

Remote Assessment Protocols – April & May Assessments

Allowing students to complete their assessments at home comes with some obvious credibility issues. However, we feel that it is important for all students to have the opportunity to take their assessments at the appropriate time. We have devised a set of protocols that we hope will ensure students and staff can feel that the assessments are as fair and credible as possible.

If a student is ill for any particular assessment, parents should use their discretion about whether to allow their child to sit an online assessment at home.

The online assessment protocols we will follow are outlined below:

- Students will sit the online assessment at the same time as assessments take place in school
- Assessments will be monitored through a Google Meet video call with a member of staff, which will be recorded for purposes of both safeguarding and credibility
- Any breach of the protocols will result in the student's paper being declared void
- Students' video must remain **ON** at all times and they should be visible on camera at all times during the assessment
- Students' audio must be on mute unless requested to unmute by a member of staff
- Mobile phones must not be in the same room where the assessment is taking place
- Student interaction with the computer must be limited to the start and end of the assessment, and when scrolling to read the next question
- All answers must be handwritten on paper. Students should ensure they have at least two pens, a pencil/eraser/sharpener, a ruler and any other equipment specified for the assessment they are doing
- **For the April and May Assessments students must include their candidate number, form, subject and classroom teacher** must be written on the top of **every page of their assessment paper. STUDENTS MUST NOT WRITE THEIR NAME ON THEIR ASSESSMENT PAPERS. Staff will be blind marking all papers as part of the quality assurance processes.**
- If possible, students should angle the screen so the teacher can see that the student is writing (*note: we appreciate this may be difficult if using a desktop computer rather than a laptop/tablet. It is also important to stress that it will not be possible for students to see what others are writing, it is simply a means to ensure there is no unfair advantage gained from the use of textbooks/devices etc.*)
- Copies of the written paper must be scanned and emailed to their teacher as soon as practical at the end of the task (ideally **within 10 minutes**). See section below **'At the end of the assessment'** for further details
- If students encounter technical difficulties, they should use the chat function to alert the teacher
- Should technical difficulties arise that cannot be solved quickly, students will be asked to end the call. (*note: It is impossible to plan for every eventuality, and we may encounter some technical issues. Should technical difficulties arise, we would urge students not to panic. If issues cannot be resolved quickly and easily without disrupting other students, the teacher will ask the student to leave the call and they will be provided with an alternative session in which to complete their assessment when they return to school*).

In order that the digital copies of students' assessments are legible, it is crucial we receive high quality scanned copies and NOT photographs. We therefore ask that students download and

familiarise themselves with a reputable scanning app prior to their first assessment. We recommend **Office Lens** which is available as a free download through both the *Google Play Store* or the *Apple App Store*. There are of course other similar apps you may choose to use, but we must stress that it is essential that staff can read the papers easily in order for them to mark them. It is also likely there will be multiple pages to scan and send, so we would urge students to familiarise themselves with how the app works before the assessment. Students should send their scanned pages as **one 'Large File'** (*rather than selecting 'Actual Size'. These tend to be too large*). They must also type their **CANDIDATE NUMBER AND SUBJECT** in the email header so the member of Support staff receiving the emails can easily check off students' submissions. Papers will then be printed off in school and handed to the relevant members of Teaching Staff.

Further guidance about how the assessments will run:

Before the assessment

- Students will receive a Google Meet invitation to their school email address from the supervising member of staff
- We strongly recommend keeping a laptop/tablet on charge throughout the assessment.

Once the students are in the Google Meet

- Students will be sent an electronic copy of the assessment paper by email
- Students should download the assessment paper and ensure it is visible on their screen (*students may print off the paper and work directly onto it if they have a printer in the same room*).
- Students will be asked by the teacher to indicate that they can see the paper by raising a hand
- The assessment will begin as soon as all students have confirmed they can see the paper.

At the end of the assessment

- A verbal reminder will be given by the teacher when there are **10 minutes** remaining
- When the assessment time is complete, students will be asked to put down their pens/pencils and move them away from where they are sitting
- Students will be asked to collect their phone/tablet from outside the room, and using their pre-downloaded scanning app, take a scanned copy of **all pages** of their completed written assessment
- Students will then be asked to email their scanned assessment to their teacher, ideally within 10 minutes or as soon as practically possible if not.
- All written papers **MUST** be brought into school on students' return and handed in to their teacher for comparison purposes.
- As soon as students have emailed their paper, they will be allowed to leave the Google Meet.

We appreciate this is a considerable amount of information, and would like to thank you for your support in ensuring the assessments can take place as smoothly as possible. If you need any further clarification about the online assessments, please do not hesitate to contact either myself or Dr. Rose at school.

K. Stevens
Deputy Headteacher