



OWNED BY	Student Journey Manager/Exams Officer
Policy	Exams AAT Computer Based Assessments Policy
DATE OF LAST REVIEW	September 2023
PLANNED NEXT REVIEW	August 2025
APPROVAL	SLT

Role	Name(s)
Head of centre	Matt Reynolds
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart, Kezziah Pike
Invigilators	Invigilation Team

AAT Computer Based Assessments (CBA)

All AAT CBA's should be set up in advance of any exam by the exams team and on the advice of subject lecturers. They can only be scheduled in accordance with AAT calendar of assessment availability.

Candidates will be scheduled and an invigilation pack created prior to the assessment. All CBA assessments will take place in the Exam Study Hub or suitable location with access to AAT PSI Online. Candidates will be logged onto PC's with the secure exam's login.

On the day of the Assessment the invigilation team will log onto the PC's using the secure Exams login and set the screen to Secure Client login or AAT PSI Online.

Each student will be then to follow the on-screen instructions before being turned "live" by the invigilator.

Once assessment has been completed the candidates should log off Secure Client or AAT PSI Online and leave the room. Invigilators should go to each PC and log off by going to File Exit and entering the password.

Invigilators are responsible for ensuring no work has been saved to the PC by clearing the desktop and the recycle bin.

None of the exam's logins will have access to One Drive, however invigilators should also ensure that area is clear and no material has been saved.

In addition, the Exam Officer is to carry out further random checks throughout the year to ensure no materials are stored on PC's.

Data Protection

When managing a student's personal data information it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.