GA Approval Criteria for Centres Delivering Online Examinations

Overview of the GA Online Examinations

The GA Online examinations are undertaken by candidates via online materials provided by GA within a Secure Exam Browser (SEB).

The online examinations can be delivered in two different ways:

- **remotely**, i.e. the candidates take them from home or another location away from the centre, under the remote invigilation of a member of centre staff. For remote examinations Zoom is used, alongside a second device, so that centre staff can observe candidates in the examination session and provide effective invigilation.

OR
- **centre based**, i.e. candidates take them at the centre premises using equipment provided by the centre, under in person invigilation.

The Invigilator to Candidate Ratio will be specified individually for each qualification suite.

Information specific to Classic IESOL Online Examinations

REMOTELY DELIVERED EXAMINATIONS

A maximum 6 candidates at a time may be observed by one Invigilator for remotely delivered sessions.

Speaking examinations are also undertaken by candidates from their own home, with the Interlocutor conducting the examination remotely. Two or three candidates are permitted to take the Speaking examination together, as they would in a centre-based examination session. An audio and video recording of the Zoom session (for speaking and writing components only) should be made and kept securely by the centre.

Records of the candidate's responses in the Listening, Reading and Writing examinations are automatically saved by GA's examination system.

Centres are required to video record the Speaking and Writing examination component. The video recordings will be made available to GA on request to allow for additional quality assurance activities.

Centres are required to upload an audio recording of the Speaking examination and may be asked to provide a video of the Zoom examination session.

Centre staff must complete and upload an Examination Report Form with copies of Candidates' ID documents within the standard timescales.

IN PERSON (CENTRE BASED) DELIVERED EXAMINATIONS

A maximum of 8 candidates at a time may be observed by one Invigilator for sessions delivered from centre premises.

Speaking examinations are delivered in the same way as for paper-based examinations.

Records of the candidate's responses in the Listening, Reading and Writing examinations are automatically saved by GA's examination system.

There is no requirement for the centres to video the writing or speaking examination component.

Centres are required to upload an audio recording of the Speaking examination.

Centre staff must complete and upload an Examination Report Form with copies of Candidates' ID documents within the standard timescales.

Centre Approval Criteria	
O1	**Examination Delivery Standards:** The centre must be able to provide the same high standards of examination delivery for online assessment as are expected for GA Classic IESOL paper-based examinations.
O2	**Resources and Equipment:** The centre has sufficient equipment and resources to set up and deliver online examinations, including, but not limited to: • high speed internet • hardware (PC, laptop, Mac or Macbook with monitor, speakers, microphone, headset and webcam) • Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent) Processor and 4Gb RAM • The appropriate software installed (Windows 8.1 or Above, macOS 10.1, Mojave or above) • An appropriate browser installed (Windows: Edge 12+, Firefox 27+, Chrome 30+ / Mac: Safari 7+, Firefox 27+, Chrome 30+) • ZOOM Pro software for the purpose of remote invigilation and delivery of the speaking exam
O3	**Staff Technical Expertise:** Centre staff must be able to provide the technical and administrative support to successfully set up and deliver online examinations. Staff members must have the technical expertise to: • set up and maintain the equipment for online assessments

	• schedule and operate Zoom calls with candidates (where applicable) • assist candidates in understanding how to use the technology • deal with any technical breakdowns during online assessments (either resolving the problem by trouble-shooting routine IT issues, or referring to online assessment support documentation or GA support team to resolve issues)
O4	**Contingency for Online Assessments:** Centres must ensure they have a back-up contingency plan that can be put into place if technical failures occur and which would prevent any potential security breaches during any failures.