Self-invigilation Guidance Document

For Accredited Training Providers

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Introduction

When booking a self-invigilated APM exam you are required to do so using an APM approved invigilator. The purpose of this guidance document is to supply you with the steps required to:

- Seek approval for a prospective invigilator

- Book a self-invigilated exam on Surpass

- Access your register of approved invigilators through Surpass

Seek approval for a prospective invigilator

APM have created a training module to introduce a prospective invigilator to good exam management and provide guidance on what to do if they suspect malpractice is occurring.

The APM invigilator training module complements your internal training but does not replace the need for the Accredited Training Provider to comply with the Terms and Conditions and strictly follow exam rules and regulations, including secure management of keycodes and ensuring exam integrity.

Once you have determined you have a need to bring a new invigilator on board, submit their first and last name along with their email address to qualifications@apm.org.uk

They will then receive a PDF presenting 3 distinct sections of learning and access to the various invigilation documentation to study.

They will be prompted upon completion of all the sections to email qualifications@apm.org.uk to state a date and time that they wish to sit their online test. Successfully passing this test enables the individual to be an approved APM invigilator for 12 months.

This test will be carried out through the Surpass system. This serves two purposes. Firstly, the invigilator will be introduced to the Surpass system very much in the same way as the candidate. Secondly, successfully completing the test through Surpass will provide you with a register of all your approved invigilators and their renewal dates to ensure they remain current.

The test takes the form of multiple-choice questions, and the individual will be notified straight away of their result. Should they be unsuccessful, they can ask to retake the test after two working days have elapsed.

Book a self-invigilated exam on Surpass

When booking an exam using an approved invigilator, an online Invigilation Report will need to be completed by each invigilator for the cohort of candidates they are invigilating. This report allows the invigilator to confirm and upload their ID, the candidate attendance list and note any issues during the exam. If the format is virtual, the video recording of the exam can also be uploaded.

Firstly, book the candidates onto the online exam delivery method that they are going to sit. You will then need to book an Online Invigilator Report for the same date and time for the invigilator.

The subject you need to select is Online Invigilator Report (tagged as Online invigilation). There are two different tests dependant on whether the cohort is sitting virtually or in a physical classroom.

You will need to ensure that you are selecting the correct option for the required delivery method.

- Secure Client Exams (Secure Exam)

- Web Browser Exams (Google Chrome HTML)

You will need to ensure that you are selecting the correct exam assessment type.

- Online Classroom (In person invigilation)

- Virtual Classroom (Invigilation via video conferencing software)

Please ensure you book this for the same date and time that the candidates are taking their examination.

When you click through to the candidates screen you will see all your approved invigilators. Select the individual who will be invigilating a specific cohort. If you have a large group of candidates and you are using two invigilators you will need to set up a separate Invigilation report for each invigilator.

You will still need to provide the invigilator with the candidates keycodes, by downloading the 'Invigilation Pack'. The invigilator will be required to upload the completed sign in sheet to the online invigilation report.
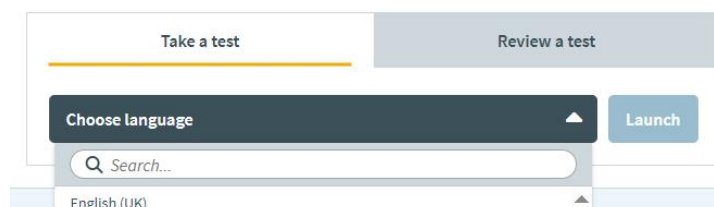
In addition to this you will need to provide the keycode for the Online Invigilation Report to the invigilator, held within the Invigilation Pack.

Once the candidate exam has been concluded, on the same day as the exam, the invigilator is required to complete and upload their report through the Surpass system.

They will do this using HTML delivery and entering the keycode that you have provided to them. https://apm.surpass.com/LaunchTest For detailed instructions on the steps involved for the invigilator please refer to the Invigilators Checklist.

If you have any questions around selecting the correct exam type, please contact the Qualifications team: qualifications@apm.org.uk

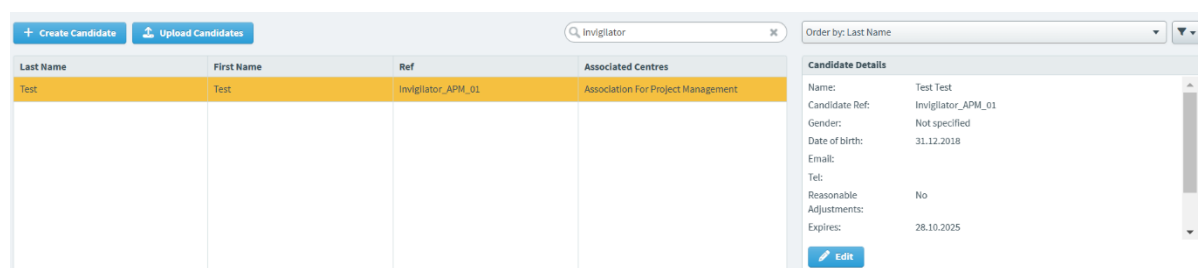# Access your register of approved invigilators

Invigilators that have been approved by APM will remain valid for a 12-month period from the date of passing their test. This will be shown on your Surpass register.

On or before their anniversary date, should you wish for them to remain an approved invigilator they will need to work through the module content and sit another test. This allows us to further support the invigilators in maintaining currency of knowledge.

You will need to actively monitor your list, APM will not be issuing reminders.

You will be able to view your approved invigilators through your Surpass access. A list of your approved invigilators can be seen in the 'Candidates' screen of Surpass. They will have a reference of 'Invigilator' which you can search on. Their record will also show the expiry date of their invigilation access, to remind you when they are required to re-sit the test.

Useful documentation

- Essential information for invigilators
- Service level requirements for examinations
- Invigilation Reasonable Adjustment Guidance
- Invigilator checklist

All can be located on 'your accreditation' page and your APM AP MS Teams.

Additionally, as an accredited training provider you are required to adhere to the Terms and Conditions at all times.