Invigilator Quick Start

This is a Quick Start guide to invigilating examinations via LIBF e-test. Please refer to the User Guide for more detailed information.

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1. Ensure you have the 'Unlock password' before you start

You will need the 'Unlock password' to recover an examination that has crashed. If a student's examination or computer crashes, press Control+Alt+Shift+Q to access the password box. Once the correct password is entered the student's examination can be shut down. Use the 'Suspend' function to suspend the student's examination until they log back in to the examination on the same or a different computer.

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2. Distribute the sitting slips in the examination room

Each student will have a sitting slip showing their login details. Distribute these to the students in the examination room. If there is a seating plan you could put them at each computer in advance.

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3. Search for the examinations you are invigilating

The 'Invigilation' screen has three dropdown lists so that you can filter the examinations you wish to view. Once you've selected the relevant dropdown/s use the 'Search' Button.

The list shows the details of each examination. It may also show additional information about a student, for instance any Reasonable Adjustments. The list will refresh after any action takes place, ensuring the information shown is up to date.

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4. Choose one of the two viewing options in the 'Invigilation' screen

Below the 'Test Set' dropdown menu there are two tabs: 'Examinations' and 'Summary'. 'Examinations' is the default view.

The 'Examinations' view shows the students' details in a status column that also shows the different status values during the examination.

The 'Summary' option gives a summary of the students' status by type. This view is particularly useful if a large number of students are sitting and the 'Examinations' screen cannot display every student on the screen without the need to scroll.

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5. Start the examinations

As the students log in, their status will change from 'Unconnected' to 'Tutorial'. When they appear on your screen as 'Waiting' they are ready for you to start their examinations. You have the choice of starting them individually or waiting for them all to be ready and starting them together.

When you're ready to start them, select the student/s and then the 'Start' button.

As students start their examinations, the name of the examination will appear against their name.

6. Manage student progress through the examination

Use the various invigilation functions to manage the different situations that may occur. A summary of these functions is shown on the next page.

7. Print students' results

Use the 'Print Results' button to print students' results once they've completed their examinations. Ensure you do not give students their results in the examination room while other examinations are still in progress.

Invigilation functions

To start your students' examinations, select the student/s and then the 'Start' button.

If a student requires assistance they might use the 'Call Invigilator' function which will display their name in red on your screen. You can use the 'Acknowledge' button to let them know you're on your way, and then clear it using the 'Clear Invig.' button once resolved.

You can use the 'Appearance' button to manage a student's request for a different font colour and/or size and can preview any changes before confirming. If you wish to reset it back to the standard style, use the 'Reset' button within the 'Appearance' screen.

You can use the 'Pause' or 'Pause Timer' functions to pause a student's examination. The User Guide provides details of when you might use each option.

If a student's computer stops working, you can use the 'Suspend' function to enable them to login (with the same login details) to a different computer. Alternatively, if there is time, the 'Suspend' function should be used if an examination room needs to be evacuated.

If a student's examination stops working and cannot be continued, the 'Reset' function will reset it to the state it was in just after download, so any answers the student has already given will be lost. This should only be used as a **very last resort**. You can only reset one examination at a time. The reason for using the 'Reset' option must be recorded in the onscreen box.

If a student navigates away from their examination screen, or if an application tries to take focus from the Client while an examination is in progress, 'Invalid Access – XXX' will be displayed on your screen and their examination will be paused. Once you've investigated, you can use 'Start' to resume their examination.

As your students finish their examinations, their status will change to 'Completed'.

You can print results using the 'Print results' function. An individual sheet will be provided for each student. Please do not distribute results in the examination room while students are still sitting.