



The Inns of
Court College
of Advocacy

ICCA Bar Course Exams

Instructions for students attempting online assessments

Contents

Attending Examinations	2
About Inspera Integrity Browser	3
Using Inspera Integrity Browser	4

Last updated: May 2024

Attending Examinations

1. A student who attends, submits an exam paper, or participates in any way in any form of assessment, whether this is a BSB centralised assessment or an ICCA internal assessment, shall be considered by the ICCA to be 'fit to do so'. This means that the student does not believe that they are affected by any mitigating circumstances, which would have a significant and adverse impact on their academic performance. Please see the section 33 of the [Academic Regulations](#) for further details on applications for mitigating circumstances.
2. Students must be ready to commence the assessment at the scheduled time.
3. A student who is registered to take an exam but who fails to attend that exam will be deemed to have failed the attempt. A student shall not be permitted to commence an exam for which they are registered more than 30 minutes after the scheduled start time, except that the ICCA may permit a student to commence an exam for which they are registered after that time where there is good reason for doing so.
4. All students are required to display photographic proof of identity immediately before commencing any exam. Acceptable proofs of ID are:
 - a. a current passport or national identity card;
 - b. a current driving licence (full or provisional);
 - c. a current identity card issued by the Electoral Office for Northern Ireland.

In all cases, proofs of ID must be within their expiry date and must be for the same name that students are registered with at the ICCA, unless the ID is in a previous name and a student has already provided documentation for this change. Students who believe they may experience difficulties satisfying this requirement are strongly advised to contact students@icca.ac.uk as soon as possible before the exam. Student proofs of ID will be verified by ICCA staff once the exam is underway. Students who have been unable to satisfactorily confirm their identity will be contacted by the ICCA and may be deemed to have failed the attempt.

5. Students may be required to remove face-coverings and headwear as part of confirming their identity. Students who wear face-coverings or headwear for religious reasons may be required to remove these to prove their identity for review and may request that this review be completed by an ICCA member of staff of the same sex. Students who expect to make such a request should contact exams@icca.ac.uk before the exam to ensure arrangements can be put in place.
6. Students must not have any personal items or materials on their person or at their desk during the examination period, except for medical or religious reasons previously approved by the ICCA. Please contact exams@icca.ac.uk to discuss any requirements.
7. The possession of any books, papers or equipment in the exam, except those which are specifically permitted, is strictly forbidden. This includes all electronic equipment such as mobile phones, smart watches, headphones, earphones, wifi-enabled earphones, calculators etc., which must be switched off and away from the student's desk.
8. Text to speech software is not permitted during the examination, unless permission has been

granted by the ICCA prior to the exam taking place.

9. Students must not wear any form of headwear during the examination, except for medical or religious reasons previously notified to the ICCA and where approval has been granted.
10. Foam earplugs are permitted to be worn during the examination. These must be shown to the invigilator at the beginning of the assessment. Noise-cancelling or other types of headphones or earphones/buds are not permitted.
11. Medication (including paracetamol, ibuprofen etc.) is not permitted during the examination unless permission has been granted by the ICCA prior to the exam taking place.
12. Food and drink (other than small bottles of water) is not permitted during the examination. Students must inform the ICCA in advance if they have a medical need for food or drink (other than water) during the examination.
13. Smoking, vaping, e-cigarettes, etc. is not permitted during the examination.
14. Students judged to be under the influence of alcohol, drugs or illegal substances may be deemed to have failed the attempt.

About Inspera Integrity Browser

15. Inspera Integrity Browser (IIB) is specialist software that enable students to attempt their examinations using a laptop, while ensuring levels of security for the exam comparable to those used for physical, 'pen and paper' exams are in place. While the aim of protecting the integrity of the exam remains the same, the way that this is done will of course be necessarily different. Students using IIB will be required to ensure that they are adhering to the instructions below at all times.
16. Students are responsible for ensuring that they have the necessary hardware and software installed to enable them to attempt exams using IIB. The minimum system requirements can be found in the ['ICCA Online Exam Platform'](#) tile on the VLE.
17. Students should ensure that they are ready to commence the examination at the scheduled time, and that their computer has previously installed all necessary updates (whether for its operating system or anti-virus software etc.) to avoid delays.
18. Students must have downloaded and installed the IIB app on the computer which they intend to use for the exams at least 48 working hours prior to the exam commencing. Students are *strongly* advised to download and install IIB well before this and make use of the familiarisation and other tests provided by the ICCA before the exams. Students should understand that avoidable technical difficulties during the exams, due to a failure to take these steps, is unlikely to be accepted by the ICCA as sufficient grounds for a subsequent appeal / mitigating circumstances.
19. IIB uses secure browser technology that, once enabled at the start of the exam, denies user access to other software on their computer, including web browsers etc.

20. IIB uses the students' webcam and microphone to monitor and record the test environment and the students' behaviour during the exam. IIB uses advanced AI to detect when certain activities that could be suspicious occur, and 'flags' any such incidents for subsequent review by members of the ICCA staff. It must be understood that these 'flags' are to assist the ICCA staff in conducting remote monitoring, and that the entirety of a students' exam is recorded and will be subject to review by ICCA staff, whether 'flagged' or not.
21. Students should be aware of the following (non-exhaustive) list of activities that are likely to be flagged by IIB for review:
- Another person entering the camera's field of visibility.
 - A "noise event", including someone speaking within range of the microphone.
 - Exiting the secure exam browser before the test is complete.
 - Looking away from the screen for a significant period of time.
 - Leaving the camera's field of visibility.

Using Inspera Integrity Browser

22. At the start of the exam, students must perform a 'room scan' of their selected exam room that will be recorded and subsequently reviewed by ICCA staff. The purpose of the scan is to demonstrate that there are no unauthorised materials that the student can access, and that the student is alone. For this reason, students should slowly rotate their webcam 360 degrees so that the whole room (including the desk the student will be using, and the area beneath it) is recorded. Students have been allocated up to 2 minutes (with the BSB's approval) so that this can be done thoroughly.
23. For the BSB Open Book Civil Litigation assessment, students are permitted to have and refer to their own copies of Volume 1 and Volume 2 of the White Book, which can be highlighted, annotated. White Book Supplements are not permitted. Sticky page markers can be used to mark sections of the White Book, and students are permitted to use sticky notes with annotations in the White Book, but may not interleave the pages with loose sheets or other materials. Students should not have any additional loose material or additional papers/books, and must demonstrate this by holding their book spine-uppermost and briefly shaking it in front of their camera as part of the room scan process. All sticky notes must be contained within the White Book and additional loose sticky notes are not permitted.
24. Students who have applied for and been permitted extra time during their examinations for medical reasons will have the extra time added on at the end of the standard exam timing. Extra time will appear automatically in Inspera once the student has entered the assessment.
25. Students are permitted to leave their desks during the exam, but only to use the toilet, to ensure parity with students sitting pen-and-paper exams. Students should notify an invigilator who will escort them. The BSB permit up to 3 toilet breaks during an assessment. Each break is limited to a maximum of 5 minutes.

26. Students should be aware that the act of leaving the camera's field of view will in itself trigger a 'flag' by IIB for the ICCA's subsequent review. In addition to monitoring the video and audio recordings, the ICCA will monitor the students' behaviour following their return to their computer. This will include analysing whether the student answers (or changes their answers for) previously seen questions on their return to their computer, or other similar potentially suspicious conduct.
27. Students should not exit the IIB secure browser or 'submit' the exam prior to completing it as they will then be unable to recommence the exam without the ICCA's assistance. Similarly, using the CTRL-ALT-DEL command (or equivalent) at any stage will prevent the student continuing the exam without the ICCA's assistance.
28. Once the IIB's secure browser is active, students will not be able to use any other apps/programmes on their computer, including email. A student should NOT have a mobile telephone in the exam room "*just in case*". In the event of technical problems, DO NOT end your test before speaking to an ICCA member of staff.
29. Students should only notify an invigilator if there is a technical problem with their exam (e.g. their computer crashes, they cannot login to Inspira Integrity Browser, they cannot see the exam they are meant to be sitting);
 - a. Students should not notify an invigilator if they have a temporary internet problem, their test will continue to record all relevant data to their hard drive and IIB will upload this data once their internet service has come back online.
 - b. Students should not notify an invigilator if they have a query about the content of a question or they think a question does not make sense. Students should continue with the paper and raise the issue with the Bar Course Leader after the exam has finished.
30. Due to BSB rules, at the end of the examination, prior to submitting their completed answers, students must very obviously destroy any notes they may have made on scrap paper during the exams (by ripping it up) while remaining within the camera's field of view.
31. Students must not attempt to communicate in any way with any other student or any other person during the exam without the express permission of the ICCA.
32. Students have a duty to report to the ICCA Registry any concerns they have that another student was attempting to cheat during the exams.
33. Students should bring to the attention of the ICCA Registry any factor (e.g. distracting noise) that may have adversely affected them during the examination.
34. While any student suspected of misconduct may be permitted to continue their remaining examinations, this is at the discretion of the ICCA Registry, and such students should be aware that their work will only be accepted following the completion of an investigation by the ICCA.
35. Any breach of any of these instructions may lead to an investigation and potential action being taken in accordance with the ICCA's [Student Conduct Policy](#).