The Invigilator

	MNG3701
Date:	**16 October 2023**

INSTRUCTIONS ON THE DAY OF ASSESSMENT:

YOUR EXAM QR CODE & EXAM ACCESS CODE

Exam Access Code: a5ab95d9

- Ensure you are connected to the internet in order to log into the Invigilator App and scan this QR code.
- If you encounter difficulty in scanning the QR code, you can alternatively enter the Exam Access Code below the QR code to start the invigilation.
- Unless otherwise specified by your institution, note that you can only scan this QR code once. If your assessment has multiple online sections, tests or attempts, you should NOT finish the invigilation until your entire assessment has been completed.
- Only scan the QR code when the assessment formally commences.
- **The QR code is only scannable for a limited time and it should therefore be scanned as soon as possible to start the invigilation.**
- Once the QR code is scanned, ensure your media volume Is turned up and place your smartphone next to you. The Invigilator App will notify you with a notification beep when you are required to action a request, which you should then perform.
- We recommend that you keep your smartphone on charge for the duration of the assessment.
- If you only have one device you may access your assessment in the application by pressing the ‘Access Exam’ button in the top right corner of your app.
- **Keep the Invigilator App open on your cell phone for the full duration of the assessment. You are not allowed to minimise or leave the app.**
- Ensure you are connected to the internet in order to commence the invigilation as well as at the end of the assessment. No internet connection is required during the assessment.
- You have to **adhere to the assessment time limit communicated to you by your institution** as the time displayed in the Invigilator App could differ from the time allocated to complete your assessment.
- You can click the "Finish Assessment" button in the app if you finish your assessment early.
- **If you are performing a written or Scan-and-Upload assessment:**

- The Invigilator App may request you to take a picture of every page of your answer sheet at the end of the assessment. **Unless otherwise specified by your institution, this does NOT replace the normal upload of your script to your institutions online portal**
- After completing invigilation and following all app instructions, you must upload your Invigilation App data. If however there is a delay in the upload of the app data at the end of the assessment, you should prioritise the upload of your script to your university portal and you can temporarily minimise the app to do so. Uploading of app data is not time sensitive and you can come back and do it after you have successfully uploaded your script to the exam portal.
- Should you encounter any technical difficulty, please WhatsApp The Invigilator Helpdesk on 073 505 8273.

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