

Invigilator Notes for Additional Support Venues (Digital)

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To note:

All relevant instructions will be provided to invigilators as part of the exam packet/materials for each session.

Additional Support Venues

In additional support venues you will be provided with a plan to show how machines are set up in the room, for example:

Diagram illustrating the PC configuration for January 2020, showing a grid of 42 PCs arranged in 7 rows and 6 columns. The grid is divided into three sections: DOOR, Lectern, and Windows.

DOOR Section (Top Left):

4
3
2
1

Lectern Section (Top Center):

19	20
18	21
17	22
16	23
15	24

Windows Section (Bottom):

29	30
28	31
27	32
26	33
25	34
38	39
37	40
36	41
35	42

Legend:

- Word lockdown (24)
- Word lockdown with Spellchecker disabled (4)
- Open pc (for Inspira exams and ClaroRead users) (14)
- Height adjustable desk 9 & 30
- 32 & 40 Japanese language pack installed

Word Lockdown

These machines are used where students have been given concessions to undertake the exam by typing rather than by handwriting.

Sign in by pressing Ctrl-Alt+Delete and use the exam-id / password provided.

Students do not normally sign in with their own ID –as this will give them easy access to files they have stored, or phrases they have stored.

On machines locked down for Word they will be unable to launch any other programs e.g. Internet Explorer/Chrome.

- What do I do if we can't get the student to print?

Save a copy of their work to a USB stick and report the problem to the Exams Office. If a USB stick is not available you can ask them to save their script to the desktop area of the PC, you should then call the exams office before the student leaves the venue to ensure that we can retrieve it.

- What if we discover they need to use other programs as well e.g. Minitab?
Move them to a stand-alone/open PC.

Exams with a digital section and a written section (with a requirement to type).

Some exams have a digital (Inspira) multi-choice component and a requirement to write an answer. A small number of students taking these exams have a requirement to type the written element.

Students with these requirements login to the exam in 2 stages.

- a) Sign into the PC with the exam ID allocated to that student (not their own university ID)
- b) When they are ready to begin the digital (Inspira) section of the exam they should follow the same steps as a for a standard digital exam. **They can choose when in the exam duration they start the digital portion of the exam, but once they start it must be completed and they will need to select 'Submit now' on the final page, before they can move to the written component.**

Instructions to students – 5-10 mins before exam starts

At this stage, give the students any exam-specific instructions, and the instructions for a standard digital exam. Tell students the following:

Once you begin the digital portion of this exam you must complete it before moving to the written portion.

When you have completed the exam you must close the Safe Exam Browser.

End of the Digital section of the exam

At the end of the Digital section of the exam make sure the students go to the final page and click the **'Submit now'** button.

Tell the students to close the Safe Exam Browser. They can now continue to work on the written section of their exam using Word. Once the students have finished both sections of the exam ask them to log off from the PCs.

Students must not access any other programme or document on the PC. This also applies if a student finishes the exam early and has submitted it before the scheduled exam finish time.

Moving to the written portion of the exam.

If Word is required, it can be started by clicking the start menu and typing Word into the search box.

Trouble shooting guidance is the same as with a standard digital exam.

Digital exams with additional support software requirements (Dragon, Claro)

For students with a Student Support Requirement to use Dragon Screen Recognition Software or Claro, the process is slightly different from the standard digital set up.

It is essential that the student follows the specific step-by-step instructions (that will be provided on the day) in order to access the exam. This is because the student will NOT be using the Safe Exam Browser to access the exam (as other students sitting digital exams do).

If a student uses the Safe Exam Browser (as other students sitting digital exams do) they will not be able to use the additional support software at the same time as the exam.

All other steps and the trouble shooting guidance is the same as for a standard digital exam.