



# e-Invigilation (Remote Assessments)



## Q: How does e-Invigilation for Short Online Qualifications work?

A: e-Invigilation for our Short Online Qualifications is straightforward following these 6 simple steps:

1. Firstly, learners are registered as usual onto their e-Invigilation course via QuartzWeb. The only additional requirement is that you must submit a valid email address for the learner.
2. Next you will need to schedule the learner for their e-Assessment within Quartzweb.
3. Once registered for e-Assessment, the learner will automatically receive emails from Surpass including their assessment instructions and system checks. 48 hours before the assessment start date the learner will receive an email with their assessment login details and a link to sit the assessment.
4. On the assessment start date, the learner will be provided with instructions on-screen to setup screen sharing and video recording using a webcam and a mobile device. Once setup the learner can complete the assessment.
5. After the assessment is completed, it will be marked in Surpass and returned to Ascentis for invigilation.
6. The confirmation of results and e-Certificates will be available in QuartzWeb within 5 working days. Please note if the candidate's provisional results are under review by our Quality Assurance Team the time frame could be longer.

## Q: How much does it cost for the e-Invigilation service you offer?

A: To support you and your learners' we are offering e-Invigilation at the introductory cost price of £12 per assessment. Please note this is in addition to the registration fee.



**Available Now!**

**e-Invigilation for all Short Online Qualifications**

@AscentisAO



**Q: Please can you provide me with some guidance on the type of software/ computer programmes that the learners will need access to in order to complete the assessments remotely?**

**A:** For e-Assessments learners will need a mobile device with the ProctorExam app downloaded onto it and a Laptop/ Desktop Computer. We have put together an Online Invigilation Candidate Quick Guide which contains full system requirements, available [here](#).

**Q: How do I schedule my learners for an e-Invigilated assessment?**

**A:** You can do this in the same way you would for a normal assessment. However, when registering in Quartzweb you will need to provide an email address for the learner. You will need to schedule e-Assessments at least 3 days before the assessment start date.

**Q: What is the maximum schedule window for an e-Invigilated assessment?**

**A:** The maximum schedule window is 30 days. This means that learners can have up to 30 days to sit an assessment from the scheduled start date. You can select a schedule window of between 6 hours and 30 days. For example, if you would like to allow 10 days for your learners to sit an e-Assessment and you select a start date of 1st of October, you'd need to select an end date of 10th October; this will mean your learners will be able to sit their assessment anytime between the 1st and 10th October.

**Q: What does the system check email include when sent to the learner?**

**A:** The email includes a link to test the required equipment; ensuring the video, screen recording and microphone are working and are ready for the assessment. Full system requirements can be viewed in our Online Invigilation Candidate Quick Guide, available [here](#).

**Q: Do I need to get key codes for the learners?**

**A:** No, the learners will receive automated emails to complete a system check, and an email with a link to the live assessment.

For more information on Ascentis Short Online Qualifications and delivering these qualifications visit our qualification page [here](#) or get in touch with us [here](#).

