Enable Exam Policy

Change History

First Published:	May 2018	Originally Created by:		Lead IQA
Person Responsible for Policy:	Enable CEO			
Date of Review	**Reviewed by**	**Policy changes**	**Approved by**	**Date of next review**
May 2018	Enable Lead IQA	Creation of Policy	Contracts Manager	May 2019
21/04/2020	SMT	No Changes	CEO	21/04/2021

On-screen external assessments

Where Enable conducts on-screen external assessments the head of centre (Nick Taylor) is responsible for ensuring that the awarding body requirements are met for downloading software and test/examination materials. Enable will also ensure that all technical requirements have been met. Some technical requirements will need to be met in advance of the test/examination.

Enable will have sought authorisation by the relevant awarding body to offer on-screen tests and meet the arrangements detailed in this policy and have the expertise to access, administer and support the test/examination.

Security

Enable will have the relevant software installed to administer the tests and demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials.

Electronic test/examination materials will be stored securely at all times.

The test/examination materials will only be accessed in accordance with the awarding body's subject-specific instructions.

Candidate test password information will be stored securely and only given to candidates at the time of the examination.

The invigilator will check the identity of each candidate and ensure that the correct ID and password are issued.

The candidate is responsible for inputting their ID and password, and ensuring that the name of the test and their details are correct. If the information presented to the candidate is incorrect they must notify the invigilator and cancel out of the examination before starting.

The invigilator must give the candidate the correct ID and password in order to access their examination. If a candidate sits an examination in another candidate's name (whether or not it is intentional), this may constitute malpractice.

Confidential material (including discarded print-outs) will be kept secure throughout the examination window (i.e. the range of dates within which the unit/component must be conducted).

Enable will maintain the confidentiality of candidate responses and candidate details.

Enable have appropriate security systems and procedures in place to prevent candidates using computers/laptops in examinations & having unauthorised external communication with other users of computers/laptops.

Timetabling of tests

For examinations which are timetabled, test sessions will take place according to the timetable and will be restricted to the scheduled period.

Enable will plan and set up the sessions before the examination date, taking into account that access to the tests will be restricted to the test window by the software.

Enable will inform candidates which session and room they should attend.

Requirements for the supervision of candidates will differ between tests. So Enable will always refer to the appropriate awarding body's subject-specific instructions.

Where a test is on-demand, once the candidate has completed his or her test, there is no reason for the candidate to remain seated for a further period of time.

Resources

Enable will ensure that sufficient work stations are available, including at least one replacement computer and printers where required. The equipment will be fit for purpose, meet the awarding body's minimum technical specifications and will be checked by a competent person before use.

One work station may be used as a 'control centre'. This must be monitored by an invigilator or a member of Enable's IT support team.

If more than one test is being conducted at the same time, we will consider using an additional 'control centre'.

Enable's management of the secure test environment in which on-screen tests operate will be robust.

Enable will display the following JCQ notices outside the examination room:

- Mobile Phone Poster (A3 version);
- Warning to Candidates (A3 version).

Individual computers should show the time left for the test to run. If not, a clock will be visible to all candidates.

The centre number, start and finish times will be displayed prominently.

Accommodation

Where computers are used for assessment purposes the head of centre (Nick Taylor) is responsible for ensuring that health and safety laws are followed. Particular attention will be given to:

- electrical safety;
- environment, heat, light and ventilation;
- user comfort and safety, such as the position of screens, wrist rests, foot rests, chairs, adjustable tables, copyholders and computer screens on adjustable arms.

The arrangement of workstations and the position of the invigilator's desk will facilitate detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised reference material.

The layout of the room for on-screen tests cannot be specifically defined since there will be a number of solutions to organising work stations within the space available. When planning the layout of the room, Enable will consider the following limitations:

- the distance between the screens as defined

- the division of the work space to allow any permitted additional materials to be used;
- the use of booths, screens or partitions whether temporary or permanent;
- impact on invigilation requirements;
- ratio of invigilators.

The Invigilator must ensure stocks of toner, ink and paper are sufficient to meet the demands of the on-screen test where required and care should be taken to ensure that the clock displays on individual computers are accurate and synchronised for examination purposes.

Each work station must be isolated by a minimum space of 1.25 metres measured from the nearest outer edge of one screen to the next, unless the monitors are positioned back to back or separated by dividers or protected by privacy screens.

Under certain circumstances 1.25 metres may prove to be an insufficient distance to prevent candidates seeing, intentionally or otherwise, the work of others. The principal objective is to ensure that no candidate's work can be overseen by others. Appropriate steps will be taken to ensure that this can be achieved.

Candidates would normally be seated in candidate number order. However, candidates permitted extra time should be seated where they will not be disturbed by candidates who have completed the test.

Candidates will not be permitted to change seats unless asked to do so by the invigilator.

Invigilation arrangements

There must be at least one invigilator for each group of 20 candidates or fewer taking computer based and on-screen tests, unless an awarding body has given permission to do otherwise. This will, however, be dependent on the nature of the test and the layout of the room. Further invigilators should be employed at the exams officer's discretion to ensure that all candidates are in view at all times.

Technical help should be available throughout the test(s) in case of hardware/software problems and to assist with invigilation of the test.

Invigilators must ensure that candidates do not bring into the examination room potential technological/web enabled sources of information such as iPods, iWatches, mobile phones, MP3/4 players and wrist watches which have a data storage device.

Unless permitted by the awarding body's subject-specific instructions, there must be no access to:

- data stored on the hard drive;
- e-mail;
- portable storage media, e.g. floppy disks, CDs, memory sticks;
- pre-prepared templates;
- the internet.

The invigilator must keep a signed record of the seating plan.

During a test, work stations may be networked and it may not be possible to avoid a group of candidates having to share access to a printer. Candidates will be closely supervised to ensure they have access to only their own work.

For on-screen tests, particularly those involving a large number of candidates and where more than one test is being conducted, it is recommended that a specialist invigilator is appointed. The specialist invigilator should have proven IT skills and experience in conducting on-screen tests, and be assisted by at least one other invigilator.

Emergencies

- Enable will ensure that candidates are closely supervised if an evacuation is necessary.
- Enable will refer to any software specific instructions to safeguard:1

BS17.1a the security of assessment content and responses (for example by pausing the test for all candidates and locking the assessment room which has been evacuated without closing down the software);

BS17.2.1 procedures for dealing with hardware, software and communication failures (which may affect individual workstations or the whole network) should normally allow the candidate(s) to continue the assessment session at a different workstation or at a later time, if necessary, without loss of working time. In extreme cases it may be preferable to provide a paper assessment;

BS17.3 procedures for re-starting an assessment after an unplanned break (i.e. an emergency or a technical failure) should ensure that the invigilator: a) controls the re-start; b) re-sets the timing, where necessary; c) ensures that candidates can re-access their previous responses where this is technically feasible and permitted by the assessment regulations.

Finishing the examination

The invigilator will ensure that all candidates' work is saved and secure from unauthorised access. All other examination material, including copies of candidates' work, additional print-outs and question papers will be collected by the invigilator and stored in a secure place.

Any common user areas accessible to candidates will be cleared of all work saved during the examination immediately after each session.

Candidates' user areas will be removed at the end of the examination window or after each session if feasible. Whichever strategy is adopted, Enable will ensure that the user areas of those candidates who have already sat the examination cannot be accessed by candidates who are scheduled to sit the examination in a later session within the window.

Particular care will be taken where networked stations are used to prevent work being accessible via shared folders. Different passwords will be set up for each session, if more than one session is required. It is not sufficient to rely on candidates keeping their passwords secret.

Invigilators should be aware that work may need to be printed off outside the time allowed for the test. Candidates must not be prevented from doing so, but will be supervised at all times.

Scrap paper used by candidates will be collected and destroyed.
Where required by an awarding body, the invigilator will check that all on-screen assessments have been uploaded to the awarding body.

[1] This document takes account of BS ISO/IEC 23988:2007 which is the British Standard Code of Practice for the use of information technology in the delivery of assessments.

Where the integrity of the examination or the candidates' performance may have been affected, a report **will** be sent to the appropriate awarding body.

Signed:_____

Position:_____

Date:_____