

THE Invigilator

Student User Guide

The Invigilator PC:
Step by Step Walkthrough

For Global Business Solutions



Contents

Introduction	3
The Invigilator Technical Support	3
Team Description Of The Invigilator PC	4
Demo Test	5
Step By Step Walk Through:	
1. Download The App	6
2. Register On The App	7
3. Verify Your Account	8
4. Calibration	9
5. Master Selfie	10
6. Login	11
7. Demo Test	12



Introduction

Welcome to the Invigilator PC! The Invigilator PC is a computer-based tool that allows non-venue-based assessments to be written in a more controlled and monitored environment.

This tool assists your institution in further upholding academic integrity, which is to the benefit of all stakeholders, including you the student. Academic integrity includes administering an assessment that is valid, fair, and reliable for all candidates and thus ultimately protect the quality and reputation of the relating qualification. This tool constitutes a control mechanism and all information obtained through it will be evaluated and used within this context by your institution.

The Invigilator Technical Support Team

The Invigilator help desk is here to assist you before, during and/or after your assessment.

You can send a WhatsApp message to the following number: **+2773 505 8273**.

Please be advised that this number **CANNOT BE PHONED**, but only WhatsApp'ed.



SIGNUP

 University

 First Name

 Last Name

 Student Number

 Your Email

 Confirm Your Email



Description of the Invigilator PC

The Invigilator PC works on any laptop, desktop or Mac computer, is not battery or data intensive and assists assessors in mitigating the risks associated with non-venue-based assessments.

The Invigilator PC performs the following tasks at random intervals during an assessment in-order-to simulate actions invigilators would perform during a venue-based assessment.

The Invigilator PC will therefore at random intervals during an assessment:

- Request you to take selfies.
- Record audio whilst your assessment is underway.
- Record videos whilst your assessment is underway.
- Record your screen and monitors whilst your assessment is underway.

Note: The tool is only used for invigilation purposes. Students are expected to either download their question papers and upload their responses on their institution's portal or conduct an online assessment on their institution's portal depending on their assessment type as communicated on the exam timetable. Please follow the assessment student guidelines in this regard.

Login

WELCOME
TO



LOGIN

REGISTER AS A STUDENT



Demo Test

It is very important to familiarise yourself with the Invigilator PC before your first assessment.

After signing up and logging in, please do this 15-minute demo test to experience the app for yourself. You can start the demo test by entering the Exam Access Code. Also take note that you can do this test more than once in order to get familiar with the app.

Please see below for the demo QR code:

QR Code



Exam Access Code

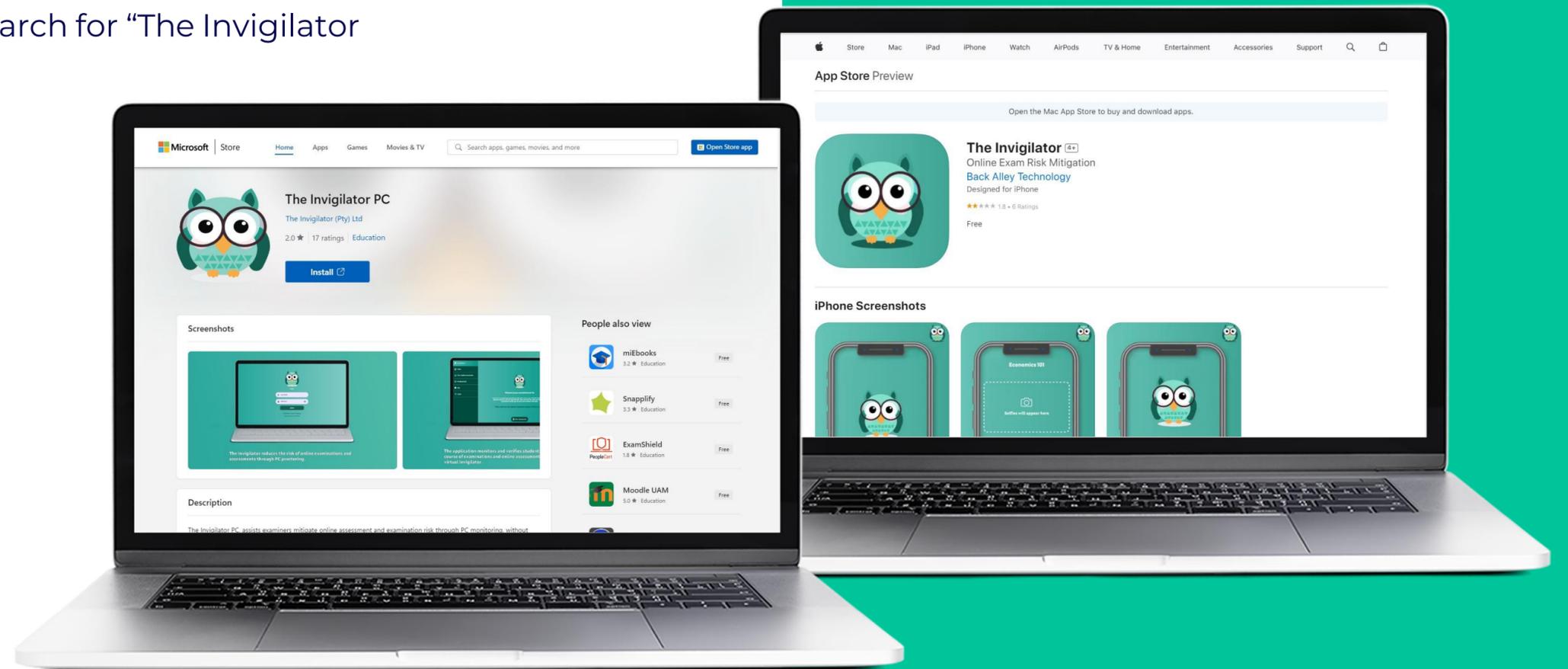
QR Access Code: 4adfd7a6



Step by Step Walk Through

01. Download the App

Please visit the Microsoft or Apple App store, search for “The Invigilator PC” and download/install it.



02. Register on the App

Follow the steps on the right to register successfully.

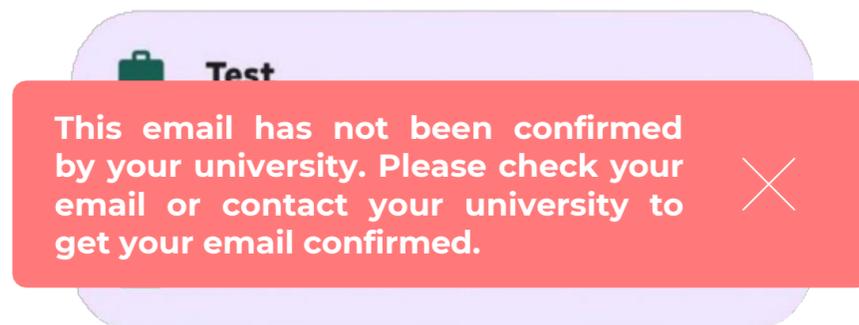


TIP: Write down your password so that you never battle to remember it in future.

Struggling? Ensure the following:

1. You are using your academic institution email address.
2. Your two email address blocks and two password blocks should be exact matches.
3. You are connected to the internet.

Getting this error?

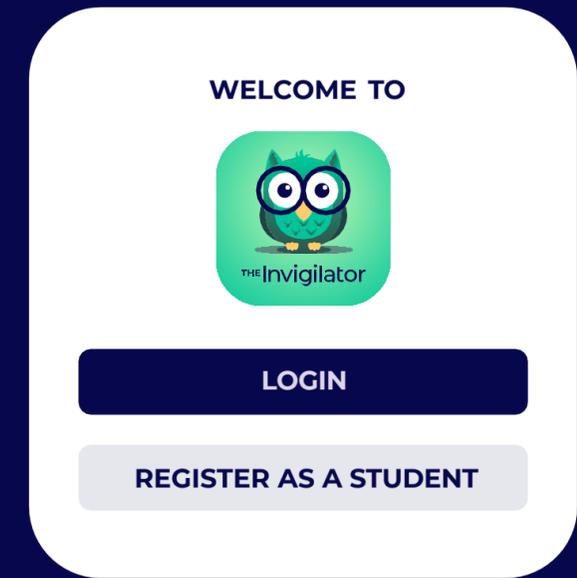


Please confirm that your student number and email address is added correctly. If the error persists, please contact the help desk.

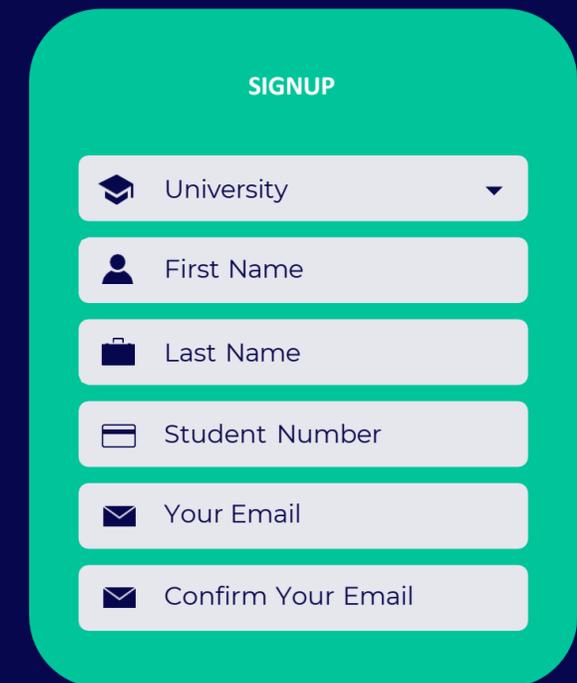


Register

Complete & Signup



Hit "REGISTER AS A STUDENT", complete the screen with your details and hit "SIGNUP"



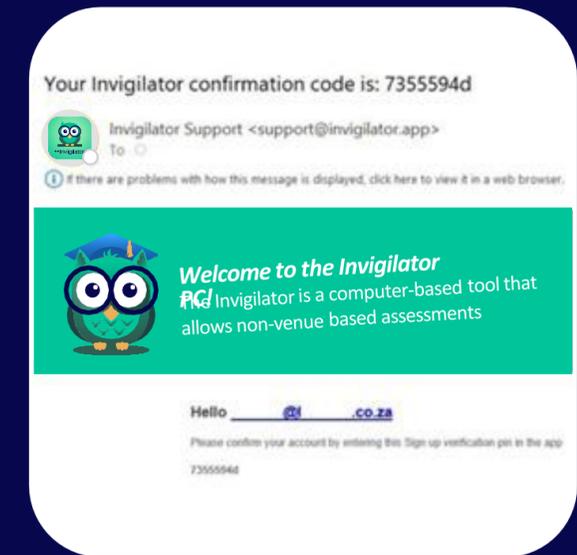
03. Verify Your Account

You will now be required to confirm your account through the use of a confirmation code that will be emailed to your university email address. Please input the code from the email, into the app and click on “VERIFY”.

Not Receiving The Email?

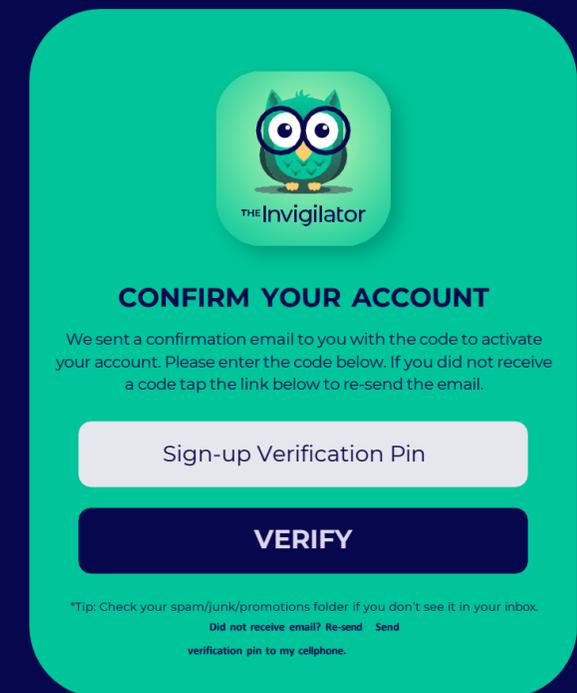
1. Check your spam/junk/promotions folder if you don't see the email in your inbox.
2. Click on the “Re-send” button at the bottom of your confirmation screen.
3. If you are still having problems, you click on the “Send verification pin to my cell phone” button at the bottom of your confirmation screen.

Check Email



Enter the verification code emailed to you into the “sign-up verification pin” field.

Add Pin & Verify



04. Calibration

The Invigilator PC will now take you through actions you might encounter during your upcoming assessment.

Not Receiving The Email?

1. Through this calibration, the app will check your device to ensure it is compatible with the app and show you how to use the app in your assessment. It is also crucial that you allow The Invigilator PC access to your microphone, camera and GPS. Your device will request this permission if not previously given.
2. As part of the calibration the app will test the audio of your device. Make sure you can hear the notification sound.

Can't Hear The Sound?

Ensure the media volume on your device is turned all the way up.

Calibrate



WELCOME TO THE INVIGILATOR

This tutorial will check your device to make sure it is compatible with the app and show you how to use the application in an assessment.

CONTINUE

Calibrate your device
& test audio.



05. Master Selfie

You will now be required (after calibration) to take your “master selfie”. It is critical that you follow the below guidelines:

Follow these steps when taking a selfie:

1. Your face must be in the outlined position.
2. Your face must be well lit overall. There must not be excessive or bright light behind or on the side of your face.
3. You must take a picture of your face. You may not take a picture of an ID, student card or anything else.
4. If possible, you should take the photo without your glasses, mask or face covering.

Take a Master Selfie



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, in 2 seconds the selfie notice will appear to take a selfie.

CONTINUE



06. Login

Insert the email address and password you registered with and hit “LOGIN”.

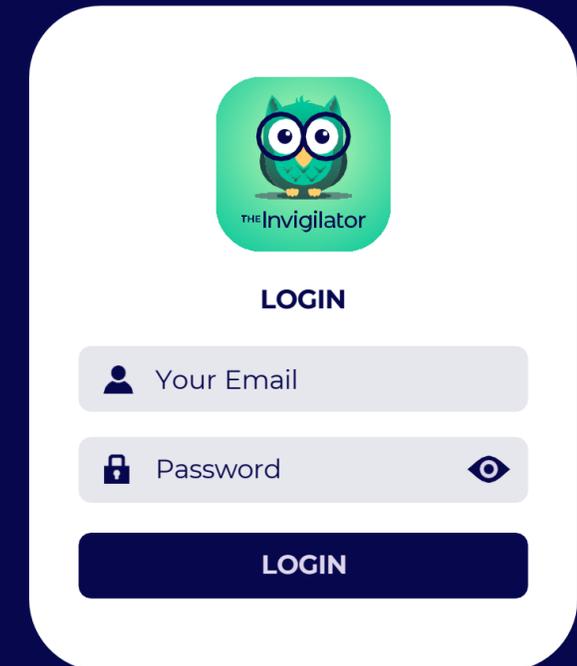


TIP: You can log into the app before the exam, however, please note that the exam access code should only be entered once the assessment officially commences.

Struggling? Ensure the following:

1. You have to be connected to the internet.
2. You have to insert the email address and password you signed up with.

Enter Info & Login



Insert the email address and password you registered with and click on “LOGIN”.



07. Demo Test

It is crucial that you do the demo test (of which the QR code is available on page 5) well in advance of your assessment for which you will have to use the Invigilator PC.



TIP: You need to be connected to the internet in order to log in and enter the exam access code.

The below steps will be the same for the demo test and any other assessment for which you might use the app.

1. Click on the “Start Assessment” button.
2. Enter the exam access code (this is the code that will be just below the QR code block). This code will either be on your assessment, or it will be communicated to you by your lecturer / academic institution.

Enter Access Code



Start Assessment



Enter your access code here

START ASSESSMENT



07. Demo Test

3. Once your exam starts, you will see this screen (see image to the right). This means you can continue with your exam until you are prompted to take action.
4. DO NOT EXIT THE INVIGILATOR PC during your assessment as the app's algorithm monitors the instances the app was exited. You are permitted to minimise or open a new tab to access your learner management system to complete the assessment.
5. The timer in the bottom right-hand corner will continue to count down and once you've taken any required photos, they will appear in the outlined box (see image to the right) and sit there until the end of the assessment.
6. You will be prompted to take selfies through the course of the test when you hear a sound and see an "Attention" box (see below examples).
7. Do not be concerned if you don't receive prompts immediately. The prompt notifications will take place at random intervals.

Timer & Selfie

Start Assessment

Economics 101



Selfies will appear here



You will be able to see your time remaining in the bottom floating bar. At certain times, the app will ask you to take a picture so keep your device close!
Good Luck!

10

ATTENTION!

You will need to take a selfie now. Please make sure your face is fully in the camera.

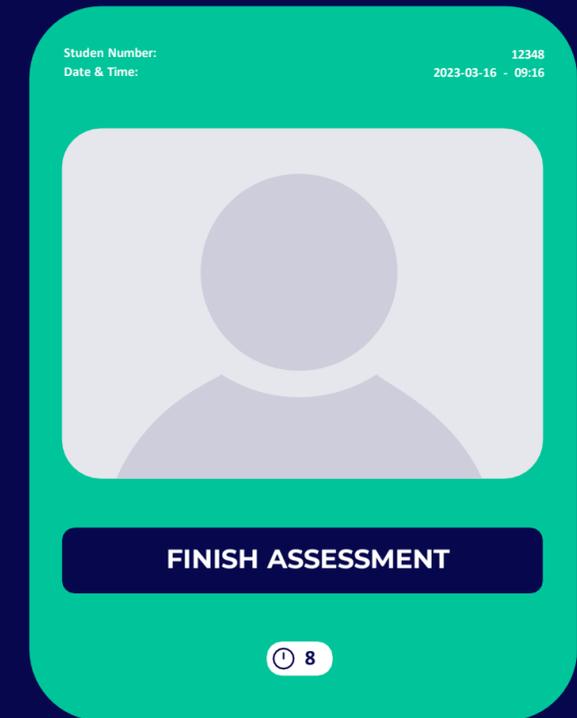
TAKE A SELFIE



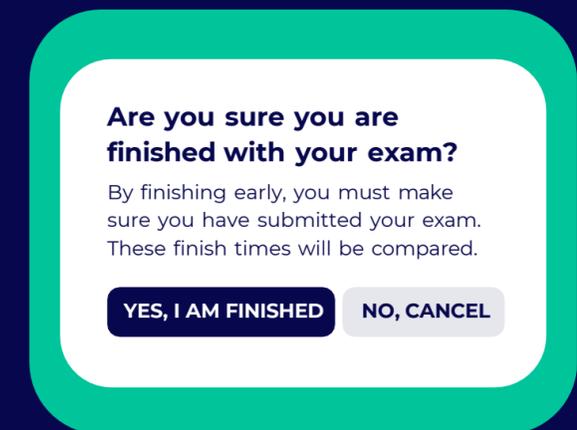
07. Demo Test

8. If your exam was set up by your lecturer to allow you to finish early, you will see a button named “Finish Assessment”. If you finish your exam early, you can hit this button and confirm that you wish to exit the app.
9. At such a time, any outstanding prompts will be presented to you for action before you can finish early.
10. When either your timer runs out or you click on the “Yes, I am finished” button (illustrated at the bottom), you may be prompted to take additional selfies.

Finish Assessment



Exit the App



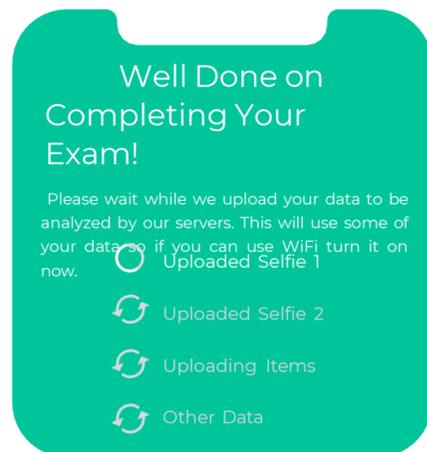
07. Demo Test

11. You are now done with your assessment and your data will be uploaded.



TIP: Please ensure you are connected to the internet.

Stuck on this upload screen?



1. First upload your assessment to your LMS or per your institution's guidelines.
2. Ensure you are connected to the internet.
3. Exit and close the app completely and login again. If you are taken to the dashboard, it means your data was successfully uploaded.

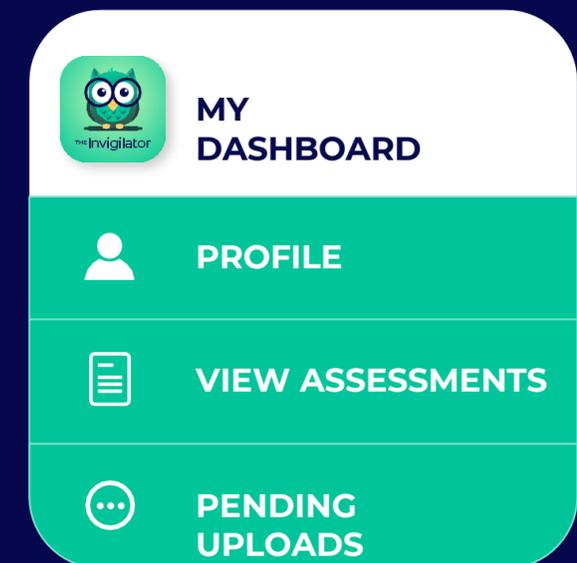
12. You can confirm that your data was uploaded by viewing your uploads in the top left corner of the dashboard (you need to be logged in). It is important that you confirm your upload after the assessment. If you have not successfully uploaded, please click on "Pending Uploads" and perform the upload.

It is important that you confirm your upload after the assessment.

Go to the Dashboard



View Assessments





invigilator.app

For Technical Support

Contact our team via WhatsApp on +2773 505 8273

Resources & Support: www.invigilator.app/student-support-faq/