

Candidate guidelines for online examinations

Examinations are conducted at pre-agreed time slots and dates which cannot change. If you wish to defer your examination, please contact your Centre. If you are an overseas candidate, you will have to take the examination at the **same time** as UK-based candidates. This is to alleviate risks of collusion.

Minimum IT Requirements

- A desktop or laptop computer (macOS X 10.5 or higher, Windows Vista or higher. Linux is NOT compatible). No dual monitors. (tablets, Chromebook, Chromebox and mobile phones do not meet the requirements.)
- Mozilla Firefox or Google Chrome browser with pop-up blocker disabled. Please use the same browser for all stages of your exam preparation and on the day of the exam.
- Working built-in or external webcam, microphone and speakers. No headphones.
- A stable internet connection and sufficient bandwidth speed of at least 2 Mbps download and 2 Mbps upload. Hotspots are NOT recommended.

NB: if you are unsure if your equipment is compatible please check with your Centre.

It is important to check your set up in the conditions and location in which you intend to take the exam: this can be done prior to your exam (see below). Proctoring uses a video link, via a Zoom conference call or Go To meeting – if you have had issues with your Wi-Fi/internet connection when using this type of software, seek advice before your exam.

The proctor will only use one of these systems but having both available provides reassurance in case of any issue with one particular system. System checks for these are available here:

Zoom <https://zoom.us/test>

GTM (GoToMeeting) <https://support.goto.com/meeting/system-check>

Please check your technology meets the proctoring requirements via this link:

<https://prod.examity.com/systemcheck/check.aspx>

Please do so before your exam day in order to give you the opportunity to source alternative equipment should yours not meet some of the requirements.

ID requirements

- current valid passport; or
- British expired passport, **if within 6 months of its expiry date**; or
- current full or provisional photo card driving licence; or
- valid proof of age card with photograph with PASS logo; or
- current valid EEA Member State/EU National Identity photo card; or
- current valid national identity photo card for non-EEA foreign nationals; or
- current valid identity card issued by the Electoral Office for Northern Ireland; or
- biometric Residence Permit (UK); or
- valid student card with photograph.

If you wear a face covering, you will be expected to remove the covering for the Invigilator to verify your identity. Should you require an Invigilator of a specific gender in order to perform the check, you must inform us before your examination day.

How to schedule your exam

- Go to the examination portal <https://rec.calibrantest.com>
- If you have never used the platform before, you will need to create a password by clicking the 'Forgotten your password' button and enter the **email address your Centre has registered you with.**



Welcome

Welcome to calibrantest your online testing and assessment system

Login

Email Address

Password

Login

[Forgotten your password?](#)

- Once logged in, read the instructions on-screen and click on "Schedule Exam".



Welcome Calibrant Calibrant, to REC's Examination Portal.

How to book your online exam:

Click on "**Schedule Exam**" where you will be redirected to Examy Dashboard. Then:

- **Update your Profile** by clicking on **My Profile**
- Add your **telephone number**
- Select your **time zone** which will be the time zone you will be in **on the day of the examination.**
- **Upload a picture of your ID.** Remember to save a copy of your ID to your computer/laptop in advance.
- Select and Answer **three security questions** - please choose options that are easy to remember.
- Perform a **Biometric Keystroke match** - you will be asked to enter your first and last name a couple of times. This is used to measure the speed and rhythm of your typing.
- Complete the **computer requirements check.** For the best results, we recommend that you use Google Chrome.

Once you have setup your profile you can book your exam by clicking on "**Schedule Exam**" you will receive a confirmation email from Examy with confirmation and instructions. [Please read this email carefully.](#)

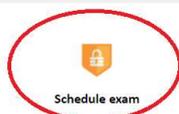
How to access your online exam on the day of your exam:

Please log back [here](#) 15 minutes before your exam start time using the same email address and password that you registered with. Then click on '**Connect with a remote invigilator**' below and then on "Start your exam". You will then be connected to an invigilator who will carry out checks and observe you throughout the exam.

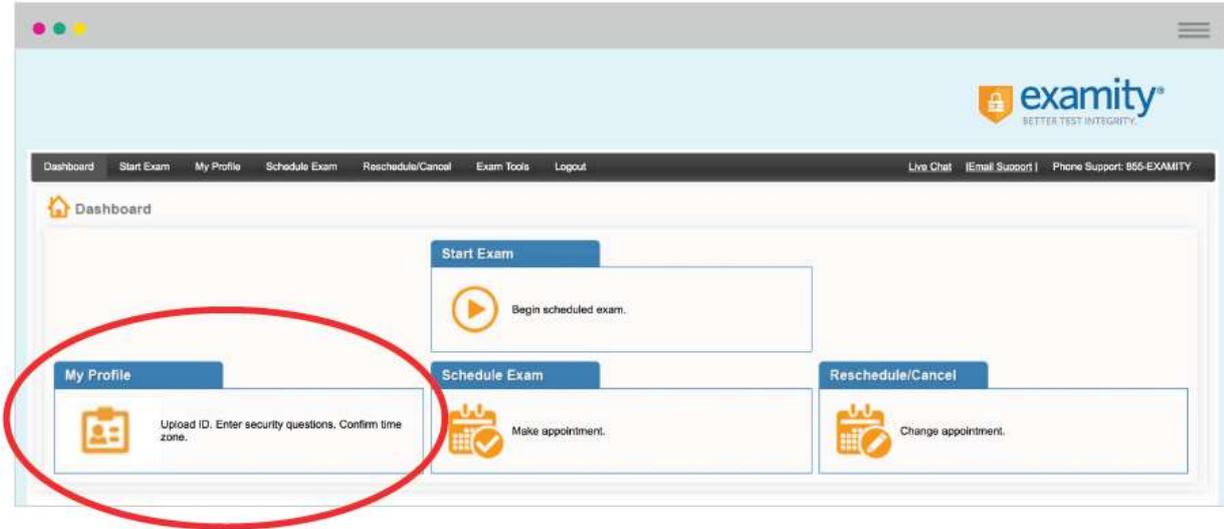
Preparing for your exam:

- Install Zoom - [download here](#)
- Complete the computer requirements check - [check here](#)
- Please read the Examy Test Taker guide - [read here](#)

If you have any issues please contact your Tutor. On behalf of the REC, we wish you the very best of luck with your exam.



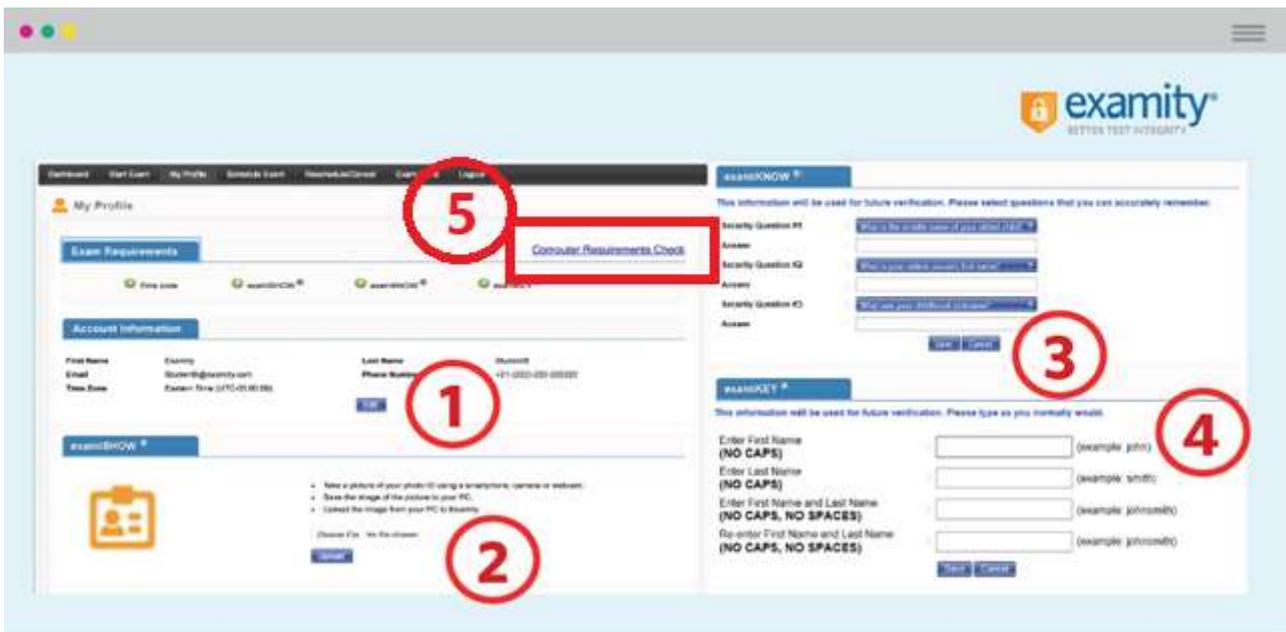
- You will reach the remote invigilation dashboard.
- First, create your profile by clicking on "My profile".



- ① Confirm your details including your **telephone number** and your **time zone**. This must be the time zone you will be in on the day of the exam, if you are planning on taking your exam from abroad.

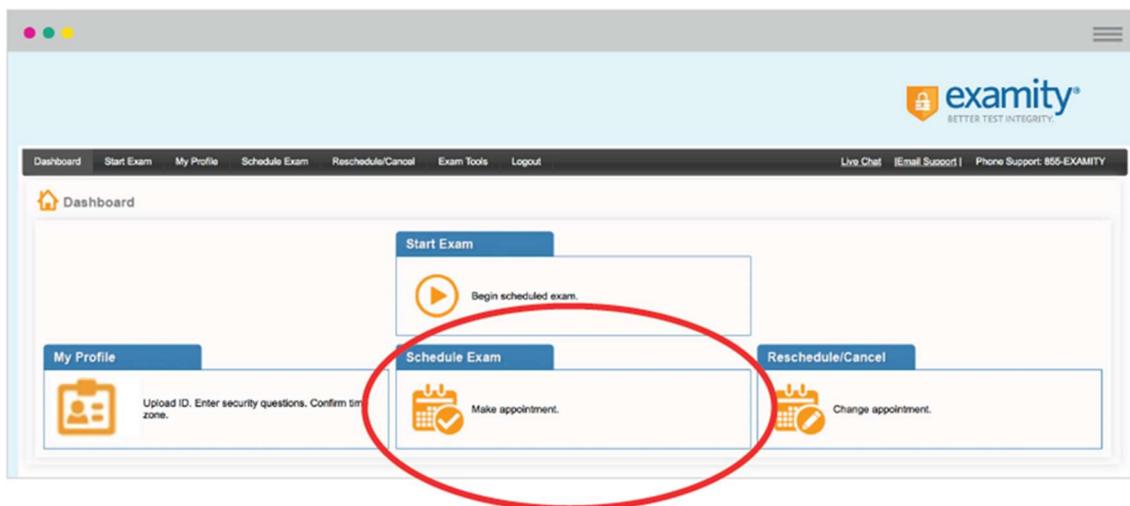
UK is in 'UTC' from the last Sunday of October until the last Sunday of March.
 UK is in 'UTC+1' from the last Sunday of March until the last Sunday of October.

- ② Upload a picture of your **ID** onto the system.
- ③ Select and answer three **security questions**.
- ④ Type in your name a few times to provide your 'biometric keystroke signature'.



- ⑤ You are strongly advised to click on '**Computer Requirements Check**', using the machine and equipment you will be using to take the examination, to ensure that your equipment meets the requirements for remote invigilation.

- Once your profile is completed, click on "Schedule Exam" to **confirm your examination**.



- Where multiple time slots are available for one examination, these come on a first come, first serve basis, so you are advised to register as far in advance as possible to select your preferred time slot.

You must complete this step 48h before your exam day, even if you already have a profile or if there is only one time slot for your examination.

- Once you have successfully scheduled your exam, you will receive a confirmation email.

On examination day

- Ensure you sit alone **in a quiet room** with no interruptions.
- Ensure your desk/workstation and area is clear.
- Log back to the Examination Portal at <https://rec.calibrantest.com> 15 minutes before the start of your scheduled examination.
- Click the "Connect with a remote invigilator" icon.



Welcome Calibrant Calibrant, to REC's Examination Portal.

How to book your online exam:

Click on "Schedule Exam" where you will be redirected to Examinations Dashboard. Then:

- Update your Profile by clicking on My Profile
- Add your telephone number
- Select your time zone which will be the time zone you will be in on the day of the examination.
- Upload a picture of your ID. Remember to save a copy of your ID to your computer/laptop in advance.
- Select and Answer three security questions - please choose options that are easy to remember.
- Perform a Biometric Keystroke match - you will be asked to enter your first and last name a couple of times. This is used to measure the speed and rhythm of your typing.
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How to access your online exam on the day of your exam:

Please log back here 15 minutes before your exam start time using the same email address and password that you registered with. Then click on 'Connect with a remote invigilator' below and then on "Start your exam". You will then be connected to an invigilator who will carry out checks and observe you throughout the exam.

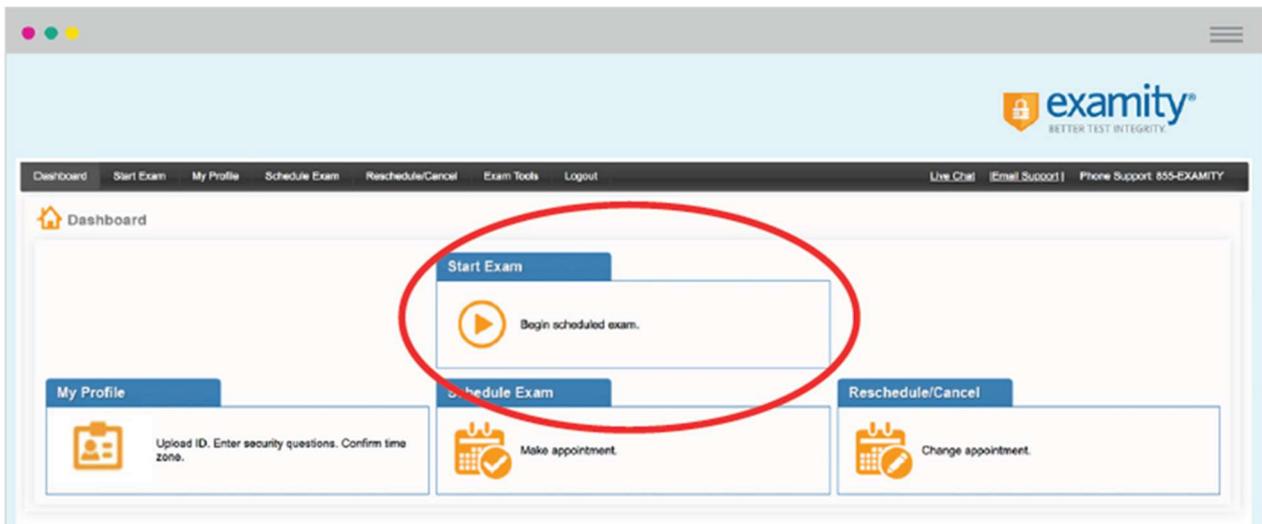
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- Install Zoom - [download here](#)
- Complete the computer requirements check - [check here](#)
- Please read the Examinations Test Taker guide - [read here](#)

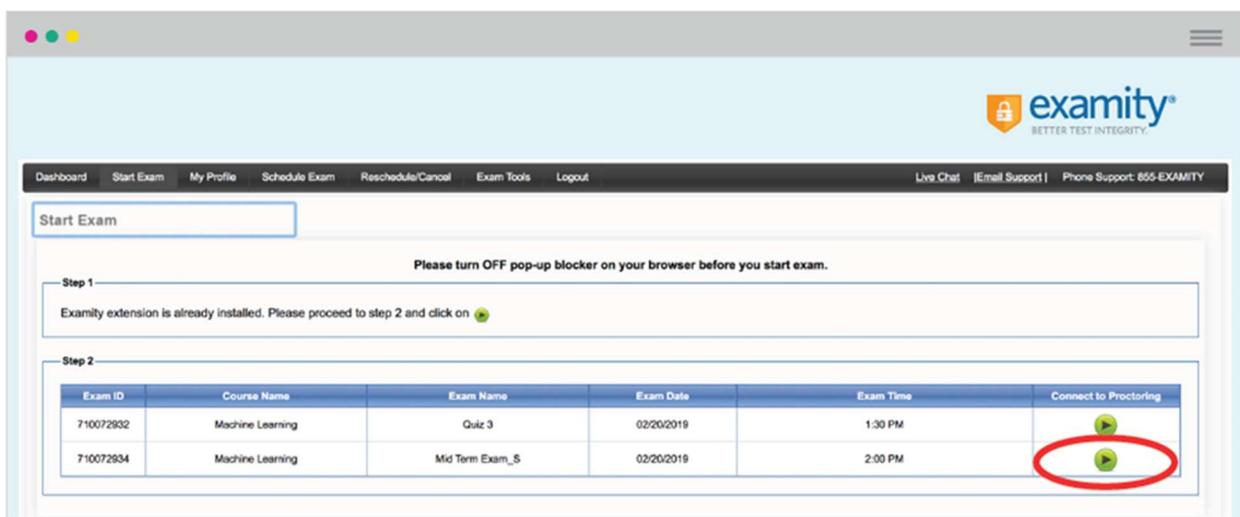
If you have any issues please contact your Tutor. On behalf of the REC, we wish you the very best of luck with your exam.



- Click on “Start Exam”.



- Click on “Connect to Proctoring” button to launch the Zoom/GTM extension and meet your Invigilator.



- You **must** produce the **same original ID** documentation you uploaded.

Failure to show accepted photographic ID will result in you not being permitted to take the examination.

- Show your ID to the webcam, where the invigilator is able to see clearly the name and picture on the document. You will be prompted to answer a previously selected security question, and to enter your biometric keystroke signature.

Failure to pass the authentication process will result in you not being permitted to take the examination.

- The invigilator will review the exam rules and ask you to complete a 360° room pan and show your desk and workspace to ensure it is clear of any unauthorised materials. Please ensure your webcam can permit this check easily.
- You will be prompted to review and agree to the Examinity User Agreement as well as the exam rules and instructions. Once agreed, you may click on the “Begin Exam” link and the Invigilator will input the password to open your test.

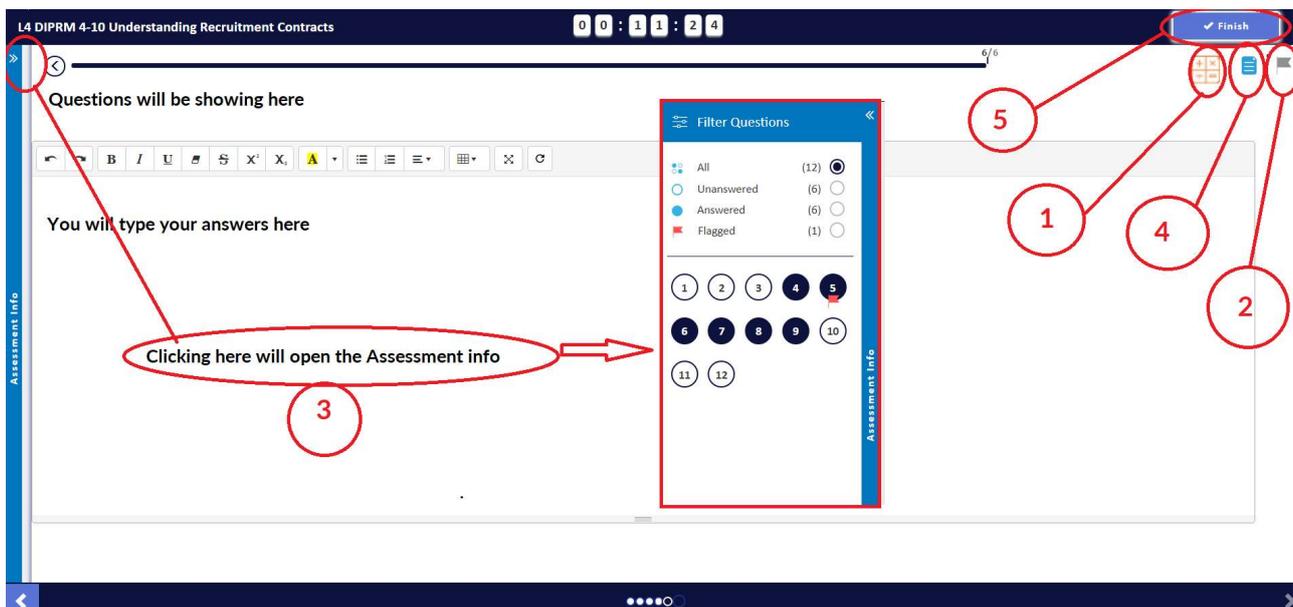
During the online examination rules

Failure to comply with these rules may result in being disqualified from the examination.

- Earphones/headsets are **not allowed**.
- All mobile phones, smartwatches and other electronic devices are **not allowed**.
- Calculators are **not allowed**.
- Paper or electronic documents are **not allowed**.
- Talking during the examination is **not allowed**.
- Please leave all bags, papers and jackets or coats outside of the room.
- Drinks can be taken into the room but labels must be removed if possible.
- There will be a countdown timer on the screen to help you keep track of time during the exam.
- The invigilators are present to uphold examination security, assist and supervise. You are expected to treat their requests as official requests from the RECAO.
- Invigilators will **not** answer any query relating to the content of the test.
- You are required to sit the full duration of your examination.
- You may not leave the room during the examination other than for a toilet break. **No additional time will be given**.
- Toilet breaks will be red-flagged, therefore, you are strongly encouraged to go before the start of your examination.
- You are not permitted to take a toilet break during the first and/or last 20 minutes of the examination.
- A five-minute remaining warning will be given on screen.
- If you believe that an error has been made in the content of an examination question, please report this to awarding@rec.uk.com after your examination.

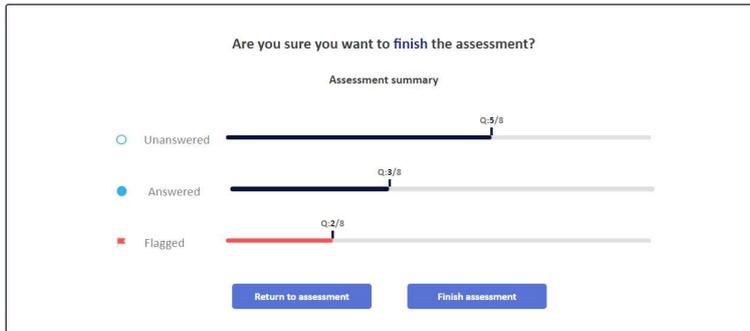
Navigating the test online

- You should plan your answers and timing according to the number of marks allocated.
- Please check your answers make sense and answer the question as directed.
- A calculator will be available ①.
- You may flag ② questions to skip and come back to ③ during the examination if you wish.
- Clicking 'workings' ④ will open a small window that you can use in place of draft paper.
- When you are done, click 'finish' at the top right corner ⑤.

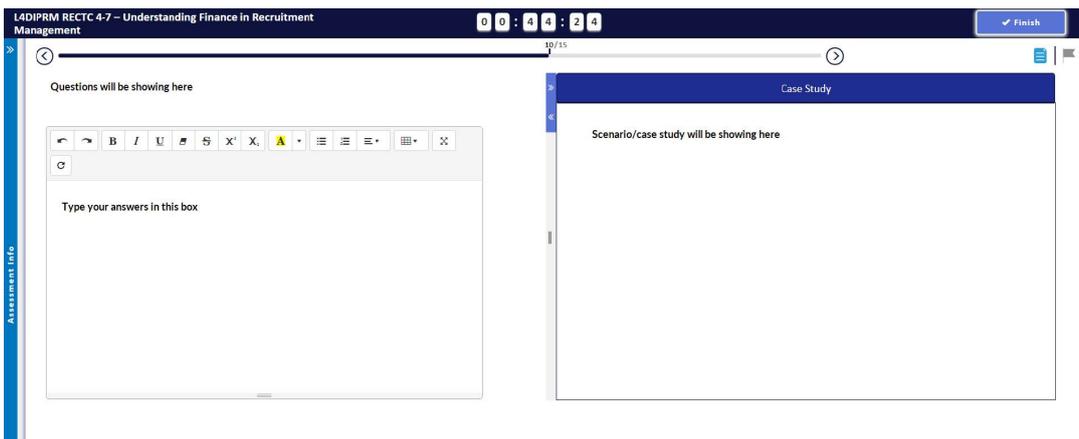


Please note the screenshots are for information purposes only and may look slightly different on exam day

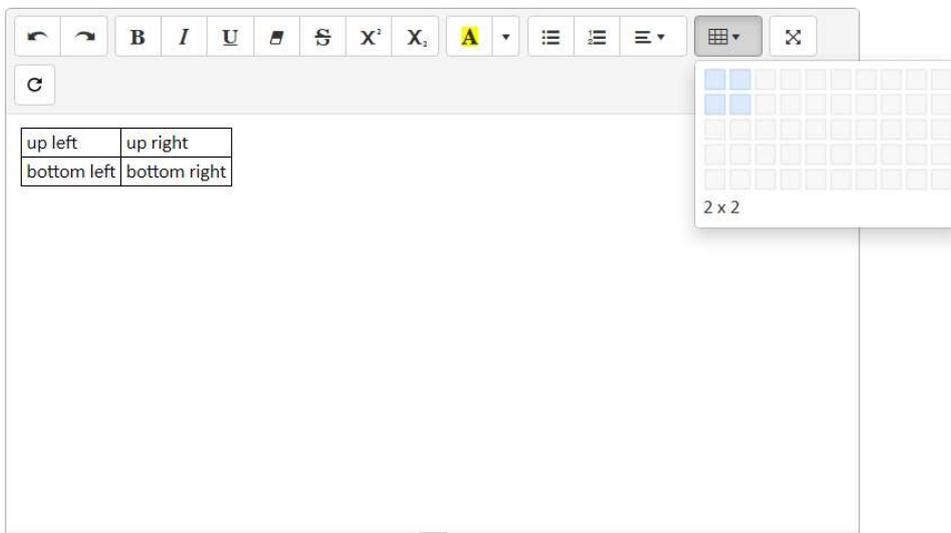
- When you click 'Finish', you will have the opportunity to select 'Return to assessment'. Once you click 'Finish assessment', the test will finish and you will not be able to go back to it.



- Some examinations may have a case study, in which case, this will be showing on the right hand-side:



- You will be able to change fonts, underline words, insert tables, etc.



AFTER THE EXAM

Special consideration

Special consideration is for candidates who experience extenuating circumstances during or on the day of an examination which had a substantial impact on their examination performance. You must apply via your Centre if you want the RECAO to consider your circumstances.

Results

These are issued to Centres six weeks after the examination, at Pass, Merit, Distinction or Fail grades (except for Level 4 and Level 5 qualifications which are issued at Pass or Fail only). The RECAO will not issue results to candidates by phone or email, nor enter into any discussion about results with any candidate. In line with other professional examination bodies, the RECAO does not disclose the percentage mark nor the final percentage boundaries between awarding grades. Examination questions and candidates' answers remain at all times the property of the RECAO and will not be shared with candidates nor third parties (such as Centres) in any circumstances.

Generic feedback is provided to Centres in the form of a Chief Examiner's Report which will be available after results have been issued. (Please note this report is not available for the Level 2 Certificate in Recruitment Resourcing due to the MCQ nature of the assessment which does not allow for interpretation).

Enquiry About Results (EAR)

You have the right to appeal your examination result to the RECAO via your Centre to either have your assessment re-marked, or re-marked with a full report on your performance. You or your Centre must complete an EAR form which must be returned within 14 days of the results being issued, with payment. The RECAO will respond within 21 days of receiving the request.

Please note that the outcome can result in grades being lowered as well as increased. If you or your Centre are dissatisfied with the outcome of one of the above services, you may lodge a formal appeal no later than 7 days after receiving the initial RECAO's response.

About your data

Privacy and security information for the purpose of remote invigilation can be found [here](#).