

Accessing a Proctored Examination – Learner Guide

Photo ID:

You must bring a form of photo ID to the exam. The ID needs to have a clear headshot and have your full name printed on it. Failure to present a photo ID to be scanned by the system will result in your exam result being voided which means you have to re-sit.

If you don't have any photo ID, please contact your Training Provider as soon as possible.

Preparing the exam room:

1. The room must be an enclosed space which has been set aside specifically for the test.
2. No one is permitted to enter or leave the room during the exam.
3. The space must be free from noise, such as people talking to each other, using phones, and the sound of business operations must not intrude.
4. There must be no charts, posters, documents or models on display which could offer assistance with the answers.



Whilst in the exam room:

1. The test will be taken under strict exam conditions which means that once you are sat at the computer you must not talk, stand up or move around. The only exceptions to this are if you require technical assistance or a comfort break.
2. You will be prompted by the system to complete a 360° scan of the exam room using the computer's camera and if you don't do this your test will be voided and you will have to re-sit it.
3. The invigilation software checks for unusual activity, such as the breaches of exam conditions mentioned above and also repeatedly looking away from the screen. Try to remain focused on the screen as much as possible.



BIIAB

1. Log in using your BIIAB learner number and the password given to you by your training provider, at <https://orcas.biiab.org/>.

XAMS Login

User Name *

265080

Password *

.....

LOG IN

Please enter your User ID and password in the login box to access the system.

Forgotten your login?

- If you are a learner and have been scheduled to sit a test by your centre please speak to your invigilator
- Exam officers please email support@clientdomain.co.uk

Please remember that your popup blocker must be switched off to sit an exam.



BIIAB

2. Read the presented guidance and tick to confirm both options before pressing 'Next'.

Welcome **John Jenkins**

If this is not your name, please contact your invigilator. You are now about to take an assessment: please read the guidance below and click next to continue.

You are under exam conditions even though you are using a computer to answer the test questions.



- You must hand in any **unauthorised material** prior to beginning the test i.e. electrical devices including mobile phones and any food and drink.
- Follow any instructions given to you by the invigilator.
- If you have any problems with this computer during the test, you should speak to the invigilator.
- You must not use any software on this computer while taking your test.
- You may use **paper** provided by the invigilator to write down any rough work that helps you answer the test, but you must hand it in at the end of the test.
- You should attempt all questions.
- Make sure you know how to move between questions and how to answer them before you start the test.
- You may answer the questions in any order and you may change any of the answers before the end of the test.
- If you are not sure of an answer, go to the next question and come back to the one you were not sure about later.
- The time you have available to take this test will be shown on the top right hand side of the screen. When you enter the last 10 minutes of the test, the timer will change colour to warn you that you are running out of time.
- Once you have **completed** the test, click on the **finish** button and make sure you tell the **invigilator** that you have finished and that you would like to leave the room if allowed.

☒ I confirm that my name is John Jenkins and my registration number is 265080

☒ I have read and understood these instructions (please tick to continue)

NEXT →

3. Find the correct assessment and press 'Start'.

**Your assessment schedule**

Tuesday, January 25, 2022, 11:42:33 AM

Practice assessment

Legal and Social Responsibilities of a Personal Licence Holder (LSRPLHv2)
Tuesday, January 25, 2022 11:42:00 AM

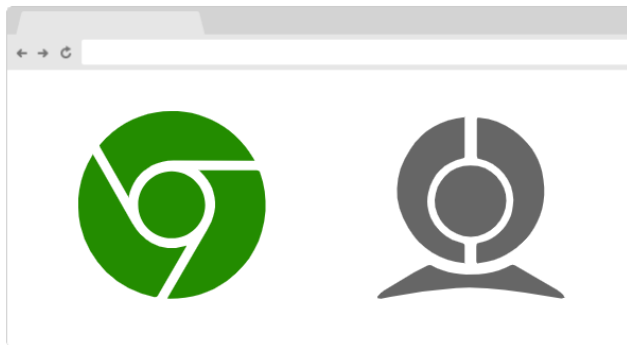
RESUME →

START →

4. You may now be presented with a message asking you to install a plugin/extension for your web browser (Chrome, Edge, Safari etc). Please confirm and allow this plugin/extension to install as this will allow the proctoring software to work.

Proctorio *Chrome Extension*

This course requires you to install an extension into your browser.



- 1 Use Google Chrome.
done.
- 2 Install Proctorio Chrome Extension.
[click here](#)
- 3 Done!

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Scottsdale, Arizona.
[Privacy and Cookies](#)
[Terms of Service](#)
Copyright © 2013-2017 Proctorio inc.



5. The next screen has some 'Before you begin' instructions. Please read these and follow any on-screen instructions. You may see 'User actions required' at the bottom of the screen. Any instruction within this box must be completed to allow the process to progress to the next stage.

Before you Begin

This exam will be proctored. Here are a few things to know before you begin.



We will tell you when we start and stop recording.



Your institution can access the data collected and will control who sees it.



Decisions are made by your exam admin, not us.

Proctorio d.o.o. complies with [GDPR](#), [FERPA](#), and other regulations. Read our [Privacy Policy](#).
Your data will be securely stored in **London, England** for 1 year before being deleted.



What's recorded during the exam

camera feed • audio • computer screen • exam environment • websites visited • location • identity document



What's restricted during the exam

no exam re-entry • one monitor • full-screen mode • no new tabs • no clipboard • no printing • no downloads • no right-clicking •



24/7 support available during the exam

Click the Proctorio browser extension icon to chat with an agent within seconds.

Accessibility options:

[Enable high visibility mode.](#)

[Learn more about Proctorio's approach to Accessibility.](#)

User action required before you continue. Please do the following:

Close all other browser tabs and windows. (2 tabs and 1 window still open). [click here](#) to do this for me.

Multiple display screens detected. Please disable all but **one** monitor. [Need help?](#)



BIIAB

6. Once you have completed all the instructions/actions you will be presented with a 'continue' button. Please press this button to proceed to the next stage.

Just a heads up...

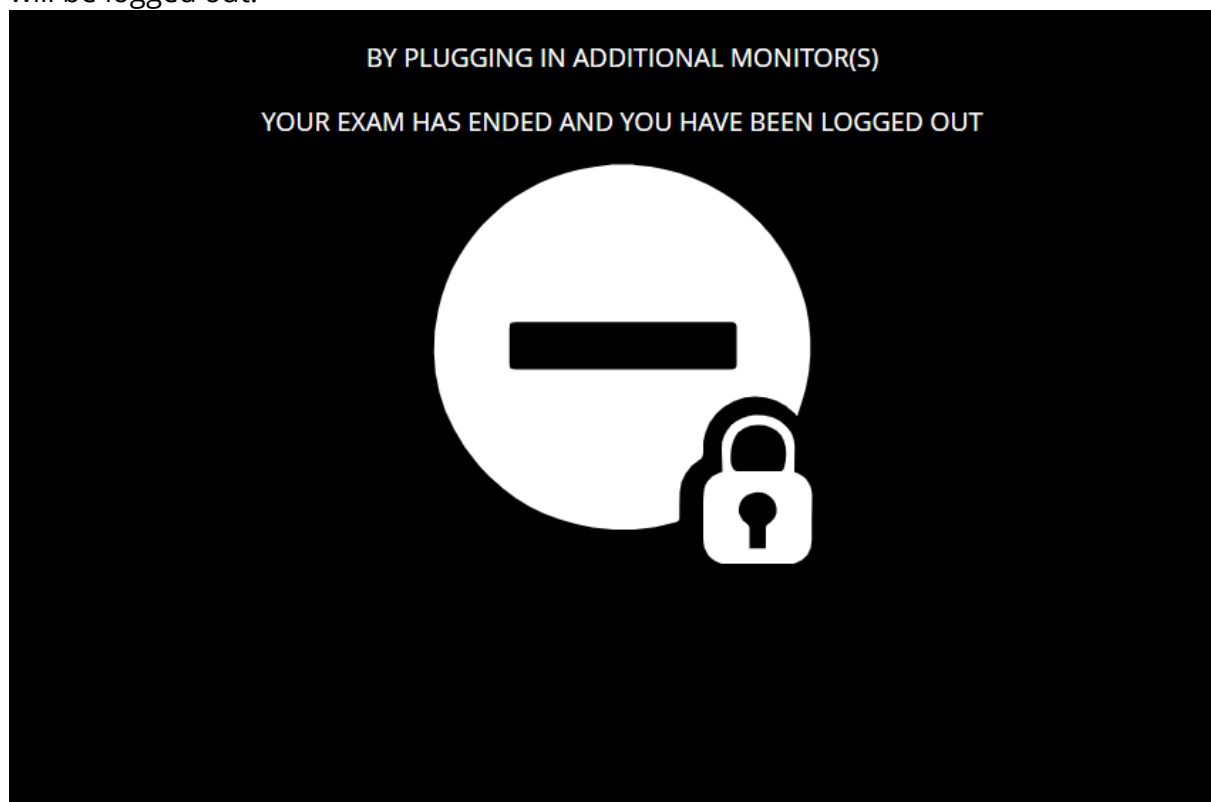
It looks like your computer is pretty busy right now.

You can still proceed with your exam, but we recommend that you close all open tabs and any applications you have running in the background and try again.

You need to complete the required user actions explained above before you can continue.

Continue

7. Once you have passed the above screen, please do not plug any additional monitors back in or open any web browsers. This will cause the exam session to end and you will be logged out.



- The system will now carry out a diagnostic test, which could take a couple of minutes.

System Diagnostics Test

The system diagnostics test will only take a moment



Webcam



Microphone



Connection

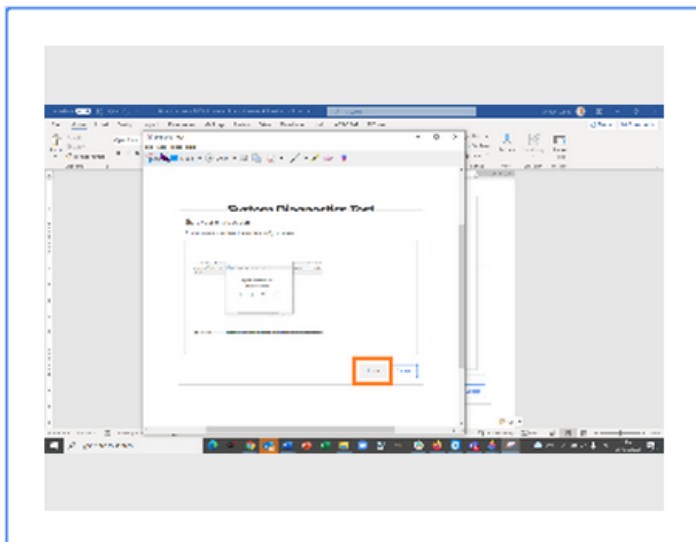


Desktop

- Please follow any instructions you are presented with throughout this process, such as sharing your screen (you will need to select your screen before the 'Share' button will become active).

Share your entire screen

Proctorio wants to share the contents of your screen.



Share

Cancel

10. The system will now check that your webcam is active. If you can't see yourself in the on-screen picture please click the link 'Don't see yourself above?' and follow the instructions. Please click 'Next' if you can see yourself.





System Diagnostics Test

Initial system checks passed



[Don't see yourself above? Click Here.](#)

Your exam is about to begin.

-  Use Restroom.
-  Get water.
-  Get comfy.
-  Get ready.

|| Proctorio is sharing your screen.

Stop sharing

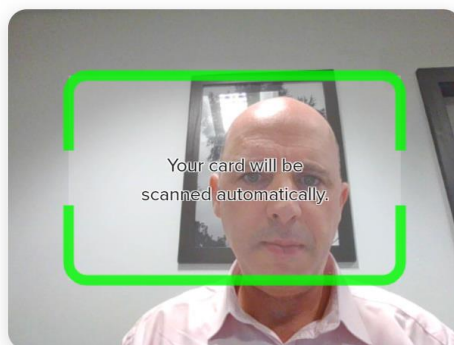
Hide

Next >

11. You will now be asked to hold your photographic ID up to the camera and align it within the green box. Providing the identification is in the green box and has a photo of you on it the system will scan it automatically.

Identification Card

Show a photo ID to the camera within the area indicated. This will be used to validate your identity. If this is unsuccessful a link will appear. Simply click the link to manually scan a photo of your ID.



[Having trouble? Read This Article](#)
[Don't see yourself above? Click Here.](#)

⚠ Flip Horizontally?

|| Proctorio is sharing your screen.

Stop sharing

Hide

12. Once the image of your ID has been captured you will be asked to confirm it or you will get an option to re-take the picture of the ID. Once you are happy with the ID image please press 'Next'.

Identification Card

By clicking next, you agree the image of the identification card displayed can be used to verify your identity.



[Having trouble? Read This Article](#)

|| Proctorio is sharing your screen. [Stop sharing](#) [Hide](#)

[Re-take](#)

[Next »](#)

13. You will now be asked to carry out a camera test. You will be asked to smile and the camera/webcam will take a number of pictures of you.

Webcam Image Test

We are taking 5 sample pictures, please look directly into the webcam and smile!



14. You will now be presented with an information screen to let you know you will be asked to carry out a room scan before your exam begins. Please read the information and click 'I understand' to continue.

Room Scan

your camera will be used to **scan your test environment**.



Your institution requires you to scan your environment. The request for a scan will include specific instructions about what area to scan. You can find more details [here](#). The scan may include a 360 view of the entire area, a view of the ceiling or floor, a view of the area under your desk, a view of the items on your desk, or some combination of these things. If there are items in any of these areas that you do not want to be recorded, please take a moment now to cover them or remove those items, or move to a different area.

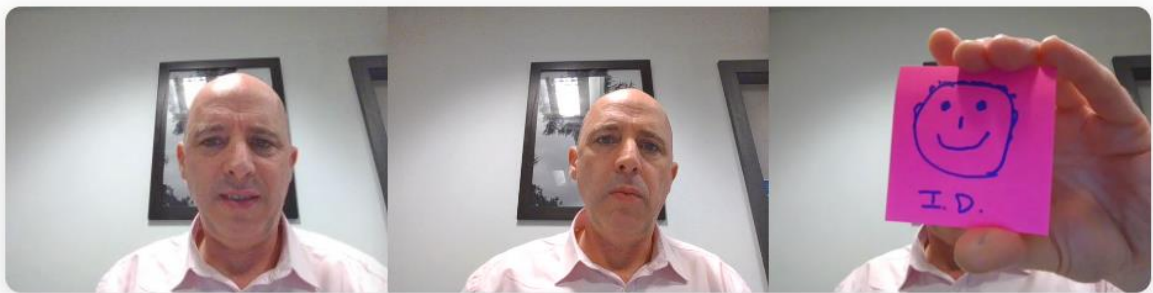
Sometimes this can be tricky, especially when using a built-in webcam. Before moving on, we recommend you visit the [help center article](#).

I understand »



15. You will now be asked to sign the exam agreement on-screen. This can be done by using the keyboard or your mouse. If you want to use the keyboard please click the 'Sign with keyboard' button. Once you are happy with your signature please press 'accept' to continue.

Please sign the exam agreement below



By clicking "I agree" I represent and warrant that I, John Jenkins, am the person whose name is associated with the login used in this assessment system. I further certify that I am the person whose name appears on the identification presented and that said identification is legible in the image shown. I understand the prohibited actions and code of conduct as described in the applicable policy of this Institution. If over the age of 18, I acknowledge that I have read and agree to the [Terms of Service](#), and to the [Privacy Policy](#). If under the age of 18, I understand that when my parent or legal guardian provided consent to the Institution for my access to the Services, they consented to the same terms and privacy policy. If I or my parent or legal guardian have any questions, we will contact Proctorio before clicking "I agree" or otherwise using the Services. If I am under 18, I understand that my parent must sign the agreement below and that by signing, my parent or legal guardian is providing express consent to access the Services, which includes the collection of my information as described in the privacy policy. Sign the agreement below to begin the exam.

Sign with keyboard

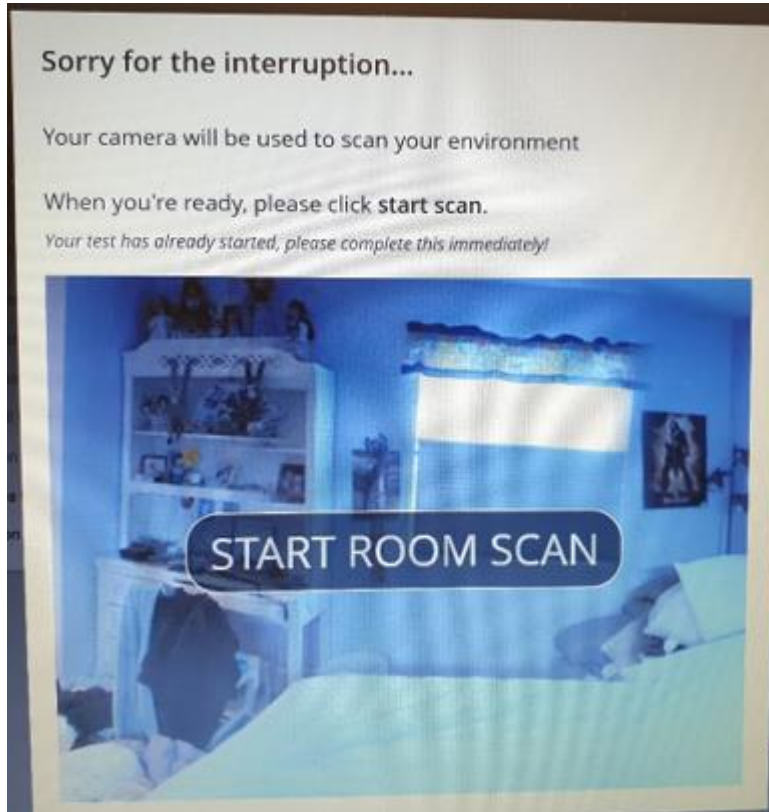
Clear

John Jenkins

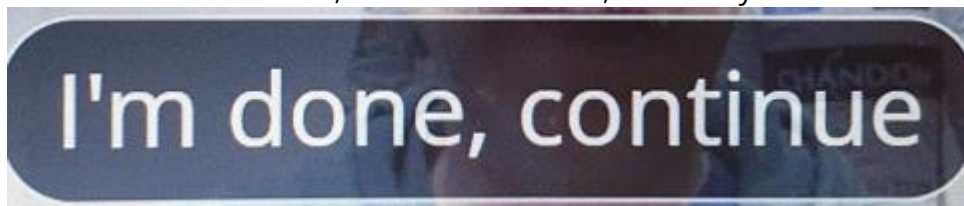
Accept



16. The exam platform will now initialise the exam and you will be prompted to complete a room scan.

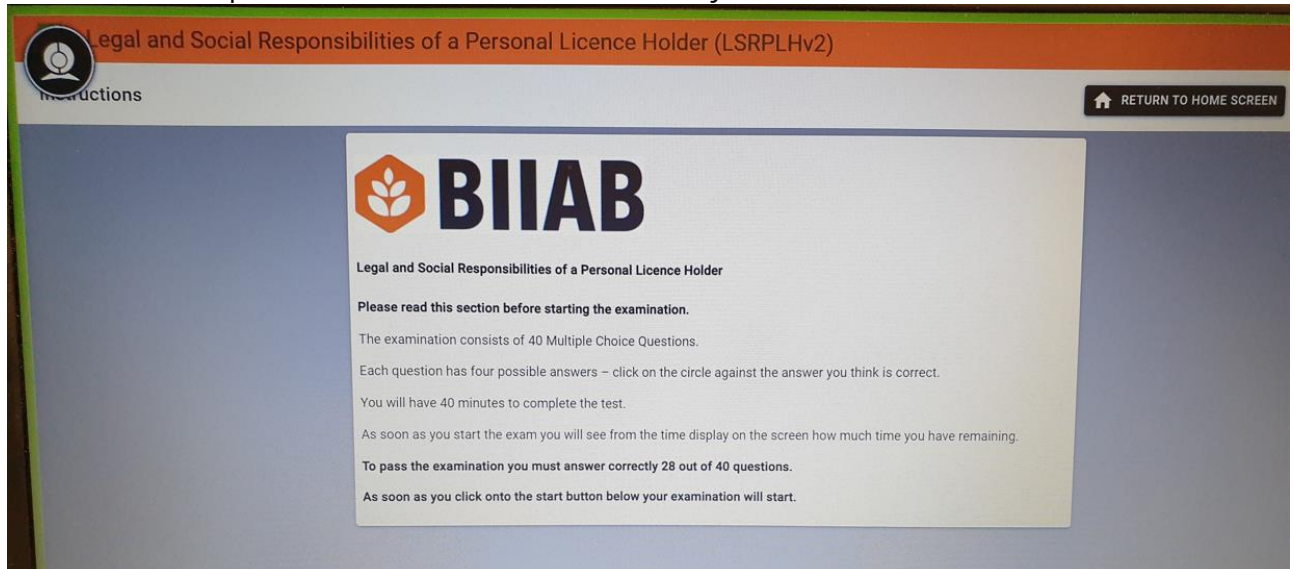


17. Once you press 'Start room scan' you will need to slowly rotate your camera (laptop or webcam) 360 degrees to capture the complete room. Once you have completed the 360 degree scan a message will appear stating 'I'm done, continue'. Click this message to move to your online exam. Be advised that although you will see a message saying that the test has started, this is not the case, but the system is now monitoring:

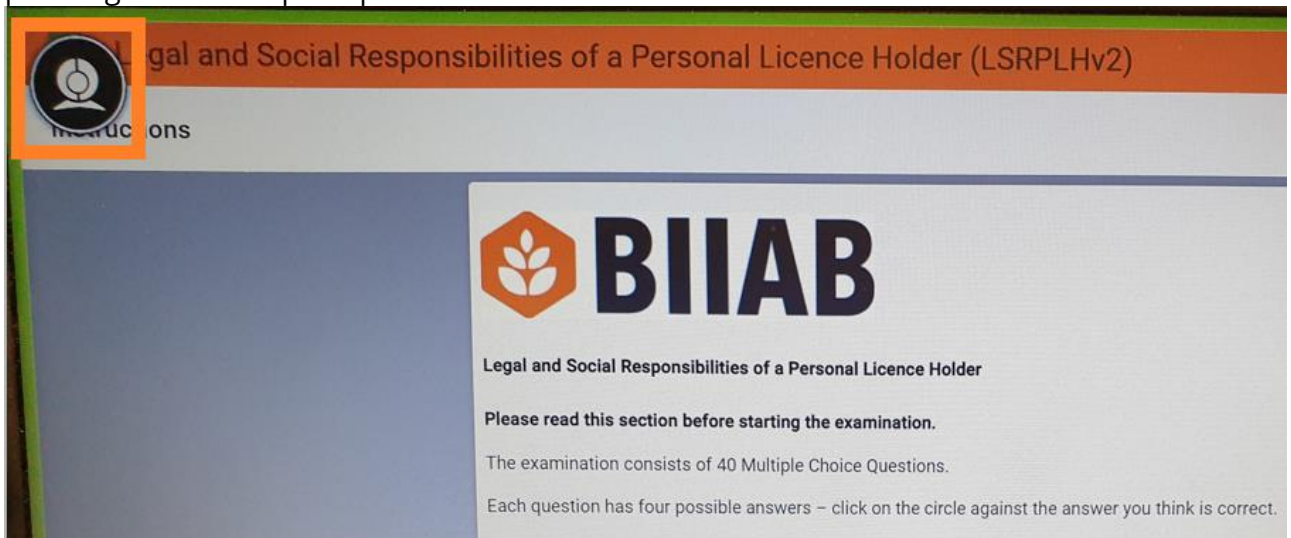




18. You will now be presented with the instructions for your online exam.



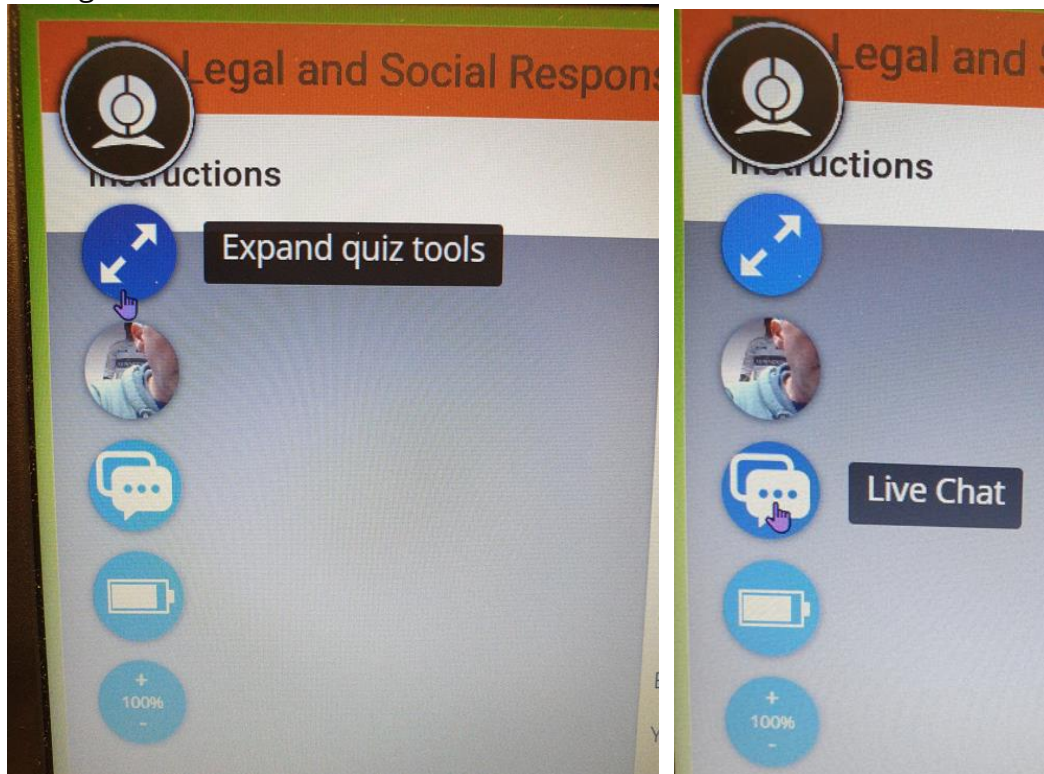
19. In the top left corner of the screen you will see an image within a black circle. By pressing this it will open up a sidebar menu.



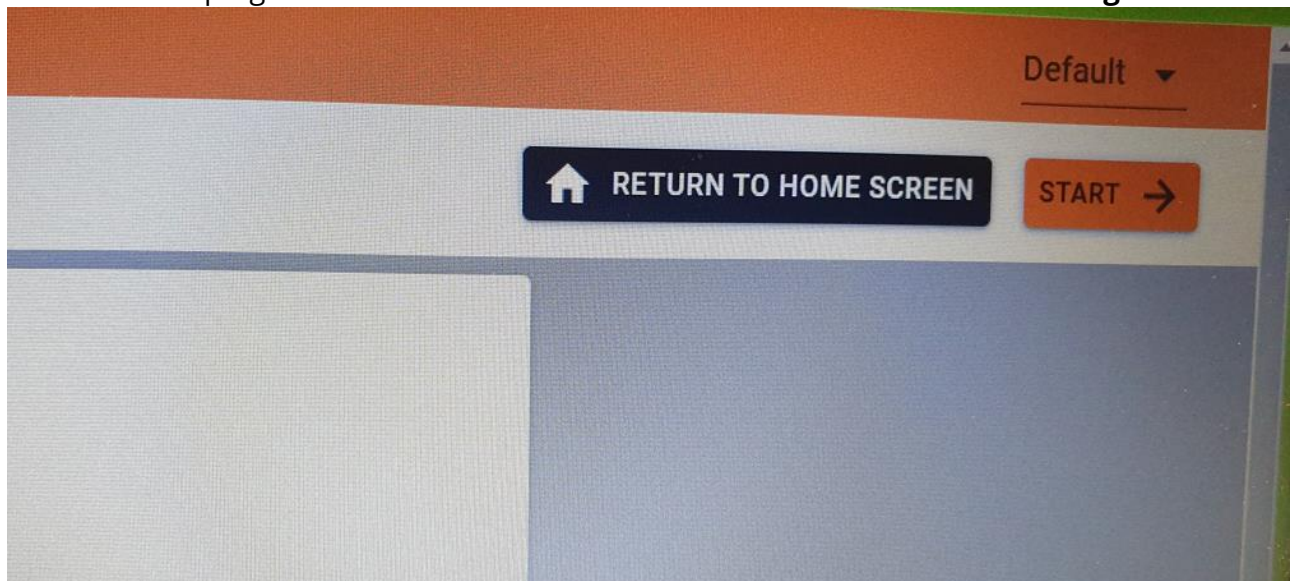
20. As you hover over the buttons some text will appear to explain what the button is for.

This includes:

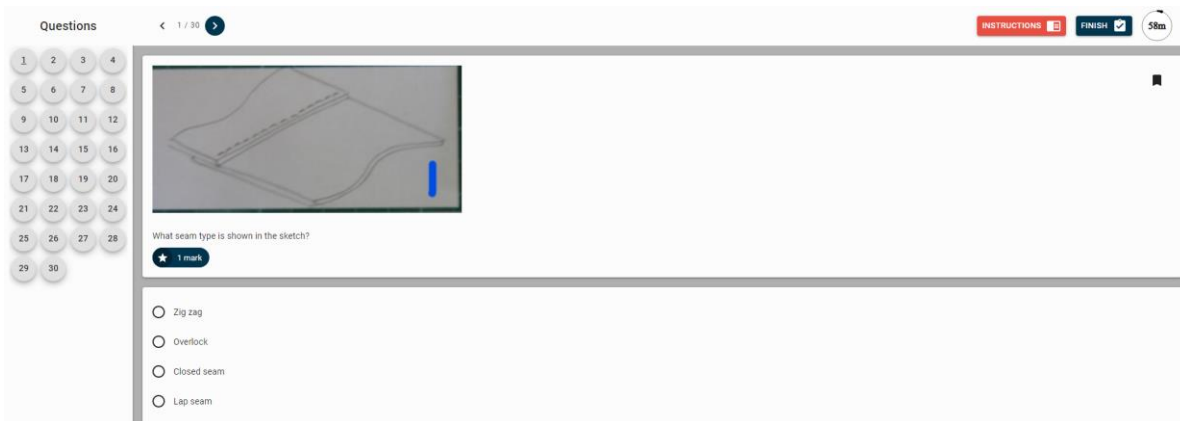
- Expand quiz tools
- Webcam feed
- Live chat (for any technical problems)
- Battery status
- Change zoom level



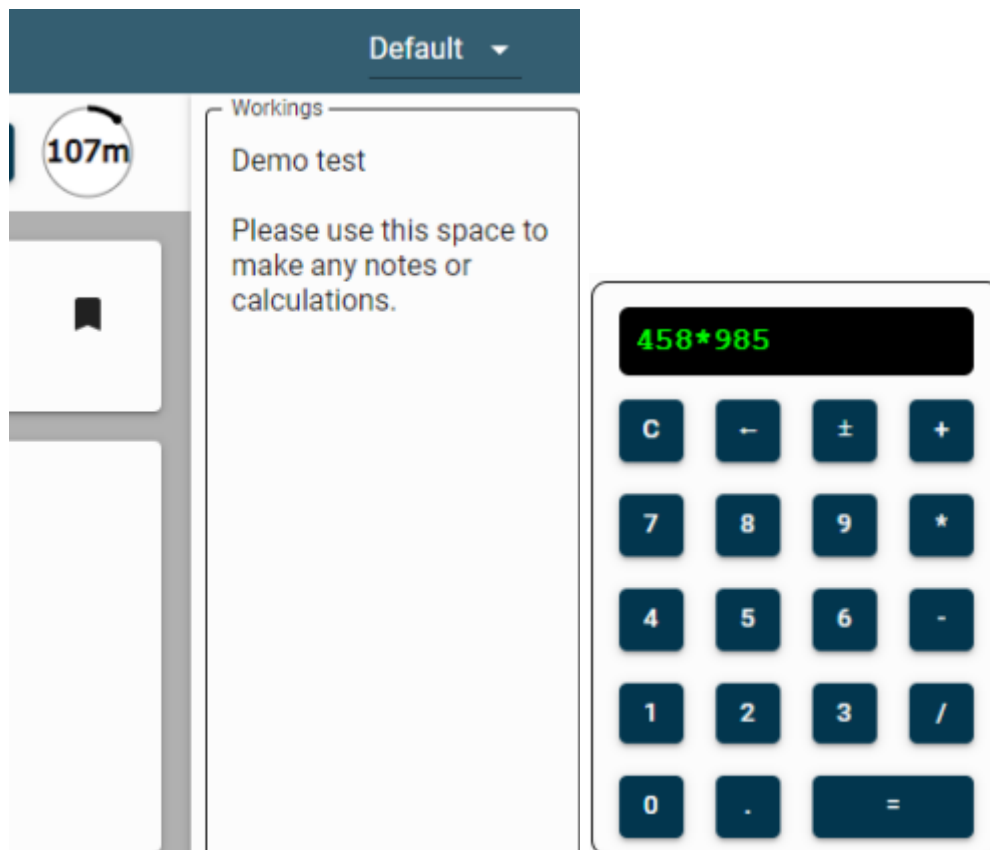
21. Once you are happy with the menu and ready to start your online exam please press 'Start' in the top right-hand corner of the screen. **Your online exam will now begin.**



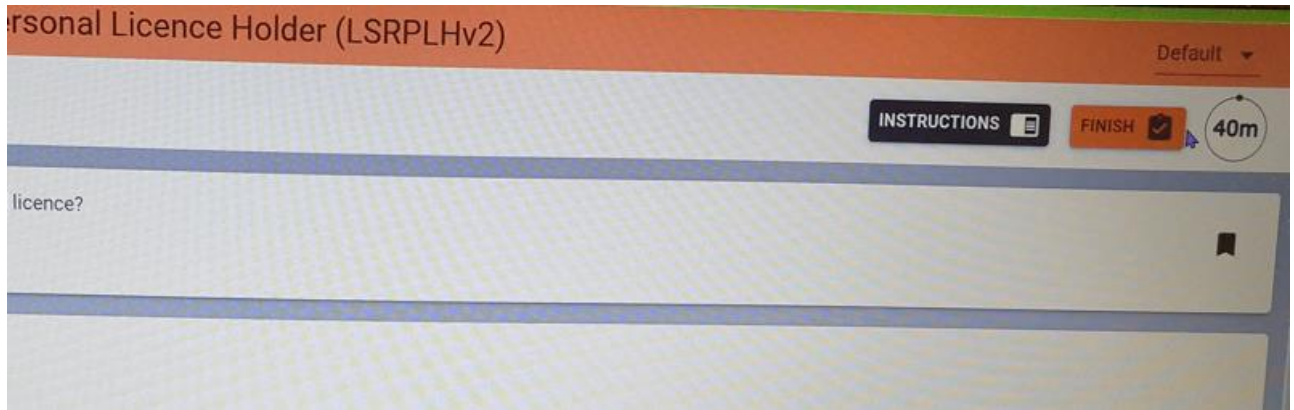
22. Once you've selected an answer to a question, click on the number of the next one in the list on the left side of the page, or use the arrow at the top of the page. You can also do the same to return to any question you skipped or if you wish to change an answer. The time you have remaining is shown in the top right-hand corner of the screen:



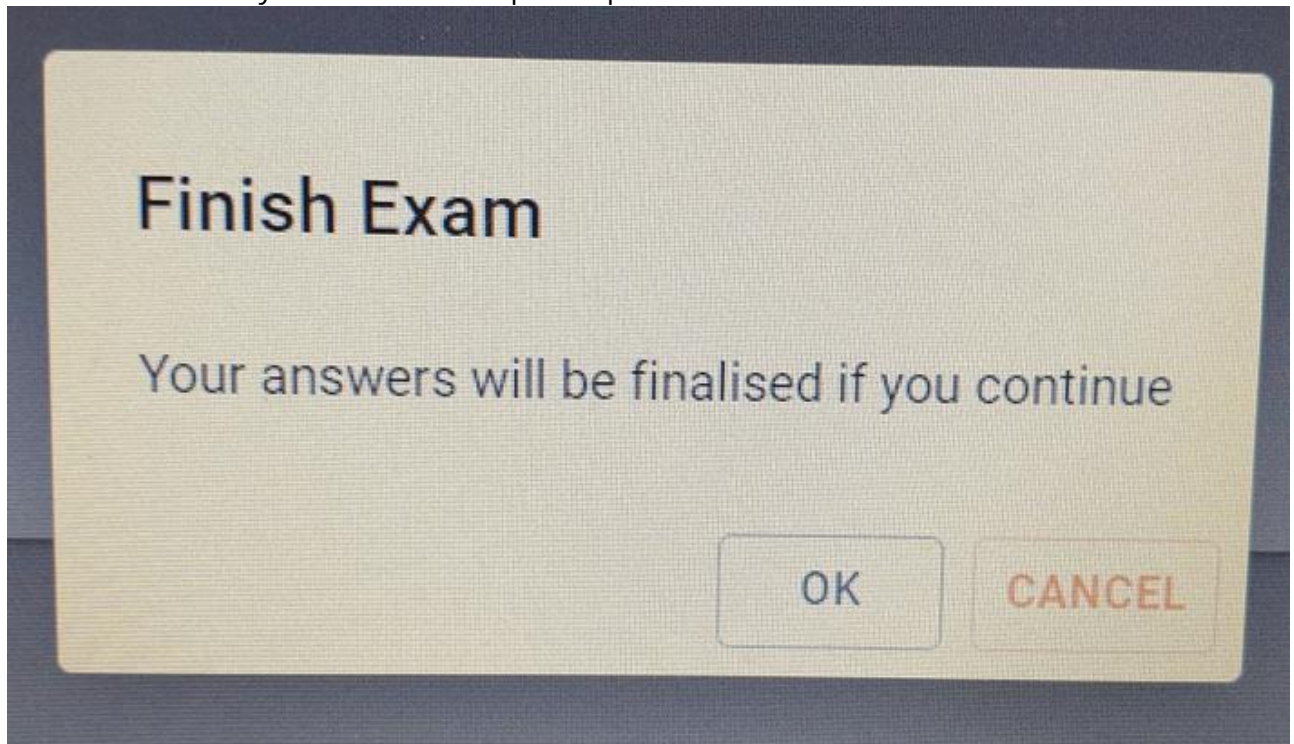
23. Some tests will provide you with a space to write down your workings and a calculator for equations:



24. Once you have completed your online exam please press 'Finish' in the top right-hand corner of the screen.

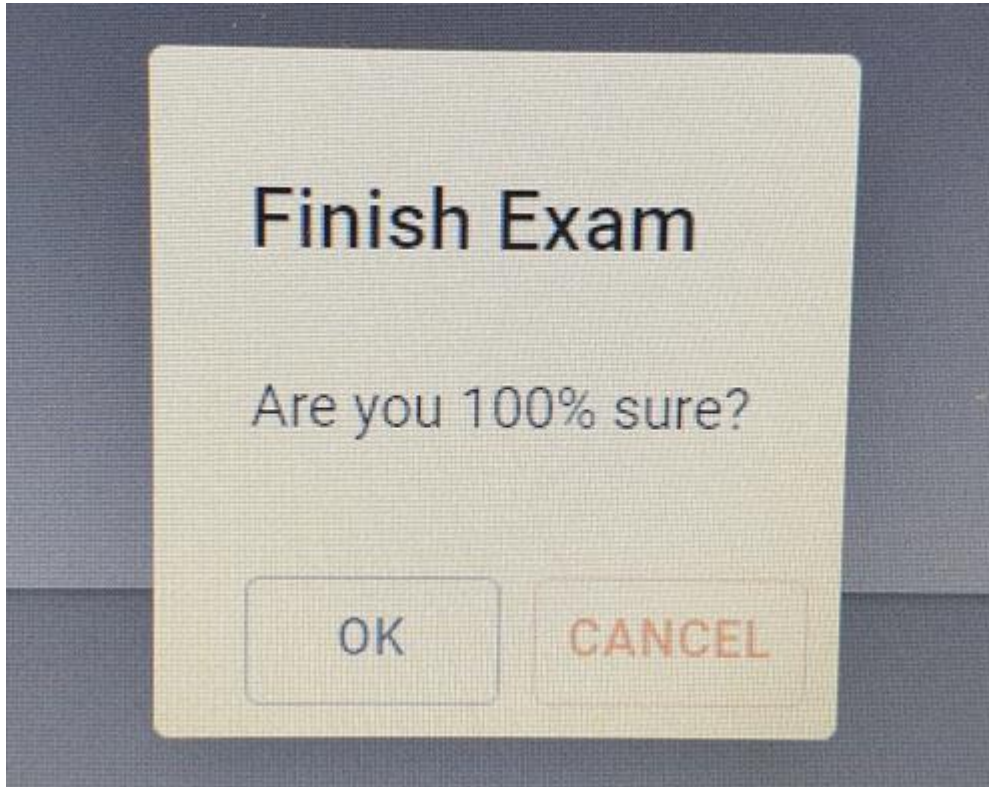


25. You will now be presented with a warning screen letting you know that your answers will be finalised. If you want to finish please press 'OK'.





26. You will now see a second message asking if you are 100% sure you want to finish your exam.



27. You will now be presented with your results page and instructions asking you to close the window and logout of the system.

