



ONLINE TEST INVIGILATION PROCEDURES

Bryan Horne
THE LEARNING MACHINE



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PREPARATION FOR THE TESTS

LEARNER ACCESS

Learners with particular assessment requirements should be advised to contact their Centre at least three months in advance to ensure that adequate provision is made for their needs. Centres should contact TLM at least two months before the test to agree any particular requirements.

Centres will have to consider the special needs of Learners. Relevant issues include, but are not limited, to:

- Need for some workstations to have additional space or facilities to cater for Learners with disabilities (e.g. wheelchair access).
- Need for a range of assistive equipment (e.g. large monitors, coloured filters)
- The provision of extra time may be allowed without prior permission from TLM. For more information please refer to TLM guidance.



It is recommended that Centres arrange invigilated mock testing sessions prior to live assessments being taken.

Where Learners are unfamiliar with hardware, keyboards etc. the Centre must give adequate time for Learners to gain familiarity prior to an assessment session taking place.

MATERIAL TO BE SUPPLIED BY THE CENTRE

- Scrap paper (to be provided by the Centre and collected by the invigilator after the test)
- Pencil
- Materials as set out within individual assessment guidance

INFORMATION TO BE GIVEN TO LEARNERS BEFORE THE DAY OF THE TEST

Learners should be informed of the following in advance of any assessment (see individual assessment guidance for further details)

1. The rules and regulations of the assessment process, including what information or aids may be accessed.
2. The penalties or disciplinary measures that may be applied.
3. What evidence of identity is required.
4. What provision is made in case of technical problems.
5. The procedures for dealing with emergencies – if a fire alarm sounds, Learners should wait for instructions.
6. The assessment coverage.
7. The number and type of items in the assessment.
8. How the items will be scored.
9. How and when the results will be received.
10. Any provision for Learners using assistive technology.



Centres are prohibited from provisionally assessing the work and then allowing the Learner to revise it.

ACCOMMODATION

Assessments in satellite or different sites associated with the Centre can take place *to be agreed beforehand with TLM* as long as normal invigilation arrangements are maintained. For monitoring purposes Centres should record the location of each assessment on the invigilator declaration. TLM is committed to maintaining the integrity of the testing process and routinely visits test sites to monitor arrangements.

Any room in which an assessment is conducted must provide Learners with appropriate conditions in which to take the assessment. Due attention must be paid to such matters as heating, lighting, ventilation, and the level of extraneous noise.

No display material (e.g. diagrams, wall charts) that might be helpful to Learners must be visible in the test room.

A board or flip chart must be visible to all Learners showing the Centre number.

The seating arrangements must be such as to prevent Learners from overlooking –intentionally or otherwise – the work of others. Learners sitting the same test must be seated at least 1 metre apart. If partitions or screen filters are available, workstations may be closer together – if in doubt, please refer to TLM. To provide backup in case of technical problems, one spare workstation should be allocated for every 10 Learners taking the assessment.

INVIGILATION ARRANGEMENTS

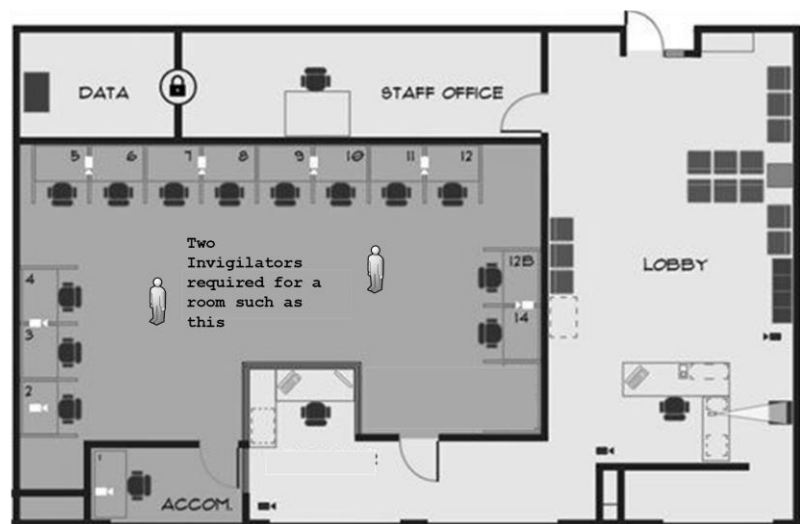
INVIGILATION TEAMS

The Head of Centre is responsible for ensuring that suitably qualified and experienced staff carry out invigilation. TLM assessments must be supervised by trained invigilators.

No person who has given instruction to or acted as an assessor of any of the Learners in the assessment subject may act as a sole invigilator and no relative of, or person directly interested in, a Learner may act in this capacity. In exceptional circumstances where this is not possible, the Centre must request permission from TLM. TLM reserves the right to visit any online test location without prior notification.

At least one invigilator must be present in each room throughout the assessment. Where there are more than 25 Learners, one additional invigilator will normally be required for every additional 25 or fraction of 25 Learners. In an L or T shaped room at least two invigilators must be present.

Additional invigilators may be changed during the assessment session providing the number present in the test room does not fall below the number prescribed. When only one invigilator is present he/she must be able to summon assistance easily without leaving the room and without disturbing the Learners.



In the event of an emergency or a technical problem where another person must enter the room, this must be noted on the invigilator declaration as a disturbance and the reason given.

Only Learners, invigilators, technicians, and representatives of TLM may remain in the room during an assessment. If a technician or TLM representative is present, this must be noted on the invigilator declaration. A technician may remain in the room for the duration of the test. The technician may not act as an invigilator but is simply there to deal with any technical problems that may arise. The presence of a technician must be noted on the invigilator declaration.

LEARNER ATTENDANCE

The invigilator must be satisfied as to the identity of every Learner attending each assessment (the Centre must ensure that appropriate arrangements are in place to enable all invigilators to carry out adequate checks on the identity of all Learners). Only those Learners whose names appear on the attendance report will be allowed to enter the room.

Invigilators must sign a declaration of authentication after the work has been completed confirming that:

- the work is solely that of the Learner concerned, and
- the work was completed under the required conditions.

Learners taking formal assessments must have their photographic ID confirmed. If, during external quality assurance checks, it is found that the work has not been properly authenticated in this way, TLM will not validate or award that cohort until such time as credible evidence of achievement is provided.



All Learners must sign the attendance report and show their evidence of identity before they take their places at least 15 minutes before the time for the assessment to start.

In exceptional circumstances a Learner may enter the room after the start of the assessment, but no entry will be permitted after the assessment has been in progress for 20 minutes.

These circumstances, including any other disturbance and special consideration, must be detailed on the invigilator declaration and any evidence attached.

The invigilator must complete the attendance report fully in accordance with TLM instructions ensuring that any Learner who has been entered but is not present for the assessment is marked as 'absent'.

FINAL INSTRUCTIONS TO LEARNERS

Learners should be informed:

- That it may be useful to take ‘micro-breaks’ (to relax muscles and look away from the screen) in order to reduce the effects of prolonged screen use.
- That they are forbidden to communicate in any way with, seek assistance from or give assistance to another Learner whilst they are in the room.
- How to request help if they have any problems
- That they can move backwards and forwards through the questions at any time.
- That they should try each question but, if there is one they cannot do, they should go on to the next and come back to it later.
- That any rough working must be done on scrap paper provided by the Centre, and this is to be collected in after the assessment.
- That when they feel they have completed the assessment they should click on the submit button.
- That they are allowed to leave the assessment environment if they believe that they have finished the assessment.
- That their internet usage could be checked through examination of internet search histories after the assessment. They should therefore not delete their internet history or cookies.

Before the assessment starts, the Learners will have the opportunity to familiarise themselves with the assessment ‘environment’. Answer any questions concerning procedure and how to use the online assessments at this point.

Once all Learners feel they have had ample time to familiarise themselves with the assessment interface and feel confident to go ahead, then the invigilator must clearly announce that Learners may now start the assessment.

AT THE END OF THE ASSESSMENT

The invigilator must complete and sign the invigilator declaration and upload this with the attendance report and all Learners’ completed assessment materials to TLM within 48 hours.

ATTENDANCE REPORT

To be completed

<i>Date</i>		
<i>Time</i>	Start	
	Finish	
<i>Centre</i>		
<i>Centre no.</i>		
<i>Location (if off-site)</i>		
<i>Qualification</i>		
<i>Invigilator</i>		
<i>Signature</i>		

Student name Number Confirm attendance (or additional notes)

Student name	Number	Confirm attendance (or additional notes)

Additional notes - Centre	Additional notes – to be kept clear, for TLM use