



Association des sections internationales  
britanniques et anglophones



Cambridge Assessment  
International Education

Cambridge Associate

### **Protocol for the Organisation of Oral Examinations in Overseas Centres**

Overseas Centres must make contact with ASIBA at the beginning of the academic year to arrange the administration of their oral examinations and ensure that funding has been arranged.

The Cambridge Inspector will designate an Examiner to visit the overseas Centre to conduct the oral examinations. Another examiner, also designated by the Cambridge Inspector, will attend the orals by remote video link (videoconferencing). The remote examiner's role is to listen to the orals and participate in the attribution of marks. The Cambridge Inspector and/or another person designated by them (e.g. an Assistant Moderator) will also be able to attend orals by videoconference.

#### **Terminology / glossary of terms**

- The term 'visiting examiner' refers to the examiner who has travelled to the Centre and is physically present in the room with the candidate in the overseas examination centre.
- The term 'remote examiner' refers to the examiner who attends the examination via remote video link (videoconferencing) using the internet. The remote examiner should be situated in a quiet room, away from distractions. No other person may be present in the remote examiner's room at any time during the oral.

#### **The examination room in the overseas centre**

The examination room in the overseas centre is run under the authority of the Head of Centre, who is also responsible for ensuring the equipment defined in this document is available and in working order.

The following equipment must be set up in the examination room (see Appendix 3 for technical specifications):

- a computer connected to the internet via a network cable. (This is to ensure an adequate speed of connection - a wireless connection should not be used).
- a webcam, preferably external to the computer
- a multidirectional microphone, external to the computer (and connected via USB or mini-jack) that is capable of providing high quality rendition of the voices of those present. (Sound quality is of the utmost importance - this must be tested in the examination room prior to the oral examination.)
- the same equipment as required in oral examination centres in France (as outlined in the Cambridge International/OIB Handbook, available online at [www.asiba.fr](http://www.asiba.fr)). The examination room should be arranged in the same way as in examination centres in France, as shown in the Handbook.
- a back-up means of communication in case of connection failure:
  - o an alternative internet connection e.g. a 3G key allowing connection by the mobile phone network
  - o a landline telephone with loudspeaker and the direct-dial number of the landline telephone in the remote examiner's room. The telephone should have a cabled handset, not a wireless one, to avoid problems of battery failure.

**The examination centre must set up and test the equipment well in advance of the examination session in order to resolve any potential problems.**

The following documents should also be available in the examination room:

- the current OIB Handbook
- the Protocol for the Organisation of Oral Examinations in Overseas Centres
- Exam Day - Special Consideration Forms

### **The remote examiner**

The remote examiner must arrange to attend the oral examinations via remote video link in a quiet room, away from distractions. No other person may be present in the remote examiner's room at any time during the oral. All measures must be taken to ensure that the remote examiner is not disturbed during the designated examination period.

The following equipment must be set up in the remote examiner's room (see Appendix 1 for technical specifications):

- a computer connected to the internet via a network cable. (This is to ensure an adequate speed of connection - a wireless connection should not be used)
- a speaker headset with microphone (preferable to relying on the computer's internal microphone and speakers)
- a webcam
- a back-up means of communication in case of connection failure:
  - o An alternative internet connection e.g. a 3G key allowing connection by the mobile phone network
  - o A landline telephone, preferably with loudspeaker. This should have a cabled handset, not a wireless one (to avoid problems of battery failure).

Remote examiners must set up and test the equipment well in advance of the examination session.

The following documents should also be available to the remote examiner:

- the current OIB Handbook
- the Protocol for the Organisation of Oral Examinations in Overseas Centres
- Exam Day - Special Consideration Forms

A standby remote examiner will be designated by the Subject Leader in case of emergency.

### **IT support**

An IT technician or teacher with appropriate IT/Internet skills must be available at both ends of the link during the examination period in case of technical difficulties. He or she must be able to intervene rapidly if required.

### **Videoconferencing services**

In order to facilitate the coordination of oral examinations across different examination centres, ASIBA recommends that schools use Webex, which offers a secure videoconferencing service that is free when used with up to three participants. More information can be found at <http://www.webex.com>. If a school wishes to use an alternative videoconferencing service, they should seek approval from the Schools' Chair before 1st April. For information, services that offer a conference/meeting approach in which participants join a meeting rather than establishing a two-way connection are preferable because they enable remote examiners to re-join the examination without disrupting the oral in progress should the connection be lost. It is the responsibility of the overseas centre to set up the videoconference and to liaise with the remote examiner and Cambridge Inspector (or anyone designated by them) to ensure they are able to attend the oral examinations via the videoconferencing system in good time before the beginning of the examination session.

In order to ensure the smooth running of the oral examinations, it is essential that:

- a) all partners (overseas centre, remote examiner, Cambridge Inspector, emergency remote examiner) create register with the videoconference system and install the appropriate software at least one calendar month before the examinations are due to start.
- b) the overseas centre is informed of the email addresses being used by the remote examiner, emergency remote examiner and, if necessary, the Cambridge Inspector by the British OIB Schools and Examination Centres Administrative Co-ordinator at least one calendar month before the start of the oral examinations.
- c) the overseas centre and the remote examiner arrange to test the internet connection and videoconferencing software, as well as the back-up means of communication, at least ten working days before the start of the actual exams. This should be hosted by the overseas centre.

- d) the remote examiner uses the computer onto which the videoconferencing software software has been installed.

### Timetabling oral examinations

- The Head of Centre is responsible for timetabling the oral examinations in their centre once they have received confirmation of the examiners and agreed dates of the oral examinations from the British OIB Schools and Examination Centres Administrative Co-ordinator.
- The following considerations should also be borne in mind when timetabling the oral examinations:
  - examiners should not examine more than three candidates consecutively unless approval to do so has been given by the OIB Subject Leader
  - neither candidates nor examiners should work before 8.00 or beyond 19.00 local time
- The examiners will be informed of the examination timetable by the overseas centre and should abide by it. No unscheduled breaks can be taken.

### Preparing for the examinations

- Examiners (including standby examiners) should be made aware of the examination protocol and briefed by the Subject Leader at least one month before the exams.
- The examiners will be informed of the oral examination topics at least a month before the exams.
- The Head of Centre must arrange to test the internet connection and videoconferencing software, as well as back-up means of communication, with the remote examiner at least ten working days before the oral examinations are due to start. Any technical problems must be addressed quickly and well before the first day of oral examining.
- For overseas centres in different time zones, the visiting examiner must arrive at least one day before the start of the examinations to recover from jet lag.

### Examination Procedure

- The two examiners should connect with each other via the videoconferencing system at least one hour before the start of the examinations to establish contact, check the quality of the connection and to identify and solve any potential technical difficulties
- All applications other than those required for the videoconferencing should be closed down on the computers being used by both examiners
- The visiting examiner should follow the procedure outlined in the OIB Handbook for greeting candidates and issuing/selecting examination topics etc. In addition, s/he should introduce the remote examiner using the webcam and explain their role in the examination. A suitable phrasing would be: "I should like to introduce you to Mr / Ms x, the remote examiner. Mr / Ms X will listen to the oral and we will agree the mark together. S/he will not participate in the oral examination; s/he will not ask any questions or intervene in any way. Do you have any questions?" The remote examiner should greet the candidate clearly and audibly at this point.
- The webcam should be placed in such a position as to capture the visiting examiner and **not** the candidate (so as not to disturb the candidate during the examination)
- The computer screen should face the visiting examiner during the oral so as not to disturb or unsettle the candidate
- **The examination will be conducted by the visiting examiner only.** The remote examiner should not intervene in any way and should not make any noise that could distract the candidate during the examination. The remote examiner should maintain full concentration during the examination and should take detailed notes on the presentation and responses provided by the candidate so they can serve as evidence for establishing the mark
- At the end of the oral, when the candidate has left the room, the two examiners should then discuss and agree a provisional mark. Both examiners should record the agreed provisional mark (both the overall mark and any component marks)
- If appropriate, the examiners may also discuss the questions that were put to the candidate in order to help the visiting examiner to develop his/her questioning
- The visiting examiner should complete the '*fiches d'évaluation*' at the designated times during the day and/or at the end of each day of examining as appropriate, and they should double-check the marks and comments with the remote examiner against both examiners' records before submitting them to the Cambridge Inspector.

### Inspector / Assistant Moderators

- All examining pairs who examine overseas centres will be inspected / observed by a Cambridge Inspector and / or Assistant Moderator.
- The Inspector / Assistant Moderator will inform the examining pair which orals they wish to attend

- If their attendance is by remote video link, the visiting examiner, with the support of the Head of the overseas centre, is responsible for establishing contact with them and ensuring that all parties (the remote examiner and Inspector / Assistant Moderator) are connected.
- The visiting examiner should introduce the Inspector / Assistant Moderator to the candidate at the same time and in the same way as they introduce the remote examiner.
- The Inspector / Assistant Moderator will listen to the oral examination in the same way as the remote examiner. S/he may intervene in the examiners' deliberations.

### **Unexpected circumstances**

- Should the connection fail during an oral, the visiting examiner should complete the oral in progress taking care to ensure that the candidate is not aware of the loss of connection (this is to avoid disturbing the candidate). The remote examiner should note the time at which connection was lost. If the videoconferencing software allows the remote examiner to re-join the meeting without disturbing the oral in progress, they should attempt to do so; otherwise, they must not intervene and they should wait for the visiting examiner to re-establish the connection after the candidate has left the room.
- If the connection cannot be re-established, the examiners should try the back-up means of connecting
- If necessary, and as a last resort, the visiting examiner should use the telephone provided to call the remote examiner and the orals should continue using the telephone (audio-only) connection until such time as the technical problem can be resolved by the IT technician on hand.
- Any problems with connection resulting in the remote examiner being unable to attend for the full duration of an oral must be communicated to the Cambridge Inspector (by the visiting examiner) using the Exam Day - Special Consideration Form.
- Examiners need to be aware of the impact of delay on the oral schedule and particularly when making decisions about remedying problems with equipment before moving to the back-up means of communication.

### **Rattrapage**

- *Rattrapage* orals are conducted via videoconference by the visiting examiner who originally examined in the overseas centre.
- The Head of Centre must contact the Subject Coordinator(s) to inform them if they have any candidates opting to take OIB subjects in *rattrapage* on the day that results are published. The Subject Leader then liaises with the examiner.
- The Head of Centre is responsible for timetabling the exam as well as setting up the examination room and the videoconference system. It is essential that a member of staff who has not been the candidate's teacher is present in the examination room during the *rattrapage* oral to act as an invigilator and ensure that no malpractice takes place. The invigilator should sit some way behind and out of sight of the candidate but with a clear view of them.
- The *rattrapage* examiner should be situated in a quiet room, away from distractions and should prepare in the same way as the remote examiner did for the original oral examinations.
- The Head of Centre must arrange to test the internet connection and videoconferencing software with the *rattrapage* examiner before the examination to enable any technical problems to be addressed.
- The *rattrapage* examiner conducts the examination according to the instructions laid out in the Cambridge International/ASIBA Handbook for *rattrapage* in France.

## Technical Specifications

- Computer requirements:
  - |o Windows 7 (with Explorer v. 11), 8 and 8.1:
    - Processor At least 1 GHz, recommended 1.8 GHz
    - RAM At least 512 MB
    - |▪ Additional software DirectX v9.0 or higher
  - |o Windows 10 (version 1507 or 15.11):
    - Processor 1.9 GHz Quad-core processor
    - RAM At least 1 GB
  - o Mac:
    - |▪ Version Mac OS X 10.10 (Yosemite) - 10.13 (High Sierra) or higher\*
    - Processor At least 1 GHz Intel processor (Core 2 Duo)
    - RAM At least 1 GB
    - Additional software The latest version of QuickTime
  - o Graphics card requirements:
    - minimum: 32 MB
    - recommended: At least 64 MB

The operating system as well as the drivers for the hardware installed must be up to date.

- Computers must be able to send and receive video of the following standard:

Video quality	Definition: Image resolution (pixels)	Frames per second
High-quality	640x480	30
HD	1280x720	30

- To do this they will need the following technical specifications (or higher):
  - |o to be able to send and receive High Quality (480p):
    - CPU: Dual-core processor
    - RAM: 1 GB RAM
    - Camera: a high-quality video supported USB-based web camera
    - Network bandwidth: 512Kbps
  - o High definition (720p):
    - o To be able to send:
      - CPU: Quad-core processor (three or more meeting participants), Dual-core processor (two meeting participants).
      - RAM: 2 GB RAM

- Camera: a high-definition video supported USB-based web camera
    - Network bandwidth: 3Mbps
  - o To be able to receive:
    - CPU: Dual-core processor
    - RAM: 2 GB RAM
    - Network bandwidth: 2Mbps
- Multi-directional microphones.
- External speakers or a headset that will deliver sound quality for the remote examiner.
- Speakerphones combine the speaker, allows hands-free operation and more than one person to participate in a call in one room.
- Built-in cameras have a lower definition and a narrow field of view. It is recommended to use an external camera.

Internet connections available must be:

Call type	Minimum download / upload speed	Recommended download / upload speed
Video calling /Screen sharing	128kbps / 128kbps	300kbps / 300kbps
Video calling (high-quality)	400kbps / 400kbps	512kbps / 512kbps
Video calling (HD):	1.2Mbps / 1.2Mbps	1.5Mbps / 1.5Mbps
Group video (3 computers):	512kbps / 128kbps	2Mbps / 512kbps