

## FIFA Football Agent Exam Invigilator Checklist

### BEFORE THE EXAM DAY:

Log into your **VICTVS FIFA** platform at least 48 hours before the exam day at <https://victvs.fifaexams.com/login> on a Chrome or Edge browser (click on Admin Login).

For **each** session assigned to you:

- Check you do not know any of your candidates.
- Check the Notes section to ensure you have your candidate PINs.
- Check all **LOCAL** session start times and exam start times.

### ON THE DAY OF THE EXAM:

- Log into your VICTVS FIFA platform exactly 30 minutes before your exam start time.**
- Ensure that you are in a professional, tidy and well-lit room where you are not disturbed.
- Ensure you are wearing a smart black/neutral top.
- Ensure that the device you are using is plugged in or near to a charging port
- Click the 'Test Audio/Video' button to check your video feed and microphone.
- Click the 'Start Session' button to open the session.

### GREETING THE CANDIDATES:

- Greet candidates when you join the session. Introduce yourself by first name and job role.
- Explain that other candidates are in the session and that you will use the mute function to communicate individually.

### CANDIDATE DEVICE CHECKS:

Complete individual device checks (mute other candidates) to verify that each candidate has:

- opened the **Safe Exam Browser (SEB)** on PC/laptop.
- logged in to their FIFA Football Agent Platform (FAP).
- connected via the FIFA Football Agent Exam Mobile app (App).
- connected their webcam (Web).
- shared their screen (Screen). Tabs used to contact VICTVS Support during self-check **MUST** now be closed.

**IMPORTANT:** If a candidate has **not successfully completed all steps** at the time of your check, they will not be authorised to take their exam and you must ask them to leave the session. Similarly, **late candidates** will not be authorised to take their exam.

- Read the following statement to these candidates individually:

*[Candidate name], due to [arriving late to your session / not being connected to the mobile app / not having your webcam connected / not having screenshare activated / not being in Safe Exam Browser] you have not met the requirements outlined by FIFA in the Information on the Licensing Process and FIFA Football Agent Exam document. You will not be approved to take the exam. Please now leave the session and close all platforms.*

### APPROVED CANDIDATE CHECKS:

- Read the following pre-exam statement when beginning individual pre-exam checks (mute other candidates):

# · VICTVS ·

[Candidate name], we will now begin your pre-exam checks. Once your ID document has been confirmed, you will be in formal exam conditions and will no longer be permitted to leave your seat and room. Please ensure you have access to chargers for your devices. Let me know if you wish to collect any other allowed items before we begin.

- Complete ID check and take a screenshot.
- 360-degree check of room and workspace.
- Only Allowed Items** in workspace.
- No other devices or headphones are in use and additional screens are switched off and turned away.
- Candidate mobile device and PC/laptop are plugged into a charger.
- Candidate mobile devices MUST be positioned to allow you to see the candidate, their screen and their desk.**

## CANDIDATE INSTRUCTIONS:

- READ OUT YOUR INTRODUCTION** to all candidates together (see Page 3).
- Provide candidates with their PIN via their individual **Chat** function at the scheduled exam time.

## DURING THE EXAM:

- Record all candidate attendance accurately on the Register function.
  - Absent: No show
  - Present: attends the session in any capacity
- Be vigilant. Supervise candidates **at all times** to prevent cheating and malpractice.
- Do not allow candidates to start the exam if they have joined the session after your arrival.
- DONOT** allow other people to enter the exam room.
- Do not leave the room at any time.
- Do not allow any breaks.
- DO NOT help candidates with assessment questions.
- Mute candidates if you must speak to a candidate individually or to VICTVS Support.
- Make regular time-stamped observations in the Notes function.
- In the event of **any** disconnection, you **MUST** inform the candidate they have 5 minutes to reconnect to the platform. If they are disconnected for longer than 5 minutes, you must contact VICTVS to end their exam. Candidates must be directed to <https://support.victvs.com/fifa> if they wish to discuss technical issues further.

## ENDING THE EXAM:

- Ensure each candidate has pressed the **Finish** assessment button.
- Check note paper and take a screenshot if any exam content has been copied.
- Ensure each candidate tears up used paper on screen.
- Ask the candidate to exit the Safe Exam Browser, using the QUIT passcode (QUIT2804) provided.
- DO NOT comment on exam results, result release dates or resit opportunities.
- DO NOT direct candidates to FIFA unless this is specified in the *Information on the Licensing Process and FIFA Football Agent Exam document*. All other correspondence relating to the exam must be directed to <https://support.victvs.com/fifa>.

## AFTER THE EXAM:

- Complete the following on [www.victvsglobal.com](http://www.victvsglobal.com) for each individual exam session within 24 hours of each exam day:
  - Work Log
  - Claim Form
  - Incident Report Form (only if required). You DO NOT need to report if a candidate leaves the exam session without your permission.

## SUPPORT:

For immediate issues or queries during your exam contact VICTVS:

Live Chat at: <https://support.victvs.com>

Phone: +44 113 539 7056

## Exam Instructions

You **MUST** read this introduction at the start of every exam session.

Hello and welcome to your FIFA Football Agent exam.

My name is \*\*\*, I work with VICTVS and I will be invigilating your exam today. Please listen to the following statement carefully:

1. By reaching this stage, we acknowledge that you have already read and understood the rules and regulations as stipulated in the FIFA Football Agent Exam Rules and the information on the Licensing Process and FIFA Football Agent Exam.
2. As an invigilator, my role is to safeguard the integrity of the exam and therefore I am not responsible for providing any assistance regarding technical or connectivity-related issues during the Exam session. Notwithstanding the above, should there be a minor issue in respect of which I am in a position to provide limited assistance, I may do so at my discretion. However, this does not fall within my responsibilities, and candidates should not expect such issues to be resolved by me.
3. All the communication shall be conducted respectfully and any time spent interacting with the invigilator is included within the allotted time for the Exam session and no additional time will be provided.
4. Both of your devices, including your desktop computer or laptop **and** your smartphone, must remain connected to the exam session for the duration of your exam.
5. As this is an online exam with remote invigilation, your actions and activities will be monitored and recorded throughout this entire exam session.
6. You will only be able to start your exam once I have provided you with the PIN, which I will provide via chat message at the end of these instructions.
7. Any breach of the FIFA Football Agent Exam Rules will be reported to FIFA and may result in your exam results being cancelled and/or prevented from sitting the exam in the next available Exam Session.
8. If you finish the exam before the end of the 60-minute time limit, please request my attention verbally or by raising your hand if I am speaking to another candidate. I will attend to you as soon as possible to complete your end of exam checks before allowing you to leave the exam session.
9. The exam platform will automatically time each exam and only log you out once the allowed time has elapsed. All your answers will be saved.
10. If you need any clarification during your exam, please use the chat function to contact me.

At times during the exam, I will mute my microphone to you. If you do not hear me, rest assured that I am watching and listening, and I am on hand to help.

Are there any questions before we begin?

Good luck!

END