Invigilating online assessments – Summary for assistant invigilators

This document should be read in conjunction with the normal instructions which can be found in the red folder

Technical problems
There should be at least one invigilator present who is familiar with the system and can deal with any technical problems: make sure you know who this is. If a student has a problem requiring technical help (a computer or system fault, or a question about the way the system works) calmly and quickly make this invigilator aware. The document “Running and invigilating on-line assessments” in the red folder also has contact numbers for technical staff.

Student arrival and login
Check students are following the login instructions shown on the instruction sheet on each desk and assist with any login problems. Students may attempt to log in and start the exam early – watch their screens to ensure that they are not racing ahead.

During the exam
Specific things to look out for in online exams include:

- opening other programs or attempting to move to a different web page;
- looking at another students monitor and then moving to the same question as them;
- peering around the sides of monitors to look at other student’s questions.

It’s important that invigilators can view the students from different angles. In a room where all students are facing one direction: from the front it’s easier to see if students gaze is wandering (and to catch their eye if it is); from the back it’s easier to see what’s happening on a range of students screens at once. Be aware of where your fellow invigilators are and try to keep a good coverage at all times.

Central monitoring equipment
Some labs have a computer by the podium which allows monitoring of student workstations. You should not use this unless instructed to by a member of staff. If you do use it, be very careful: the monitoring station will usually allow you to shut down student workstations, something you do not want to do during an exam.

At the end of the exam
Have a look at all monitors to check that students have submitted their answers, assist with the collection of rough notes, including the ‘declaration form’ completed and signed, and ensure students follow the instructions they are given.

Students should not leave their computers until instructed and should not talk to each other until they have left the building. All rough notes must be collected up: students may not keep them.