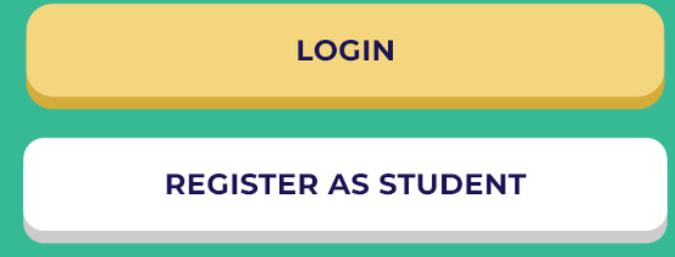
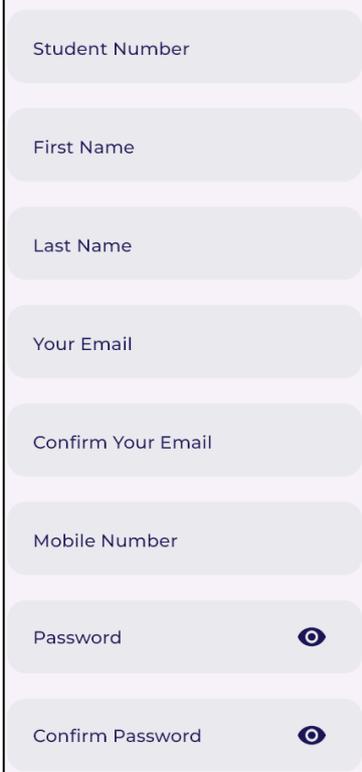


## The Invigilator PC: Instructions

### How to register on The Invigilator PC

<p><b>Step 1:</b></p> <ul style="list-style-type: none"><li>Download “The Invigilator PC” from either the Apple App Store or Microsoft Store on your laptop or desktop.</li></ul>	 <p><b>The Invigilator PC</b> The Invigilator (Pty) Ltd</p>
<p><b>Step 2:</b></p> <ul style="list-style-type: none"><li>Open the app and click on the white button that says “Register As Student”.</li></ul>	
<p><b>Step 3:</b></p> <ul style="list-style-type: none"><li>Click on the “University” dropdown menu and select “Global Business Solutions”.</li></ul>	
<p><b>Step 4:</b></p> <ul style="list-style-type: none"><li>Fill in all the required fields.</li><li>You will use your ID number as a student number.</li><li>The email address will be the email address that you are registered with at Global Business Solutions (i.e. the email address with which you receive all your GBS information).</li><li>Create your own password, it can be anything you want.</li><li>Once you have filled in all the information, click on the yellow “Register” button at the bottom.</li></ul>	

**Step 5:**

- You are now going to participate in a compulsory calibration test during which you will be asked to take a selfie and perform a video, screen capture and microphone check. All you need to do is follow the instructions on your screen.

## Selfie Check

At random intervals in the exam the app will ask you to take a selfie. Let's check if your device is configured.



CONTINUE

**Step 6:**

- Make sure you can hear the alert. If you cannot hear it, adjust the volume on your device. Once you can hear the alert, click on the yellow "Yes" button.

## Can you hear the alert?

Everything looks good, now we just need to check if you can hear the alert sounds.

Please make sure your computer audio and volume is turned up. Then click Test Sound to check that your sound is audible.



YES

NO

TEST SOUND

**Step 7:**

- Click on the yellow "Upload Data" button. The app will now upload all the data collected.

UPLOAD DATA

**Step 8:**

- You will now take your master photo. This photo will be the one that all subsequent selfies are matched against. Please make sure your face is fully visible. Do not take a photo of a student card or other identity document. It needs to be an authentic selfie of yourself.

## Master Photo Say Cheese..

Add your initial student photo (Selfie) by clicking the button below. We will use this to compare all other assessment photos to.

TAKE SELFIE

## How to do the Demo Test:

### Step 1:

- You now need to do the 15-minute demo test. The QR code for the demo test is available on page 5 of your Student User Guide.
- At the bottom of the QR code there is a an “Exam Access Code”.
- On your Invigilator App, click on the yellow “Enter Code” button and then type in the Exam Access Code in the grey block that says “Enter your access code here”.
- Now click on the yellow “Start Assessment” button.



Exam Access Code

### Starting an assessment

1. To start an assessment you should see a QR code on your assessment.
2. Click the button below to enter the code and begin the test.
3. Once you enter the code you will begin the assessment and the app may ask you to perform a few tasks.

**ENTER CODE**

Enter your access code here

**START ASSESSMENT**

### Step 2:

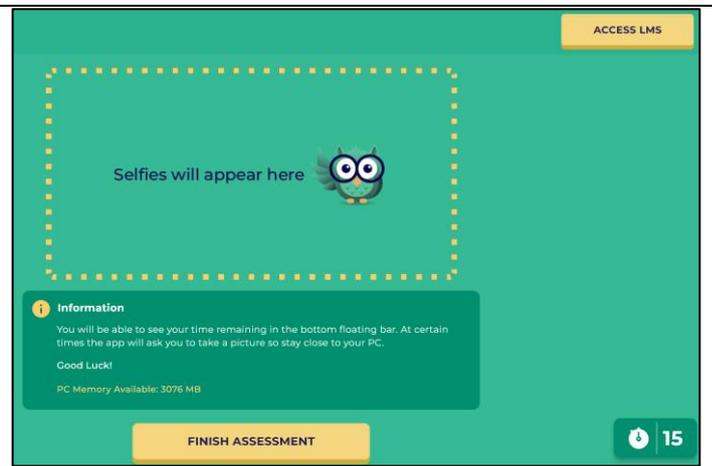
- Make sure your face is positioned properly and click on “I’m Ready”.



**I'M READY**

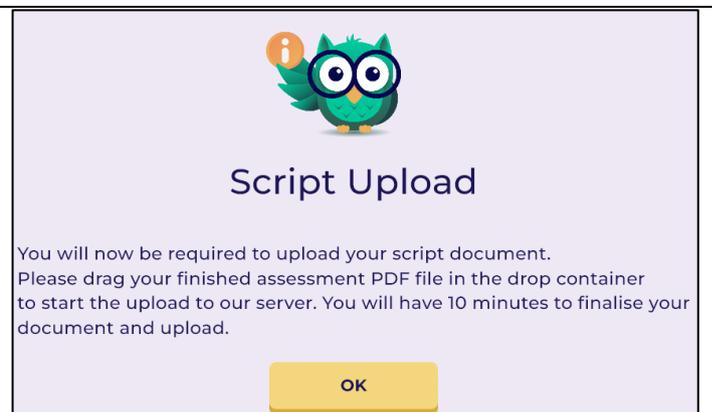
### Step 3:

- You are now being invigilated. You may minimise the Invigilator App, but you may not close it completely prior to finishing your assessment.
- There is a timer at the bottom right-hand corner that indicates how long your assessment is and it will countdown as you are busy completing your assessment.
- All the app's checks will take place automatically except for the selfies. If you need to take a selfie, you will hear a loud prompt on your computer. When you hear the prompt, switch back to the app and take your selfie. Once taken, switch back to your student portal and continue with your assessment.
- If you use the full assessment time and the timer runs down to zero, the invigilation will automatically stop. If you finish your assessment earlier than the allocated time, you can stop the invigilation earlier as well by clicking on the "Finish Assessment" button at the bottom of the screen. Do not stop the invigilation before you have completed your assessment because the finish times will be compared.



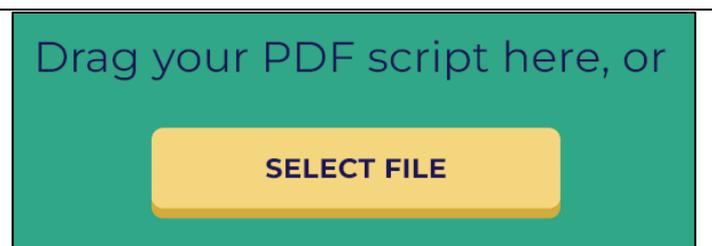
### Step 4:

- You will now be required to upload a PDF version of your script on the app. Make sure your script is in PDF format.
- In the "Script Upload" section click on the yellow "OK" button.
- As this is just a demo, you obviously don't have a script, so you can attach any PDF document just so you can practice how to do it.



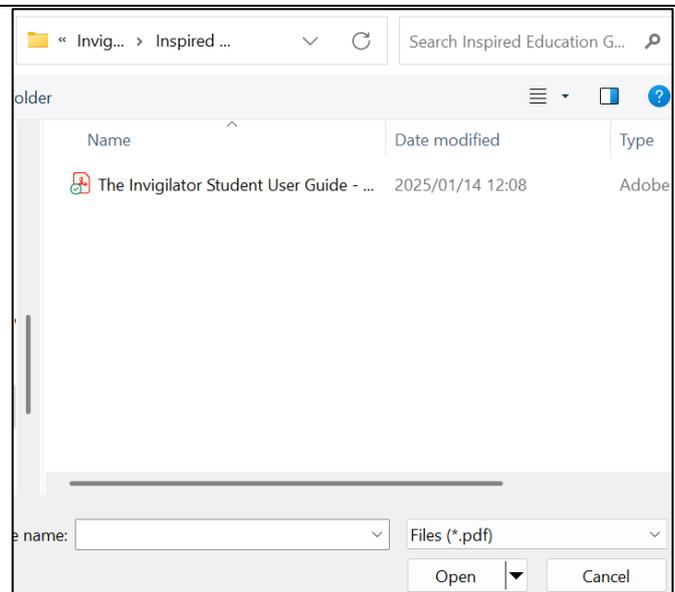
### Step 5:

- Click on "Select File".



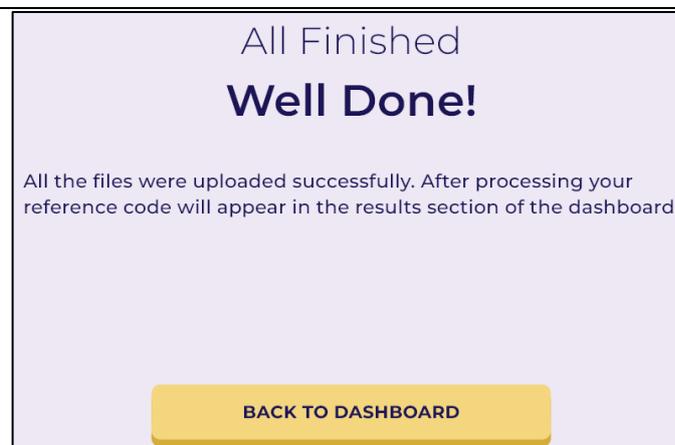
### Step 6:

- Select your PDF script document and click on “Open”.



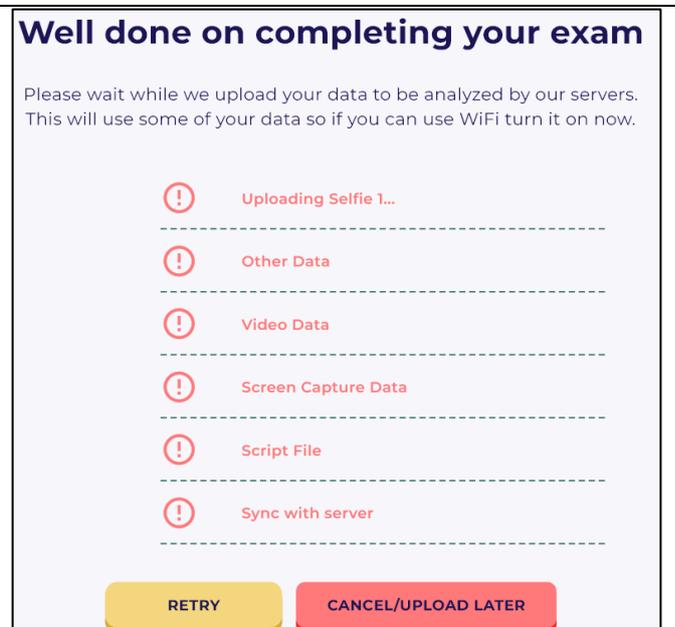
### Step 7:

- The upload of your PDF script will take place automatically.
- Then the app will automatically upload all the data collected, if you have an internet connection.
- You will see the screen on the right-hand side confirming you are finished. You can now click on the yellow “Back To Dashboard” button and close your app.



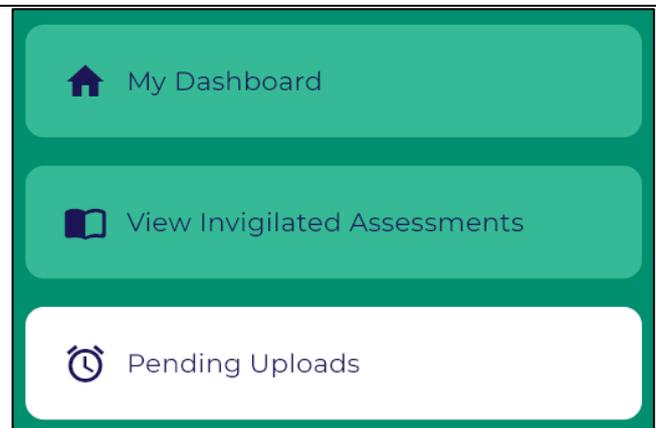
### Step 8:

- If you do not have an internet connection at the end of your assessment, you will see the screen on the right-hand side.
- Click on the red “Cancel/Upload Later” button.
- Once your internet connection is restored, please perform the actions in Step 9 below.



**Step 9:**

- Once your internet connection is restored, click on “Pending Uploads” in the menu bar of your app.
- Select the invigilated assessment that you want to upload by clicking on “Upload Files” and the upload will take place automatically (see image at the bottom).

**What to do if you experience any issues with the Invigilator PC app?**

Please send a WhatsApp to our helpdesk at the following number: +27735058273.