

Quick Guide to Creating Mocks in Exams Assist

Creating Internal Exams in Exams Assist is very easy and quick. Following the simple guide below to get started.

Contents

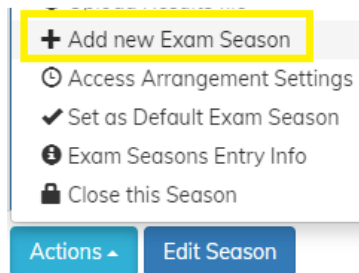
Quick Guide to Creating Mocks in Exams Assist	1
Getting Started.....	1
Step 1 - Create a new Season.....	1
Step 2 – Allocating the Candidates	2
Step 3 - Creating the Timetable	2
Add Exams for a Subject.....	2
Creating Tiered Exams.....	4
Allocating Levels.....	4
Staff Homepage	4

Getting Started

See <https://schoolworkspace.co.uk/Help/examsassistgettingstarted> for details on getting started with ExamsAssist

Step 1 - Create a new Season

Navigate to the **Overview Tab | Actions | Add new Exam Season.**



Enter a name for the **Season** and the **Dates** for the internal mock exams, all exams in the season must sit within the two dates.

Note - As this is an internal season there are no statement of entries to import.

Season Settings – When the season settings menu appears, read through this and apply any settings that you require, such as the start times for the exams.

Step 2 – Allocating the Candidates

Navigate to **Candidate Tab | Actions | Add a Group of Candidates** and select a group of candidates that will be doing the exams in this season.

Note – Any settings for any candidates stored from previous seasons will be copied over i.e. Candidate Name, Room/Seat and AA.

If a candidate doesn't have an exam number in SIMS then the system will create a number starting for the candidate with an **X**.

Search

Step 3 - Creating the Timetable

To create the internal exams, navigate to the Timetable/Seating tab and either select **Add Exam** or **Add Exams for a Subject**.

- **Add Exam** this will allow the Exam Officers to create one exam at a time.
- **Add Exams for a Subject** will allow the Exams Officers can create a number of linear exams at once.

Add Exams for a Subject

When candidates have been added to the season, creating exams by subject will display all the subjects available to the specific group of candidates. The Exams Officer will then be able to select the number of exams required per subject.

i.e. English Language – Unit 1 and Unit 2; Cymraeg – Unit 1; Drama – Unit 1 and 2; Business Studies – Unit 1 and 2; Computing – Unit 1.

Note – Select a time that the majority of exams length will be, but this can be amended.

Add Exams For Subjects

Exam Type: Duration: Add Extra Time if candidate has Access Arrangement

Select the number of exams for each subject that you want to create

Art	<input type="text" value="0"/>	Biology	<input type="text" value="0"/>
BTEC Hospitality and Catering	<input type="text" value="0"/>	Business Studies	<input type="text" value="2"/>
Chemistry	<input type="text" value="0"/>	Computing	<input type="text" value="1"/>
Cymraeg	<input type="text" value="1"/>	Design Product	<input type="text" value="0"/>
Drama	<input type="text" value="2"/>	English	<input type="text" value="2"/>

Exams Assist will prompt the Exam Officer to provide the Date and Time, Length and Main Room for the Exam (the room can be assigned later).

Select the time and groups for each Exam

Business Studies

Element Code BUS	Element Name Business Studies	
Component Code BUS1	Component Name Business Studies 1	
Date: Mon 02/10/2023 09:00	Duration: 1h 0m	Room:
<input checked="" type="checkbox"/> 11B/Bs1		
Component Code BUS2	Component Name Business Studies 2	
Date: Tue 03/10/2023 09:00	Duration: 1h 0m	Room:
<input checked="" type="checkbox"/> 11B/Bs1		

Note – If candidates have been assigned to a room from the Candidate Tab, they will be seated in that room. If default times for the exams are different for the internal exams to the external exams, this default time can be amended in the **Edit Season** (This setting is season specific).

Invigilator Availability Sessions

Two sessions per day : AM/PM
 Three sessions per day: Early-Morning, Mid-Morning & PM

AM Start 09:00	Mid Morning 10:30	PM Start 13:30
-------------------	----------------------	-------------------

Also used to override the component start times

If three sessions per day is selected then when selecting dates and time of the exams in the drop-down, three sessions per day will be displayed.

By Date		By Exam								
Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated
<input type="checkbox"/>	02/10/2023	09:00	1h 0m	Business Studies [Exam]	Main Hall		BUS	BUS1	24	
<input type="checkbox"/>	02/10/2023	09:00	1h 0m	Business Studies [Exam]	Board Room		BUS	BUS1	4	0 %
<input type="checkbox"/>	02/10/2023	09:00	1h 0m	Business Studies [Exam]	Small Room		BUS	BUS1	1	0 %
<input type="checkbox"/>	03/10/2023	09:00	1h 0m	Business Studies [Exam]	Main Hall		BUS	BUS2	24	
<input type="checkbox"/>	03/10/2023	09:00	1h 0m	Business Studies [Exam]	Board Room		BUS	BUS2	4	0 %

Once the exam timetable has been created, the timetable tab will be populated. Any candidates that have a room identified in the candidates tab will allocate to the specific room. From the above, there are 29 candidates doing Business Studies, 4 candidates have automatically been seated in the Board Room and 1 candidate in the Small Room, this was

automatically done. All other candidates are assigned to the Main Hall as indicated when when creating the exams.

The candidates are now ready to be seated in each room and the rooms will appear in the Invigilation tab ready for invigilators to be assigned.

Note - If a candidate has been identified as required to be in a separate room, navigate to the Candidate Tab and allocate to the required room. Once the Exams Officer selects submit the candidate will be placed in the new room.

Creating Tiered Exams

Creating these type of exams follow the same process as above, the only difference is the requirement for the teacher to assign the candidate to a level first. For example the Maths teachers would allocate the pupils in their class to a level – Foundation; Intermediate or Higher then when the Exam Officer creates the Maths Exams the pupils will be assigned to the appropriate level.

Allocating Levels

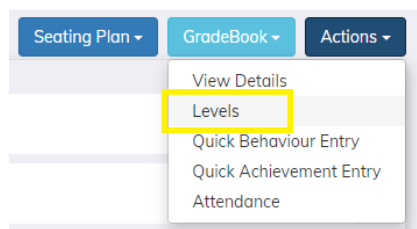
Members of the teaching staff from their Homepage (this is the page they see when they first log into Exams Assist). From the homepage they can view the **Groups** (classes) that are assigned to them in SIMS.

Note – If a staff member is assigned as a Head of Department in Course Manager they are able to view all groups as well as their own.

Staff Homepage



Select the Group Tab, then the class name. Navigate to **Actions | Levels**.



Staff member will be able to select the following from the drop-down menu – None; Foundation; Intermediate; Higher or Mixed. If the whole class are working at Intermediate Level, simply select this option and all pupils will be assigned as this. However, if there is a mixture of ability in the class then select Mixed. This will allow the staff member to select the appropriate level per pupils.

Mathematics

Group Level

None

None

Foundation

Intermediate

Higher

Mixed

The staff member will go through the list and assign the appropriate level, once completed, select submit to save the levels. When the Maths Exams are created by the Exams Officer the candidates will be assigned to these level.

Mathematics

Group Level

Mixed

Students

Name	Level
Abjit Abhra	Intermediate
Brianna Adams	Foundation
Elijah Bello	Intermediate

To create the Exam, simply navigate to the Timetable/Seating Tab. Select Add Exam by Subject and follow the same steps as above. You will noticed that any classes that have levels assigned to them will appear in brackets next to the class name.

Add Exams For Subjects

Select the time and groups for each Exam

Mathematics

Element Code: MAT

Element Name: Mathematics

Component Code: MAT1

Component Name: Mathematics 1

Date: Wed 04/10/2023 13:30

Duration: 1h 0m

Room:

11.1A/Ma (Mixed)

Once the Exams have been created they will appear in the timetable. Again, any candidates that are assigned to a room from the candidates tab will automatically assigned to that room. Any clashes will be displayed with a red flag, indicating that these will need to be resolved.

	Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated
<input type="checkbox"/>	06/10/2023	13:30	1h 0m		Mathematics [Exam]	Main Hall		MAT	MAT2-F	15	
<input type="checkbox"/>	06/10/2023	13:30	1h 0m		Mathematics [Exam]	Board Room		MAT	MAT2-F	1	0 %
<input type="checkbox"/>	06/10/2023	13:30	1h 0m		Mathematics [Exam]	Main Hall		MAT	MAT2-H	4	
<input type="checkbox"/>	06/10/2023	13:30	1h 0m		Mathematics [Exam]	Board Room		MAT	MAT2-H	1	0 %
<input type="checkbox"/>	06/10/2023	13:30	1h 0m		Mathematics [Exam]	Smaller Room		MAT	MAT2-H	1	0 %
<input type="checkbox"/>	06/10/2023	13:30	1h 0m		Mathematics [Exam]	Main Hall		MAT	MAT2-I	9	
<input type="checkbox"/>	06/10/2023	13:30	1h 0m		Mathematics [Exam]	Board Room		MAT	MAT2-I	1	100 %