

Remote Invigilation Test Session Guide

You can find step by step guidance and helpful FAQs for the Remote Invigilation test session on 17 March 2026 set out in this document.

You will find information on:

- What to do before your test session
- Logging in to the exam platform using Guardian Browser
- Starting a proctoring session and verifying your ID
- Downloading an exam paper
- Uploading a file
- Reattempting activities in the test session

During the session, you will be able to test that you can complete all required remote invigilation activities using your device.

This includes using the Guardian Browser, connecting to the remote invigilation system, and downloading and uploading files.

Before your remote invigilation test session

- You will receive an email from alerts@onlinepracticalexams.org.uk on Friday 13 March 2026.
- If this is your first time accessing the Online Exams Platform, you must create an account on the exam platform:
 1. Click 'Set up my account' in the welcome email.
 2. Enter your ARN and create a password.
 3. **It is essential that you complete this setup before the test session.**
- **Download Guardian Browser** - This is essential as you will not be able to access the exam platform using any other web browser.
- Set up the device you will use to sit your exam. Use only one screen. Change device settings or disconnect any additional screens/monitors you are using.
 - If using an external monitor with a closed laptop, connect directly and set display to duplicate/mirror. Adjust settings to prevent sleep mode.

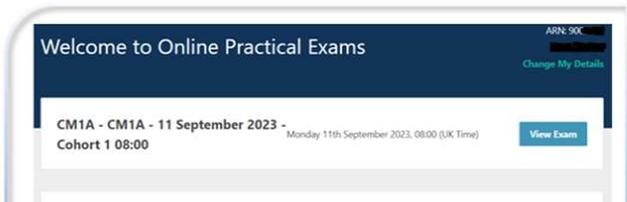
Logging in to the exam platform using Guardian Browser

- Open Guardian Browser.
- Copy and paste this URL into the Guardian Browser address bar:
www.onlinepracticalexams.org.uk
- Login using your ARN and password.

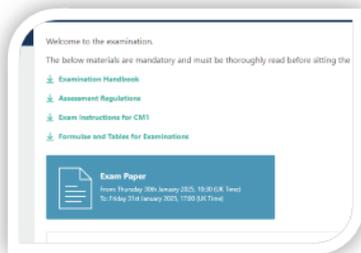
- Once logged in you will see the Welcome page.

Starting your test session

- Click “View Exam”.
 - The exam for the test session will be CM1A



- Tick the box to confirm you have read the Assessment Regulations
- Click the ‘Exam Paper’ button



Starting a proctoring session and verifying your ID

- Click the ‘Proctor me’ button to launch the proctoring



- Follow the proctoring steps – you will need to share your screen and allow the system to access your webcam and microphone.
- Once you click on ‘Begin Recording’ be aware you are being recorded.
- Verify ID: You will be asked to take a photo of yourself – line up your face in the outlined area and click on ‘Take Photo’.
- Next you will be asked to show and photograph a valid form of photo ID. For this test, you do not need to take a photo of your ID (you can take a photo of anything).

Downloading an exam paper

- Once proctoring steps are complete you will be taken back to the exam system.
- Click the 'Download Paper' button.
- If you would like to practice:
 - starting a test session,
 - Starting a proctoring session and verifying your ID, or
 - downloading an exam paper again,

you can close the Guardian Browser, then access it again through the link in your welcome email.

Uploading a file

- Click the 'Browse' button and navigate to a document you can upload. This can be a blank document for the purpose of this trial. **You are not required to complete any part of the exam paper.**
- Then click 'Upload Answer'.
- Once you have uploaded a file, end your proctoring session. Click on 'End proctoring' or close the Guardian Browser.
- **Please note that once you upload a file, you will not be able to repeat:**
 - **starting a test session,**
 - **Starting a proctoring session and verifying your ID, or**
 - **downloading an exam paper.**

Reattempting activities in the test session

- Although the test session is available within an open time window and may be accessed as often as you wish, please note that you will not be able to complete the activities in the test session more than once, once you have uploaded a file.
- If you attempt to log in again to practice activities again, you will be able to progress through the initial steps; however, when you select '**View exam**', you will be redirected to the submission confirmation page that was displayed at the time you uploaded your file.

Thank you for uploading your submission(s).

Your submission is final and cannot be changed or altered.

Below is your exam receipt.

Exam: CP3 - CP3 - TEST February 2026 - REMOTE

Student ARN: F26TEST1

Upload start: 19 February 2026 14:36 (UK Time)

Upload finish: 19 February 2026 14:36 (UK Time)

Exam Submission:

- **Test 005.docx (975 kb)**

Last modified: 19/02/2026 10:20

Receipt ID: 85b61fe-835f-41be-ba1f-a6b62bdcdd3bc



[Download submission](#)

FAQs: Guardian Browser and Exam Support

I can't download the Guardian Browser. What should I do?

You must download and install the Guardian Browser to sit your exam.

Here's how to get help:

- Using a work device?
Please check with your employer's IT department to confirm you have permission to install software. Employer-owned devices may have restrictions.
- Using a personal device?
We recommend contacting a qualified IT specialist for support with installation.

More guidance is available in [Examinations Handbook Mini Guide 9](#).

Will I be able to see everything that I would have access to in an exam?

No. In this test session you will not see:

- An exam paper
- Access and inclusion arrangements
- Any exam materials
- Links to any exam handbook mini guides
- Multiple file download functionality
- A copy of your uploaded answer file.

My test session exam is CM1A. Is that correct?

Yes, that's correct. 'CM1A' is the name of the exam we are using for your test session. Do not worry – you are testing the exam platform and proctoring setup—not the actual exam content.

I have access and inclusion arrangements, but they're not showing in the system. Is that expected?

Yes, that's expected. Access arrangements have not been put in place for this test session.

Who should I contact if I experience any issues?

Please email the Assessment Delivery Team at: exams@actuaries.org.uk or call us on + 44 (0)1865 268 873.

If you encounter issues with the Guardian Browser or have trouble connecting to or completing steps within ProctorU: please use the 'Support' chat feature:

- Open the chat via the Guardian Browser, or go directly to:
<https://auto.proctoru.com/chat/>

- Type “Agent” in the message box to connect with a technical support team member.
- You will be asked to enter your full name and email address. It is important that these details exactly match the information on your IFoA record, so we can later verify any contact with the support chat against your exam credentials.