



How To Complete an Online Invigilation Form

TQUK Print
Paper-Based Functional Skills



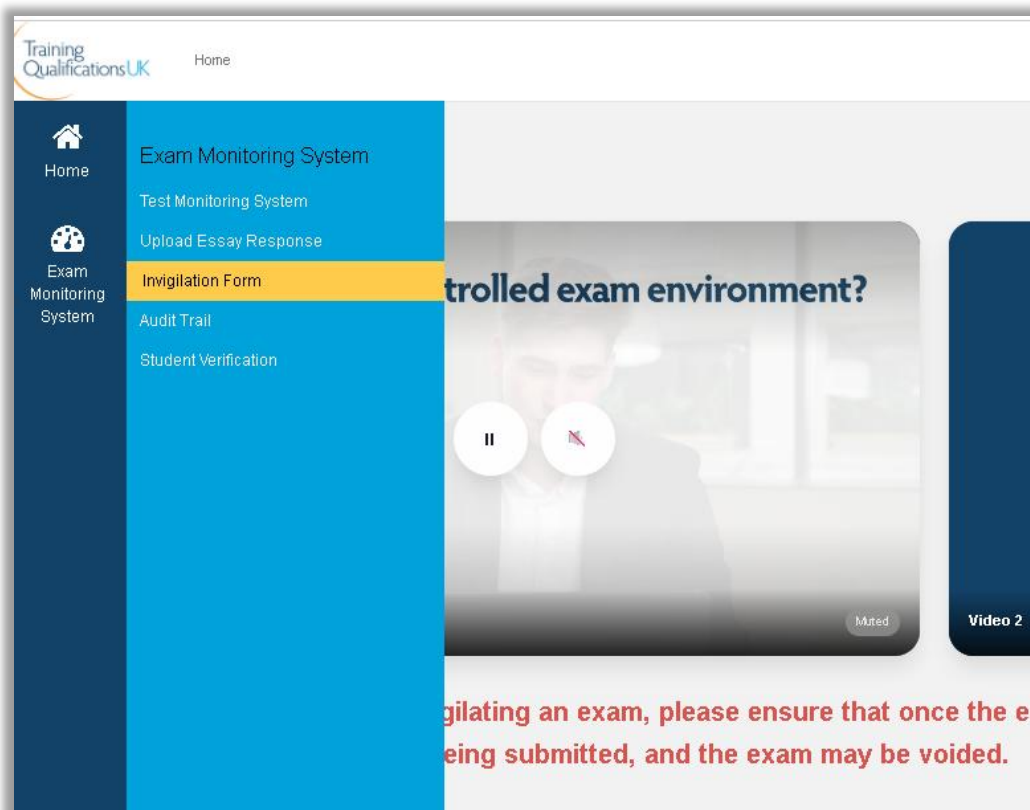
Overview

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.tquk.org/TNA/TeacherManagement/Home/Index#/Categories>



Batch search and selection

Select **Your Centre**.

The screenshot shows the 'Customer & Test Centre' section with two dropdown menus: 'CUSTOMER *' set to 'UKESTC012_Org' and 'TEST CENTRE' set to 'UKESTC012'. Below this is the 'Learner Search' section with fields for 'EXAM BOOKING DATE', 'END DATE', 'FIRST NAME', 'LAST NAME', and 'LEARNER EMAIL'. There is a 'CLEAR DATES' button and a 'LOAD BATCH' button. A 'BATCH *' dropdown menu is set to '<-- Select -->'. At the bottom right is a 'CONTINUE TO CANDIDATES -->' button.

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

The screenshot shows the 'Customer & Test Centre' section with 'CUSTOMER *' set to 'ES-TQUK' and 'TEST CENTRE' set to 'TQUKTCQAR0018'. Below this is the 'Learner Search' section with 'EXAM BOOKING DATE' set to '18/Aug/2026' and 'END DATE' set to '25/Aug/2026'. There is a 'CLEAR DATES' button and a 'LOAD BATCH' button. The 'BATCH *' dropdown menu is open, showing a list of batch codes: 'ESQARBTH118', 'ESQARBTH119', 'ESQARBTH120', 'ESQARBTH121', 'ESQARBTH122', 'Supuat16', and 'Supuat17'. At the bottom right is a 'CONTINUE TO CANDIDATES -->' button.

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

The screenshot shows a web interface with a dropdown menu on the left listing various batch IDs, including UKESQABatch5162 through UKESQABatch5184. The 'UKESQABatch5177' option is highlighted. To the right is a form titled 'Select the customer and test center' with a 'TEST CENTRE' dropdown set to 'UKESTC012'. Below this is a section titled 'Enter learner details to load their batch' containing fields for 'EXAM BOOKING DATE', 'END DATE', 'FIRST NAME', 'LAST NAME', and 'LEARNER EMAIL'. A 'CLEAR DATES' button is next to the date fields. A 'LOAD BATCH' button is next to the email field. At the bottom right 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: 'CUSTOMER' is 'ES-TQUK' and 'TEST CENTRE' is 'TQUKTCQAR0018'. Under 'Learner Search', 'EXAM BOOKING DATE' and 'END DATE' are empty, with a 'CLEAR DATES' button. 'FIRST NAME' and 'LAST NAME' are empty. 'LEARNER EMAIL' is 'ESQARU0790@gmail.com'. The 'BATCH' dropdown is open, showing 'ESQARBTH121' as the selected option. A 'LOAD BATCH' button is next to the email field. At the bottom right is a 'CONTINUE TO CANDIDATES' button.

Select **Continue to candidates**.

Invigilation protocol validation

Complete the following mandatory fields:

- Set the attendance toggle to **on** if the learner attended, or **off** if they were not present.
- Exam start date and time.
- Exam end date and time.

The screenshot shows the 'Candidate List' interface. At the top, there are three tabs: 'SESSION SETUP', 'CANDIDATES' (active), and 'EXAM REPORT'. Below the tabs is a 'Candidate List' section with a table. The table has columns: APPRENTICE NAME, ASSESSMENT NAME, FIRSTNAME, LASTNAME, EXAM START DATE, EXAM END DATE, ATTENDANCE, and COMMENTS. The first row of data shows an apprentice named 'ESQARTQUKU047@gmail.com' with assessment 'ERPBTEST-Prod-Set1', first name 'willam', and last name 'jack'. The exam start date is '25-08-2026' at '12:00 PM', and the exam end date is '25-08-2026' at '12:00 PM'. The attendance is set to 'YES'. At the bottom, there are three buttons: 'BACK', 'ADD DATE', and 'CONTINUE TO EXAM REPORT'.

Leave individual comments as needed for the TQUK Print & Certification Team.

To bulk fill this information for multiple learners in the same batch, select the checkbox on the left side for each learner, then select **Add Date**.

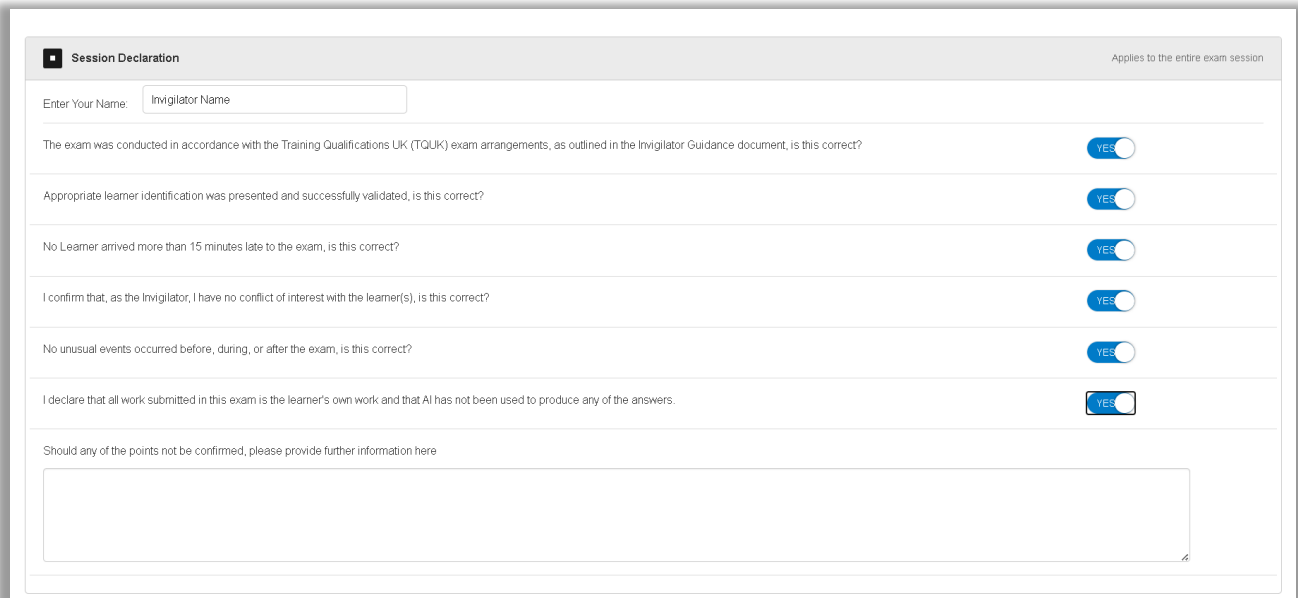
Populate the date and time fields, set attendance, and leave any comments. Select **Save**.

The screenshot shows the 'Add Date and Time' modal form. It has a title bar with a close button. The form contains the following fields: 'Exam start date' with a date picker set to '25-08-2026' and a time picker set to '12:00 PM'; 'Exam end date' with a date picker set to '25-08-2026' and a time picker set to '12:00 PM'; 'Attendance' with a toggle switch set to 'YES'; and a 'Comments' text area. A 'SAVE' button is at the bottom. The background shows the 'Candidate List' table with checkboxes selected for the first two rows.

This will populate all selected learners with the same information.

Select **Continue to Exam Report**.

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

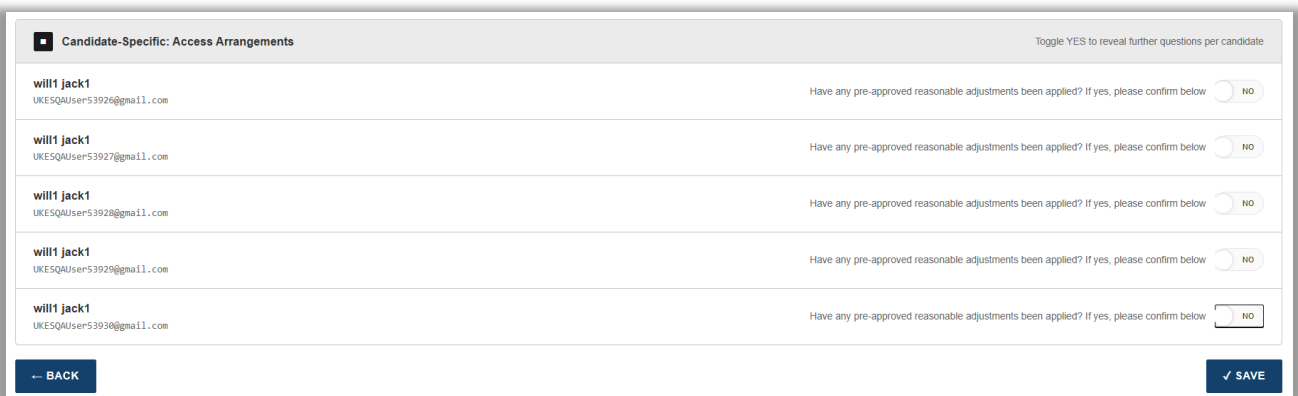


The form is titled "Session Declaration" and includes a sub-header "Applies to the entire exam session". It contains a text input field for "Enter Your Name" with "Invigilator Name" pre-filled. Below this are six questions, each with a "YES" toggle button:

- 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.

At the bottom, there is a text area for "Should any of the points not be confirmed, please provide further information here".

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 form is titled "Candidate-Specific: Access Arrangements" and includes a sub-header "Toggle YES to reveal further questions per candidate". It displays a list of five candidates, each with a "will1 jack1" name and a unique email address. To the right of each candidate is a question: "Have any pre-approved reasonable adjustments been applied? If yes, please confirm below", followed by a "NO" toggle button. At the bottom of the form are two buttons: "← BACK" and "✓ SAVE".

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

Candidate-Specific: Access Arrangements
Toggle YES to reveal further questions per candidate

will1 jack1
UKESQAUser53926@gmail.com

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

FURTHER DETAILS - SELECT ALL THAT APPLY

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
UKESQAUser53926@gmail.com

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

FURTHER DETAILS - SELECT ALL THAT APPLY

Was a scribe used?

☒ YES

Dictated spelling (letter by letter)

☐ NO

Dictated punctuation

☐ NO

Was a word processor used?

☒ YES

Spell check enabled

☐ NO

Grammar check enabled

☐ NO

Was speech recognition technology used?

☒ YES

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.