Procedure code and title:	1.3.13 Contingency Procedure – Administration of Online Examinations
Policy area:	1.3 Assessment of Learners
Version Number:	1
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Purpose

The purpose of this procedure is to detail how KWETB ensures a consistent approach to the implementation of online examinations. The Online Examination procedure is to be used for Contingency purposes only (Covid-19). A request must be sent to the QA/TSO office seeking approval to carry out online examinations. There is a specified timeframe set out by QQI when this contingency expires.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with procedures for FET Provision and FET Provision-Second Providers denoted in sections:

- Prior to Online Examinations
- Equipment required for Online Examinations
- The Online Test Environment
- Commencement the Online Examinations
- Conducting the Online Examination
- The Integrity of the Online Examination
- Concluding the Online Examination

Preamble

In order to support online examination and to ensure that there is a consistent approach to the implementation of online examinations, quality standards should be maintained to ensure that all learners are provided with the same opportunities to demonstrate their learning across FET Provision and FET Provision-Second Providers.

Procedure – 1.3.13 Contingency – Administration of Online Examinations

Prior to Online Examination	
1	The Programme Co-ordinator should email the QA/TSO office requesting permission to carry out online examinations.
2	The Programme Co-ordinator should ensure that online test numbers are small in order that the Learning Practitioner/Invigilator can see all learners at all times during the online examination. If there is a large class group, the Programme Co-ordinator should arrange another invigilator to invigilate additional exam sessions ensuring that all exams commence at the same time. This needs to be agreed before the examination.
3	The Learning Practitioner should ensure that the learner has the ability to participate in an online examination. Alternatives should be considered where necessary.
4	The Learning Practitioner should ensure that clear communication has been given to learners regarding rules and learner responsibilities for online examinations, as well as specifics on the exam such as time, date, materials required, subject, percentage of exam, marking criteria and overall information help learners be prepared and comfortable with the assessment event. Breaches and consequences of same need to be clearly explained before the exam so there is no ambiguity around it. If a learner leaves the computer during the online exam, they will not be permitted to continue in the exam.
5	For FET Provision, the Learning Practitioner should send a secure log-in to learners and learners will have access to this prior to exam commencing. For FET Provision-Second Providers the Exam Office should issue exams electronically to second providers.
6	Learners should log in to the test environment to participate in the online examination.

	Equipment required for Online Examination
1	The Programme Co-ordinator should ensure that all learners have access to IT equipment such as laptop/computer/tablet, up-to-date browser, web camera, microphone, email account and internet connection.
2	The learner should test the equipment prior to the examination to ensure that all equipment is in working order.
3	The learner should ensure that their microphone and webcam required for the examination is enabled and running.
4	The learner is responsible for ensuring internet connection prior to commencement of online examination.
5	The Learning Practitioner /Invigilator should ensure that the webcam is always focused on the learner during the examination.
6	The Learning Practitioner/invigilator should check learner identification prior to exam. Learner photo ID should be held up for Learning Practitioner/Invigilator to view.
7	The Learning Practitioner/Invigilator should ask the learners to show 360o view of the test environment using the webcam prior to commencing the online examination.
8	The Learning Practitioner/Invigilator should ensure that desks are clear and have nothing in the area unless where exemptions have been given or part of the exam e.g. calculator, table logs books etc.

	The Online Test Environment
1	The Programme Co-ordinator should ensure that applications for reasonable accommodation or learning supports have been approved prior to online examination. If a learner needs a scribe and/or a reader, this exam should be assessed separately so as not to disturb other learners.
2	The Learning Practitioner/Invigilator should ensure that strict silence is observed during the examination and that learners are aware that no background noise is permitted.
3	The Learning Practitioner/Invigilator should ensure that no other person is present in the test environment and advise learners that no other person can enter the test room during online exams.

4	The Learning Practitioner/Invigilator should ensure that all devices (except for equipment required for examination) is turned off.
5	The Learning Practitioner/Invigilator should ensure that they can always see the learner during the examination.
6	The Learning Practitioner/Invigilator should inform the learners if examination resources are permitted e.g., books, dictionaries, bilingual dictionaries.

Commencing the Online Examination	
1	The Learning Practitioner/Invigilator should confirm attendance by completing an examination attendance register. This should contain a list of learners attending the examination (minus learner signatures) and be signed by the Learning Practitioner /Invigilator.
2	The Learning Practitioner/Invigilator should read aloud the exam instructions to learners, this to include the start time, end time and rules to be adhered to during examination.
3	The Learning Practitioner/Invigilator should distribute the online examination paper. The Learning Practitioner/Invigilator should confirm that all learners in attendance have received the examination paper.
4	The Learning Practitioner/Invigilator should advise learners they may commence the online examination. The Learning Practitioner/Invigilator should record the online examination starting time in the examination attendance register/checklist.

Conducting the Online Examination	
1	The Learning Practitioner/Invigilator should ensure that the test environment is silent. Learners are not permitted to communicate with each other during the examination.
2	The Learning Practitioner/Invigilator should ensure that learners do not leave the test environment during the examination.
3	The Learning Practitioner/Invigilator should ensure that the learner faces the computer at all times during the examination.
4	The Learning Practitioner/Invigilator should ensure that learners are not permitted to leave the examination until after 30 minutes from commencement of online examination.

5	The Learning Practitioner/Invigilator should ensure that Learners camera and microphone are on at all times during the examination.

The Integrity of the Online Examination	
1	If an unexpected event occurs during an online examination (internet connection failure, medical emergency, etc.), the Learning Practitioner/Invigilator should ensure that integrity of the examination is maintained.
2	The Learning Practitioner/Invigilator should ensure that any unexpected events are recorded.
3	If there are IT issues that cannot be resolved, the Learning Practitioner/Invigilator should abandon the online examination and rescheduled with a different paper.

Concluding an Online Examination	
1	The Learning Practitioner/Invigilator should remind learners that there are ten minutes remaining.
2	The Learning Practitioner/Invigilator should be responsible for collection of uploaded examination material. The Learning Practitioner/Invigilator should ensure that learners remain in the test environment until all examination material has been received.
3	The Learning Practitioner/Invigilator should confirm email receipt of work to the learner through.
4	The Learning Practitioner/Invigilator should ensure that once all examination materials have been received, learners are permitted to leave the test environment.
5	If the invigilator is not the Learning Practitioner, the invigilator should ensure that the exam material is issued to the Learning Practitioner in a secure manner.
6	The Learning Practitioner should ensure that there is no communication between learners until all material has been secured by Learning Practitioner/Invigilator.

Link to other Policies/Procedures

1.3.2	Information to Learners about Assessment
1.3.5	Adapting Assessment
1.3.7	Security of Assessment Materials

| 2.2.4 | Academic Integrity and Assessment |
| 2.2.5 | Reasonable Accommodation |

Resources

Resources	• KWETB Guidelines for use of bilingual dictionaries