Remote Invigilation Procedures

January 2021

Version 2.0

Information Classification: Internal
If printed this document becomes uncontrolled

Contents

1. Introduction 3
2. Purpose 3
3. Application and approval 3
4. Quality Assurance 4
4.1. EQA Initial Screening Stage 4
4.2. External quality assurance monitoring 4
5. Documentation 4
6. Process map 5

1. Introduction

VTCT has produced the Remote Invigilation Procedures to support learners that are approved to take their external theory examinations at home with remote invigilation by the centre.

This procedure should be read in conjunction with the following publications:

- VTCT Instructions for Conducting Examinations
- VTCT Reasonable Adjustments and Special Consideration Policy and Procedures
- VTCT Malpractice and Maladministration Policy and Procedures
- VTCT Plagiarism, cheating and collusion document

2. Purpose

These supplementary procedures provide maximum flexibility and support the principle of providing fairness to learners to ensure, insofar as possible, that learners are not disadvantaged as a result of the Covid-19 outbreak.

Remote invigilation can be used as a method to support those that are not able to take their examination through a reasonable adjustment or as a result of a localised or national lockdown.

3. Application and approval

Centres wishing to explore remote invigilation as a solution to support learners to take their examinations should contact EQAcustomerqueries@vtct.org.uk . A member of VTCT's Quality Assurance Department will discuss the requirements and complete the initial EQA screening stage of the process.

Centres are required to make an application to VTCT for each and every assessment where remote invigilation of the external theory examination is required. The Exams Officer will use their Linx2 login details to access the remote invigilation application form. The application will be completed in parallel with creating a schedule for the examination in the e-testing system. The maximum number of learners that can complete an examination in a single remote invigilation session is 10 learners. Centres that have larger groups of learners are required to create a separate session in the e-testing system at either a different time or with a different invigilator.

Centres are required to provide the learners' names and Learner ID numbers for all of the learners taking the examination at the point of the application. VTCT will cross-reference the details in the schedule in the e-testing system to those in the remote invigilation application, checking the names of the learners and the date of the examination. A centre may only implement remote invigilation for learners and examinations, where approval has been granted.

The Head of Assessment will review all applications for remote invigilation. The outcome of the application will be confirmed to the centre by email to the email address submitted in the application.

Once an application for remote invigilation has been approved by VTCT, the centre will be required to submit a link to the Zoom/Teams/Skype session and relevant meeting ID or password. VTCT will use this link to join the examination session if the session is selected for external quality assurance monitoring activity.

Centres should make applications in sufficient time ahead of the planned examination date and allow a minimum of 5 working days for the application to be processed.

4. Quality Assurance

4.1. EQA Initial Screening Stage

VTCT will complete an initial screening stage for the first application by a centre, and every six months from the point of first approval. VTCT's EQAs will review the application and contact the centre to discuss the reasons for the application and the requirements for remote invigilation. The centre will be asked to provide assurances that it has the capacity and capability to facilitate remote invigilation and that it has provision to support any reasonable adjustment or access arrangements, where applicable.

The EQA will note the centre's risk rating status and last EQA report before they make their recommendation for the application.

4.2. External quality assurance monitoring

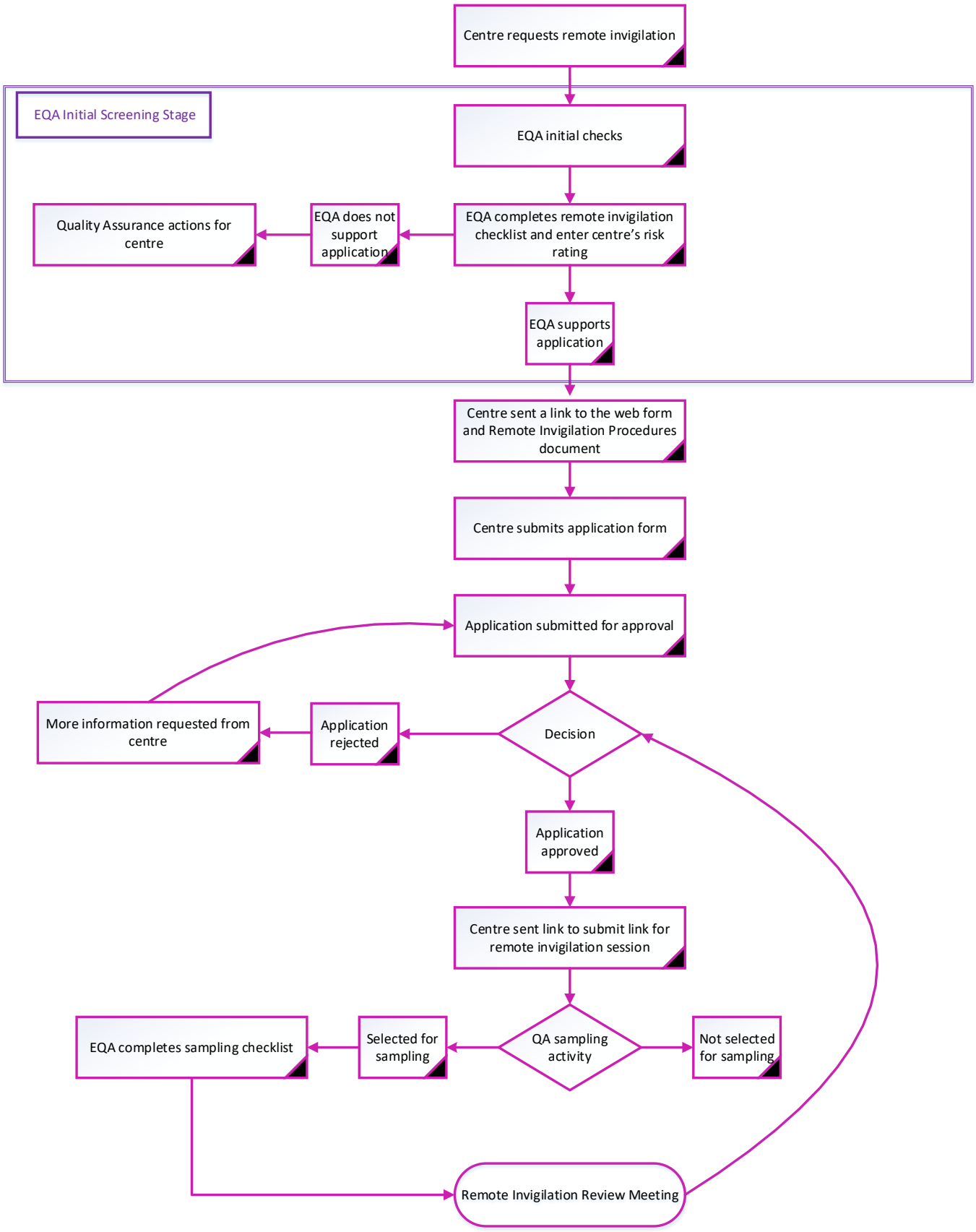
VTCT has a programme of external quality assurance monitoring activity for the external theory examinations approved for remote invigilation.

The sampling activity is completed by a member of VTCT staff and will span the range of qualifications and centres with permitted remote invigilation activity through joining examination sessions to observe invigilation practice and requests for examination documentation to be submitted to VTCT.

5. Documentation

Centres are required to fulfil the requirements set out in the Instructions for Conducting Examinations and complete an invigilation report and seating plan for each examination session. The seating plan for examination sessions that are held through remote invigilation will be an attendance list, which can be printed from the e-testing system.

6. Process map



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v1.0	Head of Assessment	21.01.2020	First published	Head of Assessment
v2.0	Head of Assessment	01.02.2020	Amendment to section 3.	Head of Assessment

Document Review

Role	Review Status
Quality Lead – Technical Qualifications	Reviewed
Customer Support Manager	

Document Owner

Document Owner	Document shared with
Head of Assessment	

Document Sign-off

Role	Sign-off Date
Head of Assessment	21.01.2020