The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a modern, layered effect. The central text is positioned on a white background that is partially framed by these green shapes.

# **e-professional Online Classroom Exams**

**Quick User guide for Invigilators**



# Introduction

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BCS has created a portal to enable registered invigilators to manage online classroom based exams.

This Quick User Guide will outline the features of the portal and assist accredited invigilators in its use in overseeing exams. Please note that **the Invigilation Guidelines should be read in conjunction with this document.**

## Overview

Invigilators will be able to:

Register on  
the system

View a  
summary of  
online  
classroom  
exams

View all  
exam  
candidates  
& any extra  
time  
granted

Verify  
candidate  
IDs

Report  
incidents to  
BCS

Sign off  
exam  
session



# Introduction

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Candidates are required to register on the candidate portal in advance of the online classroom examination and they will need to log in to the portal on the day of the examination.

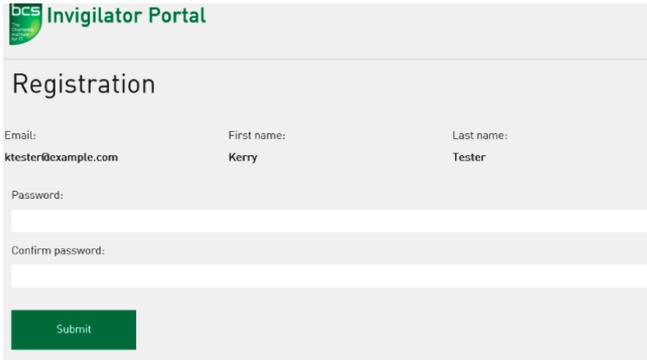
On the day of the exam:

- Confirm if all candidates have registered on the candidate portal
- Ensure all candidates have logged in to the candidate portal
- Inform all candidates that they will require a 6-digit code which they need to enter to launch the exam
- When ready to proceed, provide all candidates with the 6-digit exam unlock code



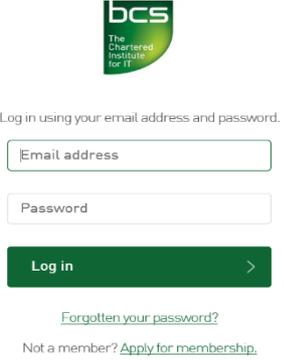
# Accessing Invigilator Portal

Invigilators assigned to an online classroom exam **FOR THE FIRST TIME** will receive a registration email from BCS, which they **MUST** complete before the commencement of their first exam.



The email will contain a 'Complete your registration' link which will direct invigilators to the registration page.

Note: Once registration is complete, there will be **NO** further communication from BCS. Future assignments will be notified by the invigilator's ATO.



Once the invigilator has set up their credentials, they will be directed to the login page of the portal.



# Session Overview

Once logged in, the invigilator will see a summary of upcoming online classroom exam sessions assigned to them.

Each session can be accessed through this screen throughout the exam process until the exam session is signed off.

Note: Paper format exams will **NOT** be displayed.



## Invigilator Portal

KT  
Logout

### Your sessions

Date	Reference	Detail	Location
28 FEB	<a href="#">EB042170</a>	NewATO 14:15 - 15:15	Spring Gardens House, Princes Street, Swindon, SN1 2HY, United Kingdom
1 MAR	<a href="#">EB042206</a>	NewATO 14:30 - 15:30	Spring Gardens House, Princes Street, Swindon, SN1 2HY, United Kingdom
4 APR	<a href="#">EB042207</a>	NewATO 15:00 - 16:00	Spring Gardens House, Princes Street, Swindon, SN1 2HY, United Kingdom



# Accessing Each Session

When an individual session is accessed through the session overview screen, the 'Venue' tab is displayed containing full details of the venue.

## BCS Invigilator Portal

KT  
Logout

[Back to session overview](#)

### EB042206 NewATO

📅 14:30 - 15:30, 1 March

Exam unlock code

KSV VSQ

Venue [Candidates](#) [Report](#)

Location: [📍 Spring Gardens House, Princes Street, Swindon, SN1 2HY, United Kingdom](#)

Contact:

Telephone: [07912 345 678](#)

Venue Instructions:



# Setting up the Exam

Prior to commencing the exam, the invigilator is required to:

1. Access the required exam session through the session overview screen
2. Click the 'Candidates' tab to view who is attending the exam session
3. Extra time and reasonable adjustments will be highlighted adjacent to the corresponding candidate
4. Confirm candidates' IDs have been verified and click the button accordingly for each candidate
5. Provide candidates with the 6 digit exam unlock code (top right corner of the screen) to enable them to unlock and commence the exam

The screenshot shows the BCS Invigilator Portal interface. At the top left is the BCS logo and the text 'Invigilator Portal'. At the top right is a user profile 'KT' with a 'Logout' button. Below the header is a link 'Back to session overview'. The main content area displays 'EB042206 NewATO' and a calendar icon with the time '14:30 - 15:45, 1 March'. On the right side, there is a box labeled 'Exam unlock code' containing the code 'KSV VSQ'. Below this are three tabs: 'Venue', 'Candidates', and 'Report'. A message states: 'You must confirm that you have seen a candidate's ID before they can take the exam.' Below this is the title 'ISTQB-BCS Certified Tester Foundation Level (English) - 2 candidates'. A table lists candidates with columns for 'Name' and 'ID checked?'. The first candidate is Maria Pink (maria.pink@example.com) with a green 'Yes' button. The second candidate is John Purple (john.purple@example.com) with an orange 'Extra Time: 1hr 15min' label and a red 'No' button.

Name	ID checked?
Maria Pink (maria.pink@example.com)	Yes
John Purple (john.purple@example.com)	No

Note: Candidates with no ID will **NOT** be permitted to sit the exam.



# During the Exam

It will be highlighted adjacent to candidates that they have started the exam and any extra time they are entitled to.

**bcS Invigilator Portal** KT  
Logout

[Back to session overview](#)

## EB042171 NewATO

📅 08:35 - 09:50, 28 February

Exam unlock code:  
**WPJ YBK**

[Venue](#) [Candidates](#) [Report](#)

You must confirm that you have seen a candidate's ID before they can take the exam.

**ISTQB-BCS Certified Tester Foundation Level (English) - 2 candidates**

Name	ID checked?
Maria Pink (maria.pink@example.com)	<input checked="" type="checkbox"/>
John Purple (john.purple@example.com)	<input type="checkbox"/>

Exam started  
Extra Time: 1hr 15min



# On Completion of the Exam

The invigilator is required to confirm each session is completed. This will allow candidates results to be released. Any incidents that may have occurred during the exam can be reported here.

1. Click the 'Report' tab
2. State if any incidents occurred. If 'Yes' is selected, enter details of the incident
3. Confirm you have read and agreed with the declaration statement by checking the box
4. Click 'Submit' to confirm the session is complete

Note: if an incident is reported, **ALL** candidate's results will be **HELD** until BCS has investigated and resolved the incident.

The screenshot displays the BCS Invigilator Portal interface. At the top left is the BCS logo and the text 'Invigilator Portal'. At the top right, there is a user profile icon labeled 'KT' and a 'Logout' link. Below the header, there is a link 'Back to session overview' and the session identifier 'EB042206 NewATO'. The session time is listed as '14:30 - 15:45, 1 March'. A box on the right contains the 'Exam unlock code: KSV VSQ'. Below this, there are three tabs: 'Venue', 'Candidates', and 'Report', with 'Report' being the active tab. A message states: 'Please ensure all candidates have finished their exam before submitting this report. Early submission will prevent candidates from starting their exam.' The main form area contains the question 'Did any incidents occur?' with radio buttons for 'No' and 'Yes', where 'Yes' is selected. Below this is a text input field with the placeholder 'Enter details of the incident here.'. Underneath is the 'Session Confirmation' section, which includes a checked checkbox 'I confirm:' followed by two bullet points: 'the identity of all candidates was verified' and 'the exam session was conducted in accordance with the Invigilator Guidelines'. At the bottom of the form is a green 'Submit' button.



# Appendix

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## Relevant Documents:

Invigilation Guidelines

e-professional Online Classroom Exams – Quick user Guide for Candidates