

MCQ Assessment – Invigilator Guide

Purpose of This Guide

This guide outlines the responsibilities and procedures required for invigilators to ensure MCQ assessments are delivered fairly, securely, and consistently. It also ensures the integrity of the exam process and supports candidates throughout the assessment.

1. Invigilator Responsibilities

- Read and follow all instructions in this guide.
- Provide ACRRM with required contact details, including job title, workplace, mobile number, and email address.
- Submit the [MCQ Invigilator Confirmation](#) by the required deadline.
- Be fully available for the entire duration of the exam with no other commitments or on-call duties.
- **Ensure** no conflict of interest exists (e.g., not a relative, colleague involved in training, or ACRRM educator).
- **Maintain** uninterrupted visibility of the candidate’s computer screen during the exam.
- Print and bring all required materials on assessment day.
- Submit the Tax Invoice within one week after the assessment. The template will be emailed at the conclusion of the assessment.

2. Working With Multiple Invigilators

- One invigilator may supervise up to three (3) candidates, ensuring all screens are fully visible, and candidates cannot see each other’s screens.
- Work collaboratively when supervising multiple candidates.
- Invigilators may take a five-minute break each hour if at least one invigilator remains in the room.

3. Assessment Information

Assessment details including exam date, time, and briefing session will be emailed once arrangements are finalised. All times listed are in Australian Eastern Standard Time (AEST).

3.1 Assessment Login Details

Login credentials for the MCQ platform will be emailed to both invigilators and candidates prior to the exam. These must be accessible on the day.

3.2 Materials to Bring

- 20 sheets of blank A4 paper.
- Three pens.
- This Invigilator Guide.
- MCQ Important Exam Information email.

3.3 Mobile Phone Requirements

Invigilators must keep their mobile phone fully charged, on vibrate mode, and visible. This must be the phone number provided to ACRRM for contact during the assessment.

3.4 Prohibited Items

- Notes, textbooks, printed or handwritten documents.
- Electronic devices such as phones, tablets, or devices with internet access.
- Any personal items not explicitly permitted.

Candidates and invigilators may bring small snacks and water.

4. Assessment Procedure

Invigilators and candidates must arrive at least 30 minutes before the scheduled exam start time for setting up, troubleshooting, and identity checks.

4.1 Invigilator action

- Ensure the exam venue is available and the room is appropriate.
- Place A4 paper and pens on the candidate's desk.
- Verify the candidate's identity using valid photographic ID.
- Ensure no unauthorised individuals enter the exam room.

4.2 Candidate action

- Surrender all electronic devices and prohibited materials.
- Ensure their computer is working and has internet access.
- Log in to the assessment platform using the provided credentials.

4.3 Late Arrival Procedure

If a candidate arrives late, the invigilator must:

- Notify the Assessment Team immediately.
- Record the time of arrival and reason for lateness on the Incident Report.
- Submit the Incident Report within two business days.
- Provide additional exam time only if instructed by the Assessment Team.
- Candidates who arrive any later than 30 minutes past the start time may not be able to participate.

4.4 During the Assessment

- Candidates must remain within the assessment platform. If the connection is lost, log into the platform again to continue.
- Invigilators must remain in the room at all times.
- Report any technical issues or delays to the Assessment team immediately.
- Candidates can flag questions for review on the platform.

4.5 Restroom Breaks

Restroom breaks are permitted. Only one candidate may leave the room at a time, and the assessment platform must remain open. Additional time will not be provided.

4.6 End of Assessment

- Candidate submits the exam through the College's platform.
- Invigilator ensures answers have uploaded.
- All handwritten notes must be collected and destroyed.
- No materials may leave the assessment room.
- If multiple candidates are in the same room, candidates who finish within the last 30 minutes will not be able to leave until the end of the exam to avoid disruption to other candidates.

5. Managing Incidents

Invigilators must assist candidates with any issues and contact the Assessment Team for support as needed. The invigilator's mobile phone must remain accessible throughout the exam.

5.1 Technical Difficulties

Candidates may reconnect to the platform using the same login details. Lost time caused by internet issues will be automatically compensated.

5.2 Misconduct or Disturbances

- Report incidents using the Incident Report form within two business days.
- Confiscate any unauthorised materials and do not return until the end of the exam.
- Allow the candidate to continue unless instructed otherwise by the Assessment Team.

5.3 Unforeseen Circumstances

In situations such as power failure or evacuation:

- Pause the exam where possible.
- Attempt to resolve the issue.
- Contact the Assessment Team immediately for instructions.
- Lost time may be added to the exam at the Assessment Team's discretion.

6. Contractor Obligations

Invigilators must uphold confidentiality, follow intellectual property requirements, and return all materials upon request. This includes maintaining the privacy of candidate information and assessment materials.