

## Practical Guide to Remotely Conducting Online Classic Examinations

### Glossary

**Online exams** – this term is used to refer to exams which are accessed by candidates on the screen. Online exams can take place either at centre premises and be invigilated by centre staff in person, or they can be accessed by candidates from locations away from centre premises and be conducted and invigilated remotely.

**Remote Invigilation** – this term refers to a scenario where the invigilator is not based in the same physical location as the candidate (s) and is using Zoom software to conduct and invigilate the LRW exam.

**Remote Delivery** - this term refers to a scenario where the interlocutor is not based in the same physical location as the candidate (s) and is using Zoom software to conduct the spoken exam.

**Secure Exam Browser (SEB)** – software which turns each candidate’s computer into a secure workstation during the Listening, Reading and Writing components. It must be installed by each candidate prior to the start of the examination session. It does not need to be installed by the delivery staff (invigilators).

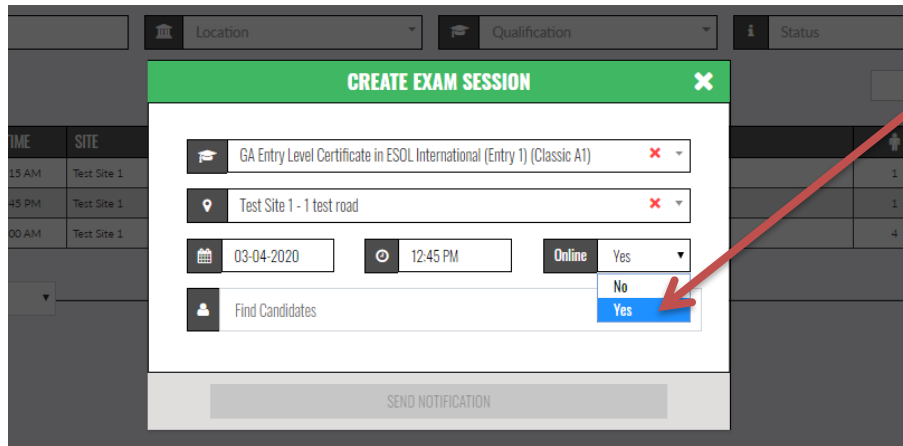
### Candidate Registrations

Candidate registrations for online Classic examinations are made on the ARK in exactly the same way as for paper-based examinations.

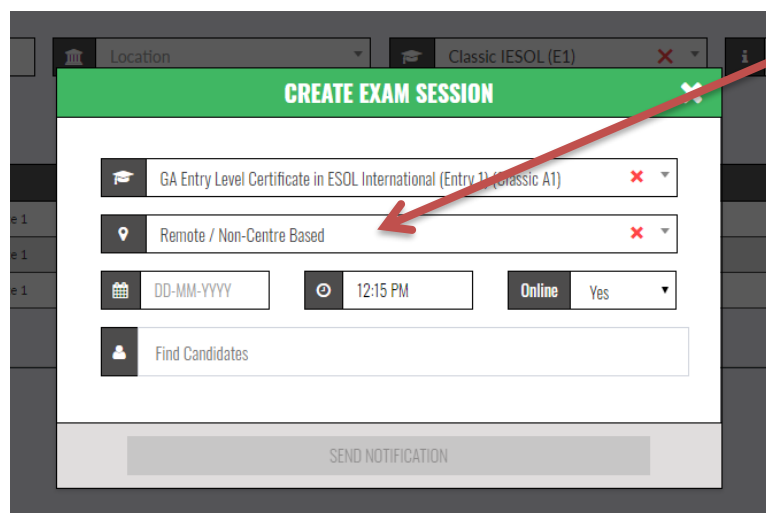
Important: please make a note of the Candidate Reference Number generated by the ARK at the point of registration. You will need that number for the candidates to access the online assessments on the day of the exam.

### Booking an exam

When you select the exam date on the ARK, please ensure that you click on the ‘online’ version.



For online exams that are invigilated remotely (i.e. the candidates are taking them online without being physically present at the centre premises), select the 'remote / non centre based' location. (please see Appendix 1 for further information).



The minimum notice required for booking the online examinations is 1 working day.

The exam materials will be available to download 1 working day ahead of the examination date.

You will download the following documents:

- A blank copy of the Examination Report Form (Word)\*
- Interlocutor Booklet for the Speaking Examination
- Visual Prompts for Candidates for the final speaking task

### Preparation at least one day before the exam date

You will need to email each candidate a copy of the *Instructions for Candidates* document and ask them to read it, complete it, sign and date it, and return it electronically to the centre at least one hour before the scheduled exam start.

Candidates are not required to print the form to complete and sign it – an electronic signature is acceptable. The form can be dated with any date prior to and inclusive of the date of the exam.

You will also need to email each candidate a copy of the *SEB Installation Guide* and *Technological Requirements for GA Online Examinations* documents at the same time. We recommend that all three documents are made available to the candidates as early as possible, to allow them maximum preparation time.

**Candidates whose completed documents have not been received will not be allowed to take the examination.**

**Candidates who did not install the SEB software will not be able to take the examination.**

Ensure that the candidates received a copy of the *Prepared Speaking Task Topics* so that they can prepare their presentations ahead of the exam (available on the GA website).

### **Preparation on the day of the exam**

Test your equipment and Internet connection, including Zoom, prior to starting the exam.

Make sure you have a copy of the *Interlocutor Booklet* either printed out, or available to access on a separate device to the one which you will be using to conduct the exam.

Make sure you have a copy of the *Visual Prompts for Candidates* saved on the device you will be using to deliver the spoken exam, so that you can screen share it with the candidates at the relevant point of the exam.

Check that all candidates have returned completed *Candidate Instructions*.

Ensure that you apply the following settings to each session prior to sending out invitations.

## Schedule Meeting

**Topic**

**Attendees**  
  
 Enable Continuous Meeting Chat ⓘ  
Added attendees will have access to the Meeting Group Chat before and after the meeting.

**Date & Time**  
  to    
 Time Zone:   
 Recurring meeting

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 475 993 2529

**Security**  
 Passcode  ⓘ  
Only users who have the invite link or passcode can join the meeting  
 Waiting Room  
Only users admitted by the host can join the meeting

**Video**  
 Host:  On  Off    Participant:  On  Off

**Audio**  
 Computer Audio

**Calendar**  
 Outlook  Google Calendar  Other Calendars

Advanced Options ▾

Change the topic to the name of the exam.

Enable the 'Chat' function under 'Continuous Meeting Chat'

Select the date, time, and duration.

Enable the Waiting Room function.

Switch on the video for both the host (invigilator) and the participants (candidates).

You don't need to adjust 'Advanced Options'.

Click 'Save' to schedule the meeting.

Start a Zoom session and email all candidates an invitation to join the session at the scheduled exam start time.

The email invitation is generated by the system and will contain the following information.

Cc:  
 Subject: Please join Zoom meeting in progress

**Join Zoom Meeting**  
<https://us04web.zoom.us/j/567533144?pwd=RGNwQys1c0UvU2I1SzRFaTRlVjVLZz09>

Meeting ID: 567 533 144  
 Password: 926027

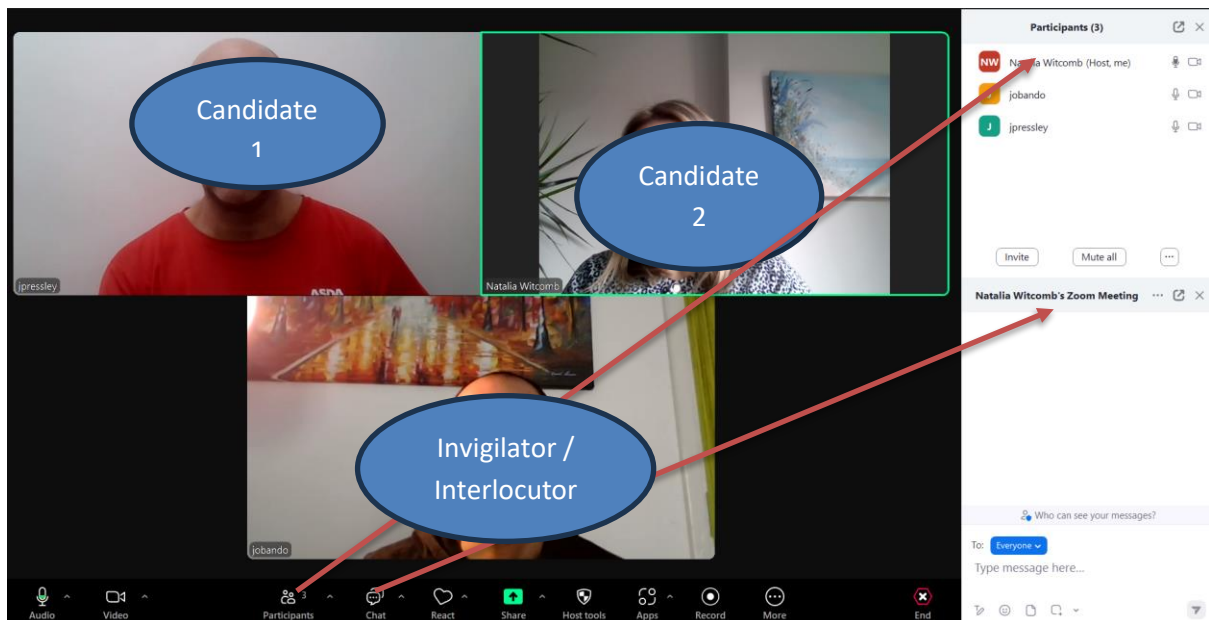
**NB** The username and password here are examples only. Do not attempt to use.

You should amend the content of the automatically generated invitation prior to sending, for example by using the wording from the example below. Please include a reminder that the candidates **MUST** download and install Safe Exam Browser prior to the exam and that they will need to run Zoom on a different device to the one they will run Safe Exam Browser on for the Listening, Reading and Writing exams.

For the Speaking assessment, candidates should leave the Zoom meeting and re-join it via their computer after they have closed Safe Exam Browser. This should only be done once the Listening, Reading and Writing assessments have been completed and submitted.

### General Zoom settings during the exam session

- 1) Select 'gallery view'.



- 2) Have both the 'participants' and the 'chat' windows opened to the side of the screen.
- 3) Make sure that the 'chat' settings are set to 'everyone chat publicly'.
- 4) As the candidates join the session, they will be automatically admitted to the 'waiting room'. The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once.

Start the session with the Listening, Reading and Writing assessments conducted in this order, unless you are conducting a resit examination. You can schedule short breaks in between the exams, but you should keep the online session running during the breaks.

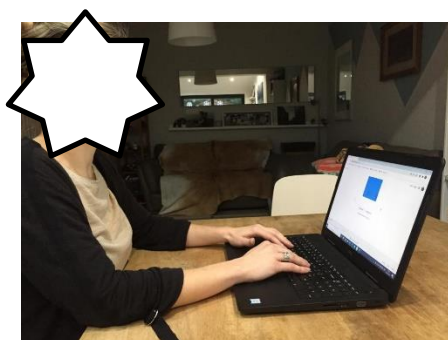
Once the Zoom session has started, please conduct the audio checks and ensure that all candidates can hear you and you can hear them. You should explain to the candidates what is going to happen during the exam session and reiterate the main instructions for the exam.

**IMPORTANT:** Make sure that each candidate has been provided with a telephone number they can reach you (or another member of staff at the centre) on in case of any unexpected events during the exam session (loss of Internet connection etc.).

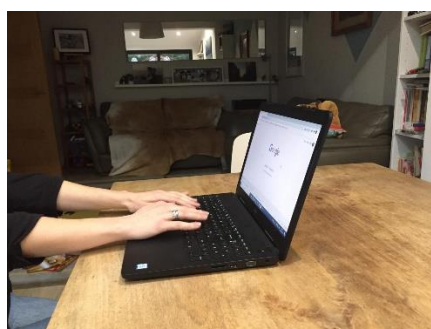
### Conducting ID checks

Once all the candidates have joined the Zoom session, ask them to introduce themselves and conduct the ID checks. These should not be recorded.

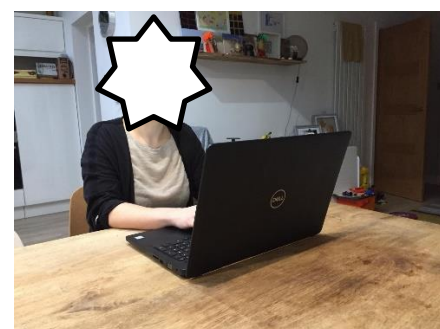
### Additional Video Device Set-Up for the Listening, Reading and Writing Examination



1. Perfect positioning.



2. We can't see your face.



3. We can't fully see your work area.



The candidates should place their second device with Zoom in the same way as Picture 1.

The invigilator is expected to:

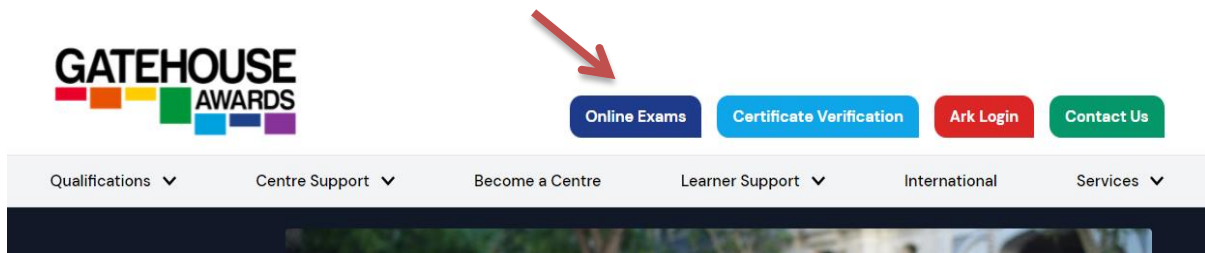
- clearly see the candidate profile and the direction the candidate is looking in at all times
- clearly see the keyboard and the hands of the candidate (the work area) at all times
- see the immediate surroundings to ensure there isn't another person in the room or that the candidate is unable to access another device or copy from notes etc. at all times

In order to ensure the above, the additional camera device should be placed at least 50 cm away from the main device, at a 90 degree angle from the side of the main device.

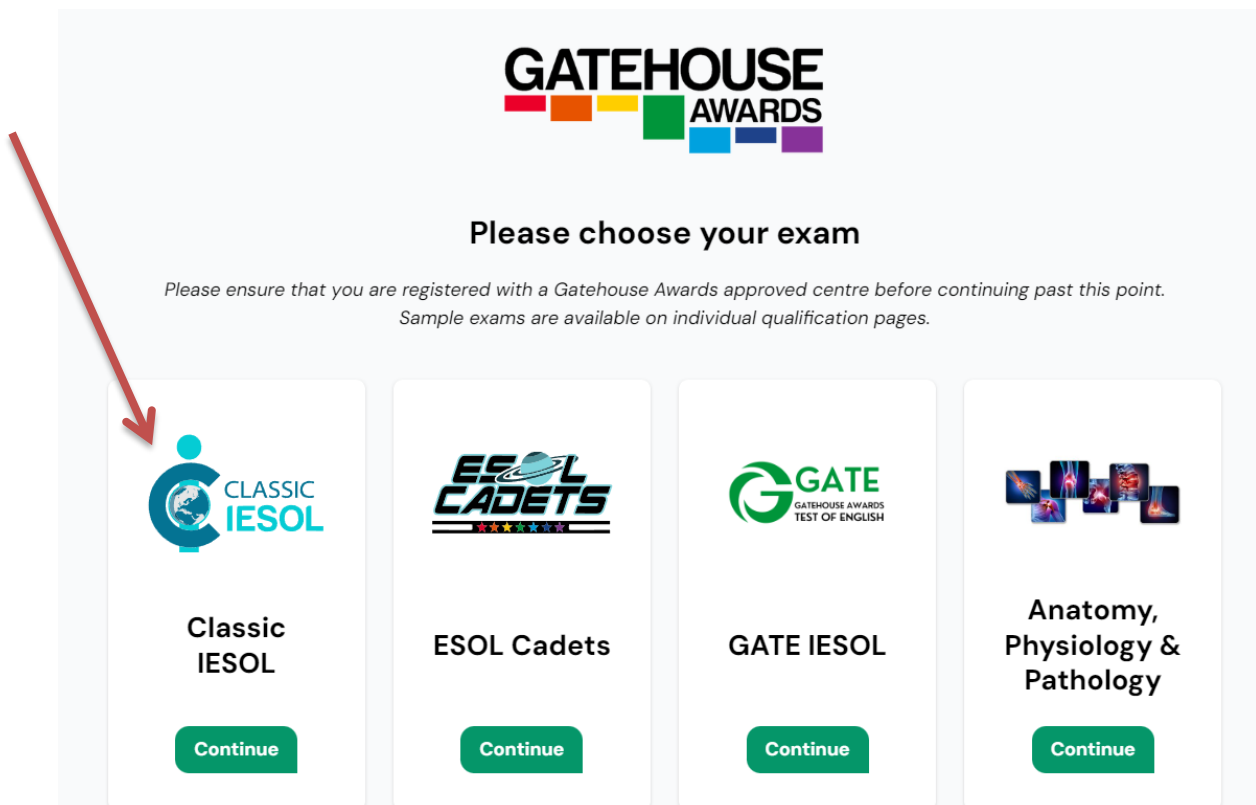
Camera settings in pictures 2 and 3 are not appropriate. Please inform the candidates to adjust their camera if it is incorrectly positioned prior to starting the examination.

## Starting the online Listening, Reading and Writing Examinations

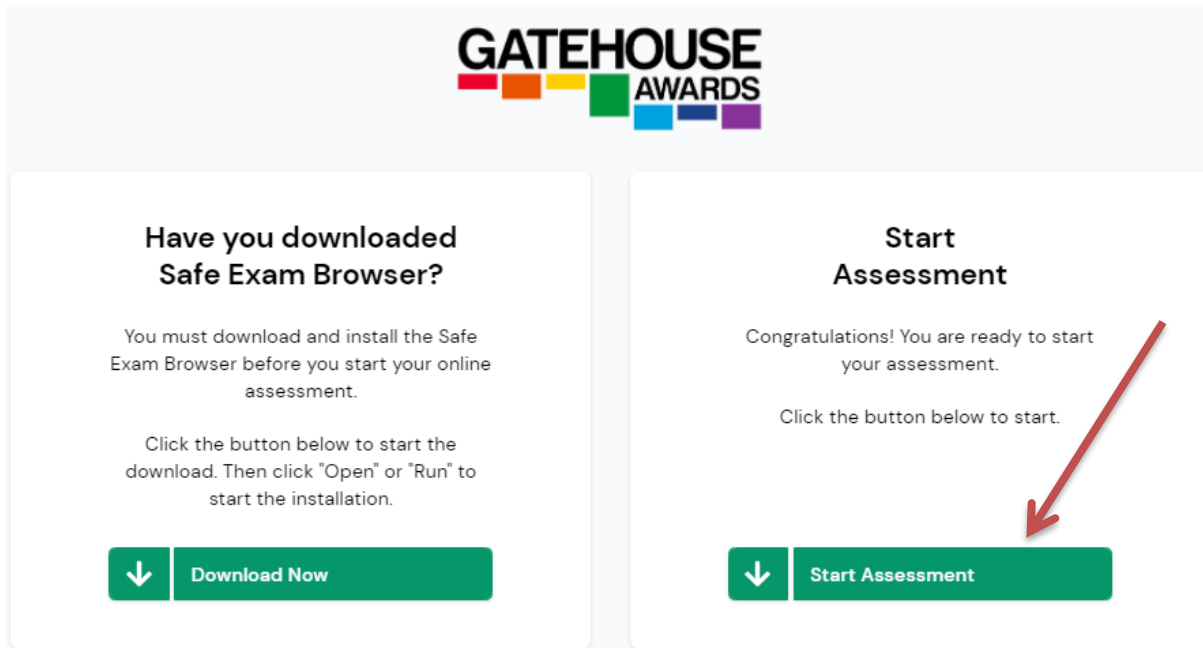
Instruct the candidates to go to the Gatehouse Awards website and click on the Assessment Login button at the top of the screen.



Choose your exam (Classic IESOL) and click on "Continue"



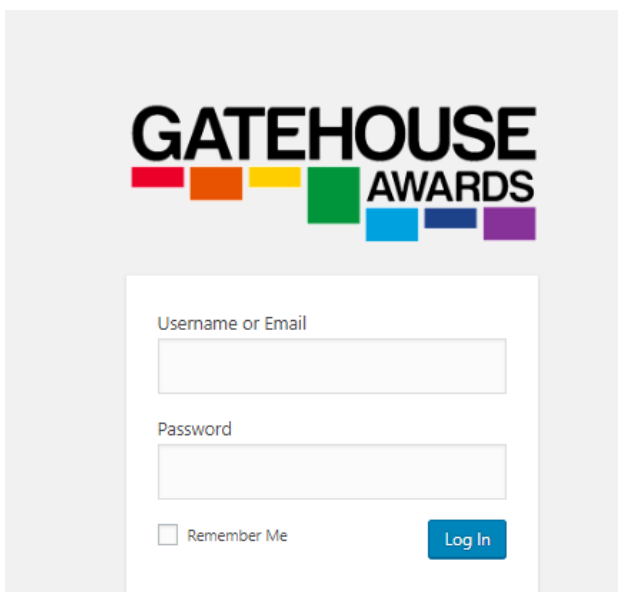
The Candidates should have already downloaded Safe Exam Browser and so will be able to click on Start Assessment.



At this point, the Safe Exam Browser will open and turn the candidates' computers into secure workstations.

The candidates will see the following screen. They need to enter their username and password to be able to access their LRW exams.

Each candidate is issued with a unique number at the point of registration that serves as their username and passwords. Be careful to give out the correct numbers to each Candidate and ask them to await your instructions before proceeding.



**The username AND the password are the same. It is the Candidate reference number generated by Ark at the point of registration.**

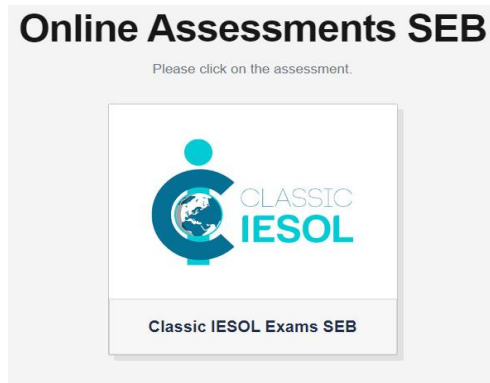
You should make this number available to each Candidate via the email with the invitation to join the online session.

Alternatively, you can send it to them via text, WhatsApp message, or in a separate email.

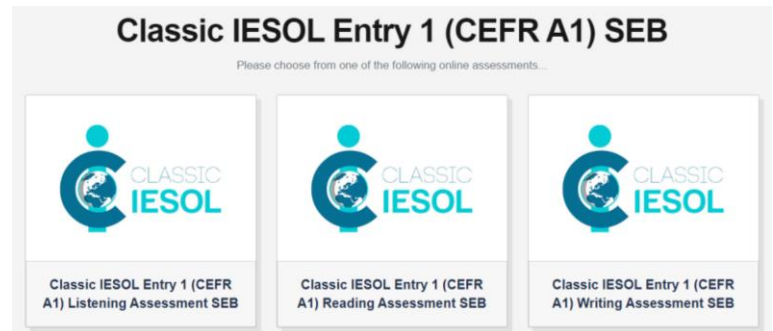


Once the candidates are logged in, they will see the following screens.

### SCREEN 1



### SCREEN 2




Each candidate will only be able to see the assessments they have been registered to take. **IMPORTANT:** Resit candidates can still see all 3 units. Instruct them to only complete the units they are resitting!

Instruct the candidates to start with the listening assessment (unless it is a resit exam, in which case start with the unit that is taken by all / most of the candidates)

Ensure that each candidate starts the Listening and the subsequent exams at the same time.

## SCREEN 3

### Classic IESOL Entry 1 (CEFR A1) Listening Assessment SEB

 CLASSIC  
IESOL

**IESOL Assessment Listening**  
RQF Level: Entry 1  
(CEFR Level: A1)

**INSTRUCTIONS FOR CANDIDATES:**

- This examination is made up of 22 questions.
- There is only one correct answer to each question.
- You must work on your own.
- You must not use any online sources.
- You must stay in front of your device until the end of the exam.
- Dictionaries are NOT allowed.
- You can use pen and paper to make notes.

**Time allowed:** 25 minutes      **Total marks available:** 22

Please complete your details below before you start the exam. Enter your full name as it appears in the ID document you used to register for the exam.

Your Email Address:

Your Full Name:

Your Date of Birth:

[START EXAM NOW](#)   [GO BACK](#)   [EXIT SAFE EXAM](#)

The first page will include instructions about the unit assessment, as well as space for the candidates to input their details. These should appear exactly as they do in the ID document used to register for the exam.

If a candidate selects the wrong skill in error (e.g. Reading instead of Listening), they can still go back at this stage by clicking on 'Go Back' button.

Ask the candidates to read the Instructions and input their details, and then wait for your instruction before pressing the 'Start exam now' button.

At this stage, advise the candidates that this is their last opportunity to ask questions before the exam will start. From this point onwards, the candidates will only be able to contact the invigilator in emergency situations.

Once the candidate has clicked on the 'Start Exam Now', the timer will start running and will remain on the screen for the duration of the session. It is not possible to stop or pause the timer once the exam has been started, except for when a candidate loses Internet connection, in which case the timer will pause automatically for up a maximum of 5 minutes per unit. If the Internet connection is not resolved, the system will auto-submit the exam.

**Classic IESOL Entry 3 (CEFR B1) Writing Assessment SAMPLE SEB**

**TASK 1.** Your friend Carlos wants to do something special for his mother's birthday. Write an email to Carlos, and offer him some advice about how he can celebrate his mother's birthday. **Write a minimum of 100 words.**

You can use some of the following ideas, or write about your own:

HOW YOU CELEBRATED BIRTHDAYS BEFORE	WHO TO INVITE	WHAT GIFT TO BUY
COOK A MEAL	SURPRISE PARTY	GO TO A NICE RESTAURANT

THE TIMER

Time left: 44 minutes and 55 seconds

EXIT SAFE EXAM

Candidates can move between the exam tasks using the 'next page' and 'previous page' buttons at the bottom of the exam window.

The candidate responses are saved automatically.

If the candidate loses their internet connection, a warning message will come up. They will be allowed up to 5 minutes to reconnect. The warning message on the screen includes a timer, which tells the candidate how long they have to reconnect. If they cannot reconnect within 5 minutes, they will not be allowed to complete the unit exam and they will be required to submit what they had produced up to that point as soon as they have reconnected.

**INSTRUCTIONS FOR CANDIDATES:**

- This examination is made up of 22 questions.
- There is only one correct answer to each question.

**WARNING!**

**Internet Connection Lost**

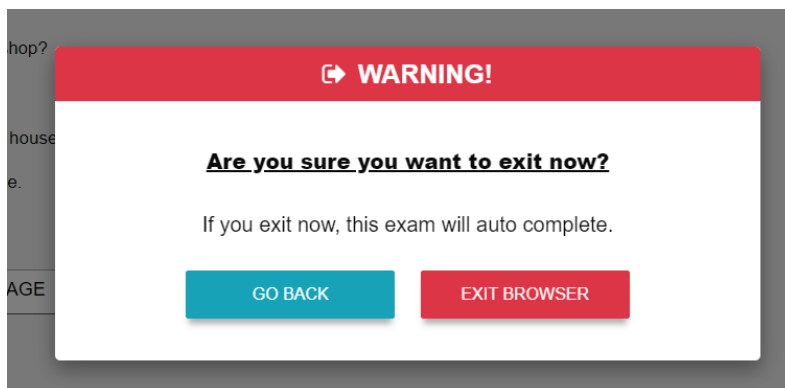
Please try and reconnect. Use the WiFi icon in the bottom right. 📶

The exam timer has stopped. You have **04m:56s** to reconnect and continue. If you do not reconnect, this exam will auto complete.

Your Email Address:

Your Full Name:

If the candidate tries to leave the Safe Exam Browser at any point during the examination, they will first see a warning message:



If they proceed to leave the Safe Exam Browser, their progress will be saved and submitted. They will not be able to get back into the unit to continue working or make any changes.

They will, however, be able to proceed with the remaining units of the examination after opening the Safe Exam Browser again.

The last page contains a declaration which must be completed prior to the assessment being submitted:

**Classic IESOL Entry 1 (CEFR A1) Listening Assessment**

**CANDIDATE DECLARATION:** By entering my details on this page, I confirm that the work contained in this booklet is my own and I had no prior knowledge of the content of this examination. I also declare that I will not share with any person any information about the questions and/or tasks.

Candidate First Name(s):

Candidate Surname:

### Further Instructions for Invigilation of the Listening assessment

Once the candidates have started their listening assessment, please use the 'mute all' function on Zoom to ensure that they cannot hear each other. Each candidate will be playing the listening recordings at their own pace and for that reason the mute function should remain on for the duration of the listening exam.

If a candidate needs to contact the invigilator due to an emergency, they can use the chat option or call the invigilator / other centre staff using the telephone number provided before the start of the session.

The candidates should only be able to hear the invigilator, and not each other. The invigilator acts as the host, and has the ability to control the settings / permissions for other participants (candidates).

### Further Instructions for Invigilation of the Reading assessment

Do not use the 'mute all' function during the reading assessment. The rooms candidates are working in should be quiet and you want to be able to hear if there is any unauthorised communication taking place. If a candidate needs to contact the invigilator due to an emergency, they can use the Chat option or call the invigilator / other centre staff using the telephone number provided before the start of the session.

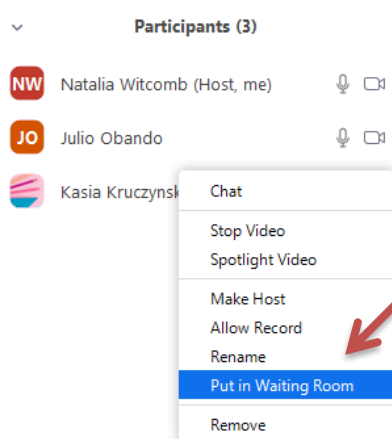
### Further Instructions for Invigilation of the Writing assessment

Do not use the 'mute all' function during the writing assessment. The rooms candidates are working in should be quiet and you want to be able to hear if there is any unauthorised communication taking place. If a candidate needs to contact the invigilator due to an emergency, they can use the Chat option or call the invigilator / other centre staff using the telephone number provided before the start of the session.

All online writing exam sessions must be video recorded.

### Online Classic Spoken Assessment

This is conducted with two candidates using Zoom – candidates should ideally use a computer rather than a mobile device for this. The interlocutor will decide which two candidates will be the first to take spoken assessment and place the remaining candidates in the 'waiting room' until it is their turn to take the exam.



In order to put the candidates in the waiting room, click on the 'more options' icon next to each candidate's name, and select 'Put in Waiting Room'

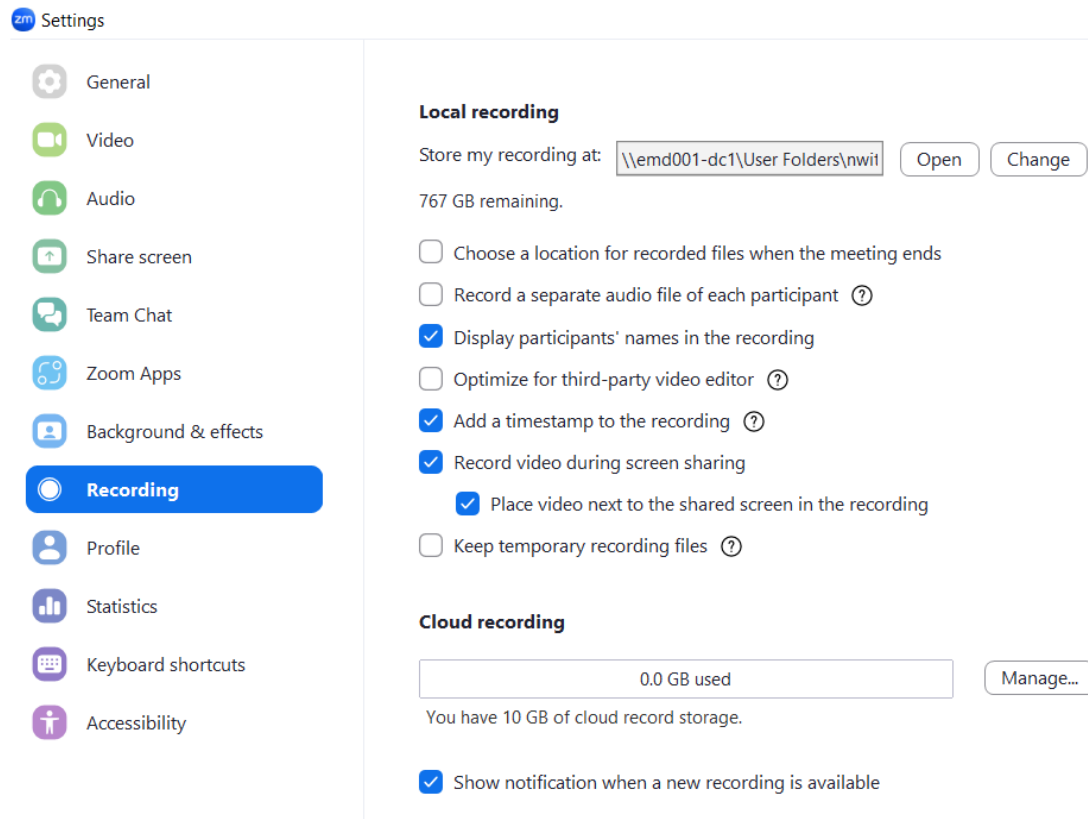
Please note that when a candidate is invited back from the waiting room they will be automatically muted, and the interlocutor needs to unmute them.

The interlocutor should advise the first pair of candidates that they intend to start recording the exam.

## Zoom settings during spoken exams

- Ensure that you record the meeting ‘on this computer’ rather than ‘to the Cloud’ – otherwise the recording of ST3, where you share the screen with the candidates, will record in the speaker view even if you select the gallery view setting.

Ensure that your recording settings are as follows:

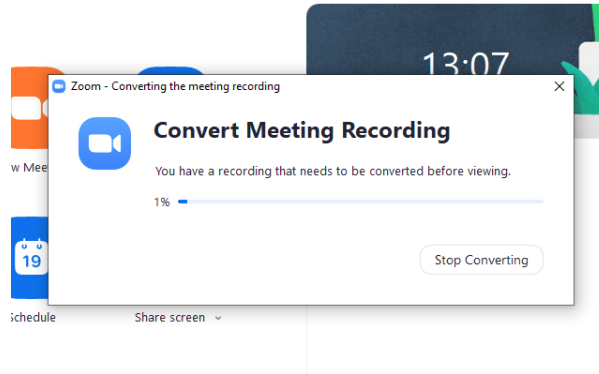


The screenshot shows the Zoom Settings application with the 'Recording' tab selected. The left sidebar lists various settings categories: General, Video, Audio, Share screen, Team Chat, Zoom Apps, Background & effects, Recording (highlighted), Profile, Statistics, Keyboard shortcuts, and Accessibility. The main content area is divided into 'Local recording' and 'Cloud recording' sections. Under 'Local recording', the 'Store my recording at' field is set to '\\emd001-dc1\User Folders\nwit', with 'Open' and 'Change' buttons. It shows '767 GB remaining' and a list of checkboxes: 'Choose a location for recorded files when the meeting ends' (unchecked), 'Record a separate audio file of each participant' (unchecked), 'Display participants' names in the recording' (checked), 'Optimize for third-party video editor' (unchecked), 'Add a timestamp to the recording' (checked), 'Record video during screen sharing' (checked), 'Place video next to the shared screen in the recording' (checked), and 'Keep temporary recording files' (unchecked). The 'Cloud recording' section shows '0.0 GB used' with a 'Manage...' button, and a note: 'You have 10 GB of cloud record storage.' A checkbox for 'Show notification when a new recording is available' is checked.

At the beginning of the assessment, the interlocutor should set the view to ‘gallery view’ and start recording the exam and keep the recording running for the duration of the spoken exam for each pair of candidates. There should be no breaks between the tasks other than in emergency situations.

The interlocutor should follow the script in the Interlocutor Booklet. Remember to refer to the published topics for the prepared task and share the Visual Prompts document using the share screen option in the final speaking task.

At the end of the exam, you will need to convert the recording to an MP4 format and save it on the device you are using. This might take a few minutes.



Once you have completed the file conversion, you need to name the file in line with standard GA guidelines and upload it with the following documents within a maximum of 2 working days:

- Completed Examination Report Form (1 in total)
- Completed Instructions for Candidates (1 per candidate)
- Completed RPL forms (only if applicable).

### Emergencies / Special Considerations

If you or one of the candidates experiences any unexpected issues with Internet connection / power supply etc., please contact GA immediately and we will be able to advise how to best proceed with the remaining online exam (s).

Please note that interlocutors and invigilators should also be familiar with the *Regulations for Remotely Conducting Controlled Online Examinations*, as well as the *GA Online Exams Frequently Asked Questions* documents.

## APPENDIX 1

### Classic IESOL Examinations – delivery options

#### 1) Paper based

LRW component – candidates use paper-based assessment materials for all three skills. Invigilation takes place in person.

Speaking component – the interlocutor and the candidates are present in the same room. Only audio recording of the examination is required unless otherwise stipulated by GA.

#### 2) Online – remote option

LRW components – candidates access these online from a location of their choice. Invigilation takes place remotely, via Zoom. Video recording of the writing component is required.

Speaking component – the interlocutor and the candidates connect via Zoom. Both audio AND video recordings of the examination are required.

#### 3) Online – centre-based option

LRW components – candidates use online assessment materials for all three skills. All candidates are present in the same examination room at the centre and invigilation takes place in person. No recording is required.

Speaking component - the interlocutor and the candidates are present in the same examination room at the centre. Only audio recording of the examination is required unless otherwise stipulated by GA.

Please note that no further changes to the delivery options are permitted without prior authorisation by Gatehouse Awards.

### Observations

If an exam session is observed remotely, the observer may choose to video record all or some elements of the session for options 1 and 3 above. The centre remains responsible for recording the elements as stipulated by the guidance above.