

Invigila — Invigilator User Manual

- [Invigila — Invigilator User Manual](#)
 - [Table of contents](#)
 - [1. Getting started](#)
 - [2. Enter a session code](#)
 - [3. Session Review](#)
 - [4. Live exam interface](#)
 - [5. Assisted students](#)
 - [6. End of the exam](#)
 - [7. Custom examination formats](#)
 - [8. Limits and tips](#)
 - [9. Quick reference](#)

Invigila — Invigilator User Manual

Invigilation Assistant · BETA

This guide explains how invigilators use Invigila to open a session, review details before the exam, and run the live exam display in the examination room.

You do not need an administrator account to use the invigilator flow. You only need the **five-character session code** provided by your school.

Table of contents

- [1. Getting started](#)
- [2. Enter a session code](#)
- [3. Session Review](#)
- [4. Live exam interface](#)
- [5. Assisted students](#)
- [6. End of the exam](#)
- [7. Custom examination formats](#)

- 8. [Limits and tips](#)
 - 9. [Quick reference](#)
-

1. Getting started

Open Invigila

1. Go to the **Invigila** front page.
2. Make sure **Invigilator** is selected on the role toggle (not Administrator).
3. You will see **Input Session Code** with five entry boxes.

Administrators sign in on the other tab; invigilators only enter a code.

What you need

- The **session code** (five letters or numbers) from your examination coordinator.
 - Optional: know whether the session uses **Manual Start** or **Scheduled Start** (you set this on Session Review).
-

2. Enter a session code

1. Type or paste the code into the five boxes (one character per box).
 - Letters and digits only; entries are converted to uppercase automatically.
 - You can paste a full five-character code.
2. Click **Submit** (or move focus to Submit after entering the fifth character).

If the code is valid: The page confirms and takes you to **Session Review**.

If the code is invalid: The code row shakes and you see: *Invalid code. Please check and try again.*

If something else goes wrong: *Something went wrong. Please try again.*

Alternate code entry

An older **Code Input** page offers the same five-character flow and also leads to Session Review.

3. Session Review

Session Review is your checklist before opening the live exam screen. Confirm details here before students enter the room.

Session details (read-only)

- **Code** — the session entry code.
- **Room** — where the exam takes place.

Invigilator start timing

Field	Purpose
Current Time	Live clock on this screen.
Scheduled Start Time	When the exam is scheduled to begin (you can adjust if needed).
Manual Start / Scheduled Start	How the exam will begin on the next screen.

Manual Start (default)

- Hover hint: *Exam will begin when the 'Start Exam' button is pressed.*
- You start the exam when the room is ready.

Scheduled Start

- Hover hint: *Exam will automatically begin at scheduled time.*
- The exam interface can count down to the scheduled time and begin automatically.

Important: If you choose **Scheduled Start** but the scheduled time has already passed, **Continue** is blocked. You will see an alert asking you to edit the start time or switch to **Manual Start**.

Papers and assisted students

Each paper appears as a card showing:

- Paper title and details (subject, level, duration information as configured by admin).
- **Assisted Students** — a list of students with accommodations, or *No assisted students for this paper.*

For each assisted student you may see:

- Name
- Rest breaks and extra time summary

- **Notice:** invigilation notes from the administrator (if any)

Student notices appear on Session Review only. They are not shown on the live exam board during the exam.

Continue

Click **Continue** to open the **live exam interface**.

- Hover hint: *Pressing Continue will not automatically start the exam.*
- The exam does **not** start until you press **Start Exam** on the next screen (unless you use Scheduled Start with automatic begin).

If an administrator is signed in on the same browser, start-time settings may be saved when you continue.

Administrator-only actions on this screen

If someone is signed in as an administrator, they can edit or delete papers and add papers from Session Review. Invigilators without admin sign-in can only review and continue.

4. Live exam interface

The **Exam Interface** (invigilator page) is the display you use during the examination.

Header controls

Control	Purpose
Invigila branding	Product name; your school logo may appear if uploaded by admin.
Clock	Current time with deciseconds and timezone; 12-hour or 24-hour format is set by your school.
Sound	Timer alarms (off by default). Turning sound on may ask you to confirm, especially when multiple papers are running.
Start Exam	Begins the reading period and then exam timers (see below).
Full-screen	Expand the display to full screen.
Date	Weekday and full calendar date.
Back	Return to Session Review (confirmation if exam or reading has started).

Start Exam button states

Label	Meaning
Start Exam	Ready to begin.
<i>(countdown)</i>	Waiting for scheduled start time.
Pause Exam	First click to arm a pause.
Confirm Pause	Confirm within about 10 seconds.
Resume Exam	Timers are paused.
Exam Finished	All timers complete; button disabled.

Reading period

After **Start Exam**:

1. A **Reading Time** countdown appears on paper tiles.
2. For most IB/HSC sessions, reading time is **5 minutes** unless configured otherwise.

3. For **General** sessions, reading time comes from each paper's settings; the session uses the **longest** reading time across papers.
4. When reading ends, **Time Remaining** countdowns begin for each paper.

Paper tiles

Each paper shows:

- **Grip handle** — drag to rearrange tiles on the board.
 - **Colour** — change the paper header colour (black, green, blue, purple, pink, red, orange, yellow).
 - Title and metadata (e.g. level, calculator icon where applicable).
 - **Time Remaining:** hours, minutes, seconds (with deciseconds).
 - Warnings at **30 minutes remaining** and **5 minutes remaining**.
-

5. Assisted students

When a paper has assisted students, extra rows appear under that paper.

Element	Purpose
Student name	May be shortened if first names are similar (e.g. first name only, or <i>First L</i>).
Student timer	Separate countdown with the same 30- and 5-minute warnings.
Break	Start a rest break for that student.
Breaks remaining	Circular counter showing breaks left.

Rest breaks

- **Break** is disabled until the exam has started.
- Before start: *Rest breaks cannot be started until the exam has commenced.*
- During a break, the button shows a countdown; you may be able to extend a break (e.g. add five minutes).

Accommodations are set by administrators when they create the session. Invigilators run the timers and breaks on this screen.

6. End of the exam

When all paper and student timers finish:

1. The screen dims slightly.
2. **Start Exam** becomes **Exam Finished** (disabled).
3. A **Finish Exam** (or **Continue**) control appears on the overlay.

Click **Finish Exam** to mark the session **Completed** and return to the **front page**.

Leaving during the exam

If you press **Back** while the exam is running:

- **Exam in progress:** *The exam is currently in progress. Are you sure you want to leave the invigilator page? Timers and student data on this page will be lost.*
- **Reading started:** *The reading period has already started. Are you sure you want to leave the invigilator page? The countdown will be lost.*

Choose **Stay** or **Leave**. Leaving resets timers on that page; use only if necessary.

7. Custom examination formats

Your school may use a **custom examination format** for simple sessions:

- **1 or 2 papers only**
- **No assisted students**

In that case:

- The page may briefly show *Loading custom examination format*.
- The layout follows your school's design (positions, colours, timers) instead of the default tile grid.
- **Start Exam**, sound, full-screen, and back still work the same way.

Formats are created by administrators in **Administrator Settings** → **Custom Examination Formats**.

8. Limits and tips

Topic	Detail
Session code	Exactly 5 alphanumeric characters
Invalid code	No access to session details
Sound / alarms	Off by default; enable if you want audio warnings
Rest breaks	Cannot start before the exam has commenced
Scheduled start	Cannot continue from Session Review if scheduled time has already passed
Leaving mid-exam	Timers on the page are lost if you leave without finishing
Student notices	Visible on Session Review, not on the live board
Clock format	12-hour vs 24-hour is set by your school's administrator
Full-screen	Recommended for classroom displays

Practical tips

1. **Open Session Review early** — check room, code, papers, and assisted students before candidates arrive.
 2. **Choose Manual Start** unless your school requires a fixed automatic start time.
 3. **Enable sound** only if it will not disturb other exams nearby.
 4. **Use full-screen** for visibility at the front of the hall.
 5. **Do not leave** the exam page during an active session unless you intend to reset the on-screen timers.
-

9. Quick reference

Step	Action
1	Front page → Invigilator → enter 5-character code → Submit
2	Session Review — check room, papers, students, start mode → Continue
3	Exam Interface — Start Exam when ready
4	Monitor Time Remaining and assisted student timers
5	When finished → Finish Exam → return to front page

Problem	What to do
Invalid code	Check code with coordinator; codes are case-insensitive but must be exactly five characters
Scheduled time passed	Edit scheduled time or switch to Manual Start on Session Review
Need to leave room	Prefer Stay ; leaving loses timer state
No school logo	Administrator uploads logo in Settings (optional)

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