



## Procedures for online assessment invigilation

### Accommodation and test conditions

Offsite testing can take place with the permission of CYQ as long as normal invigilation arrangements are maintained. For monitoring purposes centres should record the location of each test on the supervision report. CYQ is committed to maintaining the integrity of the testing process and will visit test sites to monitor arrangements.

Any room in which a test is conducted must provide learners with appropriate conditions in which to take the examination. Due attention must be paid to such matters as heating, lighting, ventilation and the level of extraneous noise. No display material (e.g. diagrams, wall charts) that might be helpful to candidates must be visible in the test room.

The seating arrangements must be such as to prevent learners from overlooking – intentionally or otherwise – the work of others. Learners sitting the same test must be seated at least one metre apart. If partitions or screen filters are available, workstations may be closer together – if in doubt, please contact CYQ. To provide backup in case of technical problems, one spare workstation should be allocated for every 10 candidates taking the test.

Each test machine must have only one web browser window open and it is the invigilator's responsibility to ensure that no learners navigate away from the assessment window whilst in the assessment room. This should include, but not be limited to, intermittent checks or observation of individual screens during the assessment.

### Learner access

Learners with particular assessment requirements should be advised to contact the test centre well in advance to ensure that adequate provision is made for their needs and CYQ should be contacted as soon as possible to allow any necessary arrangements to be made.

Centres will have to consider the special needs of learners. Relevant issues include, but are not limited, to:

- Need for some workstations to have additional space or facilities to cater for learners with disabilities (e.g. wheelchair access)
- Need for a range of assistive equipment (e.g. large monitors, coloured filters)
- In some circumstances a reader or amanuensis may need to be provided. Note that this is permissible only for certain subjects.
- In some instances, the centre may need to consider whether a non-IT alternative should be provided
- The provision of up to 25% extra time is allowed with prior permission from CYQ. For more information please refer to the CYQ [Reasonable Assessment](#)

## Central YMCA Qualifications | Defining excellence in health and fitness



[Adjustment Guidelines](#). Permission must be requested at least 10 working days prior to assessment.

It is recommended that centres arrange mock testing sessions prior to live tests being taken.

Where candidates are unfamiliar with hardware (e.g. keyboards, mouse), the centre must give adequate time for candidates to gain familiarity prior to a test session taking place.

### **Material to be supplied by the centre**

- Scrap paper (to be provided by the centre and collected by the invigilator after the test)
- Pencil
- Dictionaries may not be used (with the exception of bilingual dictionaries used for the purposes of [Reasonable Assessment Adjustment](#))

### **Information to be given to candidates before the day of the test**

Learners should be informed of the following in advance of any test (see general [CYQ Invigilator Guidelines](#) for further details):

- The rules and regulations of the test process, including what information or aids may be accessed
- The penalties or disciplinary measures that may be applied
- What evidence of identity is required
- What provision is made in case of technical problems (see Contingency Arrangements and Recovery Procedures)
- The procedures for dealing with emergencies – if a fire alarm sounds, candidates should follow the centre's emergency procedures
- The test coverage
- The number and type of items in the test
- How the items will be scored
- How and when the results will be received
- Any provision for candidates using assistive technology