# Invigilator Instructions.

There are two ways to access the invigilator schedule, the first is by opening the **Magic Link** that you have received from the examinations officer or alternatively you can log into exams assist:

https://examsassist.co.uk

Select **Login / Register** then **Login to SchoolWorkSpace**. Enter your email address and as you've yet to login, select **Forgot Password,** a 6-digit pin will be emailed or text to you, enter this into exams assist and you'll be prompted to create and confirm a new password.

Once logged in, select **Invigilate.**
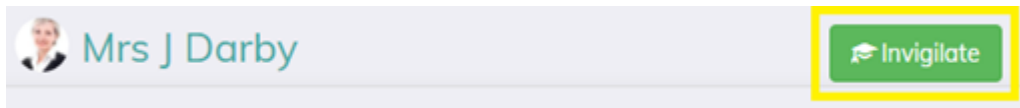
To assist you during the examination period we advise that you save this link as an **Icon** on your mobile device, this Icon would then appear on your homepage so that you don't need to refer to the email daily.

Creating the icon on an IPhone.

Open the link in 'Safari' and tap the 'Share Button' at the bottom of the screen. Scroll down and select **'Add to Home Screen'** and then give the icon a new name and then press **'Add.'**
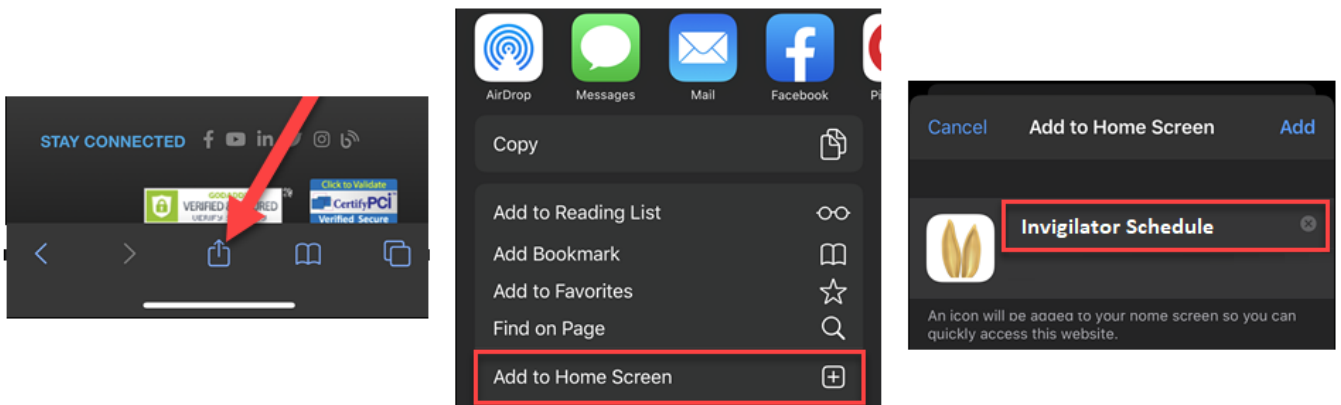
Creating an icon on an Android.

Open the link in 'Chrome,' tap the menu icon (3 dots in upper right-hand corner) and tap **'Add to home screen'**. You'll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

Invigilator Availability

At the start of an exam season the Examination Officer **(EO)** will ask you to provide the dates that you are available to invigilate, this may include two or more seasons. On opening the link, you will be able to view the available dates, you will be required to select the dates and sessions that you are available. As you provide your availability you are able to add a note against each day, use this to inform the EO of any issues you may have on a specific date.

On completing the form select **Submit** at the bottom of the page and message will appear to confirm this submission.
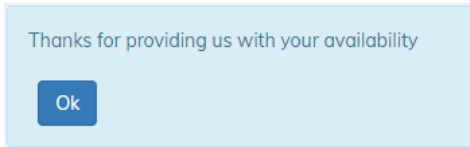

However, if you are not available to invigilate during the whole season you can just select – **Not Available** or alternatively, if you are available for every date, then you can select – **Is always available**.

As the EO schedules you to a room, these allocations will appear on your schedule. Once you've been allocated to a room you will no longer be able to amend your availability for that date. If you require to amend/cancel a date you will need to contact the EO to arrange this.

Invigilators Functionality

Once assigned to a room you will be able to select a room and view the exam details, invigilators and your role within the room. The full invigilator functionality will become available up to 24hrs before the exam – this will only show the attendance registers and seating plans.   These are available the day before so that you can assist the EO in the preparation of the exam and the setting up of your allocated room. You will not be able to complete the attendance registers and other tasks until the actual day of the exam.
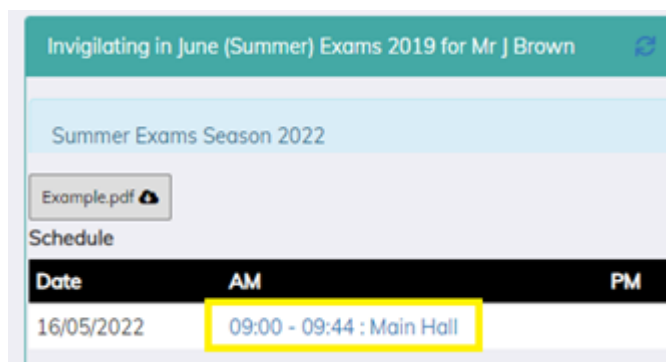
Once a room has been selected on the day of the exam you will see 6 Tabs at the top of the screen (All these tabs will only show on the day of the exam, the logs tab will only appear when an action has been taken).

Pincode (Optional)

Some schools may have opted for the function for staff to enter a pincode into their device before being able to access the information once they have selected on a room in their schedule. If this is the case you will need to speak to the examination officer at the school to gain access to the pincode.
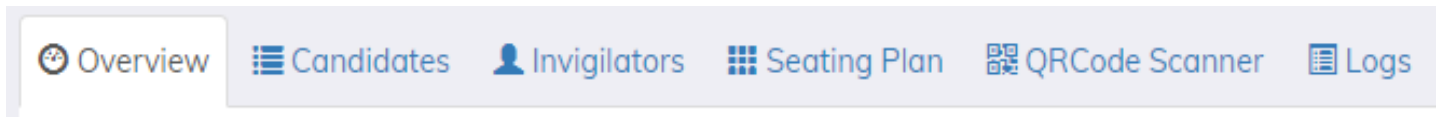
Tab 1 – Overview – This will provide you with information about the exams taking place in the room. Details such as the name of the exams, length of exam, the official start as well as any candidates with Extra Time. This is where the Lead Invigilator will mark that the exam has started and when each individual exam has finished in the room.

Other functions available in this tab is to request IT Support, General Assistance, Add a comment against the room or pause an exam in an emergency. If a candidate has been marked as starting the exam late or have used their SRB, these candidates including their amended end times will appear in this tab. This view will help the Lead Invigilator keep a track of the different end times in the Exam Room.

The computer icon at the top right corner of these screen enables the invigilator to display the **Exam Room Viewer** on an available screen in the room for the candidates to see the exam details such as start and end times. This can be used instead of putting the exam content on the whiteboard within the exam room.
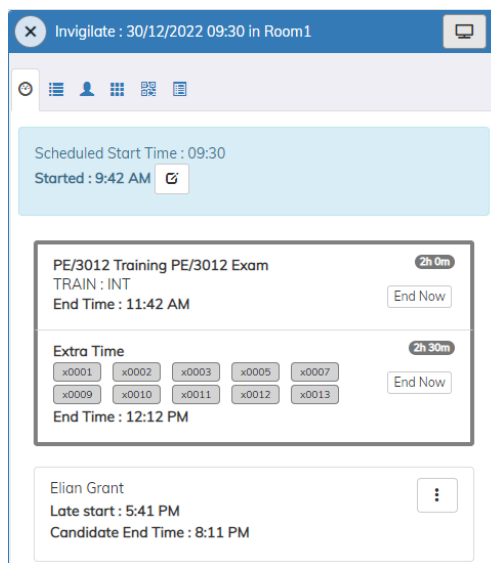
Tab 2 – Completing/Viewing the register - This tab displays the names of the candidates that are sitting the exams in that room and is sorted in Candidate Number order. In this tab the invigilators/staff will be able to complete the registers by marking the candidates either present or absent. When marked absent another option will appear to mark the candidate **late** - this can be updated to late when the candidate arrives on site, this can be done by a member of staff outside of the exam room (This time can be used to prove the candidate arrived under formal supervised supervision within the 60min of the official start time).

Once the candidate has been marked late, but the exam hasn't started in the room the **present** button will appear.

However, if the exam has started then a **Late Start** button will appear, the invigilator can select this when the candidate actually starts their exam (once selected this will calculate the **End Time** and the details will appear on the overview in tab 1**)**.

It is also possible to view the candidates that have requested a laptop, a modified paper, Extra Time or any other Access Arrangements the candidates have. Select the **3 Dots button to view the Additional Actions**.


TIP - Mark all absent candidates first for the purpose of getting these chased up and then selecting **set all Blank as Present** which can be found at the bottom of the attendance register. (The all present button to be actioned by the lead invigilator)
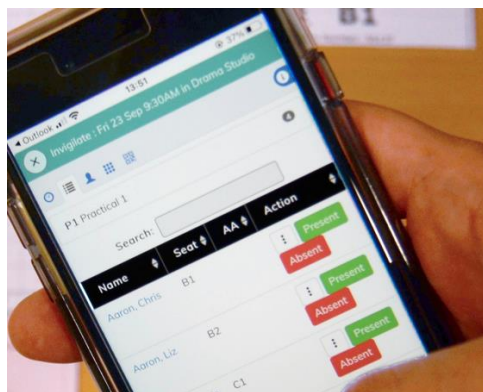

Tab 3 – Invigilator Attendance – It is possible to record the attendance of the invigilator/staff within an exam room.

Tab 4 – Seating Plan – This tab provides/displays the same information as Tab 2, but rather than being displayed in a list it is shown as per seating plan for that room.
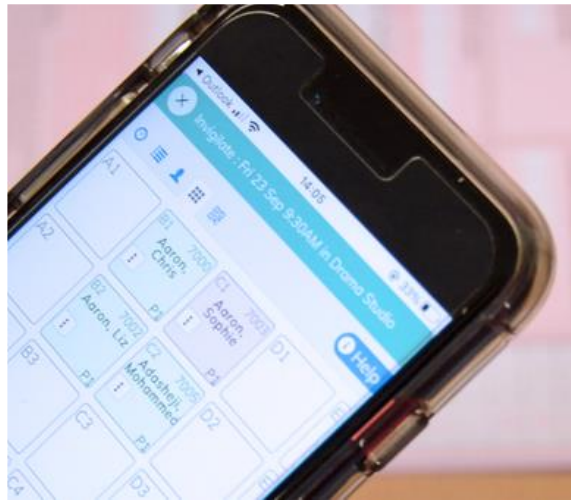
Tab 5 – QR Reader – This is used to complete the registers by scanning the QR Code on the candidate's desk. Once you've selected this tab it will ask to access your mobile camera so it can scan the code. Allow this software to access the camera and then hold the phone above the candidate card and their details will appear on your device ready for you to mark them Present, Absent or Late.
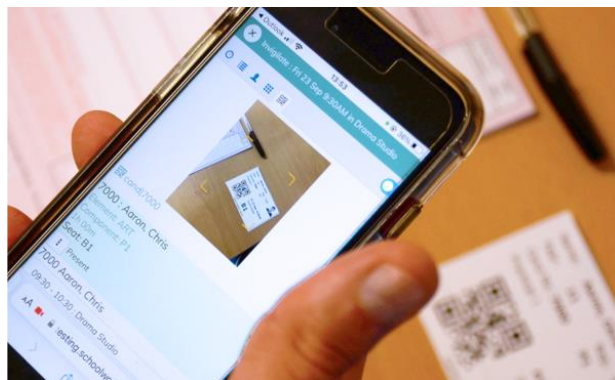
Tab 6 – Logs – This tab displays records of actions taken in the Exam Room, from completing the register, marking the candidate late or recording an SRB/Toilet Break in a room.
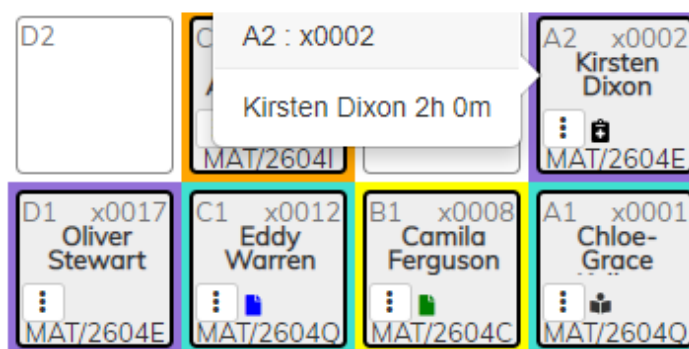
Access Arrangements Icons

Reader	👥	**Scribe**	✏️	**Practical Assistant**	✋
Supervised Rest Breaks	⏳	**Signer**	🤟	**Computer Reader**	🎧
Prompter	👆	**Note**	🗋	**Medical**	🩹
Smaller Room	⤢	**Dictionary**	📖	**Separate Room**	👤
Reading Pen	🖊️	**Extra Time**	🕐		
Green Paper	🟩	**Blue Paper**	🟦	**Purple Paper**	🟪
Green Overlay	🟩	**Blue Overlay**	🟦	**Purple Overlay**	🟪
Yellow Paper	🟨	**Grey Paper**	⬜	**Pink Paper**	🟥
Yellow Overlay	🟨	**Grey Overlay**	⬜	**Pink Paper/Overlay**	🟥
Red Paper	🟥	**Orange Paper**	🟧	**Coloured Paper**	
Red Overlay	🟥	**Orange Overlay**	🟧		

If a modified paper has been ordered from the JCQ for a candidate then the icon below will appear on the seating plan, attendance register and the candidate card. If the candidate has requested either a laptop or a computer reader for their exam then the icon below will appear in the same documents as the above.

Modified Language Paper	🗎	**Laptop**	💻	**Computer Reader**	🎧

Clash Icons

|	
🚩 (yellow)	This icon will indicate that a candidate has a clash on this date, however the exam with a yellow flag indicates that this exam is taking place at the official starting time as set by the exam board.
🚩 (red)	This icon indicates that a candidate has a clash on this date and the exam they are currently siting is being done at a different time as outlined by the exam board.

Additional Actions

The Action Icon, will bring a pop-up box providing greater information about the candidate. The Candidate Name/Photo, a list of their Access Arrangements, Notes and finally a log of everything that has been recorded for that candidate in the exam. It's also possible to record various actions such as SRB, Toilet Break and Enter a Note.

Note – A candidate might be entitled to a modified paper, laptop or a computer reader and this may appear in their record when you select the additional action button but the icon doesn't appear on the seating plan. The reason for this is the candidate has not requested the use of a laptop or a computer reader for this exam.

Starting and Ending the Exam

Once the attendance register has been completed and the **Warning to Candidates** has been read out the next process is to start the examination. Select the **Start the Exam** button and a confirmation dialog box will appear which includes the ability to edit the start time. It's possible to edit the start time in case the exam was started later on the mobile device to what the exam board states. Once the start time has been entered the end times will all be calculated.

Once the exam has started the invigilator/roaming invigilator is able to record a number of actions against either the room or the candidate (these additional functions are only available once the exam has started and the candidate has been marked present).
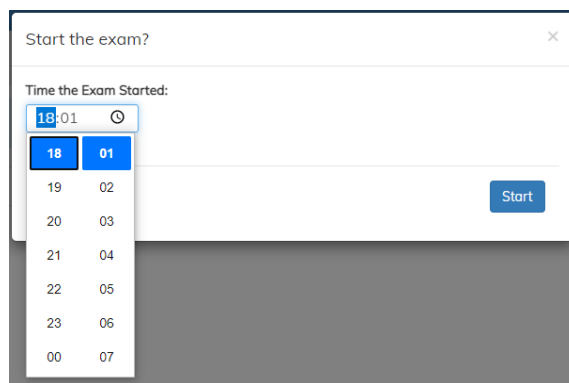
Once the exam has started it's possible to finish each exam in the room individually, if a room contains a number of exams with different end times each of these can be **ended** individually. Alternatively, if the invigilator/school doesn't wish to record this level of detail it's possible to just select **End the Exam** and this will finish all the exams in the room and give the same end time for each exam in that room. As with the starting the exam it's possible to amend the end time, so if you forget to end the exam you can change this.
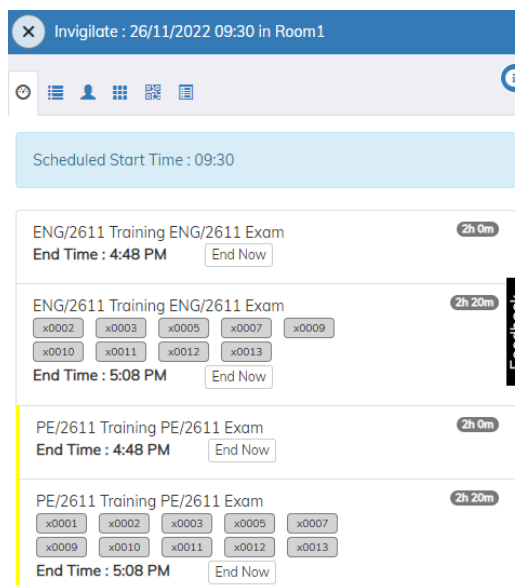
Recording Supervised Rest Break (SRB) – Once the exam has started and the candidate has been marked present it is possible for a member of staff to record when a candidate takes an SRB. As the start time is recorded against the candidate each of these breaks are added on to the end time, this means that the member of staff no longer needs to record these breaks manually and calculate the end time each time the candidate takes a break. All information is recorded in the room log too.

Note – The candidate must be entitled to SRB for this functionality to be available. Once an SRB has been recorded these candidates will appear on the overview and their box on the seating plan and attendance register will turn blue, this is to help the invigilator to keep track of these candidates.

Recording Toilet Breaks – It is possible for a member of staff to record that a candidate has left and returned to the exam room following a toilet break (This time doesn't get added to the SRB time). These are also recorded in the room and candidate log. To help the invigilator keep a track of these when the candidates is marked as Toilet Out their name on the seating plan and attendance register will turn blue.

Add Comment – It is possible to add a comment against a candidate, by selecting **Add Comment.** Record any incidents that may occur with a candidate during that examination. These are also added to the candidate and room log.

Exam Room Viewer

To display the exam details – Exam Name; Date; Start Time; Length of Paper; Centre Number and a Clock (Digital and Analogue) can be done from any of the Invigilator's that have been assigned to that room. On Tab 1 (Overview) there is a **Computer Icon** when selected this will turn the view into the **Exam Room Viewer** and will go into full screen mode on the board in the room. (This function works with a laptop not the phone.). By being in this view no personnel information will be displayed on the screen such as candidate numbers or information about late students. This view will also ensure that the device doesn't go into screensaver mode.
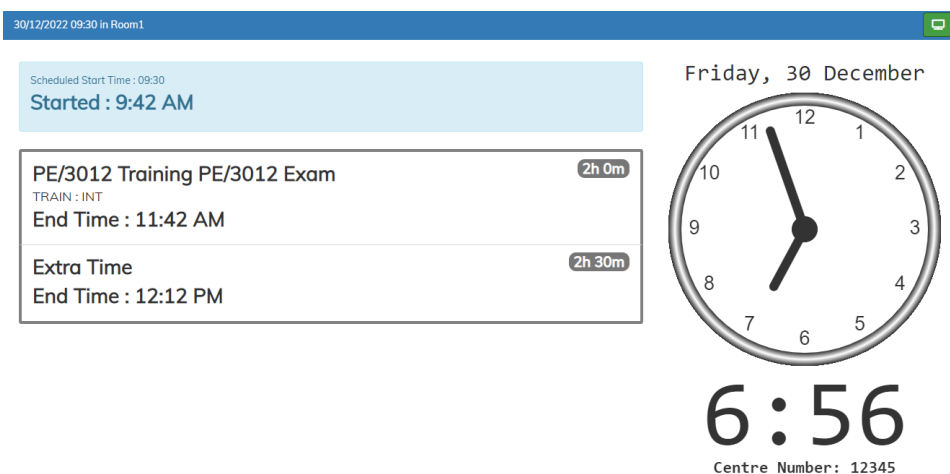
Moving a Candidate

To ensure that the seating plan within an exam room remains a true reflection, you can move a candidate to another seat if required. Select the action button for the candidate that needs moving from either the register or seating plan, a dialog box will appear. Navigate to the **Move a Seat** drop down and then select the seat that the candidate has moved too, you will be asked to provide a reason for the move.
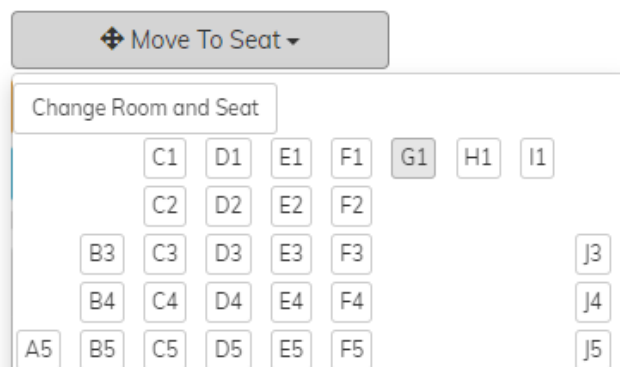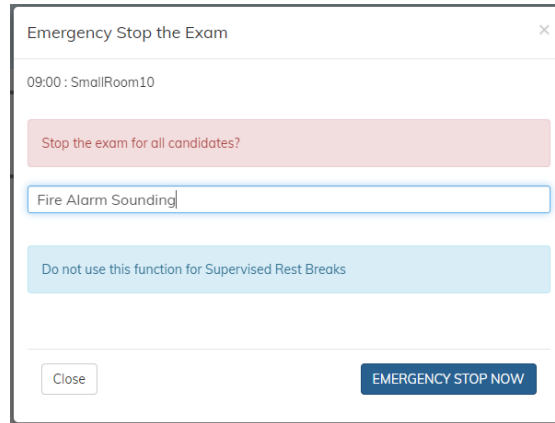
Pausing an Exam

To pause an exam due to an incident or emergency in the room, navigate to the overview tab (Tab 1) and scroll down to the bottom and select the Emergency Stop the Exam Button.

■ Emergency Stop the Exam

Once selected a reason for this pause will need to be provided, once submitted the clock will stop for the exam and all functionality within the invigilator link will stop until the resume button is selected.

Emergency Stop the Exam ✕

09:00 : SmallRoom10

Stop the exam for all candidates?

Fire Alarm Sounding

Do not use this function for Supervised Rest Breaks

Close EMERGENCY STOP NOW