



WSET

Preparing for your Remote Invigilation (RI) Exam

Discover a world of knowledge



- Clean and Tidy Space
- Mobile Device
- Computer/Laptop including webcam, microphone, and internet access
- Driver's License or State ID
- WiFi is secured on both primary and secondary devices

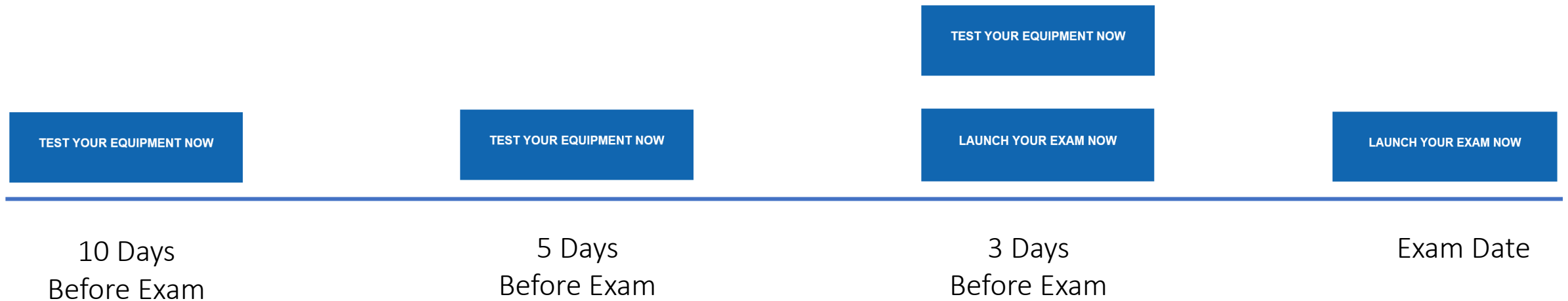


Device	Requirement
Bandwidth	Minimum 1Mbit/s upload speed, recommend upload speed 1.5Mbit/s. Tethering is not supported.
Browser	Latest version of Google Chrome
Webcam	Required
Microphone	Required
Audio	Required
PC	Windows 8 or higher
Mac	Mac OS X

Device	Requirement
Mobile Device	You will need a mobile device or tablet on which you will download the ProctorExam app. Instructions for downloading the app will be provided during the system check process
Android device specification	4.1 or higher
iOS (Apple) device	8.0 or higher

You will receive two types of emails:

1. Reminding you to test the equipment – a total of three reminder emails
2. The link to launch your exam – a total of two



Dear [REDACTED]

You are due to sit a WSET Remote Invigilated RI L2SPIRITS-109 (English) exam in the near future. It is a requirement that you perform a system check to ensure your equipment is ready. It is important that you read the below and complete the checks by clicking on the 'TEST your equipment link' below. Once you have completed your system check, you will receive another email approximately 72 hours prior to your exam date containing a link to your exam. If you do not know the date and time of your RI exam, please contact your WSET Approved Programme Provider immediately.

If you are a candidate in Mainland China it is not possible at this time for you to take an RI exam due to technological restrictions. WSET will not be liable for any costs associated if you choose to take this exam or any RI retakes. Contact your Approved Programme Provider immediately if you are in Mainland China.

Take this moment to [read our privacy policy](#).

HOW TO BE ASSESSMENT READY

Email from
examsnoreply@wsetglobal.com with this
button at the bottom:

TEST YOUR EQUIPMENT NOW

Exam: RI L2SPIRITS-109 (English)

Troubleshooting guide

Computer issues :

- 1. Refresh the page.
- 2. Restart the computer.

Smartphone issues :

- 1. Restart your phone.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Check Requirements

- ☒ Microphone
- ☐ Speakers
- ☐ Bandwidth
- ☐ Webcam
- ☐ Mobile
- ☐ Screenshare

Great, your microphone works.
When you are ready click next.

Next

Exam: RI L2SPIRITS-109 (English)

Troubleshooting guide

Computer issues :

- 1. Refresh the page.
- 2. Restart the computer.

Smartphone issues :

- 1. Restart your phone.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Check Requirements

- ☒ Microphone
- ☐ Speakers
- ☐ Bandwidth
- ☐ Webcam
- ☐ Mobile
- ☐ Screenshare

Can you hear groovy sample music?

No Yes

Exam: RI L2SPIRITS-109 (English)

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

Smartphone issues :

1. Restart your phone.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

For the exam, you will need a decent and stable internet connection with a minimum of **1.5 Mbps upload speed**.

Having a good internet connection is your own responsibility!

Check Requirements

- ☒ Microphone
- ☒ Speakers
- ☐ Bandwidth
- ☐ Webcam
- ☐ Mobile
- ☐ Screenshare

Exam: RI L2SPIRITS-109 (English)

Troubleshooting guide

Computer issues :

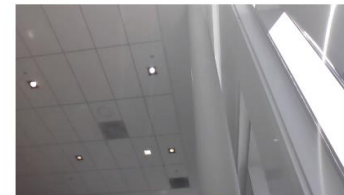
1. Refresh the page.
2. Restart the computer.

Smartphone issues :

1. Restart your phone.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Great, your webcam works. Whenever you are ready click next.



Next

Check Requirements

- ☒ Microphone
- ☒ Speakers
- ☒ Bandwidth
- ☐ Webcam
- ☐ Mobile
- ☐ Screenshare

Exam: RI L2SPIRITS-109 (English)

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

Smartphone issues :

1. Restart your phone.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.



You can find the ProctorExam mobile application in both the Android and iOS marketplaces.

Use the ProctorExam mobile app to scan the QR code:



Our app was recently updated, please make sure you have the newest version!

Issues?

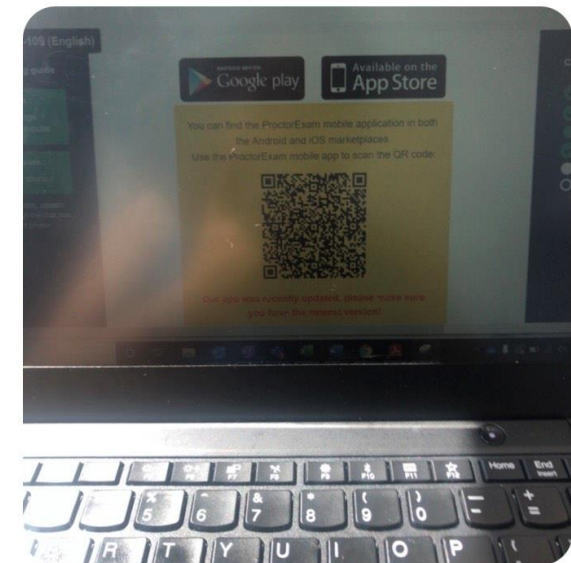
Check Requirements

- ✓ Microphone
- ✓ Speakers
- Bandwidth
- ✓ Webcam
- Mobile
- Screenshare

ProctorExam Support



PROCTOREXAM



Please scan the provided QR code

Exam: RI L2SPIRITS-109 (English)

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

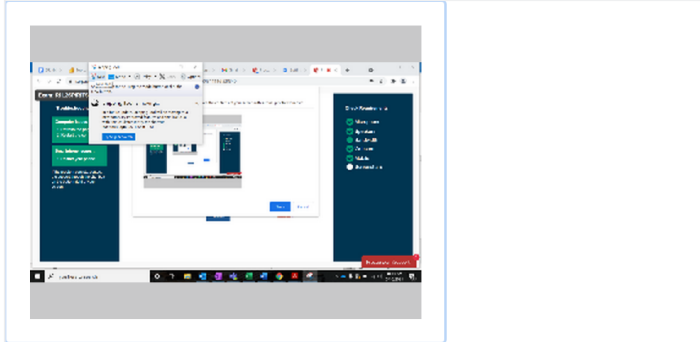
Smartphone issues :

1. Restart your phone.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Share your entire screen

ProctorExam Screen Sharing wants to share the contents of your screen with surpass.proctorexam.com.



Share

Cancel

Check Requirements

- ☒ Microphone
- ☒ Speakers
- ☒ Bandwidth
- ☒ Webcam
- ☒ Mobile
- ☐ Screenshare

Exam: RI L2SPIRITS-109 (English)

Troubleshooting guide

Computer issues :

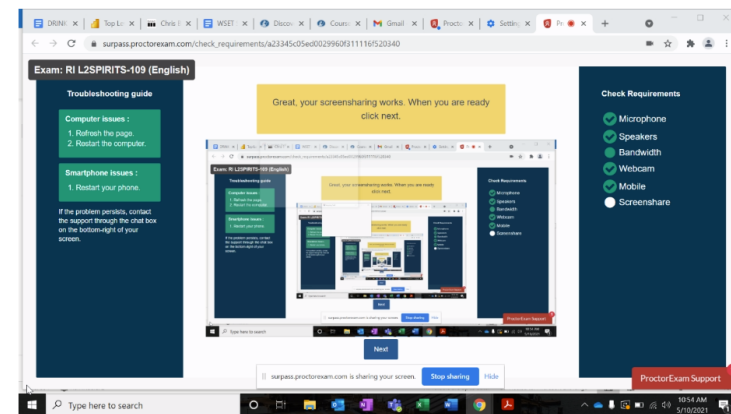
1. Refresh the page.
2. Restart the computer.

Smartphone issues :

1. Restart your phone.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Great, your screensharing works. When you are ready click next.



Next

surpass.proctorexam.com is sharing your screen.

Stop sharing

Hide

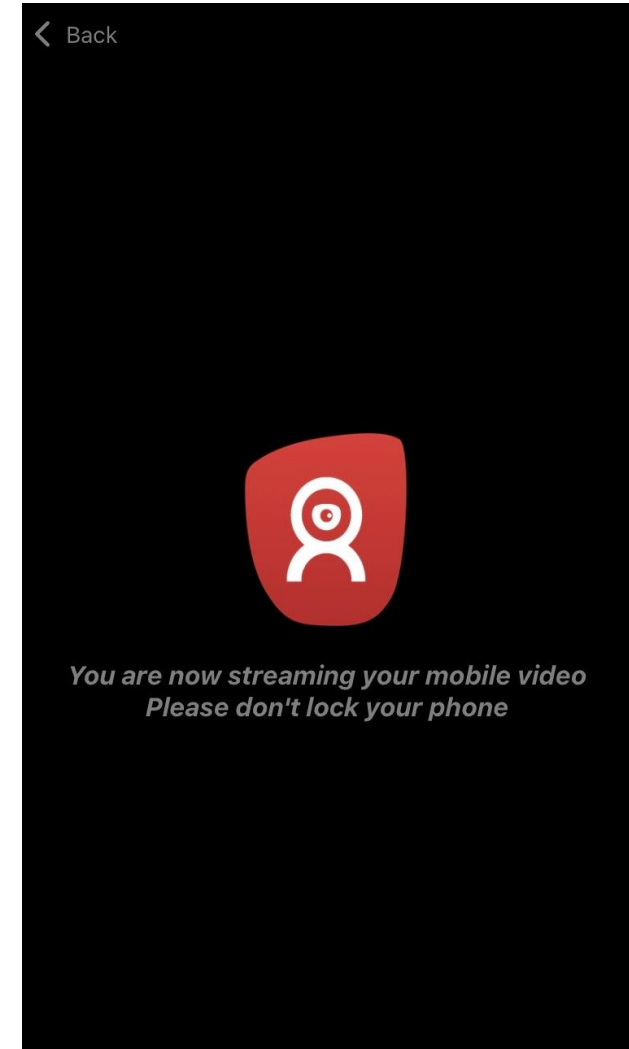
Check Requirements

- ☒ Microphone
- ☒ Speakers
- ☒ Bandwidth
- ☒ Webcam
- ☒ Mobile
- ☐ Screenshare

ProctorExam Support

Before launching Exam:

- Space should be cleared of any bottles, notecards, books, etc.
- Clear area around and under desk
- Ensure a quiet space – no others present
- Close out all tabs on Google Chrome and other programs
- Capture a clear photo of ID. You may retake
- Take your time showing your workspace
- Turn phone on airplane mode, once prompted, set up 10 ft away
- Keep both ProctorExam tabs open. First tab will contain the keycode required to start the exam



Once secondary device is activated,
screen will look like this

Behavior Violations

- Accessing other applications or webpages
- Using any electronic devices (tablet, smartwatch)
- Using multiple screens
- Attempting to record
- Taking notes during the exam
- Leaving the room after the exam starts
- Other people seen or heard in the room
- Repetitive behavior such as looking at wrists or hands
- Talking
- Vaping/smoking during the exam
- Wearing a watch of any kind or using audible alarms.
(Clocks are permitted in your room)
- Wearing sunglasses or smart glasses
- Wearing headphones or earplugs


Exam Room Set Up Violations

- Notes, textbooks, or any visual aids need to be stores away
- Bottles or cases of wine, spirits, sake, on display
- Room is too dark
- Labelled bottles or alcohol on the desk

Tech and Set up Violations

- Unable to see full room scan
- Unable to see ear check
- Face obscured on webcam
- Webcam or secondary device drops
- Issues caused by use of unsupported technology

Exam instructions

 **PROCTOREXAM**

Exam instructions

RI Test Exam

To start your exam, select the launch exam
the individual instructions box below. You
your exam webpage to access your key



Launch Exam

or copy the following into a web browser

Individual Information

LC3NQL43

Finish Exam

Important

You can now start your exam. Please make
sure that when you are done:

- You first close the exam website(s) and
document(s)
- You click the 'Finish Exam' button above
before closing this tab!

After doing this, you can safely close this tab.

ProctorExam [online]



**This page must remain open
throughout the entire exam.**



In order for your exam to be valid, when you are finished, you
need to click on 'Finish exam' before closing this tab.


Good luck!

OK

Exam instructions

Finish Exam



 **PROCTOREXAM**

Exam instructions

RI Test Exam

To start your exam, select the launch exam link below and **enter your keycode which is supplied in the individual instructions box below. You will be able to switch between this webpage and your exam webpage to access your keycode to enter your exam.**

[Launch Exam](#)

or copy the following into a web browser

Individual Information

LC3NQL43

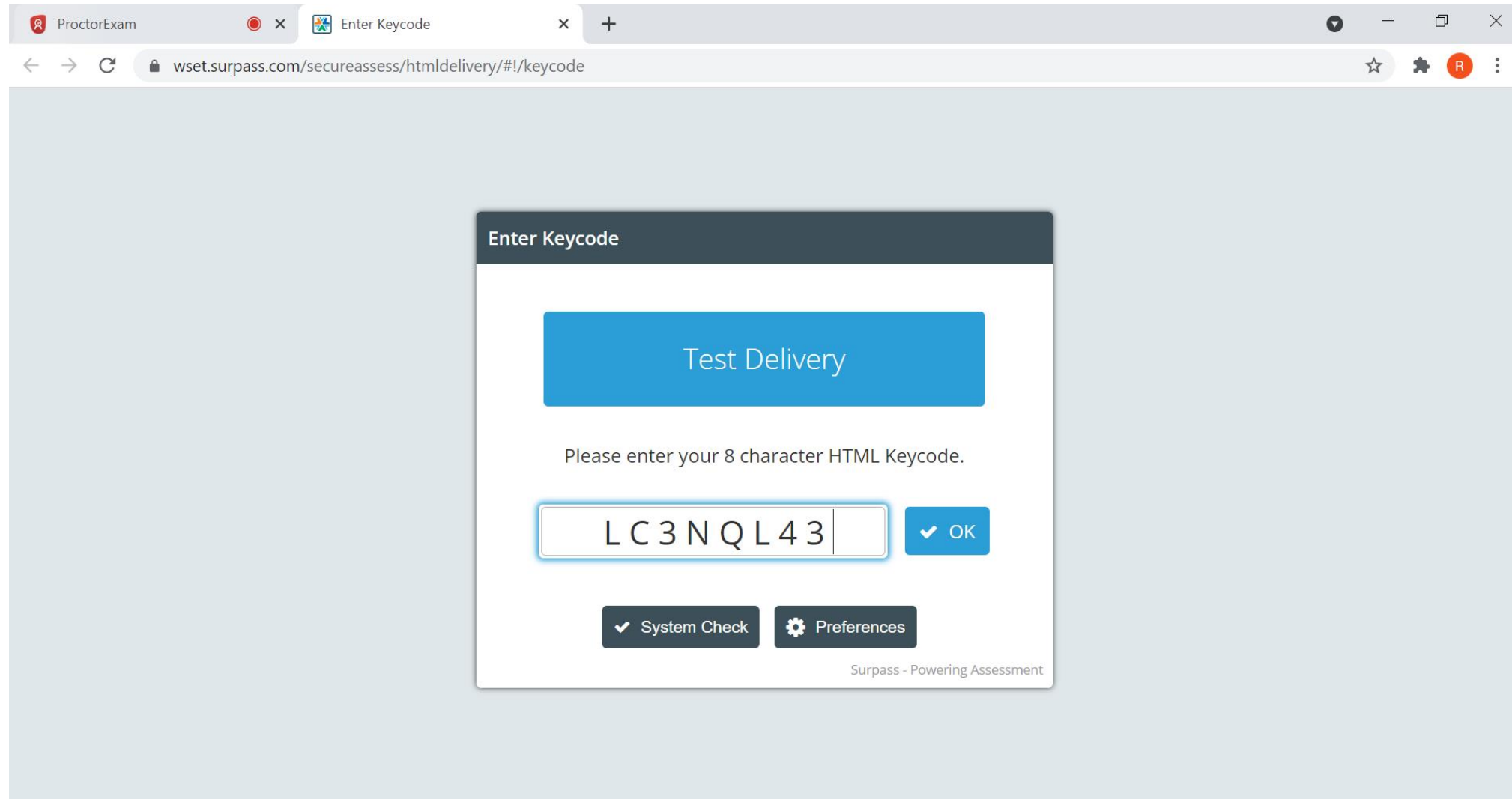
Important

You can now start your exam. Please make sure that when you are done:

- You first close the exam website(s) and document(s)
- You click the 'Finish Exam' button above **before closing this tab!**

After doing this, you can safely close this tab.

ProctorExam [online]

A screenshot of a web browser window showing the WSET exam setup interface. The browser has two tabs: "ProctorExam" and "Enter Keycode". The address bar shows the URL "wset.surpass.com/secureassess/htmldelivery/#!/keycode". The main content area displays a modal window titled "Enter Keycode". Inside the modal, there is a large blue button labeled "Test Delivery". Below it, a text prompt says "Please enter your 8 character HTML Keycode." followed by a text input field containing the code "LC3NQL43". To the right of the input field is a blue button with a checkmark and the text "OK". At the bottom of the modal, there are two buttons: "System Check" (with a checkmark icon) and "Preferences" (with a gear icon). The footer of the modal reads "Surpass - Powering Assessment".

ProctorExam x Enter Keycode x +

← → ↻ wset.surpass.com/secureassess/htmldelivery/#!/keycode ☆ ⚙️ R ⋮

Enter Keycode

Test Delivery

Please enter your 8 character HTML Keycode.

LC3NQL43

✓ OK

✓ System Check ⚙️ Preferences


Surpass - Powering Assessment

Exam: RI Test Exam



Your exam timer only starts after you click the "Start Exam" button at the end of this setup procedure.


Next Step

 Issues?

ProctorExam [online]

Exam: RI T

btlsurpass.proctorexam.com wants to


 Show notifications

Allow

Block

Please allow our platform to send you desktop notifications.

Next Step

 Issues?

ProctorExam [online]

Exam: RI Test Exam

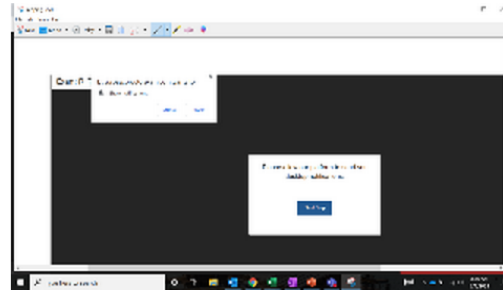
Screenshare Setup



Please select "Entire screen" and click "share" in the pop up dialog.


Share your entire screen

ProctorExam Screen Sharing wants to share the contents of your screen with btlsurpass.proctorexam.com.



Share

Cancel

 Issues?

ProctorExam [online]

Exam: RI Test Exam



You will now be guided through the following steps:



1. Identify yourself



2. Set up your smart device




3. Show your surroundings



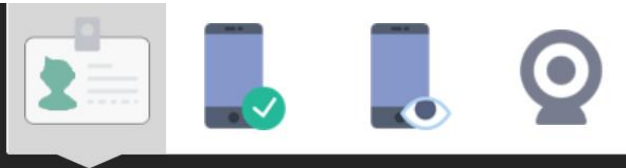
4 Set up your cameras

Continue


 Issues?

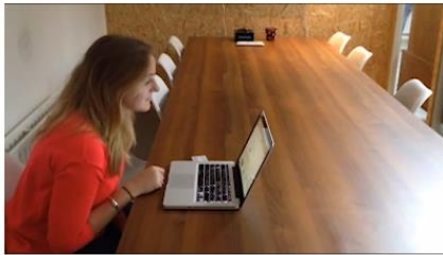
ProctorExam [online]

Exam: RI Test Exam




Face Photo

 Please make a close-up picture of your face by clicking 'Take Picture'.

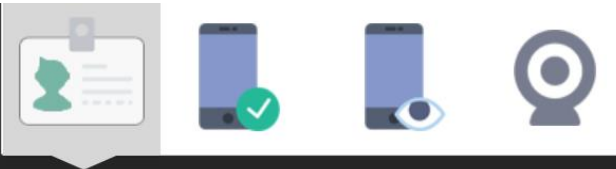


 Take Picture


 Issues?

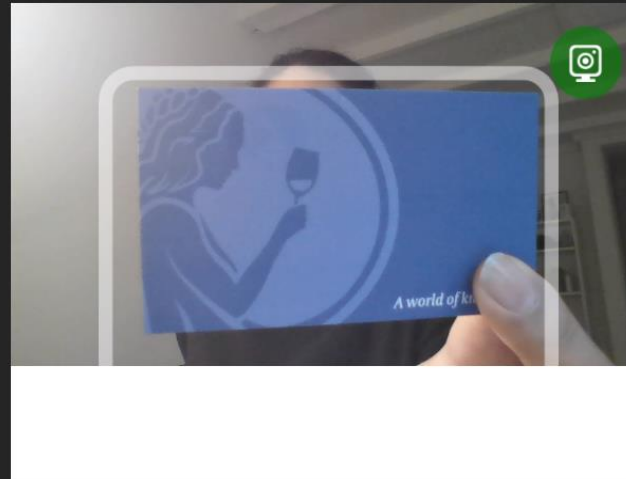
ProctorExam [online]

Exam: RI Test Exam




Id Card

 Can you please show your ID into the web camera and click Take Picture.
Make sure to cover the ID number while you are taking the picture.




 Take Picture

 Issues?

ProctorExam

Exam: RI Test Exam

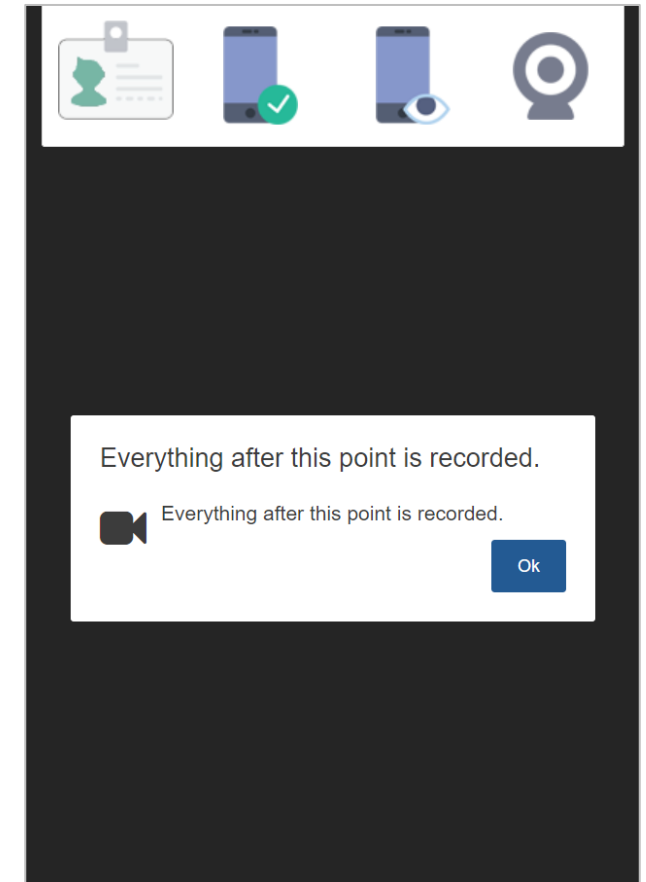
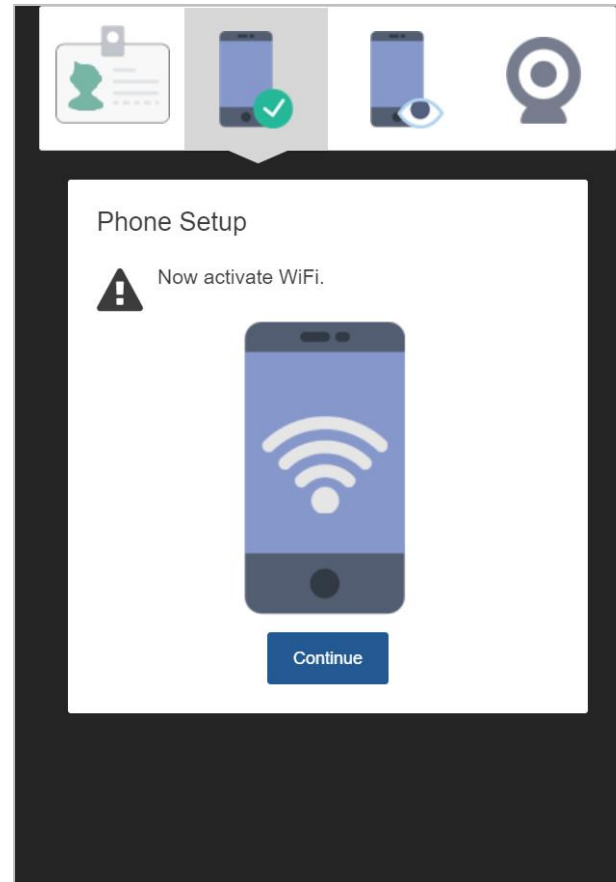
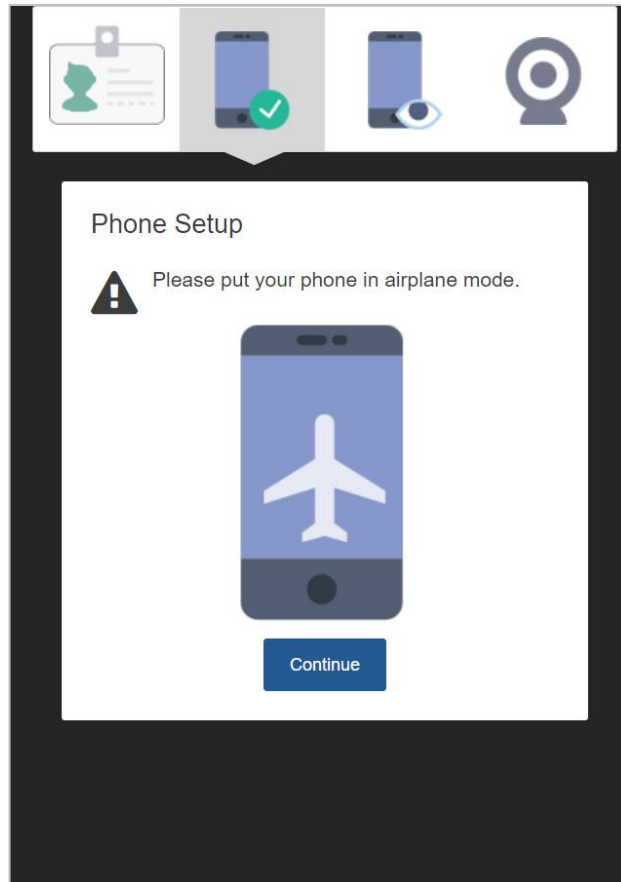
Id Card

 Great, you can now either submit your picture or take an even better shot.

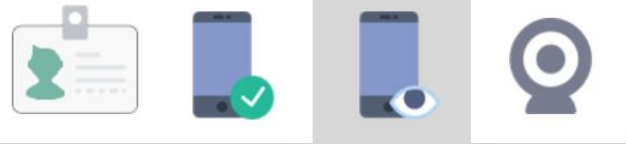


 Retake Picture

 Submit Photo



Exam: RI Test Exam



Environment setup




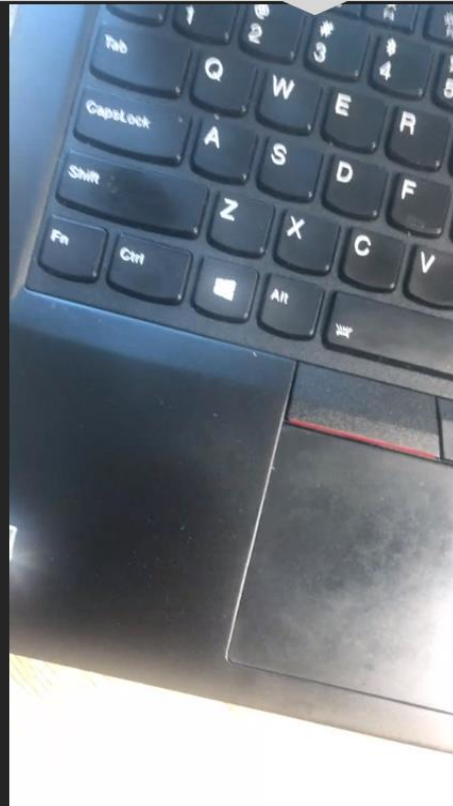
Slowly show us your computer and keyboard. See video for demonstration.



Step 1/5

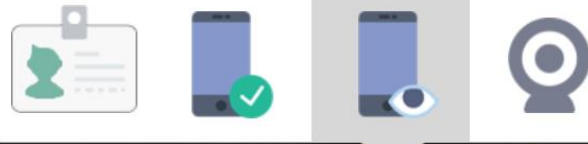
Next Step

 Issues?



ProctorExam [online]

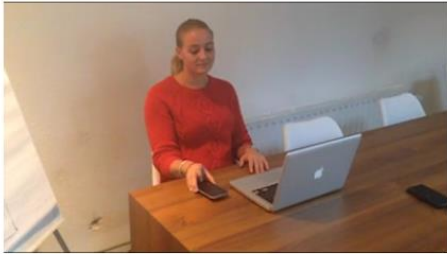
Exam: RI Test Exam



Environment setup



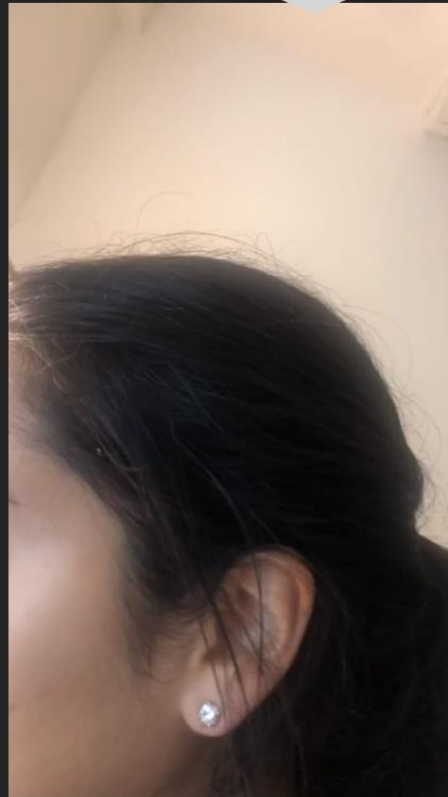
Slowly show us your ears to make sure you have no devices plugged in.




Step 5/5

Previous Step

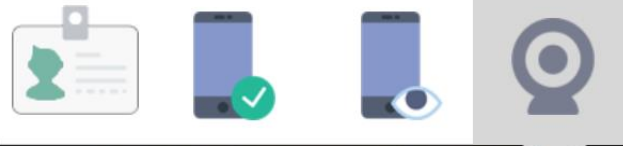
Next Step



 Issues?

ProctorExam [online]

Exam: RI Test Exam



Camera setup




Lastly, place your mobile camera beside you. It should be at least 3 meters (10 feet) away from you. Also make sure your phone is plugged into the socket.



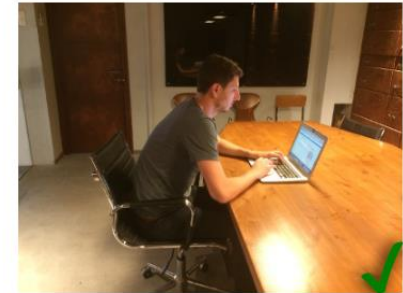
Previous Step

Next Step

 Issues?

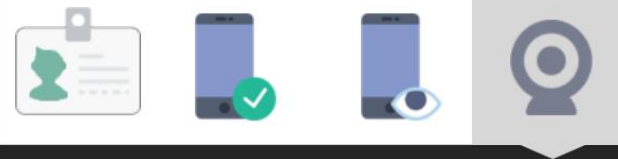


Example



ProctorExam [online]

Exam: RI Test Exam



Camera setup



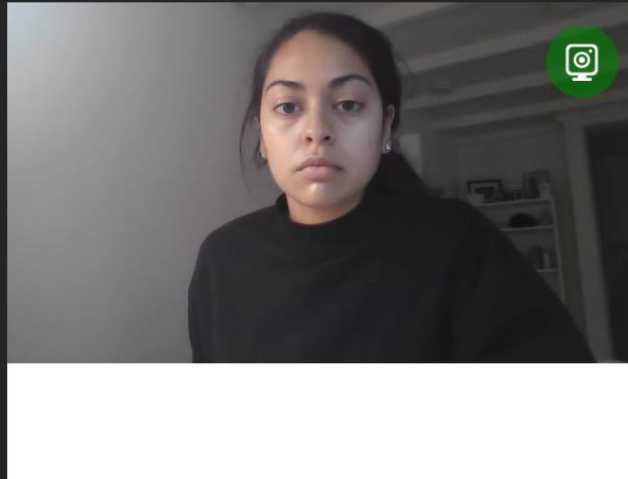
Make sure that you are sitting directly in front of your webcam, you can see yourself and your face is at the center of the frame.




☐ I'm able to see myself.

Previous Step

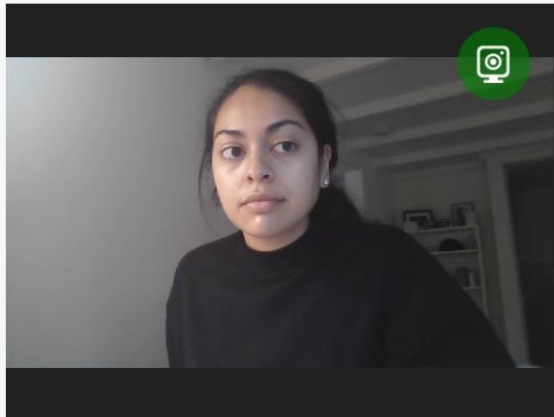
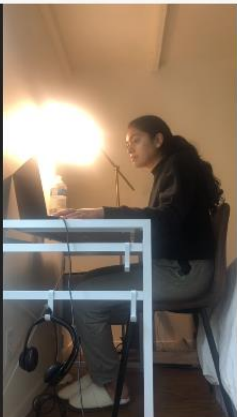
Next Step





 Issues?

ProctorExam [online]

DONE!
Before you proceed:

A front-facing camera view of a woman with dark hair, wearing a black turtleneck, looking directly at the camera. A green icon of a camera is in the top right corner.A side-facing camera view of the same woman sitting at a desk, working on a laptop. A bright lamp is visible on the desk. A green icon of a smartphone is in the top right corner.

 Check your cameras. Are they positioned correctly and is the room light enough?

 If you are ready click start.

Start Exam

ProctorExam [online]

Page: Introduction
Section: Introduction

Progress 0%

Finish Test

Test: W TEST EXAM

Candidate: RUOMAN David Edward

1

WSET Level 1 Award in Spirits

INSTRUCTIONS FOR CANDIDATES

- This examination has **30 multiple-choice questions**. For each question there is **only one** correct answer. All questions carry **one** mark and there are no penalties for incorrect answers.
- You have **45 minutes** to complete the examination.
- If you want to change the font and display screen colours for your exam, click the cog icon at the bottom left of the screen, you can change this during your exam.
- Use the navigation buttons at the bottom of the screen to move between questions. To select your answer, click on your preferred answer option.
- You are able to 'flag' questions, skip questions and go back to them later. You can change previous responses or leave unanswered.
- The countdown timer and progress bar will enable you to track your progress. You will receive a pop-up message to note when there are 30, 15 and 5 minutes remaining.
- To end your exam, you need to click the 'Finish Test' button on the top right of the screen and follow instructions.
- If you have not clicked 'Finish Test' before the exam duration expires your exam will automatically close and your responses will be submitted.
- You must uphold WSET Exam Conditions at all times.

This examination remains the property of the WSET. It may not be copied, or reproduced in any form whatsoever.

© Wine & Spirit Education Trust

A woman with long brown hair is looking down at a glass of white wine she is holding. In the background, a man with glasses is pouring wine from a bottle into a glass. The scene is set in a kitchen or dining area with various items on the table.

Thank You & Good Luck!