© Lucy Vigrass

Pearson Edexcel GCSE & A level Mocks Service

Modulus Invigilator platform guidance

June 2021

Pearson Edexcel

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Introduction to Invigilator Application - video

As a first step before using the Invigilator platform, please watch the YouTube video Introduction to our Invigilator Application for an overview of how the platform works.

Summary of student activity alongside invigilator platform

The following gives you a summary of student activity in the assessment platform and how that works alongside the invigilator platform. It is followed by a step-by-step guide on how to use the invigilator platform.

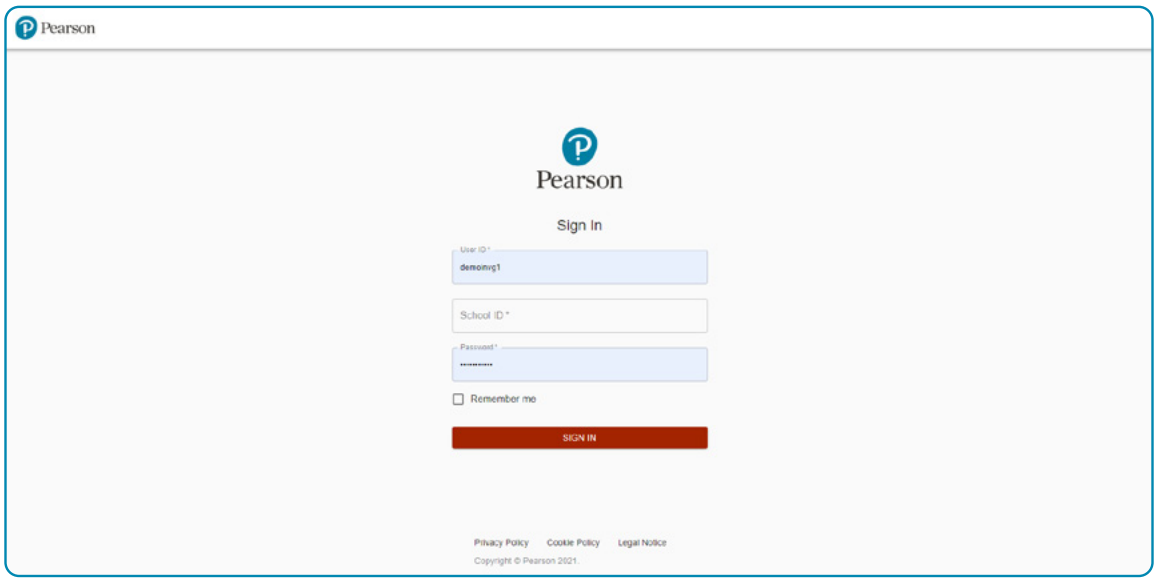
1. Student logs into the assessment platform and the 'Logged in' indicator will be green in the invigilator platform. The student will then need to wait until the invigilator starts the test.
2. The invigilator starts the test and the student can then start their exam.
3. Once a student launches the exam, you can see their question 'Status' (which question they're working on).
4. Students are shown as 'Not Started' and the 'Logged In' will indicate grey until they login to the Assessment Player.
5. As a student progresses through the test, their real-time 'Status' gets updated in the invigilator platform.
6. If a student leaves the test for any reason, the 'Status' will show the last question they worked on.
7. Once the student logs out the green light which indicates they are 'Logged in' changes to grey.
8. The invigilator can 'End Assessment' once all students have completed their tests. **IMPORTANT: Tests will end automatically when students run out of time so it is not a requirement for the invigilator to end the test. If the test is ended before all students have finished, including those with extra time, then we are unable to resume their tests. Please ensure all students have finished before ending an assessment.**
9. When the invigilator ends the assessment for all students, the end time of the test will be displayed. Invigilators can view the details of completed sessions including who completed the test and who was absent in the Inactive Sessions tab of the Invigilator platform.
10. Student responses can then be viewed immediately in the Mocks Service Booking platform by the centre administrator. You can view each student's script by going to their booking for the paper and selecting the 'Review' option, which can be found when you select the three dots menu on the right-hand side of their booking.

Step-by-step guide on how to use the Invigilator platform

1. Logging In

Please use this link to login to the invigilator platform: Invigilate.mod.pearson.com.

This is the login page where you will be asked to enter your User ID, School ID and password. Your invigilator login details for the platform will be sent to your centre's administrative contact before the date of your students' tests.

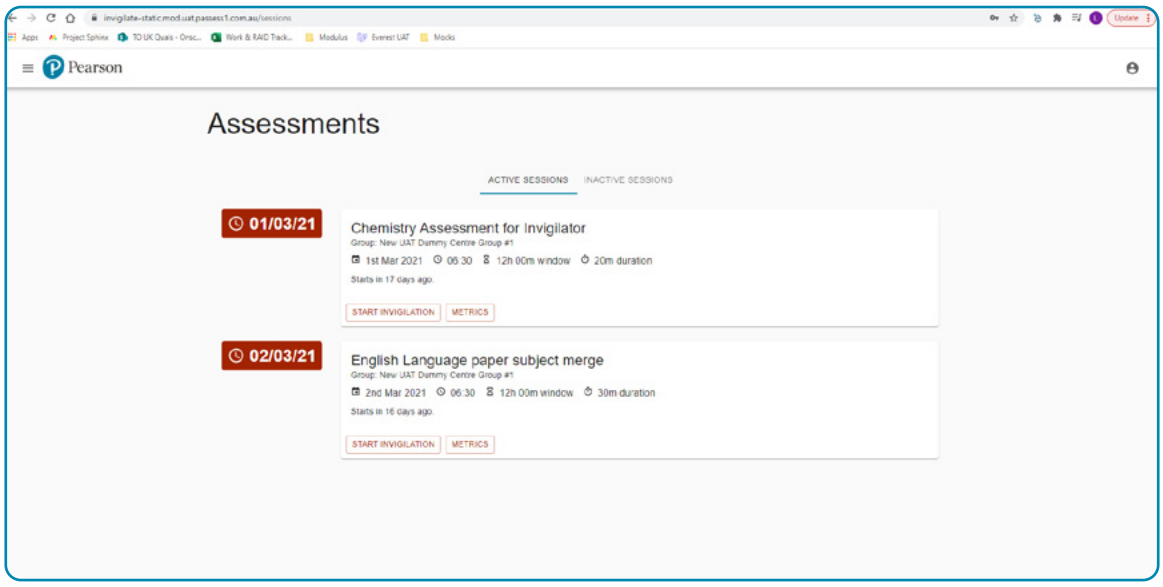


2. Assessment details

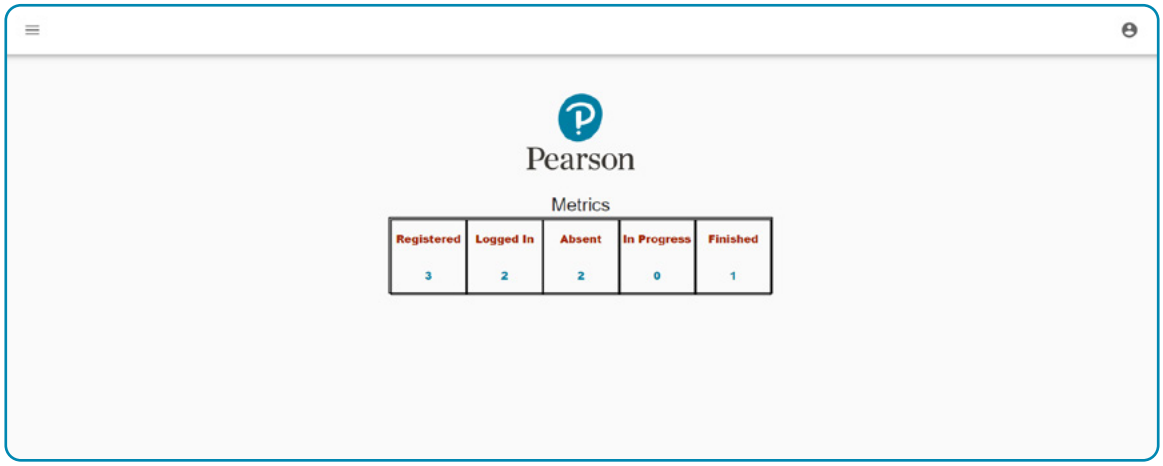
The 'Assessments' screen is the homepage for the invigilator platform. It will show the onscreen mock tests scheduled for your students under the 'Active Sessions' tab.

Each mock test will need to be started by the invigilator using the 'Start Invigilation' option. You can also view the metrics for each assessment from this area.

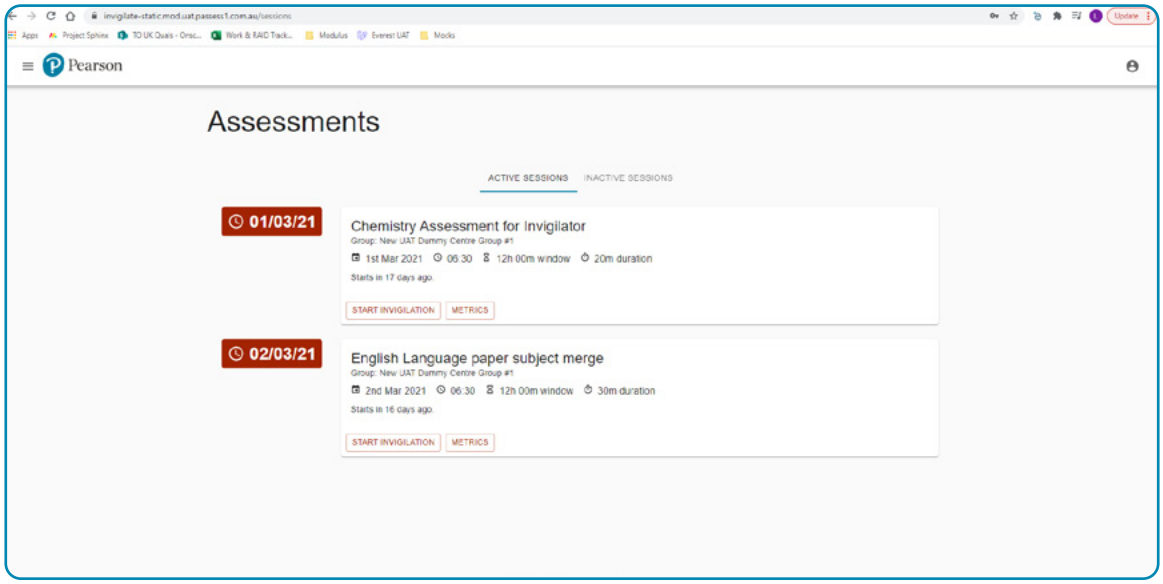
Active sessions – active invigilation sessions assigned to you will appear in this screen, alongside assessment information such as test availability and duration.



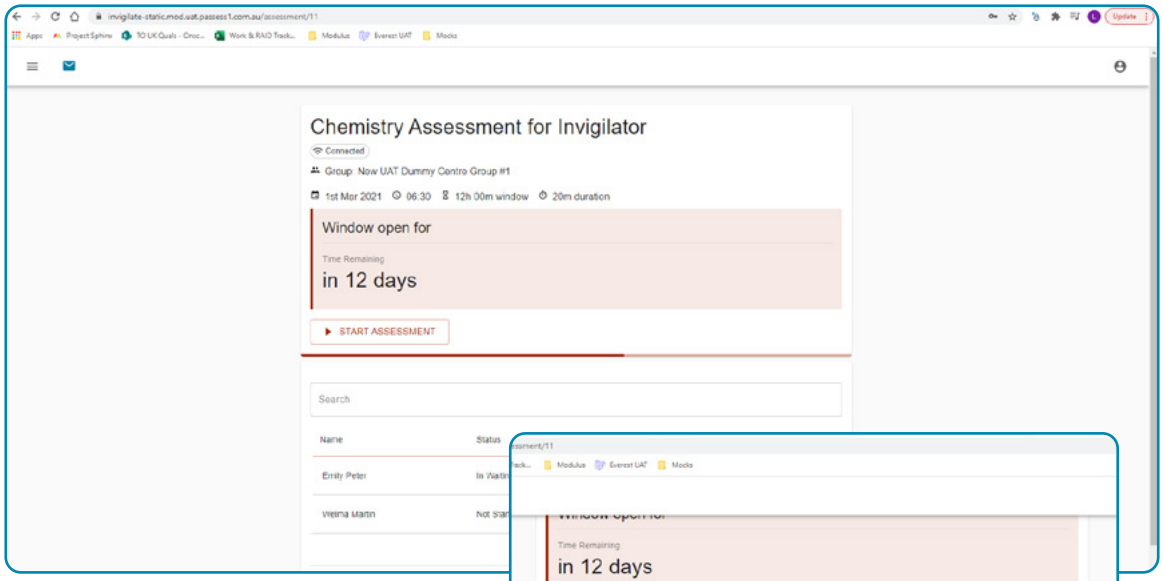
Metrics – you can access the assessments metrics panel by clicking on the 'Metrics' button. Here you will find a real time view of assessment activity: the total number of registered students, the number of students currently logged into the assessment platform, the number of students taking the assessment, the number of absent students and the number of students that are finished.



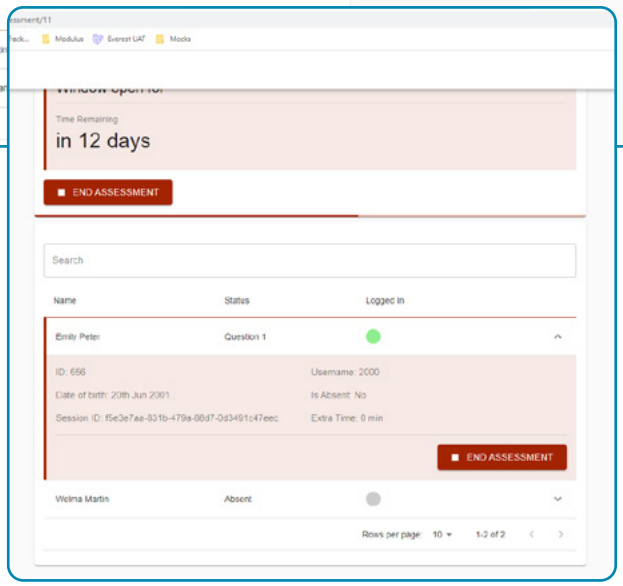
Start Invigilation – when you click on 'Start Invigilation', this will take you to the invigilation panel where you will be able to start the assessment.



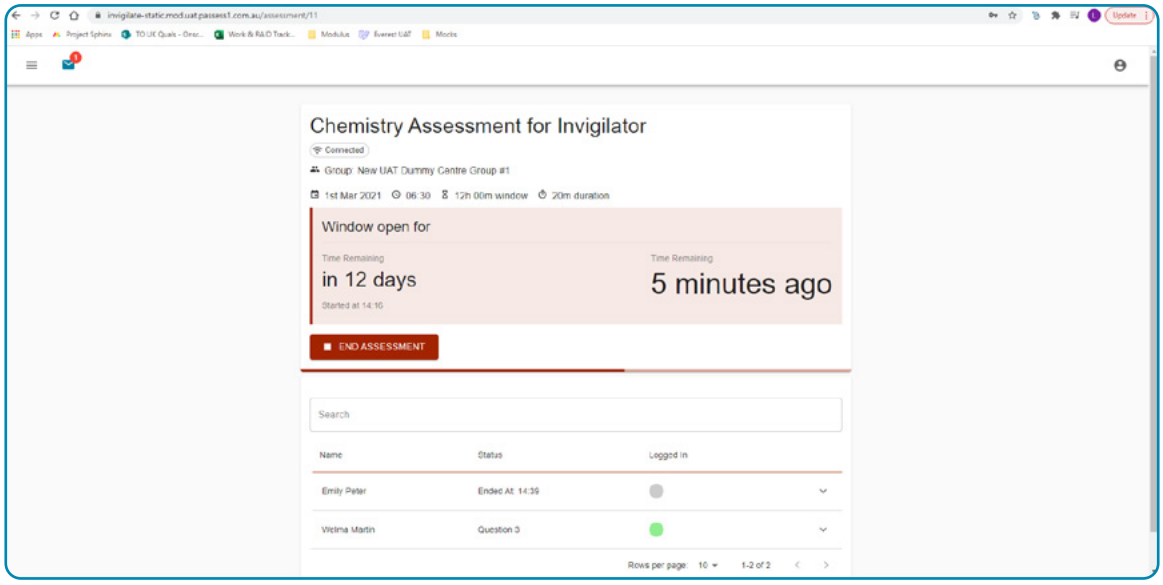
Start Assessment – the invigilation panel includes the 'Start Assessment' button, a list of all the students entered for the test and their status in real time.



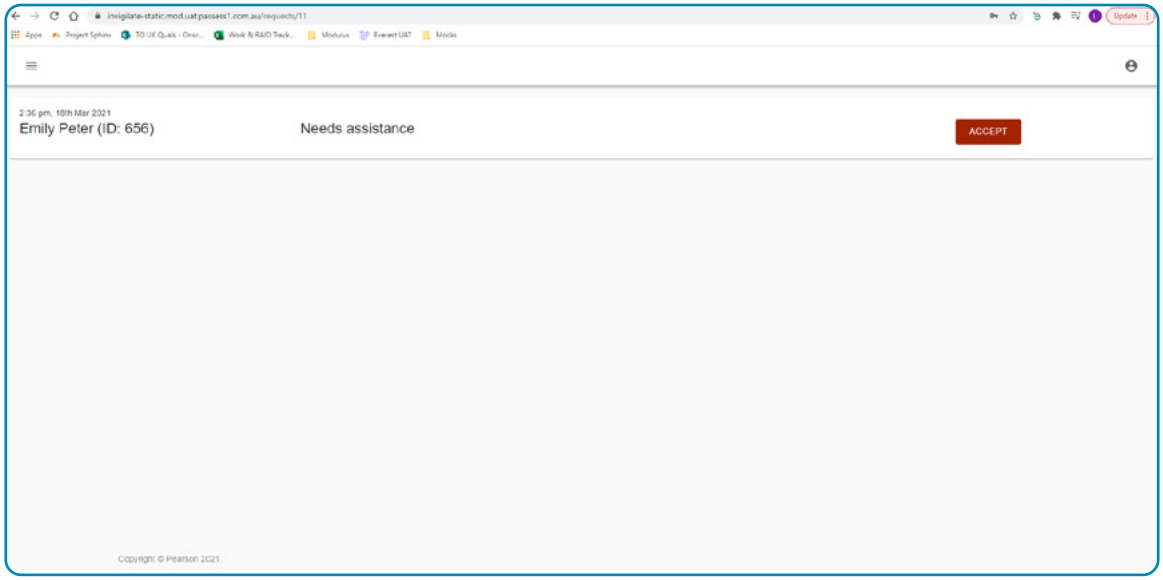
Click on a student for additional information. From here you can see the question number each student is working on.



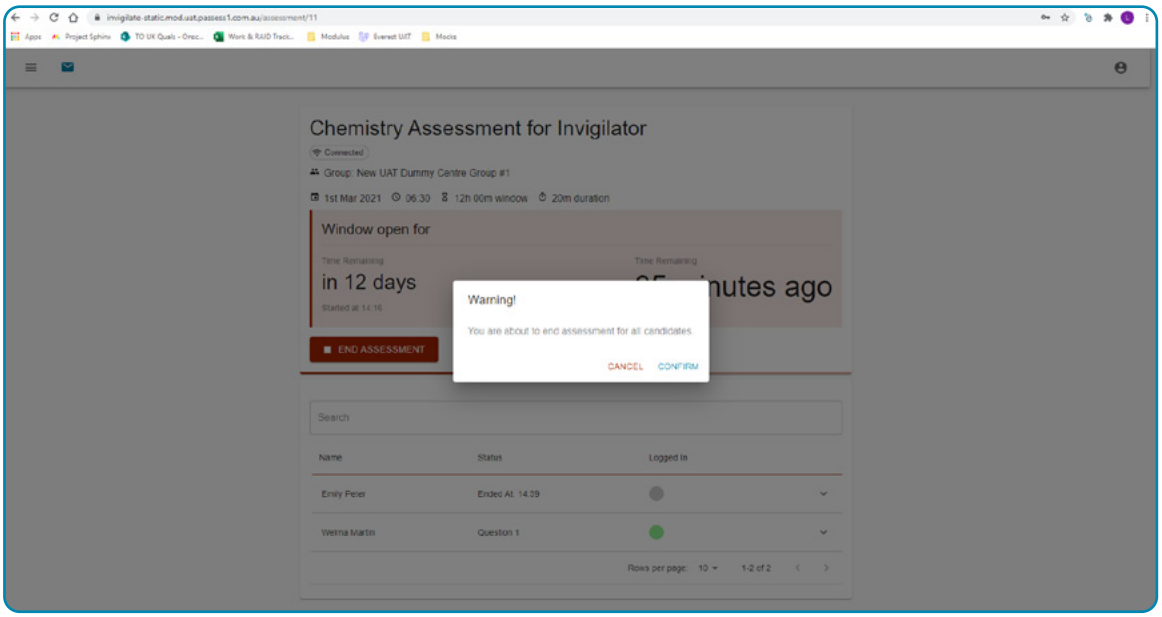
Requests for assistance – when a student requests invigilator assistance, invigilators will be able to see a notification in the top left-hand corner of the screen – indicated by the envelope and an unread message notification.



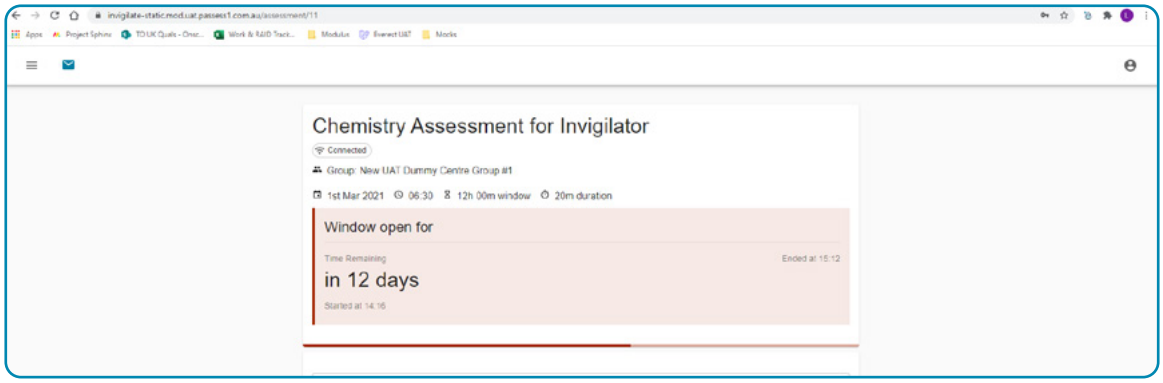
Needs assistance view – once the invigilator clicks on the envelope to open the message they'll be able to see which student has requested help. Important: once the invigilator clicks the 'Accept' button the request will disappear.



End Assessment – once the invigilator is ready to end the assessment, they should select the 'End Assessment' button. A warning message will appear before you end the test. **IMPORTANT: Tests will end automatically when students run out of time so it is not a requirement for the invigilator to end the test. If the test is ended before all students have finished, including those with extra time, then we are unable to resume their tests. Please ensure all students have finished before ending an assessment.**

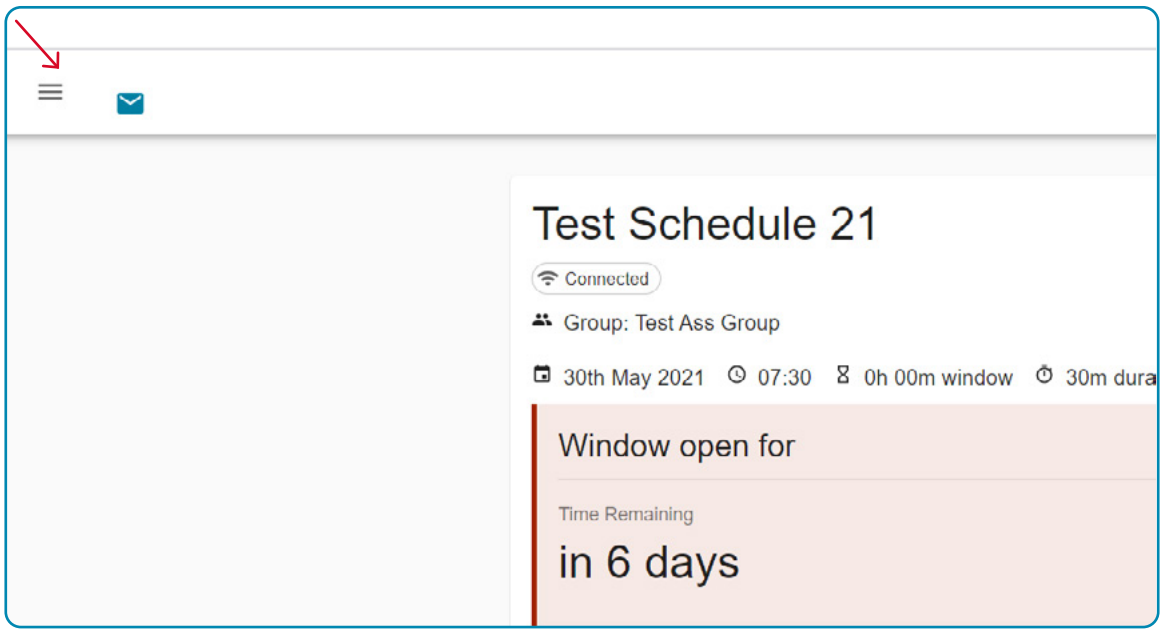


The invigilator should select 'confirm' to end the test. They will then be able to see when the exam was ended in the window.

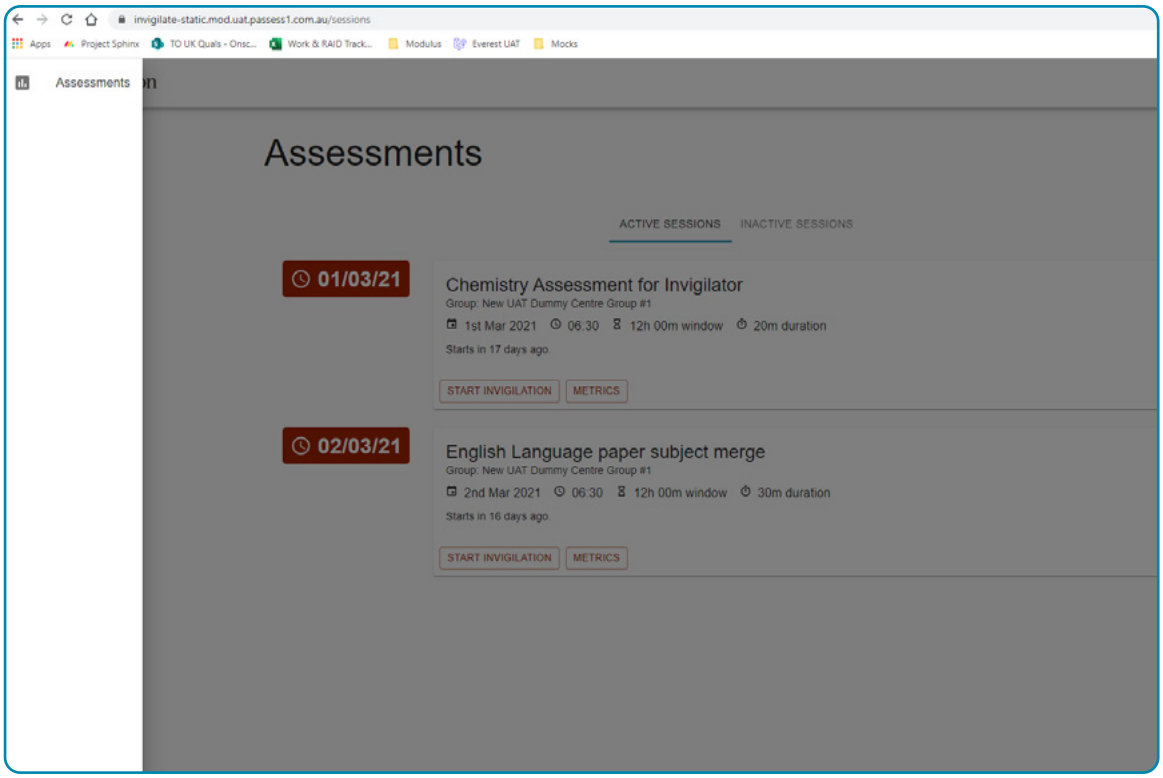


3. System refresh

If an invigilator uses the browser refresh button it will log them out of the system. If you need to refresh the page, please use the burger icon shown below by the red arrow which is used to refresh the pages in the invigilator platform.



Once you click on the burger icon a new menu called 'Assessments' will appear. Please click on 'Assessments' to refresh the page. *Please note:* You will also need to perform this action if you would like to view the metrics of an active session.



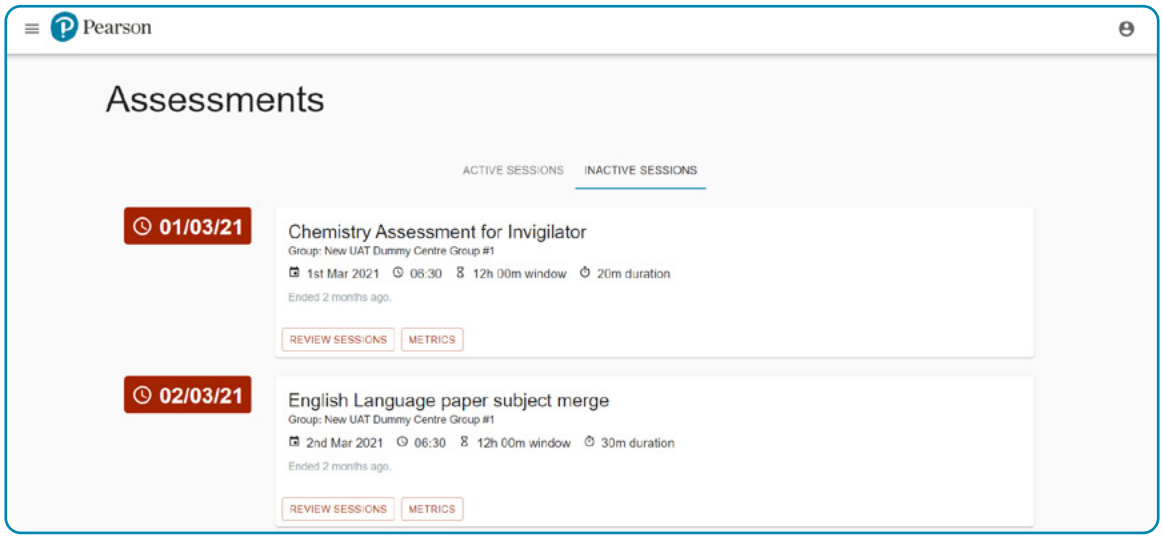
4. Multiple Invigilators

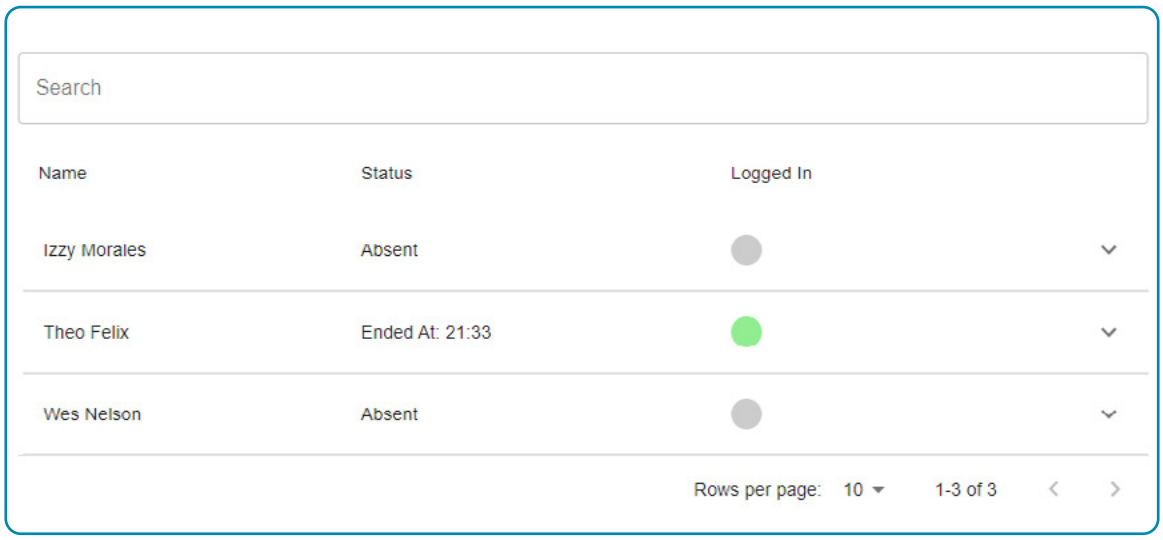
To make sure there is adequate support for students whilst they're taking their tests, multiple invigilators can invigilate a test. This may be needed if there is a large cohort taking a test. If additional invigilator logins are requested by your centre, each invigilator will receive individual login details but only one invigilator will be able to start and end the test. The invigilator responsible for starting and ending the test should be decided by your centre.

If there are multiple invigilators assigned to a test, they will all be allocated to the same test and be able to view the same homepage with scheduled tests. If a candidate asks for help, all invigilators assigned to that test will receive a notification.

5. Details of inactive sessions

Monitoring student attendance and absences – Once the assessment is ended the invigilator will be able to review the details of the inactive session by clicking 'Review Sessions' in the Inactive Sessions window.





The invigilator will be able to see who completed the assessment and who was absent.

6. How to manage student breaks

If a student needs to take a break during their test, they should exit the test but without submitting it. They can do this by selecting the 'back' arrow in the top left-hand corner of their screen.

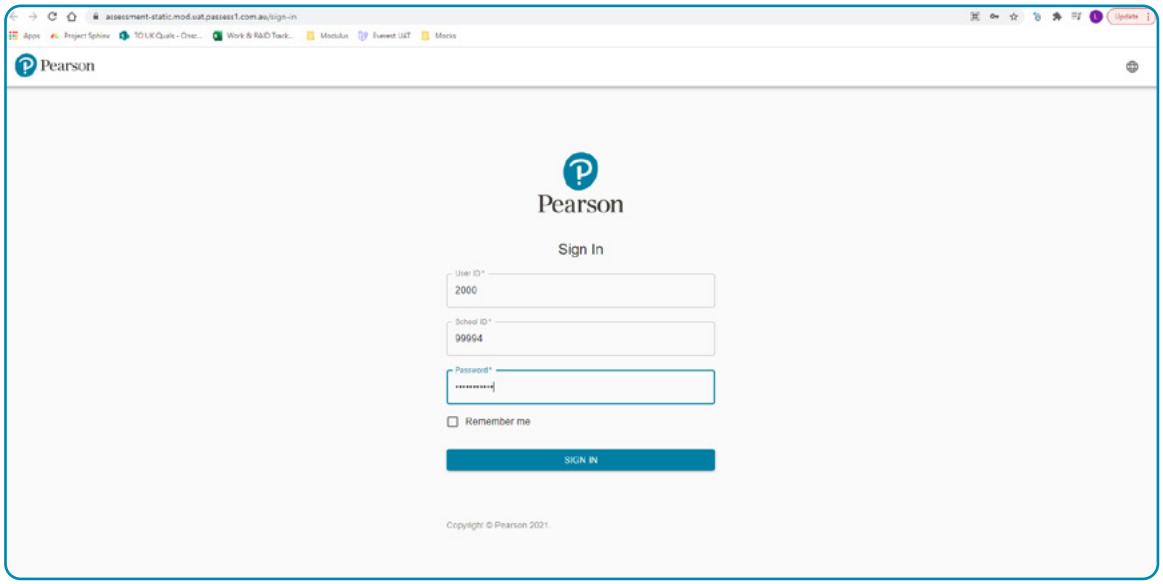
If the total test duration does not expire whilst they're having their break, they will be able to resume the test. The time on the clock in the right-hand corner of the test screen will be where they left it.

Please note that the clock and remaining time will still look as if it's counting down on the screen where students start or resume their test. This means you will know if it's getting near to the end of the total test duration and how long the student has left to resume their test.

We would advise that breaks should not be taken too close to the end of the total test duration.

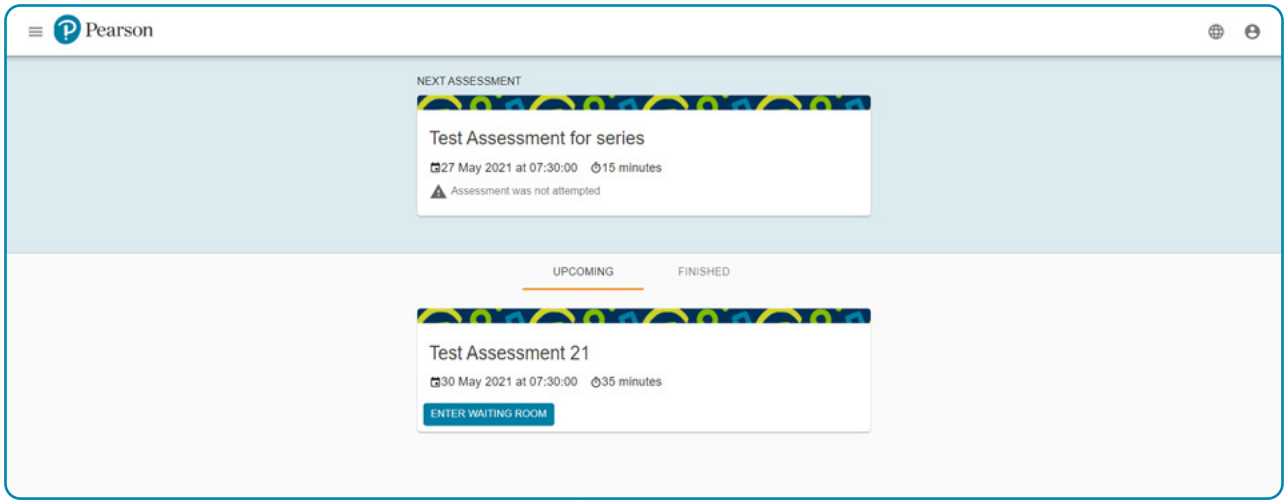
7. Student view in the assessment platform

Assessment platform login page – this is where students can login by entering their User ID, School ID and password. Your students' login details for the platform will be sent to your centre's administrative contact before the date of your students' tests.

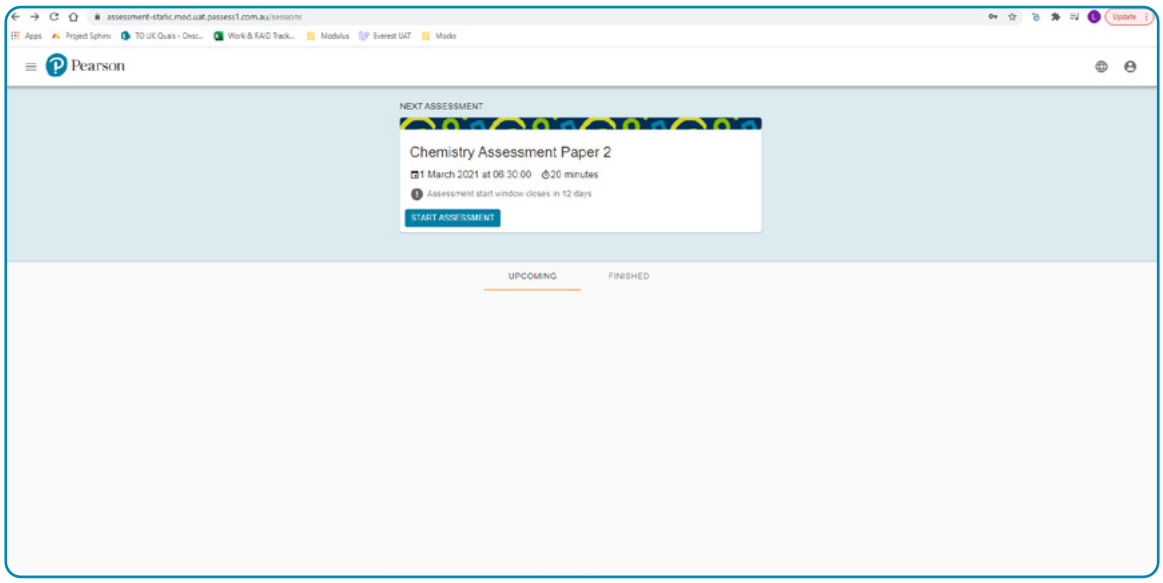


Assessment platform – when students login they will be able to see their tests.

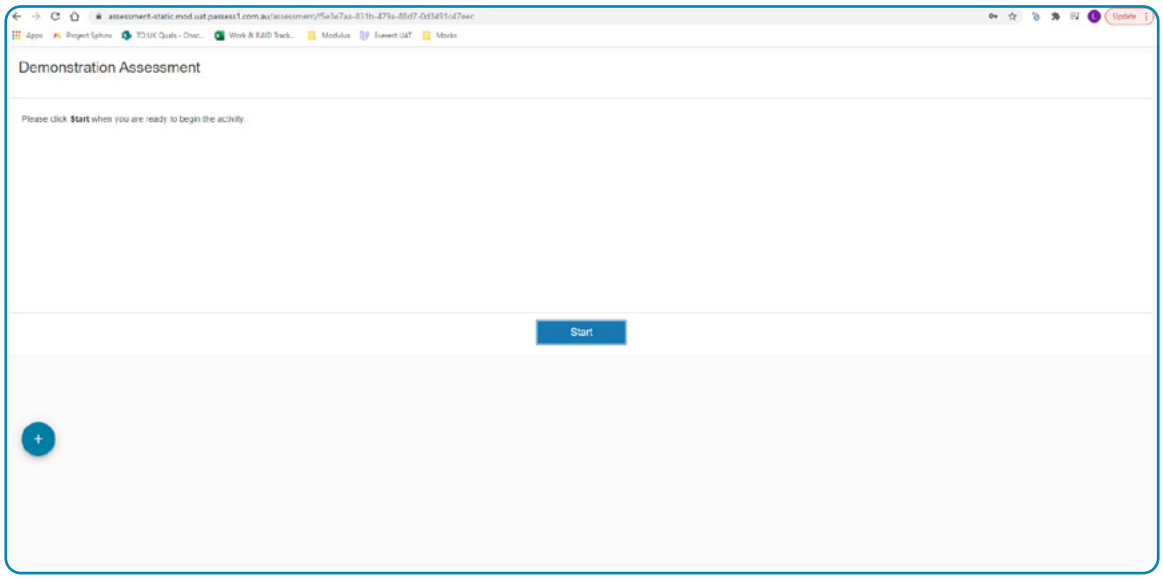
If the invigilator hasn't started the assessment, students will be able to see the 'Enter Waiting Room' button within the assessment session.

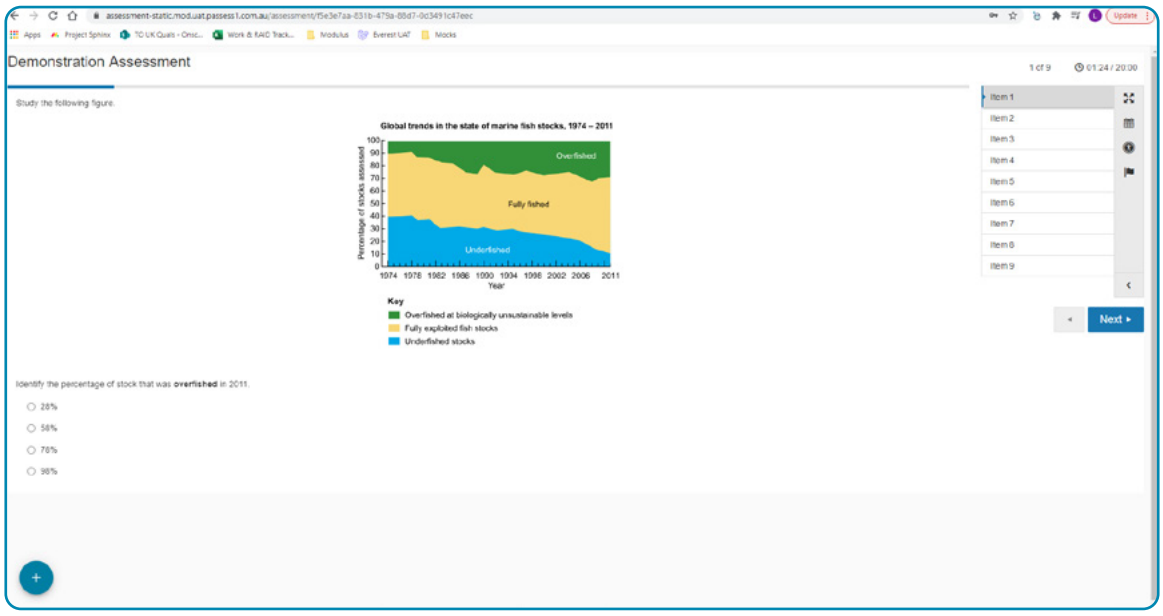
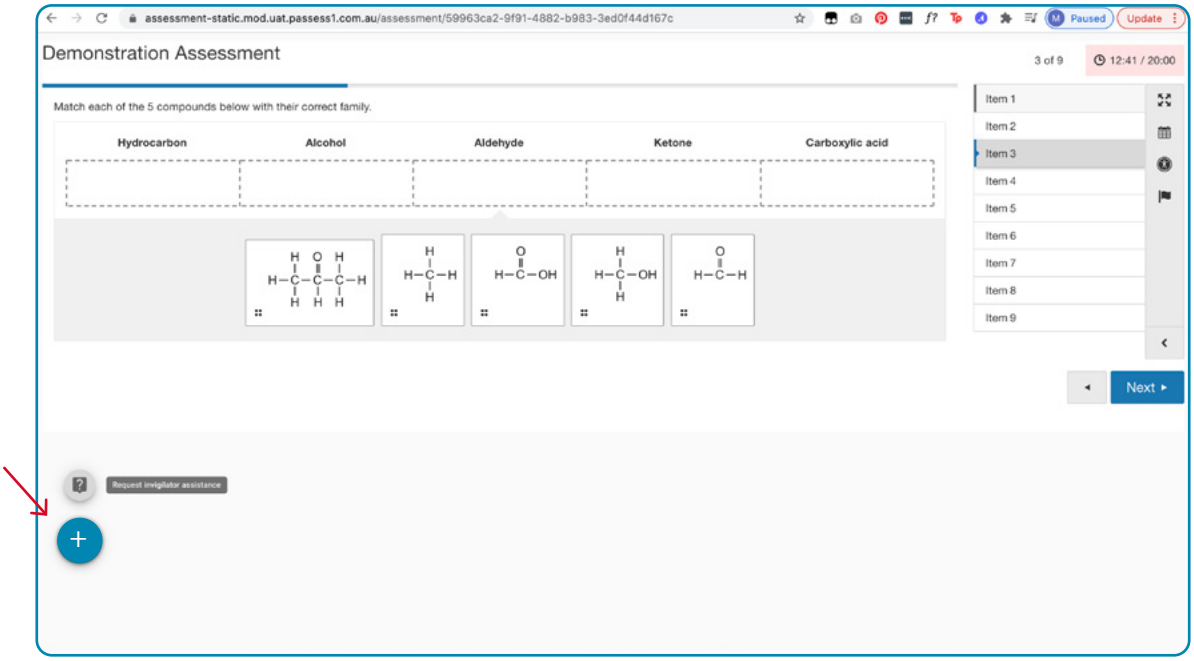


When the test has been started by the invigilator, the button will change to 'Start Assessment' as seen below.



Start Assessment – if the invigilator has started the test, students can click on 'Start Assessment' and begin their exam.





Requesting assistance – students can request invigilator assistance by selecting the 'Request invigilator assistance' function in the bottom left-hand corner of the screen. They need to hover over the plus (+) button, they will then see an option to request invigilator assistance which they can select if needed.