



Training  
QualificationsUK

# How To Complete an Online Invigilation Form

Online Functional Skills

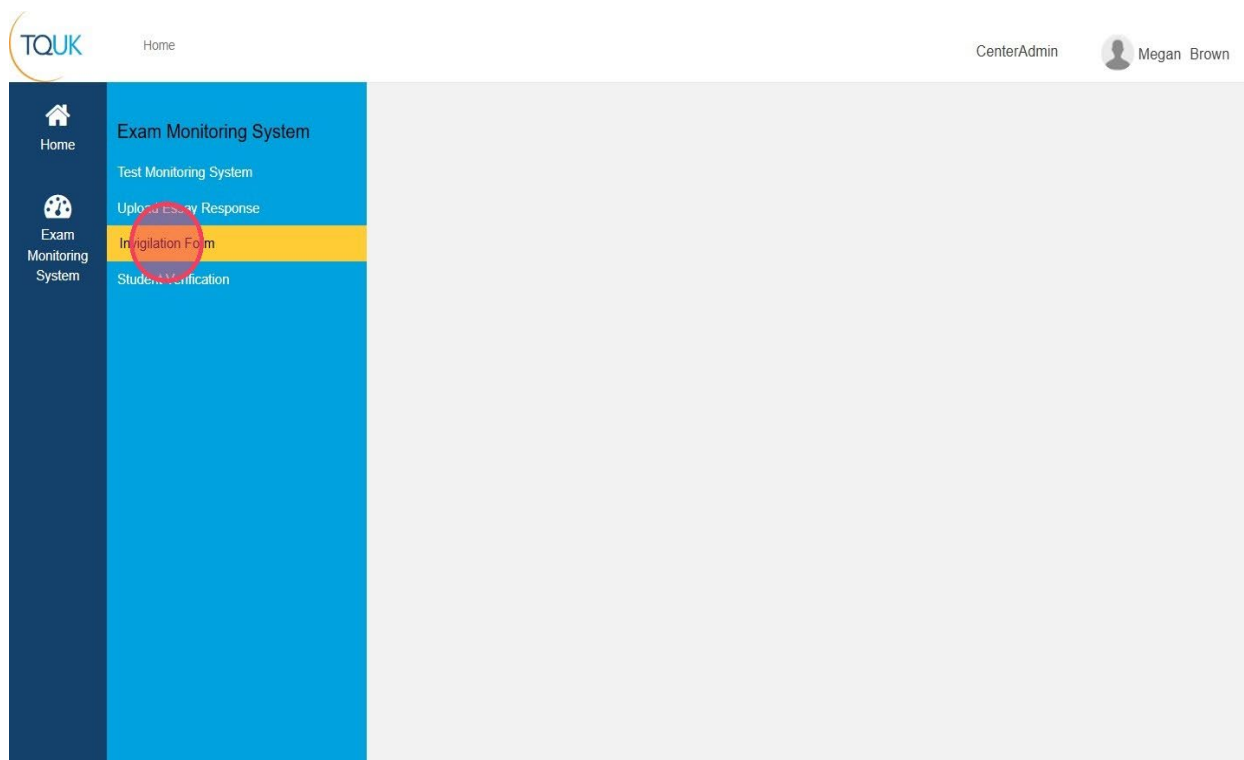
# Overview

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




# Batch search and selection

Select Your Centre.

 Home » Exam Monitoring System » Invigilation Form 

### Invigilation Form

Customer	<input type="text" value="Pilot Centre 2_Org"/>	*
Test center	<input type="text" value="Pilot Centre 2"/>	*
Start Date	<input type="text" value="21/Apr/2026"/>	*
End Date	<input type="text" value="21/May/2026"/>	*
Learner email	<input type="text"/>	<input type="button" value="Load Batch"/>
Batch	<input type="text" value="&lt;-- Select --&gt;"/>	<input type="button" value="View"/>



Select the date on or before the exam was booked as the start date.  
If before, we recommend going back three months.

TQUK Home » Exam Monitoring System » Invigilation Form

### Invigilation Form

Customer	<input type="text" value="Pilot Centre 2_Org"/>	*
Test center	<input type="text" value="Pilot Centre 2"/>	
Start Date	<input type="text" value="21/Apr/2026"/>	*
End Date	<input type="text" value="21/May/2026"/>	*
Learner email	<input type="text"/>	<input type="button" value="Load Batch"/>
Batch	<input type="text" value="&lt;--- Select ---&gt;"/>	<input type="button" value="View"/>

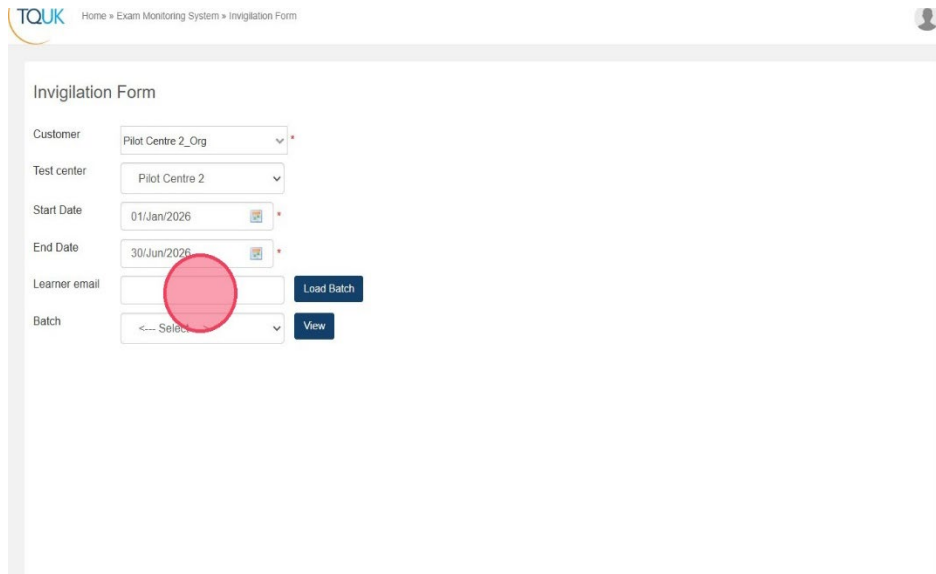
Select a date one month after the exam date as the end date.

TQUK Home » Exam Monitoring System » Invigilation Form

### Invigilation Form

Customer	<input type="text" value="Pilot Centre 2_Org"/>	*
Test center	<input type="text" value="Pilot Centre 2"/>	
Start Date	<input type="text" value="01/Jan/2026"/>	*
End Date	<input type="text" value="21/May/2026"/>	*
Learner email	<input type="text"/>	<input type="button" value="Load Batch"/>
Batch	<input type="text" value="&lt;--- Select ---&gt;"/>	<input type="button" value="View"/>

Type the **learner's email address** into the learner email field.

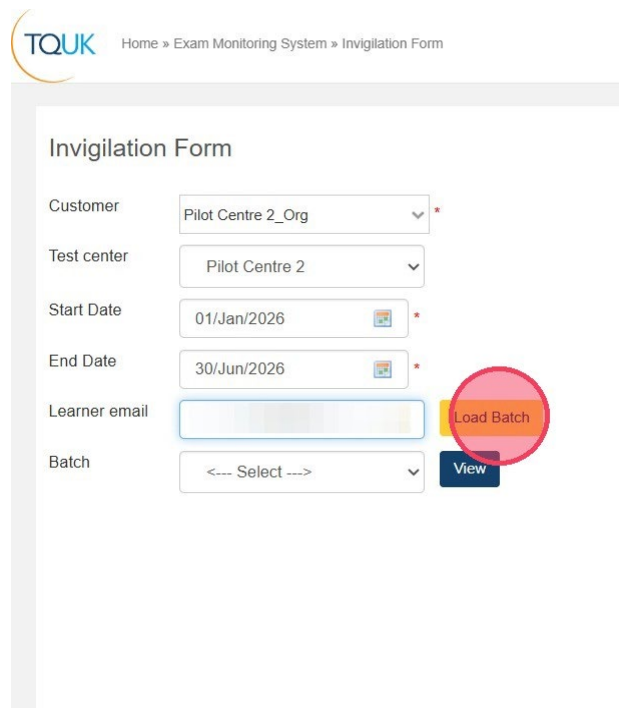


The screenshot shows the 'Invigilation Form' interface. The form includes the following fields and controls:

- Customer: Pilot Centre 2\_Org
- Test center: Pilot Centre 2
- Start Date: 01/Jan/2026
- End Date: 30/Jun/2026
- Learner email: (empty field, highlighted with a red circle)
- Batch: <--- Select --->

Buttons: 'Load Batch' (blue) and 'View' (blue).

Click **Load Batch**.



The screenshot shows the 'Invigilation Form' interface. The form includes the following fields and controls:

- Customer: Pilot Centre 2\_Org
- Test center: Pilot Centre 2
- Start Date: 01/Jan/2026
- End Date: 30/Jun/2026
- Learner email: (empty field)
- Batch: <--- Select --->

Buttons: 'Load Batch' (orange, highlighted with a red circle) and 'View' (blue).

Select the batch using the invigilation email received at the time of booking. The batch information is included in the email.

The screenshot shows the 'Invigilation Form' interface. At the top left is the TQUK logo and the breadcrumb 'Home » Exam Monitoring System » Invigilation Form'. The form contains the following fields:

- Customer: Pilot Centre 2\_Org \*
- Test center: Pilot Centre 2
- Start Date: 01/Jan/2026 \*
- End Date: 30/Jun/2026 \*
- Learner email: (empty text input)
- Batch: Exam group label -- Group: (dropdown menu)

Buttons for 'Load Batch' and 'View' are located to the right of the 'Learner email' and 'Batch' fields, respectively. A red circle highlights the 'Batch' dropdown menu.

Click **View**.

This screenshot is identical to the one above, showing the 'Invigilation Form' with the same fields and buttons. However, a red circle now highlights the 'View' button located to the right of the 'Batch' dropdown menu.

Enter the name, then complete the mandatory toggles.

TQUK Home » Exam Monitoring System » Invigilation Form

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*'Yes' means the statement is true, and 'No' means it is false.*

Enter Your Name: *Enter Invigilator Name* →

The exam was carried out in accordance with Training Qualifications UK exam arrangements as outlined within the Invigilation Protocol and Guidance document provided  NO

Appropriate Apprentice ID was provided and validated.  NO

No Apprentices attended the exam up to 15 minutes late.  NO

I can confirm that, as the invigilator I have no conflict of interest with the learner.  NO

There were no unusual events that occurred before, during or after the exam had taken place.  NO

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

Click Save.

No Apprentices attended the exam up to 15 minutes late.  YES

I can confirm that, as the invigilator I have no conflict of interest with the learner.  YES

There were no unusual events that occurred before, during or after the exam had taken place.  YES

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

Has a scribe/word processor/speech recognition technology been used?  NO

Server date and time: 21-May-2026 12:04:53 PM

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Completed forms will display **'Updated batch details successfully'**.