

Invigilation Options for Online Assessments

Apprentices have 3 system options available for sitting an MCQ/SJT/Role Simulation/Knowledge Test assessment, please see below the requirements for each of these options.

Option 1- Proctoring/Remote Invigilation

Proctoring allows apprentices to sit online assessments remotely without the need to have an invigilator present. The provider and apprentice are required to read and understand the proctoring guide which explains what equipment is required, how to test the equipment and how to carry out the assessment. The proctoring guide can be accessed on epaPRO support materials tab.

Proctoring allows the apprentice to sit the online assessment at home or in the workplace providing the apprentice has the relevant equipment required. This option removes the need to have an invigilator present.

Please see below a list of equipment that is required to sit an assessment via proctoring:

- A Laptop or desktop with webcam, sound and mic
- Strong Wi-Fi connection
- Access to the latest Google Chrome
- Mobile phone or tablet for recording purposes
- Quiet room with no disruption

We recommend using equipment that is not linked to their employers server, for example personal equipment.

Apprentices will need to present their ID at the start of the assessment.

Apprentices will receive a system check email 6 days before the assessment and we encourage apprentices to complete these as soon as possible to ensure their equipment is compatible.

Apprentices will receive the live assessment link 72 hours prior to the agreed assessment date and time.

Apprentices will be required to wear smart or work attire during their assessment. Please note that the assessment will be recorded, and we can store the recording on our system for up to 6 months.

Option 2- Secure Client

Secure Client is a secure online assessment software which allows Training providers or line managers to invigilate apprentices online assessments.

Equipment needed:

- Desktop or laptop
- Strong Wi-Fi connection
- Latest version of Secure Client

For all Secure Client assessments, the line manager will be responsible for:

- Provision of suitable rooms and facilities for invigilation
- Invigilating the assessment

The Secure Client guide can be accessed on epaPRO support materials tab.

Apprentices will need to speak with their Training Provider and/or employer to confirm the location of the assessment.

Option 3- Paper based

NCFE offer paper-based exams where required.

The assessment will need to be sat within the workplace/training provider premises in a quiet uninterrupted location and will require an invigilator to be present. Apprentices will need to speak with their Training Provider and/or employer to confirm the location of the assessment.

NCFE will dispatch the paper-based assessment to the invigilator via Royal Mail Special Delivery. The invigilator will be responsible for returning the completed assessment within 24 hours of the assessment being sat following the instructions included within the invigilation pack.