

# Remote Test Session Information & Consent Sheet

**ECDL Malta** introduced the possibility to take ECDL certification tests remotely. This information sheet will provide you with all the information you need as an ECDL candidate. If you have any questions, please contact your ECDL test centre. After reading the information sheet please complete the 'Agreement' section overleaf. If you are less than 18 years old, the 'Agreement' sheet needs to be signed by your parent/guardian.

## System requirements

To take an ECDL certification test from home, you need

- A PC or laptop running Microsoft Windows 7 or later
- Microsoft Office 2013 or later
- An internet connection
- A webcam and microphone

## Where you can take your ECDL certification test

You can take ECDL certification tests from home, but it is important that you set aside space to make sure that you can take your test undisturbed. The space where you take your test must be:

- In a separate room from other friends or family members or,
- In a partitioned-off space in a shared room if a separate room is not available.

You must be alone in the room or space for the whole test session.

You also need to make sure that you can stay at your computer for the whole test session. Not abiding by these requirements will lead to invalidation of your test. Your ECDL test centre will tell you what you need to have access to during the test.

## How do I start my test?

Your ECDL test centre will send you a web address to join a video call, with a password to access the call.

Click on the address or paste it into your web browser (Chrome, Internet Explorer, Firefox, etc.).

A small piece of software should start to install. Follow the instructions on screen or ask your test centre for help to install and join the call.

## What will happen during the video call?

When you have joined the call, you will be asked to show the ECDL tester the space you will be taking the test in. This is to make sure it meets our requirements.

You will be asked to show an identification document (e.g. passport, ID card, or driving license) against your facial image through the webcam. The invigilator will take a picture of the identification document and your face and save this image. Please ensure that you

will have your identification document readily available at the start of the test session.

If the video conference session fails during the test session, your invigilator will immediately attempt to reconnect it. If reconnection is not possible within 5 minutes, the test will be suspended. If Atlas Cloud (SkillsBox) disconnected at the same time as the video conference, then the test can be resumed. If Atlas Cloud (Skillsbox) did not disconnect at the same time as the video conferencing system, then you will need to sit for the test again.

### Remote ECDL test session rules

As a candidate, you must agree to the following rules to take an ECDL certification test:

- Candidates **MUST NOT** communicate with anyone except the remote invigilator.
- Candidates are **NOT ALLOWED** to receive help from any unauthorised person.
- Candidates must maintain a quiet testing environment.
- Candidates can only talk to the remote invigilator for clarification of instructions or if there are technical problems.
- Candidates **MAY NOT** leave the test room during the test.
- No mobiles, books, or any media, electronic or otherwise, can be used during the test.
- Access to the help function within the application is allowed. Candidates are permitted to use this help, but they may not use the browser to search for and use other online help, for example, online discussion forums.
- Only programs or applications specified in the test can be used.
- Candidates are **FORBIDDEN** to use mobile phones, cameras and video recording equipment during the test, other than the webcam used to monitor the test session.
- Your webcam, microphone and speakers must be enabled and running during the test session.
- Your webcam must always be focussed on you during the test, with your face in the centre of the view.
- Nothing may cover the webcam lens during the test.

**IMPORTANT: If you break any of these rules, the test will be immediately terminated.**

**(Please turn over)**

## Data protection

ECDL Malta will use your personal data to allow you to:

- take ECDL certification or diagnostic tests and assessments
- store test results
- issue certificates and transcripts
- occasionally contact you by email

ECDL Malta needs to process your data because you have registered to take an ECDL certification test, or a combination of ECDL assessments, which are administered by us. We will process the following personal data: name, date of birth, email address, ECDL assessment results recording of your remote test session and facial identification.

Your personal data will be processed by appropriate authorised staff of ECDL Malta, and by appropriate authorised staff at your ECDL Accredited Test Centre. Your data will also be processed externally by Atlas Cloud (SkillsBox), providers of automated testing systems for ECDL tests.

A video recording of your test session will be stored by your Accredited Test Centre for 3 months from the date of the test session and may be provided to ECDL Malta. We will store it for no longer than 3 months from the date we receive it. The facial identification image will be stored for 3 years.

You have the right to ask ECDL Malta to correct inaccurate information that it holds about you. You also have the right to ask ECDL Malta to delete your personal data from its systems, or to restrict what ECDL Malta can do with your information. You can ask ECDL Malta for a copy of the data that we hold about you. ECDL Malta has been provided with your data by the ECDL Accredited Test Centre that you are registered with.

If you are not happy with how ECDL Malta has used your personal data, you can make a complaint to the appropriate data protection authority in your country.

We can be contacted at:

ECDL Malta  
336, Flat 2, St John's Flats,  
Naxxar Road  
Birkirkara BKR9040  
[qa@ecd.com.mt](mailto:qa@ecd.com.mt)

## Your privacy

When you take a remote ECDL certification test, the following applications will be used to monitor you:

- **Atlas Cloud (Skillsbox) testing system**  
This software is an automated test system. It will run on your computer, display questions or set tasks, and monitor what you

do during the test. It can see everything that you do on your computer during the test.

- **Video Conferencing Software**

This software allows you to join a video call. It uses your webcam, microphone and can see what you do on your computer screen. The video call during the test will be recorded and kept by your ECDL test centre along with a copy of the verified identity photo. It may be requested for review by staff of ECDL Malta.

Please make sure that you do not have any sensitive information visible on screen during the test. If sensitive information is visible, it may be stored in the recording of the test session.

You only need to have these applications on your computer for the certification test. Please feel free to uninstall them after the test, if you will not be taking any other tests remotely.

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## Questions and help

If you have any questions about anything on this information sheet, please contact your test centre. ECDL Malta is unable to help with detailed enquiries from individual candidates because most issues are handled by test centres directly.

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## Agreement

I, the undersigned, have read this document and I will conform to the remote ECDL test session rules.

Candidate's Name: \_\_\_\_\_

Candidate's Surname: \_\_\_\_\_

ECDL Registration Number: \_\_\_\_\_

ID Card No: \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

**If Candidate's age is less than 18 years:**

Guardian's Name: \_\_\_\_\_

Guardian's Surname: \_\_\_\_\_

ID Card No: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_