



Student Preparation Checklist for Supervised Assessment

This checklist is designed to help you prepare for your supervised assessment. These assessments are an opportunity to demonstrate your understanding, explain your thinking, and apply your knowledge. Preparing in advance will help you feel confident and reduce stress on the day.

Before the Assessment

UNDERSTAND WHAT TO EXPECT

- Review the assessment information in your Subject Outline.
- Check the format of your supervised assessment (e.g. oral, demonstration, discussion).
- Understand how long your session will be and what you will be asked to do.
- Confirm what materials or resources (if any) you are allowed to use.
- If anything is unclear, contact your Subject Coordinator or teaching team early.

BOOK YOUR ASSESSMENT TIME

- Follow the instructions provided to book your timeslot using the Microsoft Bookings link (provided in Brightspace).
- Choose a time that suits you and book as early as possible.
- Check your confirmation email carefully – this includes your session time and Teams link.
- If you need to change your booking, use the “Manage booking” link in your confirmation email.
- If you have difficulty accessing times or booking, contact your teaching team for support.

PREPARE FOR YOUR ASSESSMENT

- Complete any required preparatory work.
- Review key concepts, examples, and learning materials.
- Practise explaining your understanding clearly in your own words.
- Use any practice questions, exemplars, or preparation guides provided.
- Focus on applying your knowledge rather than memorising responses.
- If you have a Study Access Plan, contact your Subject Coordinator as early as possible.

CHECK YOUR TECHNOLOGY

- Ensure you have a stable internet connection.
- Test [Microsoft Teams](#) and ensure you can access meetings.
- Check your camera and microphone are working.
- Charge your device or keep it plugged in.
- Have a backup plan (e.g. another device or internet source) where possible.

SET UP YOUR SPACE

- Choose a quiet, well-lit, and distraction-free environment.
- Position your camera so you are clearly visible.
- Use a neutral or blurred background where possible.

PREPARE YOUR MATERIALS

- Have any permitted materials ready (if applicable).
- Keep a pen and paper nearby for notes if needed.

On the Day of the Assessment

JOIN YOUR SESSION

- Join your Microsoft Teams session 5 minutes early.
- Use this time to resolve any technical issues and get settled.

BE READY FOR ID VERIFICATION

- Have your photo ID ready (if required).

DURING THE ASSESSMENT

- Listen carefully to instructions from your academic.
- Ask questions if anything is unclear.
- Take your time – it's okay to pause and think before responding.
- Ask for questions to be repeated or clarified if needed.

IF SOMETHING GOES WRONG

- If you experience technical issues, let your academic know immediately.
- Follow any instructions provided by your teaching team.
- If needed, use your backup plan or contact your subject coordinator after the session.

After the Assessment

REVIEW AND REFLECT

- Review any feedback provided to support your learning.

ACCESS SUPPORT IF NEEDED

- If you have questions about your assessment, contact your Subject Coordinator or teaching team.

Need help?

If you experience issues with booking, accessing your session, or understanding requirements, support is available. Reach out to your teaching team early so they can assist you.



Common technical issues and what to do

I CANNOT JOIN THE MEETING

This may happen if you are using the wrong link, the wrong account, an unsupported browser, or an outdated version of Teams.

Try these steps:

1. Check that you are using the correct meeting link.
2. Use **Chrome** or **Edge**.
3. Make sure Teams has permission to use your camera and microphone.
4. Try opening the meeting in the **Teams desktop app** instead of the browser.
5. If needed, re-open the link from your calendar or email invitation.

If you still cannot join, contact your subject coordinator or marker as soon as possible.

THE MARKER CANNOT HEAR ME

If your audio is not working:

1. Check whether you are muted in Teams.
2. Select the correct microphone using the arrow next to the microphone icon.
3. Leave the meeting and rejoin.
4. Restart Teams if needed.
5. Check that your headset or microphone is connected properly.

MY CAMERA IS NOT WORKING

If your video is not working:

1. Make sure your camera is turned on in Teams.
2. Check that the correct camera is selected in **Settings > Devices**.
3. Close any other apps that may be using your camera.
4. Restart Teams.
5. Restart your device if needed.

If your camera issue cannot be fixed quickly, let the marker know immediately.

MY INTERNET IS SLOW OR KEEPS DROPPING OUT

If your connection is unstable:

1. Move closer to your router if possible.
2. Turn off other devices using the same Wi-Fi.
3. Close background apps and browser tabs.
4. Remove any virtual background in Teams.
5. Turn off your camera temporarily if advised.



If you disconnect, rejoin the meeting using the same link as soon as possible.

THERE IS ECHO OR FEEDBACK

This usually happens when:

- you are not using a headset, or
- more than one device has joined the meeting in the same room.

To fix this:

1. Use a headset or headphones.
2. Make sure only one device in the room has audio on.
3. Leave the meeting on any duplicate device.

I NEED TO SHARE MY SCREEN AND IT IS NOT WORKING

If you are asked to share your screen:

1. Make sure you have Share as an option in the meeting tool bar.
 - a. If not, ask the marker for permission to share.
2. Make sure you select the correct screen or window.
3. Stop sharing and try again.
4. If you have more than one monitor, make sure you choose the correct one.
5. Check that what you are sharing is clearly visible.

TEAMS HAS CRASHED

If Teams closes or freezes:

1. Close Teams fully.
2. Reopen it and rejoin the meeting.
3. Restart your device if the problem continues.
4. Use the browser version as a temporary backup if needed.

IDENTITY VERIFICATION ISSUES

If you are asked to show your student ID and it is hard to see:

1. Move closer to the camera.
2. Adjust your lighting.
3. Hold your ID still.
4. Tilt it slightly to reduce glare.

IF SOMETHING GOES WRONG

Technical issues can happen. Stay calm and let the marker know what is happening. Rejoin the meeting as quickly as possible if you are disconnected.

If a technical problem affects your ability to complete the assessment, contact your subject coordinator after the session and explain what occurred and provide what evidence and information you can.

