

Below is everything to watch out for and some helpful tips to help you prepare for your online assessment.

Shortly you will receive the technical requirements of everything you'll need to complete the assessment. You'll complete the scenario and oral exam through a video call on the video conferencing platform and will sit the written report through the BTL Surpass platform. Check out the technical specifications.

Preparation for your upcoming exam



4 weeks before your assessment



Watch out for your Case Study arriving via email. It's important to study this as the assessment is based upon it.



- Practise completing the sample exam papers so you are prepared for the format of the questions
- Watch the online instructional video so you are familiar with the BTL Surpass platform you'll use to complete the written report



Check out the technical specifications

- Using a work laptop? Check firewalls or security policies with your I.T. team
- Check your computer can support the online assessment – do you have the latest version of Google Chrome, a microphone and a webcam?
- Are you able to access the video conferencing platform?
- Start planning your assessment location and ensure it has a steady internet connection



2 weeks before your assessment



Your joining instructions will be on their way. These have the links you'll need to take the scenario and oral exam.



- Save this link somewhere safe
- We advise saving these to your desktop on the day of your exam

You'll also find out the names of your assessors at this point. Please let us know any conflict of interest as early as possible.



1 week before your assessment



We'll be sending you a system check email to test your computer can support our Google Chrome extensions and your webcam, microphone and laptop are compatible. Complete this as early as possible.



Use this time to configure your room, as your phone will act as a second camera to view you from the side. You may need to move some furniture to allow this. See Fig. 1



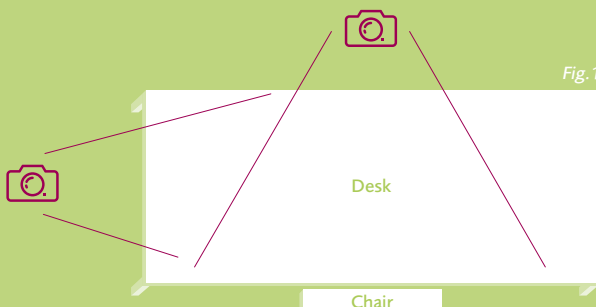
3 days before your assessment



The launch test email for your link to your written report part of the assessment is on its way. Keep this safe when it arrives.



Day of the exam



One hour before the exam

Check you have:

- 'Launch test email'
- Your joining instructions with the link for the oral exam and scenario
- Your equipment set up and a working copy of the case study



Remember

- You may only have water during your exam; no food or other drink
- You must be in the room on your own; no other person should be present
- You may only have the case study visible. No other study or guidance material is permitted.
- You may not leave the room once the assessment has started



Prepare your surroundings

- No one must be in the same room as you
- You must have a clear desk
- Let colleagues and friends know you must not be disturbed