

GA Approval Criteria for Centres Delivering Online Examinations

Centre Approval Criteria	
O1	<p>Examination Delivery Standards:</p> <p>The centre must be able to provide the same high standards of examination delivery for online assessment as are expected for GA Classic IESOL paper-based examinations.</p>
O2	<p>Resources and Equipment:</p> <p>The centre has sufficient equipment and resources to set up and deliver online examinations, including, but not limited to:</p> <ul style="list-style-type: none"> • high speed internet • hardware (PC, laptop, Mac or MacBook with monitor, speakers, microphone, headset and webcam) • Quad Core CPU or Higher Processor and 8Gb RAM minimum to ensure stability • The appropriate software installed (Windows 10 or above, macOS 12 , Monterey+ or above) • An appropriate browser installed (Windows, Firefox, Chrome / Mac: Safari, Firefox, Chrome - latest version with auto-updates enabled • ZOOM Pro software for the purpose of remote invigilation and delivery of the speaking exam
O3	<p>Staff Technical Expertise:</p> <p>Centre staff must be able to provide the technical and administrative support to successfully set up and deliver online examinations.</p> <p>Staff members must have the technical expertise to:</p> <ul style="list-style-type: none"> • set up and maintain the equipment for online assessments • schedule and operate Zoom calls with learners (where applicable) • assist learners in understanding how to use the technology • deal with any technical breakdowns during online assessments (either resolving the problem by trouble-shooting routine IT issues, or referring to online assessment support documentation or GA support team to resolve issues)
O4	<p>Contingency for Online Assessments:</p> <p>Centres must ensure they have a back-up contingency plan that can be put into place if technical failures occur and which would prevent any potential security breaches during any failures.</p>

