Remote Invigilation Procedures

May 2023

Version 4.0

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1. Introduction

VTCT has produced the Remote Invigilation Procedures to support learners that are approved to take their external theory examinations at home with remote invigilation by the centre.

This procedure should be read in conjunction with the following publications:

- VTCT Instructions for Conducting Examinations

- VTCT Reasonable Adjustments and Special Consideration Policy and Procedures

- VTCT Malpractice and Maladministration Policy and Procedures

- VTCT Plagiarism, cheating and collusion document

2. Application and approval

Centres wishing to explore remote invigilation as a solution to support learners to take their examinations are required to complete the Remote Invigilation application form.

This form is accessed through the 'Schedule Created' message that is displayed upon saving an exam schedule within the Linx2Achieve e-testing system.

VTCT completes an initial screening stage for the first application by a centre.

Centres should submit their first application at least 14 days ahead of the planned exam to allow time for the screening stage to take place.

2.1. Initial Screening Stage

The initial screening is typically completed by the centre's account manager. They review the application and contact the centre to discuss the reasons for the application and the requirements for remote invigilation.

The centre's account manager discusses the requirements and completes the initial screening stage of the process with the centre. The centre is asked to provide assurances that it has the capacity and capability to facilitate remote invigilation and that it has provision to support any reasonable adjustment or access arrangements, where applicable.

The account manager considers the centre's risk rating status and last EQA report before they make their recommendation for the application.

Following the initial screening stage, centres are required to complete the remote invigilation application form for each remote session.

2.2. Application process

Centres are required to make an application to VTCT for each and every assessment where remote invigilation of the external theory examination is required.

This form is completed in parallel with creating a schedule for the examination in the e-testing system, and therefore is only available through the 'Schedule Created' message that is displayed upon saving an exam schedule within the Linx2Achieve e-testing system.

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The maximum number of learners that can complete an examination in a single remote invigilation session is 10. Centres that have larger groups of learners are required to create a separate session in the e-testing system at either a different time or with a different invigilator.

Centres are required to provide the learners' names and Learner ID numbers for all of the learners taking the examination at the point of the application. VTCT cross-references the details in the schedule in the e-testing system to those in the remote invigilation application, checking the names of the learners and the date of the examination. A centre may only implement remote invigilation for learners and examinations where approval has been granted.

The Assessment Department reviews each application for remote invigilation. The outcome of the application is confirmed to the centre by email to the email address submitted in the application.

Once an application for remote invigilation has been approved by VTCT, the centre is required to submit a link to the Zoom/Teams/Skype session and relevant meeting ID or password. VTCT uses this link to join the examination session if the session is selected for external quality assurance monitoring activity.

Centres should make applications in sufficient time ahead of the planned examination date and allow a minimum of 5 working days for the application to be processed.

3. Quality Assurance

3.1. External quality assurance monitoring

VTCT has a programme of external quality assurance monitoring activity for the external theory examinations approved for remote invigilation.

The sampling activity is completed by a member of VTCT staff and will span, over time, the range of qualifications and centres with permitted remote invigilation activity through joining examination sessions to observe invigilation practice and requests for examination documentation to be submitted to VTCT.

4. Documentation

Centres are required to fulfil the requirements set out in the Instructions for Conducting Examinations and complete an invigilation report and seating plan for each examination session. The seating plan for examination sessions that are held through remote invigilation is the attendance list, which can be printed from the e-testing system.

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v1.0	Head of Assessment	21.01.2020	First published	Head of Assessment
v2.0	Head of Assessment	01.02.2020	Amendment to section 3.	Head of Assessment
v3.0	Head of Assessment	15.05.2023	Branding updated.	Head of Assessment
v4.0	Head of Assessment	22.05.2023	Document updated. Process map removed.	Head of Assessment

Document Review

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