

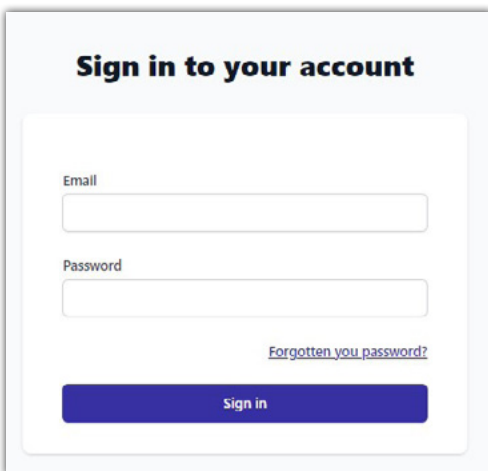
Mocks Service

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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.



Sign in to your account

Email

Password

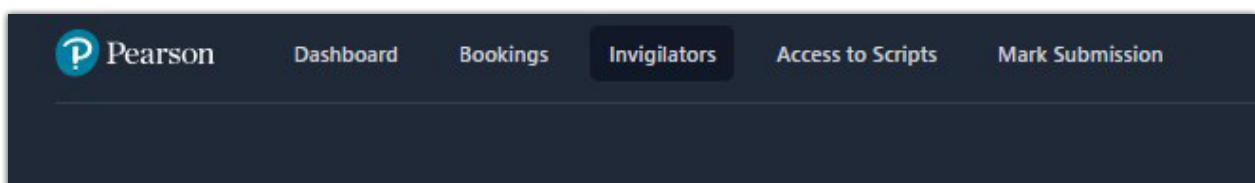
[Forgotten your password?](#)

Sign in

Step 2

Select the **Invigilator Tab**

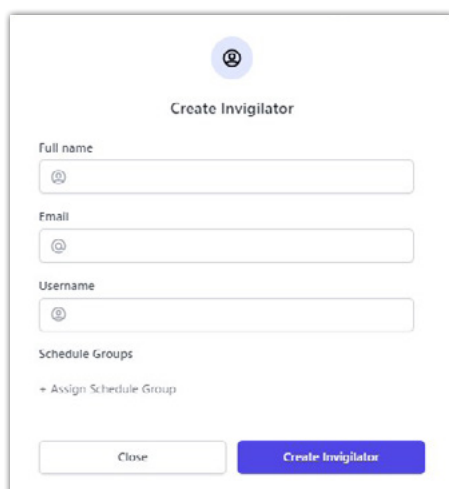
In this section of the Booking App, you are able to view, add, assign and edit invigilators within a centre.



Step 3

Click on **Create Invigilator**

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



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**

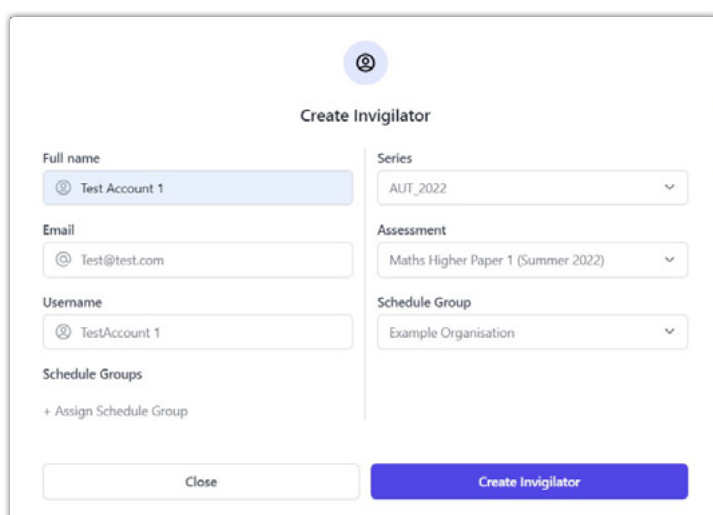
Step 6

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

Step 7

Select **Schedule Group**

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



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

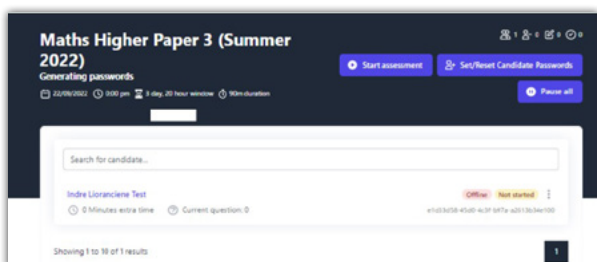
You will see a list of Active Assessments (*Assessment Schedule Groups*) that have been assigned to you as an invigilator.

Active Assessments	
<p>IGCSE Mathematics A: Higher Paper 2H (Summer 2022)</p> <p>Assessment start window closes 4 days from now.</p> <p>Wed, 20 July 2022 at 0:00 pm Practice assessment 1 Candidates</p> <p>2206_4MA1_2H_Review IGCSE Mathematics A: Higher Paper 2H (Summer 2022)</p> <p>View candidates</p>	
<p>Maths Higher Paper 3 (Summer 2022)</p> <p>Assessment start window closes 4 days from now.</p> <p>Thu, 22 September 2022 at 0:00 pm</p> <p>AUT_2022 series set up QA check - TMA1_2H Maths Higher Paper 3 (Summer 2022)</p> <p>1 Candidates</p> <p>View candidates</p>	

Step 2

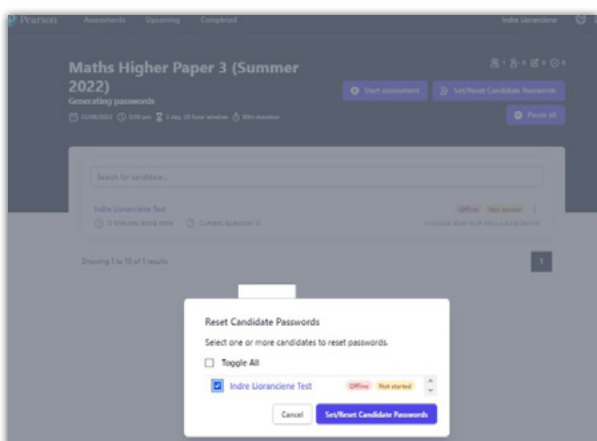
Click on **View Candidates** for the Assessment you would like to Invigilate.

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



Step 3

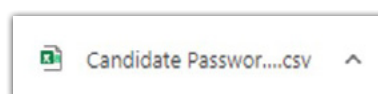
To generate candidate passwords click on **Set/Reset Candidate Passwords**



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.