

Exam Solutions

Paper Management Module

- Exam Scheduler
- Exam Management System
- Invigilator Rostering
- Invigilator Recruitment
- Paper Management Module
- Needs Extra Provision
- Session Management
- Publish

Introduction

The Invigilator Paper Management Module is a companion service for Exam Scheduler to manage secure electronic collection, printing and assembly of papers for exam sessions. Inventory is managed for the exam period including supplementary material.

Secure paper collection

Examination papers and supplementary material can be uploaded catering for:

- Security, encryption in transit and at rest.
- Multiple papers for each subject offering.
- Multiple file types.
- Supplementary material to be printed and attached with paper.
- Extra copies for each exam session.
- Reprints or extra printing requirements due to changes in student numbers.
- Full audit trail functionality.
- Access for each paper limited to only those personnel with need for access specified individually for each paper.





Exam Solutions

Invigilator Rostering Module

Security

- Isolated client-specific application instances
- HTTPS communication between the users' web browser and the application web site.
- Encryption of uploaded files at rest.
- Authentication performed by separate authentication server (integrated with institution).
- Claim-based authorisation that provides a user access to functionality and data.

Quality Assurance

A customisable workflow can be set to monitor a paper's progress through a quality assurance process. Dates for each stage are set triggering automated email reminders and showing progress on a dashboard for Exam Managers.

Inventory Management

Inventory tracking for papers associated with each exam period. Inventory tracking for supplementary material is also provided.

Assembly and Disassembly

Assembly instructions are provided for each exam session identify the papers for each exam being held along with any supplementary material required. Change management is catered for with instructions for disassembly if exams are moved from one session to another after the assembly process has taken place.

Dashboards

Dashboards are provided to enable Exam Manager to monitor progress at every stage of the process. This can be used to selectively or in bulk trigger email notifications and reminders.

Email notifications

Email notifications can be triggered individually and in bulk to communicate or notify those responsible for the paper. Note that these will only be sent for the paper to the nominated staff responsible for that paper.