

# Proctored-Assessment Readiness Checklist

Pressure-test all six trust gates, the integrity spine, and the compliance umbrella before you commit a budget. Engineering guidance, not legal advice — confirm specifics with qualified counsel.

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## A. Identity gate

- ID-document check plus live face match, sized to the exam stakes
- Biometric consent captured at registration, in writing, naming data and purpose (GDPR Art. 9 / BIPA)

## B. Locked-down delivery

- Lockdown client chosen: open-source browser baseline or custom shell for deep OS hooks
- Assessment authored in QTI 3.0 so items, scoring and tests stay portable
- Delivery is keyboard-navigable and WCAG 2.1 AA accessible

## C. Proctoring with human oversight

- Proctoring approach matched to stakes: live / hybrid AI + human / lockdown-only
- Hybrid: AI ranks suspicious moments, a trained human confirms (EU AI Act Article 14)
- No automated adverse action; every flag routes to a human and an appeal path

## D. Scoring and grade passback

- Auto-scoring via QTI response processing; rubric for judged work
- Official grade returns over LTI Advantage AGS; event trail over xAPI / cmi5

## E. Credentialing

- Achievements issued as Open Badges 3.0 verifiable credentials, not PDFs (W3C VC 2.0)

## F. Integrity spine and compliance

- Server-side recording; append-only, hash-chained audit log of every event and decision
- Retention period set with a documented legal basis vs the right to erasure
- GDPR, BIPA, FERPA and EU AI Act high-risk duties mapped; DPIA / conformity where required