Invigilator Guide

Part 1 – Before the Exams

Providing Your Availability and Accessing Your Schedule

Exams Assist allows you to provide the Exams Team with your availability before the examination season begins. Once the invigilation timetable has been prepared, you can use the same link to view your allocated shifts and schedule. There are two ways to access your invigilator area:

Option 1 – Using the Magic Link:

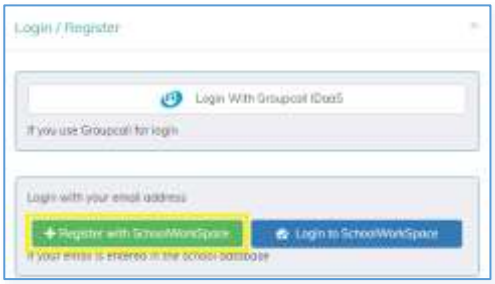
Open the **Magic Link** contained in the email sent by the Exams Team. This will take you directly to the Invigilator Portal, where you can:



- Provide or update your availability.
- View your allocated invigilation shifts.
- Check the dates, times and rooms for each shift.

Option 2 – By Logging in to Exams Assist:

1. Go to schoolworkspace.co.uk
2. Select **Login / Register**.
3. Select **Register with SchoolWorkSpace**.
4. Enter the email address recorded for you by the school.
5. A **six-digit verification code** will be sent to your email address.
6. Enter the verification code and create a password.
7. Once logged in, select **Invigilate** to provide your availability or view your allocated schedule and shifts.



Your schedule may be updated by the Exams Team, so check the Invigilator Portal regularly and before attending each examination.

Saving the Portal to Your Phone (Recommended)

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, then 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



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 Session** – 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 Session**, 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 when your availability has been successfully submitted. The date and time of your most recent submission will also be displayed at the top of the page.

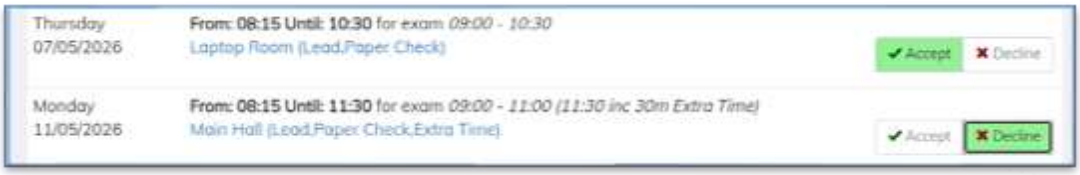


Part 2 – Before the Exam Day

Accepting Your Allocations (optional)

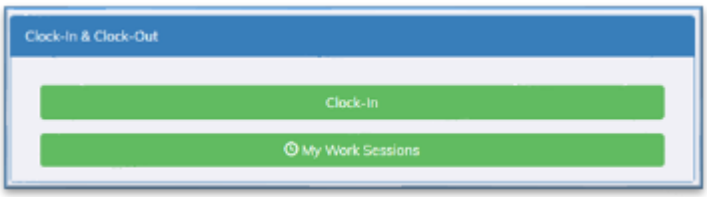
When you are scheduled to a room, the allocation will appear on your portal. Once you have been assigned to a room, you will no longer be able to amend your availability for that date.

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



Part 3 – On the Day of the Exam

Clock in and clock out (optional)



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 **Clock In**. Once selected, this option will change to **Clock 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.

Daily Note for Invigilators

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 **Exams Team** 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.

Invigilator Functionality



Your schedule will show the **room** to which you have been assigned, your **role within the room**, and the times at which you are required to **start and finish**. It will also display the scheduled start and finish times of the examination, including any additional time where applicable.

Select the room name to view further information, including the examination details, attendance registers, seating plans, assigned invigilators and the role allocated to each invigilator. Depending on the Centre's settings, the full invigilator functionality may become available **up to 24 hours before the examination**.

Portal Tabs



Tab	What it does
Overview	Shows exam details; start and end times; ability to request support
Paper Check	Allows invigilators to confirm that the correct papers have been delivered to the exam room.
Checklist	Complete the checks required by the Centre before, during and after the examination.
Candidates	Complete the attendance register
Invigilators	Shows invigilator roles, and attendance
Seating Plan	Shows where candidates are sitting
QR Code Scanner	Scan candidate QR codes
Logs	Record of all actions recorded in the Exam Room.

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**.

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 siting is being done at a different time as outlined by the exam board.
	This icon indicates that a room contains resolved clashes.

Step 1 – Access Your Assigned Room

1. Open your **schedule**
2. Select the assigned **Room**

Several tabs will now appear at the top of the screen (See above).

Step 2 – Complete the Paper Check (Optional)

If you have been assigned responsibility for the Paper Check:

- Select the **Paper Check** tab.
- Check the exam board, date, time, subject, component or unit code and tier of entry, where applicable.
- Select **I confirm the paper is correct** for each Component.
- Sign the declaration using your mouse or finger.
- Select **Submit** to save the completed Paper Check.

Step 3 – Complete the Attendance Register (Candidates & Staff)

- Select the **Candidates** tab.
- Mark each candidate as **Present** or **Absent**.
- Select the **Invigilators** tab.
- Mark each assigned invigilator as **Present** or **Absent**.

Note: If a candidate arrives after initially being marked **Absent**, update their attendance as follows:

- If the examination has not yet started, select **Late**, followed by **Present**.
- If the examination has already started, select **Late**, followed by **Late Start**, then confirm the candidate's new start time.

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

Step 4 – Invigilator Speech (Optional)

To play the Invigilator 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 5 – Invigilator Checklist (Optional)

From the **Invigilator Portal**, select the **Checklist** tab. Complete each section required by the Centre by selecting an item once the check or action has been completed. Each selection is saved automatically, allowing the checklist to be completed at the appropriate stage—before, during or after the examination.

Step 6 – Start the Exam

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

1. Select **Start Exam**
2. Confirm the start time

The system will automatically calculate all end times.

Step 7 – During the Exam

During the Exam you can record the following actions:

Exam Room Actions:

- **Playing an Audio File -** If an examination requires an audio file, navigate to the **Overview** tab, where the file will be displayed. The audio will become available up to **30 minutes before the examination start time**. You can play and pause the audio as required. All actions will be recorded in the examination logs.

Candidate 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.
- **Add Additional Time –** If required, additional time can be added from the candidate's **Actions** menu. Enter the additional time and provide a reason. The candidate's finish time will be recalculated automatically, and the change will be recorded in the examination logs.

Emergency Actions:

- **Medical Alerts** – If a medical emergency occurs in the examination room, locate the candidate, select **Actions**, then select **Medical Alert**. An SMS notification will be sent to the relevant members of staff.
- **Emergency Stop** – 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 8 – End the Exam

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 9 – Recording Access Arrangements Used (Optional)

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.

How to Guide QR Links

Video Guides for Staff, Parents, Candidates and 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		