

Managing large cohorts of students sitting examinations at once

The Administration System's Invigilation screen can handle up to 50 examinations running at any one time. If you have a large cohort that you want to be examined at the same time, you will need to ensure that your IT team installs the Administration System on more than one computer for invigilation purposes.

For instance, if 100 students are sitting examinations at any one time, two Administration Systems should be used to invigilate 50 examinations each. If 150 students are sitting examinations at any one time, three Administration Systems should be used to invigilate 50 examinations each.

Once your students' examinations have been downloaded, you should assign them to Test Sets to split those students into groups of 50 students or fewer. How these are split is up to you – it may be by unit, by room or alphabetically. This will enable Invigilators to filter the students by Test Set, restricting the number displayed on the invigilation screen.