



NEA's Remote Examinations

To ensure our learners have the ability to continue with their examinations during this Covid-19 pandemic and social distancing NEA are providing the delivery of streamed examinations in lieu of face to face examinations. NEA are using ZOOM or 3CX as a platform for these streamed examinations. All exams will either be solo or duologue, unfortunately groups are not possible using this method. All our examiners and operators have an Enhanced DBS, and an operator is present to run the waiting room, to check id of the learners and ensure there are no technical problems.

In addition to NEA's regular safeguarding policies the following Code of Conduct must be adhered to. All parents/guardians of minors must complete a consent form before learners can be entered for NEA's streamed examinations.

MANDATORY CODE OF CONDUCT FOR STREAMED EXAMS FOR EXAMINERS, PARENTS, GUARDIANS, AND LEARNERS

- Examinations will be timetabled as normal and sent out to the teacher to give out to their learners.
- Zoom or 3CX must be logged into by the parent and not the minor learner unless over the age of 18.
- Parents/guardians will be issued with an invitation to the examination with a secure password.
- The operator and examiner will ensure the learner has positioned the camera correctly.
- Examinations must take place in an appropriate room and **NOT** a bedroom or hallway.
- A parent/guardian can be present at the back of the room whilst a minor is taking an exam but they must not comment or interfere with the examination in any way.
- All online examinations are recorded for moderation and standardisation and will be held on NEA's secure storage system for up to one year and then permanently deleted. No recordings will be used for any other purposes than as above.
- NEA ask parent/guardians to undertake the examination is **not** recorded their devices.
- Appropriate clothing must be worn by the learner to ensure a sense of occasion during the examination. Any learner or parent/guardian not suitably attired risk termination of the examination.
- Behaviour must be appropriate for an examination. Any learner or parent/guardian not behave appropriately risk termination of the examination.
- No materials must not be shared on any social media site.
- No materials must be shared over Zoom or 3CX other than any material passed to the learner for use during the examination.
- No personal information about the examiner or learner will be divulged with no social media links, such as Facebook etc.
- Any web browsers and programmes must be closed before the examination.
- Any concerns regarding safe guarding can be directed to the Chief Executive, NEA derren.nesbitt@neweraacademy.co.uk

Additional safeguarding points for Examiners and Operators

- The examination must take place in an appropriate room and **NOT** in a bedroom.
- The examination room must be neutral and clear with no distractions.
- Examiners must ensure other web browsers and programmes are closed before the start of the examination.
- Examiners must be attired in a business like fashion.
- Examiners must ensure no sensitive or personal information is disclosed.
- Examiners must not share any files over Zoom or 3CX other than those relevant to the examination.
- Examiners should check the learner is in an appropriate space for the examination and terminate if they have any concerns.
- Any concerns regarding safe guarding can be directed to the Chief Executive, NEA derren.nesbitt@neweraacademy.co.uk

TECHNICAL ADVICE:

Joining the examination on ZOOM or 3CX is easy, just click the link that we send you via email or text. You will need to download the relevant app but do not need to have a registered account.

Make sure your device is plugged in or fully charged. Ensure the camera is positioned in an appropriate way for the examination: not too near/far to the device showing enough space for the learner to perform their work- Check the sound quality is clear, with no interfering background noises - Have resources available and ready to use that support the relevant examination. A computer or laptop will work better than a phone.

Ensure that no one else in the house is using the internet for anything that uses a lot of the bandwidth (for example streaming Netflix, downloading music, or playing video games). This will slow down the examination and make and could cause difficulties with audio or visuals.

Please be patient as examinations may run late due to possible disruptions, such as connection problems.