Pearson Mocks Service Onscreen Examinations Invigilator Guidance

April 2024

Contents

Introduction

This document provides guidance on the invigilator platform for onscreen assessments. There is an overview video which can be viewed below or accessed on our [YouTube channel](#).

Invigilator Platform alongside the Assessment Player

The following gives you a summary of candidate activity in the Assessment Player 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. Once logged in, the invigilator clicks the 'View candidates' button on the relevant assessment.
2. The candidate logs into the assessment player, selects the relevant assessment and the red 'Offline' indicator will update to the green 'Online' indicator in the invigilator platform. For invigilator started assessments or live exams, the candidate will see a message to say they need to wait for the invigilator to start the assessment.
3. The invigilator starts the assessment on the invigilator platform for the relevant assessment and the candidate is then presented with the front page of the assessment and a 'Start' button which will take them through to the questions and start the individual timer countdown.
4. Once a candidate starts their assessment, they will move from the 'Not started' tab to the 'In progress' tab, their status will change from orange 'Not started' to green 'Started'. Invigilators

will also see the candidate's current question status (which question screen they are working on).
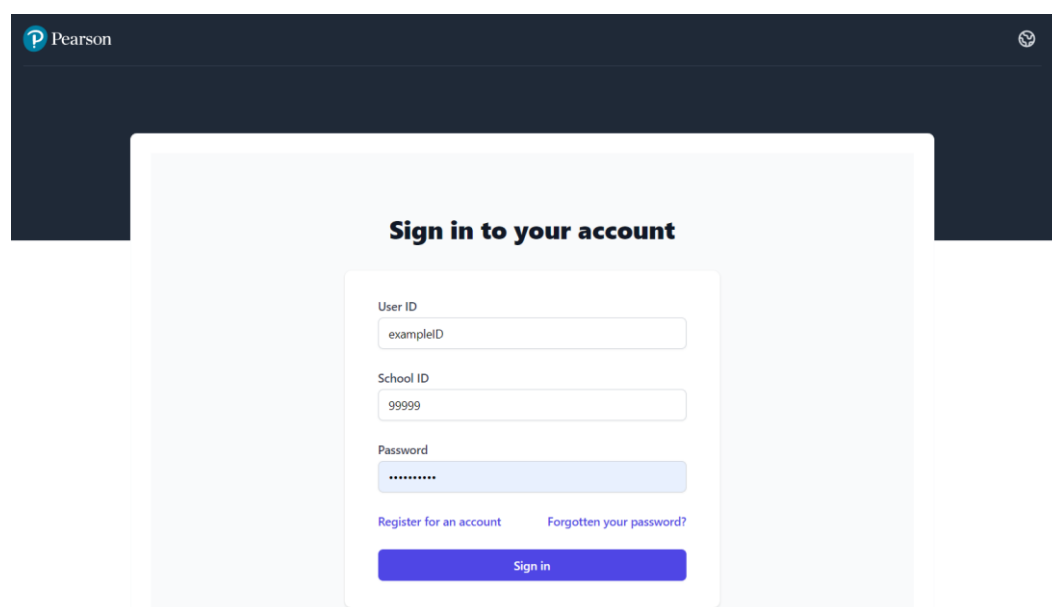
5. If a candidate network connection is lost, the status will change on the invigilator platform and the current question will show the last question they worked on. Once connection is restored, the invigilator platform will update.

6. Once the candidate has completed their assessment, they will move from the 'In progress' tab to the 'Completed' tab and the status will change from green 'Started' to green 'Complete'.

7. Assessments will end automatically when the individual candidate timer runs out or they submit their assessment after the 'Review' page. Once a candidate submits their assessment, we are unable to resume their test.

8. For mock or centre marked assessments, candidate responses can then be viewed immediately in the Booking App by the centre administrator.

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

Logging In

The URL to log in to the invigilator platform: https://invigilate.mod.pearson.com

To log in to the invigilator platform, you will need your User ID, School ID (centre number) and password. Your invigilator login details will be sent to by Pearson or your centre's administrative contact, where you may be required to set a password.
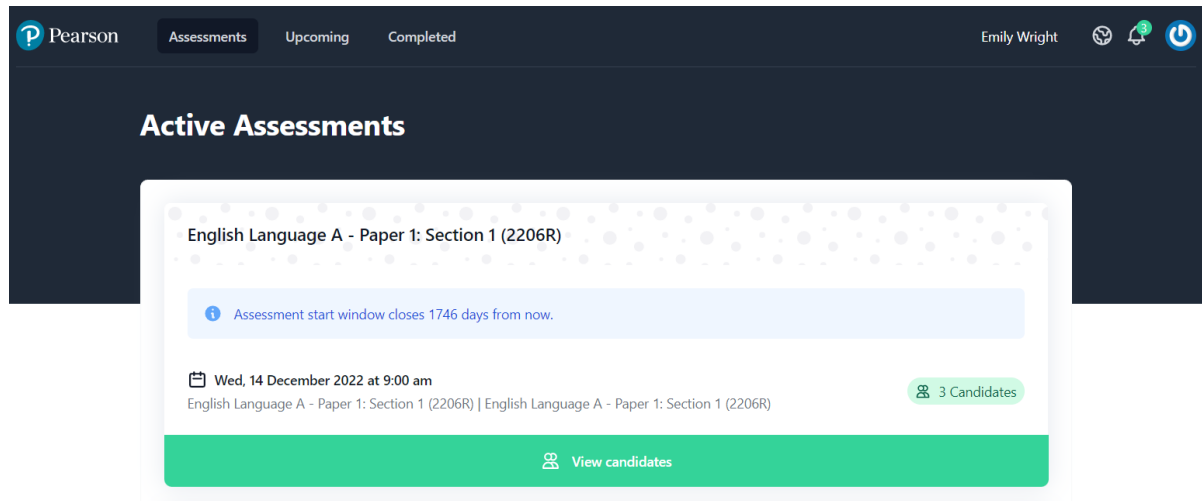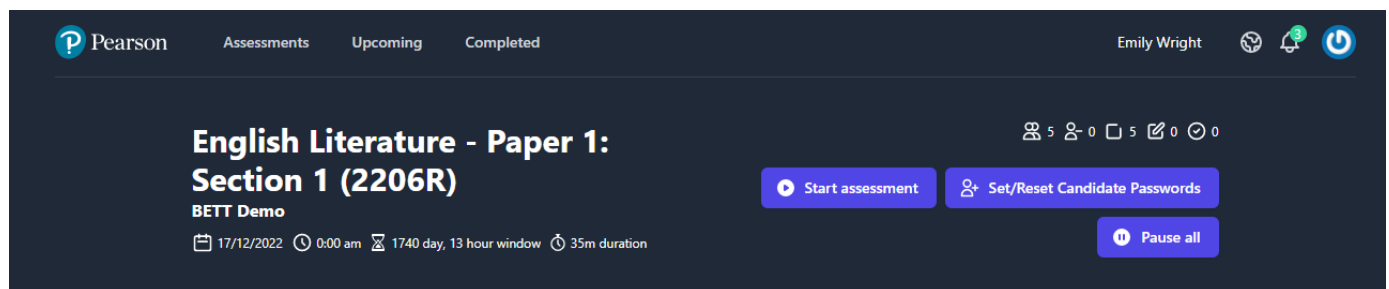
Assessment Details

The 'Assessments' screen is the homepage for the invigilator platform. It will show the onscreen assessments scheduled or the assessments available for your students.

The 'Active Assessments' detail the assessment name, how many candidates have the assessment available, any scheduling information and the 'View candidates' button, to view more details and start invigilation.

Start Assessment

For invigilator started assessments, once 'View candidates' has been clicked on the assessment, details of the assessment and candidates will be shown. At the top section of the screen there is a button labelled 'Start assessment'. Once clicked, the assessment will be available to candidates to start.
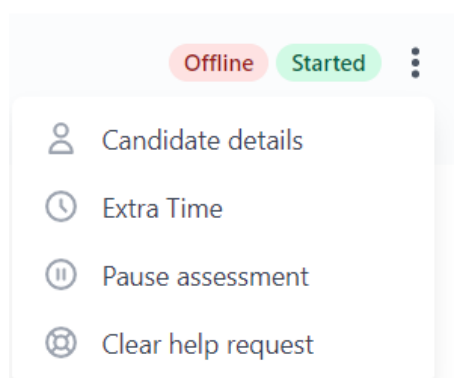

If a candidate clicks 'Sit assessment' on the assessment player before the invigilator has started the assessment, they will be notified that they are to wait for the assessment to start.
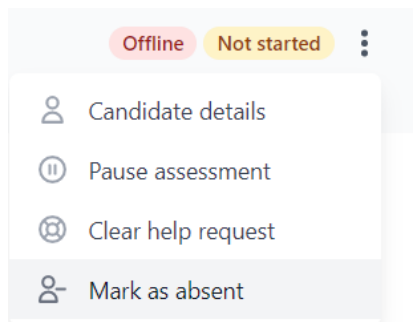
Candidate Information

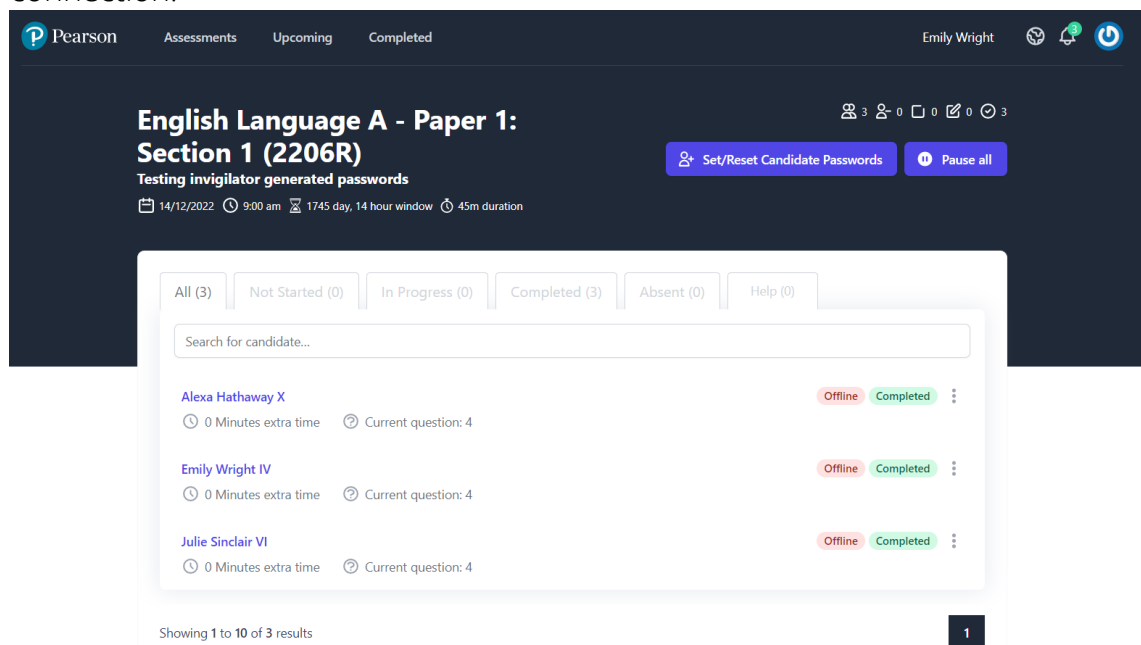More information can be seen on a candidate by clicking on the three dots to the right of the candidate's row.

- Candidate details – will show the candidate information including any extra time assigned, start time, remaining time and the time which the assessment was submitted
- Extra time – add extra time to a candidate's assessment once the assessment has started
- Pause assessment – pause a candidate's assessment which will notify the candidate and pause the timer counting down. To restart the assessment, the menu option will change to 'Resume assessment'
- Clear help request – if a candidate requests help on the assessment player, the invigilator can clear the help request from the candidate profile.

Candidates who are absent and therefore 'Offline' and 'Not started' will have an option on the menu to 'Mark as absent'. For high stakes assessments, any absent candidates are to be marked as such for a system attendance register.

Candidate status and tab location will update whilst the candidate device has network connection.

Candidates will move between tab views based on their status;

- All – all candidates registered or entered for an assessment. Candidates will remain in this tab area regardless of their status
- Not Started – candidates who have not yet started the assessment, this will include candidates who are logged in but have not clicked into the assessment yet
- In Progress – candidates who have started the assessment past the front-page details, candidate timer will be counting down
- Completed – candidates who have submitted their assessment or the timer has completed and the assessment was submitted by the system
- Absent – candidates marked as absent
- Help – candidates who have asked for help on the assessment player. Help requests are cleared on the candidate details.

The following indicators could be displayed against your candidates:

- Offline - candidate is currently not logged into the assessment player

- Not started – candidate has not started the assessment
- Online - candidate is logged into the assessment player and has an active connection
- Started - candidate has started the assessment
- Current question – shows the question screen the candidate is currently viewing, please note that where multiple questions are on the same screen, this may not directly correlate to the question on the assessment
- Completed - candidate has completed and submitted their assessment
- Help – candidate has requested help on the assessment player.

Multiple Invigilators

To make sure there is adequate support for candidates whilst they're taking their assessments, multiple invigilators can invigilate the same assessment at the same time. This may be needed if there is a large cohort taking an assessment or if the candidates are split into different rooms.

If additional invigilator logins are required, each invigilator will receive individual login details but only **one** invigilator will be able to start the assessment. The invigilator responsible for starting and ending the assessment is to be decided by the centre.

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

Invigilator Grouping

If centres are using multiple rooms for an assessment, invigilator grouping can be set up to view a selection of candidates.

If this is something you wish to utilise, our Customer Engagement Leads can support in setting these up for your centre. Please email internationalonscreen@pearson.com for the next steps.