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1. **Purpose and Scope**

The purpose of this document is to provide guidance to Accredited Training Providers (ATPs) who wish to book an on-line BCS examination using a remote proctor.

2. **Overview**

BCS has partnered with Questionmark to offer our remote proctoring examinations.

Remote proctoring allows the candidate greater flexibility to choose a time and location which is convenient for them, whilst ensuring the integrity of examinations taken using Questionmark. Remote Proctoring monitors (sound and visual) the candidate for the duration of their examination.

3. **Security and Integrity of the Process**

The invigilator will monitor up to 4 candidates taking examinations at any one time by looking at their screen. Through this process the invigilator can see the candidate and see what they are doing and has the authority to terminate the examination if they are certain or suspect suspicious activity. See Section 10 for further information.

4. **Technical Requirements**

Candidates can take the examination anywhere where there is internet access and a computer/laptop with a microphone and web camera.

Questionmark has a link that enables testing of the equipment to ensure compatibility - https://www.questionmark.com/content/technical-requirements-online-proctored-exam. It is strongly recommended that all candidates do this as early as possible.

5. **Booking an exam for Questionmark**

The examination should be booked in the BCS e-professional exam booking system. Please allow a minimum of 2 working days’ notice for BCS to process the booking.

The candidate details need to be added into the e-professional examination booking in order for BCS to set up an exam session in Questionmark.

When the candidate has been registered for the exam in Questionmark by BCS they will receive an email asking them to complete their registration and schedule the exam.

To take the examination the candidate will log in to the Questionmark website which will connect them to a live proctor via a web camera. The candidate will then connect their screen to the invigilators which will enable the invigilator to assist with the authentication process. The invigilator will ask the candidate to show a photo ID (agreed list provided by BCS) which he will capture on his own screen for authentication records. The invigilator will then unlock the exam. Once this has been completed, the candidate will be able to access their exam.

Here is a summary of the exam booking process with Questionmark as the invigilator:
6. e-professional Exam Booking Instructions

6.1 Set up remote proctored invigilator

In order to book an exam with online proctoring, “Remote Proctor” will need to be set up as an invigilator. An NDA is not required for a remote proctoring invigilator.

Accreditation – Manage delivery team people and roles – Add new person

Qualification – select any from list of accredited qualifications
User to be created as – select invigilator
Click Continue

Note: invigilators are approved at an organisation level not a qualification. Select any qualification to add an invigilator.
Enter  Firstname = remote  
Surname = invigilator  
Email address = proctor@yourorganisation.proc (enter your organisation’s name)  
Date of Birth (Should not be mandatory so enter any date)  
Address = your organisation address

Click on Save and Continue
The following message will be displayed:

Your application has been sent to the BCS Accreditation team for review

BCS will approve the Remote invigilator and notify when it is ready to select for bookings.

6.2  Booking an online exam

An e-professional examination booking is required for each candidate sitting. If the candidate is taking a combined course containing more than one examination, then a booking is required for each examination.

Select ‘Book an exam’ from the Exam Manager tab.

Enter the following details for Step 1: Exam Session Information

Exam Format:  Online
Date: Select a date in the future using the calendar tool. (this date is arbitrary and will not reflect the session details the candidate books in Questionmark)

Start Time: Select a time.
Course Type: Choose Public or Client
Venue Enter the venue where the exam will be taken. This will either be the candidate’s home address, work address or another venue.
Venue Contact Name: Enter the contact name at the venue.
Venue Telephone No: Enter the telephone number for the venue.

Click on ‘Continue’

**Step 1: Exam Session Information**

- **Exam format**: Online
- **Date**: 31 January 2022
- **Start time**: 10:00
- **Course type**: Public
- **Venue**: BCS, Davidson Building, 5 Southampton Street, London, WC1E 6HA
- **Venue contact name**: Hannah Smith
- **Venue telephone no**: 01793 417686
- **Specific venue instructions**: No parking on site. Nearest car park is Drury Lane. Closest Underground station is Covent Garden.

**Step 2: Select Exam(s)**

Select the examination that the candidate will be sitting. Only examinations that your organisation has been accredited for will be listed. Examinations not available in the online format will be shaded in pink.
Click on ‘Continue’

Enter the following details for **Step 3: Candidates & Papers**

- **Language:**
  - Select the language.
  - Enter 1 candidate.

- **No candidates taking the exam:**
  - Enter 1 if the candidate is a resit.

- **How many of these are taking a resit:**
  - Enter the course tutor.

- **Course Tutor:**
  - Enter course start date.

- **Course start date:**
  - Enter course end date.

- **Course end date:**

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[Image of Step 2: Select Exam(s) with options for exam format and course selection]

[Image of Step 3: Candidates & Papers with fields for language, number of candidates, resit status, course tutor, start and end dates]
Enter details of Extra Time and Reasonable Adjustments when the candidate is added to the booking. (Please note that Extra Time and Reasonable Adjustments requests need to be approved by BCS before booking can be processed by BCS)

Enter the following details for **Step 4: invigilator**

**invigilator:** Select remote invigilator

Click on ‘Continue’.

Check the examination booking details and click ‘Submit Booking’.

### 7. Candidate actions

The candidate will receive an email informing them of the logon details for Questionmark. The candidate will need to click on this link to register and create the proctor session.

The candidate needs to take the following actions which are described in more detail below this list:

- Candidate receives registration email from BCS
- Candidate registers with BCS to have access to candidate portal
- Candidate receives online exam email from BCS
- Candidate registers with Questionmark
- Candidate logs onto Questionmark to schedule a proctor session
- Candidate logs on to Questionmark to take exam
- Candidate completes online exam and a provisional result is displayed
- Candidate logs onto BCS e-professional account to view confirmed result and e-certificate which should be available shortly after the examination

A full candidate guide is available at: [https://www.bcs.org/media/3206/remote-proctor-guidance-for-candidates.pdf](https://www.bcs.org/media/3206/remote-proctor-guidance-for-candidates.pdf)

### 8. Exam Sitting Availability

The Questionmark website allows a candidate to book the examination according to their time zone.

Examinations can be taken anywhere by the candidate, but it must be in an environment that is quiet and where the candidate is alone.
9. Technical Problems

During an examination:
With the candidates permission, the invigilator can take control of the candidates screen using the Zoom Session if using the desktop browser. It allows the invigilator to access everything from applications to files.

In the unlikely event that there is a technical problem Examity will contact the candidate either by phone or email to re-establish the connection. If this fails, then the candidate will be asked to re-book the examination again at no cost.

10. Candidate Identification

Candidates will be required to provide photographic identification before the examination starts. The invigilator will take a screen snapshot of the identification which will be stored for 90 days.

11. Suspicious Activity

Questionmark invigilators continually monitor the candidate for suspicious activity and have the authority to terminate the examination.

If the invigilator is certain that they have witnessed a breach of exam conditions they will stop the examination session, advise the candidate that they have witnessed them cheating, that the examination session is being terminated and that their result is null and void.

If the invigilator is confident, but not certain, that they have witnessed cheating they will stop the examination session, advise the candidate that they believe they have witnessed them cheating, that the examination session is being terminated and the recording will be sent to BCS for a decision.

Questionmark will send an email to BCS immediately after the examination session indicating there may be a problem and follow this up within 48 hours with an official incident report with video and/or screenshot documentation. BCS will make the final decision and advise the candidate of the decision.

An examination will be marked null and void if a candidate:

- Accesses any programmes not authorised during the examination
- Accesses the internet
- Contacts an unauthorised third person
- Refers to notes
- Leaves the room

This is not an exhaustive list and the invigilator will have personal discretion to terminate an examination if they are certain or confident of suspicious activity.
12. Additional Time Requests

The candidate should apply to BCS for additional time 10 days prior to the examination using the BCS Extra Time Form or BCS Reasonable Adjustment Form as appropriate. BCS will advise Questionmark of the authorised extra time once it has been approved by BCS. Questionmark cannot provide any services such as a reader so if a candidate has reasonable adjustments then they may have to do an examination through BCS.

13. Payment

ATP’s will be invoiced as normal for the examination fees. ATP’s will be invoiced separately for the Questionmark fees.

14. Support

BCS Technical Support

To contact the BCS Customer Service team:
   Telephone +(44) 1793 417 417 Office hours are 8:30am to 5.15pm (GMT)
   Email: customerservices@bcs.uk

15. Review

This Remote Proctoring Procedure shall be reviewed on an annual basis by the Compliance Officer and Service Delivery Manager to ensure its on-going effectiveness.