Apprentice

Proctoring Guide

Using Summit EPA

Introduction

The purpose of this Apprentice Guide is to assist Apprentices who are undertaking online Timed Assessments under remote invigilation.

Prior to the Timed Assessment

Make sure to verify that your equipment satisfies the Equipment & System Requirements.

The Equipment and System Requirements for the Level 3 Paralegal Apprenticeship End-Point Assessment outline the minimum criteria that must be met in order to undertake Timed Assessments online with remote invigilation. You will need a suitable device, such as a laptop or desktop computer with a web-cam, as well as a mobile device and internet access.

To prepare for your Timed Assessment, it is recommended that you identify the area with the strongest WiFi connection in your location. Ideally, you should choose a room where the connection is strongest. If your WiFi signal is not strong or stable enough, you may use an Ethernet cable to directly connect your device to your router.

The room where you plan to take your Timed Assessment must be well-lit as remote invigilation requires monitoring through cameras on your laptop/PC and mobile device. It is essential that you are clearly visible throughout the assessment. If your chosen location is near a window, make sure that light from the window does not prevent you from being visible on your laptop/PC screen. Although a system check will be conducted, it is recommended that you use the latest version of your browser.

Ensure that background notifications for other applications are disabled.

Email with a Link to Your Timed Assessments

Approximately 3 weeks before your Timed Assessments you will get your advanced materials and your Timed Assessments link to login.

Please remember you will NOT be able to take your Timed Assessment until your confirmed date and time.

Identity Verification

To verify your identity, you must present one of the following items that contain both your photo and signature:

* A valid passport (of any nationality),
* A full or provisional UK photo card driving license,
* A UK residence card,
* A current student ID card.

If you are unable to provide a valid ID from the options listed above, please contact Summit Qualifications at least 3 weeks prior to your Timed Assessment so that alternative arrangements can be made for identity verification.

Failure to present a valid ID that meets the specified requirements may result in the voiding of your Timed Assessment.

Day of the Timed Assessment

Be prepared

You should be clearly visible at all times. Through the setup process, you will be able to see what your web-cam is sharing. Make sure that lighting is sufficient and there is no back-lighting.

* Ensure the room is well lit.
* Disconnect any second screens.
* Have your identification documents readily available.
* Inform anyone with whom you share your home (if taking the assessment at home) not to disturb you and to avoid internet usage, including streaming services, video conferencing calls, and large downloads.
* Inform your colleagues that you should not be disturbed (if taking the assessment at work). It is advisable to post a “Do Not Disturb” sign on the door of the room.
* Have all the materials that you are permitted to use in the Timed Assessment readily available.
* Have your laptop or desktop computer and charging cable available.

You Must be Alone.

You should be the only person taking the test, having someone else in the room is a serious violation. Make sure you cover any irrelevant private information you would not like to be visible, such as pictures or private objects.

Your Camera Must be Positioned Correctly.

Your invigilator needs to be able to see you and your surroundings well. Your video feed will be shown on your screen as you start your test. This will show the invigilator exactly what you are doing.

You Must Not Navigate Away or Open any Other Browser, Window or Tab

If you navigate from your Timed Assessments or open another browser, open a new window or tab your test will finish automatically without any warning. You will not be able to continue and Summit Qualifications UK will be notified.

Permitted Materials and Devices

You are permitted the following only in the Timed Assessment:

* Laptop/PC which is being used to take the Timed Assessment
* A second keyboard
* A computer mouse
* Pens, pencils, highlighters
* A drink
* Scrap paper
* Clean or annotated copies of statutory authorities and decided cases, which you used for research prior to the Timed Assessment\* clean or annotated copy of the Advance Materials\*
* Research notes in hard-copy, which can be handwritten or typed\*
* Any other reference material which you would use in the workplace\*.

\* The permitted materials you use in the Timed Assessment must be in hard-copy and must not be accessed electronically.

You must ensure that your workstation is cleared of any other items, other than those specified above.

No Extra Devices

By default, you are not allowed to use additional devices such as second screens or phones/tablets. Any exceptions must be agreed by EPAO Summit Qualifications UK Assess via your Training Provider and should be shown to the camera before completing your assessment.

If you are found to use any external materials that have not been agreed prior to your test, your test will be voided.

No Headphones

Your invigilator needs to be able to hear what you are hearing in order for the test to be valid.

No Talking (or singing)

Any noise and talking will be analysed for suspicious behaviour, so make sure you are in a quiet environment and that you refrain from talking out loud.

Comfort Breaks

You may take a toilet break, but it must not last longer than 5 minutes. The clock will continue to run during your absence. You must not bring anything back into the room when you return from the break.

Smoking or vaping is not permitted during the Timed Assessment.

There will be a 30 min break after the 1st Times assessment and the 2nd Timed Assessment.

The above guidance has been written to ensure your test is delivered in line with regulatory requirements. A failure to adhere to the above may result in your test being voided.

Examples of Exam Violations

The following list provides examples of exam violations. However, please note that this list is not exhaustive, and any other action or behavior that could compromise the integrity of an EPA will be investigated:

* Failing to show valid ID (as identified above) or showing ID which is not clearly visible.
* Failing to complete all the pre-assessment checks properly in accordance with the onscreen instructions.
* Failing to produce individual and original work for the Timed Assessment.
* Using pre-prepared responses in a Timed Assessment.
* Plagiarism – presenting a substantial amount of material from a published work (including the internet) without referencing it and presenting it as the apprentice’s own work.
* Having an unauthorized device to access the internet or receive communications in the room.
* Having insufficient lighting in the room resulting in the apprentice not being visible on the camera recordings.
* Accessing or attempting to access other applications, such as Word, Excel, windows explorer, files, websites, emails, or similar.
* Communicating with or attempting to communicate with anyone during the Timed Assessment. Apprentices are only permitted to access the online Tech Support.
* Having another person present in the room at any point during a Timed Assessment.
* Attempting to copy or copying the work of another apprentice during a Timed Assessment.
* Leaving the workstation for more than 5 minutes. Apprentices are permitted to leave their workstation to go to the toilet, but they must not be away from the room for more than 5 minutes.
* Bringing anything into the room when returning after a toilet break.
* Arranging for another individual to impersonate the apprentice in a Timed Assessment.
* Accessing confidential assessment materials before a Timed Assessment.
* Smoking or vaping during a Timed Assessment.
* Using earplugs, headphones, or headsets during a Timed Assessment.
* Using multiple screens. Apprentices are only permitted to use one screen.
* Wearing any kind of watch during a Timed Assessment.
* Wearing sunglasses or smart glasses during a Timed Assessment.
* Wearing a hat or head covering (except when worn for religious reasons). The apprentice’s full facial features must be clearly visible.
* Behaving suspiciously, such as continuously looking around the room or in a particular direction (i.e., up/down/left/right), at wrists, or hands.
* Opening drawers, cupboards, or other furniture during a Timed Assessment.
* Altering or interfering with Summit Qualifications UK assessment documentation, such as results notifications or certificates.

Good Luck!

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