GLOBAL LANGUAGE TRAINING

INSTRUCTIVE FOR TESTING CENTERS FOR REMOTE INVIGILATION OF GEP ENGLISH EXAM

Global
Language Training

GEP®
English exams

REMOTE INVIGILATION

Remote invigilation re-creates the exam-hall experience online. Everything is done via the web and this not only makes it extremely scalable but also relatively quick and easy to roll out as a huge amount of the administration overhead is removed.

Having an online solution also means that candidates can take the exam from a location of their choice, such as their home or their office, and they are no longer mandated to travel to a test centre.

Remote invigilation fully authenticates the candidates, so the organisation knows that the correct person is sitting the exam. It also uses various secure technologies for the duration of the exam to identify and deal with cheating, and depending on the way the remote invigilation is provided, the ratio of supervisors to candidates is usually much lower than in an exam hall.

TESTING PROCEDURE

At exam time candidates will be connected to an invigilator (supplied by the testing centre) over the internet, who will oversee their test.

The connection will be via video, audio and remote screen share and there may also be instant messaging. So, at all times the invigilator will see and hear the candidate, plus everything can be recorded and, if required, can be reviewed at a later time by Global Language Training.

Candidates will require a standard computer with a working webcam and internet connectivity. A broadband speed of at least 20 megabytes per second is recommended. Candidates will be required to carry out system and internet speed checks at least one hour before the exam, to ensure everything is in order. At exam time, once the candidate is successfully connected, the invigilator will run through a number of steps to authenticate the candidate's identity and secure the environment.

This may involve asking the candidate to hold up official photo ID to the camera, or requesting that they pan the webcam around the room.

Once everything is in order, the invigilator will then provide access instructions to the exam, following which, he or she will continually watch over the candidate(s) for the duration of the test. Testing centres will have a maximum range of candidates to invigilators of no more than 8:1.

If the candidate infringes any of the protocols, the invigilator raises an "Infringement" and the candidate must acknowledge this before continuing. If the infringement has been agreed with the examining body as being very severe, this may even lead to the invigilator terminating the exam.

Alternatively, for more minor infringements a warning may be given, which often serves the purpose of correcting any suspicious behaviour. A video of the infringement should be captured and made available to Global Language Training for its review after the event.

Please note that the process of sitting an exam online with a remote, live invigilator watching the candidate for the duration of the test is relatively new and understandably questions will arise. In this type of scenario, it is important to point out that with remote invigilation, candidates are monitored a lot more closely than in an exam room.

Also, please bear in mind that since GEP English Exams are high-stake tests, candidates tend to be nervous so the importance of having a friendly, competent and supportive invigilator to guide and reassure candidates should not be underestimated

STEP BY STEP PROCEDURE

Pre-Checks– running system checks in advance of the exam to ensure that the candidate's computer and system is all set to support a remotely invigilated exam

- ☑ Invigilator must connect with candidates one by one at least one hour prior to exam and make sure candidates' camera and sound are working well. Also, invigilator must make sure candidates are using headset.

- ☑ Invigilator needs to make sure that candidates have the right broadband speed. This can be achieved by asking candidates to go to www.speedtest.net and make sure their speed is above 20 Mbps.

Candidate Authentication– at exam time, verifying that the correct person has presented to take the exam

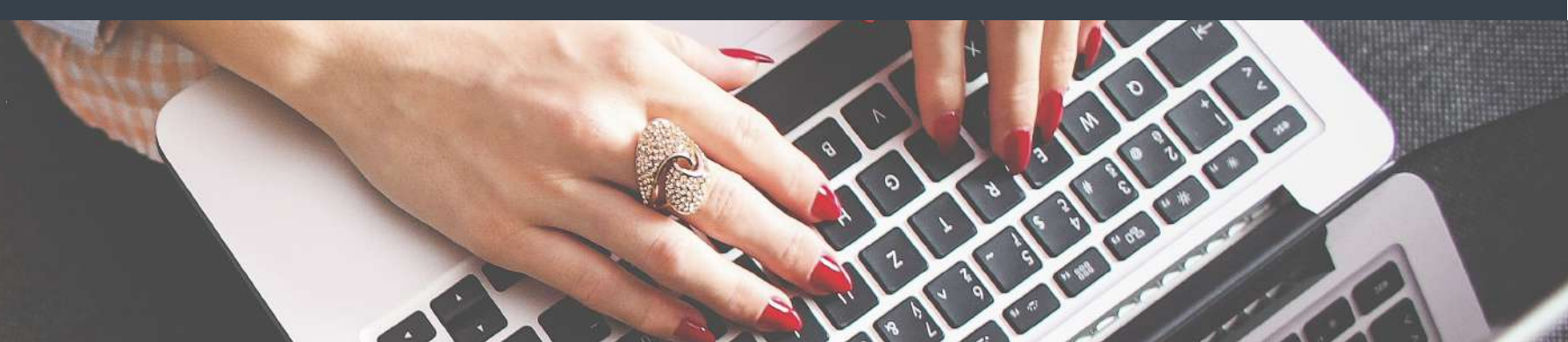- ☑ Invigilator asks candidates at least 20 min prior to the exam to show valid ID on camera.

Securing the Environment – ensuring that the candidate is in a suitable environment in which to take the exam, without access to any sources of information that are not permitted

- ☑ 10 minutes before the exam invigilator asks candidates to pan out camera to make sure space is suitable for examination.

- ☑ Invigilator also asks candidates to share screen to make sure other tabs are not open.

- ☑ At this point invigilator gives candidates user names and passwords.

- ☑ Invigilator gives instructions (provided to testing centre beforehand) and instructs candidates to begin exam.

Candidate Supervision– watching the candidate for the duration of the exam to make sure they don't do anything they are not supposed to

- ☑ Webcam must be activated throughout the whole exam so that invigilator may supervise candidates.

- ☑ Once completed all modules invigilator instructs candidates to submit and finish.

Reporting– notifying Global Language Training of any issues that arise during the exam. For example, if a candidate behaves in a suspicious manner and breaks the exam rules, this is fully reported to Global Language Training.

Should there be additional questions regarding online testing procedures, please contact academic.support@globaltefl.uk.com.

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