

Remote Invigilation and Moderation of End Point Assessment Policy

The purpose of this policy is to give guidance to iPET Network Employers, Training Providers and Independent End Point Assessors (IEPA). This policy outlines the procedure for invigilation and moderation of remote assessments.

The use of remote assessments allows candidates to access flexible assessment methods promoting achievement for iPET Network Candidates. Due to the nature of these assessments remote invigilation (proctoring) and moderation will be carried out to ensure assessments are completed under fair conditions to prevent malpractice occurring.

Responsibilities of iPET Network

Before any assignment of invigilation activities, iPET Network will check and confirm that the apprentice has met all gateway requirements of their end-point assessment (EPA) and are legally entitled to undertake the testing component of the EPA.

iPET Network will ensure that invigilators can access secure systems to review assessments for invigilation and moderation.

iPET Network will ensure that any special access arrangements requested for apprentices are considered, applied, and informed to the invigilator. All special assessment requests will be logged via ACE360, the EPA Management System.

iPET Network will investigate all incidents of maladministration or malpractice and take relevant action to ensure the apprentice is not placed at a disadvantage, nor the integrity of the test is compromised. iPET Network will notify the relevant EQA body of any incidents of malpractice.

Candidate requirements for Invigilation

The Candidate will need have the following equipment and evidence in place before starting the online assessment:

- Photo ID
- Webcam
- Microphone
- Mobile phone
- Stable internet connection

Please note: Note pads, watches and ear buds / phones are not permitted during the assessment.

Before starting, the Candidate will be asked to use the toilet as they will not be permitted to leave the computer once the assessment has started. The Candidate must be alone in a well-lit room.

The Candidate will be asked to share their screen, please note only one screen is permitted. The screen used must be the screen with the integrate webcam. The Candidate will be asked to scan a QR code with their mobile phone to then preform a 360 check of the room in which they are completing the online assessment in.

Responsibility of the Invigilator / Moderator

The Invigilator / Moderator will be responsible for declaring any conflicts of interest to iPET Network by emailing info@ipetnetwork.co.uk. They must undertake all activities outlined in this policy. The Invigilator must inform iPET Network of any incidents of malpractice and maladministration by emailing info@ipetnetwork.co.uk

Invigilation and Moderation process

The Invigilator / Moderator will be responsible for checking the assessment process has been completed without any concerns of malpractice. This is carried out by watching the recorded evidence from the assessment. Examples of malpractice resulting in rejection of invigilation:

- Using another device during the assessment
- Another person entering the room
- Use of the computer for activities other than the assessment
- Use of an additional computer screen

**Please note this list is not exhaustive.*

The Invigilator / Moderator will need to accept or reject the invigilation and then accept the marking.

Training Provider Responsibilities

Ensure all Candidates entered for the EPA have read and understood the assessment guidance and relevant policies.

Ensure all Candidates have suitable equipment to run a remotely invigilated assessments, please refer to the equipment and evidence list above.

Ensure all Candidates have completed the Gateway Readiness Declaration confirming they understand the process and requirements required for EPA.

In the event of an Emergency such as Fire or Bomb threat

The candidate will be required to complete the assessment again if there is an interruption during the assessment due to an emergency.

Document Control

Document Name: Remote Invigilation and Moderation of End Point Assessment Policy

Document Number: EPA14

Date of Correction	Version Number	Correction Reason
	1	