

SITTING COMPUTER BASED REMOTELY SUPERVISED EXAMS VIA APMG VOUCHERS (V9.0)

If you have completed training with us either in the classroom or via e-learning, we can provide you with a computer based remotely invigilated exam voucher for the relevant product. This allows you to schedule an exam at a date/time to suit yourself in your own location using your own laptop or desktop device.

HOW THIS WORKS

You require a quiet clean/clear space, with strong reliable internet, and a camera and microphone on your device to liaise with your remote supervisor. You will be remotely invigilated by a representative from the APM group. To allow this supervision and access to the exam, **an applet or temporary programme called ProctorU will need to be downloaded to your device** and certain functions disabled, so please ensure you have admin rights for the device you wish to use (Note, most compatible with Windows & Mac). These sittings do not work through VPNs.

Once the voucher is ordered by CC Learning, **you will receive an email direct** from the APM Group with details of this. You will be asked to **create a login** on their candidate portal (if you do not already have one) and then **schedule your exam session**. The slot may be altered up to 24 hours before within the portal without penalty. Any closer and they will charge a change fee.

There is **no printing out of paperwork during the exam**; all working is mainly on your **one device screen**. You are allowed to use a small blank whiteboard for notes which must be cleared at the exam end.

For open-book examinations (usually Practitioner level), candidates who have purchased **e-guides** for use via an electronic device are permitted to use these. This must be viewed on the same device for monitoring purposes.

Under either institute, **preliminary results are issued immediately** to you following the sitting, with official results issued within a few working days if all is in order. If you have a printer set up to your device, you may print the preliminary result for your records.

TESTING/CHECKING YOUR SYSTEM BEFORE SITTING

Here is a test link to ensure that your computer system is compatible - [LINK](#)

For further details on technical specifications required and an Exam Readiness Guide for these exams, please click [here](#).

For a **YouTube video on how this Proctor-U exam sitting works**, please click [here](#).

TESTING YOUR KNOWLEDGE BEFORE SITTING

For **sample exams** to complete online, please click [here](#). These are useful as they can prepare you for the layout before the live exam.

Please note that in our trainer led or self-paced learning, you will have access to these sample papers and an opportunity to work through those relevant to your certification, just in a different format.

USEFUL TIPS

- Consider using a **private email address** to set up your portal profile rather than a work issued one for these exams so your portal access is not affected by any change of employer. We must order this voucher using the email address you intend to set up your portal profile with or already have a portal profile using to link. Therefore, please consider which device you will use to sit the exam.
- Instructions are available in the portal once you create your profile and then schedule the sitting. **Please take the time to read ALL instructions.**
- Ensure you have stable and strong internet, **plug in your device direct to your internet modem if possible.**
- Ensure your device has the recommended **processing unit**, otherwise submitting your answers as you work through the exam may take longer.
- Make use of the small whiteboard you can use during the practitioner sitting, particularly for **making notes from the scenario** so you don't need to keep opening up that window.
- You can **only use one screen for the actual exam** and there is no printing out before/during the exam of the scenario.

- If you are sitting **both foundation and practitioner levels** using vouchers, we advise only sitting these in the correct order so you can use your experience from the basic exam for the more advanced exam.
- It is good to test (or test again) the **system check link on the actual day** of your sitting in case any settings have been altered on your device.

ADDITIONAL TIME CONSIDERATION

The exam institute will consider additional time if the exam is **being sat in a language which is neither the delegate's main language nor their mother tongue** AND the Trainer (if not self-paced) believes this person has insufficient language proficiency to complete the examination in the standard time, extra time may be requested to put non-native candidates at neither an advantage nor disadvantage.

Bilingual dictionaries (must be non-technical and in print format) are allowed if your exam language is different to your native language.

Also, every reasonable effort will be made to ensure that candidates with **either additional learning or physical requirements** can sit the examination to ensure they have as equal a chance as any other well-prepared candidate to pass the examination. As every case is different and there are a variety of resources available, please discuss either with us or the exam institute prior to setting the exam.

Please note should the **internet connection drop during the examination**, no additional time will be awarded. This approach has been taken by the exam institute to protect the integrity of the exams.

TERMS

Please note that these **vouchers are non-refundable and non-transferable**.

Pricing varies subject to the exam product and level of accreditation.

Pre-requisites may pertain to various exams and proof is required of these.