

WWETB GUIDE FOR PRACTITIONERS FOR ONLINE CLASSES

The following guide aims to equip online class practitioners with best practices to safeguard their virtual classrooms, protect sensitive information, and foster a secure and safe learning environment.

- Learners should be provided with WWETB email addresses and passwords.
- Learners should be set up with secure Moodle accounts.
- Ensure you are familiar with and test the settings on MS Teams before your live class.
- The practitioner should set up the MS Teams class meeting to ensure they are the meeting organiser.
- Share the secure link for the meeting only with learners participating in the lesson and avoid posting them on publicly accessible forums.
- MS Teams is set by default to allow people within WWETB to bypass the lobby, change this setting so that only organisers and co-organisers can bypass the lobby and ensure that it is only organisers and co-organisers that can allow access to the class.
- Ensure learners are aware that their camera should be turned on.
- Ensure you turn on subtitles / closed captions.
- Ensure learners are aware of and sign the code of behaviour and acceptable ICT usage policy at Induction stage.
- Ensure learners have their cameras and microphones turned off during breaktime to comply with Data privacy.
- All assessments must follow the most up to date and relevant WWETB module descriptor.
- Assessments must be compliant with WWETB's assessment procedures and policies. These can be found on the [QA SharePoint Site](#)
- Assessments can only be accepted from WWETB email addresses or Secure Moodle accounts and should be checked through WWETB's Plagiarism and AI detection Tools.

- Examinations, except in cases of emergency contingency measures, must be conducted on-site. WWETB defines Examinations as formal exams held at a WWETB centre, under invigilated and supervised conditions, adhering to all assessment regulations. This method minimises risks to the authenticity and integrity of learner work, reducing opportunities for academic misconduct. It also considers the challenges of replicating an exam environment remotely and reduces the need for extensive proctoring. Changes to assessment procedures require approval from WWETB QA Steering Group and Quality Team.
- Certain skills demonstrations may be conducive to an online environment such as the skills demonstration required for level 5 Communication or Teamworking. The default, however, should be to face-to-face skills demonstrations unless otherwise and evidentially agreed with the Quality Manager and FET TEL Team through the PAC03-Blended process.
- There should be promotion and moderation of respectful interactions online between learners and learners and staff.