Invigilator's kit

Session's details

Date : **2022 Sep 21**   Start : **14h30**

Location :
22b Baker Street

Room :
28D

Invigilator :
Ariete Bordeauxchesnel

▶ Session number	👁 Session's password	🔒 Session's access code
12345678	**C-12344**	**WB64K2**
To be used by the invigilator and the candidates	*To be used only by the invigilator*	*To be given to the candidates when starting the test*

How to start a session ?

Step 1: the invigilator logs into certif.pix.org/?lang=en with the login information of their Pix account

Step 2: il they connect to their portal by filling in the session number ▶ + the session's password 👁

Step 3: they check the attendance of the candidates and tick off their attendance in the invigilator's portal

Step 4: they convey the exam instructions to the candidates

Step 5: they give to the **candidates :**   ▶ The session number
🔒 the session's access code

How to properly use the incident report ?

Purpose of the incident report:
The incident report is to be used to take notes by the invigilator, and aims to help with the transcription of incidents occurring during the certification session.
The reporting written down within this incident report will have to be transcribed in Pix Certif when finalising the session. It is essential to follow it's steps and the nomenclature, which are identical to the platform.

Fields to fill in:

• Overall comment on the session : only fill in this field if an incident affected the session globally (or a large proportion of candidates) ; if an issue on one or more questions prevented one or more candidates from answering, the "individual reporting" part must be filled in.

• Individual reporting : Specify here the issues encountered by the candidates:

   ▪ The field code refers to the reporting code (C1, C2, etc.).
   ▪ The field question No. (if need be).

• Code nomenclature to use : the codes are listed to guide the ingivilator's note-taking and the understanding of the incident encountered. Two types of individual reporting are possible :

   ▪ Reporting linked to the candidate : isn't linked to a question in particular, incident encountered or linked to the candidate.
   ▪ Technical issue on a question : the candidate couldn't answer the question because of a technical issue, the question number is essential so that the reporting may be taken into account.

• Certifications not finished : fill in this field with the candidates who couldn't finish their certification exam because of lack of time or because they gave up before the end of the test (1st column) because of a technical issue (2nd column), this issue having prevented the candidate from reaching the end of the exam.