

## Remote Invigilation: Minimum Requirements

### Introduction

BIIAB examinations are available through the following methods:

- Online, proctored by BIIAB
- Online, invigilated in-person by a member of staff appointed by the BIIAB Recognised Centre.
- Online, remotely invigilated by the BIIAB Recognised Centre.
- Paper-based, invigilated in-person by a member of staff appointed by the BIIAB Recognised Centre.

Where online tests are used that are not proctored by BIIAB, this document sets out BIIAB's minimum requirements. Centres are required to adhere to the requirements set out in this document.

### Online examinations, invigilated in-person

In such cases that online (on screen) examinations are invigilated in person, it is the Centres responsibility to ensure that the Examination and Invigilation Regulations are met. BIIAB may monitor Centres' compliance with the regulations through a series of methods, including unannounced visits. Refusal to allow a BIIAB-nominated EQA access to facilities on examination day may result in all tests being voided.

### Online examinations, invigilated remotely

BIIAB's preference is that all online examinations that are sat by candidates remotely (i.e. in their own homes or places or work) are proctored directly by BIIAB. However, BIIAB understands that there are technical reasons why this may not always be possible. It is for this reason that BIIAB allows Recognised Centres to remotely invigilate examinations.

All remotely invigilated sessions must meet the following minimum requirements:

- Invigilation of the full examination must be recorded and made available to BIIAB upon request.
- Candidates must verify their identity in advance of the examination by holding a valid form of photographic identification to the screen. This must be included within the recording.
- Candidates must undertake a 360 degree scan of the room and their desk area to prove that the candidate has no access to smart devices or other restricted items during the examination. This scan will verify that the room is free of any sources of influence.

- Invigilators must remind candidates that mobile phones, headphones, or other internet enabled devices are not permitted to be in the room unless being used as a part of that recording, in which case they should be placed out of the reach of the candidate at all times during the examination.
- The candidate must be visible to the invigilator at all times during the examination.
- The invigilation method must enable the invigilator to see all candidates at all times. This requirement does place a limit on the number of candidates that may be invigilated in one session (dependent on the invigilation platform used) – the Centre should take this requirement into account when booking examinations.
- The invigilator will stop the test, should any external influence be suspected.
- A copy of all recordings must be held for a period of 3 years, and made available to BIIAB upon request.

In advance of the examination, in line with BIIAB's Examinations and Invigilation Regulations, the invigilator must ensure candidates are told of the examination they are sitting, and the time period that candidates have to complete the examination. Candidates must be reminded when there are 10 minutes remaining.

It is the responsibility of the Centre to ensure that candidates are able to access reasonable adjustments and/or special considerations, where candidates are eligible to do so. BIIAB's reasonable Adjustments and Special Considerations policy is available on the BIIAB website.

### **Approval to deliver remotely invigilated online examinations**

Where Centres wish to invigilate candidates remotely, they must first seek permission from BIIAB to do so. All applications should be made in writing to [complianceandregulation@biiab.co.uk](mailto:complianceandregulation@biiab.co.uk)

Applications should ensure that Centres outline how they will meet the above criteria. BIIAB will issue a response to the Centre in writing.

BIIAB will view the first recording following initial approval in order to verify that the examination was undertaken in line with BIIAB's requirements. Thereafter BIIAB will monitor recordings from time-to-time. This will be guided by BIIAB's risk rating of the Centre and of the qualification being assessed.

Where Centres are found to have not met BIIAB's requirements, approval to remotely invigilate examination sessions may be withdrawn with immediate effect. BIIAB may also withdraw approval whilst investigating any suspected malpractice or maladministration relating to the Centre.



## Associated documents

This document should be read alongside the following documents:

- Examination and Invigilation Regulations
- Reasonable Adjustments and Special Considerations Policy
- Voided External Assessment Policy