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Introduction

The Invigilator Rostering Module is a companion service for Exam Scheduler to manage communications with invigilators.

Availability

Collection from invigilators of when they are available to work is required prior to allocating them to exam sessions and providing them with a roster. EMS provides discrete or bulk selection of invigilators to send an email requesting their availability for an exam period.

Invigilators are then guided to an input page where they select dates and times they are available. This information is transferred into Exam Scheduler and the invigilate is provided with a record of their agreed availability.

The Exam Manager can monitor the status of the correspondence on a dashboard and trigger further communication or reminders if required.





Exam Solutions

Invigilator Rostering Module

Invigilator Roster

Once assigned to a session the Invigilator Rostering Module enables the discrete or bulk selection of invigilators to trigger an email notifying them of their roster. This can be a standard notification or enable the invigilator to accept or reject each session they are assigned to.

Dashboards provide visibility of the notification and acceptance process.

Change Management

In the examination environment change is always necessary. When an invigilator's roster is altered, the Invigilator Rostering module will highlight this on the dashboard enabling the Exam Manager to trigger another email notifying them of the change.

Email Content

The content of all emails is configurable in the Administration module of the Exam Management Solution. The wording can be changed and links can be included to other information sites, such as an invigilator's handbook.

Personal information

The institution can configure whether or not an invigilator is able to view or edit their personal information. If edit is allowed, the institution can choose which fields it will allow to be updated by the invigilator.

Security

The institution can choose whether invigilators should pass through authentication to access the Invigilator Rostering Module or be provided with a temporary token that will provide access. This enable the support of invigilators who have institutional user identification and those who do not,.

Reminders

The Invigilator Rostering System automates a reminder email to an invigilator at a specified time prior to the session they are rostered to attend.