

CQI and IRCA Online Exam Regulations

Introduction

Please read the following regulations carefully. Before you can start your exam, SARAS will ask you to confirm that you have read, understood, and accept CQI's regulations for online exams. If you decline, you will not be able to take the exam.

Photo identification

At the start of the exam, you will be required to show photo identification so that we can verify the identity of the person taking the exam. You must present one of the following forms of government-issued identification:

- Current valid passport
- Current photocard driving licence
- Valid national identification card

If you do not have any of the above, please contact the CQI by completing our [online help request form](#) as soon as possible to discuss alternative arrangements.

Learners who do not present valid photo identification may have their exam voided.

Exam conditions

You can take your exam in any location, provided it meets the following requirements:

Quiet: Somewhere where you will not be disturbed by others or by external noise e.g., building work or traffic noise.

Well lit: Do not sit in front of a window or other bright light. If you are backlit, draw shades or curtains and/or turn off lights behind you

Private: Make sure others cannot see your computer or monitor

Access to a power socket: So, you can plug in your laptop to ensure it does not run out of battery during the exam

Learner conduct

You must always behave professionally and honestly during the exam.

- Your face must be uncovered for the duration of the exam. If you wear a headscarf, you must show your ears. Hoodies, hats, and sunglasses are not permitted
- Your webcam and microphone must remain switched on for the duration of the exam. When using your webcam, please ensure that your head is positioned in the centre of the camera image, facing the camera head-on and that the webcam is not pointing to the side, above, or below your face.
- You must remain silent for the duration of the exam

- You are permitted a 10-minute break. You must use the 'Take a break' button so that it is logged as an official break for proctoring purposes. If you leave the room at any other time, the proctoring system will record your absence and flag to CQI for further investigation.
- Do not bring any food into the exam room. You are allowed to bring a drink but at your own risk as spillage may compromise the functionality of your computer and therefore your ability to complete the exam
- Smoking and vaping are not permitted
- You must not attempt to communicate either in person or electronically with anyone inside or outside the exam room
- Do not bring any unauthorised electronic devices into the exam room. This includes mobile phones, iPads/tablets, smart watches, headphones, and earphones. The only electronic equipment you are permitted to use is the device you are using to take your exam

You must not do anything that could infringe CQI's intellectual property rights and/or compromise the confidentiality and integrity of CQI online exams. Examples of misconduct include but are not limited to:

- Providing access to, disclosing, distributing, copying, photographing, recording, downloading, transmitting any exam questions, answers, or content in any form or by any means
- Misrepresenting your identity or impersonating another individual during the exam
- Being in possession of any non-authorized items whilst taking the exam such as mobile phones, electronic devices, smart watches, headphones, earphones
- Helping others with the exam or receiving assistance either online or in person during the exam
- Using the internet to research answers to questions
- Turning off your webcam and/or microphone, obscuring your face with a face covering, positioning your webcam so that there is always not a clear image of your face
- Continuously looking around in any direction or looking at your wrist

CQI will investigate any potential breaches of the Online Exam Regulations in accordance with our Malpractice and Maladministration policy. If you are found to have committed malpractice, CQI reserves the right to void your exam result and disqualify you from future CQI exams either for a fixed period or indefinitely.