REMOTE INVIGILATION AND DELIVERY

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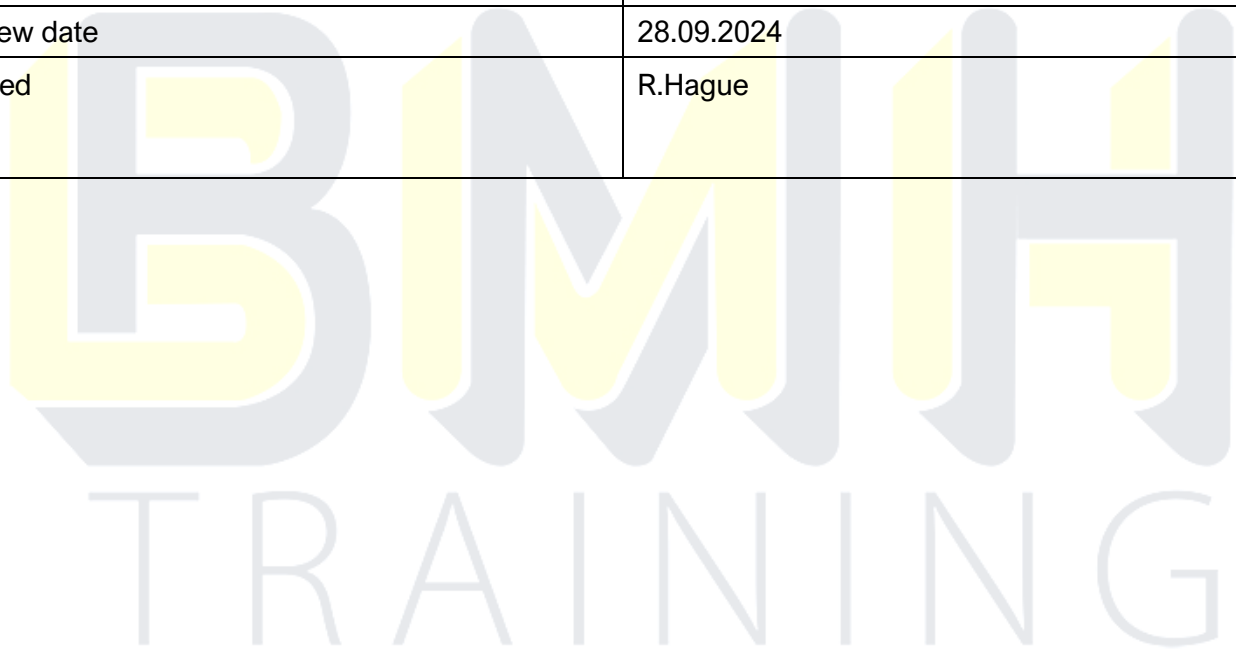
INTRODUCTION

The purpose of this policy is to detail the requirements of management, staff and candidates during remote and blended exam and delivered session. It will include details about registering for a remote exam, invigilation of the exam and administrative tasks following the exam.

FAO: Senior Management, Invigilators, Tutors, Candidates

GENERAL REQUIREMENTS

Under no circumstances may live assessment materials, or any of their contents, be used for any purpose other than for live assessment. This includes use as practice material or as teaching/learning resources. The head of the centre is ultimately responsible and accountable for ensuring tests are conducted: securely and confidentially.

REMOTE INVIGILATION

Remote invigilation is the process in which an exam is carried out at the candidate's home (or other chosen location) with a remote invigilator/assessor, using an appropriate virtual meeting software such as Microsoft Teams or Zoom. The invigilator must be trained according to the requirements of the accreditor.

INVIGILATORS

Invigilators are responsible for ensuring that the test is conducted securely and in line with these instructions. All tests using remote invigilation must be invigilated on a one-to-one basis, unless it is a Speaking, Listening and Communicating (SLC) examination.

The invigilator must be a be able to do the following throughout all examinations:

- Supervise the candidates through the test and give complete attention to the examination
- Carry out any other tasks while they are invigilating an examination.
- Make sure that all access arrangements are adhered to, and the correct documentation is available before the start of the exam.
- Check the candidate's identification before the start of the exam.
    - o This must be completed in private, if the case of a SLC examination Break Out Rooms can be used to check the candidate's identification. **This must not be part of the examination recording**.
- View the candidate using a webcam or smartphone camera
    - o Candidates should remain in the centre of the broadcast screen throughout the examination.
- Be able to see the environment of the candidate, including their surroundings and desk.

- In the case of an onscreen test, the invigilator should be able to see the screen of the candidate using screensharing software.
- Desks should be clear through the examination unless otherwise stated. I.E. Notes for a presentation and/or discussion, calculator for a mathematics exam.

Exams must be completed under exam conditions:

- Mobile devices must be set to silent and/or turned off and placed out of reach throughout the examination.
- The room in which the examination is to take place must be private, with no visual aids on the walls.

REMOTE INVIGILATION QUALITY ASSURANCE

It is important that all remote invigilation is undertaken to the highest standards. The IQA will be responsible for maintaining these standards by attending the first session of each invigilator, then an invigilation three months hence, then once per year of employment in this role.

More information about IQA requirements can be found in the IQA Policy available on SharePoint.

REMOTE DELIVERY & BLENDED LEARNING

Remote Delivery is the delivery of scheduled classes using appropriate software over a distance, blended learning is the use of both face-to-face and remote delivery. Remote delivery will be a large part of delivery for BMH Training going forward and the following guidelines should be followed in every instance. If you have any questions about the guidelines, please contact the main office.

This is not an exhaustive list and may be amended organically as sessions are delivered and new developments arise.

IMPLIMENTATION

- Remote delivery should only be delivered through BMH Training sanctioned software, this currently includes Zoom and Microsoft Teams.
  - The tutor is free to use their personal Zoom account, however it must be a premium account and set up to allow for meetings longer than 40 minutes.
  - An appropriate name and background should be used throughout the calls; nicknames are okay but must be work appropriate; backgrounds should be professional and/or blurred.
- A quality PowerPoint presentation or alternative should be used to support delivery during online sessions.
- Conversations with learners that require confidential information should be conducted in private Breakout Rooms and **should not be recorded at any point**.

- Sessions should be recorded for learner reference and quality purposes.

DURING SESSIONS

- Small group activities using Breakout Rooms are actively encouraged.
- Learners are encouraged to use a webcam and microphone but will not be required.

QUALITY ASSURANCE

- Remote delivery sessions will be monitored on a course-by-course basis.
- Tutors will be given at least a days' notice before an assessor attends a session.
- Tutors will be assessed on leaner engagement, the quality of their activities and learnability.