

BIIAB Qualifications Ltd Remote Invigilation Policy

Purpose

The purpose of this policy is to give guidance to BIIAB Qualifications Ltd (BIIAB) centres and End-Point Assessment Organisations (EPAO) which deliver BIIAB exams. This policy covers how to carry out remote invigilation for these exams.

Remote Invigilation

BIIAB recognises that, due to the pandemic which started in 2020, different organisations and different systems have been identified to support remote invigilation in an attempt to prevent disadvantaging candidates/apprentices. Different systems, including technology, may be used. BIIAB does not endorse or recommend any particular system. BIIAB has provided information on the different types of remote invigilation below as part of the guidance to centres and EPAOs.

Proctoring

Proctoring involves using software which combines visual and auditory monitoring of the computer and candidate/apprentice. This also uses Artificial Intelligence and transfers data to a proctoring service which can review how the exam was taken. Centres must notify BIIAB of the proctoring system being used so that this can be checked and confirmed to comply with BIIAB's Examination and Invigilation Regulations for the Administration of BIIAB Qualifications and End-Point Assessments policy. It is a centres responsibility to demonstrate to BIIAB that the product meets these requirements.

BIIAB has provided guidance on how to manage remote invigilation below. It is the centre's decision on how it chooses to build its capacity for online invigilation.

[Centre Guide to e-invigilation of BIIAB Assessments using Skype/Microsoft Teams \(or similar programme with the capabilities to screen share and record\)](#)

Role of the Invigilator

Invigilators must

- follow the ORCAS guidance.
- provide information to the candidates before the assessment so they are aware of the requirements.
- validate the ID of the candidate through passport/driving licence or another form of photographic ID.
- gain the candidate's permission to record the test and save the recording for 6 years.
- check with candidates/apprentices that any special need or reasonable adjustment has been addressed prior to the test starting.
- check that the candidate/apprentice is ready and willing to start the test.
- remind the candidate/apprentice that mobile phones are not permitted to be in the room unless being used as part of the recording and will therefore be placed at a distance away from the person.
- request a 360 degree scan of the room and desk area to check that the candidate has no access to smart devices or materials/resources in the room and to ensure it is free of any such sources of influence.
- use share screen facility and use the video feature of MS Teams/Skype so they have full visibility of the candidates and their screens at all times.
- stop the test if they suspect external influence at any stage within the room.
- advise the candidates of the test they are sitting, and the time permitted to complete it as specified in the qualification information or the assessment plan.
- remind the candidate 10 minutes before the end.
- must save the recording securely for future access by the BIIAB and BIIAB Consultants and, if applicable, with the Institute for Apprenticeships and Technical Education (IfATE), and External Quality Assurance Organisations (EQAQO). BIIAB will provide a SharePoint link for you to upload recordings to for sampling purposes.
- in the event of any technical failure, or issues with the recording failing to record, record this as a void test and follow BIIAB's Voiding assessments procedure.
- complete and save the invigilation record to be uploaded to BIIAB with the recording.

Candidates' Instructions

Candidates must:

- log onto <http://orcas.biiab.org/> using their individual log in and password supplied.
- have access to Microsoft Teams/Skype on their own laptop/PC.

- be in a quiet environment, free from interruptions and confirm they have no access to materials or resources, or communication with anyone other than the invigilator.
- confirm their name, date and the exam they are taking.
- produce suitable identification and show this clearly on the screen. **Note without the correct identification being shown at the time of exam the exam cannot be taken.**
- confirm that they are happy and willing to sit the test.
- confirm that any additional need or special consideration has been taken into account.
- give their permission for the test to be recorded via MS Teams/Skype and saved for up to 6 years and viewed by the people and organisations named above.
- complete the test in full view of the invigilator (screen and video view) within the assigned time as specified in the qualification information or assessment plan

Please note that BIIABs approach to remote invigilation will be reviewed as the Covid-19 pandemic progresses, and again when a more normal way of working is resumed.

This guidance does not negate the need for centres, invigilators and candidates/apprentices to abide by, and comply with, the BIIAB Examination and Invigilation Regulations for the Administration of BIIAB Qualifications and End Point Assessments policy.

If you have any questions regarding this please do not hesitate to contact BIIAB at customersupport@bii.org .