

## Invigilation Rules for Students Taking Online Tests

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### 1. General Information

A. The test will comprise the following elements:

- A short speaking assessment
- A writing task
- A 3<sup>rd</sup> party electronic test (listening/reading comprehension and grammar).  
You should allow at least 3 hours to complete the test.

B. The test will be recorded for security. Recordings will be stored on University drive for 7 years and will only be referred to check unusual behaviour in an exam and possibly by the UK Visa and Immigration inspectors as evidence that this test has taken place. (All BLC evidence is kept for 7 years to allow for students doing more than one degree course at Brunel, e.g. Foundation, UG, Masters or Masters, PhD).

### 2. Equipment needed for the test

You will require:

- A mobile phone to access the exam link and for use as a camera for invigilation. **Please note:** your phone must be fully charged or able to charge continuously with a long lead so that you can always be seen. You need to make sure that you disable your screen lock/screensaver/screen timeout function so that your camera stays on throughout the exam. Please check and test this carefully before the exam.
- A computer/laptop/tablet to access the exam link, share your screen and receive and work on the test.
- Pen and paper (if you choose) to write your writing test on paper and photograph it and email it to the main test invigilator immediately after you finish. You will need to type this up immediately after the test finishes (SEE 6 G).

### 3. Checking your Zoom Connection

Online tests will be conducted via Zoom:

- Please make sure that you have tried out your Zoom account before the test – some students discover on the test day that they do not have sufficient bandwidth, and this can affect their ability to complete the test.
- Please check that you can use the Chatbox function on Zoom as this is how the test invigilators will communicate with you during the exam.

### 4. Rules for using your equipment during the test

For the duration of the test, you must be in a quiet place, alone, and must not undertake any form of communication with any other individual other than the test invigilator. Any use of devices for electronic communication such as the use of social media is strictly forbidden.

- A. You may not use a background on your phone while in the test – we must be able to see you at all times.
- B. Make sure that you disable the automatic lock function on your phone – if your phone locks, your camera stops working and we cannot see you.
- C. You must not wear headphones when doing the writing test and can only wear headphones during the listening part of the 3<sup>rd</sup> party test.
- D. If you experience any technical issues during any part of the test, you must inform the invigilators immediately. Please either raise your hand or indicate that you have an issue using the chat function. Please ensure that you do not disturb the other candidates taking the test. An invigilator will then try to assist you. If you have any issues with the Clarity (3<sup>rd</sup> party) part of the test, again please inform the invigilation team immediately, by either raising your hand or using the chat function.

## 5. How the test is run

- A. At the start of the test, you should access the link on both your laptop and your mobile phone.
- B. You will be emailed a link to a virtual exam room. Once in the room, you should check that your audio and video works. If you cannot provide a suitable camera view, you will not be allowed to sit the test.
- C. During the exam your microphone will be muted; therefore, if you have any questions you will need to click on the hand on the Zoom controls to alert the invigilator(s) and type your question in the chat box.
- D. Invigilators will announce start and stop times. You should monitor the time carefully.
- E. Before the test begins, you must turn the phone 360 degrees round your room to show that no one else is there and to show the work surface/top of desk and surrounding floor space. There should be nothing visible that could hide a piece of equipment, plastic bag, jumper, etc. There should be nothing within reach of you apart from the device you intend to use of the test (computer/laptop/tablet), your phone that is being used as a camera and a glass/bottle of water.
- F. You should then set up your phone in a place where the invigilator(s) has a view of you working at the computer you intend to take the test on, and with a view of your hands and at least a partial view of the screen. **See photographs below on pages 5 and 6.**
- G. You will be emailed the writing test paper. You may complete the test paper in one of two ways:
  - 1. By typing directly onto the electronic document, then emailing the document back to the email address you are given
  - OR
  - 2. By hand-writing the test on paper.

If you write your answers on paper, you must photograph the paper immediately after the writing test has finished and send to the invigilator. You will then need to type up your essay at the end of the test and email to the invigilator that sent you the test. If the photo is not clear or the typed version is different from the handwritten one, it will not be marked.

## **6. General Rules of Conduct**

- A. You must be sitting at a table/desk – not lying on a bed
- B. You must be wearing appropriate clothing.
- C. Your ears must be visible – headsets can only be worn during for speaking a listening test parts.
- D. Watches and jewellery are not permitted.
- E. Food is not permitted – only water or other liquid if no drinking water is available.
- F. You should go to the toilet before entering the exam room. There will be an opportunity to go to the toilet after the writing test.

## **7. Suspected Cheating**

Your work needs to be yours and any additional help like dictionary or AI (artificial intelligence) is strictly **NOT ALLOWED**. Any suspected cheating or suspicious behaviour will be taken extremely seriously and will be investigated. Subject to investigation, if it is believed you have cheated or used AI, **you risk failing the test outright and your application to Brunel to be rejected.**

PLEASE SEE PAGES 5 AND 6 FOR HOW TO SET UP YOUR CAMERA FOR INVIGILATION.

**8.How to set up your camera and room BEFORE the test begins**

**Sit facing the window**



**Use the rear camera of your smartphone**



view from rear camera