

RTITB EPA PROCTORING POLICY (v1.1121)

Introduction

Due to the online nature of some RTITB EPA assessments, it is necessary to have an RTITB representative present (Proctor) to contact RTITB in the event that difficulties are experienced by candidates when accessing, completing or submitting assessments.

These representatives are known as RTITB Proctors, and it is their function to be act as RTITB's conduit during the online assessment process.

Purpose & Scope

This policy document outlines the duties and responsibilities of the Proctor during online assessments and applies only to EPA activities.

Responsibility/Accountability

The Responsible Officer is accountable for monitoring the implementation and impact of this policy. The EPA Manager/Deputy Manager is responsible for implementing this policy.

The Proctor's Role

The proctor's role is to interface directly between RTITB team members and Apprentices. The proctor **does not** have any authority to intervene in or stop an assessment; they are present purely in a representative role. If the apprentice needs assistance during the assessment the proctor will contact RTITB by telephone (01952 520202) so that the RTITB representative can speak directly to the Apprentice.

Before being appointed as a Proctor, the individual must complete the RTITB Proctoring eLearning.

Before the assessment begins, the Proctor will ensure that the RTITB Online Assessment Posters are displayed clearly in the assessment room.

During the assessment, the Proctor will:

- Remain in the assessment room.
- Make a note of any suspicious or unusual behaviour during each Apprentice's assessment period – the Proctor will not intervene directly or issue sanctions; their role is purely observational.
- Make a note in the event that an Apprentice leaves the assessment room before submitting their assessment, in contravention of assessment instructions.
- Contact RTITB directly in the event that an emergency situation results in the interruption/premature ending of an assessment.

After the assessment, the Proctor will:

- Notify RTITB, via telephone or email, that the candidates have completed the assessment.
- Submit in writing, via email, any reports on suspicious behaviour in contravention with the rules of the assessment. Reports must include the name of the candidate and the online assessment they attempted.

This policy must be reviewed by the Responsible Officer no later than end of December 2022.