

## TRAINING VIDEOS USER GUIDE

### WHO HAS ACCESS TO TRAINING VIDEOS?

Those registered as an Exams Officer/Exams Assistant or Senior Leader/Line Manager can access the Training Videos area of The Exams Office Hub. Those registered as Invigilators can only directly access [Invigilator Training videos](#) when undertaking units of our [Invigilator Training and Assessment Module](#), where videos are embedded within the relevant sections.

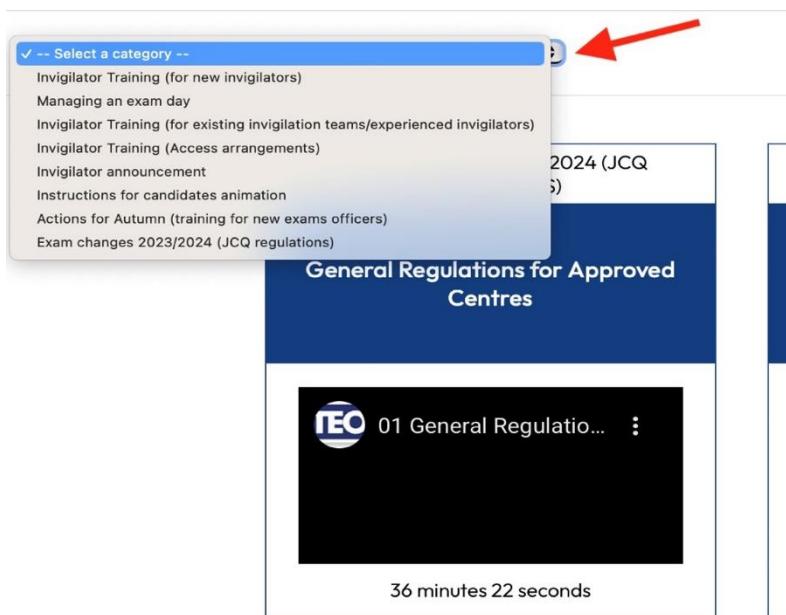
### HOW TO ACCESS TRAINING VIDEOS

When logged into your Hub account select **Training Videos** from the list of resources on the left. The full range of available videos are presented to scroll through.

### Searching for a specific video

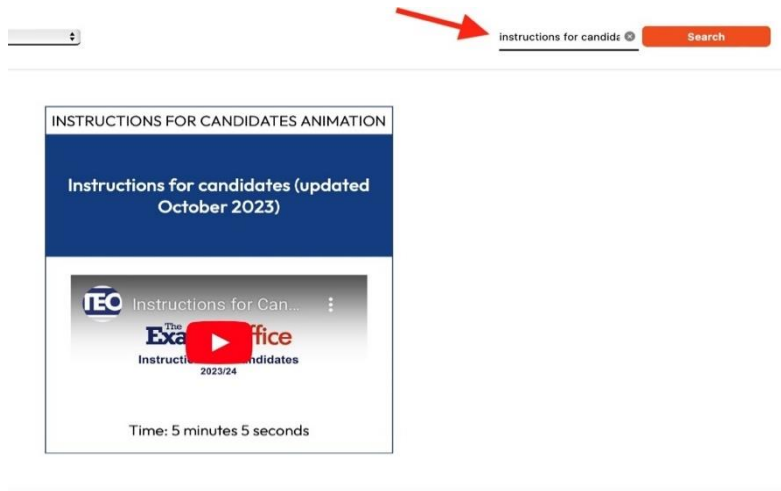
Various categories are available:

- select a category from the **dropdown menu** and scroll through the videos shown to select the video(s) you are looking for



Alternatively, search for a video:

- using a keyword via the **Search** option

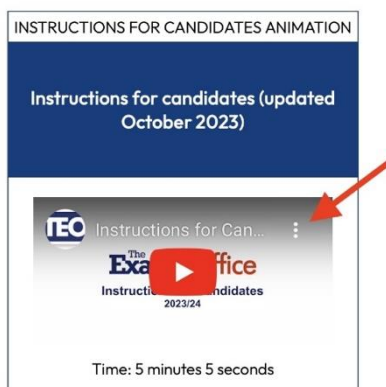


Click on the play button to watch a selected video.

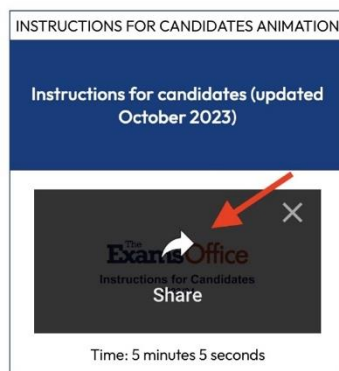
### Sharing a video with colleagues/students within your centre\*

To share a video from our YouTube channel:

- select the video
- select the **3 dots** menu in the right corner




- select **Share**



- select **Copy Link**



## Share

 Instructions for Candidates 2023/2024

 [Copy link](#)

You will then be able to share this link as appropriate (for example, by email, in invigilator training/update sessions, candidate briefings/assemblies, etc) within your centre.

### **\*Unauthorised use of videos**

Member centres are reminded that the use of any resources produced and provided by The Exams Office is **not** permitted beyond the centre.

Non-member centres and commercial organisations are **not** permitted to use videos, animations and support materials produced by The Exams Office without prior permission.

The appropriate legal action will be taken against any unauthorised use of materials produced by The Exams Office.

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