



INSTRUCTIONS FOR INVIGILATORS

EXAMINATIONS IN THE WORKPLACE

INSIGHT OPTICAL TRAINING

Guidance for examinations in the workplace

Insight Optical Training offers examinations online in the workplace for all of our qualifications provided the following arrangements are in place. It is the responsibility of the candidate and the practice to ensure that the arrangements are in place and the examination is conducted in accordance with this guidance. All examinations are only carried out in English.

Designated person

For all examinations carried out in the workplace a designated person must be nominated to act as the invigilator. The nominated person can be anyone who is registered professional e.g. with the General Optical Council, General Medical Council etc and their details must be provided at the time of application including their registration number and job title.

The designated person will be taking responsibility for the conduct of the examination and will be required to complete a certificate on completion to certify that they have been conducted in accordance with this guidance. Any breach of this guidance will mean a fail result on any examinations found and the incident being reported to the relevant bodies.

The designated person will be approved by Insight Optical Training and will receive instructions on how to conduct the examination. Any changes in the nominated person must be notified to Insight Optical Training in writing no less than 1 week prior to any scheduled examination (examinations@insight-optical.co.uk)

Examination timings

Examinations can be scheduled for a date and time that fits with the practice. All timings must be agreed with Insight Optical Training when applying for the examinations. All examinations are 30 minutes in duration and can be taken as single units or combination of units.

Insight Optical Training will normally ask for at least 2 weeks' notice to schedule any examination and once approved can only be change if notified in writing from the nominated person. When asking to change the date, this is a request and you should wait to hear back. We may not approve changes if they are at too short notice.

Most of our courses now include the assessment fees within the course fee. On occasions where this is not the case, if payment in full has not been received at least 1 week before the examination date, then the candidate will be automatically withdrawn.

Accommodation

The examination must be held in a room which is appropriately well lit and ventilated. Each candidate must be provided with a desk with a laptop/desktop computer with internet connection. If more than one candidate is taking the examination in the same room, then the desks should be placed in a way that they cannot see each other's screens.

More information on the setup and requirements for the examination can be found in the Technical Requirements section of this booklet.

Instructions to nominated person

Before the examination

All Insight Optical Training examinations may be taken online at the candidate's own place of work dependent on the candidate proving that their systems are compatible with the online examination system used by Insight Optical Training. Insight Optical Training will not be responsible for systems failure which prevents a candidate from completing online examinations in their own workplace.

Candidates who apply for examinations must nominate an individual who will act as the invigilator on the day of the examination. The nominated person should be currently registered professional e.g. with the General Optical Council. The proposed invigilator's full details must be entered on the application form when the candidate registers for the examination and the proposed invigilator must countersign the application form to indicate their consent and acceptance of the responsibilities of an invigilator.

Before the exam day, Insight Optical Training will send an email confirming the examination entry, along with instructions for conduct of the examination and an Authentication Certificate for completion and return following the examination.

Should the nominated person no longer be available on the day of the examination, candidates should inform Insight Optical Training as soon as possible to nominate a suitably qualified replacement and provide contact details.

When taking your first unit examinations, your details will be uploaded to the TestReach platform. You will then receive an email from TestReach informing you of your log on details and a temporary password. The email will also give instructions on downloading the TestReach app to the computer that the examination will be taken on.

Candidates should then use the log on details to log on for the first time. They will be required to change the password. Once logged in then candidates should follow the tutorial on how the system works and how they will access their examinations.

Between 15 and 30 minutes before the examination, the invigilator must inspect the room where the examination is to be taken and remove from it any notes, information or learning materials which could otherwise be of assistance to the candidate during the examination.

The invigilator must advise the candidate that they are not permitted to take into the room any notes, papers or communication devices; nor may the candidate use any equipment in the room to communicate with any other person during the examination.

Immediately prior to the examination, the candidate will hand the invigilator a full-face photograph, passport or driving licence, which is to be endorsed and forwarded to Insight Optical Training Examinations Office within 2 weeks of the examination, together with the Authentication Certification. Failure to supply a properly endorsed photograph will invalidate the examination.

During the examination

The examination must take place on the computer on which the TestReach app has been downloaded and, in a room, where the candidate will not be disturbed. They should not have access to any written material, or communication devices. The nominated invigilator should be present in the room for the duration of the examination to ensure that the examination is conducted in accordance with these instructions.

Each candidate must log in using the details provided by TestReach. Should there be any difficulties in logging in to the TestReach app, the invigilator should contact support at TestReach immediately.

Once logged in, the candidate will have a specific amount of time to complete the examination, and this will be displayed on the screen. Candidates should make themselves aware of the time allowed. Invigilators should also be aware and remind the candidates when they have fifteen minutes remaining and then when they have five minutes remaining.

Once the candidate has answered all of the questions, they should submit their answers by pressing the submit button. This will end the examination and all the questions answered will be submitted for marking. If a candidate presses the submit button early by mistake, they will not be able to enter more information and the examination will end. The invigilator should contact TestReach support immediately and explain the circumstances.

If the candidate has not answered all the questions in the time allowed, the system will automatically submit those questions already answered. The candidate will not be allowed more time, nor to re-enter the exam.

After the examination

The Authentication Certificate should be sent, by post or email to Insight Optical Training examinations correctly signed and endorsed by the invigilator and accompanied by an endorsed photo (e.g. passport or driving licence).

Email: examinations@insight-optical.co.uk

If the Authentication Certificate has not been received within 2 weeks of the examination taking place, then the candidate's examinations will be deemed as a fail due to failure to comply with the examination regulations. No refund or feedback will be available.

Technical requirements

TestReach

In order to take the examination, you should ensure that you have access to the correct equipment required to run the TestReach app.

Computer requirements:

A laptop/desktop computer with 4GB of ram (no chrome books, tablets or surface pro)

A Windows v7.0+ or Mac10.8+ operating systems

Intel Core i3 (or equivalent) and 4GB RAM

Internet connectivity with continuous internet speed of a minimum of 516kbps

Before your exam please ensure that you have downloaded the TestReach application (as per your enrolment email)

Make sure that you have completed the Test Tutorial

You must ensure that you have your TestReach user information with you – user ID and password.

TestReach support

If you have problems logging in or accessing your scheduled examination, you should contact TestReach support:

Phone: 020 3475 8685 Email: support@testreach.com

or send a message via this website page:

<https://www.testreach.com/candidate-support.html>

Or you can contact Insight Optical Training: examinations@insight-optical.co.uk