BAR
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REGULATING BARRISTERS

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Parameters for AETO-run computer-based exams during the vocational component

If AETOs wish to deliver any of their assessments (either provider-set or centralised) as computer-based exams that are remotely proctored, they will need to demonstrate how the following outcomes will be achieved:

Security

1. **The integrity of the assessment must be preserved**

   This may be demonstrated by indicating any or all of the following non-exhaustive list:
   a. How the exam will be delivered in a way that the content cannot be copied, downloaded or otherwise retained by the candidate, including through taking screen shots.

   b. How attempts by the candidate to photograph or otherwise record the exam content will be flagged and dealt with.

   c. How the system will handle and enable appropriate breaks. *Breaks must be a maximum of 5 minutes unproctored, with the clock continuing to run, unless there are reasonable adjustments in place that determine that the clock must stop, and the break be treated as additional time. Breaks of longer than 5 minutes permitted as reasonable adjustments must be proctored. A maximum number of three 5 minute unproctored breaks are permitted during each exam unless more are permitted as reasonable adjustments.*

   d. How the system may identify changed behaviour following a break, such as changing incorrect answers to correct ones, or taking multiple breaks and making multiple changes. *It will be for providers to determine what resources they might need to monitor this, what level of evidence they might determine as significant, and what might be done about this under their academic regulations. The BSB reserves the right to request information from providers about the number of instances of concern and the way these have been handled.*

   e. What process/systems are in place for checking that only permitted materials are accessible to the candidate.

   f. How the system will enable candidates for open book exams to access the relevant materials (*NB Civil is the only BSB exam which may be open book*).

g. What process is in place for checking that the candidate has no means of contacting others during the exam and what will happen in the event of a breach.

h. What system is in place to prevent access to the internet, to any prohibited materials stored on the computer, or to any part of a Virtual Learning Environment that is not immediately being used by the computer-based system for delivery of the exam.

i. What will happen in the event of a temporary technical glitch.

j. What arrangements, if any, will be in place for use of either scrap paper or a virtual whiteboard.

2. **The identity of candidates must be verified**

This may be demonstrated by indicating any or all of the following non-exhaustive list:
   a. What process will be in place for securely confirming the identity of the candidate taking the exam.

3. **Appropriate proctoring arrangements must be in place**

This may be demonstrated by indicating any or all of the following non-exhaustive list:
   a. How proctors, both human and AI, are used, and how decisions are made eg under what circumstances an exam may be revoked.

NB we make no prescription about what system should be used, only that there is clarity about the process and about how any decisions are made about revocation of an exam, whether that be during the exam or afterwards. Different approaches may suit different sizes of provider eg a very large provider maybe unlikely to have the capacity to review hundreds of recordings.

Accessibility

4. **The computer-based system will need to be accessible to candidates.**

This may be demonstrated by indicating any or all of the following non-exhaustive list:
   a. How candidates will be able to register through a clear and accessible process.
   b. How system requirements will compare to standard equipment available to the majority of candidates and what consideration will be given to how those whose equipment is unable to meet the minimum specification will be assisted.
   c. How the system will meet the needs of candidates who require reasonable adjustments or have a Learning Agreement with their AETO; for instance compatibility with common assistive technologies such as JAWs.

d. How the system will handle multiple different lengths of exam in line with the needs of candidates with varying reasonable adjustments.
e. What guidelines will be given to candidates so that they know what to expect.
f. How candidates will be enabled to familiarise themselves with the look and feel of the exams and navigation through them eg through sample tests.
g. How candidates will be enabled to check the compatibility of their equipment before registering for their exams.

Technical

5. **The computer-based system must be capable of delivering to an appropriate volume of candidates simultaneously.**
This may be demonstrated by indicating any or all of the following non-exhaustive list:
   a. What volume of simultaneous candidates can be accommodated by the system.
   b. How this may be affected by other clients testing on the same day. (This may include other Bar training providers).
   (*NB the centralised exams will be scheduled for all at the same time on the same day as they are for pen and paper exams. Some staggered starts within a limited range may be possible, as at present, to take account of different time zones etc*).

6. **The system must save automatically so that in the event of a technical issue all answers completed by the candidate so far will be saved.**

7. **For BSB centralised exams the system must be compatible with BSB marking system(s);** candidate answers must be supplied as CSV files or other suitable non-binary means of recording responses, ie we need to know the actual response entered by a candidate for multiple choice questions, not just a binary correct/incorrect. If computer-based exams are introduced before 31 March 2020 systems will also need to be able to send the text that students enter for each SAQ sub-part for Professional Ethics.

8. **The system must be capable of clearly recording statistics that show which candidates took the exams, how many questions they saw, and how many questions they attempted.**

Data privacy

9. **Candidates must be aware of how their data will be processed and systems must be GDPR compliant.**
Providers will need to have regard to their data protection responsibilities when contracting with a supplier to deliver CBT. As part of the approval process, we will want to understand how providers have taken account of their data retention and GDPR responsibilities.