



JITSI

USER GUIDE



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Overview

The purpose of this user guide is to help familiarise invigilators with Jitsi and to provide guidance for learners taking tests using this method.

NOCN uses the video conferencing tool, Jitsi, to connect learners and their invigilator. Up to 20 learners can be invigilated at any one time via Jitsi and the invigilator can see the learners as they sit their exam and the system allows the learners to access the dedicated assessment platform for online exams whilst being invigilated.

This is a platform that is free to use and no account is required by the invigilator or learners.

The invigilator should only unlock the learners exam(s) in Civica once the learners attendance has been confirmed via Jitsi.

All learners should be instructed to enable camera and microphone access and the invigilator will start recording the meeting prior to starting the exam.

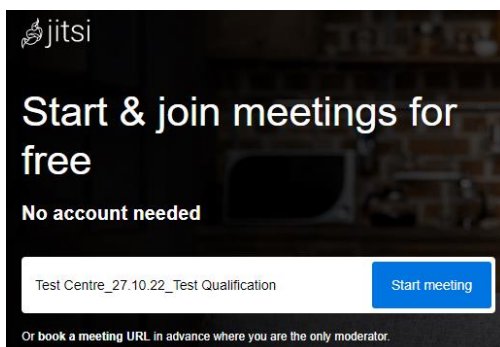
Creating a meeting

It is the responsibility of the invigilator to create the meeting in Jitsi and to share the relevant meeting link with the learners in advance of the test.

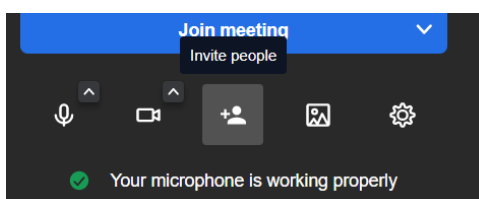
- 1) The invigilator should access Jitsi via <https://meet.jit.si/>
- 2) Once on the home page of Jitsi, create a meeting by typing the meeting name in the text field.

The meeting name should consist of the centre name, date of the exam and the qualification being taken.

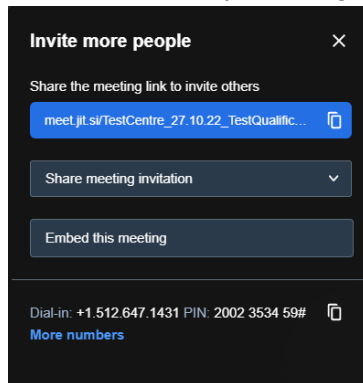
Example: Test Centre_27.10.22_Test Qualification



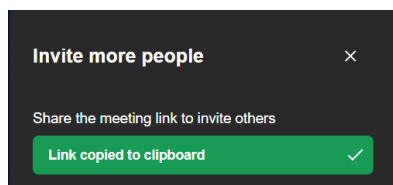
- 3) Click on 'Start meeting'.
- 4) Click on the 'Invite people' icon to produce the meeting link to send to the learners.



- 5) Click on the 'copy meeting link'.



This field will then be highlighted green to indicate that the link has been copied successfully.

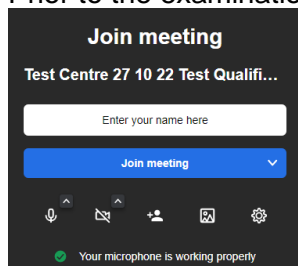


- 6) This link can now be shared with the learners via the most appropriate contact method e.g. email.

Please note: This should be shared with the learners a minimum of 2 working days prior to the examination.

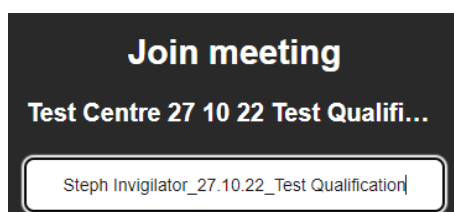
Joining a meeting as an invigilator

- 1) Prior to the examination start time paste the meeting link into a browser.

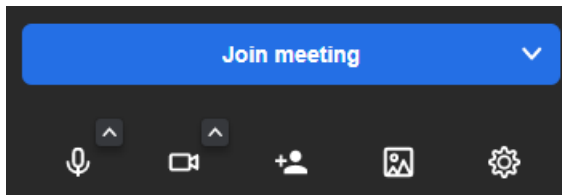


- 1) Enter your name, the exam date and exam identifier into the text field. It is important to also indicate that you are the invigilator as this will be visible to the learners.

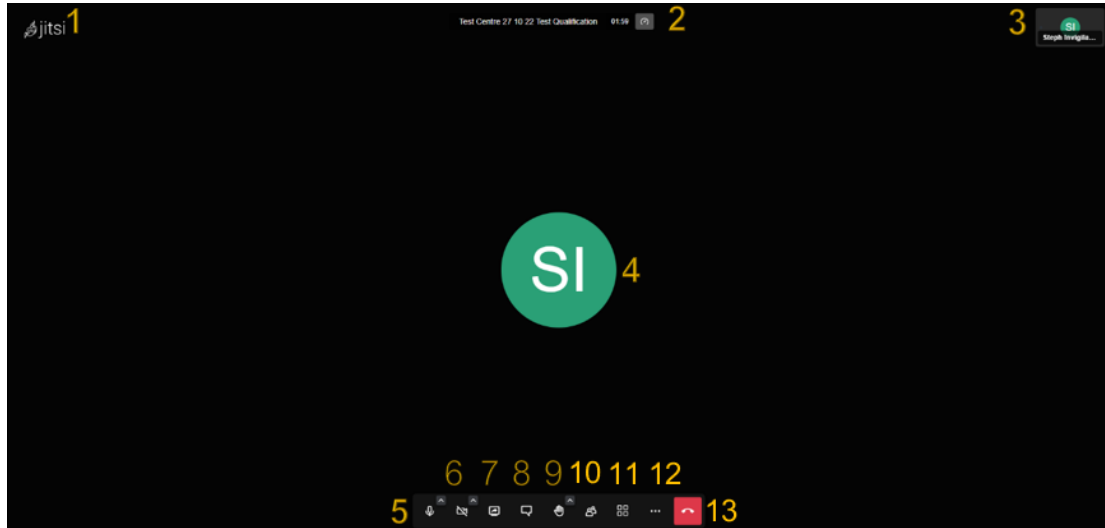
- 2) Example: Steph Invigilator_27.10.22_Test Qualification



- 3) Enable the microphone and camera access and click join meeting.



- 4) The invigilator will then join the meeting room.

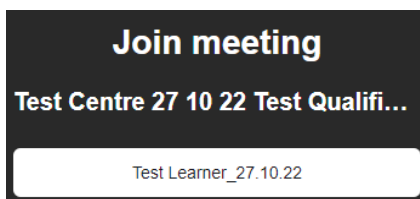


- | | |
|---|----------------------|
| 1. Jitsi Icon | 8. Chat |
| 2. Meeting Title and Performance Settings | 9. Actions |
| 3. Self-view | 10. Participants |
| 4. Your name/webcam video (if enabled) | 11. Toggle Tile View |
| 5. Microphone settings | 12. More Actions |
| 6. Camera settings | 13. End meeting |
| 7. Screenshare | |

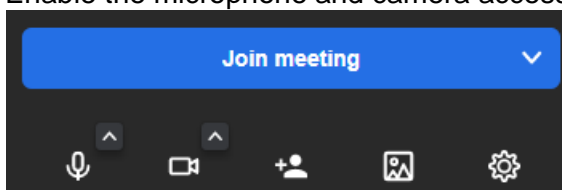
Joining a meeting as a learner

- 1) Paste the meeting link into a browser.
- 2) Insert your name and examination date into the text field so the invigilator can identify which learner you are.

Example: Test Learner_27.10.22



- 3) Enable the microphone and camera access and click join meeting.



4) The learner will then join the meeting room.



- | | |
|---|----------------------|
| 1) Jitsi Icon | 7) Camera settings |
| 2) Meeting Title and Performance Settings | 8) Screenshot |
| 3) Learner name/webcam video (if enabled) | 9) Chat |
| 4) Invigilator view | 10) Actions |
| 5) Invigilator's name/webcam video (if enabled) | 11) Participants |
| 6) Microphone settings | 12) Toggle Tile View |
| | 13) More Actions |
| | 14) End meeting |

Please note: It is important that all learners have their webcam and microphone being shared.

Learner Microphone & Camera Requirements

The microphone should be enabled at the start of the Jitsi meeting but the learner should then mute themselves and their sound within the Jitsi meeting once the exam has started to ensure there are no disturbances.

The camera must be active at all times, apart from during the ID check, to enable the invigilator to observe the learner throughout the entirety of the exam.

It is important that the learner ensures their camera is directly facing them and that they are captured within the frame.

Please note: any technical issues should be flagged to the invigilator immediately e.g. issues enabling camera access

Invigilator Microphone & Camera Requirements

The microphone should be enabled at the start of the Jitsi meeting to allow the invigilator to communicate with the learners and start the examination. The invigilator should then mute themselves once the exam has started to ensure they do not disrupt the learners.

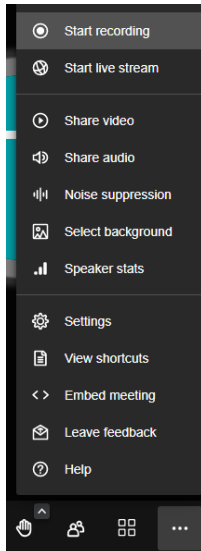
The camera must be active throughout the entirety of the Jitsi meeting to ensure the invigilator is seen to be monitoring the learners at all times throughout the exam(s).

Recording the meeting

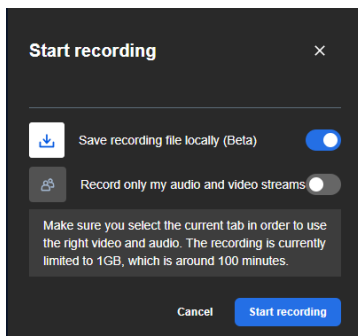
It is a necessity for the meeting to be recorded and this is the responsibility of the invigilator.

Starting a recording:

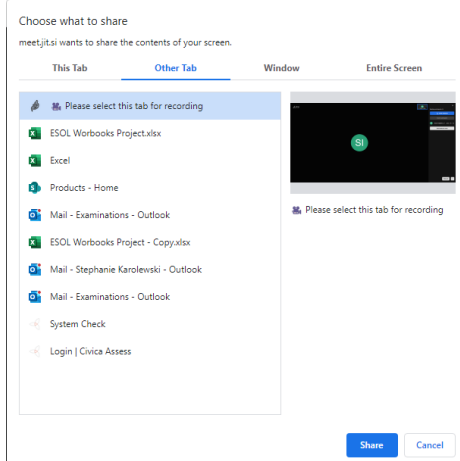
- 1) Click on the elipses (...) on the menu bar and click on 'Start recording'.



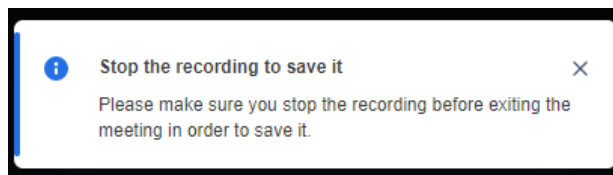
- 2) This pop-up will then appear. Select 'Save recording file locally (Beta)' and click 'Start recording'.



- 3) On the popup select 'Other tab' and 'Please select this tab for recording' and click 'Share'.

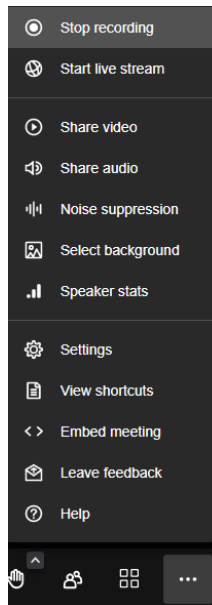


- 4) You will be informed that you are required to stop the recording in order to save it.

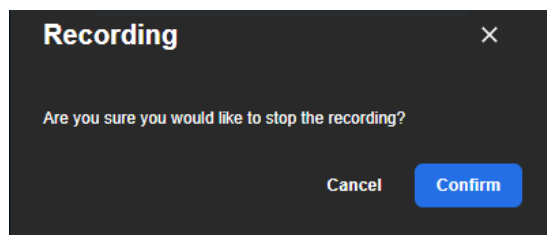


Stopping a recording:

- 1) Click on the elipses (...) on the menu bar and press 'Stop recording'.



- 2) This popup will then appear. Select 'Confirm' and the recording will then save to your PC.



Please note: The recording is limited to 1GB which is approximately 100 minutes which should cover the majority of meetings.

If it is suspected that a meeting may exceed the 100 minutes, the invigilator should not start the recording until the invigilator briefing has been completed and all learners are successfully logged onto the assessment platform and ready to begin their exam(s).



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