

There are **three stages** to our proctoring checks.

STAGE 01

The system is set up to red flag potential breaches of the exam rules. These include but are not limited to:

- Unclear or incorrect ID
- Inadequate room or desk scan
- Unauthorised objects detected
- Learner repeatedly looking away from the screen
- Communication with others
- Learner not in view

STAGE 02

Human proctors review the video footage and assess the points of the exam where the flags have been raised. This is where the exam is classified as valid or invalid.

STAGE 03

AIM thoroughly examine both valid and invalid results and assess whether we concur with the proctor's decision. If we determine that the exam was compromised due to a breach of exam regulations, we will nullify the results.

The affected centre will receive notification of any voided exams via email along with an explanation of the reasons for the decision.

FURTHER GUIDANCE

Exam conduct and room preparation.



ID

Learners must have the correct ID ready. ID must be photographic ID for example, a driving licence or passport



Unauthorised objects

Working spaces must be clear and tidy- remove electrical devices (eg mobile phones, laptops, smart watches, interactive devices such as Alexa) and note books from the room and remove any posters from the walls.



Inadequate room/desk scan

A scan of the room and desk, where the assessment is taking place, has to be completed thoroughly and clearly.



Disturbances

The room must be quiet, noises such as music or television are not permitted.



Communication with others

Communication with others: there should be no communication with others, verbal or otherwise.

Guidance for learners

Learners must be made aware, by the centre, of the following rules:

- **Please be aware that this is an official, regulated exam, therefore the same rules apply as if you were in an exam room with an invigilator.**
- **The following things could invalidate the exam: this means that even if you pass, you will not be certificated, so it is important to avoid the following:**
 - Unauthorised objects in the room or on the desk: these include, but are not limited to: mobile phones, laptops, smart watches, interactive devices such as Alexa) notebooks, any posters, post it notes on the walls, pieces of paper that could look like notes.
 - Looking away from the screen- this could be looking away by moving your head, left, right up or down, but also includes looking away by using your eyes only. Don't worry, we will know if you are just blinking or stretching your neck, but anything more than this could invalidate your result.
 - If we can't see you for more than a few seconds, this will invalidate your result. We must be able to see your whole face.
 - There must be no communication with anyone else.
 - Other people must not look at your screen.