



Apprentice Guide for Online Timed Assessments with Remote Invigilation

Introduction

This Apprentice Guide is for Apprentices taking Timed Assessments 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 Apprentice Guide.

Section 1: Before the Timed Assessment

Check that your equipment meets the Equipment & System Requirements

The *Equipment and System Requirements – Level 3 Paralegal Apprenticeship End-Point Assessment* sets out the minimum requirements which must be met to sit Timed Assessments online with remote invigilation. You will need a suitable PC (e.g. 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 Timed Assessment. 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/Internet Connection

In preparation for your Timed Assessment, check where your WiFi connection is strongest. Ideally you should ensure that the room in which you will take the Timed Assessment is where the connection is strongest. Alternatively, if your WiFi signal is not strong or stable enough, you may use an ethernet cable to connect your device directly to your router.

If you will be sitting your Timed Assessment 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 Timed Assessment, for example, avoiding streaming services, video conferencing calls or large downloads.

Room set up

The room in which you chose to sit your Timed Assessment 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 Timed Assessment. 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 Timed Assessment and the device you will be using (laptop/PC). You should not take the Timed Assessment 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 (e.g. 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 Timed Assessment. You are not permitted to open drawers, cupboards, or similar items of furniture during your Timed Assessment.

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 Timed Assessment.

Decide where you will put your mobile device in order that it can continue to film you whilst you are taking your Timed Assessment. The device should be positioned to the side of you, far enough away so that it can record what you are doing during the Timed Assessment. 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.

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 Timed Assessment, 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 not

To 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 e.g. 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 e.g. 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 Timed Assessment, 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 Timed Assessment. 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 Timed Assessment as you go through the set-up process. It is not available in advance of the Timed Assessment. (As advised in the ***Equipment and System Requirements – Level 3 Paralegal Apprenticeship End-Point Assessment***).

Carry out system check

You will be sent a system check email at least one week before your Timed Assessment 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 Timed Assessment. 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.

Please contact CILEX if you have not received your system check email six days before your Timed Assessment.

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

Email with link to your Timed Assessments

Approximately 72 hours before your Timed Assessments two emails will be sent containing the links to your Timed Assessments, **please check your junk email folder**. Since the emails are sent 72 hours before the scheduled time for each Timed Assessment, you will receive them at separate times in the day. You are not required to do anything further with the emails until the day of the Timed Assessments.

ID

You will be required to show valid ID when you take your Timed Assessments. Prior to the Timed Assessments, check the list of ID which CILEX accepts, as set out in the ***Regulations for Timed Assessments with Remote Invigilation***, to make sure your ID will meet CILEX requirements. The name on your ID must match the name with which you are registered for the Timed Assessments. If you cannot meet the ID requirements, contact CILEX as soon as possible and at least 10 working days before the Timed Assessments, using the ***Enquiry Form on the CILEX website***.

Regulations for Timed Assessments with Remote Invigilation

In advance of the Timed Assessments ensure that you have read and understand the ***Regulations for Timed Assessments with Remote Invigilation*** so that you do not breach these regulations when you take your Timed Assessments.

Section 2: Day of the Timed Assessment

Be prepared

Ensure that you have everything ready for the Timed Assessment 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 Timed Assessments 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

Permitted materials

Apprentices may bring the following materials into the Timed Assessment:

- ✓ Scrap paper;
- ✓ Clean or annotated copies of statutory authorities and decided cases, which you used for research prior to the Timed Assessment;
- ✓ Clean or annotated copy of the Advance Materials;
- ✓ Research notes, which can be handwritten or typed,
- ✓ Any other reference material which you would use in the workplace.

Apprentices are not permitted to have a pre-prepared response in a Timed Assessment.

Clothing, watches, headphones

You should avoid wearing clothing with the ability to hide materials i.e. 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 CILEX as soon as possible using the ***Enquiry Form on the CILEX website***.

Pre-assessment checks

At the time you are due to take your Timed Assessment, simply click on the Timed Assessment link in your email, follow the ID check, environment check, permitted materials check, and read in full the 'Instructions for Candidates' then launch your Timed Assessment. Please note that if you click on the Timed Assessment link before the start time of the Timed Assessment it will not work. The checks are explained in more detail below. As noted above you will receive separate emails for Timed Assessment 1 and Timed Assessment 2, so ensure you access the correct email and link.

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 Timed Assessment. 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 *Regulations for Timed Assessments with Remote Invigilation*.) You will be prompted to hold your ID to the webcam on your PC (laptop or desktop) in order that a photo of your ID can be taken. You will then be prompted to take and submit a photo of your head and face. You must ensure that you hold your ID close enough to the webcam so that the photo of your ID is clear.

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. The screen on your mobile device will go black. However, the footage being streamed from your mobile device will be displayed on your PC screen.

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. It is recommended your mobile device is placed 3 metres away from you. However, if this is not possible it must be far enough away to film you at your workstation. You should check the footage streaming onto your PC screen to ensure that your mobile device is pointing the correct way and filming you.

Camera Check

You will be instructed to check your cameras are position correctly. The streams from your webcam and mobile device are displayed on your PC screen. Check that you can clearly see yourself. Where necessary, you can reposition your webcam or mobile device.

Permitted Materials check

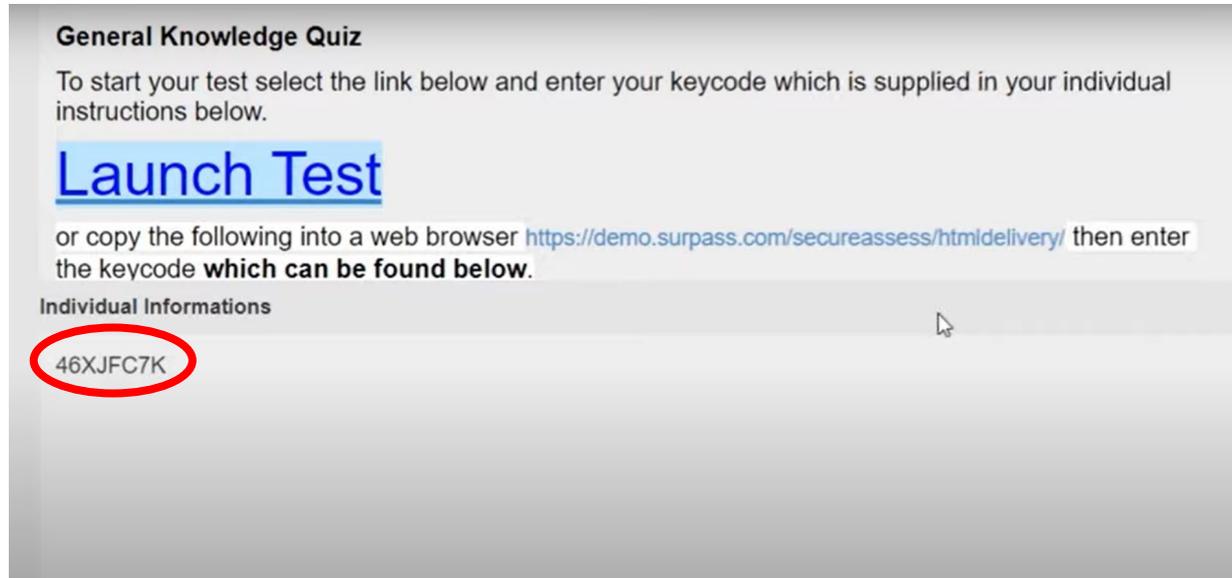
When prompted to do so carry out the permitted materials checks. Show the front cover of any statute books, law books or similar to the webcam and flick through the Advanced Materials and any research notes or other reference materials you are using during the Timed Assessment whilst holding the documents up to the webcam.

Instructions for Candidates

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

Launch Exam and Keycode

When you are ready click to launch the Timed Assessment, as directed. You will be required to input the keycode. The keycode appears on the launch test screen – see an example of a key code circled in red below.



You will access the Instructions for Candidates for the Timed Assessment you are taking. Once you have read these instructions you can then click Start Exam. The exam timer will count down the time permitted for your Timed Assessment. The timer will not start until you have read these instructions and clicked to start the exam.

Section 3: During the Timed Assessment

You must ensure that you comply with the *Regulations for Timed Assessments with Remote Invigilation*.

Drinks and Food

You are allowed to have drink in a clear drinking vessel. You are not permitted to have 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 Timed Assessment.

* If you have a medical condition which means you will need to have food in the Timed Assessment, please contact CILEX as soon as possible using the *Enquiry Form on the CILEX website*.

Workstation

You are permitted to have the following at your workstation:

- ✓ Pens, pencils, highlighters
- ✓ A drink (see above)
- ✓ Scrap paper;
- ✓ Clean or annotated copies of statutory authorities and decided cases, which you used for research prior to the Timed Assessment;
- ✓ Clean or annotated copy of the Advance Materials;
- ✓ Research notes, which can be handwritten or typed,
- ✓ Any other reference material which you would use in the workplace.

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. There is no need to announce that you are going to the toilet, you simply get up and leave the room. 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 Timed Assessment.

Important If you do go to the toilet during the Timed Assessment, the clock will keep running, as it would if you were sitting at a test centre.

Communicating with others

You are not permitted to communicate with anyone during the Timed Assessment. This includes talking to anyone in the building in which you are taking the Timed Assessment 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 Timed Assessment, and no one is permitted to enter the room.

Smoking

You are not permitted to smoke or vape during the Timed Assessment.

Earplugs/headphones

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

Watches

You are not permitted to wear a smart watch during the Timed Assessment.

Accessing other applications or webpages

You are not permitted to access other applications for example, Word/Excel/windows explorer, emails etc during the Timed Assessment. 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 Timed Assessment.

Support during the Timed Assessment

During the Timed Assessment, if you encounter any technical difficulties, you will be able to access online chat support. The chat support is for technical difficulties only. You cannot ask about the content of the Timed Assessment, for example, if you don't understand a task.

If you experience significant technical difficulties in a Timed Assessment and the Tech Support is unable to assist, you may use your mobile phone to contact CILEX.

Mobile device streaming

If you would like to check during the Timed Assessment that your mobile device is continuing to record you, you can do this in the ProctorExam tab. Simply click on the phone icon in the top right-hand corner of the tab to check.

Completing the Timed Assessment

At the start of each Timed Assessment you should read carefully the Instructions to Candidates for each task to ensure that your response fully addresses all requirements.

End of the Timed Assessment

It is important that you check to ensure that you have fully addressed the instructions for the tasks.

When you are happy with your responses and have checked that you have completed the tasks 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.