

# Invigilator Guide

## Part 1 – Before the Exams

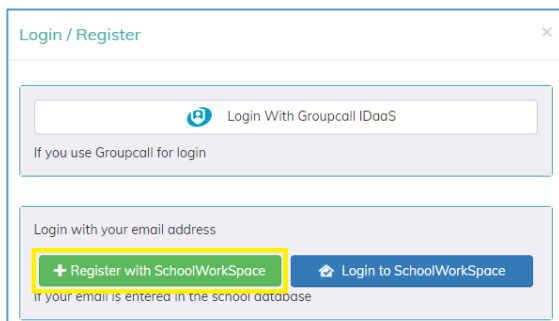
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### Accessing Your Schedule

There are two ways to access your invigilator schedule:

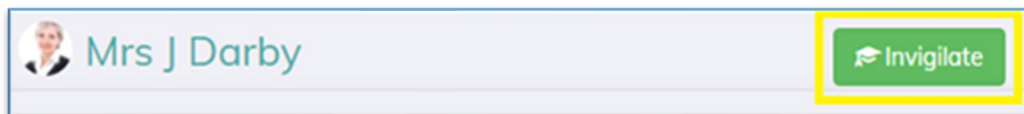
**Option 1 – By Opening the Magic Link:** Open the Magic Link sent to you by the Exams Team contained in an email. This will take you directly to your schedule.

**Option 2 – By Logging in to Exams Assist:**



1. Go to <http://examsassist.co.uk>
2. On the homepage, select **Login / Register**
3. Select **Register with SchoolWorkSpace**
4. Enter the email address that is recorded in your school's Management Information System (MIS)
5. A **6-digit verification code** will be sent to your email
6. Enter the code on the login screen and create a password

Once logged in, select 'Invigilate' to access your schedule and shifts.



### Saving the Portal to Your Phone (Recommended)

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During the exam season you may need to access your schedule frequently. Adding the portal to your phone's home screen allows quick access.

**Creating the icon on an iPhone.**

1. Open the link using Safari
2. Tap the **Share** button at the bottom of the screen
3. Scroll down and select **Add to Home Screen**
4. Enter a **Name** for the shortcut
5. Tap **Add**

**Creating an icon on an Android.**

1. Open the link using **Chrome**
2. Tap the **menu icon** (three dots in the top right corner)
3. Select **Add to Home Screen**
4. Enter a Name and Confirm

## Providing Invigilator Availability

The screenshot shows a form titled "Availability Mode". It contains three radio button options:
 

- Set Availability by Date
- I am ALWAYS Available
- I am NOT Available for any Session

 Below these options is a text input field labeled "Availability Note".

At the start of each exam season, the Examinations Officer will ask you to provide your availability. This may include dates from more than one exam season. When the schedule opens, a list of available dates will appear. For each date, select the session(s) that you are available to invigilate.

If required, you can add a general note for the Exams Team. For example, you may wish to inform them that you do not want to invigilate a 1-to-1 exam. Alternatively, you can add notes to individual dates if needed. For example, you may wish to inform the Exams Officer that you are only available until a certain time on a particular day.

### Availability Mode

To assist with this process, you can select one of the following availability options:

- **Set Availability by Date** – select this option if you wish to manually choose the dates and sessions when you are available.
- **I am always available** – select this option if you are available for all dates.
- **I am NOT available for any season** – select this option if you are not available to invigilate during this exam season.

If you select, **I am always available** or **I am NOT available for any season**, the system will automatically apply the appropriate selection to all dates listed below. If you prefer to choose your availability individually, select **Set Availability by Date** and mark the dates and sessions accordingly.

Once you have entered your availability, scroll to the bottom of the page and select **Submit**. A confirmation message will appear once your availability has been successfully submitted.

The screenshot shows a date selection interface for "Friday 08/05/2026". It includes radio button options for "None", "AM", "PM", and "All Day" (which is selected). To the right, there is a text input field containing the note "Note : 08/05/2026".

## Part 2 – Before the Exam Day

### Accepting Your Allocations

When you are scheduled to a room, the allocation will appear on your portal. Once you have been assigned to a room, you will no longer be able to amend your availability for that date.

After the assignment has been made, you will be able to **Accept** or **Decline** the shift via your portal. You may need to decline a shift if you are no longer available to carry out the invigilation.



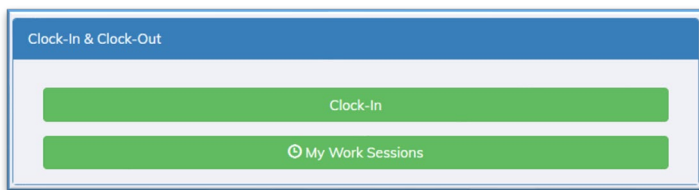
## Exam Day Quick Guide

1. Open your schedule
2. Select your **Exam Room**
3. Open the **Candidates tab**
4. Complete the **attendance register**
5. Select **Start Exam**
6. Record any issues during the Exam (late, SRB, toilet)
7. Select **End Exam**

## Part 3 – On the Day of the Exam

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### Clock in and clock out



Depending on the Centre’s requirements, you may be asked to **clock in and out** on the day of the Exam. From your schedule you will see an option to **Click In**. Once selected, this option will change to **Click Out**.

If you are unable to clock in at the Centre, you can do this later by selecting **My Work Sessions**. From here, you can **add manual clock-in and clock-out details** and include any relevant notes.

Once submitted, you will be able to **amend these details until they have been authorised**. After they have been authorised, the details **can no longer be edited**.

You can view your recorded work sessions at any time by selecting **My Work Sessions**.

### Pincode (Optional)

Some Centres may enable a **pincode requirement** before staff can access exam information on their device.

If this function is enabled, you will be asked to enter a **pincode** after selecting a room from your schedule. This pincode restricts access to exam information for security purposes. If you are prompted for a pincode, please contact the **Examinations Officer at the Centre** to obtain the code.

If the Exams Officer needs to communicate with the invigilators during an exam, then they can send a broadcast to an individual exam room or all room. This notification will appear on the invigilator’s portal in a blue box.

### Invigilators Daily Note

On the day of the exam, the **Exams Team** may post an important message for invigilators. This note will appear at the **top of the schedule page** and will only be visible for the specific date it relates to. A message such as - **Please ensure that you arrive at 8:30am due to a busy day**.

## General Broadcast

If the **Examinations Officer** needs to communicate with invigilators during an exam, they can send a **broadcast message** to an individual exam room or to all rooms. This notification will appear on the invigilator’s portal in a **blue message box**.

## Exam Room Display

Each exam room has its own **Exam Room Viewer**, which can be displayed on a screen in the exam room.

This is accessed via a **unique link** for that room. Centres can save this link to the desktop of the device used in the exam room for quick access. There is **no need to log in to Exams Assist**, as this link acts as a **magic link** for that specific room.

The **Exam Room Viewer** displays key exam information, including a **clock** and exam details. It does **not display any candidate information**. Invigilators can also scroll forward to view the **next exam scheduled in that room**. Once the exam has started, the display will automatically update to show the **exam end times**.

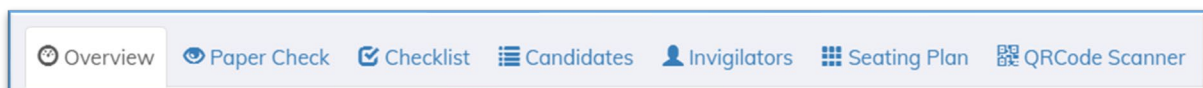
**Note** – The Exam Room Viewer supports rooms with **multiple exams running at different start times**. This view is **not available** from the roaming invigilator link.

## Invigilators Functionality

Once you have been assigned to a room, you will be able to select the room on your portal to view the exam details, the assigned invigilators, and the role of each invigilator within the exam room. Depending on the Centre Settings, the full invigilator functionality may become available **up to 24 hours before the exam**. At this stage, you will only be able to view the **attendance registers** and **seating plans**.

Monday 11/05/2026	From: 08:15 Until: 11:30 for exam 09:00 - 11:00 (11:30 inc 30m Extra Time) Main Hall (Lead,Paper Check,Extra Time)
Tuesday 12/05/2026	From: 08:30 Until: 10:45 for exam 09:00 - 10:45 Main Hall (Paper Check)
	From: 12:15 Until: 15:12 for exam 13:00 - 15:00 (15:12 inc 12m Extra Time) Main Hall (Lead,Paper Check,Extra Time)

## Portal Tabs



Tab	What it does
Overview	Shows exam details; start and end times; ability to request support
Paper Check	Allows the Invigilators to confirm that the Correct Papers have been sent to the Exam Room

<b>Tab</b>	<b>What it does</b>
<b>Candidates</b>	<b>Complete the attendance register</b>
<b>Seating Plan</b>	<b>Shows where candidates are sitting</b>
<b>Invigilators</b>	<b>Shows invigilator roles, and attendance</b>
<b>QR Reader</b>	<b>Scan candidate QR codes</b>
<b>Logs</b>	<b>Record of all actions recorded in the Exam Room.</b>

## Step 1 – Access Your Assigned Room

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1. Open your schedule
2. Select your assigned Exam Room

You will now see several tabs at the top of the screen (See above).

## Step 2 – Complete the Attendance Register

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Open the Candidates tab and mark each candidate as either:

- Present
- Absent

**Note** – If a candidate arrives after being marked Absent:

- If the exam has not started, select Late then Present
- If the exam has started, select Late then Late Start

**Tip** - Mark absent candidates first, then use Set All Blank as Present.

## Step 3 – Invigilators Speech (Optional)

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To play the Invigilators Speech, navigate to the Invigilators Portal and select Play Button from the Overview Tab. Once the speech has been played, this will be recorded in the logs.

**Note** – If the Centre is using the **Exam Room Viewer** on a laptop and invigilators are using a **mobile device**, the mobile device **cannot control the audio**. The audio must be played from the device that is **connected to the PA system**.

## Step 4 – Start the Exam

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When ready to start the Exam, open the Overview Tab:

1. Select Start Exam
2. Confirm the start time

The system will automatically calculate end times.

## Step 5 – During the Exam

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During the Exam you can record the following actions:

- **Late Arrivals** (After the Exam has started) – If a candidate arrives late, mark them as Late. When they are ready to begin the exam, select Late Start. Once selected, the system will automatically calculate the candidate's amended end time.
- **Supervised Rest Breaks (SRB)** – During the exam, you can record when a candidate takes a supervised rest break. In the Candidates tab, locate the candidate, select Actions, and choose SRB Out. When the candidate returns, select SRB In.
- **Toilet Breaks** – To record a toilet break, locate the candidate in the Candidates tab, select Actions, and choose Toilet Out. When the candidate returns, select Toilet Return.
- **Candidate Comments** – To record a comment, locate the candidate in the Candidates tab, select Actions, then choose Add Comment.
- **Move Candidates** – To move a candidate to another seat, locate the candidate in the Candidates tab and select Actions. Choose Move to Seat, then select the new seat for the candidate.
- **Emergency Stop the Exam** – In an emergency, the exam can be paused from the Overview tab by selecting Emergency Stop the Exam. You will be asked to enter a reason. The Exams Team can also pause the exam centrally. If this happens, a pause icon will appear on the exam screen and in the portal. Once the incident is resolved, the invigilator must manually restart the exam, as this cannot be done centrally.

All actions are automatically recorded in the Logs tab.

## Step 6 – End the Exam

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### Ending an Exam for an Individual Candidate

1. Navigate to the **Candidates** tab.
2. Locate the candidate and select **Actions**.
3. Select **Candidate Finished**.

### Ending the Exam for the Exam Room

1. Select **End Exam**.
2. Confirm the **end time**.
3. **Sign** to confirm that the exam was conducted in accordance with **JCQ regulations**.




































## Step 7 – Recording Access Arrangements Used (Optional)

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To record whether a candidate has used their Access Arrangements (AA) during the exam, locate the candidate in the Candidates tab and select Actions. Then select the appropriate option (Tick or Cross) for each arrangement.

## Appendix

### Access Arrangements Icons

Reader *		Scribe *	
Supervised Rest Breaks *		Signer *	
Prompter *		Modified Language Paper *	
Alternative Room Arrangement *		Dictionary *	
Reading Pen *		Extra Time *	
Practical Assistant *		Computer Reader *	
Separate Room *		Mobile Device for Medical Reasons	
Medical		Laptop *	
Speech Recognition		Note	
Toilet		Fidget Toy	
Colour Blind		Braille	
Ear Defender		1:1	
Read Aloud		iPod	
Music		Large Print	
Food		Coloured Glasses	
Wheelchair User		Hearing Aid	
Ear Loops		Comfy Chair	
Movement Breaks			




### Coloured Paper / Overlays

Green Paper *		Blue Paper *	
Green Overlay *		Blue Overlay *	
Yellow Paper *		Grey Paper *	
Yellow Overlay *		Grey Overlay *	




Red Paper *		Orange Paper *	
Red Overlay *		Orange Overlay *	
Purple Paper *		Pink Paper *	
Purple Overlay *		Pink Overlay *	
Coloured Paper *		Coloured Overlay *	
Peach Paper *		Butter Cup Paper *	
Peach Overlay *		Butter Cup Overlay *	
Aqua Paper *		Light Blue Paper *	
Aqua Overlay *		Light Blue Overlay *	
Lilac Paper *		Lilac 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.

**Note** – A candidate may be entitled to a **modified paper, laptop, or computer reader**, and this may appear in their record when you select the **Additional Actions** button. However, the icon may not appear on the **seating plan**. This is because the candidate has **not requested to use this arrangement for that specific exam**.

<b>Modified Language Paper</b>		<b>Laptop</b>		<b>Computer Reader</b>	
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## Clash Icons

	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.
	This icon indicates that a candidate has a clash on this date and the exam they are currently sitting is being done at a different time as outlined by the exam board.
	This icon indicates that a room contains resolved clashes.









## Actions Button



The **Action icon** opens a pop-up window displaying detailed information about the candidate. This includes the candidate's **name and photo**, their **access arrangements**, any **notes**, and a **log of all actions recorded** during the exam.

You can also use this menu to record actions such as **Supervised Rest Breaks (SRB), toilet breaks, and adding notes**.

## How to Guide QR Links

Guides to share with Staff / Parental / Candidates or Invigilators		
How to provide your availability		
How to use the Portal Functionality		
How to use the Basic Portal Functionality		
How to use the Advanced Portal Functionality		
How to Clock in and Clock out	