



LEARNER USER GUIDE

INVIGILATE BY WAYVERO – PART 1 SYSTEM CHECKS

Introduction

Welcome to the Invigilate by Wayvero user guide.

Invigilate is a secure, remote invigilation platform designed to support online assessments while maintaining the integrity and standards of a traditional in-person assessment. Using a combination of live video and screen monitoring, the system enables an invigilator to observe candidates in real time, ensuring a fair and controlled assessment environment—no matter where in the world the candidate is located.

During an assessment, Invigilate brings together three key streams: the candidate's webcam, their screen share, and a mobile device feed. These combined views allow the invigilator to monitor the candidate's activity from multiple angles, closely replicating the experience of being physically present in an assessment room.

This guide is intended to help learners understand how to successfully prepare for and use the Invigilate platform. It will walk you through the setup process, system requirements, and what to expect before, during, and after your assessment. By following this guidance, you can ensure a smooth experience and focus on performing at your best.



Before your assessment

Before your assessment, you will receive an email from Invigilate by Wayvero confirming your scheduled assessment date and time. This email will also include a system check link, which you must use to ensure your devices are set up correctly and functioning smoothly ahead of your assessment.

Completing the system check in advance helps prevent technical issues on the day and ensures you are fully prepared for your session.

PLEASE NOTE: you will need to use either the Microsoft Edge or Google Chrome browser.

Complete System Check for Your Invigilated Session



noreply@wayvero.co.uk
To

Retention Policy HG Users (6 years)

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

External: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Learner Name,

You have been registered to undertake an **invigilated assessment** with RI TEST CENTRE using **Invigilate by Wayvero**.

Session Details

- **Qualification:** Highfield Level 2 Award for Personal Licence Holders (RQF)
- **Assessment:** Legal and Social Responsibilities of a Personal Licence Holder
- **Date & time:** 18/06/2026 4:00 pm BST

Important: System Check Required

Before your session, you **must complete a system check** to ensure you can access the platform.

[Click here to start your system check](#)

You may be prompted to enter your PIN:

- **PIN:** 8JJH78CF

Once the system check is complete, you will receive a **follow-up email with the link to your invigilated session**.

Need Help?

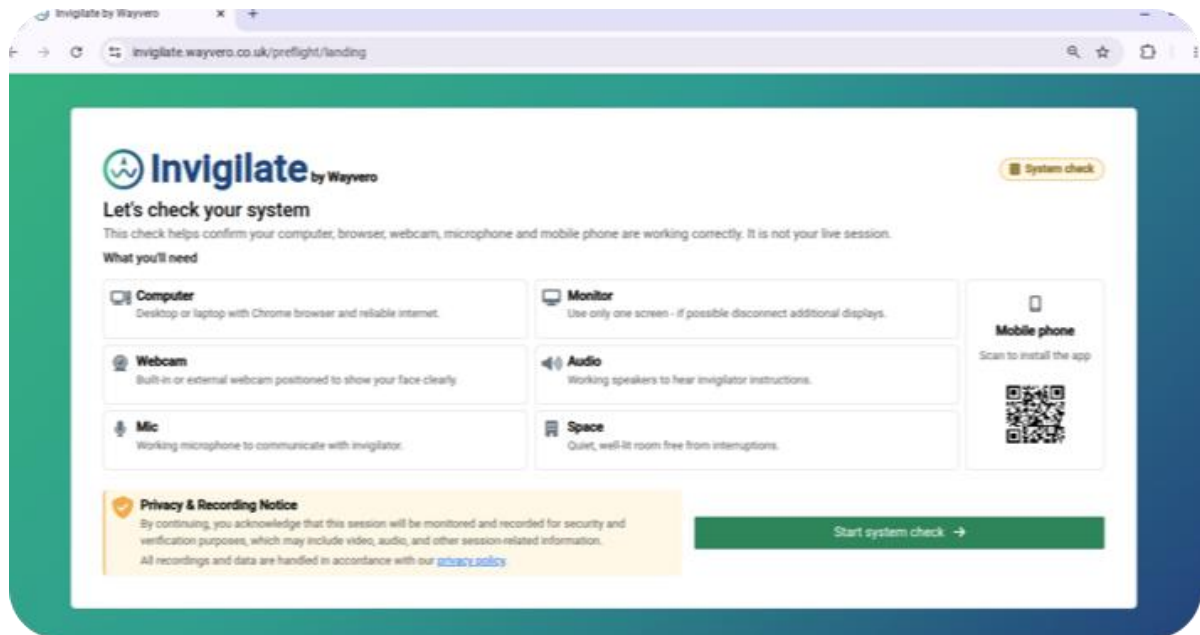
If you need assistance, please contact us on **01302 363277**, Monday to Friday, 08:30am to 5:30pm UK time, excluding UK Bank Holidays.

Kind regards,
Highfield Qualifications



Welcome Page:

Click the link in your System Check email to access the welcome page, where you can download the Invigate by Wayvero app and review the general requirements for your session.



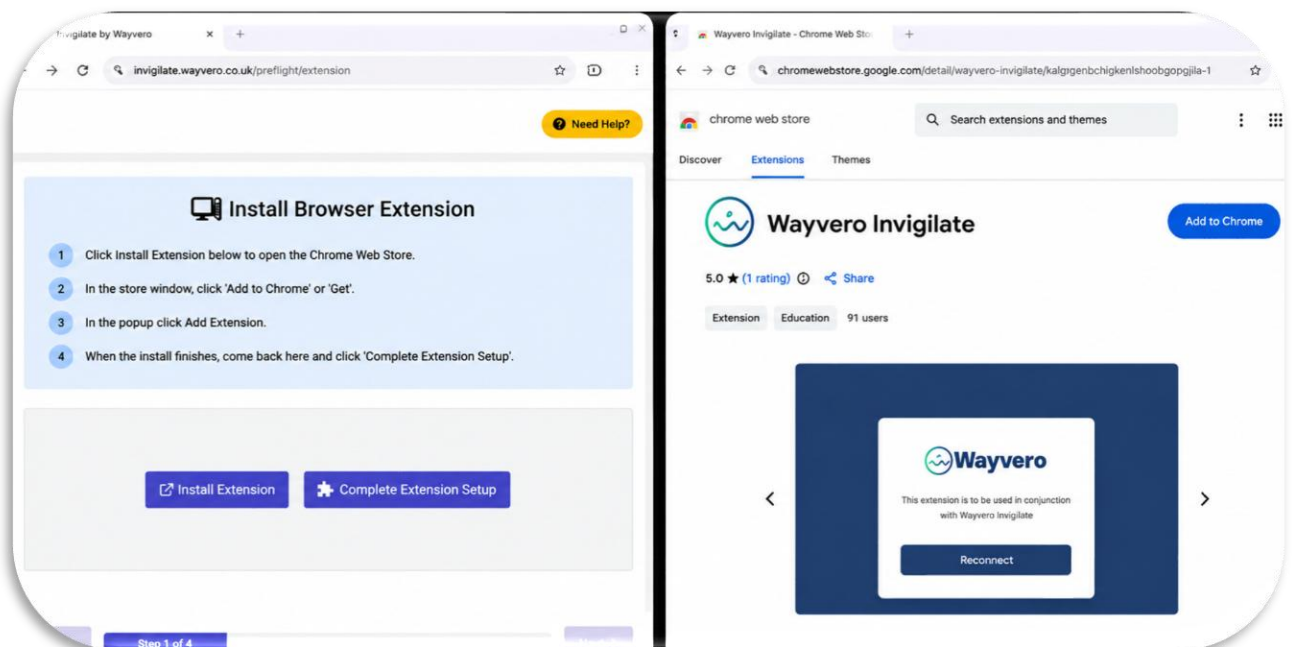


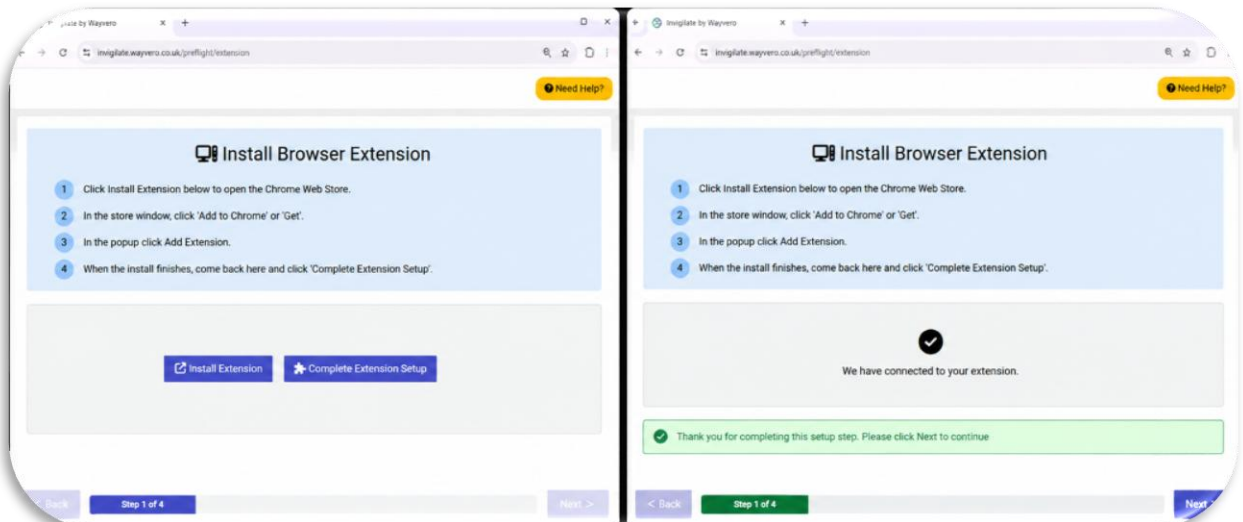
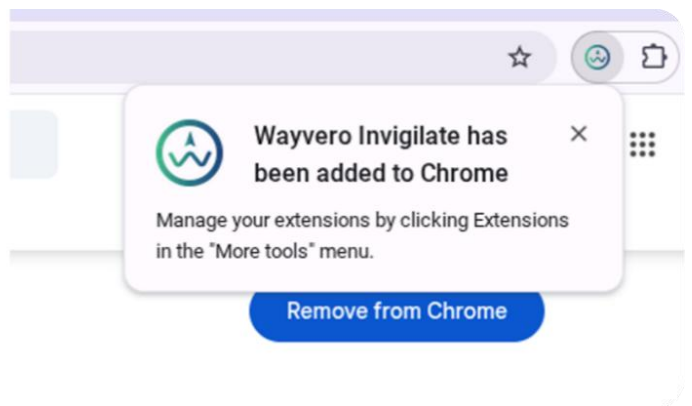
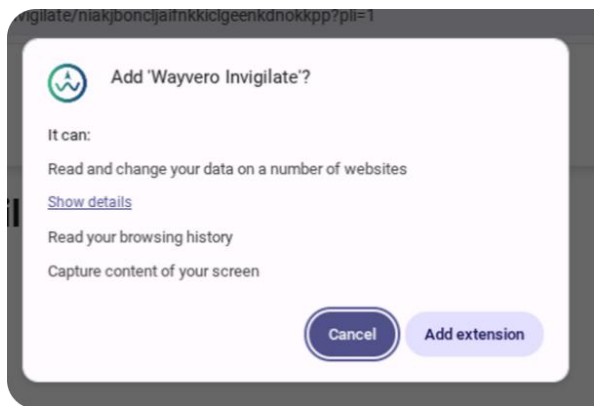
Install browser extension:

Select the button shown on the page to begin installing the required browser extension. This extension allows Invigilate by Wayvero to monitor your screen securely during the assessment.

Follow the on-screen instructions to add the browser extension. You may be asked to confirm laptop permissions so the system can securely support screen monitoring during your assessment. Please note this may differ depending on the operating system you are using i.e. Microsoft Windows, Chrome OS or Mac OS.

Once the extension has been installed, return to the system check page and complete the extension setup. You should then be able to continue to the next step.





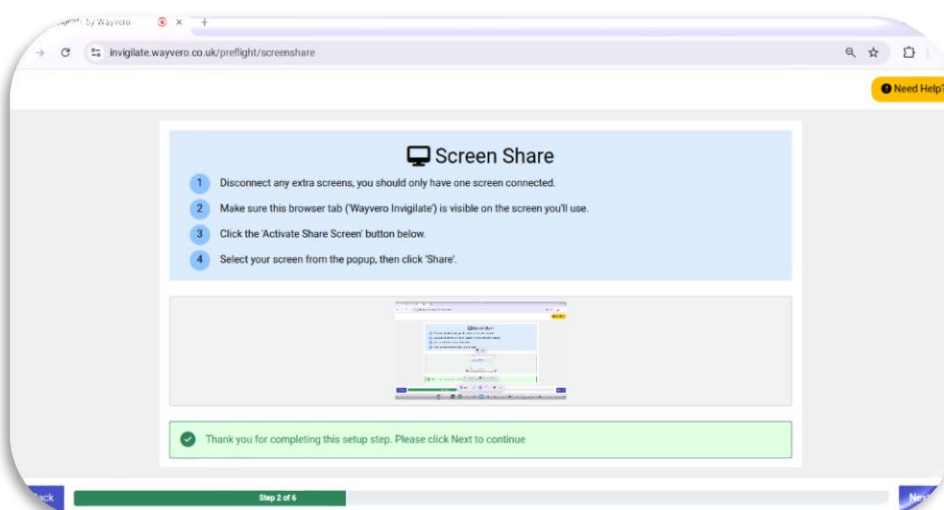
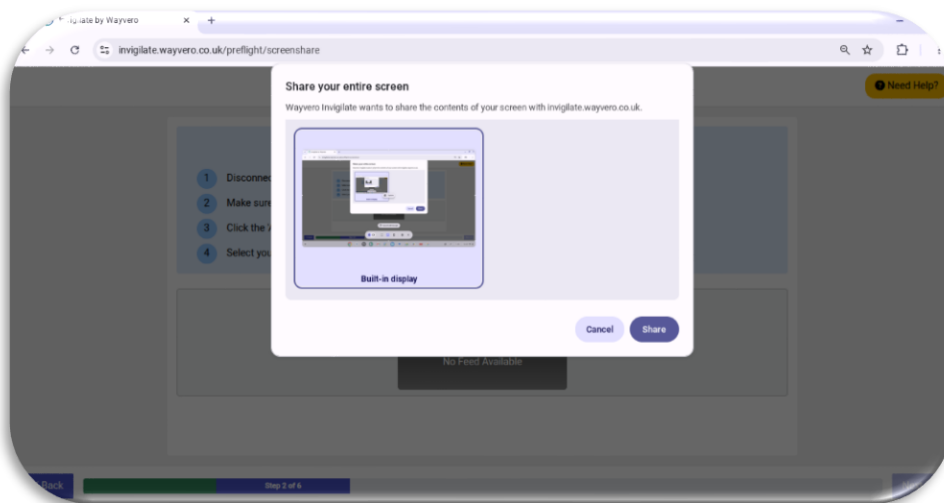


Screen Share:

When prompted, choose the screen that contains your assessment. Select the option that allows the invigilator to view the correct assessment screen.

Confirm that the preview shows the correct screen before continuing. If the wrong screen is selected, stop sharing and choose the correct option so your assessment can be monitored properly.

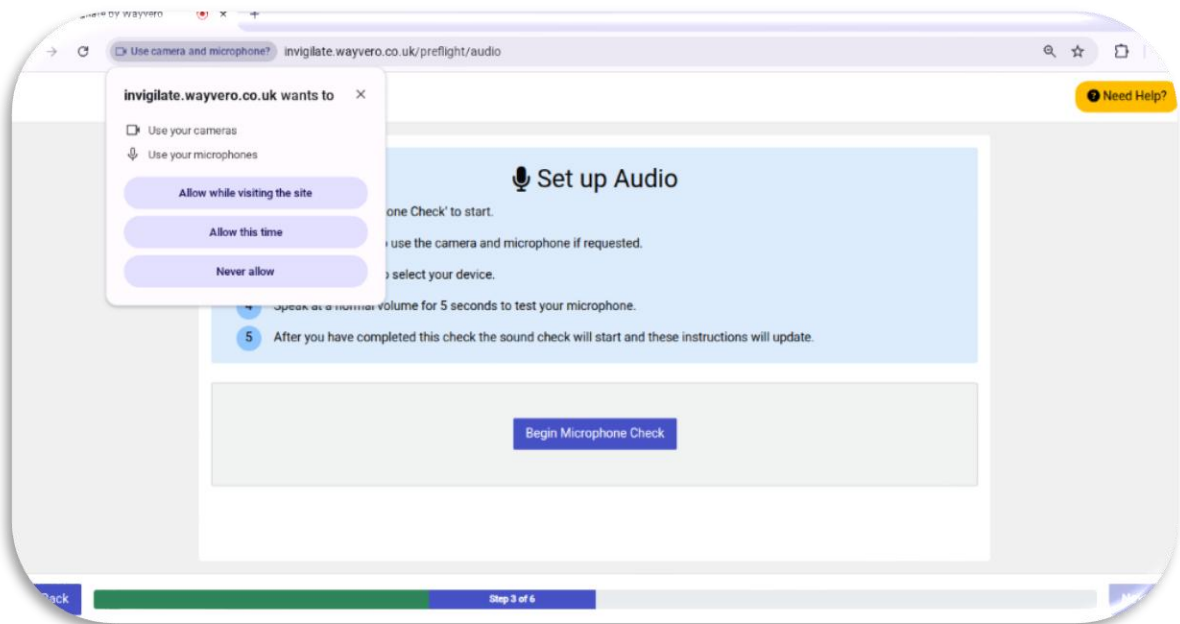
PLEASE NOTE: You should only be working on the assessment screen during your session, other screens should be turned off or disconnected. Where you are not able to do this, you must duplicate your screens.



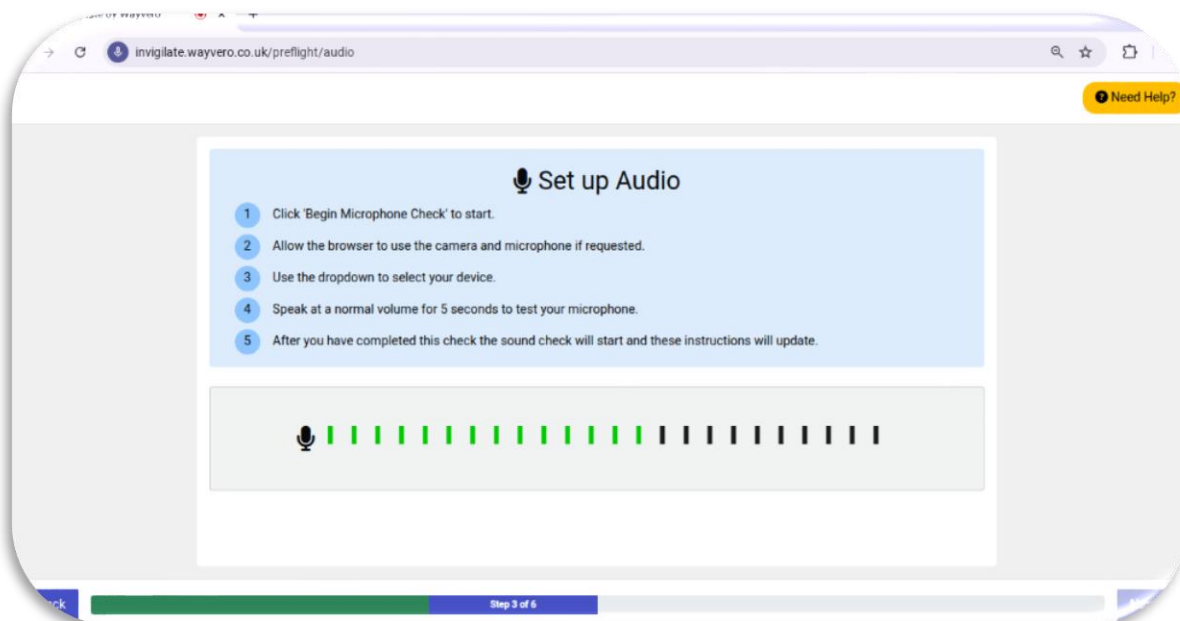


Set up audio:

Allow access to your microphone when prompted. The system will check that your audio can be detected clearly so the invigilator can hear you if needed during the assessment.

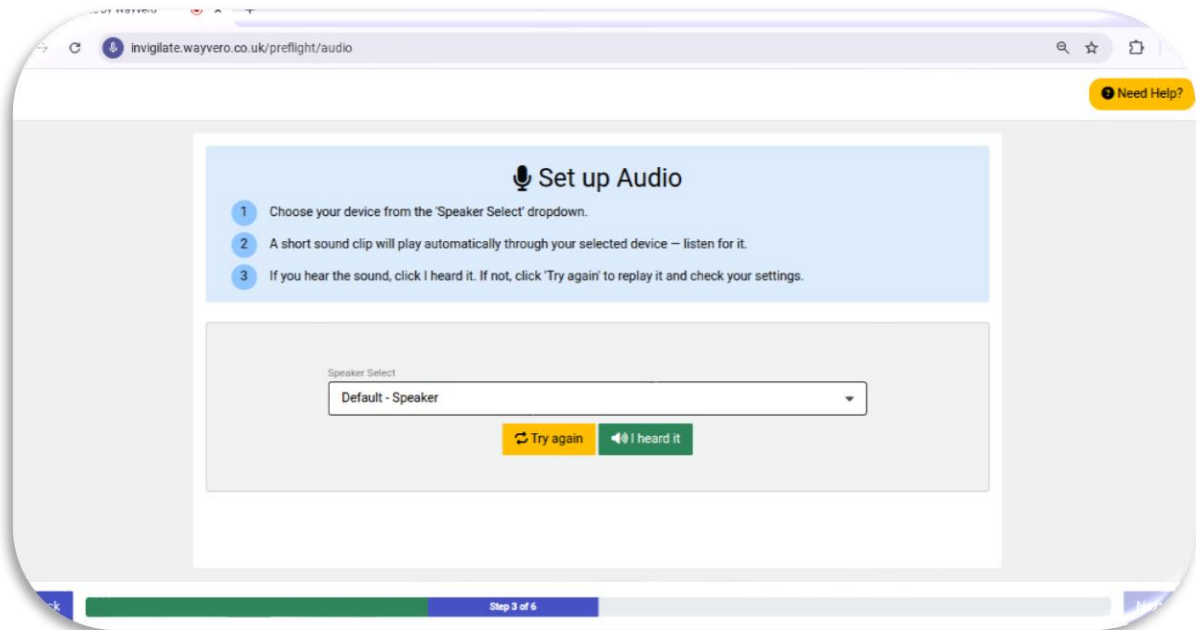


Speak normally during the microphone test and check that the audio indicator responds. If no sound is detected, check your microphone settings and try again.





The second part of your audio set-up will check your speakers. If you hear no sound, check your volume and sound settings and try again.

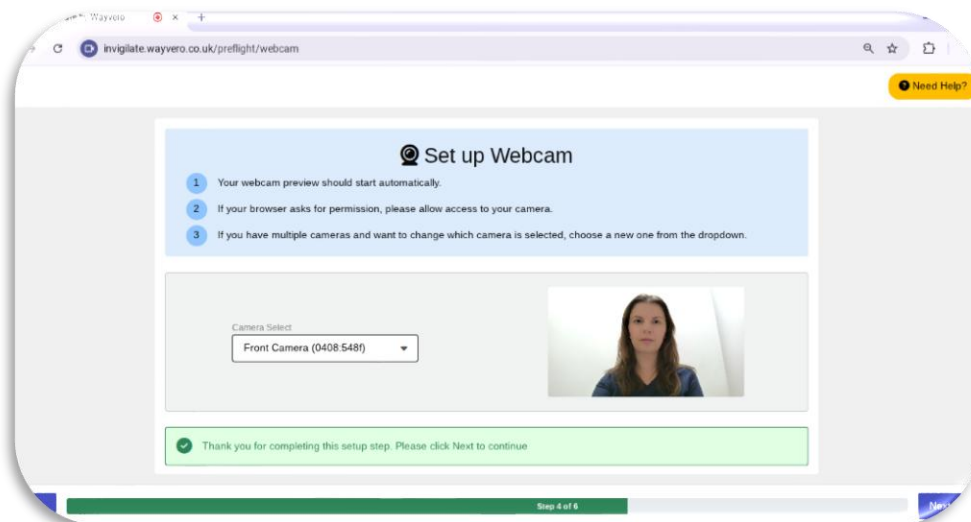




Set up camera:

Access to your webcam should have been granted when you completed the microphone step. Your webcam stream should start automatically; it should show your face clearly and remain available throughout the assessment.

Position yourself so you are centred in the camera view. Avoid bright lights behind you and make sure your face is visible before moving on.

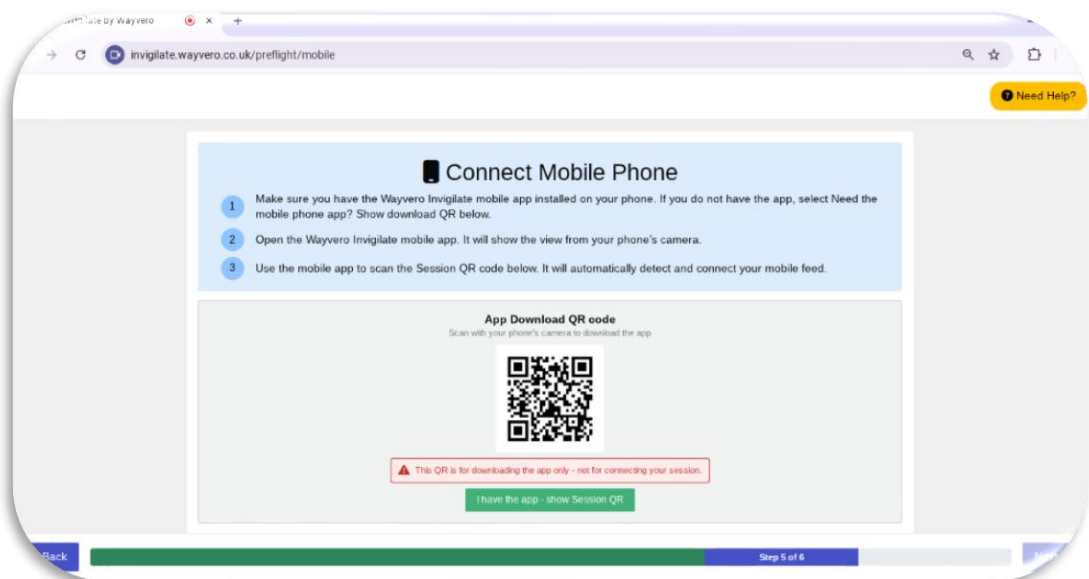
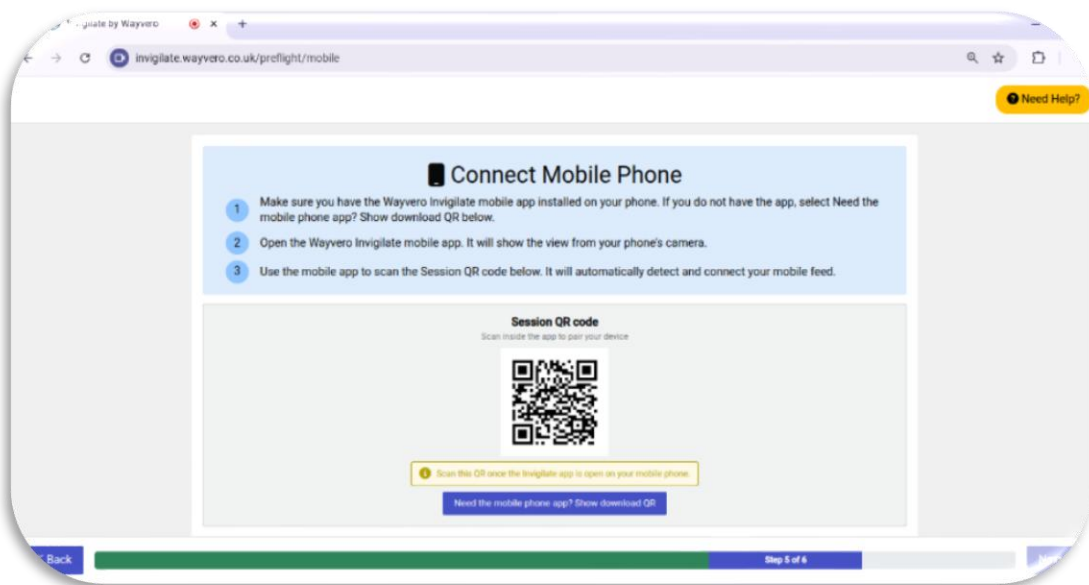


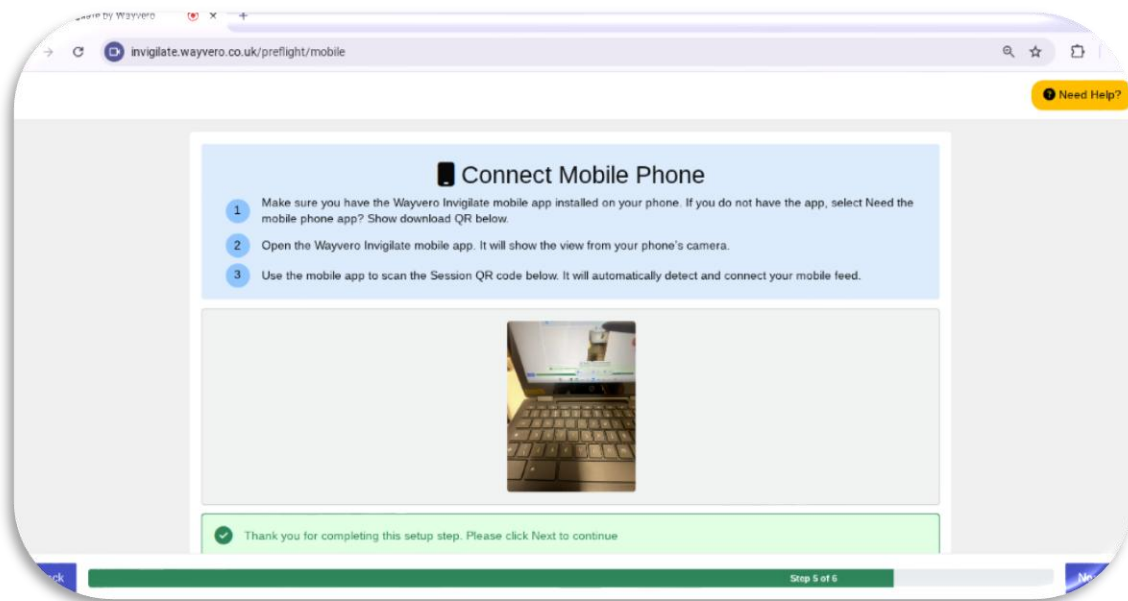


Set up your mobile device

You will need to use the Wayvero app to scan the QR code displayed on screen. This will connect your mobile device camera, allowing the invigilator to view you and your workspace throughout the assessment.

If you have not yet downloaded the Wayvero app, use the button below the QR code to switch to the app download QR code. Scan this code using your phone's camera to open the link to the Apple App Store or Google Play Store, where you can download and install the app.



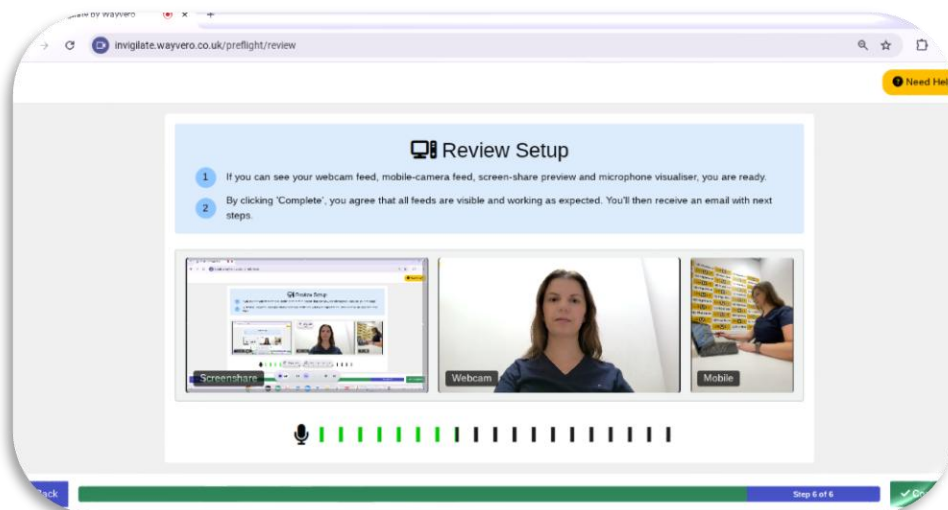




Review setup:

When each check has finished, review the results shown on screen. Any successful checks will confirm that your device, browser, audio, camera, screen share, and mobile connection are ready.

If any check fails, follow the guidance provided on screen and repeat the check. You may need to adjust browser permissions, device settings, or your internet connection before trying again.



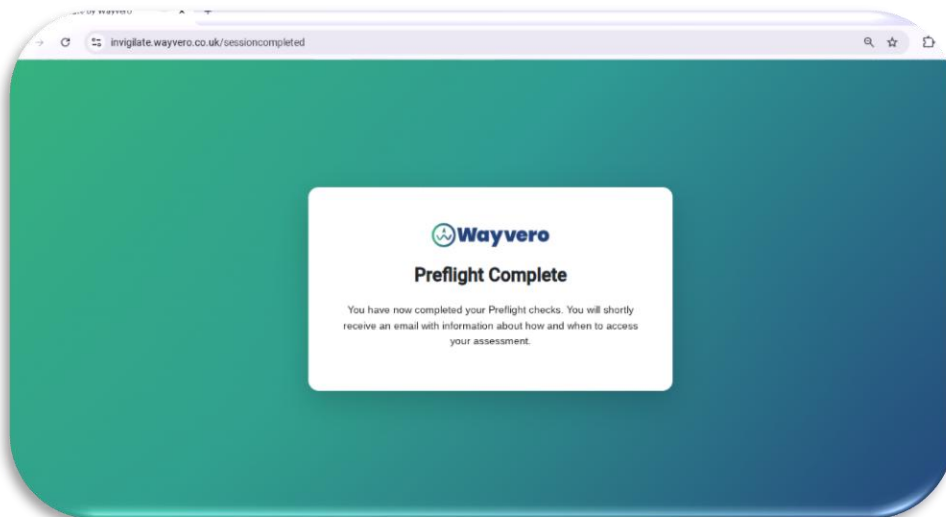


Complete system check

Once all checks have passed, you will see confirmation that your system check is complete. This means your devices are ready for your upcoming online assessment.

Keep the same devices, browser, and internet connection for your assessment wherever possible. Changing equipment after completing the system check may mean you need to complete the checks again.

Check your email account for a new email from Invigilate by Wayvero containing your assessment link, you will need to keep this stored safely until your assessment date and time.



Need help?

If you experience any issues during the system check, you will see a 'Need Help?' section at the top right of each step. If this does not resolve your query, you may contact the support route provided in your assessment email as soon as possible. Completing this before the assessment gives time to resolve any technical problems.



LEARNER USER GUIDE

INVIGILATE BY WAYVERO – PART 2 LIVE ASSESSMENT

Introduction

Welcome to the **Invigilate by Wayvero Live Assessment Guide**. This guide will help you prepare for and successfully complete a live invigilated assessment using Invigilate by Wayvero.

Important: Please use the same computer, browser and mobile device that you used to complete your system checks wherever possible.

Before your assessment begins, you will be guided through a series of setup and verification steps. These include confirming your identity, sharing your screen, connecting your mobile device, and completing an environment check to ensure your workspace meets assessment requirements. These measures help create a fair, secure, and consistent experience for all candidates.

During the assessment, Invigilate combines three key monitoring streams: your webcam, your screen share, and your mobile device camera feed. Together, these views provide the invigilator with a comprehensive overview of your assessment environment, closely replicating the experience of being supervised in person.

This guide will walk you through each stage of the live assessment journey, explaining what you need to do, what information you may be asked to provide, and what to expect from the invigilator. By familiarising yourself with these steps in advance, you can ensure a smooth assessment experience and focus on achieving your best possible result.



Before your Assessment

Before your assessment, you should have completed your system checks. Once these have been completed, you will receive a new email from Invigilate by Wayvero containing your session details and assessment link. Click the link in your email to start your session. Please note that your session opens 30 minutes before your scheduled assessment time, allowing plenty of time to complete the required setup.

Your Invigilated Assessment Session Information



noreply@wayvero.co.uk

To

Retention Policy HG Users (6 years)

Expires 11/07/2032

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

External: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Learner Name,

You have been registered to undertake an **invigilated assessment** with RI TEST CENTRE using **Invigilate by Wayvero**.

Session Details

- **Qualification:** Highfield Level 2 Award for Personal Licence Holders (RQF)
- **Assessment:** Legal and Social Responsibilities of a Personal Licence Holder
- **Date & time:** 13/07/2026 4:00 pm BST

Starting Your Session

Please click the link below to begin your session.

[Click here to start your invigilated session](#)

You may be prompted to enter your PIN:

- **PIN:** PK3ESN1A

Before the session starts, follow the on-screen instructions to complete your **environment checks**. You will need to have a **valid photo ID** ready.

Need Help?

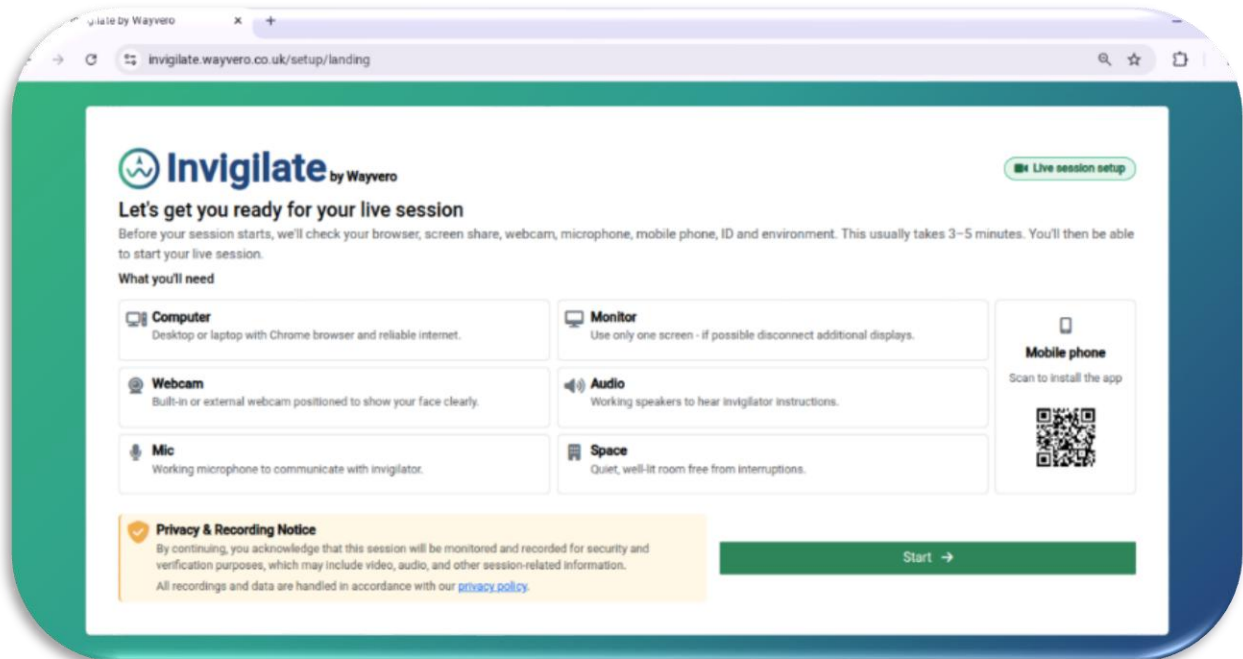
If you experience any issues during setup, please contact the invigilator **via the online chat**. If this is unavailable, please contact us on **01302 363277**, Monday to Friday, 08:30am to 5:30pm UK time, excluding UK Bank Holidays.

Kind regards,
Highfield Qualifications



Welcome Page

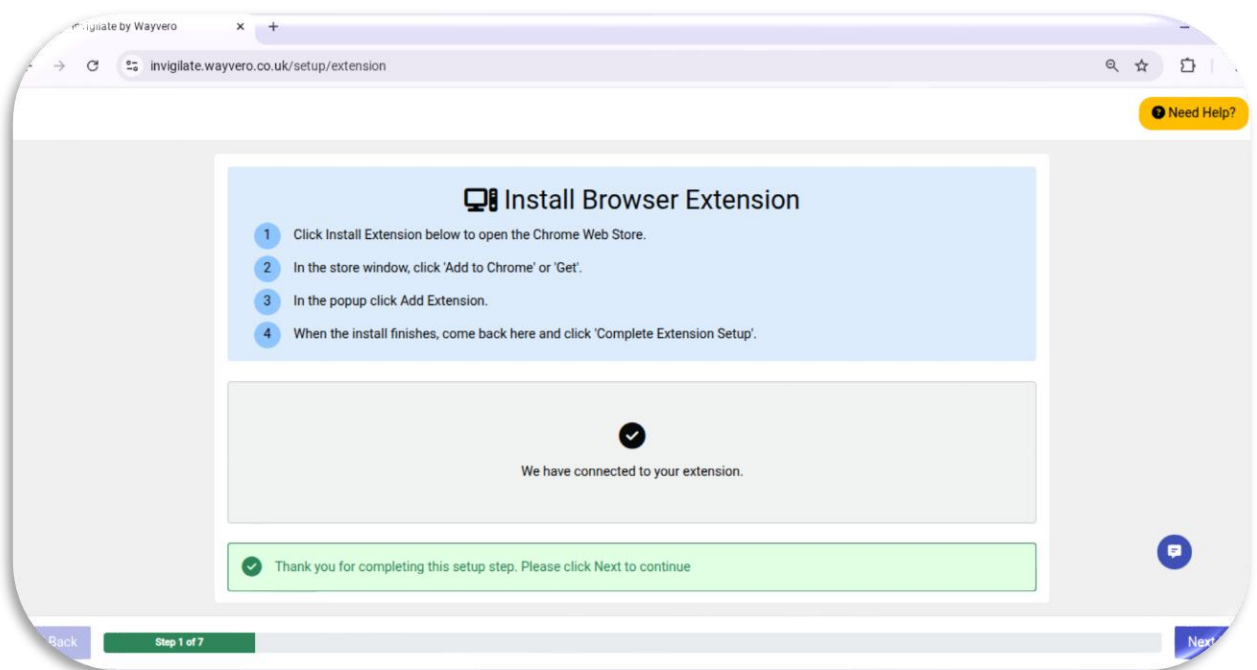
At your scheduled assessment time, open the assessment link sent to you after completing your system checks. The Welcome page confirms that you are about to begin your live assessment and provides an overview of the checks that must be completed before your assessment starts. Select Start when you are ready to continue.





Connect to your Browser Extension

If you completed your system checks using the same computer and browser, your browser extension should already be installed. Complete the extension setup to confirm that it is connected successfully before moving to the next step.

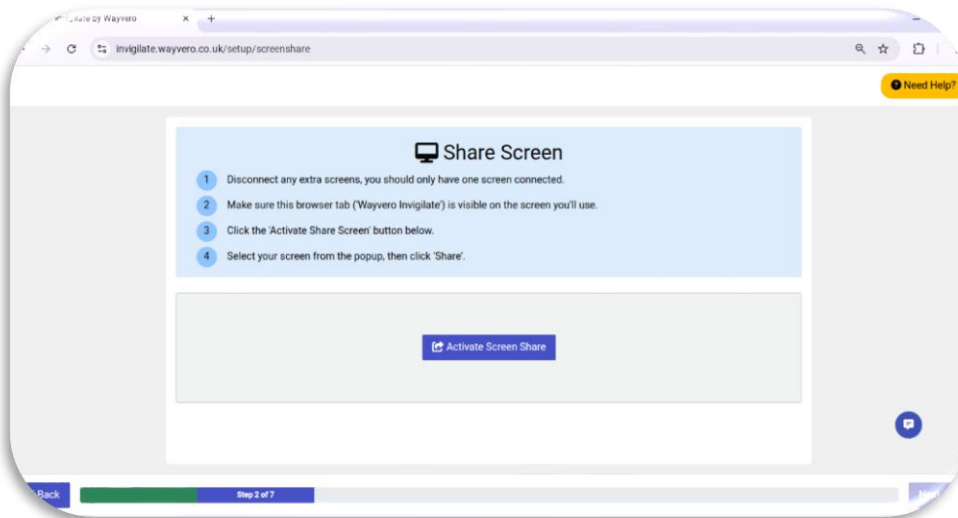




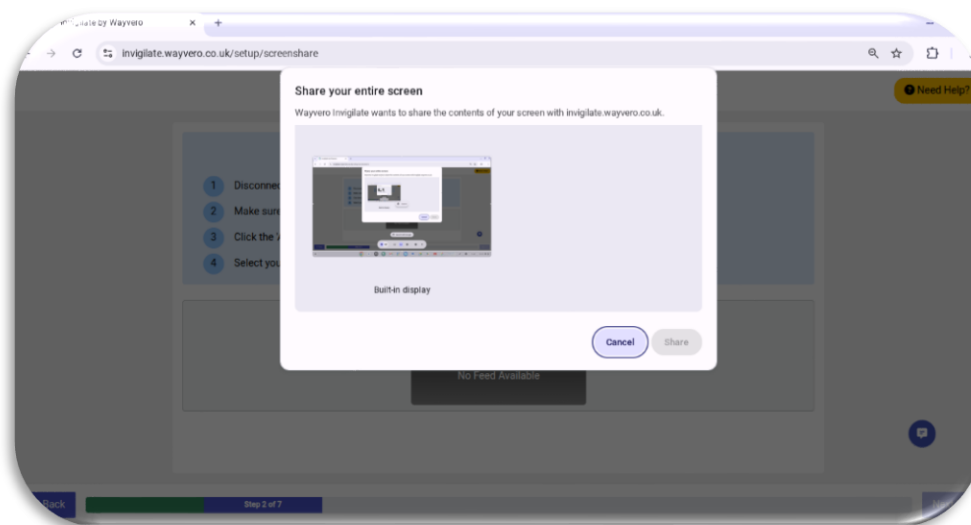
Screen Share

When prompted, select the screen that contains your assessment and allow it to be shared. Confirm that the correct screen is being shared before continuing. During your assessment, only use the screen containing your assessment and disconnect or duplicate any additional displays wherever possible.

Click 'Activate Screen Share'.

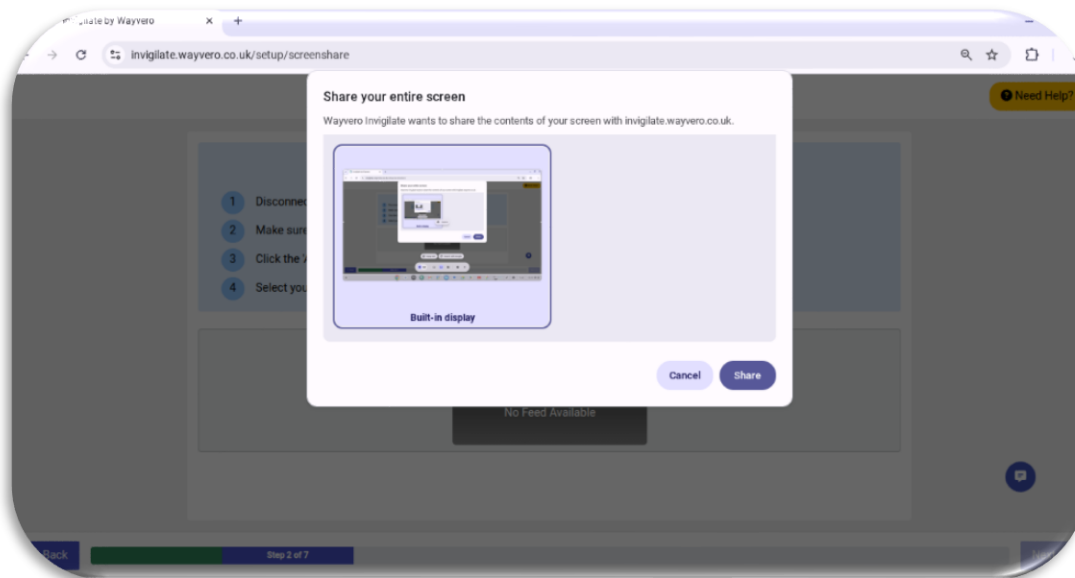


Click on the image of the screen you wish to share.





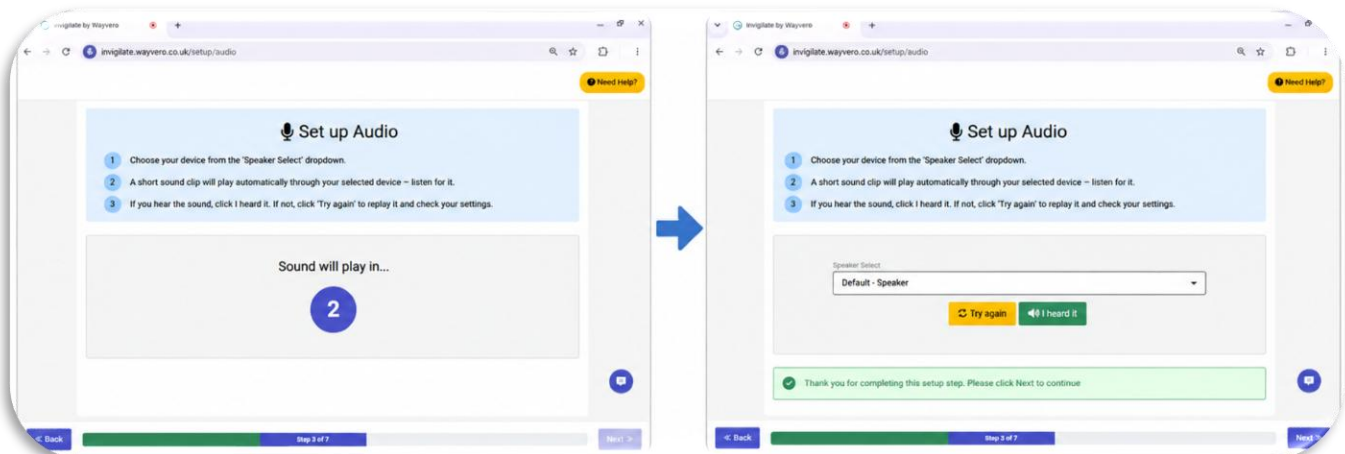
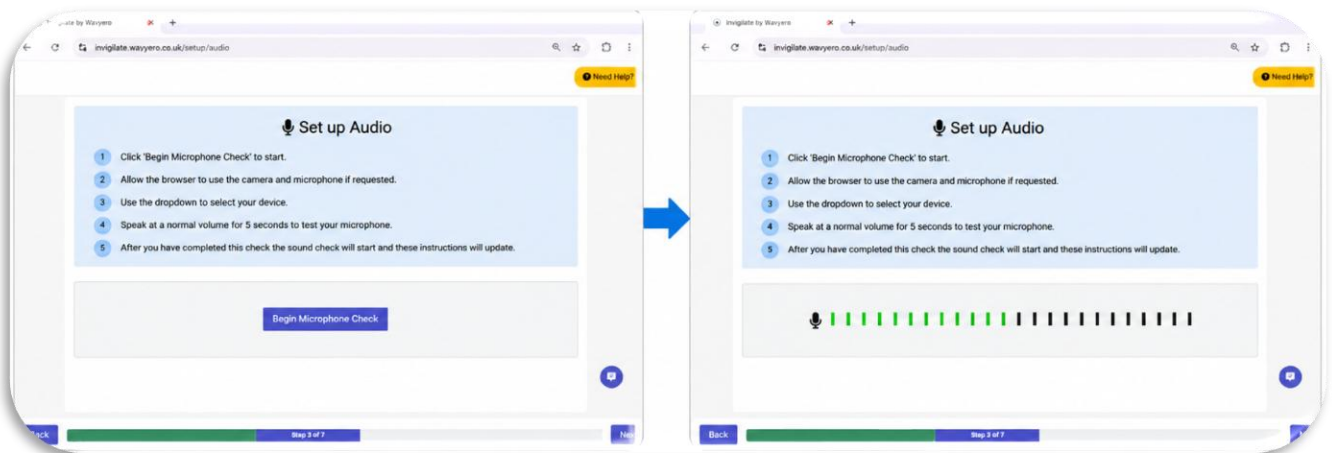
The **Share** button turns blue. Select **Share** to begin sharing your screen.





Set up audio

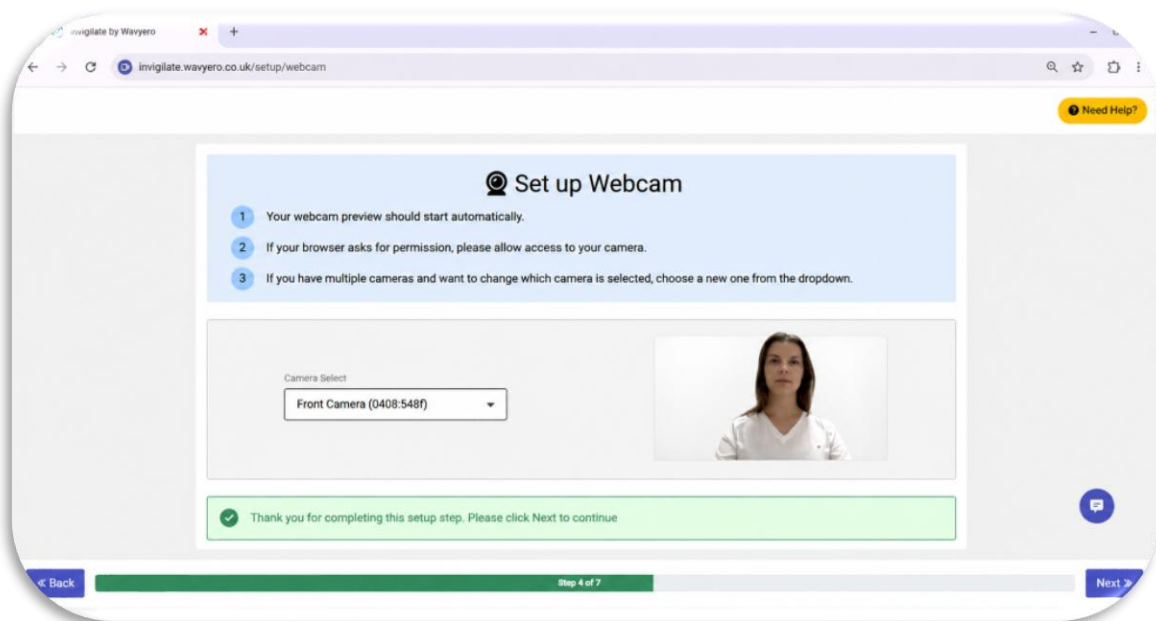
Allow access to your microphone when prompted and complete the microphone test by speaking normally. Once complete, the speaker test will begin automatically. If you do not hear the sound, check your audio settings and try again before continuing.





Set up camera

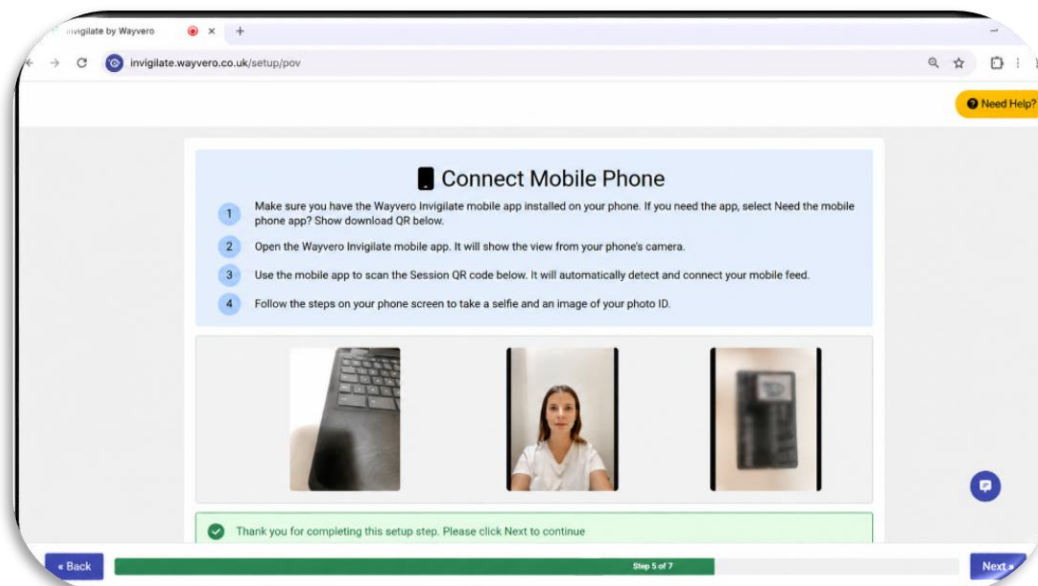
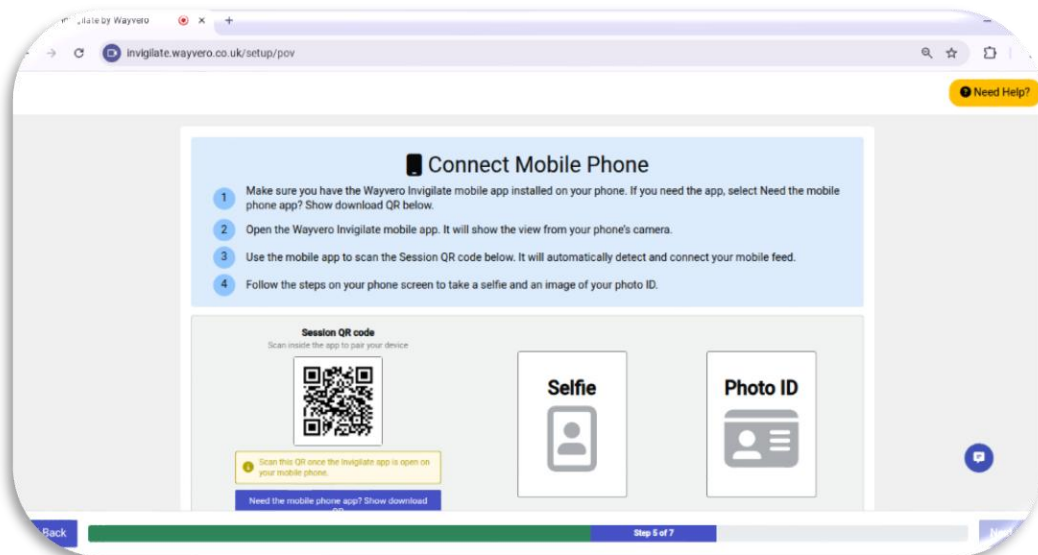
Your webcam preview should start automatically. Position yourself so your face is clearly visible, ensure the lighting is suitable and confirm the correct camera is selected if more than one is available.





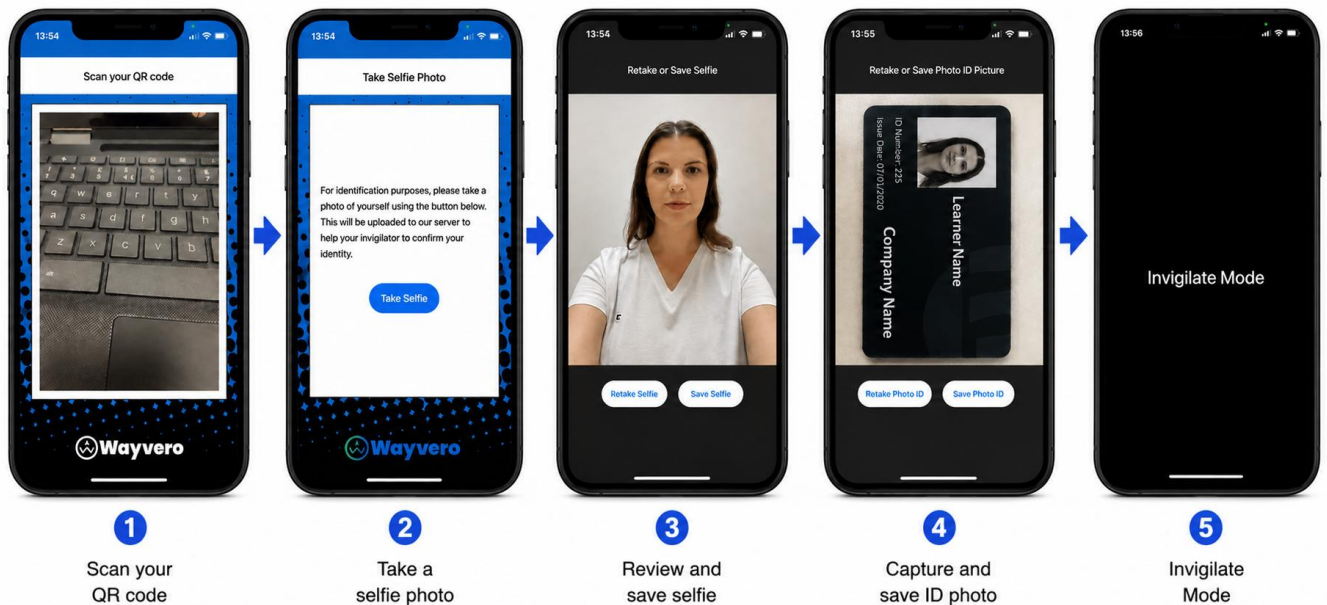
Connect your mobile device

Open the Wayvero mobile app and scan the QR code displayed on screen. Follow the prompts on your mobile device to capture your selfie and photo ID images. These checks help verify your identity before the assessment begins. After submitting the images, your phone will move to invigilate mode to save battery life during your assessment.





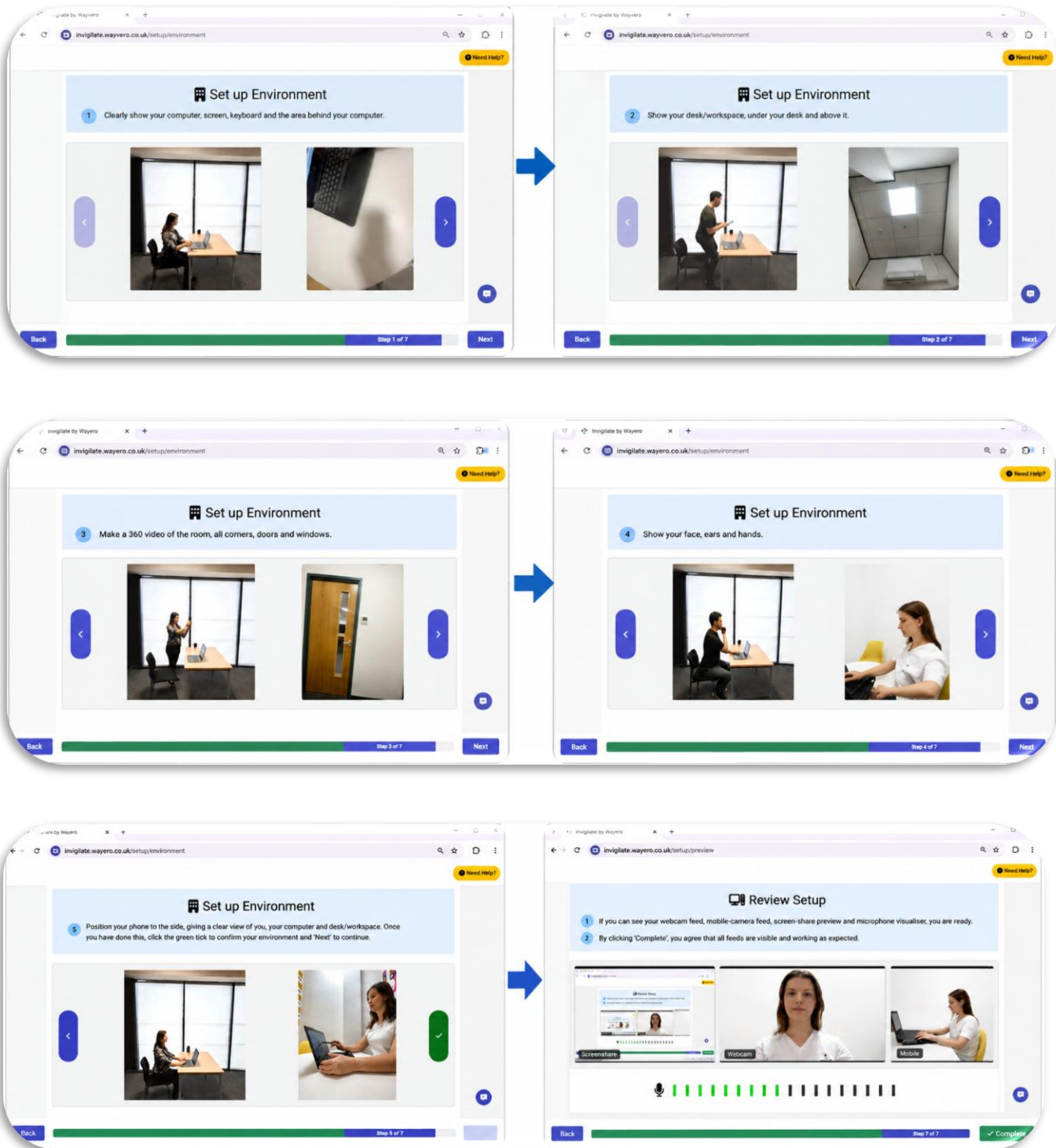
On your mobile device, the process appears as shown below: scan the QR code, take a selfie (ensuring your front-facing camera is selected), review and submit your selfie, capture an image of your photo ID, and then allow your phone to enter Invigilate Mode to help preserve battery life during your assessment.





Setting up the Environment

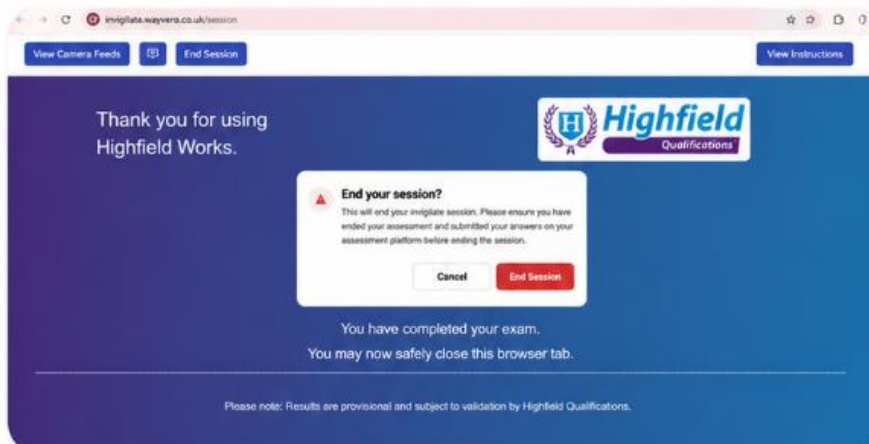
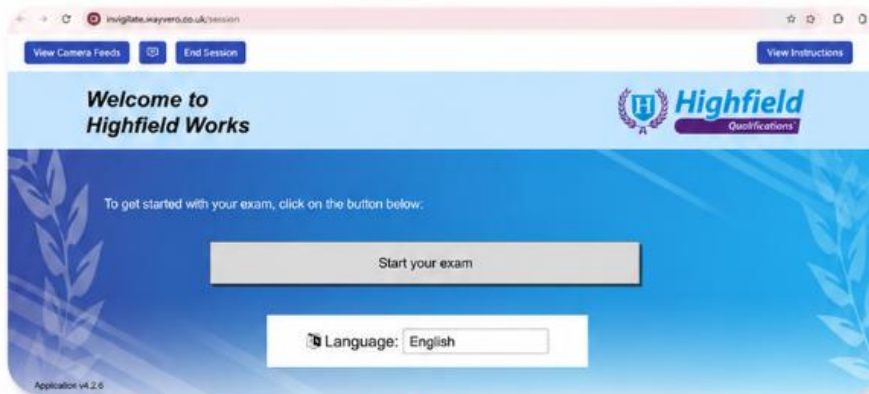
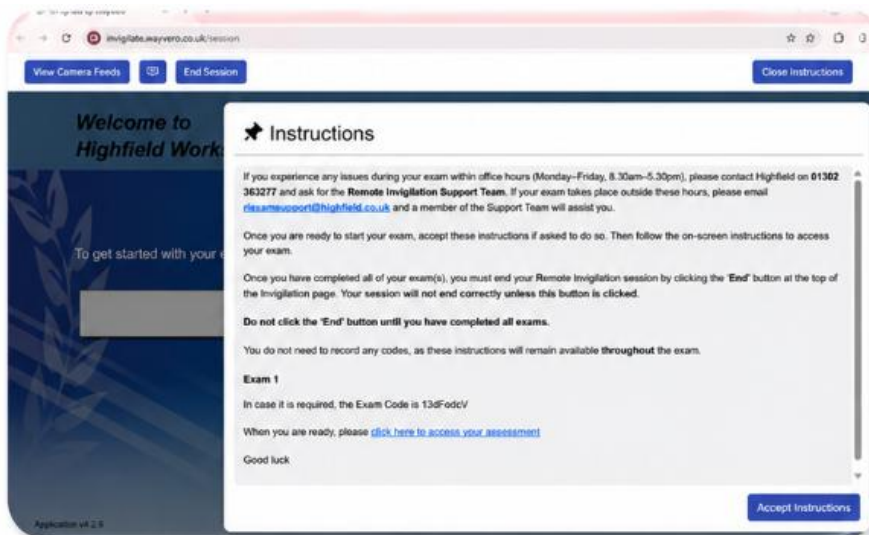
Follow each on-screen instruction to show your workspace, desk, surrounding area and your face, ears and hands using your mobile device. Finally place the phone to give a clear view of you and your computer, then check that all three feeds are displaying correctly before continuing to the assessment instructions.





Assessment instructions and ending your session

Once your setup is complete, review and accept the assessment instructions before selecting Start your exam. Complete and submit your assessment through the assessment platform. When you have finished, return to the Invigilate page and select End Session to finish your invigilated session correctly and stop the recording.





Need help?

If you experience any issues during your assessment setup, you will see a 'Need Help?' section at the top right of each step. If this does not resolve your query, you may contact the support route provided in your assessment email as soon as possible.

Ending session on your devices

When your session has ended successfully, confirmation will be displayed on both your computer and mobile device. You may now safely close both applications. If the session ends unexpectedly, contact your assessment provider using the support details supplied with your assessment.

