INTRODUCTION

The majority of IMI's qualifications and accreditations have an online assessment as a mandatory requirement. These assessments are used to test the candidates' knowledge and understanding as specified within the qualification.

All IMI online assessments must be delivered in a controlled environment and invigilated in accordance with the centre's invigilation policy and IMI requirements. The invigilation process and documentation must be encompassed in the centre internal quality assurance process.

Online assessments are rarely the sole requirement for assessing a candidate's knowledge and understanding. All knowledge assessment requirements of the qualification are required to be met and achieved. These are specified in IMI documentation produced for each qualification.

Note: Candidates should not be entered for online assessments until the appropriate unit delivery (i.e. learning) has been completed. Entering candidates before they are ready could be regarded as unfair assessment and cause an adverse effect on the candidate's performance.

All IMI online assessments are accessed through the IMI website (www.theimi.org.uk/awarding). The website also enables you to obtain candidates' results and print records of achievement for successful online assessments (see section 5.2).

TYPES OF ONLINE ASSESSMENT

Traditionally, all IMI online assessments have consisted of multiple choice questions with candidates having to select the correct answer from a choice of four suggestions. While this remains the preferred option for established qualifications such as N/SVQs, VCQs and VRQs, as IMI develop new qualifications, more innovative techniques such as 'drag and drop' are being introduced.

IMI multiple choice online tests are randomised so that candidates taking the same test at the same time will be allocated a different selection of questions from the question bank and the answers to a question will appear in a random order each time it is used.

SCHEDULING ONLINE ASSESSMENTS

Candidates must be given prior notice of the dates and times when they will be taking their online assessments. This will enable them to ensure that they are prepared properly.

Online assessments should be scheduled at appropriate intervals during the candidates' programme of learning. They should not be concentrated in a short period at the end of the programme. Such 'end loading' frequently disadvantages candidates and gives them little time to prepare for re-sits etc.

INVIGILATING ONLINE ASSESSMENTS

Assessors should not be permitted to act as invigilators unless there are exceptional circumstances authorised by the centre co-coordinator. In such instances, the centre must adopt clearly defined processes with close scrutiny of the assessor's invigilation which must be documented clearly within the centres internal quality assurance strategy. This must include details of how peripatetic assessments being carried out offsite are internally quality assured.

The following regulations apply to the invigilation of all IMI online assessments:

- Online assessments must be held in an appropriate room with suitable computers positioned correctly with sufficient spacing of at least 1.5 metres apart, screens between candidates and or use of privacy filters. Candidates must be seated in such a way so that they cannot see other candidates' responses and so that the invigilator can oversee all candidates

- There must be suitable seating arrangements, adequate light and candidates must be free from noise and distraction.

- The room should be clear of any information (charts, posters etc.) that might inadvertently help or assist candidates to answer questions.

- Candidates must be logged onto the system by an IMI approved invigilator only, using their IMI PIN and password.

    Note: centres must ensure that the 'auto save' function is disabled from all IT equipment utilised to access IMI online assessments, to mitigate any risk of unauthorised personnel gaining access and misusing these.

- It is the centres responsibility to check the identity and confirm that the correct candidate is logged onto the allocated PC as identified within the invigilation log.

- Candidates must be invigilated at all times, by a competent person nominated by the centre co-ordinator or other person responsible for running external assessments at the centre (e.g. exams officer).

- Candidates must follow the invigilator's instructions at all times. They should be informed of exactly which online assessment they are taking. Candidates should not take more than two online assessments in one day.

    Note: It is not acceptable to simply tell candidates to take 'any assessments showing as not completed'.

- Invigilators must ensure that candidates do not have access to any websites or programmes other than the IMI online assessment pages while in the room where the online assessments are being held.

▪ Candidates must not take books, papers of any kind, calculators*, mobile phones or any form of electronic recording or data storage device into the room where the online assessments are being held, unless stated within the guidance document for the qualification

  *Note: *Calculators may be used only for assessments which specifically allow their use.*

▪ Invigilators may provide candidates with blank paper and writing materials to make notes or carry out rough workings during the assessment but these must be collected by the invigilator at the end of the assessment and destroyed before the candidate leaves the room.

▪ Candidates must not communicate in any way with other candidates whilst in the room where the online assessment is being held.

▪ In the event of an emergency (e.g. a sick candidate or IT failure), the invigilator should be able to summon assistance without leaving the room where the online assessments are being held. Instances of this must be recorded in the invigilation log.

▪ Any instances of suspected candidate malpractice must be reported to the centre co-ordinator immediately (see section 1.10).

▪ A log of candidates taking online assessments should be maintained and made available to the external quality assurer (EQA) during monitoring visits.

  This log should show the invigilator's name and IMI PIN, the date and time of the online assessments. It must also list the candidates' name, registration number and the online assessments being attempted. A seating plan and/or reference to the computers used should also be included.

  The types of issues that must be recorded within the invigilation log include:

  - any candidate requesting explanation and pronunciation of words within the online assessment
  - fire alarm
  - IT issues
  - submitting prior to completion of the online assessment taken
  - launching incorrect assessment
  - reader used if required and room used
  - any interaction between candidates once online assessment period starts

▪ Should a candidate identify any potential issues with the question(s) and diagrams presented during the online assessment, the IMI should be notified immediately. The notification should include details of the issues raised and the candidate's name, number, unit assessment and question number.

  The IMI will investigate any issues raised and will adjust candidates' results if the question is deemed to be unsuitable.

Note: The IMI have produced an example document 'Assessment Attendance Register and Supervision Report' for centres to use should they not have their own template within their invigilation policy.

CENTRE REQUIREMENTS

In addition to the invigilation regulations specified above, all centre personnel must comply with the following:

- Candidates must complete the online assessments individually and may not be assisted by anyone.

- Only the registered candidate may take an online assessment. Centre personnel must not log on as a candidate to view any online assessments.

- Candidates must not retake an online assessment they have failed for at least 48 hours. Ideally candidates will be given remedial training before being allowed to resit.

  Note: The IMI will allow one resit per online assessment free of charge, but will charge for the second and any subsequent resits.

- Following three referrals of any one unit online assessment, the centre must ensure that they can demonstrate how they have supported the candidate prior to entering him or her for that online assessment again.

- Downloading or saving any part of an IMI online assessment is strictly prohibited.

- Sharing or misusing invigilators' PINs and/or passwords is also strictly prohibited. Particular care must be taken to avoid disclosing invigilators' passwords to candidates as this will enable them to view/take online assessments unsupervised and may lead to allegations of malpractice.

As part of the ongoing monitoring of our online assessment system, IMI personnel will interrogate the system to identify strange patterns of use, unusual times when online assessments are taken, short completion times, frequent attempts at the same test etc.

The EQA will also be able to carry out a similar analysis of online activities at your centre and will be happy to share this information with centre personnel during monitoring visits.

Note: Any breach of IMI requirements relating to online assessments will be regarded as malpractice (see section 1.10).