Online assessments instructions/steps

The following sets out what will occur for any online assessment delivered by CTSI.

As per CTSI's AI policies, candidates will sit exams at their authority and have arranged an appropriate invigilator who will have sight of exam screen throughout the exam. **Online exams are no longer able to be sat at the candidate's home.**

1.	CTSI will invite attendees to the assessment using Microsoft Teams. (Invited are the candidate and examiner, plus members of the Education team – only one member of the team will be joining the call)

2.	At the time of the assessment, the candidate will join the call. An Education Team member will start the recordings and then will ask the following from the candidate:
	• Confirm setting off recording for marking, moderation and training purposes
	• Confirm name and candidate number
	• To remove any background applied in Teams (if required)
	• To hold their photo ID to the camera to confirm their identity.
	• To show their immediate surroundings:
	  ○ Secondary screens must be switched off.
	  ○ No information (books/notes or device) that can assist during an exam to be on work area.
	  ○ Mobile phone switched off an away from the candidate.
	  ○ Blank paper – check no writing on the sheets. (applicable for Professional interview assessments only)
	  ○ Confirm they are fit and well to sit exam.

3.	Once the Education Team member has confirmed the above, they will invite the examiner into the call (if not already arrived). CTSI staff will hand over to the examiners and leave the call.
4.	**For professional interviews**, the examiner will share their screen showing the scenario assigned to the candidate. They will instruct when the 10-minute preparation/reading time commences and confirm when this is finished. They will then share a page that includes the scenario and the questions that will be asked. The questions will be shown on screen one at a time. The exam will commence. **For Oral assessments,** the examiner will share a PowerPoint presentation and commence the exam. Any special educational needs will have been indicated to the examiner with any instructions and additional time, where needed, prior to the exam day. For information regarding the professional interview / oral assessments , please see the guidance on CTSI's website under the Candidate Guidance section. Please also see the new Policy Documents area on the website.
5.	On completion of the exam time (or before if remaining time is not required), the candidate and examiner will leave the call.
6.	The recording will stop automatically when the remaining people leave the call.