

INTRODUCTION

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.

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).

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.

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.

INVIGILATING ONLINE ASSESSMENTS

Assessors should not be permitted to act as invigilators unless there are exceptional circumstances authorised by the Centre 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.

Note: Online assessments linked to Apprenticeship Standards MUST be invigilated by impartial invigilators with no industry qualifications or background relating to the assessment they are invigilating.

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

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.

- 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.

*Note: *Unless clearly stated within the qualification requirements, for example for the MOT qualifications (see section 8.1).*

- Candidates must not take books, papers of any kind, calculators*, dictionaries*, mobile phones, including smart watches 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 or dictionaries may be used only for assessments which specifically allow their use, as clearly stipulated in the relevant qualification specification/guidance.*

- 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.
- Should there be an IT issue encountered during an assessment (such as loss of connection), IMI should be notified as soon as possible to investigate / rectify to not disadvantage the candidate.

- Any instances of suspected candidate malpractice must be reported to the Centre Coordinator immediately.
- A record of candidates taking online assessments should be maintained and made available to the External Quality Assurer (EQA) during monitoring visits.

This must 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 provided.

The types of issues that must be recorded include:

- launching incorrect assessment
 - submitting assessment prior to its completion
 - reader used, if required. and room used
 - fire alarm
 - IT issues
 - any candidate requesting explanation or pronunciation of words within the assessment
 - any interaction between candidates once online assessment period starts
 - any potential issues with the question(s) or diagram(s)
- Should a candidate identify any potential issues with the question(s) or diagrams presented during the online assessment, the question number, assessment ID and brief description of the issue should be detailed in the invigilation record and IMI should be notified immediately.

Note: The IMI have produced an ['Exemplar - Invigilation Record'](#) for centres to use should they not have their own template within their invigilation policy.

Note: For security purposes, centres should not take photographs of the online assessment platform or record the question in full.

- The invigilation record should then be submitted to IMI through an enquiry form on IMI Centres Hub.

The IMI will investigate any issues raised and take appropriate action if the question is deemed to be unsuitable.

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.
- Following a referral of an 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.

Note: The IMI will allow one resit per online assessment free of charge, but will charge for the second and any subsequent resits. This does not include Key Stage 4/5 qualifications – full details of the explicit retake requirements are detailed in the qualification specification.

**However only IMI Accreditation online assessments (including accredited assessor) and a small cohort of IMI qualifications can be retaken after 2 hours, further details as follows:*

- 601/8928/9 *IMI Level 2 Award In Mot Testing (Classes 4 And 7)*
- 601/8930/7 *IMI Level 2 Award In Mot Testing (Classes 1 And 2)*
- 601/8929/0 *IMI Level 3 Award In Mot Test Centre Management*
- 603/1465/5 *L1 Award In Electric/Hybrid Vehicle Awareness*
- 603/1467/9 *L2 Award In Electric/Hybrid Vehicle Hazard Management For
Emergency And Recovery Personnel*
- 603/1466/7 *L2 Award In Electric/Hybrid Vehicles Routine Maintenance
Activities*
- 603/1468/0 *L3 Award In Electric/Hybrid Vehicle System Repair And
Replacement*
- 500/6771/0 *L3 Award In Automotive Refrigerant Handling (EC842-2006)*
- 600/1954/2 *L3 Award In Cargo Refrigerant Handling (EC842-2006)*
- 600/4331/3 *L3 Award In Automotive Air Conditioning Servicing And
Maintenance (EC842-2006)*
- 600/4336/2 *L3 Award In Automotive Air Conditioning And Climate Control
Diagnosis And Repair (EC842-2006)*
- 603/4181/6 *IMI Level 2 Award in Preparing Heavy Electric/Hybrid Vehicles for
Repair*
- 603/4182/8 *IMI Level 3 Award in Heavy Electric/Hybrid Vehicle System Repair
and Replacement*

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 Malpractice and Maladministration Policy).

Issue Number	Effective Date	Amendments	Reason for Amendments
11	22 May 2019	<ol style="list-style-type: none">1. Addition of a Note regarding Online assessments linked to Apprenticeship Standards MUST be invigilated by impartial invigilators with no industry qualifications or background relating to the assessment they are invigilating.2. Addition of accredited assessor to the 2 hour retake rule.	<ol style="list-style-type: none">1. To provide further detail to IMI approved centres.2. Due to an internal review.