Unit Specification

UET17 – Principles of remote invigilation

Unit reference number: H/650/0017

Level: 2
Guided Learning (GL) hours: 6

Overview

The aim of this unit is to develop the learner's knowledge and understanding of the procedural requirements for conducting remote examinations. Throughout this unit, the learner will learn how to prepare, conduct and manage the remote examination in accordance with best practice procedural requirements.

Learning outcomes

On completion of this unit, learners will:

LO1 Understand the principles of remote invigilation

LO2 Understand the roles and responsibilities of those involved in remote invigilation of tests and exams

LO3 Understand how to implement remote invigilation procedures to ensure valid assessment of learning

Unit content

LO1 Understand the principles of remote invigilation

Know the principles and purpose of remote invigilation
Taught content

Principles and purpose
 	
• Remote invigilation is the method by which formal exams can be supervised over the web/internet
• Remote invigilation is a procedure that allows learners to take an external examination at home or work, without an invigilator being in the same room. Learners, therefore, do not have to attend a test centre
• Remote invigilation allows learners to undertake assessment at a time that fits around them whilst ensuring security and integrity of the examination process
• Remote invigilation provides maximum flexibility and supports the principle of providing fairness to learners to ensure, insofar as possible, that learners are not disadvantaged
• Remote invigilation can be used as a method to support those that are not able to sit an external examination through a reasonable adjustment or as a result of other extenuating circumstances. For example, a localised or national lockdown
• Remote invigilation can help to reduce the burden on centres to organise learners to sit their exams at a large number of exam centres
• Accessibility and flexibility are key features of remote invigilation. Therefore, centres should also consider (This list is not exhaustive):
   - How remote invigilation may create additional barriers and or inequalities in the online learning environment
   - The additional cognitive load associated with navigating technology and additional complexities over and above the assessment of learning
   - Privacy concerns associated with sitting remote exams in living spaces
   - Access and support issues for candidates with limited internet access
   - A review of reasonable adjustment procedures to include remote invigilation
   - Manageability of large numbers of candidates
   - Consideration to supporting learners without disrupting others

Know the key remote invigilation requirements
Taught content

- Reliable computer or laptop with internet access, webcam facility, camera to be on during an exam
- A quiet room that meets the examinations procedures guidelines. For example, closed door, no one else permitted in the room
- A clear workspace with only permitted texts and or equipment – panning of the room with the camera to facilitate compliance (see learners responsibilities in Learning Outcome 2)
- A mobile phone (where permitted) with WIFI connection and camera to assist in the monitoring and checking of the exam environment
- Check the computer meets the technical and system requirements in order to use the remote invigilation system being used
- Check that the computer does not have restricted access or admin rights that could affect access to the remote invigilation system
- Be familiar with how the remote invigilation procedures work including:
    - Registration of learners
    - Invigilation procedures
    - Starting and ending examinations
    - Emergency procedures
    - Reasonable adjustments
    - External quality assurance procedures and exam auditing requirements
    - Examination paperwork and documentations
- Schedule the remote examination according to the remote invigilation policy and procedures (allow enough time for setup and possible technical issues during an exam with remote invigilation tools)
- Check receipt of remote examination links for exam login purposes, spot checks or other platform requirements
- Where possible practice using the remote exam system/software before the day of the exam
- Checking and reviewing the instructions for learner's guidance for remote invigilation
- Ensure procedures are in place to correspond learner ID checks with learners login details

LO2 Understand the roles and responsibilities of those involved in remote invigilation of tests and exams

Know the centre's responsibilities for remote invigilation
Taught content

- Application process/approval to deliver remote invigilation
  - Centres may be required to apply for remote invigilation of exams and assessments that they are approved to deliver. Specific requirements regarding the number of learners and registration details may differ depending on the remote invigilation system being used

- Preparing for tests and examinations
  - The centre should be responsible for identifying learners suitable for remote invigilation
  - Ensure invigilators are aware of policies and practices relating to remote invigilation of exams
  - The centre should also provide the invigilator with the appropriate training for remote invigilation of examinations so that they are familiar with the platform being used
  - The centre should ensure that learners are appropriately prepared for the test or examination including requirements for equipment, materials and pre-test navigation
  - Centres should check that all learners and invigilators have access to a device, relevant software and internet to complete the examination
  - Ensure all reasonable steps are followed to ensure the integrity of the examination
  - Where applicable, access arrangements should be agreed before the remote invigilation takes place to ensure appropriate access for learners with special educational needs or disabilities
    - The centre should check with the relevant Awarding Organisation (AO) for access arrangements that require a person to facilitate e.g. a scribe or reader
  - The centre should maintain records relevant to the AO and/or instructions for remote invigilation procedures. These may include (not exhaustive):
    - Learner details and learner ID
    - List of learners in each session/Invigilation reports
    - Environment checks
    - Equipment checks
    - Interruptions and or examination breaches
- Invigilators
  - Invigilators are responsible for ensuring that the test or examination is conducted securely and, adhered to the requirements of the relevant instructions for conducting examinations and instructions for remote invigilation documentation
  - The invigilator should also be familiar with:
    - Policies and procedures for remote invigilation of examinations
    - Administration pre and post examination
    - Paperwork in order to support reliable examination processes
    - IT and equipment checks have been completed
    - Security and integrity of all examinations before, after and during examinations
    - Arrangements to prevent candidate plagiarism/collusion/cheating
    - Reasonable adjustments and special consideration arrangements

Know the learner's responsibilities for remote invigilation
Taught content

- Be familiar with procedures before, during and after the exam, for example, eating, drinking, positioning, toilet breaks
- Ensure appropriate access to devices/equipment suitable for remote examinations
- Check functionality of cameras and equipment used to complete remote examinations
- Ensure access to appropriate identity requirements for learner authentication
- Ensure access to login details where applicable
- Learners are responsible for alerting issues that may arise with the exam, camera, internet etc.
- Learners should be aware of responsibilities for controlled conditions, for example:
    - Choice of room to meet remote examination requirements
    - Appropriate resources, network and Wi-Fi
    - Must be clearly visible during the examination to invigilators
    - No mobile phones or other devices other than those being used for remote examinations
    - No material relating to the subject matter being examined
    - No other person in the room
    - No interruptions during the examination
    - Security arrangements and disconnection of any other devices, screens and access to the internet

LO3 Understand how to implement remote invigilation procedures to ensure valid assessment of learning

Know how to implement remote invigilation procedures
Taught content

- The centre must ensure they have:
    - Reviewed and adhered to procedures for scheduling the learners for the remote examination session(s)
    - Provided the details of the video conferencing platform that will be used for remote examinations
    - Checked that all learners and invigilators have access to a device, relevant software and internet to complete the examination
    - Checked all learners and invigilators have camera functionality on the devices used to complete the examination
    - Organised/confirmed accounts for learners and invigilators on the video conferencing platform
    - Procedures for setting up of examination room are adhered to, for example:
        - Arrival time
        - Room layout
        - Necessary equipment
        - Level of outside noise
        - Compliance with centre and AO security policies and procedures
        - Reduce risk or errors and malpractice
- The invigilator must ensure they have:
    - Confirmed the learner authentication
    - Given clear and unambiguous instructions to learners at the start and end of tests and examinations
    - Adhered to the requirements of the relevant policies, procedures and instructions for conducting remote examinations
    - Ensure the correct documentation is completed to support a valid and rigorous examination including but not limited to:
        - Invigilation reports
        - Seating plans
        - Register of attendance
        - Learner authenticity checks
    - Allowed sufficient administration time before the examination session.
    - Demonstrated the correct procedures for completing an attendance register, including specific requirements for learners who are:
        - Withdrawn from a test or examination
        - Not on the register
        - Late for a test or examination
        - Absent from a test or examination
    - Completed a check of the learner's assessment environment before the examination. This should include:
        - No mobile phones or other devices other than the one being used for the online examination

- - No books, files, charts relating to the subject being examined
    - No other person in the room
    - No interruptions during the online examination
  - Informed all learners that they must remain in sight of the camera for the full duration of the examination
  - Ensured all rules and regulations are strictly applied and followed to support a valid and rigorous examination
  - Applied the centre's procedures for dealing with:
    - Queries from learners
    - Disruptive behaviour or irregular conduct
    - Learners who want or need to leave the examination room during the test or examination
    - ICT failure
    - Suspicious behaviour
- Ending tests and examinations
  - Demonstrate the correct procedures for ending tests and examinations, including:
    - Clearly communicating end of examination requirements
    - Allowing learners to leave the examination room
    - Completing test and examination records
  - Differentiate between ending tests and examinations when:
    - All learners are due to finish their test or examination at the same time
    - Some learners are still engaged in a test or examination

Guide to taught content

The content contained within the unit specification is not prescriptive or exhaustive but is intended to provide helpful guidance to teachers and learners with the key areas that will be covered within the unit and relating to the kinds of evidence that should be provided for each assessment objective specific to the unit learning outcomes.

Assessment requirements

1. Knowledge outcomes

Learners must complete an external theory examination for this unit. This will consist of a multiple-choice question paper which is mapped to the relevant assessment criteria stated below. The theory examination will test the knowledge and understanding from across learning outcomes 1, 2 and 3.

Learners should use the unit content sections of this unit to aid revision since exam questions will test the full breadth of content over time.

Learning Outcome	Assessment Criteria	Assessment requirement
LO1 Understand the principles of remote invigilation	1.1 Explain the difference between remote invigilation and face to face invigilation	External theory examination
	1.2 Outline the principles and purpose of remote invigilation	
	1.3 Describe the key remote invigilation requirements	

Learning Outcome	Assessment Criteria	Assessment requirement
LO2 Understand the roles and responsibilities of those involved in remote invigilation of tests and exams	2.1 Describe the centre's responsibilities for remote invigilation	External theory examination
	2.2 Describe the learner's responsibilities for remote invigilation	

Learning Outcome	Assessment Criteria	Assessment requirement
LO3 Understand how to implement remote invigilation procedures to ensure valid assessment of learning	3.1 Describe the centre requirements for implementing remote invigilation of tests and exams	External theory examination
	3.2 Describe the invigilation requirements when implementing remote invigilation of tests and exams	

Document History

Version	Issue Date	Changes	Role
V1.0	23/09/2021	First published	Product and Regulation Coordinator