



Safeguarding Arrangements in ESOL CADETS Online Remote Examinations

Gatehouse Awards ensures that all reasonable steps are taken to reduce, or prevent, the opportunities where harm, whether real or potential, may occur to a Candidate.

During paper-based and face-to-face examinations, school staff (and GA Examiners, where applicable) are present and work to ensure children are supervised at all times.

Online examination sessions which are remotely conducted will necessarily require different arrangements.

For online ESOL Cadets examinations, GA's regulations are:

- a) Centre staff members involved in the delivery of these examinations online must meet the minimum professional requirements prior to authorisation by GA to act as an ESOL Cadets Examiner or Centre Invigilator.
- b) Where the examination is undertaken remotely, a parent or guardian IS permitted to remain in the examination room with the Candidate for the duration of the session. This may be more applicable for very young learners or other vulnerable young Candidates, but is not mandatory.
- c) Where a parent / guardian DOES remain in the room with the Candidate, the Invigilator / Examiner MUST instruct the parent / guardian that they are not permitted to help the Candidate with the exam questions and they should not speak to the Candidate. If the Candidate speaks to them, they should instruct the Candidate to remain focused on their exam.
- d) Where a technical error occurs, e.g. a loss of internet connection, if an adult is present in the room, they are permitted to provide assistance to enable the exam session to resume.
- e) The remote Invigilator / Examiner must record all such instances on the Examination Report Form.
- f) Where the Candidate does NOT have a responsible adult with them in the room where they are taking an examination, they should be able to summon help from someone outside the room in the case of an emergency. It is the Centre's responsibility to ensure that this is clearly communicated to parents / guardians.