

## TM Forum Invigilator Authorization Form

### *Online Examinations*

#### **Guidelines**

##### **Before the examination**

The invigilator should ensure that exam candidates log into the online exam at the designated exam time.

Only exam candidates should be present in the room during the time of the exam. Examination questions are confidential copyright of TM Forum and must not be copied.

Check that the examination room has adequate seating, lighting, ventilation and preferably a clock visible to all candidates and that any special facilities required by disabled students have been provided.

It is recommended that to discourage unfair practice, rows of desks should be at least three feet apart, desk numbers/seating cards should be used and/or a seating plan made of the examination.

Candidates should be allowed to enter the room at least ten minutes before the examination is scheduled to start.

Complete the attendance register - Candidates must provide photo-identification.

##### **To start the examination**

Tell the candidates that once they open the exam file on the online portal their 60-minute timer will start at the top of the screen and cannot be paused or stopped.

The examination is a "clear desk" examination. No reference materials are allowed in the exam except dictionaries. Dictionaries are allowed to accommodate those candidates for whom English is not their first language.

Remind candidates that no unauthorized papers or items may be brought into the examination room and ask that any such papers or items are handed in before the start of the examination.

Instruct candidates to bring briefcases, coats etc. to a specified point in the room where they are not within reach of any candidate.

All mobile phones must be switched off.

Advise candidates that they are expected to abide by the examination room rules and remind them that they must not communicate with each other during the examination, may not leave the room without permission and may not leave during the first fifteen minutes or last fifteen minutes of the examination. Candidates who leave without permission will not be allowed to re-enter the examination room.

**During the examination**

Do not allow any students to enter the examination more than fifteen minutes after the scheduled start of the examination, or allow any student to leave the examination during the first fifteen minutes.

If a candidate requests permission to leave the examination room temporarily please ensure wherever possible that they are accompanied by an invigilator. If this is not practicable only allow one candidate at any one time to leave the examination room unaccompanied.

If the invigilator is aware of a candidate reentering the examination room after leaving without permission they must require them to terminate the examination. Contact [education@tmforum.org](mailto:education@tmforum.org) to explain the failure of the candidate to complete the exam.

If there is an emergency (eg fire, bomb scare) ensure that candidates evacuate the room quietly. Candidates should remain in one place under the supervision of the invigilator until a decision is taken as to whether they may return to the examination room or not. Contact [education@tmforum.org](mailto:education@tmforum.org) to arrange another time to re-sit the exam due to the time lost.

**After the examination**

Once candidates click SUBMIT EXAM on their exam answers they will immediately be able to see their results by clicking "Show outcome".

If they passed the exam they will be able to print/save their official exam certificate.

**AUTHORITY**

I confirm that I have read the above instructions and guidelines and will adhere to them to the best of my ability.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please return a signed copy of this form along with a scan of your passport or another form of identification to [education@tmforum.org](mailto:education@tmforum.org) at least 24 hours before the start of the exam.***