



Regulations for Conducting Remote Online Controlled ESOL CADETS Examinations

Document Specification:	
Purpose:	To set out consistent, robust and fair criteria for the conducting of controlled online ESOL CADETS examinations remotely for Gatehouse Awards qualifications
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Other relevant documents:	Gatehouse Awards Qualification Specifications Gatehouse Awards Candidate Access Policy and Procedure Gatehouse Awards Appeals Policy and Procedures Gatehouse Awards Conflict of Interest Policy and Procedure Gatehouse Awards Design of Qualifications and Assessments Policy

Gatehouse Awards Limited

64 Daisy Hill
Dewsbury
WF13 1LJ
UNITED KINGDOM

Tel: +44 (0)1924 609250
www.gatehouseawards.org
info@gatehouseawards.org



1. Purpose

This document provides guidance to Centre staff involved in all stages of the remote delivery of controlled online ESOL CADETS examinations.

Approved Centres are responsible for ensuring that an initial training session is held for any new Invigilators and Examiners.

Invigilators and Examiners:

- Must give all their attention to conducting the examination properly
- Must be able to observe each Candidate at all times
- Must not carry out any other task (for example, reading a book or marking) whilst invigilating and examination session.

Where groups of Candidates are taking the Listening, Reading, or Writing assessments together, the ratio of Candidates to Invigilator must not exceed 4 to 1. This means that one Invigilator can supervise no more than 4 Candidates.

Spoken assessments should be conducted by an Examiner with two Candidates at a time.

GA does not permit Approved Centres to conduct online examinations for different levels of the ESOL CADETS examinations at the same time.

2. Start Time of the Examination

- GA allows Approved Centres to start examinations up to 30 minutes after the scheduled start time for the session, without prior permission. Please note that examinations are NOT permitted to start any time *before* the scheduled start time of the session.
- Further adjustments to examination session start times need to be authorised by GA in advance of the commencement of the examination session. Please note that failing to adhere to this regulation may lead to the Candidates' results being withheld.

3. Prior to the Examination

24 hours prior to the start of the examination session start time:

The Centre will:

- download the ESOL CADETS Examiner's Report Form for each candidate (pre-populated with candidate's details in PDF format OR a blank version which is available in Word)
- receive the PowerPoint Show for the Speaking examination (by email)
- download the Examination Report Form for online exams (a blank version which is available in Word)
- access the GA Online IESOL Examinations – Instructions to Candidates form (from the GA website)
- send the GA Online IESOL Examinations - Instructions to Candidates form to the Candidate by email 24 hours ahead of the scheduled examination time with instructions

for the Candidate and their parent/other legal guardian to read, sign, date and return the form (via email – an electronic signature is acceptable). Please note that where a Candidate is under the age of 18, the GA Online IESOL Examinations – Instructions to Candidates document **must** be signed by a parent or other legal guardian.

The Candidate (and their parent/guardian, where applicable) will:

- read, sign and date the GA Online IESOL Examinations – Instructions to Candidates form and return a completed copy to the centre ahead / at least an hour ahead of the scheduled examination time
- ensure that they are able to comply with all the instructions listed in the above document prior to commencing the examination

Immediately (15 minutes) prior to the examination session start time:

The Invigilator/Examiner must:

- set up their equipment and check the internet connection and camera are in full working order
- set up the Zoom meeting (this can be scheduled in advance)
- issue the Zoom invitations to Candidates
- (Examiners only) have a printed out copy of the ESOL CADETS Examiner's Booklet available for the examination version allocated to the session (or the booklet containing the full script and instructions available on a second screen/device in order to refer to it throughout the speaking examination)

4. Checking the IT Equipment, Settings and Connection

Invigilators/Examiners must check their computer/webcam setup for the exam as follows:

- Test the webcam and microphone are enabled and running.
- Check there is nothing covering the lens of the webcam at any time during the Examination.
- Check the computer is connected to the internet
- Check the power supply (ideally, on charge to prevent loss of battery power during the examination session)

The webcam must be focused on the Candidates taking the examination at all times, unless the Invigilator/Examiner wants to perform an additional check of the room in which the Candidate takes the exam.

Each Candidate's face must be positioned in the centre of the webcam view and must be visible throughout the duration of the Examination.

5. Checking the Exam Environment

Invigilators/Examiners must check the Candidate's exam environment for the following:

- The test environment must be quiet.
- There aren't other people in the room – please note that Candidates under the age of 18 are permitted to have a parent or other legal guardian in the room with them, but this is not mandatory.
- Where a parent or other legal guardian is present in the room, the Invigilator / Examiner MUST instruct the parent / guardian that they are not permitted to help the Candidate with the exam questions, they should not speak to the Candidate and instruct them that if the Candidate speaks to them, they should instruct the Candidate to remain focussed on their exam.
- On the work space, there may not be anything except a computer and, in case the computer does not have an internal webcam, an external web camera. All other materials have to be removed, unless explicitly permitted (photo ID, glass/bottle of water, email with links and access codes).
- There aren't any posters or papers on the walls the Candidate may be able to use to help them in their exam.
- There isn't any sound from music, television or any other devices.
- There aren't any other computers or similar devices running in the room.
- The lighting is acceptable – ideally it should be "daylight" quality. An overhead light is best. If overhead is not possible, the source of light should not be behind the Candidate.
- The Candidate is suitably dressed.

6. Authorised Materials for Candidates

Authorised materials include:

- a pen and paper (in the Listening examination only; please note that these are NOT permitted in the Speaking or Reading and Writing examinations)
- headphones (in the Listening examination only)
- medicine, where required

Candidates must be informed that they are not allowed to eat or drink (except from a small glass / bottle of water) during the exam.

If Candidates have any unauthorised material in the examination (whether or not they intend to use it), this may be considered as malpractice.

7. Starting the Examination

Order of Invigilation:

The Listening examination should be conducted first, followed by the Reading and Writing examination.

The Speaking examination follows, with the Examiner conducting the Speaking examination with two Candidates at a time.

The Invigilator/Examiner must:

- check the audio connection and provide instructions to Candidates.
- confirm the name of each Candidate against the details on the GA ONLINE IESOL Examination – Instructions to Candidates

In the Listening, and in the Reading and Writing examinations the Invigilator must:

- welcome the Candidate(s) to the session.
- provide instructions on the online exam procedure.
- explain that they must not talk, copy from or use any unauthorised items or they may be disqualified.
- explain that they must not leave the room at any point during the examination without the Invigilator's permission.
- allow Candidates the opportunity to ask any questions relating to the examination instructions or process and provide confirmation/clarification where appropriate.
- check with the Candidate(s) that they are undertaking the correct level exam.
- provide Candidates with details about the format of the exams (modes and timings, as appropriate to the individual exam being conducted).
- instruct Candidates that mobile phones must be put on silent and only used in an emergency situation where the online connection between the Candidate and the Invigilator is lost.
- instruct Candidates that the use of any other electronic devices or mobile phones ringing will be treated as malpractice.
- inform Candidates what authorised materials are allowed in the examination area.

In the Speaking examination:

- The PowerPoint Show for the Speaking examination should be shared with Candidates using the share screen function at the beginning of the Speaking examination.
- The Examiner should follow the script provided in the Examiner's Booklet, following any additional instructions where the script may vary from that where the Candidates sit a face to face Speaking examination.

Carrying out Identity Checks

As the ESOL CADETS examinations are designed for young learners, it is not necessary for Candidates to produce photographic ID. It is the Centre's responsibility to ensure that the registration of Candidates contains the correct information, e.g. the spelling of Candidates' names and accurate dates of birth. Amendments to registration details may incur additional cost.

8. During the Examination

In the Listening, Reading and Writing examinations:

- the Candidate must not communicate with anyone other than the Invigilator/Examiner or talk out loud (not to him/herself either). Communication is allowed only in case of an emergency and should be recorded in detail on the Examination Report Form.
- wearing headphones is ONLY allowed during the Listening examination.

In the Reading and Writing examination, the Candidate's is required to answer some of the questions by selecting appropriate answers and others by inputting their responses with a keyboard.

In the Speaking examination:

- audio recordings may be made for the purposes of GA's external moderation activities. This will be communicated prior to the examination and require a parent or other legal guardian's permission on the GA ONLINE IESOL Examination – Instructions to Candidates

In addition to the above, the Invigilator/Examiner must ensure that the Candidate:

- doesn't leave the room prior to the end of the exam.
- faces the computer screen the entire time.
- doesn't take any screen shots during the exam.
- doesn't use any other websites or other applications or have any open. This can be ensured by intermittently giving the Candidates an instruction to share their screens during the examination.
- doesn't use any navigational or assistive software, e.g. speech to text function

Additional Instructions:

- Any Candidate arriving late to the session may be permitted to sit the examination at the discretion of the Invigilator/Examiner, providing no other Candidates will be adversely affected by this.
- If any Candidate has a query during the exam which relates to the instructions or exam procedure, an Invigilator/Examiner may provide assistance. This should ideally be done at the stage where the Candidates are reading the instructions on the first page they access, and before they click on the 'Start Exam' button.
- Once the exam has started, any communications should be limited to emergencies only and take place via 'chat' function. Any assistance must be provided in the English language only. An Invigilator/Examiner must NOT, however, provide any Candidate with any help understanding text in the examination, examination questions or provide guidance on incorrect / correct answers.
- Where an Invigilator/Examiner suspects a Candidate of malpractice they should warn the Candidate that a full report will be made to Gatehouse Awards. The Candidate may then be permitted to finish the exam at the discretion of the Invigilator/Examiner.

Consideration of a Candidate's papers where malpractice has been suspected / confirmed is at the sole discretion of GA assessment staff.

- Any Candidate causing a disturbance in the examination session for whatever reason should have their examination terminated and the details recorded on the Invigilator's Report Form / Examiner's Report Form.
- In the case of fire or other alarm, power cut, lack of Internet or any other unexpected emergency occurring at the location of the Invigilator or one of the Candidates, the online assessment will be discontinued. The Invigilator/Examiner should contact GA to obtain further guidance.
- Invigilators should provide information to Candidates regarding timings during the Reading and Writing exam. In the Reading and Writing exam, an announcement should be made approximately halfway through the permitted time and again at 10 minutes and 5 minutes prior to the end of the allocated time. No announcements should be made during the Listening so as not to disturb Candidates who might be listening to one of the recordings at that time.

9. Invigilation arrangements for Candidates with access arrangements not requiring prior approval from GA

Candidates may use assistive technology which does not affect the exam regulations, for example increasing the size of the screen display.

Candidates may use the ctrl + or ctrl – function to do this.

For any other access arrangements, please contact GA directly prior to enrolling the Candidate for an online exam.

10. Terminating the Examination

- At the end of the Listening, and the Reading and Writing exams, Candidates will submit their answers on the GA online exam system.
- The Examiner's Booklet contains a script of how to end the Speaking examination.
- Invigilators should fully and accurately complete the Invigilator's Report Form.
- Examiners should fully and accurately complete the Examiner's Report Form.
- A seating plan is not required for remotely invigilated sessions.

11. Reporting Malpractice

Some examples of malpractice which must be reported by the Invigilator:

- Talking.
- Copying/collusion.
- Using unauthorised material, such as dictionaries or notes.
- Using electronic devices.

- Personation.
- Disruptive behaviour.
- Not following the instructions of examination staff.
- Mobile phones ringing.

If an Invigilator or Examiner suspects misconduct, they should give a discrete but clear warning to the Candidate that their behaviour will be reported. Unless the Candidate's behaviour causes disruption to other Candidates, the Candidate should be allowed to complete the examination. The incident will be reported to Gatehouse Awards in a written report, which should contain specific and unambiguous detail.