

## Guidance for supporting exam conditions assessments.

**This guidance is for anyone nominated to provide invigilation support by chaperoning an Apprentice during an exam conditions assessment as part of an End-Point Assessment.**

Procedure for remote invigilation of exam conditions End Point Assessment elements:

- Scenario Case Study (questions based on provided scenario)
- Knowledge Test (multiple choice question test)

For the above assessments, exam conditions must be maintained for the duration of the test. Please see below guidance and instructions for a nominated chaperone in the following scenarios:

- a) Employer Registered Assessor (ERA) or nominated person from employer site supporting/ chaperoning an **online** Case Study test with Marshall IA invigilating remotely (on recorded Microsoft Teams platform)
- b) Nominated person from employer site supporting/ chaperoning an **online** MQC test with Marshall IA invigilating remotely (on recorded Microsoft Teams platform)

Marshall Assessment will ensure the chaperone is aware of any Apprentice with a Reasonable Adjustment and that they are informed of what the adjustments for the exam entail and be equipped to carry out any requests within the signed off Reasonable Adjustment request. These may include supervised rest breaks, specific stationary or extra time to complete the assessment.

The chaperone should ensure they are aware of the site emergency procedures and if any test alarms will be present during the exam duration.

The primary role of the chaperone is to ensure the Apprentice is not disturbed for the duration of the assessment, to manage any avoidable disruptions (other employees entering the room, for example), to support maintaining exam conditions during a comfort break or in the event of an emergency.

Chaperones should not have a close relationship with the apprentices or have personal interest in the outcome of the assessment. Any conflict of interest must be declared to Marshall Assessment before the assessment takes place, and an alternative chaperone for the assessment may need to be found.

### Check list for chaperones.

A Microsoft Teams link will be sent to the Apprentice for the agreed start time of the test – as the assessment chaperone you will be copied into this link for confirmation of date / start time.

To support the assessment:

- Ensure that the Apprentice is aware of the date / time / location of the test.
- Ensure the room is suitable – a quiet room where the Apprentice will not be disturbed.
- Ensure the Apprentice has the correct computer hardware (PC or laptop with webcam and audio, headset if required) and good internet connection will be available for the duration of the test.

- Apprentices should ideally be able to see a clock, although one will be visible on the online test screen.
- If more than one Apprentice is sitting the test, adequate space must be available (1.5 metres) to ensure where they are seated, they cannot see each other's work.

### Guidance to share with Apprentices:

- Apprentices must arrive on time. If they are late, they may not be permitted to sit the test if other Apprentices are also being assessed.
- All personal belongings must be stored at the edge of the room/ in another room.
- Mobiles phones and any other electronic devices, including smart watches and calculators are not permitted. Please ensure they are turned off completely and stored with other personal belongings away from the desk space.
- Apprentices must not communicate in any way with, ask for help from, or give help to another Apprentice while they are in the examination room.
- Apprentices should alert the nominated chaperone by raising their hand to inform of any rest breaks needed (this is only authorised by written notice where a reasonable adjustment has been agreed)
- Apprentices may have drinks on their desk provided they are in an unlabelled bottle.

### Standard practice for all exam conditions assessments

Nominated chaperones must:

- Share a contact number with the Marshall Independent Assessor/ Marshall staff member invigilating over Teams so that they can be contacted should the need arise during the assessment.
- Sit at the front / back of the room, away from the Apprentice's screen (so they cannot see their work).
- Supervise the Apprentice(s) the entire time the test is in progress and always give complete attention to this duty.
- Be vigilant and remain aware of emerging situations, for example if an Apprentice may be feeling unwell. Any irregularities **must** be flagged to the Marshall Independent Assessor (IA)/ staff member invigilating.

Marshall Independent Assessor (IA)/ or Marshall staff member invigilating over Teams will:

- Share a contact number with the chaperone so they can be contacted should the need arise.
- Manage the recording of the Microsoft Teams session, which will cover the duration of the assessment.
- Explain the test rules/ test conditions to the Apprentice before they begin the assessment.
- Confirm the identity of the Apprentice (through photographic ID) which will be captured as part of the recording.
- Confirm exam conditions for the purpose of the recording - the Apprentice will be asked to do a pan of the room and their desk space with the webcam to show a clear desk, that no unauthorised materials are present and that no other persons are present other than the nominated chaperone.

- Ask the Apprentice to confirm / show that all electronic devices, smart phones, watches etc. have been removed from the vicinity and/or switched off.

#### On the day of the assessment:

- The Apprentice will join the provided Teams link at the set time of the assessment.
- The Apprentice will be asked to log into the online Assessment platform (Rogo) in preparation for starting the test.
- The Apprentice will be asked to share their entire screen (desktop view, rather than just the test window) on the Teams link so their activity on screen can be monitored by the Marshall IA/ staff member and captured in the recording. Only 1 screen should be used – additional screens must be disconnected.
- When the Apprentice is ready to start – the Marshall IA/ staff member will release the live paper for them to access through the online platform.
- During the assessment, the Marshall IA/ staff member will let the apprentice know when they have 30 minutes / 5 minutes remaining of their allocated assessment time.
- At the end of the allocated assessment time, if the Apprentice has not submitted their completed paper, the system will lock allowing them no further access to the test. The Teams session will be terminated.
- Apprentices may not leave the room during a test unless accompanied at all times by the chaperone.
- The chaperone must not leave the room if there are multiple Apprentices taking a test. A second person will be required to supervise if this is required.

#### Procedure for leaving the room or emergency evacuation during an assessment.

In the event of an emergency, the Apprentice(s) will follow standard evacuation processes for the building regulations in which the test is being held. Apprentices must be accompanied by the chaperone at all times and will not be permitted to communicate with anyone or access telephones or communication devices.

Following the evacuation, the test can be resumed if the chaperone and the Marshall IA is confident that exam conditions have been maintained, and extra time will be allowed for completion of the test if it can continue. If the maintenance of exam conditions cannot be confirmed following an interruption, the test will be invalidated, and a resit arranged for the Apprentice a later date with a new test paper. The Apprentice's final grade outcome will not be affected.

The chaperone will also be required to support maintaining exam conditions if the Apprentice needs a comfort break in-line with the above (no communicating or accessing materials / devices).

Thank you for your support!