

Candidate Guide for Online Exams with Remote Invigilation

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Introduction

This Candidate Guide is for those of you who will be taking exams online with remote invigilation. CILEx's e-assessment partner has produced the following video which you may find helpful to familiarise yourself with the different stages of the set up and exam process: <https://youtu.be/xsi0an49ISM>. References to the video are made throughout this Candidate Guide.

CILEx has also produced FAQs which are regularly updated and should be referred to in the first instance for answers to queries.

Section 1: Before the examination

Check that your equipment meets the Equipment & System Requirements

The [***Equipment and System Requirements for Online Examinations with Remote Invigilation***](#) sets out the minimum requirements which must be met to sit exams online with remote invigilation. You will need a suitable PC (eg laptop or desktop with webcam), mobile device and access to the internet. You should familiarise yourself with the minimum requirements as soon as possible.

Recommended

It is recommended that you use a personal laptop/PC for your exam. Work laptops or devices may have restricted access and admin rights installed. This may cause issues when trying to access the ProctorExam platform. If you do intend to use a work laptop or device check with your IT department to make sure there are no issues accessing the ProctorExam platform.

WiFi Connection

In preparation for your exam, check where your WiFi connection is strongest. Ideally you should ensure that the room in which you will take the exam is where the connection is strongest.

If you will be sitting your exam in a house you share with other people you are encouraged to ask other members of your household to limit their internet use during the exam, for example, avoiding streaming services, video conferencing calls or large downloads.

Room set up

The room in which you chose to sit your exam must be well lit. As remote invigilation involves you being monitored by the cameras on your laptop/PC and mobile device, you will need to be clearly visible throughout the exam. If your chosen location is near a window, ensure that light from the window does not prevent you from being visible on your laptop/PC screen.

You will need a chair and a table or desk which has been cleared of all personal items other than any materials you are permitted to access during the exam and the device you will be using (laptop/PC). You should not take the exam with your device balanced on your knee or sitting on a sofa or bed.

It is advisable to have a power socket in reach so you can plug in the devices you are using (eg mobile device, laptop) to ensure that they do not run out of battery.

The room may contain other furniture, however, you must ensure that there are no personal items which are not permitted in the exam, for example, legal textbooks on a bookcase or table, revision notes stuck on walls. You are not permitted to open drawers, cupboards or similar items of furniture during your exam.

If you are using a room at your place of work, you must ensure that you have your employer's permission. The room must meet the requirements set out above. You should also ensure that you will not be disturbed for the duration of your exam.

Decide where you will put your mobile device in order that it can continue to film you whilst you are taking your exam. The device should be positioned to the side of you, far enough away so that it can record what you are doing during the exam. You need to ensure that you can plug it in and that you can prop it up effectively so that it will not

fall over. As stated above, check that any light source in the room does not prevent you being seen clearly at all times.

It is recommended that you sit a practice test in the room you plan to use so you can carry out a trial run in advance of the live exam.

Set up your PC

Whilst you will be required to carry out a system check, following receipt of an email from CILEx at least one week before your exam, we strongly advise that you do the following as soon as possible:

- (i) Ensure you are using the latest version of Google Chrome. To check if you have the latest version of Google Chrome:
 - On your computer, open Chrome
 - Click on the menu in the upper right corner next to the website address bar (the icon with three vertical dots)
 - Click on 'Help'
 - Click on 'About Google Chrome' which will then show your latest version and if up to date or notTo update Google Chrome:
 - Click on the menu in the upper right corner next to the website address bar (the icon with three vertical dots)
 - Click Update Google Chrome. If you don't see this button, you're on the latest version (this may update automatically if you are not on the latest version)
 - Click Relaunch

- (ii) Allow pop-ups for ProctorExam:
 - Type `chrome://settings/content` into the address bar and press Enter
 - Select Pop-ups from the Content Settings screen
 - In 'Allow', click 'Add' and enter <https://surpass.proctorexam.com>
 - Close the Content Settings screen

- (iii) Install ProctorExam extension/plugin within Chrome to allow screen sharing:
 - Click on the link [here](#) or type in `https://chrome.google.com/webstore/category/extensions`
 - Search for ProctorExam
 - Click on 'add to chrome'
 - Click on 'add extension'

(iv) Ensure background notifications for other applications are turned off. In order to do this, please follow the steps below:

On Windows 8:

- Access the Charm bar by navigating to the right side of the screen with your mouse (upper or lower corner) or by pressing the Windows key and C (Win+C) keyboard combination
- Click on 'Settings' (Cog wheel icon)
- Click on 'More PC settings' at the bottom of the settings screen
- Click on the 'Notifications' option on left pane of the PC settings screen
- On the right pane of the 'Notifications' screen, under the section 'Show notifications from these apps', turn off any application notifications that may run in the background eg Mail application

On Windows 10:

- Click on the Start menu (Windows key)
- Click on Settings (Cog wheel icon)
- Click on 'System'
- Click on 'Notifications & actions'
- Under the section 'Get notifications from these apps', turn off any application notifications that may run in the background eg Mail application

On MacOS:

- Click on the Apple menu (Apple icon)
- Click on 'System Preferences...'
- Click on 'Notifications'
- For any applications that may have notifications run in the background, select these and then select 'None' under the alert style in the right panel of the Notifications screen.

The video referred to in the Introduction section above takes you through the checks and set up: <https://youtu.be/xsi0an49ISM>

Download the ProctorExam App onto mobile device

In readiness for the exam, ensure that you download the ProctorExam App onto your mobile device. This device will be used to conduct the environment check (see below) and record you taking your exam. You do not need to do anything further with the ProctorExam App at this point. The App will ask you to scan the QR code. The QR code will be provided on the day of your exam as you go through the set-up process.

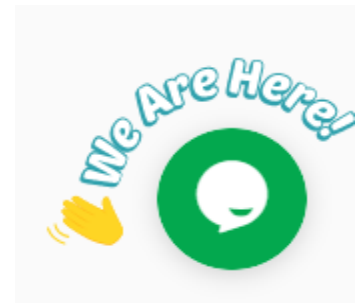
Carry out system check

You will be sent a system check email at least one week before your exam which will contain instructions on how to perform a system check to ensure your PC is set up and ready to go.

Please ensure you run your system check as soon as possible after you receive the email (ideally within 24 hours) to avoid any unwanted problems just before your exam. Once you click on the system check link in the email you receive, you will be given simple instructions on how to complete the check.

During the system check, if you encounter any technical difficulties, you will be able to access online chat support. You will find this in the bottom right hand corner of your screen.

Please contact CILEx if you have not received your system check email six days before your exam.



Important: You must carry out the system check on the device you are going to use for the exam and must disconnect any second screens from the device if you usually use a second screen.

Email with link to your exam

Once your system check is completed, another email will be sent prior to your exam date, **please check your junk email folder**. This email will contain the link to your exam. You are not required to do anything further with this email until the day of the exam.

ID

You will be required to show valid ID when you take your exam. Prior to the exam, check the list of ID which CILEx accepts, as set out in the [Examinations Regulations – Online Examinations with Remote Invigilation](#), to make sure your ID will meet CILEx requirements. If you cannot meet the ID requirements, contact CILEx as soon as possible (awards@cilex.org.uk).

Examination Regulations – Online Examinations with Remote Invigilation

In advance of the exam ensure that you have read and understand the [Examination Regulations – Online Examinations with Remote Invigilation](#) so that you do not breach these regulations when you take your exam.

Section 2: Day of the Exam

Be prepared

Ensure that you have everything ready for the exam as follows:

- ✓ The room is set up as discussed above and there are no unauthorised materials on bookshelves, walls, tables etc
- ✓ You have disconnected any second screens
- ✓ You have your ID to hand
- ✓ You have told anyone with whom you share your house (if you are sitting at home) that you are not to be disturbed and, where possible, to avoid internet use, in particular streaming services, video conferencing calls and large downloads
- ✓ You have told your colleagues that you must not be disturbed, if you are sitting at work. (It is advisable to put a Do not Disturb notice on the door of the room.)
- ✓ You have all the materials which you are permitted to use in the exam ready (see section below)
- ✓ You have your mobile device (with ProctorExam App downloaded) and the charger ready
- ✓ You have your PC (laptop or desktop) and charging cable ready

Clothing, watches, headphones

You should avoid wearing clothing with the ability to hide materials ie hooded jumper. Hats or head coverings are not permitted except when worn for religious reasons and only if your full facial features are clearly visible. You are not permitted to wear sunglasses*, watches, headphones/headsets or earplugs. (As part of the pre-exam checks you will be asked to make your ears visible to the camera.)

* if you have a medical condition which means you need to wear sunglasses please contact awards@cilex.org.uk as soon as possible.

Pre-exam checks

At the time you are due to take your exam, simply click on the exam link in your email, follow the ID check, environment check, permitted materials check, and read in full the 'Instructions for Candidates' then launch your exam. Please note that if you click on the exam link before the start time of the exam it will not work. The checks are explained in more detail below.

Close application and browser windows (notifications)

You will be prompted to enable desktop notifications for ProctorExam and to close all applications and browser windows/tabs (except for ProctorExam).

It is your responsibility to ensure that there are no onscreen disruptions during your examination. Please make sure that background notifications for other applications are turned off. The 'Set Up Your PC' section above provides help with how to do this.

ID checks

When prompted to do so you must show valid ID. (The types of ID accepted by CILEx are set out in the [Examination Regulations – Online Examinations with Remote Invigilation](#).) You will be prompted to hold your ID to the webcam on your PC (laptop or desktop) and to take and submit a photo of your head and face.

Set up mobile device

You will be instructed to put your mobile device into airplane mode and to activate the WiFi. You will then be required to open the ProctorExam App on your mobile device and point the camera of your device at the QR code on screen to scan it.

Environment check

When prompted to do so you must conduct the room and equipment scan as directed.

The video referred to in the Introduction section above shows the ID check, mobile device set up and environment check you will be required to carry out:

<https://youtu.be/xsi0an49ISM>

You will be instructed to position your mobile device at the side of you, far enough away to film you at your workstation.

Camera Check

You will be instructed to check your cameras are position correctly.

Permitted Materials check

When prompted to do so you will be directed to carry out the permitted materials checks:

Scrap paper: you will be required to show both sides of each piece of scrap paper to the webcam.

Statute books: for Level 6 exams for which a statute book is permitted you will be required to show the front and back of the statute book to the webcam and to slowly flick through the pages of the statute book whilst holding it up to the webcam.

Pre-release case study materials: for the Practice examinations only you will be required to show both sides of each page of the pre-release case study materials to the webcam, if you have opted to print a copy of the materials to use in the exam.

Instructions for Candidates

Make sure you read in full the Instructions to Candidates and then you can launch your exam.

Launch Exam

When you are ready click to launch the exam, as directed. You will be required to input the keycode which you will see during the set-up process.

You will access the Instructions for Candidates for the exam you are taking. These instructions confirm the duration and format of the exam, for example, if there is a Section A and B and the number of questions you are required to answer in each section. Once you have read these instructions you can then click Start Exam. The exam timer will count down the time permitted for your exam. The timer will not start until you have read these instructions and clicked to start the exam.

Section 3: During the exam

You must ensure that you comply with the [Examination Regulations – Online Examinations with Remote Invigilation](#).

Drinks and Food

You are allowed to have water* in your exam in a clear glass or clear water bottle. You are not permitted to have water in a bottle with labels on it. You are not permitted to have any other drinks or food. You are not permitted to leave the room to collect more water and should ensure you have all you need with you before you start the exam.

* if you have a medical condition which means you will need to have other drinks or food in the exam please contact awards@cilex.org.uk as soon as possible.

Workstation

You are permitted to have the following at your workstation:

- ✓ Pens, pencils, highlighters
- ✓ A maximum of 5 sheets of blank or lined A4 paper, with no writing or annotations on any of the sheets, to enable you to make notes. Any notes you make cannot be submitted to CILEx as part of your answer.
- ✓ Water (see above)
- ✓ Level 6 only – the relevant statute book, if permitted in accordance with the Examination Regulations (this must be unannotated as set out in the Examination Regulations)
- ✓ Level 3 and Level 6 Practice exams only – a printed copy of the pre-release case study materials. Please note that the materials will be accessible in the online exam, but learners are permitted to print a copy from the CILEx website to use in the exam as long the materials are not annotated in any way.

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

Leaving your workstation

You are permitted to leave your workstation to go to the toilet but must be away from your workstation for no longer than 5 minutes at any time. You must not bring anything into the room when you return. Other than to go to the toilet, you must remain at your workstation throughout the duration of your exam.

Important If you do go to the toilet during the exam, the clock will keep running, as it would if you were sitting in an exam centre.

Communicating with others

You are not permitted to communicate with anyone during the examination. This includes talking to anyone in the building in which you are taking the exam or communicating with anyone outside the building including via email, text message, video conference, telephone or other media.

You must be alone in the room in which you are taking the exam and no one is permitted to enter the room.

Smoking

You are not permitted to smoke or vape during the exam.

Earplugs/headphones

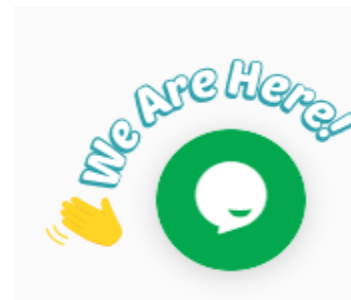
You are not permitted to use earplugs, headphones or headsets during the exam.

Accessing other applications or webpages

You are not permitted to access other applications for example, Word/Excel/windows explorer, emails etc during the exam. You must also not attempt to access other webpages or other files on your device. All activity undertaken on your device will be monitored and recorded during the exam.

Support during the exam

During the exam, if you encounter any technical difficulties, you will be able to access online chat support. You will find this in the bottom right hand corner of your screen. The chat support is for technical difficulties only. You cannot ask about the content of the exam, for example, if you don't understand a question. If you are unsure about a question or think there is a problem with a question you should note this in your response and continue with the exam. For Level 3 Unit 1 Introduction to Law and Practice, you will not



be able to make a note in the exam itself so should email awards@cilex.org.uk after the exam.

Completing exams

At the start of each exam you should read carefully the Instructions to Candidates for the exam to confirm how many questions are to be answered. You should ensure that you:

- Read the questions carefully before answering them;
- Complete the appropriate number of questions in accordance with the Instructions to Candidates

It is important that you answer the correct number of questions.

In the unlikely event that you answer more than the required number of questions, the Examiner will mark all your answers and your answers attracting the highest marks, subject to the exam rubric, will be included in the total mark awarded for the exam. All other answers will be discounted.

Level 3 Unit 1: Introduction to Law and Practice Examination only

- (i) This is a multiple choice test. For each question, you must choose between the four possible answers provided.
- (ii) There is no reading time for the Level 3 Unit 1 Introduction to Law and Practice exam.

Law and Practice Examinations (Level 3 Units 2–15, 18 and 19, and Level 6 Units 1-21) only

- (iii) 15 minutes' reading time is provided for Level 3 Units 2–15, 18 and 19, and Level 6 Units 1-21. It is strongly recommended that you use the reading time to read all the questions. You are permitted to make notes on your scrap paper or online in the relevant answer sections during this time. The reading time will be added to the total exam time, so if you are doing a Level 3 Law or Practice exam, the exam timer will state that you have 1 hour 45 minutes (which includes the 15 minutes' reading time). Please note, you will not be notified when the 15 minutes' reading time has ended.
- (iv) You should type your answers in full sentences. A yes or no answer will earn no marks.

End of the Exam

It is important that you check to ensure that you have answered all the questions you are required to answer.

When you are happy with your answers and have checked that you have answered all the questions you are required to answer you can click the 'Finish' button in Surpass and confirm that you want to end the exam. You will not be able to amend any answers after this point. You then click 'Finish Exam' in ProctorExam on screen and can stop the recording on the ProctorExam App on your mobile device.