Instructions for Invigilators – Online Exam

Please read the instructions and make sure you understand them.

- All invigilators must arrive at the examination room no later than 30 minutes before the start.
- For the duration of the examination, an invigilator must not be engaged in any other activities.
- You may not be the sole/chief invigilator if you are a relative of a candidate, or a teacher who has prepared the candidates for the examination.
- There must be at least one invigilator present per 30 candidates.
- When there are fewer than 30 candidates and a sole invigilator, assistance must be available for the invigilator without them having to leave the room or disturb the candidates.
- Invigilators should preferably wear soft-soled shoes and should limit additional noises.

Before the examination:

- The invigilator should be familiar with the platform (Cirrus) well enough to assist with standard questions and basic problem solving e.g. progressing to the next question.
- Anglia NL is available during office hours for contact on 0165-235230, in case of any technical problems that the school cannot resolve. Anglia HQ can be contacted by Anglia NL if required (local time differences and bank holidays taking into consideration).
- Invigilators must print the login details for all candidates taking the exam within their centre/school.
- Invigilators must ensure that the internet connection and equipment are in good working order, in line with the criteria mentioned in the Cirrus manual.
- All battery-powered devices (that may include headphones, wireless keyboard, mouse etc.) must be fully charged and have access to a power supply to ensure sufficient battery level.
- Candidates should arrive 30 minutes prior to the exam start time. This time can be adjusted to reflect the centre needs and the number of candidates taking the exam.
- Make sure candidates have reviewed the online practice exam beforehand.

As candidates arrive, the invigilator should:

- Check candidate credentials against the Exam Centre Report.
- Assist the candidates with logging into the system.
- Check that the candidate login matches the candidate account.
- Give the candidates time to check the sound by clicking the instructions page.
- Invigilator must check that all candidates can hear the audio through their own machines.
- **Important note**: candidates may not start their test before or after the allocated time window. The entire duration of the exam must be within the allocated window.

Once all candidates are comfortable with using the testing platform, the online exam instructions should be read. This must include explaining regulations prohibiting the use of spellchecker, or the opening of another tab or browser. It is the responsibility of the invigilator to monitor during the exam and ensure compliance.

- Ensure that the examination room set-up is as required:
  - All candidates in the room must be able to be seen by an invigilator at all times.
  - The temperature should be appropriate for the season and at the right temperature **before** the candidate(s) arrives.
  - Lighting must be adequate for reading and completing the examination.
  - The room should be located in a quiet area away from external noise.
  - The room should have a clock or a board on which to write up the start and finish times of the examination. These should be easily visible to all candidates. Assuming all candidates are taking the same level and will start the exam at the same time.
  - Candidates must be informed about the time appearing on their own screen.
  - Listening equipment must be in good working order and the recording audible to every candidate. The listening exam should be completed with the use of headphones. So candidates of different levels can be in the same room.
  - Any display material that may be of assistance to candidates must be removed prior to candidates entering the room.
  - Where there is a sole invigilator, there must be a mobile phone available so that the invigilator can contact someone for assistance (for example if a candidate needs to leave the room). There must be at least one 'floating' invigilator to make period checks around the rooms.
  - Candidates should be seated at computers 1.25m apart and the invigilator should be able to walk behind them and see the screens clearly.
  - The invigilator must monitor the candidates regularly throughout the exam by walking along the rows to check for malpractice of any kind.
  - Invigilators must confirm and be satisfied with the identity of all candidates sitting the examination.
  - Candidates should be asked to display their ID (or other form of identification) on the desk in front of them throughout the examination. If the candidate's identity cannot be confirmed he or she will be removed from the examination immediately.

  If you are not satisfied that the criteria is met and it cannot be dealt with by the invigilators, please contact your Anglia Representative immediately.

- Before candidates commence work, they must be reminded of certain things:
  - Candidates should be informed that they are subject to the examination regulations of Anglia Examinations and AIM Awards.
  - Check that candidates do not have any unauthorised items – warn them that failure to hand these items in could result in disqualification [e.g. mobile phone, smart watches, notes, listening device (IPod) etc.].
  - Invigilators must remove any unauthorised items and place them out of reach of the candidates (e.g. at the back or front of the examination room).
  - Before the start, the invigilator must draw the candidate's attention to instructions on the introduction page in Cirrus.
  - Clearly inform candidates when they are to begin and finish the examination, reinforcing this via the visual information set out on the (white)board when possible. Candidates can also see the remaining time on their screen.
  - Duration of an exam is stated on the Cirrus introduction page.
    This page is accessible during the examination.
  - Remind candidates of regulations for leaving the exam room during the exam.
  - Tell them that a verbal warning 10 minutes before the end of the examination will also be given, preparing them for the finish.

- The following is a suggested script to read to candidates:

"Here are the examination regulations of Anglia Examinations and AIM Awards. ***No unauthorised material is permitted in the exam room*** *. If you have anything else with you, such as books or notes,* ***even if you did not intend to use them*** *, then you are in breach of the examination regulations and will be reported. For online exams, you must not open any browser or any other tab, other than Cirrus. If you do so, you will be disqualified. Turn off your phone and hand it in, with any unauthorised items you may have. Check that you have the* ***right examination paper*** *in front of you. Check your personal details. Place your* ***identity card on your desk*** *so I can check it during the examination without disturbing you. You must* ***not communicate*** *in any way with another candidate. If you want any help, put up your hand and I will come and help you. I can't help with the meaning of a question. I will tell you when you have 10 minutes of the examination left. The examination lasts for* ***..... hours (including the listening)*** *, and will* ***finish at.....*** *Good Luck."*

<u>During the exam:</u>

- The Invigilator must stay in the examination room at all times, and the same procedures as with paper-based exams are applicable.
- The exam is terminated automatically when the allocated time ends. The candidate has the option to submit their test earlier.
- Candidates must be supervised at all times throughout the examination – from when they enter the room until they leave the room.
- Candidates are not permitted to talk during the examination.
- Do not give any information to candidates on the meaning of, or how to answer a question; or suspected errors in the online questions.
- Ensure that if a student leaves the room temporarily they are supervised by a member of staff (preferably of the same sex).
- There is no way to pause an online exam. If a candidate needs a break during the exam, this will be taken out of their time.
- Anglia provides a window of time for the exam that is longer than the actual exam itself. This allows for technology issues, late arrivals etc.
- When each candidate starts their exam, their individual timer will start and be displayed on their screen. Therefore, if a candidate arrives 10 minutes later than the others, he/she can start the exam, and have no time deducted from their test time.
- If a candidate is VERY late, they run the risk of not finishing the test before the window of time has elapsed.
- When a candidate has finished all the tasks, he/she should raise a hand and let the invigilator control the process of finishing exam.
- Invigilator should check if all tasks in overview are green (answered) and let the candidate press "complete assessment" button.
- Once pressed the "complete assessment" button, students are not able to return to the test so they MUST be sure that they have checked and are happy with their answers.
- Candidates who have finished their exam, may leave the room quietly and must not speak with anyone other than the invigilator.
- They are not permitted to leave in the last ten minutes as this may distract other candidates who are trying to finish their exam.
- In the event a student accidentally submits their exam early this can be reversed so the student can continue. However the school can be charged extra costs for this.

After the examination:

- Once all examinations are completed and sent to Anglia HQ (by pressing the “complete assessment” button), tell candidates they are free to leave.
- Fill in the Exam Centre Report and the Invigilator report(s) and send it to your Anglia representative by email: admin@anglia.nl.