



Consent form for Online Assessment

There are certain conditions that have to be met when undertaking an online assessment.

By booking an assessment you have consented to the following conditions.

For the assessment you must have

- A laptop, desktop computer or large screen tablet. Assessments cannot be completed on a mobile phone or small tablet.
- A microphone, speakers/headphones and a camera, which is switched on for the duration of the assessment.
- Good quality internet connection

Any materials that are posted out prior to the assessment must only be opened on the day of the assessment, in front of the assessor. The assessment materials are confidential and must not be shared with anyone other than the assessor.

During the assessment you must.

- Be in a quiet private room free from distractions, or interruptions, mobile phones should be switched off or have "Do not Disturb" activated and be placed out of sight.
- Sit at a table or desk to complete the assessment.
- **You must not record the assessment or take any screen shots of assessment material, if this is suspected the assessment will be stopped immediately and no refund will be given.**

After the assessment.

- You will be asked to take photographs of some assessment materials and send them to the assessor, using a medium of your choice (email, what's App, messenger). Once the assessor has received these, you will need to delete them from your device.
- You must return any completed assessment materials, in the stamped, addressed envelope provided as soon as possible after the assessment and within 7 days.