



# LMS INVIGILATION LOCKDOWN

## *Specification*

### INTRODUCTION

To allow centres and candidates to have access to registered online assessments, there are 4 key systems:

- Centres Hub – invigilator rights are added by centre users via this system
- QLMS (WP2) – centre users complete candidate registrations via this system
- LMS – candidate access to specific online assessments is granted via this system
- Perception – questions and assessments are created and delivered to the LMS via this system

Centre staff are linked to individual centres. Online assessments are registered against candidate records and are also linked to individual centres.

The current access rule for this system is as follows:

All centre users with invigilation rights are able to invigilate all IMI registered candidates. This is regardless of which centre the candidates are registered to.

### REPORTED ISSUE

The Quality and Assessment Services team (specifically, Tony Lawson) have conducted a number of malpractice and maladministration investigations over the last year or so. A number of issues which have been identified during these investigations link back to our current online assessment rule.

### REQUIRED UPDATE

To try and alleviate some of these issues, the Quality and Assessments Services team have asked us to investigate the possibility of 'locking down' the online assessment system.

Following this request and internal discussions, we investigated the following 2 option:

- Full lockdown – do not allow candidates to attempt an online assessment unless the logged on invigilator is linked to the registered centre of said online assessment
- Partial lockdown – do not allow candidates to attempt online assessment unless at least 1 of their online assessments is registered to the invigilators linked centre

Following careful consideration, and discussions with key centres, we would like to discuss the possibility of Partial lockdown for this update.



## SPECIFICATION

### Online assessments linked to centres

All candidate online assessments are shown on QLMS and LMS. Each online assessment is registered to a specific centre:

### QLMS:

Assessment Details for Mr John Buchanan QLMS V3.24 - DC

**Candidate Assessment Details**

**Details**

Candidate Number: 00061010 Assessment Number: AC1r-QCF  
 Registration Date: 01/11/2017 Centre: 930609 Fanshaws

**Proxy Details**

Proxy Comment: JB test  
 01/11/2017

**Pass Details**

Score Achieved: % Pass Date: / /

**Other Details**

Abandoned / / Purchase Order No.:

Register SN Assessment Delete Save Close

### LMS:

IMI AWARDS Online Assessments

Welcome 101160, [Change Password](#) [Logout](#)

Candidates System Reports

You are here: [Home](#) >> Candidate

**Candidate**

\* Candidate Number: 00061010  
 Title: Mr  
 \* First Name: John  
 Middle Name:  
 \* Surname: Buchanan  
 Email: johnb@imilawards.org.uk

**Candidate Assessments**

Number	Description	Centre Number	Completed Date & Time
1	Soft Skills	930609	
AE06Q	Knowledge of Diagnosis and Rectification of Vehicle Auxiliary Electrical Faults	930609	26/12/2017 12:55:40
AE06Q	Knowledge of Diagnosis and Rectification of Vehicle Auxiliary Electrical Faults	930609	28/12/2017 12:54:22
AE06Q	Knowledge of Diagnosis and Rectification of Vehicle Auxiliary Electrical Faults	930609	11/01/2018 10:14:43
AE06Q	Knowledge of Diagnosis and Rectification of Vehicle Auxiliary Electrical Faults	930609	18/01/2018 09:30:16
AE06Q	Knowledge of Diagnosis and Rectification of Vehicle Auxiliary Electrical Faults	930609	02/02/2018 09:54:37
BP18Q	Removing and Fitting Basic Light Vehicle Mechanical Electrical and Trim (MET) Components and Non Permanently Fixed Vehic	1009883	
BP18Q	Removing and Fitting Basic Light Vehicle Mechanical Electrical and Trim (MET) Components and Non Permanently Fixed Vehic	1009883	11/01/2018 11:24:48
BP18Q	Removing and Fitting Basic Light Vehicle Mechanical Electrical and Trim (MET) Components and Non Permanently Fixed Vehic	1009883	02/02/2018 10:05:09

It is important to note that the centres the online assessments are registered to can change if they are transferred to another centre on QLMS. However, if an assessment has been successfully completed, it will stay registered to the centre it was completed at.

*The update*

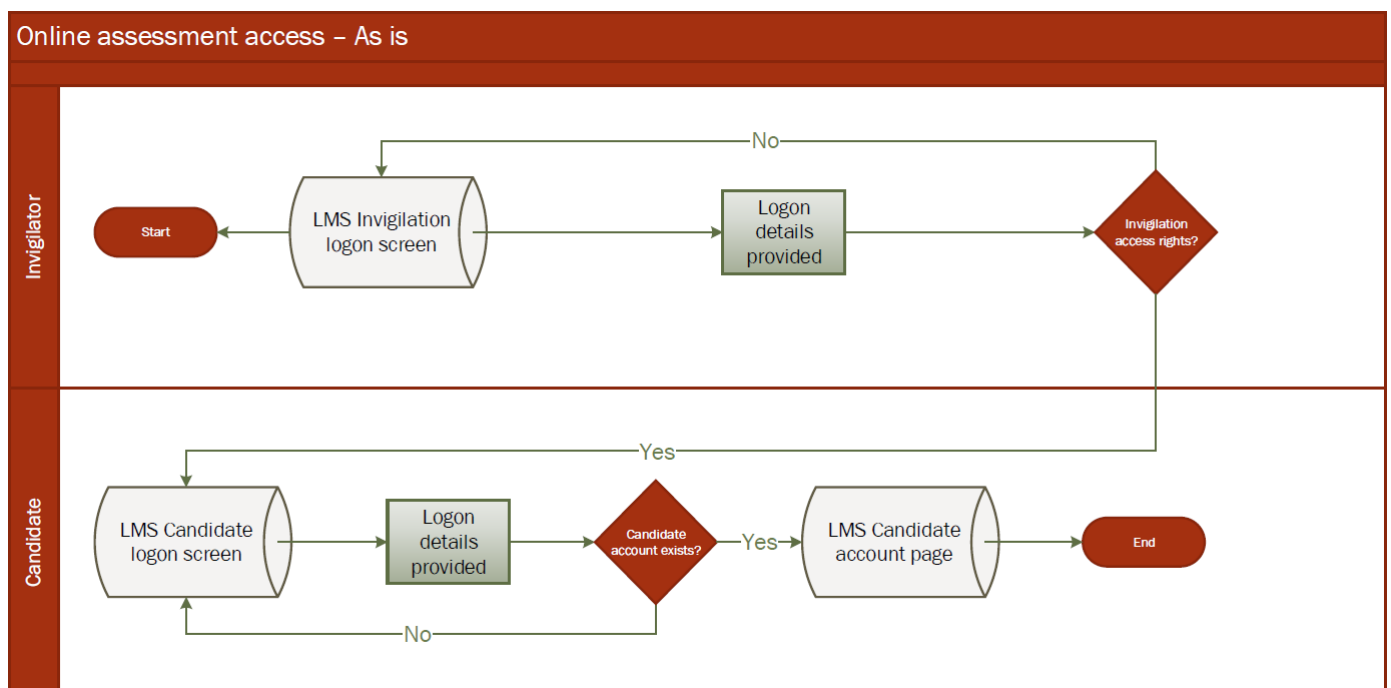
To satisfy this requirement, we would like to stop access for candidates at the point they try to logon – the candidate logon screen is only made available after the invigilator has successfully logged on.

If a candidate does not have any online assessments registered to the same centre as the logged on invigilator, the following text will be displayed (using the standard browser message process with an OK button):

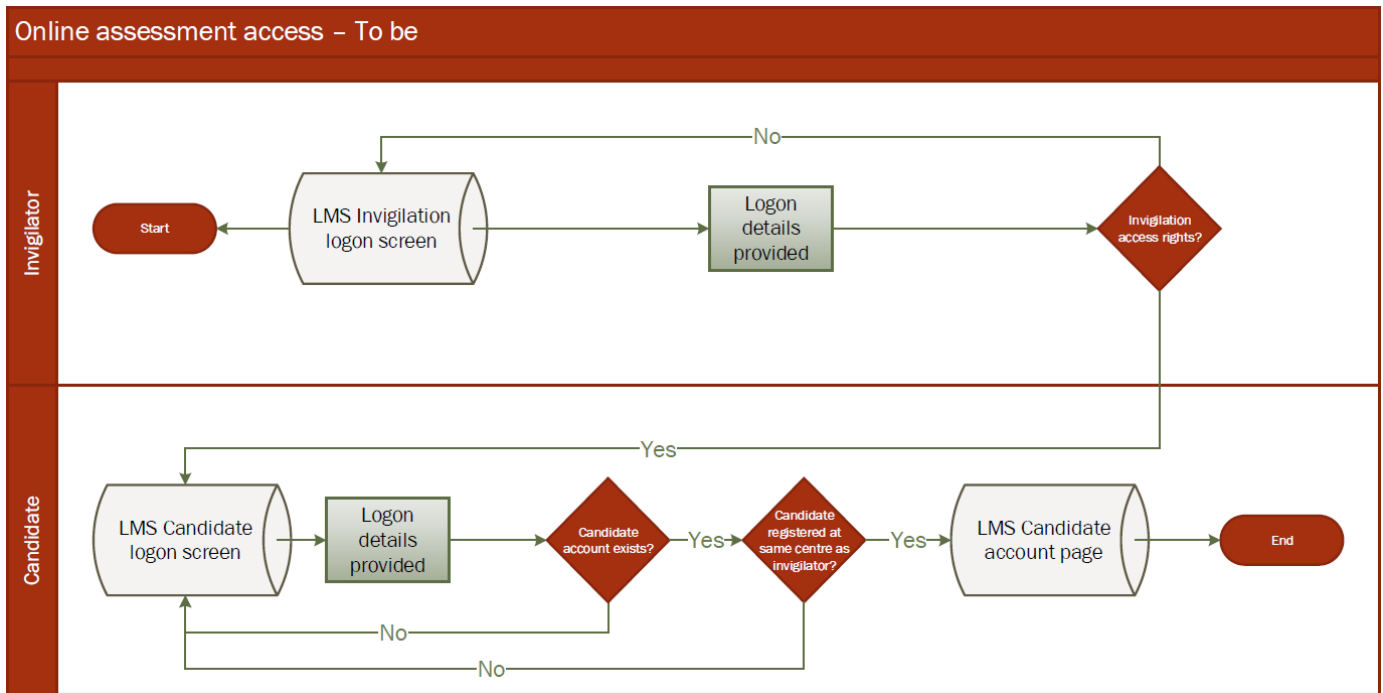
*We are unable to process your logon to this system. Your online assessment(s) are not registered to the same centre as your invigilator. Please ask your invigilator to contact The IMI for more information.*

When the OK button is clicked, the candidate logon page will be displayed for them to try again.

**WORK FLOW - CURRENT**



WORK FLOW – ONCE CHANGED



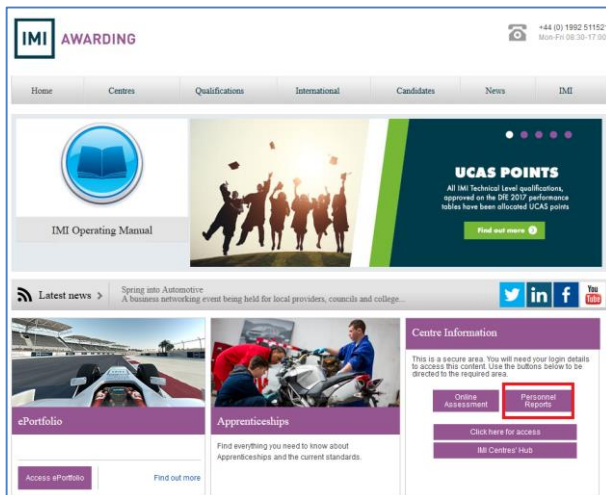
Flexibility

As with all updates like this, we need some flexibility. We’d therefore like to make a prevision which will allow us to circumvent this new rule as and when required.

We believe this will be best achieved by adding an additional permission/tick box to the centre personnel record on QLMS. If this permission/tick box is added/ticked for a centre personnel record which has invigilation rights, they will not be subjected to this rule. They will be able to invigilate any online assessments for any candidates regardless of where they are registered.

## Reporting

Based on this new requirement and with GDPR looming, we need to make some adjustments to the current LMS reporting system:



[http://lms.imiawards.org.uk/CP/Login.aspx?time\\_stamp=2018:03:16:10:06:58&auth\\_token=508db367204895bed2756bb2aa962e30](http://lms.imiawards.org.uk/CP/Login.aspx?time_stamp=2018:03:16:10:06:58&auth_token=508db367204895bed2756bb2aa962e30) – this URL is time stamped and can only be accessed via the Awarding website

The following reports on this system are open access i.e. reports can be generated for all candidates by any user regardless of where the online assessments are registered:

- Candidates assessment history
- Candidates outstanding assessments

We would like to lockdown these reports in the same fashion. If a candidate does not have any online assessments registered to the same centre as the logged user, no data will be presented. This will use the current messaging system i.e. No data found

## Timings

This is a big change to our centre network. We therefore, need to provide them with ample time to make adjustments to their processes to facilitate this update. We have agreed that we will provide them with a 90 notice period.

Once we have agreed the specification and cost details, we will arrange for the centre communication to be sent out. We will then plan this update for around 90 days after the communication has been sent.

However, the update to the report section will need to be completed in line with GDPR. Therefore, we would like this to be completed by 25<sup>th</sup> May 2018.

We are happy to keep both updates as one item but have different delivery dates or to split them in to 2 items and deal with them separately. Can you please confirm your preference with this?