How to Schedule a Proctored Exam

1. Log in to ORCAS.
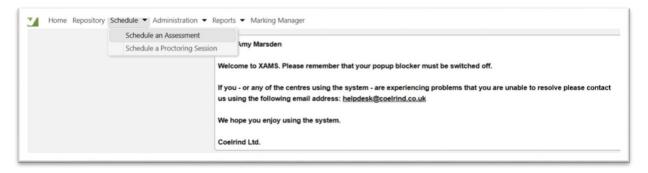   Awards: **https://skillsandeducationgroup.xams.co.uk/**
   BIIAB: **https://orcas.biiab.org/**
   This is the same route used to schedule other online exams.

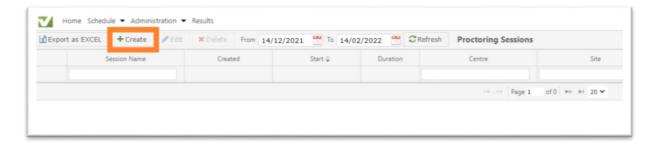2. Select the 'Schedule' tab and then select 'Schedule a Proctoring Session'.

* If this is your first time scheduling a proctored session and the option does not appear, please email **customersupport@skillsedugroup.co.uk** or **customersupport@biiab.co.uk**. The role of 'Exams Office Proctoring' will be added to your user account, and the option will then become available.
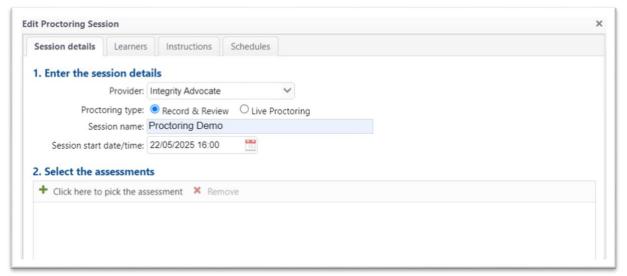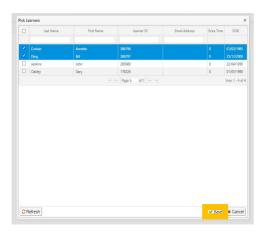
3. Select 'Create' to schedule a new session.

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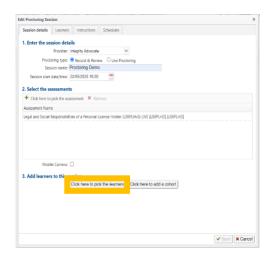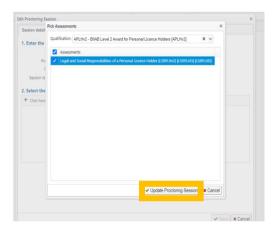
6. Add your learner(s) by selecting 'Click here to pick the learners'.

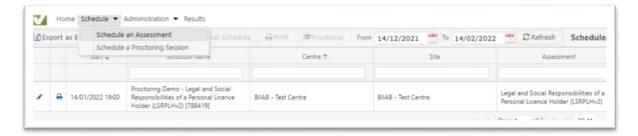**7.** Place a tick next to the learners you want to select and then click 'Save'.

If you are scheduling a resit, please use the original learner registration number you made on ORS. Do not register as a new learner.
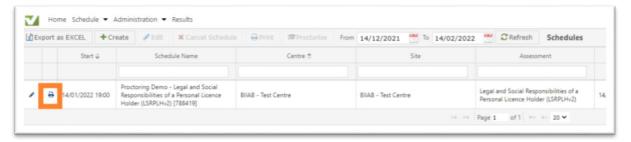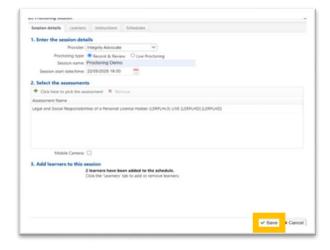
8. This will return you to the screen below. Please check the details are correct and select 'Save'.

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

10. Find the scheduled exam session and click on the printer icon to access the nominal roll and login sheets menu.
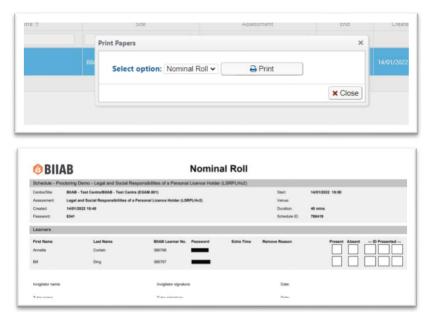
11. Select 'Nominal Roll' and click 'Print' to display the nominal roll with the learners' usernames and passwords to access their proctored online assessment.

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

Awards: **customersupport@skillsedugroup.co.uk**

BIIAB: **customersupport@biiab.co.uk**

Alternatively call 0115 854 1620 and select option 2.