

## Consent Form

ICBSE and the Four Surgical Royal Colleges of the United Kingdom and in Ireland offer you the opportunity to take part in remotely monitored online examinations. In this case, you can take an online exam directly from home. In addition to the data protection information (processing in accordance with EU-DSGVO/GDPR <sup>1</sup> article 6(1)(b),(c) and (f) - <https://gdpr-info.eu/art-6-gdpr/>) in the study registration form you have signed, ICBSE requires your consent to Online Proctoring (OP) of a regular examination (in e-testing format), because additional personal data is collected during the OP which is not required in regular examination procedures. The provisions of the General Data Protection Regulation (GDPR) apply to the storage and processing of data. This means that only authorised persons, i.e. examination office, examination board (in cases of doubt) have access to your examination session data.

### Goal

The main purpose of the OP is to ensure a smooth examination process for both you and ICBSE and the Four Surgical Royal Colleges of the United Kingdom and in Ireland, i.e. the so-called Academic Integrity <sup>2</sup>. The aim of the collection of voice, video and photo recordings (data) is that a proctor (or supervisor or surveillance staff) can visually observe the identification of the candidate and the examination process to ensure that academic integrity is maintained. In addition to your first name, last name and e-mail address, data in the form of ID photos (prepared by you), screenshots, webcam photos, webcam video streams and, if applicable, smartphone video streams are digitally captured, stored and processed during the OP to fulfil the main purpose of the OP (see above). Otherwise, the same rules apply as in a normal on-site written examination. Violations of the rules (e.g. identity fraud, unauthorized aids, plagiarism, etc.) will be punished in a same way as in a normal examination. Familiarise yourself with the rules and guidelines of the respective exam at the Intercollegiate MRCS website and with the guidance sent by the four Surgical Royal Colleges of the United Kingdom and in Ireland.

### Securing your own privacy

Before starting the OP process, you will be asked to prove your identity. The display of ID information (especially a passport photo) is required by law. Be aware that you are responsible for covering all unnecessary data (e.g. health or social security numbers) before taking a photograph.

### Consent and Confirmation of “Clarification”

In order to take the online exam, ICBSE and the Four Surgical Royal Colleges of the United Kingdom and in Ireland requires proof of clarification and your consent. By participating in the remote monitoring of your examination, you confirm that you have been informed about it:

- that the monitoring is carried out by Dutch Company ProctorExam
- that parts of your passport (which are not covered) will be photographed and stored in order to verify your identity for verification
- that you will be asked to make a 360-degree video recording of the test environment in which you and your computer are located to be saved in order to ensure a proper test environment
- you and your screen are filmed throughout the exam and noises are recorded in the working environment

These recordings are saved so that you can later prove that you performed the exam properly. The OP rules of conduct can be found at <https://proctorexam.com/test-taker-support/> and the notes on data protection and our *Privacy Impact Assessment*<sup>3</sup> can be found at <https://proctorexam.com/privacy-and-data-security/>. To get an impression of how an online exam with ProctorExam works, we recommend the following video [https://www.youtube.com/watch?v=P\\_BvNrjjKN4](https://www.youtube.com/watch?v=P_BvNrjjKN4).

“I understand that language, video and photo footage of me, my environment, my screen and my ID document will take place. These serve the purpose of monitoring the examination. These records will be stored on the servers of ProctorExam until it has been confirmed that the exam has been passed properly. If irregularities occur or there is a suspicion of misuse, the records are transferred to a secure location on one of the institutionally approved storage media for personal data. The Examination Office and the Examination Board only have access to this data to verify that the examination rules have been followed.”

With regard to participation, the following points were clarified:

- I declare my consent to the above facts.
  - I am aware that I can revoke this consent at any time for the future without giving reasons.
  - I am aware that participation in this examination procedure will then no longer be possible.
- The examination regulations regulate how scoring of candidates is to be handled.<sup>4</sup>

Signed

Surname, first name	Place, date and signature

## Footnotes

<sup>1</sup> EU-DSGVO = EurOnline Proctoringäsche Datenschutz-Grundverordnung / GDPR = General Data Protection Regulation

<sup>2</sup> Academic Integrity: honesty, trust, fairness, respect, responsibility

<sup>3</sup> Privacy Impact Assessment = PIA: PIA describes the reasons, risks, and mitigation measures for violating privacy laws

<sup>4</sup> Note: This is required in order to take part in online examinations at ICBSE and the Four Surgical Royal Colleges of the United Kingdom and in Ireland