

Our mission: To improve employment opportunities through the delivery of high quality, high impact skills training, coupled with a strategy to move every learner to a better destination



Preparing for home based Skills4Careers™ Exams

STEP ONE	WHAT?	HDW #1	HOW #2
STEP ONE	Ensure you have	HUW #1 The easiest way is to download chrome even if you have it already	 HUW #Z On your computer, open Chrome Click on the icon in the upper corner that looks like three dots Click on help Click on about google chrome which will then show your latest version and if up to date or not
	of Google Chrome	<u>CLICK HERE TO</u> <u>DOWNLOAD</u> <u>CHROME</u>	 Click on the icon in the upper corner that looks like three dots Click Update Google Chrome. If you don't see this button, you're on the latest version Click Relaunch

STEP TWD	WHAT?	HOW		
	Allow pop-ups for Proctor Exam:	Copy and paste this into Chrome address bar chrome://settings/content/popups Settings - Pop-ups and redirects × + ← → C C Chrome chrome://settings/content/popups Apps M Gmail YouTube Maps Click ADD in the ALLOW POP UP BOX Allow No sites added Add (copy/paste) this address into the text box: https://surpass.proctorexam.com Close Chrome is proctorexam.com Close CLOSE		
ncfe		Qualifications Approved Centre		

Best Practice People Limited. Registered address: Pinnacle House, Station Way, Crawley, West Sussex. RH10 1JH. Registered in England: 07776242











Our mission: To improve employment opportunities through the delivery of high quality, high impact skills training, coupled with a strategy to move every learner to a better destination

STEP THREE	WHAT?	HOW		
Chrome Web Store	Install the ProctorExam extension/plugin within Chrome: This will allow screen sharing:	CLICK THIS LIN Search the Store for ProctorExam Select any of the options Select Add to Chrome	Image: Action of the contract o	
		Select Add extension	X Add "ProctorExam Screen Sharing"? It can: Read and change your data on all proctorexam.com sites Read your browsing history Capture content of your screen Add extension Cancel	

STEP FOUR	WHAT?	HDW		
	Download the ProctorExam APP to your phone	Open App Store or Google Play Search 'proctorexem' Hit GET		

Well done – you are all set to take your Exams once you are ready.





y 🖪







Best Practice People Limited. Registered address: Pinnacle House, Station Way, Crawley, West Sussex. RH10 1JH. Registered in England: 07776242