

*Subject: Your Highfield [Copy course qualification title here from HC] Exam confirmation*  
*\*\*Exam ID\*\**

Good **morning/afternoon**,

I am pleased to confirm that your online assessment has now been booked.

Please note that you will require the following:

- Wi-Fi
- A private room
- Photographic ID
- **PC/Laptop\*** with front-facing camera and **Chrome set as default browser**
- **Android phone or iPhone** with camera and video, that you can download an app to

**Please note:** You are not permitted to use any software to assist with spelling, punctuation and grammar during your exam including but not limited to Grammarly or Text Suggestions and Auto Correct available on your PC. Doing so may lead to the invalidation of your exam.

You will receive an email within 1 working day directly from ProctorExam, if you haven't received it then please check your junk folder and if it isn't there, contact the Remote Invigilation Support Team at Highfield.

**Please follow the instructions on the email to test your devices prior to the day of the exam.** It is important that you carry out device test on the equipment you will use for the exam, so please do not follow the link in the email on any other device. On completion of the device test, you will receive a further email with a link to access your exam.

**Highfield [Copy qualification title here]**

Your exam date is: **XX/XX/XX** and the exam(s) start time is: **XX**. Your first task will be a pre-exam check and set up of your work area then you will log into your live exam(s). If you are sitting more than one exam, these will be included within the same session.

**Please allow up to 30 minutes before the exam start time to complete your pre-exam set up.**

This exam will need to be completed according to Highfield Group's examination and invigilation procedures. Please see the Qualify at Home [video](#) for guidance.

It is important that you take the time to read the below documents prior to your examination.

[Qualify at Home Learner Policy](#)  
[Exam Conditions Checklist](#)

Where a reasonable adjustment is required, please ensure your provider has submitted this to Highfield in a timely manner as per our Reasonable Adjustment policy.

Please also see the [user guide](#) which shows you how to use the ProctorExam system and if you have any questions, you can refer to our [FAQ's](#).

If you have any questions regarding this booking, please contact Highfield Qualifications on **01302 363277**.

Best of luck with your assessment.

Kind regards,