

# STUDENT EXAM GUIDES



## STUDENT EXAM GUIDE 03: PROCTORING TOOLS: INVIGILATOR APP

Version 12/10/2023



The **Invigilator App** is a mobile application used to proctor MCQ and Take-Home examinations.

The app works by:

- Confirming your identity by taking selfies and pictures of your surroundings.
- Recoding audio during the examination time.
- Scanning your final exam paper (only for Take-Home exam papers)
- Uploading the photos, audio files and scans

NOTE: YOU WILL NEED TO CONFIRM IF YOUR MODULES WILL BE USING THE INVIGILATOR APP BEFORE DOWNLOADING AND REGISTERING ON THE APP.

In order to ensure that all students will be seamlessly making use of the Invigilator app for their upcoming exams, we would like to stress the importance of the following steps before the examination date:

- Check if your module will use the Invigilator app.
- Download and register on the Invigilator app.
- Watch the training videos.
- Complete the demo examination.

---

#### **CHECK IF YOUR MODULE WILL REQUIRE THE INVIGILATOR APP**

Students can establish whether or not their module is invigilated by the Invigilator app, by clicking on the following link:

**[Check if your module uses the Invigilator app](#)**

If none of a student's modules are invigilated, then s/he will not be able to register on the Invigilator App.

---

## DOWNLOAD AND REGISTER THE INVIGILATOR APP



It is important that students download and register on the Invigilator app at least three days in advance of their first examination. The Invigilator app is available on the Google Play Store, the Apple App Store, and Huawei App Gallery. This provides an opportunity to resolve any challenges associated with registration prior to the examinations.

---

## TRAINING RECOURSES AND DEMO EXAM

Watch the training videos <https://vimeo.com/607264524> and perform the mock examination on page 8 of [The Invigilator app Student User Guide](#) at Invigilator app student guidelines. It is crucial to register in advance and perform the demo test in order to ensure your cellphone is correctly set-up and you know what to expect. We reiterate, please do so three days before your scheduled invigilated examination.

---

## ON THE DAY OF THE EXAMINATION

Students utilising one device (cell phone):

1. Start by opening the Invigilator app.
2. Obtain the QR code in advance. Module lecturers will make available the QR codes on the module sites one day before the examination and/or examination question paper.
3. The QR code is available for activation 15 minutes before and 30 minutes after the official starting time of the examination.
4. Having scanned the QR code, click on "access LMS" on the top right of the app.
5. Access the myExams web page at <https://myexams.unisa.ac.za/portal/>, click on the applicable module, then log in and access the question paper.
6. Start your assessment. Complete the requests, as and when prompted by the Invigilator app.
7. Having completed the invigilation, scan and upload the answer script on the official Unisa myExams at <https://myexams.unisa.ac.za/portal/>.

8. **Important to note:** Students are requested to submit their answer scripts as prompted by the Invigilator App **AND** on myExams platform. Answer scripts solely from the Invigilator App are not accepted as formal submissions.
9. The invigilation completes as the assessment duration ends.
10. Students have **8 minutes** to scan their script in the **Invigilator app** and start the upload process after their scheduled session end time.
11. Students have **30 minutes** after their scheduled session end time of their examination to submit their answer scripts on **myExams**.

Students utilising two devices (laptop and cell phone):

1. Access the question paper on the myExams home page platform at <https://myexams.unisa.ac.za/portal/>, click on the module, log in and access the question paper by clicking on your module code.
2. Obtain the QR code in advance. Module lecturers will make available the QR codes on the module sites one day before the examination and on examination question papers. Scan the QR code on your cellphone.
3. The QR code will be available for activation 15 minutes before and 30 minutes after the official starting time of the examination.
4. Start your assessment. Complete the requests, as and when prompted by the Invigilator app.
5. Having completed the invigilation, scan and upload the answer script on myExams at <https://myexams.unisa.ac.za/portal/>.
6. **Important to note:** Students are requested to submit their answer scripts as prompted by the Invigilator App **AND** on myExams platform. Answer scripts from the Invigilator App are not accepted as formal submissions.
7. Students have **8 minutes** to scan their script in the **Invigilator app** and start the upload process after their scheduled session end time.
8. Students have **30 minutes** after their scheduled session end time of their examination to submit their answer scripts on **myExams**.

---

#### GETTING HELP

The Invigilator app is a third party app and not developed by Unisa. For this reason you will need to request assistance from the app support team.

Please visit the following link to request support:

[\*\*Invigilator Support Page\*\*](#)