

# A Guide to accessing the Parental / Candidate Online Portal

## Getting Started

Both **parents** and **students (candidates)** can use the Exams Assist portal (powered by SchoolWorkSpace) to view important exam information — including entries, timetables, and access arrangements — all in one place.

The portal updates in **real time**, helping you stay informed and reducing the need for printed documents from the school or centre.

## How to Log In

You can log in to the portal using any of the following methods:

- The email address registered with the Centre
- A Login Code
- A Google account
- A Microsoft account

### Step-by-Step:

1. Go to <https://schoolworkspace.co.uk>
2. Click **Login / Register**, then choose **Login to SchoolWorkSpace**
3. Enter your registered email address
4. If this is your first time logging in, select **Forgot Password**
5. You'll receive a **6-digit PIN** by email
6. Enter the PIN on the website, then **create** and **confirm** your new password

## Saving the Portal on Your Device

To make logging in easier, you can add Exams Assist as an icon on your phone's home screen — just like an app!

### For iPhone:

1. Open <https://schoolworkspace.co.uk> in Safari
2. Tap the **Share button** (bottom of the screen)
3. Select **Add to Home Screen**
4. Choose a name for the icon and tap Add

### For Android:

1. Open <https://schoolworkspace.co.uk> in Chrome
2. Tap the **menu icon** (three dots in the top right corner)
3. Select **Add to Home Screen**
4. Enter a name for the shortcut and tap Add

# What can I see as a Parent or Candidate?

Once logged in, parents and candidates will see several useful tabs containing key information:

## Exams Section

January 2025	
Candidate Number	7004
Date of Birth	2006-03-12
Name on Certificates	Ackton, Stephen

- Displays key personal details (as they'll appear on official exam certificates).
- If any information is incorrect, you can contact your Centre directly to have it updated.

## Entries Tab

January 2025	
11yz/BI1: Biology: WJEC/GCE	
1400Q5	Biology A Level Cash-in
1400U3	Biology Energy and Homeostasis
22/01/2025 1:00 PM	1400U30-1 Biology Unit 3: Written 120m
1400U4	Biology Variation & Inheritance
28/01/2025 9:00 AM	1400U40-1 Biology Unit 4: Written 120m

- Shows all **external exam entries**.
- Centres may ask you to confirm these details through the portal — they'll contact you if this is required.

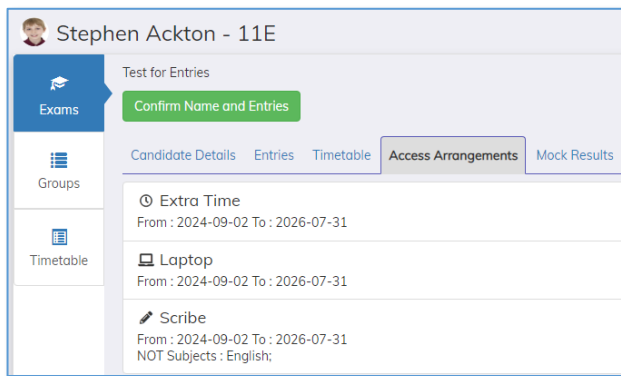
## Timetable Tab

Monday 06/01/2025 Start Time: 09:00  
End Time: 10:53 Duration: 1h 53m  
2400U1 Biology Biochemistry & Cell  
2400U10-1 Biology Unit 1: Written  
Art Test Seat: D8

Thursday 09/01/2025 Start Time: 09:00  
End Time: 10:34 Duration: 1h 34m  
2200U1 Sociology Acquiring Culture  
2200U10-1 Sociology Unit 1: Written  
Art Test Seat: D8

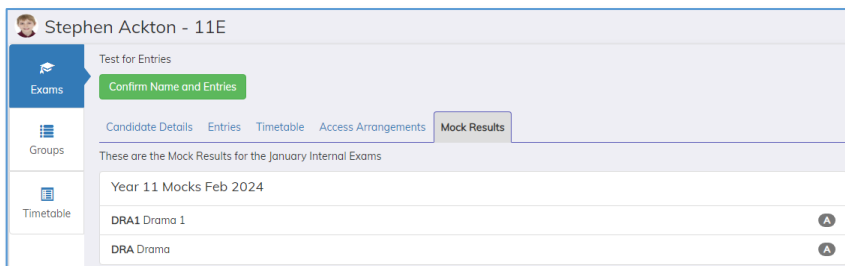
- Displays all upcoming **internal (mock) and external exams**.
- May also include **oral exams, practicals, or coursework deadlines** if they've been scheduled.

## Access Arrangements Tab



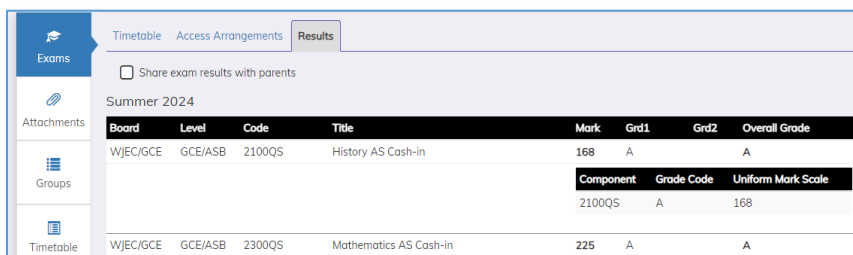
- Lists any **approved access arrangements** (e.g., extra time, a reader, or use of a laptop).

## Mock Results / Non-Exam Assessment Tab



- Shows results for **mock exams** and **non-exam assessments**, if recorded in Exams Assist.
- If your Centre records this information elsewhere, these tabs may not appear.

## Results Tab

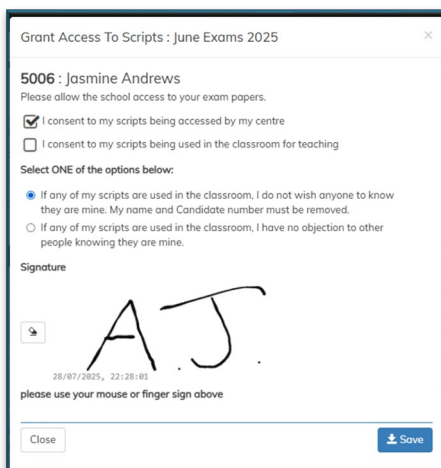


- Displays official **external exam results**.

**Note:** Results are visible only to the **candidate** by default. However, candidates can choose to **share their results** with parents through the portal.

Share exam results with parents

## Access to Scripts



Where available, Centres may also provide access to exam scripts or marked papers directly within the portal.