

How to carry out system checks and start a proctoring assessment

Please find enclosed further guidance to support you with undertaking your Situational Judgement Test. In order to undertake an assessment, you will need access to:

1. A Smart Phone with a working camera (ideally with a stand)
2. A laptop/PC with a working webcam and microphone with sound (which is plugged into mains power)
3. Wi-Fi
4. You have a private room which is a test environment with no interruptions

You will receive two emails from donotreply@epat.ncfe.org.uk to this email address prior to the assessment date. The first email will be sent 6 days prior to the assessment and will include a link to a system test that must be completed as soon as possible to ensure the software is compatible. The second email will be a link to the live assessment which you will receive 72 hours prior to the date and time of the assessment. You will be able to access the assessment through this link on the scheduled date and time. If you experience any issues with the system test or the live assessment, a chat facility is available within the software to help provide a resolution.

If you have not received the system check or live assessment emails, or we have an incorrect email address, please contact EPAre mote exams@ncfe.org.uk at least 48 hours prior to your arranged assessment time and a request will be made to resend the links to you.

We have included the links below to helpful videos and hints and tips which will walk you through each stage of the process.

- [What is proctoring and top tips](#)
- [How to conduct a proctoring system test](#)
- [Starting a Proctored live assessment](#)

Please ensure you wear smart or work attire during your assessment. The assessment will be recorded and we will store the recording on our system for up to 6 months.

We have created guides to support you with preparation in what you documents can take into your assessments, please [click](#) here to review the guidance.

If you have any queries or questions, then please contact epare mote exams@ncfe.org.uk