



Centre Checklist

Please find below some key points to support your learners to success with remote invigilation. Please ensure you have:

- Discussed remote invigilation and its requirements with the learner before booking
- Sent the Learner Guide for Remote Invigilation and any additional resources to the learner
- Added the learner's email address into Surpass and checked it is correct
- Made the booking in Surpass against the 'OdOI' version of the qualification
- Advised the learner of the date(s) of their assessment
- Have resource in place to support the learner
- Advised the learner who at their centre they need to contact for support
- Checked in with the learner to make sure they've got everything set up and have received everything they need to sit their assessment.