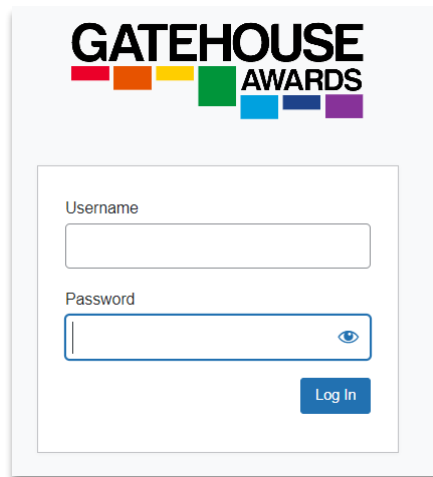
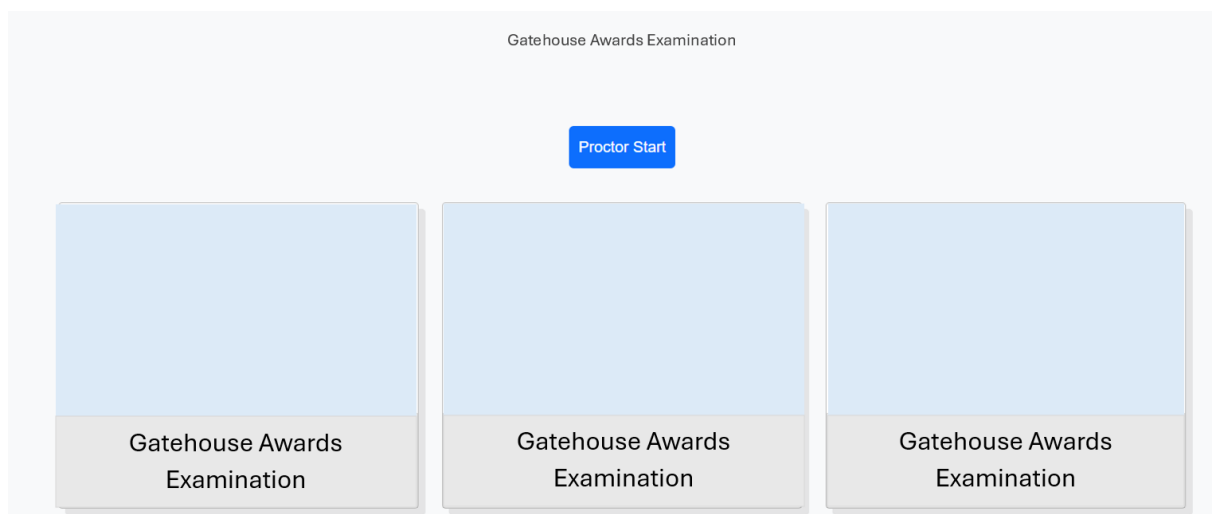


## Gatehouse Awards Auto-proctored Exams Candidate Guide


- 1) Follow this link: <https://exams.gatehouseawards.org/login>
- 2) Enter your log in details. Use your Candidate Number as your username and password.

The image shows a login interface for Gatehouse Awards. At the top is the logo, which consists of the word "GATEHOUSE" in black above the word "AWARDS" in black, with a row of seven colored squares (red, orange, yellow, green, blue, dark blue, purple) between them. Below the logo is a white rectangular box containing the login fields. Inside this box, there is a "Username" label above a text input field, and a "Password" label above a password input field with a toggle eye icon. A blue "Log In" button is positioned at the bottom right of the input fields.

- 3) Click on Proctor Start



- 4) Scan the QR code with the device you are using as your second (auxiliary) camera.

**Auxiliary Device (Phone) Proctoring Enabled**


This test requires additional monitoring through your smartphone

Follow these steps:

1. **Scan the QR code** using your phone's camera.
2. **Record a video** of your surroundings using the phone.
3. **Position your phone** securely to monitor your workspace.

We will look for an auxiliary device every 10 seconds. Once you have paired one, this pop-up will disappear.

Re-checking status in **8** seconds



Scan with your phone

5) Click 'Proctor Start' on your second (auxiliary) device.



Proctor Start

6) Enable Auxiliary Device Proctoring

**Enable Auxiliary Device Proctoring**

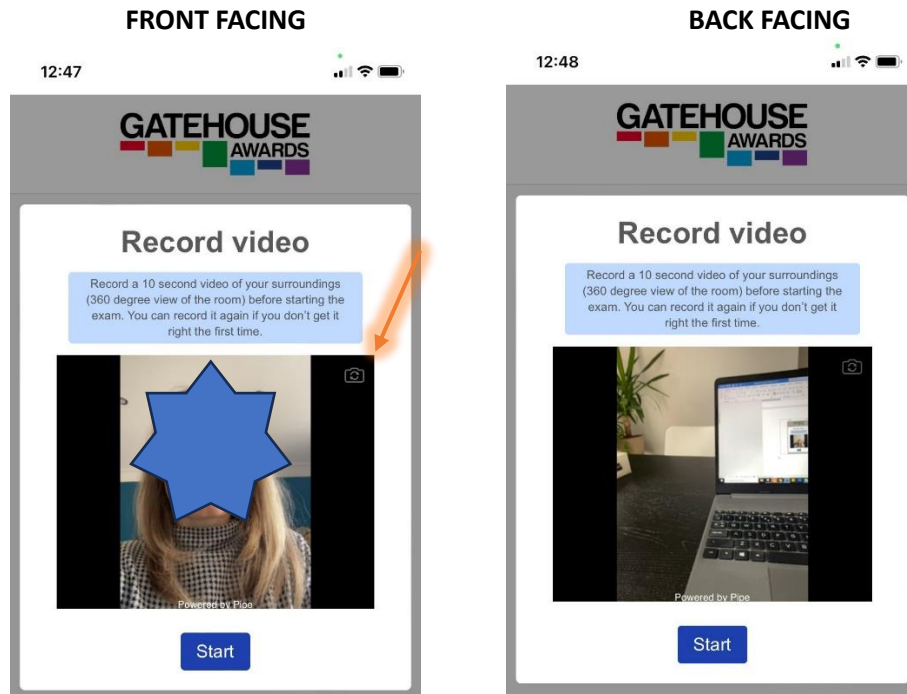
For this test, you must pair your phone with the computer or laptop you are using.

Follow these steps:

1. Use your phone's rear camera to record and upload a video of your surroundings.
2. Place your phone on your desk with the front camera facing your keyboard and computer screen, ensuring it remains in position throughout the test.

Start Proctoring Setup

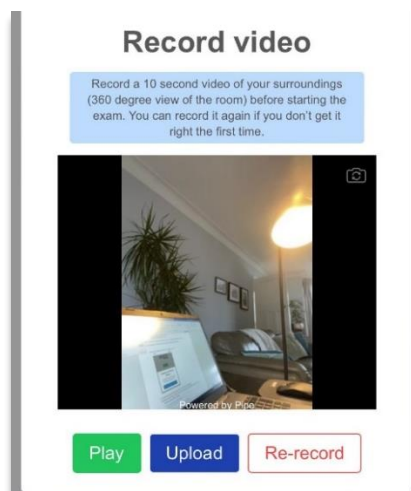
- 7) Allow access to microphone and camera.
- 8) Record a 10 second video of your surroundings (360 degree view of your room).
- 9) You might need to change the camera view from front facing to back facing so you can use the device to record your work area.



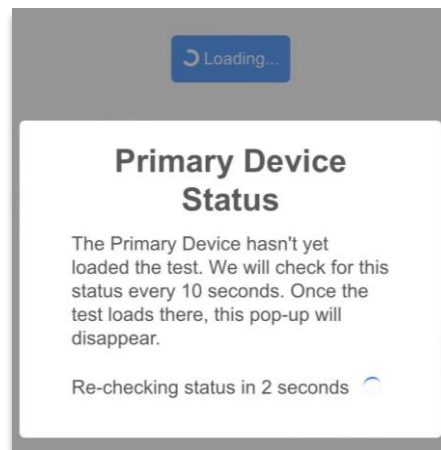
- 10) Click on 'Start' to record a 10 second video of your workstation and your surroundings. IN the video, we want to see:
  - The device you will be using to access the exam
  - The desk / table you will be working at
  - The walls around the desk / table

This is to make sure that you do not have access to any unauthorised materials or devices.

You can preview the video by clicking 'Play'. If you decide to record it again before uploading, click on 'Re-record'.

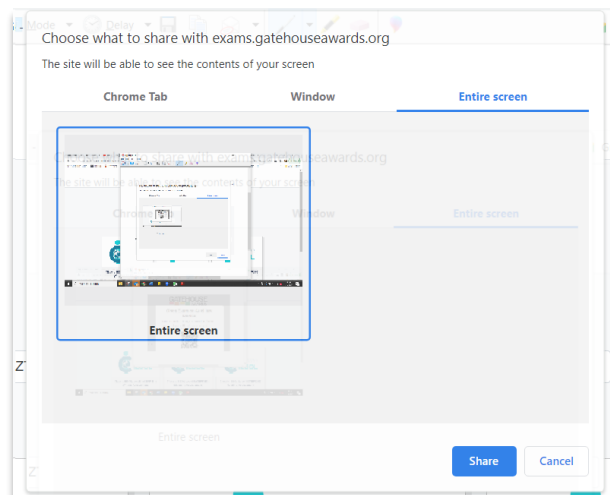


11) Upload the video. You will see the following screen.



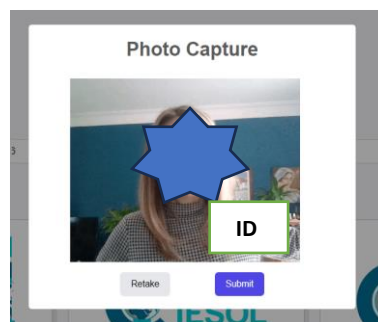
12) Go back to your main device and click on 'Finished Auxiliary Setup'

13) On your main device, select 'entire screen' by clicking on the preview image of your screen and then click on 'Share' button.

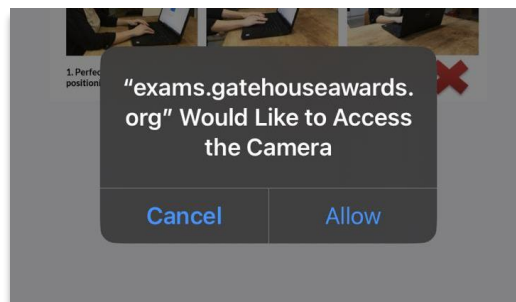


14) Take a photograph of yourself using the camera on your main device. You should be holding your photographic ID next to your face when you take the picture.

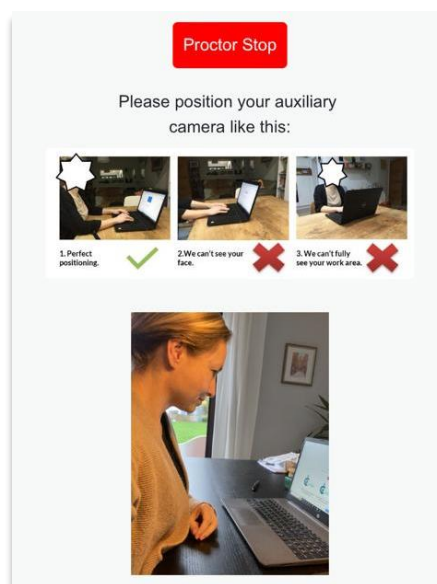
**Make sure both your face and the ID are clearly visible in the picture.** Then click on 'Submit'.



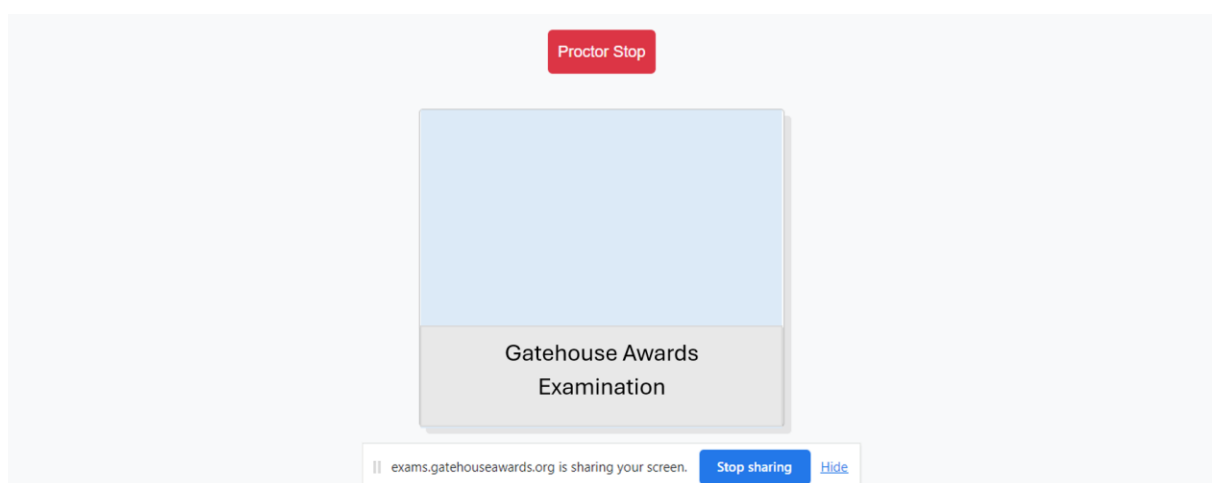
- 15) The proctoring session has now started on your main device. DO NOT start any of the exams until you have finished setting up the proctoring on your second / auxiliary device.
- 16) Go back to your second device and allow access to the camera.



- 17) Position your auxiliary camera in line with the guidance. Keep the camera on for the duration of the entire exam.



- 18) You can now start your exam by clicking on the first unit.



**Remember:**

Do not stop screen sharing on your main device.

Do not stop the video on your auxiliary device.

Do not refresh the page on your main device at any point during the exam.

Only click on 'Proctor Stop' when you have completed all the exam units.

The auto proctored session on your auxiliary device will stop automatically.

**AUTOPROCTORED EXAM**

Take our short practice exam with autoproctor at this link. This will help you get familiar with how the system works and make sure that all your devices meet the exam requirements.

<https://exams.gatehouseawards.org/proctor-example-setup/>

**Privacy notice**

This privacy notice explains how we collect, use, and protect your personal data during this process.

**2. What Data We Collect**

During the examination, we may collect the following types of personal data:

- A copy of your photographic ID
- Video and audio recordings from your webcam and microphone.
- Screen recordings and screenshots of your desktop activity.
- Browser activity and system alerts (e.g. copy-paste attempts, multiple screen detection).
- Environmental footage from an auxiliary device (e.g. mobile camera).

**3. Why We Collect This Data**

We collect this data for the following purposes:

- To verify and confirm your identity and detect impersonation.
- To monitor for and investigate potential exam misconduct.
- To ensure compliance with exam regulations and maintain assessment integrity.

**4. Legal Basis for Processing**

We process your data under:

- Legitimate interests (Article 6(1)(f) GDPR) to uphold exam standards and prevent fraud.
- Contractual necessity (Article 6(1)(b)) to deliver the assessment service you registered for.

**5. Who Has Access to Your Data**

Your data may be accessed by:

- Our internal assessment and compliance teams.
- Authorised third-party proctoring providers, acting under strict data protection agreements.
- Regulatory bodies if required by law.

We do not sell or use your data for marketing purposes.