

Record and Review: Guidance and Requirements for Apprentices

Record and Review – Exam Guidance and Requirements

IMPORTANT INFORMATION FOR APPRENTICES:

1. This is an examination which forms part of a regulated qualification. In this case, the exam session will be recorded (including video, audio and your screen) and the recording will be reviewed by NOCN to determine whether you have sat your exam under the required conditions.
2. Before the exam is started, you will be required to upload an original and valid form of ID (such as a passport or driving license) on the test platform. To complete your exam, you must be sat in a quiet, unpopulated area conducive to exam conditions.
3. You must also ensure all other unauthorised devices are turned off and not used during the exam. If you are undertaking a closed-book exam, any notes must not be on display or accessed by you for the duration of the exam.
4. If you have an emergency while sitting your exam, please let NOCN know immediately. The exam may be stopped, and you may have to reschedule.
5. You will not be able to take a comfort break during the exam, so be sure to plan ahead.
6. We recommend you use Google Chrome for this exam. Please use the following link for additional support <https://support.google.com/chrome/answer/95472>
7. If you have a question about the exam system or a technical query, please contact 0300 999 1177 or email examinations@nocn.org.uk.

Accessibility

If you have declared a disability or a reason you may need additional support when completing your exam, please contact your Centre who can apply for a Reasonable Adjustment.

Key Invigilation Information and Mandatory Test Requirements

1. It is your responsibility to ensure that you have read and understand all key invigilation information and mandatory test requirements prior to commencement of the exam. If you are unsure of any requirements, please contact your Training Provider in the first instance for advice.
2. By starting your exam, you are accepting and agreeing to abide by all invigilation requirements, including consent to being recorded. Your screen, camera and audio will be captured throughout your exam.
3. All exams are recorded and reviewed by NOCN to ensure that all apprentices fully comply with all invigilation requirements. Any breach of exam requirements will lead to your result being voided.
4. The contents of your exam are confidential to the exam itself and therefore you are not permitted to make any formal record of the questions, including through notes or photographs as to do so would threaten the confidentiality of examination material.
5. Rough notes may be taken for calculations where appropriate. Where taken, these must be shown to the camera prior to ending the test/recording, and must be destroyed following the examination. You are not permitted to make any notes of exam questions.
6. *Your result will be rejected* if the review of you completing your examination raises any suspicious activity which NOCN deems as malpractice. This includes, but is not limited to if you:
 - a) Complete the exam in an inappropriate area, such as where someone enters the room or disturbs you during your exam, there is an unacceptable level of background noise or where notes/prompts may be visible to you for the duration of your exam.
 - b) Do not upload a photo of your ID prior to the exam.
 - c) You cover, obscure, or turn off your webcam or microphone at any stage, or exit the frame of the camera at any stage without an appropriate reason.
 - d) Communicate with any other person, either in person or virtually.
 - e) Use unauthorised devices during the exam, including access to notes, textbooks or the internet where these are not permitted.
 - f) Do not share your exam screen or use additional screens which cannot be captured by NOCN recording systems.
 - g) Leave the room during the exam.

For further information regarding the penalties of committing malpractice, please refer to the NOCN Malpractice and Maladministration Policy and Procedure.