

Pearson Remote Invigilation Service

Student
Handbook



Pearson
Edexcel

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1 | Introduction to the Pearson Remote Invigilation Service

At Pearson we understand the demand for location agnostic education is growing, and more families are opting to be educated outside of the traditional school setting. We want to ensure we're able to meet the needs of this specific group of students and the Remote Invigilation Service has been developed in response to this growing need.

By harnessing innovative technology, we are delighted to be able to offer you the opportunity to sit your Pearson Edexcel International GCSE exams (either onscreen or on paper) in your chosen home environment.

To enable this, we have combined onscreen assessment with remote proctoring (invigilation) technology (through the ProctorExam platform). As a result, we can maintain the security and integrity of our exam papers and provide the best online student exam experience.

Whilst sitting a remotely invigilated exam, you will be monitored by a live invigilator, who is there to support you during the set-up process, throughout the exam and again at the end. Please note, you will not be able to see or hear your invigilator, but they will be able to always see and hear you. If you need to communicate with them, there will be a chat box in the bottom corner of your screen.

Currently, the Remote Invigilation Service can be used for the Pearson International GCSE subjects listed to the right.

Please note: where a subject is listed as onscreen, you can opt out and elect to sit a paper-based version instead, if this is your preferred way of working.

You will need to make your school aware if you would prefer to sit a paper-based exam and they will inform us.

Subject	Paper-based or onscreen?
English (Language and Literature)	Onscreen
Mathematics/Further Maths	Paper-based
Economics	Onscreen
Biology/Chemistry/Physics	Paper-based
Science (Double Award)	Paper-based
Geography	Paper-based
History	Onscreen
Business	Onscreen
French/German/Spanish	Paper-based
Religious Studies	Paper-based
Global Citizenship	Paper-based

What are the differences between taking an onscreen and paper-based exam?

Please note that for all onscreen exams (History, English Language, English Literature, Business and Economics), the exam questions will appear onscreen, and you will type your answers onscreen.

However, for paper-based exams, you will print out an answer booklet to write your responses in. The questions will appear onscreen once you start an exam.

This hybrid approach (questions onscreen and responses in the printed answer booklet) maintains the security of the paper and ensures you cannot see the questions before you press Start.

Using a word processor | questions that cannot be answered by typing

For paper-based exams, if using a word processor is part of your usual way of working, you can type your answers but will need to ensure that all spelling and grammar checks are disabled.

If you are going to use a word processor for a paper-based exam, please be aware that some subjects (such as Maths and Science) will include questions that you be unable to answer onscreen. For example, if you need to plot a graph, you will need to answer this question using the printed answer booklet.

In this situation, once you have completed your exam, you must scan and upload both your typed responses and answer booklet to ensure all your work is marked.

Senior examiners and a team of scrutineers have worked on the papers to ensure you will be able to answer all questions when sitting the exams remotely.

This handbook will provide you with all the information needed to successfully prepare for and complete your exams via the Pearson Remote Invigilation Service. We appreciate there is a lot of information contained in this handbook; we are not expecting you to remember all of it. On exam days, you will have a live invigilator, who is there to support you and answer any questions you have.

2 | Student Remote Invigilation Journey

In the lead up to live exams and on exam days, you will navigate the following journey:



We will explain each stage in this journey in more detail later in this handbook.

2.1 Student Remote Invigilation Journey

Pearson will provide you with the opportunity to complete exam familiarisation and learn how ProctorExam works, along with:

- Details of the set-up steps that you must complete before each exam
- Details of how to download your exam papers and
- How to upload your completed exam papers and correctly end an exam session.

There will be several key opportunities for exam familiarisation in the lead up to live exams:



Before you start

Please ensure that:

- You are using **Google Chrome** as your browser
- Your printer has plenty of ink and paper (if sitting a paper-based examination)
- You create a folder on your desktop called **Today's Exam**, into which you can download your answer booklet and upload your scanned answers to (if sitting a paper-based examination)
- If you do not have a scanner, you have downloaded the **Microsoft Lens App** to your phone and have practised using it to scan papers and create PDFs.

2.1a Demo Testing

Demo tests will provide you with a full run through of a remotely invigilated exam, recreating the experience you will have when sitting a live exam online.

Pearson will set up at least two demo tests for you before your live exams start. If you would like additional attempts, please let your school know and we can set this up for you.

Please note: the primary purpose of the demo tests is for you to familiarise yourself with ProctorExam and how it works (pre-exam checks, downloading papers, uploading papers, and correctly ending an exam).

The exam paper attached to a demo test does not need to be completed, nor will it be marked by anyone.

[Please see Section 4.6 - Step by Step Guidance on Taking an Exam via ProctorExam for step-by-step guidance to help you when completing demo tests.](#)

2.1b Mock Exams or Cycle Tests

As with demo tests, mock exams (or cycle tests) will provide a full run through of a remotely invigilated exam and mirror the experience you will have in a live exam. Your school will provide a mock exam schedule to Pearson and will confirm the dates and times of mock exams directly with you.

For onscreen subjects (currently, English Language, English Literature, History, Business and Economics), students will complete an onscreen mock.

For all other subjects, students will complete a paper-based mock.

At present, mock exams will not be monitored by a live invigilator. Instead, they will be completed on a 'record and review' basis. Each session will be recorded and a percentage of exams reviewed by Pearson, who will provide feedback to your school about areas of success or suggestions for improvement.

Prior to live exams starting, a further mock exam will be arranged for you, with a live invigilator present. This will ensure that you get the full experience of how taking an exam supported by an invigilator works, and what it feels like before your live exams.

[Please see Section 4.6 - Step-by-Step Guidance on Taking an Exam via ProctorExam for step-by-step guidance to help when completing your mock exams.](#)

3 | Before an Exam

In the weeks leading up to your exams, your school will provide you with information regarding your exam dates. In addition to your exam timetable, you will receive an email the afternoon before an exam, which will reiterate the information you need to know relating to the upcoming exam (exam name, date and time of the exam, authorised items for that specific exam and any other subject specific advice).

Please look out for these emails, as they will serve as a great reminder to help you prepare for your exams the following day.

3.1 Room and Equipment Requirements

You will need access to the following:

- **A quiet and private environment** where you can sit your exams without interruption

***Please note:** a communal space is not an acceptable environment*

- **A clear workspace**, free from unauthorised items ([please see 3.4 – Authorised and Unauthorised Items for more information on this](#))
- **Internet:** Stable internet connection
- **Main device:** A laptop or PC with working webcam, speakers, and microphone. This must be connected to power to ensure the device battery has sufficient life for the duration of your exam
- **Printer:** A working printer with sufficient ink and paper to print a complete answer booklet (please be mindful that some answer booklets can be up to 40 pages long)
 - The printer should be in the same room that the exam is being sat in.
 - It is a parent/student responsibility to test the printer and ensure a sufficient supply of paper and ink before each exam
- **Second device:** A second (fully charged) mobile device with the ProctorExam app installed. This will be used during set up and will need to be positioned to show your complete exam environment during the exam
- **Scanning app:** Microsoft Lens (or a similar scanning app) downloaded to your mobile device to enable completed exams to be scanned and uploaded to the Assessment Player (or a physical scanning device)
- **Backup device:** In addition to the laptop and mobile device, you will need a (fully charged) backup device to record the exam ([please see Section 4.3 - Backup Device for more information](#))
 - This device must have enough storage space to store a recording locally

***Please note:** this is a requirement for each remotely invigilated exam - if connection is lost during an exam, we may need you to send us the recording. This device must be set to Do Not Disturb. If you are asked for a backup recording and cannot provide one, your exam result will be at risk*

- A large envelope to store and securely seal completed exam paper. You will require one per exam.

You will also require:

- A parent or guardian to support you before and after the exam. They must be available for the duration of the exam but must not be in the room with you once the exam time has started

- A parent or guardian to supervise any toilet breaks requiring you to leave the exam room. Exam conditions must be maintained at all times and parents/guardians must ensure that there is no access to unauthorised materials
- A parent or guardian on hand to supervise any internet loss and to contact the support number as instructed should this happen.

3.2 Keeping Students Safe

All our remote invigilators have been carefully screened and specially trained. Invigilators will be able to see and hear you, but you will not be able to see or hear them.

All communication between you and your invigilator will take place via a chat box in a secure and recorded environment. Invigilators will not be able to contact you outside of an exam session.

All remotely invigilated exams are recorded and stored for safeguarding and quality purposes.

Note to parents: *if you have any concerns about your child's safety, please let your school know immediately.*

3.3 Student/Parent Declaration Form

In order for you to sit a remotely invigilated exam, you and your parent or guardian must complete and sign our Student Declaration Form and Parent Agreement to ensure you are aware and agree to your responsibilities as a student and parents respectively.

3.4 Authorised and Unauthorised Items

The following items are **authorised** and allowed to be present during an exam:

- A glass or clear water bottle with all labels removed
- Pen and paper for any notes; the paper must be blank and shown (both sides) to your invigilator during set-up at the start of the exam
- Specified materials needed for each exam (such as a calculator), which will be confirmed in advance.

Unauthorised items are anything which is not allowed to be present during an exam. This is not an exhaustive list but purely for illustrative purposes:

- Classroom work
- Textbooks and/or written notes
- Electronic devices
- Headphones/EarPods (unless noise cancelling headphones are agreed as an access arrangement)
- Food
- Watches
- Calculators – unless authorised for the exam being taken
- Posters/visual imagery or reference materials on the walls of the exam room that could assist the student.

- **Word processors:** if you use a word processor, please note that onscreen/online grammar or spelling assistance tools, such as Grammarly, must be disabled or switched off before and during the exam. This applies to all subjects and qualifications
- More than one screen is not permitted.

4 | Exam day

4.1 Log in to ProctorExam

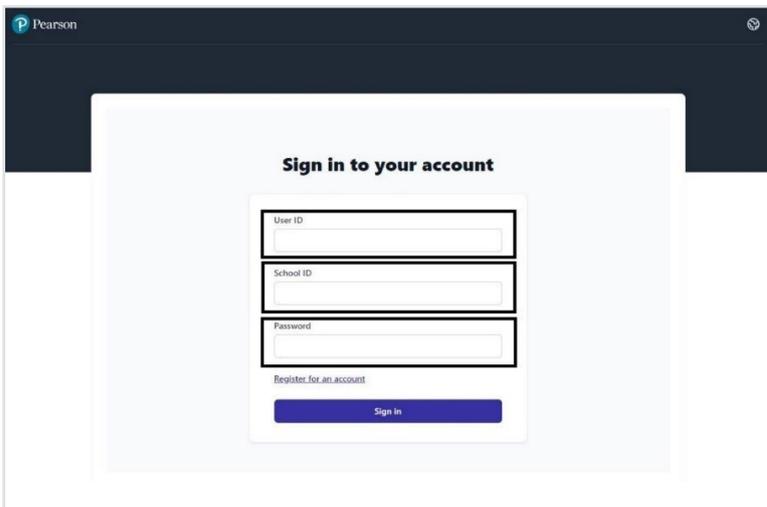
On the day of your exam, you must log into the [Assessment Player](#) at **9.00am (UK time) for morning exams** and **1.30pm (UK time) for afternoon exams**.

***Please note,** to protect the integrity and security of the paper, students sitting exams through the Pearson Remote Invigilation Service cannot start their exams until at least 30 minutes after the published start times. For clarity, this means for remotely invigilated exams, AM exams begin at 9.30AM and PM exams begin at 2.00PM.*

The above Assessment Player link will take you to the screen shown below: ▼

You will need to enter the following details:

- **User ID** – Your school will provide this to you before your exam
- **School ID** – This is your schools centre number, and should consist of five numbers (for example 99977)
- **Password** – This will be created by Pearson and given to you by your school.



***Top tip:** every time you sit an exam, you will need to enter the same login details. We recommend you keep a note of your login details on your desk for easy access.*

Once logged in, you will complete the set-up steps before starting the exam. [Please see Section 4.6 - Step-by-Step Guidance on Taking an Exam via ProctorExam](#) for step-by-step guidance on completing your exam set-up.

***Please note,** arriving late may impact whether you will be allowed to sit the exam.*

4.2 Second/Mobile Device

As mentioned earlier in the handbook, you must install the ProctorExam app on your mobile device before exams start.

- [Android: How to install the ProctorExam App](#)
- [Apple: How to install the ProctorExam App.](#)

The mobile device should be fully charged and in a stable position to allow your invigilator to have clear visibility of you, your PC/laptop, keyboard, mouse, and whole desk.

If your invigilator is unhappy with the position of your second device, they will ask you to reposition it. The device must be put on 'do not disturb' and 'silent mode' and have Wi-Fi enabled.

4.3 Backup Device

A backup device is required in case of any connection issues which result in the invigilator losing visibility of a student and not seeing the complete exam.

If the invigilator loses connection, you will be contacted afterwards and asked to send your backup device recording to us so we can ensure exam conditions were met throughout.

Please note the following:

- The backup device must be fully charged (or plugged in)
- This device is not connected to the exam in any way and does not require access to the internet
- Parents must ensure the device has enough storage space to store a recording (recordings will be required for each exam you take)
- The device should be placed 3 metres from the PC/laptop where the exam will be sat – this ensures the recording has a wide view of the room

Please note: 3 metres is a guide only. If you are sitting exams in a room where it is not possible to set up the backup device 3 metres away, we just ask that it is set up far enough away to capture wide coverage of the entire exam space.

- This device must be put on 'Do Not Disturb' for the duration of the exam with standby mode deactivated to ensure it does not lock/go into standby mode and stop recording.

Please note: It is a requirement of sitting a remotely invigilated exam that a backup device is set up to record your exam.

If a recording is requested due to connection issues in the exam and you are unable to provide one, it could affect the grade you receive for the exam.

Top Tip: Check that your backup device works when you complete your demo and/or mock exams.

4.4 Identity Check

You will be asked to show and confirm your ID clearly on camera at the start of the check. **This can be done by showing photographic ID - either a valid passport, national identity card or driving licence.** You will not be able to sit your exams without valid ID (in-date).

4.5 Room Check

ProctorExam will take you through a step-by-step process to check your room. This will be done using your smartphone or another device. The invigilator will use the chat function to ask for anything unauthorised to be removed or to ask you to repeat a step if you are moving too fast. Please note that you must not start your exam until the invigilator has authorised you to do so.

Throughout the set-up you will be asked to focus on key areas* including:

- Your laptop or PC screen – only one screen is allowed
- The sides of your laptop or PC screen
- The area behind your laptop or PC
- Your desk area
- Underneath your desk
- All corners of the room
- Your ears, as no headphones are allowed (unless access arrangement pre-approved)
- Pen and paper (both sides) if being used.

*All key areas must be clear of unauthorised items.

4.6 Step by Step Guidance on Taking an Exam via ProctorExam

Please start by logging in at <https://assessment.mod.pearson.com/login> – this should take you to the screen shown.



Once logged in you will see this screen. Click on **Sit assessment**.



After clicking **Sit assessment** you will see the message **Welcome to the remote proctoring session for** (your exam name). Your exam name will also show in the top left-hand side of your screen, to the left of **Getting started**.

Welcome to the remote proctoring session for Int. GCSE English Language A Paper 2

Before we get started, we must first set up ProctorExam for your remote proctoring session. This will take a few minutes. Select the button below to begin setting up.

Your exam won't begin until you have finished setting up and select the Start Your Exam button at the end of this procedure.

Set up ProctorExam

Click on **Set up ProctorExam** and you will briefly see this screen:

We're setting up your exam

This may take a few minutes.



Next you will see a screen with **A few things to be aware of**

Please make a mental note of the **three points listed** as they are all critical to the success of your exam. Click on **Next**.

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

If you have any other tabs open at this point you will be prompted to close them, as shown:

Please close your other tabs

We've detected that you have other tabs open in your browser. To ensure the integrity of your exam, please close these tabs before you continue.

Continue

Once you have closed the other tabs, click on **Continue**. Please note, if you have already closed all other tabs, you will not see the above message and will instead move straight to the next step.

Next you will see the **Allow notifications** screen and should follow the on-screen instructions.

Once you have clicked on **Allow** you will see the message **Notifications are enabled** highlighted in green, as shown here:

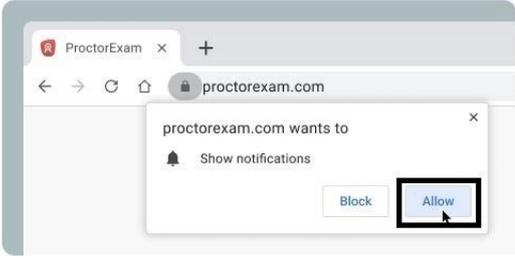
Please note: If notifications were already allowed you will skip that stage and be taken straight to the Notifications are enabled screen/ message.

Click on **Next** and you will be taken to the **Enable screen sharing** screen:

Step 1 out of 10

Allow notifications

In the top left of your screen, there should be a pop-up message asking you to allow ProctorExam to send notifications. Select Allow so we can send you important messages during your exam.



Step 1 out of 10

Allow notifications

Notifications are enabled

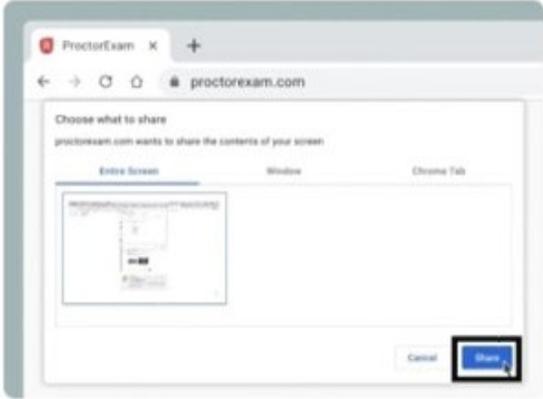
Next

Step 2 out of 10

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

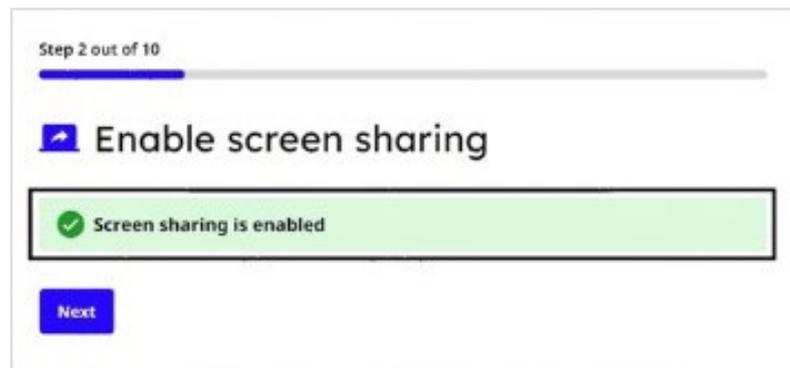


Second screens

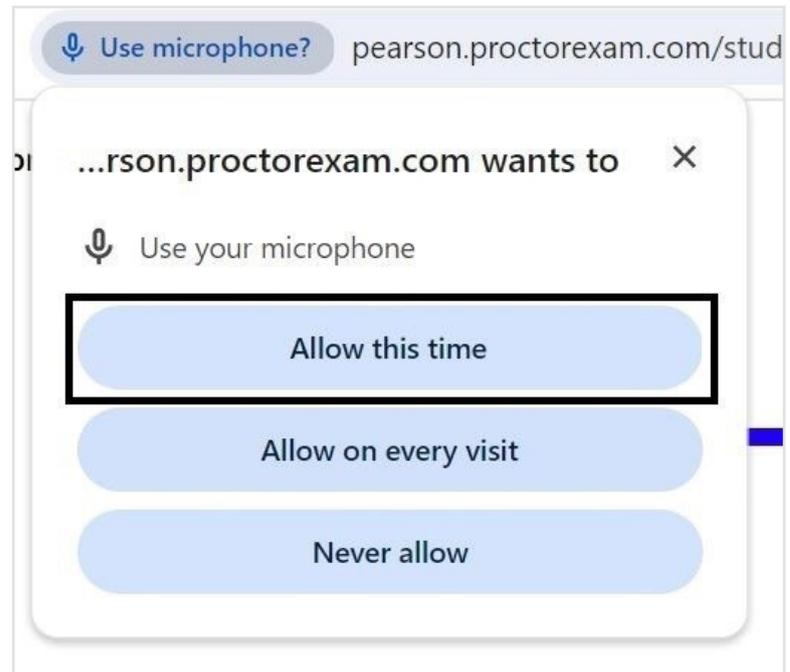
Using a second screen is not normally allowed so please disconnect any extra monitors before proceeding.

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.

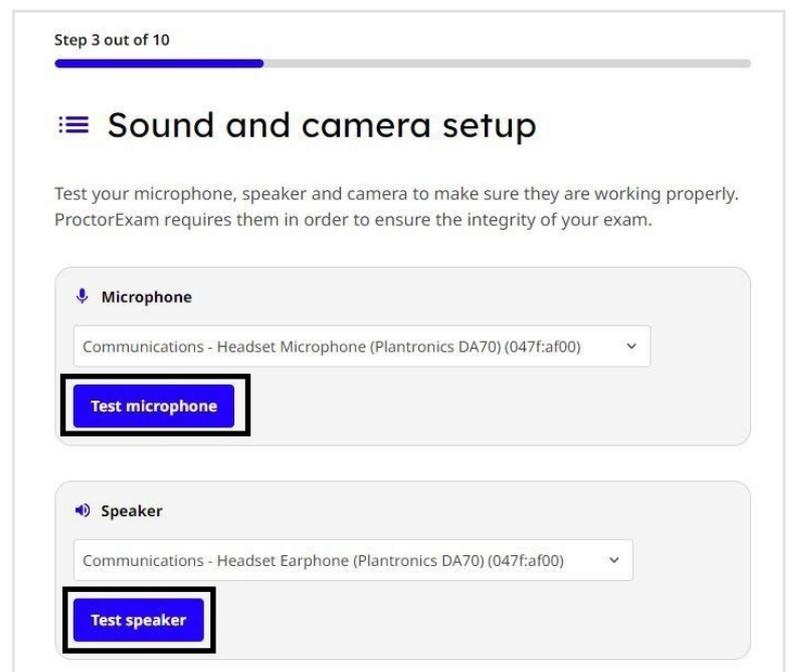
Click on **Enable** (as per the screenshot above), followed by **Share** and you will see the message **Screen sharing is enabled**, highlighted in green, as shown here:



Click **Next** and you will see a pop-up (in the top left-hand corner of your screen) asking you to allow ProctorExam to use your Microphone:



Select and click **Allow this time** and you will be taken to the **Sound and camera setup** screen, as below (this will be preceded by another pop-up asking you to allow ProctorExam access etc):

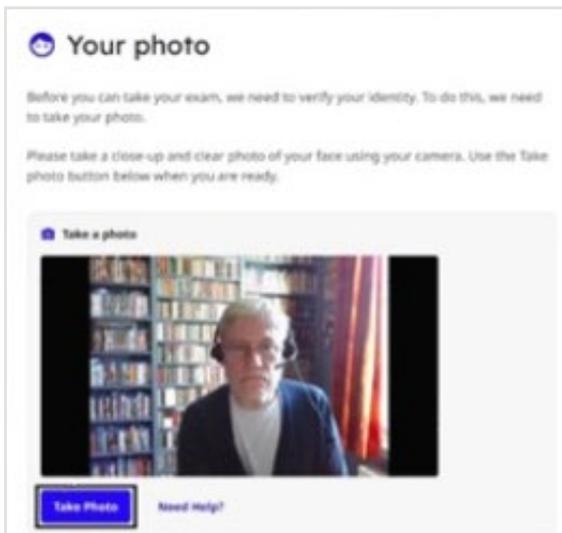


You now need to test each of the following:

- **Your microphone** – you will be required to speak into your microphone
- **Your speaker** – you will be required to confirm that you can hear some music
- **Your camera** – you will be required to confirm that your image is visible.

Click on **Test** for each (as shown in the previous screenshot), and once you have confirmed that all three are working you will see the confirmation messages highlighted in green on screen briefly.

Next you will see the **Your photo** screen (below left) and will be required to take a photo of yourself to verify your identity. Click on **Take Photo** (below left) and then **Submit** (below right).

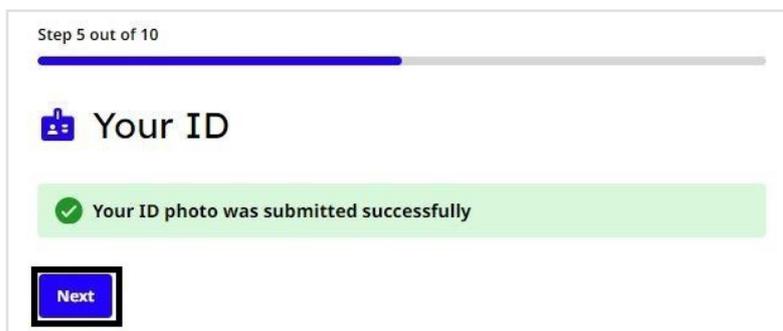
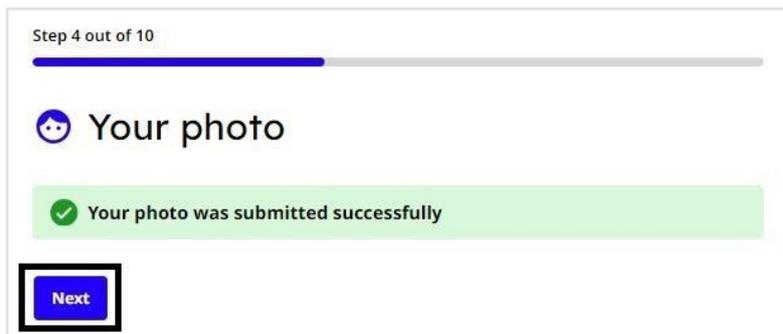


Once you have successfully submitted your photo the following message will be displayed.

Click **Next** and you will be taken to the **Your ID** screen.

Before you can take your exam, your identity needs to be verified, so you need to submit a photo of your ID.

You will be asked to take a photo of your ID, and to submit it in the same manner as your photo (as outlined above). Once you have successfully submitted your ID photo you will see the following message:



Click **Next** and you will be taken to the **Phone camera setup** screen.

If you have not already downloaded the ProctorExam App you will need to click on **Download the App** (see image above) and use your mobile phone's camera or QR Scanner to scan the QR code and download and install it.

Step 6 out of 10

Phone camera setup

Throughout the exam session, you'll use your mobile camera to capture additional video for proctoring purposes.

This is done through ProctorExam's app.



During the exam:

Notifications (including phone calls) on your phone must be disabled during the exam. Notifications may disrupt or even disable your phone recording.

Do not lock your phone. You will lose connection if the screen is locked.

If either of these things happens during the exam, you may be forced to restart.

[Next](#) [Download the App](#)

After installing the app, click **Next** to continue with the phone camera setup.

You will need to open the App on your phone where you will see the screen shown to the right.

PROCTOREXAM

Let's get started

The ProctorExam app needs to use your camera to complete your system check or exam setup. Scan the QR code displayed on your computer during this process to continue.

[Scan QR Code](#)

Using the App scan the QR code as shown in the image here:

Step 6 out of 10

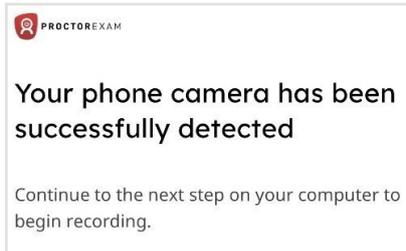
Phone camera setup

Open the ProctorExam app on your phone and use it to scan the QR code below.



[Having Issues Scanning the Code?](#) [Download the App](#)

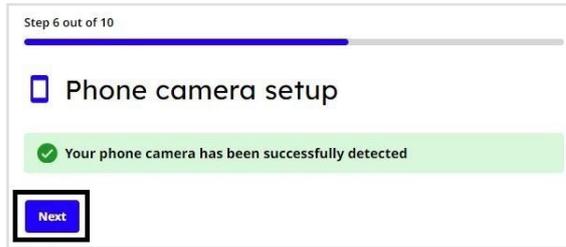
When this is completed, you will see the messages below on your phone (left) and PC (right).



PROCTOREXAM

Your phone camera has been successfully detected

Continue to the next step on your computer to begin recording.



Step 6 out of 10

Phone camera setup

✓ Your phone camera has been successfully detected

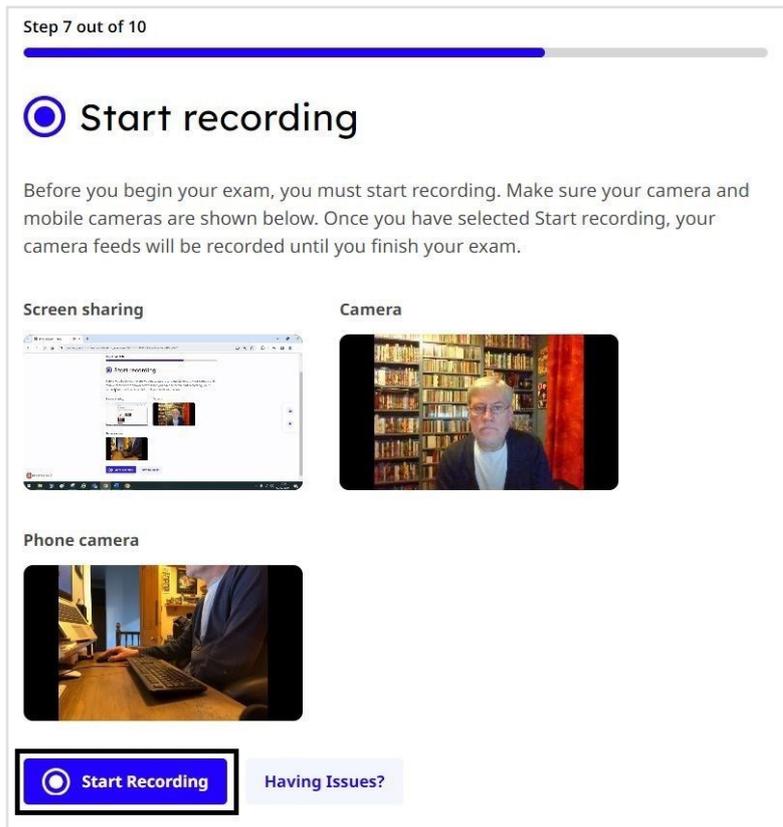
Next

Click **Next** and you will be taken to the **Start Recording** screen.

Before you begin your exam, you must start recording. You must make sure that your camera and phone camera feeds are all showing

Please note that once you have selected **Start recording**, your camera feeds will be recorded until you finish your exam, along with everything you and your parent/guardians might say throughout – **so do please think before you say something you would not want to be included in your recording.**

After you have started recording you will see the message **Your camera feeds are now being recorded** and your screen should look like the screenshot here:



Step 7 out of 10

Start recording

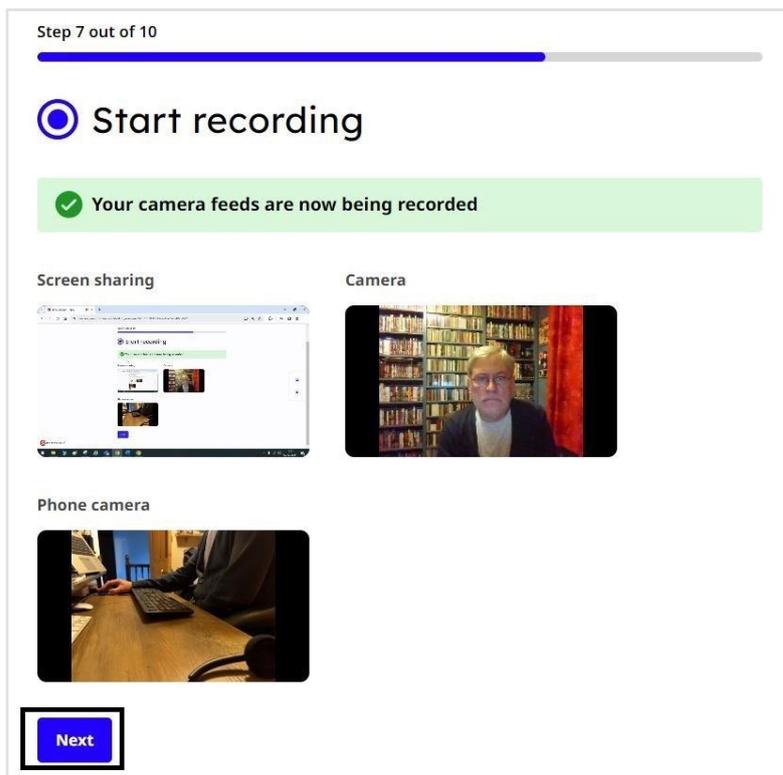
Before you begin your exam, you must start recording. Make sure your camera and mobile cameras are shown below. Once you have selected Start recording, your camera feeds will be recorded until you finish your exam.

Screen sharing 

Camera 

Phone camera 

Start Recording [Having Issues?](#)



Step 7 out of 10

Start recording

✓ Your camera feeds are now being recorded

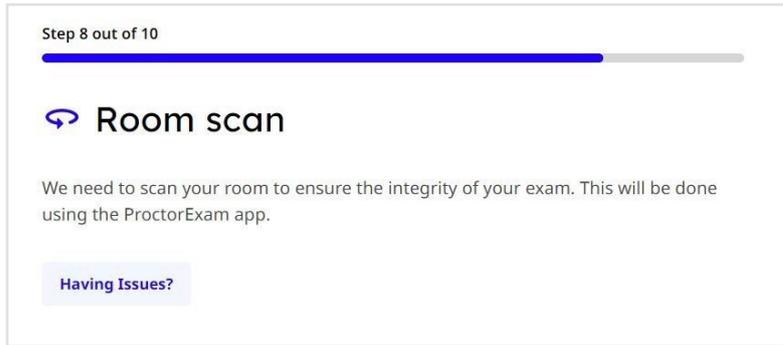
Screen sharing 

Camera 

Phone camera 

Next

Click **Next** and you will be taken to the **Room scan** screen, as shown on the right:



To scan your room, you will need to use the ProctorExam App on your phone, which will be showing the message shown to the right. Click on **Start Room Scan**.



To complete the room scan you will be required to work through five separate steps; instructions will appear on your phone screen for each like the example shown to the right.

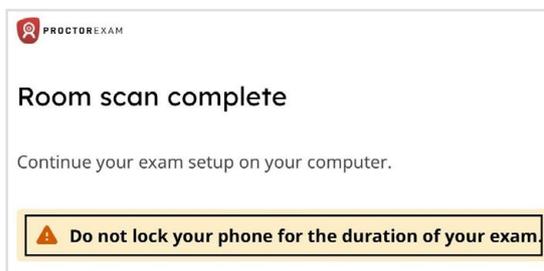


After you have completed each step, click **Next**.

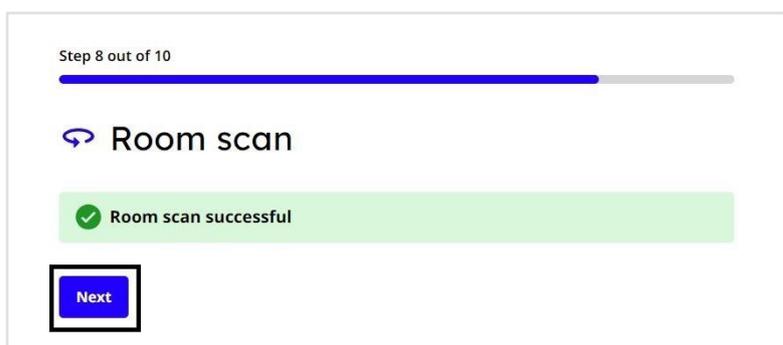
The other four steps are:

- Show us your desk or workspace including the space behind your computer
- Show us under your desk or workspace and then show us your ceiling
- Moving slowly, capture a 360° video of your room
- Show us your face and your ears. Make sure you are not wearing any headphones or earphones.

Once you have successfully completed all five steps of the room scan, you will see the message on your phone screen (please note the warning: **Do not lock your phone for the duration of your exam**).



This message will be showing on your PC screen.



Click **Next** and you will be taken to the 'Phone camera placement' screen:

Before continuing you must ensure that your phone camera is set up so that you are clearly visible, as well as your computer, monitor, and workspace. Once you are satisfied that these requirements have been met click on **I confirm that my phone camera is positioned according to the instructions above** followed by **Continue**.

Step 9 out of 10

Phone camera placement

Place your phone camera beside you or diagonally next to you. Make sure that you are clearly visible, as well as your computer, monitor(s) and work space. Use the example tutorial on the left as a guide.

Example tutorial **Phone camera feed**



I confirm that my phone camera is positioned according to the instructions above.

Continue **Having Issues?**

Please note: if your invigilator feels your mobile phone camera view is not clear enough to meet their needs, they might ask you to reposition your mobile camera again.

Additional materials

Please note you will *only see the following screen* if additional materials, such as a pen and paper, are allowed for your exam.

You should hold all additional materials up to the camera one at a time so your invigilator can see them clearly.

+ **Additional materials**

You're allowed to use the following additional materials during your exam:

pen and paper

Show the materials that you will be using during your exam.

Calculators – please note that if a calculator is allowed as an authorised item in your exam there will be another step where you will have to show (on camera) both sides to your Invigilator.

Connection check

Next ProctorExam will check your internet/network connection – it will do this automatically and if everything is OK you will see the following message:

Step 10 out of 10

Connection check

Your internet connection is stable

Next

Connection advice

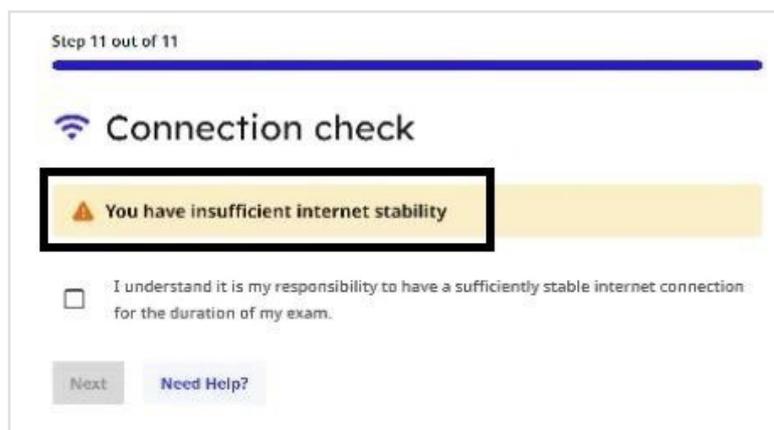
It is your responsibility to ensure that you have a sufficiently stable connection for the duration of your exam.

- If you're using Wi-Fi, try moving closer to the router.
- Avoid activities that heavily consume your internet connection.
- Please refrain from using a VPN or firewall (usually via work computers and devices), as this could lead to potential connecting issues with the testing platform.

If your internet connection is insufficient, you will see the screen to the right and be required to tick a box to confirm you **understand it is your responsibility to have a sufficiently stable internet connection for the duration of your examination.**

Please note you will only see this screen if you have insufficient internet stability.

Click **Next** and you will be taken to the '**Set up complete**' screen,;



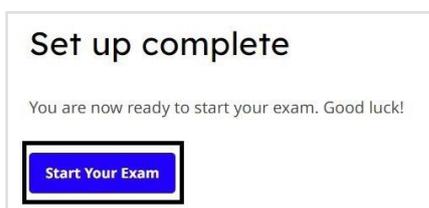
Step 11 out of 11

Connection check

You have insufficient internet stability

I understand it is my responsibility to have a sufficiently stable internet connection for the duration of my exam.

Next Need Help?



Set up complete

You are now ready to start your exam. Good luck!

Start Your Exam

Once your Invigilator is happy that you are set up and under exam conditions, they will confirm that you can click on **Start Your Exam**. Please note that clicking the **Start Your Exam** button at this button will not start your exam time. You will just be taken to the Assessment Player and you will be able to access your exam paper and officially start your exam from here.



Onscreen Assessments

Please note that the next section refers to **Onscreen Assessments** – instructions for **Paper-based examinations** are in the next section.

Starting your examination

After clicking on **Start your exam** you will see the following screen.

The name of your examination will be clearly visible, and there will be two tabs at the top:

- Exam Instructions
- Assessment Player.

You might need to scroll up and down to see the entire page, which includes:

- Important notice – things you are not allowed to do during the exam
- General instructions – please ensure you read these thoroughly.

There is also a red **End Exam** button in the top right-hand corner of the screen.

Once you are familiar with the contents of the **Exam Instructions** tab you should click on the **Assessment Player** tab, and this screen will open:

Exam Instructions Assessment Player

Int. GCSE English Language A Paper 2

Important notice

⚠️ **Keep this page open throughout the duration of your exam. When you have finished your exam, select the 'End Exam' button at the top of the screen.**

✅ **Things that you are allowed to do during the exam**

- Use the following additional materials:

pen and paper

❌ **Things that you are not allowed to do during the exam**

- Browse the internet
- Use external applications
- Use textbooks
- Use a calculator

General instructions

Please use our [Assessment Player](#) to start your exam. Your time will start as soon as you click 'start'.

If you complete your assessment before your time is up, make sure you click submit assessment on the review page.

You can then click the "finish exam" button in the top right of this window and check the declaration - we are aware this is not relevant for onscreen candidates.

End Exam

Exam Instructions Assessment Player

Pearson Exams International GCSE

Time: 1 hour 50 minutes Paper Reference: 4BA102

English Language A

PAPER 2: Poetry and Prose Texts and Imaginative

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Instructions

- Answer and question these paper sections
- Answer the questions in the question booklet
- Write any rough work in your own notes

Additional

- The order of the paper is as follows
- The order of the questions and answers is as follows
- You may use a pen and paper to help you answer the questions
- You may use a calculator to help you answer the questions
- You may use a calculator to help you answer the questions
- You may use a calculator to help you answer the questions

Answer

- Answer each question carefully before you start to answer it
- Check your answers as you finish each question
- Use the answer space to write your answers
- Use the answer space to write your answers
- Use the answer space to write your answers

End Exam

On the right-hand side of the screen, you will see the three subject headings:

- Instructions
- Information
- Advice.

Please ensure you read everything contained in these sections before clicking on the blue **Start** button at the bottom of the screen.

Please note that your Invigilator will confirm when you can start your exam, when they are satisfied that you are correctly set up under exam conditions.

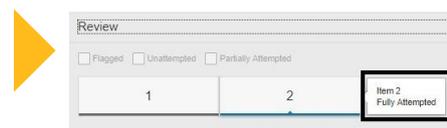
Your time (shown in the top right-hand corner of the screen, under **End Exam**) will start ticking down immediately after clicking **Start**.

Once you have started the exam you should type your answers in the boxes provided and move on to the next question using the **Next** button/arrow in the bottom right-hand corner of the screen.



You can move backwards and forwards between questions as much as you like throughout the exam.

Once you have finished entering your answers you will be taken to the **Review** screen, where there are three labels that you can use to categorise your work, if appropriate:



- Flagged
- Unattempted
- Partially Attempted.

By hovering your cursor over each item, you will be able to see its status (see above)

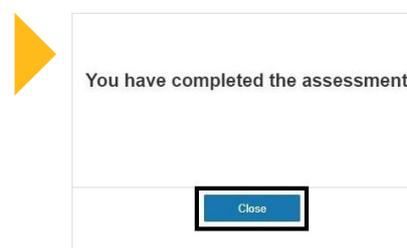
Once you are content that you have completed everything you can, click on the blue **Finish** button, and you will see the **Submit activity** button, where you will have one final chance to consider whether you have done all that you can, when you are asked **Do you want to submit the activity now?** as shown:



If you are unsure, you should click **No** and review your work again.

If you are happy then click on **Yes** and submit your work.

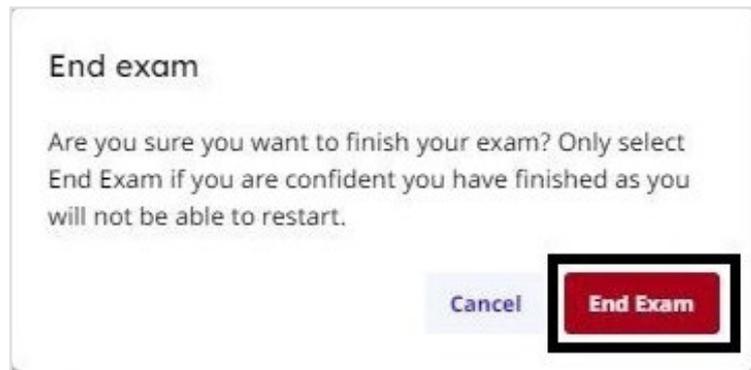
Once this has been done, the message **You have completed the assessment** will be displayed onscreen, as shown to the right.



At this point you can click on **Close**, followed by **End Exam** (in the top right-hand corner of your screen) and this pop-up will open on screen:

Please inform your invigilator via the chat function that you will be ending the exam before you click End Exam.

The final screen/message you will see is Exam ended. You have finished your exam. You can now close this page.



Paper-based assessments

Please note that the next section refers to **Paper-based assessments** only. For clarification on which subjects are paper-based, please refer back to **Section 1 – Introduction to the Pearson Remote Invigilation Service**.

Starting your examination

After clicking on **Start your exam** you will see this screen (depending on your screen set up you might need to scroll up and down to see everything).

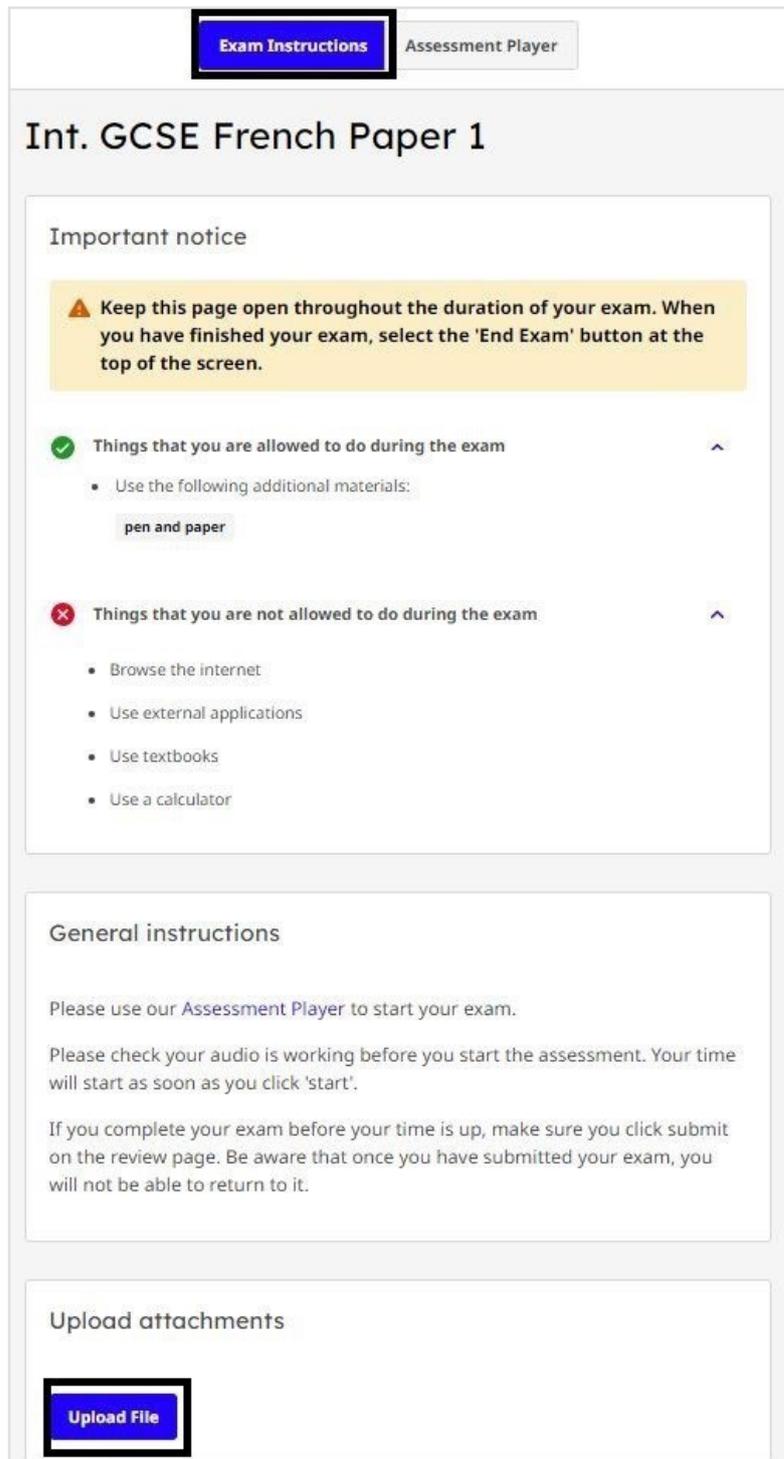
The name of your examination will be clearly visible, and there will be two tabs at the top:

- Exam Instructions
- Assessment Player.

You might need to scroll up and down to see the entire page, which includes:

- Important notice – this includes things you are *allowed* and *not allowed* to do during the exam
- General instructions -- please ensure you read these thoroughly
- Upload attachments – you will use the blue **Upload File** to upload your completed answer booklet at the end.

There is also a red **End Exam button** in the top right-hand corner of the screen.



Exam Instructions Assessment Player

Int. GCSE French Paper 1

Important notice

⚠️ **Keep this page open throughout the duration of your exam. When you have finished your exam, select the 'End Exam' button at the top of the screen.**

✔️ **Things that you are allowed to do during the exam**

- Use the following additional materials:
pen and paper

❌ **Things that you are not allowed to do during the exam**

- Browse the internet
- Use external applications
- Use textbooks
- Use a calculator

General instructions

Please use our [Assessment Player](#) to start your exam.

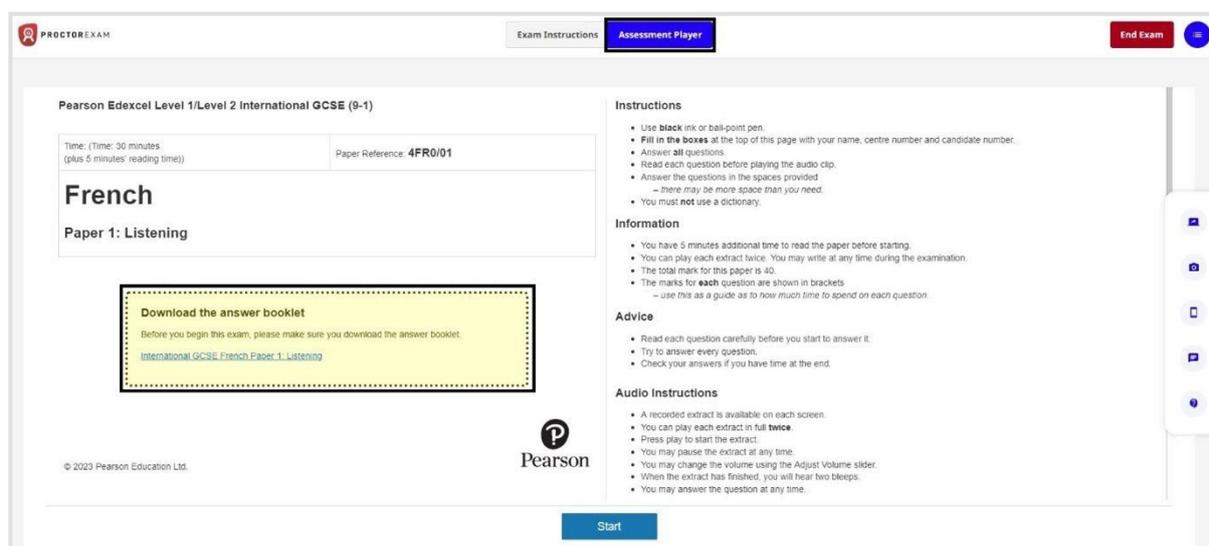
Please check your audio is working before you start the assessment. Your time will start as soon as you click 'start'.

If you complete your exam before your time is up, make sure you click submit on the review page. Be aware that once you have submitted your exam, you will not be able to return to it.

Upload attachments

Upload File

Once you have familiarised yourself with the contents of the **Exam Instructions** tab you should click on the **Assessment Player** tab, and the screen here will open:



On the left-hand side of the screen, you will see the name of your exam and the **Download the answer booklet** button.

On the right-hand side of the screen, you will see the following subject headings:

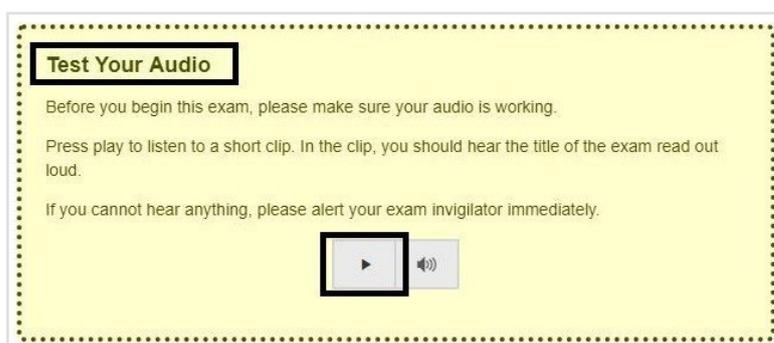
- Instructions
- Information
- Advice.

Audio instructions

Please note: these instructions will only be included if your exam has a listening component.

If it does, you will need to use the inner scroll bar to view the **Test your audio** screen.

You will need to click/press play to listen to a short clip, in which you should hear the title of your exam read aloud.



If you cannot hear anything you must alert your invigilator immediately.

Download the answer booklet

Next you should download your answer booklet, using the button shown here:



Once you have clicked on the button your answer booklet will open as a PDF (as below), which can then be downloaded.

Please check the examination details below before entering your candidate information

Candidate surname Other names

Centre Number Candidate Number

Pearson Edexcel Level 1/Level 2 International GCSE (9-1)

Tuesday 23 May 2023

Morning (Time: 30 minutes (plus 5 minutes' reading time)) Paper reference **4FR1/01**

French

PAPER 1: Listening

You do not need any other materials. Total Marks

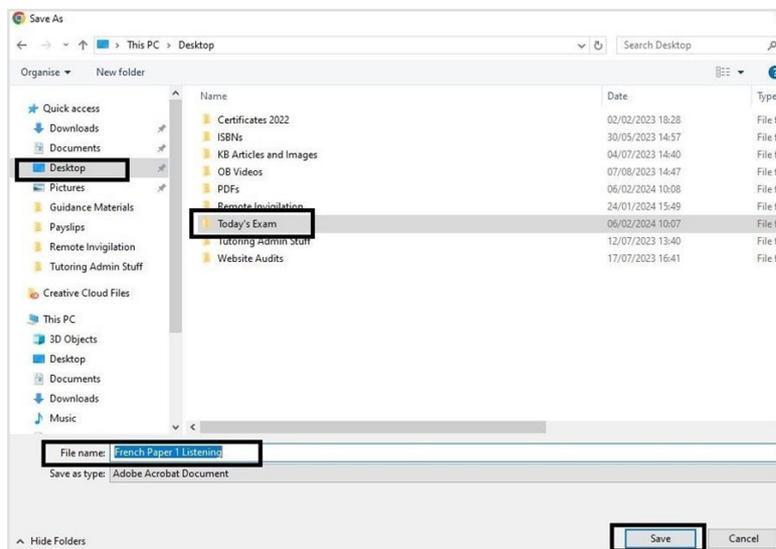
Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Answer **all** questions.
- Answer the questions in the spaces provided – there may be more space than you need.
- You must **not** use a dictionary.

Information

- You have 5 minutes to read the paper before the recording starts.
- You will hear each extract twice. You may write at any time during the examination. There will be a pause between each question.
- The total mark for this paper is 40.
- The marks for **each** question are shown in brackets – use this as a guide as to how much time to spend on each question.

To download the PDF, click on the download icon in the top right-hand corner of your screen (see above), which will open the **Save as** screen:



At this point you will have the opportunity to rename the file (recommended) and save it to the **Today's Exam** folder you have set up on your desktop. For the purposes of this example, we have used French Paper 1 Listening.

Click on **Save** to add the download to the folder.

Once you have saved the PDF you can close the window that opened when you clicked on the **Download the answer booklet** button, and you will return to the Assessment Player screen.

Next you will need to print your answer booklet and show (both sides) of each printed page to your invigilator.

Please note that in your printed answer booklets, the questions themselves will be removed. Don't worry, this is just for security purposes, they will all be visible on screen throughout the exam.

Once they are happy that your printed pages are free from unauthorised material, and you are set up in exam conditions, your invigilator will instruct you to start your exam.

Start your exam

Click on the blue **Start** button at the bottom of the screen to start your exam, and the Assessment Player will open.

Once you have answered each question and entered your answers onto your papers, you will have the opportunity to **Review** what you have done.



In the **Review** screen you will be able to click on each question number to go back and check against what you have written or entered for your answers.

Please note that for paper-based examinations the **status** (which you will see if you hover your cursor over a question number) for each question will show as **Unattempted** (because your answers are being written or added to your downloaded booklet).

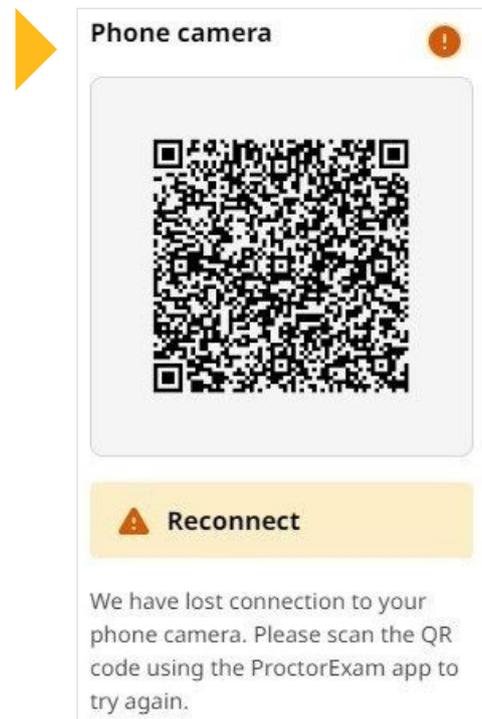
Once you are content that you have completed everything, your invigilator will confirm that you can scan your documents and upload them into ProctorExam.

Scanning and uploading your completed answer papers

You should scan your completed answer papers using Microsoft Lens (this is the app we recommend but you can use any scanning app/device) and then upload them via the blue **Upload File** button in the **Exam Instructions** area of ProctorExam.

Please note that if you are using your mobile phone to scan your answer papers, it will disconnect from ProctorExam whilst you do this (and you will see a Reconnect message – see *right* – which can be ignored at this point) so you must ensure that when you scan your papers you are clearly visible to the Invigilator via your PC camera view.

Important: don't forget you need to ensure that both your candidate and centre number are included on each page of your answer booklet **before scanning**.



Once your papers are successfully uploaded, they will show on screen as shown here:



Deleting copies of your downloaded answer booklets

Please note that after you have uploaded your answer booklet/papers you must delete *all* copies of the downloaded blank answer booklet. They must be deleted from your downloads and from your *Recycle Bin* or *Bin* (depending on whether you have a PC or Mac).

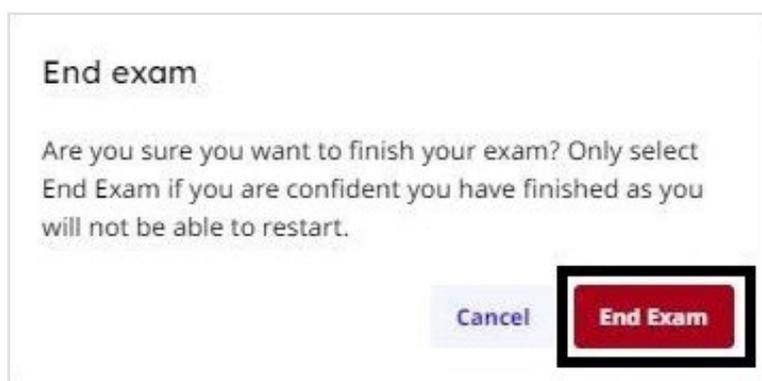
Please note that this must be done whilst you are still screensharing (so your invigilator can see), and *before* you click on **End Exam**.

Important > Ending your Exam

It is only after you have uploaded your answer booklet, deleted any downloads and your invigilator has advised you can end your exam that you may click on the red **End Exam** button (in the top right-hand corner of your screen).

After clicking **End Exam** you will see this message:

The final screen/message you will see is **Exam ended. You have finished your exam. You can now close this page.**



4.7 Technical Issues

If you are having any problems with the pre-exam ProctorExam set-up, please use the chat function to speak with your invigilator, who will be able to support you.

If you lose your internet connection or there is a complete loss of power, you must call for the support of a parent/guardian to alert them to the issue.

You must remain in view of the back-up recording device at all times.

Your parents/guardians must ensure you remain in exam conditions and continue to complete the exam. We will request access to the exam session recordings where connectivity issues or power issue occurs.

Using the telephone number provided for assistance, your parent/guardian must ensure immediate contact is made with the support team. Contact details will be provided before exams begin. Following the exam, your parents/guardians will be contacted, and a request made for your third backup device recording.

4.8 Toilet Breaks

You must be on camera at your computer for the duration of your exam.

However, if you need to leave the exam room for a toilet break, you must notify your invigilator. You must be accompanied by the parent/guardian who signed your parent

agreement form. If there is any suspicion of malpractice, this will be recorded as an incident and your exam result may be impacted. Set-up checks such as showing your ears will need to be repeated when you re-enter the exam environment. Your invigilator will help you with this.

Please note: *your exam time will not be paused. If you require rest breaks as an approved access arrangement, please discuss this with your school, who will make an application for this on your behalf.*

Supervised Rest Breaks

If you have supervised rest breaks as an approved access arrangement, your invigilator will be made aware of this.

Please notify your invigilator via chat when you would like to take a break and the timing of your exam will be paused and re-started when you are ready to continue.

During the supervised rest break, you will not have access to the question paper/answer booklet. The purpose of a supervised rest break is for a break from the exam and should not be used as 'thinking time.' You must remain in the exam room, in view of the cameras, for your rest break.

4.9 Using a Word Processor to Type Responses

For paper-based exams, students are expected to write their answers by hand. If you use a word processor to type as your usual way of working, you can use a word processor instead to complete your exams.

Students using word processors must follow the **JCQ Access Arrangements and Reasonable Adjustments 2023/24** guidance, which you can access [here](#) (from page 58) and the JCQ Instructions for conducting examinations, which you can access [here](#) (from page 33).

There is no requirement to process an application for a word processor. No evidence is needed to support the arrangement for inspection purposes. (This also applies where a candidate is using a word processor on a temporary basis because of a temporary injury).

If you are using a word processor, spelling and grammar check/predictive text must be disabled.

The battery capacity of a laptop (if using a laptop) must be checked before an exam and parents must ensure that the battery is sufficiently charged for the entire duration of the exam.

You must ensure that both your centre and candidate number appear on each page as a header or footer.

Each page of the typed script must be numbered, e.g. page 1 of 6.

Invigilators must remind candidates to save their work at regular intervals

To make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.

A word processor must not:

- give the candidate access to other applications such as a calculator (where prohibited in the examination), email, the internet, social media sites, spreadsheets
- include graphic packages or computer aided design software unless you have been given permission to use these
- include computer reading (text to speech) software unless you have permission to use a computer reader.

4.10 Access Arrangements

Currently, we can support extra time and supervised rest breaks as access arrangements.

Your school will need to apply for any access arrangements you may need before the exam, and we will then apply approved access arrangements to your exams and invigilators will manage them on the day of the exam.

For example, we will pre-apply extra time to your exam if this is requested and approved. This means that when you click start exam, the extra time is already included in your allotted exam time.

If you are to have supervised rest breaks, invigilators will be made aware of this and will be able to accommodate this on the exam day.

We are working closely with your school as we recognise that there will be students who have additional requirements over and above extra time and supervised rest breaks.

Note for parents: *if you know your child is going to need something as part of their usual way of working to ensure they can complete their exams to the best of their ability and to ensure they feel comfortable in their exam environment, please reach out to your school as soon as possible and they will communicate with us and we will do everything we can to look into ways to accommodate the specific needs of your child.*

4.11 Exam Day Support

Your live invigilator will act as first line support for any issues that arise during your exams. You (or your parent/guardian) can communicate directly with them via the chat function.

If your invigilator is unable to resolve an issue for you, we will have a dedicated, Remote Invigilation specific Customer Service team on-hand to provide immediate support by telephone and email.

Full contact details (email address and phone number) will be provided in advance of the exam series starting.



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