

CREATING INTERNAL EXAMINATION IN EXAMS ASSIST

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V1.1

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Creating Internal Examinations in Exams Assist



Scan the QR Code to watch a video of
How to Create an Internal Season for Year 7-9



Scan the QR Code to watch a video of
How to Create an Internal Exam Season

Step 1 – Create a New Season

1. Navigate to the **Overview** tab.
2. Select **Actions | Add New Exam Season**.
3. Enter a **Name** for the new season.
4. Enter the **Start date** and **End date** for the season.
5. Click **Submit**, then a new exam season will be created.

Step 2 – Season Settings

After creating the season, the **Season Settings** page will automatically appear. Review each tab and make any necessary selections.

Tip - If the exam start times differ from other seasons, you can define custom times here. For example, if you have three sessions per day, update the following settings.

- **AM Start**
- **Mid-Morning Start**
- **PM Start**

When scheduling individual exams, you'll be able to choose from these predefined starting times.

Suggested Settings

Details Tab:

- Confirm **Centre Number**.
- Confirm the **Season Start** and **End Dates**.
- Select **Candidate Seating - Room, Seat, and Timetable allocation done in Exams Assist**.
- Select the correct **Season Type - Mock / In-House Season (don't track clashes)**

Invigilator Tab:

- Enter **Invigilator PIN Code** (if applicable).
- Set **Invigilator Availability Dates** (if applicable).
- Select the appropriate **Options** for invigilators.
- Add an **Invigilator Note** to display at the top of their portal.
- Select the **Invigilator Speech** so that this is added to the season (if applicable).

Portal Tab:

- Once the timetable has been built, enable **Published to the Parental & Student Portal**.

Results Tab – Not Applicable.

Step 3 – Adding Candidates to a Season

Once a season has been created, navigate to the **Candidates** tab.

1. Click **Actions** and select one of the following options:
 - **Add a Group of Candidates** – to add a specific Group of candidates i.e. based on a Group within the Centre’s MIS system.
 - **Add Candidates** – to add multiple individual candidates at once - Use **multi-select** to choose all required candidates.
2. Click **Submit** to add them to the season.

Note – If a candidate doesn’t have a candidate number, then a temporary number will be created starting with a **T**, this is just for EA purposes.

Note - Any information previously stored against a candidate from other seasons will remain, as this data is linked to the candidate rather than to a specific season. The details retained include the **Exam name, Room and seat allocation**, and any **Access arrangements**. When the candidate is assigned to an exam, they will automatically be placed in their designated room, and their access arrangements will be applied.

Step 4 – Creating a Timetabled Exam

Once a New Season has been created there are different types of Exams that can be created. The types that can be created are **Exams, Practical’s, Orals, Coursework** and **Moderation**.

When creating a timetabled Exam, there are two ways of creating these:

1. **Individually per Subject.**
2. **Group of Subjects.**

Creating a Single Exam

1. Navigate to the **Timetable/Seating** tab and Select **Add Exam / Oral / Practical**.
2. Complete the required details in the dialog box.

Note - If creating an **internal exam**, you do **not** need to enter the **Exam Board** or **Exam Level** — these fields are **optional**.

3. Select **Add Candidates to this Exam**.

Centres can: Add **individual candidates (or multi-select)** already added to the season, or add a **group** (e.g., an Academic Class) or a combination of both.

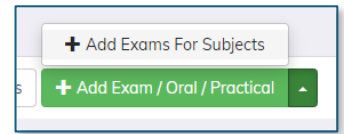
Note - Only groups containing **candidates already in the season** will appear as options.

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/seating tab. The remaining candidates will need to be assigned to an exam room, once assigned to a room they will be ready for seating.

Creating an Exams for a Group of Subjects (Recommended)

It's possible to create several exams in one action based on academic groups, this wizard is very quick for creating multiple exams, assigning candidates and finally allocating them to a room.

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



Note - When creating exams by subject, only the **classes associated with that subject** can be added.

The form shows 'Add Exams For Subjects' with 'Exam Type' set to 'Exam' and 'Duration' set to '1h 0m'. A checkbox 'Add Extra Time if candidate has Access Arrangement' is checked. Below, a table lists subjects with drop-down menus for the number of exams to create:

Agriculture	0	Art	2
Astronomy	0	Biology	1
Business Studies	0	Chemistry	1
Citizenship	0	Computer Science	2

2. Select the **number of exams** required per subject from the appropriate drop-down menu.

Use Lesson Times

Use Lesson Times - If the Centre schedules mock exams according to the lesson timetable, ensure the Use Lesson Times option is selected. When this option is enabled, each lesson start time will appear when creating individual exams, allowing the Centre to choose from these lesson-based times instead of the predefined start times set in the Edit Season settings.



After selecting the number of exams:

The form shows 'Add Exams For Subjects' with 'Select the time and groups for each Exam'. It details two exams for 'Art':

- Exam 1:** Element Code: ART, Element Name: Art, Component Code: ART1, Component Name: Art 1. Date: Thu 08/06/2023 09:00, Duration: 1h 0m, Room: Boardroom. Selected options: 10B/Ar1a, 10B/Ar1b.
- Exam 2:** Element Code: ART2, Component Name: Art 2. Date: Fri 09/06/2023 09:00, Duration: 1h 0m, Room: New Gymnasium [The Gym]. Selected options: 10B/Ar1a, 10B/Ar1b.

- Edit the **Component Code** and **Name** (if required).
- Set the **Date** and **Time** (this is based on the times allocated in Edit Season).
- Specify the **Duration**.
- Select a **Room (Optional)**, if the room becomes full, any additional candidates will show as un-roomed. Any candidates assigned to a room from the Candidates Tab will be automatically assigned to those rooms.
- Assign the appropriate **Class** to the exam.

3. Select **Submit**, the exams will all be created and the candidates will be allocated to them.

Note - If the Centre do not select any candidates (groups), the exam will still be created, but the candidates will need to manually added later.

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%

Here is an Example:

English Language – Unit 1 and Unit 2; Engineering – Unit 1; Drama – Unit 1 and 2; Business Studies – Unit 1 and 2; Computing – Unit 1.

Tip – Select a time that most of the exam’s length will be, the others can be quickly amended.

Add Exams For Subjects

Exam Type: Exam | Duration: 1h 0m | Add Extra Time if candidate has Access Arrangement

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

Agriculture	0	Art	0
Biology	0	Business Studies	1
Chemistry	0	Citizenship	0
Computer Science	1	Design & Technology	0
Drama	1	Engineering	1
English	2	Food & Nutrition	0

1. Select the required number of exams per subject:

Computer Science - 1

Drama - 1

English – 2

Business Studies – 1

Engineering - 1

2. Select **Submit**.

3. Edit the **Component Code** and **Name** for each listed exam i.e. **Business Studies Paper 1; Computer Science Unit 1; Drama Unit 1** etc.
4. Select the appropriate **Date** and **Time** for each listed exam.
5. Specify the **Duration** for each listed exam.
6. Select a **Room** for each listed exam.
7. Select the appropriate **Class(es)** for each exam.

Add Exams For Subjects

Business Studies

Element Code: BUS | Element Name: Business Studies

Component Code: BUS1 | Component Name: Business Studies Paper 1

Date: Mon 01/12/2025 09:00 | Duration: 1h 30m | Room: Sports Hall 1

11C/Bs1

Computer Science

Element Code: COM | Element Name: Computer Science

Component Code: COM1 | Component Name: Computer Science Unit 1

Date: Mon 01/12/2025 13:30 | Duration: 1h 0m | Room: Sports Hall 1

11B/Co1

Drama

Element Code: DRA | Element Name: Drama

Component Code: DRA1 | Component Name: Drama Unit 1

Date: Tue 02/12/2025 09:00 | Duration: 1h 0m | Room: Sports Hall 1

11A/Dr1

Note – If candidates have been assigned to a room from the Candidate Tab, they will be seated in that room.

#	Date	Time	Duration	Class	Subject	Room	Level	Board	Element	Component	Candidates	Seated	
□	Mon 01/12/2025	09:00	1h 30m - 1h 53m		Business Studies [Exam]	Main Hall ⊕			BUS	BUS1	4	100 %	🗑
□	Mon 01/12/2025	09:00	1h 30m		Business Studies [Exam]	Sports Hall 1			BUS	BUS1	14	0 %	🗑
□	Mon 01/12/2025	13:30	1h 0m		Computer Science [Exam]	Main Hall			COM	COM1	5	40 %	🗑
□	Mon 01/12/2025	13:30	1h 0m		Computer Science [Exam]	Sports Hall 1			COM	COM1	19	0 %	🗑
□	Tue 02/12/2025	09:00	1h 0m		Drama [Exam]	Library (Reading Room)			DRA	DRA1	1	0 %	🗑
□	Tue 02/12/2025	09:00	1h 0m - 1h 15m		Drama [Exam]	Main Hall ⊕			DRA	DRA1	4	50 %	🗑
□	Tue 02/12/2025	09:00	1h 0m		Drama [Exam]	Sports Hall 1			DRA	DRA1	18	0 %	🗑
□	Tue 02/12/2025	13:30	1h 0m		Engineering [Exam]	Main Hall			ENGI	ENGI1	1	0 %	🗑
□	Tue 02/12/2025	13:30	1h 0m		Engineering [Exam]	Sports Hall 1			ENGI	ENGI1	14	0 %	🗑

Explanation - Once created, the **timetable and seating tab** will be populated. Any candidates that have a room identified in the candidate's tab will allocate to the specific room and seat. From the above, there are 18 candidates doing Business Studies, 4 candidates have automatically been roomed and seated in the Main Hall. All other candidates are assigned to the Sports Hall 1 as indicated when creating the exams.

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

Creating a Tiered Exams

If there is the need to assign candidates to exams based on a tier. Follow the steps below to achieve this.



1. **Subject teachers** must assign a **level** to each candidate from their portal.

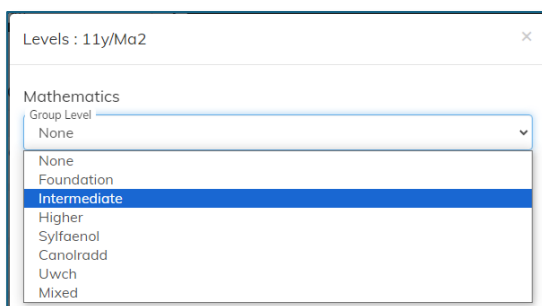
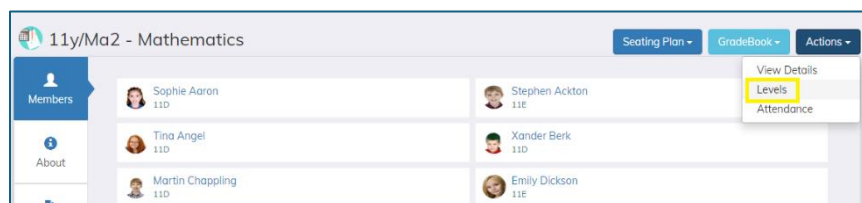
Each teacher should:

- Log in to **Exams Assist**.
- From their homepage, select the **Group Tab**, then the **Class** (e.g. *11y/Ma2*).

Assigning Levels to Candidates

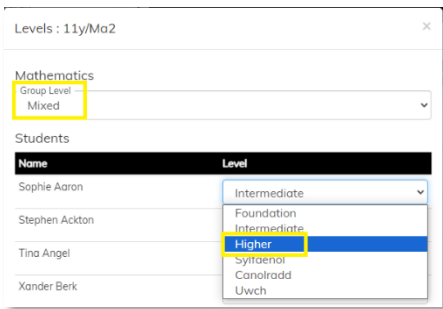
Once the class is selected:

1. Go to the **Actions** dropdown.
2. Select **Levels**.

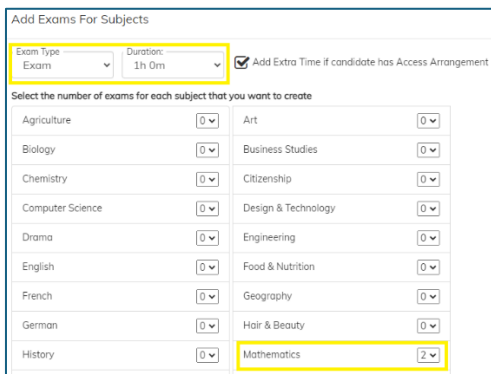
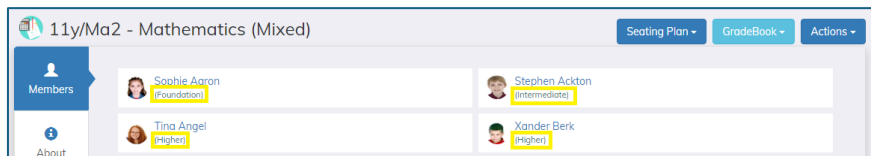


To assign levels:

1. Choose a **global level** (e.g. *Intermediate*) and select **Submit** to apply it to the entire class. Or, if the class has **mixed ability levels**, select **Mixed**. This allows teachers to assign a level to each candidate individually.
2. After all levels are assigned, select **Submit**.

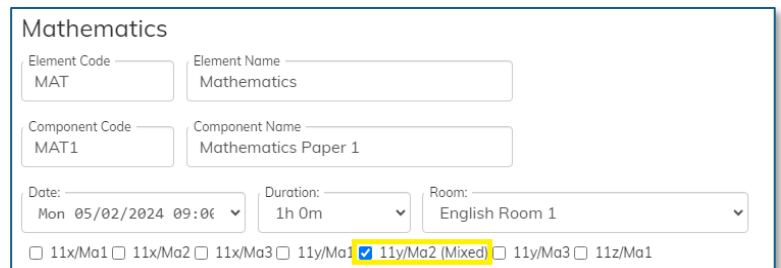


Once all teachers have assigned levels to their candidates, **Exams Officers** can create exams based on tiers.



1. Navigate to the **Timetable & Seating** tab.
2. Select **Add Exam by Subject**.
3. Choose the **number of exams** required for the subject (e.g. *2 exams for Maths – Paper 1 and Paper 2*) and click **Submit**.

4. Complete all exam details: **Component Name, Date, Time** and **Location**.
5. Select the **groups** to attach to the exam. The **level** of each class will appear next to the class identifier.

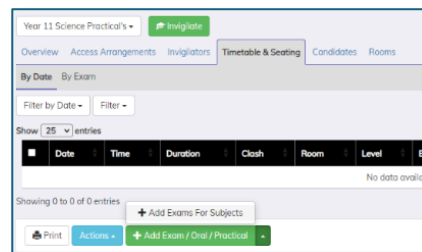


Once the exam has been created, you will see that a different exam will have been created for each of the different levels. Each level will contain the candidates that were assigned by the classroom teacher. This process is the same for any tiered exam such as French, Spanish etc.

Show 25 entries													Search:	
	Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component	Candidates	Seated		
<input type="checkbox"/>	05/02/2024	09:00	1h 0m		Mathematics [Exam]	English Room 1	Foundation		MAT	MAT1-F	1	0%		
<input type="checkbox"/>	05/02/2024	09:00	1h 0m		Mathematics [Exam]	English Room 1	Higher		MAT	MAT1-H	2	0%		
<input type="checkbox"/>	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 from standard exam creation. These exams are generated **specifically for each class** and take place **in the same room**. If a candidate is assigned to a room in the Candidates Tab, when creating Practical Exams, this room allocation will be ignored.



Steps to Create Science Practical Exams

1. Navigate to the **Timetable & Seating** tab and select **Add Exams for Subject**.
2. Under **Exam Type**, select **Practical**.
3. Choose the **number of exams** required for the practical.

Example:

- For a **Triple Biology Exam**, if the practical is completed in one continuous session (e.g. *Part A – The Practical* and *Part B – The Write-Up*), select **1**.
- If **Part A** and **Part B** occur in separate sessions, select **2**.

Entering Exam Details

- Enter the **details** for the practical exam:
 - **Exam name** (e.g. *Biology Practical Part A&B*)
 - **Class** undertaking the practical
 - **Date and time** of the session
 - **Duration** (e.g. 2 hours instead of 1 hour for combined parts)
 - **Room** where the practical will take place
- If **Parts A and B** occur at different times:

1. Enter the class, date, time, duration, and room for **Part A**.
2. Scroll to the **Second Component**, enter the details for **Part B**, and select **Submit**.

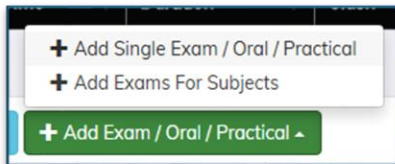
Note – If any candidates have **not been allocated a room** (e.g. if the room is full), they will need to be **manually assigned** to another room.

Creating Oral Exams

Oral exams are managed slightly differently from written or practical exams. You can create one or more **Oral Sessions**, i.e. an **AM** and a **PM Session**, enrol candidates to each session, then assign **individual start times** for each candidate, for when their planned oral will be taking place.

When assigning an oral exam to a room, the normal room capacity can be **exceeded**, as the room may be used only as a **Holding Room**.

Creating Single Oral Session



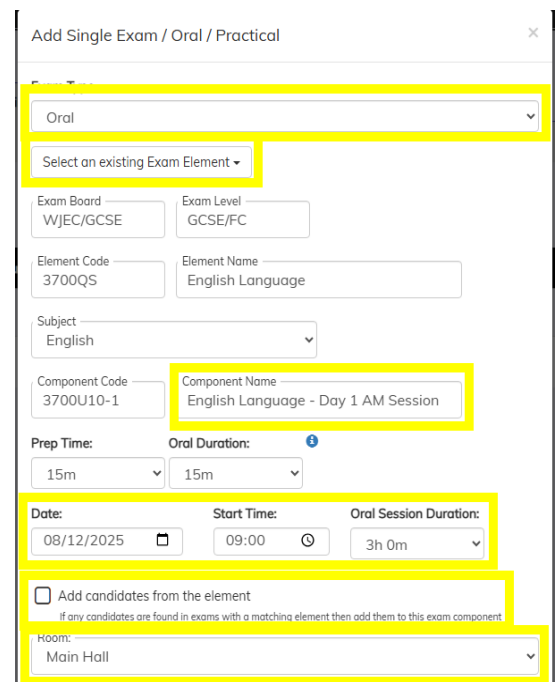
Steps to Create an Oral Exam

1. Navigate to the **Timetable & Seating** tab.
2. Select **Add Single Exam / Oral / Practical**.

3. Change the **Exam Type** to **Oral**.
4. New options will appear for:
 - **Preparation Time**
 - **Oral Duration**
 - **Oral Session Duration** (used for scheduling invigilators and room usage).
5. If needed, select an **existing element** or manually enter a **matching element name**. *Example:* For **English Language**, select the component code for the English Language Oral.

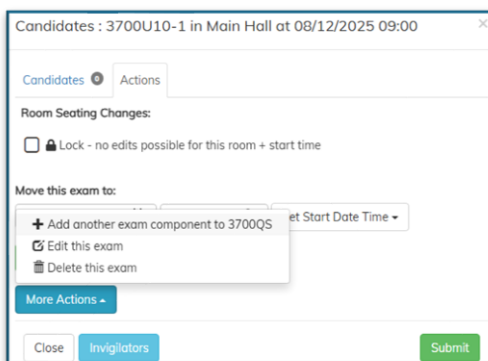
Note: If there are multiple sessions, update the component name to reflect this — e.g. *English Language Oral – Day 1 AM Session*.

6. Optionally **de-select Add Candidates from Elements**. If the Centre is conducting orals over several sessions, it's best to deselect this option and **manually add candidates** to each session.
7. Optionally select a **Room** to assign the Oral session to (e.g. the holding room).
8. Click **Save** to create the session.

A screenshot of the 'Add Single Exam / Oral / Practical' form. The form is titled 'Add Single Exam / Oral / Practical' and has a close button (X) in the top right. It contains several fields: 'Exam Type' (set to 'Oral'), 'Select an existing Exam Element' (dropdown), 'Exam Board' (WJEC/GCSE), 'Exam Level' (GCSE/FC), 'Element Code' (3700QS), 'Element Name' (English Language), 'Subject' (English), 'Component Code' (3700U10-1), and 'Component Name' (English Language - Day 1 AM Session). There are also fields for 'Prep Time' (15m) and 'Oral Duration' (15m). At the bottom, there are fields for 'Date' (08/12/2025), 'Start Time' (09:00), and 'Oral Session Duration' (3h 0m). A checkbox 'Add candidates from the element' is present, along with a note: 'If any candidates are found in exams with a matching element then add them to this exam component'. A 'Room' dropdown is set to 'Main Hall'.

Creating Multiple Sessions

If multiple sessions are required, create all sessions before adding candidates to each one.



To create additional sessions:

1. Navigate to the **Timetable & Seating** tab and **edit** the first Oral Session.
2. Select **Actions | More Actions | Add Another Exam Component**.

3. Change the **Exam Type** to **Oral**.
4. Enter the **Component Code** (Ensure this is the same as the previous session) and **Component Name** (e.g. *English Language – Day 1 PM Session*).
5. Add the **Date** and **Time** for the new session.
6. **De-select Add Candidates from Element**.
7. If required, select a **Room** for the session.
8. Click **Submit** to save the new session.

Tip - If the Centre is unsure of the **previous component code or name**, open **Exams Assist** in a new browser tab.

- Navigate to the **Timetable & Seating** tab.
- Edit the exam by selecting **Actions | More Actions | Edit This Exam**.
- Copy and paste the existing **Component Code** and **Component Name**.
- Keep the **Component Code** the same and update the **Component Name** accordingly.

Assigning Candidates

	Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component	Candidates	Seated
<input type="checkbox"/>	Mon 08/12/2025	09:00	3h 0m		English (Oral)	Main Hall	GCSE/FC	WJEC/GCSE	3700QS	3700U10-1	0	
<input type="checkbox"/>	Mon 08/12/2025	13:00	2h 0m		English (Oral)	Main Hall	GCSE/FC	WJEC/GCSE	3700QS	3700U10-2	0	

Once the required number of sessions have been created, the Centre can begin assigning candidates to each session.

To assign candidates:

1. Navigate to the **Timetable & Seating** tab and **edit** the desired exam session.
2. Select **Add Candidates to this Exam**.
3. Use the **multi-select** option to choose individual candidates, or add candidates based on a **group**.
4. Use the **search facility** to quickly locate specific candidates.
5. Once all required candidates have been selected, click **Submit** to confirm.

6. Repeat the above process until each session have the required candidates assigned to them.

Allocating Oral Time

Once candidates have been assigned to each session, the Centre can allocate **individual start times** for each candidate.

The **start time field** is a free-text box, allowing flexibility to include additional information such as **Group Number** or **Teacher Name**. *Example:* Group 1 – Mrs A Abel Office – 09:30.

To allocate start times:

Cand	Name	Year	Exam	Oral
1000	Abhra, Abjit		3700U10-1	
1001	Abhra, Alisha		3700U10-1	

1. Navigate to the **Timetable & Seating** tab.
2. Select the **room name** for the relevant oral session.
Note - Instead of a seating plan, a list of **candidates assigned to the session** will appear, with an **Edit** button in the **Oral** column.

3. Select **Edit** for each candidate and enter the appropriate start time and any additional details. The entered information will automatically appear on each candidate's **timetable**.

Cand	Name	Year	Exam	Oral
1000	Abhra, Abjit	Year 11	3700U10-1	Group 1 - Mrs Abel Officer-09:30

June (Summer) Exams 2026

Monday 08/12/2025 Start Time: **Group 1-Mrs Abel Officer-09:30**
 Duration: 30m
English
 3700QS English Language
 3700U10-1 English Language - Day 1 AM Session
Main Hall
 Oral Start Time Group 1-Mrs Abel Officer-09:30
 Oral Prep Time 15m
 Oral Duration 15m

Creating a Coursework Session

To create a coursework session within Exams Assist, centres can timetable any Non-Examined Assessment (NEA) that candidates must complete as part of their qualification. Recording these sessions in Exams Assist provides several benefits: once created, teaching staff can immediately view any Access Arrangements that need to be provided during the assessment, and the IT department is alerted that the sessions are taking place. Teaching staff can also record candidate attendance directly within the system. After the sessions have been set up, the centre can quickly generate an NEA gradebook to record marks and share them with candidates, allowing students the opportunity to review and query their results if needed.

To create a coursework session:

1. Go to the **Timetable and Seating** tab.
2. Select **Add Single Exams / Orals / Practical**.
3. Change the **Exam Type** to **Coursework**.
4. If the moderated unit exists in the **Basedata**, select it from the **Existing Exam Element** list.
5. For an English Literature (NEA) Component Code **3720U40-1**.
6. Enter the **date and time** of the NEA.
7. Select **Add candidates from element**.
8. If required, allocate a **room**.

Add Single Exam / Oral / Practical

Exam Type
Coursework

Select an existing Exam Element

Exam Board: WJEC/GCSE Exam Level: GCSE/B

Element Code: 3720U4 Element Name: English Lit Shakespeare

Subject: English Literature

Component Code: 3720U40-1 Component Name: Eng Lit Unit 3: NEA

Date: 14/04/2026 Start Time: 09:00 Duration: 2h 0m

Add candidates from the element
If any candidates are found in exams with a matching element then add them to this exam component

Add Extra Time if candidate has Access Arrangement

Room: Main Hall

Note: If the assessment takes place over several days or lessons, you can manage this by editing the exam from the Timetable and Seating tab. Select Actions | More Actions, then choose Add Another Exam Component. When adding the additional component, enter the relevant details and ensure the Exam Type is set to Coursework, but keep the Component Code the same as the original entry, as all components form part of the same assessment.

Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component	Candidates
Tue 14/04/2026	09:00	2h 0m - 2h 30m		English Literature [Coursework]	Wyvern : Drama Studio	GCSE/B	WJEC/GCSE	3720U4	3720U40-1	2
Tue 14/04/2026	09:00	2h 0m		English Literature [Coursework]	Main Hall	GCSE/B	WJEC/GCSE	3720U4	3720U40-1	23

Creating a Moderation Session

To create a moderation session within Exams Assist—whether for recording external visits or internal processes—this feature allows the Exams Team to keep track of everything happening during a busy summer season. Once created, the moderation session will appear in both the **Timetable and Seating** tab and the **Daily Planner**. These sessions can be created for subjects such as PE, Art, Music or D&T. If the session is created purely for reference and no candidates are assigned, it will still appear across the relevant tabs, but candidates will not see it on their portal.

1. Go to the **Timetable and Seating** tab.
2. Select **Add Single Exams / Orals / Practical**.
3. Change the **Exam Type** to **Moderation**.
4. If the moderated unit exists in the **Basedata**, select it from the **Existing Exam Element** list.
5. For a Physical Education moderation, select the component code **3550U20-1**.
6. Enter the **date and time** of the moderator's visit.
7. If required, select **Add candidates from element**.
8. If required, allocate a **room** (e.g., the PE Department).
9. If candidates are assigned, the session will also appear on their **timetables**.

Add Single Exam / Oral / Practical

Exam Type: Moderation

Select an existing Exam Element

Exam Board: WJEC/GCSE | Exam Level: GCSE/FC

Element Code: 3550QS | Element Name: Physical Education

Subject: Physical Ed

Component Code: 3550U20-1 | Component Name: PE Unit 2 The Active Participant

Date: 21/04/2026 | Start Time: 09:00 | Duration: 3h 0m

Add candidates from the element
If any candidates are found in exams with a matching element then add them to this exam component

Add Extra Time if candidate has Access Arrangement

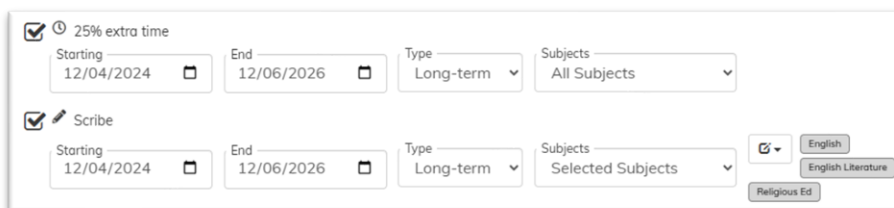
Room:

Once the date has been confirmed, the Exam Team may not need to take any further action; however, by entering the details into Exams Assist, the centre will still be able to view the session in the **Timetable and Seating** tab or the **Daily Planner**.

Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component
Tue 21/04/2026	09:00	3h 0m		Physical Ed [Moderation]		GCSE/FC	WJEC/GCSE	3550QS	3550U20-1



Step 5 – Confirming Access Arrangements

Before seating candidates, Centres should confirm that all **allocated Access Arrangements** for each candidate are correct. If the Centre manages Access Arrangements in **Exams Assist**, ensure that the **SEN Team** has allowed or disallowed specific arrangements for each subject. This helps to streamline the process of confirming which Access Arrangements each candidate should have for each exam.



The **Exams Team** and **SENCO** should also review the **Access Arrangements Settings** to ensure that every arrangement has been assigned an **icon**, and that all required arrangements have been **mapped correctly**.

Note – New icons are added periodically, so reviewing these often is recommended.

Icon	Arrangement	Count	Staff Required	Modified Paper	Laptop	Computer Reader	ARA	Dictionary	Extra Time	Track Used	Highlight	Name Highlight
	Access to Laptop	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Coloured Glasses	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once the timetable has been created and candidates have been assigned, any candidate with Access Arrangements will appear under the **Access Arrangements** tab. The Exams Team should review each **sub-tab** and specify whether the candidate requires a **Modified Paper**, **Laptop**, **Computer Reader**, or **Bilingual Dictionary** for each exam.

This process is identical to that used for **external exams**. When a candidate is assigned one of these arrangements, the relevant **icon** will appear on both the **Candidate Cards**, **Attendance Registers** and the **Seating Plans**.

Depending on the Centre's settings, **Invigilators** may be able to record whether each candidate **used** their Access Arrangement during the exam. To enable this feature, navigate to **Overview Tab | Edit Season | Invigilators | Log AA Used**. If the Centre does not use this functionality, printable **reports** are available in Exams Assist for invigilators to complete manually. The Exams Team can then update the system at a convenient time.

Note – Centres can choose which Access Arrangements Invigilators are allowed to be confirmed. Some arrangements, such as **Sits at the back of the hall**, may not be applicable for tracking. To select the arrangements that should be confirmed, navigate to **Overview Tab → Actions → Access Arrangements Settings**, then mark **Track Used** for each arrangement that needs to be tracked.

For any arrangements identified as **Extra Time**, and if the Centre is tracking Access Arrangements used, Invigilators can enter the **number of additional minutes** used by each candidate.

Step 6 – Allocate Rooms and Seating

Any rooms that have been created or used within **Exams Assist** will automatically appear in the **Rooms** tab. Any setups added in previous seasons will also remain for each room. If new rooms are needed, select **Add Room**, then complete all the relevant information. For more detailed instructions, refer to the **User Guide**.

Assigning Rooms

Once the timetable has been built, the Centre can assign rooms to each exam. Rooms can be assigned either during timetable creation or afterwards.

To assign rooms after exams have been created:

1. Navigate to the **Timetable & Seating** tab and **edit** the desired exam.
2. Select **Actions | Select Room** to assign a room to that exam.

To assign a room to multiple exams at once:

1. Select each relevant exam from the list.
2. Choose **Selected | Assign Rooms to Selected Exams**.

Assigning Seats

There are several ways to seat candidates — either **manually** or **automatically**.

To seat candidates manually, select a **room name** from the **Timetable & Seating** tab. Candidates can be seated in several different ways, for example by:

- **Candidate order**
- **Registration Group order**, or
- **Teaching Group order**.

To assist with this process, the **number of candidates per group** is displayed in brackets next to the group name, making it easier to assign seats.

To **multi-select seats**, click the **first seat**, then **double-click** the **opposite seat** — this will highlight all seats in between. If need this process can be repeated until the number of required seats have been selected. Once seats are selected, choose **Assign Seats**, then select the appropriate **group**. If you need to amend the **snaking order**, select the required seats, then go to **Selected | Set Snake Order** and choose the desired pattern.

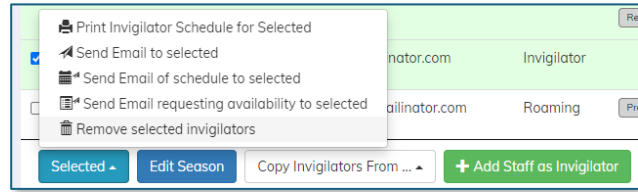
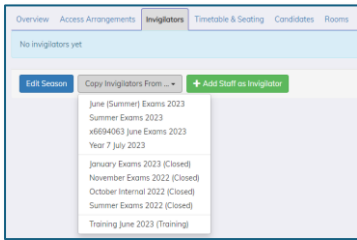
To seat candidates automatically, go to the **Overview tab** and select **Exam Assign Seats**. A dialog box will appear showing a **variety of seating options** — select the most suitable one for your Centre.

To automatically seat multiple exams at once, from the **Timetable & Seating tab**, select the exams that require seating. Choose **Selected | Assign Seats to Selected**. The same dialog box will appear, allowing the Centre to apply seating automatically. Once seats have been automatically assigned, the Exams Team can review each room and make any adjustments as necessary.

Step 7 – Invigilators and Scheduling

When a new season is created, the **Invigilators Tab** will initially be empty. Staff can be manually added one at a time; however, any **previously assigned settings**, including **training dates**, will remain.

Tip - To save time, copy invigilators from a previous season, then remove anyone who is no longer required by selecting: **Invigilators | Selected | Remove Selected Invigilators**. Note: Invigilators already allocated to a room cannot be removed. To remove multiple invigilators: Select the invigilators not required, then go to **Selected | Remove Selected Invigilators**.



Gathering Availability

Once the invigilators have been added to the season, the Centre can request that they provide their **availability** for the upcoming exams. If invigilators have previously been sent a **Magic Link**, this same link will remain valid for all seasons. Alternatively, the invigilators can log onto their portal to view their schedule.

Centres can define the period during which availability can be submitted:

1. Navigate to the **Invigilators** tab.
2. Select **Edit Season**.
3. Enter the **From** and **To** dates for when availability can be collected. These fields can be left blank if no restriction is needed.

Once invigilators have entered their availability, this will be displayed in the **Invigilators Tab**.

Emailing Invigilators

To contact invigilators — for example, to request their availability or send a general update—follow these steps:

1. Navigate to the **Invigilators** tab.
2. Select the invigilators you wish to email.
3. Click **Selected**, then choose the appropriate **email type** from the menu.

Assigning Invigilators

Once exams have been assigned to rooms in the **Timetable & Seating tab**, invigilators can be assigned to those rooms.

1. Navigate to the **Schedule** tab.
2. Edit each exam room as needed.
3. Assign the appropriate invigilators.

Confirming Allocations

To assist Centres, invigilators can be given the ability to **accept or decline shift allocations** assigned by the Exams Team.

To enable this feature:

1. Navigate to the **Invigilators tab** and select **Edit Season**.
2. Specify the **number of days before the exam date** that invigilators are permitted to **Accept** or **Decline** their allocated shifts.

The Centre can also choose whether to **allow or prevent invigilators from changing their response** after it has been submitted.

Step 8 – Pre-Print Checks

Before printing examination documents — such as **component cards**, **attendance registers**, or **seating plans**—the Exams Team should complete several checks to ensure that all information is accurate and up to date.

1. **Check Group Membership and Levels** - As the timetables and allocations are based on group membership, it's important to confirm that no group changes have occurred since the exams were first created. To check for updates, navigate to **Timetable & Seating Tab | Actions | Scan for Group and Level Changes**.
2. **Check All Candidates Are Roomed/Seated** - After scanning for changes, ensure that all candidates have been correctly assigned to a room and seat. This can be verified by selecting the **Incomplete** filter in the **Timetable & Seating** tab.
3. **Check for Seating Errors** - If a candidate has been identified as requiring a **laptop** after seating allocations were made, an error will appear in the **Timetable & Seating** tab. This indicates that a candidate who requires a laptop is not currently seated in a designated laptop seat. To identify these cases, use the filter - **Laptop Seats Not Allocated Only** in the **Timetable & Seating** tab.

Step 9 – Communicating to Parents and Candidates

To inform parents and candidates about forthcoming exams, the exam information must first be **published**.

1. **Publish to the Portal:**
 - Navigate to **Overview Tab | Edit Season | Portal**.
 - Select **Published to the Parental & Students Portal**.
 - Once enabled, the **entries** and **timetable** will become visible on both the **Candidate** and **Parental Portals**, as well as via the **Magic Link** that can be sent by the Exams Team.
2. **Emailing Candidates or Parents:**
 - Navigate to **Candidates Tab | Actions | Send Email to All**.
 - A list of available email templates will appear.
 - Select the appropriate **email type** and click **Send** to distribute it to all candidates or parents.
3. **Display Timetable on the School Website:**
 - Navigate to **Overview Tab | Configure Exams Assist**.
 - Select **Published Exam Timetables Visible on Public Site**.
 - The Centre's designated **website administrator** will need to embed the provided **URL** into a webpage using an **iframe**, ensuring that the exam timetable is publicly viewable on the school's website.

Hints and Tips

Candidate Identification and Attendance

To assist invigilators with the **identification of candidates** during exams, ensure that photos are visible on their candidate lists.

- Navigate to **Configure Exams Assist | Settings | Show Photos on Invigilators Candidate List** and enable this option.

Managing Attendance

During a mock exam session, if candidates attend **AM or PM registration** before sitting their exam, it's important to keep attendance data up to date in Exams Assist.

- After registration has been taken, **sync the latest attendance information** into **Exams Assist**.
- When the **Exam Room Attendance Registers** are marked and a candidate is recorded as **Absent**, the Exams Team can cross-check this against registration data.
 - Navigate to **Daily Planner | Attendance Tab**.
 - Compare **AM/PM registration** with **Exam Room attendance**.
 - If a candidate is marked **present** for registration but **absent** from the exam, they need to be located and collected promptly so they can sit the exam.
- To quickly identify the candidate's scheduled lesson, click on their **name** in the Attendance Tab, then select **Student Portal**.
 - This will display the candidate's **daily lesson structure** and **attendance details** on their dashboard.

Roaming Invigilators

If members of the invigilation team are responsible for **preparing multiple exam rooms** for forthcoming exams (e.g., laying out candidate or component cards), the Centre may wish to assign them the **Roaming Invigilator** type.

Assigning this role allows invigilators to **access all rooms** within the system for preparation purposes. This enables them to ensure that the **electronic seating plan** matches the **printed (paper) version**, and that each room is laid out accurately according to the approved seating plan.

Printing Reports

Perforated Card - When printing certain reports, such as **Component Cards**, Centres can use **perforated card** designed specifically for this purpose. Printing Component Cards on perforated paper speeds up the process of sorting them.

The layout of the report is **4 by 2**, producing a total of **8 cards per sheet**.

Sticky Labels – There are several reports that are created for the purpose of printing on sticky labels. There are two different types – 8 by 3

Useful Reports

Exam Room Schedule & Layout

Main Hall				
Date	Time	Layout	Seated	Total
16/09/2025	09:00 - 11:12		34	34
16/09/2025	13:30 - 14:15		7	7
16/09/2025	15:00 - 16:15		8	8

To assist the **Premises Team** in preparing the required layout for forthcoming exams, Centres can print the **Exam Room Schedule and Layout** report. This provides the Premises Team with a clear visual reference of how each exam room should be arranged.

To access and print the report:

1. Navigate to the **Room tab**.
2. Select the required **Room(s)**.
3. Click **Selected | Print Selected**.
4. Under **Room Report**, choose **Exam Room Schedule & Layout**.

Laptop and Computer Reader Required Data Collection Form

T0298 Ceridwen Powell			
Exam Centre: 68000 Groupcall SIMS Secondary School			
Candidate Number: T0298			
Name : Ceridwen Powell			
Reg: 10B			
Year: Year 10			
Laptop			
Date Time	Exam	Laptop Y/N	
Tuesday May 27 13:00	CHE Chemistry CHE1 Chemistry 1		
Thursday May 29 09:30	GEO Geography GEO1 Geography 1		

To assist the Exams Team in identifying which candidates require the use of a **Laptop** or **Computer Reader** during each exam, a dedicated report can be generated and printed. This report can then be distributed to each candidate with these arrangements for confirmation. Once completed, the Exams Team can update the information directly in **Exams Assist**.

To access and print the report:

5. Navigate to the **Candidates tab**.
6. Select **all relevant candidates**.
7. Click **Selected | Print Selected**.
8. Under **Candidate Report**, choose **Laptop and Computer Reader Required Data Collection Form**.

Photo Book

Main Hall 2025-09-16 09:00					
9002 Maryam Ahmed	B2 9001 Ethan Adams	B3 9004 Eva Allen	B4 9021 Alfie Booth	B5 9022 Adrijana Brankovic	B6

Print the photo book per component, this report will help with identification of the candidates within the Exam Room.

To access and print the report:

1. Navigate to the **Room tab**.
2. Select the required Room that needs the Photo Book printed for.
3. Select **Selected | Print Selected**.
4. Under **Component Report**, choose **Photo Book**.

Candidate and Component Card with Seat AA + Photo - 8 per page

Name: **Tilly Candy**
 Year: **Year 13** Reg: **M**
 Cand No: **9026** **3430U40-1**
 Science Double Unit 4 Foundation
 Separate Room **01/09/2025 09:00**
 Reader **1h 15m**
 Main Hall
G5
 Centre Number: 95137

Exams Assist provides a range of **Candidate** and **Component Cards** (refer to the **User Guide** for examples of each). Printing **Component Cards per exam** is recommended as a final paper check to ensure that every candidate is sitting the correct paper.

This version of the card includes all **exam details** as well as the **Access Arrangement icons and descriptions**, helping candidates become familiar with what each icon represents. These cards can also be printed on **perforated card**.

To access and print the report:

1. Navigate to the **Room tab**.
2. Select the required Room that needs the Photo Book printed for.
3. Select **Selected | Print Selected**.
4. Under **Component Report**, choose **Candidate and Component Card with Seat AA + Photo - 8 per page**.

Word Processor Cover Sheet

CENTRE NUMBER **95137**
 Name **Ben Davies**
 Cand No **9036**
 Date **12/09/2025**
 Exam **3430UC0-1 : Science Double Unit 3 Higher**

I verify the script printed is my own and confirm that the required information that must be provided in the header or footer has been inserted.

Some questions were answered in the answer booklet Yes / No

I also confirm my printed script consists of ____ pages

Candidate Signature

After signing please hand to the invigilator or exams officer

Print the **Word Processing Cover Sheets** for each component exam. This will save time for the Exams Team, as all the information on the cover sheet is automatically populated from the data stored in the **Timetable & Seating** tab.

To access and print the report:

1. Navigate to the **Candidate tab**.
2. Select **All Candidates** (only candidates with Access to Laptop will be printed).
3. Select **Selected | Print Selected**.
4. Under **Component Report**, choose **Word Processor Cover Sheet**.

Examination Register by Component with Access Arrangements

Exam Register					
				Martin's Green Abbey	
Date:	03/11/2025	Start Time:	13:00	Duration:	1h 15m
Season:	Year 11 Mocks November 2025	Room:	22 by 11		
MAT1-H : Maths Paper 1 Higher					
Seat	Cand No	Name	Present	Access Arrangements	
C11	7010	Annie Ansell		<input type="checkbox"/> Laptop users <input checked="" type="checkbox"/> 25% Extra time <input checked="" type="checkbox"/> Reader Pen <input checked="" type="checkbox"/> WPsc <input checked="" type="checkbox"/> Coloured Overlay Note: Yellow overlay	
T1	7020	Xander Berk		<input checked="" type="checkbox"/> Back of the Hall / Cefn Y Neuadd	
N2	7040	Emily Dickson		<input checked="" type="checkbox"/> 25% Extra time <input checked="" type="checkbox"/> Laptop	

Exams Assist provides several types of **Exam Attendance Registers** (refer to the **User Guide** for examples of each). The recommended version includes details of each candidate's **Access Arrangements**, with associated **colour coding**, and a **box for marking attendance** if required.

To access and print the report:

1. Navigate to the **Room tab**.
2. Select the appropriate **Room(s)**.
3. Select **Selected | Print Selected**.
4. Under **Registers Report**, choose **Examination Register By Component With Access Arrangements**.

Exam Candidate List - By Date + Time and Room

12/09/2025 09:00 English Room 1			
1RU0 4H Writing (H)			
3420U10-1 Physics Unit 1 Foundation: Written			
3430U30-1 Science Double Unit 3 Foundation			
3430UC0-1 Science Double Unit 3 Higher			
3420UA0-1 Physics Unit 1 Higher: Written			
Cand No	Name	Exam	Seat
9016	Alex Bell	1RU0 4H	A1
9012	Rachel Barnes	3420U10-1	A2
9087	Amber MacDonald	3420U10-1	A3
9096	Gan Miao	3420U10-1	A4
9117	Swati Ramanathan	3420U10-1	A5

Centres can use the **Exam Candidate List** to display outside each exam room, informing candidates of their assigned seat numbers. The Exams Team can also print this report in **Candidate Name Order** for easier reference for the candidates.

To access and print the report:

1. Navigate to the **Room tab**.
2. Select the appropriate **Room(s)**.
3. Select **Selected | Print Selected**.
4. Under **Component Report**, choose **Exam Candidate List – By Date + Time and Room**.

Exam Room Envelope Labels - 14 per page

Date:	15/09/2025 09:00 (1h 45m)
Room:	English Room 1
Count:	18 🖨️ 📄 🗑️ 🗑️ 🗑️ 🗑️ 🗑️ 🗑️
Exam:	WJEC/GCSE GCSE/B 3420UB0-1 Physics Unit 2 Higher: Written

Centres can use the **Exam Room Envelope Labels** report, printed on **sticky labels**, to attach to each exam packet. These labels serve as a useful cross-reference to ensure that the correct number of papers are prepared for each room and to identify any **special papers** required, such as those printed on **coloured paper** or with **modified language**.

To access and print the report:

1. Navigate to the **Room tab**.
2. Select the appropriate **Room(s)**.
3. Select **Selected | Print Selected**.
4. Under **Register Report**, choose **Exam Room Envelope Labels – 14 per page**.

Seating Plans - Medium Boxes with AA for Invigilators

Exams Assist offers a variety of **Seating Plan** formats (refer to the **User Guide** for examples of each). The example shown here includes all relevant exam information and provides space for the **Lead Invigilator** to sign the plan at the end of the session. This report also

includes a box in the bottom right corner which can be used to take the register.

To access and print the report:

1. Navigate to the **Room tab**.
2. Select the appropriate **Room(s)**.
3. Select **Selected | Print Selected**.
4. Under **Seating Plan Report**, choose **Seating Plans – Medium Boxes with AA for Invigilators**.

Invigilators Sign In Sheet

Monday 15/09/2025 - Invigilator Sign In Sheet					
Date	Name	Room	Signature	Time In	Time Out
15/09/2025	Miss A Batchley	English Room 1			

To access and print the report:

1. Navigate to the **Invigilator tab**.
2. Select the appropriate **Invigilator(s)**.
3. Select **Selected | Print Selected**.
4. Select **Invigilator Sign in Sheet**.

Extra Time Card - 8 per page

Name: Alfie Ansell	
Cand No: 7009	
Date: 12/09/2025 09:00	
History 1	
Room: Art Test	
25% ET: 1h 0m + 15m ET = 1h 15m	
Start: <input type="text"/>	You may work upto: <input type="text"/>
Extra Time Used?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Candidate Signature: <input type="text"/>	

If Centres do not use the **online functionality** available to invigilators, **Extra Time Cards** can be printed to record each candidate's **end time** based on their **start time**. These cards allow the Exams Team to record whether candidates have **used their extra time allowance** or not.

To access and print the report:

1. Navigate to the **Candidates tab**.
2. Select the appropriate **Candidates(s)**.
3. Select **Selected | Print Selected**.
4. Select **Extra Time Card – 8 per page**.

Allowances Card Alt - A5 / A4 two per page

CENTRE NUMBER	12345			
Name	Cand No	Allowances	Room	Seat
Stephen Ackton	7004		Art Test	B1
12/09/2025 GER1 German 1	Start Time :	End Time : <small>including extra time</small>		
	Exam Duration	1h 0m plus 15m (25% Extra Time)		
	Candidate Duration	1h 15m		
Please record the allowances used by ticking the relevant box	Extra Time	<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
	Laptop	<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
	Scribe	<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
Student signature :		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
Invigilator signature :		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	

If Centres do not use the **online functionality** available to invigilators, The **Allowances Card** can be printed to record if each candidates have **used their access arrangements** or not.

To access and print the report:

1. Navigate to the **Candidates tab**.
2. Select the appropriate **Candidates(s)**.
3. Select **Selected | Print Selected**.
4. Select **Allowances Card Alt – A5 / A4 two per page**.