



AIMASSESSMENT

Policies
For apprentices



AIM Assessment

Proctor exam information and instructions

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Document version history

| Version Number | Date | Description |
|----------------|------------|--|
| 1 | June 2020 | - Document created |
| 2 | March 2022 | - Guidance on toilet breaks updated (see page 5) |

What you will need to bring

1. Laptop or desktop

To take exam, you will need a computer as the chrome plug-in required to share your screen is only compatible with a laptop or a desktop. **Phones and tablets can only be used when your exam requires it.**



2. Google chrome

No installation of unnecessary software is needed on your computer, but please use **Google Chrome** so you can run our screen sharing extension on the most updated version.



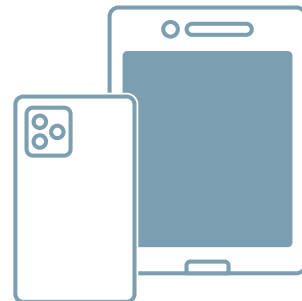
3. A photo ID

We need to identify you with your **student card, passport, ID card, or a driver's license** that has your name and photo on it. Be sure to cover private info such as your student number.



4. Smartphone or tablet

You will be required to use the camera of your smartphone. You'll need to download the **Proctor Exam app (34MB)** which is compatible with any **Android 4.1 or higher** and **iOS (Apple) 8.0 or higher**. Please contact the AIM team as soon as possible if this will be an issue.



5. A steady internet

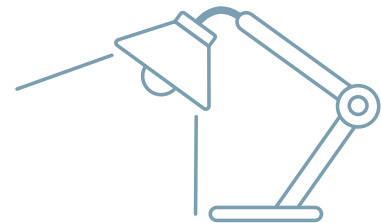
A decent internet connection is required. We recommend a minimum of **2.0 Mbit/s upload, 10Mbit/s download** and a **ping under 25 ms**.



How to setup your environment

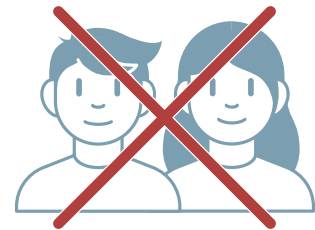
1. Your room is well lit

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



2. You are alone

You should be the **only one** taking the exam, having someone else in the room is a **serious violation**. Make sure to cover any irrelevant private info you would not like to show such as pictures or private objects.



3. Webcam positioned right

For both your webcam and smartphone camera, we need to be able to see you and your surroundings well. Check the videos feeds which are shown on your screen as you start your exam, they will show you exactly what is recorded and how.



What you **should avoid** to setup your environment

1. No extra devices

By default, you're **not allowed** to use additional devices such as second screens or phones/tablets. **There are some exceptions:**

- When a smartphone is required for its camera, this device is obviously not forbidden, however, you cannot use your phone for any other purpose during the exam - unless advised otherwise by the invigilator.
- Certain tools, like calculators, are allowed **only** when the exam instructions state so.
- Things such as medical support devices or items may be used if necessary, **but you must show this to the camera when prompted.**



2. No headphones

We need to be able to hear what you are hearing in order for the exam to be valid.



3. 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.



Additional information

1. Toilet breaks

It is advisable to go before your assessment starts, however, **you will be allowed** to use the toilet during your assessment. **Please ensure your phone camera and webcam stay on for the duration.**





AIM

Qualifications and Assessment Group



+44 (0)1332 224654



assessment@aim-group.org.uk



www.aim-group.org.uk/epa

AIM Qualifications and Assessment Group
3 Pride Point Drive
Pride Park
Derby
DE24 8BX