EXAMS ASSIST USER GUIDE

D Lloyd-George & M Thirkell

V2.2

Contents

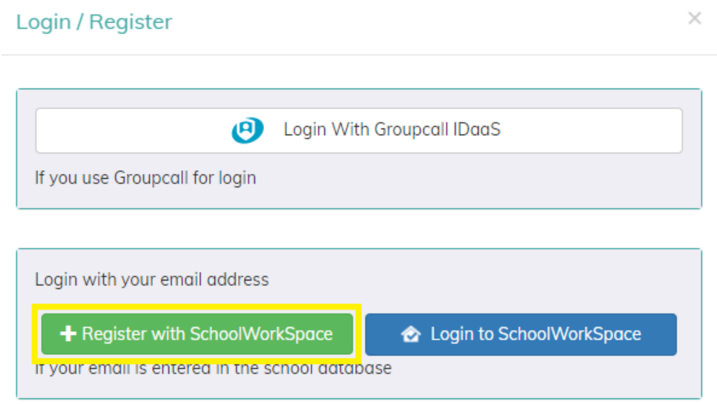
Getting Started

We'd like to thank you for purchasing the Exams Assist Module. Exams Assist is a module within a family of modules provided by **SchoolWorkSpace** for school/colleges**,** these includes the Parents' Evening, Attendance Tracking, Messaging, Room Bookings, Gradebooks, Homework and Seating Plans.

Once you have approved the data sharing agreement with **SchoolWorkSpace (SWS)** you will be able to get started.

Visit the following site: schoolworkspace.co.uk

Select – **Login / Register**



Select – **Register with SchoolWorkSpace**

Enter the email address that is recorded in the MIS, then you will be emailed a 6-digit code as part of the verification process. Enter this into the SchoolWorkSpace and you will be asked to create and confirm a new password.

Once logged in, you will be assigned as an Admin user, once assigned, this will allow you to manage and create other users in SchoolWorkSpace.

Data Sharing

Different MIS

Depending on your centres MIS, some data/features within Exams Assist may not be supported. This could be because the feature hasn't yet been developed or because it can't be supported. A table of the currently supported data can be viewed at https://schoolworkspace.co.uk/help/MIS

Xporter On Demand (SIMS)

Schools/Colleges that use SIMS will use Groupcall Xporter for sharing data as it includes Exam data that is not available via Wonde. The signup process is quite simple; the information is extracted on your order (after the centre has agreed the data share) – SchoolWorkSpace will do some checks on the centre and then call the Xporter API to send a data sharing invite to your data contact.

They can then either click on the link in the invitation, or login to https://xporter.uk then authorise the data sharing request. Some data items are optional, so they can be enabled if required. Once authorised, Xporter calls back to SchoolWorkSpace and we start to provision your account with the centre data. Once finished, an email will be sent to inform the centre that they can login.

To see what data is being shared between the centre and SchoolWorkSpace, select **School Settings | Data | Xporter on Demand Settings.** You will be able to view the data items that are being shared, but also the other data items that are available to be shared for other modules available for purchasing from SchoolWorkSpace.

Wonde (iSAMS and Teacher Centre)

For Wonde, the process is like Xporter, we check the information on your Order, then call the Wonde API to request access to your centres data. Your centre admin will get a notification from Wonde, once the admin has authorised the data share, we get a call back so we can provision your centre with data from your MIS system.

For Wonde, only core centre data is covered, no exam data is included. Please include DOB and UPN in the data so we can use these data items for matching students to exam entries.

You can check/change the options for data sync by visiting **School Settings | Other Settings | Wonde Settings.**

Arbor

For Arbor we have a custom integration with the Arbor Graph API. This allows us to fetch the student data and candidate / exam entries from Arbor.

There is some manual setup required by SchoolWorkSpace to create the data sharing request via Arbor. Once this is done and the centre grants the request, SchoolWorkSpace will receive an email, we can then setup your centre. Once authorised, the data will be synced in around 15 minutes.

You can check/change the options for data sync by visiting **School Settings | Other Settings | Arbor Settings.**

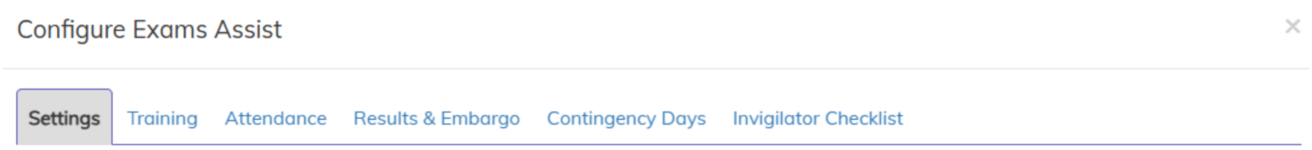
Bromcom

For Bromcom we have custom integration with the Bromcom API. Setup is a little different as your Bromcom admin enables us as a Partner rather than we initiate the request. Instructions on how to do this are https://schoolworkspace.co.uk/help/Bromcom once done let us know (Bromcom doesn't notify us directly). We then setup your school account with the Bromcom settings and it provisions in a minute or so (the Bromcom API is fast)

You can check/change the options for data sync by navigating to **School Settings | Other Settings | Bromcom Settings.**

Exams Assist Configuration

To configure Exams Assist, navigate to the **Overview Tab | Configure Exams Assist (these are generic settings that apply to all seasons)**. The configuration page is broken down into a variety of tabs – **Settings, Training, Attendance, Results & Embargo, Contingency Days** and **Invigilators Checklist**.



The Settings Tab

Centre Number – Enter the Centre Number as registered with each Examination Board.

Additional Centre Number – If the centre is accredited with several examination boards, it's possible to record these, i.e. NCFE.

Show seconds on Invigilator Clocks – Select this option to display the seconds' on both the analogue and digital clock on the Exams Viewer Screen.

Show photos on invigilator candidate lists – Select this option if the centre requires the candidate's photos to be displayed on the candidate list (Attendance Register). This is to help with the identification of candidates.

Allow colours for the Access Arrangements – Select this option if the centre would like to assign a colour to any of the access arrangements in Exams Assist. These colours will appear on the paper and electronic version of the seating plan. Once the electronic register is completed, the box (seat) will change to the attendance colours i.e. Green, Yellow or Red. (See How to allow selecting a Colour for Access Arrangement Type for more details).

SRB Colour – To help centres distinguish between the colour for a toilet break and the supervised rest break (SRB), centres can select a different colour for the SRB.

Allow SRB functions for all Candidates – Normally, the SRB functionality are only available to candidates that have been awarded this arrangement. However, select this option if the centre would like this functionality to be available to all candidates i.e. for Internal/Mock Examinations.

Do not display Access Arrangement on the student portal – Select this option if the centre doesn't want the Parents/Candidates to see the Access Arrangements Tab on their portal.

Do not list candidate name if only 1 or 2 in a room – By default, in the schedule tab, if there are one or two candidates assigned to a room, their names will appear on the schedule. Select this option if you do not wish for these names to appear.

Show Reg Groups when editing exam seating plan – Select this option if you require the registration groups to appear next to the candidate's name when creating seating plans, beneficial for mock exams when candidates are potentially seated by registration groups.

Highlight the first exam in the seating plan if there are multiple – By default, the first exam on the seating plans, attendance registers do not have a colour around the seat. If you require a colour to appear to distinguish exams in a room, select this option.

Show laptop icon on seating plans if laptop AA (rather than requiring it to be selected in the AA Tab) – By default, a staff member would need to select if a candidate has requested a laptop for each exam. However, if the centre policy is, if the candidate is entitled to a laptop, they get a device for all exams.

Show Year Group on invigilators candidate list – Select this option if you require the Year Group to be displayed on the Attendance Register.

Show Reg Group on invigilators candidate list – Select this option if you require the Registration Group to be displayed on the Attendance Register.

Show Category of Risk Icon on invigilators candidate list – If any candidates need to be easily identified on seating plans due to behavioural issues, then select this option. There are three categories to choose from, **High, Medium and Low**. This attribute will need to be assigned to the candidate in the student record in SchoolWorkSpace. The staff would need to be a member of the **Safeguarding Security** group to assign these.

Enable retake tracking for entries – This option will allow centres to scan the entries for this season and previous seasons. Once scanned, this will identify the candidates that are re-sitting any examinations. If a centre charges all candidates who retake exams, then this is a great function to help with this process.

Enable QR Code Scanner – By default the QR Code Scanner Tab will not appear on the invigilator's portal. If the scanner is required, then select this option.

Invigilators log AA used only active arrangements – If the centre would like the invigilators to record on their devices that the candidates used their access arrangements during the exam, then select this option.

Do not guess subjects for exam entries – When the entries are imported, Exams Assist will attempt to best match these entries to a subject. This is to try and save time for the Exams Officers. Select this option if you don't want Exams Assist to guess these subjects.

Publish Exam Timetable visible on public site – Select this option to enable the public to view any timetabled exams for both internal and external exam season on the centre's website, using an Iframe. Copy and Paste the URL (this can be found under this option). Paste this URL to the centre's website, this will embed the timetable to show on the website.

Use Invigilators Forename and Surname – By default, invigilators names will be displayed as follows - Mr J Smith. With this option selected, the name will be displayed as follows - Forename + Surname e.g. John Smith and no title.

Sort Invigilators by Forename + Surname – By default, invigilators names will be sorted by Surname then Forename. If there is the need to sort by Forename then Surname, then select this option.

Edit invigilator names – By default, invigilator names will be sync'd with the staff that are imported from the MIS. With this option selected, you can edit the invigilators names, and they won't sync from the linked staff record.

Exams Aid can Schedule Invigilators – Select this option to allow staff members that are assigned to Exams Aid Security Group to schedule invigilators.

Email – Add the generic reply email address for emails sent from Exams Assist, then enter the name that the email has been sent from.

Invigilator Timings and Rates of Pay – Enter the length of time the invigilators need to arrive prior to, and after the exam has come to an end. If you don't want any times to be displayed, then leave this blank. Enter the hourly rate for an invigilator, and the lead invigilator. This will apply the rate to each member of staff.

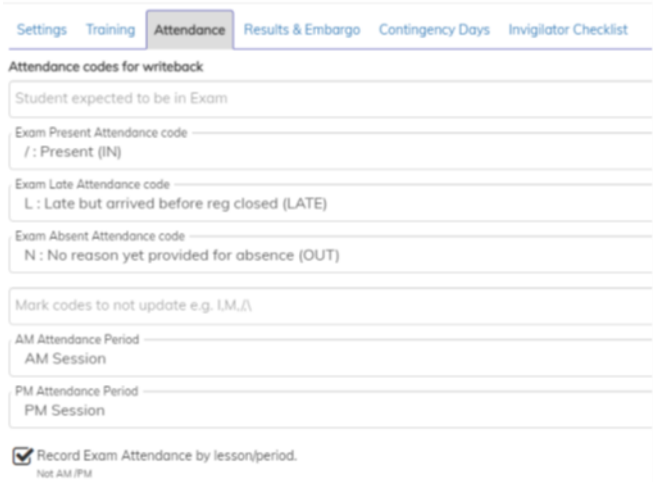
Extra Time Options – Enter the different extra times that the centre has, the options entered, will be the ones available to be selected in the Access Arrangements Tab.

Information for Candidates PDF – If there is a need to upload a document to be available to the candidate to download from their portal, this document will be uploaded here. It is only possible to upload one document.

Training Tab

Additional Invigilator Training Items –To display additional training needs from the ones identified in the Access Arrangements Settings, these can be added here and then they will appear in the invigilator training records popup box.

Attendance Tab

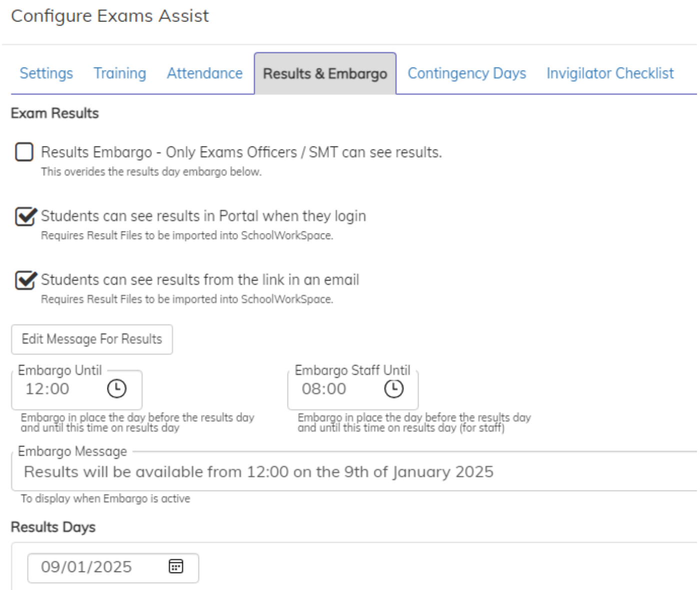


Attendance Code for Write back – Select the attendance code that would appear against each exam code within the Actions menu in the Attendance Tab in the Daily Planner.

Note – Lesson Attendance will automatically be enabled and synced back (SIMS Only), there is no separate setting to enable this.

Results & Embargo

It is possible for the Candidates (only) to view their results on their portal (Parents are unable to view these unless the candidate selects the option to **Share Results with Parent**). For these to display, the result files will need to be imported into Exams Assist.



Results Embargo – Only Exams Officer/SMT can see results – When this option is selected, only staff with Exams Officer Access Rights will be able to view results in Exams Assist (this applies to all seasons).

Students can see results in the portal – Select this option if the candidates should view their results on their portal, the results will be visible unless any embargo are in place.

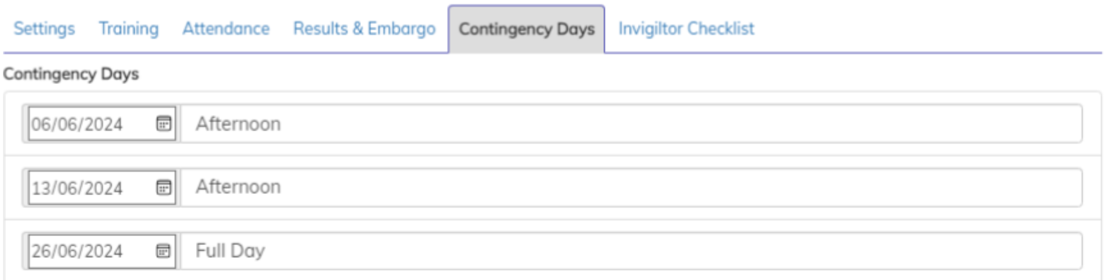
Embargo Until/Embargo Staff Until – This is the date that the embargo will be valid too, after this date the results will be available for the staff and candidates to view in their portal (it's possible to set different times for each).

Embargo Message – Enter the message the candidates will see when the embargo is active. This message will be visible in the portal under the Result Tab.

Results Days – By entering the results date, the results will not be available for the candidates to view until the Thursday of that week.

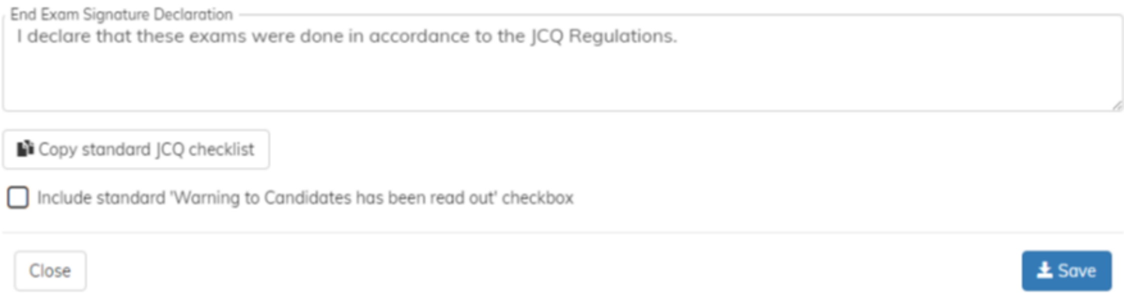
Contingency Days

Enter the dates and a description for each of the contingency day. These dates will appear on the candidate's timetable and on the centre's published timetable on the website.



Invigilators Checklist

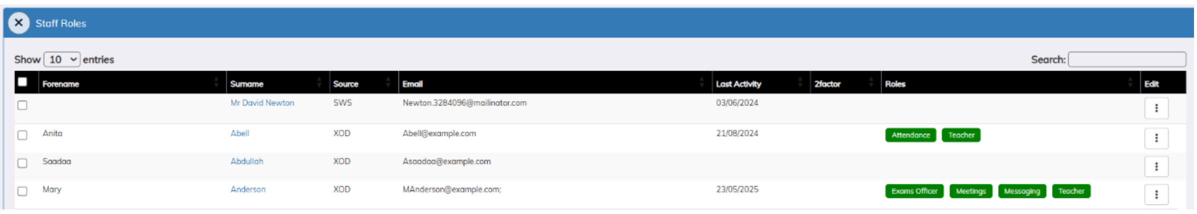
Configure the content that needs to be displayed as the checklist on the invigilator's portal. It is possible to copy the JCQ checklist and then amend, great for reducing the amount of paper used per exam room.



Administration in Exams Assist

Allocating access to staff

Navigate to **Schools Settings | Staff Roles**.



Teaching – For staff to be able to login to Exams Assist and view candidate's entries, access arrangements and results, they will need to be assigned to the **Teaching** security group. Also, for teaching staff to be able to view candidate information and assign them to a level for the purpose of creating tiered exams they will need to be in this group.

SMT – Staff assigned to this security group can view all entries and the candidates with access arrangements. They can Authorise or Decline any changes requested by teaching staff. Once the entries have been authorised by the Head of Department (Faculty), a member of SLT is able to approve these by selecting SLT Approved.

Any staff assigned to this group will be able to view all tabs within Exams Assist, but in Read Only mode. However, they will be able to print any reports within Exams Assist.

Exam Officer – Staff assigned to this security group are able to manage the settings for this Module, upload entries, upload access arrangements, allocate and manage invigilators, schedule the invigilators/staff and manage the printing of candidate cards which will allow the invigilators to mark the registers electronically using the QR code.

Exam Aid – Staff assigned to this security group will be able to view the Daily Planner tab. This tab gives them the ability to view exam details, missing candidates and complete the AM and PM attendance registers. Depending on the centre settings, they might be able to schedule invigilators too. **(See Configure Exams Assist)**

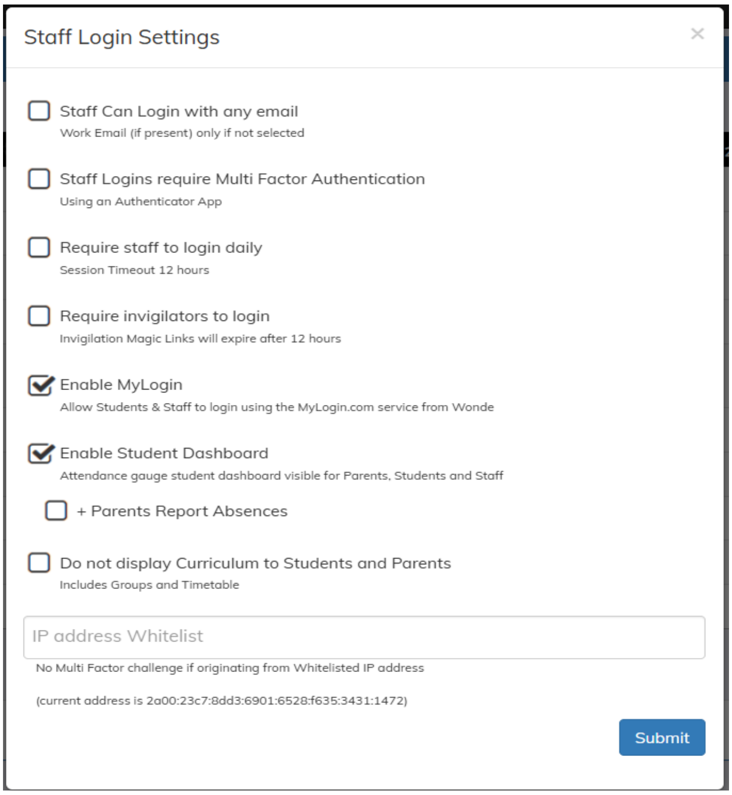
SEN – Staff assigned to this security group will be able to access and manage the Access Arrangements Module within Exams Assist, they will be able to import the applications from the JCQ Portal.

Note – Staff Emails need to be set in the MIS as **Work** and in SIMS also marked as **Primary**.

IMPORTANT – Invigilators do not require to be in a security group. They will be able to access their portal without being assigned to a security group.

Log-in Options

There are several options available to centres when selecting how you'd like staff to log into Exams Assist. Navigate to **School Settings | Staff Roles | Staff Login Settings** and select the most appropriate for your centre.



Password Policy - The password policy has been increased, so staff members will need to use a strong password (At least 8 characters, one lowercase, one uppercase, one number, and one special character (!*@#$ %~^&+=,.`), and not include (<>).

Setting up Two-Factor Authentication for increased security

Navigate to **School Settings | Settings |** and select **Staff Logins require Multi Factor Authentication**

Multi Factor Authentication.
This will mean that when a member of staff tries to log into Exams Assist, following entering their password, they will need to obtain the 6-digit code from the **Authenticator App**, then enter this into Exams Assist when prompted.

Whitelisting an IP Address

To enable staff to use Exams Assist in a location that's safe, such as the centre. It's possible to whitelist this IP Address so a member of staff will not need to use multifactor authentication in that location. Navigate to **School Settings |Settings** and ask the IT department to enter the IP Address of the safe location.

Staff setting up the Multi-Factor Authentication

Each member of staff that accesses Exams Assist will be required to setup the Multi-Factor Authentication, this is a very simple process, follow the steps below:

Step 1 – Download the **Microsoft Authenticator App** from the app or google play store.
Step 2 – Log into Exams Assist and Navigate to the main menu and select **Setup Two Factor Authenticator.**

Step 3 – Scan the QR Code into the Authenticator App, it will then add your account details into the authenticator app. Then select **add this Two Factor Authentication to my Account.** You will then need to provide the 6-digit code to link the authenticator with your user, once verified the setup process is complete.

Step 4 – You will be asked to provide a 6-digit code from the Authenticator App to log into Exams Assist.

Multi-Factor Authentication Recovery

If a staff member is unable to log in as they are unable to access the authenticator app, it's possible for the centre admin to email the member a recovery code to get them into Exams Assist. Navigate to **School Settings | Staff Roles,** then search for the member of staff that doesn't have access to their code. Click on the QR Icon, then select Email Two Factor Reset Code, the recovery code will be emailed to the address stored in SchoolWorkSpace. The member of staff will need to enter this code into the Verification dialog box.

Once the member of staff has gained access to the software, they will be able to set-up the multi-factor authenticator again.

Invigilator Log-in

If this option is selected, then the magic link sent to invigilators to access their portal will expire in 12 hours and therefore they will require to log into exams assist to view their schedule. Invigilators can set their own password by selecting **Register with SchoolWorkSpace** and then following the prompted instructions. Once logged in they will remain logged in unless the centre has opted to require staff to log in daily.

IMPORTANT – Invigilators **DO NOT** need to be allocated to any Security Groups within SchoolWorkSpace, their magic link will just work.

Season Settings

To manage the settings for a season, navigate to the **Overview | Edit Season**. These are broken down to **Details**, **Invigilators** and **Portal**.

Note – These settings are season specific, whereas Configure Exams Assist is applicable across ALL seasons.

Details Tab

Season Start/End Dates – This is the date that the season starts and ends, exams will not be able to be scheduled if the end date has passed.

Key Dates – Set the dates to ensure that deadlines/key dates are not missed.

Candidate Seating – Select this option if seating will be done in Exams Assist and not in the Centres MIS System.

Season Type – Identify if the season is an Internal or External Season. If internal is selected, then clash flags will not appear in the timetable and seating tab.

Candidate Name and Format – Select the most appropriate option for the centre. There are three different options to choose from.

Season has resits – This will allow centres to scan the entries to identify candidates that have been previously entered for an exam.

Note – Ensure that all previous years' entry files have been imported into Exams Assist before scanning for retakes.

Show Results Tab – Select this option, if there is the need to display the Results Tab.

Invigilators Tab

Invigilators Pin Code – To help with security, it is possible to assign a code for when the invigilator opens the session on their device.

Invigilator Booking From and To – Set the date and time that the invigilator's can provide their availability to the centre.

Invigilators Options - There are several options available

Invigilator Availability Sessions – Select how many sessions are required per day, 2 or 3. Once selected enter the times for each session. If 2 sessions are selected, enter a time into AM and PM, if 3 are selected you will need to enter a time in the Mid-Morning too.

Invigilators Availability Dates – Select how the invigilator availability is to be collected, will this be based on the exam timetable, or from selected dates.

Number of Agency Staff – Enter the amount of agency staff that may need to be used during the exam season. Enter the maximum that may be required, so when scheduling they can be assigned. If the latter is selected, you will only be able to select the dates within the season.

Invigilators Note – This note will appear for the invigilators on the top of their availability page.

Invigilators Speech – Select the speech that the centre would like the invigilators to play prior to the exams starting in the exam room.

Text to Speech – This will allow centres to create their own speeches and apply them to a season. If there are multiple speeches, centres can apply the appropriate speech to each room within the schedule tab.

Portal

Season Display Name – If an error has been made with the season name in the MIS (which cannot be amended) or the centre would prefer to display an easier name for the season, then a new name can be entered here. The name entered here will appear for the parents and candidates in their portal instead of the season name within the MIS.

Publish to Parents – When selected, the entries and timetable will be visible to the parents and candidates on their portal. Also, this needs to be selected to enable the timetable to be viewed on the school website.

Message to display to Parents and the Candidates – When the centres are asking parents and candidates to confirm their entries, the centre can enter a message to be displayed. This message could be to explain what is required of them to do.

Parents can confirm entries in Portal – Select this option, if the centre requires the parents to confirm the candidate's entries.

Students can confirm entries in Portal – Select this option, if the centre requires the candidates to confirm their entries.

Fees show in Portal – Select this option, if the centre would like the parents and candidates to see the cost of the entries. This may be to make the parents and candidates aware of what the cost of exams are to the centre.

Hide Room and Seat in Portal - Select this option, if the centre would like to hide the room and seating allocation to the parents / candidates. This might be selected when the timetable is being created. Then deselected when the timetable is fully confirmed.

Mock Exams – If the centre records the Mock Exams Results in SchoolWorkSpace, then select this option when these are to be displayed to the parents and candidates in their portal. Enter a From, and Until Date and Time for these to be visible.

NEA Results – If the centre records the NEA data in SchoolWorkSpace, then select this option when they would like these to be displayed to the parents and candidates in their portal.

Managing Exam Entries in Exams Assist (Review of Entries)

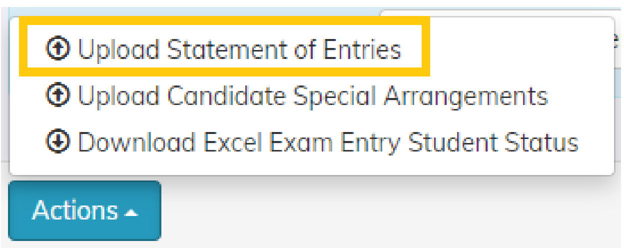
The purpose of this tab is to give staff the ability to view/check and confirm their entries. This has been created as the review process, entries are initially made in the MIS.

Uploading Entries and Access Arrangements (Arbor and Bromcom)

For these MIS systems SchoolWorkSpace can interface directly with the MIS rather than go via a data aggregator like Wonde or Xporter. This allows data such as entries and access arrangements made in these MIS to be directly accessed without requiring a manual export/imports like SIMS.

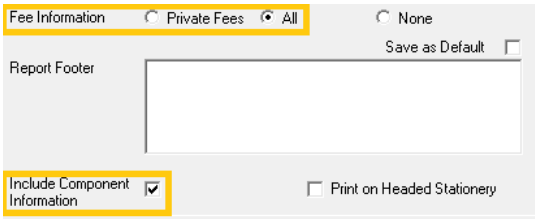
Uploading Entries and Access Arrangements (SIMS)

In SIMS, once the entry marksheets are marked as **Data Entry is Complete,** any further amendments can be managed in Exams Assist. Therefore, all changes can be audited in one system – Exams Assist. To upload the Entries and Access Arrangements for a season, navigate to the Exams Assist Module, then select the **Exam Entries Tab | Actions | Upload Statement of Entries or Exam Entries Tab | Actions | Upload Candidate Special Arrangements.**



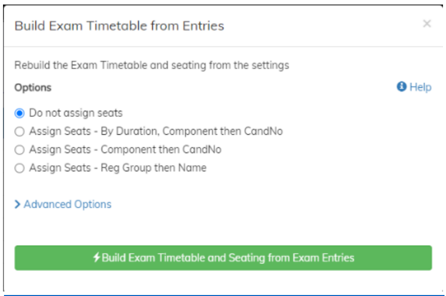
Locate the TSV file that you have previously exported from SIMS Exams, select the file and then submit.

IMPORTANT Note – Ensure that when you create the entries file that you select **Fee Information – All** and **Include Component Information** as this is required for building the timetable in Exams Assist.



Detailed instructions can be found: https://schoolworkspace.co.uk/Help/ExamEntries

Once the file is uploaded and Component information is contained, the build timetable popup box will appear. By rebuilding the timetable, any amendments made in the file will be reflected in the Timetable Tab, Attendance Registers and Seating Plans etc.



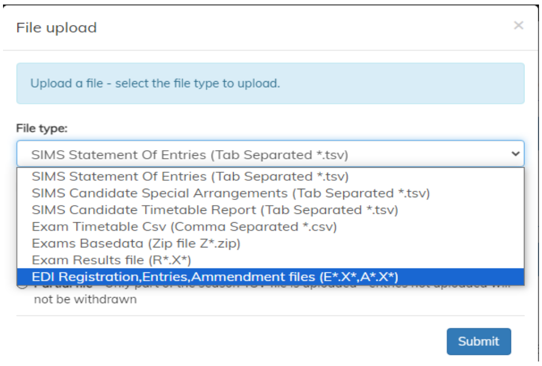
Importing Entry Files

Electronic entry/amendment files (EDI) that are sent to the exam boards (from any MIS exams module) can also be directly imported into Exams Assist instead of importing the SIMS Statement of Entry TSV file or direct import from Arbor or Bromcom. You can import the initial entry file and then subsequent amendment file for any examination board.

Firstly, create an exam season in Exams Assist and add the candidates that are contained within the entry file. Navigate to the **Overview Tab | Create New Season**, then the **Candidate Tab | Actions | Add a Group of Candidates**. Once the season has been created and the candidates added, navigate to the **Overview Tab | Actions | Upload** and select **EDI Registration. Entries or Amendment files (E*.X*, A*.X*)** can be uploaded.

Note – It is possible to select several entry/amendment files, Exams Assist will import these in the correct order.

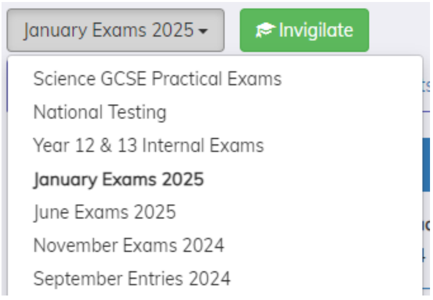
REMINDER – As centres usually create their entry files once all checks have been carried out i.e. departmental check and parental checks. Therefore, this method of importing the entries may not be suitable if the centre wants to use Exams Assist for the Review of Entries process.



Change the file type to **EDI Registration, Entries, and Amendment Files** and select **Submit**. The files will be imported into Exams Assist and an import log popup box will be displayed.

Multiple Exam Seasons

If you wish to import entries for multiple seasons i.e., September Entries, November Resits, January Entries, Internal Exams and June Entries, this is possible, just import each file and they will appear as different options in the seasons drop down menu. To set which season is to be viewed as the default, navigate to **Actions | Set as Default Exam Season.**



Closing a Season

Once a season has come to an end and you no longer wish to make any further amendments you are able to close the season. By closing the season, you will be taking a Snapshot of the current season, and it will be flattened so the data is visible, but no longer editable. To close a season, navigate to **Overview | Edit Season | Close Season.**

Note – A Season can only be closed when the season date has come to an end. It is not possible to close a season in the future.

Tip – It is recommended that seasons, once finished are closed. This will help keep Exams Assist running quickly.

Deleting a Season

If a season has been created by mistake or you no longer need to keep the data held within that season, it is possible to delete. This option is non-reversible; therefore, care should be taken when selecting this option. To delete a season, navigate to **Overview | Edit Season | Delete Season**.

Allocating Entries to Staff

To allocate the entries to the teaching staff for authorisation navigate to the **Entries tab** and select the elements that needs to be checked by the teacher. Once selected, select **Actions | Assign Staff to Selected.** Search for member(s) of staff in the system and allocate them to these entries. Staff will now be able to view both entries and access arrangements in their account.

The entries tab is split into five sub tabs – E**xam List, Queries, Incorrect, Withdrawn** and **Additional**.

Exams List – This displays all the entry elements that need to be checked by the members of staff. If the Exam Officer selects an element, they can view the candidates entered for that specific element.

Queries – This tab will filter out all the candidates that have been identified by the classroom teachers as a Query. When a teacher selects this option, they are prompted to provide a reason for this selection. This tab can be reviewed by the SLT so they can approve or decline any requests.

Incorrect – This tab will filter out all the candidates that have been identified by the classroom teachers as Incorrect. Again, when this option is selected, the teacher is prompted to provide a reason for this. Again, SLT will be able to approve or decline any requests.

Withdrawn – This tab will display all candidates that have been withdrawn from any entries. When a member of the SLT approves an incorrect entry and this is removed in the MIS, when a new entry file is imported into Exams Assist (For SIMS when a new entry file is imported; For Bromcom/Arbor when data is synced), this entry will move from the incorrect tab to the withdrawn tab. This is a great tool for auditing withdrawn candidates as all messages written by the teaching staff and SLT will remain against the candidate.

Additional – This tab will display all the candidates that have been added by the classroom teachers. The Exams Officer will be able to view all these additional candidates. Once approved by the SLT, and a new file is imported, the candidates name will be removed from the Additional tab and will appear as a normal entry in the Entries tab for the classroom teacher to mark as correct.

Adding the teaching group column to the Entries

To assist departments with the checking of their entries it is possible to map the entries to a subject in the MIS so that the Class Identifier is displayed in the table. To map these, navigate to Link this Exam to a Teaching Subject box and select the subject you'd like the Class Identifier to display within the entries.

Note – Once the group column is populated, this **IS NOT** automatically refreshed (Dynamic) each time the member of staff opens the entries. To refresh this data the staff member will need to select the Refresh button within that box.

External Candidates (SIMS Only)

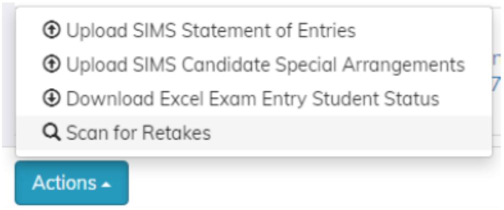
It's possible to import the entries for the external candidates, you can import them in the same way as you do the internal candidates. When exporting the entries from SIMS, just remember to export **all** instead of **Int**. On import they will appear in the entries with all the internal candidates and will be identified as **External**.

Note – The External Candidate **MUST HAVE a UCI Number in SIMS Exams,** or the candidate will not be imported into Exams Assist.

Retake Candidates

To assist centres with managing the resit candidates, Exams Assist can scan previous exam seasons and identify any entries that are retakes. Navigate to the **Entries Tab | Actions | Scan for Retakes**, once selected, all previous seasons will be scanned to see if any elements have been entered previously but in different season.

Note – Make sure that you have enabled this functionality in the **Exams Assist Configuration** page.



Once the scan is complete, any subjects that have a resit will appear with the number of resits and the total cost (this cost comes from the entry fee from the statement of entries).

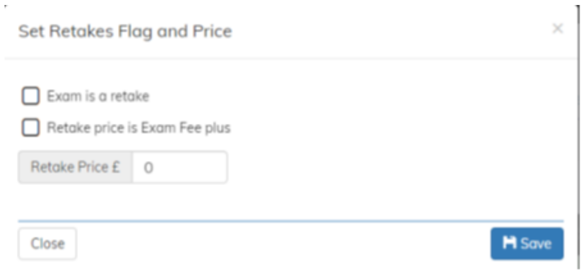
	Board	Level	Code	Name	Subject	Status	Assigned To	Correct	Incorrect	Query	Blank	Retakes	Total	Fees
☐	DOM	GCSE/9FC	CC	Adison Allen		For Review		0	0	0	1	1 @ £17.23 = £17.23	1	£12.23
☐	DOM	GCSE/9FF	FF	Sabrina Anderson		For Review		1	0	0	0	1 @ £28.45 = £28.45	1	£23.45

On selecting the subject, you will be able to view the candidates that have been identified as having a resit.

	CandNo	Name	Reg	Groups	Retake
☐	5016	Jamie Bar nett (Jamie Barnett)	J	13D/Ar1	✓

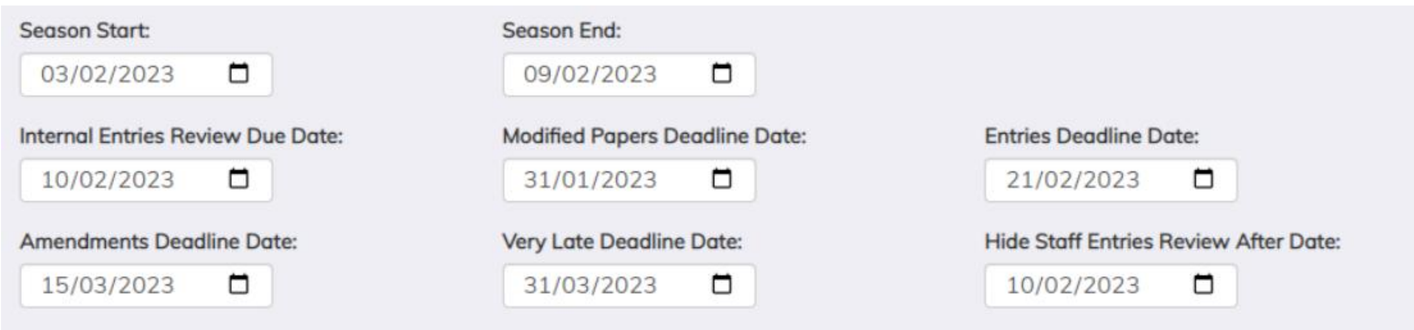
It is also possible to add a fee on to the exam cost or if a fee isn't included in the statement of entry, then it's possible to add this manually by selecting a subject, **Actions | Retake** price is Exam Fee Plus and then enter the amount in the Retake Fee Box.

Note – If exam fees are added manually and a subsequent retake scan is carried out, all manual changes will be lost.

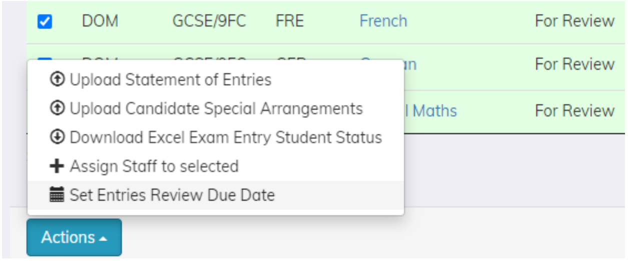


Setting the Due Dates for a season

To assist Exams Officers to keep track of the various deadlines they must adhere to, Exam Officers are able to populate these dates into each Exam Season. To enter these dates, navigate to **Overview | Edit Season | Details.** The Internal Entries Review Due Date will appear on the teacher's homepage in SchoolWorkSpace.



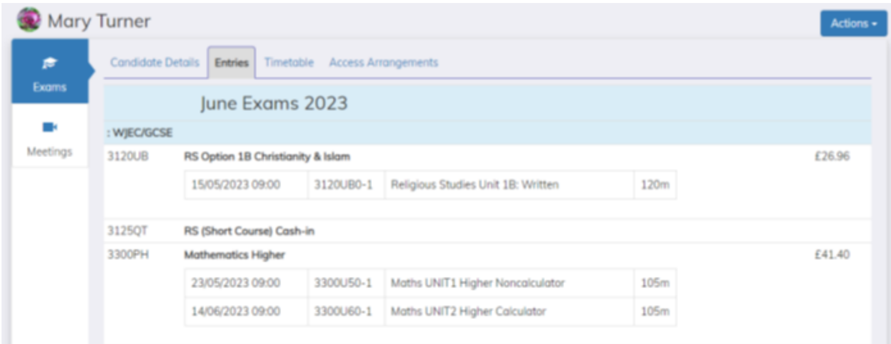
It is also possible to add a due date for an individual entry, or a group of entries, these will be displayed on the teacher's homepage, but next to the entry rather than next to the season name. Navigate to the **Exams Entries Tab**, select the entries, then **Actions | Set Entries Review Due Date**.



To hide these entries from Teaching Staff/HOD, navigate to **Overview | Edit Season | Details** and enter the date for these entries not to be visible to the staff members.

How to view an individual Candidate Entries, or Timetable in SchoolWorkSpace

Any member of staff with access to SchoolWorkSpace can view any information on an individual candidate. To do this, use the global search at the top of the software. Search and select a candidate and any member of staff will be able to view the candidates Entries, Timetable, Access Arrangements and Results.



Note – For the Entries; Timetables and Access Arrangements information to be displayed on the candidate's homepage, you need to select **Published to the Parental & Students Portal - Exam Entries and Timetable can be viewed when they login to SchoolWorkSpace**. This option can be found by navigating to **Overview | Edit Season.**

Managing the JCQ Applications

Access Arrangements can be fully managed in Exams Assist, to help with this process it's possible to import the Access Arrangements applications created in the JCQ portal by the SEN Department. This area can help Centre's manage their applications centrally.

How to download the Applications from the JCQ Portal

Step 1 - Log into the JCQ Portal and select **Access Arrangements Online**.
Step 2 - Select **Find Application,** then **Search All Categories**.
Step 3 - All applications will appear in the list, scroll to the bottom, select **Export as CSV to Download**.

Allocating Access to the Applications in Exams Assist

In Exams Assist, navigate to **School Settings | Staff Roles** and allocate the **SEN** access rights to the member(s) of staff managing Access Arrangements Applications at the centre.

Note – This will mean that the SENCO and their team will be able to manage the Access Arrangements for the centre. This information can then be shared easily with all staff within the centre.

How to import the applications

Step 1 - Select **Access Arrangements** in the main menu.
Step 2 - Navigate to the **Application Tab | Actions | Upload JCQ Applications CSV**

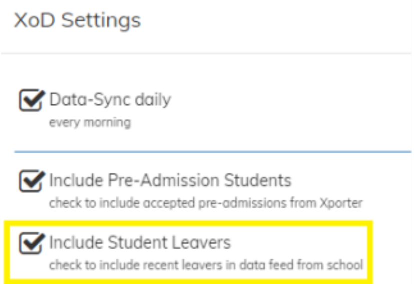
Note – As all applications will be imported, it's possible to archive all applications i.e. any candidates that have left the centre. Navigate to **Actions | Archive old Applications**.

How to view an application

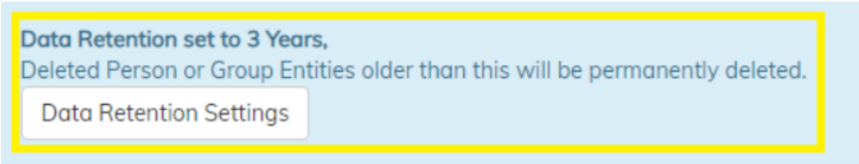
Once the application has been imported, it's possible to view each application by selecting a candidate's application reference number.

Details tab - The details tab will show the whole application as it appears on the JCQ portal (It is not possible to edit any part of the application).

Note - Leavers – If your centre allows SchoolWorkSpace to access Student Leavers then these will appear in the Leavers Tab under Students.



These will continue to appear until they are permanently deleted automatically by SchoolWorkSpace, this is set by the centre in the **Data Retention Settings**.



Access Arrangements tab - this tab will display any arrangements that the candidates currently have in Exams Assist. If the centre is new to Exams Assist then no arrangements will be displayed, arrangements will need to be assigned to the candidate by selecting **Add** (See below).

Applications tab - this tab will list all applications that the candidates have on the JCQ portal. If a candidate has multiple applications (current or expired) these will show here on this tab.

Managing Access Arrangements in Exams Assist

To fully manage Access Arrangements in Exams Assist and not in other MIS, navigate to the **Overview Tab | Configure Exams Assist** and **enable Manage Access Arrangements in Exams Assist**. Once selected, any future exams created in Exams Assist or Entries imported, all Access Arrangements will be populated from the information contained in this area, there is no need to import a file from the MIS.

The Students Tab will list all the candidates that have Access Arrangements at the centre. However, if the centre is new to Exams Assist then this list will be empty, but their applications will show in the Applications Tab.

Adding a Candidate that doesn’t require a JCQ Application

If a candidate needs access arrangements, but this doesn’t require a JCQ application, navigate to the Student Tab, then select **Actions | Add Student**, then Search and select a candidate.

Once a candidate has been selected you will be able to add an arrangement(s).

Start Date – Allocate a start date to the arrangement.

End Date – If the arrangement is temporary then apply an end date, however, if the arrangement is permanent then leave the date blank.

Type – There are different types of arrangements available - **Temporary; Long-Term; Emergency** and **Medical**. Select the one that is most applicable for the arrangement.

Subjects – If the candidate is allocated an arrangement for a specific subject, then select the subjects the candidate should have the arrangement for. This list is linked to the subjects pulled from the Timetable and linked to the subjects assigned in the entries tab.

Note – If a start date and the end date is in the future (or if the end date is blank) then the arrangement will appear in green. If the arrangement has expired, then it will change to red, helping centres to manage and ensure all access arrangements are in date. There is a filter to select all expired applications.

Adding a Candidate that has a JCQ Application

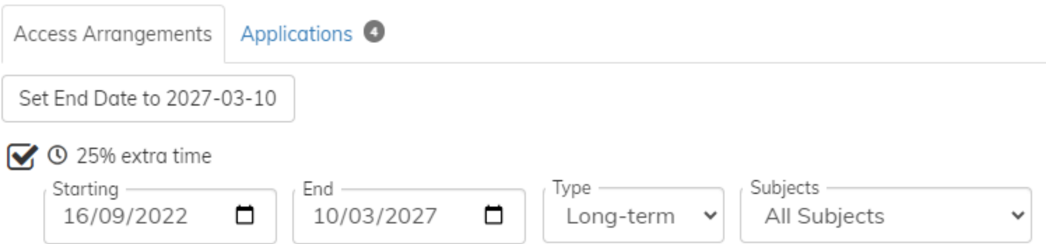
If a candidate has an application on the JCQ Portal, then navigate to the **Applications Tab** and then select a Candidate.

If the candidate already has any Access Arrangements in Exams Assist, then these will appear in the list. To apply the Start and End Date and Type in accordance with the application, simply deselect the arrangement and select again. This will then automatically populate the start/end date and the type (if there is an application then the type will also be set to long-term).

Note – If the application doesn't have an end date or if the Start and End Date are the same, then these will not apply to the Access Arrangements start and end date. A Start and End Date will need to be added manually.

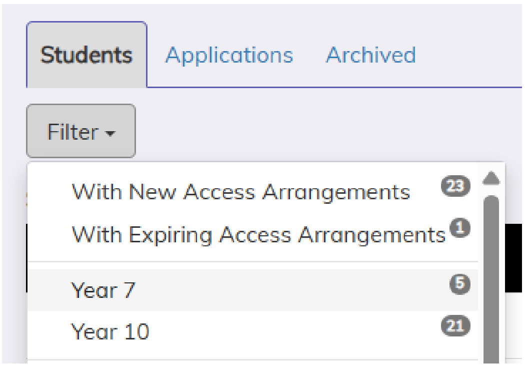
Expired Application

When an application has expired then the Access Arrangements will be highlighted in Red, this will indicate that the End Date has lapsed. A new application will need to be done in the JCQ Portal, then a new file uploaded. Once uploaded two applications will now appear within the candidate record. As there will now be a new End Date, there will be an option to apply this new End Date to all Arrangements that the candidate has.



How to apply a filter

To view a specific group of candidates, or to view the candidates that have new Access Arrangement or with expiring Access Arrangement, navigate to the filter drop-down and select the appropriate option.



How to Attach Documents

To attach documents to a candidate such as the J8 Form or Evidence of needs, navigate to the Students Tab, select a candidate, then attach a document.

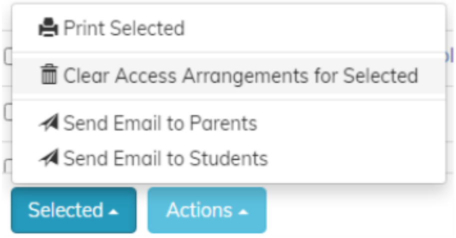
Printing Access Arrangements

To print a selection of Access Arrangements, navigate to the Students Tab, filter the group of candidates to include in the report. Navigate to **Selected | Print Selected | Access Arrangements List**.

Emailing Access Arrangements to Candidate/Parents
To email a selection of Access Arrangements, navigate to the Students Tab, filter on the group of candidates that needs to be emailed.

Navigate to **Selected |Send email to Parents/Students**. To include a list of the candidates Access Arrangements, include the following token - [[ExamArrangmentsList]].

Removing Access Arrangements from a Group of Selected Candidates
To remove access arrangements from a group of Candidates, select a group of candidates from the Student's Tab, then **Selected | Clear Access Arrangements for Selected**.

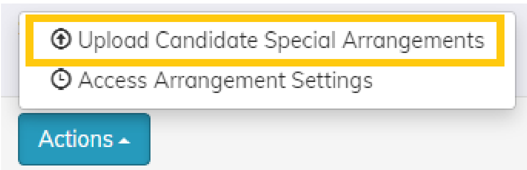


Managing Access Arrangements in Exams Assist
It is possible to view the candidates that are entitled to Access Arrangements within an Element Entry List. Furthermore, it is possible to record the papers that have been ordered from the JCQ portal, the modified papers. It is also possible to record the candidates that wish to use a laptop for a specific exam and the candidate that requires a computer reader in an exam.

Access Arrangements from Exams Assist
If the Access Arrangements are being managed in Exams Assist, then the data will be automatically populated once the Entry File has been imported, or for Internal/Mock Exams, as soon as the exams has been created within the Timetable and Seating Tab (See Managing Access Arrangements in Exams Assist for more details).

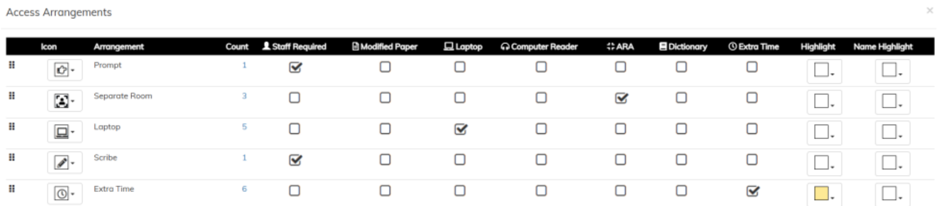
Importing Access Arrangements (Arbor/Bromcom only)
For Arbor and Bromcom Centres the direct API implementation means that the Access Arrangements in the MIS are imported with the rest of the centre data so there is no need for a manual export / import.

Importing Access Arrangements (SIMS only)
Firstly, you must upload the candidates' Special Arrangements from SIMS Exams. This is done in the same way as uploading the statement of entries by uploading a TSV file containing the Special Arrangements data. Navigate to the **Access Arrangement Tab | Actions | Upload Candidate Special Arrangements,** locate the file and upload. More information can be found in the dedicated help page https://schoolworkspace.co.uk/Help/ExamEntries

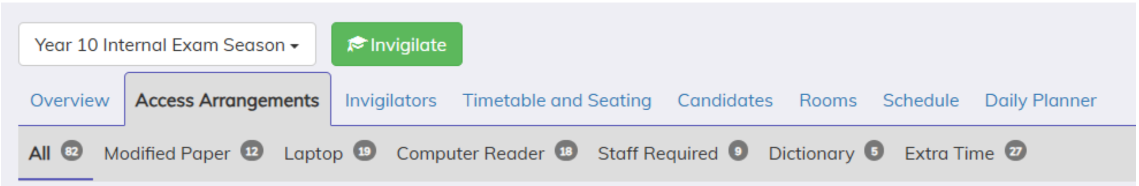


Access Arrangement Settings

Once the Access Arrangements file is uploaded (or managed in Exams Assist), there is a need to indicate which arrangements require an ordering of Modified Papers. Navigate to the **Access Arrangement Tab | Actions | Access Arrangements Settings** (these setting will save across all seasons)**.**



Select the arrangements that require a modified paper order, laptop, computer reader, dictionary and a separate room. These arrangements will only be the ones that appear in the appropriate tab in the Access Arrangement Tab.

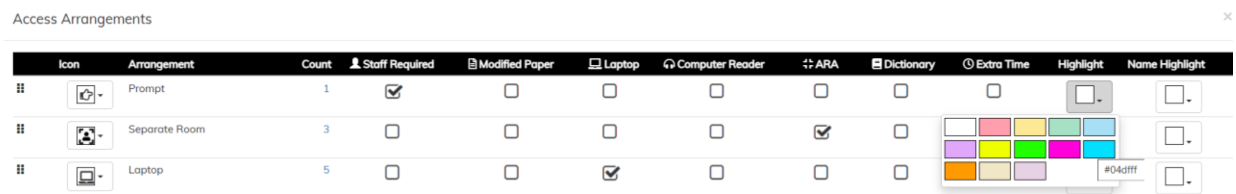


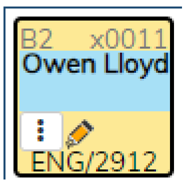
Exam Officers will also need to identify the arrangements that require a staff member to be assigned to the exam room i.e., a Scribe, Reader etc. This will be used later in the invigilator / scheduling tab.

How to allow selecting a Colour for Access Arrangement Type

To allow colours to be allocated to an access arrangement type, navigate to **School Settings | More Settings | Exams Assist Configuration and enable Allow selecting highlight Colours for Access Arrangements.** Once selected, the Exams Officer's will be able to allocate a colour to several Access Arrangement types and assign a different colour to the Access Arrangement name.

Note – Only one colour can be displayed in a seat (box) on the seating plan. Also, on the electronic register once the attendance has been taken, then the attendance colour will be displayed in the box.





How to change the Sort Order

Select the following icon and drag the arrangements into the order of choice.

How to change the Access Arrangement Icons

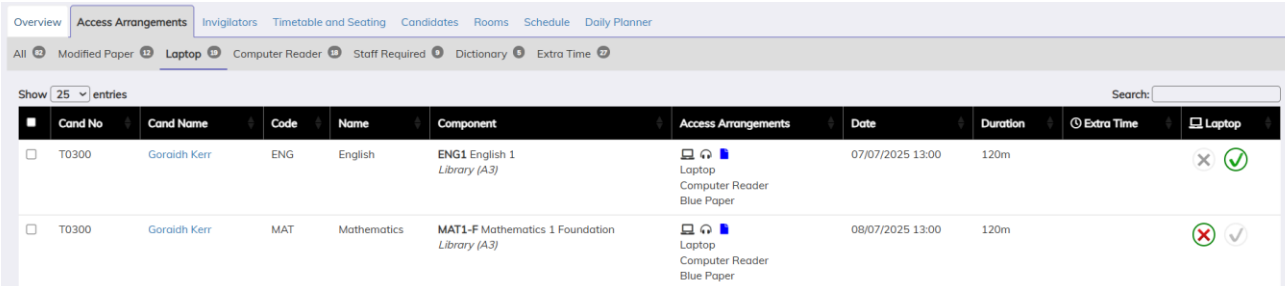
Select the arrow down to select the most appropriate icon for an arrangement (these are set automatically by default – See Access Arrangements Icon Key (Default Allocation)).

How to Print the List

Select the Print option at the bottom of the settings screen, to print a printable version of the list.

Candidates that require Modified Paper, Laptop, Computer Reader or Dictionary

Within each component it is possible to record if a modified paper is required and then if the paper has been ordered from the JCQ portal.



All – This will display all the candidates with Access Arrangements in that season, it will display the component code and the arrangements that they have.

Modified Paper – This will display the candidates that require a modified paper for a specific component (Unless the Subject has been excluded from requiring this arrangement in Manage Access Arrangements). Only component information will be displayed in this tab, the element information will not be displayed. You can select Not Required, Modified Paper Required, Modified Paper Ordered and Modified Paper N/A.

Note – Only Candidates that have **Modified Paper Ordered** will have the appropriate icon displayed in the seating plans, attendance register and candidate's cards.

Laptop – This will display the candidates that have been identified in the Access Arrangement settings as requiring the use of a laptop in an exam room (Unless the Subject has been excluded from requiring this arrangement in Manage Access Arrangements).

Note – Only Candidates that have **Laptop required** will have the appropriate icon displayed in the seating plans, attendance register and candidate's cards.

However, there is an option in Exams Assist Configuration to bypass this option, that when selected, all candidates that are entitled to a laptop will be assigned this icon. There is no need to go through the above process.

Computer Reader – This will display the candidates that have been identified in the Access Arrangement settings as requiring the use of a computer reader in an exam room. (Unless the Subject has been excluded from requiring this arrangement in Manage Access Arrangements)

Note – Only Candidates that have **Computer Reader Required** will have the appropriate icon displayed in the seating plans, attendance register and candidate's cards.

Staff Required – This will display the candidates that have been identified in the Access Arrangement settings as requiring a member of staff in the room for the purpose of reading or scribing for the candidate.

Note – Only Candidates that have a **Staff required** will have the appropriate icon displayed on the seating plans, attendance register and candidate's cards. If a candidate is entitled to a Reader and a Scribe and both arrangements are assigned to staff required in the settings, if staff required is selected then the reader and scribe icon will be displayed.

Dictionary – This will display the candidates that have been identified in the Access Arrangement settings as requiring a bilingual dictionary for their exam. However, for specific exams a bilingual dictionary is not allowed. Centre's can now use this tab to manage this.

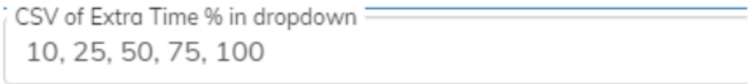
Note – Only Candidates that have **Bilingual Dictionary Required** will have the appropriate icon displayed in the seating plans, attendance register and candidate's cards.

Extra Time – This will display the Extra Time that each candidate is entitled to for each exam. This can be manually amended per exam in this tab.

Note – By default these % are automatically calculated by the arrangement i.e. If a candidate has 25% Extra Time, then they will get that %, if a candidate's provision states Extra Time, then the candidate again will receive 25% Extra time in each Exam.

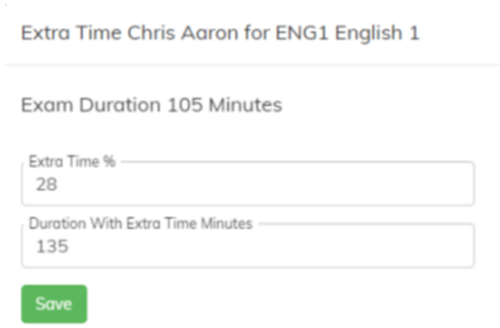
Extra Time Settings

To add additional Extra Time options to Exams Assist, navigate to **Overview | Configure Exams Assist** and add the required %'s.



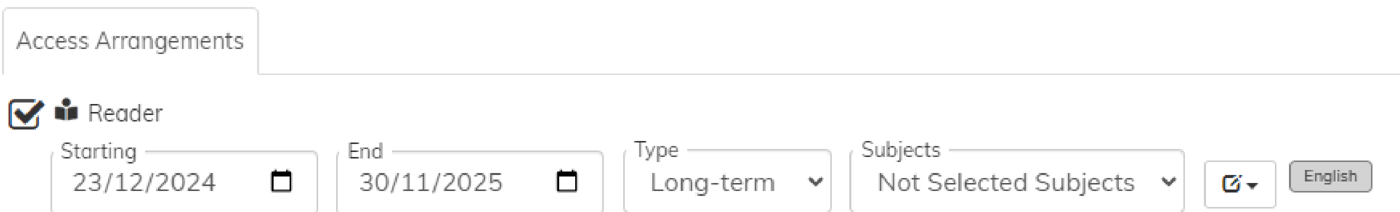
Extra Time Other Setting

When selecting the appropriate Extra Time % for a component, if the required % is not available, centres can select the **other** option, and the centre can either enter the exact Extra Time % or alternatively, they are able to enter the actual Extra Time for the exam.



IMPORTANT – If a candidate has been identified as not requiring any of the above arrangements for a specific **Subject,** then that exam will not appear in the list for you to select **Yes** or **No**.

Example – If a candidate is entitled to a Reader, however they are not entitled to this for English Language, due to the nature of the paper.



Any exam that has the subject **English** assigned to it, either in the Exams Entries Tab or Timetable and Seating (for internal) then their name will not appear in the Staff required list and the icon will also be greyed out when viewing the ALL tab.

Show 25 entries Search: george

Cand No	Cand Name	Code	Name	Component	Access Arrangements	Date	Duration	Extra Time	Modified Paper	Laptop	Computer Reader	Staff Required
5001	George Adams	ENG	English	**ENG1** English 1	Extra Time	01/12/2024 10:30 AM	105m	Y				

Tip - Spending time going through the AA and excluding candidates from subject they are not entitled to have an arrangement for could save time during an exam season.

Access Arrangements Icon Key (Default Allocation)

For the icons to appear in the access arrangements section the arrangements in the MIS need to be identified as:

Reader		**Scribe**		**Practical Assistant**	
Supervised Rest Breaks		**Signer**		**Computer Reader**	
Prompter		**Note**		**Medical**	
ARA		**Dictionary**		**Separate Room**	
Reading Pen		**Extra Time**		**Mobile Device for Medical Reasons**	
Green Paper		**Blue Paper**		**Purple Paper**	
Green Overlay		**Blue Overlay**		**Purple Overlay**	
Yellow Paper		**Grey Paper**		**Pink Paper**	
Yellow Overlay		**Grey Overlay**		**Pink Overlay**	
Red Paper		**Orange Paper**		**Coloured Paper**	
Red Overlay		**Orange Overlay**		**Coloured Overlay**	

Visit https://schoolworkspace.co.uk/Help/ExamsAccessArrangements to find a downloadable printable version of the above table.

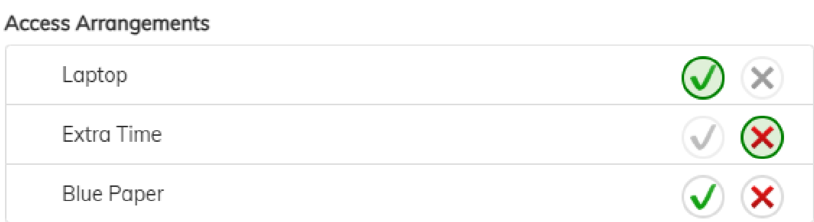
NOTE - The above is mapped on the above names (Overlays will work in the same method as above), it's therefore **IMPORTANT** that you use these descriptions in Exams Organiser if you want the icons to display correctly. The modified paper, laptop, computer reader and dictionary icons are only displayed if these have been selected for a candidate from the Access Arrangement Tab.

Modified Language Paper		**Laptop**		**Computer Reader**	
Dictionary					

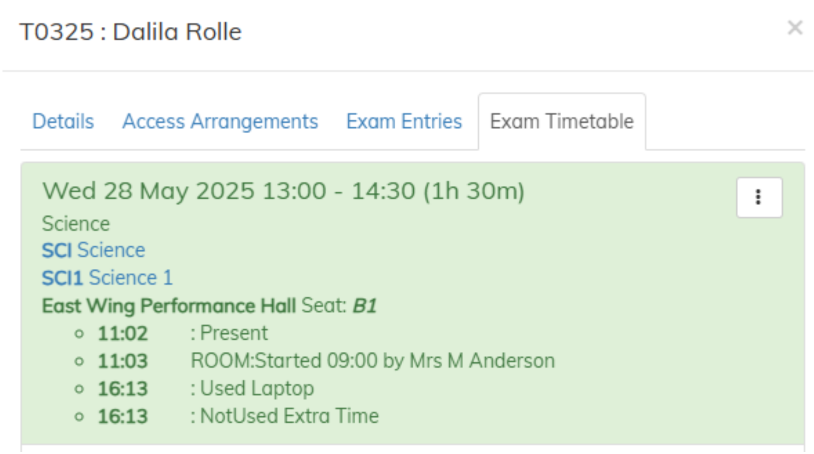
Reminder – The above table is the default setting based on the arrangement names matching the ones in the MIS. However, it is possible to select an icon for an individual arrangement from the bank of available icons.

Recording of Access Arrangements Used

To record electronically if the candidates have used their Access Arrangements during an examination, navigate to the **Overview Tab | Configure Exams Assist** and enable **Invigilators log AA used**. Secondly, within the **Edit Season**, there is an option if invigilators can record this for the selected season. Once selected, the invigilators from their portal will be able to record if a candidate used their access arrangements or not.



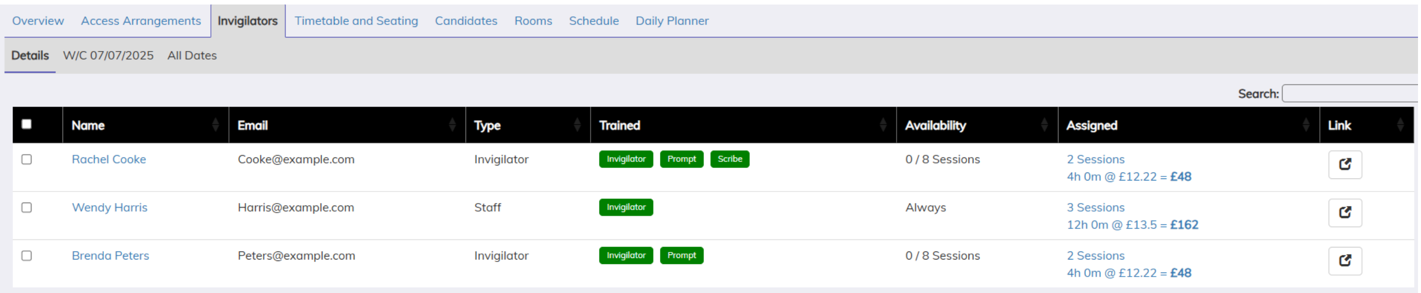
This information can be viewed in the candidates log under the timetable tab.



Managing the Invigilators

Allocating Staff/Invigilators to the Scheduler

If a centre doesn't record their invigilators' details in the centre's MIS (SIMS/Arbor/Bromcom etc.), then they will need to be added into SchoolWorkSpace manually so they can be assigned to rooms in Exams Assist.

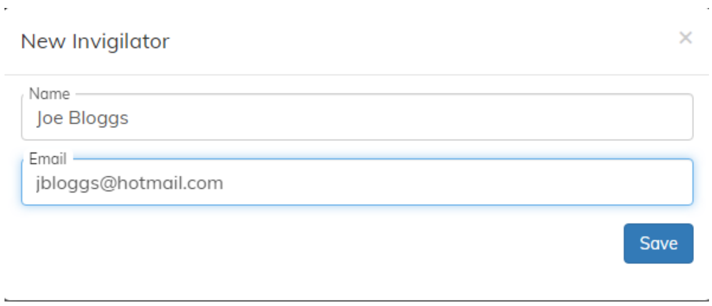


	Name	Email	Type	Trained	Availability	Assigned	Link
	Rachel Cooke	Cooke@example.com	Invigilator	Invigilator Prompt Scribe	0 / 8 Sessions	2 Sessions 4h 0m @ £12.22 = £48	
	Wendy Harris	Harris@example.com	Staff	Invigilator	Always	3 Sessions 12h 0m @ £13.5 = £162	
	Brenda Peters	Peters@example.com	Invigilator	Invigilator Prompt	0 / 8 Sessions	2 Sessions 4h 0m @ £12.22 = £48	

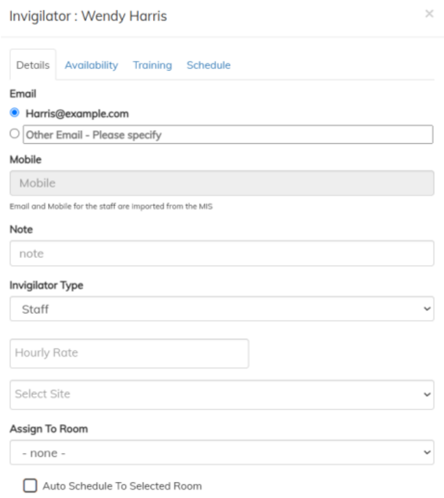
Assigned – On the invigilators tab, the exams officer will be able to see the number of sessions assigned to each invigilator. This will help centre see if the distribution of duties has been fair. Also, if the hourly rate has been populated, then the total figure for the season will appear here too.

Navigate to **Invigilator Tab| Add New Invigilator**

Enter the **Invigilator Name** and **Email Address**.



Once the member of staff is created the invigilator popup box will appear.



Tab 1 - Details

Email – The default email that will appear is the email address sync'd from the centres MIS system. If there is a need to record a different email address, then enter this, then select this to be the one used by Exams Assist.

Note – Any information that needs to be recorded for the invigilators, then it's possible to record this in the notes section.

Hourly Rate – Enter the hourly rate for the invigilator.

Tip - If the school uses a mixture of staff and invigilators during the exam season, it may be best to record the rate of pay against each individual invigilator. This will ensure that the staff are not included in the overall invigilator costs.

Select Site –Select which site the staff/invigilator will be used at.

Invigilator Type

Invigilator/SLT/Lead Invigilator/Staff - They will have the ability to view the exam room that they are invigilating. They can start and end the exam, complete the attendance register and add any required actions such as SRB, Toilet Breaks etc.

Exams Officer – When assigned as an Exams Officer in the security group you will automatically be assigned as a roaming invigilator for all seasons. The Exams Officer will have all functionality as a roaming invigilator, but an Exams Officer will also be able to assign a malpractice and special circumstances and move candidates from one room to another.

Roaming – The roaming invigilator can view all exam rooms, for all days within the season. They will be able to select a room and then have the same functionality as an invigilator. The roaming invigilator can **Check-In** to a room to indicate that they have checked on a room to make sure everything is going ok.

IT Support – This type has the same functionality as the roaming invigilator but the only rooms that will be displayed for them are the rooms that contain ICT equipment. Any rooms that have a candidate using a laptop or computer reader will be listed, so they know which rooms they need to check-up on during the day of the exams.

Assign to Room

By assigning a member of staff to an exam room, this will speed up the scheduling process as every time a member of staff or invigilator is available and there is an exam in that room they will be auto scheduled in there. Once assigned to a room select the **Auto Schedule to Selected Room** and then **Save**.

Tab 2 – Availability
These are the dates that the invigilators have said that they are available during the exam season. It is also possible to set an Invigilator/Staff as always available to be used in the scheduler.

Tab 3 – Training
To help Exams Officers with managing training records for invigilators/staff, it's possible to record this information in Exams Assist. Select the appropriate type of training they have received and the date they carried out the training.

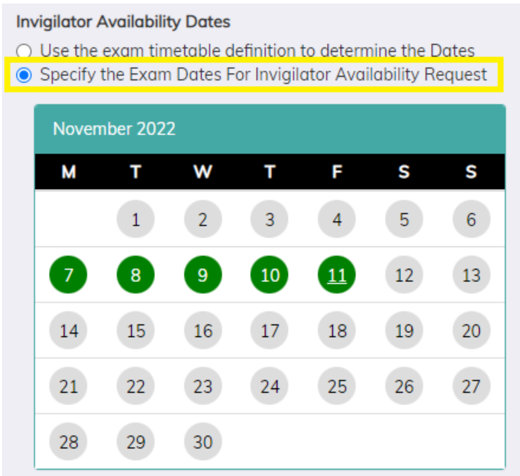
Note - Only when a member of staff/invigilator has been trained that they can be assigned that role within the exam room. The Trained Types that appear here are the ones that have been selected as Staff required in the Access Arrangements Settings.

Tab 4 - Schedule
This will show the room allocations of the invigilator/staff. It will also display the attendance of the invigilator/staff too.

Invigilator Settings

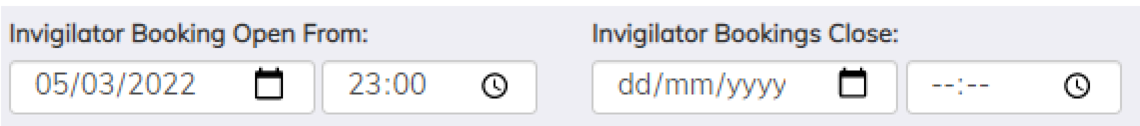
To edit the settings, navigate to **Invigilator Tab | Edit Season | Invigilators**.

There are two ways in which Invigilators availability can be collected, the first is by using the dates used when seating the candidates i.e. the timetable. If, however, you've yet to seat the candidates it's possible to collect availability by specifying the dates. The dates selected will be the dates that will be displayed in the availability email. These dates must sit within the season start and end date.



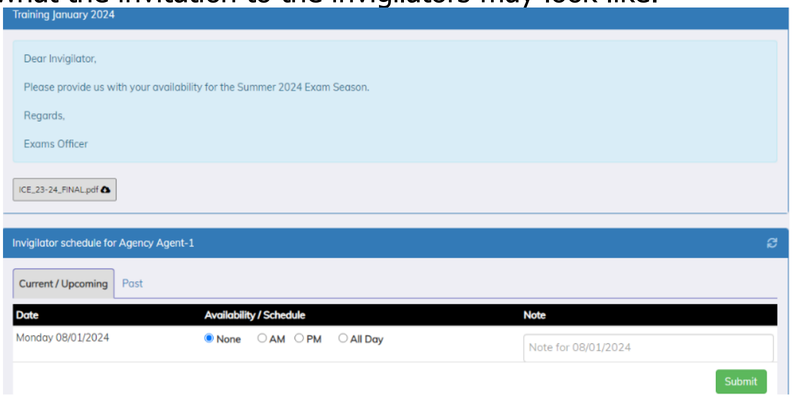
Once the invites have gone out to the invigilators asking for their availability, it is possible to set the date that these become live for the invigilators to provide their dates. Once the date has past, the invigilators will no longer be able to amend their availability, but they will be able to view their bookings as the Exams Officer assigns them to a room.

Note – Once an invigilator has been assigned to a room, they will not be able to amend their availability for that day. They will need to contact the centre to get this date amended.



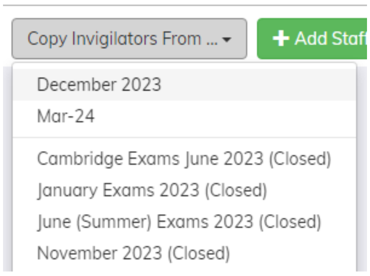
It is also possible to include a note and attachments, a note to give them basic instructions of how to make their bookings. The Exams Officers could also attach the ICE booklet for the invigilators to read.

Here is a screenshot of what the invitation to the invigilators may look like.

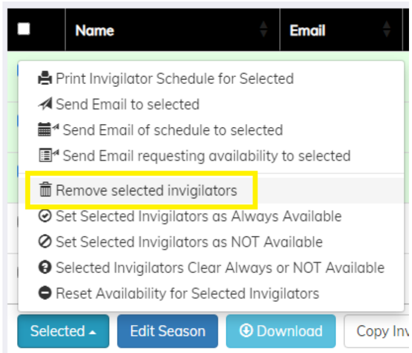


Copying Invigilators from a different Season

To assist Exams Officers, it's possible to copy the allocated invigilators from one season to another. Navigate to the current exam season, then the **Invigilators Tab**, select **Copy Invigilators From** and select the season you'd like to copy from.

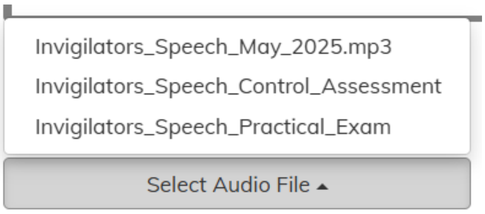


Tip – Copy from a large exams season and then remove any invigilators/staff that are no longer required. Select the invigilators/staff required to be removed and remove selected invigilator.

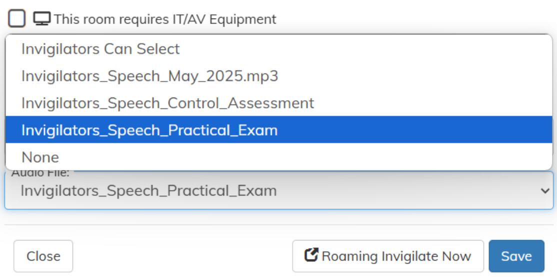


Invigilator Speech

There is a default speech available within **Edit Season | Invigilators**, this speech is taken from the ICE Booklet. To use this speech within the season, select the speech and then **Submit**. This will then be available to the invigilators to use during the exam season. Centres can also upload their own speech. If there are multiple speeches available in Exams Assist, then these will appear in a drop-down menu in the **Overview Tab** on the invigilator's portal



However, if there are multiple speeches but the Exams Officer wants to ensure that the correct option is played in the exam room, then the appropriate speech can be selected from the **Schedule Tab**. Navigate to the **Schedule Tab**, select the exam and then navigate to the Audio File drop-down menu and select the desired speech.



Text to Speech

If the centre would like to create or amend the invigilators speech, then this can be done in Exams Assist. Navigate to the **Overview Tab | Edit Season | Invigilators Tab** and select **Text to Speech**. Once selected, select the **Add** option. Enter a title for the speech, this is what will be displayed to the invigilator and then the text in the script box.

Useful Tags

[Beep] – Add this tag to a new line, this tag will add a beep to the recording.
[break] – Add this tag to a new line, this tag will add a 750ms pause to the recording.
[break 2000] – Add this tag to a new line, this tag will add a 2 second break to the recording.

Welsh Recording

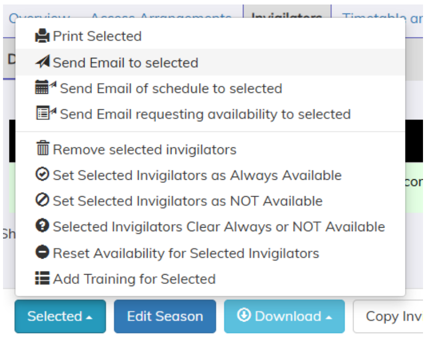
To use a Welsh Language voice with a Welsh Accent, use the following tag when writing the script - [Welsh]. Ensure to enter this tag on a separate line,

Sending Messages to Invigilators

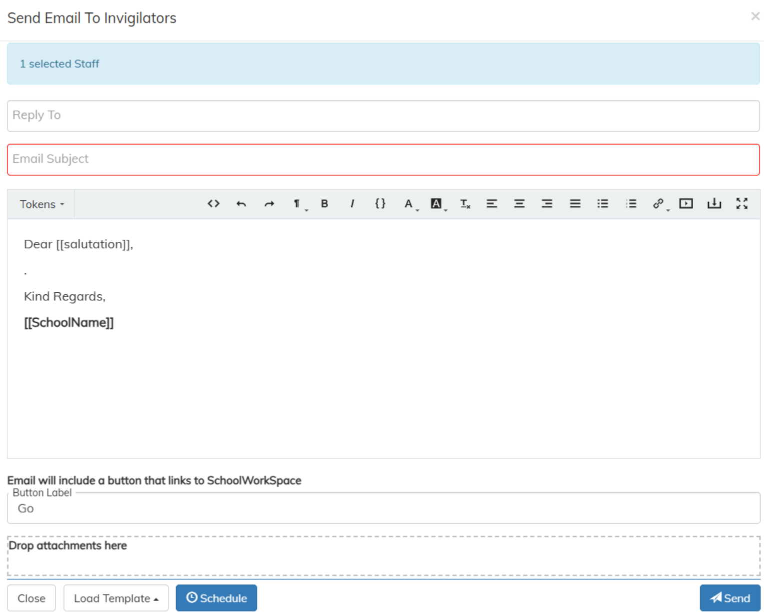
There are three different message types that can be sent to the invigilators; 1. Email to Selected; 2. Email of Schedule to Selected and 3. Email requesting availability.

Email to Selected

To send messages to the invigilators or staff, select the individuals that needs to receive the message, then **Selected | Send Email to Selected.**



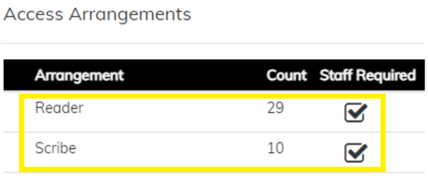
When composing the message to be sent out it's possible to include **Mail Merging** tags from the **Tokens** Menu. The link to view the booking form is always included at the bottom of the message. These messages can also be scheduled to send at a later date and time.

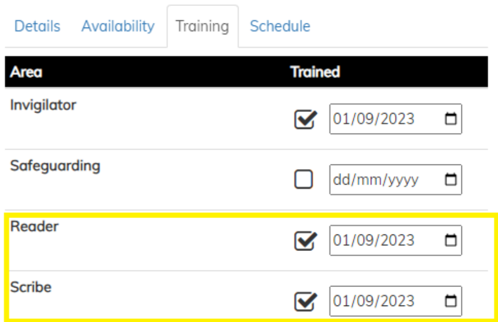


The same process applies to each of the other two options.

Recording Invigilator Training

The types of training records that are available to record a training against are the ones that have been identified as **Staff required** in the **Access Arrangements Settings**. Navigate to the **Access Arrangement Tab | Actions | Access Arrangement Settings** and select the Access Arrangements that the invigilators/staff need to be trained in to undertake that role.

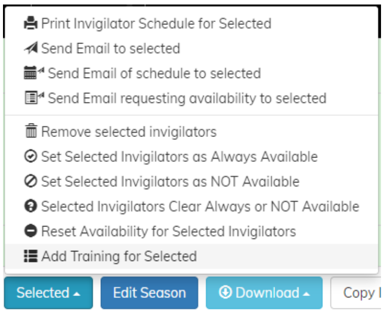




It is also possible to update the training records for a staff member from their homepage, this is a great function if a member of staff has been trained but isn't assigned to a season.

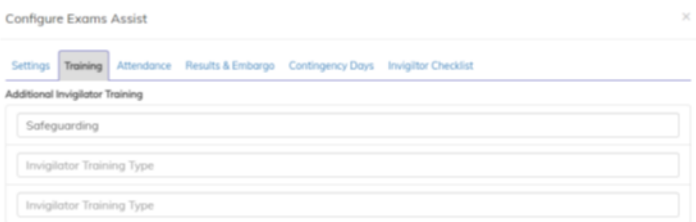
Search for the member of staff in the global search at the top of the page and then select the member of staff. Once selected, navigate to **Actions | Training**, and update their details as required.

To record training for more than one staff member, navigate to the **Invigilators Tab** and select the staff members that require their records updated. Once selected, navigate to **Selected | Add Training for Selected**.



Adding Training Types

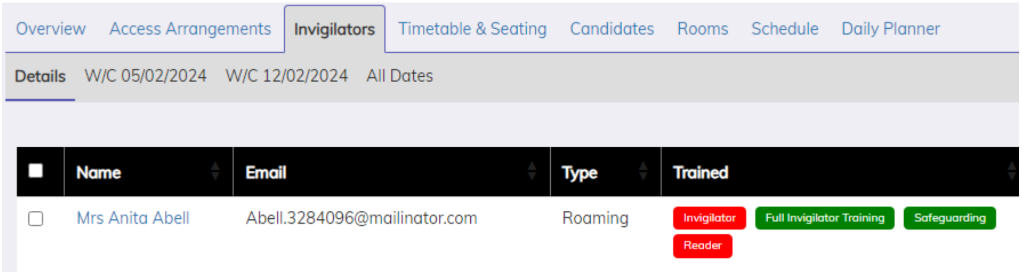
If centre specific training is required to be recorded, these can be added manually. Navigate to the **Overview Tab | Configure Exams Assist | Training**. Add the additional invigilator training record in this popup box.



Once all the training options have been added, select each invigilator/staff member in turn and navigate to the Training Tab and enter the training and the date each invigilator/staff member received it.

Identifying Lapsed Training Records

In the invigilators table, the training records for each invigilator/staff member is identified in the trained column. Any that are coloured **Green** are current, any in **Red** has lapsed and need renewing.

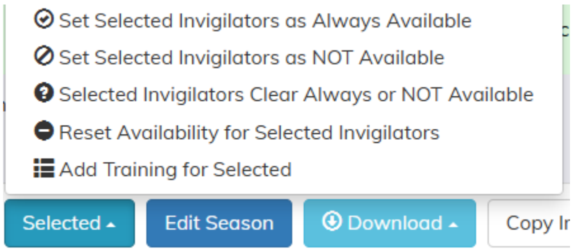


Removing Selected Invigilator

Select the invigilators/staff that need to be removed from the table and then navigate to **Selected | Remove Selected Invigilators**.

Note – If an invigilator has been scheduled to a room, a warning will appear to notify the user of this when trying to remove the invigilator(s).

Resetting Global Settings



Set Selected Invigilators as Always Available – This will change the status of the selected group of invigilators/staff from needing to provide their availability to being always available for the Exam Officers to schedule.

Set Selected Invigilators as NOT available – If you have been made aware of a member of staff or invigilator that will not be available that season, then select the invigilator and select this option. This is a great tool to remember that they have been invited to invigilate this season but are unable to.

Selected Invigilators clear Always or Not Available – This will clear both of the above setting for the selected invigilators.

Reset Availability for Selected Invigilators – If you get informed by an invigilator that they have provided the wrong information or need to change their availability. Select the invigilator and select this option and this will reset all their availability for that season back to **none**.

Note – These settings will carry over from one season to the next, hence the need for the above quick tools.

Agency Staff

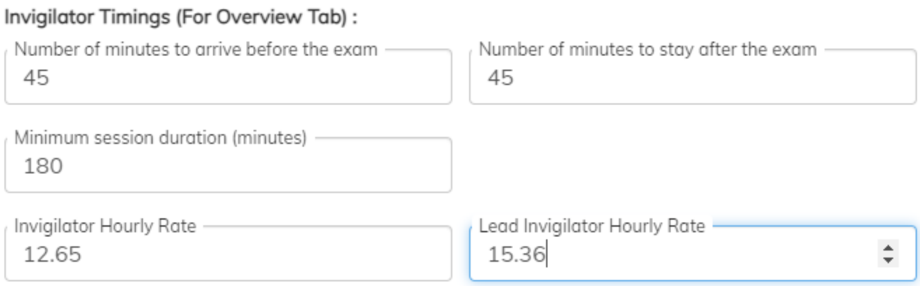
It is possible to add agency staff to the exams season, therefore if you don't have enough staff then these could be allocated in the scheduler. In **Overview | Edit Season** enter the amount of Agency Staff that you think you will require, when these are added they will be allocated as an Agency Staff and marked as **Always Available** to be used when scheduling.

Invigilators Availability Tab

As the invigilators provide their availability, this information will be displayed in a week commencing (w/c) tab to assist Exams Officers with scheduling. It is also possible to download the invigilators availability by navigating to the **All Dates | Download**.

Global Invigilators Costs

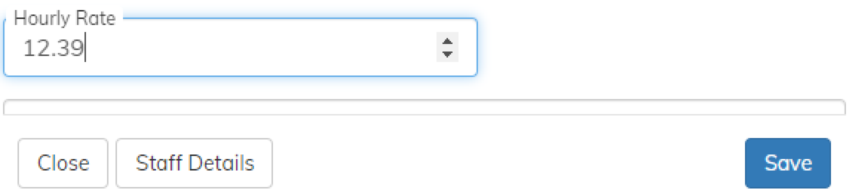
To work out the rough cost of the invigilators for the centre for a season, navigate to the **Overview Tab | Configure Exams Assist**. On the setting tab enter the cost of both the Lead Invigilator and Invigilator in the **Invigilator Hourly Rate**.



IMPORTANT – This is a rough cost and doesn't distinguish between any of the Invigilators Type i.e. if a teacher, who is assigned as a staff member is invigilating an exam, then if they are scheduled to a room then they will add to the cost at the above set cost.

Individual Invigilators Cost

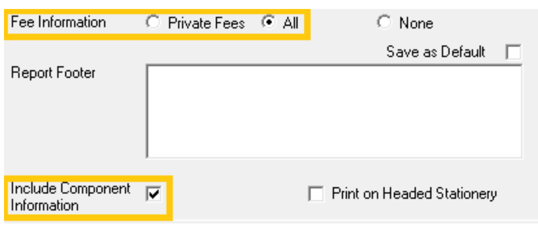
To work out a more accurate cost for invigilators in a season, record an hourly rate per staff member instead of globally. Navigate to the Invigilators Tab, select a Staff Member and enter the hourly rate for that member of staff.



Managing the Timetable and Seating

Allocating candidates to rooms and a seat is a very quick and simple process, there are several steps that you are required to follow, and these are outlined below. The data required to populate the timetable is contained in the Statement of Entries import file (for an External Season), therefore it is essential that you include the Component Details when exporting this file from SIMS. The component details contain the date and the session for each exam a candidate is sitting.

IMPORTANT Note – Ensure that when you create the entries file that you select **Fee Information – All** and **Include Component Information** as this is required for creating the timetable and seating tab.



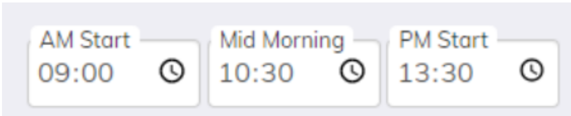
To complete the seating allocation, you will need to follow these steps in the following order:

How to switch to creating Seating in Exams Assist

To create the seating plans in Exams Assist you will need to navigate to **Overview | Edit Season** and select **Candidate Seating – Room, Seat and Timetable allocation done in Exams Assist**.

Setting the Session Start Times

When the statement of entries is imported, the start times allocated to an exam comes from the session information – AM, Mid-Morning or PM. Therefore, these starting times need to be identified in Exams Assist. Navigate to **Overview | Edit Season | Invigilator** and then confirm these times. It's therefore possible to change these times centrally, per season, so if the start times are different in an Internal/Mock season, then these can be amended here.



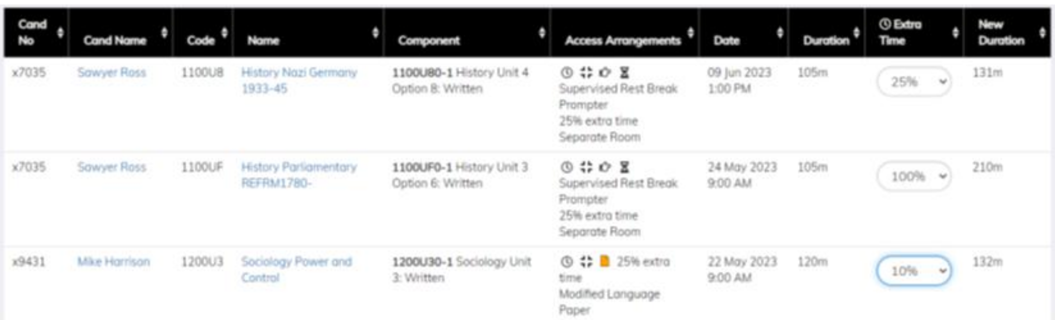
Note - The default times in Exams Assist will be the official starting time stated by the examination board.

Managing the Extra Time Candidates

Once the centre has opted to create seating plans in Exams Assist, an additional sub tab will appear in **Access Arrangement tab,** called **Extra Time.**

To reduce setup, exams assist will automatically map an Access Arrangement called – **Extra Time** as having a default value of **25%**. If, however, a centre records a % amount with the arrangement then this percentage will be added to the duration of the exam.

Examples:
If a candidate has an arrangement called Extra Time, they will have the default value of 25%. If a candidate has an arrangement called 10% Extra Time, then they will automatically have 10% added to the length of each scheduled exam. If a candidate has 100% Extra Time, then they will automatically have 100% added to each scheduled exam.



Cand No	Cand Name	Code	Name	Component	Access Arrangements	Date	Duration	Extra Time	New Duration
x7035	Sawyer Ross	1100U8	History Nazi Germany 1933-45	**1100U80-1** History Unit 4 Option 8: Written	Supervised Rest Break Prompter 25% extra time Separate Room	09 Jun 2023 1:00 PM	105m	25%	131m
x7035	Sawyer Ross	1100UF	History Parliamentary REFRM1780-	**1100UF0-1** History Unit 3 Option 6: Written	Supervised Rest Break Prompter 25% extra time Separate Room	24 May 2023 9:00 AM	105m	100%	210m
x9431	Mike Harrison	1200U3	Sociology Power and Control	**1200U30-1** Sociology Unit 3: Written	25% extra time Modified Language Paper	22 May 2023 9:00 AM	120m	10%	132m

Note – To add additional Extra Time %, navigate to Extra Time Settings.

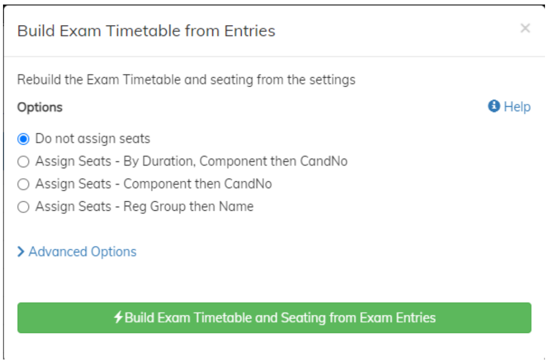
Editing/Removing Extra Time

If a candidate is allowed a different % of Extra Time, then this can be edited within the **Access Arrangement | Extra Time** Tab. If a candidate isn't entitled for extra time for all exams, it's possible to search for the candidate and then change the extra time % to zero, this will then change the new duration to be the same as the duration of the exam.

Extra Time – Other – To set either a specific **Time** or **% of Extra Time**, this can be done by selecting **Other**, this is a great function if the time works out to be a strange time, then it's possible to amend.

Populating the Timetable and Seating Tab

Once the above steps have been completed, when importing the Statement of Entry file, which includes the component information, the build timetable popup will appear (this will appear each time an upload file is imported).



Once selected, this will create a new tab called **Timetable and Seating,** within this tab you will see a list of the timetabled exams in date and time order. This tab will also display if any exams contain a clash, the room that the exam has been allocated too and the number of candidates entered for the exam.

Filter by Subject | Filter by Date | Filter

Show 25 entries   Search:

Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated	
02/05/2023	09:00	3h 0m				EDEXL/KSQ	31555H	31555H01	1		
03/05/2023	09:00	1h 30m - 3h 0m		Law		EDEXL/KSQ	20168K	20168K01	15		
04/05/2023	09:00	2h 30m - 3h 7m				EDEXL/KSQ	31525H	31525H01	15		

Resolving Clashes

After populating the timetable, you will be able to filter and see any exams that contain Clashes, these will be identified by a **Red Flag**. Each of these clashes will need to be resolved by allocating a new **Start Time and Date** to a candidate or a group of candidates that have an exam at the same time.

Clash Examples

a) Language Exams – Listening and Writing

To resolve a clash for an exam such as French, German or Spanish that has a listening and reading component where the start times for both exams are at the same time. This clash will need to be resolved by moving **all candidates** to a new start time for one of the above exams.

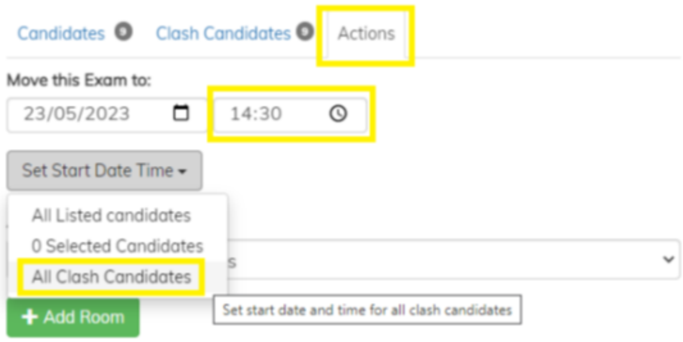
Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated	
23/05/2023	13:30	0h 45m - 0h 56m		French		WJEC/GCSE	3800UB	3800UB0-1	9		
23/05/2023	13:30	1h 15m - 1h 33m		French		WJEC/GCSE	3800UC	3800UC0-1	9		

Step 1 - Select the edit button on the exam that the **start time needs to be amended**, in the above example it will be the component code for French Reading, once selected, the following popup box will appear.

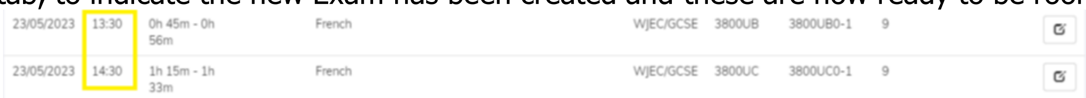
IMPORTANT – The subject in yellow is always the component that will be amended. If the incorrect component is selected, select the other component in the popup box that has a clash and then you will be able to change that start time.

Note - To assist centres with resolving these clashes, key information is displayed in the popup box. Information such as, does the candidates have extra time, what exam they have prior and after the clash. This information will assist you in deciding how best to resolve the clash.

Step 2 – All candidates will need a new start time (so no need to select any candidates), navigate to the **Actions Tab,** change the start time for this exam and apply this to **All Clash Candidates.**



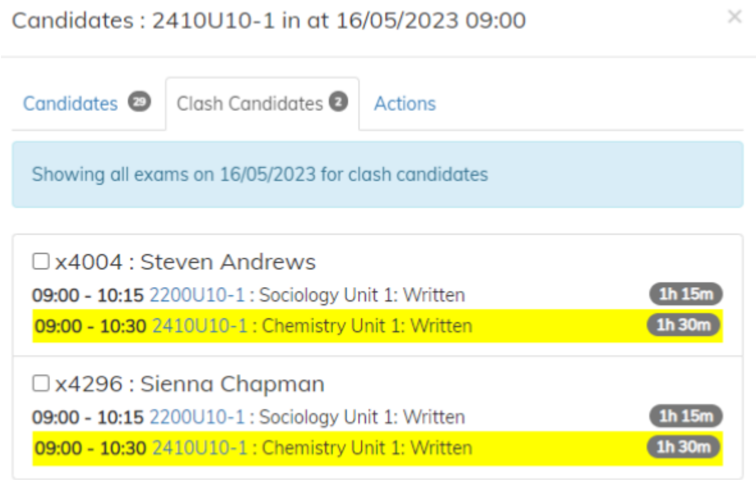
Once this clash has been resolved, you will notice that these two exams will disappear from the list, this is because the clash has been resolved. When the Clash Filter is removed, a new **Line** will appear in the timetable and seating tab, to indicate the new Exam has been created and these are now ready to be roomed.



b) Few clash candidates within a component

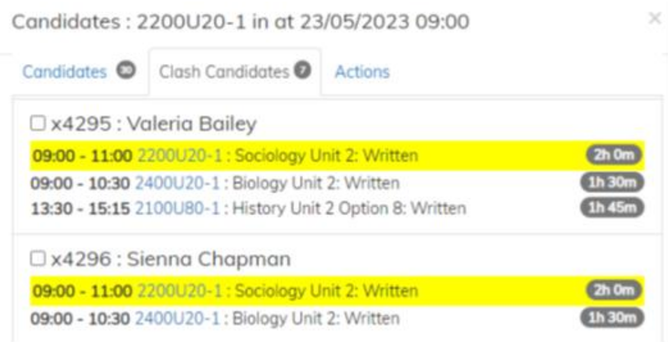
Step 1 - To resolve a clash with candidates having two different exams in the session is the same process. Select the component whose start time you want to change, and this component will be highlighted in Yellow in the popup box (you will be able to see details of the exam prior and after the session).

Step 2 - Navigate to the actions tab and change the start time of the chemistry exam to your new desired starting time and select **Set Start Date Time**.



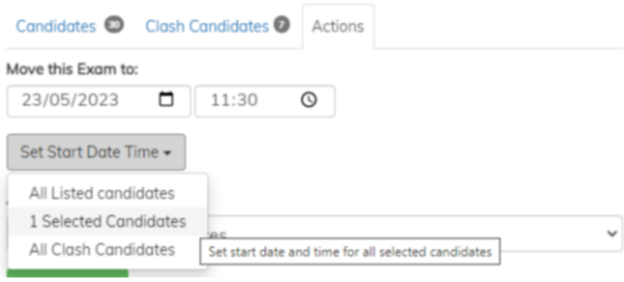
A Complex Clash

To resolve a complex clash where a candidate has two exams in the morning and one in the afternoon, follow the following steps. With this example two of the exams will require a new start time as the clash exam will go into the afternoon exam, creating a new clash.



Step 1 - Decide which exam will be done second, in this case the candidate will sit Sociology at 9:00, Biology at 11:30 (to allow a break) and finally the History at 14:00 (to allow a break).

Step 2 - Click on the Biology component code to change to that exam, the subject highlighted will then be Biology. Select the candidate Valeria Bailey, then navigate to Actions and change the start time to 11:30, then set for 1 Selected Candidates.



Once submitted this will resolve this clash, however, a new clash will be created. The new clash will be created as the second exam will now go into the third exam (as seen below).

Step 3 - Select the newly created clash so that the start time of this new clash can be resolved. Select the candidate, then navigate to the actions tab and change the start time to 14:00. Once the new time is selected, all clashes for this candidate will be resolved.

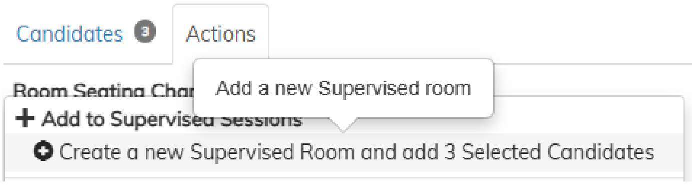
Assigning a Clash Candidate to a Supervised Room

As the clashes are being resolved, it may be worth creating and assigning these candidates to a supervised room. Any candidates assigned to a supervised room will have this appear on their timetable, making them aware of this arrangement. Also, a new room will be created in the schedule tab, ready for Exams Officer to assign an invigilator to the room.

Creating a Supervised Room

Before assigning candidates to a supervised room, it may be worth creating a room called supervised room. Navigate to the **Rooms Tab**, then **Add Room**.

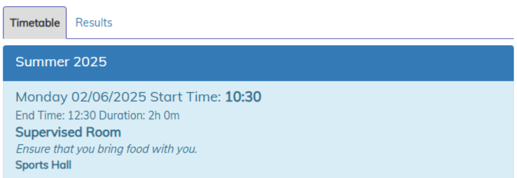
Once a clash has been resolved, edit the first exam the candidate has in the morning and select the candidate(s) that needs to be assigned to the supervised room. Once selected, navigate to **Actions | More Actions | Add to Supervised Room**.

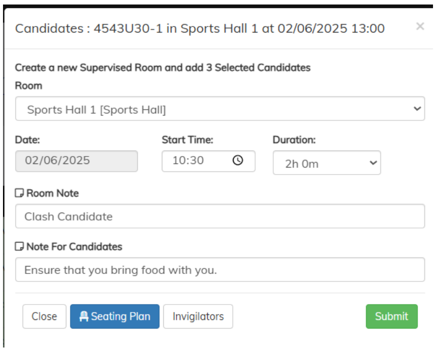


As the first exam of the day is selected, the start time of the supervised room will be automatically populated, this will be based on the end time of the exam.

Assign the candidates to a room and assign a duration. It is possible to add a note for the room and a note for the candidates.

Tip – Add a note to the candidate to remind them that they will need to bring food with them on the day of the clash. This note will be visible to the candidate on their timetable.

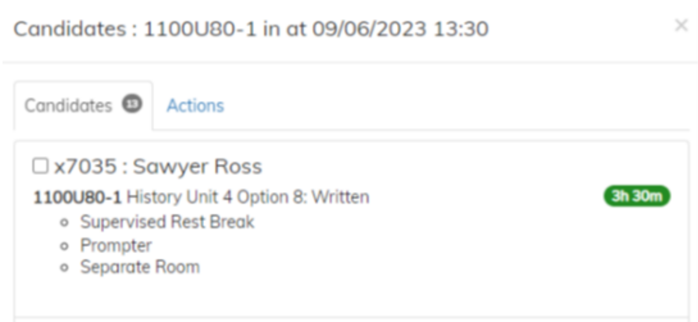




Select **Submit** and a new row will appear in the timetable and schedule tab.

Mon 02/06/2025	10:30	2h 0m	*[Supervised Room]*	Wyvern : Sports Hall 1 [Sports Hall]	Supervised Room	Supervised Room

How to amend a start time due to Access Arrangements
If a candidate has an afternoon exam and has a high percentage of Extra Time and Supervised Rest Breaks, it's possible to amend their start time (if this has been approved by JCQ) from 13:30 to 9:00. Select the candidate and then navigate to the action tab and then enter a new start time for this candidate and apply this to the 1 selected candidate.



Clash indicators:
Yellow Flag – A yellow flag indicates that a candidate has a clash during that day, and this flag will indicate that this is the exam that is being sat at the same time as assigned by the exam board. This flag will appear in the attendance register, seating plan and the daily planner to help centres keep track of the clash candidates.

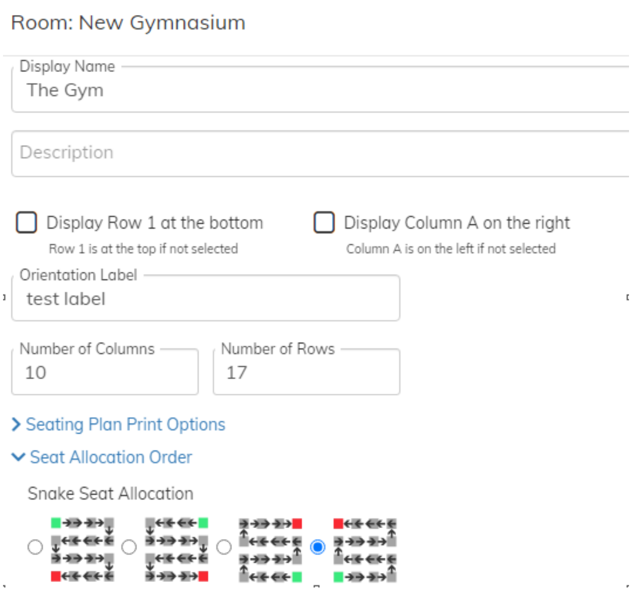
Red Flag – A red flag indicates that this is a clash candidate, and this exam is being sat at a different time to the one set by the exam board. A red flag will also appear for any candidates sitting any exam for which the start time has been changed.

Note – Any exams where the start time or date has been amended, these will appear in red in the Timetable and Seating Tab.

Setting up the Rooms to use when Timetabling and Seating

Adding/Editing a Room

To ensure that candidates are seated correctly when auto scheduling, the centre will need to ensure that each room has been setup correctly. Navigate to the **Rooms Tab** and select **Add Room,** or alternatively, select a room within the tab, once selected, the following dialog box will appear.



Existing Room – It is possible to select an existing room imported from the MIS and use this in Exams Assist for the purpose of seating.

Display Name – This will be the name that will appear for the invigilator on their seating plan or attendance register. Centres can rename rooms to a more identifiable name that the invigilator may understand, the name will display as it appears in the MIS in the timetable and schedule tab but the new name for the invigilators.

A1 – Default Position – Top Left.

Display Row 1 at the bottom – By selecting this option, row A1 will appear in the bottom left-hand corner rather than at the top left.

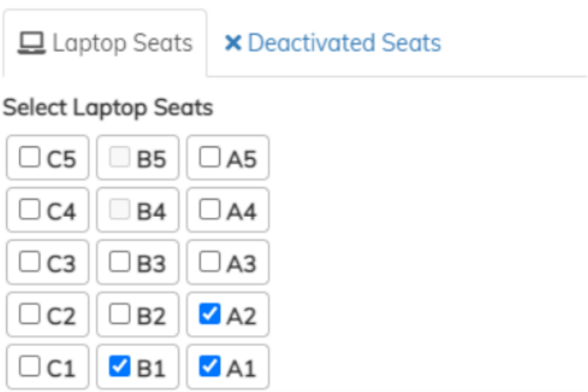
Display column A on the right – By selecting this option this will display the A column on the right side. If the above option is selected A1 will be bottom right and if the above isn't selected A1 will be top right.

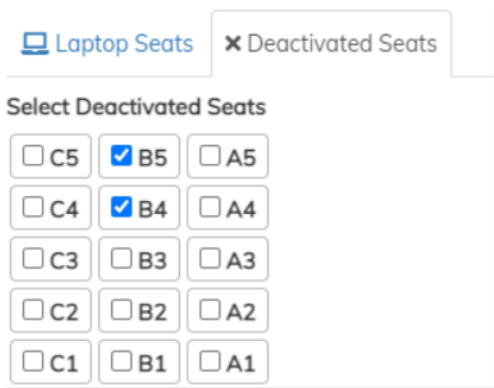
Flip Axis to display Columns A-Z Down and Rows across – By selecting this option, the seating layout will be flipped i.e. the columns (A-Z) will no longer be displayed across the top/bottom but will now be displayed on the side (up/down) and the rows (1-99) will be displayed across the top/bottom.

Orientation Label – Give the bottom of the seating plan a label so the candidates/invigilators can identify where these desks are in the room.

Room Dimension – Enter the number of columns and rows in a room.

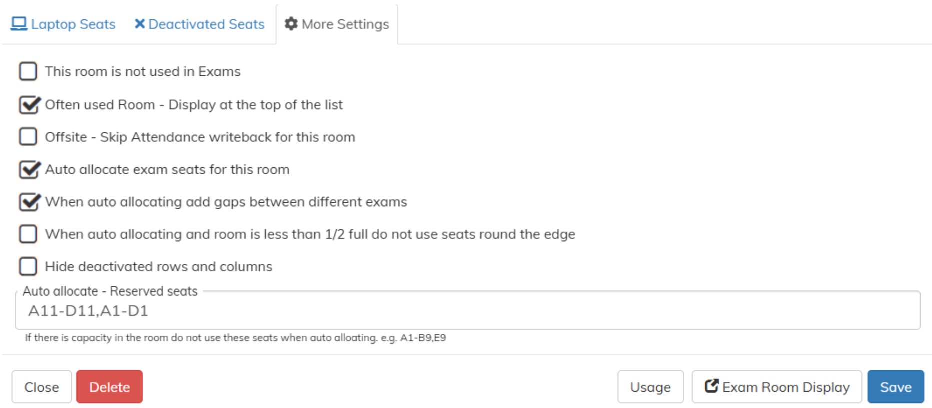
Snaking or non-snaking – Identify how you'd like the candidates to be snaked with A1 being the Green Square. It is also possible not to have the candidates snaked, select the best option that suits the centre.





Laptop Seats – Select the seats that have a laptop on that desk. If a candidate has been identified as needing a laptop for an exam and they are scheduled to this room, when the auto scheduled is pressed, the candidate will be allocated to this seat.

Deactivated Seats – Select any seats that need to be deactivated for the exam season.



More Settings
This room is not used in Exams – Select this option if the room is not to be used for exams purposes. It's also possible to **delete** a room permanently from Exams Assist if no longer required, this option is available from the bottom of the popup box.

Often used Room – If a room is used regularly in an exam season i.e. a Main Hall, selecting this tick box will ensure the room is displayed toward the top of the list and not in alphabetical order.

Offsite - Skip Attendance writeback for this room – If there is a candidate that is doing an exam off site, then select this option to ensure their attendance is not written back to the centres MIS system.

Auto Allocation – If there is a room that you don't want the candidates to be auto allocated, then ensure this is deselected.

Auto allocating settings – There are two available options to select for the room when it comes to auto seating – add a gap between different exams in the room; and if the room isn't full, do not seat the candidates towards the end and keep the candidates towards the middle of the room.

Auto Allocate – Reserved Seats - The above functionality is great for when there is a small exam in a large room. Enter the rows/columns (Letter and Number) that you don't wish candidates to be sat if a small number is allocated to a room. When the auto allocation is selected, the candidates will not be seated in this area if there is enough room in the room.

Note – If Room Bookings Module is activated, it's possible to view the forthcoming bookings for the room in the room settings.

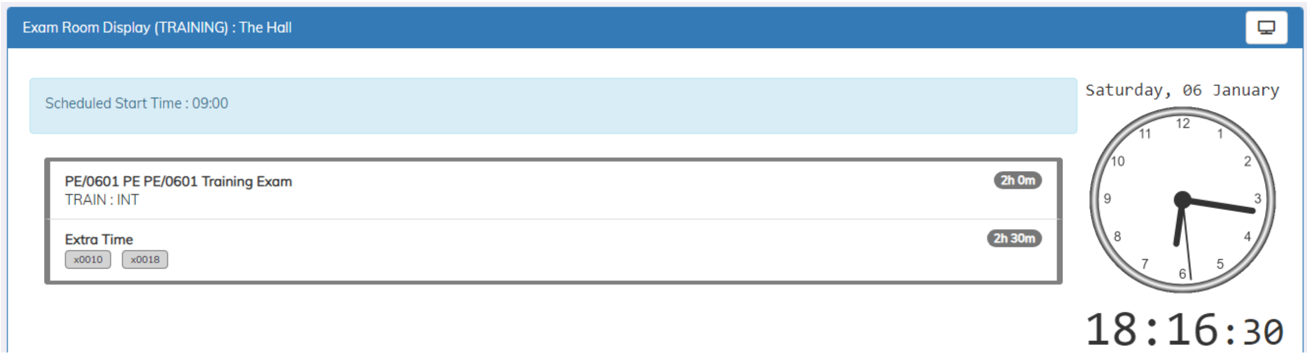
Hide deactivated rows and columns – This will enable that deactivated Rows or Columns will not be displayed when looking at the seating plan from the Timetable and Seating Tab. Also, the deactivated row/column will not show when printing the seating plans.

Exam Room Display

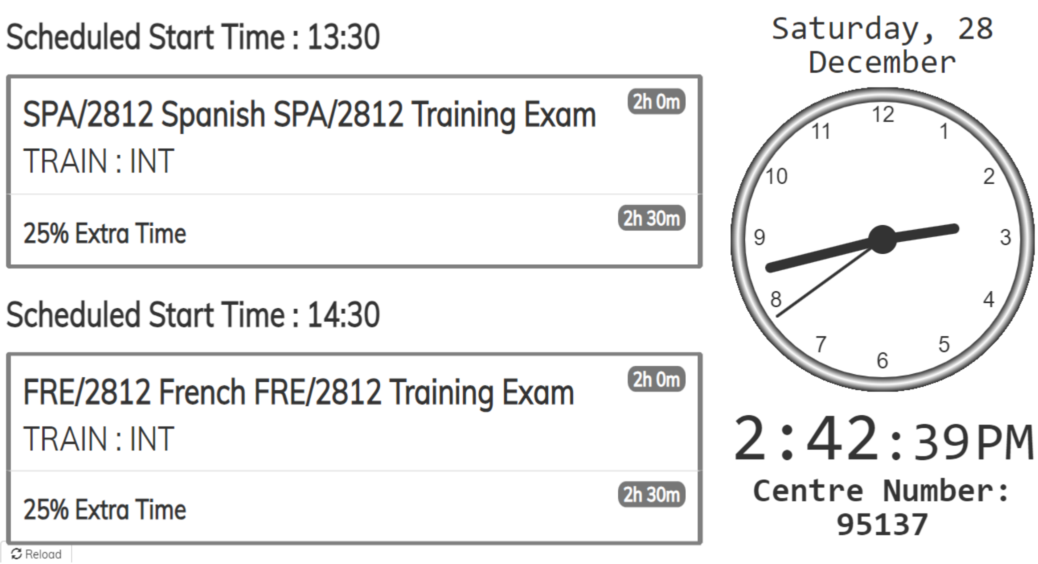
Each room has its own Exam Room Viewer that can be displayed in an exam room. This link will allow centres to save this as a shortcut on the desktop of the device in the exam room. With this link there is no requirement for the users to be logged into Exams Assist, it's just a magic link for that specific exam room.

Note - This link **Does Not** contain any candidate information, it will only display the clock and the information regarding the exam. It is also possible for the invigilator to scroll forward to the next exam within that room.

Once the exam has started, the details on the display will be updated to display the end times.



Note – This room viewer supports exams with different start times (Displaying exams with multiple start times is not possible using the roaming invigilators link).

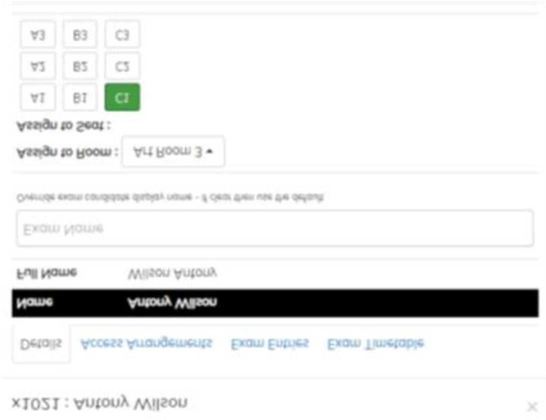


Allocating Candidates to Rooms/Seats

It is possible to assign a candidate to a room and/or a seat within a room. This is a great function for centres that assign their candidates to the same seat for all exams. It's also a great function for assigning candidates that are entitled to be seated in a smaller room, reader or scribe as once assigned, they will be automatically assigned.

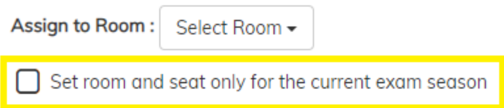
To assign a candidate to a room, navigate to the candidate tab and search for the candidate you need to assign to a room. When a candidate is selected, select **Assign Candidate to a Room**, locate the room and then assign to a seat (if required). Once you submit this request, the candidate will be auto roomed and seated for all their exams.

IMPORTANT – Ensure that all clashes have been resolved otherwise the candidate will be assigned to a room for both clash exam as they both have the same starting time.



Tip – To assign all candidates that require a room as they are entitled to a scribe, search Scribe in the search box and all candidates entitled to a scribe will be filtered out. Assign each of them in turn to a room and a seat.

Note – The allocation of a room and a seat is stored against the candidate therefore these settings will carry over into future seasons. However, there is the ability to set the room and seat only for current season, so the settings do not carry forward.



1. Running the Seating Allocation

Once the above tasks have been completed you will be able to allocate the candidate to rooms/seats. Navigate to **Overview | Build Exam Timetable and Seating from the Statement of Entries** and select the Green **Build Exam Timetable**, this will now auto assign the candidates assigned to a room/seat from the candidate's tab (all other candidates will not be assigned to a room).

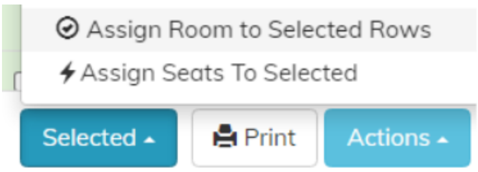
Show 25 entries | Search:

	Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component	Candidates	Seated
☐	Sun 12/01/2025	09:00	1h 45m		Chemistry	Sports Hall 1 [Sports Hall]	GCSE/B	WJEC/GCSE	3410U2	3410U20-1	11	100 %
☐	Sun 12/01/2025	09:00	1h 56m		Chemistry	Art Room 1 [Art Test]	GCSE/B	WJEC/GCSE	3410UB	3410UB0-1	1	100 %
☐	Sun 12/01/2025	09:00	1h 45m		Chemistry	Boardroom	GCSE/B	WJEC/GCSE	3410UB	3410UB0-1	1	100 %
☐	Sun 12/01/2025	09:00	1h 45m		Chemistry	Sports Hall 1 [Sports Hall]	GCSE/B	WJEC/GCSE	3410UB	3410UB0-1	25	100 %
☐	Sun 12/01/2025	09:00	1h 15m		Chemistry		GCSE/B	WJEC/GCSE	3430UE	3430UE0-1	23	

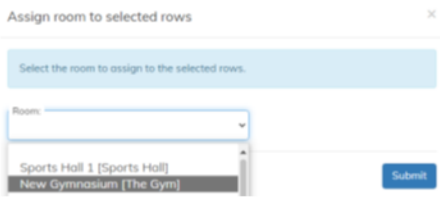
The above illustration shows the breakdown of rooms for Chemistry. A few candidates have already been assigned to a room from the candidate's tab and there are 23 waiting to be roomed. From the scheduler it is possible to select the Room Name which will hyperlink to the attendance register and seating plan for that exam. The % of candidates seated will also be displayed, if the seating for that room is completed, this will automatically be highlighted in green. If there are any Extra Time candidates in the room this will also be indicated in the room column.

Allocating Multiple Examinations to an Exam Room

If several exams are required to be allocated to a single room, this can be done by selecting the exams that needs to be assigned to a room, navigate to **Selected | Assign Room to Selected Rows**.



From the drop-down menu select the required **Room** and then **Submit**, the selected exams will be assigned to that room.



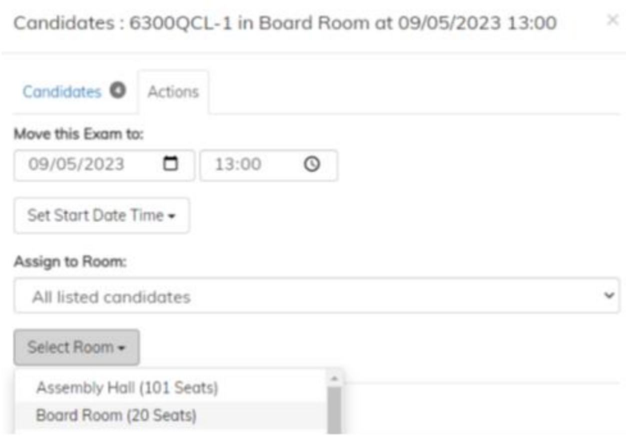
Allocating a Single Examinations to Rooms

There are two sub tabs for assigning rooms to an exam, this can either be done **By Date** or **By Exam**. The **By Date** tab will display a row for each component and room, where the By Exam, displays them as one row per exam and displays every room assigned to that exam. It's possible to room an exam from either tab.

By Date Tab

Once the above process has been completed you will be able to filter by date, this will allow you to methodically allocate rooms by each day or alternatively, you can filter to display all the un-roomed exams.

To assign a room to an exam, select the edit button, you'll be able to assign a selection of candidates to a room or all candidates to a room, or all candidates to a selection of rooms (this is useful for large exams). When assigning an exam to a room it's possible to see a list of candidates in that room and what Access Arrangements they have (therefore candidates can be split by room by looking at their Access Arrangements).

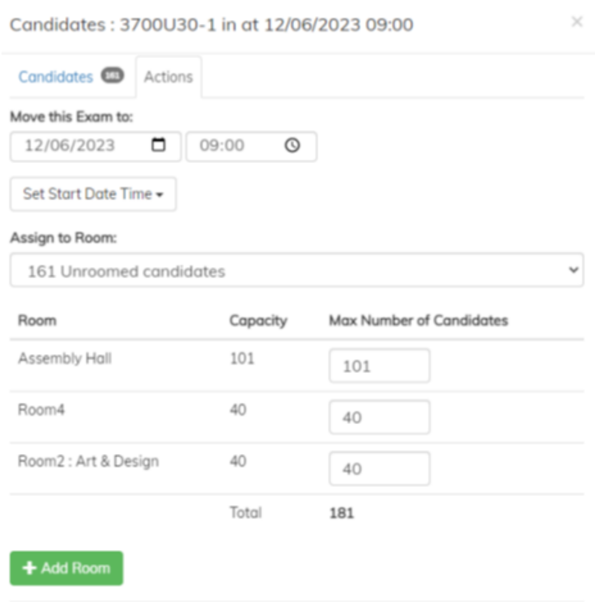


To assist in this process, it's possible to see the number of candidates left to room, then in the room drop-down list, the number of available seats in the room. To assign a room to the exam select the edit button and navigate to the actions tab, select **Add Room** and choose the room you'd like to assign the exam too.

Allocating multi-rooms to a single exam

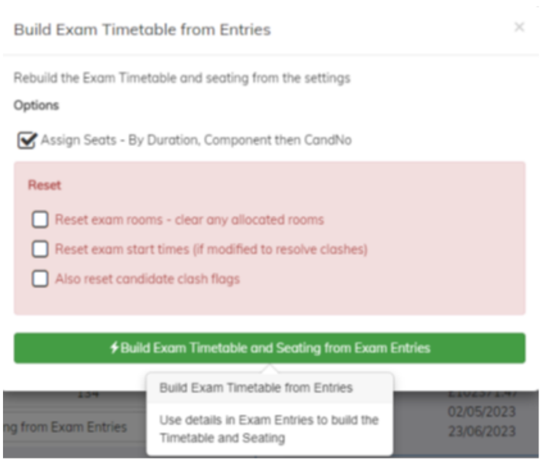
It's also possible to assign more than one room to an exam, this could be due to the centre not having enough seats in one room, therefore there is a need to split these between several rooms. As well as being able to split the room allocations, it's possible to identify the number of candidates to be assign to each.

Note – Once rooms are allocated to the exams, it will be possible to schedule staff/invigilator(s) to the exam rooms.



To assign multiple rooms just add your first room and you will be able to view the capacity of the room and then the number of candidates you'd like to assign to that room. Then add a new room but this time you will be able to split the number of candidates between each of the room so you can even out the numbers.

Once the rooms have been assigned to an exam in the timetable / seating tab, navigate to the **Overview | Build Exams Timetable and Seating from Exams Entries**. When running this routine ensure that you select **Assign Seats by Duration, Component then Candidate Number**. This routine will seat the candidates in the room based on a set of rules assigned from the Room Tab.



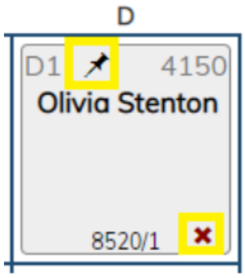
Seating Allocation Rules

Exams will be seated in accordance too duration. The longest exams will be seated closest to A1. The candidates with the longest exam will be seated, the Extra Time candidates first and then the candidates in order of their candidate number.

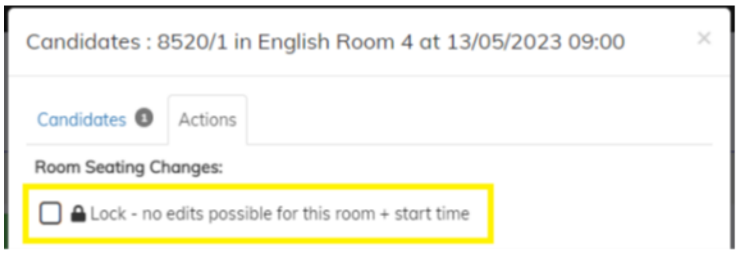
Amending Seating Allocations

Once the candidates have been allocated to a seat within the rooms, it’s possible to manually amend these if the auto allocation didn’t quite meet your requirements. In the timetable and seating tab select the name of the room you need to amend, once selected you will be able to view the attendance register and seating plan for that room.

To amend a plan, select the **Edit** button at the bottom of the plan and you’ll be able to drag and drop candidates around the grid. Any unseated candidates will be displayed in the unallocated column waiting for the Exams Officers to assign them manually. Once a candidate has been manually moved, a **Pin** will be dropped on the candidate, so when the automation routine is run, the candidate will no longer be moved. To remove a candidate from the grid just select the **x** at the bottom of the box.

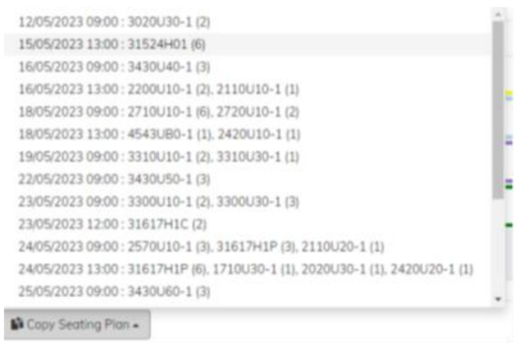


Once you are happy with the plan, and no further amendments are required, select the **Edit** button in the timetable and seating tab and select the **Lock** check box in the actions tab.



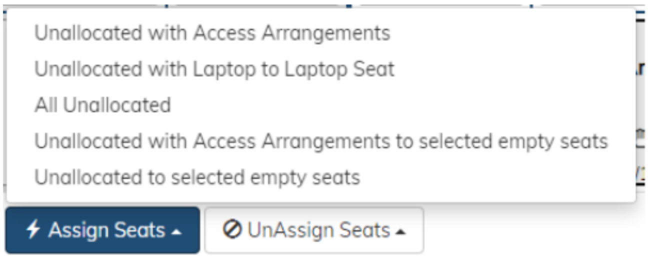
Copying a Seating Plan

It’s possible to copy a plan when editing a seating plan. If there is an exam that has two or more units within that qualification you can manually create one seating plan, then go to the next date and select the previous exam to copy the plan from. If you use the auto assign seating function then all rooms will be seated the same, however, if you manually amend one then you will be able to go into the next exam and copy the manually amended seating plan.



Manually Assigning Candidates to a Seat

There are several tools to assist you in assigning candidates to the plan. To access these, edit the plan and navigate to the **Assign Seats** menu and select the appropriate function.

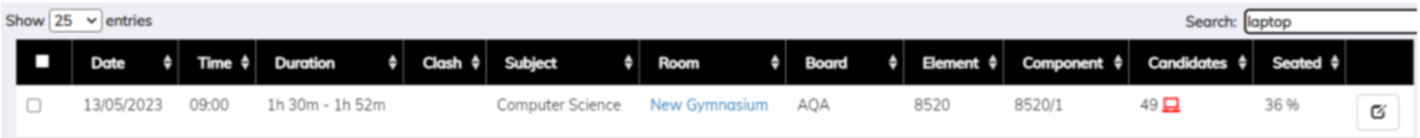


Allocating the Laptop Seats

When auto-assigning candidates to a room, if a candidate has requested a laptop, then they will be seated in a laptop seat. However, if this request has been made after the seating plans have been created and the candidate seat has been pinned, when the allocate seating option is selected, this candidate will not be moved to a laptop seat, this is because they are pinned to the plan.

To assist Exams Officers to identify candidates who have requested a laptop but not seated in a laptop seat, then a red laptop icon will appear on the timetable and seating tab to identify these.

NOTE – If you search Laptop in the timetable and seating tab it will search for any of these errors.

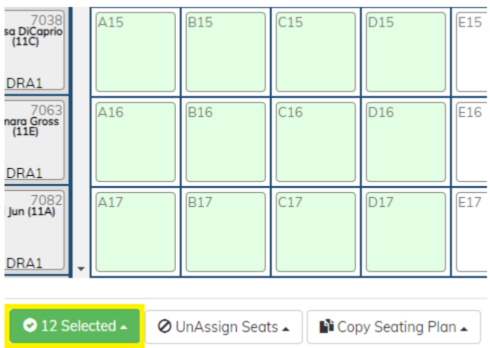

Show 25 entries Search: laptop

	Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated	
	13/05/2023	09:00	1h 30m - 1h 52m		Computer Science	New Gymnasium	AQA	8520	8520/1	49	36 %	

When you select the room, you will see the candidates that have the laptop error will have a red border around the seat. Once the candidate has been moved to a seat which has a laptop on it the red border will be removed and so will the icon in the timetable and seating tab.

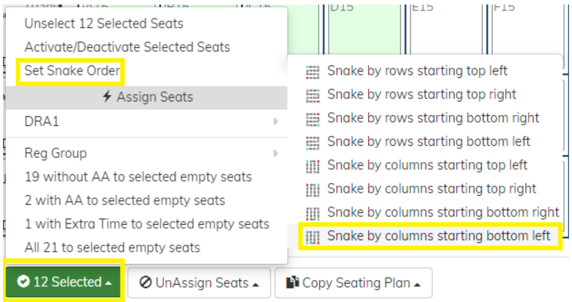
Multi-Selecting Seats

When seating candidates, it's possible to multi-select several seats. To achieve this, simply select the first seat i.e. **A1,** once selected, double click on the diagonal seat – **M10** and all seats will be highlighted. Once this selection has been made, the number of selected seats will appear on the bottom, also, more seats can also be selected or multi-selected until the correct number of required seats are selected, ready for the candidates to be seated.



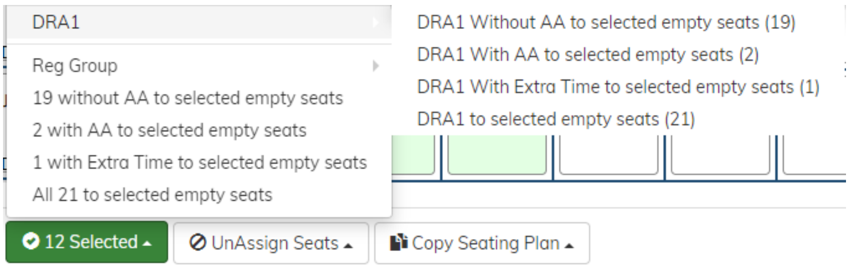
Resetting the Snaking Order

Once the selection has been made, it's possible to allocate the candidates to their seats, however, the snake order may no longer be correct. It's therefore possible to set the snake order for this selection. Navigate to **Selected | Set Snake Order** and then select the most appropriate for the selection.



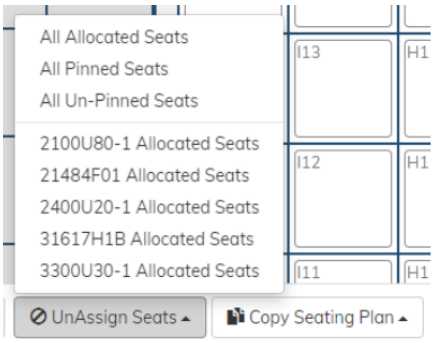
Remember – The snaking will always start from **A1**, then travel in the direction of the snake. Therefore, if the snaking direction is Up then down, if a group of candidates are assigned to column A to C for one exam. Then the Exams Officer would like to assign the next exam to D1, the snake order will now be traveling in the down direction. Therefore, to start the snake at D1 the Exams Officer will need to reset the snake order, using the above instructions.

Once this has been set, select the candidates to be seated, by using one of the variety of options available. i.e. with Access Arrangements, without Access Arrangement, by Registration Groups etc.



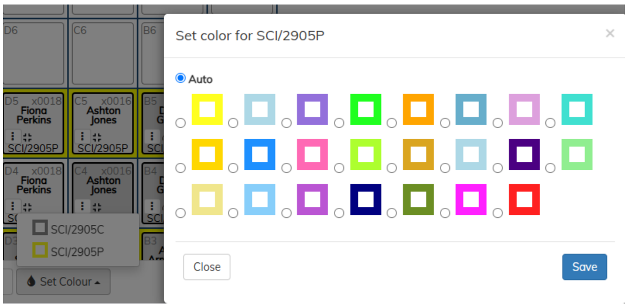
Removing Candidates from a Seating Plan

To remove candidate(s) from the plan, edit the plan and navigate to the **Unassigned Seats** menu, if there are multiple exams in the room it's possible to remove each one at a time.



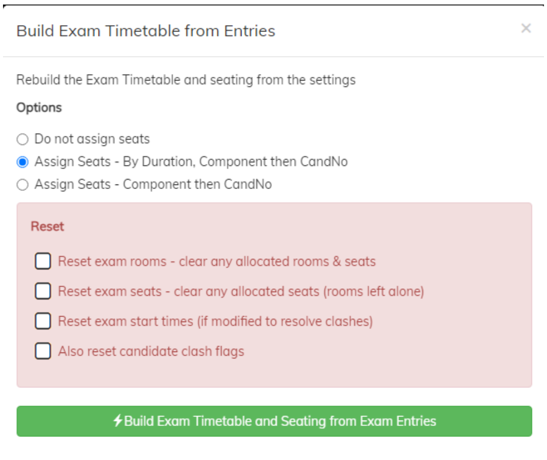
Setting a Colour for different Exams

When there are multiple exams in a room, it is possible for the exams officer to allocate their own colour scheme to each exam in the room. Select the **Set Colour**, then the component code that needs the colour changing



Resetting Timetable / Seating

If required, it is possible to reset several actions that have been done in relation to the timetable and seating. Navigate to the **Overview Tab| Build Exam Timetable and Seating from the Exams Entries**. This will then give you possible options for resetting the timetable.



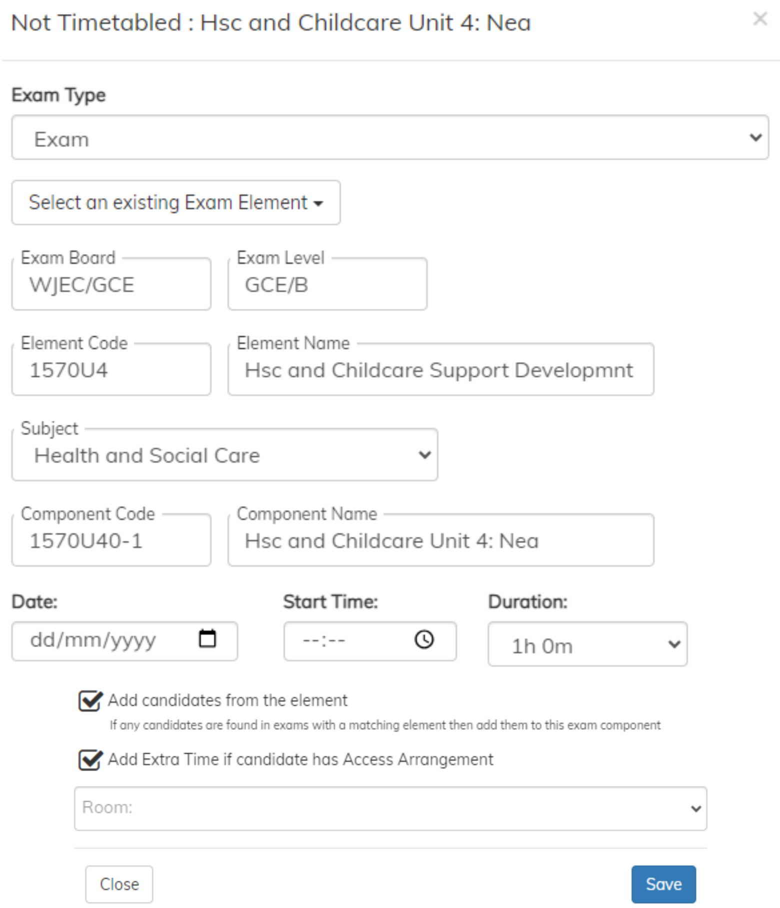
Manually Adding Exams to an External Season

When an Entry file is imported into Exams Assist, these entries will be visible in the Entries Tab. The component information will also be shown (as seen below).

Board	Level	Code	Name	Components	Subject
WJEC/GCE	GCE/B	1100UN	History Historical Interpretations	1100UN0-1	History
WJEC/GCE	GCE/B	1110U5	Geography Independent Investigation	1110U50-1	Geography
WJEC/GCE	GCE/B	1570U4	Hsc and Childcare Support Developmnt	1570U40-1	Health and Social Care

The component codes are colour coded as follows:
Grey – No Date/Time Assigned to the Exam or NEA.
Light Green – Timetabled Exam but candidates not Roomed and Seated.
Dark Green – Exam Timetabled and Candidates Roomed and Seated.

To create an exam for a non-timetabled exam, simply click on the component code and the details popup box will appear.



Enter a **Date, Start Time** and **Duration** and a **Room** for the non-timetabled exam. Once created, the component code will appear in light green in the table indicating that it's been timetabled. Once timetabled, the centre will be able to seat the candidates and assign invigilators to the room.

Note – When adding Candidates from the element and Add Extra Time for Candidates within the entry will automatically be selected.

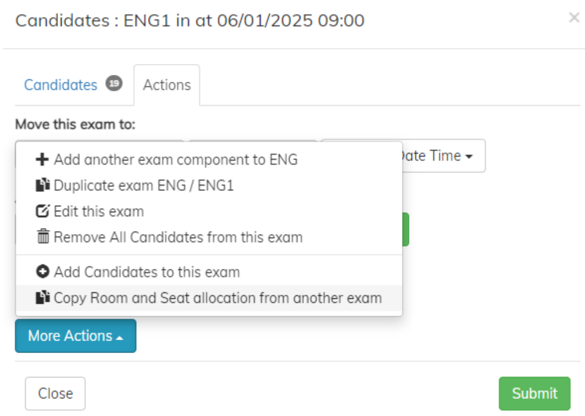
Copying an Exam

When core subject such as English and Maths schedules several Mock Exams during an academic year, then copying an exam will save time for the centre as this will copy the whole exam i.e. The Rooming and the Seating Allocation.

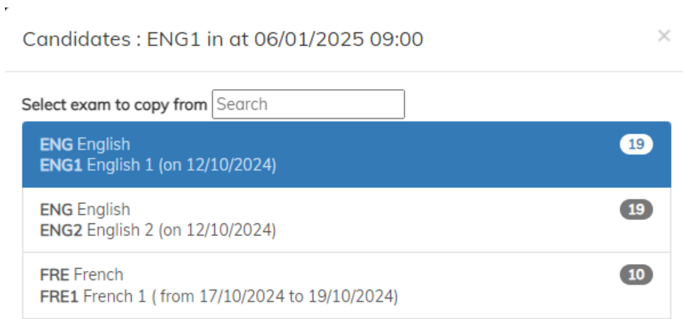
To copy an exam, simply create the exam again i.e. English Language.

IMPORTANT – When copying details for a previous exam, the previous exam **MUST BE** included within an **OPEN** season, it cannot be closed. If, however, the season has been closed, it can be quickly re-opened for this purpose.

Navigate to the **Timetable and Seating Tab** and select **Add Exams by Subject**. Select the number of exams per subject and select next. When populating the details for each exam there is no need to populate the room (as this information will be copied from the previous exam). Once the exam has been created, Edit the exam and select **Actions | More Actions | Copy Room and Seat Allocation from another exam**.



A list of all exams with candidates in common from all open seasons will appear. Use the search to filter the list, then select one that needs to be copied from.

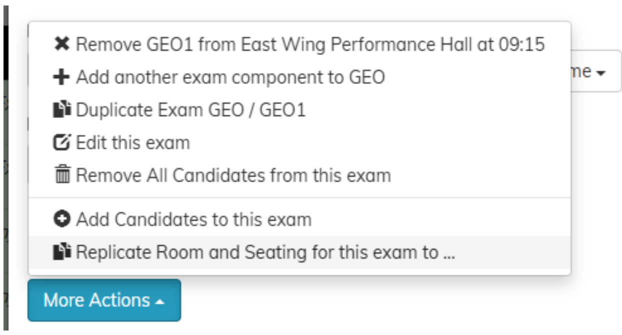


The number in the badge is the number of candidates in common. Once selected, the rooming and seating allocation from the selected exam will be assigned to the candidates in the current exam.

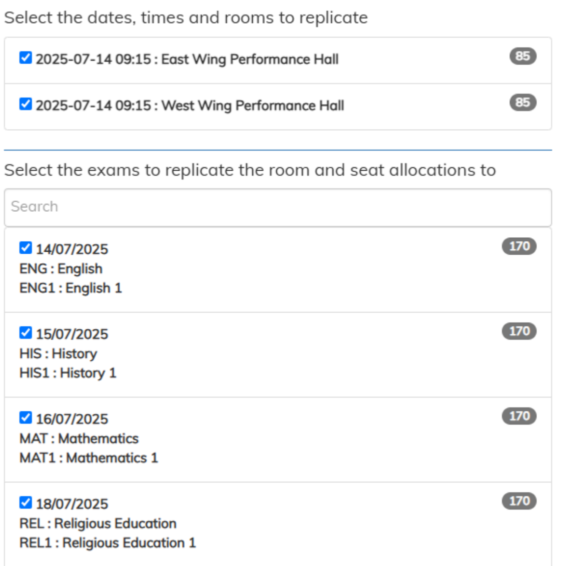
Replicating Exams

If a centre uses the same rooms and layout for internal or external exams, then it's possible to room and seat all candidates for a single exam, then replicating this for another or all exams in that season.

Navigate to the **Timetable and Seating Tab,** allocate the candidate to the rooms for the first exam, then seat them. Once roomed and seated, edit the first seated exam and navigate to **Actions | More Actions | Replicate Room and Seating for this exam to**.



Once selected, all the rooms associated with the exam will be listed, with the number of candidates per room. Under this is the list of all other exams associated with the candidates in the selected exams. Select the exams that the room and seating need to be replicated for, then select **Submit**.

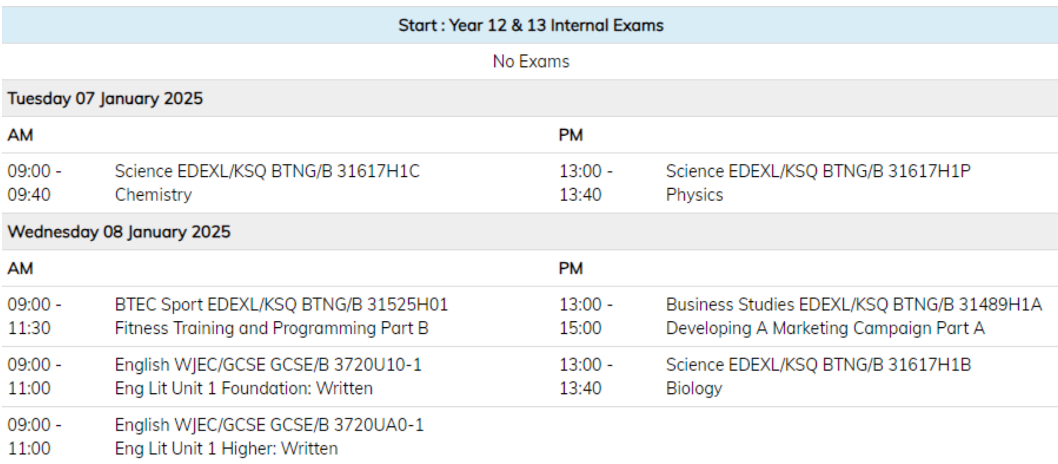


Publishing the Timetable to External Sites

Centres can publish their exam timetables on external sites. Each centre will have a unique URL that can be embedded into an Iframe which will allow the information to be displayed on their websites.

Navigate to the **Overview Tab | Configure Exams Assist** and select **Published Exam Timetables Visible on Public Site**. Embed the URL on the centre website in an Iframe and the timetable will be displayed.

Note – No pupil information will be displayed on the public website.



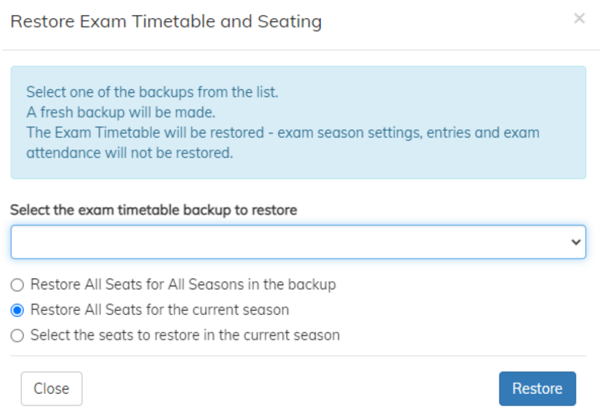
Start : Year 12 & 13 Internal Exams			
No Exams			
Tuesday 07 January 2025			
AM		PM	
09:00 - 09:40	Science EDEXL/KSQ BTNG/B 31617H1C Chemistry	13:00 - 13:40	Science EDEXL/KSQ BTNG/B 31617H1P Physics
Wednesday 08 January 2025			
AM		PM	
09:00 - 11:30	BTEC Sport EDEXL/KSQ BTNG/B 31525H01 Fitness Training and Programming Part B	13:00 - 15:00	Business Studies EDEXL/KSQ BTNG/B 31489H1A Developing A Marketing Campaign Part A
09:00 - 11:00	English WJEC/GCSE GCSE/B 3720U10-1 Eng Lit Unit 1 Foundation: Written	13:00 - 13:40	Science EDEXL/KSQ BTNG/B 31617H1B Biology
09:00 - 11:00	English WJEC/GCSE GCSE/B 3720UA0-1 Eng Lit Unit 1 Higher: Written		

Restoring/Backup of Timetable and Seating

To create a backup of the timetable, navigate to the **Timetable and Seating Tab | Actions | Backup Exams Timetable and Seating,** once selected, a backup will be created.

Note – Periodic backups are automatically created by Exams Assist.

To restore a backup, navigate to the **Timetable and Seating Tab | Actions | Restore Exams Timetable and Seating** and select the most appropriate backup. Once selected, the timetable will be restored back to that date and time.



Emailing Exam Reminder to Parents / Candidates

To email parents/candidates based on their timetable, ideal for examination reminders. Navigate to the **Timetable & Seating tab | Selected | Send Reminder to Parent or Candidate**. Once selected, compose a message to send to the selected group. The message will include a list of the selected exams in the body of the email, there will also be a link to display the candidate's entire timetable.

Schedule Emails to Parents / Candidates

When emailing parents / candidates it's possible to schedule these to send later. After composing the message, select **Schedule**, enter the date / time for the message to be sent then select **Send**, the messaged will then be scheduled.

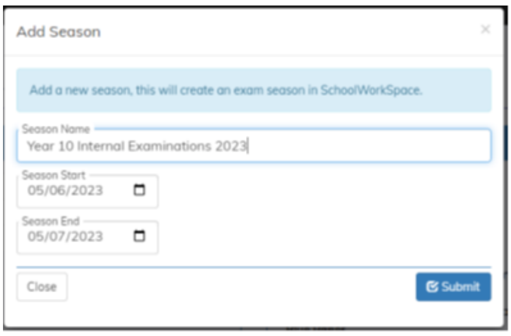
Scheduled messages can be viewed in the messaging module and if required deleted.

Creating Internal Examinations in Exams Assist

Click here, to view a video on how to create an internal exam season in Exams Assist. Click here, to view a video of how to create an internal exam season for students in Year 7 – 9.

Creating a new Season

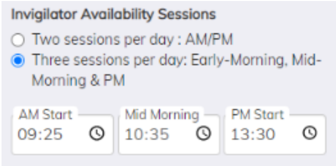
To create a new season within Exams Assist for timetabling internal exams, navigate to the **Overview Tab | Actions | Add new Exam Season,** enter a name, the start, then the end date for the new season and select **Submit**.



Season Settings

Once the season has been created, the Season Settings will appear, go through the settings and amend as necessary.

TIP – It is possible to define the Starting Time of the exams if these are different to other seasons. If you have three sessions during the day, ensure that you amend this setting as pictured below. Also, amend the starting for each session – AM Start, Mid-Morning and PM Start. When selecting a start time for each exam you will be able to select one of these starting times.



Adding Candidates to a Season

Once a season has been created, navigate to the **Candidates Tab | Actions | Add a group of Candidates** to add a selection or a group of candidates to the season.

Note – If a candidate doesn't have a candidate number in the MIS, then a temporary number will be created starting with a T, this is just for Exams Assist purposes.

Any previous information stored against the candidate from other seasons will be displayed as this data is stored against the candidate and not the season. The details that are saved are Exam Name, Room/Seat Allocation and any Access Arrangements. Therefore, when a candidate is assigned to an exam they will automatically be allocated to that room, and the access arrangements will be applied.

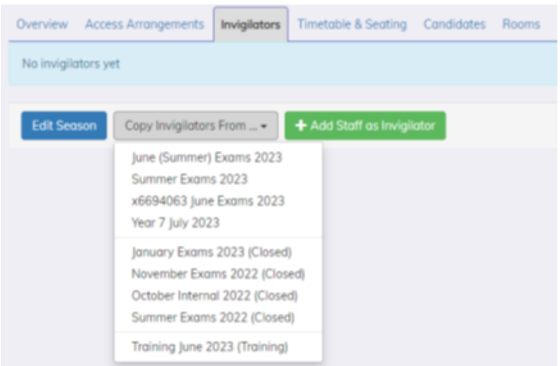
Room Tab

Any rooms that have been created/used within Exams Assist will automatically appear in the Rooms Tab, any setup added will also remain from previous seasons. If new rooms need to be added, then select **Add Room** (*Please refer to the section on adding rooms for more details*).

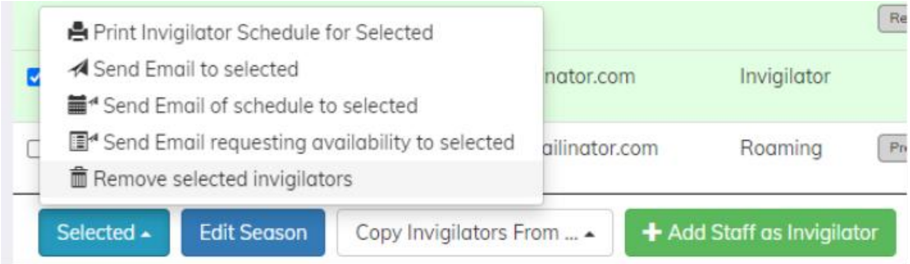
Invigilators Tab

When a new season is created, the invigilators tab will be empty, staff can be manually added one at a time, any settings previously selected will remain, including training dates.

Tip - Copy the invigilators from a different season and then remove any are no longer required by selecting the invigilators **Selected | Remove selected Invigilators** (If the invigilator has been allocated to a room, then it will not be possible to remove them).



Select the invigilators that aren't required, navigate to **Selected | Remove selected invigilators.**

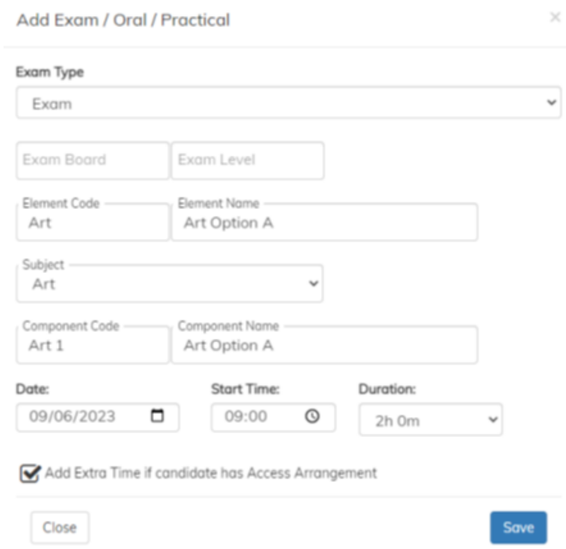


Creating a Timetabled Exam

Once a season has been created there are two ways of creating timetable exams, this can be done individually per subject or by a group of subjects.

Creating a single Exam

In the Timetable and Seating Tab, select **Add Exam/Oral/Practical** and complete the relevant details within the dialog box. If creating an internal exam there is no need to enter the **Exam Board** and **Exam Level** (these are optional).



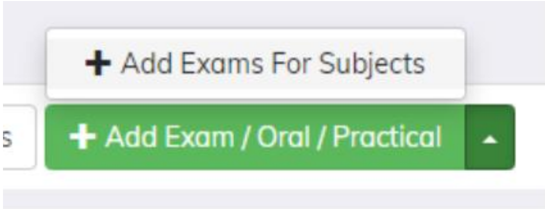
Once the exams have been created, the candidates will need to be added. To add a candidate or a group such as a class, edit the exam and select **Add Candidates to the Exam**, it's possible to either add a candidate which has been added to the season or select a group of candidates, the only groups that will appear are groups that have candidates in the season.

Note – Any candidates that have been assigned to a room in the candidate's tab will be automatically assigned to that room in the timetable and seating tab. The remaining candidates will need to be assigned to the exam room, once assigned to a room they will be ready for seating.

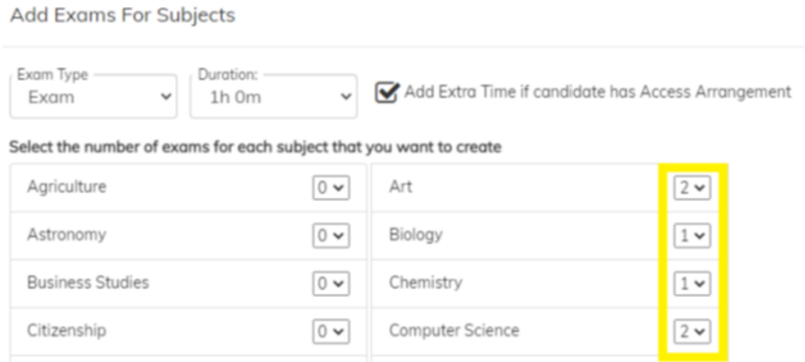
Add exams for a group of subjects

It's possible to create several exams in one action, this wizard is very quick to create several exams, assign candidates and allocate them to a room.

Select **Add Exams for Subject,** then select the number of exams required per subject from the appropriate drop-down menu.

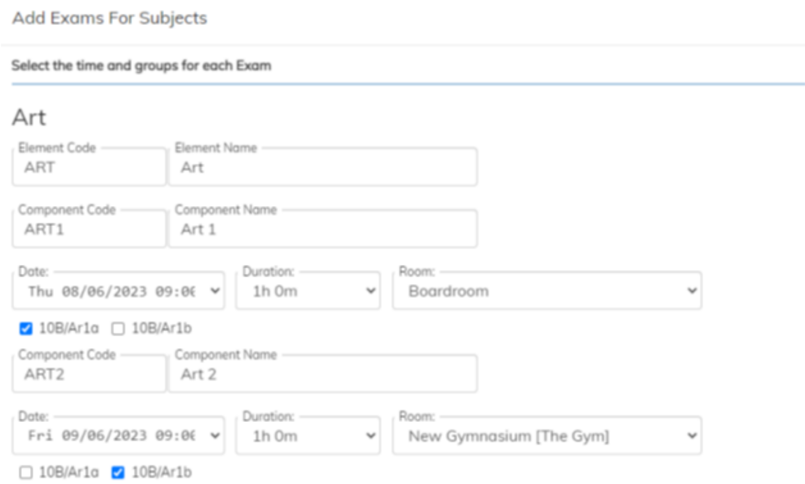


When creating exams by subject it's only possible to add the classes associated to the subject.

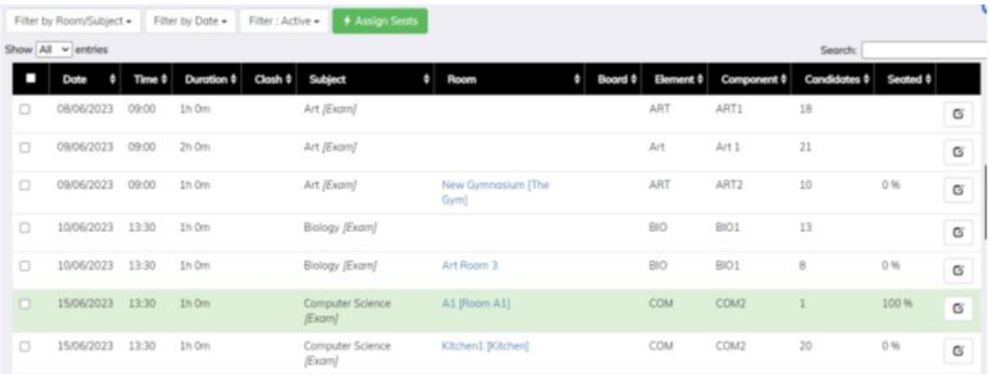


After entering the number of exams required per subject, enter a name, date, time, duration, room and the class that needs to be assigned to the exam.

Note - Room is optional but if selected, candidates will be assigned to the room until the room is full. Candidate's individual room/seat assignment takes priority.



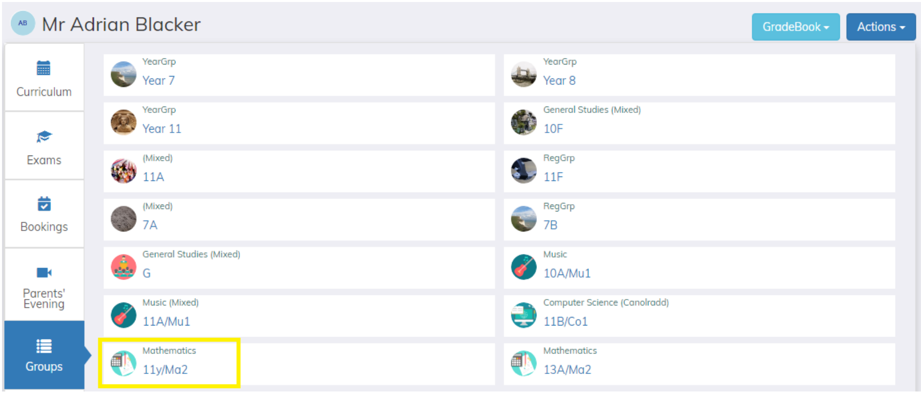
Select **Submit** and the exams will be created, if you do not select any groups, then the exams will be skipped and not created. Once created, the candidates will be ready to be seated.



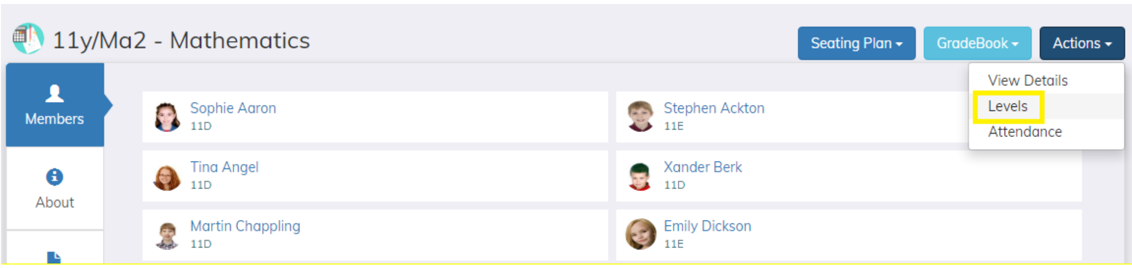
	Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated
	08/06/2023	09:00	1h 0m		Art *[Exam]*			ART	ART1	18	
	09/06/2023	09:00	2h 0m		Art *[Exam]*			Art	Art 1	21	
	09/06/2023	09:00	1h 0m		Art *[Exam]*	New Gymnasium [The Gym]		ART	ART2	10	0 %
	10/06/2023	13:30	1h 0m		Biology *[Exam]*			BIO	BIO1	13	
	10/06/2023	13:30	1h 0m		Biology *[Exam]*	Art Room 3		BIO	BIO1	8	0 %
	15/06/2023	13:30	1h 0m		Computer Science *[Exam]*	A1 [Room A1]		COM	COM2	1	100 %
	15/06/2023	13:30	1h 0m		Computer Science *[Exam]*	Kitchen1 [Kitchen]		COM	COM2	20	0 %

Creating a tiered Exams

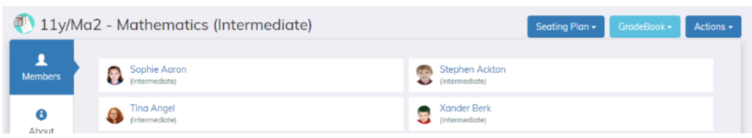
To create a tiered exam, the subject teachers will need to assign a level to each candidate from their portal. Each teacher will need to log into Exams Assist and from their homepage select the Group, then the class i.e. 11y/Ma2.



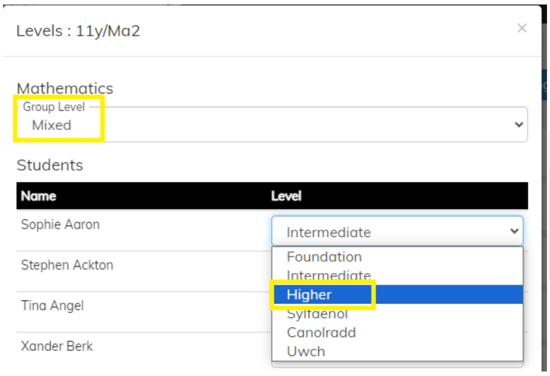
Once they have selected the class, they can assign each candidate with the appropriate level. Navigate to the **Actions** Dropdown and select **Levels**.

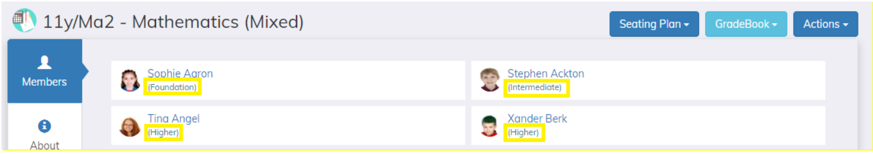


The member of staff can select a global level for the whole class by selecting **Intermediate,** then **Submit**. This will assign the whole class as working at this level.



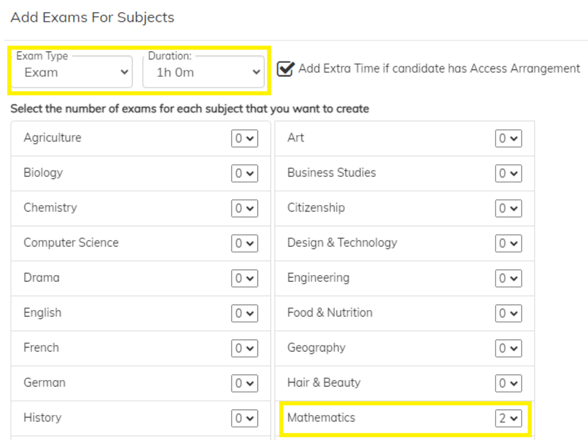
However, if the class is working at a mixed level, then select **Mixed**, When Mixed is selected, the classroom teachers will be able to assign a level to each candidate. Once a level has been assigned to each candidate, select **Submit**.



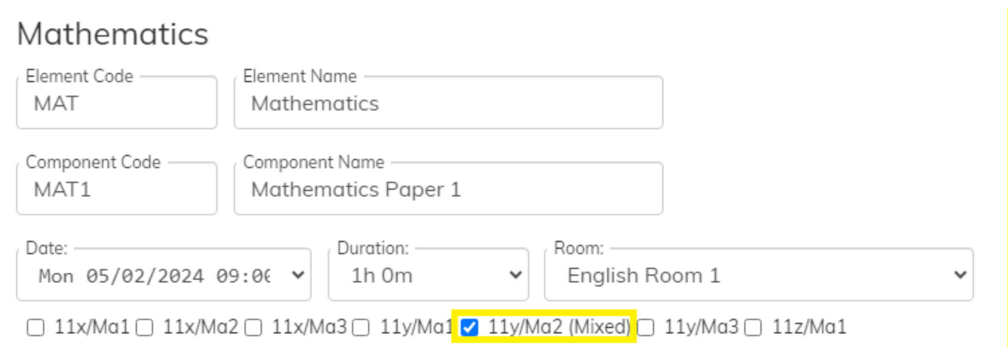


Once all classroom teachers have assigned a level to each candidate within their Maths classes, it's now possible for the Exams Officer's to create the exam based on tiers.

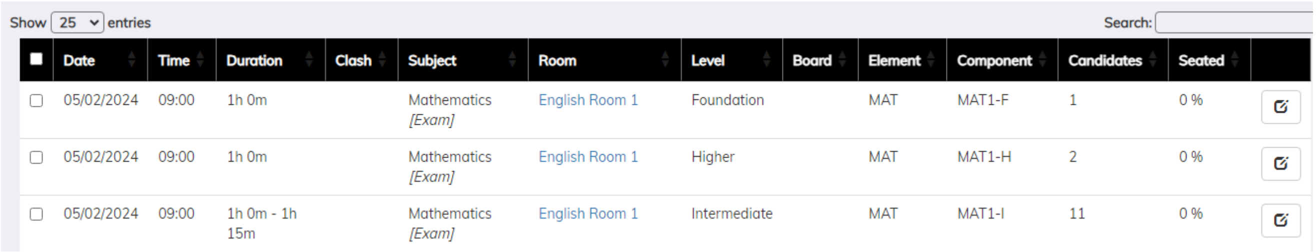
Navigate to the **Timetable and Seating tab** and select **Add Exam by Subject**. Select the number of exams that is required for the Maths Exams, if there are two papers – Paper 1 and Paper 2, ensure that you select 2, then submit.



Complete all the details regarding the exam, Component Name, Date, Time and the Location of the Exam. Finally, select the groups you'd like to be attached to this exam; you will notice that the level of the class will appear next to the class identifier.



Once the exam has been created, you will see that a different exam will have been created for each of the different levels. Each level will contain the candidates that were assigned by the classroom teacher. This process is the same for any tiered exam such as French, Spanish etc.



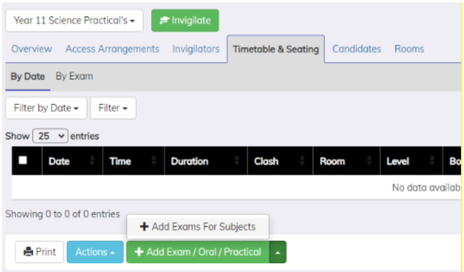
Show 25 entries Search:

	Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component	Candidates	Seated	
	05/02/2024	09:00	1h 0m		Mathematics *[Exam]*	English Room 1	Foundation		MAT	MAT1-F	1	0 %	
	05/02/2024	09:00	1h 0m		Mathematics *[Exam]*	English Room 1	Higher		MAT	MAT1-H	2	0 %	
	05/02/2024	09:00	1h 0m - 1h 15m		Mathematics *[Exam]*	English Room 1	Intermediate		MAT	MAT1-I	11	0 %	

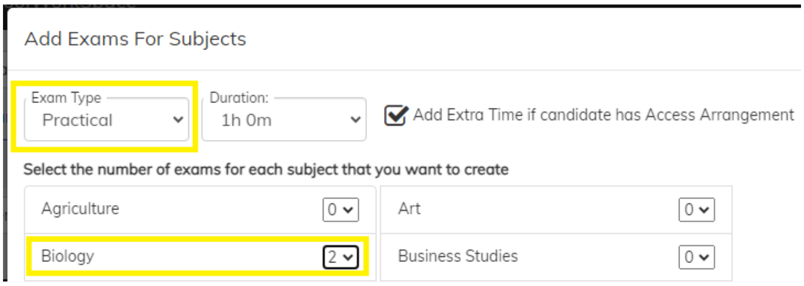
Creating Science Practical Exams

The process for creating Science Practical Exams is slightly different to the above. These will create the exam specifically for each class, all candidates will be assigned to the same room.

Navigate to the **Timetable and Seating Tab** and select **Add Exams for Subject**.

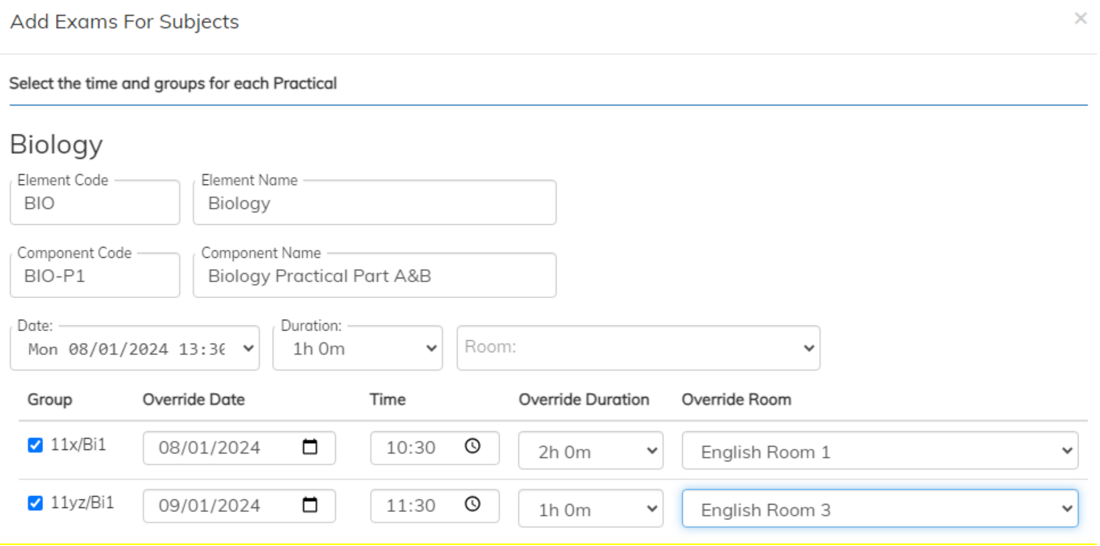


Once selected, ensure that you select **Exam Type** as **Practical**. Then select the number of exams required for the Practical. For this example, we will do a Triple Biology Exam. If the exam is in two parts (Part A – The Practical, the Part B, the Write Up), they are being done one after each other, then select 1 but if Part A is done in one session and Part B will be done during a different session then select 2.

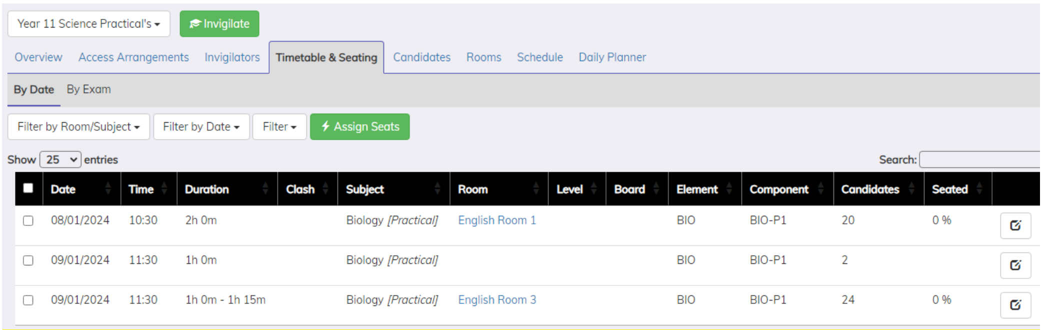


Enter the details for the practical exam. If the two parts of the practical are happening straight after each other, call it Biology Practical Part A&B. Select the class that will be doing the practical Part A and B together and then enter the date and time of the exam, the length of the exam which will be 2hrs instead of 1hr. Select the room that the practical will be taking place.

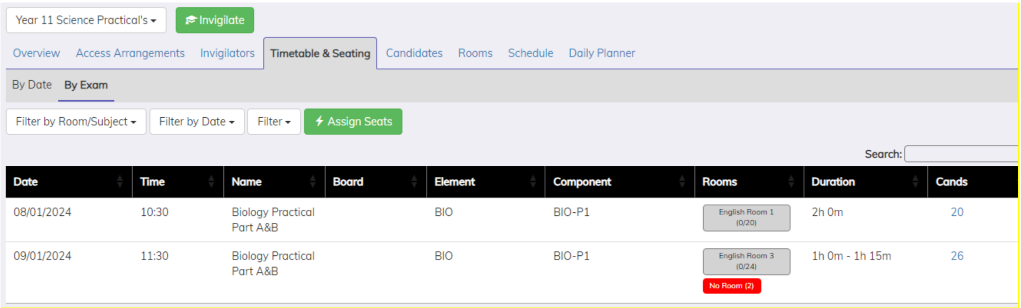
If Parts A and B are taking place during different sessions, firstly select the class, the date, time, length and room that the exam will be taking place in. Then scroll down to the second component and select the class and then enter the details for Part B and select Submit.



With practical and oral exams all candidates will be seated in the allocated room, and none will be placed in any separate room that is defined on the candidate record.



Note – From the above image it is possible to notice that 2 candidates haven't been allocated to a room, this is because the room is full, the overflow will have to be manually allocated to a different room.

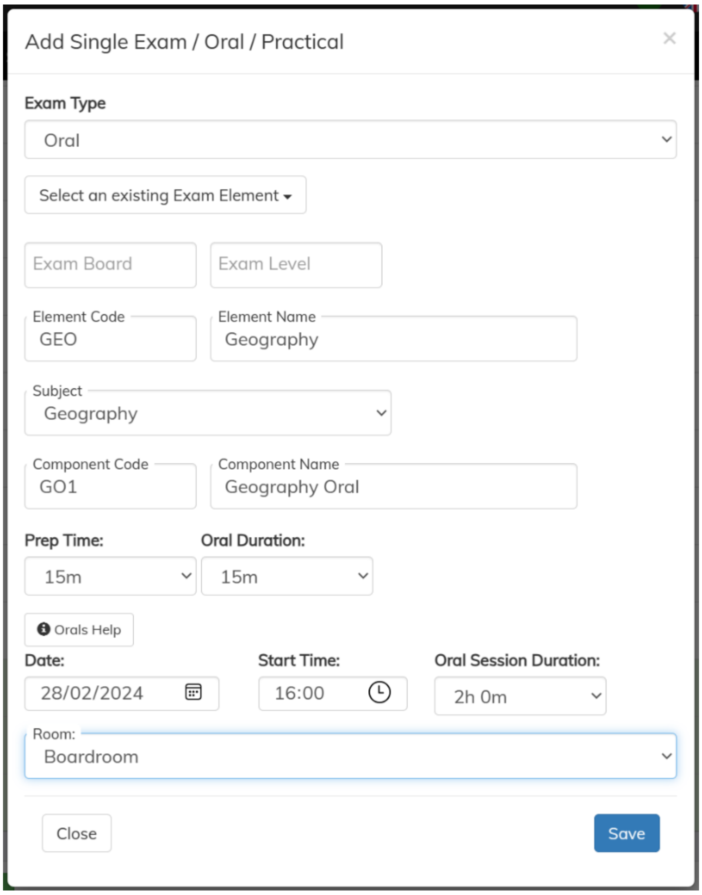


Note – If you are creating these exams one at a time, remember that the Component Name and Code need to be unique. E.g. If you create an exam for the Science Class and enter the data, the component code will be "SCI-1", when you create the next exam, you will need to edit "SCI-1" to "SCI-2" (or some other unique code).

Creating Oral Exams

For Oral exams you create a session (or sessions) for the orals to run and enrol the candidates and then can set an individual start time for each candidate. When assigning to a room the normal room exam capacity can be exceeded as either it is just used as a waiting room, or the candidates are not in there at the same time.

To create a single oral session in the Timetable & Seating tab click on **Add Single Exam/ Oral / Practical**



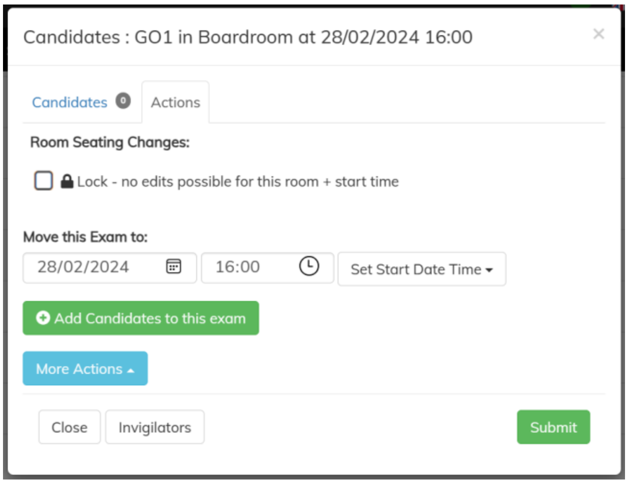
Change the Exam Type to Oral and you see some new options for **Prep Time** and **Oral Duration**

The Oral Session Duration is the duration of the session and is used for scheduling invigilators and the room.

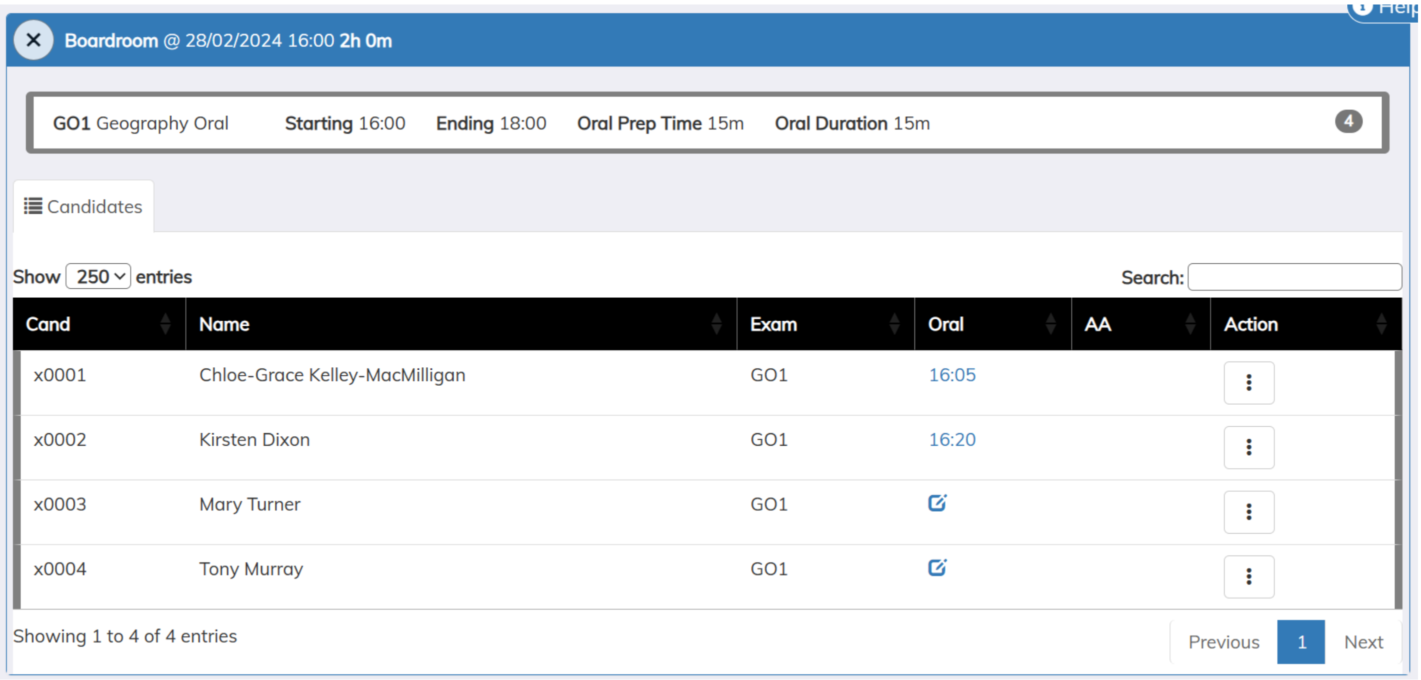
If you select an existing element or enter one already matching, then candidates from that element will be added to this oral component.

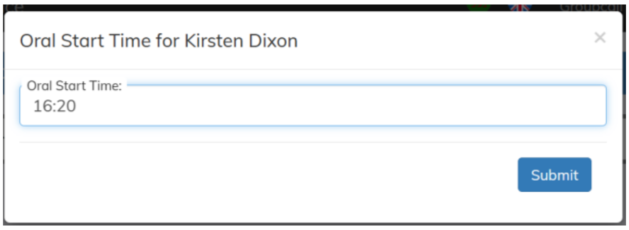
Optionally select a Room to add the Oral into the room.

Save then Next to add candidates and other actions from the familiar popup.

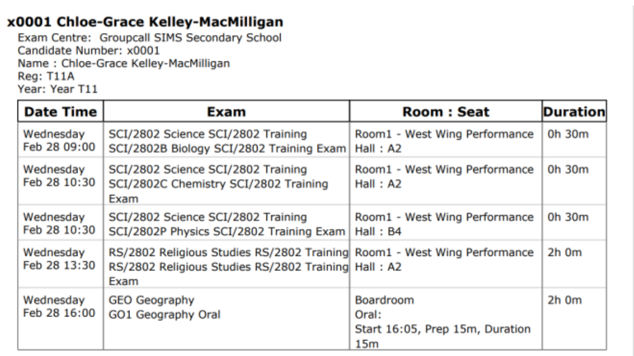


Once you have candidates in an Oral – rather than have the seating plan when you click on the room to see the detail for the session you get to set the Oral Start time for each candidate.



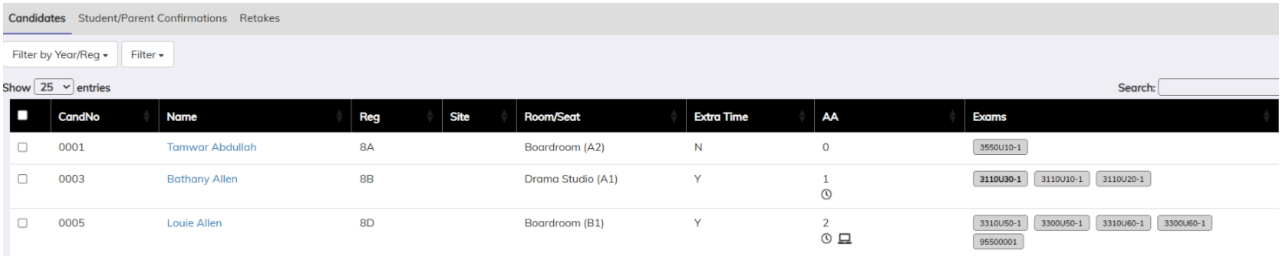


The Oral details (Prep time, Duration and Start Time) are then shown on the candidate timetable.

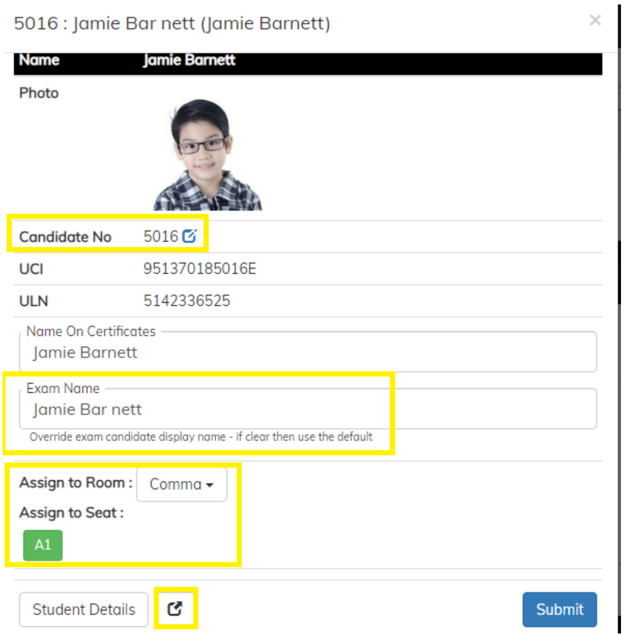


Managing the Candidates

The candidate tab is where you can see any events that has occurred with a candidate within an exam season. It will display the candidates' entries and will give an overview of their attendance too. By selecting on the name of the candidate's further information will be displayed.



The Candidates Popup.



Amending the Candidate's Number

If a candidate's number has been imported into Exams Assist, but this requires changing as it was initially incorrect, this can be changed from the Candidate's popup in the **Candidate Tab**. Locate and select the candidate that needs amending, select the **Edit** button next to the candidate number and enter the new number.

Amending the Candidate's Name

It is possible to amend the name of the candidate that is displayed in the seating plans, attendance registers and candidate cards. This is great for candidates that are identified by a different known name. Navigate to the **Candidate Tab** and search for the candidate and select on the name, enter the amended name in the **Exam Name** box.

Adding a Candidate Photo

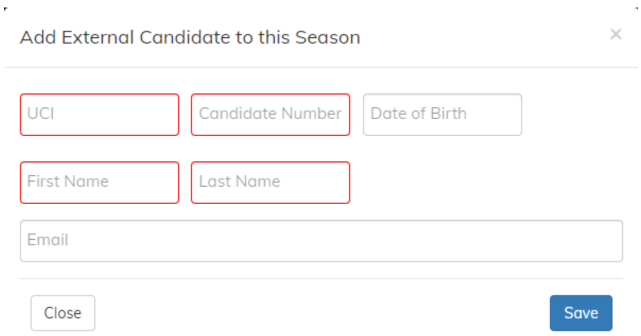
To upload a photo for an external candidate, navigate to the candidate popup and click on the photo avatar. Once selected, upload a photo.

To upload a photo for an internal candidate, navigate to the candidate popup and select the edit button (Admin User Only). Then click on the photo avatar and then upload a photo.

Note – If there is a photo in the centre's MIS then this will overwrite on the next data sync.

Adding an External Candidate

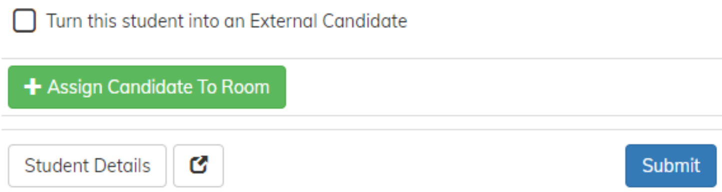
To add an external candidate to the season, navigate to the **Candidates Tab | Actions | Add External Candidate**. Once created, these candidates will be available to add to any future seasons. As an external candidate they will have access to the online portal, but the centre will need to ensure that an email address has been allocated (the email is used as their username). By allocating an email address, the centre will be able to send out emails to the candidate, the candidate will also be able to access their online portal.



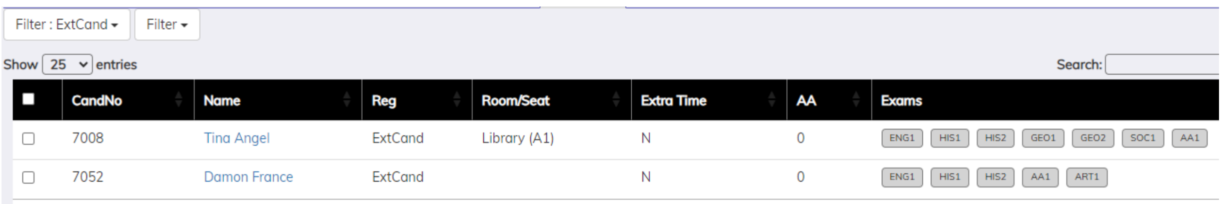
Note – The fields in red are mandatory.

How to turn a Candidate into an External Candidate

To turn a candidate that used to be at the centre into an external candidate, navigate to the candidate's tab, locate the candidate, then select. Once selected, select **Turn this student into an External Candidate.**



Once this has been done, the candidate will appear as an ExtCand in the Reg Group. It's also possible to filter on ExtCand making it easier to locate them.



Note – This can only be done to a centre leaver candidate and once converted it cannot be changed back.

Assigning Candidates to a Room and Seat

It is possible to assign a candidate to a room and/or a seat within a room. This is a great function for centres that assign their candidates to the same room and seat for all their exams. It's also a great function for assigning candidates to a smaller room, reader or scribe to that room so they can automatically be assigned.

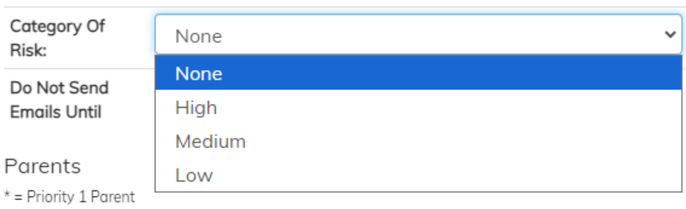
To assign a candidate to a room navigate to the candidate tab and search for the candidate you need to assign to a room. When a candidate is selected, select **Assign Candidate to a Room**, locate the room and then assign to a seat (if required). Once you submit this request the candidate will be auto roomed and seated for all their exams. However, it's possible to select only assign a candidate to the room/seat for a specific season.

Note – If a different candidate has already been assigned to a seat within a room you've selected for a candidate, then this seat will be coloured in red, and you will not be able to assign the candidate to that seat.

TIP – If seating has been done for all candidates for a season, but you get notified that a candidate needs to go into a smaller or a separate room it's always possible to quickly assign them to a room using the above function. Even if a candidate has been seated in a room, once a candidate has been assigned to a room in the candidate tab as soon as you select **Submit,** the candidate will automatically be removed from the previous room and seated in the new one (Future dates only).

Category of Risk

To indicate a candidate as having a level of risk within an exam (these could be for behavioural issues), navigate to the Candidate Tab and select a Candidate, once selected, select Student Detail. From the drop-down menu select the most appropriate category of risk, High; Medium or Low.

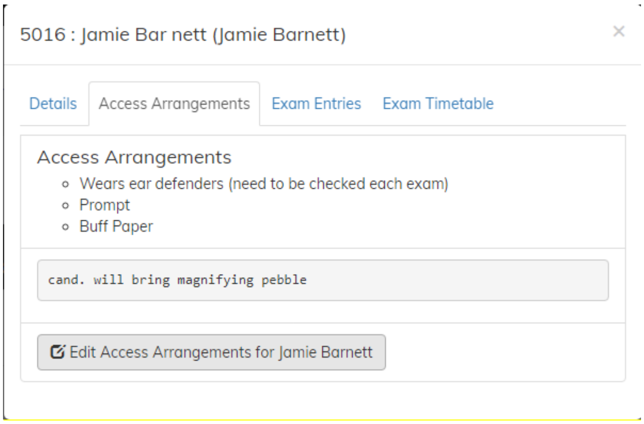


By selecting a category of risk for a candidate, then one of the three icons will appear on the seating, making it quick and easy for the invigilators to see where these candidates are sitting. This is also useful when the seating plans are being created.

Viewing Candidate's Timetable Popup

To view a candidate's exam timetables, i.e. the timetable their receive in their email. Navigate to the Candidates Tab, select a candidate, the Link Icon at the bottom of the details tab.

Editing a candidate's Access Arrangements



Full information on Managing Access Arrangements in Exams Assist can be found in that link.

Removing Candidates from an Exam Season

If a candidate has been added to a season by accident, or no longer has any entries for any exams, this candidate can easily be removed from the season. In the Candidate Tab, select the candidate that needs to be removed and navigate to **Selected | Remove Selected Candidate.**

Emailing Candidate's Exam Timetable

When emailing the candidate or parent/carer the exam timetable, centres will be emailing a dynamic link to of the timetable. As this is a dynamic link that works across all open seasons, when a candidate/parent selects this link, it will always display the latest information from Exams Assist.

Tip – When Candidates/Parents receive this link, encourage them to save this as an icon on their mobile device, as they don't need to be logged in, to view this information. No information, other than candidate's full name is included within the link.

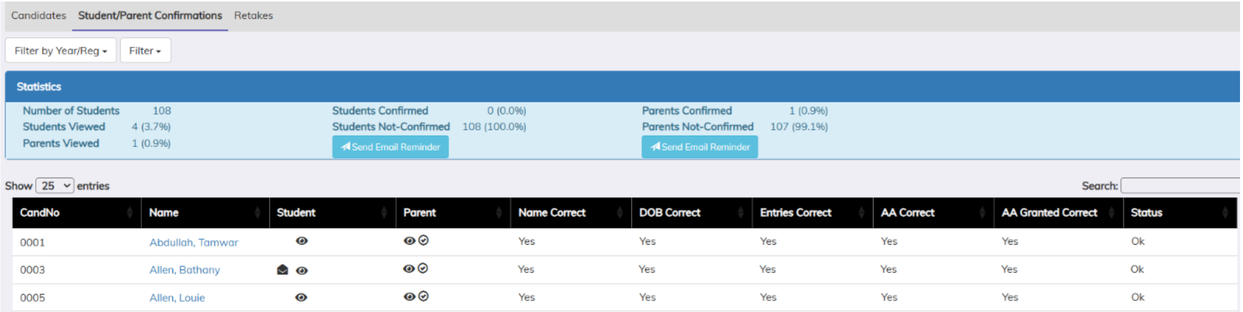
To send these out to candidates/parents, navigate to the Candidate Tab and either select candidates, or filter by a year group then select all. Once the candidates have been selected, navigate to **Selected | Send email with Exam Timetable to Parent or Student**. Once selected, it's possible to create a message to accompany the timetable, tokens can also be used within the content of the email.

Once the timetables have been emailed to the candidates/parents it's possible to monitor the delivery status of this message by navigating to the **Main Menu** and selecting **Message Sent**. Select on the message sent and view the status of the message.

Once the emails have been sent, it's also possible to monitor if the Candidates/Parents have received/opened the link that is included within the email.

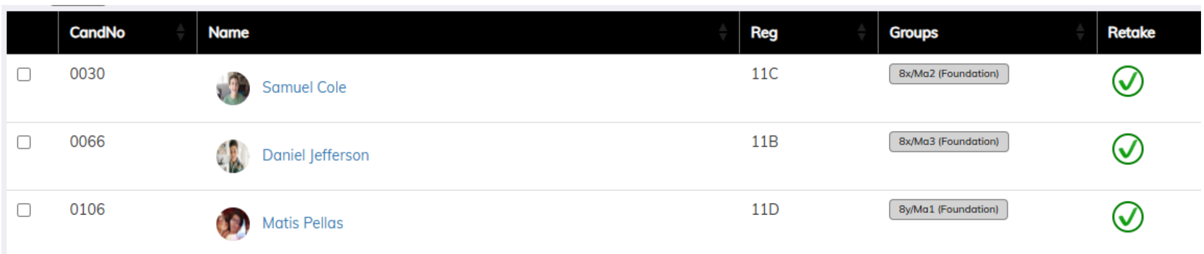
Student Parent Confirmation

If the centre requires the parents/candidates to confirm that the entries are correct, the parental/candidate responses can be found in the Candidates Tab | Student Parent Confirmation Tab. From this tab the Exams Officers will be able to view the comments received and respond. There is also the functionality from this tab to send out reminders to both Parents and Candidates, this could be to remind them they need to complete this request.

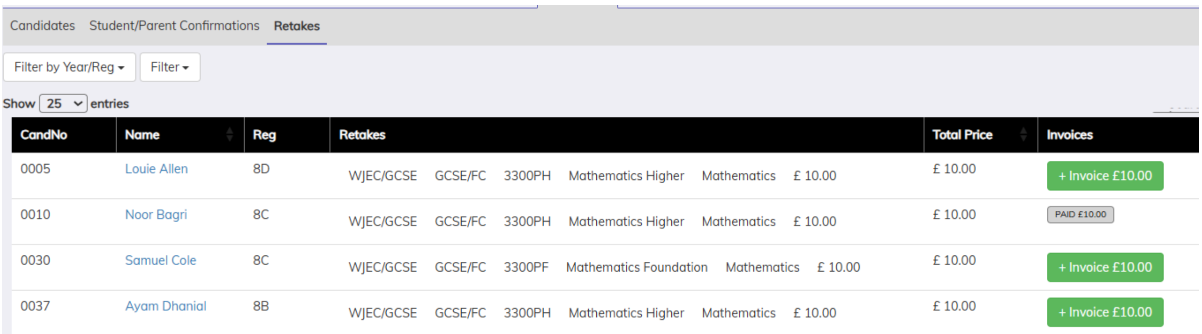


Retakes Tab

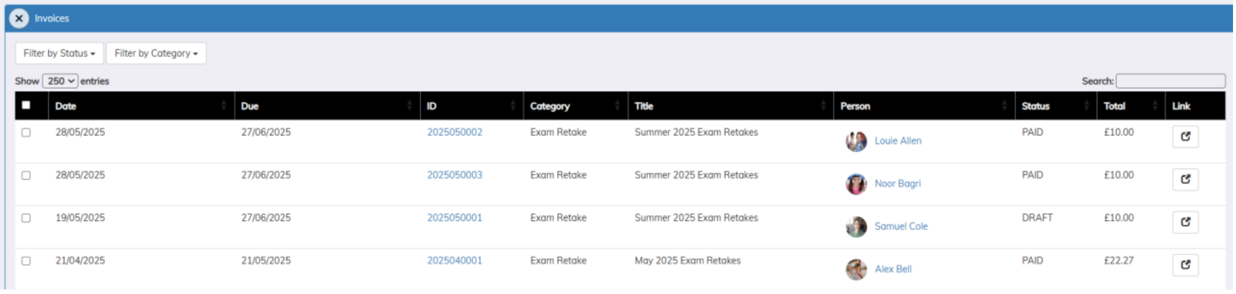
This will display a list of the candidates that have been identified as having a resit. This tab is populated by doing a scan for resits from the **Entries Tab | Actions | Scan for Retake**. It is possible to select a candidate and navigate to the entries tab and any entries that are identified as retakes will also be identified here in brackets.



Once the centre has scanned for retakes and gone through the entries and selecting any other candidates that should be identified as retaking a subject, it's then possible to invoice the candidates or parents. If the centre has set up the Invoice Module (there is no additional charge), then in the **Retake Tab** will be the ability to invoice the candidates for each exam. The candidates that will be charged will depend on the centres policy.

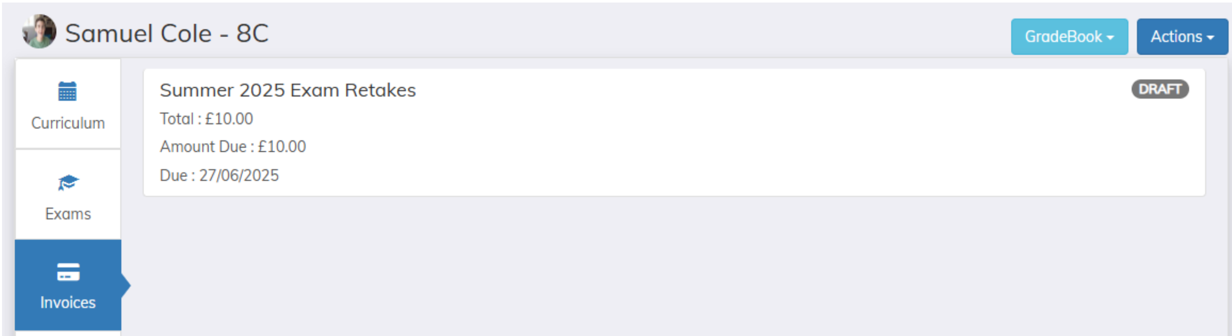


Once the Exams Officer has selected the candidates that should be charged. This information will be populated in the Invoice Module, ready for the Finance Department to email the invoices out to the parents or candidates.



As the parents/candidates pay these invoices, the **Retakes Tab** will get updated with the status of the payment. So, both Exams Officer and the Finance Department will be able to monitor these payments.

All invoices will be able to be viewed on the candidates and parental portal. Therefore, if there is a need to see the invoices sent to one candidate, this can be viewed from their profile in SchoolWorkSpace.

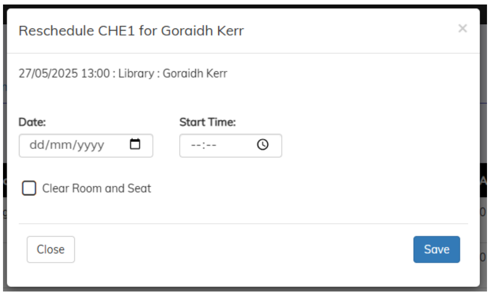


See the Invoice Section of the manual to see how to setup this Module. Managing Invoices

Rescheduling an Exam

If a candidate has missed an exam due to an absence, therefore this needs to be rescheduled for a different date. Navigate to the **Candidate Tab**, select the candidate, then the **Exam Timetable Tab**. Once selected, navigate to the exam that requires rescheduling, then select the **Actions Button**. There will be an option in the popup to reschedule this exam.

Enter a new **Date** and **Start Time** for the rescheduled exam, there is also the ability to clear the room and seat. If not selected, then the new date and start time will be allocated to the original scheduled room and seat.

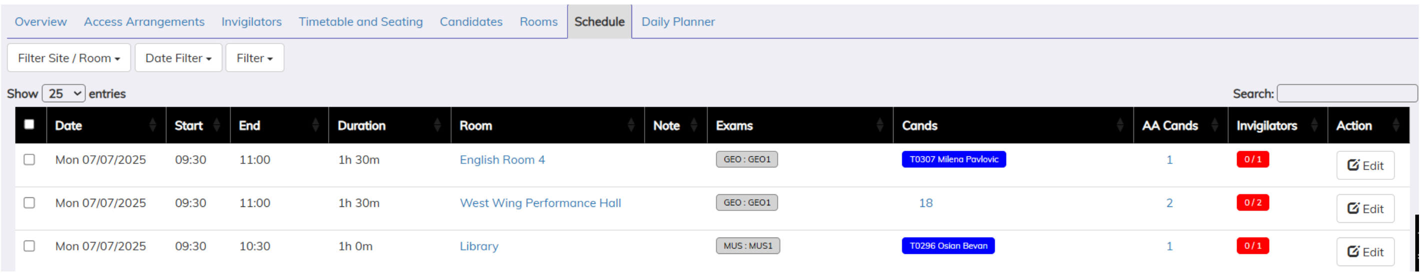


Managing the Scheduler

The scheduler tab is used to schedule the staff/invigilator to the Examination Room in an exam season. The examination information contained in this tab is the same as from the Timetable and Seating tab but is grouped by Start time and Room. The Staff/Invigilators have already been allocated to the season and their availability has been received and this information will now be used to schedule them to an exam room.

The scheduler is sorted by date, but it is possible to schedule one day at a time by using the **Date Filter** tool.

Note – To allow the Exams Aid staff to schedule invigilators, navigate to the **Overview Tab | Configure Exams Assist** and select **Exams Aid can schedule invigilators**.

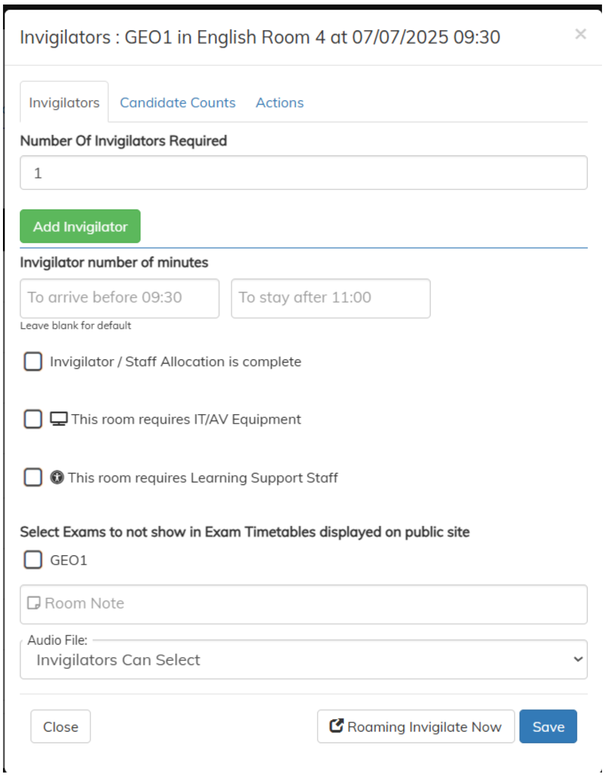


The following information can be viewed in the table:

Date – This is the date of the Examination.
Time – This is the start and end time of the Examination.
Duration – This is the length of the exam. If there is extra time or multiple exams in the room, it will display the shortest to the longest exam in the room.
Room – This is the room the examination has been allocated to, if there are multiple exams in the room, they will all be visible.
Notes – If any notes have been added against the room, then a note style icon will be displayed next to the room name.
Exams – The component codes of each exam(s) that are be conducted in the exam room.
Candidates – This displays the names of all the candidates (Inc. Access Arrangement candidates and their requirements) that are sitting in their exam in that room.
Access Arrangements Candidates – This displays the names of the candidates that have Access Arrangement in this exams room.
Invigilators – Displays the names of staff/invigilators that have been assigned to this exam room.
Edit – Used to assign staff/invigilator to the exam room by selecting **Add Invigilator**, if a note has been added by the invigilator, this will be visible when assigning them. To assist with the number of invigilators required per room it gives the Candidate Count per room. Once all the invigilators have been allocated it's possible to mark the **Allocation is complete**. As invigilators/staff get allocated to a room it is possible to allocate a role to these in the room such as Lead Invigilator, Reader, Scribe etc. These roles will be visible to the invigilators on their portal so each staff member will know their role within the exam room

The estimated number of invigilators required per room is:

If 0 candidates, then = 0
If <=2 candidates = 1 invigilator
if any AA and <30 candidates = 2 invigilators
if any AA and <60 candidates = 3 invigilators
else
= 1 invigilator per 30 candidate



Number of Required Invigilators – The number initially entered in this box, is an estimate based on the above formulae.

Tip – Once the timetable has been built, go through the number of invigilators required and confirm these are correct. By doing this, it will ensure that the heatmap on the Overview Tab is correct.

Invigilators Number of Minutes – Enter the amount of time the invigilator needs to arrive before an exam starts, and the length of time they need to stay after the exam has ended. This information will appear on the invigilators schedule.

Date	Availability / Schedule	Note
Monday 07/07/2025	**From: 09:00 Until: 11:30** for exam *09:30 - 11:00*: English Room 4 (Lead,Extra Time)	

It is also possible to identify if the exam room requires any IT/AV equipment, as well as being able to add a note to the room, this note will be visible to the staff/invigilator on the attendance register i.e. This Exam will require a DVD Player. If an exam room has been identified as requiring IT equipment, then this room will appear on the IT support invigilator link.

Tip – Room Note – Copy the key information that each exam board provides, i.e. the examination requirements. This information will be displayed to the invigilators at the top of the seating plan. So, a great reminder of the requirements in each room during an exam.

Roaming Invigilate Now

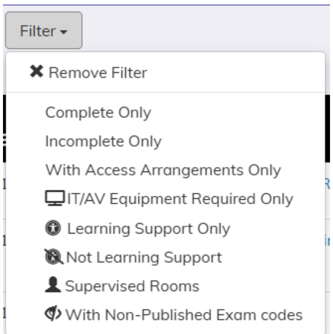
If there is a need to see a specific date (in the future or past), then navigate to the Scheduler Tab, select the room that needs to be accessed and select **Roaming Invigilate Now**.

Excluding Exams on the Public Website

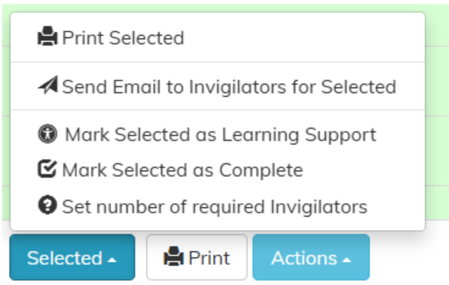
If the centre allows the timetable to appear on a public website, then from the scheduler it's possible to select for a specific exam **NOT** to show on the website. By default, this is unselected, therefore all exams will appear.

Reminder – If there are any clashes during an exam season, as these gets resolved and a new timetabled session is created, then both seasons for the same exam will appear on the public website, this may cause confusion to the parents/carers and candidates, therefore ensure that the resolved clash sessions **DO NOT** appear on the centre public site.

It is also possible to select that the room requires a Learning Support Staff member. When selected, the staff member that allocates the invigilators will be able to use the filter – **Learning Support Only**.



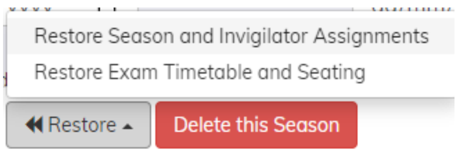
It's also possible to select a few rooms, then mark them as completed. Navigate to **Selected | Mark Selected as Complete.**



It is also possible to print off a variety of PDF documents by selecting a rooms, e.g. Candidate Cards, Attendance Registers and Seating Plans.

Restoring from a Backup

If there is a need to restore the invigilator scheduler, this is possible by restoring from a backup. Navigate to the **Overview | Edit Season | Restore | Restore Season and Invigilator Assignments**. Select the appropriate session to restore from, then select restore.



Downloading the Invigilator Schedule

To download the scheduler to excel, select **Actions | Download Excel Invigilator Schedule,** this will download the scheduler into excel which will include two tabs. The first tab will display the invigilators that have been allocated to a room by date and the second tab display's the component code by room and exam date.

Printing the scheduler

To print the scheduler in date order, select the print option at the bottom of the scheduler, this will print a friendly version of the scheduler as it appears in the table.

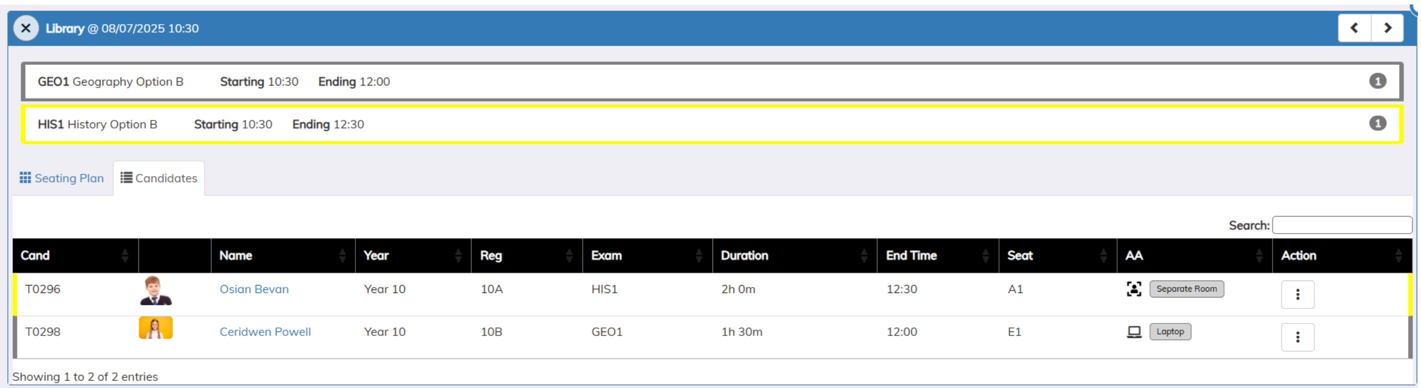
Viewing Attendance Register/Seating Plan

To view the attendance registers and seating plans select the **Room Name**. This will display the names of the candidates, the exam they are sitting, duration, seat number, if they require a laptop, Extra Time or a modified paper has been ordered for them. Following the exam it will also display if the candidate was Present/Absent or Late. The same information is displayed in the seating plan.

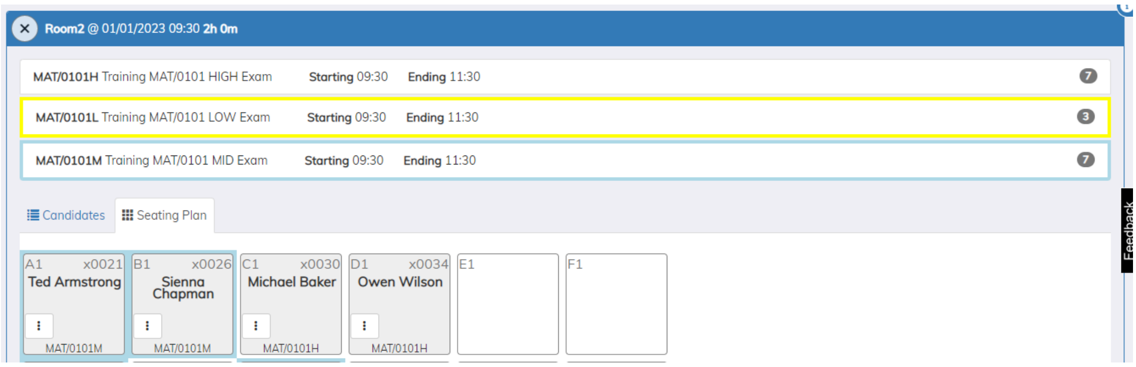
How to show Candidate Photos on the Attendance Register

To help the centres with identification of candidates within the exam room, it is possible to display the candidate photo on the attendance register. To enable this feature, navigate to the **Overview Tab | Configure Exams Assist** then select **Show photo on invigilators candidate lists**.

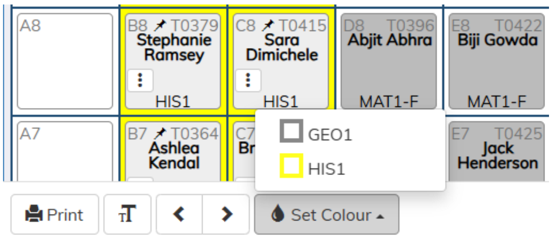
The Attendance Register



The Seating Plan



If there are more than one examination scheduled to a room, each exam will be identified by having a different colour allocated around the box. **Single Exam** – White (Unless stipulated in Configure Exams Assist); **Second Exam** – Yellow; **Third Exam** – Light Blue; **Fourth Exam** – Lilac and **Fifth Exam** – Green. However, it is possible for the centre to use their own colour schemes. To assign a colour navigate to the seating plan, then select **Set Colour**.



If a candidate has any access arrangements, then this will be identifiable by a thick stroke line around a box in the seating plan. To see what these arrangements are, select the **Action Button**. However, the access arrangements icons will also appear within the seat box.

Note – If you require a colour to appear on the first exam in the room, then navigate to the **Overview Tab | Exams Assist Configuration | Settings** and select Highlight the first exam in the Seating Plan if there are multiple.

Access Arrangement Icon Key

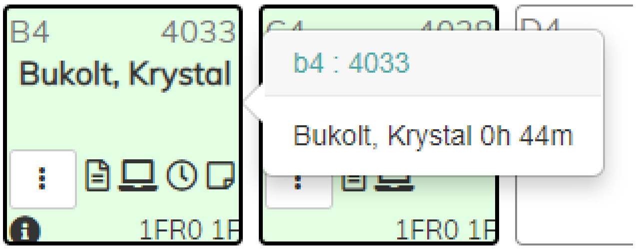
Reader		**Scribe**		**Practical Assistant**	
Supervised Rest Breaks		**Signer**		**Computer Reader**	
Prompter		**Note**		**Medical**	
ARA		**Dictionary**		**Separate Room**	
Reading Pen		**Extra Time**		**Mobile Device r Medical Reasons**	
Green Paper		**Blue Paper**		**Purple Paper**	
Green Overlay		**Blue Overlay**		**Purple Overlay**	
Yellow Paper		**Grey Paper**		**Pink Paper**	
Yellow Overlay		**Grey Overlay**		**Pink Overlay**	
Red Paper		**Orange Paper**		**Coloured Paper**	
Red Overlay		**Orange Overlay**		**Coloured Overlay**	

If a modified paper has been ordered from the JCQ for a candidate then the icon below will appear on the seating plan, attendance register and the candidate card. If the candidate has requested either a laptop or a computer reader for their exam, then the icon below will appear in the same documents as the above.

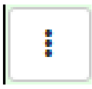
Modified Language Paper		**Laptop**		**Computer Reader**	
Dictionary					

Clash Icons

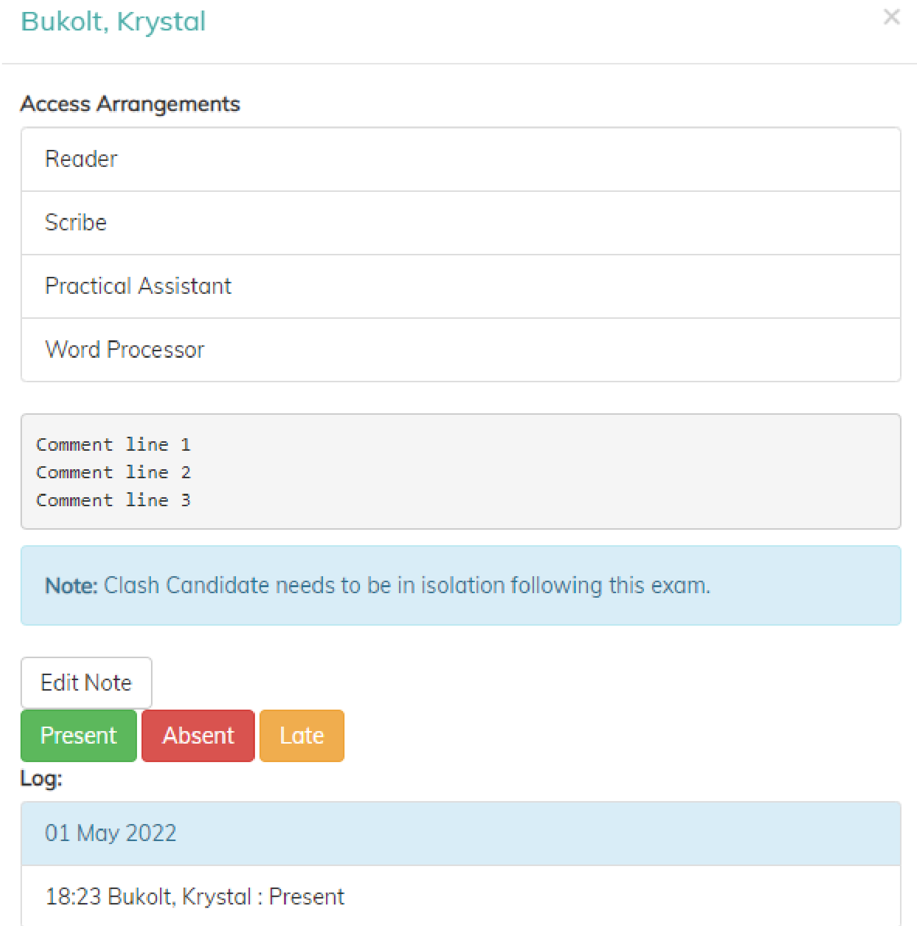
	This icon will indicate that a candidate has a clash on this date, however the exam with a yellow flag indicates that this exam is taking place at the official starting time as set by the exam board.
	This icon indicates that a candidate has a clash on this date and the exam they are currently siting is being done at a different time as outlined by the exam board.



The Action Icon

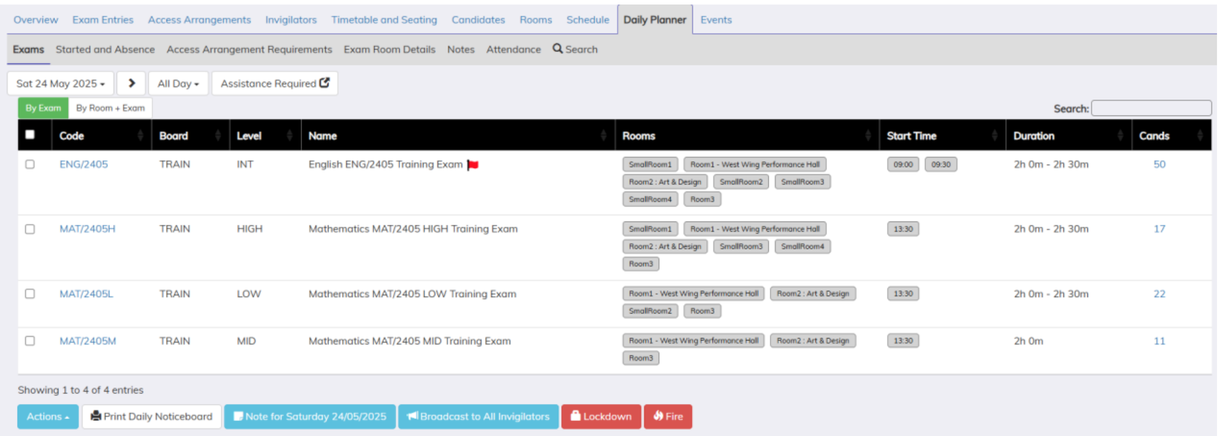


This icon will bring a pop-up box providing greater information about the candidate. The Candidate Name, a list of their Access Arrangements, Notes and finally a log of everything that has been recorded for that candidate in the exam.



The Daily Planner

This tab will display all the information that you and other centre staff will require on the day of the exam. Due to the amount of information required in this tab, several sub-tabs have been added to assist. These are explained below.



Assistance Required Popup – To enable staff to monitor the Assistance Required Tab, it's possible to select this button, then the assistance required will open in a new web browser. This will mean that the monitoring staff can always have this web browser open whilst continuing to work in other browsers.

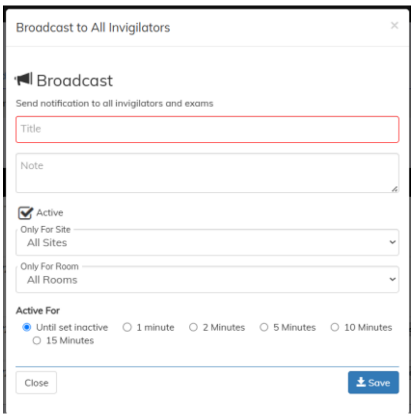
Enable Sounds – This function is found within the **Assistance Required Popup**. To assist Exams Officers and various admin staff to keep an eye of any assistance requests, it's possible to enable sounds, so when a member of staff asks for assistance, the device will make a noise. A different sound is made for each assistance required i.e. IT required, or Assistance Required.

Exam Tab

This tab displays all the exams taking place on a specific date, it is also possible to filter to display AM or PM only. By selecting the component code, it will be possible to view and print the attendance register, if completed they will show the applicable attendance colour.

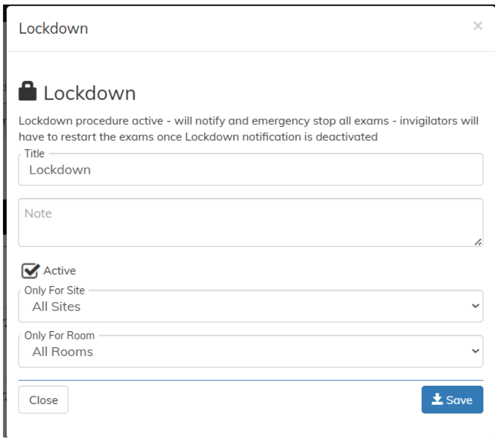
Adding a Daily Note for Invigilators – To add a note to display for the invigilators on their schedule page, navigate to the **Daily Planner Tab | Exam Tab** and select **Note**. Once selected, enter a note that the centre requires the invigilators to see.

Creating a Broadcast – To send a broadcast to an individual room or all rooms during an exam, navigate to the **Daily Planner Tab | Exam Tab** and select **Broadcast to all invigilators**. Enter a title, and a note that needs to be sent to the invigilators. Select which rooms to send this broadcast too, and how long does the message need to remain active for.



Lockdown / Fire – If there is a need to stop all exams due to fire or the need to enter lockdown, then select either, **Lockdown** or **Fire** button within the **Daily Planner Tab | Exams**. Once selected, enter a note to be displayed to the invigilators, all exams running will be stopped, a pause symbol will appear on the invigilator's devices and screens.

Note– This note will not appear on the exam room viewer, therefore the candidates will not see the message.



Once the exam can restart, the Exams Officers will need to edit the event and deselect the Active option. Then a broadcast can be sent to inform the invigilators that they can restart the exams.

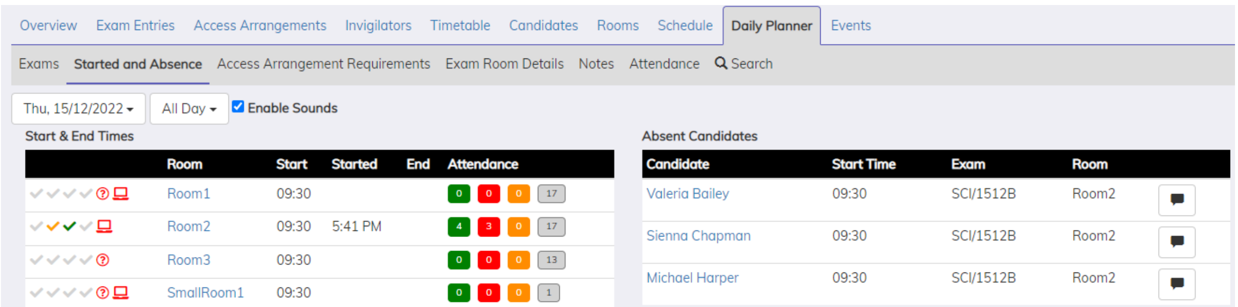
It is not possible for the Exams Officers to centrally restart the exams.

Type	Time	Message	Active	Edit
Lockdown	22:09	Lockdown We need to go into lockdown	✔	

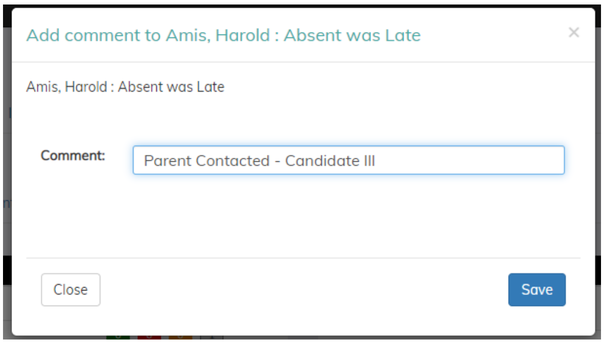
Started and Absence Tab

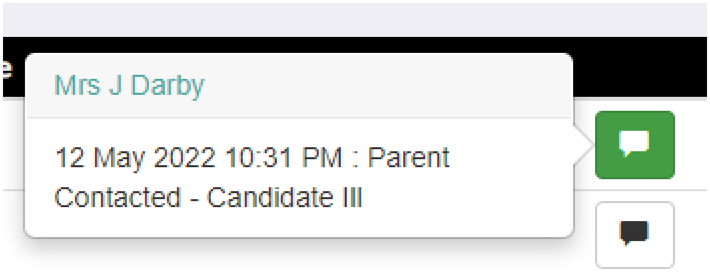
This tab displays the start / end times of the exams in a room, absent candidates and if assistance has been requested. This tab auto-updates as the invigilators complete the registers in the exam room.

Here is a break-down of what each of the tick's means:
Tick One – This means that the Invigilator/Staff attendance has been taken for the room, if it's in orange the register has been partially taken, green indicates that it's been completed.
Tick Two - This indicates if the attendance has been taken for that room, if it's in orange the register has been partially taken, green indicates that it's been completed.
Third Tick – This indicates that the exam has been started.
Fourth Tick – This indicates that the exam in that room has finished.

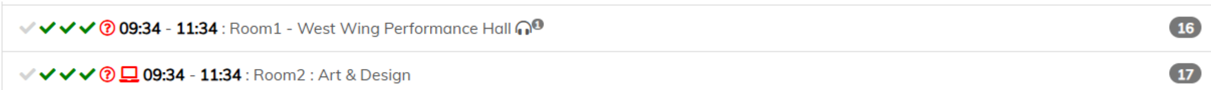


Adding a note – As the candidate or Staff/Invigilator are marked absent in the exam room, these will appear in the **Absent Candidates** or **Absent Invigilator** table. Once the parent/carer has been contacted, it's possible to add a note to the absence. These notes are added into the logs and it's therefore possible for the invigilators to also see these messages.





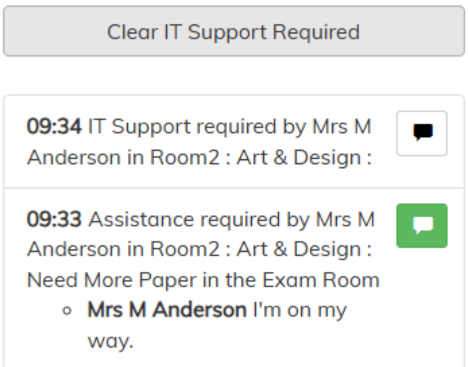
Assistance Required – The invigilator can request two types of support in a room – **Assistance Required** or **IT Support Required.** They can also provide a reason for this request. These requests are listed in a table, which also displays the reason for the request entered by the staff/invigilator in their link.



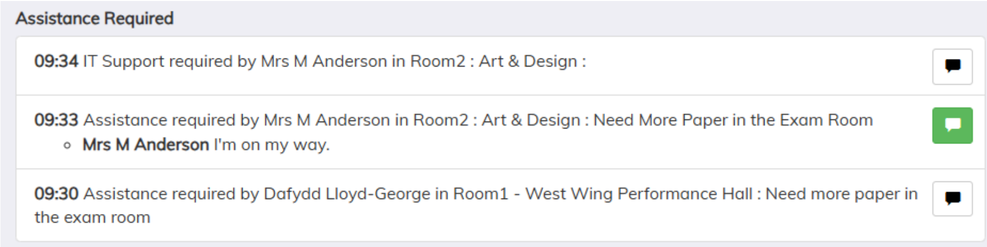
Once actioned, a note can be added against the request to keep a track of the room issues. It is also possible to enable a noise to sound if an invigilator selects either of these options. To enable the sound, select **Enable Sound** in the **Daily Planner | Exams tab | Assistance Required Popup**. To further assist the Exams Officers, an icon will appear next to the room that requires assistance, this icon also appears in the roaming invigilator link. Once a comment has been entered the icon will be removed.

It is possible for the Exams Officers and the Roaming invigilators to cancel these requests and add a note to these requests from their portal (once a reply is added, the request is automatically cancelled). This will be visible to the invigilators in their portal too.

See below, the view from the Exams Officers or Roaming Invigilators Portal.

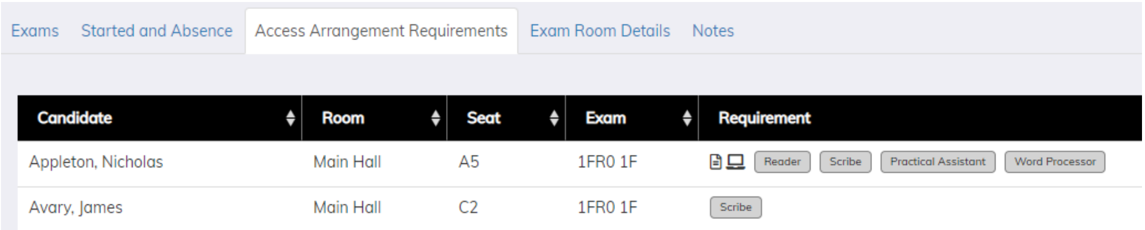


See below, to the view from the Started and Absence Tab.



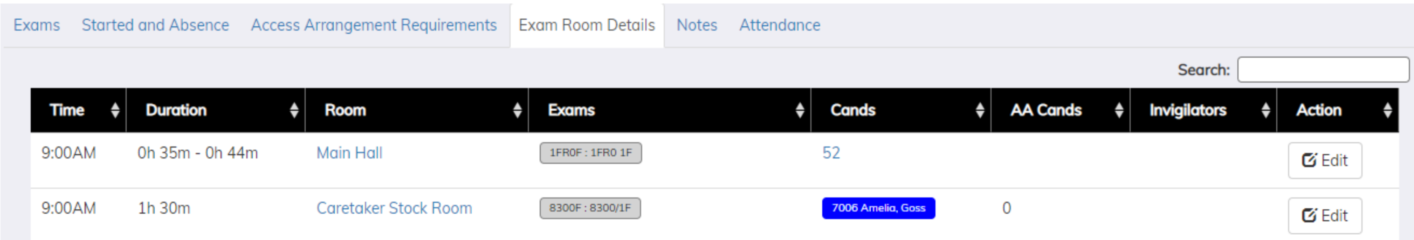
Access Arrangement Requirements Tab

This tab displays all the candidates that have access arrangements for that day.



Exam Room Details Tab

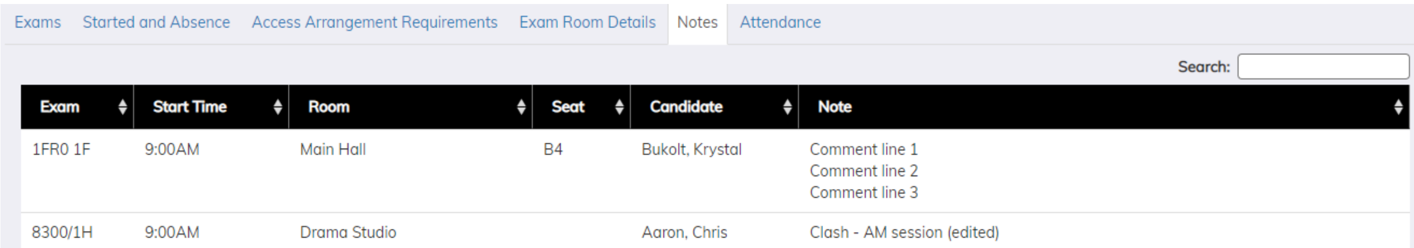
This tab displays the invigilation requirements for a specific day. It is also possible for the Exams Officers to edit the invigilator scheduler. Unlike the scheduler tab this brings all the exam rooms from multiple seasons together.



Tip – If the centre has several different seasons running during the year, it may be easier for the centres to schedule their invigilators from this tab as this tab brings all seasons together.

Notes Tab

This displays all the notes that has been added for the candidates by the Exams Officer, either notes that have been entered in the access arrangements module in Exams Assist or the notes within the access arrangements that has been imported from SIMS. This also displays any **Room Notes** that has been entered by the Exams Officer's.



Attendance Tab

For SIMS via Xporter it is possible to write the attendance data recorded by the invigilators from Exams Assist back into session Attendance AM, PM or Lessons. This tab will list all the candidates that have sat an exam that day, it will show the attendance for a candidate for the exam that they sat. The attendance in the exam room will be indicated by the colour in the box and it's possible to select any of the appropriate code from the MIS. This will also write a note back for the session that will say what exam the candidate was sitting and where (room and seat).

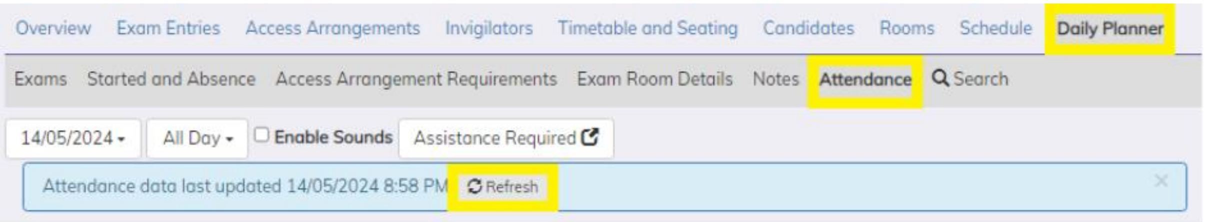
Attendance Write back (SIMS Only)

Once the attendance has been taken in the exams room, it's possible to write this data back into SIMS the Attendance/Lesson Monitor Module in 4 simple steps.

Step 1 – Refreshing the Attendance Data

Navigate to **Daily Planner | Attendance**, then select **Refresh**.

It is important to refresh the data from SIMS so any attendance data entered by members of centre staff on SIMS in the morning will be synced into Exams Assist (this also includes any notes). If this isn't done, any attendance data from exams assist will overwrite data entered in SIMS when the data is synced.

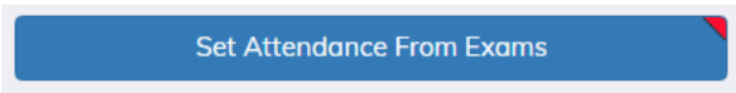


Step 2 – Managing the Attendance Data

There are two ways of managing this task, there is a quick routine, or this can be done manually.

Quick Routine

Once attendance has been taken in the exam room it's possible to select **Set Attendance from Exams**. This will automatically complete the register and notes for each candidate. If a candidate is Present in the Exam, it will give them a Present for AM or PM Reg, if the candidate is late for the exam they will be assigned an L and if the candidate were absent they will be marked as an N (or whatever has been configured).



Manual Method

Alternatively, the completion of the attendance can be done manually, once the attendance has been completed in the exam room, this information will be displayed in the attendance tab (AM and PM Exam Column). Shortcuts are available to quickly populate the AM and PM Session in the Attendance Tab.

The options available in the Actions Menu are:

- **Set Exam Present to Attendance Code /** - If selected, any candidates marked present in the exam will have a present (/\) mark in the AMPM Session Column.
- **Set Exam Present to Attendance Code L** - If selected, any candidate marked Late in the exam will have a Late (L) mark in the AMPM Session Column.
- **Set Exam Present to Attendance Code N** - If selected, any candidate marked present in the exam will have an absent (N) mark in the AMPM Session Column.

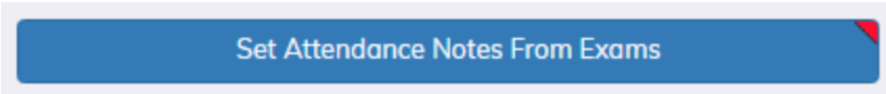
Note – It is possible to manage these individually based on the centre's policies, i.e. a candidate may be marked late in the exam, but according to the centre's attendance policy they might be deemed present, therefore they would be marked as a present in Exams Assist and not late.

Lesson Monitor – When the attendance data is written back to SIMS, lesson attendance will also be written back based on the length of the exam. If an exam is two hours long and registration is at 9:00am, exams assist will write back a present mark for Reg, Lesson 1 and 2 (there is no additional setup for this to work).

Step 3 – Managing the Notes

When the Set Attendance from Exams is selected, the notes will be populated, this will contain the **Start Time, End Time, the Component Code, Room and Seat Number**. However, this will also enter a note for absent candidates if this is done on the day of the exam.

It is possible to apply these notes for exams in the future which could be beneficial to the teaching and pastoral staff. For any future dates the above message **Set Attendance from Exams** will be replaced with **Set Attendance Notes from Exams**.



Managing Absent Candidates – Once you have applied the notes to the exam, any candidates that are absent, select the note (by selecting the red triangle next to the attendance mark) and then delete the note this will ensure that the note is not written back into SIMS.

Note – It is also possible to add a free text note into the box, select the white triangle and enter a comment/note that needs to be written back to the MIS System.

Step 4 – Submitting the Attendance data

Once the exam attendance data has been managed, the notes entered/updated, this data can be submitted and written back to the centre's MIS System. Select the Submit button at the bottom of the webpage.

Writeback History

It is possible to see the status of the writeback, navigate to the bottom of the attendance tab and select **Writeback**. Any attendance data that has failed to write back there is a facility in this dialog box to retry this sync.

Global Search

The global search function will enable any member of staff to search for any candidate taking an exam on that specific date. The search function will display the Exam Details, Room and Seat Number the candidate will be sitting in.

Daily Noticeboard Report

This report prints the information contained in the 'Exam Room Details' tab. This is a very useful report to print to display which rooms the invigilators have been assigned too.

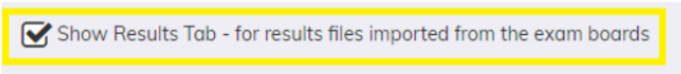
Download Excel Daily Planner

Download a report of the list of candidates by session (AM/PM) each row will display the exam name, component code, room and seat for each candidate in the table. This download is per day, if multiple days are required then navigate to the relevant day and then download this file for that day.

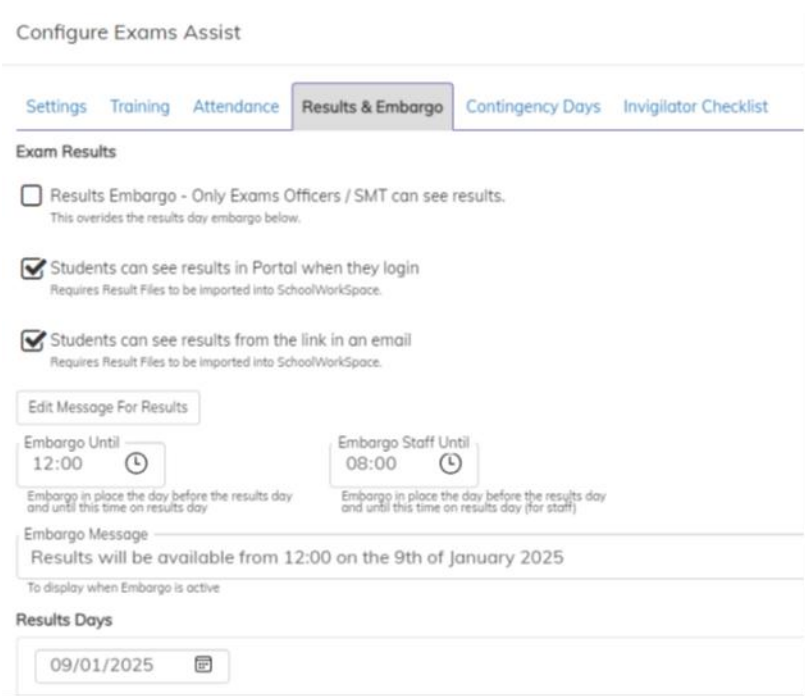
Managing Results

It's possible to import results files received from the awarding bodies, centre's can also manually enter results into Exams Assist. Before the results file can be imported, the equivalent basedata must imported into Exams Assist, however, if the basedata doesn't exist in Exams Assist the system will indicate what file is required to be imported.

To make the **Results Tab** visible, navigate to the **Overview Tab | Edit Season** and select **Show Results Tab.**



Exam Embargo



Results Embargo – Only Exams Officer/SMT can see results – When this option is selected, only staff with Exams Officer Access Rights will be able to view results in Exams Assist (this applies to all seasons).

Students can see results in the portal – Select this option if the candidates should view their results on their portal, the results will be visible unless any embargo are in place.

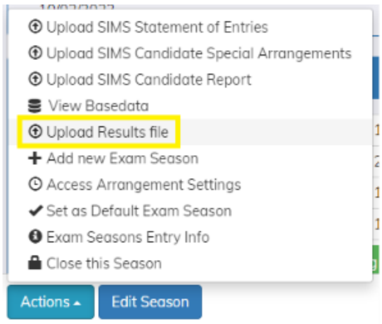
Embargo Until/Embargo Staff Until – This is the date that the embargo will be valid too, after this date the results will be available for the staff and candidates to view in their portal (it's possible to set different times for each).

Embargo Message – Enter the message the candidates should see when the embargo is in place. This message will be visible in the portal under the Result Tab.

Results Days – By entering the results date, the results will not be available for the candidates to view until the Thursday of that week.

Importing Results via an EDI File

Navigate to the **Overview Tab | Actions | Upload Results File**. Locate the file(s) that's been downloaded, then import into Exams Assist.



Tip – It is possible to import several results files at a time, and for any season i.e. if you have 10 result files to import, some of these from a different season, then these can be imported at the same time.

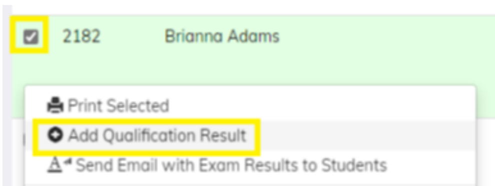
Import Message – When results files are imported, the status of the import will be displayed. If any results have failed to be imported, the reason will be provided, if the appropriate basedata is unavailable in exams assist, the results will not import. See section on **Importing Basedata**.

Importing Component Results File (XML File)

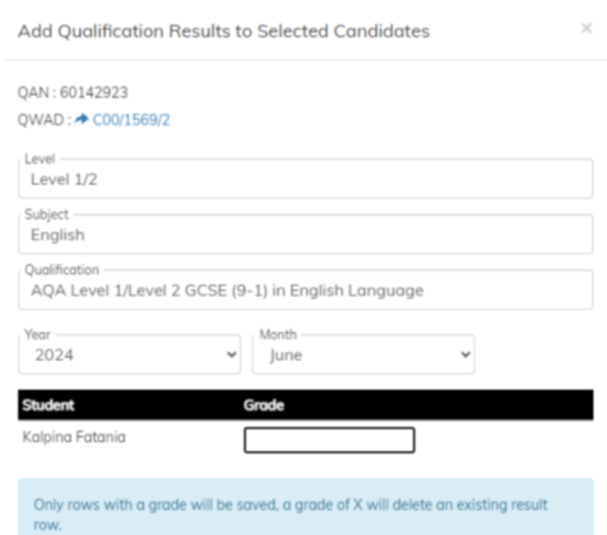
To import the xml file received from the exam boards, navigate to the **Results Tab | Actions | Upload Results File**, locate and upload the xml file.

Adding Manual Results by Candidate(s)

Navigate to the **Candidate Tab | select candidate(s) | Selected | Add Qualification Results.**

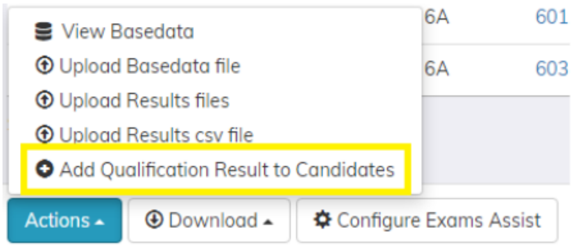


Enter the appropriate QAN or QWAD (Wales Only) code, then select **Next** and then enter a valid grade/mark for the candidate(s).



Adding Manual Results by Group

Navigate to the **Results Tab | Actions | Add Qualification Results to Candidates** and select a group (this can be any groups within the MIS or Groups Created in SchoolWorkSpace).

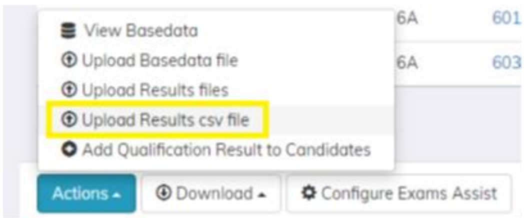


Once selected, enter the QAN/QWAD (Wales Only) code and select **Next**, then enter a valid grade/mark next to each candidate in the list.

Note – If a candidate is left blank then no grade/mark will be allocated to that candidate.

Adding Results via a CSV File

Navigate to the **Results Tab | Actions | Upload Results CSV File**.



File Format:

Date, UCI, QAN, Grade (the UCI can be replaced with CandNo)

- **Date** is the date for the qualification e.g. 30/06/2024 for a June 2024 (24/6A) result
- **QAN** is the QAN code e.g. 603/3139/2 - with or without the "/"
- **UCI** is the 13-character Unique Candidate Identifier
- **CandNo** is the 4-digit candidate number for this centre
- **Grade** is the grade awarded - this is not validated against the QAN to check if is valid for the qualification

Uploading UAL Exam Board File

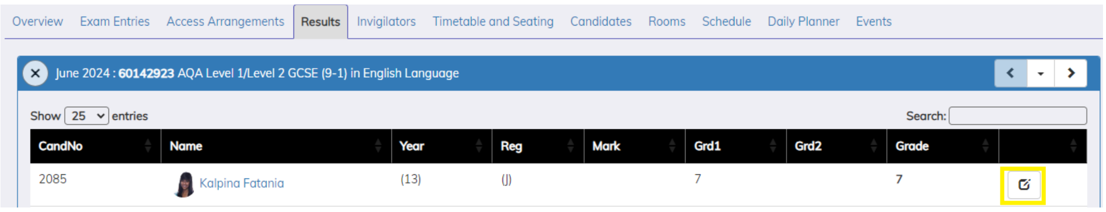
Create the following report from their website and download as a CSV:

(Batch_Run_Cohort_ID,Start_Date,End_Date,Learner_ID,Provider_Centre_s_ID_for_learner,Given_name,Family_name,Qualification_Name,RITS_Code,Provider_Centre_Entity_Name,Site_name,Textbox32)

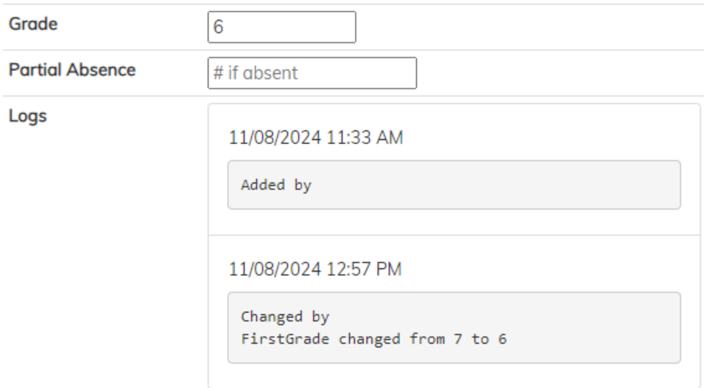
IMPORTANT – When adding results manually Exams Assist DOES NOT validate the data entered, you need to ensure that you enter the correct Grade/Mark.

Editing Exam Results

If exam results need to be amended due to remarks or an admin error, this is possible by navigating to the results tab and selecting the qualification that the grade needs to be changed for. Once select, find the candidate and select the Edit Button.

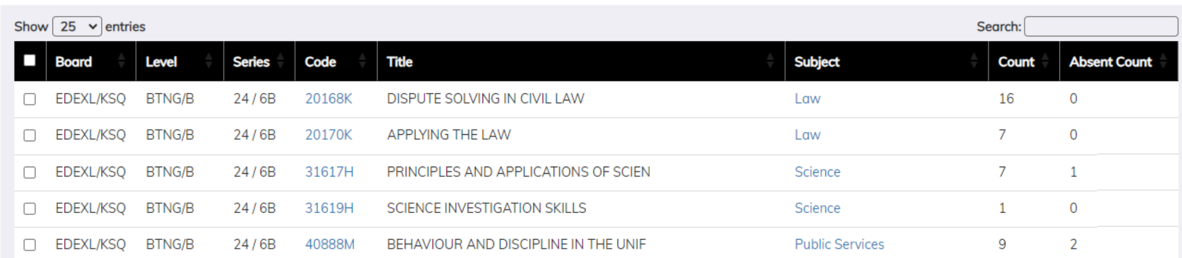


Enter the new Grade/Mark, this will then be updated for the candidate and the history of changes will appear in the logs for that candidate.

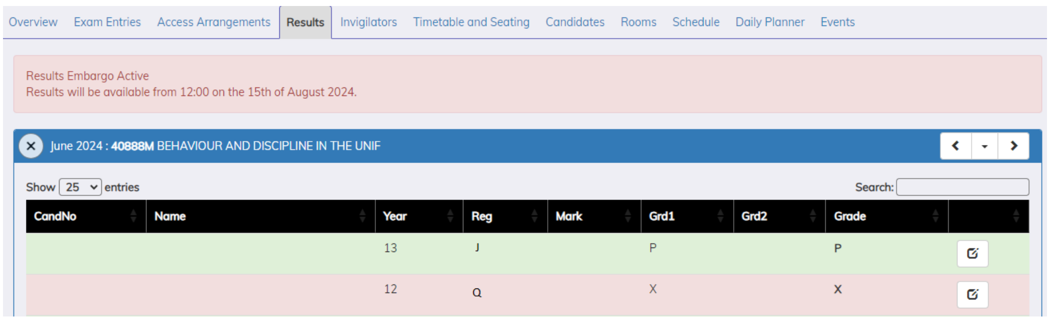


Viewing absent Candidates

To assist centres managing their results against the absences, it's possible to view the number of candidates that were missing from the exam (this feature will only work if the registers were taken electronically using Exams Assist).

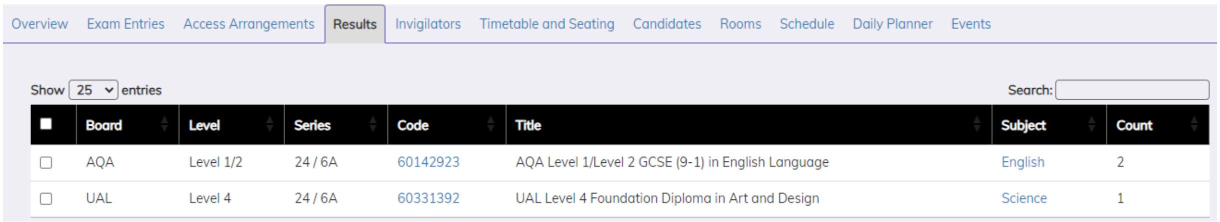


When the component code is selected, it is possible to see the attendance by colour. If the candidate was marked present in the exam, then the result line will be coloured in Green, then Yellow for Late and Red for Absent. This is a great way for double checking if all candidates that were present in an exam has a result.



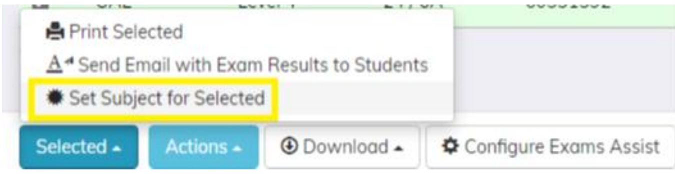
Viewing Results in the Staff Portal

Once the results are imported, these will appear in the **Results Tab** (listed by element). It is possible to view the results by element, this can be done by selecting the element code, or alternatively by subject, select the name of the subject to view this.



Assigning to a staff member – The staff that are able to view the results are linked to the staff associated to a subject within the entries tab. If a staff member is unable to view their results, navigate to the Entries Tab and assign the appropriate member of staff to the appropriate qualification.

Assigning to a subject – Select the qualification(s) | **Selected | Set Subject** for Selected, once selected, select the subject to assign the qualification too.



From the results tab, it's possible for the exams officer to download the broadsheet and export to excel.

Viewing Subject Results

When a subject is selected, all codes for that subject will be displayed for all candidates i.e. for history all the GCSE and GCE will appear. This can be filtered down to by Year Group as well as being able to include results from the previous year (previous season results are coloured in Yellow). It's possible to either print or download these results to excel.

Printing Exam Results

To print off the candidate's statement of results, navigate to the **Candidates Tab | Select Candidates | Selected | Print Selected** and select the report called **Statement of Results**.

Note – If you only want this Year's Results to appear ensure to select Filter Results by Dates, it will only display the results between the dates at the top of the popup box.

Printing Exam Labels

To print off Exams Labels to place on the envelopes, navigate to the **Results Tab | Select All Exams | Selected | Print Selected** and either select the report called **Candidates Address Labels or Name Labels**.

Note – For the Candidate Address Labels to display the names, ensure that you allow SchoolWorkSpace to access Addresses from the MIS. **Schools Settings | Data | Xporter/Wonde/Arbor/Bromcom on demand settings** and ensure that **Include Student/Parent Address** is selected.

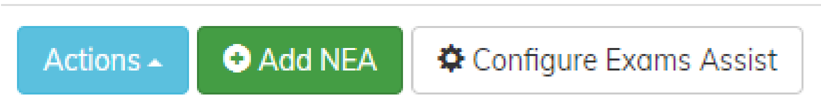
Creating & Recording NEA Results

Creating NEA gradebooks is a simple process; these are created based on the entry codes. Follow the simple steps below to create the gradebooks, once created, the staff can enter the data.

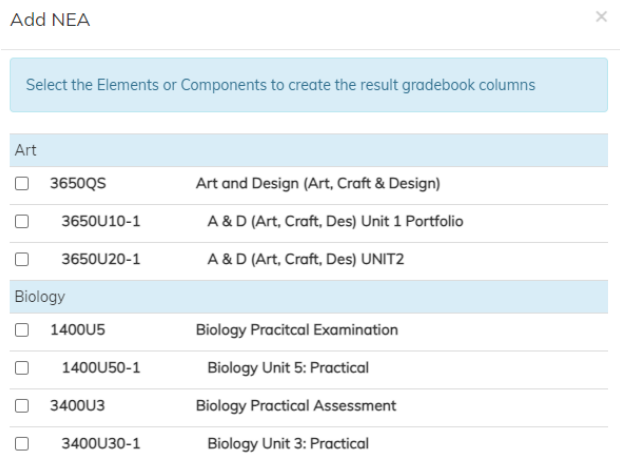
Step 1 – Navigate to **Overview | Edit Season** and select **Show Results Tab - for results files imported from the exam boards.**

Step 2 – Ensure that the Entries have been made and imported into Exams Assist for the season that require the NEA to be recorded for.

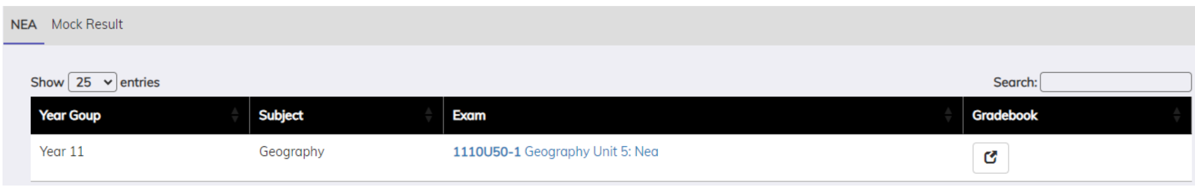
Step 3 – Navigate to the Results tab and select **Add NEA**.



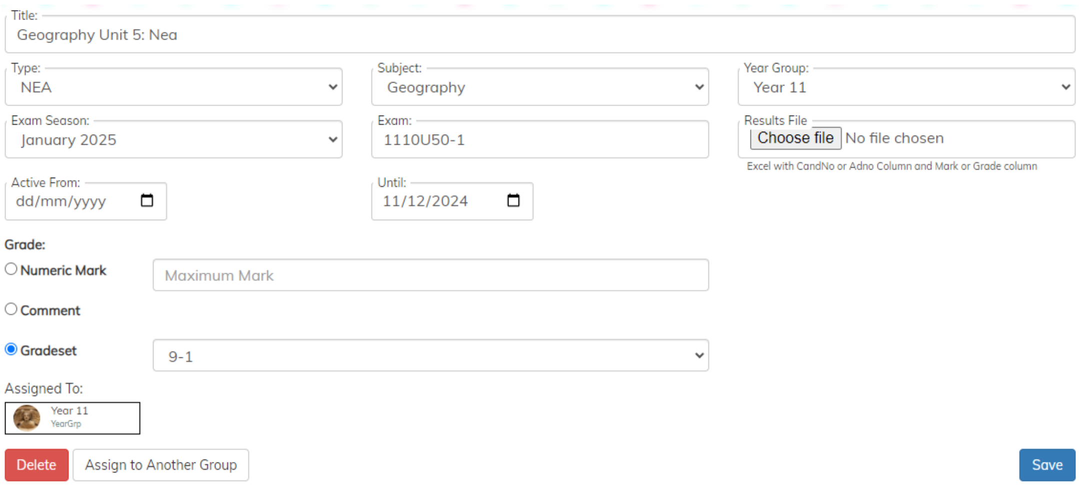
Step 4 – Select the component that require an NEA column created in a Gradebook and select **Next**. Once selected, enter a date for the columns to be visible to staff and what type of grade to be used for the Grade.



Once selected, all columns will be created in the gradebooks and a breakdown of each column, and its heading will appear in the Results Tab.



Exam Name – By selecting the Exam Name, users will be able to view/edit details of the column selected. Details such as Column Title, Active from and to and the type of result that is expected.



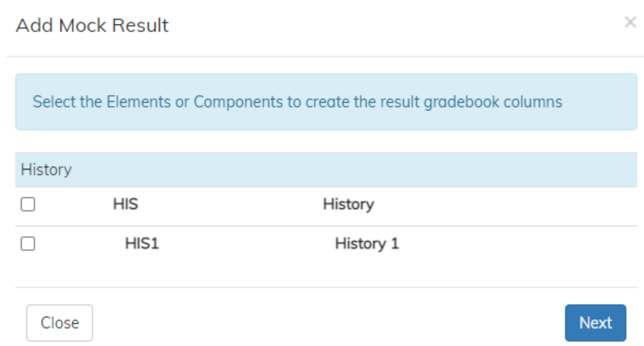
Gradebook Link – This will open the Gradebook in a new Tab.

Creating & Recording Mock Results

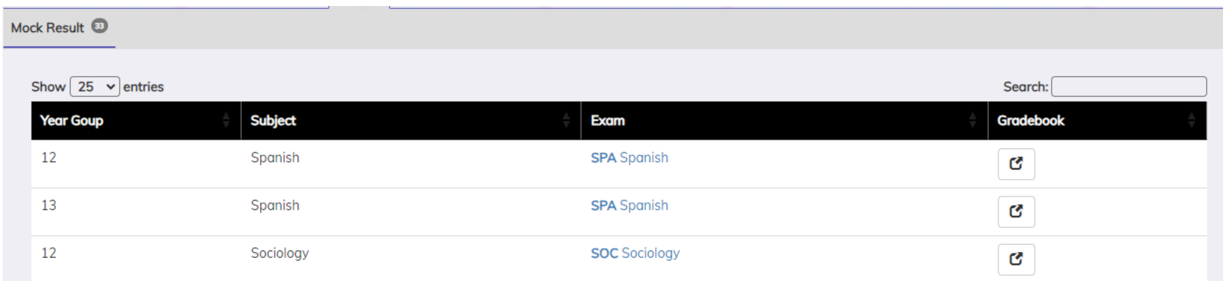
Step 1 – Navigate to **Overview | Edit Season** and select **Season Type – Mock / In-House** and **Show Results Tab - for results files imported from the exam boards.**

Step 2 - Navigate to the Results tab and select **Add Mock Results**.

Step 3 – Select all the components that require a Mock Grade column to be created in a Gradebook, then select **Next**. Once selected, enter a date for when the columns should be made visible to staff, select the appropriate gradeset.



Once selected, all columns will be created in the gradebooks and a breakdown of each column, and its heading will appear in the Results Tab.

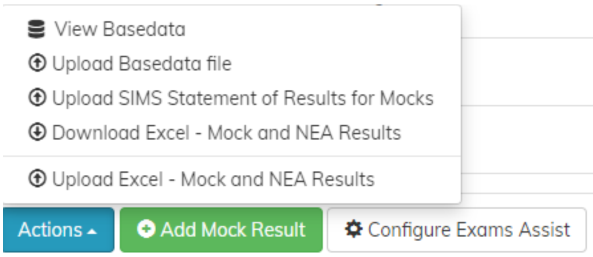


Year Goup	Subject	Exam	Gradebook
12	Spanish	SPA Spanish	
13	Spanish	SPA Spanish	
12	Sociology	SOC Sociology	

How to download and upload a spreadsheet

Once the Gradebooks have been created, it's possible to download these as an excel file for the purpose of staff being able to view the data that has been entered or alternatively, the centre can manually enter data into the spreadsheet and then upload these results to Exams Assist.

To download/upload a spreadsheet, navigate to the **Results Tab | Actions** and select the appropriate option.

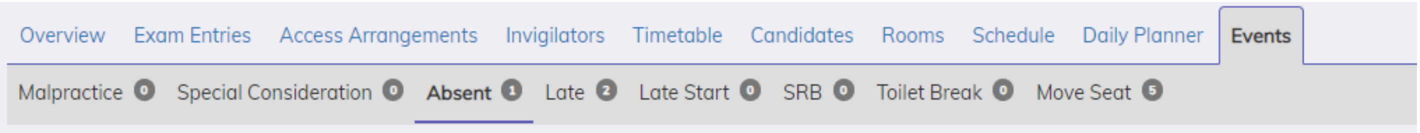


How to Upload a SIMS SOR for Mocks (SIMS ONLY)

If centres have created results Marksheets in SIMS for the purpose of recording mock results, these can be imported into Exams Assist via the TSV File for the Statement of Results.

Managing Events

The event tab will display any types of events that occur in an exam room. The type of events that are displayed are Malpractice, Special Considerations, Absent, Late, Late Start, SRB, Toilet Breaks and Move Seats. Each of these events are filtered into a different tab making it easier for Exams Officers to look at a different type of event.



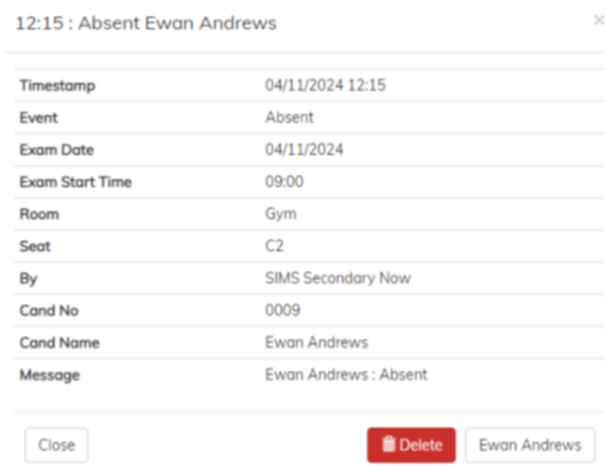
How to Add a Note

To add a note to any event, navigate to the required tab, locate the candidate and select the note icon on the end of the table.

Tip – This is great for recording updates in relation to a Malpractice/Special Considerations case. Use the note function to record that you've notified the JCQ of an issue, record the outcome, then if the parent/candidate has been notified.

How to Delete an Event

To delete an event recorded by a staff member, navigate to the appropriate tab and select on the time hyperlink of the event, then select **Delete**.



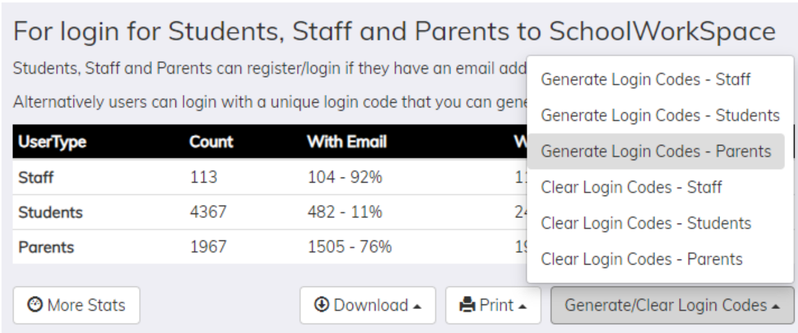
Note – This deletion is irreversible.

Configuring the Candidate Portal

Parents and Candidates can log into the Portal either by the email registered with the centre or the centre can create login codes which can be issued to the Parents/Candidates.

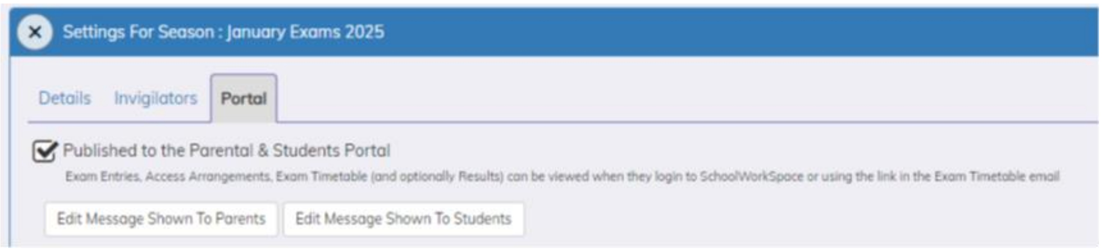
Creating Login Codes

To create codes for the parents or the candidates to log into the online portal, navigate to **Centre Settings | Other Settings | Setup logins**. Select **Generate Login Codes**, once created, you will be able to download or print these codes for distributing.



Setup

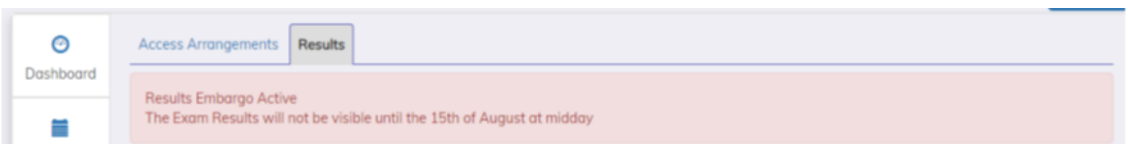
For candidates to view their Entries / Access Arrangements and Results on their portal (Note – Parents are not able to view the Candidates Results), ensure that the following are select – **Published to the Parental and Students Portal** and **Students can see results in Exams Assist**.



Results Embargo – Exams Assist has a configuration to record the dates of the multiple results days (this can be set in configure exams assist, all results dates can be entered in September). Once the Exam Officer has entered these dates, results will only be visible to staff in the exams officer role on the download day i.e. the Wednesday.

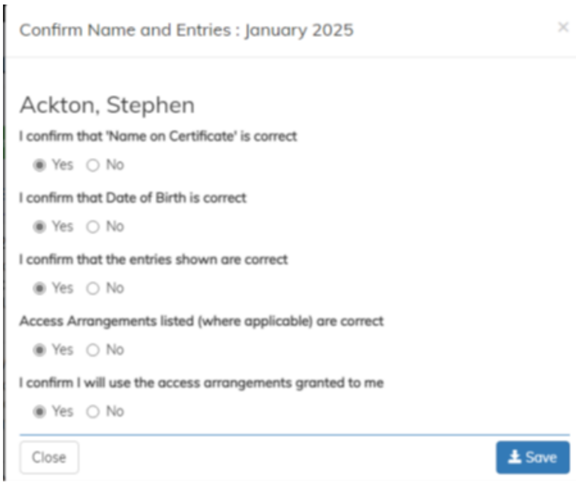
Note - The **Results Embargo Check Box** is for any other time the centre doesn't want candidates or the staff to view results in Exams Assist. Once the centre needs the candidates to view the results again, this will need to be manually deselected.

On the day of the results, candidates will be able to view their results for multiple seasons within the portal. The time that staff and candidates can view these results will be dependent on the time entered in this tab. The results are broken down into seasons to make it easier for them to view, these results will appear in an additional tab next to their timetable.

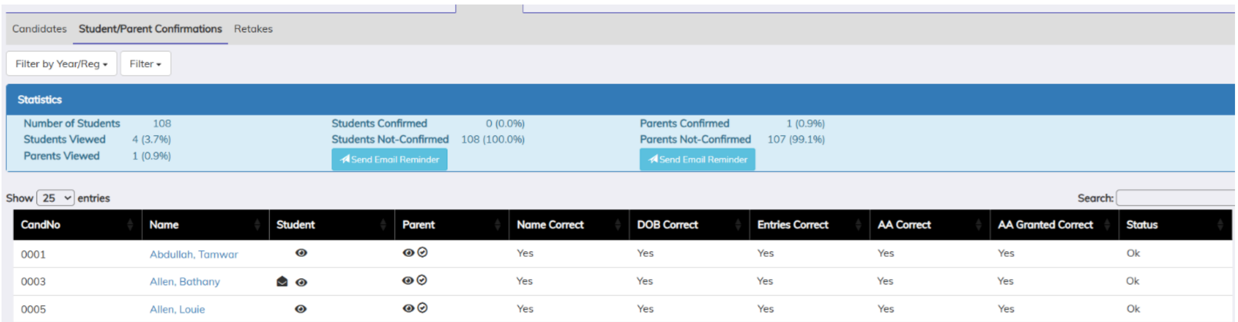


Allowing Candidates and Parents to Confirm Entries

To allow either the Candidates or Parents to view/confirm their entries, navigate to **Overview | Edit Season | Portal and select Parents and/or Candidates** can confirm their Entries in the Portal. Once selected, Parents and Candidates will be able to view their entries and then confirm if these are correct – **Entries; Access Arrangements; Name on Certificate and Date of Birth**. From the **Edit Season**, it's also possible to add a note to explain to Candidates / Parents, what that they are required to do.



Once the data has been submitted by the Candidates / Parents the results will appear in the Candidates Tab.



Sending Reminder to the Parents and Staff

To help manage the confirmation of entries, it's possible to send reminder emails to both parents and the candidates. To send these messages, navigate to the **Candidates Tab | Student/Parent Confirmations** then select **Send email reminder**. This email will only go to the parents or candidates that haven't confirmed their entries.

Adding a message to the portal for Results

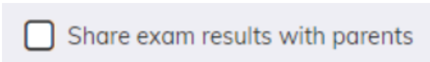
Navigate to the **Overview Tab | Configure Exams Assist | Results & Embargo** and select **Edit Message for Results**, then enter the message you wish the candidate to view.

Note - This message will be visible even if the results are embargoed.

Tip – Add any information you'd like the candidate to see, such as the procedure for EAR, Grade Boundary Links etc.

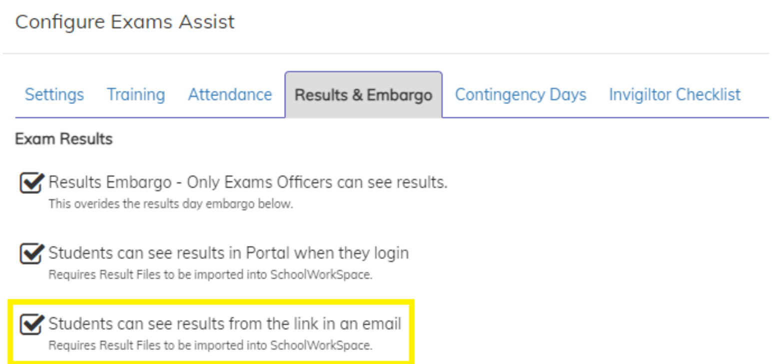
Candidate allowing Parents to view their Results

Within the Candidates Portal there is an option for the candidates to allow their Parents/Carers to view their results in their portal.

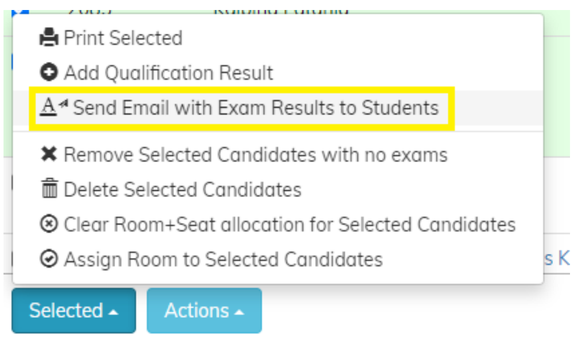


Emailing Results to Candidates

To allow candidates to view their results via the email, navigate to the **Overview Tab | Configure Exams Assist** and select **Students can see results from the link in an email**.

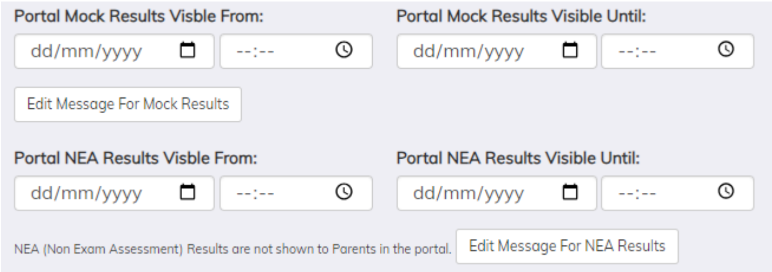


Once the above has been enabled, navigate to the candidate tab, select or filter the group of candidates that results need to be emailed too. Once selected, navigate to **Selected | Send email with exam results to students**. Create a message, then send to the candidates (the link to the results will automatically display on the bottom of the email).

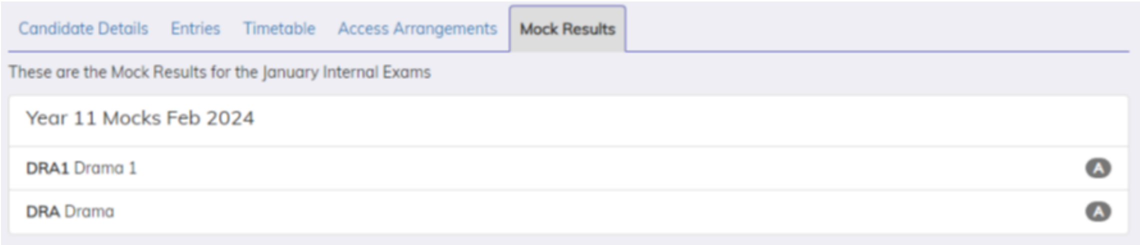


Allowing Mock Results and NEA to display on the Portal

To allow Mock Results or NEA to be visible on the portal, navigate to the **Overview | Edit Season** and enter a date to and from for these results to be visible on the portal.



It is also possible to add a message to be visible for the candidate to see in the portal, this is great for explaining the centre's procedures for appealing their NEA marks.

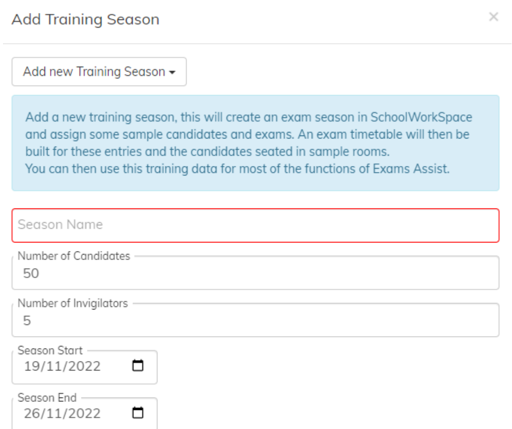


Creating a Training Season

To help Exams Officer to learn, how to use Exams Assist and train Invigilators/Staff, it's possible to create a Training Season. Creating a season is very simple as everything is created for the user from Entries, Access Arrangements Rooms, etc. All candidates used in a training season are dummy candidates, but the training season will use the Access Arrangements that are used by the centre. Once the training season is completed, the season can be deleted. All functionality within the training season is the same as what is contained in a normal season, the only difference is Attendance Data will not be able to be written back to SIMS.

How to create a Training Season

Navigate to the Season Dropdown menu, then select **Add/Edit Training Season | Add New Training Season**.



Give the Season a name, enter the number of candidates and invigilators that you required, finally the dates that you will run the training. Once the season has been created you will be able to use every element of these manuals to assist you in learning how to use this software.

Managing Invoices

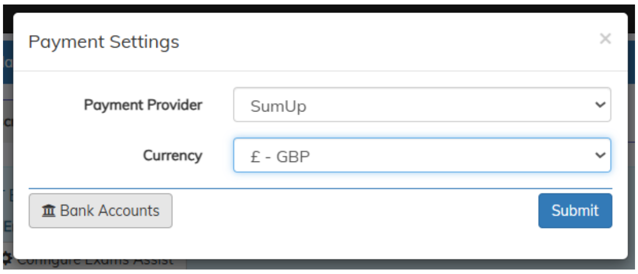
Setup

To setup the module, there will be the need for the centre to create a **SumUp Account** as this is the payment system that is used by SchoolWorkSpace.

Note – SchoolWorkSpace **do not** handle any money.

Once the account has been created, follow the following steps:

Step 1 - Navigate to **School Settings | More Settings | Payment Settings.**



Step 2 - Ensure that Payment Provided selected, is **SumUp**. and the currency is **GBP**.

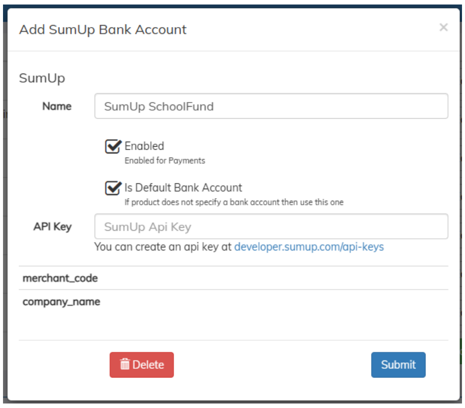
Step 3 - Select **Add SumUp Bank Account**.

Step 4 - Enter a Name for this Account – **SumUp SchoolFund,** then Select **Enabled**

Step 5 - Select if this is to be the default account to be used within the Invoice Module.

Note – The school may be required to create several SumUp accounts. One for the School Account, one for School Fund and another for School Trips. Remember, this module can be used to create and send any invoices to students/parents and staff in the school.

Step 6 - Select the link within the popup, this will take the user to the SumUp website to get the required API key to link everything up. Once setup, the centre will be ready to send out invoices from the module.



Note – The staff that need to access this module will need to be allocated to the **Accounts** security group in SchoolWorkSpace. Navigate to **School Settings | Staff Roles.**

Creating an Invoice

To create an invoice, navigate to the **Invoice Module** and select **Add**.

Title – Enter a **Title** for the invoice.

Category – Select a **Category** for the invoice.

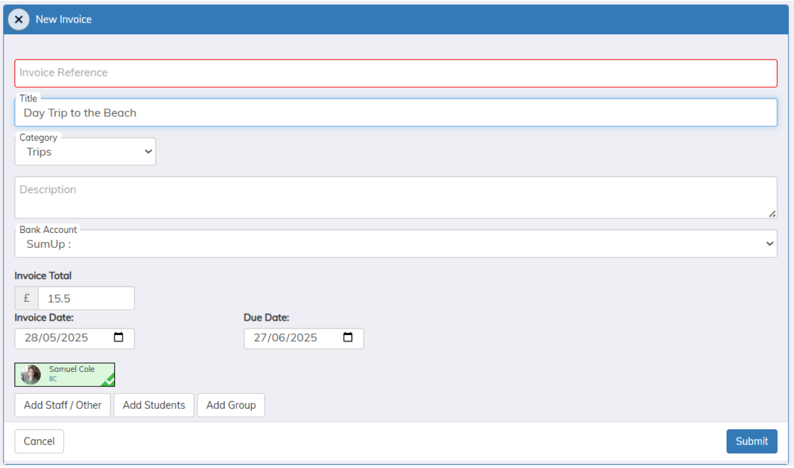
Description – Enter, if required, a description for the invoice, this information will be visible to parent/candidate when they open the invoice.

Bank Account – Select which Bank Account the money should be deposited into.

Invoice Total – Enter the total amount for the Invoice.

Invoice Date and Due Date – Enter the invoice date, and the due date for when the invoice needs to be paid by.

Add Staff, Student or Group – Add the candidates or staff that needs to be invoiced.



Managing Retakes

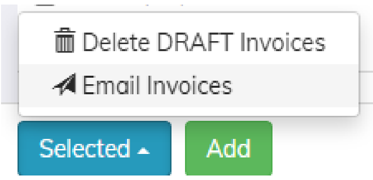
Once the Exams Officer has identified the candidates that requires to be invoiced for the retakes. These candidates will appear in the Invoice Module, ready for the Finance Department to email these out to the parents or candidates. There is no need to create these in the Invoice Module, all retakes can be managed in Exams Assist.

Editing an Invoice

To edit an Invoice, select the **Invoice ID Number**. Once selected, any information within the invoice can be edited. There may be the need to mark the invoice as **Paid**, as the candidate has brought cash into school to pay for the retake and not used SumUp. Once paid, the centre can record the payment method and payment date.

Emailing and Invoice

Once the finance department are ready, the invoices can be emailed to the parents/candidates for them to be paid. To email these, navigate to the **Invoice Module,** select the invoices that need to be sent, then **Selected | Email Invoices**.



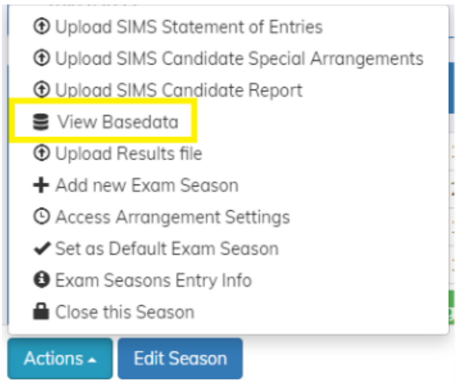
Managing Basedata

For centres to import their results into Exams Assist, the appropriate basedata will be required in the system (The most common basedata will have been imported). The basedata is required to be imported as the results file **do not** contain any information about the qualification, only the result/grade.

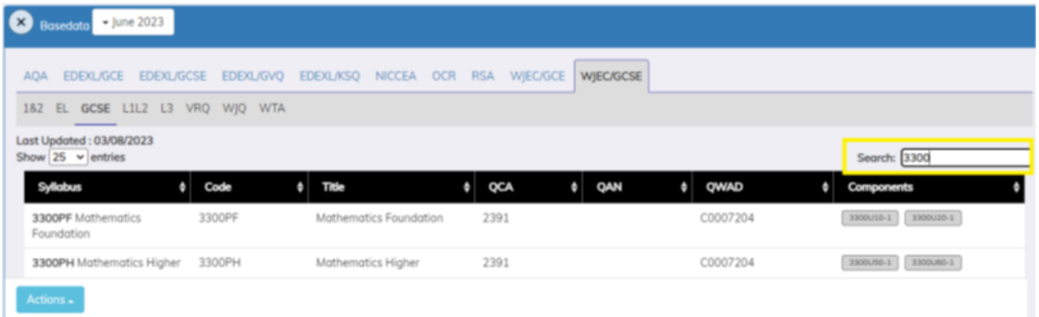
Centres that require to import their Edexcel 7b File, they will need to import the basedata received from the exam board.

Viewing/Managing and importing Basedata

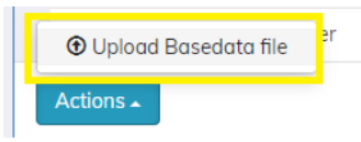
Navigate to the **Overview Tab | Actions | View Basedata**



The basedata is broken down into seasons, then exam board and finally each individual level. To view the basedata for any qualification, navigate to the appropriate season, select the awarding body then the level and use the search functionality to locate the appropriate code.



If the required basedata is not in Exams Assist, it's possible for this to be uploaded, navigate to the basedata table, **Actions | Upload Basedata File**. Locate the .zip file and import.



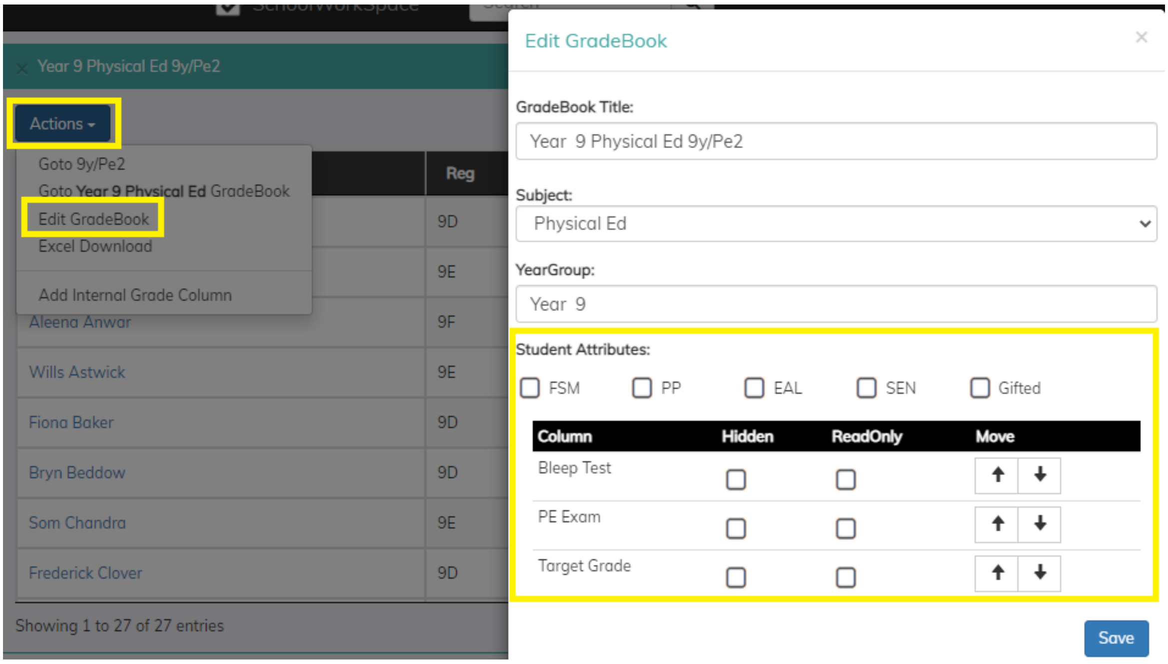
Tip – You can import several basedata files at once, when importing the files select several files and import.

Important – All basedata files must be uploaded into Exams Assist before results files can be imported. Most common basedata files will have already been imported, but there may be a need to import Edexcel BTEC specific files.

Managing Gradebooks

How to Edit a Gradebook

To edit the gradebook, select **Actions | Edit Gradebook.** From this dialog box you will be able to add student attributes such as FSM, EAL or SEN. You can also hide or make a column read-only, and finally you are able to move the order of the columns by selecting the up and down arrows.



Note – The Student Attributes will only display if the centre allows the data share of this data item. To enable this additional data, navigate to **School Settings | Data | Xporter on Demand Settings.**

How to add Exam Codes to a Gradebook

To add exam entry codes to a gradebook, navigate to a **Gradebook**, then select **Actions | Edit Gradebook** and enter an Exam Entry Codes in the appropriate box.

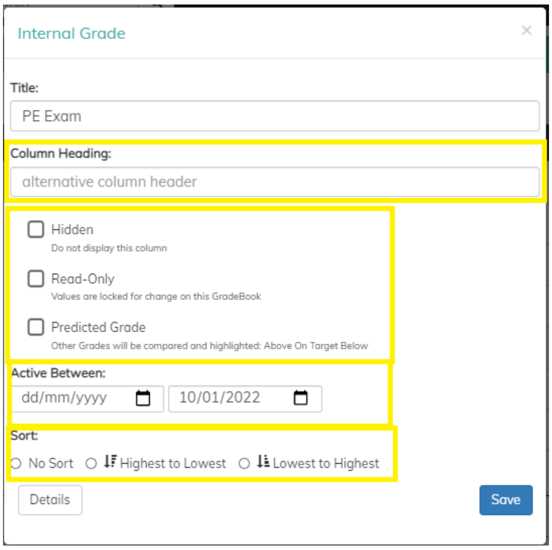
How to view a result for an individual Pupil

If you select a pupil in the gradebook, you will be able to view the results for that individual pupil. It will also display the date and the name of the teacher that entered the grade. It is also possible to add a new grade, and the old grade will be stored in the history.

It is also possible to print these set of results for this individual pupil by selecting Printable Version.'

How to edit a column heading

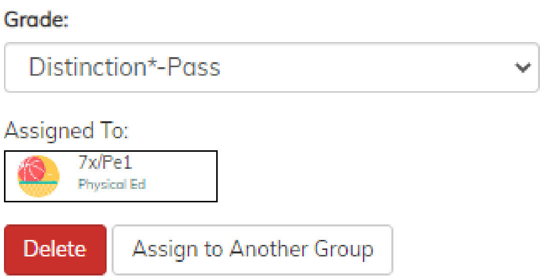
It is possible to edit the column of a grade by clicking on the column heading. From this dialog box you will be able to give the column a new shorter heading, hide a column, make a column read-only or make the column a predicted grade. It is now possible to sort the Gradebook by a column from this screen.



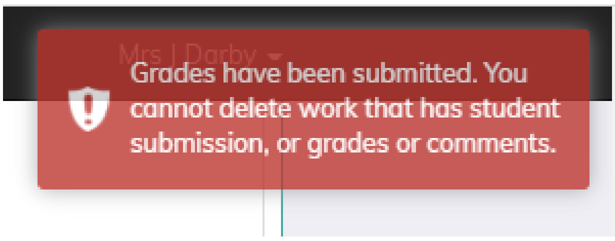
How to delete a column

If you have created a column in error, it is only possible to delete this if no grades have been recorded. To delete the column, you will need to edit the **Mock Grade**. Select the column heading and then select **Details** (See above). When you view the **Mock Grade,** you will be able to select **Edit Mock Grade** button.

Scroll down to the bottom and select **Delete.**



However, if you have entered some grades / results you will have an error message.

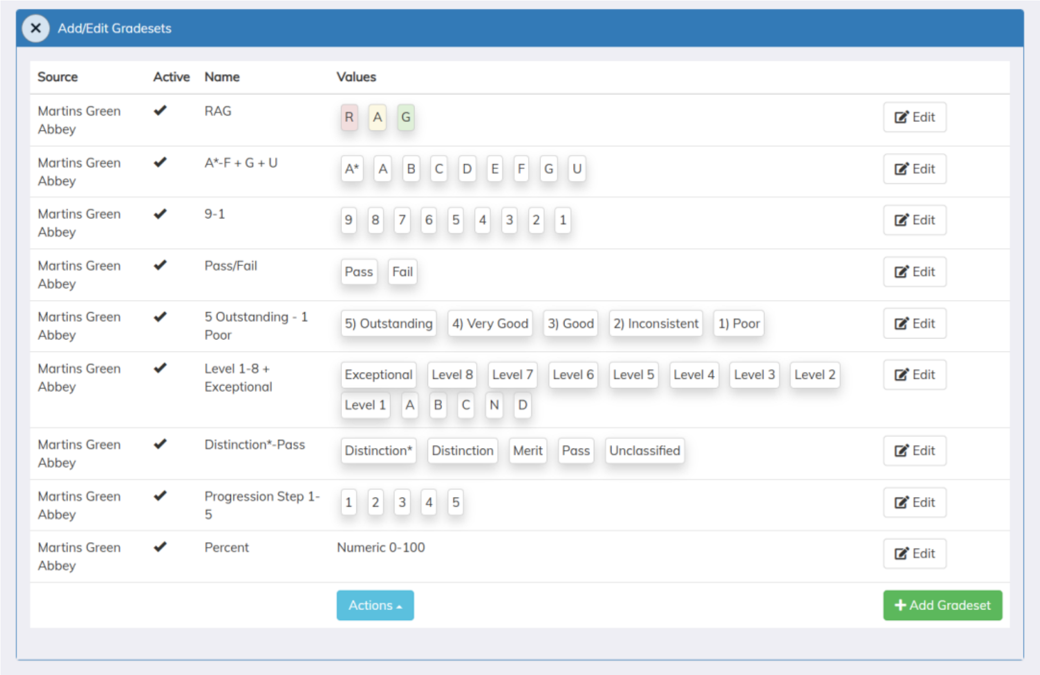


How to download a set of results

To download a set of results to an excel spreadsheet, select **Actions** and then **Excel Download**.

Managing Gradesets

From **School Settings Select Other Settings | Gradesets**, centres will be able to view/manage the gradesets.



Add/Edit Gradesets

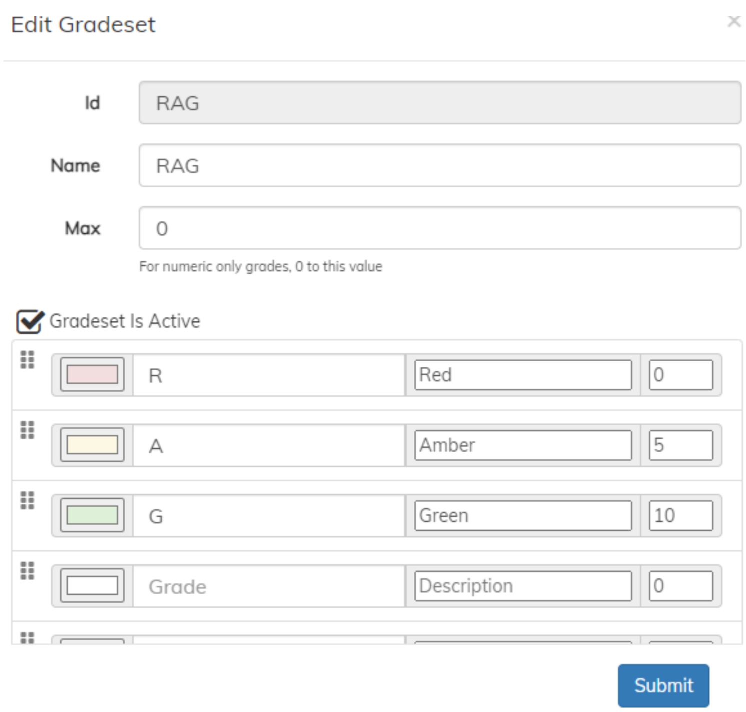
Source	Active	Name	Values	
Martins Green Abbey	✔	RAG	R A G	Edit
Martins Green Abbey	✔	A*-F + G + U	A* A B C D E F G U	Edit
Martins Green Abbey	✔	9-1	9 8 7 6 5 4 3 2 1	Edit
Martins Green Abbey	✔	Pass/Fail	Pass Fail	Edit
Martins Green Abbey	✔	5 Outstanding - 1 Poor	5) Outstanding 4) Very Good 3) Good 2) Inconsistent 1) Poor	Edit
Martins Green Abbey	✔	Level 1-8 + Exceptional	Exceptional Level 8 Level 7 Level 6 Level 5 Level 4 Level 3 Level 2 Level 1 A B C N D	Edit
Martins Green Abbey	✔	Distinction*-Pass	Distinction* Distinction Merit Pass Unclassified	Edit
Martins Green Abbey	✔	Progression Step 1-5	1 2 3 4 5	Edit
Martins Green Abbey	✔	Percent	Numeric 0-100	Edit

Actions ▴ | + Add Gradeset

How to Add New Gradesets

Navigate to Manage Gradebooks and select **Add Gradesets**.

Gradeset Properties

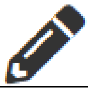
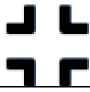
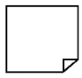


ID – Give the Gradeset a unique ID.
Name – Give a unique name to the Gradeset.
Max – Enter a Maximum Value for a Numeric Grade Only.
Colour – Select the appropriate colour associated to the grade.
Grade – Enter the appropriate grade type such as A* to G or 9 to 1 etc.

Description – Enter a description for each grade entered.
Value – Enter a value for each grade.

Appendix

Access Arrangements Icon Key

Reader		**Scribe**	
Supervised Rest Breaks		**Signer**	
Prompter		**Modified Language Paper**	
Alternative Room Arrangement		**Dictionary**	
Reading Pen		**Extra Time**	
Practical Assistant		**Computer Reader**	
Separate Room		**Mobile Device for Medical Reasons**	
Medical		**Laptop**	
Speech Recognition		**Note**	

Coloured Paper / Overlays

Green Paper		**Blue Paper**	
Green Overlay		**Blue Overlay**	
Yellow Paper		**Grey Paper**	
Yellow Overlay		**Grey Overlay**	
Red Paper		**Orange Paper**	
Red Overlay		**Orange Overlay**	
Purple Paper		**Pink Paper**	
Purple Overlay		**Pink Overlay**	
Coloured Paper		**Coloured Overlay**	

Printing Examination Materials (Cards, Seating Plans and Registers)

Understanding how to print the examination material. Which Tab should the centre generate these from? Depending on what is required, will determine which tab is the best to use.

The Timetable and Seating Tab – If the centre requires to print reports in exam order, with each printout being printed by room order, then it's best to print the reports from this tab. For instance, if on the 5th of May, there are two exams in the morning and one in the afternoon. This report would print the seating plan for each room for the first exam, then all rooms for the next exam and so on.

Candidate Tab – If the centre requires to print reports based on each candidate in turn, then it's best to print the report from this tab. For instance, if there is a need to print the candidate's component card for the candidates that are in 1-1 room, it would be best to print from here. Sort the candidates by room, then select all the 1-1 rooms, **Selected | Print Selected | Candidate Component Card**. This will print the component card for all exams for each candidate one at a time.

Room Tab – If there is the requirement to print the reports by room i.e. one room at the time, sorted by session, then it's best to use this tab. For instance, if there is a need to print seating plans, attendance registers and component cards for each room in turn, so they can be sorted into each day and session then it's best to use this tab. The centre may wish to take advantage of the multi-print function too.

Setting Favourite Reports

To assist the Exams Officers, it's possible to identify the reports that the centre's use often. To mark any reports as their favourites, select on the **Star Icon** and this report will appear in the favourites tab.

Note – When a report is selected and the report has sub options. Once the report is generated, the options selected in the sub options will be remembered. So, the next time the report is run, the settings will be remembered.

Setting the Start and End Date for the Report

To help centres when generating reports, it's possible to set the start and end date. Therefore, if a season is long, but they only need reports generated from halfway through, then using this function will save the centre paper.

Candidate Cards

The ability to print off Cards per Candidate. There are several different types available to the centre to use. We would recommend that the centre go through the available candidate's cards and mark the most appropriate, as their favourite.

To print these cards, navigate to the **Candidate Tab** where you will be able to see all candidates entered for an exam for that season. To print cards by Year Group, select the appropriate group in the filter.

Note – Any Groups or Candidates with their Year Group or Reg Group in brackets means they have left school.

Once the appropriate filter has been selected, select all the candidates and then **Selected | Print Selected,** then select the type of cards required.

- Candidate Card - 8 per page
- Candidate Card A6 - 4 per page
- Candidate Card with Access Arrangements - 8 per page
- Candidate Card with Access Arrangements - A5 / 2 per page
- Candidate Card with Larger Photo - 8 per page
- Candidate Card with Photo - 8 per page
- Candidate Card with QRCode - 8 per page
- Candidate Card with QRCode and Photo - 8 per page

Component Cards

The ability to print off Cards per Component, there are several different types available to the centre. There are several different types available for the centre to use. We would recommend that the centre go through the available component cards, then mark the most appropriate, os their favourite.

If the centre would like to print the candidate's cards by each candidate i.e. candidate x, the component cards for each exam, then candidate y, the component cards for each exam and so on. Then navigate to the **Candidate Tab** where you will be able to see all candidates entered for that season. Select the candidate or group of candidates, then select the most appropriate component card to be printed.

- Allowances Card - A5 / A4 two per page
- Allowances Card Alt - A5 / A4 two per page
- Candidate and Component Card with Seat + Photo - 8 per page
- Candidate and Component Card with Seat + Photo - A5 2 per page
- Candidate and Component Card with Seat QR+Photo - 8 per page
- Candidate and Component Label with Seat - 14 per page
- Candidate and Component Label with Seat +Photo - 8 per page
- Candidate and Component Label with Seat QR+Photo - 8 per page
- Extra Time Card - 8 per page

To print these cards by each room at a time, navigate to the **Room Tab** where you will be able to see a list of all the rooms that have exams that season. To print cards by **Date** then select the appropriate date and then select all the **Room(s)** and then **Selected | Print Selected** and then select the type of component cards required.

Room Cards

The ability to print off Cards by Room and Seat Number. These again will contain a QR code which will assist the Invigilators to complete the register.

Room QR Code

The ability to print out a QR code which can be placed on the outside of an exam room to assist the **Roaming Invigilator**. A member of centre staff will be able to scan this code, and the room details will appear on the mobile device. By scanning this code, the member of staff will be able to **Check-in** to mark that the room has been checked etc.

To print these, select the **Room,** then the rooms that you require the QR code for. Select **Room Card with QR Code**.

Examination Registers Printout

To print the examination registers for the exams, select the rooms that you require to print the registers for, then **Selected | Print Selected | Examination Registers.** These can be printed from the **Timetable and Seating Tab** or the **Rooms Tab**.

- Exam Candidate List - by Date
- Exam Candidate List - By Date+Time and Room
- Exam Candidate List - by Exam

Seating Plans Printout

To print the Seating Plans for an exam room, select the rooms that you require to print then **Selected | Print Selected | Seating Plans.** There are several different types available in Exams Assist. We would suggest that you take some time to see the most appropriate type, then mark this as a favourite.

- Compact Seating Plan
- Compact Seating Plan - Alt
- Compact Seating Plan - with AA for Invigilators
- Seating Plans - Medium Boxes for Display
- Seating Plans - Medium Boxes with AA for Invigilators
- Seating Plans - No Names for Display
- Seating Plans - Small Boxes for Display
- Seating Plans - Small Boxes with AA for Invigilators

A Guide to Staff on using Exams Assist

Getting Logged in

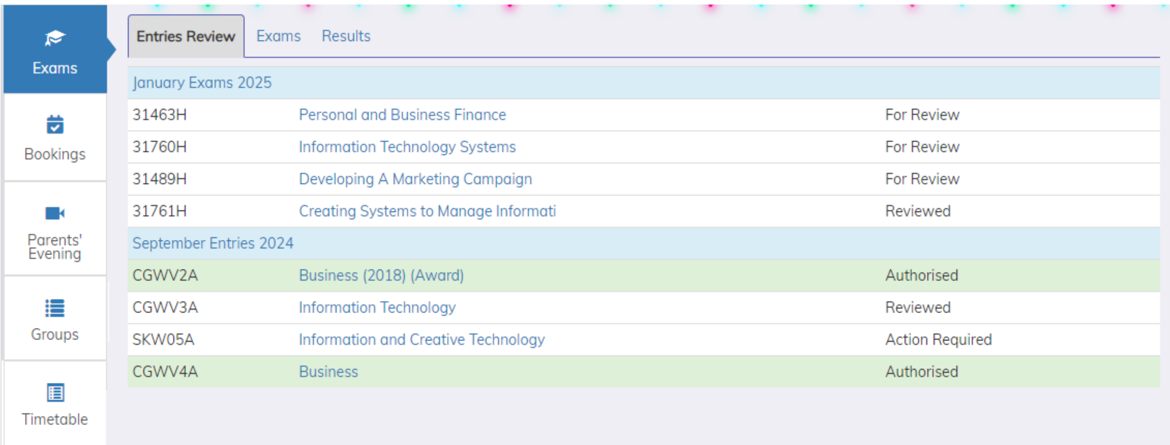
Navigate to the following website - https://examsassist.co.uk/

Select – **Login / Register**, then **Login to SchoolWorkSpace**

The username will be your centre email address, the address that's recorded in the centre's MIS. If you've yet to set a password, select the **Forget Password** link and a 6-digit code will be sent to your email address. Enter this into the software and create and confirm a new password.

Staff Homepage

Staff will be able to access a vast amount of information from their homepage (this will depend on the modules purchased). By default, teaching staff (if allocated to the Teaching security group) will be able to view the Exams Tab, Group Tab and the Timetable Tab.

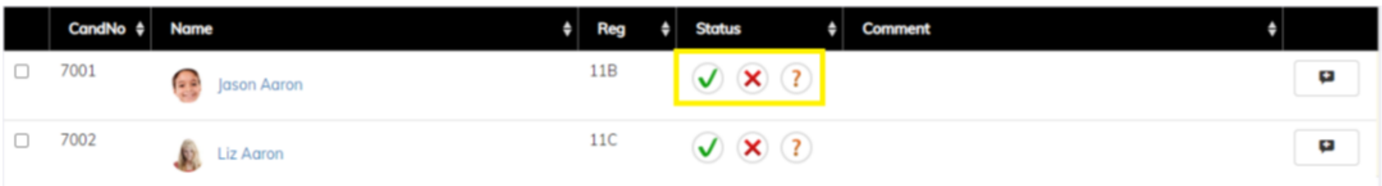


January Exams 2025		
31463H	Personal and Business Finance	For Review
31760H	Information Technology Systems	For Review
31489H	Developing A Marketing Campaign	For Review
31761H	Creating Systems to Manage Informati	Reviewed
September Entries 2024		
CGWV2A	Business (2018) (Award)	Authorised
CGWV3A	Information Technology	Reviewed
SKW05A	Information and Creative Technology	Action Required
CGWV4A	Business	Authorised

The Exam Tab will display the entries that have been assigned to the staff member to be reviewed, a list of all exams that has been created by groups, upcoming exams, Results and any Invigilation Scheduling associated with the staff member.

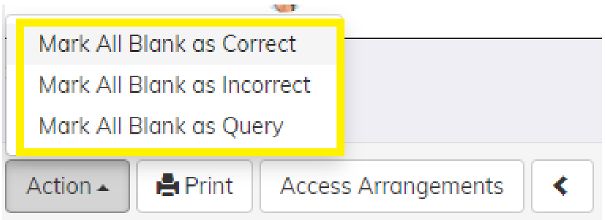
Reviewing the Entries

To view and check entries, select an element and you'll see a list of the candidates in Surname order. You can mark each entry with either being **Correct**, **Query** or **Incorrect**.

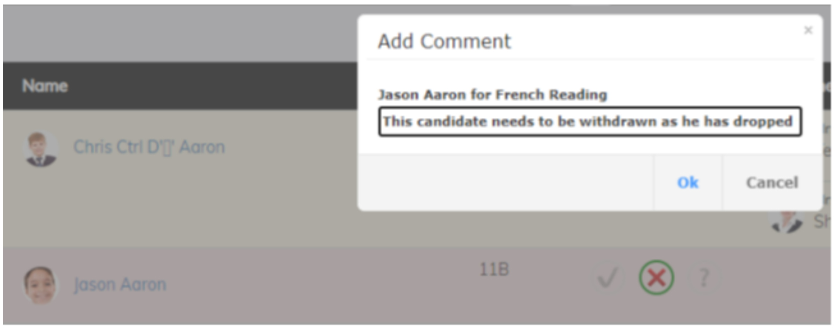


CandNo	Name	Reg	Status	Comment
7001	Jason Aaron	11B		
7002	Liz Aaron	11C		

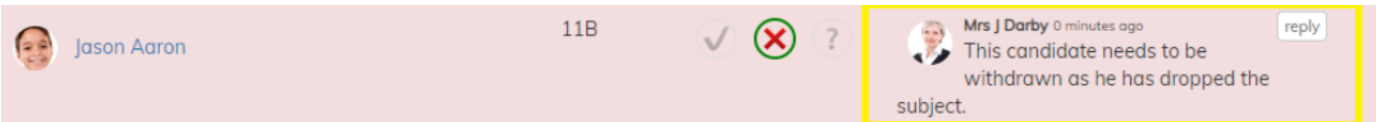
Or alternatively you can navigate to **Action** at the bottom of the table and select an appropriate option *(see below)*.



Once you've gone through checking the entries, you will notice that the colour of the rows will change to either green, orange, red or stay white if no selections are made. If a member of staff marks an entry as a 'Query' or as 'Incorrect,' a dialog box will appear for them to give a reason for this decision.

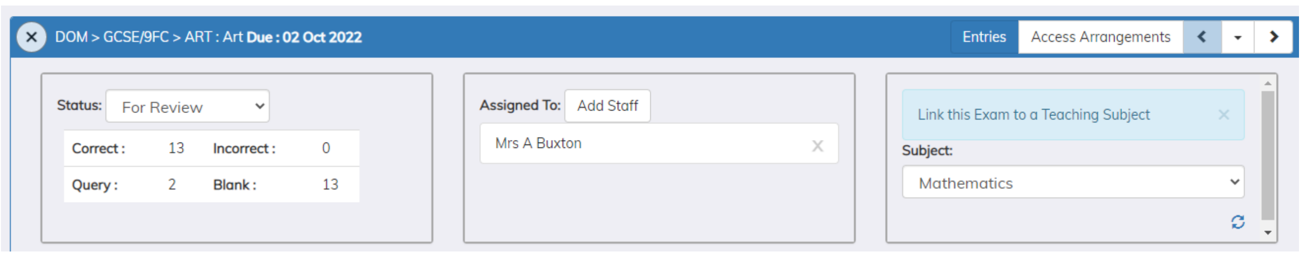


Once the comment has been applied this can be viewed next to the candidate. SLT members will then review these and are able to either decline or approve these requests. These will be visible to the member of teaching staff, they will too be able to add a comment which can be viewed underneath.



It is also possible (if required) to Add Candidate(s), if they have been omitted from the entries. Navigate to the bottom of the list and select **Add Candidate** and you'll be able to search any pupil within the centre, select the pupil and they will be added to the list ready for a member or SLT to approve. These entries will be marked as **Additional** in the entries table until the pupil is added in the MIS. Once the entry is made, the candidate will appear correctly in Exams Assist ready for a staff member to mark as **Correct**.

A summary of these allocations can be seen at the top of the table.

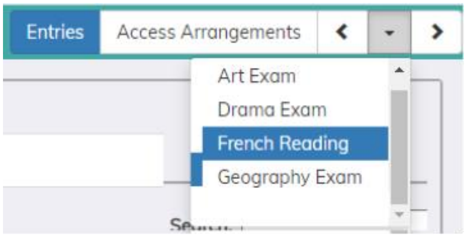


Once you've made your amendments you will need to change the **Status** to **Action required**. These amendments will be review by a member of the SLT and then actioned by the Exams Officer as necessary.

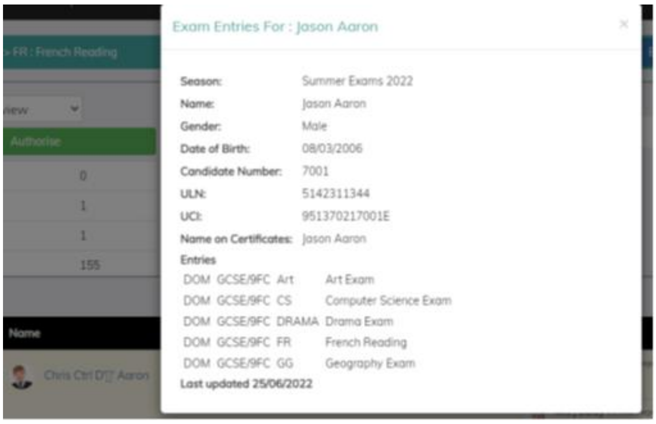
Once you are happy with these entries you can **authorise** these by selecting the **Green Authorise Button** – Once **Approved** no further actions will be possible.

If you need to print a copy of these entries, there is a **Print** option at the bottom of the list of candidates.

It is also possible to switch between each entry that have been applied to a member of staff by selecting the arrow down at the top of the screen.



To view the entries for an individual, just select the candidates name and their entries will appear in a popup dialog box.



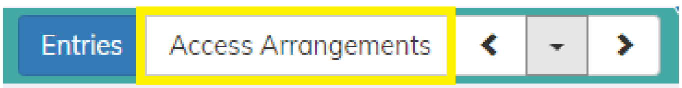
Viewing the Entries by Subject

To assist you review the entries an additional view has been added – **View by Subject**. This view will display all component codes in a table format. This view is great for modular/tiered exams as you'll see all the entry codes across the top and the candidates down the side. To view the entries in this view, from your homepage select an element that requires checking, once the page has opened, select the **View by Subject** button. From this view, you are able to change subject that has been assigned to you and also filter to a different level.

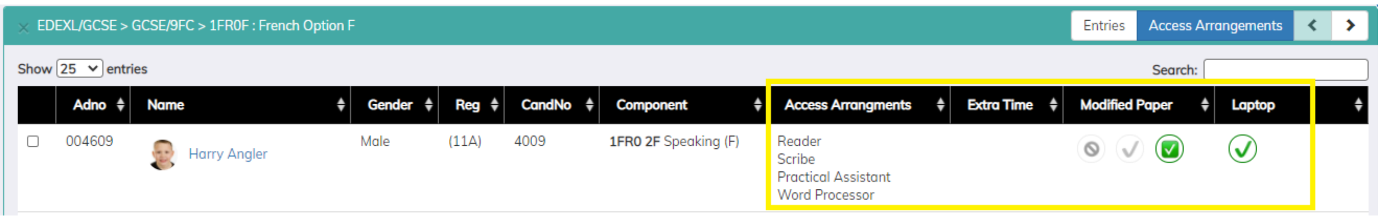
You have the same functionality as completing the review by list, select the column header of a element and a popup box will appear which will give you the ability to **select all blanks as correct, incorrect or query**. Once checked, you are able to approve these from this view too. Any notes added to a candidate will be indicated by a flag next to the question mark symbol.

Viewing Access Arrangements

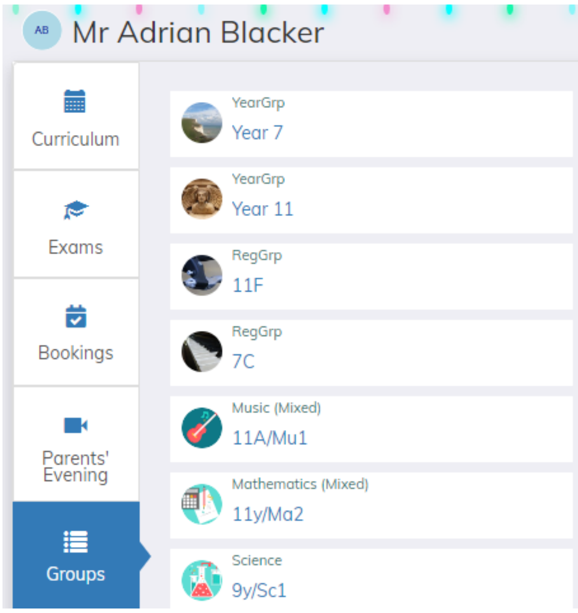
It is possible for a staff member to view the access arrangements in place for the candidates entered for the specific element (or by component if this data has been imported). To toggle to the Access Arrangements view, select **Access Arrangements** at the top of the screen.



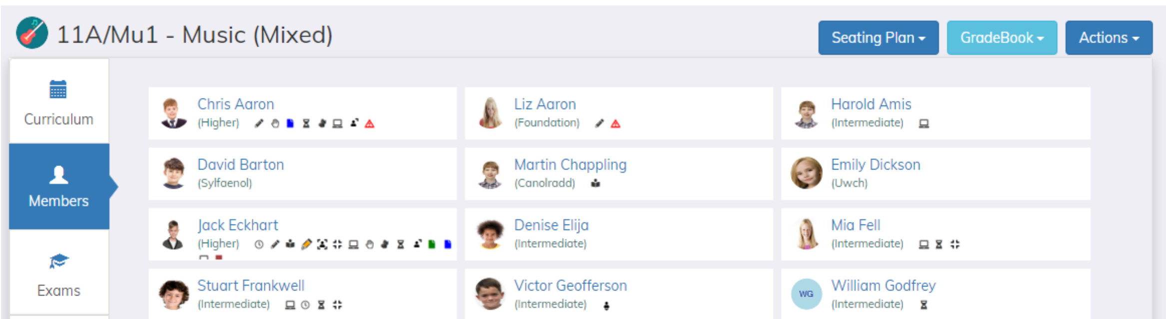
You will then see the list of the candidates that have any kind of special arrangement in that Element / Component. It is also possible to view if a **Modified Paper** or **Laptop** is required for that examination (These will have been indicated by the Exams Officer or the centre SENCO).



To view Access Arrangements for Candidates within a staff member teaching classes, staff can select the Group Tab, then select a Teaching Class.



Select the appropriate group, then Members. A list of candidates within that group will appear with any Access Arrangements Icons assigned to them.



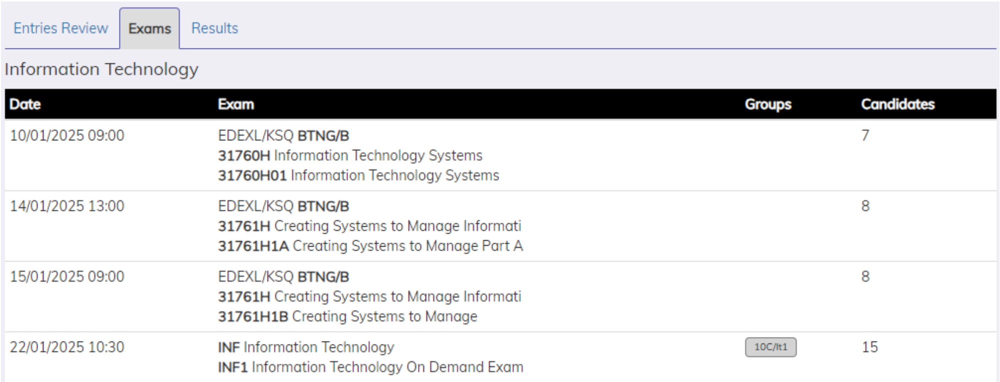
Viewing Results

Teaching staff will also be able to view the results assigned to them but also the results for the whole season by element. Also (if applicable), you will be able to view the previous year's results too.

To view individual candidate results, use the global search at the top of SchoolWorkSpace and search the candidates, once located select the Exams Tab then Results.

Viewing Internal/External Exams assigned to your Groups

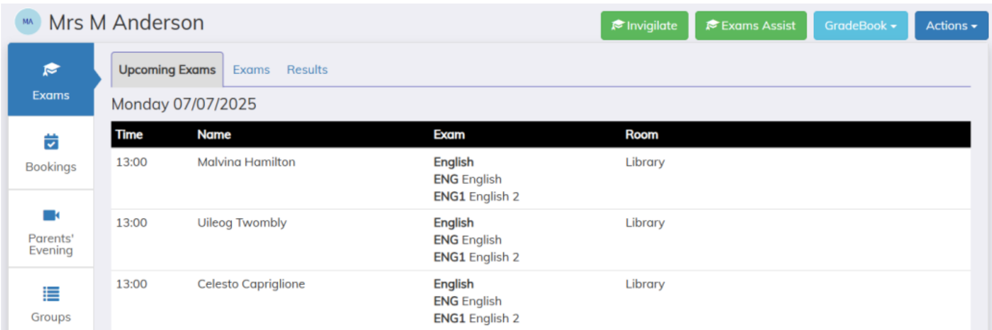
To view any exams assigned to a staff members group, select Exams from the Homepage and then the Exams subtab. This will display any exams that are assigned to a group.



Date	Exam	Groups	Candidates
10/01/2025 09:00	EDEXL/KSQ **BTNG/B** **31760H** Information Technology Systems **31760H01** Information Technology Systems		7
14/01/2025 13:00	EDEXL/KSQ **BTNG/B** **31761H** Creating Systems to Manage Informati **31761H1A** Creating Systems to Manage Part A		8
15/01/2025 09:00	EDEXL/KSQ **BTNG/B** **31761H** Creating Systems to Manage Informati **31761H1B** Creating Systems to Manage		8
22/01/2025 10:30	**INF** Information Technology **INF1** Information Technology On Demand Exam	10C/It1	15

Viewing Upcoming Exams

For staff to view the upcoming exams for a group of candidates, they can view this from their homepage. Navigate to the homepage, locate the group of candidates



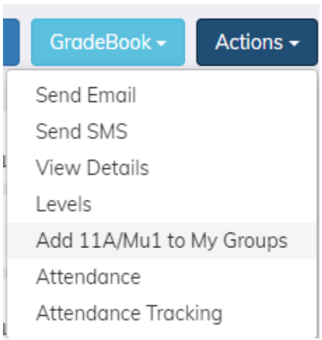
Time	Name	Exam	Room
13:00	Malvina Hamilton	**English** **ENG** English **ENG1** English 2	Library
13:00	Uileog Twombly	**English** **ENG** English **ENG1** English 2	Library
13:00	Celesto Capriglione	**English** **ENG** English **ENG1** English 2	Library

Additional Functionality for Staff

From this view, staff can select a candidate and view their details, timetables and exam timetables.

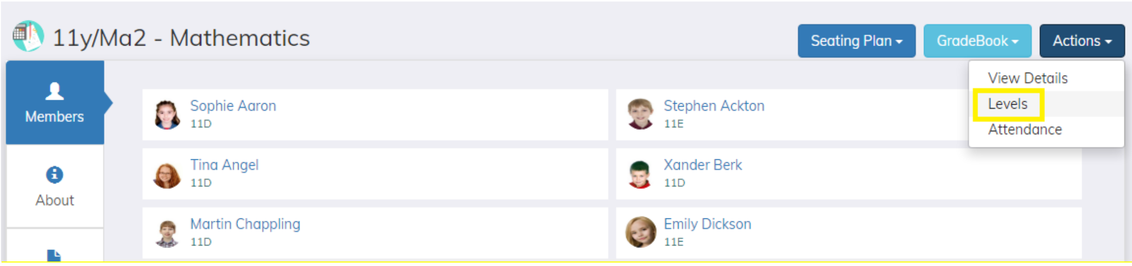
How to assign Groups to a Homepage

If as a staff member you require to view a group that you're not assigned too, then it's possible to have these appear in your Group. Use the Global Search at the top of SchoolWorkSpace and search for the class, once the class homepage has appeared, navigate to **Actions | Add x to My Groups**.

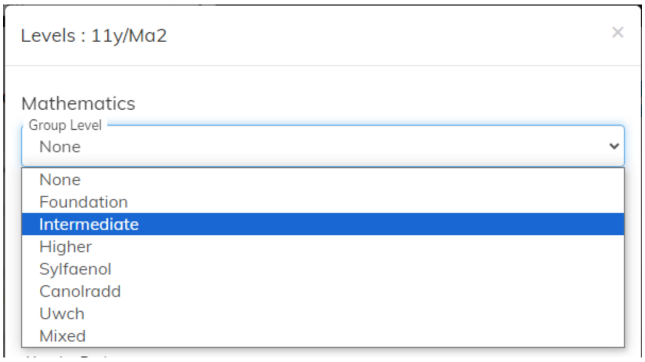


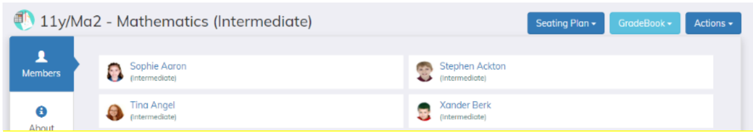
Assigning Levels to Teaching Sets

Select a teaching class that need levels assigning too, view the members of the Group by selecting Members. Then navigate to **Actions | Levels**.

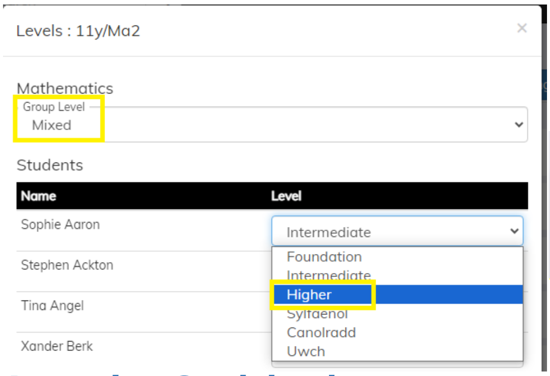


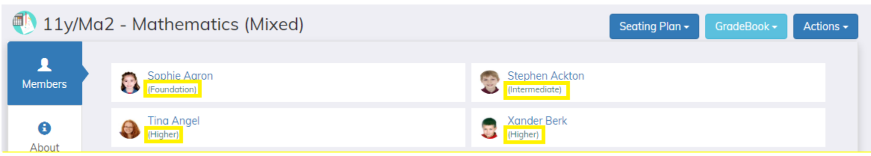
Select a level that is most appropriate for each candidate within the class. A global level for the whole class can be selected such as Intermediate and then submit. This will assign the whole class as working at this level.





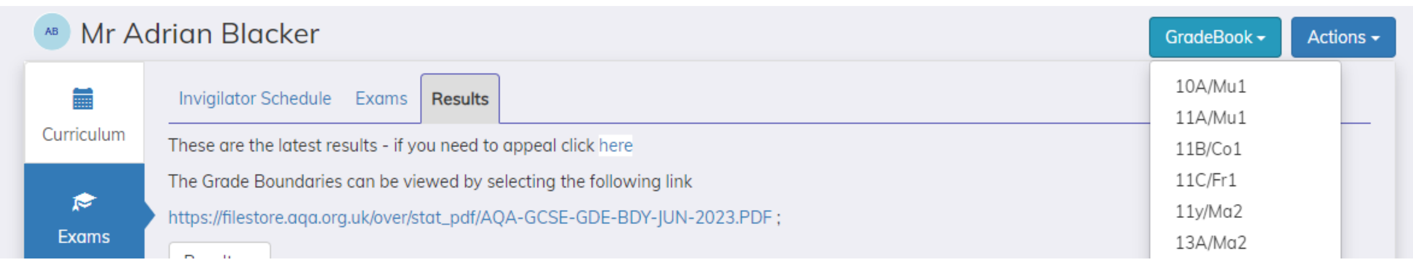
However, if the class is working at a mixed level, then select Mixed, When Mixed is selected the classroom teachers will be able to assign a level to each candidate. Once a level has been assigned to each candidate, select Submit.





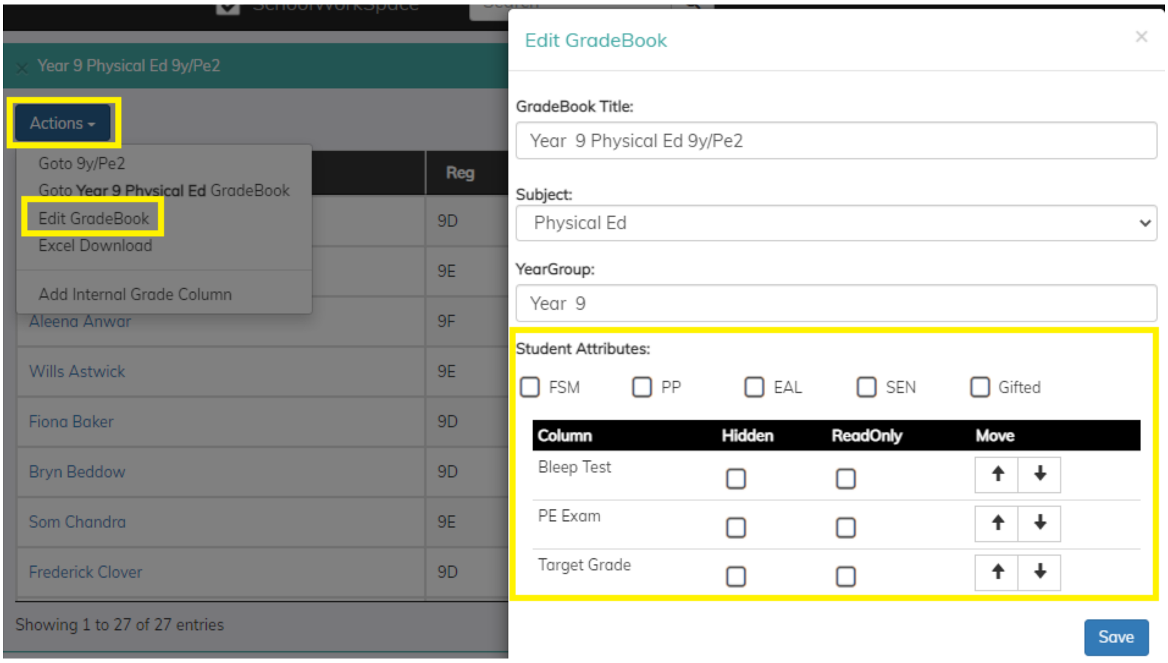
Accessing Gradebooks

If there is a need to record any NEA or Mock results/marks in Exams Assist, then this is possible. From the Staff Members homepage, you will see any Gradebooks that have been created for you by the Exams Officer. Navigate to your **Homepage | Gradebook** and select the appropriate **Gradebook**. Once selected complete the appropriate column.



Editing Gradebooks

To edit the gradebook, select **Actions | Edit Gradebook.** From this dialog box you will be able to add student attributes such as FSM, EAL or SEN. You can also hide or make a column read-only and finally you are able to move the order of the columns by selecting the up and down arrows.



Note – The Student Attributes will only display if the centre allows the data share of this data item into SchoolWorkSpace.

Adding Exam Codes to a Gradebooks

To add exam entry codes to a gradebook, navigate to a gradebook, then select **Actions | Edit Gradebook** and enter an Exam Entry Codes in the appropriate box.

A Guide to Invigilators

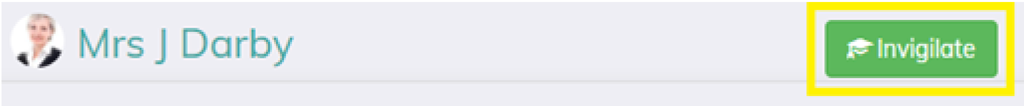
To help centres and the invigilators, there are several videos available on YouTube. Click here for the link.

There are two ways to access the invigilator schedule, the first is by opening the **Magic Link** that you have received from the examinations officer or alternatively you can log into exams assist:

https://examsassist.co.uk

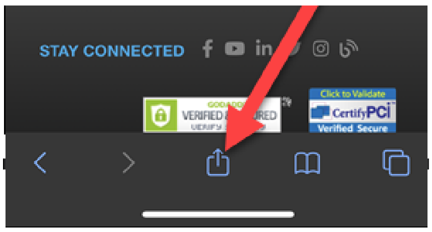
Select **Login / Register** then **Login to SchoolWorkSpace**. Enter your email address and as you've yet to login, select **Forgot Password,** a 6-digit pin will be emailed or text to you, enter this into exams assist and you'll be prompted to create and confirm a new password.

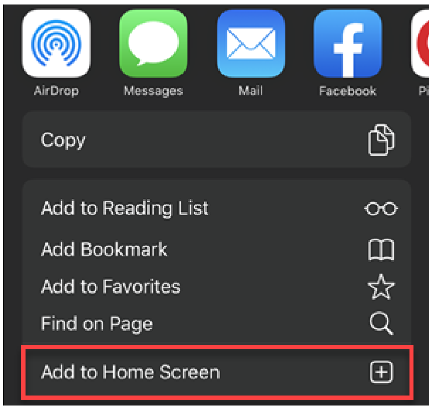
Once logged in, select **Invigilate.**

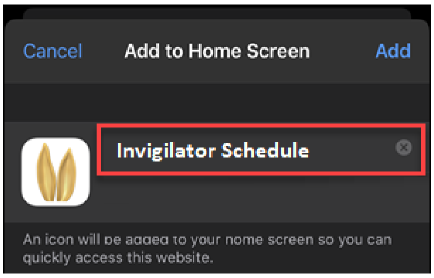


To assist you during the examination period we advise that you save this link as an **Icon** on your mobile device, this Icon would then appear on your homepage so that you don't need to refer to the email on a daily basis.

Creating the icon on an iPhone
Open the link in Safari and tap the Share Button at the bottom of the screen. Scroll down and select **Add to Home Screen** and then give the icon a new name and then press **Add.**







Creating an icon on an Android.
Open the link in 'Chrome,' tap the menu icon (3 dots in upper right-hand corner) and tap **'Add to home screen'**. You'll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

Invigilator Availability
At the start of an exam season, the Examination Officer will ask you to provide the dates that you are available to invigilate, this may include two or more seasons. On opening the link, you will be able view the available dates, you will be required to select the dates and sessions that you are available. As you provide your availability you can add a note against each day, use this to inform the EO of any issues you may have on a specific date. On completing the form select **Submit** at the bottom of the page.

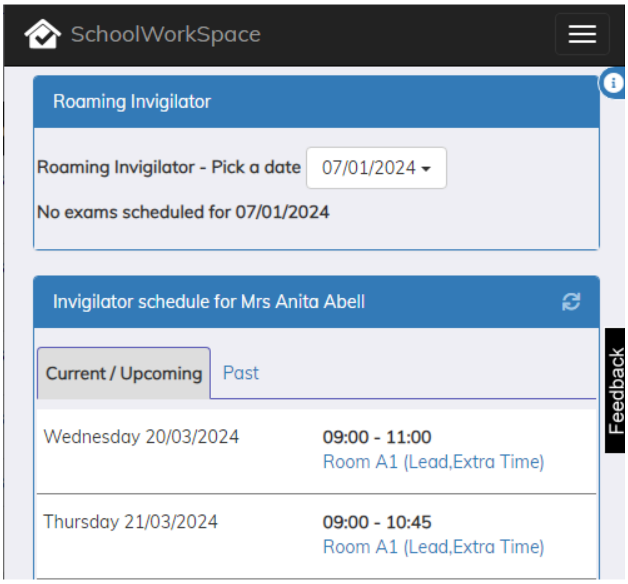
However, if you are not available to invigilate during the season you can just select – **Not Available** or alternatively, if you are available for every date, then you can select – **Is always available**.

As the Exams Officer schedules, you to a room, these allocations will appear on your schedule. Once you've been allocated to a room you will no longer be able to amend your availability for that date. If you require to amend/cancel a date you will need to contact the centre to arrange this.

Past Schedule – To help you keep track of your previous schedule, this can be viewed by selecting the **Past** tab in your portal.

Invigilators Functionality

Once assigned to a room you will be able to select a room and view the exam details, invigilators and your role within the room. The full invigilator functionality will become available up to 24hrs of the exam - the attendance registers and seating plans. These are available the day before so you can assist the Exams Officer in the preparation of the exam room. You will not be able to complete the attendance registers and other tasks until the actual day of the exam.



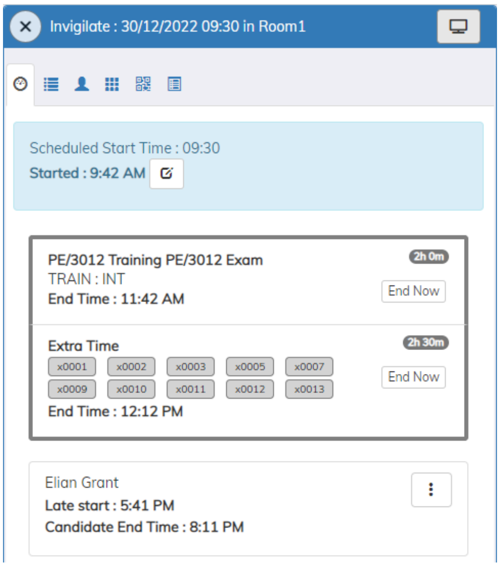
Invigilators Daily Note

Once a room has been selected on the day of the exam you will see 6 Tabs at the top of the screen (All these tabs will only show on the day of the exam, the logs tab will only appear when an action has been taken).

Tab 1 – Overview – This will provide you with information about the exams taking place in the room. Details such as the name of the exams, length of exam, the official start as well as any candidates with Extra Time. This is where the Lead Invigilator will mark that the exam has started and when each individual exam has finished in the room.

This tab will also be where the Invigilators will be able to request either IT Support, General Assistance, add a comment against the room or pause an exam in an emergency. If a candidate has been marked as starting the exam late or have used their SRB or had additional time added to their end time, these candidates including their new end times will appear in this tab. This view will help the Lead Invigilator keep a track of different end times in the Exam Room.

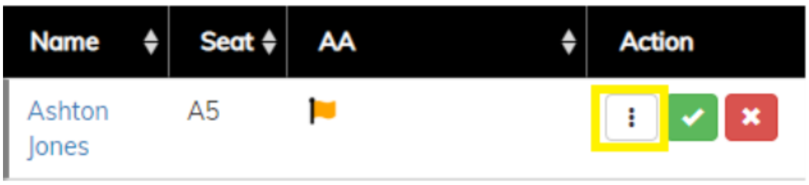
The computer icon at the top right corner of these screen enables the invigilator to display the **Exam Room Viewer** on a screen for the candidates to see the exam details such as start and end times. This can be used instead of putting the exam content on the whiteboard within the exam room.



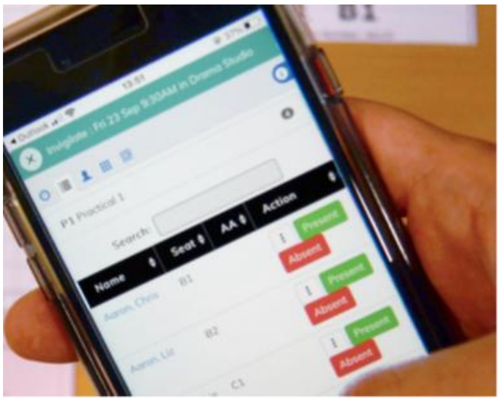
Tab 2 – Checklist – Listed in this tab are the items that the centre requires the invigilators to confirm that have been done in the exam room. This list will include items that need to be selected before, during and after the examination.

Note – This functionality can be assigned to the Lead Invigilator only, this is determined by the centre.

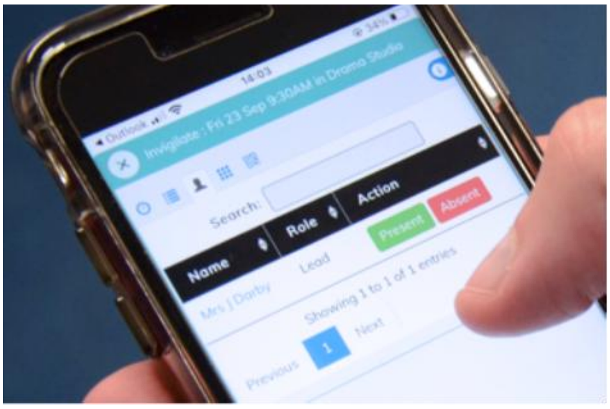
Tab 3 – Candidate List – This tab displays the names of the candidates that are sitting the exams in that room and is sorted in Candidate Number order. In this tab the invigilators/staff will be able to complete the registers by marking the candidates either **Present** or **Absent**. When marked absent another option will appear to mark the candidate **late** - this can be updated to late when the candidate arrives on site, this can be done by a member of staff outside of the exam room (This time can be used to prove the candidate arrived under formal supervised supervision within the 60min of the official start time). Once the candidate has been marked late, a **Late Start** button will appear, the invigilator can select this when the candidate actually starts their exam (once selected this will calculate the **End Time** and the details will appear on the overview tab**).** It is also possible to view the candidates that have requested a laptop, a modified paper, Extra Time and any additional notes for the candidate by selecting the **3 Dots button (Additional Actions)**.



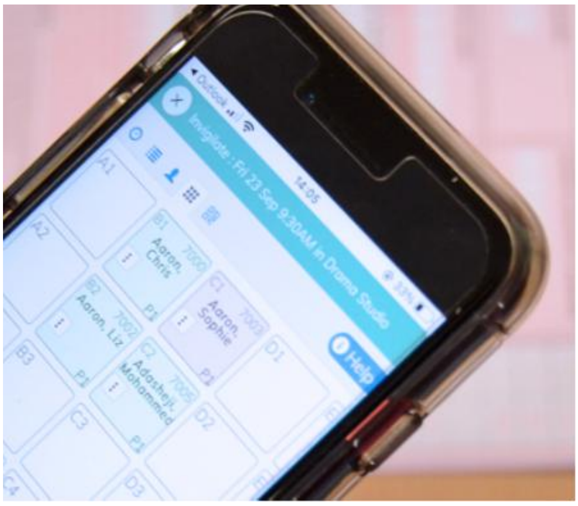
TIP - It's possible to mark all absent candidates first for the purpose of getting these chased up and then selecting **set all Blank as Present** which can be found at the bottom of the attendance register.



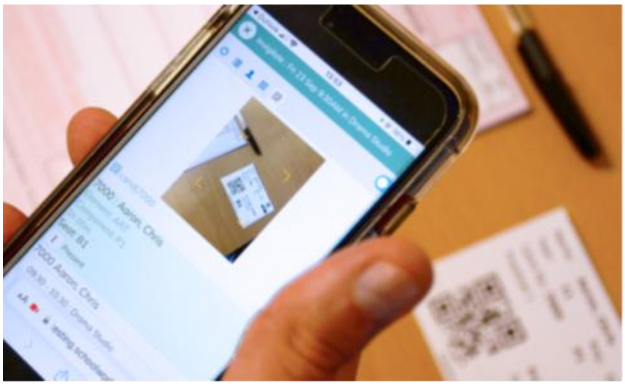
Tab 4 – Invigilator Attendance – It is possible to record the attendance of the invigilator/staff within an exam room.



Tab 5 – Seating Plan – This tab provides/displays the same information as above, but rather than being displayed in a list it is shown as per seating plan for that room.



Tab 6 – QR Reader *(Optional)* – This is used to complete the registers by scanning the QR Code on the candidate's desk. Once you've selected this tab it will ask to access your mobile camera so it can scan the code. Allow this software to access the camera and then hold the phone above the candidate card and their details will appear on your device ready for you to mark Present, Absent or Late.



Tab 7 – Logs – This tab displays any actions taken in the Exam Room, from completing the register, marking the candidate late or recording an SRB/Toilet Break in a room.

Access Arrangements Icons

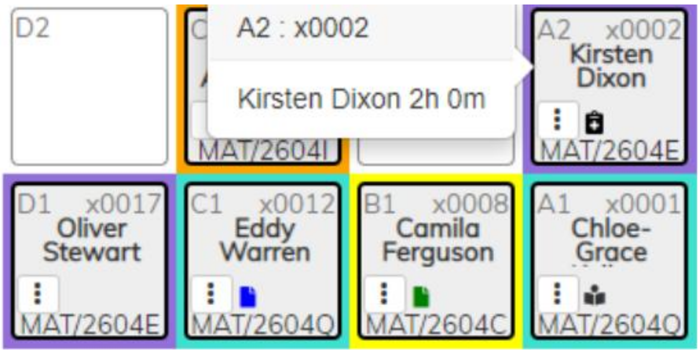
Reader		**Scribe**		**Practical Assistant**	
Supervised Rest Breaks		**Signer**		**Computer Reader**	
Prompter		**Note**		**Medical**	
ARA		**Dictionary**		**Separate Room**	
Reading Pen		**Extra Time**			
Green Paper		**Blue Paper**		**Purple Paper**	
Green Overlay		**Blue Overlay**		**Purple Overlay**	
Yellow Paper		**Grey Paper**		**Pink Paper**	
Yellow Overlay		**Grey Overlay**		**Pink Overlay**	
Red Paper		**Orange Paper**		**Coloured Paper**	
Red Overlay		**Orange Overlay**		**Coloured Overlay**	

If a modified paper has been ordered from the JCQ for a candidate then the icon below will appear on the seating plan, attendance register and the candidate card. If the candidate has requested either a laptop or a computer reader for their exam, then the icon below will appear in the same documents as the above.

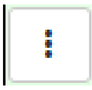
Modified Language Paper		**Laptop**		**Computer Reader**	
Dictionary					

Clash Icons

	This icon will indicate that a candidate has a clash on this date, however the exam with a yellow flag indicates that this exam is taking place at the official starting time as set by the exam board.
	This icon indicates that a candidate has a clash on this date and the exam they are currently siting is being done at a different time as outlined by the exam board.



Additional Actions



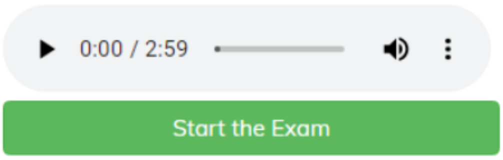
The Action Icon will bring a pop-up box which provides more information about the candidate. The Candidate Name/Photo, a list of their Access Arrangements, Notes and finally a log of everything that has been recorded for that candidate in the exam. It's also possible to record various actions such as SRB, Toilet Break and Enter a Note.

Note – A candidate might be entitled to a modified paper, laptop or a computer reader and this may appear in their record when you select the additional action button, but the icon doesn't appear on the seating plan. The reason for this would be the candidate has not requested the use of a laptop or a computer reader for this exam.

Invigilators Speech (Optional)

There is the ability to play the invigilators speech to the candidates from the **Overview Tab**. Centre's have the option of upload their own speech to be played to the candidates before every exam. Once played, this is recorded in the Room Logs.

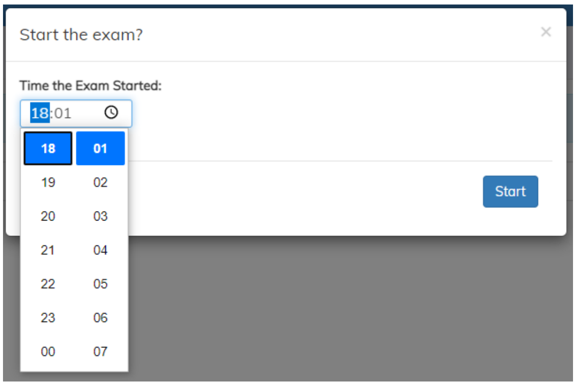
Note – If the centre is using the Exam Room Viewer and the Invigilators are using their Mobile Device, it is not possible for the Mobile Device to control the audio file on the laptop. The audio file needs to be played from the device the PA is connected too.



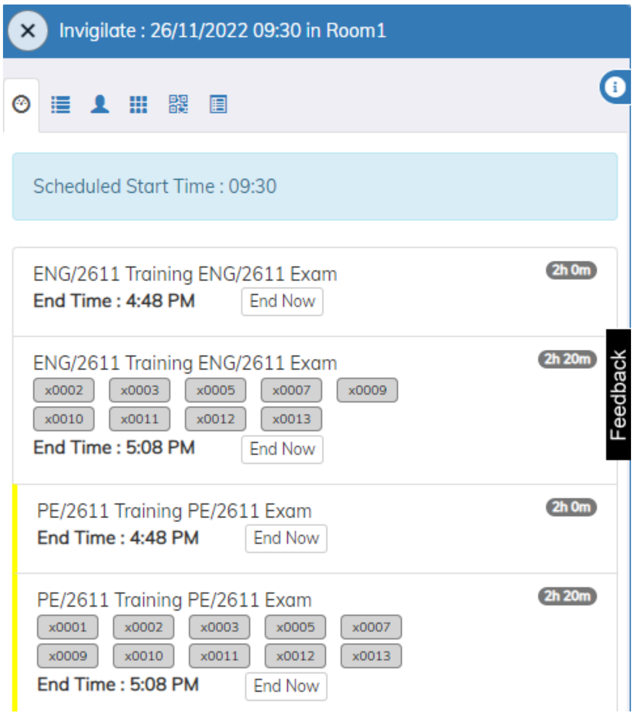
Starting and Ending the Exam

Once the attendance register has been completed, and either the **Invigilator Audio File has been played or the Warning to Candidates** has been read out, the next process is to start the examination. Select the **Start the Exam** button and a confirmation dialog box will appear which includes the ability to edit the start time. It's possible to edit the start time in case the exam was started later on the mobile device to what the exam board states. Once the start time has been entered the end times will all be calculated?

Once the exam has started the invigilator/roaming invigilator is able to record several actions against either the room or the candidate (these additional functions are only available once the exam has started, and the candidate has been marked present).

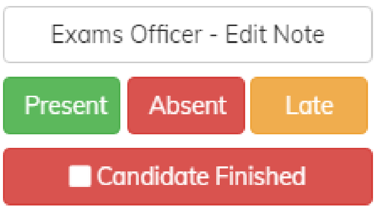


Once the exam has started, it's possible to finish each exam in the room individually, if a room contains several exams with different end times each of these can be **ended** individually. Alternatively, if the invigilator/centre doesn't wish to record this level of detail it's possible to just select **End the Exam** and this will finish all the exams in the room and give the same time for each exam in that room.

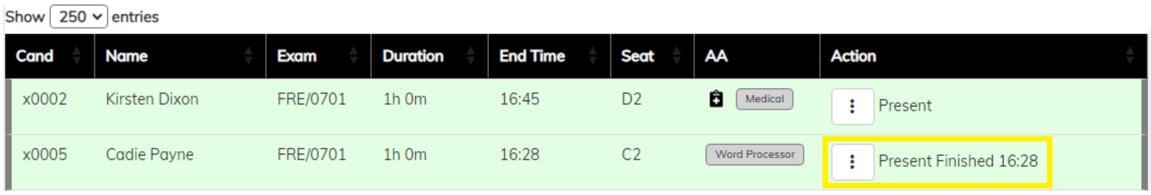


Ending an individual candidate

If a candidate has completed the exam at a different time to the others in the room i.e. finished the exam early or has access to Extra Time/SRB, then they might finish later than the others. To record this end time, navigate to the candidate and select the Actions Button. Scroll down to the available actions, select **Candidate Finished**.



Once selected, the end time will appear next to the candidate's name on the attendance register.

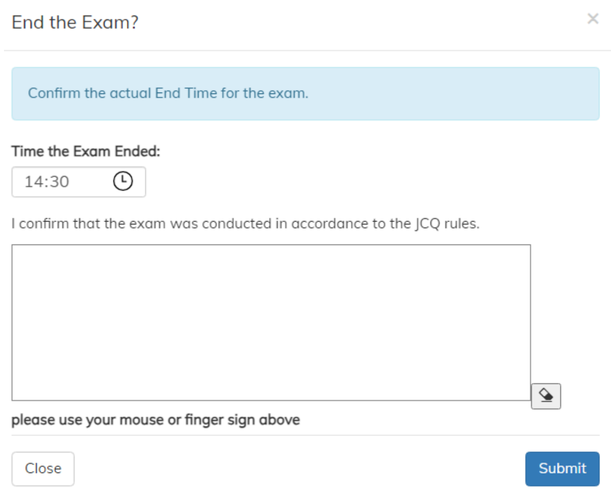


Show 250 entries

Cand	Name	Exam	Duration	End Time	Seat	AA	Action
x0002	Kirsten Dixon	FRE/0701	1h 0m	16:45	D2	Medical	Present
x0005	Cadie Payne	FRE/0701	1h 0m	16:28	C2	Word Processor	Present Finished 16:28

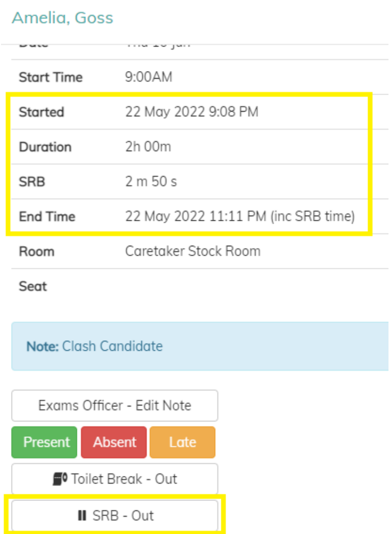
Signing off the Exam Room (Optional)

Once all exams have finished in the room and the End Exam has been selected, the centre is able to configure that the room requires the Lead Invigilator to sign off that all exams were done in accordance with the JCQ regulations. Enter the time that the exam has finished, use your finger or mouse to sign and finally select Submit.



Recording Supervised Rest Break (SRB)

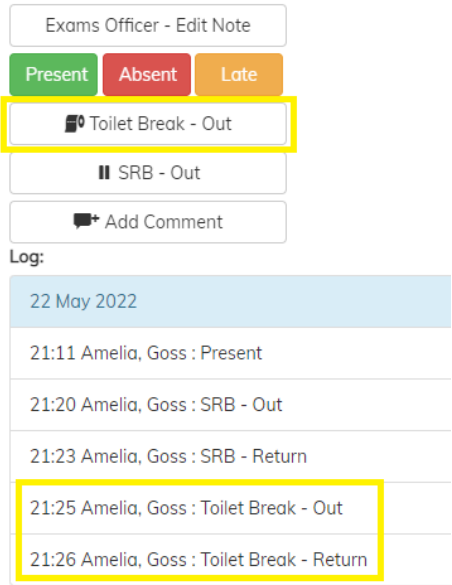
Once the exam has started and the candidate has been marked present, it is possible for a member of staff to record when a candidate takes an SRB. As the start time is recorded against the candidate each of these breaks are added on to the end time, this means that the member of staff no longer needs to record these breaks manually and calculate the end time each time the candidate takes a break. All information is recorded in the room log.



Note – The candidate must be entitled to SRB for this functionality to be available. Once an SRB has been recorded, these candidates will appear on the overview and their box on the seating plan and attendance register will turn blue, this is to help the invigilator to keep track of these candidates.

Recording Toilet Breaks

It is possible for a member of staff to record that a candidate has left and returned to the exam room following a toilet break (This time doesn't get added to the SRB time). These are also recorded in the room and candidate log. To help the invigilator keep a track of these when the candidates is marked as Toilet Out, their name on the seating plan and attendance register will turn blue.

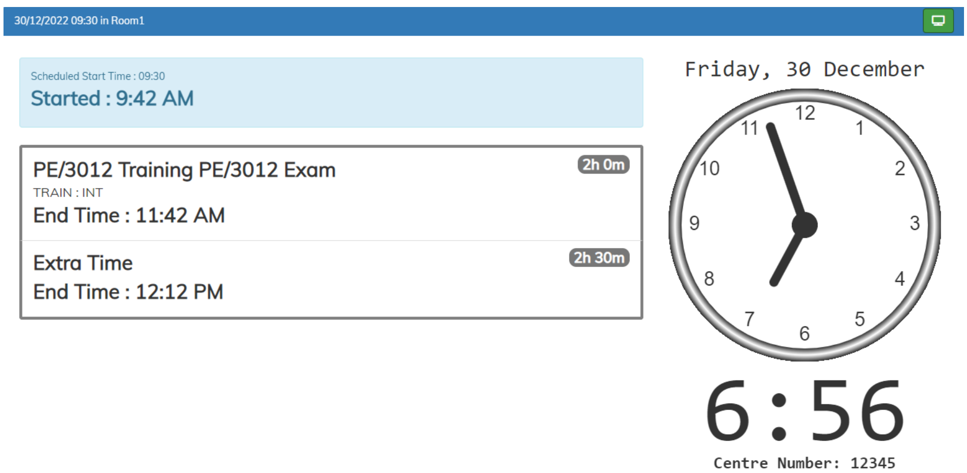


Adding a Comment

It is possible to add a comment against a candidate, by selecting **Add Comment.** Record any incidents that may occur with a candidate during that examination. These are also added to the candidate and room log.

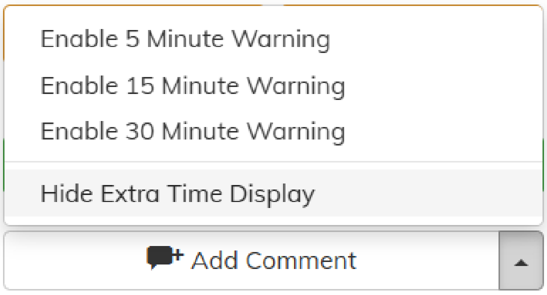
Exam Room Viewer

To display the exam details – Exam Name; Date; Start Time; Length of Paper; Centre Number and a Clock (Digital and Analogue) can be done from any of the Invigilator's that have been assigned to that room. On the first tab (Overview) there is a **Computer Icon** when selected this turn the view into the **Exam Room Viewer** and will go into full screen mode.



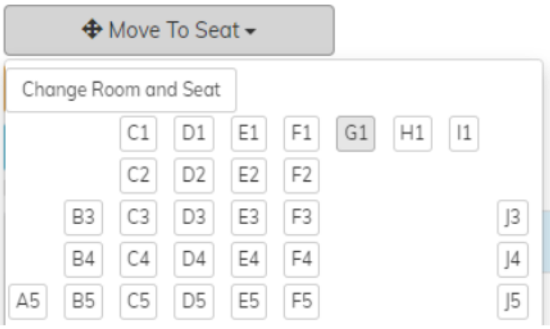
Hiding the Extra Time from the Exam Room Viewer

If there is the need to hide the Extra Time information from displaying on the exam room viewer, this can be done from the **Overview Tab**. Navigate to the arrow up next to the Add Comment option, then select **Hide Extra Time Display**.



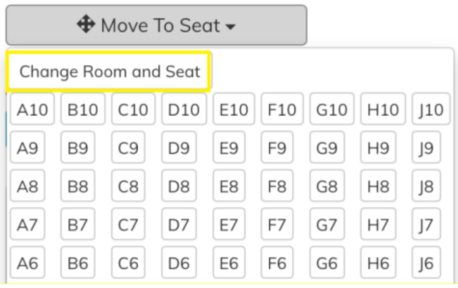
Moving a Candidate (Seat)

To ensure that the seating plan within an exam room remains a true reflection, you can move a candidate to another seat if required. Select the action button for the candidate that needs moving from either the register or seating plan, a dialog box will appear. Navigate to the **Move a Seat** drop down and then select the seat that the candidate has moved too, you will be asked to provide a reason for the move.

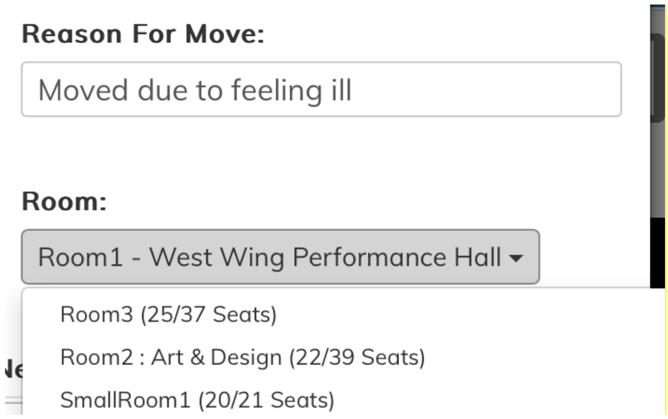


Moving a Candidate (Room)

This feature is only available to the Roaming Invigilator or the Exams Officer. To move rooms, navigate to the attendance register and select the **Actions Button**. Select the **Move to Seat,** then the **Change Room and Seat**.



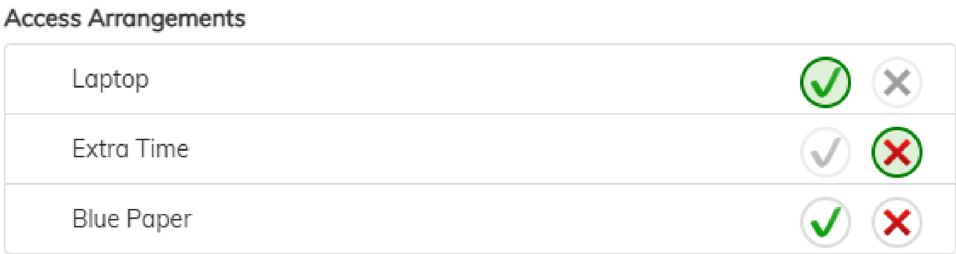
Search for the room from the drop-down menu and select, then allocate to a seat. You will also need to provide a reason for the move.



The candidate will now be removed from your attendance Register and Seating Plan and their details will be transferred to the new room.

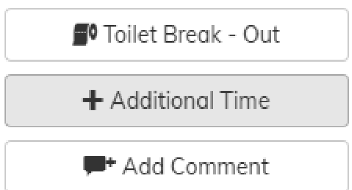
Recording Access Arrangements Used

Invigilators can record on their portal if the candidates have used their Access Arrangements during their exams. To record this, navigate to the attendance register, select the actions button for the appropriate candidate and scroll down to the Access Arrangements section. The invigilator will then be able to mark the arrangements that were used or not.



Recording Additional Time

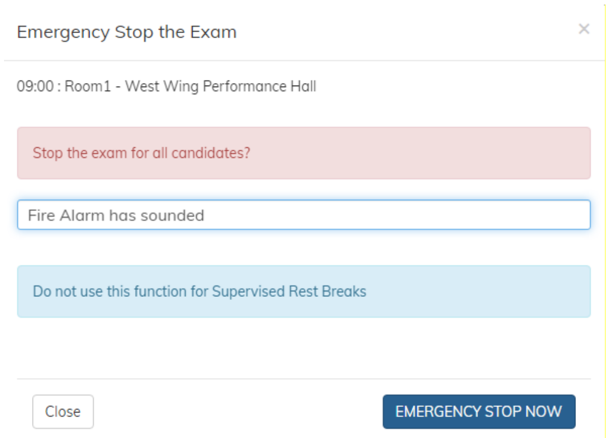
If there is a need to record additional time for a candidate, then navigate to the attendance register, select the actions button for the appropriate candidate and scroll down to the **Additional Time** Button. Once selected, enter the number of minutes to add to the candidates end time and also the reason for this addition. (This is a school setting, therefore the school may not allow the invigilators to access this feature).



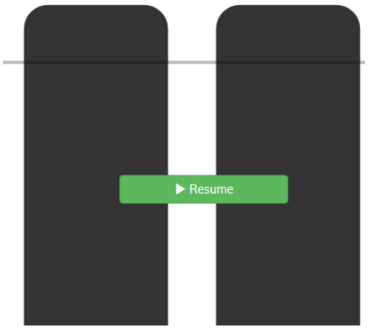
How to Pause an Exam (Emergency Stop)

To pause (emergency stop) an exam due to an incident or emergency in the room, navigate to the overview tab (Tab 1) and scroll down to the bottom and select the **Emergency Stop the Exam** Button. Once selected, a reason for this pause will need to be provided, once submitted the clock will stop for the exam and all functionality within the invigilator link will stop until the resume button is selected.

Provide a reason for stopping the exam. The Exams Officer will also be notified of this event.



The functionality within Exam Room Viewer will become locked until the Resume button is selected. Once selected a new End Time will be calculated which will include the stopped time.



Fire or Lockdown Broadcast

If the fire alarm sounds, then the Exams Officer or Senior Leader can stop all exams centrally. Once the Exams Officer has stopped the exam a red notification will appear on your device and a pause icon will appear on the screen. Once the exam can restart, the Exams Officer will send out a broadcast to notify of this. The Exams Officer is not able to restart the exam centrally; therefore, each invigilator will need to restart them individually once all candidates are settled and ready to start.

General Broadcast

If the Exams Officer needs to communicate with the invigilators during an exam, then they can send a broadcast to an individual exam room or all rooms. This notification will appear on the invigilator's portal in a blue box.

A Guide for the Parental / Candidate Online Portal

How to Log in

There is the functionality within SchoolWorkSpace for both parents and candidates to log into their portal to view their exams entries, access arrangements and timetables. These can be viewed in near real-time, ensuring that parents/candidates utilise this portal will reduce the amount of paper that the centre produces.

There are several ways in which they can log into their portal – using email address registered by the centre; Login Code; a google account or a Microsoft account.

Navigate to the following website:

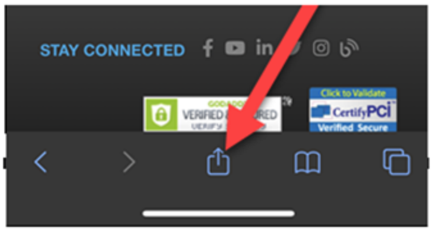
https://examsassist.co.uk

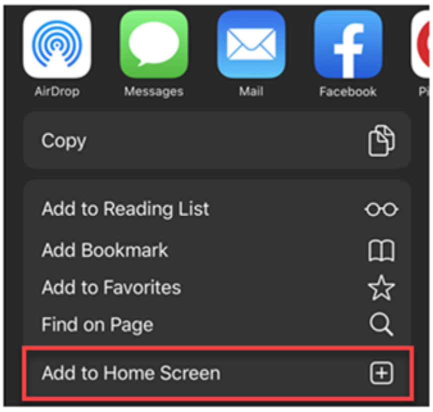
Select **Login / Register** then **Login to SchoolWorkSpace**. Enter your email address and as you've yet to login, select **Forgot Password,** a 6-digit pin will be emailed or text to you, enter this into exams assist and you'll be prompted to create and confirm a new password.

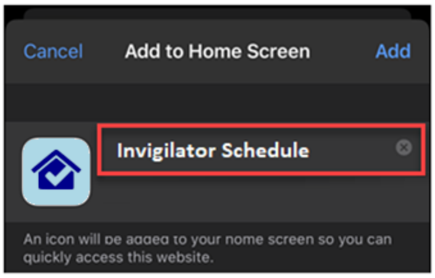
The parents / candidates are then advised to save this link as an **Icon** on their mobile device; this Icon would then appear on your homepage so that you don't need to refer to the email on a daily basis.

Creating the icon on an iPhone

Open the link in **Safari** and tap the **Share Button** at the bottom of the screen. Scroll down and select **Add to Home Screen** and then give the icon a new name and then press **Add.**







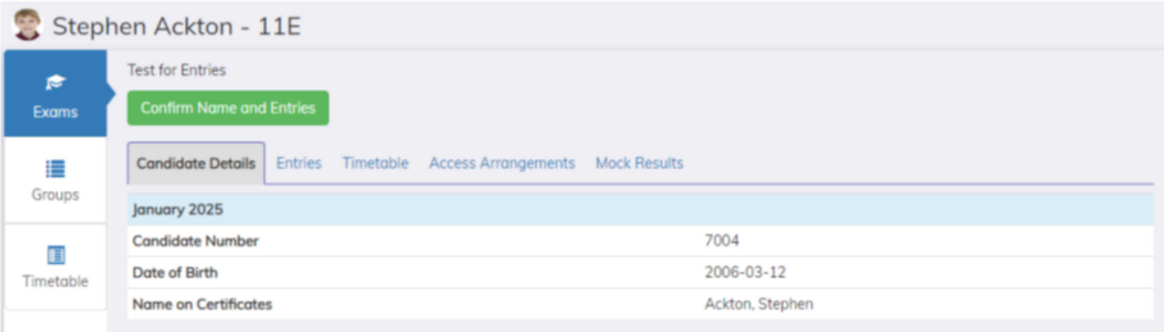
Creating an icon on an Android.

Open the link in **Chrome**, tap the menu icon (3 dots in upper right-hand corner) and tap **'Add to home screen'**. You'll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

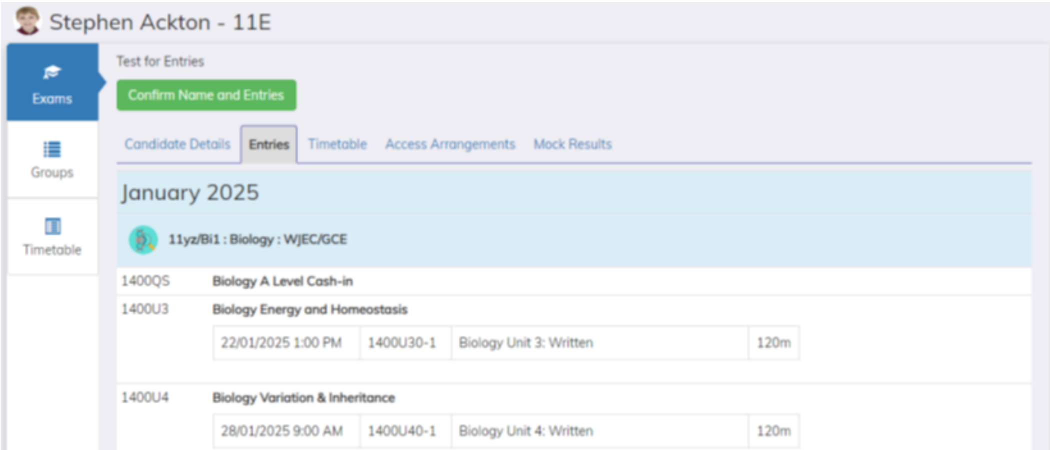
What can I see as a Parent or Candidate?

Once logged in you will be able to view any forthcoming exams, any groups associated and the candidate's academic timetable.

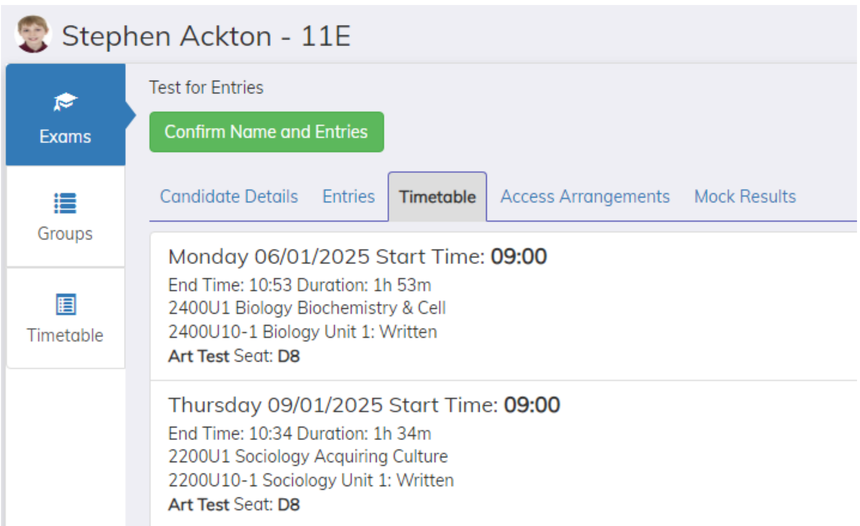
Various information available within the Exams Tab, firstly key information will be displayed, information that will appear on the exam board certificate. If any of these details are incorrect you will be able to communicate with the centre and get the information updated.



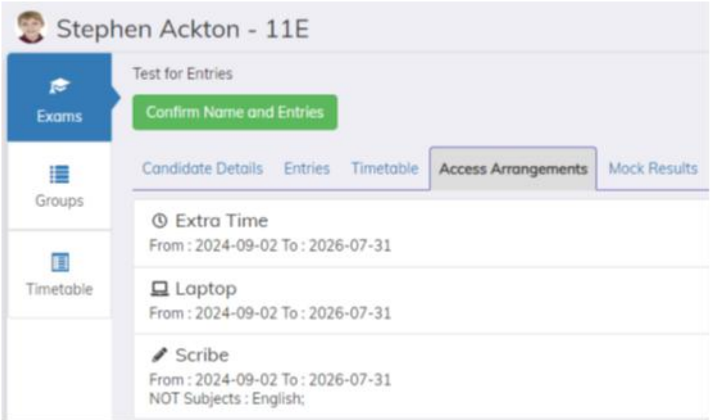
The next tab will be any entries that the candidate has been entered for, these will be external examinations. Centres may ask you via the portal to confirm that the entries and candidate's details are correct. Centres will communicate with you if this is their preferred method to confirming the exam entries.



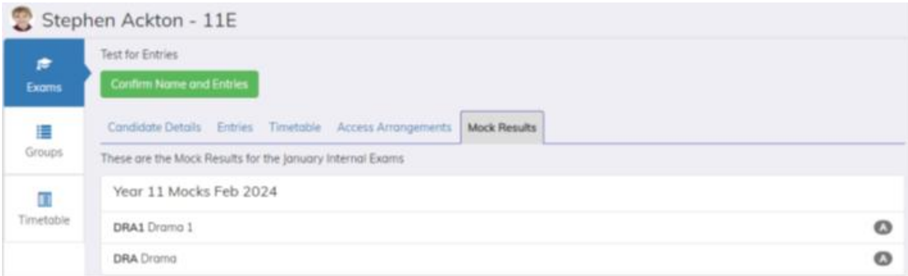
The timetable tab will show any forthcoming exams that the candidate has been timetabled for. This could include both Internal (Mocks) and External, but also it could be any Oral Exams, Science Practical's etc. If these have been timetabled, they will show in this tab.



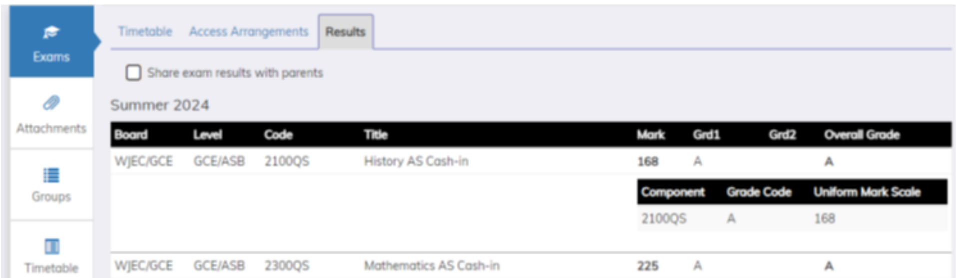
The Access Arrangements Tab will show any arrangements the candidate is entitled too during an examination.



The Mock Results and Non-Examined Assessment Tab will display any results from these exams. If the centres do not record this information in Exams Assist as they have other systems to do this then the tabs will not display.



The Results Tab will display any results of External Exams.



Note – Exams Results will not be shown to the Parents by default, as the results belong to the Candidate. However, the candidates do have the ability from their portal to share these with their Parents.