

Screenshot Guide to RI Exam Setup

This guide demonstrates how to complete the Environment Checks prior to taking your remote invigilated (RI) exam. These checks are a critical part of the exam process and should not be rushed or skipped. Please review this guide prior to exam day and reach out to your Approved Programme Provide (APP) if you have any questions. This guide will not be needed on Exam Day and should not be on your desk during the exam as the system will walk you through each of the steps below.

Prior to Exam Day

It is critical that you have completed your system check at least 72 hours prior to your exam. You must follow the Google Chrome directions provided within the Candidate Quick Guide so that you receive warning errors in case you are experiencing internet connection issues. The system check will require you to do this but if you bypass the system check, you run the risk of experiencing technical difficulties which could disallow your exam.

72 hours (approx. 3 days) before your exam you will receive an email from WSET with the link to your exam. If you do not receive the email 48 hours prior to your exam, contact your APP immediately.

Prior to your exam, review the Exams Violations list in Appendix A and setup your room to make your test experience as easy as possible. Note that paper/pen and taking notes are not allowed and all alcohol bottles in the room must be covered or be moved out of sight. This [video](#) explains how to setup your exam room. If you did not Force stop the Proctor Exam application on your secondary device after your System Check, please do so now, or reinstall the application before performing the Environment setup on exam day to avoid technical issues.

On Exam Day

At your scheduled exam time click the link in the email to begin your exam setup. Please note that you will have the full exam time even if you encounter issues during setup. If you need any help during setup or your exam, please use the online support chat function. Please remain patient and wait for assistance as the online chat function is helping multiple exam takers at the same time.

Perform ID Check

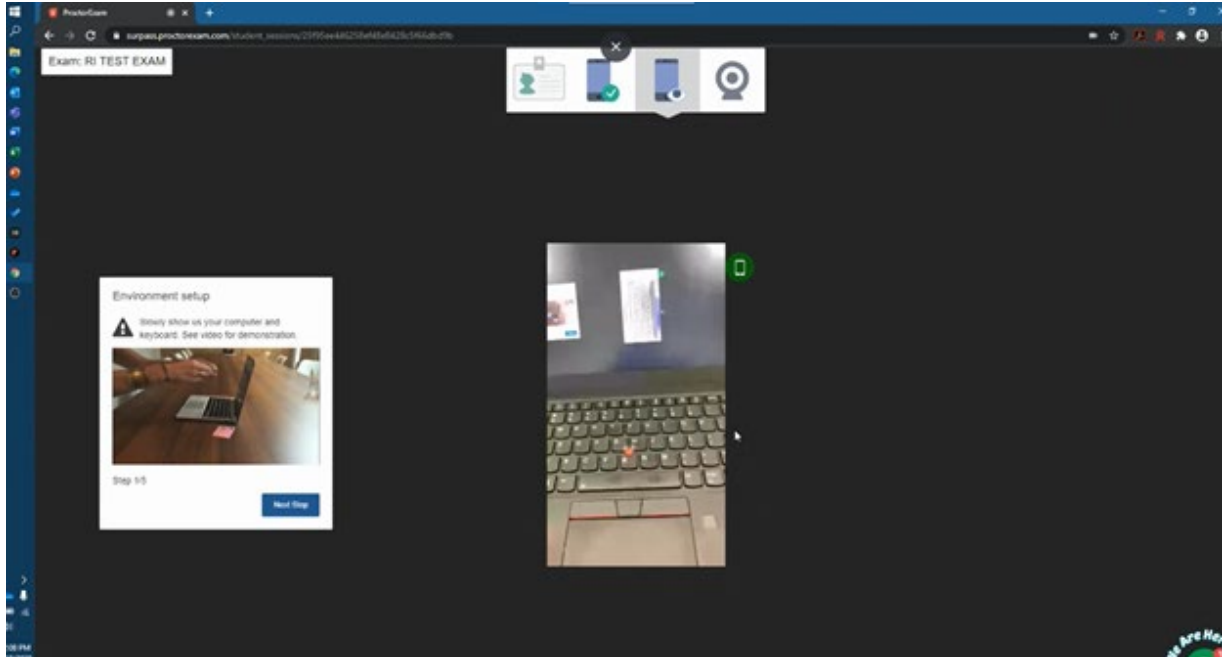
After clicking the link in the exam email to enter the ProctorExam system, you need to take your photo and perform the ID check with your webcam. Remove your official government ID from any wallets and hold up to the webcam. Do not cover your name or photo with your fingers. Make sure the image is clear and the text can be read before moving onto the next step.

Perform Environment Scans

Next you will be asked to perform 3 different scans of your exam area and a scan of your ears. Each of these scans are described below. Please perform each scan slowly so the video reviewers can verify your exam environment. Failure to perform each of these scans fully may invalidate your exam.

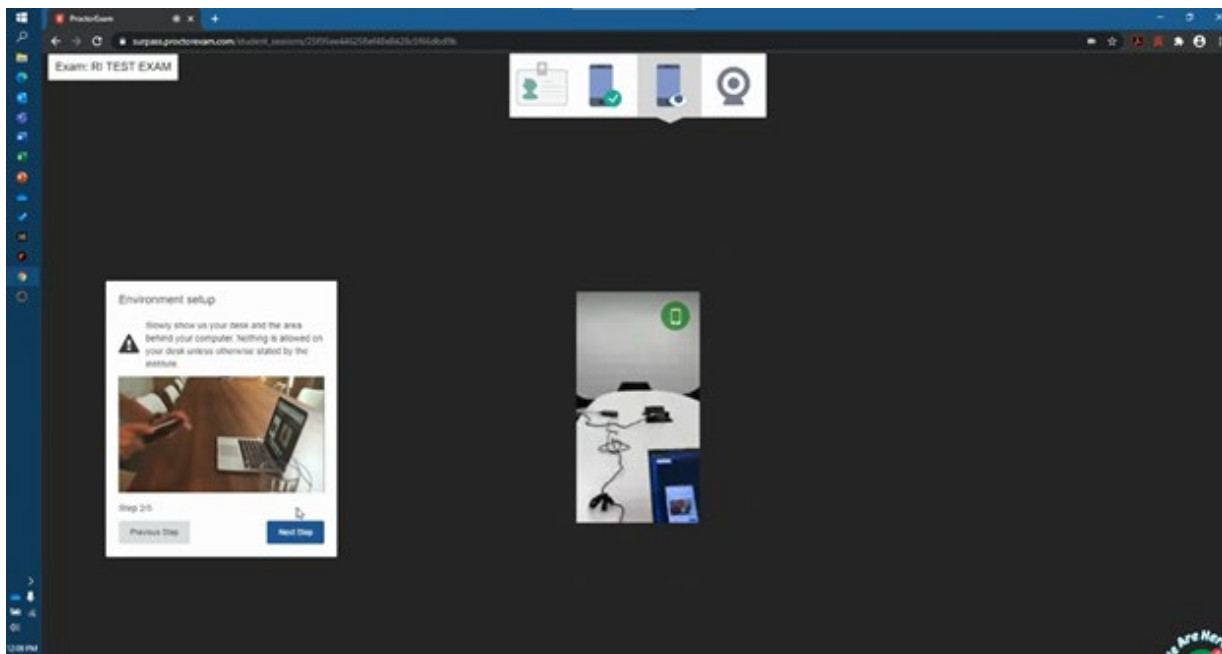
Scan your Computer and Keyboard

Using your secondary device film around your computer and keyboard. When complete, select Next Step.



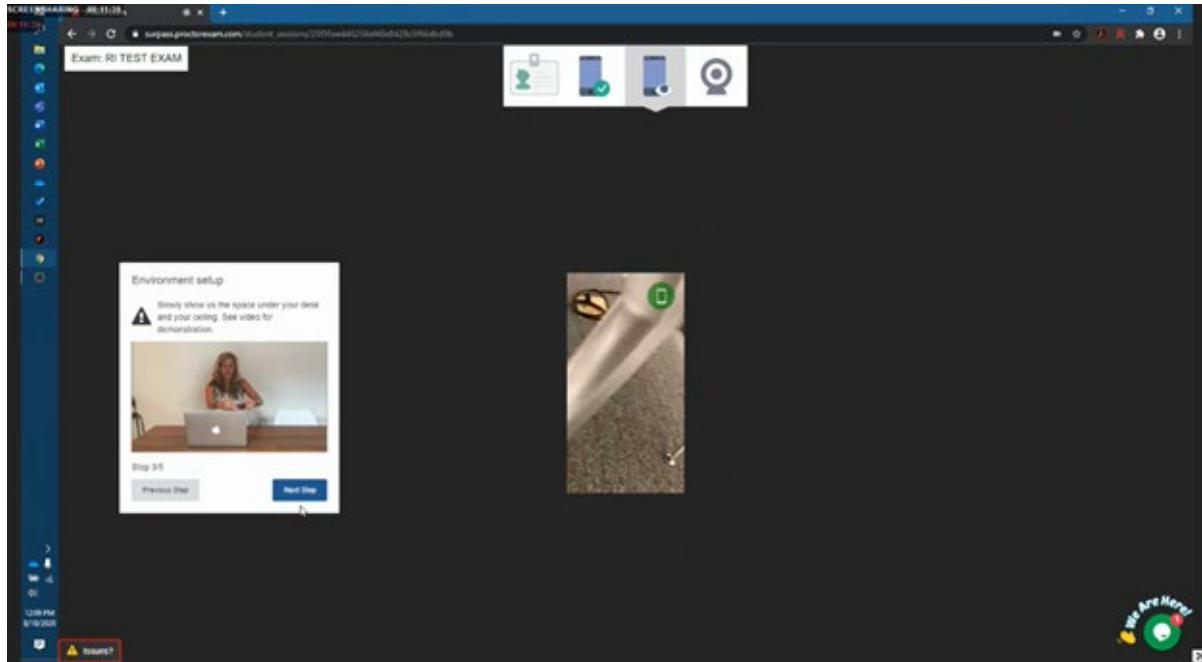
Scan your Desk Environment

Then film your complete desk area and the area behind your computer. Make sure to do this slowly. When complete, select Next Step.



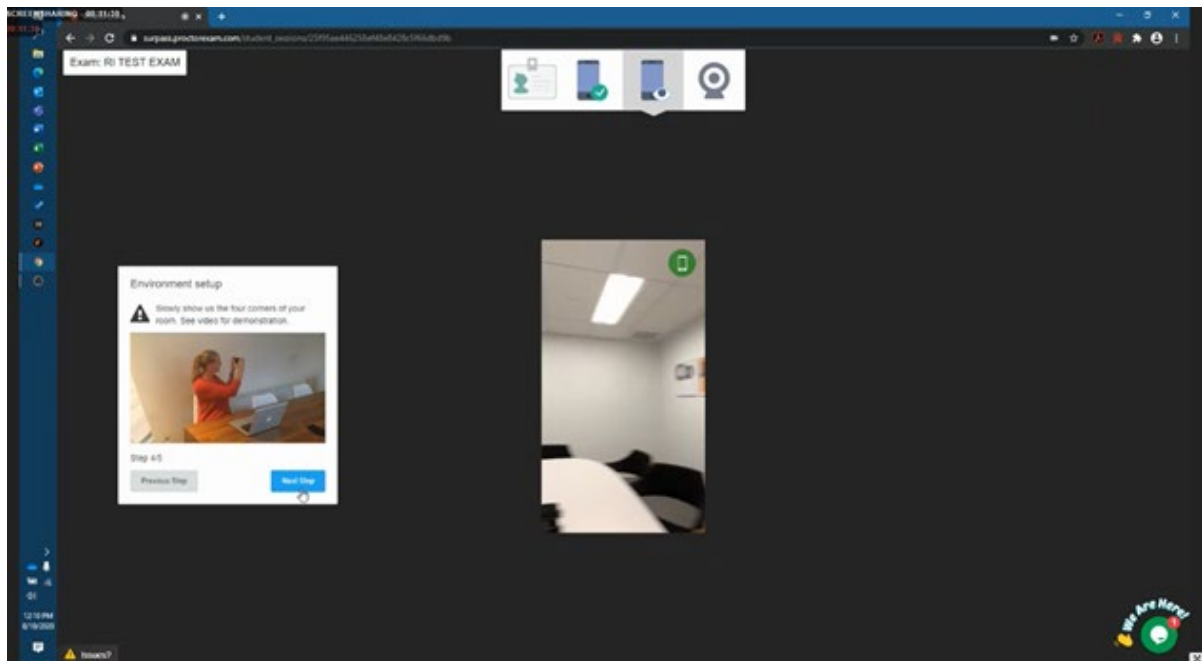
Scan Under the Desk and Around the Ceiling

Next you need to film underneath your desk and around the ceiling. When complete, select Next Step.



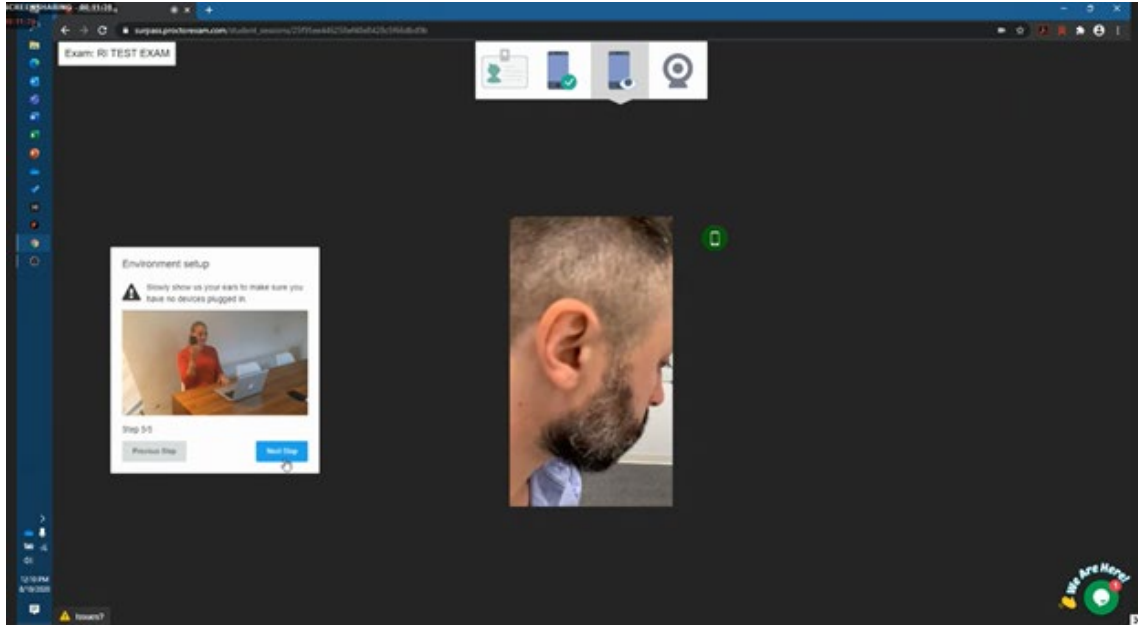
Scan the Four Corners of your Room

Next you will be asked to film around your room, covering all four corners. This shows the reviewer if there are any items in your room that are prohibited. Before your exam, please check the Violations List in Appendix A to ensure you have set up your room according to WSET regulations. When complete, select Next Step.



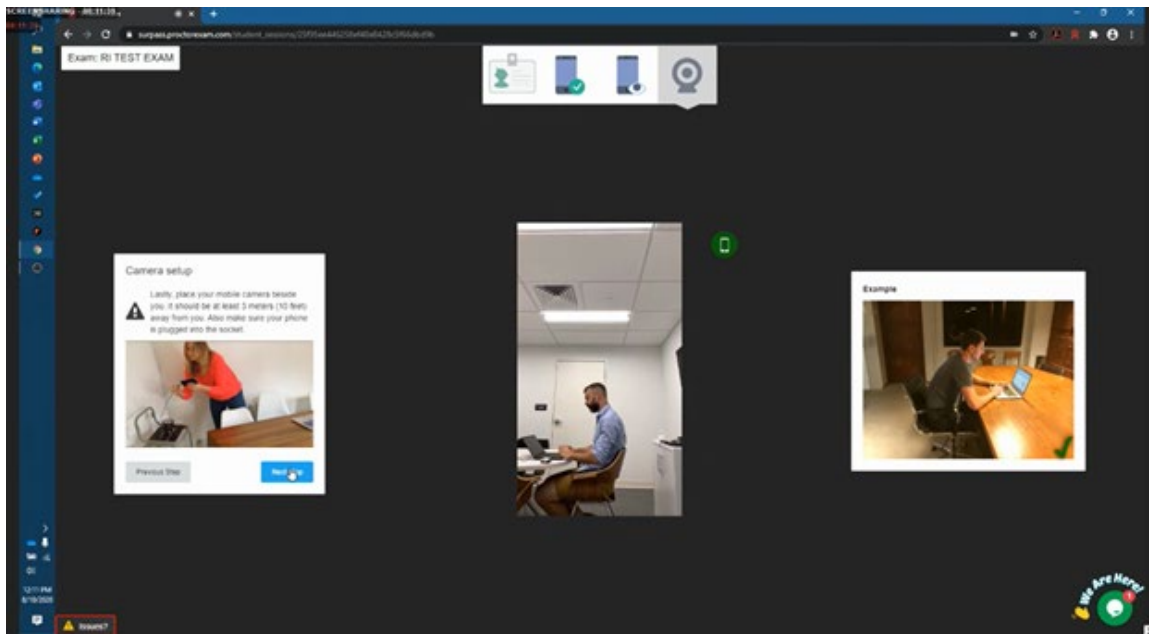
Scan your Ears

Next you need to film your ears to show you are not using any other devices such as headphones. Make sure both ears are clearly shown to the reviewer. When complete, select Next Step.



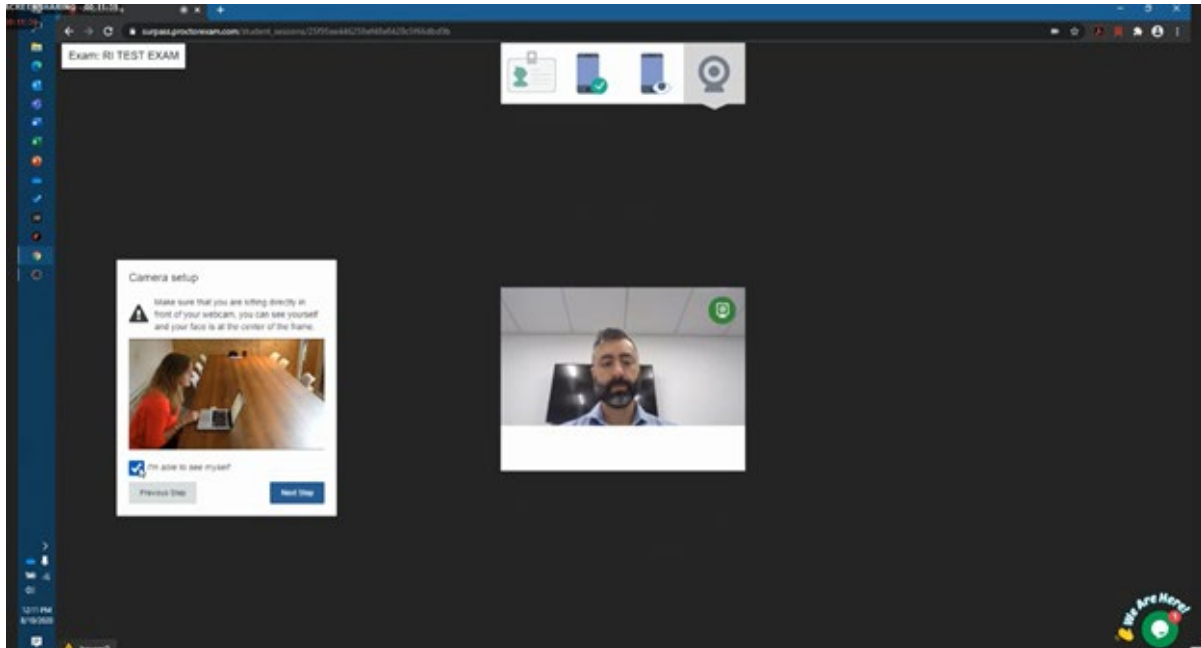
Place your Secondary Device for the Exam

Now you can position your secondary device 3 metres/ 10 feet away to the side of your desk, plugged in to charge and standing upright and with the camera positioned facing towards you and your exam environment. The center picture below show what you should look like when your device has been correctly placed. When complete, select Next Step.



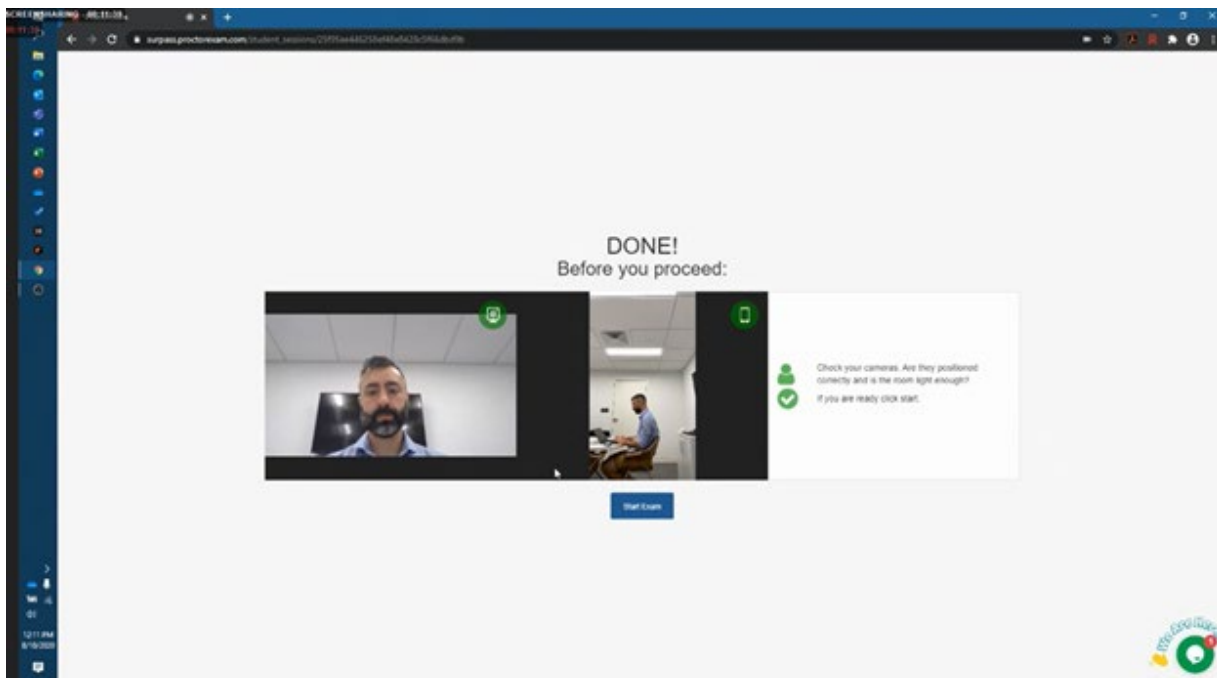
Confirm your web camera placement

Confirm that you are directly in front of the web camera and you are shown in the middle as shown in the center picture below. Select Next Step.



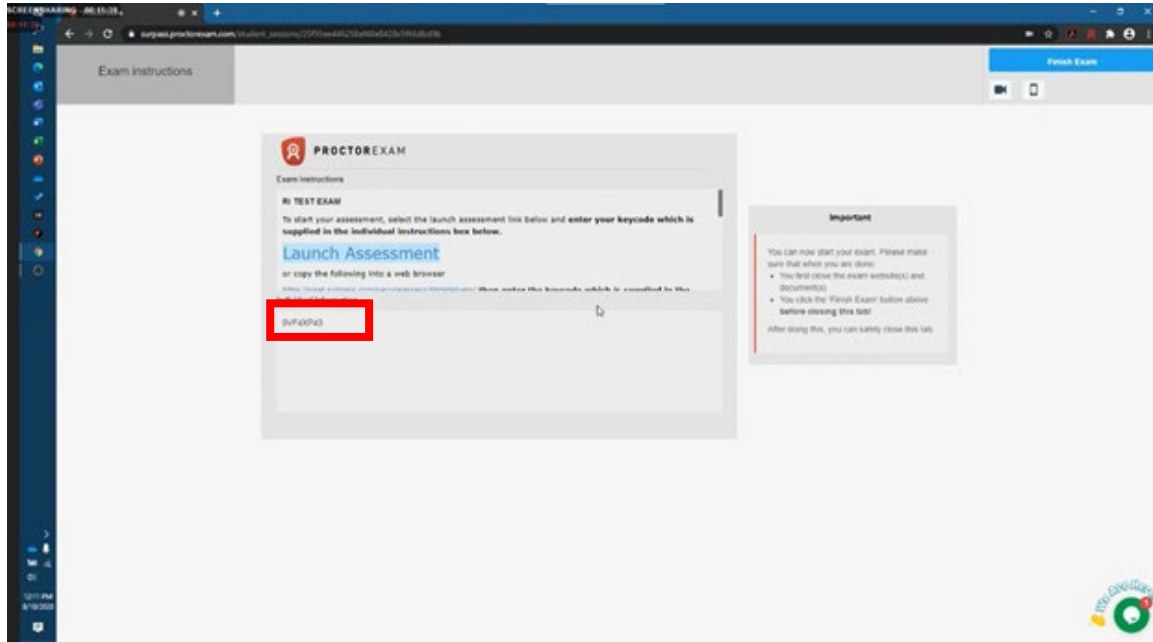
Confirm Both Cameras are Positioned Correctly

Confirm that you are visible in both cameras before pressing the 'Start Exam' button. **Important:** If a camera on this page shows black or distorted, the video from that device will not be visible to the reviewer. Please reach out to the chat support to correct this issue before starting your exam.



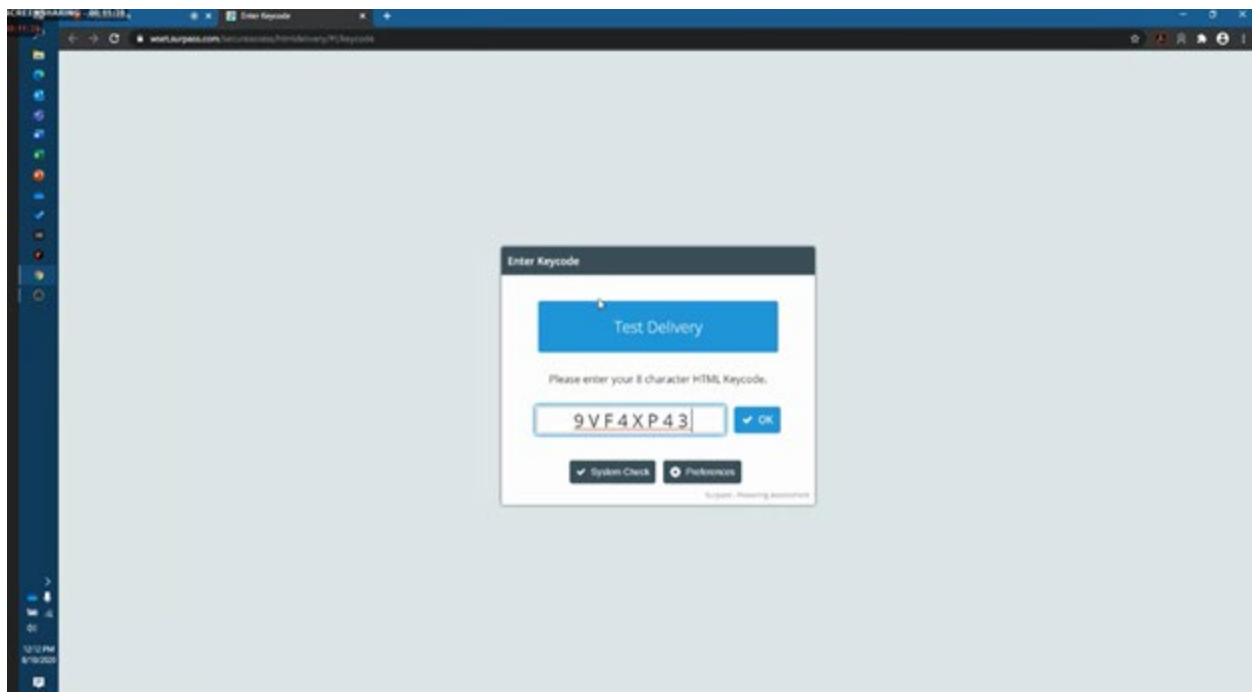
Launch the Exam

Read the instructions on this page and click on 'Launch Assessment'. This will open a new browser window labelled Enter Keycode. The keycode required is shown in the red box below. **Before clicking on Launch Assessment, copy the keycode.** The keycode is not in your email - this is the only place to find it.



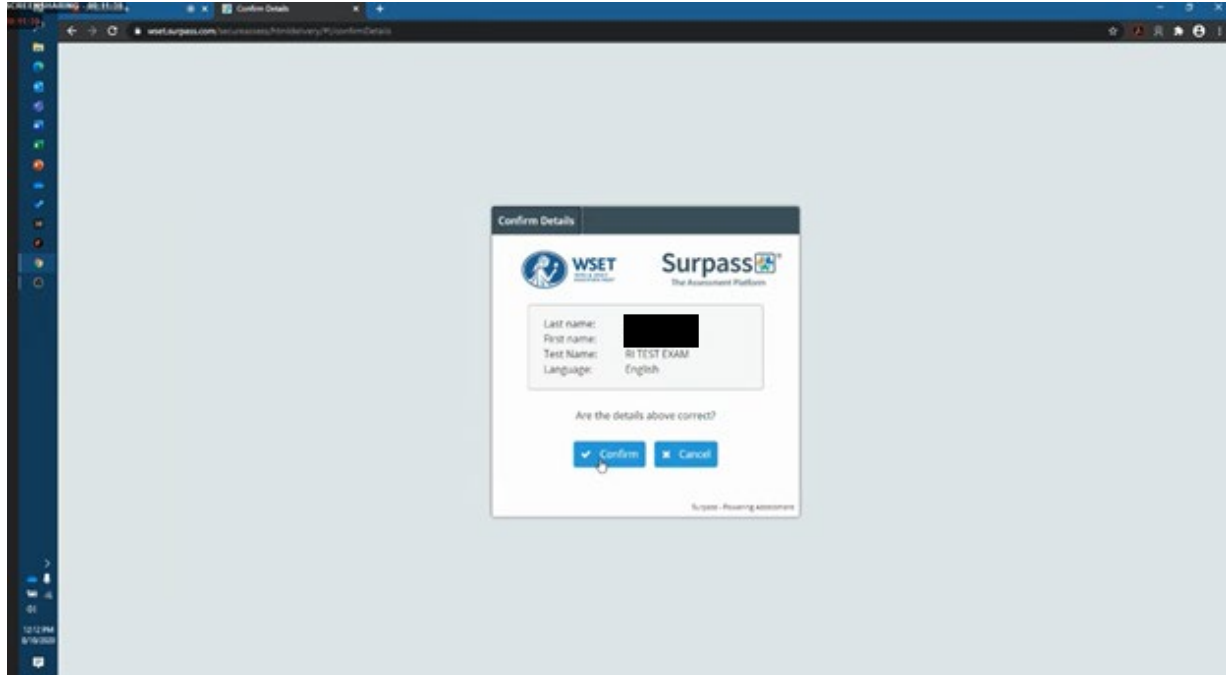
Enter Your Keycode

Paste the keycode you copied from the previous page and select OK. Note: If you did not copy the keycode, you can click into the original browser labelled ProctorExam to find and copy the keycode.



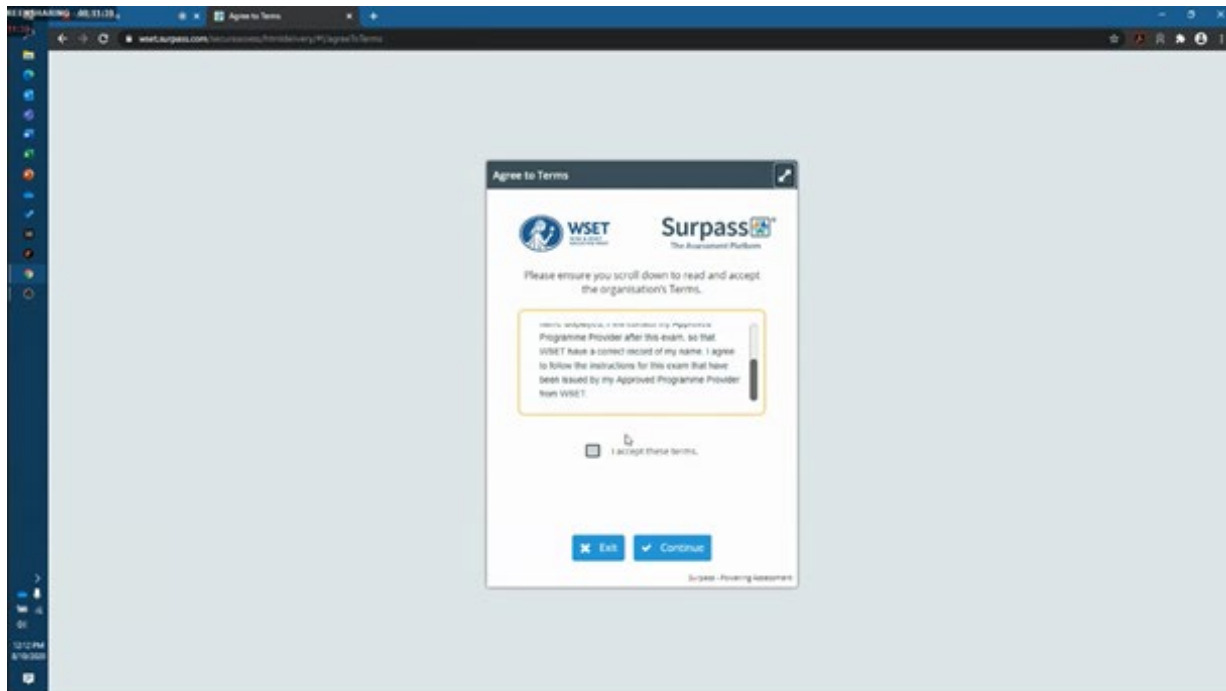
Confirm Your Details

Next you need to confirm that the details on the screen are correct. If correct, select Confirm to continue.



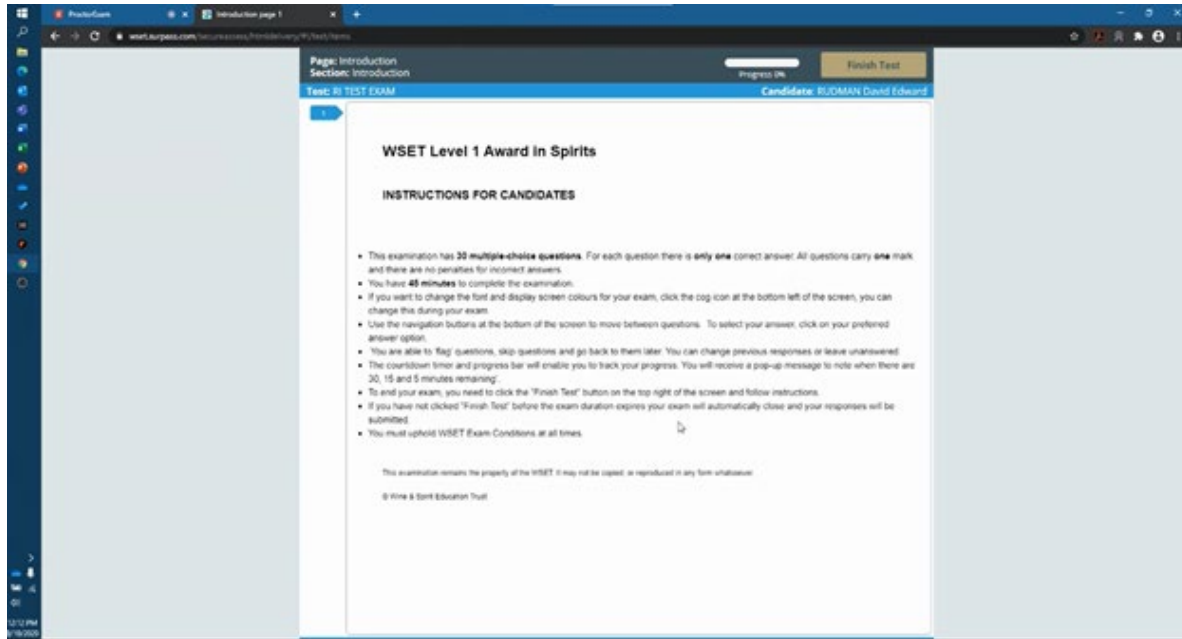
Agree to Terms

Next you'll be asked to agree to the terms and conditions. Read through these carefully scrolling to the bottom and click 'I accept these terms' checkbox and Continue to proceed.



Instruction for Candidates

The next page will be the Exam instructions. Read through the exam instructions carefully to avoid committing any exam violations, then press the 'Start the Test' button to bring up the first exam question. Your exam time will start when the first question is displayed.



Good luck on your WSET exam!

Appendix A – Exam Violations

Please note that you must not commit any of the violations noted below. If you are found to be in violation of any of the below a misconduct investigation will be carried out by WSET. By taking a WSET remotely invigilated exam you are agreeing the following:

Candidates agree to abide by the exam regulations. Failure to do so may render a candidate's results invalid and the candidate may have to resit the exam at their expense. WSET reserves the right to permanently exclude candidates found guilty of misconduct from WSET qualifications

List of Exam Violations:

Highlighted violations are violations that candidates commit most often knowingly or unknowingly.

AREA	VIOLATION
TECH & SET UP VIOLATIONS	Unable to see full room scan
	Unable to see ID clearly/invalid ID
	Unable to see ear check
	Wi-Fi drops during exam
	Web cam on laptop angled up/face obscured
	Webcam drops during exam
	Secondary Device video drops during exam
	Lag in Videos
	Issues caused by use of unsupported technology
	EXAM ROOM SET UP VIOLATION
Having bottles or cases; wine, spirits, sake etc. on display in the room	
Paper and/ or pen on desk	
Notes around the room	
Visual aids that could be of assistance e.g. pictures, maps, service equipment, etc.	
Room is too dark	
Labelled bottle of water on the desk	

BEHAVIOUR VIOLATIONS	Accessing other applications, such as Word/Excel or their folders/Windows explorer/Teams
	Accessing web pages; other than those needed for your exam
	Referring to any material, in whatever form, other than the on-screen exam
	Using electronic devices of any kind e.g. mobile phone/tablet/smartwatch, etc. other than those needed for the exam
	Using multiple screens
	Attempting to record or reproduce the content of exam papers or to reveal the content to others
	Taking notes during exam
	Taking photographs
	Leaving the room
	Other people entering or being in the room
	Opening drawers or cupboards within the room
	Looking at your hands or wrists for a prolonged time
	Repetitive behavior; continuous abnormal eye movements to a specific area
	Talking
	Using audible alarms or other audio prompts
	Vaping/smoking
	Wearing a watch of any kind, clocks are permitted in your room
	Wearing earplugs or headphones
	Wearing sunglasses or smart glasses