

Invigilation of Online Assessments Policy			
Current Status	Operational	Last Review:	September 2021
Responsibility for Review:	Quality Manager	Next Review:	September 2022
Internal Approval:	SLT	Originated:	September 2015

1. Organisation and booking of tests

- 1.1. At the beginning of an academic year the teaching team of a subject where online assessment features should meet with the MIS and Examinations team to schedule the online assessments that occur throughout the year. The teaching team should also indicate where 're-sit' test/s should occur to allow for those students who do not pass their test on the first attempt.
- 1.2. All students must be given prior notice of the dates and times when they will be taking their online assessments. This will enable them to ensure that they are prepared properly.
- 1.3. Online assessments should be scheduled at appropriate intervals during the students' programme of learning. They will not be concentrated in a short period at the end of the programme.
- 1.4. Where amendments are necessary for scheduled tests at least 2 weeks' notice should be given so that the tests can be rescheduled.
- 1.5. Students that require a retake online assessment will not be able to re-sit this for at least 48 hours after the first assessment to allow for the student to receive further training.

2. Invigilating online assessments

- 2.1. The teachers from any subject will not be permitted to act as an invigilator under any circumstances. Where there are more than 15 candidates 2 invigilators will be required.
- 2.2. All online assessments will take place in B100 where the computers are appropriately spaced and have privacy screens attached to the monitors.
- 2.3. The room will have adequate light and students will be free from noise and distraction. Any information (charts, posters etc.) that might inadvertently help or assist candidates to answer questions.
- 2.4. All students will be visible to the invigilator at all times.
- 2.5. Students will be logged onto the system by an IMI approved invigilator only, using their IMI PIN and password.
- 2.6. Invigilators will check the identity and confirm that the correct candidate is logged onto the allocated PC as identified within the invigilation log.

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- 2.7. Students must follow the invigilator's instructions at all times. They should be informed of exactly which online assessment they are taking. Students will not take more than **two** online assessments in one day.
 - 2.8. Invigilators will ensure that candidates do not have access to any websites or programmes other than the IMI online assessment pages while in the room where the online assessments are being held.
 - 2.9. Students will not take books, papers of any kind, calculators*, mobile phones or any form of electronic recording or data storage device into the room where the online assessments are being held, unless stated within the guidance document for the qualification
 - 2.10. Invigilators may provide students with blank paper and writing materials to make notes or carry out rough workings during the assessment but these must be collected by the invigilator at the end of the assessment and destroyed before the students leave the room.
 - 2.11. Students will not communicate in any way with other candidates whilst in the room where the online assessment is being held.
 - 2.12. In the event of an emergency (e.g. a sick student or IT failure), the invigilator will summon assistance without leaving the room using the mobile radio and will record instances of this must be recorded in the invigilation log.
 - 2.13. Any instances of suspected student malpractice must be reported to the centre co-ordinator immediately (see section 1.10).
 - 2.14. A log of students taking online assessments should be maintained and made available to the external quality assurer (EQA) during monitoring visits. This log should show the invigilator's name and IMI PIN, the date and time of the online assessments. It must also list the students name, registration number and the online assessments being attempted. A seating plan and/or reference to the computers used should also be included.
 - 2.15. The types of issues that will be recorded within the invigilation log include:
 - i. any candidate requesting explanation and pronunciation of words within the online assessment
 - ii. fire alarm
 - iii. IT issues
 - iv. submitting prior to completion of the online assessment taken
 - v. launching incorrect assessment
 - vi. reader used if required and room used
 - vii. any interaction between candidates once online assessment period starts
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- 2.16. Students identifying any potential issues with the question(s) and diagrams presented during the online assessment, will result in the IMI being notified immediately. The notification should include details of the issues raised and the candidate's name, number, unit assessment and question number where possible.

Revision History – IMI - Invigilation of Online Assessments Policy

Revision date	Reason for revision	Section number	Changes made
September 2020	Annual Review	rubric	Review dates
		2 a)	Number of candidates reduced from 20 to 15 to bring policy in line with IMI requirements
September 2021	Annual Review	rubric	Review dates