

Technical support checklist

Summary of technical requirements	Yes/No	Comment/Issues
The centre has procedures in place for dealing with emergencies, technical irregularities and delays.		
Technical support meets the following requirements: <ul style="list-style-type: none"> • Technical support staff have been trained as required by the awarding body's requirements. • Trained support staff are available for setting up assessment software and downloading/checking e-assessment materials. • Trained support staff are available for e-assessment sessions. • Trained support staff are available to perform initial troubleshooting. • The centre has contact details for specialist technical. 		
Centre equipment meets the relevant awarding body's systems specification for delivering e-assessments.		
Signature of supervisor/manager:		