

## Quick Step by Step Guide to Managing Results

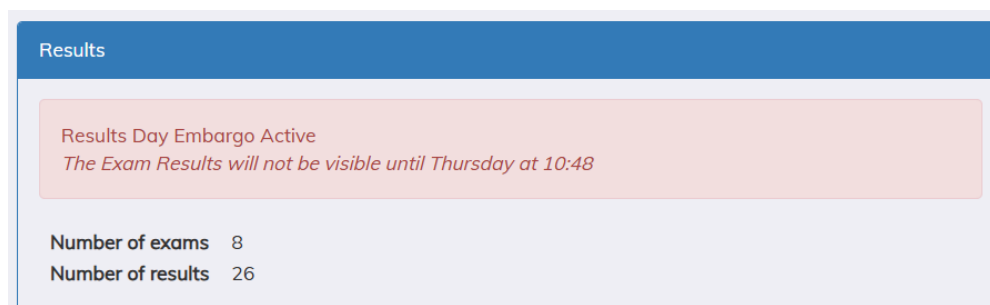
### Prior to Results Day:

1. Configure Results – **Overview Tab | Configure Exams Assist | Results and Embargo:**
  - Allow Candidates to View Results in Portal.
  - Allow Candidates to View Results from Link in Email.
  - Enter an Embargo End Time for candidates and staff (these can be different times).
  - Enter a Message for the candidates to see when Embargo is in place.
  - Enter the Result Dates.
2. Enable Results Tab to Appear – **Overview Tab | Edit Season | Results Tab | Show Results Tab.**
3. Import any centre specific Basedata Files (such as Pearson – 7B File) – To ensure that all EDI files import successfully, ensure that all Basedata is up to date in Exams Assist. Navigate to **Results | Actions | Upload Basedata Files.** These can be uploaded in bulk and by importing just the .zip file.
4. Import Previous Year's Result Files and XML Files – **Results Tab | Actions | Upload Results**
5. Prepare Access to Scripts – **Overview Tab | Edit Season | Results:**
  - Allow Candidates to Consent to Access to Scripts being accessed by the Centre.
  - Enter a Message for the candidates to see, a message such as, explaining the A2S Policy.
  - Enter a Date and Time for this feature to be active to the candidates.
6. Add the non-EDI Results – Navigate to the **Candidates Tab** to add results for a candidate, or a selection of candidates. Alternatively, navigate to the **Results Tab** to add results for a group of candidates. You will require the QAN or QWAD (Wales only) code to add the Grade/Marks.

**IMPORTANT** – When adding results manually, these are not validated against the QAN code, this is a free text box.

### Download Day:

1. Check that an Embargo is in place - **Overview Tab | Configure Exams Assist | Results and Embargo.** A message will appear in both the **Overview** and **Results Tab** to inform the centre of the Embargo.



2. Import the EDI Results File – Navigate to **Results | Actions | Upload Results Files**. These can be uploaded in bulk by just selecting all the 'R' Files.
3. Import the .XML File - Navigate to **Results | Actions | Upload Results Files**. These can be uploaded in bulk by just selecting all the .XML Files.
4. Ensure that all qualifications have been allocated to a member of staff and a subject. To allocate a member of staff navigate to the **Entries Tab** and ensure that a staff member is assigned to all subjects. To allocate a subject to each qualification navigate to the **Results Tab**, select a qualification or group of qualifications | **Selected | Set Subject for Selected**.
5. Printing the Statement of Results – Navigate to the **Candidates Tab**, filter and select the candidates that require the statement of results printed | **Print Selected | Statement of Results**.
6. Printing the Candidate Labels – Navigate to the **Results Tab | Select all Subjects | Selected | Print Selected | Candidate or Address Labels**.
7. Download Broadsheet – **Results Tab | Download | Download Excel Broadsheet by Results**.

#### **Results Day:**

1. Emailing the Results to the Candidates – Navigate to the Candidates Tab, filter and select the candidates that require to receive the email | Selected | Send Email with Exam Results to Students.

**Note** – Ensure that you have enabled – Students can see Results from the link in the email. This can be found in the Overview Tab | Configure Exams Assist | Results & Embargo. Also remember to disable the embargo so students & staff can see the results.

2. Manage the Access to Scripts requests by Candidates – **Candidates Tab | Post Results**.

For full details on the above, please refer to the instruction manuals.