

Remote Invigilation Policy

Abstract

This policy establishes a framework for administering and monitoring assessments conducted outside traditional examination venues through secure digital platforms.

Document Control		
Document Number:	AIQ-022	Effective from: 25-04-2024
Linked Regulatory Requirements:	GCOR G	
Version Number and Date:	V1.3, 15-10-2025	Review date: 15-10-2025
Date of Next Review:	31-03-2026	Classification Level: Public/General

Approval Level: Low impact
Approved by: QI team
Date version approved: 15-10-2025

Version Number	Date	Changes
V1.3	15/10/25	Cover and contents sheet added, document control sheet updated

Contents

1. Introduction	3
2. Remote Invigilation (RI).....	3
3. Recordings	4
4. Reasonable Adjustments and Access Arrangements.....	4
5. Adherence to Remote Invigilation Instructions	4
6. References to associated documents.....	5
7. Implementation and dissemination	5
8. Monitoring arrangements	5
9. Data retention.....	5
10. Contact us	5

1. Introduction

This policy has been produced to enable centres to administer remote invigilation requirements consistently and securely, to ensure the integrity of the on-screen external assessment and processes can be maintained.

2. Remote Invigilation (RI)

Remote invigilation, also referred to as online invigilation or remote proctoring, is where a learner is observed through audio and visual links whilst undertaking their on-screen external assessment. The use of secure platforms and internet ensures the learner is able to undertake their on-screen external assessment in locations within their own environment securely. For their part, learners must meet a number of technical requirements which include having access to a webcam, microphone and reliable broadband connection. Learners are also responsible for ensuring that their exam environment is suitable, free from interruption, and has a well-lit workspace.

Centres are not required to carry out the actions of invigilation for on-screen assessments which have been booked for remote invigilation.

Remote invigilation can be carried out in two ways:

- Live (in-person) RI
- Record and Review (software-based) RI.

'Live' RI involves a human invigilator watching a simultaneous video feed of the learner as they take an assessment, often interacting with them at specified points during the session. This system is similar to a traditionally invigilated exam.

'Record and Review' RI relies on retrospective analysis of video footage and can be undertaken by a human invigilator, or it can be automated. In the latter case, potential issues are flagged by the automated system, which uses algorithms and artificial intelligence (AI) to deter cheating by automatically identifying cheating-like behaviours during online assessments.

After an assessment is submitted Active IQ will be alerted to any anomalies and/or potential malpractice that has been detected by either AI or the human invigilator. Active IQ will then review the assessment recordings, specifically any flagged behaviours or suspicious activity to ensure that the integrity of the assessment and Active IQ's external theory assessment and invigilation requirements have not been breached.

Below are some examples of behaviours which might be flagged by AI, and warrant further investigation by Active IQ: -

- The learner failing to maintain eye contact with the screen.
- The learner talking during the assessment.
- People walking in and out of the webcam view.
- The learner leaving the view of the webcam for a period of time.
- The learner visiting another webpage other than the page the assessment is on.

3. Recordings

It is the responsibility of the centre to ensure that learners understand implicitly, in advance of an exam, the recording requirements, once they start the assessment, and the review process that follows. This includes recordings of ID verification, environmental checks, the footage from the webcam, laptop/desktop pc/mobile device and screen share, which is then stored for reviews to take place. You should ensure that learners are aware of this to ensure that they do not do something that may be considered a violation and put themselves, or the assessment, at risk. Should the recordings include any evidence that Active IQ may consider to be a safeguarding risk, Active IQ will request that the footage be deleted, and the centre will be advised of the issue. Should the risk result in a violation of the Remote Invigilation policy, the centre will be advised of Active IQ's decision.

4. Reasonable Adjustments and Access Arrangements

As on-screen remote invigilation is recorded the security and integrity of the external assessment must be upheld. Some adjustments will not be considered reasonable due to this, such as a reader or scribe, as the learner must be alone in their chosen test room for the duration of a remotely invigilated assessment.

The centre must ensure the type of external assessment is appropriate for the learner's needs and requirements. The centre must submit approval for reasonable adjustment and access arrangements in line with Active IQ [Reasonable adjustment and special considerations policy](#).

5. Adherence to Remote Invigilation Instructions

It is the responsibility of the nominated centre contact to ensure that all staff and learners comply with these instructions. The nominated person has responsibility for upholding the integrity of the on-screen external assessments by ensuring secure and confidential assessments take place, and adherence to these instructions. Failure to adhere to any of these instructions may result in maladministration or malpractice and consequently may invalidate a learner's result, withdrawal of remote invigilation approval, and/or withdrawal of centre approval.

As the requirements for individual qualifications differ, please contact your centre nominated external verifier to see if you are able to use remote invigilation for the qualifications you deliver.

6. References to associated documents

[Active IQ's external theory assessment and invigilation requirements](#)

7. Implementation and dissemination

This policy will be implemented immediately upon approval and available on Active IQ website.

8. Monitoring arrangements

This policy will be reviewed in six months by relevant Active IQ and NCFE colleagues to ensure document is aligned and fit for purpose following full integration of Active IQ.

9. Data retention

Active IQ will not keep personal data for longer than we need it. Once the retention period is over, and it is no longer justifiable to hold personal data any longer, data will be securely destroyed or anonymised.

10. Contact us

If you have any queries about the contents of the policy, please contact us on:

E: EV@activeiq.co.uk

T: +44 (0) 1480 467 950