

RTITB EPA PROCTORING POLICY (v4.1223)

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 is responsible for implementing this policy.

RTITB can at times conduct unannounced visits to ensure the implementation of the policy is being adhered to.

In any event of the policy being unadhered to a malpractice investigation will commence which ultimately can result in tests being void.

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 and pass the RTITB Proctoring eLearning.

Conflict of Interest and Integrity

A proctor will not be a registered apprentice.

A proctor cannot have completed an apprenticeship qualification within the last 2 years that relates to the standard to be proctored.

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.
- The proctor will not complete any other work other than observe the apprentices and remain vigilant throughout the test time.

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.
- Submit the declaration within 48 hours of the assessment taking place.
- Not disclose any information about the assessment with anyone other than RTITB.

This policy must be reviewed by the Responsible Officer no later than end of June 2024.