

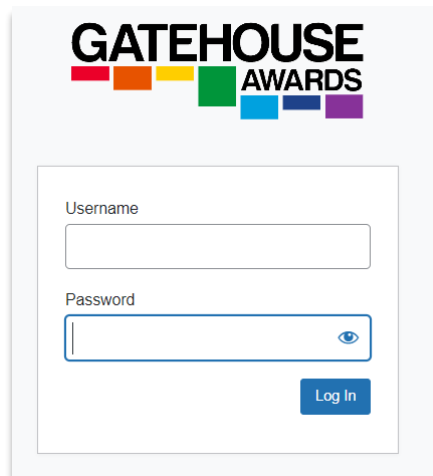
Gatehouse Awards Auto-proctored Exams Candidate Guide

Before the exam make sure that:

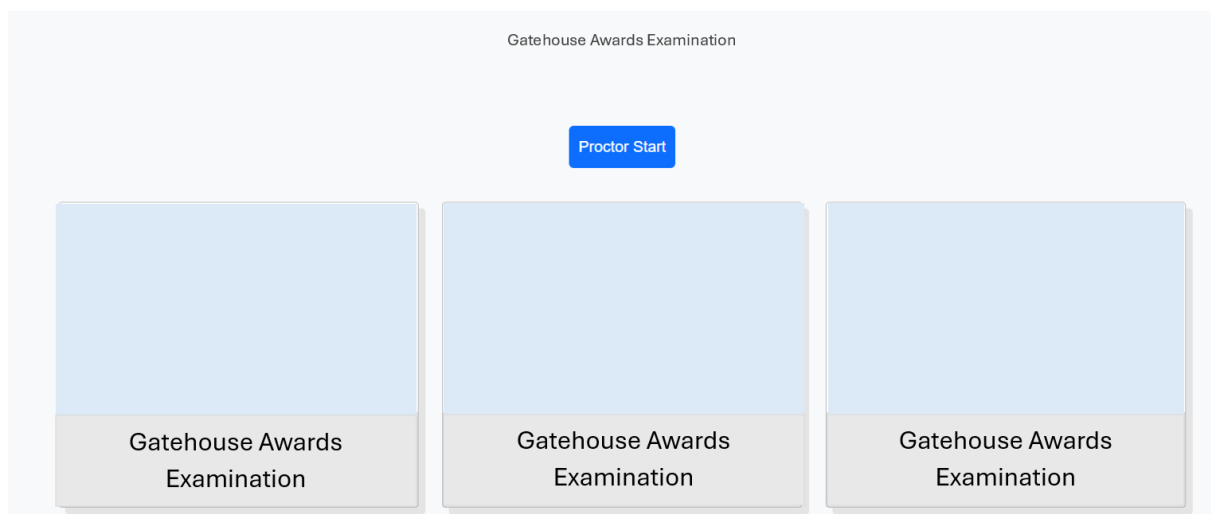
- you have a clear photo of your ID available and saved on the main device you will be using for the exam
- you have a fully charged auxiliary device available (usually a phone)
- you have removed the screen lock from the auxiliary device (set the screen lock to 'never' for the duration of the exam)

At the start of the exam:

- 1) Follow this link: <https://exams.gatehouseawards.org/login>
- 2) Enter your log in details. Use your **Candidate Number** as your username and password. Make sure you don't enter any additional spaces.

A screenshot of the Gatehouse Awards login page. At the top is the "GATEHOUSE AWARDS" logo. Below it is a white login form with a "Username" label and an empty text input field. Underneath is a "Password" label and a password input field with a blue eye icon on the right. A blue "Log In" button is positioned at the bottom right of the form.

- 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) Set Up Phone Proctoring

Step 1

Phone Proctoring Setup

Additional Monitoring Requirement

This test requires phone proctoring in addition to computer proctoring. Phone camera must capture:

- Your entire workspace area
- Your computer/laptop screen
- Your keyboard and mouse
- Your hands while typing
- Any additional monitors or devices

Your phone camera will capture photos at regular intervals, which will then be reviewed by the test administrator.

Important: If all these items aren't visible in the photos, your attempt may be disqualified.

Next

Step 2

Phone Proctoring Setup

Verify your Phone Positioning



Positioning checklist:

- ✓ Place phone 1-2 feet away from your workspace
- ✓ Angle the camera to show screen content clearly
- ✓ Ensure stable positioning (use a stand or prop)
- ✓ Keep phone plugged in to avoid battery issues

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Step 3

Phone Proctoring Setup

What You Must Do

Once you start the setup on the next screen, you will:

1. **Record your surroundings:** Use your phone's rear camera to capture a 360° video of your test environment.
2. **Position your phone:** Place it with the front camera facing your workspace as shown in Step 2.
3. **Verify camera coverage:** Ensure all required items from Step 1 are visible in the camera view.
4. **Keep position fixed:** Do not move or adjust the phone during the entire test.

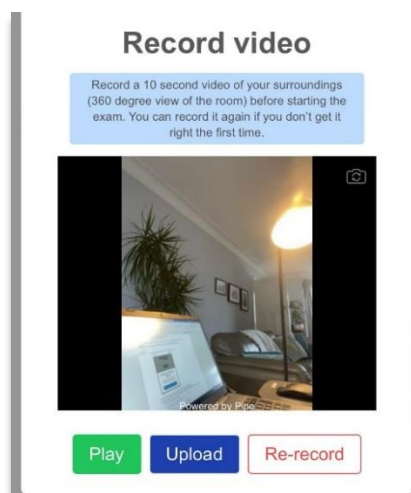
Previous

Start Setup

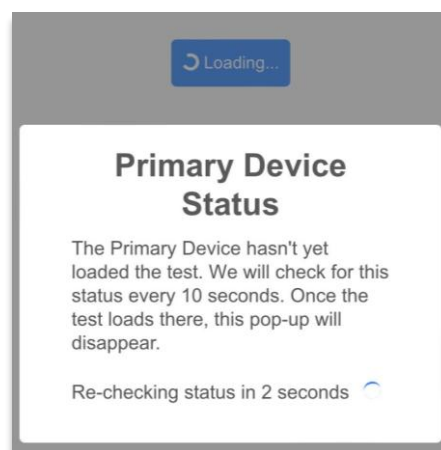
- 7) Allow access to microphone and camera.
- 8) Record a 10 second video of your surroundings (360 degree view of your room).
- 9) You might need to change the camera view from front facing to back facing so you can use the device to record your work area.
- 10) Click on 'Start' to record a 10 second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

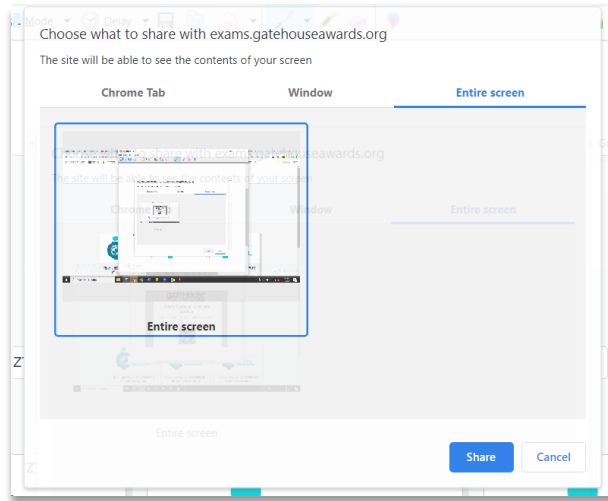
You can preview the video by clicking 'Play'. If you decide to record it again before uploading, click on 'Re-record'.



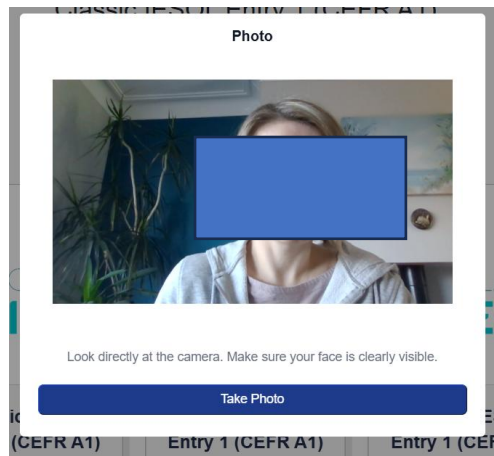
- 11) Upload the video. You will see the following screen.



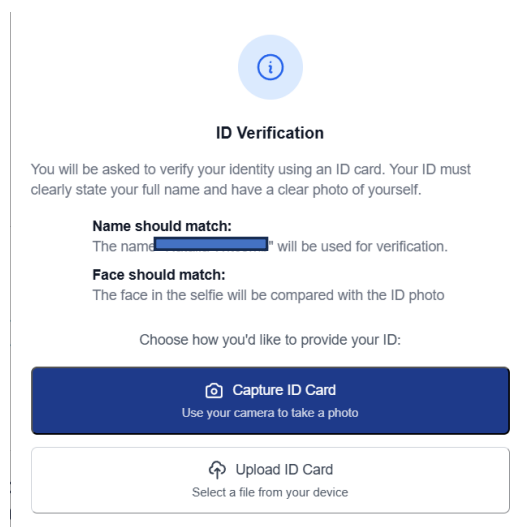
- 12) Go back to your main device and click on 'Finished Auxiliary Setup'
- 13) On your main device, select 'entire screen' by clicking on the preview image of your screen and then click on 'Share' button.



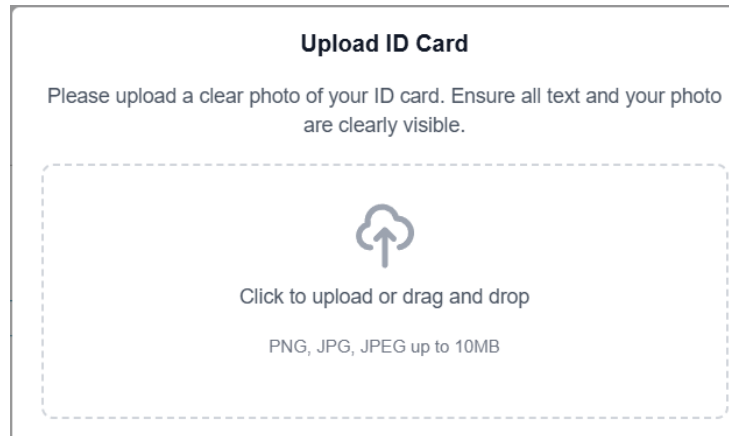
- 14) Take a photograph of yourself using the camera on your main device.
Make sure both your face is clearly visible in the picture. Then click on 'Submit'.



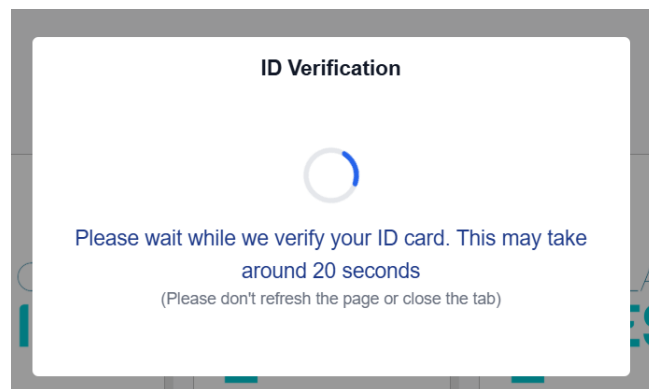
- 15) Verify your ID



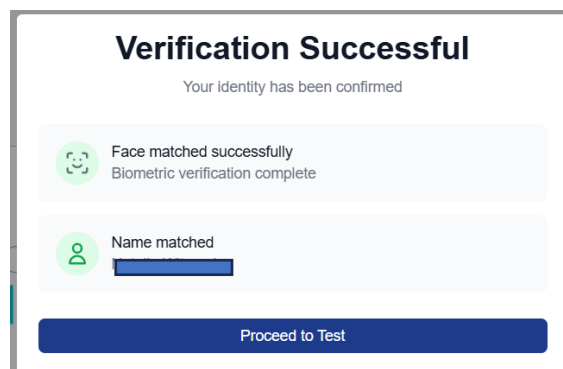
We recommend that you take a photo of your ID and use the 'UPLOAD ID CARD' option. This is usually easier than capturing the image of your ID using your main device.



The system will verify the ID card you uploaded against your image and the personal details you have provided for the examination session.

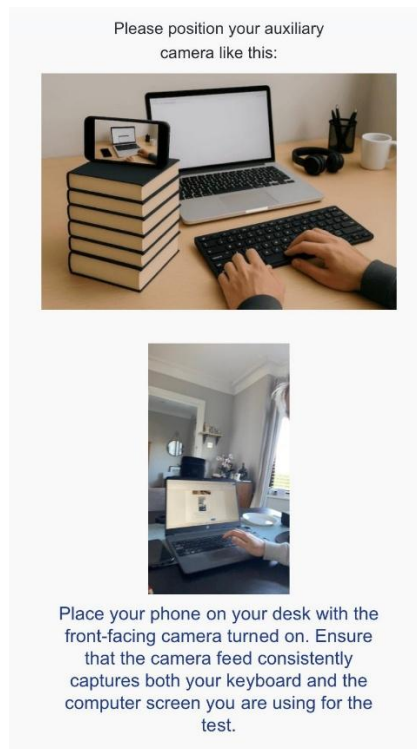


If the details match, you will be able to proceed with the exam:



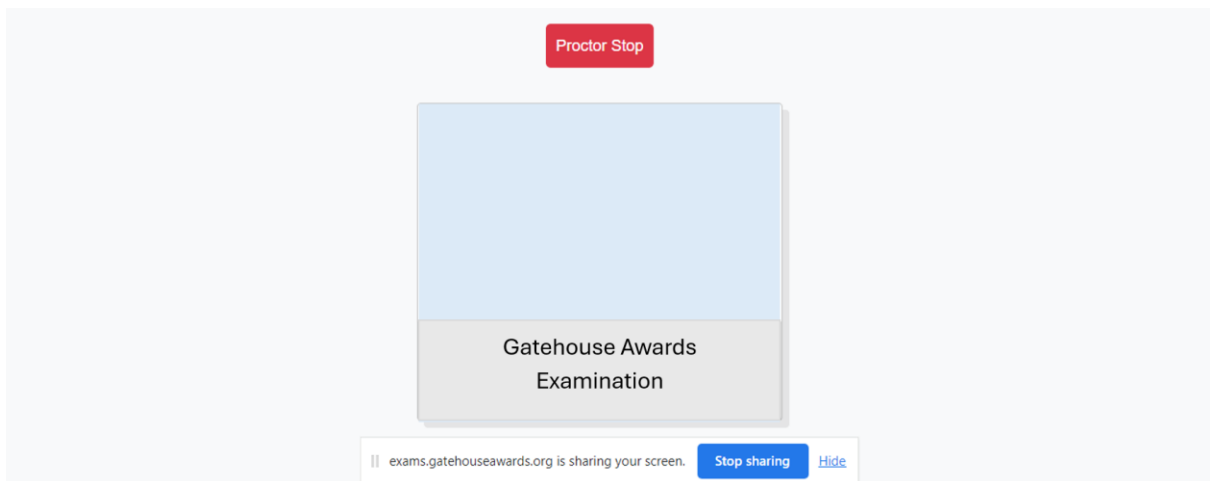
16) The proctoring session will now start on your main device. You might need to allow camera access again if prompted.

- 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.

KEEP THE PROCTORING SESSION RUNNING FOR THE DURATION OF THE EXAM.

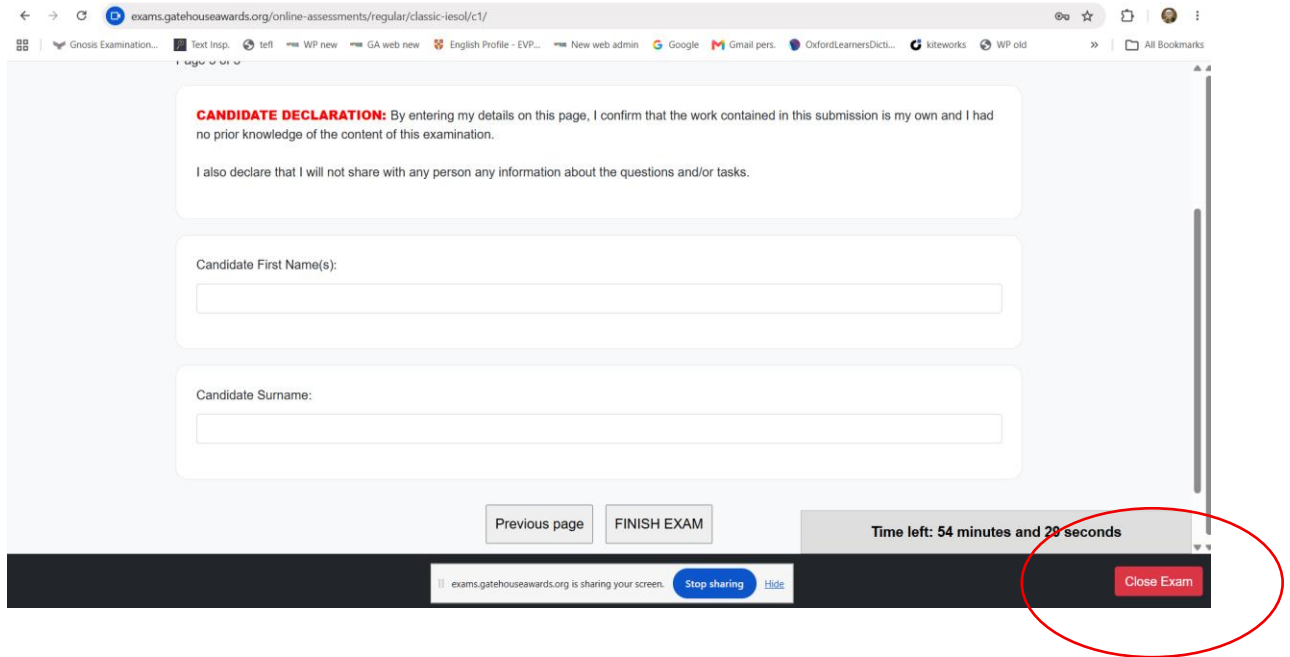


19) Moving to another unit.

If your exam consists of more than one unit, DO NOT disconnect the proctor session in between the units.

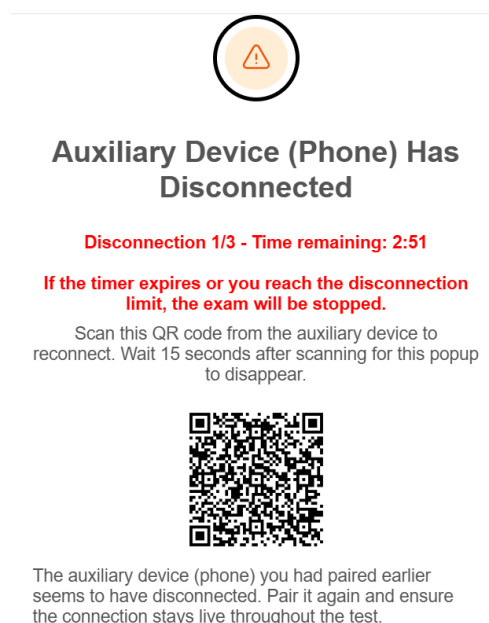
Once you have finished a unit, click on the red 'Close Exam' icon in the bottom right of the screen.

Important: DO NOT USE the 'back arrow' in the top left of your screen.



20) What if the auxiliary camera device disconnects during an exam?

If your auxiliary camera disconnects during an Auto proctored exam session, your access to the exam page will be blocked until you have reconnected the camera. You will see the following message on the screen.



You will have 3 minutes to reconnect the camera using the QR code displayed. If you do not reconnect the camera within 3 minutes, the entire exam session will automatically terminate.

- You will NOT be required to complete the ID check again as part of the reconnection process.
- The exam timer will be suspended while you complete the reconnection process.
- The auxiliary camera reconnection is only allowed up to a maximum of 3 times during any examination session. If your auxiliary camera disconnects for the fourth time, the exam session will terminate immediately.

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/>