



# TLM REMOTE INVIGILATION POLICY

THE LEARNING MACHINE



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## INTRODUCTION

Remote invigilation enables candidates to undertake assessments in a location of their choice while ensuring that examination integrity is upheld. TLM uses Marking Tree Proctoring software as its primary system for remote invigilation. However, in cases where learners have specific needs, pre-agreed alternative remote delivery or proctoring systems may be used, provided they maintain the integrity and security of the examination conditions.

This policy should be read in conjunction with the TLM Online Invigilation Policy, which outlines broader invigilation procedures applicable to both in-centre and remote assessments.

## REMOTE INVIGILATION OVERVIEW

Remote invigilation is an online monitoring system that allows candidates to take assessments while being supervised through an approved proctoring solution. The system records and/or monitors the candidate's webcam, microphone, and screen activity to ensure compliance with examination conditions. All recordings are reviewed to confirm adherence to regulations and detect any potential malpractice.

## CANDIDATE SUITABILITY & REQUIREMENTS

To participate in a remotely invigilated assessment, candidates must meet the following requirements:

- A stable internet connection and a computer that meets the minimum system specifications.
- A quiet, private, and well-lit assessment environment that is free from interruptions.
- A working webcam and microphone that will remain active throughout the assessment.
- A valid form of photographic identification to be presented before starting the assessment.
- A commitment to comply with TLM's invigilation regulations, including following the instructions given by the remote proctoring system.

Candidates should complete a system compatibility check before their assessment to confirm that their equipment is suitable for the remote invigilation process.

## INTEGRITY & MALPRACTICE PREVENTION

TLM is committed to ensuring that all assessments are conducted fairly and securely. The following measures are in place to prevent and detect malpractice:

### Prohibited Actions

- Candidates must not:
- Leave the webcam view at any time during the assessment.



- Use external aids, reference materials, or unauthorised devices.
- Communicate with others during the assessment.
- Access external applications or websites unless explicitly permitted.
- Engage in any behaviour flagged as potential malpractice by the remote invigilation system.

## Recording & Review Process

All sessions are recorded and reviewed by trained invigilators.

- The system flags suspicious behaviour for further investigation.
- If malpractice is suspected, TLM reserves the right to withhold results pending further review.

Confirmed instances of malpractice may result in disqualification or other penalties in accordance with the TLM Online Invigilation Policy.

## ALTERNATIVE REMOTE PROCTORING SOLUTIONS

If the Marking Tree Proctoring software is not suitable due to accessibility or technical limitations, an alternative remote invigilation system may be used, provided that:

- The system meets TLM's standards of exam security and monitoring.
- Secure recording, audit logs, and retrospective review capabilities are in place.
- The centre has pre-approval from TLM before using an alternative proctoring solution.

Centres must seek approval for alternative solutions well in advance of the assessment date. All alternative solutions must be documented and aligned with the security measures outlined in the TLM Online Invigilation Policy.

## APPEALS & COMPLAINTS

Candidates who wish to appeal an assessment decision or file a complaint regarding the remote invigilation process should follow the procedures outlined in the TLM Online Invigilation Policy. This includes:

- Reporting concerns within five working days of the assessment.
- Providing evidence to support the appeal or complaint.
- Following TLM's review process to ensure a fair resolution.

TLM is committed to continuous improvement and welcomes feedback on the remote invigilation process to enhance accessibility, fairness, and security.