

Invigila — Administrator User Manual

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Invigila — Administrator User Manual

Invigilation Assistant · BETA

This guide explains how school administrators use Invigila to plan exam periods, schedule sessions, configure institution settings, and share entry codes with invigilators.

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1. Getting started

Sign in

1. Open the **Invigila** front page.
2. Select **Administrator** on the role toggle (Invigilator is the other option).
3. Enter your **username** (email address) and **password**.
4. Click **Login**.

If your details are correct, you are taken to the **Exam Periods** page. If not, the fields shake and a message appears: *Invalid username or password. Please check your details and try again.*

Use the eye icon next to the password field to show or hide your password.

Alternate sign-in

You can also sign in from the dedicated **Login** page, which includes a link to **Create Account**. New accounts require validation after submission.

Navigation overview

After sign-in, your main workflow is:

Exam Periods → select a period → **Exam Days** → select a day → **New Session** or an existing session → **Edit Session**

Use the **gear icon** (Administrator Settings) on the Exam Periods header to configure your institution. Use **Back** on Exam Periods to return to the front page with the Administrator role selected.

2. Exam periods

The **Exam Periods** page is your home screen after login.

What you see

- **Today's Sessions** — a summary of sessions scheduled for today; click to open a detailed list.
- **New Exam Period** — create a new exam period.
- **Generate [year] Final Exam Block** — automatically build an IB or HSC final exam period (see [section 6](#)).
- **Upcoming** and **Past** lists — each period shows its name, date range, remaining sessions, and completion percentage.

Click any period row to open its **Exam Days** page. Use the ✕ button on a row to delete a period (this removes all exam days and sessions in that period and cannot be undone).

Create an exam period

1. Click **New Exam Period**.
2. On the calendar, select a **start date** and **end date**.
3. Enter a **Period Name** (up to 25 characters).
4. Set **Weekend Availability**:
 - **Off** — Saturdays and Sundays in the range are not used as exam days (default).
 - **On** — weekends can be included as exam days.
5. Click **Submit**.

Rules:

- The start date must be on or before the end date.
- The period can span **1 to 35 calendar days** (inclusive).

Edit an exam period

From the **Exam Days** page for that period, click **Edit Exam Days**. You can change dates, the name, and weekend availability, then click **Save**.

3. Exam days and sessions

When you open a period, you see the **Exam Days** page titled **Exam Period: [name]**.

Sidebar — exam days

Day tabs list each exam day in the period. Select a day to view its sessions.

Actions

Button	Purpose
Copy Exam Timetable	Copies the timetable to your clipboard (button briefly shows <i>Copied</i>).
Edit Exam Days	Opens the period editor (dates, name, weekends).
New Session (+)	Creates a session on the selected day (day must be selected).

Session list

For the selected day, sessions are shown with:

Column	Meaning
Code	Five-character entry code invigilators use (or <i>Unnamed Code</i> if missing).
Time	Scheduled start time.
Room	Room name.
Completion	Pending or Completed .

Click a session row to **Edit Session**.

4. Creating and editing sessions

Create a new session

1. On **Exam Days**, select a day, then click **New Session**.
2. Choose a **session mode**: **International Baccalaureate**, **HSC**, or **General**. The default mode comes from Administrator Settings but can be changed each time.
3. Fill in **Session Details**:
 - **Start Time** — manual (General) or auto-calculated from the timetable (IB/HSC).
 - **Room** — up to 60 characters.
 - **Code** — generated automatically (five characters); **cannot be changed** after creation.
4. Add **Papers** with the **+** button and configure each paper for your mode.
5. Click **Submit** when all requirements are met.

If requirements are not met, **Submit** stays disabled; hover to see *Submission requirements have not been met*.

After submit: You see a **Session submitted** screen with the **entry code**. Share this code with your invigilator. Click **Return** to go back to Exam Days.

Optional: For sessions with **1–2 papers** and **no assisted students**, you may be asked to choose a **custom examination format** or the default layout.

Leaving: The back button warns you if there are unsaved changes.

Edit an existing session

Open a session from Exam Days. You can change start time (where allowed), room, and papers. The **Code** field is read-only.

- Click the **mode badge** in the header to change session mode. You will be warned that changing mode removes all papers and assisted students; room, start time, and entry code are kept.
- Use **Save** to apply changes.
- Use the **×** in the header to delete the session (confirmation required).

Submission requirements

- At least **one paper**
 - **Room** filled in
 - **Start time** set (or auto-computed for IB/HSC when papers qualify)
 - All required paper fields completed for the chosen mode
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5. Session modes

Mode	Use when	Start time	Papers
International Baccalaureate	IB diploma exams	Auto — <i>Start Time (IB schedule)</i> from papers, examination zone, and UTC offset in Settings	IB subjects, SL/HL, paper slots; language subjects use Listening / Reading / Writing
HSC	NSW HSC exams	Auto — <i>Start Time (HSC schedule)</i>	HSC subject and course level; standard durations
General	Non-standard or internal exams	Manual — pick from time picker	Custom paper name, reading time, exam length, calculator; assisted students use minute-based extra time

Notes:

- **ESS** (Environmental Systems and Societies) is **SL only** — HL is not available.
- **English** as a language acquisition subject uses Listening, Reading, and Writing instead of Paper 1–3.
- Hover the mode badge in the session header for a short description of each mode.

Papers and assisted students

Item	Limit
Papers per session	6
Assisted students per paper	6
Student notice text	50 words
Room name	60 characters

IB / HSC assisted students (per student):

- Name
- Rest breaks: 0–5
- Extra time: +0%, +10%, or +25%
- Notice (optional, 50 words max)

General mode papers:

- Paper name (up to 35 characters)
- Reading time: 0–20 minutes
- Exam length: 5–210 minutes (5-minute steps)
- Calculator on/off

General assisted students:

- Name (up to 35 characters)
- Rest breaks: 0–10
- Extra time: 0–120 minutes
- Notice (50 words max)

Subjects available in IB and HSC pickers are controlled under **Administrator Settings** → **Institution Subjects**.

6. Generate Final Exam Block

Use this to create a full final exam period automatically from subjects your institution offers.

Before you start

1. Open **Administrator Settings**.
2. Under **Institution Subjects**, select the **International Baccalaureate** and/or **HSC** subjects your school runs.
3. For IB, set **International Baccalaureate Examination Zone** and **UTC Offset** if needed.

The **Generate [year] Final Exam Block** button on Exam Periods stays greyed out until at least one curriculum has subjects selected.

Generate

1. On **Exam Periods**, click **Generate [year] Final Exam Block**.
2. Read the dialog: this creates a **new** exam period; existing periods are not changed.
3. Choose **International Baccalaureate** or **HSC**.
4. For IB, note the session round (May or November), year, and hemisphere shown in the dialog.
5. Click **Generate** and wait for progress messages.

The system creates one session per paper for each selected subject, placed across exam days in the new period.

7. Administrator Settings

Open via the **gear** link on the Exam Periods header. Click **Save** at the bottom to persist changes to your account.

School logo upload

- Formats: PNG, JPEG, WebP, or SVG — maximum **800 KB**.
- **Choose image / Remove image**.
- The logo appears on the invigilator exam screen header when uploaded.

Invigilator clock

Toggle **24-hour** or **12-hour** time. A live preview shows how the clock will look on invigilation pages.

Default new session mode

Choose **General**, **International Baccalaureate**, or **HSC** as the default when creating a new session. You can still change mode per session.

Custom examination formats

Design custom on-screen layouts for invigilation when a session has **1–2 papers** and **no assisted students**.

- Click **+** to add a format (choose a 1-paper or 2-paper layout).
- Open the format editor to place branding, clocks, timers, colours, and datapoints (room, start time, end time, reading time).
- Format names: up to **25** characters.

Institution subjects

- Toggle **International Baccalaureate** or **HSC**.
- Tick every subject your institution offers.
- Selections sync to your account when signed in.

International Baccalaureate examination zone

Set **Zone** and **UTC Offset** to match your school's IB examination schedule. These affect IB auto start times and final exam block generation.

ManageBac integration

- Set **API region** and **API token**.
 - **Save credentials**, **Test connection**, and **Sync IB subjects** to pull live subject data from ManageBac.
 - Exam durations still follow the IB rules catalogue in Invigila.
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8. Limits and rules

Area	Limit
Exam period length	1–35 days
Exam period name	25 characters
Session entry code	5 characters; auto-generated; cannot be edited
Room	60 characters
Papers per session	6
Assisted students per paper	6
Student notices	50 words
General paper name	35 characters
General reading time	0–20 minutes
General exam length	5–210 minutes (5-minute steps)
General student rest breaks	0–10
General student extra time	0–120 minutes
IB/HSC student rest breaks	0–5
IB/HSC student extra time	0%, 10%, 25%
School logo file size	800 KB
Custom format name	25 characters
Custom format eligibility	1–2 papers, zero assisted students

9. Quick reference

Task	Steps
Plan a new exam season	Exam Periods → New Exam Period → Exam Days → New Session
Give invigilator access	Share the 5-character code from Session submitted or Edit Session
Configure subjects	Administrator Settings → Institution Subjects
Set IB zone/time	Administrator Settings → International Baccalaureate Examination Zone
Bulk-create IB/HSC finals	Settings (subjects) → Exam Periods → Generate Final Exam Block
Mark completion	Invigilators mark complete via Finish Exam on the live exam screen

*Invigila — Invigilation Assistant. For technical support, use **Contact Us** on the front page.*