

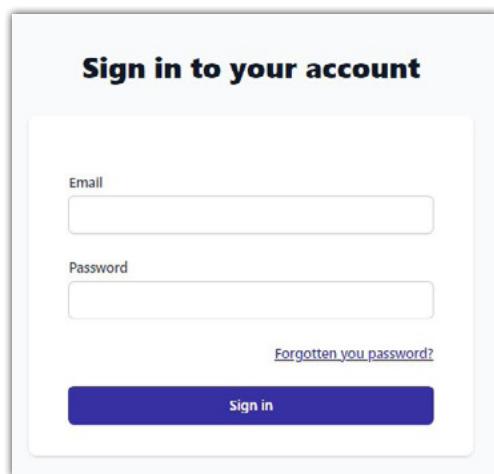
Mocks Service

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Booking App (*logging in as a centre admin*) - Creating an invigilator account

Step 1

Log onto the [Booking app](#) using the administrator account provided.

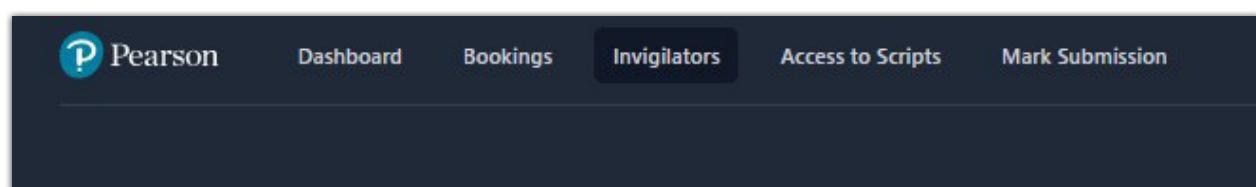


The image shows a 'Sign in to your account' form. It has two input fields: 'Email' and 'Password', both with placeholder text. Below the fields is a 'Forgotten your password?' link. At the bottom is a large blue 'Sign in' button.

Step 2

Select the **Invigilator Tab**

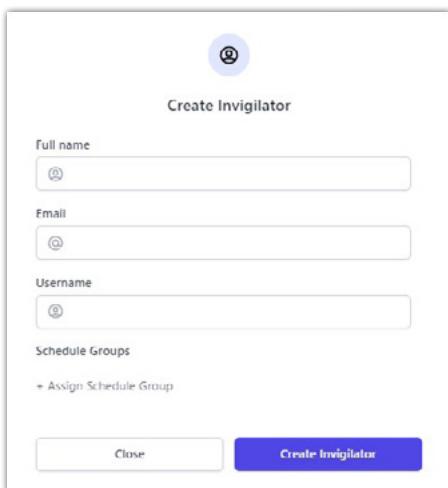
In this section of the Booking App, you are able to view, add, assign and edit invigilators within a centre.



Step 3

Click on **Create Invigilator**

Complete invigilator details: *full name; email address; username*.



Full name
Email
Username

Schedule Groups
+ Assign Schedule Group

Close Create Invigilator

You can assign the invigilator to the schedule group (a group of candidates taking a particular exam (*applicable to onscreen only*)).

Step 4

Click on **+Assign Schedule Group**

Step 5

Select **Series**

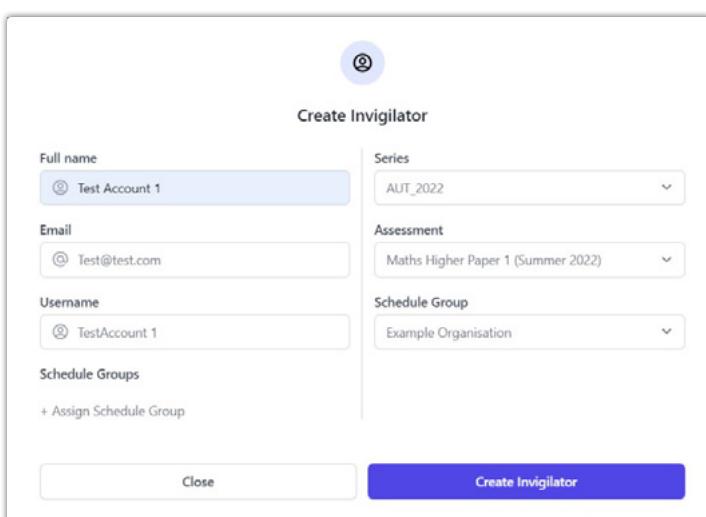
Step 6

Select the '**Assessment**' (*paper*) the candidates are taking.

Step 7

Select **Schedule Group**

There should only be one schedule group per paper/per booking.



Full name
Email
Username

Series
AUT_2022

Assessment
Maths Higher Paper 1 (Summer 2022)

Schedule Group
Example Organisation

Close Create Invigilator

Step 8

Click on **Create Invigilator**

You should then be able to see the Invigilator account created in the list.

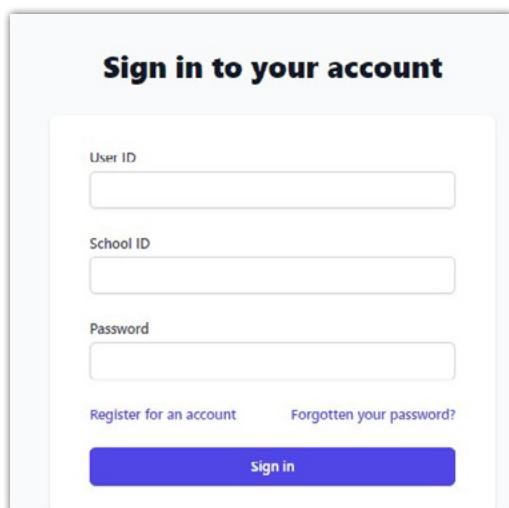
Test Account 1	Test@test.com	testaccount 1		
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To complete registration, the invigilator will need to set their password up by following the instructions that are sent to the email address used during registration. Once this password is set, a green tick will appear next to 'Registration Complete'.

Invigilator App (*logging in as an Invigilator*) – Generating Candidate Passwords

Step 1

Log onto the [Invigilator App](#)



Sign in to your account

User ID

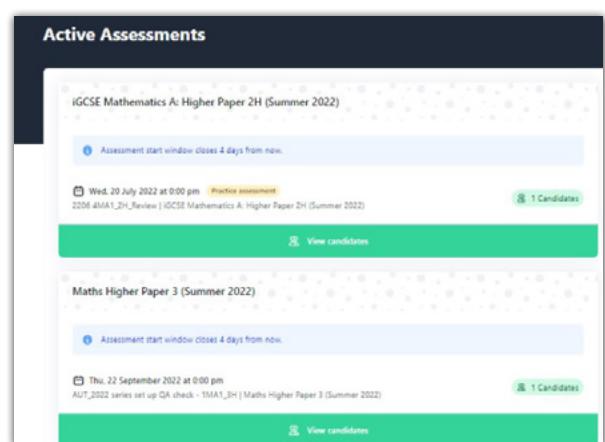
School ID

Password

[Register for an account](#) [Forgotten your password?](#)

Sign in

You will see a list of Active Assessments (*Assessment Schedule Groups*) that have been assigned to you as an invigilator.



Active Assessments

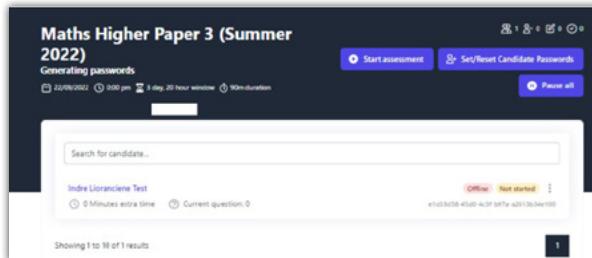
iGCSE Mathematics A: Higher Paper 2H (Summer 2022)
Assessment start window closes 4 days from now.
Wed, 20 July 2022 at 0:00 pm Practice assessment
2006_AMAT1_2H_Review | iGCSE Mathematics A: Higher Paper 2H (Summer 2022)
View candidates

Maths Higher Paper 3 (Summer 2022)
Assessment start window closes 4 days from now.
Thu, 22 September 2022 at 0:00 pm AUT_2022 series set up QA check - 1MA1_3H | Maths Higher Paper 3 (Summer 2022)
View candidates

Step 2

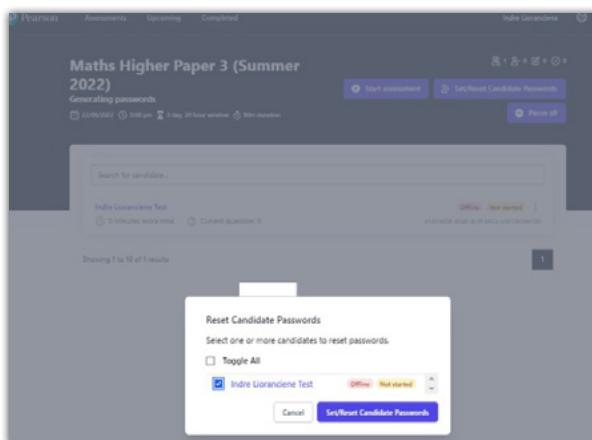
Click on **View Candidates** for the Assessment you would like to Invigilate.

You will see a list of candidates that have been assigned to that particular assessment schedule group.



Step 3

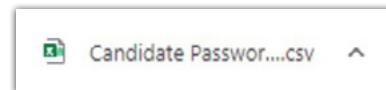
To generate candidate passwords click on **Set/Reset Candidate Passwords**



Step 4

Select the candidate(s) you wish to generate the passwords for and click on **Set/Reset Candidate Passwords** button.

A .CSV file will be generated and downloaded into your downloads folder.



Step 5

Open the file which will contain your candidate password(s)

	A	B	C	D	E
1	centre_id	username	password		
2	99977	1234	MONmFe5g		
3					

Note: Before Generating your student password please have their username (User_IDs) to hand as this is how the passwords get generated and presented.