to comply with exam rules may result in disciplinary actions, including the voiding of your test and restrictions on resitting the exam.

If you have any concerns or require assistance, contact your training provider or SIAS before your exam date.