

**UNIT TITLE:**           **Invigilating e-tests**

**LEVEL:**               **Three**

**CREDIT VALUE:**   **1**

**UNIT CODE:**

This unit has 5 learning outcomes.

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<p>The learner will:</p> <p>1. Understand the quality standards and the requirements of the awarding body for an e-testing environment</p>	<p>The learner can:</p> <p>1.1 Explain / demonstrate the checks that an invigilator needs to make to ensure that the e-test location, equipment (including assistive technology) and materials have been set up correctly</p>
<p>2. Understand the support that should be available for e-testing candidates</p>	<p>2.1 Explain what assistive technology is generally approved by awarding bodies</p> <p>2.2 Explain what support for candidates is and is not allowed during an e-test session</p>
<p>3. Understand the role of the invigilator, its boundaries and how it integrates with other roles</p>	<p>3.1 Explain the awarding body regulations relating to the conduct of e-test sessions</p> <p>3.2 Explain how candidates are authenticated to take the e-test</p> <p>3.3 Explain the processes required related to emergencies, technical failures and irregularities, and how these are logged</p> <p>3.4 Explain the measures that need to be taken to ensure that security is not breached.</p> <p>3.5 Explain the checks and procedures for resolving and escalating problems related to the e-testing process and environment, including notification of the awarding body</p>
<p>4. Be able to invigilate an e-test session according to the requirements of the awarding body</p>	<p>4.1 Explain to candidates the procedures and regulations related to the e-test that they need to be familiar with</p>

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	<p>4.2 Explain to candidates what support is and is not allowed during an e-test session</p> <p>4.3 Log on candidates and unlock the e-test as appropriate</p> <p>4.4 Supervise the e-test session according to the requirements of the awarding body, and resolve any issues that arise, liaising with other staff and the awarding body as appropriate</p> <p>4.5 Provide support to candidates as appropriate</p> <p>4.6 Supervise the logging-off / closing of the session as appropriate, in accordance with approved safety and security procedures</p>
5. Evaluate own role and performance in the e-testing process	5.1 Review the effectiveness of own contributions to the e-testing process (individually and as a member of a team where relevant)