**GA ONLINE Examination (SEB) – 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).
* download and install Safe Exam Browser prior to my examination date.
* ensure that I am familiar with all the instructions provided to me ahead of the exam, including the use of Zoom and Safe Exam Browser.
* complete a full set of sample materials in Safe Exam Browser and will report any problems before the live exam date. Failure to do so will result in an admin fee being applied for each unit which needs to be taken again due to technical issues.
* be on time for my on-screen examination.
* ensure the room is quiet and nobody else can access it during the exam. \*
* follow the instructions of the Invigilator at all times.
* stay in front of the screen for the duration of the exam - if I need to leave the room, I will ask the Invigilator and I understand that I might not be allowed to continue the examination if I leave the room for non-emergency reasons.
* have my mobile phone on silent and will only use it to communicate with the Invigilator and switch off any other electronic devices not being used for permitted exam purposes.
* have my photographic ID document available during the examination. \*
* make sure I am suitably dressed for the examination and behave respectfully to the Invigilator and other candidates.
* not eat or smoke in the examination room (a drink is allowed).

**I understand that:**

* if I am not present on time, or I have not followed the instructions provided before the exam, I might not be allowed to join the examination session. The examination centre will decide whether an alternative session date will be offered.
* I must not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
* I must not use any unauthorised materials during the examination (notes, dictionaries, additional devices etc.)
* I must not ask for, and will not be given, any explanation of the questions other than task instructions.
* I must only speak to the Invigilator when invited to do so or if I have a problem.
* if I complete the exam before the end of the allocated time, I must remain in front of the screen.
* I can inform the Invigilator 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 Safe Exam Browser at any point during the exam. If I do, the unit exam will terminate.

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

|  |
| --- |
| 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 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. (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 – SEB Exams**

This privacy notice explains how we collect, use, and protect your personal data during online examinations delivered using SEB (Secure Exam Browser).

2. What Data We Collect

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

* 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.