



Training
Qualifications UK

How To Complete an Online Invigilation Form

TQUK Print
Paper-Based Functional Skills

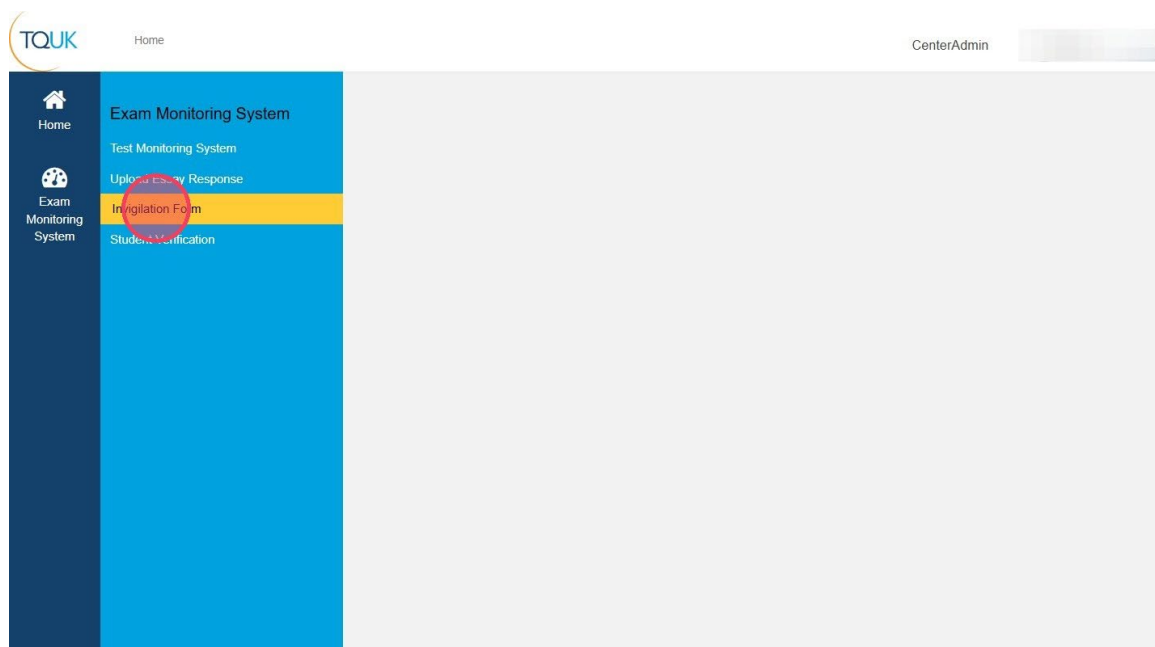
Overview

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.

TQUK Home » Exam Monitoring System » Invigilation Form

Invigilation Form

Customer: Pilot Centre 2_Org *


Test center: Pilot Centre 2 *

Start Date: 21/Apr/2026 *

End Date: 21/May/2026 *

Learner email: Load Batch

Batch: <--- Select ---> View



Select the date on or before which the exam was booked as the start date.

TQUK Home » Exam Monitoring System » Invigilation Form

Invigilation Form

Customer: Pilot Centre 2_Org *

Test center: Pilot Centre 2 *

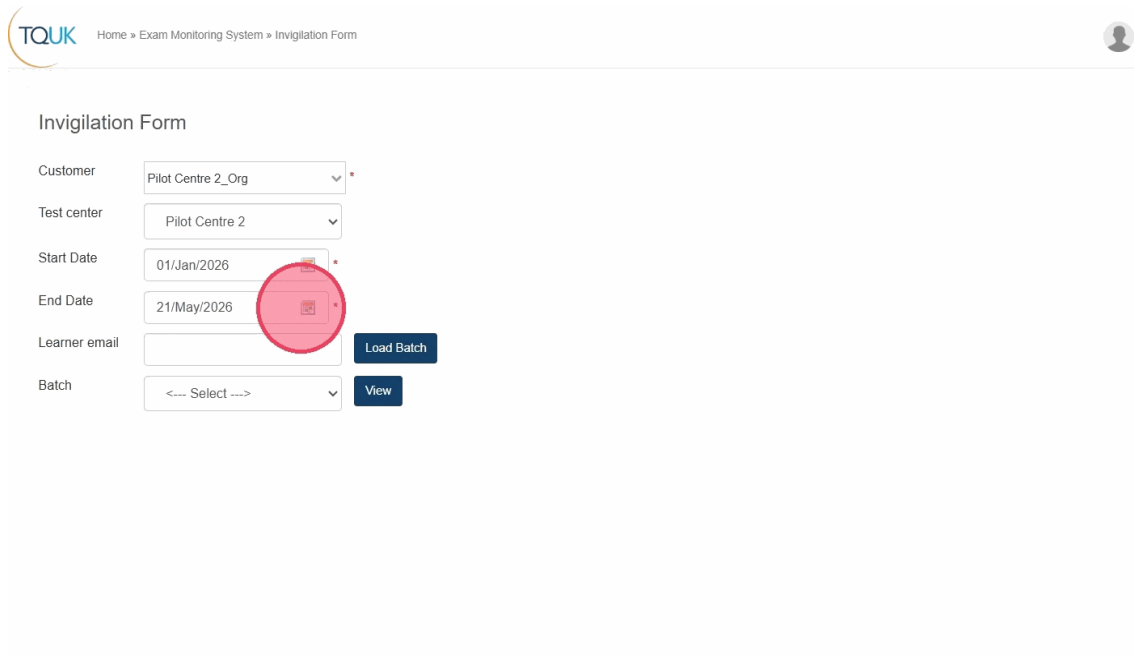
Start Date: 21/Apr/2026 *

End Date: 21/May/2026 *

Learner email: Load Batch

Batch: <--- Select ---> View

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



TQUK Home » Exam Monitoring System » Invigilation Form

Invigilation Form

Customer: Pilot Centre 2_Org

Test center: Pilot Centre 2

Start Date: 01/Jan/2026

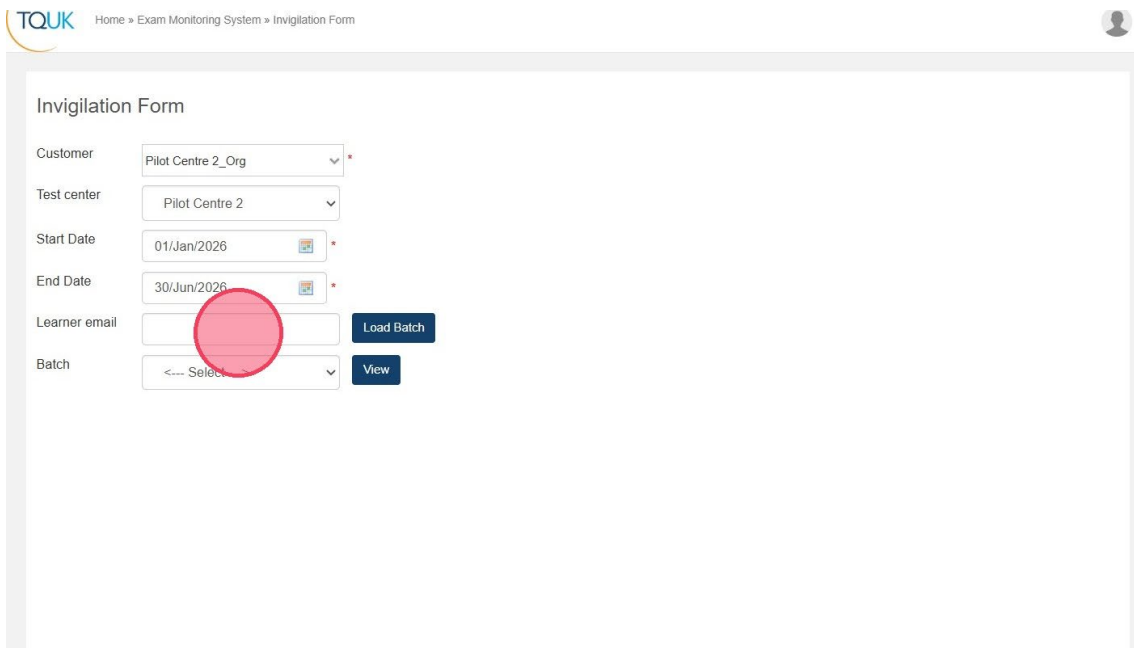
End Date: 21/May/2026

Learner email:

Batch: <--- Select --->

Buttons: Load Batch, View

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



TQUK Home » Exam Monitoring System » Invigilation Form

Invigilation Form

Customer: Pilot Centre 2_Org

Test center: Pilot Centre 2

Start Date: 01/Jan/2026

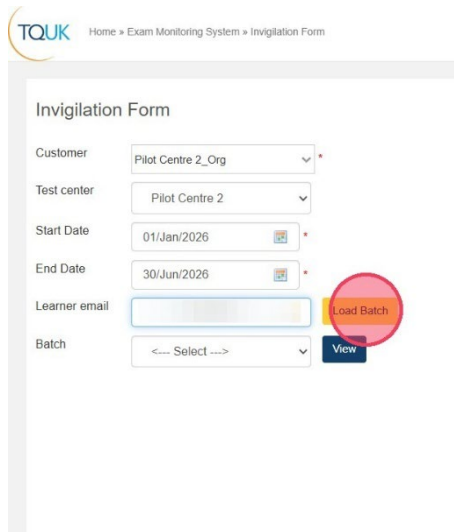
End Date: 30/Jun/2026

Learner email:

Batch: <--- Select --->

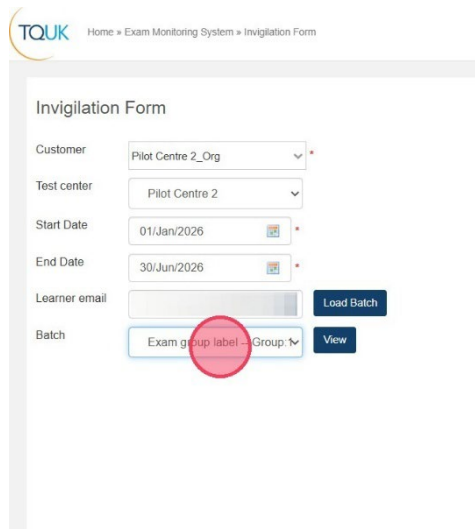
Buttons: Load Batch, View

Click Load Batch.



The screenshot shows the TQUK Invigilation Form with 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), and Batch (<--- Select --->). A red circle highlights the 'Load Batch' button next to the Learner email field.

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 TQUK Invigilation Form with 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), and Batch (Exam group label - Group). A red circle highlights the 'Load Batch' button next to the Learner email field.

Click **View**.

TQUK Home » Exam Monitoring System » Invigilation Form

Invigilation Form

Customer: Pilot Centre 2_Org *

Test center: Pilot Centre 2

Start Date: 01/Jan/2026 *

End Date: 30/Jun/2026 *

Learner email: Load Batch

Batch: Exam group label -- Group: View

Invigilation protocol validation

Use the scroll function to move to the right.

Test center: Pilot Centre 2

Start Date: 01/Jan/2026 *

End Date: 30/Jun/2026 *

Learner email: Load Batch

Batch: Exam group label -- Group: View

Add Date

<input type="checkbox"/>	Apprentice name	Apprenticeship standard	Assessment name	FirstName	LastName	Exam start date	E
<input type="checkbox"/>			English Reading PB L1 Set 3			<input type="text"/> hh:mm AM	

Enter Your 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

Server date and time: 21-May-2026 12:04:00 PM

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Enter the name and 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.

Test center: Pilot Centre 2

Start Date: 01/Jan/2026

End Date: 30/Jun/2026

Learner email: **Load Batch**

Batch: Exam group label -- Group: **View**

Add Date

ment name	FirstName	LastName	Exam start date	Exam end date	Attendance	Comments
Reading PB Set 3	<input type="text"/>	<input type="text"/>	<input type="text"/> * hh:mm AM *	<input type="text"/> * hh:mm AM *	<input checked="" type="radio"/> NO	<input type="text"/>

Enter Your 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

Server date and time: 21-May-2026 12:04:04 PM Copyright © 2019 Excelsoft Technologies Pvt Ltd | www.excelindia.com

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

Save

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Completed forms will display **updated batch details successfully**.

The screenshot shows the TQUK Exam Monitoring System interface. At the top left, the TQUK logo is visible, followed by the breadcrumb navigation: Home » Exam Monitoring System » Invigilation Form. A green notification banner at the top of the form area displays a checkmark icon and the text "updated batch details successfully". Below this banner, the "Invigilation Form" is displayed with 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: [Redacted] with a "Load Batch" button
- Batch: Exam group label – Group: [Dropdown] with a "View" button
- An "Add Date" button is located at the bottom right of the form area.

Below the form is a table header with the following columns: Apprentice name, Apprenticeship standard, Assessment name, FirstName, LastName, Exam start date, and E. A table body is present but empty.

Once this appears, the form is complete.