

DLP Online Exam

Welcome to this year's final Distance Learning Programme (DLP) exams! We're excited to offer you the opportunity to demonstrate your knowledge and skills in a convenient and flexible manner. The exams will be available from 6th May to 20th May 2024, allowing you to choose a time that suits your schedule within that period. Each exam has an allocated time but can be completed anytime within the two-week window due to online invigilation.

Completing assessments online brings several benefits. You have the freedom to choose when and where to take the exam, minimising disruption to your shift patterns, holidays, and other commitments. Additionally, online invigilation ensures the integrity of the assessment process while allowing you to complete the exam in a comfortable environment. Assessments can be conducted in multiple languages, promoting inclusivity and ensuring language is not a barrier to success.

We wish you and the wider team the best of luck with your exams! Remember, this is your opportunity to showcase your knowledge and skills. If you have any questions or concerns, don't hesitate to reach out to Steve Faerber (stevefaerber@ukflourmillers.org).

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Online invigilation and your exam

Your exam is going to be proctored by a service called Synoptic Assessment, or Synoptic, which is artificial intelligence (AI) driven. Synoptic is an online proctoring tool created by Synap, where we have been hosting this year's assessments. This adds additional security and monitoring options for our exams.

It ensures that your exam is taken under secure settings by recording your screen, webcam, and microphone for the duration of the exam. It uses a unique "human in the loop" approach whereby suspicious behaviour is flagged by AI, but all interventions and decisions are made by a trained (human) proctor.

Ahead of the exam, we recommend checking your system is compatible to ensure you won't have technical issues on the day.

Links are available at the end of this guide.

Sitting a Synoptic proctored exam

In order to take a Synoptic-proctored exam on Synap, you will need a computer and internet access that meets ALL of the requirements set out. We strongly recommend using a personal device where you have the ability to install applications and grant permissions. Sometimes with work-issued devices you may find that you need additional permissions from your information technology (IT) team, so it may be simpler if you take the exam on a device which you have full control over.

Tools needed to sit a Synoptic proctored exam

- A laptop or desktop - this will not work with a tablet or mobile device
- Access to Google Chrome - this will not work with other browsers
- Access to the downloaded and installed Synoptic [plugin](#)
- A minimum internet connection of 40kBs upload/download
- A working webcam
- A working microphone

Installing and pinning Synoptic

Candidates will need to install the Synoptic plugin to Chrome to sit the exam; if they have sat an exam or previously downloaded the Chrome plugin on the same device, they won't need to install it again.



It's a good idea to recommend your candidates pin the Synoptic plugin to their Chrome extension bar. This will let them see the status and reasons behind any breaches.

When pinned, students can view the state of their attempt at any time.

Starting the exam

Once installed and the exam window has opened, candidates will need to be following all of the set conditions to start.

Exam hall page

In the exam hall page, once any issues are resolved this will be indicated to the candidates and they can scroll to the start button and begin the exam.

In the exam

Once a candidate is in the exam, they will be continuously monitored by Synoptic. Breaching the exam conditions will be recorded and flagged to admins along with a timestamp and the question they were on. When Replay is enabled, admins and educators can review the screen recreation footage.

With the freeze penalty enabled, candidates must resolve any issues as quickly as possible and are advised by the platform and plugin on how to do so. On timed exam attempts, upon a breach and freeze, the timer will continue to tick down for a candidate.

If at any point an additional tab is opened, it will cause a break. The exam then freezes, meaning the student can't continue until they resolve the breach (in this case by closing the opened tab). Once resolved, the exam will unfreeze and they can continue. Any timer on the exam will continue to countdown during a freeze period.

Below is an example of what the examiner marking your exam will see.

Finishing the exam

Once the candidate has finished the exam, the page will auto refresh and disable Synoptic, candidates will be able to see the plugin is no longer active, and if they are sitting no more exams can delete the plugin if they wish. Results will not be released even

on exams with questions that can be auto marked, as the proctoring must be reviewed and approved or rejected before the results can be released.

Exam rules

Candidates won't be able to start the exam until these conditions are met. If one or more of these conditions isn't met during the exam, it will be recorded as an exam breach and could mean the exam becomes invalid and an appropriate penalty will be given.

Conditions

Exam conditions can be seen below and will be active throughout the exam to prevent breaches and incurring penalties.

Condition	Description
Exam window must be in full screen and focused	When enabled, to start and continue with the exam, users must have the Synap Chrome window in full screen mode. Failure to do so will be recorded as a breach
No external displays	When enabled, to start and continue with the exam, users must not have additional monitors or devices connected. Failure to do so will be recorded as a breach
No additional tabs	When enabled, to start and continue with the exam, users must not have additional tabs open. Failure to do so will be recorded as a breach and with replay, admins can see what was on any additional tabs
Webcam and desktop sharing permissions (with interval captures enabled)	When enabled, if candidates revoke webcam or screen sharing access at any point in the exam, this will be flagged as a breach

System and hardware requirements for candidates

Browsers -

- Google Chrome - latest version (preferred)

What do I need to next?

Step 1

Synap itself works as a web-application, so does not need installing. However, when you start your exam, you will be guided through a process to **download and install the Synoptic Chrome extension once you start the exam (we advise this done prior to the exam start date)**



<https://chromewebstore.google.com/detail/synoptic/ablllcpeboaeakooacnnpbiahlcekijon>

Step 2

Visit the assessment platform using the link [here](https://ukflourmillers.synap.ac/welcome) (<https://ukflourmillers.synap.ac/welcome>) or the one you have received via email

Step 3

Log in to the platform

Step 4

Once you have logged in click on the Exams icon 

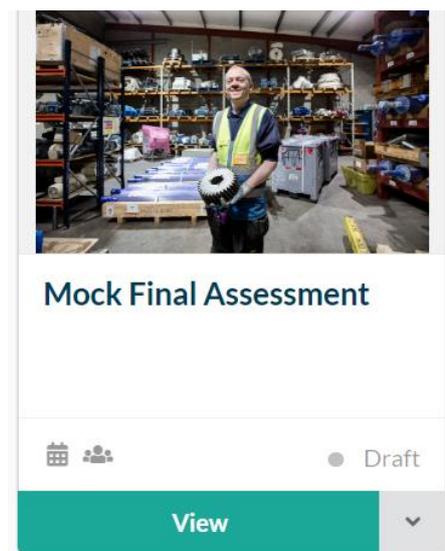
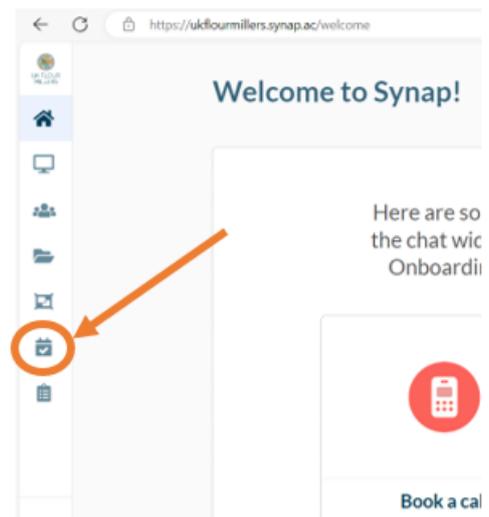
Step 5

Select Mock Final Assessment

Step 6

Complete Final Assessment under [exam conditions](#)

You can take this assessment as many times as you like as it doesn't count towards your final results; it is an aid to prepare you for the final exam.



Online Assessment Instructions

1. 🤖 Use a private test area

This should be somewhere quiet and undisturbed

2. 🙅 Do not interact with others

Your physical space should be clear and communication apps turned off

3. 📖 Other materials are not allowed

No books, notes, or papers unless these have been explicitly approved by your administrator

4. 🖥️ One monitor, mouse, and keyboard

No other devices are allowed

5. 🗣️ Turn off noise-making devices

Check for noisy devices and ambient noise

6. 📱 🎧 No additional devices allowed

Including smartphones, tablets, computers, headphones, etc.

7. 📷 Face should be visible and in camera view

Nothing should cover your camera, with your face clearly in focus – live proctored exams

8. 🗑️ No other apps or browser tabs allowed

You'll be guided through closing these before you start the exam

9. ❌ Sharing exam content is prohibited

The exam content is for your alone; copy and pasting is not allowed