ONLINE EXAMINATIONS POLICY & PROCEDURES

Policy Owner: Head Office
Applies to: All candidates, teachers, centres, examiners and staff involved in online examinations
Review Cycle: Annual or following regulatory or operational change
Last updated: 8th February 2026

1. Purpose

This policy sets out how International Performing Arts & Theatre Limited (I-PATH**)** delivers online examinations in a way that:

- safeguards assessment integrity and authenticity
- ensures fairness and consistency with face-to-face examinations
- mitigates risks associated with remote assessment delivery
- protects learners, examiners and centres
- aligns with Ofqual expectations via the awarding organisation

Online examinations are offered only where I-PATH is satisfied that standards can be maintained.

2. Scope

This policy applies to all online examinations delivered by I-PATH, including:

- Live Video Examinations (LVE)
- Recorded Video Examinations (RVE)

It applies to both regulated and unregulated qualifications and awards.

3. Principles of Online Assessment

Online examinations are governed by the following principles:

- **Equivalence** - online exams assess the same skills, knowledge and understanding as face-to-face exams
- **Authenticity** - the candidate presenting is the individual entered and the work submitted is their own
- **Integrity** - no unfair advantage is permitted
- **Security** - exam content, recordings and data are protected
- **Auditability** - evidence and records are retained appropriately

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4. Types of Online Examination

4.1 Live Video Examination (LVE)

An LVE is conducted in real time with an I-PATH Examiner present via an approved video-conferencing platform.

Key features:

- the examiner conducts and observes the examination live
- the examination mirrors a face-to-face session as closely as possible
- the teacher or parent/carer is present to manage technical aspects only
- the session is recorded as a contingency measure

4.2 Recorded Video Examination (RVE)

An RVE involves the examination being recorded and submitted to I-PATH for assessment.

Key features:

- the full examination is recorded in one continuous take
- recordings must not be edited, enhanced or manipulated
- the examiner assesses the recording against published criteria

5. Eligibility and Booking

5.1 Online examinations are available only where permitted for the qualification and level.

5.2 Entries must be submitted through the I-PATH Member Area and are subject to approval.

5.3 I-PATH reserves the right to require a face-to-face examination where online delivery is not appropriate.

6. Identification of Candidates

Candidate identification must be carried out in accordance with the Identification of Examination Candidates Policy**.**

This includes:

- visual verification for lower grades
- photographic ID or Photographic ID Form for higher grades
- on-camera ID verification for LVE
- pre-submission identity confirmation for RVE

Failure to provide required identification may result in results being withheld.

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7. Examination Environment

For both LVE and RVE:

- the examination space must be safe, suitable and free from hazards
- distractions and external noise must be minimised
- only individuals essential to the exam may be present
- learners must be appropriately prepared and dressed

Responsibility for the environment rests with the teacher and/or parent/carer.

8. Technical Requirements

8.1 **Connectivity**

- a stable internet connection is required for LVE
- candidates should avoid reliance on mobile data where possible

8.2 **Recording Equipment**

- cameras must be fixed (tripod or stable surface)
- handheld recording is not permitted
- the full performance area must be visible at all times

8.3 **Backup Recording (LVE)**

- the teacher or parent/carer must record the session on a separate device
- if the live connection fails, the candidate must continue the exam uninterrupted

9. Conduct During Online Examinations

During online examinations:

- At the start of each examination, a 360-degree panoramic view of the examination room must be recorded to confirm the examination environment and identify all individuals present
- candidates must not receive assistance or prompting
- teachers, parents or carers must not coach, cue or correct
- Where required, an I-PATH registered teacher may act in a facilitative role to deliver examiner-directed instructions (for example, setting an improvisation, introducing an unseen exercise, or asking prescribed questions), without providing coaching, prompting or assessment
- I-PATH teaching materials must not be present in the exam space
- mobile phones and other devices must not be used unless required for recording

10. AI, Editing and Manipulation

- AI-generated content, deep fakes, filters or digital manipulation are strictly prohibited

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- editing of RVE recordings is not permitted
- any enhancement that alters performance authenticity constitutes malpractice

Suspected breaches are investigated under the Malpractice and Maladministration Policy.

11. Submission of Recordings (RVE)

- recordings must be submitted using secure methods approved by I-PATH
- public file-sharing or social media platforms must not be used
- submission deadlines must be met

Failure to submit recordings correctly may delay or invalidate assessment.

12. Examiner Responsibilities

Examiners are responsible for:

- verifying candidate identity
- confirming exam conditions are appropriate
- applying assessment criteria consistently
- reporting concerns relating to conduct, environment or authenticity

13. Cheating, Malpractice and Irregularities

Any suspected cheating, misconduct or irregularity will be managed under the Malpractice and Maladministration Policy.

Possible outcomes include:

- invalidation of the examination
- withholding of results
- requirement to re-take the exam
- sanctions against centres or individuals

14. Reasonable Adjustments and Special Consideration

Requests for Reasonable Adjustments or Special Consideration must be made in advance and approved in line with the relevant I-PATH policy.

15. Records, Data Protection and Retention

I-PATH:

- retains recordings and records only as long as necessary
- restricts access to authorised personnel
- processes data in line with data protection legislation and the Cyber Security Policy

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16. Review and Continuous Improvement

This policy is reviewed annually and updated in response to:

- regulatory or awarding organisation requirements
- technological developments
- quality assurance findings

17. Contact

All enquiries regarding online examinations should be directed to: info@i-path.org

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