

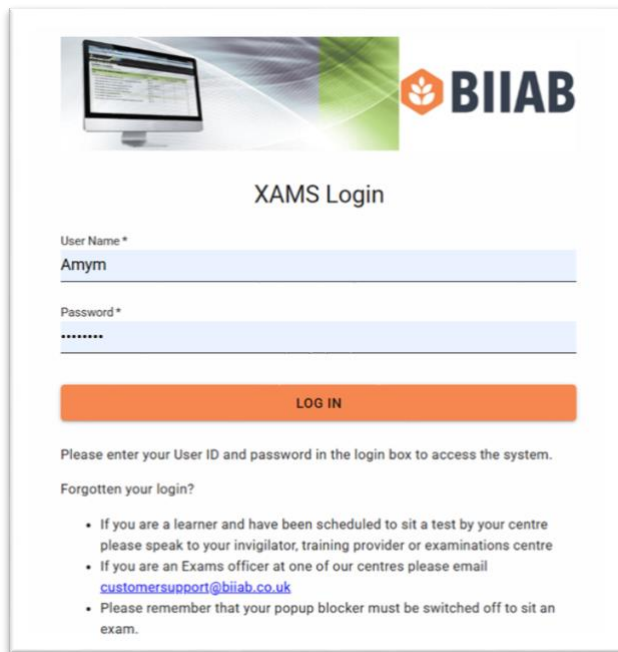
## How to Schedule a Proctored Exam

### 1. Log in to ORCAS.

Awards: <https://skillsandeducationgroup.xams.co.uk/>

BIIAB: <https://orcas.biiab.org/>

This is the same route used to schedule other online exams.



**XAMS Login**

User Name\*  
Amym

Password\*  
\*\*\*\*\*

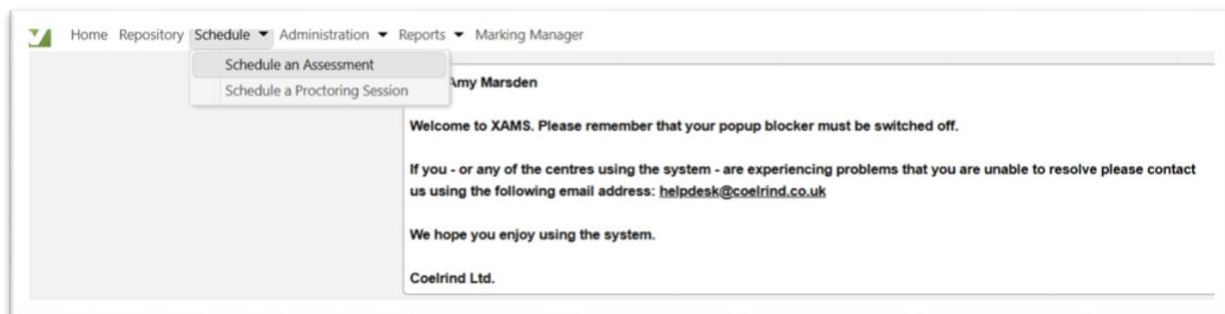
**LOG IN**

Please enter your User ID and password in the login box to access the system.

Forgotten your login?

- If you are a learner and have been scheduled to sit a test by your centre please speak to your invigilator, training provider or examinations centre
- If you are an Exams officer at one of our centres please email [customersupport@biiab.co.uk](mailto:customersupport@biiab.co.uk)
- Please remember that your popup blocker must be switched off to sit an exam.

### 2. Select the 'Schedule' tab and then select 'Schedule a Proctoring Session'.



Home Repository **Schedule** Administration Reports Marking Manager

Schedule an Assessment  
Schedule a Proctoring Session

Amy Marsden

Welcome to XAMS. Please remember that your popup blocker must be switched off.

If you - or any of the centres using the system - are experiencing problems that you are unable to resolve please contact us using the following email address: [helpdesk@coelrind.co.uk](mailto:helpdesk@coelrind.co.uk)

We hope you enjoy using the system.

Coelrind Ltd.

\* If this is your first time scheduling a proctored session and the option does not appear, please email [customersupport@skillsedugroup.co.uk](mailto:customersupport@skillsedugroup.co.uk) or [customersupport@biiab.co.uk](mailto:customersupport@biiab.co.uk).

The role of 'Exams Office Proctoring' will be added to your user account, and the option will then become available.

3. Select 'Create' to schedule a new session.

4. Give the session a name, select the date and start time and make sure the 'proctoring type' is set to Record & Review.

5. Use the drop-down box to select the qualification and then place a tick next to the relevant assessment before selecting 'Update Proctoring Session'.

	Last Name	First Name	Learner ID	Email Address	Extra Time	DOB
<input checked="" type="checkbox"/>	Curtis	Arnette	286796		0	01/03/1985
<input checked="" type="checkbox"/>	Ellis	Sam	286787		0	22/12/2008
<input type="checkbox"/>	Jewins	John	200000		0	22/04/1990
<input type="checkbox"/>	Oakley	Gary	178228		0	01/05/1990

6. Add your learner(s) by selecting 'Click here to pick the learners'.

7. Place a tick next to the learners you want to select and then click 'Save'.

**If you are scheduling a resit, please use the original learner registration number you made on ORS. Do not register as a new learner.**

8. This will return you to the screen below. Please check the details are correct and select 'Save'.

Start	Schedule Name	Centre	Site	Assessment
14/01/2022 19:00	Proctoring Demo - Legal and Social Responsibilities of a Personal Licence Holder (LSRPLHv2) [788419]	BIIAB - Test Centre	BIIAB - Test Centre	Legal and Social Responsibilities of a Personal Licence Holder (LSRPLHv2)

9. To find the nominal roll and login sheets you need to select the 'Schedule' tab and 'Schedule an Assessment'.

Start	Schedule Name	Centre	Site	Assessment	
14/01/2022 19:00	Proctoring Demo - Legal and Social Responsibilities of a Personal Licence Holder (LSRPLHv2) [788419]	BIIAB - Test Centre	BIIAB - Test Centre	Legal and Social Responsibilities of a Personal Licence Holder (LSRPLHv2)	14

10. Find the scheduled exam session and click on the printer icon to access the nominal roll and login sheets menu.

**1. Enter the session details**

Provider: Integrity Advocate

Proctoring type: ☒ Record & Review ☐ Live Proctoring

Session name: Proctoring Demo

Session start date/time: 22/05/2025 18:00

**2. Select the assessments**

Click here to pick the assessment ☒ Remove

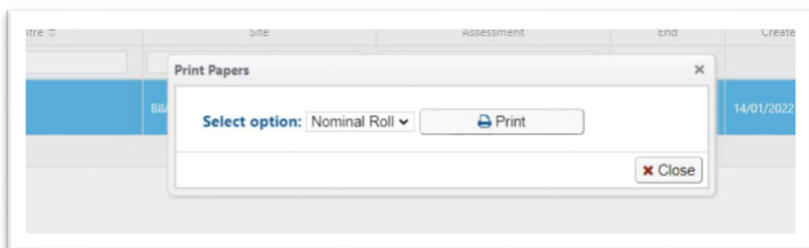
Assessment Name: Legal and Social Responsibilities of a Personal Licence Holder (LSRPLHv2) LIVE (LSRPLHv2) (LSRPLHv2)

Mobile Camera: ☐

**3. Add learners to this session**

2 learners have been added to the schedule. Click the 'Learners' tab to add or remove learners.

11. Select 'Nominal Roll' and click 'Print' to display the nominal roll with the learners' usernames and passwords to access their proctored online assessment.




**BIIAB** **Nominal Roll**

Schedule - Proctored Demo - Legal and Social Responsibilities of a Personal Licence Holder (LSRPLHv2)

Centre/Title:	BIIAB - Test Centre-BIIAB - Test Centre (EXAM 361)	Start:	14/01/2022 19:00
Assessment:	Legal and Social Responsibilities of a Personal Licence Holder (LSRPLHv2)	Venue:	
Created:	14/01/2022 19:40	Duration:	40 mins
Password:	8341	Schedule ID:	708419

**Learners**

First Name	Last Name	BIIAB Learner No.	Password	Extra Time	Remove Reason	Present	Absent	ID Presented
Annette	Curtain	385796	██████			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill	Ding	385797	██████			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Invigilator name: \_\_\_\_\_ Invigilator signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any problems with the above process, please contact us.

Awards: [customersupport@skillsedugroup.co.uk](mailto:customersupport@skillsedugroup.co.uk)

BIIAB: [customersupport@biiab.co.uk](mailto:customersupport@biiab.co.uk)

Alternatively call 0115 854 1620 and select option 2.