

WSET RI Candidate Checklist and Screenshot Journey

The checklist and screenshots below provide key steps to taking a successful RI exam. If you have any issues or questions as you complete these tasks, please see more information later in this document about what to do depending on the issue. Your APP must provide a paper-based option for taking your exam. If after reviewing this document you determine you wish to take a paper-based exam, contact your APP immediately. Please note that RI exams are only available in English.

If you are a candidate in Mainland China or the UAE it is not possible at this time for you to take an RI exam due to technological restrictions. WSET will not be liable for any costs associated if you choose to take this exam or any RI retakes. Contact your Approved Program Provider immediately if you are in Mainland China or the UAE.

The WSET RI Candidate Quick Guide, System Check, and Exam Setup steps are critical parts of the exam process and should not be rushed or skipped. Please review and follow the [WSET RI Candidate Quick Guide webpage](#) and [System check video tutorial](#) before your first system check email is sent 15-7 days before your scheduled exam and reach out to your Approved Programme Provider (APP) if you have any questions. This guide will not be needed on Exam Day and should not be on your desk during the exam as the system will walk you through each of the steps below. Good luck with your WSET Remotely Invigilated (RI) exam!

Table of Contents

[Key Time Frames](#)

[Prior to System Check and Exam Day](#)

[Technical Support](#)

[System Checks](#)

[Starting System check](#)

[System check steps](#) (Notifications, screen share, Microphone, Speaker, webcam)

[Download the Proctor exam Application](#)

[Checking Internet connection](#)

[On Exam Day](#)

[Exam Setup Steps](#) (Notifications, screen share, microphone & speaker)

[Identification Steps](#) (Self-portrait & identification)

[Setting up mobile camera](#) (Enable Airplane Mode, WIFI, & QR Code)

[Starting camera recordings](#)

[Environment Checks](#) (Prompted room scans & ear checks)

[Positioning the mobile camera](#)

[Launching Exam](#) (Entering Keycode & Actual Exam Instructions)

[Color Preferences](#)

[Finishing your Exam](#)

[Entering keycode and starting exam](#)

[After Exam](#)

[Appendix A*](#) – Remote Invigilation Devices ([supported and unsupported](#))

[Appendix B*](#) – Exam Violations ([& common causes for re-sits](#))

[WSET's Remote Invigilation \(RI\) Privacy Policy](#)

Key Time Frames

Once your APP registers you for your exam, you will receive 2 to 3 automated emails as listed below.

Add Examsnoreply@wsetglobal.com to your sender list

<p>15 -7 days in advance of the exam date*</p> <p>*If day 15 is on Saturday / Sunday, an email will be delivered on Monday.</p> <p>If you don't receive the system check email at least 7 days before the exam, please submit an Exam Issues form.</p>	<p>You will receive a System Check Email - Complete immediately*</p> <p>*Your first System Check email arrival is dependent on when your APP submits your exam order to WSET and processed.</p>
<p>5 days before the exam date</p>	<p>You will receive a reminder System Check Email if not previously completed</p>
<p>4 days before the exam date</p>	<p>You will receive a second reminder System Check Email if not previously been completed</p>
<p>72 hours in advance of the exam (approx. 3 days)</p>	<p>You will receive an Exam Link Email</p>

If you do not know the date and time of your RI exam, please contact your WSET APP immediately. If you are not receiving emails within these timeframes, please first check your spam folder. If still not found, notify your APP and immediately submit a [Digital Exams Issues form](#) for WSET to reset your email and resend links.

Prior to System Check and Exam Day

Review Appendix A- Remote Invigilation Devices for device requirements and for a list of unsupported devices and Appendix B- Exam Violations to help you avoid your exam from becoming disqualified and/or any applicable sanctions. The most up-to-date requirements and violations can always be found [here](#).

Note: **Paper/pen and taking notes are not allowed and all alcohol bottles in the room must be covered or be moved out of sight.** This [VIDEO](#) explains how to set up your exam room.

- Personal laptops should be used whenever possible. If you are using a work device or work VPN, you may find that you are not able to use the platform due to settings and security applied by your IT. Note: *We cannot guarantee a successful testing experience if a work device is used.*
 - After completing your system checks, avoid performing any system updates to your primary and secondary devices until after you have submitted your exam. You may re perform system check using the same link
- Review and follow the [WSET RI Candidate Quick Guide webpage](#) and [System check video tutorial](#) before attempting your System Check and Exam Setup.
- Failing to review and follow the this prior to completing the System Check can cause your System Check and exam attempt to be unsuccessful. The System Check is required even if you follow the linked guidance. Note: *If you are using a Mac, there is specific restriction guidance that must be followed in order for your webcam and screenshare to work properly.*

Technical Support

Online Chat Support is your number one resource and is available 24/7. Please be aware that when you start your system checks and/or exam set up, the Online Chat Support assumes you reviewed and followed the Quick Guide information and likely will provide troubleshooting guidance that may or may not work if you did not set up your device correctly per guidance. If you did not follow the Quick Guide information previously, make this clear in your queries to the Online Chat Support.

Contact the Online Support Chat in ProctorExam. Online support is available to help throughout system checks, exam setup and the exam. Please be patient when contacting online support as they are helping multiple candidates and responses may not be immediate. Note: *Online support cannot view your screen. Your exam is not being live invigilated. If there is an issue during setup, please provide them with clear examples of the issue you are experiencing.*

What if Online Support cannot help me during System Check steps and I wasn't able to complete a step? The online chat should be able to address your issue to complete successfully. If not, afterwards submit a [Digital Exams Issues form](#). If you wait 72 hours or less before your exam to complete a system check, we cannot guarantee we will be able to help you resolve your issues in time.

What if Online Support cannot help me during Exam Setup? The online chat should be able to address your issue but if not, please read the prompts on your screen clearly, refer to the [WSET RI Candidate Quick Guide](#) and [System check video tutorial](#) if necessary, and/or contact your APP immediately. If in the rare chance no one is available and you are able to continue to your exam, please proceed.


What if you were unable to complete your exam? Notify your APP and immediately submit a [Digital Exams Issues form](#). *All other issues will be reviewed through the standard exam video review process*

What if one of my devices fails during the exam? If you have pop-ups and redirects enabled, Proctor Exam will notify you on the screen if a device has dropped and provide the necessary instructions to restart it. Please take your time reading instructions provided when you are notified or prompted.

What happens if I lose my internet connection? If you lose your internet connection during the exam, once reconnected you will be able to enter back into the exam by clicking on the link in the exam email. You will be able to resume your exam where you stopped – you will not lose any exam time due to the lost connection. If you lose your internet connection your exam will be flagged by the invigilators and reviewed by WSET.

System Checks

You will receive an email 15-7 days prior to your exam requesting you to complete your system check. If you do not attempt your System Check, you will receive a reminder email at least 72 hours (approx. 3 days) prior to your exam. Although it is permissible to complete your system check with less than 72 hours (approx. 3 days) to go prior to your exam, *not completing it at least 7 days in advance can be problematic*. Attempting your System Checks with less than 72 hours to go, does not allow enough time for neither your APP nor WSET to help you before your exam if needed.

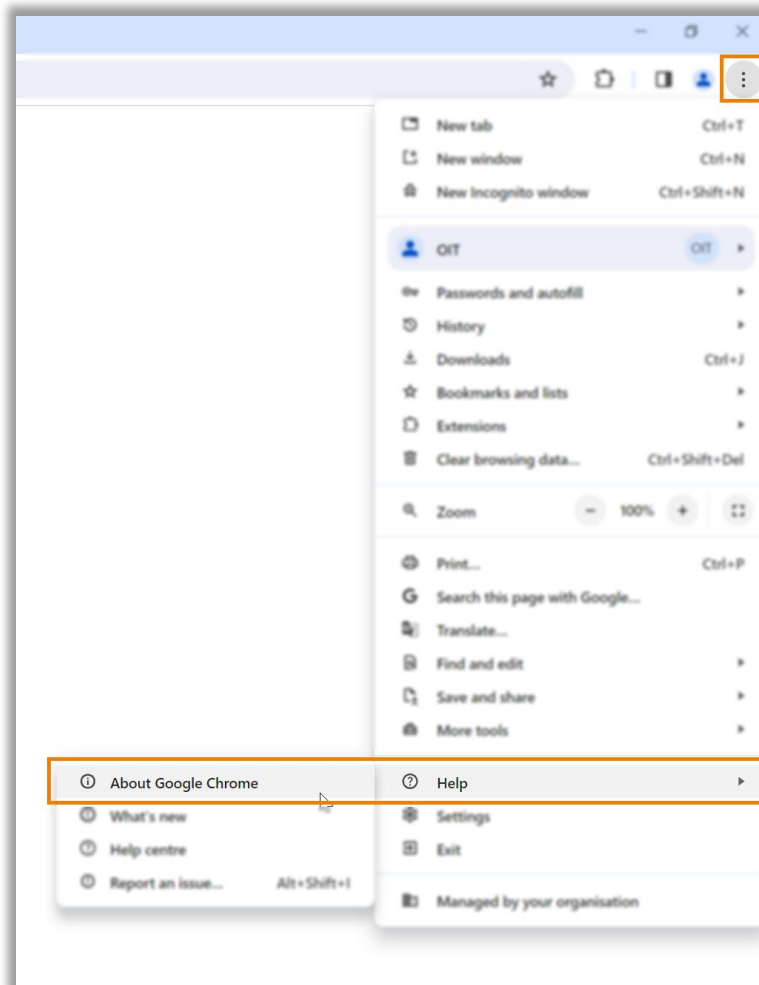
Download the Proctor Exam App to your secondary device via Google PlayStore or AppleStore 

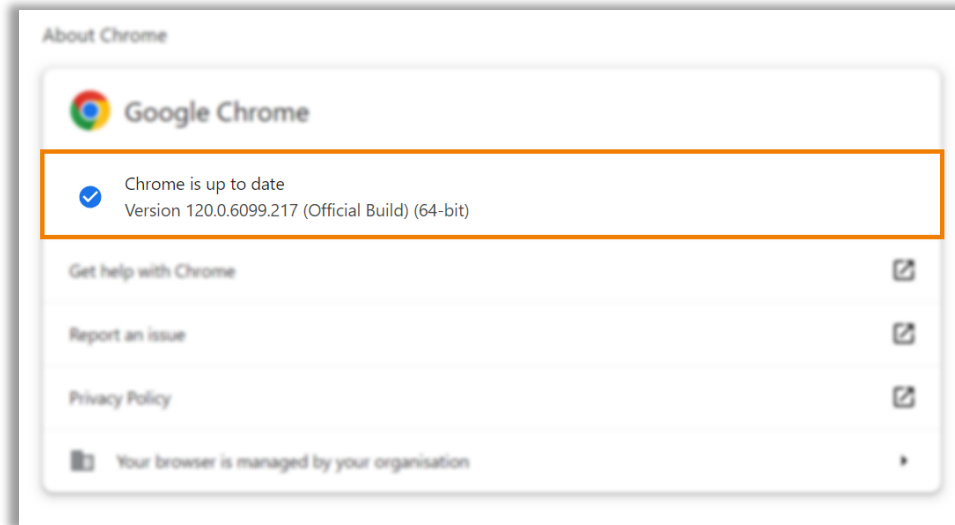
Complete your system check immediately or at least 7 days in advance of your exam. While a successful system check is not a guarantee that there will be no issues on exam day, failure to complete a system check and/or using an unsupported device may render your results invalid if we are unable to confirm exam integrity due to technology issues. If you are unable to complete any part of the System Checks due to technical difficulty, you need to submit a Digital Exams Issues Form immediately. If you are unable to sit your exam due to technical difficulties, WSET will first investigate to see if System Checks were and if/when they were attempted and/or completed. WSET is unable to refund your APP for your exam with less than 7 working days' notice if you decide you need to reschedule due to difficulties. Submitting a Digital Exams Issues form at least 7 days before the exam, in the chance that Online Chat Support was unable to assist, provides WSET's Digital Assessments team adequate time to troubleshoot. Note: *WSET will not be responsible for candidates who did not set up their devices properly.*

After completing your System Checks, force stop your Proctor Exam app on your secondary device and avoid performing updates to your devices until after you have taken your exam.

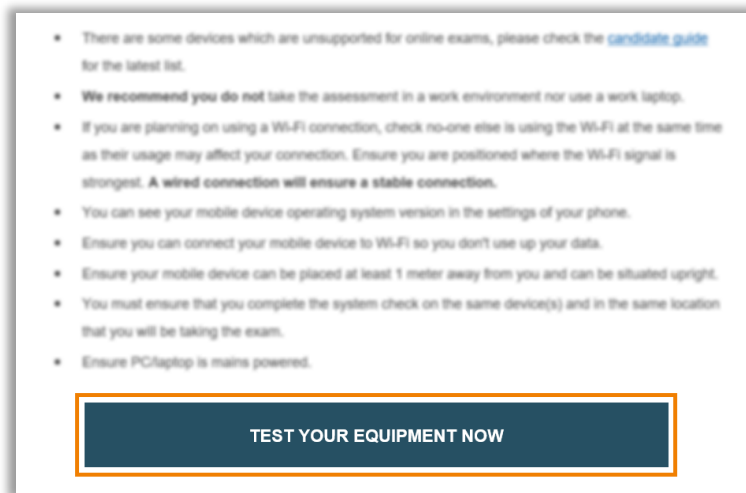
Starting the system check

You must first ensure you're using the latest version of the Google Chrome browser before beginning the system check process. Chrome should auto-update when you access the “About Google Chrome” area. This area can be found by clicking the three-dot vertical ellipsis to the right of the URL bar in a Chrome browser window, select Help, and then About Google Chrome. If any updates are made ensure you click the relaunch button to complete any updates.





To begin the system check process, locate the system check requirements email, and click the link contained within the email to enter the step-by-step guide.



Download the ProctorExam Google Chrome extension by following the on-screen instructions.

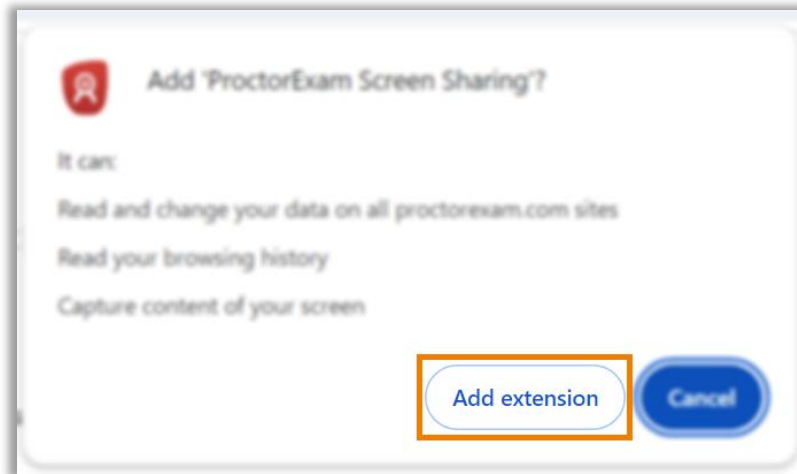


ProctorExam Google Chrome extension required

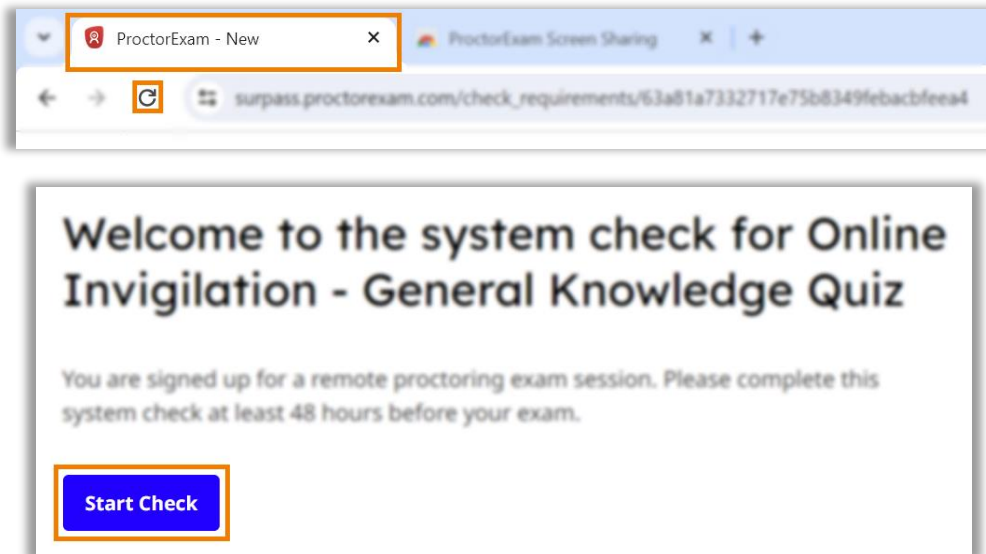
We have detected that you do not yet have the ProctorExam Chrome extension installed. Please download and install the ProctorExam extension from the Google Web Store and return to this page and refresh.

[Download ProctorExam Extension](#)

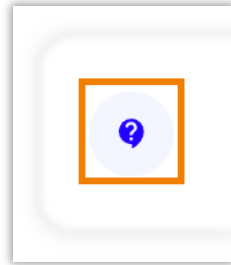
The screenshot shows the Google Web Store page for the 'ProctorExam Screen Sharing' extension. At the top left is the ProctorExam logo (a red circle with a white person icon) and the title 'ProctorExam Screen Sharing'. To the right is a blue 'Add to Chrome' button. Below the title, the URL 'proctorexam.com' is shown with a 1.9 star rating from 183 reviews. The category is 'Social Networking' with 700,000 users. The main visual is a red rectangular extension icon with the ProctorExam logo and the text 'PROCTOREXAM by Turnitin'. Below the icon are small thumbnails for the extension's interface on different devices.



Back on the system check guide tab, reload the page, and click start check to begin testing your equipment.



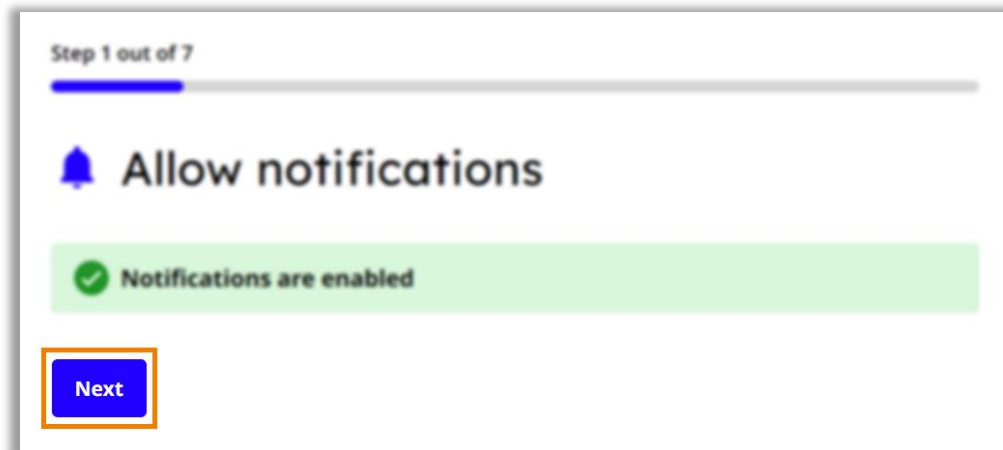
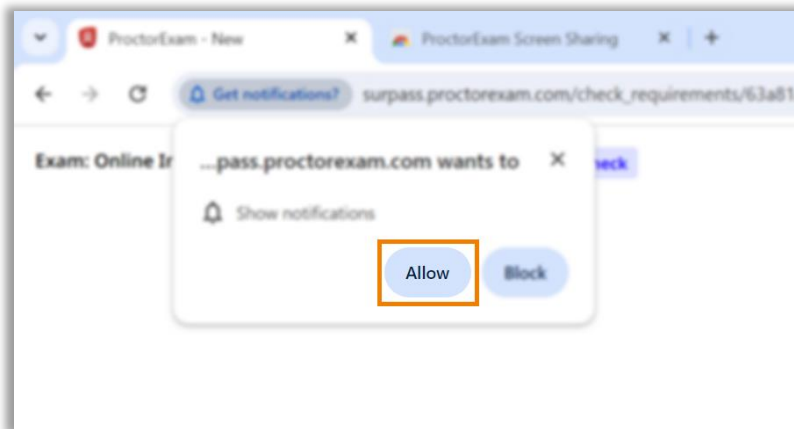
At each step of the system check process you can find further advice and guidance under the question mark logo on the right of the screen should you require it.



System check steps

Step 1 – Allowing notifications

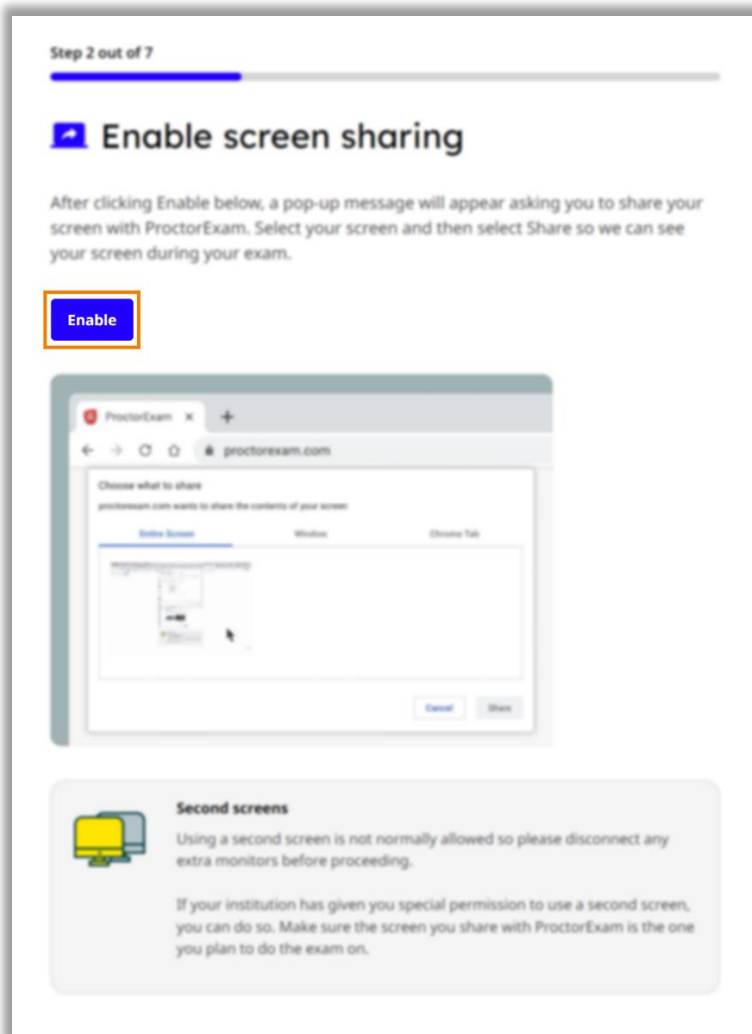
On the first step you must allow notifications before moving to the next step.



Step 2 – Enabling and testing screen sharing

You must now enable screen sharing. You should enable the entire screen option, by clicking the entire screen tab, then select the screen you will be taking the exam on, and then select share.

WARNING: For WSET RI exams you will only be allowed to use of one screen.



Step 2 out of 7

Enable screen sharing

After clicking Enable below, a pop-up message will appear asking you to share your screen with ProctorExam. Select your screen and then select Share so we can see your screen during your exam.

Enable

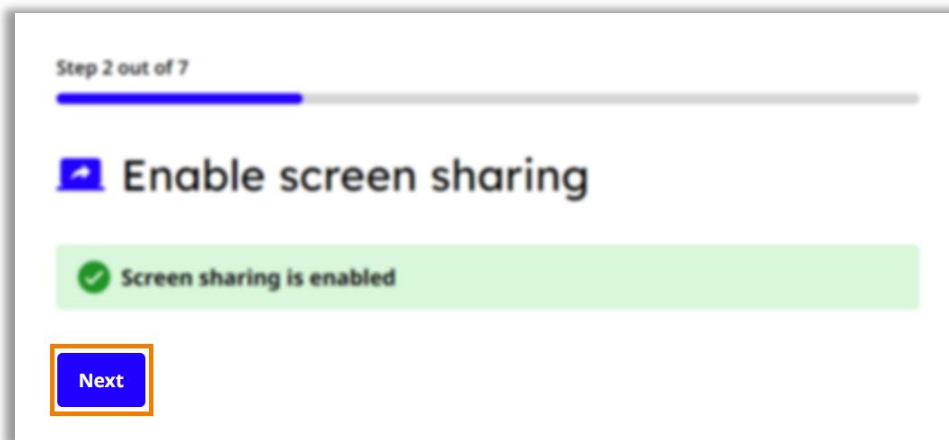
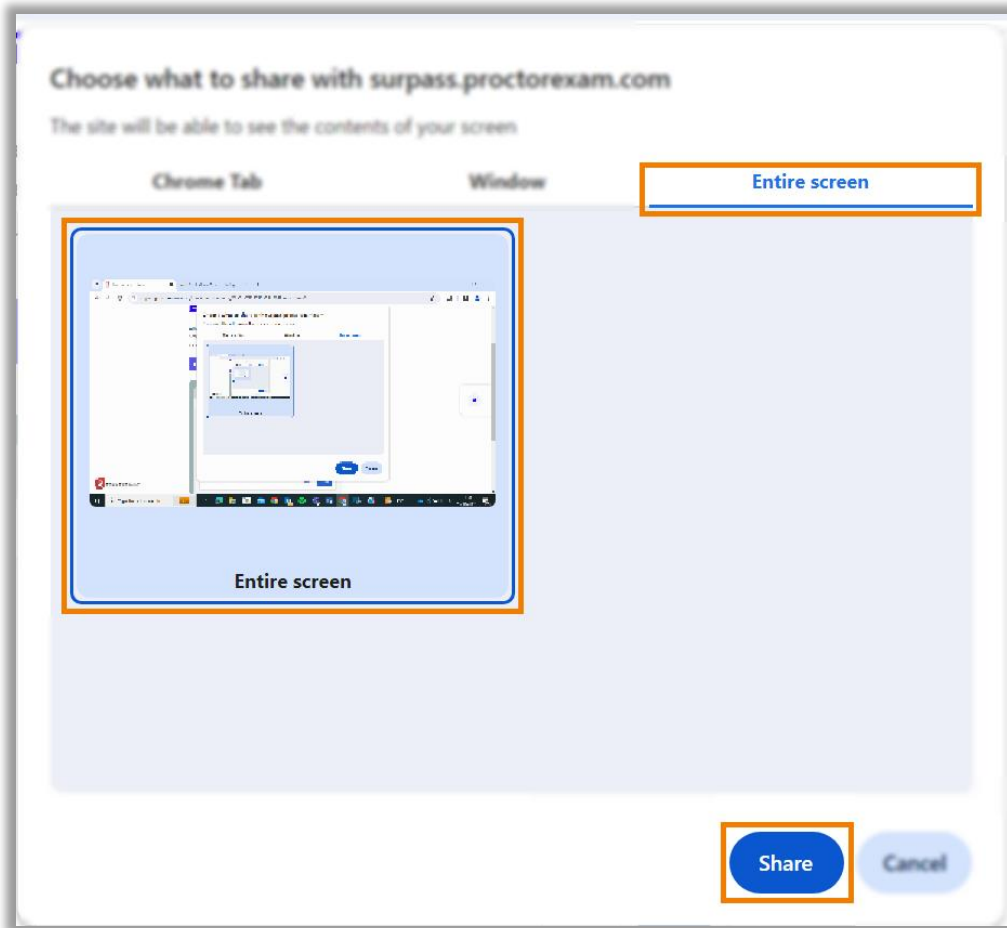
Choose what to share
proctorexam.com wants to share the contents of your screen

Entire Screen Window Chrome Tab

Cancel Share

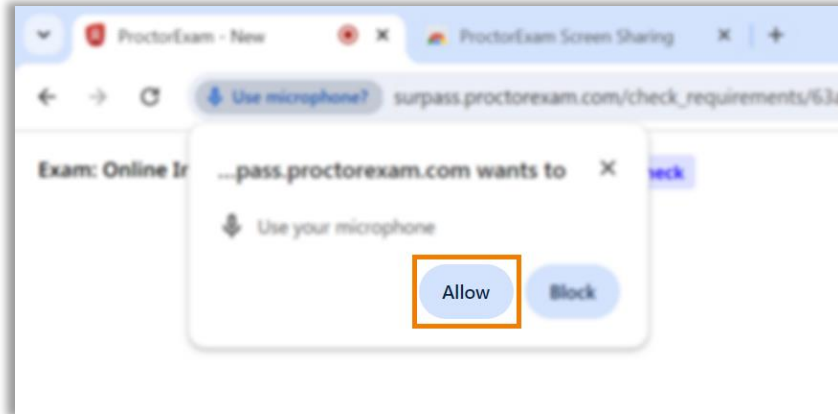
Second screens
Using a second screen is not normally allowed so please disconnect any extra monitors before proceeding.

If your institution has given you special permission to use a second screen, you can do so. Make sure the screen you share with ProctorExam is the one you plan to do the exam on.




Step 3 – Enabling microphone


You must now allow your microphone to be used, and then test this by making some noise.




Step 3 out of 7

 **Enable your microphone**

Select the microphone you would like to use for the exam and then speak into it to ensure it is working correctly. If we can detect your voice, we will automatically confirm it is working.

 **Say something into your microphone**

Communications - Microphone (Realtek(R) Audio) ▾





Step 3 out of 7

 **Enable your microphone**


 **Your microphone is working**

Next

Step 4 – Testing speakers


On the next step you will be testing your speakers. Listen for the audio sample. If you can hear the audio sample click yes, and then next. If you cannot hear the sample, click on the Need Help option to view suggested troubleshooting advice.


Step 4 out of 7

 **Test your speaker**

ProctorExam will send audio notifications throughout the exam so it is important your speaker is working.


Select the speaker you would like to use for the exam and then listen for the audio sample.


 Can you hear the audio sample playing?

Speakers (Realtek(R) Audio) 

Yes **Need Help?**

Step 4 out of 7

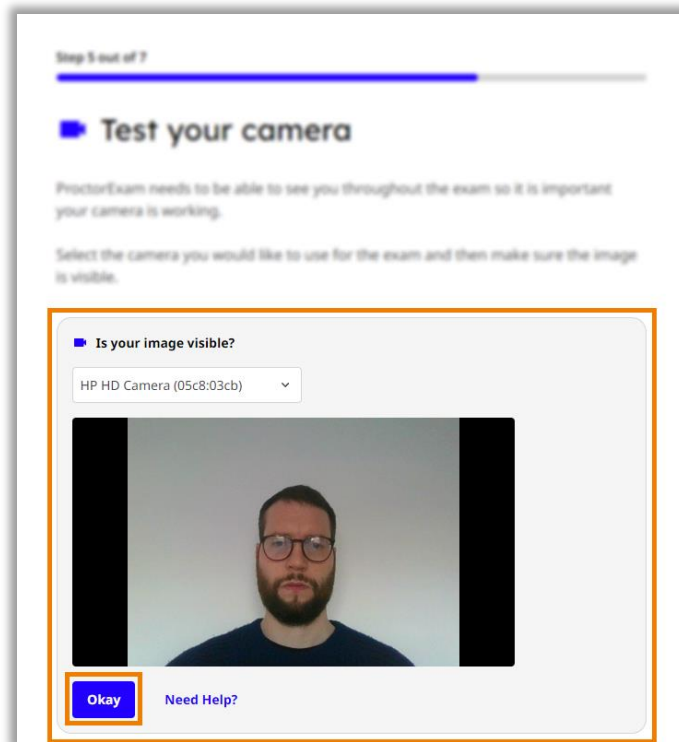
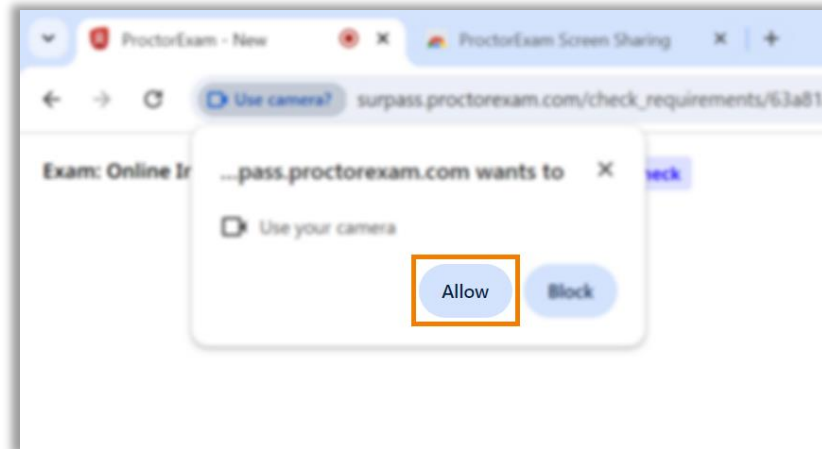
 **Test your speaker**

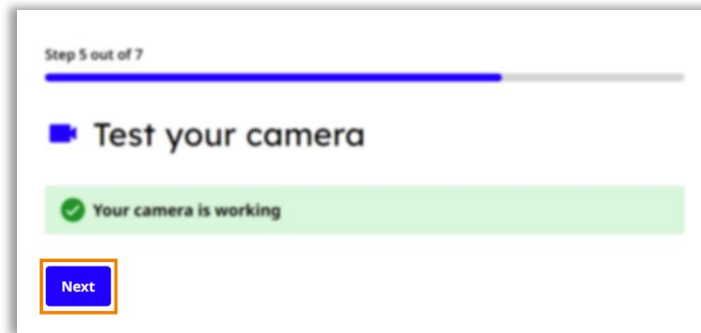
 **Your speaker is working**

Next

Step 5 – Enabling and testing webcam

Now you will be testing your webcam. You must first allow the use of your webcam. If you can see yourself in the on-screen window, click okay, and then next. If you cannot see yourself, click on the Need Help option to view suggested troubleshooting advice.





Step 6 – Downloading and testing ProctorExam app

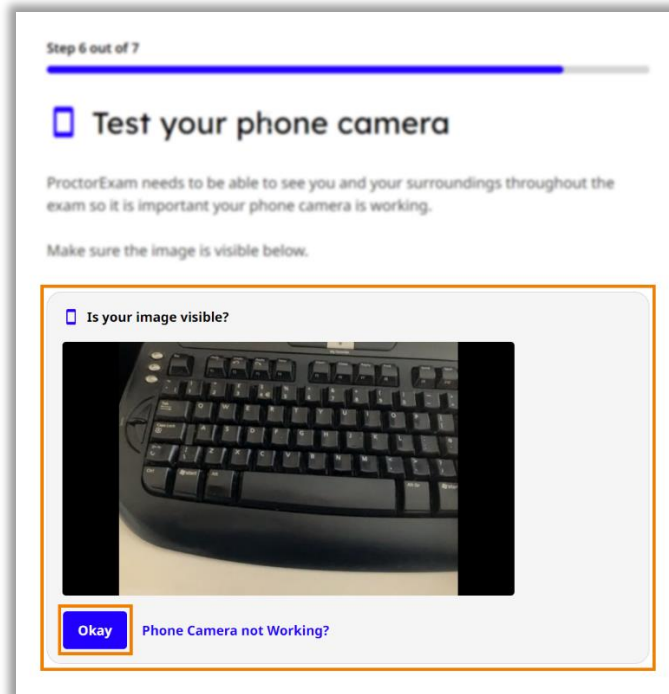
The next step is to download the ProctorExam app for your phone. Scan the QR code with your phone to initiate the download. Once the app is downloaded click the I already have the app option to move to the next step. If you are having an issue downloading the app click on the Need Help option to view suggested troubleshooting advice.



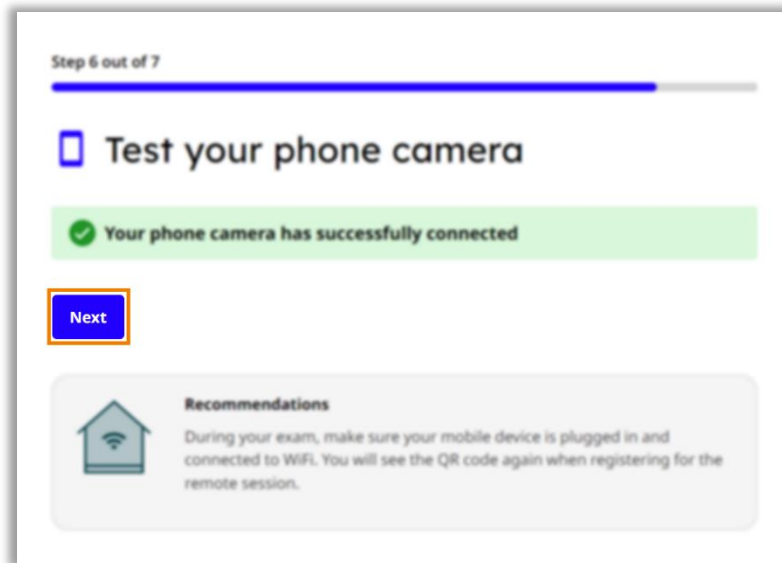
You must now test the mobile app is working, scan the on-screen QR code using the ProctorExam app. If you encounter a problem use the having issues with scanning the QR code option to view troubleshooting advice.



When you have successfully scanned the QR code with the app, ensure your camera image is visible on screen and click Okay. If you cannot see the image on-screen click the Phone camera not working option to view troubleshooting advice.

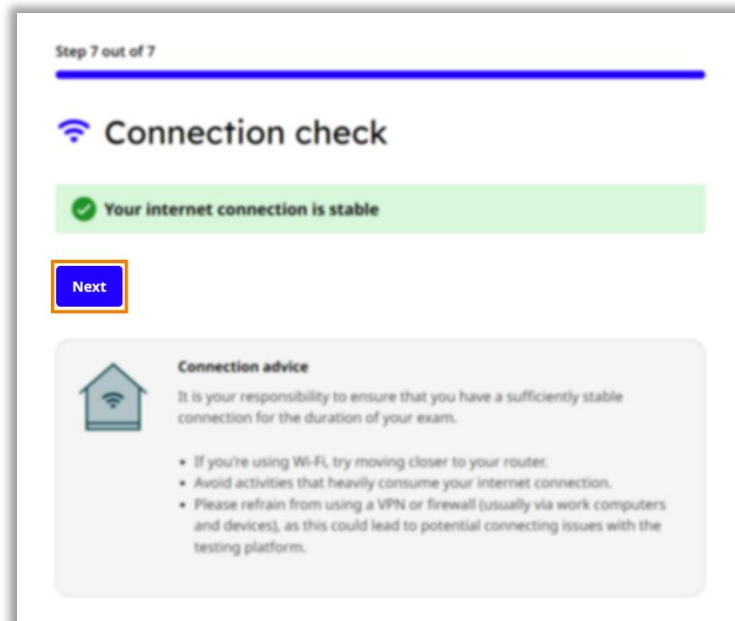


Once you have successfully connected your phone camera note the advice that your phone should remain connected to WiFi during your examination. You should also plug your phone in to a charger to ensure the battery does not run out.



Step 7 – Checking internet connection

The final step is an automated check of your internet to ensure you have a stable connection. You should get a success message when the check is complete. There is also some important advice to consider regarding your internet connection. Click next to complete your system check.



You should now see a final message informing you that you have successfully completed the system check. If you wish to run the checks again, click the check again option, you should only need to do the checks again if you are changing devices.

Now you have completed the system check successfully and **you will receive exam link email 3 days / 72 hours before the exam date / time.**

System check complete

Your devices have successfully passed the system check required for your remote exam session. We've sent you an email containing a link to your exam. It may take a few minutes for the email to arrive in your inbox.

You may now close this page.

[Check Again](#)

On Exam Day

- Watch this [VIDEO](#) to understand how to set up your exam room and then set up your room for the exam and clear your exam space.
- Review this step-by-step exam setup tutorial [video](#).
- Test your internet speed at <http://www.fast.com> even if you checked it during your system check. One of the most common reasons for re-sits is insufficient or unstable internet. You must have strong wi-fi to complete the exam. If your internet speed is weak, please sit as close to the internet connection point as possible and ask other nearby users to disconnect and refrain from Wi-Fi during your exam then recheck your internet speed.
- At your scheduled exam time select 'Launch Your Exam Now' in your email to begin your exam setup. Please note that you will have the full exam time even if you encounter issues during setup. Take your time reading prompts. If you need any help during setup or your exam, please use the online chat support. Please remain patient and wait for assistance as the online chat function is helping multiple exam takers at the same time.

- Ensure you are using the latest version of Chrome.
- Ensure you have configured your pop-up blocker settings as described in the [candidate guide](#).
- Ensure you have installed the Chrome extension as described in the [candidate guide](#).
- For more detailed guidance please watch our step-by-step [candidate experience video](#).
- **Have your photo ID ready** - you will need valid photo ID (Passport/driving license/government-issued photo ID) to sit the assessment. If you fail to show a valid ID on the day of your exam, you may not be permitted to sit the exam.

LAUNCH YOUR EXAM NOW

□ If it does not launch correctly, copy and paste the ‘Launch Your Exam Now’ link to a Google Chrome Browser.

If you are too early for exam it will give you an exam date page as shown below

You're too early

Hi [REDACTED] Your exam doesn't start until 04/01/2024, 06:00:00. Please come back later.

Your setup is complete. If you would like to run the System Check process again, select the button below.

[Run System Check](#)

Begin setting up your exam by reading and agreeing to your institution's privacy policy, then click the Set up Proctor Exam button.

Welcome to the remote proctoring session for Online Invigilation - General Knowledge Quiz

This exam session will be recorded, and therefore you will need to read and agree to your institution's privacy policy before continuing.

[I agree to the privacy policy.](#)

Set up ProctorExam

We're setting up your exam




This may take a few minutes.



Exam Setup Steps

Review suggestions and advise before moving to the first step

A few things to be aware of


- **You must remain seated during the exam**
You must remain seated and within your camera frame for the entire duration of your exam. If you need to move outside the frame (for example, to use the bathroom) you will need permission from your instructor.
- **You must be alone during the exam**
You should be the only person in the room during the exam. If another person is seen to be in the room with you or enters the room during the exam, this will be a serious violation.
- **You must be clearly visible at all times**
During the setup process, you will be given a preview of your camera. Make sure that your room is bright and your face is clearly visible. Avoid backlighting that may conceal your face. Please be aware that an invigilator will be viewing your camera. Cover or move any private information or personal objects you do not wish anyone else to see.


[Next](#)

Step 1 – Allowing notifications

Firstly, you need to allow notifications, this should already have been done during your system check, therefore select next to move to step 2.

Step 1 out of 10

 **Allow notifications**

 **Notifications are enabled**

[Next](#)

Step 2 – Enabling screen sharing

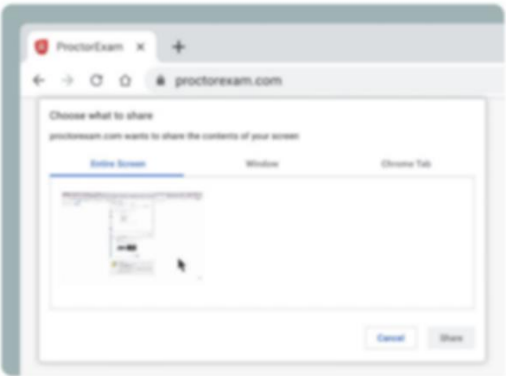
You must now enable screen sharing before moving to the next step. You should enable the entire screen option, by clicking the entire screen tab, then select the screen you will be taking the exam on and then select share. For most exams you will only be allowed to use one screen.

Step 2 out of 7


Enable screen sharing

After clicking Enable below, a pop-up message will appear asking you to share your screen with ProctorExam. Select your screen and then select Share so we can see your screen during your exam.

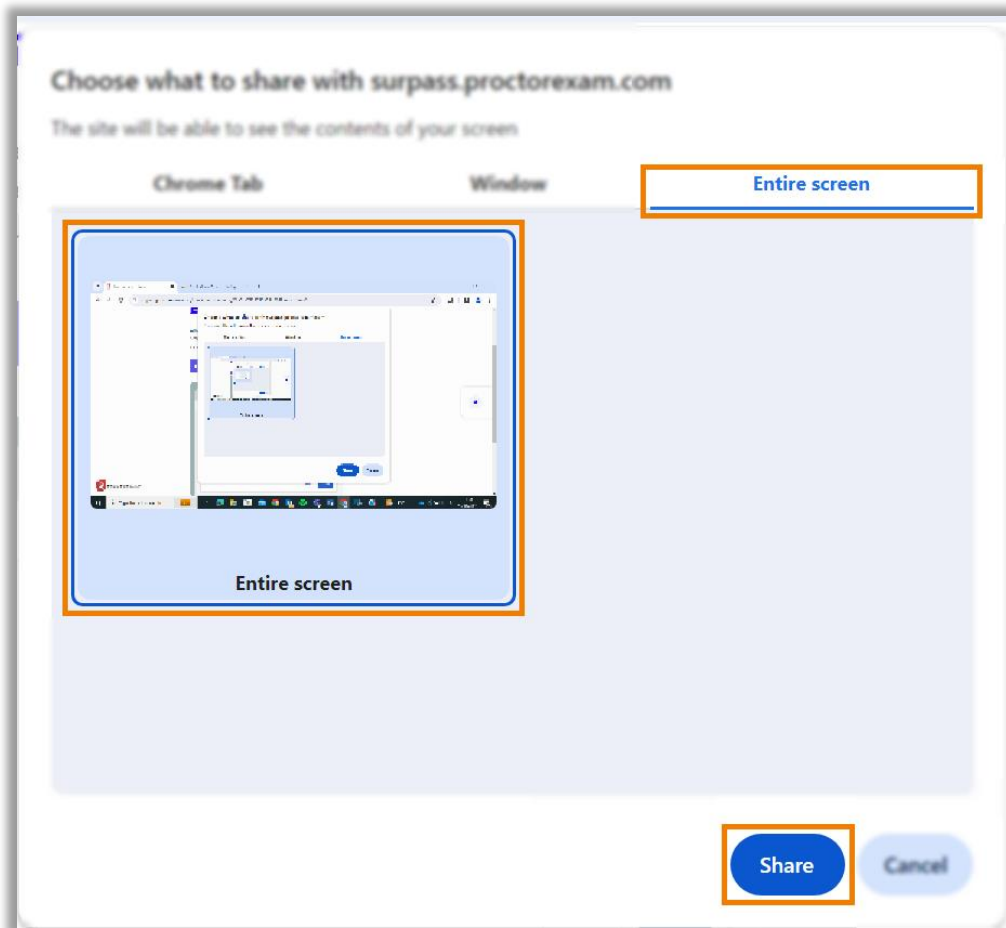
Enable



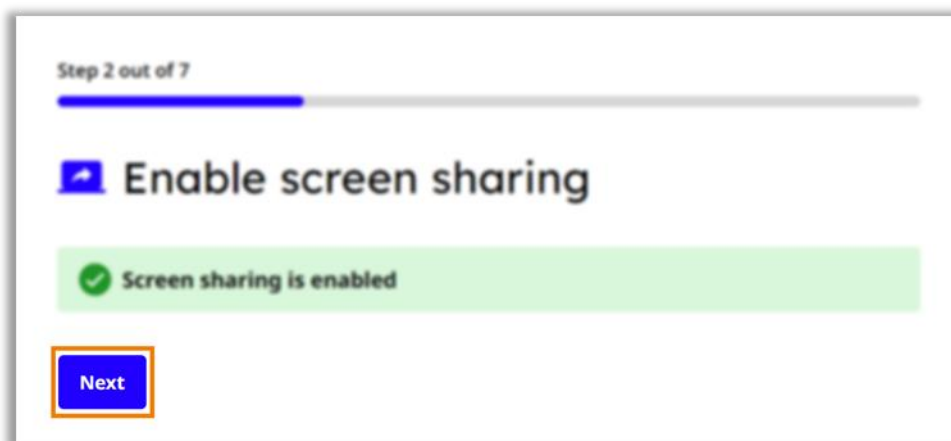
Second screens

 Using a second screen is not normally allowed so please disconnect any extra monitors before proceeding.

If your institution has given you special permission to use a second screen, you can do so. Make sure the screen you share with ProctorExam is the one you plan to do the exam on.



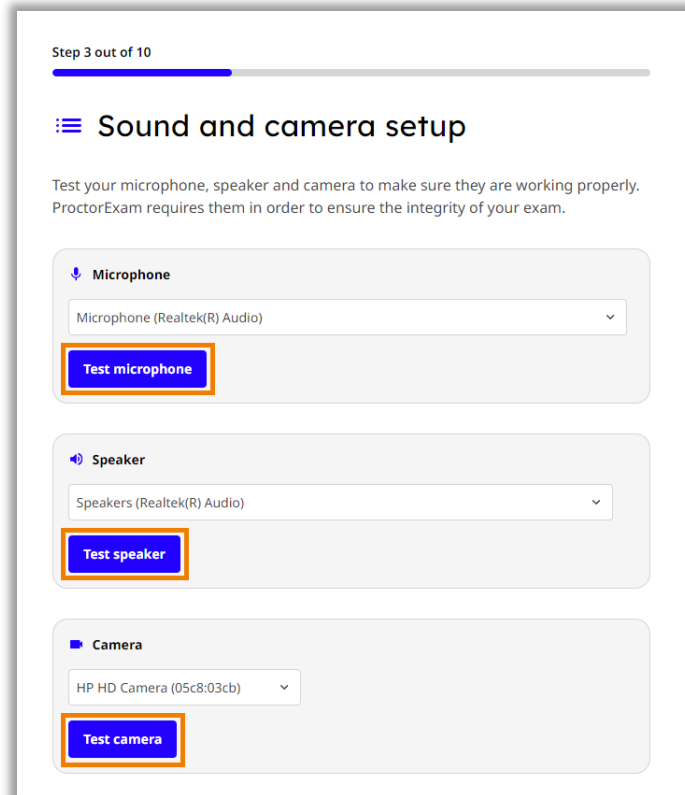
Now Click next to go to next Step.



Step 3 – Testing microphone, speakers and webcam

You must now test your microphone, speaker and camera. Follow the on-screen instructions to test each option. For each option there is troubleshooting advice available if you have any problems, accessed by clicking the Need Help button.

Headphones / ear plugs are strictly prohibited during the exam.



Step 3 out of 10

☰ Sound and camera setup

Test your microphone, speaker and camera to make sure they are working properly. ProctorExam requires them in order to ensure the integrity of your exam.

Microphone

Microphone (Realtek(R) Audio)

Test microphone

Speaker

Speakers (Realtek(R) Audio)

Test speaker

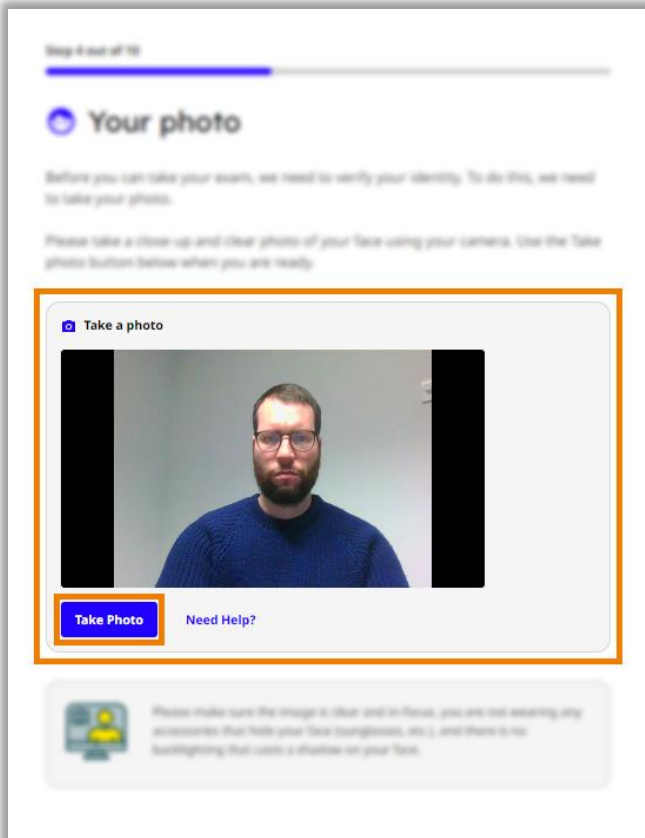
Camera

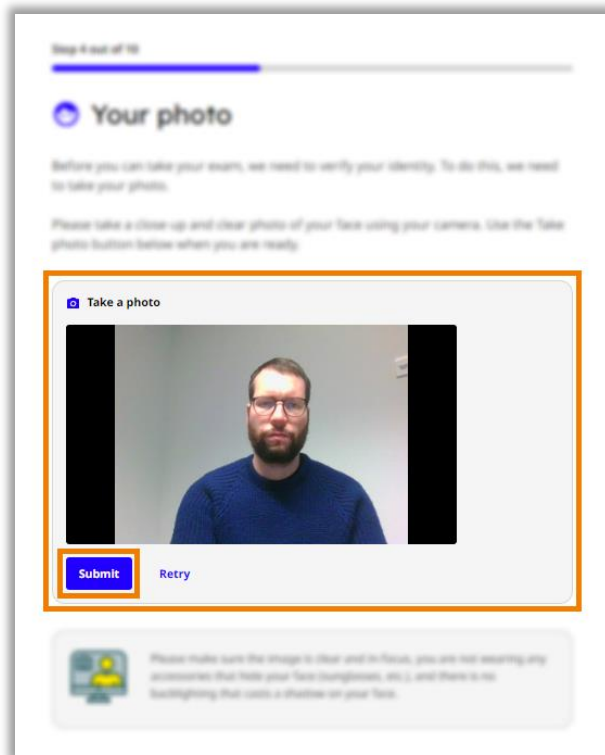
HP HD Camera (05c8:03cb)

Test camera

Step 4 – Taking verification photo

You now need to take a photo of yourself to verify against your ID. Look directly in to the camera, and click take photo. After taking the photo, inspect the image to ensure it is clear and in focus before submitting. If you need to take the photo again select the retry option.





Step 5 – Taking ID photo

You now need to take a photo of your ID for verification. Hold your ID directly in front of the camera, and click take photo. After taking the photo, inspect the image to ensure it is clear and in focus before submitting. If you need to take the photo again select the retry option.

Before selecting Submit, remove your official government ID from any wallets to have ready. Do not cover your name or photo with your fingers. Make sure the image is clear and the text can be visibly read. You will be able to retake photos if you see that your image is blurry. An image that is too blurry or covered by your fingers will delay the release of your result and require us to contact you for a new ID image.

Not taking a clear picture or covering any part of your ID will delay your results.

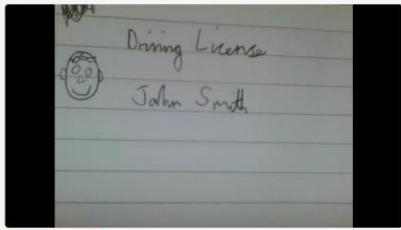
Step 5 out of 10

Your ID

Before you can take your exam, we need to verify your identity. To do this, we need a photo of your ID or passport.

Please take a close-up and clear photo of the photo side of your identity document using your camera. Use the Take photo button below when you are ready.

 Take a photo



Take Photo

[Need Help?](#)




Please make sure the image is clear and in-focus and the name on your document is clear and readable. Please conceal any document number that appears.

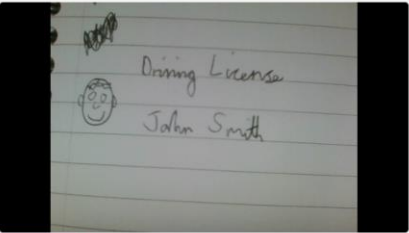
If you need to take the photo again select the retry option. Click submit to go next step.


Step 5 out of 10


Your ID

To verify your identity, we need you to take a picture of your ID or passport. We need a clear image of the photo side of your document. When you're ready, select the Take Photo button.

 Take a photo



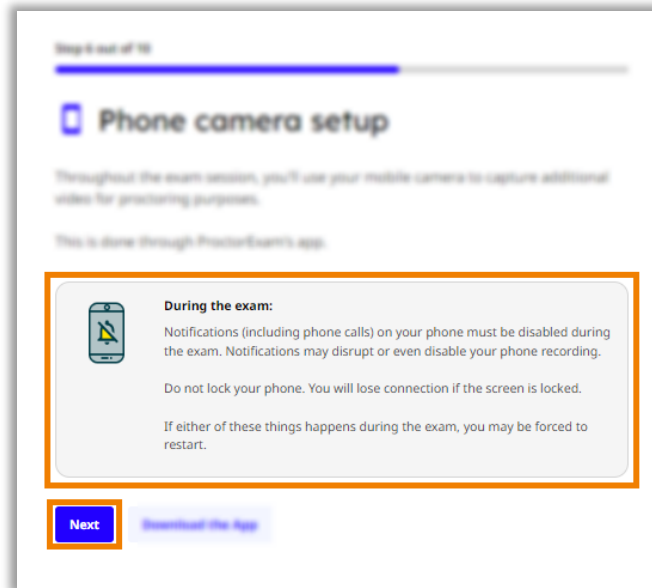
 [Retry](#)

 Please make sure the image is clear and in-focus and the name on your document is clear and readable. Please conceal any document number that appears.

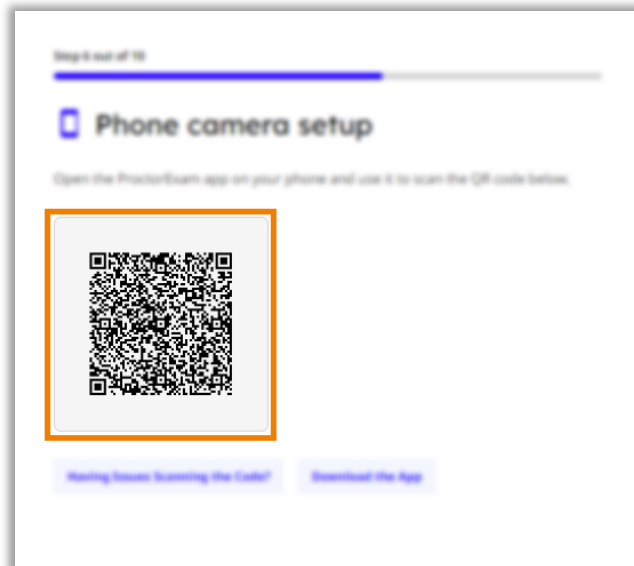
Step 6 – Setting up mobile camera

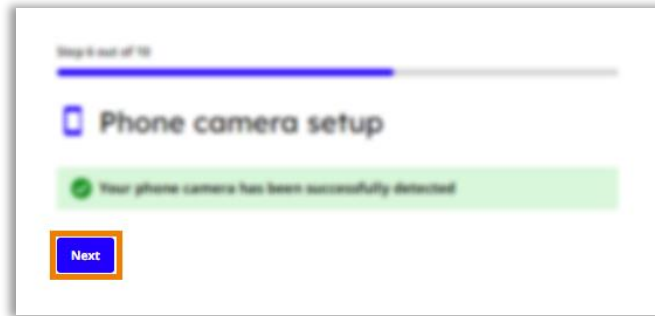
The next step is to setup your mobile phone camera. Ensure you have read and understood the advice regarding your mobile phone camera before clicking next.

Place your secondary device (mobile) on airplane mode and select continue. If you do not place your device on airplane mode and you receive a text message/notification, your Proctor Exam secondary device application will stop recording.



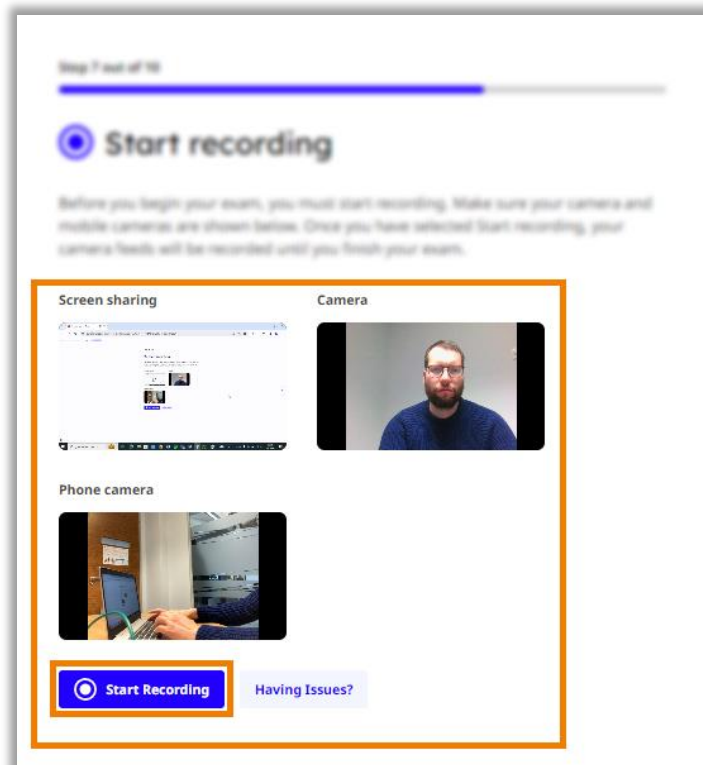
Now open the proctor exam app on your phone and scan the on-screen QR code to connect your mobile camera.

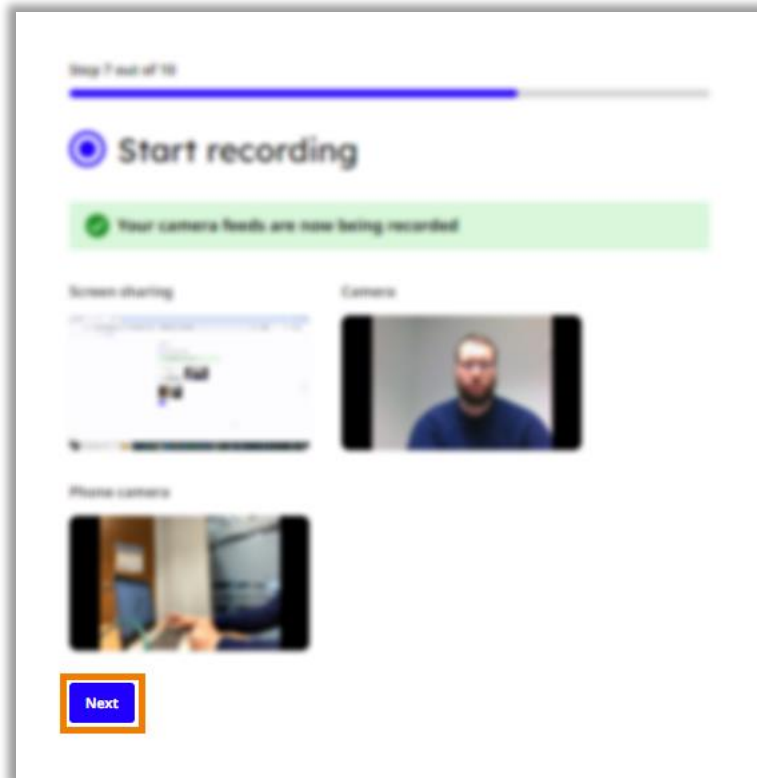




Step 7 – Starting camera recordings

You must now start all your camera feeds recording. Ensure all camera feeds are shown on-screen before clicking Start Recording, from now on all cameras will be recording until you finish your exam. If you have any problems, use the Having issues option to view troubleshooting advice.

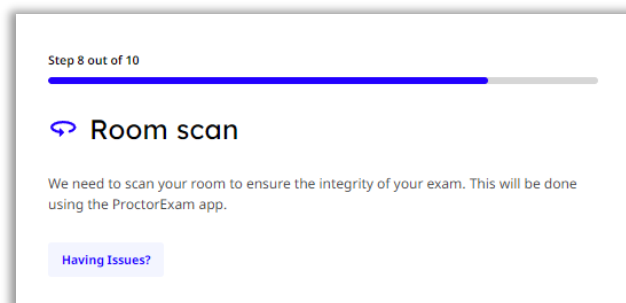


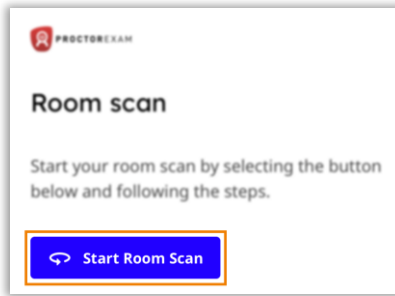


Step 8 – Environment Check

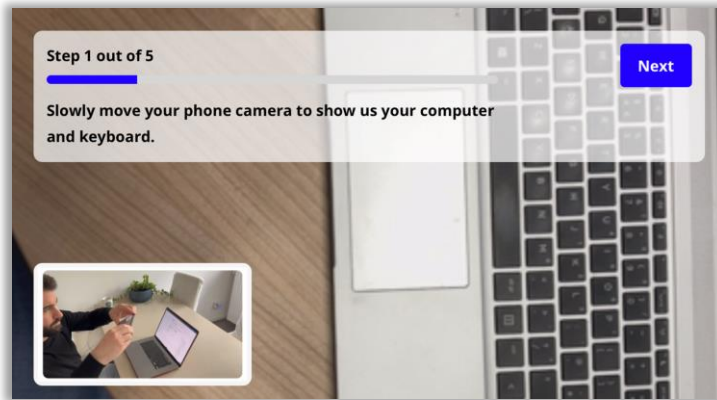
You must now scan your room using your mobile camera to ensure the integrity of your exam. For this step switch to your mobile phone and follow the on-screen instructions.

Take your time when showing your exam environment. Each step is critical and allows the RI reviewer to verify your exam conditions. Many disqualifications are caused by candidates skipping steps or performing them too quickly for the reviewer to confirm. You will still have the full time for your exam and in most cases even if you have an issue performing the setup steps. Your exam time does not start until you see the first question.

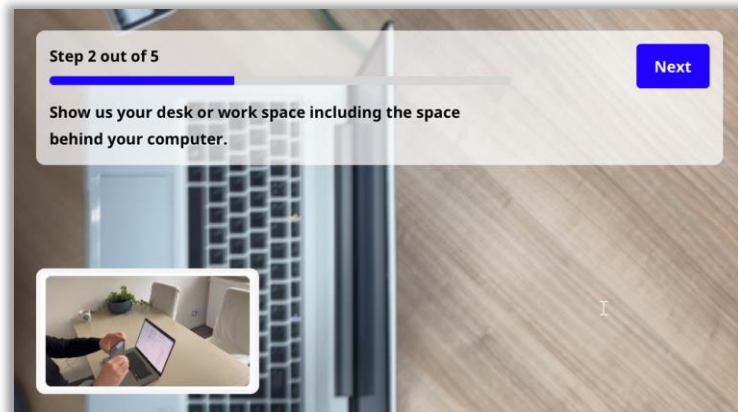




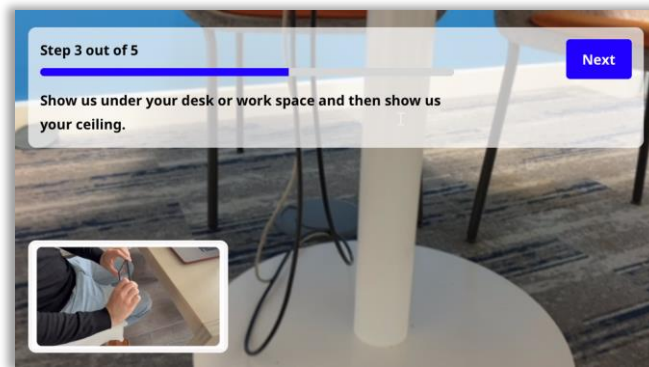
Slowly show your computer and keyboard.



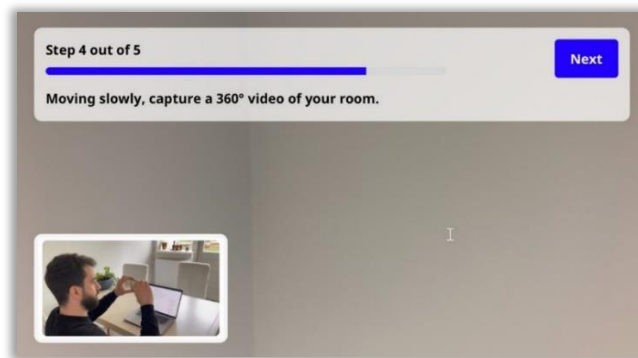
Next show your entire desk is clear.



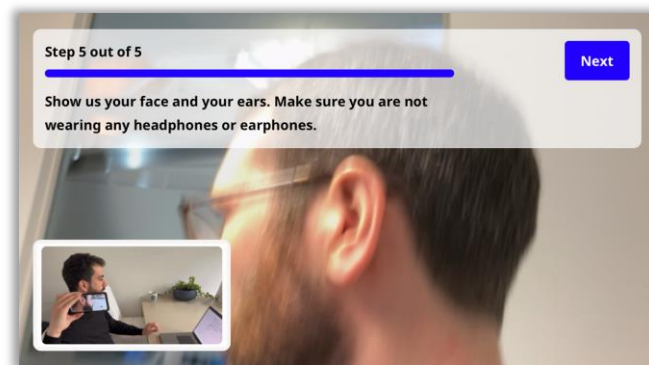
Now show under the desk and then the ceiling.



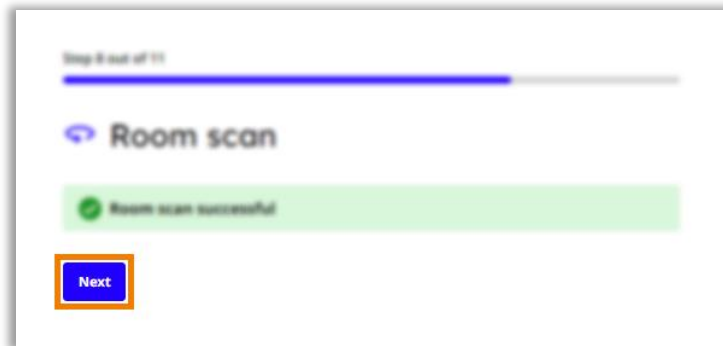
Slowly show a full 360 degree view of the room.



Finally show your face and ears, to show you are not wearing headphones, earphones or smart glasses.

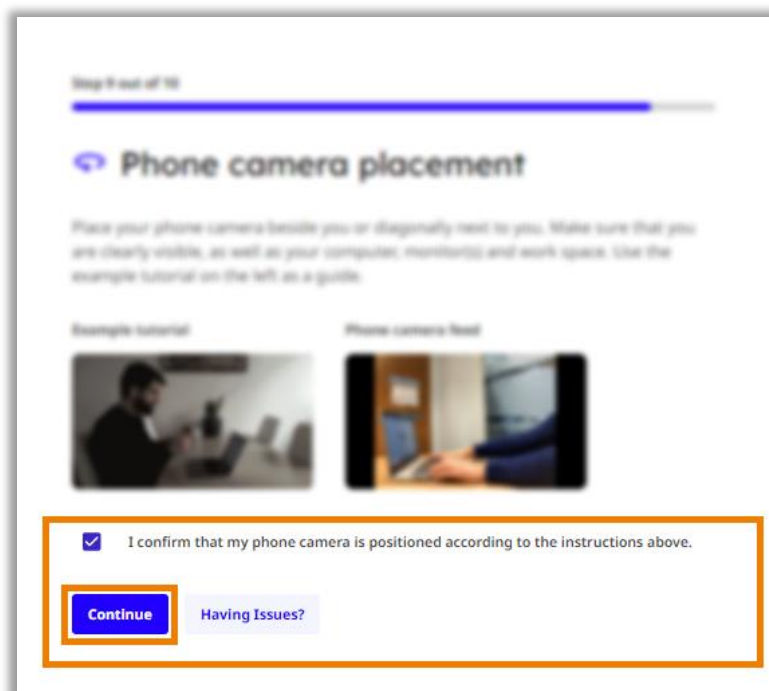


When you have completed the room scan on your mobile phone, move back to the instructions on the computer screen and click next to move to the next step of the setup.



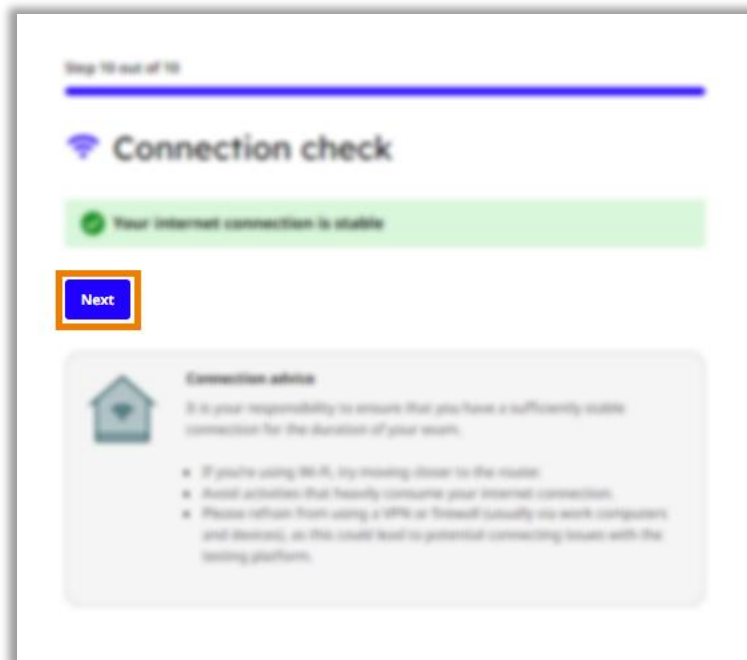
Step 9 – Positioning the mobile camera

Now you have completed your room scan follow the on-screen instructions and tutorial in order to ensure your mobile phone camera is positioned correctly. Once you are happy with your mobile camera placement use the tick box to confirm and select continue to move to the next step.

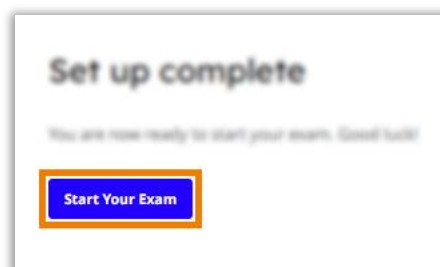


Step 10 – Checking internet connection

The final step of the exam setup will be an automatic check of your internet connection. On this step there is some useful connection advice regarding how to ensure a stable connection throughout your exam.



When you're ready click next to finish your setup, and then click Start Your Exam.

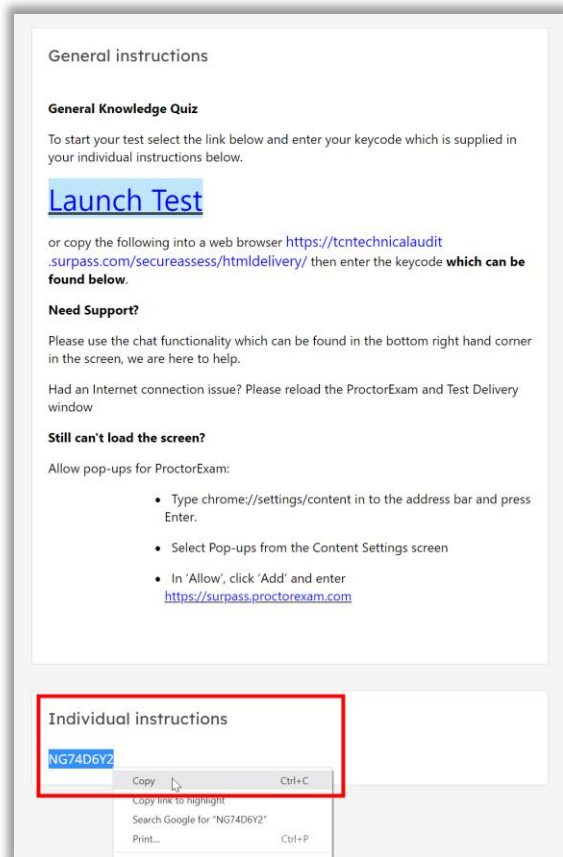


Instructions and keycode

You will now see an information page, **this page should remain open throughout your exam**. Ensure you read and understand all of the instructions.

When you have done so and are ready to begin your exam, either copy or note down your keycode, this can be found under the individual instructions section at the bottom of the page.

Now click the Launch Test link, this will open the exam window in a separate tab, **you should leave open both tabs throughout your exam**.



General instructions

General Knowledge Quiz

To start your test select the link below and enter your keycode which is supplied in your individual instructions below.

[Launch Test](#)

or copy the following into a web browser <https://tcntechnicalaudit.surpass.com/secureassess/htmldelivery/> then enter the keycode **which can be found below**.

Need Support?

Please use the chat functionality which can be found in the bottom right hand corner in the screen, we are here to help.

Had an Internet connection issue? Please reload the ProctorExam and Test Delivery window

Still can't load the screen?

Allow pop-ups for ProctorExam:

- Type chrome://settings/content in to the address bar and press Enter.
- Select Pop-ups from the Content Settings screen
- In 'Allow', click 'Add' and enter <https://surpass.proctorexam.com>

Individual instructions

NG74D6Y2

Copy Ctrl+C
Copy link to highlight
Search Google for "NG74D6Y2"
Print... Ctrl+P

General instructions

General Knowledge Quiz

To start your test select the link below and enter your keycode which is supplied in your individual instructions below.

Launch Test

or copy the following into a web browser <https://tcntechnicalaudit.surpass.com/secureassess/htmldelivery/> then enter the keycode **which can be found below**.

Need Support?

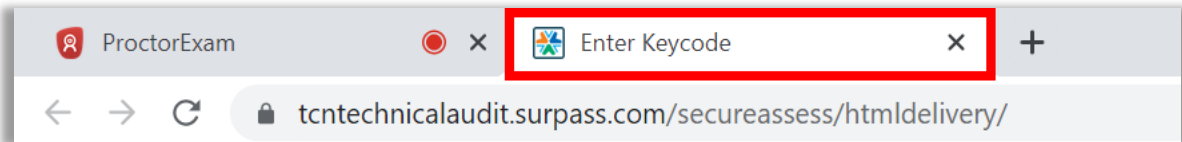
Please use the chat functionality which can be found in the bottom right hand corner in the screen, we are here to help.

Had an Internet connection issue? Please reload the ProctorExam and Test Delivery window

Still can't load the screen?

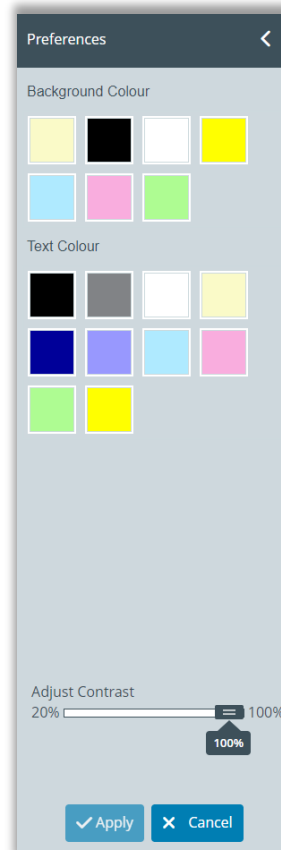
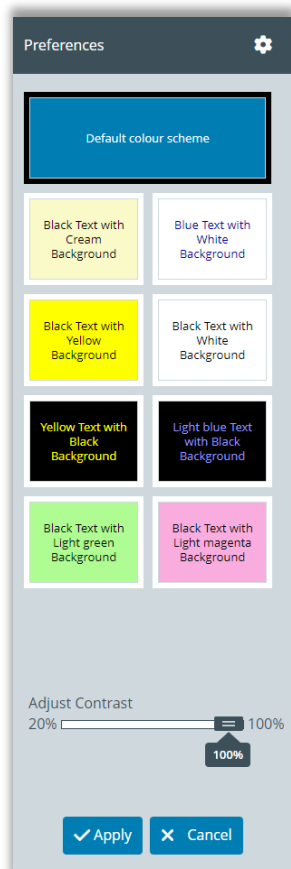
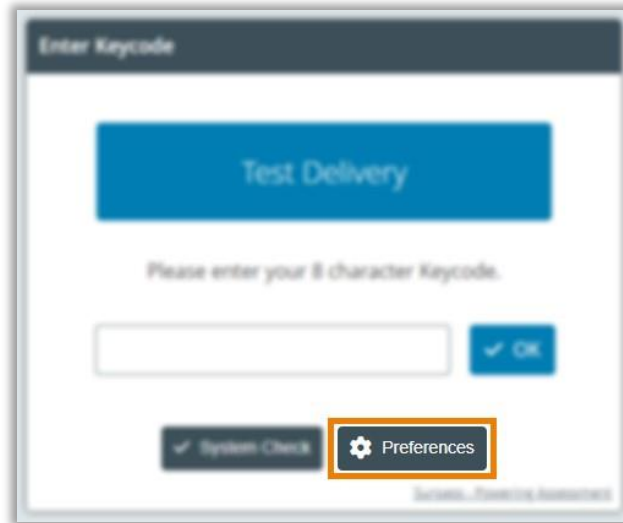
Allow pop-ups for ProctorExam:

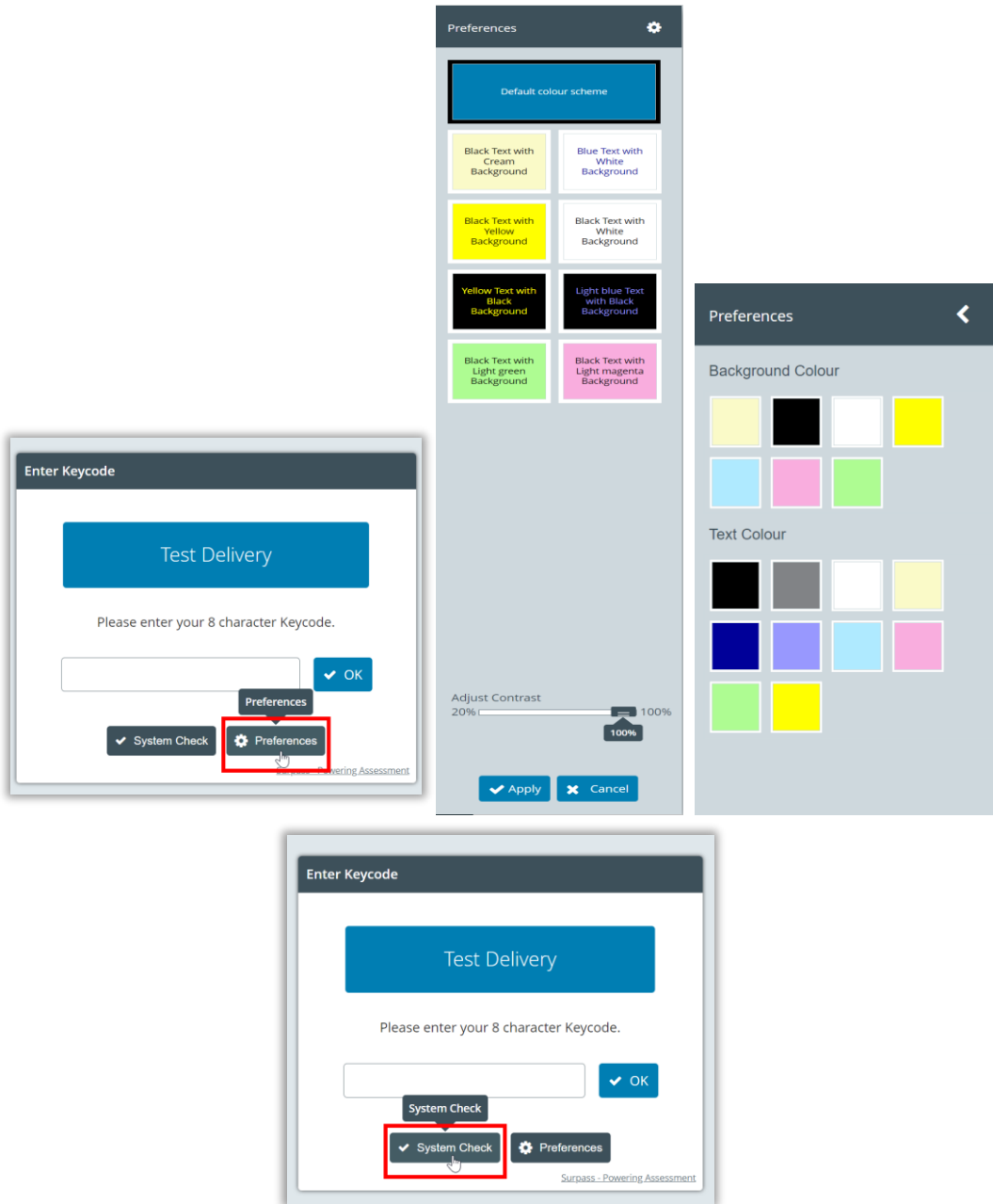
- Type chrome://settings/content in to the address bar and press Enter.
- Select Pop-ups from the Content Settings screen
- In 'Allow', click 'Add' and enter <https://surpass.proctorexam.com>

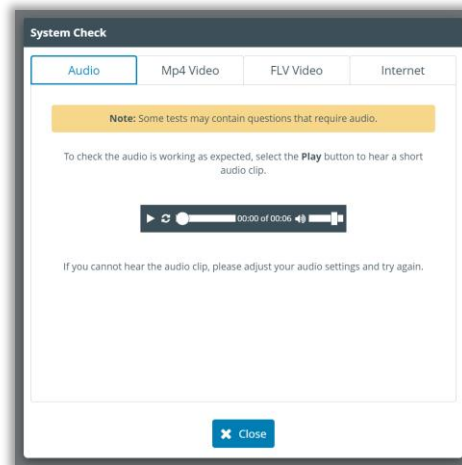


Colour preferences

Before entering your keycode in the exam window, if you wish you can change the colour scheme of your exam under the Preferences option, you can either choose from one of the default options, or create your own combination under the settings cog.







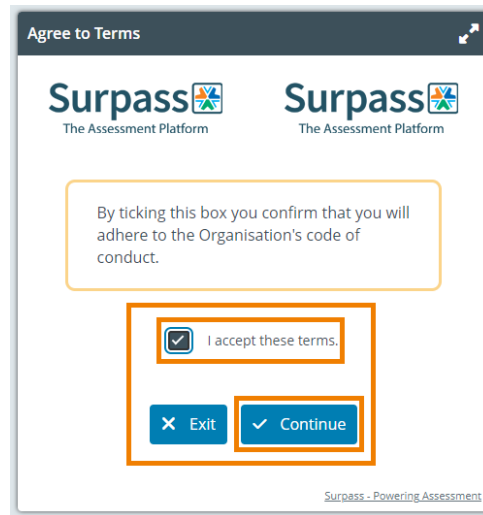
Entering the keycode and starting the exam

When you are ready you can either paste or type in your keycode in the available box and click OK to launch your exam.



Now check your details and confirm if correct. **If your name is misspelled, proceed with the examination, and let your Approved Programme Provider (APP) know after the exam.**

Next confirm your acceptance with your organization's code of conduct by checking the tick box and clicking continue.



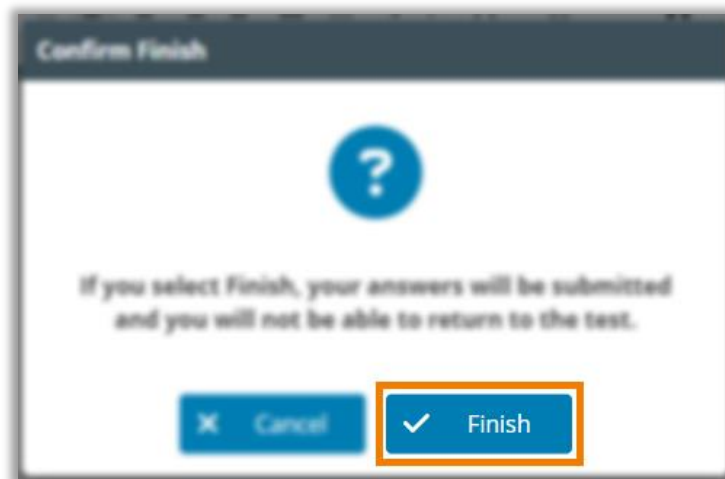
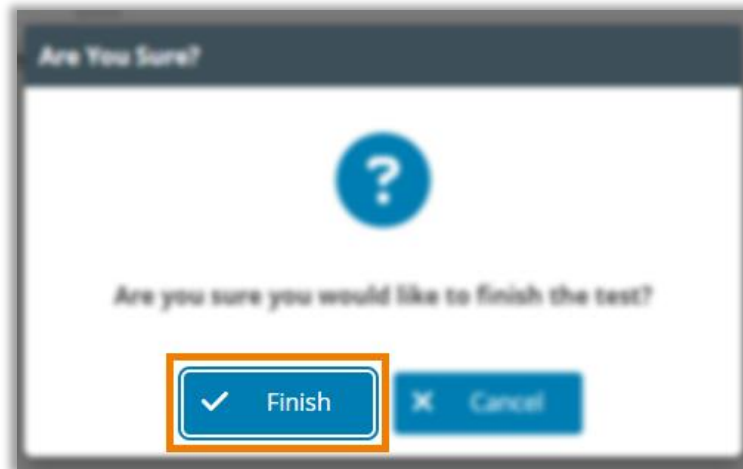
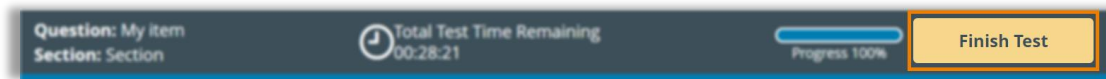
Now carefully read the specific information regarding your exam before clicking Start the test to be taken to the first question, this is when your exam timer will begin.



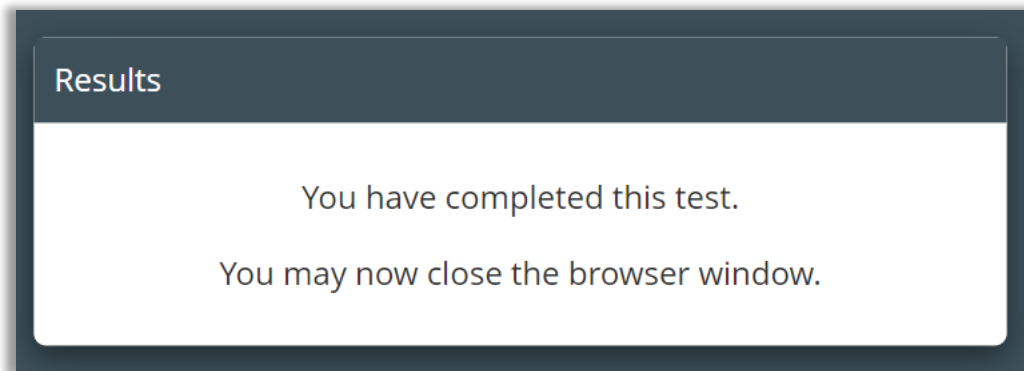
Once you have completed the questions and are happy to end your exam. Click the finish test button found in the top right corner of the exam window, and then click to confirm you wish to finish your exam.

Finishing the exam

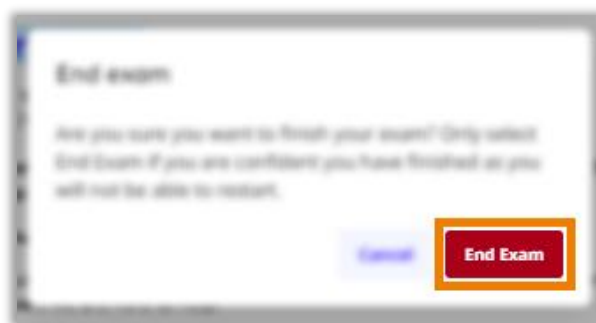
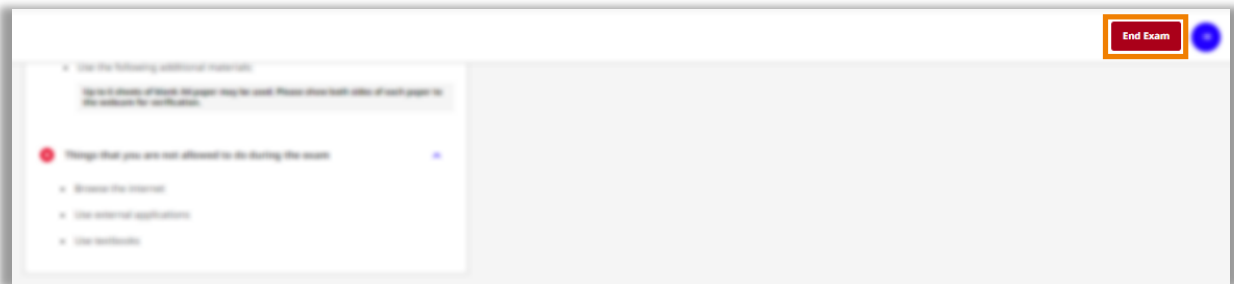
Once you have completed the questions and are happy to end your exam. Click the finish test button found in the top right corner of the exam window, and then click to confirm you wish to finish your exam.



You can close tab now.

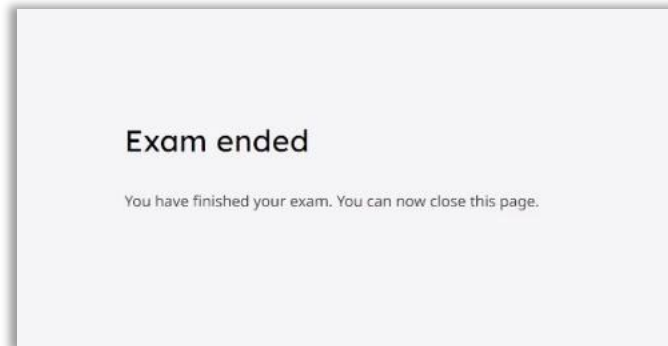


This should leave you with only the original exam information page open. You now need to click the end exam button again found in the top right corner, and then click to confirm. This will now end all camera recordings.



You can now close this tab.

Your exam is now fully completed and submitted. Your awarding organisation will be in touch in due course to confirm the results of your exam



After your Exam

You will receive your exam results from your APP. Your exam will be recorded and watched by a Professional Invigilator and any violations will be reported to WSET for review and action. The recording of you taking your exam will not be shared with your APP. A copy of the recording will be kept for 6 months. This is in line with our Privacy Policy which can be found in Appendix C and will only be reviewed for quality assurance processes. Note: *If for some reason we are unable to validate your exam, your APP will advise you on next steps.*

Appendix A – Remote Invigilation Devices

To sit a remotely invigilated exam it is required that the devices you intend to use meet the following technical requirements and are set up properly. You will need two devices as follows:

Device One (to take the exam): _____

Device	Requirement
Bandwidth	1.5Mbit/s. Tethering is not supported
Browser	The latest version of Google Chrome
Webcam	Maximum resolution of 1280 x 720
Screen Resolution	Recommended resolution 1440 x 900



Microphone	Required
Audio	Required
PC	Windows 10 or higher
Mac	Mac OS X and previous releases
Linux	64-bit Ubuntu 14.04+, Debian 8+, openSUSE 13.3+, or Fedora Linux 24+

Devices **not supported** for Device One:

Android tablets (Nexus 7, etc.), iOS tablets (iPad, iPad mini, etc.) and Microsoft Surface Pro (and earlier versions) Microsoft Surface Pro (and earlier versions).

Device Two (for recording the exam room):

Device	Requirement
Mobile Device	You will need a mobile device or tablet on which you will download the ProctorExam app. Instructions for downloading the app will be provided during the system check process
Android device specification	5.1 or higher
iOS (Apple) device	10.0 or higher

Devices **not supported** for Device Two:

Huawei P30, Samsung Galaxy A3 (2016), and Google Pixel 3 and newer are not compatible with the ProctorExam app required to operate your mobile device as a secondary camera.

Appendix B - Exam Violations

Please note that you must not commit any of the violations noted below. By taking a WSET remotely invigilated exam you are agreeing to the following:

Candidates agree to abide by the exam regulations. Failure to do so may render a candidate's results invalid and the candidate may have to resit the exam at their expense. WSET reserves the right to permanently exclude candidates found guilty of academic misconduct from WSET qualifications.

List of Exam Violations:

Highlighted violations are violations that candidates commit most often knowingly or unknowingly.

AREA	VIOLATION
BEHAVIOUR VIOLATIONS	Accessing other applications or webpages, such as Word/Excel/Google/Email, other than the Google Chrome pages needed for your exam.
	Referring to any material, in whatever form, other than the on-screen exam
	Using any electronic device e.g., tablet/smartwatch other than those needed for the exam
	Using multiple screens
	Attempting to record or reproduce the content of exam papers
	Taking notes during exam
	Leaving the room after the exam starts
	Other people seen or heard in the room
	Repetitive behavior such as looking at your wrists or hands for a prolonged period of continuous abnormal eye movements to a specific area away from the screen
	Talking
	Vaping/smoking during exam



	Wearing a watch of any kind or using any other audible alarms or prompts; clocks are permitted in your room
	Wearing sunglasses or smart glasses
	Wearing headphones or earplugs
EXAM ROOM SET UP VIOLATION	Notes, textbooks, or any visual aids that can be of assistance e.g., pictures, maps, service equipment in exam-taking environment
	Bottles or cases of wine, spirits, sake on display in the room
	The room is too dark
	Labeled bottles or alcoholic beverages (e.g. glass of wine) on the desk
TECH & SET UP VIOLATIONS	
	Unable to see full room scan
	Unable to see ear check
	Webcam on laptop angled up/face obscured
	Webcam drops during exam
	Secondary device video drops during exam
	Issues caused by the use of unsupported technology