

How to Schedule a Proctored Exam

1. Log on to ORCAS in the same way you would to schedule any other online exam.
<https://orcas.biiab.org/>



Welcome

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@bii.org

Please remember that your popup blocker must be switched off to sit an exam.

Login ID

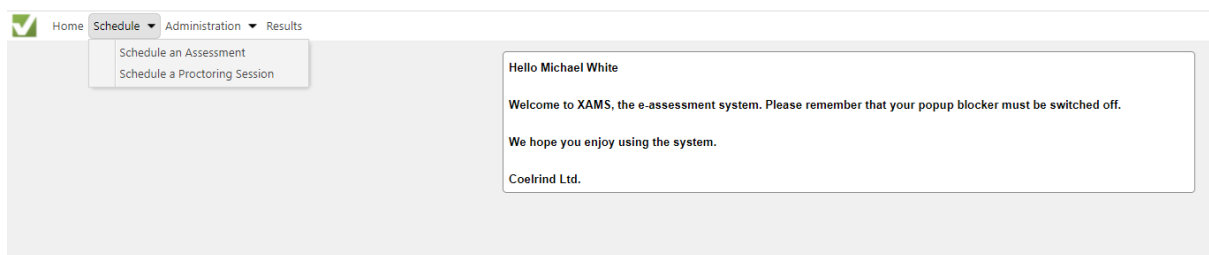
Password

Log In

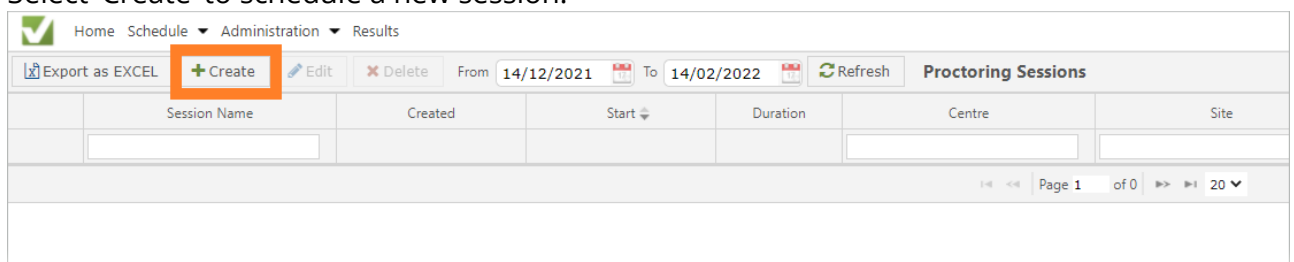
[Forgot your password?](#)

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

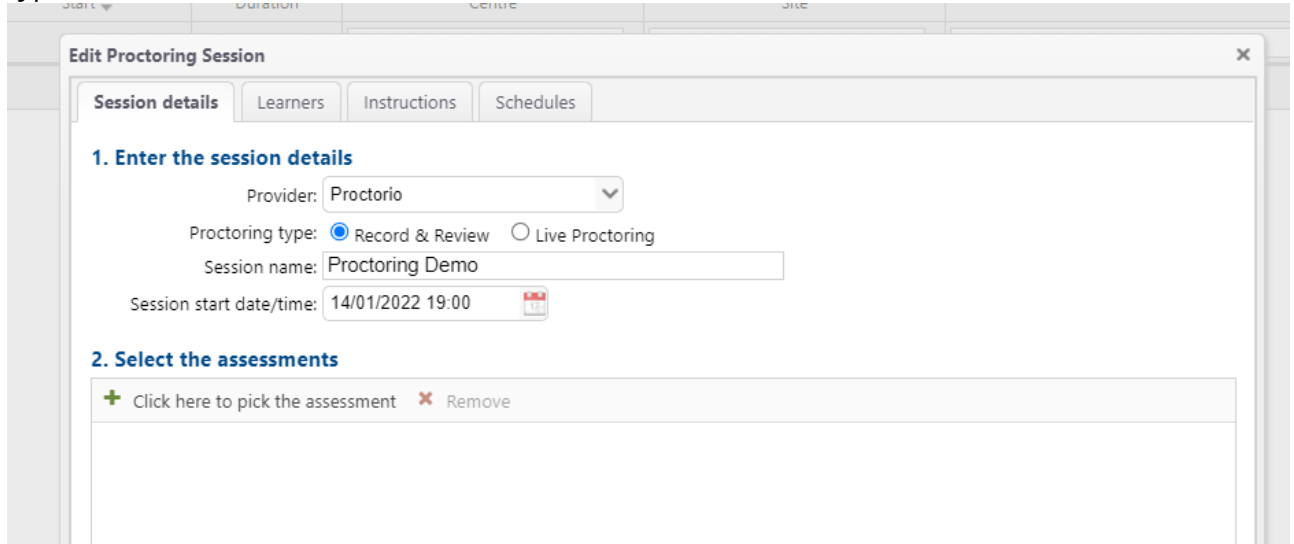
*Please note, you will need to request the role of 'Exams Officer Proctoring' adding to your user account. Please email customersupport@biiab.co.uk to request this.



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



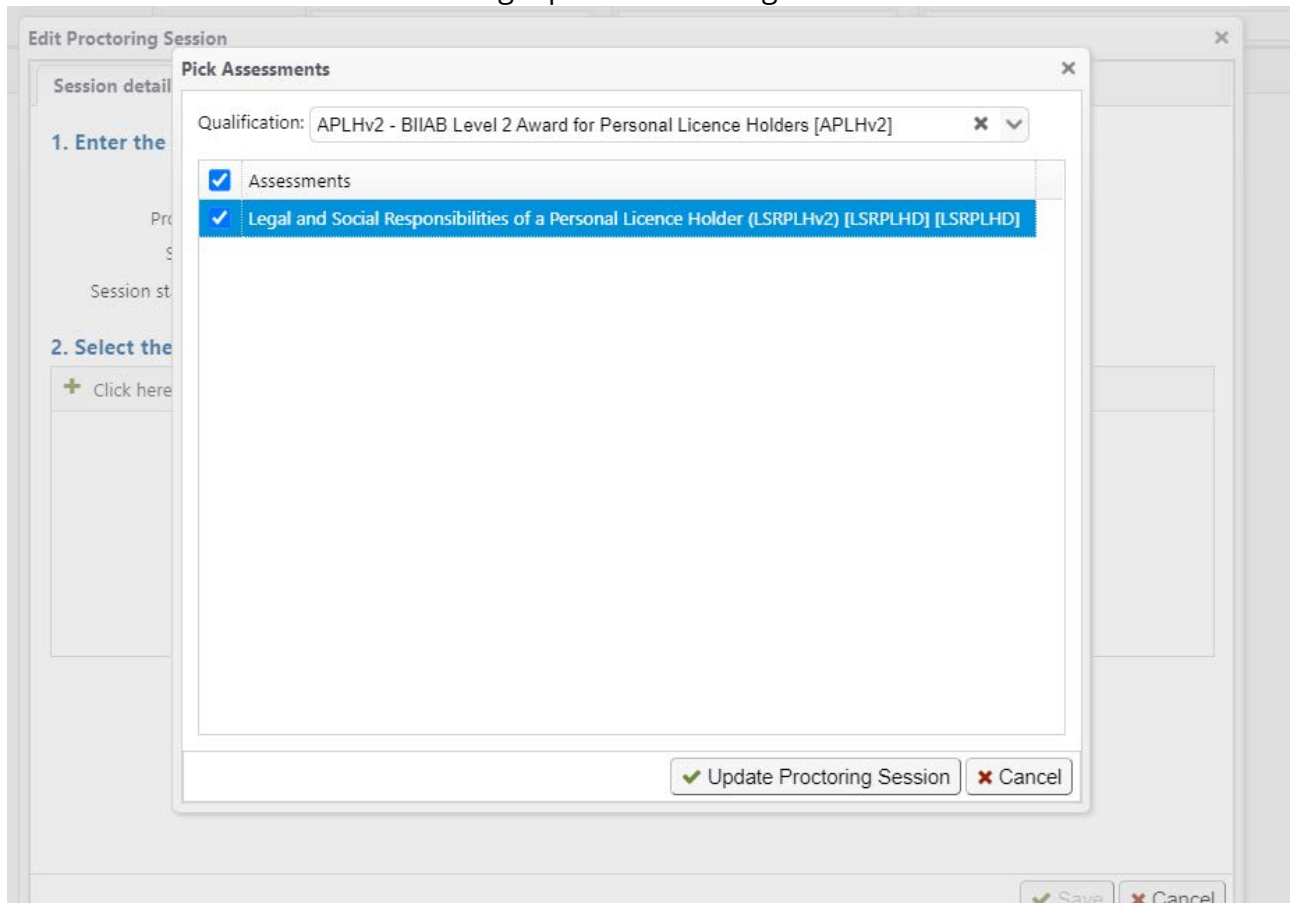
4. Give the session a name, select the date and start time and make sure the 'proctoring type' is set to Record & Review.



The screenshot shows the 'Edit Proctoring Session' window with the 'Session details' tab selected. The form includes the following fields and options:

- Provider:** A dropdown menu set to 'Proctorio'.
- Proctoring type:** Radio buttons for 'Record & Review' (selected) and 'Live Proctoring'.
- Session name:** A text input field containing 'Proctoring Demo'.
- Session start date/time:** A date and time picker set to '14/01/2022 19:00'.
- 2. Select the assessments:** A section with a '+ Click here to pick the assessment' link and a '- Remove' link.

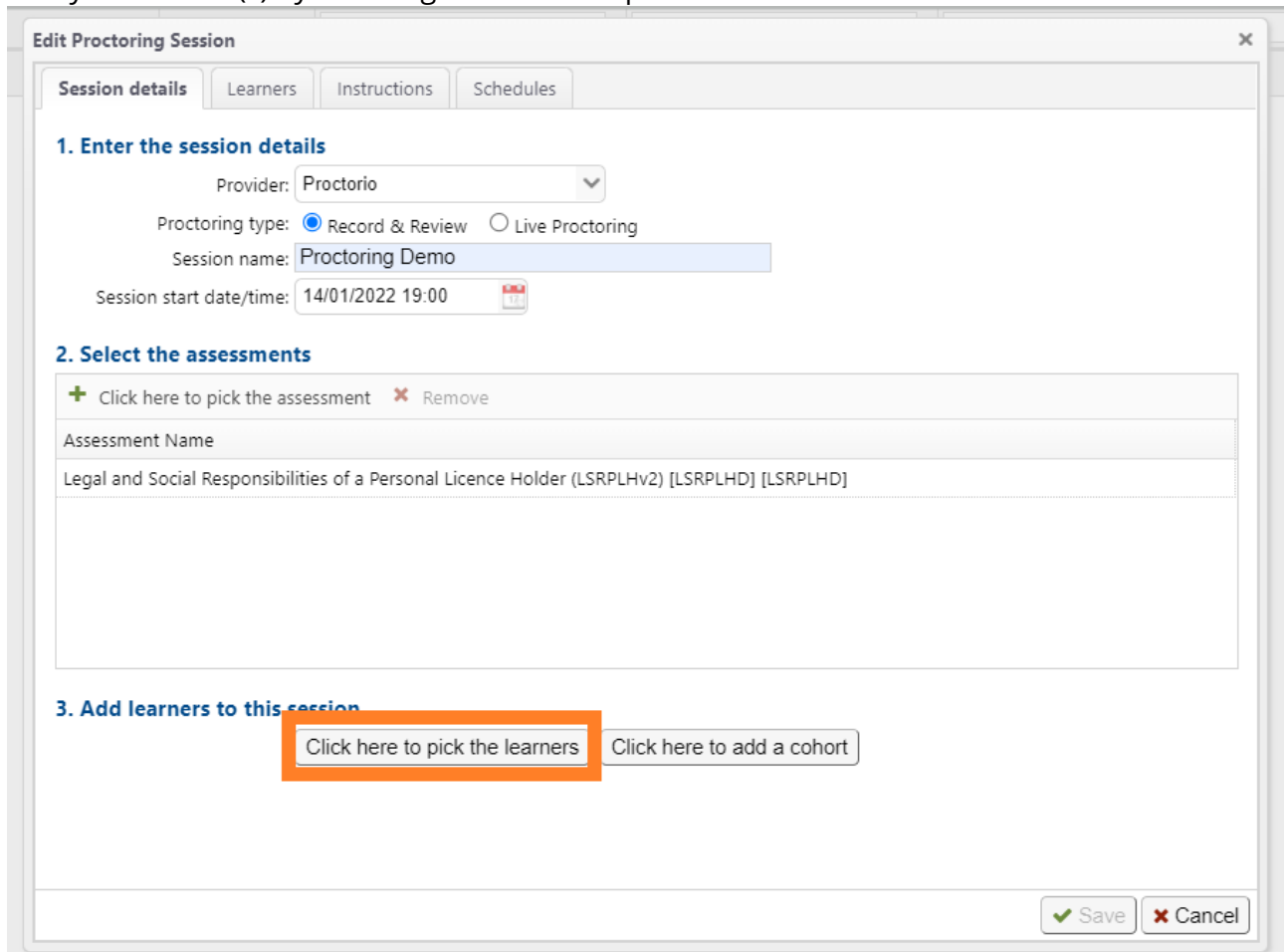
5. Use the drop-down box to select the qualification and then place a tick next to the relevant assessment before selecting 'Update Proctoring Session'.



The screenshot shows the 'Edit Proctoring Session' window with the 'Pick Assessments' dialog box open. The dialog includes the following elements:

- Qualification:** A dropdown menu set to 'APLHv2 - BIIAB Level 2 Award for Personal Licence Holders [APLHv2]'.
- Assessments:** A list of assessments with checkboxes. The 'Legal and Social Responsibilities of a Personal Licence Holder (LSRPLHv2) [LSRPLHD] [LSRPLHD]' assessment is selected.
- Buttons:** 'Update Proctoring Session' (checked) and 'Cancel' (crossed out).

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



Edit Proctoring Session

Session details | Learners | Instructions | Schedules

1. Enter the session details

Provider:

Proctoring type: Record & Review Live Proctoring

Session name:

Session start date/time:

2. Select the assessments

+ Click here to pick the assessment × Remove

Assessment Name

Legal and Social Responsibilities of a Personal Licence Holder (LSRPLHv2) [LSRPLHD] [LSRPLHD]

3. Add learners to this session

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

Pick Learners ✕

	Last Name	First Name	Learner ID	Email Address	Extra Time	DOB
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	Curtain	Annette	386796		0	01/03/1985
<input checked="" type="checkbox"/>	Ding	Bill	386797		0	25/12/2000
<input type="checkbox"/>	Jenkins	John	265080		0	22/04/1950
<input type="checkbox"/>	Oakley	Gary	178226		0	01/05/1990

Page 1 of 1 View 1 - 4 of 4

Refresh
Save ✕ Cancel

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

Edit Proctoring Session ✕

Session details | Learners | Instructions | Schedules

1. Enter the session details

Provider: Proctorio

Proctoring type: Record & Review Live Proctoring

Session name: Proctoring Demo

Session start date/time: 14/01/2022 19:00

2. Select the assessments

+ Click here to pick the assessment ✕ Remove

Assessment Name

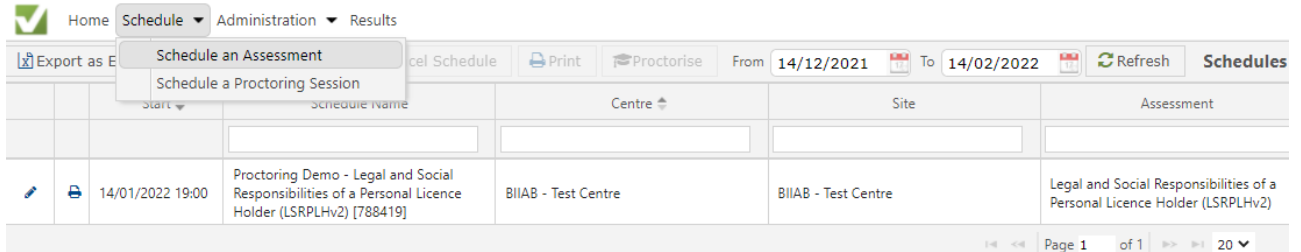
Legal and Social Responsibilities of a Personal Licence Holder (LSRPLHv2) [LSRPLHD] [LSRPLHD]

3. Add learners to this session

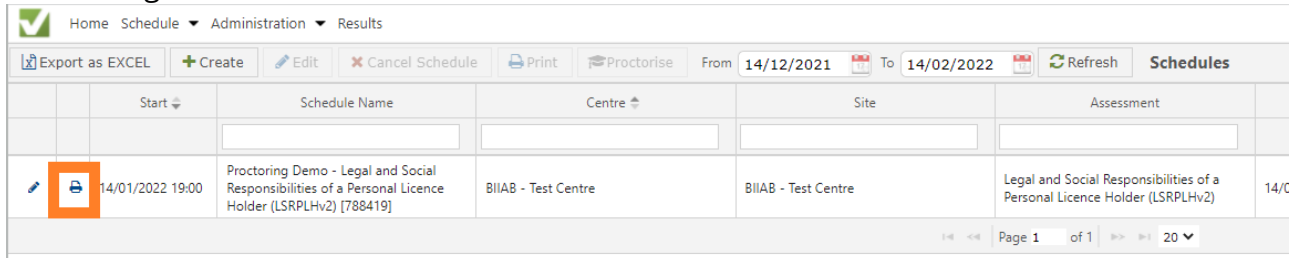
2 learners have been added to the schedule.
Click the 'Learners' tab to add or remove learners.

Save ✕ Cancel

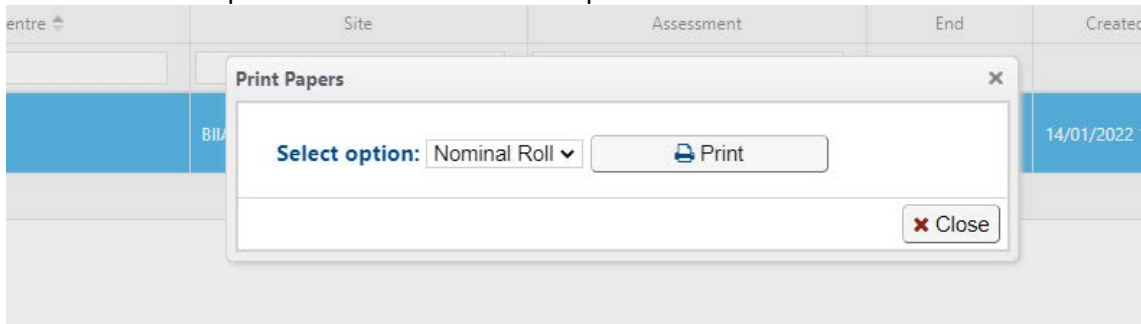
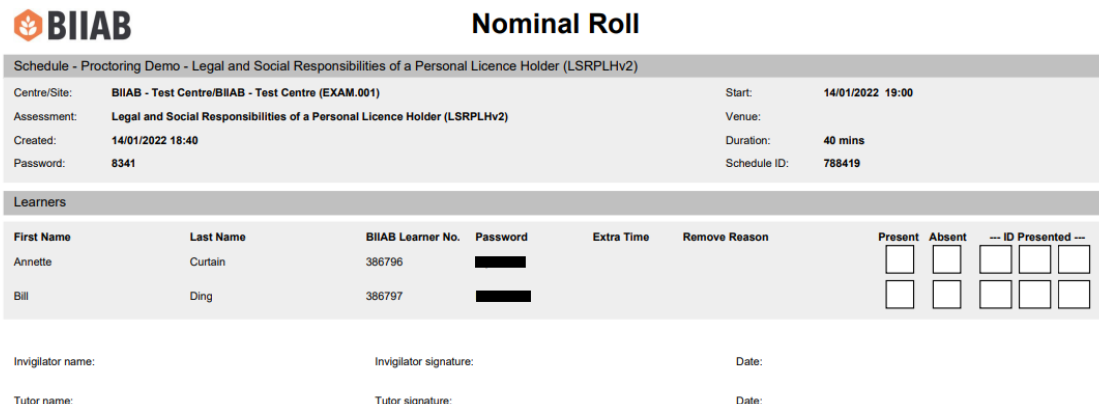
9. To find the nominal roll and login sheets you need to select the 'Schedule' tab and 'Schedule an Assessment'.



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.

The screenshot shows the 'Nominal Roll' page. At the top left is the BIIAB logo. The title is 'Nominal Roll'. Below the title is a summary of the exam session:

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

Centre/Site:	BIIAB - Test Centre/BIIAB - Test Centre (EXAM.001)	Start:	14/01/2022 19:00
Assessment:	Legal and Social Responsibilities of a Personal Licence Holder (LSRPLHv2)	Venue:	
Created:	14/01/2022 18:40	Duration:	40 mins
Password:	8341	Schedule ID:	788419

Below the summary is a table of learners:

First Name	Last Name	BIIAB Learner No.	Password	Extra Time	Remove Reason	Present	Absent	--- ID Presented ---
Annette	Curtain	386796	██████			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill	Ding	386797	██████			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the page, there are fields for 'Invigilator name:', 'Invigilator signature:', 'Date:', 'Tutor name:', 'Tutor signature:', and 'Date:'.

If you have any problems with the above process please contact customersupport@biiab.co.uk or call 0115 854 1620 and select the BIIAB option.