



Joint Council for  
Qualifications<sup>CIC</sup>

# Guidance for centres on remote invigilation

Effective from 1 September 2024

Produced on behalf of:



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## Use of remote invigilation

The awarding bodies have agreed that remote invigilation of examinations may be acceptable in very exceptional circumstances to support a candidate who would not otherwise be able to sit their examinations.

## Addressing challenges for individual candidates

The following principles are designed to enable candidates to have the best opportunity to receive a qualification grade and to maintain the integrity of the examination. They should be adhered to in the order specified:

- Where possible, all examinations should be completed under the appropriate conditions and within the centre. This protects the best interests of both the candidate and the centre, as well as the integrity of the examination system. Centres are therefore expected to make every effort to ensure that candidates can sit their scheduled examinations in the centre.
- Where a candidate cannot sit examinations within the centre, an application for an alternative site arrangement can be processed, e.g. the candidate's home or a hospital. An invigilator would be sent to the alternative site to invigilate the examination in-person.
- Where neither of the above are possible, but some examinations within the qualification have already been or can be completed, a calculated grade (also known as an 'aegrotat') may be the most appropriate way to ensure that an individual candidate is not disadvantaged. The published criteria for special consideration must be met. Centres must apply for special consideration in the usual way.
- Where a candidate cannot sit any examinations in the series, they should sit them in a future series where possible.

Remote invigilation may be permitted for an individual candidate in very exceptional circumstances. The awarding body must approve the arrangement, being satisfied that the integrity and security of the examination can be maintained. Approval will not be granted on the day of an examination.

## Considerations for the centre

The centre must ensure that a remotely invigilated examination can be conducted in line with the requirements set out in the JCQ document *Instructions for conducting examinations*. By submitting an online application for remote invigilation, the head of centre is confirming that the examination(s) will be conducted in line with the requirements set out in this document including all the following principles:

- 1** The centre and the candidate are in possession of appropriate technology to invigilate the examination remotely.
- 2** Both centre staff and the candidate have been given appropriate training so that they are familiar with the technology which will invigilate the examination, the procedures to be followed and the conditions required to ensure the integrity of the examination.
- 3** The candidate will use any approved access arrangements during the examination.
- 4** The centre must be able to securely deliver a copy of the question paper to the candidate in a way which prevents the security of the examination being compromised. This means a member of centre staff must be available to take the question paper to the candidate and hand it to them for opening immediately prior to the start of the examination. If it is not possible for a copy of the question paper to be supplied, permission to provide the candidate with an electronic question paper must be sought from the awarding body.
- 5** The candidate must complete the examination at the same time as other candidates taking the examination, unless directed otherwise by the awarding body.
- 6** The candidate must complete the examination within the specified duration unless they are entitled to extra time, which is a pre-approved access arrangement.
- 7** Prior to starting the examination, the candidate must be able to show the remote invigilator that the room in which they are taking the examination is appropriate and there are no unauthorised materials.
- 8** The candidate's environment must be suitable. The centre is responsible for assessing any safeguarding risks.  
  
The room should be suitably ventilated, well-lit and free from noise and interruption. It should be private and contain no visible materials which might give the candidate an unfair advantage.  
  
The candidate must have a reliable internet connection.
- 9** The invigilator must observe, in a live call, the candidate completing the examination using both video and audio (e.g. a Teams or Zoom meeting).
- 10** The invigilator must ensure the candidate joins the meeting with two camera-enabled devices – e.g. a laptop with a webcam and a mobile phone. The second device must be positioned so that the invigilator always has a clear view of the candidate and their workspace, including the candidate's script, during the examination.
- 11** The invigilator must ensure that the candidate does not have access to any unauthorised materials during the examination and does not communicate with anyone about the examination during its duration.
- 12** The remotely invigilated examination must be recorded by the centre. The recording must be kept by the centre and remain available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
- 13** Supervised rest breaks for a candidate who is entitled to them are permitted. The candidate must remain in full view of the invigilator's audio and video supervision.

- 14** A member of centre staff must be able to collect the completed script directly from the candidate immediately after they have completed it or after the examination has finished. The candidate must not have any opportunity to amend their answers once the examination has finished. They must remain under remote supervision until the paper has been collected from them. The centre must ensure that the completed script is despatched to the awarding body as normal. Any candidate taking an examination under remote invigilation is marked as 'present' for the examination on the attendance register.
- 15** Any incidents of attempted, suspected or actual candidate malpractice must be reported by completing a JCQ M1 form and emailing it to the relevant awarding body.
- 16** Any incidents of attempted, suspected or actual staff malpractice must be reported by completing a JCQ M2 form and emailing it to the relevant awarding body.
- 17** Incidents affecting the integrity of the examination, or the centre's assurance regarding the examination, e.g. a break in internet connection, must be reported to the awarding body. See below for further information on the post-examination declaration.
- 18** The candidate's parent/carer or another suitable adult must be available within the candidate's home for the duration of the examination. This person must confirm to the invigilator that no unauthorised materials, including mobile phones or other technology, are available to the candidate during the examination.
- 19** Where a toilet break is needed, the parent/carer or other adult should confirm to the invigilator that there are no unauthorised materials within the bathroom/toilet. Candidates should be permitted short toilet breaks during the examination if required.

## Considerations for the candidate and their parent/carer

To ensure that the remotely invigilated examination can be conducted successfully, the candidate will need:

- a)** a suitable location in which to sit their examination, free from noise and disruption;
- b)** a reliable internet connection;
- c)** two fully charged web-enabled devices which have cameras. For example, a laptop and a mobile phone, both of which can be used to join the remote invigilation meeting;
- d)** an opportunity to practise, ahead of the examination, setting up the devices and connecting to a meeting using the designated application which will be used for remote invigilation;
- e)** where applicable, access to their pre-approved access arrangements - e.g. a reader, a scribe, 25% extra time;
- f)** a suitable adult, who may be their parent/carer, to be available within the home for the duration of the examination; and
- g)** to understand these requirements and that any issues encountered during the remote invigilation which undermine the integrity of the examination may mean it is voided.

Centres must discuss and agree the above requirements with the candidate and their parent/carer prior to the examination.

## Applying for remote invigilation

To request approval for remote invigilation, the centre must submit an online application using Access Arrangements Online. The online application will be automatically not approved and must be referred online to the relevant awarding body/bodies.

The SENCo must set out within Part 1 of Form 9 the circumstances affecting the candidate and why other alternatives are not suitable.

Applications must only be submitted with the permission of the head of centre. By submitting an online application, the head of centre is confirming that the requirements set out in the application will be fully met.

The awarding body will decide based on the information provided whether approval for remote invigilation of examinations can be granted.

# Post-examination declarations

## Centre declaration

After the remotely invigilated examination has been completed, the centre must send a post-examination declaration to the awarding body, confirming that:

- the examination was completed as planned with no technical or other incidents that may have affected the integrity of the examination; or
- if there were technical or other incidents which may have affected the integrity of the examination, a detailed explanation of what those were must be provided.

Where there were any incidents, the awarding body will need to determine whether the candidate's script can be accepted.

A result from a remotely invigilated examination will be withheld until the post-examination declaration has been received from the centre and checked by the awarding body.

An awarding body may also request copies of the videos for quality and monitoring purposes following receipt of the post-examination declaration.

## Candidate declaration

After the examination, the centre must obtain and keep a record of a declaration from the candidate confirming that:

- there was no access to unauthorised materials during the examination including, where applicable, during any breaks;
- there was no communication, including via electronic means, to anybody else during the examination including, where applicable, during any breaks;
- the work submitted is their own unaided work.



## Contact details for the awarding bodies

AQA [accessarrangementsqueries@qa.org.uk](mailto:accessarrangementsqueries@qa.org.uk)

CCEA [centresupport@ccea.org.uk](mailto:centresupport@ccea.org.uk)

OCR [srteam@ocr.org.uk](mailto:srteam@ocr.org.uk)

Pearson [uk.special.requirements@pearson.com](mailto:uk.special.requirements@pearson.com)

WJEC [remoteinvigilation@wjec.co.uk](mailto:remoteinvigilation@wjec.co.uk)