



How to Complete an Online Invigilation Form

Online Functional Skills



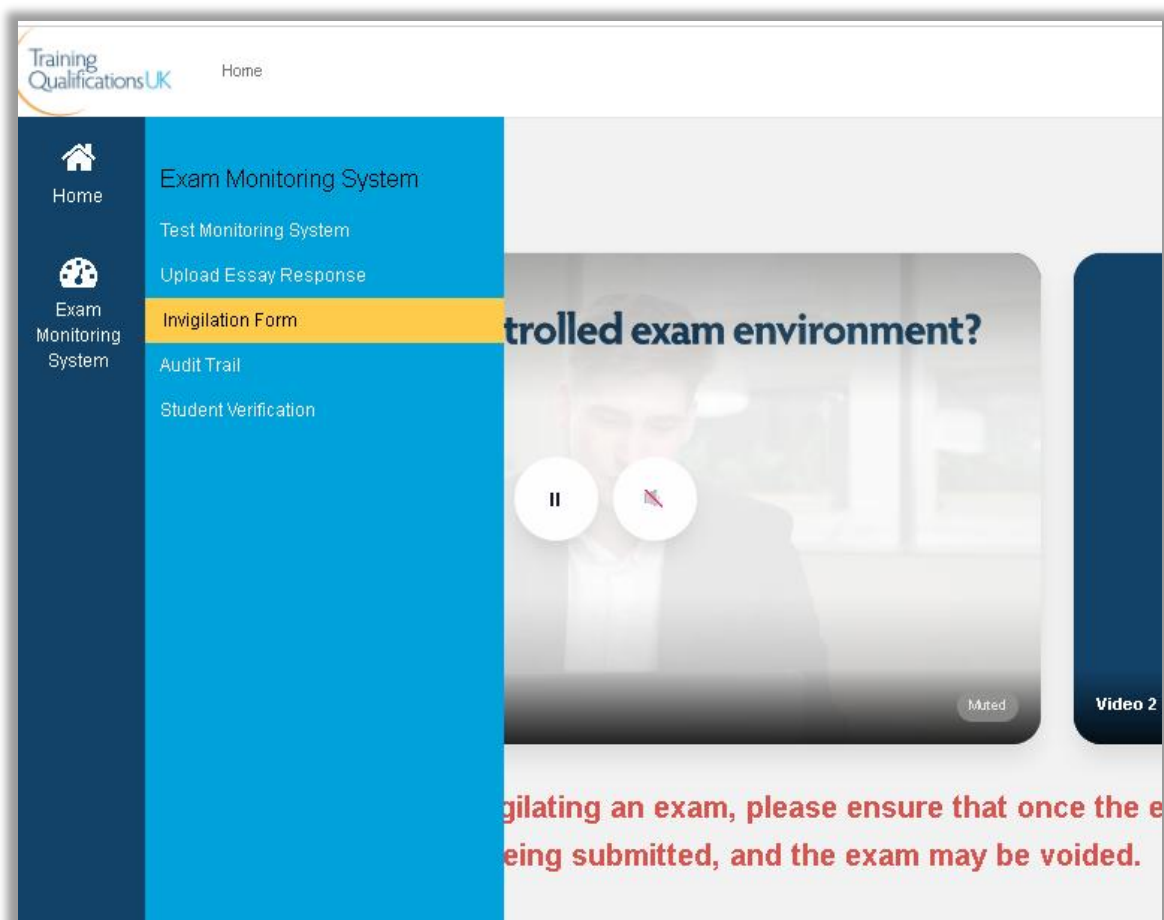
Overview

This guide has been designed to support invigilators in navigating the SARAS system to complete online invigilation forms accurately and efficiently. It provides a step-by-step, click-by-click walkthrough to ensure that all required actions are completed correctly when submitting invigilation details.

Navigation and form access

Click the **Invigilation Form**.

<https://tna.tguk.org/TNA/TeacherManagement/Home/Index#/Categories>



Batch search and selection

Select **Your Centre**.

The screenshot shows the first two steps of a process: '1 Customer & Test Centre' and '2 Learner Search'. In the first step, 'CUSTOMER *' is set to 'UKESTC012_Org' and 'TEST CENTRE' is set to 'UKESTC012'. The second step contains fields for 'EXAM BOOKING DATE', 'END DATE', 'FIRST NAME', 'LAST NAME', 'LEARNER EMAIL', and a 'BATCH *' dropdown menu. There are 'CLEAR DATES', 'LOAD BATCH', and 'CONTINUE TO CANDIDATES' buttons.

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1 Customer & Test Centre Select the customer and test center

CUSTOMER * UKESTC012_Org

TEST CENTRE UKESTC012

2 Learner Search Enter learner details to load their batch

EXAM BOOKING DATE END DATE CLEAR DATES

FIRST NAME LAST NAME LEARNER EMAIL LOAD BATCH

BATCH * <-- Select -->

CONTINUE TO CANDIDATES →

Enter the **Exam Booking Date** and **End Date**, if known. Don't forget to select **Load Batch** to update the batch list.

This screenshot is similar to the previous one but shows the 'BATCH *' dropdown menu open, displaying a list of batch codes: ESQARBTH118, ESQARBTH119, ESQARBTH120, ESQARBTH121, ESQARBTH122, Supuat16, and Supuat17. The 'EXAM BOOKING DATE' is now '18/Aug/2026' and the 'END DATE' is '25/Aug/2026'. The 'CUSTOMER *' is 'ES-TQUK' and the 'TEST CENTRE' is 'TQUKTCQAR0018'.

1 Customer & Test Centre Select the customer and test center

CUSTOMER * ES-TQUK

TEST CENTRE TQUKTCQAR0018

2 Learner Search Enter learner details to load their batch

EXAM BOOKING DATE 18/Aug/2026 END DATE 25/Aug/2026 CLEAR DATES

FIRST NAME LAST NAME LEARNER EMAIL LOAD BATCH

BATCH * <-- Select -->

- <-- Select -->
- ESQARBTH118
- ESQARBTH119
- ESQARBTH120
- ESQARBTH121
- ESQARBTH122
- Supuat16
- Supuat17

CONTINUE TO CANDIDATES →

Select the **Batch** dropdown to see a list of all batches.

The screenshot shows a web interface with a 'Batch' dropdown menu on the left and a 'Learner Search' form on the right. The dropdown menu is open, displaying a list of batch IDs from UKESQABatch5162 to UKESQABatch5184. The batch 'UKESQABatch5177' is highlighted. The form on the right has a 'TEST CENTRE' dropdown set to 'UKESTC012'. Below this, there are fields for 'EXAM BOOKING DATE' and 'END DATE' with a 'CLEAR DATES' button. Further down, there are fields for 'FIRST NAME', 'LAST NAME', and 'LEARNER EMAIL' (containing 'ESQARU0790@gmail.com'). A 'LOAD BATCH' button is next to the email field. At the bottom right, there is a 'CONTINUE TO CANDIDATES' button.

Select the correct batch, then **Continue to candidates**.

Learner search

You may also enter the learner's **First Name**, **Last Name**, or **Email Address** to fill the invigilator form for a single learner.

Once you have entered any of these criteria, select **Load Batch** to display any batches containing the learner. You must select the batch to continue.

The screenshot shows the 'Learner Search' form with the following details: The 'CUSTOMER' dropdown is set to 'ES-TQUK' and the 'TEST CENTRE' dropdown is set to 'TQUKTCQAR0018'. Under the 'Learner Search' section, the 'EXAM BOOKING DATE' and 'END DATE' fields are empty, with a 'CLEAR DATES' button. The 'FIRST NAME' and 'LAST NAME' fields are empty. The 'LEARNER EMAIL' field contains 'ESQARU0790@gmail.com'. The 'BATCH' dropdown is open, showing a list of batch IDs, with 'ESQARBTH121' selected. A 'LOAD BATCH' button is next to the email field. At the bottom right, there is a 'CONTINUE TO CANDIDATES' button.

Invigilation protocol validation

Review the learners in the selected batch to ensure they match your records.

Leave comments as needed for the TQUK Exams & Invigilation Team.

Candidate List

☐	APPRENTICE NAME	ASSESSMENT NAME	FIRSTNAME	LASTNAME	EXAM START DATE	EXAM END DATE	ATTENDANCE	COMMENTS
☐	UKESQAUser53926@gmail.com	Grade Version Custom-Set2	will1	jack1	-	-	Submit	Issue accessing section 2
☐	UKESQAUser53927@gmail.com	Grade Version Custom-Set2	will1	jack1	-	-	Submit	
☐	UKESQAUser53928@gmail.com	Grade Version Custom-Set3	will1	jack1	-	-	Submit	
☐	UKESQAUser53929@gmail.com	Grade Version Custom-Set1	will1	jack1	-	-	Submit	
☐	UKESQAUser53930@gmail.com	Grade Version Custom-Set3	will1	jack1	-	-	Submit	

← BACK

CONTINUE TO EXAM REPORT →

Select **Continue to Exam Report**.

Enter your name.

Select your responses for the questions/declarations. Leave any comments as needed for the TQUK Exams & Invigilation Team.

Session Declaration

Applies to the entire exam session

Enter Your Name:

The exam was conducted in accordance with the Training Qualifications UK (TQUK) exam arrangements, as outlined in the Invigilator Guidance document, is this correct?

☒

Appropriate learner identification was presented and successfully validated, is this correct?

☒

No Learner arrived more than 15 minutes late to the exam, is this correct?

☒

I confirm that, as the Invigilator, I have no conflict of interest with the learner(s), is this correct?

☒

No unusual events occurred before, during, or after the exam, is this correct?

☒

I declare that all work submitted in this exam is the learner's own work and that AI has not been used to produce any of the answers.

☒

Should any of the points not be confirmed, please provide further information here

Comments box 1

If the learner has used a scribe, word processor or speech recognition technology, select **Yes** for the relevant learner under **Candidate-Specific: Access Arrangements** at the bottom of the page. This will apply only to that learner so must be completed at a learner level for each.

The screenshot shows a form titled "Candidate-Specific: Access Arrangements" with a toggle "Toggle YES to reveal further questions per candidate". It lists five learners, all named "will1 jack1" with different email addresses. Each learner has a question: "Have any pre-approved reasonable adjustments been applied? If yes, please confirm below". The toggle for each is set to "NO". At the bottom are "BACK" and "SAVE" buttons.

Candidate Name	Email Address	Have any pre-approved reasonable adjustments been applied? If yes, please confirm below
will1 jack1	UKESQAUser53926@gmail.com	NO
will1 jack1	UKESQAUser53927@gmail.com	NO
will1 jack1	UKESQAUser53928@gmail.com	NO
will1 jack1	UKESQAUser53929@gmail.com	NO
will1 jack1	UKESQAUser53930@gmail.com	NO

This will generate additional statements for you to confirm which of the Reasonable Adjustments the learner used. Select **Yes** for the relevant statement(s).

The screenshot shows the same form, but the toggle for the first learner is now set to "YES". Below the main question, there is a section titled "FURTHER DETAILS - SELECT ALL THAT APPLY". It contains three questions: "Was a scribe used?", "Was a word processor used?", and "Was speech recognition technology used?". Each has a "NO" toggle.

Candidate Name	Email Address	Have any pre-approved reasonable adjustments been applied? If yes, please confirm below
will1 jack1	UKESQAUser53926@gmail.com	YES

FURTHER DETAILS - SELECT ALL THAT APPLY

Question	Answer
Was a scribe used?	NO
Was a word processor used?	NO
Was speech recognition technology used?	NO

This will expand further statements for you to specify how the learner used the Reasonable Adjustment. Select **Yes** for the relevant statement.

will1 jack1

UKESQ4User53926@gmail.com

Have any pre-approved reasonable adjustments been applied? If yes, please confirm below ☒

FURTHER DETAILS - SELECT ALL THAT APPLY

Was a scribe used?☒

Dictated spelling (letter by letter)☐ NO

Dictated punctuation☐ NO

Was a word processor used?☒

Spell check enabled☐ NO

Grammar check enabled☐ NO

Was speech recognition technology used?☒

Dictated spelling (letter by letter)☐ NO

Dictated punctuation☐ NO

Scroll to the bottom of the form and select **Save**. Completed forms will display **updated batch details successfully**.

☒ Updated batch details successfully

1

SESSION SETUP >

2

CANDIDATES >

3

EXAM REPORT

Once this appears, the form is complete.