

Sitting Remote Exams – Student Guide

1) Before the exam – set up:

- Wear suitable clothing as you will be on camera – you do not have to wear your school uniform; plain, unbranded clothing is fine.
- Set up your station in a quiet location and be aware what will be seen behind you on camera.
- Ensure everyone else in your household are aware that you will be taking an exam and that you should not be disturbed during this time (parents/ guardians are welcome to inspect and oversee if they would like)
- Ensure that all pets and other distractions are removed from your exam location (you wouldn't want a cat jumping on your desk in the middle of an exam)
- Set up your computer or laptop with the webcam facing towards you – but not angled down at your desk (so others won't be able to see your work)
- Please ensure that you have the Microsoft Office Lens app installed on your phone (instructions in the 'After the exam' section)

Parts 2, 3 and 4 will be done on your computer/ laptop

Part 5 will need to be completed on your smartphone

2) Accessing the exam in Teams:

- Open the Teams App on your computer and log in using your normal school login (school email and password) – open the Team site named 'Year 11 Mock Exams'
- 10 minutes before the exam is due to start, 'Join' the live meeting – make sure you have your camera switched on (without any background effects) and your microphone on initially. The invigilator may check that you are ready and aren't experiencing any issues, they may ask you to scan the camera around the room and your workstation area. They will ask you to mute your microphone before the exam starts
- **You must remain 'Joined' to the meeting with your webcam on and your microphone muted for the entire duration of the exam – please minimise the meeting window when asked.**
- In the 'Year 11 Mock Exams' Team site 'General' channel, click the 'Assignments' tab
- Just before the exam starts you will be given access to the exam paper.

3) All exams must be completed in the way you normally work:

- Option 1 – Print off the exam paper to fill in by hand.
- Option 2 – Write your answers on A4 paper – ensure you number your answers accurately.
- For those students who normally use a laptop or a reader in exams, additional instructions will be given separately.

4) During the exam

- The invigilator will tell you when to start and finish the exam

- **Remember to keep your webcam on and your microphone off for the duration of the exam**
- If you experience any issues during the exam, please maximise the meeting window and click the 'Raise your hand' icon – an invigilator will respond to you by a private Teams message as soon as possible (please be patient, they may be dealing with another issue).

5) After the exam – on your Smartphone:

- For all paper copies (whether printed or purely hand written) please photograph the pages in order as follows:
 - i. Open the Office Lens app on your phone. It will be ready to take a photo
 - ii. Take the photo of Page 1 of your answers – make sure your name is clearly visible so that your exam paper can be identified – adjust the borders if necessary
 - iii. Click 'confirm'
 - iv. Click 'add' in the bottom left corner (do not click 'done' as you want to put all the pages together in one document). This will allow you to take another photo
 - v. Take another photo of Page 2. The app will update you on how many photos you have taken
 - vi. Click on the orange arrow when you have finished to check the photo quality. Choose the best setting to make it readable
 - vii. Click 'done' when ready
 - viii. Title the document: Date, your name, subject
 - ix. Save as a PDF to your phone
 - x. Open the Teams app and log in on your phone – open the 'Year 11 Mock Exams' Team site and go to the 'Assignments' tab
 - xi. In the current exam assignment, click 'Upload' and select the Office Lens PDF file you just created
- **You have 15 minutes after the exam has finished to submit all of your work**