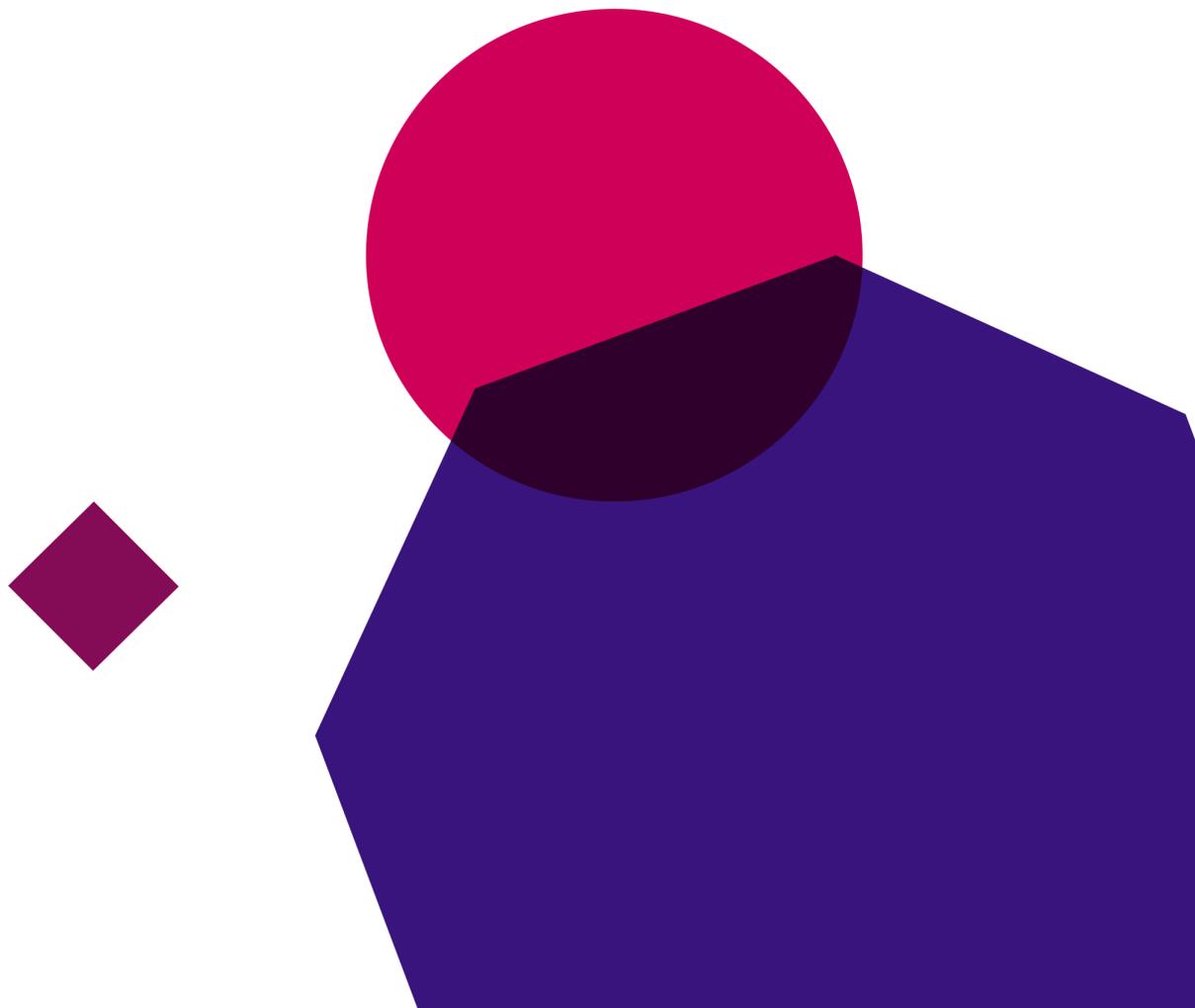


# Remote Invigilation Teams Invigilation Instructions



## Teams working instructions

**This document explains the use of Teams for the invigilation of remote on-screen assessments using City & Guilds on-screen e-assessment platform, e-volve.**

### Introduction.

Teams is an online meeting solution from Microsoft. You are required to have a Teams account with the Teams client installed on your invigilation PC/Laptop.

The minimum requirements can be found [here](#)

Once you have installed the software, you are ready to invigilate candidate exams remotely.

**The candidate will be using Surpass Viewer for their exam session. Surpass Viewer is a Flash enabled browser which has been developed by BTL, the suppliers of our e-volve platform in association with Harman who are supporting Flash until 2023.**

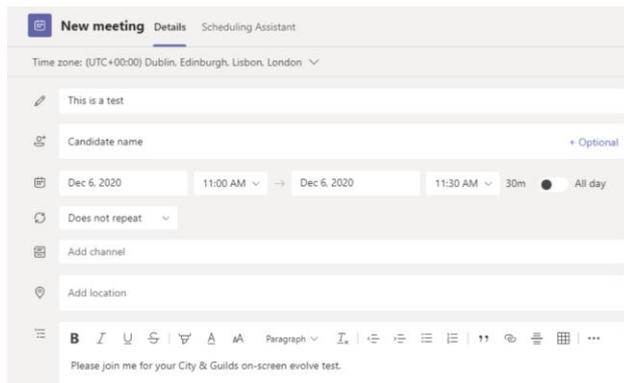
Below we will explain the process, expectations and limitations of remote invigilation using Teams.

### Process

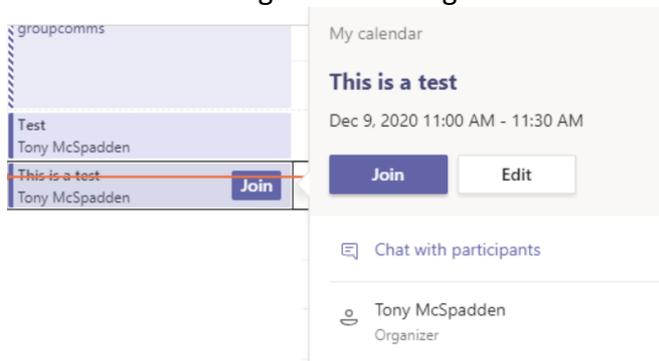
Using Teams, you will be required to invigilate to the same standards as you would if you were in a room with the candidate. The candidate will be required to dial into the meeting on two devices, one to capture their face for identification and screen sharing purposes and another device to show the room that the candidate is in. This will allow you to ensure the candidate is safe, not receiving outside assistance during the exam or reading from pre-prepared documentation.

### Scheduling an invigilation session

Log onto Teams and click on the Create a meeting. Fill in the details and select the relevant date and time for the online invigilation session, add in the candidates email address as an attendee, (this will ensure they get an invite to the meeting via their email) and click **Save**.



You will now be directed back on your Teams home screen where you can see your meeting details. The meeting is now arranged.



**Please ensure you follow up with the candidate to ensure the agreed date and time is correct, that they have access to equipment that meets the minimum technical requirements and that they valid ID for the invigilated session.**

### Starting the remote invigilation session – Overall process

To successfully invigilate the exam session, the following steps need to take place

1. The invigilator logs onto Teams and starts the relevant Teams session (this is covered in detail, below)
2. The candidate joins the Teams session
3. The candidate shares their screen
4. The candidate turns on their webcam
5. The candidate should identify themselves using valid photo identification. The candidate can use their passport, driving licence or centre/employee ID badge
6. The candidate logs on to the Teams session on their mobile phone/tablet and starts their phone/tablet camera if it doesn't start automatically
7. The invigilator needs to check the candidate does not have access to any unauthorised materials. The invigilator must tell the candidate to scan room with their smart phone/tablet, until they are satisfied they have covered the whole room (fig 1). This should include checking the area behind the monitor, checking for any sort of audio device that the candidate is wearing (hearing aids are permitted), that the area around the computer is clear and that any scrap paper is blank (fig 2)

8. The candidate should place their phone/tablet in a location that gives as wide an angle of the room as possible (fig 3)
9. If the candidate is wearing a watch, they should be asked to remove it and place it on their desk
10. The invigilator should ask the candidate to confirm they understand the requirements of the test and that they are now under exam conditions
11. The invigilator takes a screen shot showing their Teams screen, two views of the candidate and screen share
12. The invigilator shares the URL of the on-screen exam session which the candidate enters into their Surpass Viewer
13. The invigilator reads out the keycode of the exam and the candidate enters their exam keycode and the invigilator either unlocks the exam or reads out the exam pin code
14. The candidate confirms their details and starts the exam
15. Once the candidate has finished, the invigilator will inform the candidate when they can expect their result. This may depend on the type of exam and/or the process at your centre. If unsure, ask the candidate to contact their centre contact for confirmation. Once done, the invigilator ends the meeting and exits Teams

**⚠ Important Note: Your exam session should never be recorded.**

Fig 1 – Scanning the Candidates room

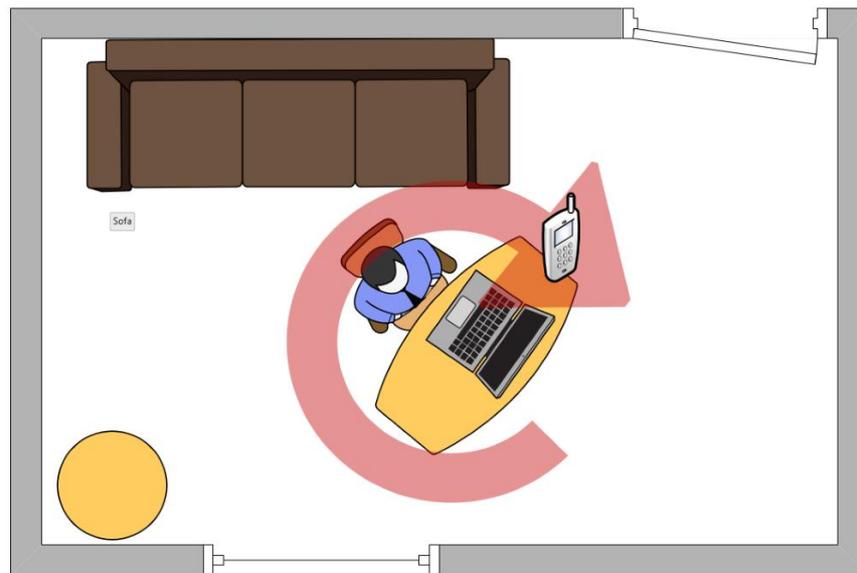


Fig 2 – Scanning under the Candidates desk

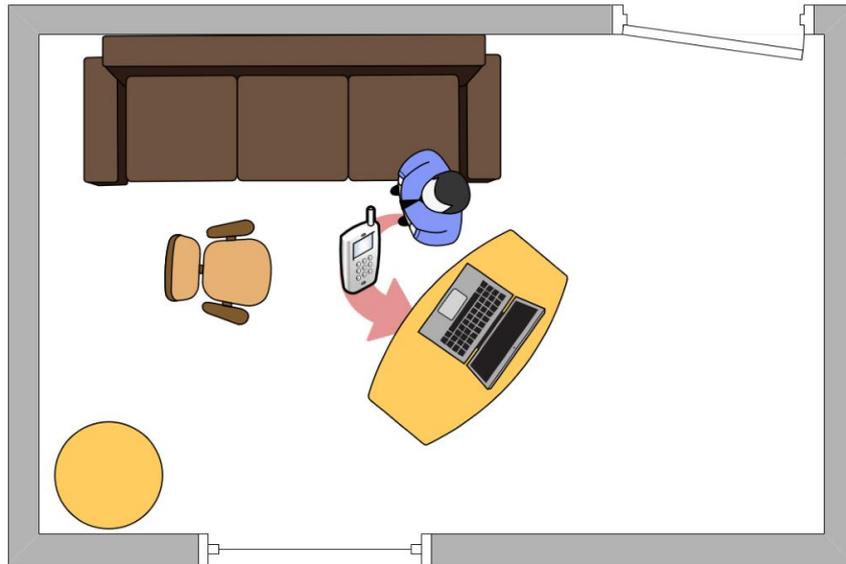
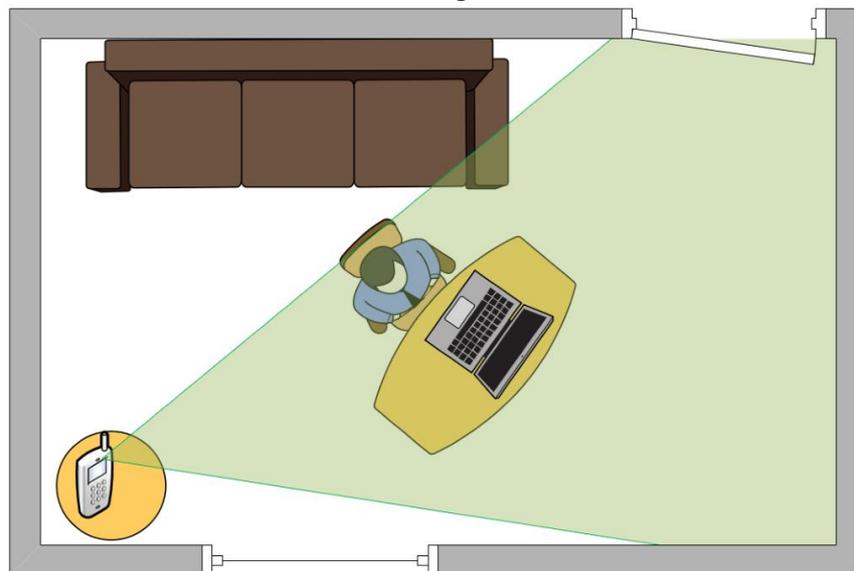


Fig 3 – How the cameras should be configured

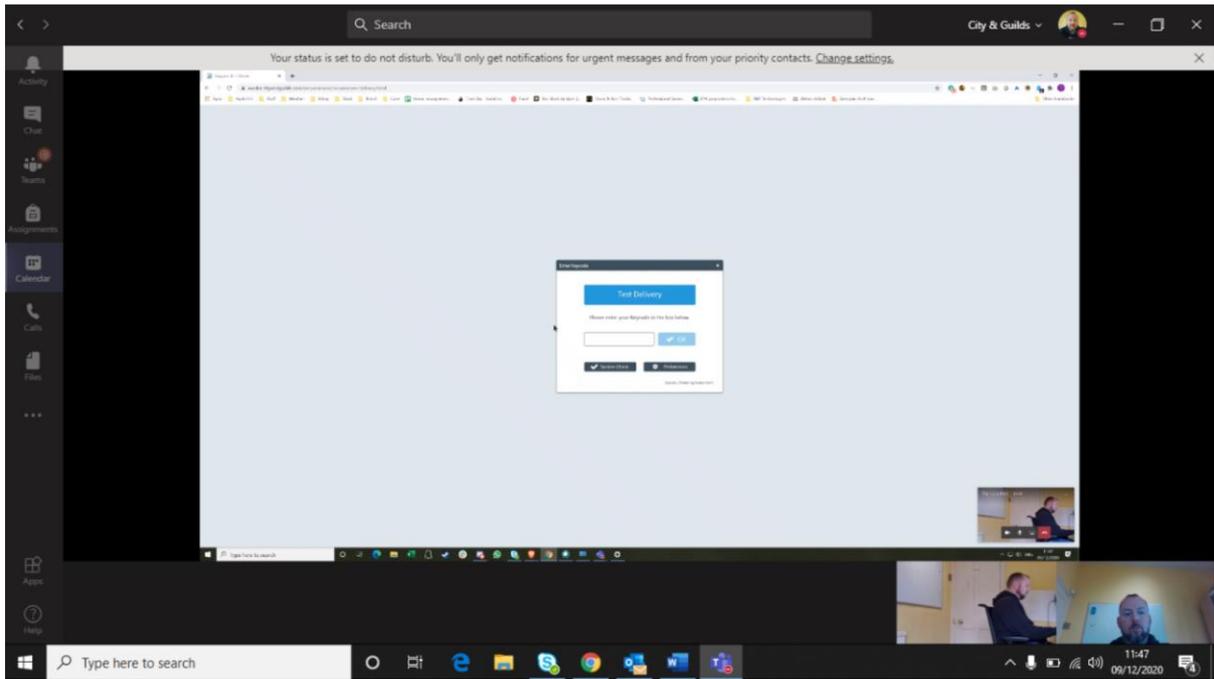


## Detailed instructions

### Starting the Teams session

Log into Teams and start the relevant meeting. You will be prompted to choose an audio option, for best user experience, computer audio is preferred though the invigilator may wear headphones. Now wait for the candidate to join. Once the candidate has joined ask them to show their ID, setup their second device and display their room setup.

Once in the meeting, you should see a similar screen to below, showing two views of the candidate and what is on their screen. Please take a screen shot and save with your records.



To ensure the candidate is sharing all of the content on their desktop, please check that you can see the Windows 'Type here to search' search box and the task bar which has commonly used programs.

Once the exam session is over end the meeting session by clicking on the **Leave** meeting button.

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This document is provided for **information only** to clarify how such technologies may be correctly used so as to meet City & Guilds’ minimum requirements for the invigilation of remote on-screen assessments. As such, we **strongly recommend** that any party intending to use the technologies from time to time independently assesses them, to ensure that they meet such party’s own technical, legal and contractual obligations, prior to any use.

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