

RCOphth Online Proctored Exam Delivery Privacy Policy



The Royal College of Ophthalmologists provide online examination invigilation as a service via our supplier, BTL Group Limited. If we (the RCOphth) offer you (the candidate) an examination through the online invigilation platform that BTL provides (powered by ProctorExam) and if you choose to take the examination through the platform, you will be agreeing to all of the conditions of this policy and the rules and regulations relating to our online invigilated examinations.

[The Rules and Regulations can be downloaded here.](#)

Online (internet) invigilation means that when you logon to the test platform through the internet to take your examination you will be monitored, sometimes in real time, during your entire examination session so that your face, voice, desk and workspace will be captured and recorded for the purposes of examination security and the integrity of the examination process.

The video and audio recordings are standard test procedures for organisations using online invigilated examinations and your video and audio recording will be used for purposes of identity verification, online observation, incident resolution such as fraud prevention, examination security and for the integrity of the examination and testing process.

As part of the online invigilation services you agree to allow your personal data along with audio and video-tapes of your examination sessions and any photographs required for identification purposes to be transferred by BTL to us, to assist us with the administration, assessment and certification processes of the examination.

BTL will retain your personal data for no longer than is necessary and only for as long as it takes us to complete assessment processes and to conclude all relevant investigations if we judge these are required. After this period (usually after the appeals window has closed) all personal data will be destroyed.

It is your responsibility to ensure that only you will be recorded during an online invigilation examination session, that no one else will be physically in the room where you are sitting the examination and that no one speaks to you during your examination session.

Please note that BTL use a selected third party service, ProctorExam, that is hosted in Germany (Frankfurt Region) to process your data on our behalf. As part of the provision of the service by BTL to us, you agree that some or all of the above personal data may be processed outside the UK and EEA. In such circumstances, and if you are based in the UK or EU, we will, as required by GDPR, ensure that your privacy rights are protected by appropriate safeguards.

If you use the online invigilation service to take examinations, BTL may also collect and record further information about you when you take the examination such as: your name, email address, captured facial photo, captured ID photo/government issued ID, screenshots of your PC, your exam setting (home, office etc), all recorded video streams (computer, webcam and mobile), name of the examination you are sitting, browser version, product and name, video frame size, framerate, jitter, packet loss and bandwidth.