**GA ONLINE Examination (Auto Proctor) – Instructions to Candidates**

Please read through the information below. By signing the declaration below (type in your name, save the document and email it back to your centre), you agree to follow and abide by all the rules below. If you do not understand, please ask a member of staff at your Centre to explain.

**Failure to abide by these rules could affect your ability to join OR complete the exam session OR the ability of Gatehouse Awards to issue your results.**

**Candidate Declaration:**

**I agree that I will:**

* check to make sure I have good Internet connection and the necessary equipment before the start time of the examination session (See *Technology Requirements for Online Exams* document for details).
* ensure that I am familiar with all the instructions provided to me ahead of the exam.
* ensure the room is quiet and nobody else can access it during the exam.
* stay in front of the screen for the duration of the exam - if I need to leave the room, I understand that it might affect the ability of Gatehouse Awards to issue my exam results.
* have my mobile phone on silent and switch off any other electronic devices not being used for permitted exam purposes.
* have my photographic ID document available at the start of the examination. \*
* not eat or smoke in the examination room (a drink is allowed).

**I understand that:**

* if I have not followed the instructions provided before the exam, I might not be allowed to join the examination session OR I might not have my exam results issued.
* I must not talk to or try to communicate with anyone once the on-screen test has started.
* I must not use any unauthorised materials during the examination (notes, dictionaries, additional devices etc.)
* I must only speak to a member of staff at the centre where I registered for the exam if I experience technical difficulties.
* I can inform the centre if I experience problems during the exam (e.g., do not feel well or have technical difficulties).
* I must not copy questions from the exam tasks.
* I must not close Auto Proctor at any point during the exam. If I do, this might invalidate the exam session and I might not have my exam results released.

 \* only applies to candidates who are 18 years of age or above.

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| I confirm that I have read and understood these ‘Instructions to Candidates’ and agree to follow them. I confirm that I give my permission for the onscreen spoken examination to be audio and video recorded for the purposes of external assessment, moderation and quality assurance purposes, as applicable to the qualification I am taking. I also confirm that I’m familiar with the Privacy Notice in Appendix 1 to this document. (N.B. For Candidates below 18 years of age, videos are not a requirement, although an audio recording may be required in some examinations). |
| Candidate Name: |  |
| Signed and Dated: |  DD / MM / YYYY |
| Parent or Guardian Printed Name and Signature (Candidates under 18 years of age only) |   |

**Privacy notice – Auto Proctored Exams**

This privacy notice explains how we collect, use, and protect your personal data during online examinations delivered using Auto Proctor.

2. What Data We Collect

During the examination, we may collect the following types of personal data:

* An image of your ID document you will present at the start of the exam.
* Video and audio recordings from your webcam and microphone.
* Screen recordings and screenshots of your desktop activity.
* Browser activity and system alerts (e.g. copy-paste attempts, multiple screen detection).
* Environmental footage from an auxiliary device (e.g. mobile camera).

3. Why We Collect This Data

We collect this data for the following purposes:

* To verify and confirm your identity and detect impersonation.
* To monitor for and investigate potential exam misconduct.
* To ensure compliance with exam regulations and maintain assessment integrity.

4. Legal Basis for Processing

We process your data under:

* Legitimate interests (Article 6(1)(f) GDPR) to uphold exam standards and prevent fraud.
* Contractual necessity (Article 6(1)(b)) to deliver the assessment service you registered for.

5. Who Has Access to Your Data

Your data may be accessed by:

* Our internal assessment and compliance teams.
* Authorised third-party proctoring providers, acting under strict data protection agreements.
* Regulatory bodies if required by law.

We do not sell or use your data for marketing purposes.