EXAMS ASSIST USER GUIDE

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Getting Started

Thank you for choosing the Exams Assist Module. Exams Assist is part of a suite of modules offered by **SchoolWorkSpace (SWS)** for educational institutions, which also includes modules for Parents' Evening, Attendance Tracking, Messaging, Room Bookings, Gradebooks, Homework, and Seating Plans.

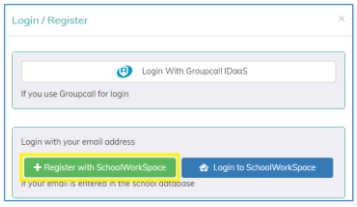
Data Sharing

SWS supports various MIS systems, including SIMS, Bromcom, Arbor, ISAMS, and Go2Schools. The available data and features may differ based on the system your Centre uses. A list of currently supported data from each MIS can be found at the following webpage: https://schoolworkspace.co.uk/help/MIS. As the data controller, the educational establishment retains control over what data can be shared with SWS. To review the data being shared or to select additional options, navigate to **School Settings | Data**.

How to Log into SchoolWorkSpace

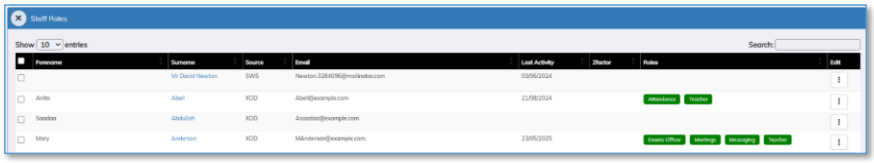
Once the data sharing has been approved, Centre Staff can login to Exams Assist.

1. Navigate to the following website: http://schoolworkspace.co.uk
2. On the homepage, click on **Login / Register**.
3. Select **Register with SchoolWorkSpace**.
4. Enter the email address recorded in your schools Management Information System (MIS). A 6-digit verification code will be emailed to you.
5. Enter the verification code on the login screen, then create and confirm a new password. After logging in, you will be directed to your homepage.



Allocating Access to Centre Staff

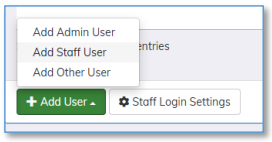
After logging in, Centre Staff will need to be assigned to a Security Group within SchoolWorkSpace (SWS) so they can access Exams Assist. Navigate to **School Settings | Staff Roles**. The staff members who have synchronised from the Centre's MIS will appear.



Note – To ensure staff emails are imported into **SWS**, they must be set as **Work** in the MIS and marked as **Primary** in SIMS. Alternatively, you can add another email address in SWS for staff to use for login.

Creating a New User

If a staff member does not appear in the list, you can create a new user in SWS by navigating to **School Settings | Staff Roles | Add User**. Once selected, fill in the required information, and the user will be added. If an email address is provided, the staff member will be able to log into the system.



Understanding the Different Available Security Groups

There are several Security Groups available in SWS, each with specific functions:

Teaching – For staff to be able to login to Exams Assist and view the candidates' entries, access arrangements and results, they will need to be assigned to the Teaching security group. 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. Additionally, they will have access to SWS, this will allow staff to view any pupil's details including parental information, curriculum timetable and school attendance.

SMT (Senior Management Team) - This group provides staff with Read-Only Access to all Seasons within Exams Assist. They can access and print any reports in Exams Assist and approve each entry by selecting SMT Approved. SMT members also have access to SWS, enabling them to view any pupil's details such as parental information, curriculum timetable, and school attendance.

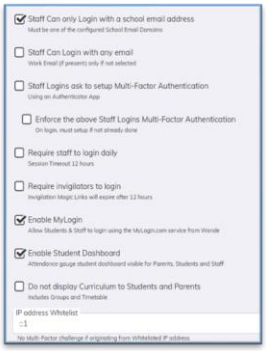
Exam Officer – Staff in this security group can manage settings for this module, upload entries, handle access arrangements, allocate and manage invigilators, and schedule invigilators/staff. They can also manage the printing of candidate cards, which allow invigilators to mark registers electronically using a QR code. They also have access to SWS for viewing pupil details, including parental information, curriculum timetable, and school attendance.

Exam Aid – Staff members assigned to this security group will have access to the Daily Planner tab. This feature allows them to view exam details, identify missing candidates, and complete attendance registers for both the AM and PM sessions. Depending on the centre's configuration, they may also have the ability to schedule invigilators. For more information, see the section on **Configure Exams Assist.**

SEN (England) / **ALN** (Wales) – Staff assigned to this security group will be able to access and manage the Access Arrangements Module within Exams Assist. They will also have the capability to import applications from the JCQ Portal.

Log-in Options

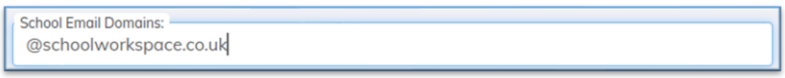
Centres have several options for how staff members can log into Exams Assist. To select the most appropriate options for your centre, navigate to **School Settings | Staff Roles | Staff Login Settings**.



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 char (!*@#$%~^&+=,.`), and not include (<>).

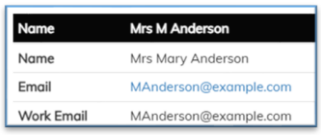
Staff Can only Login with a school email address

If selected, Centre Staff will only be able to log into Exams Assist by using the Centre's Official Domain Email Address. Once enabled, the centre will need to ensure they have entered the official domain address. If the Centre have multiple i.e. co.uk and .com then both will need to be entered, but a comma will need to be added between both addresses.



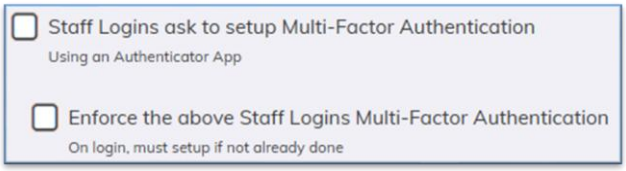
Staff Can Login with any email

If selected, Centre Staff will be able to log into Exams Assist by using any email address stored in the software. It is possible to store several email addresses in the system; each tagged to a different type. The different types are – Home, Work, Other or Alternative Login Email.



If this option is not selected, Centre Staff will only be able to log into Exams Assist using the email address tagged as Work.

Staff Logins Require Multi-Factor Authentication (MFA)



This will mean that when a Staff Member logs into Exams Assist, after entering their password, they will need to obtain the 6-digit code from the Authenticator App, then enter this into Exams Assist when prompted.

There are two options available to Centre's:

1. **Staff Logins Ask to setup Multi-Factor Authentication** – When a Staff Member logs into SchoolWorkSpace, a banner will appear at the top of the homepage asking the user to setup Multi-Factor Authentication. This is not mandatory for the user to complete this task.

Note - To view if staff have completed the multi-factor process, Navigate to **School Settings | Staff Roles**. If there is a QR Icon in the **2Factor Column**, this will indicate that the user has completed this process

2. **Enforce the above Staff logins Multi-Factor Authentication** – If selected, the Staff Members during the log in process will be instantly directed to setup the Multi-Factor Authentication app, they will not have the option. They will not be able to access SchoolWorkSpace until this process is completed.

Setting up Multi-Factor Authentication (MFA)

See below for the steps that the staff will need to follow to successfully setup the MFA:

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 Multi-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 Multi-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 loses access to the authenticator app, the Centre admin can email a recovery code via **School Settings | Staff Roles**. Locate the staff member, click the **QR icon**, and select **Email Multi-Factor Reset Code.** The recovery code will be sent to their registered email. Once entered, the staff member can regain access and reconfigure MFA.

Require Staff to Login Daily

If selected, the staff member will be forced to log into Exams Assist daily. If the staff member is already logged in, the system will automatically log them out.

Require Invigilator to Log-in

Should this option be selected, the magic link sent to invigilators for accessing their portal will expire after 12 hours. As a result, they will need to log into Exams Assist. Invigilators can create 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 SWS, their magic link will just work.

Enable MyLogin

This is a login product provided by Wonde, if your Centre uses Wonde to log in, then enable this function.

Enable Student Dashboard

When staff or parents log into SWS, they are directed to the pupil's homepage, which features their dashboard. This dashboard showcases several crucial pieces of information regarding the pupil, including key pastoral information, today's lessons alongside attendance figures, an overview of attendance, and any imported assessment data. To access this dashboard, users must have roles assigned as Teaching, SMT, Exams Officers, or Admin users.

TIP – This is a great dashboard to enable especially for an Internal or External Exam Season. Centre Staff can quickly see if a candidate is in school from the Candidate's Dashboard.

Note – For the Timetable and Attendance to display, ensure that these data items have been enabled in the **School Settings | Data**.

Do not display Curriculum to Students and Parents.

This feature applies to Welsh Schools using the New Curriculum Module – More details can be found here - https://schoolworkspace.co.uk/Order/Curriculum

Whitelisting an IP Address

To allow staff to access Exams Assist without MFA from a secure location (e.g., the Centre), whitelist the IP address. Navigate to **School Settings | Settings** and work with your IT department to add the IP address of the trusted location.

Exams Assist Configuration

There are several Configurations available to the Centre, this will allow them to tailor Exams Assist to meet the Centre's needs. To configure, navigate to the **Overview Tab | Configure Exams Assist.**

Note - These are generic settings, they apply to **All Seasons**. We advise taking time to go through these options.

The configuration popup has been broken down into the following tabs:

These configurations will be explained below:

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 here, i.e. NCFE.

Multi Sites and Centre Numbers
If you school has multiple sites or exam Centre Number then these can be configured here. Once set the Centre can tag rooms and invigilators to a site making scheduling easier.

Append Site Display Name to Room on Reports
Adds the site name to room names on reports. Useful if the centre operates across multiple sites, adding room names on reports will avoid confusion.

Manage Access Arrangements in Exams Assist
Allows all Access Arrangements to be managed directly in Exams Assist. When enabled, syncing from the Centre MIS will stop and all updates must be made in Exams Assist.

Enable Retake Tracking for Entries
Identifies candidates who are resitting exams by checking current and previous entries. Useful if the centre charges for resits. Entries will also be marked as a retake for the candidates in their portal.

Allow Selecting Highlight Colours for Access Arrangements
Allows the Centre to assign colours to Access Arrangements in the Settings **Overview Tab | Actions | Access Arrangements Settings**. These colours will appear on seating plans and registers.

Allow Supervised Rest Break (SRB) for All Candidates
Enables SRB functionality for all candidates, regardless of entitlement. Useful for internal or mock exams.

SRB Colour
Allows the Centre to select a different colour to identify when a Candidate takes a SRB during an exam. This will help the Centre distinguish SRB events from other events such as toilet breaks.

Toilet Breaks – Add Additional Time
Automatically adds time to a candidate's exam after a recorded toilet break. Requires both Toilet Out and Toilet Return to be recorded. Similar process to the SRB functionality.

Do Not Display Access Arrangements on Student Portal
Hides Access Arrangements from students and parents on their portal.

Students/Parents Can View Entries via Email Link
Allows entries to be viewed via a secure link in an email (no login required).

Do not list candidate name if only one or 2 in a room
Prevents candidate names from displaying in the Schedule Tab and the Daily Noticeboard Printout when only one or two candidates are assigned to a room.

Show Reg Group When Editing Seating Plans
Displays registration groups when creating seating plans. Useful for mock exams.

Card and Label Print Scale Factor
Adjusts the print size for candidate cards and labels.

Show Green Clash Flag on TT and Seating tab for external season resolved clashes
Displays a green flag for resolved clashes in the timetable and seating plan.

Show laptop icon on seating plans if laptop AA - rather than require it to be selected per exam
Displays a laptop icon on seating plans for candidates with this Access Arrangement rather than the Centre needing to set Laptop Required in the Access Arrangements Tab within the Season.

Print Category of Risk Icon
Includes the Category of Risk icon on printed materials.

Allow setting of candidate Username and Password (Beta) – New Option
Enables Centres to record **login details (username and password)** for candidates who require a **laptop or computer reader** during exams. Once enabled, these fields will be available within the **Candidate record**, allowing Centres to securely store and use this information where required (e.g. on Candidate Cards).

Print Access Arrangement Notes Icon
Prints Access Arrangement notes on materials such as candidate cards.

Print Label Border Boxes (light Grey) – New Option
When printing labels in Exams Assist, the Centre can enable this option to print a light grey border around each label. These borders act as cutting guides, making it easier to trim labels accurately after printing.

Scale-to-Fit Seating Plan (Do Not Enlarge)
Prevents seating plans from being enlarged when printed.

Add Printed On to all print to pdf – New Option
The Centre can select if they require a Date and Time to be added to the bottom of reports generated in Exams Assist.

Daily Notice Board – Include Schedule
Displays the daily exam schedule on the notice board.

Daily Notice Board – Include Totals by Exam & Room
Displays candidate totals by exam and room.

Daily Notice Board – Include Access Arrangement Requirements
Displays Access Arrangement requirements for the day.

Do Not Guess Subjects for Exam Entries
Prevents Exams Assist from automatically assigning subjects to entries in the entries tab.

Published Exam Timetables Visible on Public Site
Allows the Centre to display the exam skeleton timetable on their website by embedded link into an Iframe.

Exams Aid Can Schedule Invigilators
Allows users assigned to the Exams Aid security group to schedule invigilators.

Email Settings
Set the reply email address and sender name for emails within Exams Assist.

Email on Entries – Action Required and Shift Declined
Enter one or more email addresses for members of the Exams Team who should receive email notifications when:

- A member of staff selects **Action Required** during the **Review of Entries** process.
- An invigilator **Declines** a scheduled shift.

If multiple recipients are required, separate each email address with a comma.

Extra Time Options
Enter the different % of extra time values that the Centre might assign to Candidates.

Information for Candidates PDF
Uploads a document for candidates to access via their portal (one file only).

Invigilator Settings

Show Seconds on Invigilator Clocks
Displays the second arm on the clock displayed in the Exam Room Viewer.

Show Digital Clock Above Analogue Clock
Displays the digital clock above the analogue clock in the Exam Room Viewer.

Don't show the Analogue Clock
Displays only the digital clock in the Exam Room Viewer.

Show the Digital Clock as 12 Hour
Displays time in 12-hour format instead of 24-hour in the Exam Room Viewer.

Show Candidate Photos on Register
Displays candidate photos in the attendance register useful for identifying candidates.

Show Year Group on Register
Displays the candidate's year group.

Show Reg Group on Register
Displays the candidate's registration group.

Show Category of Risk Icon
Displays the Category of Risk icon on registers and seating plans.

Enable QR Code Scanner
Enables the QR Scanner tab for attendance marking.

Invigilators Log Access Arrangements Used
Allows invigilators to record whether Access Arrangements were used.

Restrict Learning Support Invigilators
Prevents support staff from completing invigilation tasks such as taking the registers in the Invigilators Portal.

Limit Candidate Visibility Window
Restricts access to candidate details to 1 hour before and 3 hours after exams.

Invigilator Links Only Active on Exam Day
Restricts invigilator access to the day of the exam only.

Allow Invigilators to Add Availability Notes
Allows invigilators to add general notes for the exam season.

Invigilator Schedule Reminders – New Option
Allows the Centre to schedule **automatic email reminders** to invigilators, including their upcoming schedule. Select the **day of the week** the reminder should be sent. To disable this feature, simply select **None**.

CSV of Pre-set text for Assistance Required
Allows the Centre to configure a list of commonly used **Assistance Required** messages for invigilators. Enter each option separated by a comma. These pre-set messages will then be available for invigilators to select, helping to speed up communication during examinations.

CSV of Additional Roles for Invigilators – New Option
Allows the Centre to create **additional roles or duties** to assign to invigilators during exams. Enter each role in **CSV format**, ensuring each option is separated by a comma.

For example: *Distribute papers, Collect papers, Reader support.* These roles will then be available to assign within the scheduling process.

Invigilator Setup

Use Full Name (Forename + Surname)
Displays full names instead of shortened formats.

Sort Invigilators by Forename
Sorts invigilators by forename instead of surname.

Allow Editing of Invigilator Names
Allows manual editing of names instead of syncing from the MIS.

Invigilators can Clock In / Clock Out
Allows invigilators to record working times.

Allow Assigning of Invigilators

When scheduling Invigilators, there are a few override rules available to the Centre. These include: the Centre can assign an Invigilator to an Exam Room and to a Roaming Session and Supervised Room. Enable the each as required.

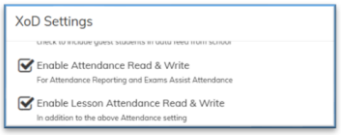
Invigilator Timings

Populate the times in minutes that the Invigilators and Lead Invigilators are required to turn up prior too and stay after each exam. These are times that will appear in the Schedule for the Invigilator, so they are aware when they need to turn up to the Centre.

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

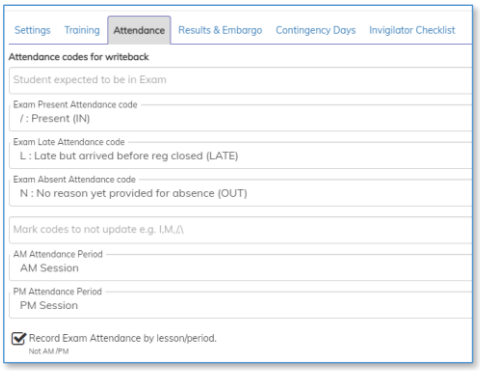


For SIMS, Attendance Read & Write is available. This is available for both Session and Lesson. For this to work ensure that the following settings have been enabled in **School Settings | Data | XoD Settings**.

Enable Attendance Read & Write and Enable Lesson Attendance Read & Write.

For **Bromcom**, Lesson Read & Write is available.

For **Arbor**, Lesson Read & Write is available. To enable write back contact: **support@schoolworkspace.co.uk**



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.

Only include periods starting -

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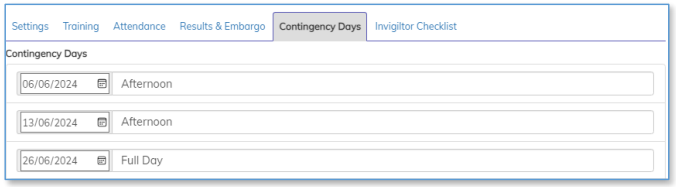
Results & Embargo

See the **Results Section** of the User Guide for more information on this tab.

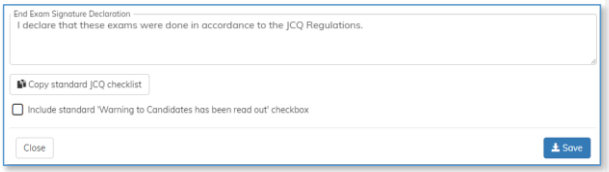
Contingency Days



Enter the dates and a description for the contingency dates. 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.



Exams Colours

This tab will display the default colour order for the colours used for exams within a room. The tab will display the default colours; however, Centre's can amend the order to meet their needs.

Note – This is the order of the colours by room and not for each Component.

Advanced (Arbor & SIMS Only)

This tab is for Centres using both **Arbor (API)** and **SIMS (TSV File)**. It allows you to **exclude specific elements or components** from being imported into Exams Assist when the entries are processed.

To skip an entry, use the following formats:

- **SKIP([ElementCode])**
- **SKIP([ElementCode], [ComponentCode])**

Examples:

- SKIP(9696CQ) → Skips all components within this element
- SKIP(9696CQ,9696/21) → Skips a specific component

This is useful where certain entries are **not required to be managed within Exams Assist**.

Exam 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. This information will be displayed on the **Overview Tab**.

Candidate Seating – Select this option if the Centre requires the seating to be done in Exams Assist and not imported from 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 four different options to select from.

Season has Entries with Retakes Possible – This will allow Centres to scan the entries (element) to identify the candidates that have previously been entered for the exam (element) during a previous season.

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

Enable adding Exam Entries in Exams Assist – Enable this feature if the Centre require to create manual Entries in Exams Assist.

Note – Exams Assist cannot submit Entries to the Awarding Bodies. These entries must be made in the Centre's MIS system and uploaded via A2C.

About this Season – If the Centre would like to add a note against a season, this can be added here. This note will be displayed on the Overview Tab. If the Centre is running multiple seasons, then adding a description could help manage these.

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.

Invigilators can Accept / Decline Assignment – When staff/Invigilators have been assigned to rooms during an exam season. The Centre can enable the need for these duties to be accepted or declined.

Override component times with AM, Mid-morning and PM session times detailed below when building the timetable – By default, when building the timetable for an external exam season, Exams Assist uses the **start times provided in the component details from the Centre's MIS**. This setting allows the Centre to **override those times** and instead use the **standard session times** defined in the **Invigilators Availability Sessions** (e.g. AM, Mid-Morning, PM). Enable this option if you want all exams to align with your Centre's **standard session structure**, rather than the individual times supplied by the MIS.

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

⚠ **IMPORTANT** – The number of times selected, and the times entered here will be the ones used when building the timetable for an internal or external season exam.

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 these 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 to the 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 session name in the MIS (which cannot be amendment) 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.

Published to the Parental & Students Portal – 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.

Massage 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 display. This message could be to explain what is required of them.

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.

Hide Component details from Entries in Portal – Select this option, if the Centre requires to hide the component information from appearing in the Candidates and Parental Portal.

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.

Do not display the Exam Timetable in Portal – Select this option if the Centre requires to hide the Candidates Timetable from appearing in the Candidates and Parental Portal.

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.

Hide Seat in Portal – Select this option, if the Centre requires to display the Candidates Timetable and Room allocation but hide their seating allocation from the Candidate and Parents in their Portal.

Hide Extra Time on Candidate Timetable – Centre's can select this option if they do not want any additional times to be shown to the candidate in their timetable.

Display Subject not Exam Code and Title – Select this option if you require only the subject name to be displayed to the candidates rather an the component or the title.

Display Exam Title (Not Exam Code and Title) -

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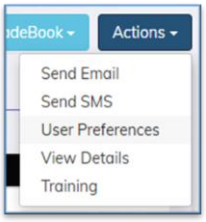
Show Information For Candidates Download Pdf in Portal – If a document has been uploaded in Configure Exams Assist and needs to be displayed to the Candidates in this Season, then enable this option.

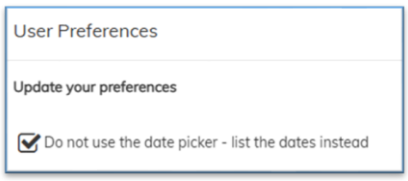
Results Tab

See the **Results Section** of the User Guide for more information on this tab.

User Preferences



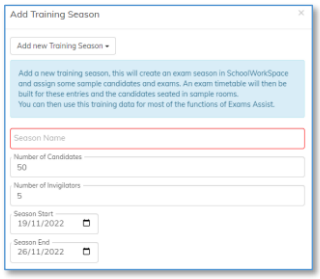
Date Picker – If there is a need to change the date picker from a Calendar to a Drop-Down Date Selector, this can be done by an individual staff from their portal. To access this feature, the staff member will need to navigate to their **Homepage | Actions | User Preferences.** Once selected, there will be an option to enable the date picker instead of the calendar. Once the date picker is selected any sections of Exams Assist that uses a calendar will now display a drop-down menu instead.



Creating a Training Season

Training Seasons help Exams Officers and Invigilators practice using Exams Assist with dummy data. All components (e.g., Entries, Access Arrangements, Rooms) are auto generated based on the Centre's settings. Attendance data cannot be recorded in the MIS during training. Once training is complete, the season can be deleted without affecting real data.

The functionality available within a training season mirrors that of a typical season, with one key distinction: Attendance Data cannot be recorded in the MIS.



How to Create a Training Season:

1. Navigate to the Season Dropdown menu and select **Add/Edit Training Season | Add New Training Season**.
2. Assign a name to the Season, specify the number of candidates and invigilators needed, and set the dates for which this season should be active.
3. After the season is created, you will have access to all elements outlined in these manuals to guide you in mastering the use of this software.

TIP 1 – We recommend that upon signing up for Exams Assist, you create a Training Season to thoroughly explore the system and experiment with as many features as possible. Once you feel satisfied with your exploration, you can easily delete the Season.

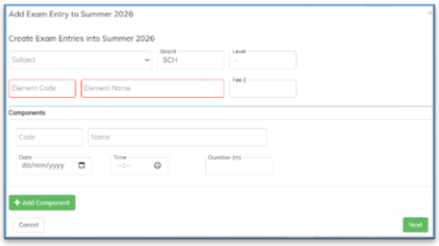
Tip 2 – When training the Invigilators, establish a Training Season and assign each invigilator to this Season, scheduling them for an Exam. Encourage the invigilators to utilise all available functionality during the training session as well as when they return home. Keep in mind that none of the data within the Training Season is real data.

Creating Entries in Exams Assist

Prior to creating entries manually in Exams Assist, ensure that the Centre has selected - **Enable Adding Exam Entries in Exams Assist** in **Edit Season**.

IMPORTANT – It is not possible to submit entries or amendments files to the Awarding Body; these must be made in the Centre's MIS system.

Creating Manual Entries



To create manual entries:

1. Navigate to the **Entries tab**.
2. Select **Actions | Add Exam Entry**.
3. Enter the **Element** and **Component** details.
4. If the element includes multiple components, select **Add Component** to include additional ones.
5. Select **Next**.

Note - Ensure a **subject** from the dropdown is selected. This will ensure that the relevant classes from the Centre's MIS will appear in the **Group Tab** when assigning candidates to the entries.

Adding Candidates

You can add candidates in two ways:

- From the **Candidate Tab** and select the individual candidate.
- or alternatively, select the **Group Tab** and assign a Class to the Entries.
- or a combination of the above.

Once complete, select **Submit**. Repeat the above process until all entries are created.

Assigning Teaching Staff

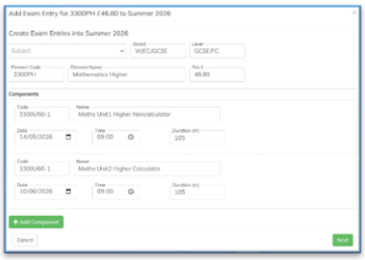
After the entries have been created, teaching staff can be assigned for the purpose of reviewing the entries, this is part of the checking process. To assign teaching staff:

1. Navigate to the **Entries Tab**.
2. Select the required **Element**.
3. **Selected | Assign Staff to Selected.**

Important - Once candidates have been added to entries created manually, if the Centre builds the timetable from the **Overview** tab will be timetabled to the exam. Teaching Staff marking entries as **Correct, Query**, or **Incorrect** will not affect the allocation of the candidates to the exam.

If Candidates are marked as **Incorrect** by the Teaching Staff and then subsequently withdrawn by the Exam Team, they will be removed when the timetable is rebuilt and will appear in the Withdrawn subtab in the Entries Tab, helping the Centre with auditing their entries.

Creating Entries from Basedata



To create Entries from Basedata:

1. Navigate to the **Entries Tab**.
2. Select **Actions | Add Exam Entries from Basedata**.
3. Select the appropriate Exam Board, Level then click on the appropriate **Element Code**.
4. Select the appropriate **Subject,** then **Next**.
5. Repeat the above process until all entries are made.

Note – Once an element has been selected, it will be marked with a star. When Basedata are imported in the future, you can quickly select these from the Star tab, making it easier and quicker to create entries.

Tip – By selecting the QAN/QWAD(Wales) code key information and dates regarding the qualification will appear.

Remember – Any Centre specific Basedata i.e. Edexcel BTEC will need to be manually imported into Exams Assist. **Overview Tab | View Basedata**, then **Actions | Upload Basedata File**.

Adding Candidates

You can add candidates in two ways:

- From the **Candidate Tab** and select the individual candidate.
- or alternatively, select the **Group Tab** and assign a Class to the Entries.
- or a combination of the above.

Once complete, select **Submit**.

Assigning Teaching Staff

After the entry has been created, teaching staff can be assigned to review entries as part of the checking process. To add teaching staff:

1. Navigate to the **Entries Tab**.
2. Select the required **Element**.
3. **Selected | Assign Staff to Selected.**

Reviewing Exam Entries made in the MIS

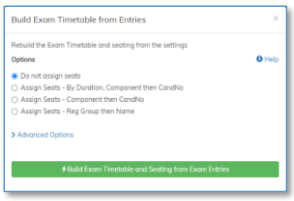
This tab allows staff to view, verify, and authorise entries transferred from the Centre's MIS system into Exams Assist.

Note – When Exams are created manually in the **Timetable and Seating Tab** in **Exams Assist**. None of these will appear in the **Exam Entries Tab**.

Uploading Entries (Arbor, Bromcom)

The Entries for these MIS systems are transferred directly to Exams Assist via the API. Once amendments are made in the MIS system, the data will be synchronised as part of the daily process.

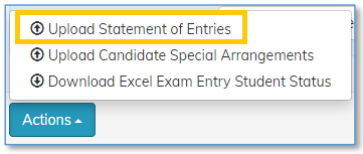
Once the data is synchronised from the MIS and amendments are found then on the Overview Tab, the **Build Exam Timetable** will be in Green (**only if seating is being done in Exams Assist**).
By rebuilding the timetable, any amendments made in the file will be reflected in the attendance registers/seating plans etc.



Upload Entries (iSAMS)

For iSAMS there are 2 ways of integration – 1) Wonde; 2) Directly via the iSAMS Batch API. From the iSAMS Batch API, the entries will transfer automatically as part of the data sync. If the Centre uses Wonde for the Data Transfer, both entries and candidate details will need to be extracted from iSAMS via excel files, then uploaded to Exams Assist. Further details can be found here:
https://schoolworkspace.co.uk/Help/ExamsiSAMS

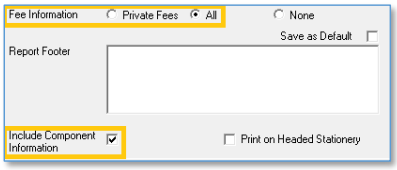
Uploading Entries (SIMS)



In SIMS, once the entry marksheets are marked as **Data Entry is Complete,** the amendments can all be managed in Exams Assist so all changes can be audited in one location. To upload the Entries, navigate to the Exams Assist select the **Exam Entries Tab | Actions | Upload Statement of Entries.**

Locate the TSV file previously exported from SIMS Exams and import.

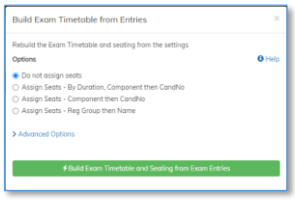
IMPORTANT – Ensure that when you create the entries file that you select **Fee Information – All** and **Include Component Information** as this is required for the Access Arrangement Tab.



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

REMINDER – When amendments are made in SIMS, a new TSV needs to be exported, then imported into Exams Assist.

Once the file is uploaded and Component information is contained, the **Build Exam Timetable from Entries** popup box will appear. Select the appropriate option, then the Green **Build Exam Timetable**. Whenever the Build Timetable option on the Overview Tab is coloured Green, there are amendments that needs to be processed.



By rebuilding the timetable, any amendments made in the file will be reflected in the attendance registers/seating plans etc.

Important – If a new file has been imported from SIMS, but the build timetable routine **HAS NOT** been selected, then these changes **WILL NOT** be reflected in the Timetable and Seating Plans.

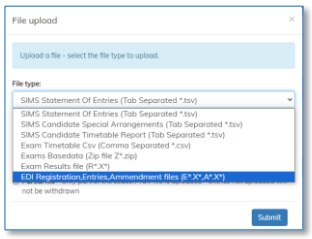
Importing Entry Files

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, Amendment files (E*.X*, A*.X*)** from the file type dropdown and browse for your entry/amendment files.

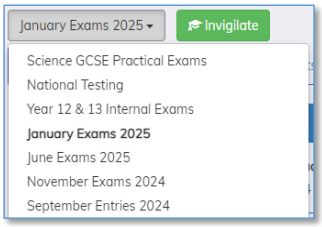
Note – It is possible to select several entry/amendment files, Exams Assist will import these in the correct order.

REMINDER – As Centres usually create an entry file for the exam boards once all checks have been carried out i.e. departmental check and parental checks, this method of importing the entries is not suitable if you want to use Exams Assist for the entry checking 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, such as September Entries, November Resits, January Entries, Internal Exams, and June Entries, this is entirely feasible. Simply import each file, and they will appear as distinct options in the seasons drop-down menu. To establish a default season, select the desired season and then navigate to **Actions | Set as Default Exam Season**.

Closing a Season

Once a season concludes and is no longer required, you have the option to close it. Closing the season will create a Snapshot of the current data, meaning all data will remain visible but no longer editable. To close a season, go to **Overview | Edit Season | Close Season**. Closing a season will make the system work faster.

Note – A season can only be closed when its date has come to an end; it is not possible to close a season in advance.

Deleting a Season

If a season has been created in error or if you no longer need to retain the data associated with it, you can delete the season. Please note that this action is **irreversible**, so exercise caution when choosing this option. To delete a season, navigate to **Overview | Edit Season | Delete Season**.

Allocating Entries to Staff

To assign entries to teaching staff for authorisation, navigate to the **Entries Tab** and select the elements that require verification by the teacher. After making your selections, go to **Actions | Assign Staff to Selected**. Search for the appropriate staff member(s) in the system and allocate them to these entries. The staff will then be able to view both the entries and access arrangements in their accounts.

The Entries tab consists of five sub-tabs - **Exam List, Queries, Incorrect, Withdrawn,** and **Additional**.

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

Queries – This tab filters all candidates identified by classroom teachers as Queries. When a teacher selects this option, they are prompted to provide a justification for their selection. This tab is available for review by the SMT), allowing them to approve or decline the request.

Incorrect – This tab filters all candidates flagged by classroom teachers as Incorrect. Similarly, when this option is selected, the teacher must provide a reason for this designation. Once again, SMT has the authority to approve or decline the corresponding request.

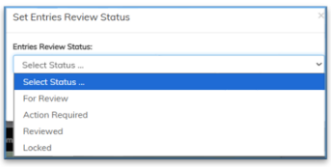
Withdrawn – This tab will display all candidates that have been withdrawn from any entries. When a member of the SMT approves an incorrect entry and this is removed in the MIS, when imported into Exams Assist (For SIMS when a new entry file is imported; For Bromcom/Arbor when data is synced), and this 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 SMT will remain against the removal.

Additional – This tab lists all candidates added by classroom teachers. The Exams Officer can review these additional candidates. Once the SMT approves them, and the data updated, the candidates' names will be removed from the Additional tab and will appear as regular entries in the Entries tab for the classroom teacher to confirm as correct.

Setting the Entries Status

To set or change the status of entries in bulk.

1. Navigate to the **Entries Tab** and select the Entries that need their status updated.
2. **Selected | Set Entries Review Status**.

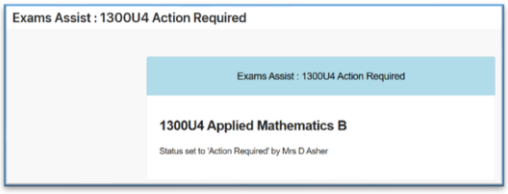


Emailing Entries to Selected

To email staff from the Entries Tab.

1. Navigate to the **Entries Tab** and select the Entries that the associated staff members need to be emailed.
2. **Selected | Send Email to Selected Staff**.

Emailing Exam Team when Status is set to Action Required



If the Exams Team needs to receive an email when Centre Staff set an entry status to **Action Required**, this can be configured in Exams Assist:

1. Navigate to the **Overview** tab.
2. Select **Configure Exams Assist**.
3. Open the **Settings** tab.
4. Locate the field **Email on Entries 'Action Required'**.
5. Enter the email address(es) that should receive notifications.
6. Once an email address has been added, this notification feature will be automatically enabled.

Adding the Teaching Group Column to the Entries

To assist departments in verifying their entries, it is possible to link these entries to a subject within the MIS, allowing the Class Identifier to be displayed on the table. To execute this, navigate to the **Link this Exam to a Teaching Subject** box, and select the desired subject for which you wish the Class Identifier to be displayed.

Note - Once the group column has been populated, it does not refresh automatically each time a staff member accesses the entries. To update this information, the staff member must click the Refresh button within that box.

How to Create a New Subjects

If entries have been made but a particular subject does not appear in the list, you can add new subjects in SWS. Navigate to **School Settings | Other Settings | Subject Lookup Table**. A list of all subjects imported from the Centre' s MIS will be displayed. Select **Add** to create a new subject that will appear in the list.

Note - Since the subjects have been created in SWS, no Class Identifier will be available for entries, as these do not exist in the Centre MIS system.

External Candidates (SIMS Only)

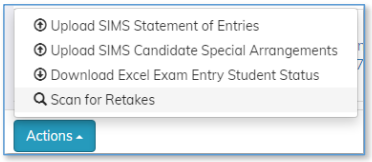
It is possible to import entries for external candidates in the same manner as internal candidates. When exporting from SIMS, ensure you choose to export **All Candidates** instead of just internal ones. Upon import, the entries will be integrated alongside the internal candidates and will be distinguished as **External**.

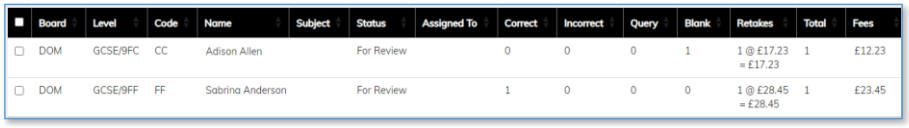
Note - The External Candidate must possess a Unique Candidate Identifier (UCI) number in SIMS Exams; otherwise, the candidate will not be imported into Exams Assist.

Retake Candidates

To aid Centres in managing resit candidates effectively, Exams Assist offers a feature that scans previous exam seasons to identify any entries that represent retakes. To initiate this process, navigate to the **Entries Tab**, select **Actions**, and then click on **Scan for Retakes**. This action will trigger a thorough scan of all prior seasons to determine if any components in the current scanning season have been previously entered.

It is Important to ensure that this functionality is enabled in both **Configure Exams Assist** and **Edit Season**. Once the scan is complete, subjects with resit entries will display the number of resits alongside the total cost, which is derived from the entry fee indicated in the statement of entries.



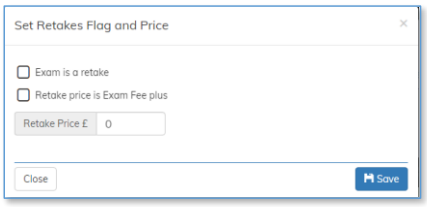


Board	Level	Code	Name	Subject	Status	Assigned To	Correct	Incorrect	Query	Blank	Retakes	Total	Fees
DOM	GCSE/9FC	CC	Adison Allen		For Review		0	0	0	1	1 @ £17.23 = £17.23	1	£12.23
DOM	GCSE/9FF	FF	Sabrina Anderson		For Review		1	0	0	0	1 @ £28.45 = £28.45	1	£23.45

Upon selecting a subject, you will have access to the candidates identified as having a resit.

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

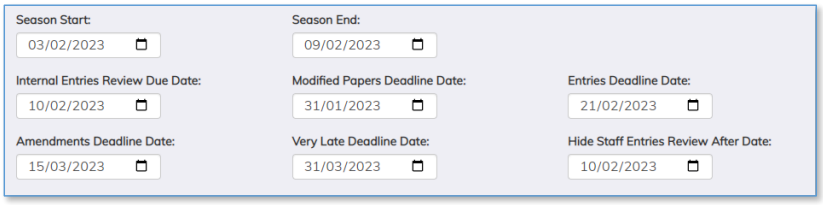
Additionally, it is possible to apply an extra fee to the exam cost. If there is no fee specified in the statement of entry, you can manually input this by selecting a subject, navigating to **Actions | Retake price is Exam Fee Plus**, then entering the desired amount in the Retake Fee Box.

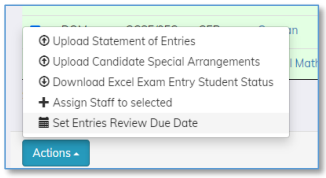


Note - If exam fees are added manually and a follow-up retake scan is conducted, all manual modifications will be erased.

Setting the Due Dates for a season

To assist Exams Officers in tracking the numerous deadlines they must observe, Exam Officers are permitted to populate these dates within each Exam Season. To input these dates, navigate to **Overview Tab**, then **Edit Season**, and select **Details Tab**. The Internal Entries Review Due Date will appear on the teacher's homepage in the SWS.



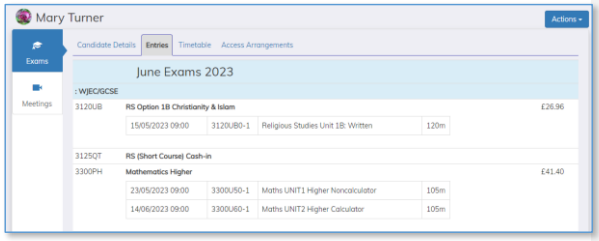


It is also possible to assign a due date for individual entries or for a group of entries. These due dates will be displayed on the teacher's homepage, adjacent to the specific entry rather than beside the season name. To do this, navigate to the **Exams Entries Tab**, select the relevant entries, and then choose **Actions | Set Entries Review Due Date**.

To conceal these entries from Teaching Staff or the Head of Department (HOD), navigate to **Overview | Edit Season | Details**, and specify a date after which these entries will not be visible to staff members.

How to View an Individual Candidate Exam Details in SchoolWorkSpace

Staff can use the global search at the top of SWS to find and view a candidate's Entries, Access Arrangements, Timetable, and Results.



Note – To display Entries, Timetables, and Access Arrangements on the candidate's homepage, enable **Published to the Parental & Students Portal** under **Overview | Edit Season | Portal.**

Managing the JCQ Access Arrangement Applications

The Centre can manage Access Arrangements and JCQ Applications in Exams Assist. To facilitate this, the JCQ Applications can be imported into the Access Arrangements Module within Exams Assist. Once completed, the SEN/ALN department can oversee this module.

How to download the Access Arrangement Applications from the JCQ Portal

1. Log into the JCQ Portal and select **Access Arrangements Online**.
2. Select **Find Application** and then **Search All Categories**.
3. All applications will appear in the list, scroll to the bottom and 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 (England)** or **ALN (Wales)** access rights to the member(s) of staff managing Access Arrangements Applications at the Centre.

Note – This will enable the SENCo or ALNCo and their team to effectively oversee the Access Arrangements for the Centre. Consequently, this information can be effortlessly shared with all staff within the Centre.

How to Import the Applications

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

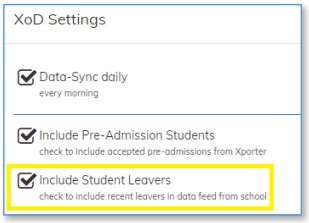
Note – Since all applications will be imported, it is possible to archive applications for candidates who have left the Centre. To do this, go to **Actions | Archive Old Applications**.

How to View an Application

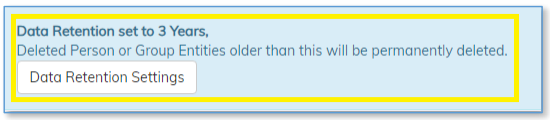
Once the applications have been imported, each application can be accessed by selecting a candidate's application reference number.

In the **Details tab**, the Centre will see the completed application as it is represented on the JCQ portal (it is not possible to modify any component of the application).

Note - Leavers – If your Centre permits SWS to access student leavers, these will be listed under the **Leavers Tab** in the Students section.



These will continue to appear until they are permanently deleted automatically by SWS, this is set by the Centre in the **Data Retention Settings**. To set the Retention Period, navigate to **School Settings | Data | Data Retention Settings**.



Access Arrangements tab - the access arrangements 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 - the applications 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

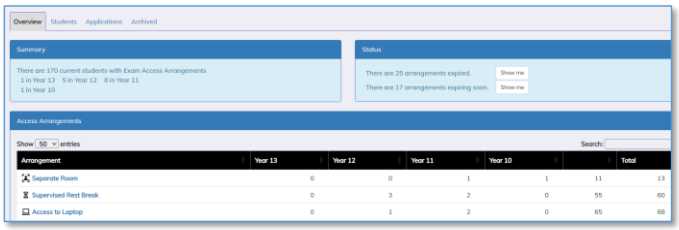
Scan the QR Code to watch a video of
How to Setup the Access Arrangements Module

Scan the QR Code to watch a video
Managing the Candidates in the Access Arrangements Module

To manage Access Arrangements directly in Exams Assist, go to **Overview | Configure Exams Assist** and enable **Manage Access Arrangements in Exams Assist**. This ensures future exams or imported entries to have their access arrangements automatically populate from Exams Assist, eliminating the need for MIS file imports or synchronisation. Once enabled, the upload option for Access Arrangement files will be disabled. To access the module, navigate to the **Main Menu | Access Arrangements**.

The Overview Tab

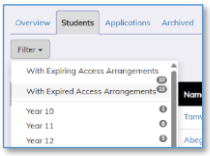
The Overview Tab provides a comprehensive view of the Access Arrangements within the Centre. It displays the number of candidates assigned to each arrangement by Year Group. From the Overview Tab, you can filter candidates with expired access arrangements by selecting Show Me. To download an Excel version of this analysis, navigate to the **Overview Tab | Actions | Download Access Arrangements Summary to Excel**.



The Student Tab

The Students Tab will display all candidates who have been granted Access Arrangements at the Centre. However, if the Centre is new to Exams Assist, this list may initially appear empty, though their applications will still be visible in the Applications Tab.

How to Apply a Filter



To view a specific group of candidates, or to filter candidates who have newly assigned Access Arrangements (AA) or those with expiring AAs, navigate to the filter drop-down menu and select the appropriate option.

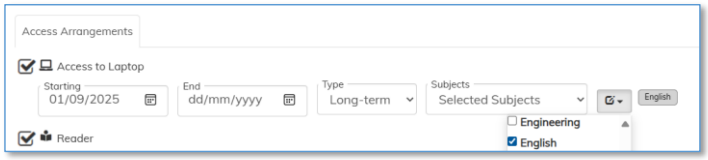
Adding a Candidate that doesn't require a JCQ Application

If a candidate requires access arrangements but does not need a JCQ application, please navigate to the **Students Tab | Actions | Add Student**. From there, search for and select the desired candidate.

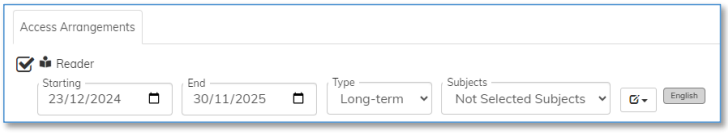
Note - The options outlined below are only available to Centres that fully manage Access Arrangements within Exams Assist. If access arrangements are handled through the Centre's MIS and imported into a season via an API or TSV file, the following options will **NOT** be available.

After selecting a candidate, you can proceed to add an arrangement(s):
Start Date – Assign a start date to the arrangement.
End Date – If the arrangement is temporary, provide an end date. Conversely, if the arrangement is permanent, leave the date blank.
Type – Various types of arrangements are available—**Temporary, Long-Term, Emergency**, and **Medical**. Select the one that is most applicable to the arrangement.
Subjects – If the candidate is granted arrangements for specific subjects, select those subjects from the list linked to the Timetable and the subjects assigned in the Entries Tab.

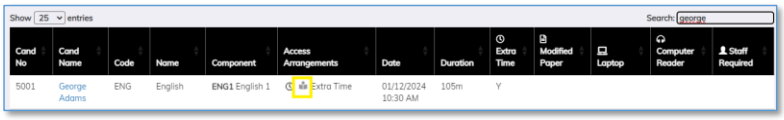
Example – If a candidate requires a laptop, but only for English, due to extended writing. In Edit Access Arrangements Popup, select **Selected Subject**, then select **English**. This will set the Laptop Required to True for this candidate for any exams linked to the English Subject.



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. In Edit Access Arrangement Popup, select Not **Selected Subject**, then select **English**.



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.



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

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 possesses an application on the JCQ Portal, begin by navigating to the Portal. Proceed to the **Applications Tab** and select the appropriate **Candidate**. Should the candidate already have any Access Arrangements listed in Exams Assist, these will be displayed. To apply the Start and End Dates along with the Type according to the application, simply deselect the arrangement and select it again. This action will automatically populate the Start and End Dates and the Type (in cases where an application exists, the Type will be designated as long-term).

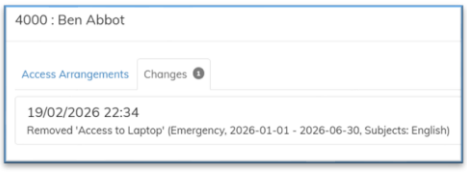
Note – If the application lacks an End Date or if the Start and End Dates are identical, these will not be applicable for the Access Arrangements' Start and End Dates. In such instances, a Start and End Date must be manually entered.

Attaching Access Arrangements Evidence

To attach documents to a candidate, such as the J8 Form or evidence of needs, go to the **Students Tab**, select the desired candidate, and then attach the document.

Changes Tab - New

To help Centre's manage the Access Arrangement that have been imported from the MIS system, or any alterations made directly in Exams Assist, these changes will appear in the **Changes Tab**. Helping the Centre to view the full history of needs for a Candidate.



Printing Access Arrangements

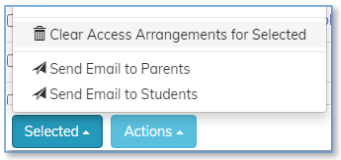
To print a selection of Access Arrangements, access the Students Tab, filter the group of candidates you wish to include in the report, and then select all. Proceed to **Selected | Print Selected | Access Arrangements List** to complete the task.

Emailing Access Arrangements to Candidate/Parents

To email a selection of Access Arrangements to candidates or their parents, navigate to the Students Tab and filter for the relevant group of candidates. From there, go to Selected | Send Email to Parents/Students. To include a list of the candidates' Access Arrangements, add the following token: **[[ExamArrangementsList]]**.

Clearing Access Arrangements from a Group of Selected Candidates

To remove Access Arrangements from a group of candidates, select the intended group from the Students Tab, then go to **Selected | Clear Access Arrangements for Selected**.



Applications Tab

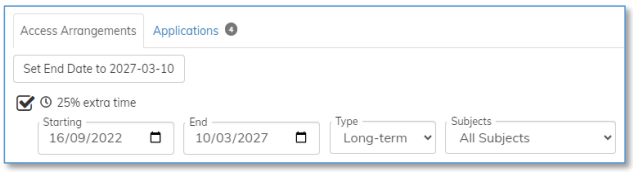
This tab displays the imported applications from the JCQ Portal. For further information on how to import applications refer to How to Import the Applications.

Archived Tab

This will display any applications that have been archived by the Centre. To archive an application, navigate to the **Applications Tab | Actions | Archive Old Applications**. Once selected, any applications that have lapsed will be moved into the Archive Tab

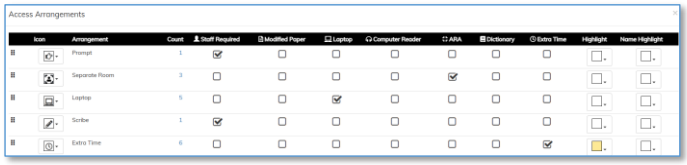
Expired Application

When an application has expired, the Access Arrangements will be highlighted in red, indicating that the End Date has passed. A new application must be created in the JCQ Portal, and an updated file needs to be uploaded. After uploading, two applications will be visible within the candidate record. With the introduction of a new End Date, there will be an option to assign this new End Date to all Access Arrangements associated with the candidate.

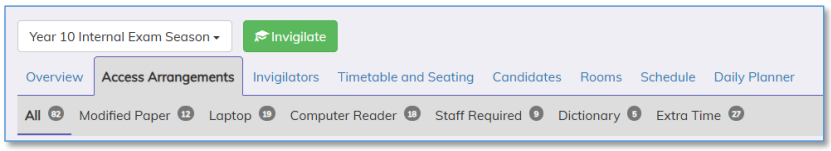


Access Arrangement Settings

Once the Access Arrangements file is uploaded or managed in Exams Assist, it is essential to indicate which arrangements require the ordering of Modified Papers. Navigate to the **Main Menu** and select the **Access Arrangement Tab**. (These settings will be retained across all seasons)



Select the arrangements that necessitate a modified paper order, such as those requiring a laptop, computer reader, dictionary, or a separate room. Only these arrangements will be visible in the corresponding section of the Access Arrangement Tab.



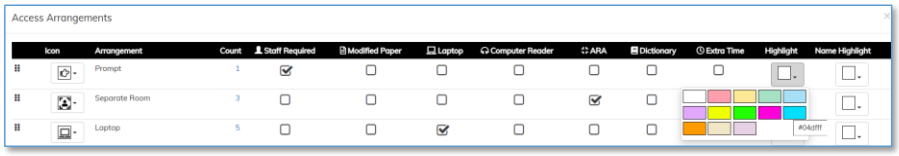
Exam Officers must also determine the necessary arrangements for assigning staff members to the examination room, such as Scribes or Readers. This information will subsequently be utilised in the invigilator and scheduling tab.

Alternative Rooming Arrangement (ARA) - The Joint Council for Qualifications (JCQ) has now classified candidates who require a smaller room instead of a separate room as ARA. An icon has been introduced in the Access Arrangements Tab to denote this classification.

How to allow Selecting a Colour for Access Arrangement Type

To permit the allocation of colours for access arrangement types, navigate to the **Overview Tab**, then go to **Configure Exams Assist | Settings**, and enable the option for **Allow Selecting Highlight Colours for Access Arrangements**. Once activated, Exam Officers will be able to assign a specific colour to multiple Access Arrangement types and designate different colours for the names of these arrangements.

Note – Only one colour can be displayed in each seat (box) on the seating plan. Furthermore, in the electronic register, once attendance has been recorded, the corresponding attendance colour will be visible in the respective box.



How to change the Sort Order

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

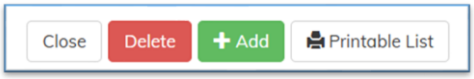
How to change the Access Arrangement Icons

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

Deleting an Access Arrangement

If an Access Arrangement has been created in error, it can be deleted from the **Access Arrangements Module** (not from within a season).

To delete an arrangement:



1. Navigate to **Access Arrangements Module | Actions | Access Arrangements Settings**
2. Select **Delete**
3. Select the arrangement(s) to be removed
4. Select **Delete Selected**

Important Notes:

- Only arrangements **not assigned to any candidates** can be deleted
- If an arrangement is assigned to a candidate, it may temporarily disappear when selected but will reappear, as it is still in use

Printing the Access Arrangements List

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

Managing Access Arrangements in an Exam Season

When a season is imported or created in Exams Assist, candidates who require Access Arrangements will be displayed in the Access Arrangements Tab. The information used to populate this tab is contingent upon the Centre's Access Arrangements Settings. From this tab, the Centre can record whether the candidate needs a modified paper, laptop, computer reader, or a bilingual dictionary for each exam. These requirements are recorded alongside the Component information, allowing identification of any necessary arrangements for each specific paper.

Access Arrangements Assigned from Exams Assist

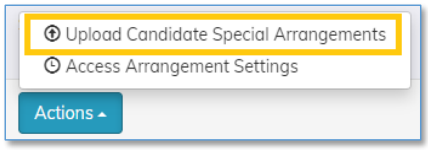
If Access Arrangements are managed entirely within Exams Assist, the data will be automatically populated once the Entry File has been imported. For Internal or Mock Exams, this will occur as soon as the exams are created within the Timetable/Seating Tab (refer to **Managing Access Arrangements in Exams Assist** for further details).

Important – If Access Arrangements are fully managed in Exams Assist, there is **NO NEED** to import any Access Arrangements from the Centre's MIS System. Once the relevant option is selected in **Configure Exams Assist**, the import of the TSV file will be disabled, and the API will cease to request Access Arrangement details from the MIS systems.

Importing Access Arrangements from Arbor/Bromcom

If Centre's prefers to manage their access arrangements in their MIS, for Centre's using Arbor and Bromcom the direct API implementation means that the Access Arrangements will be imported with the rest of the Centre data.

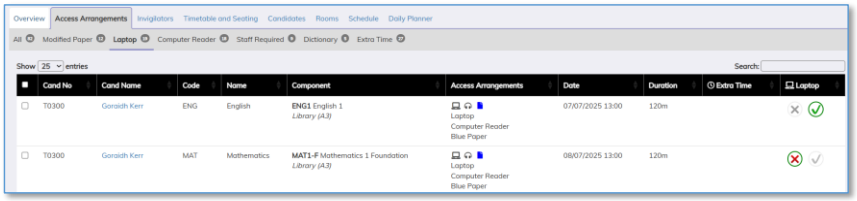
Importing Access Arrangements from SIMS



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

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

Within each element it is possible to record if a candidate requires the use of their arrangement for each exam.



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 display. 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 AA 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 **Configure Exams Assist** to bypass this option, that when selected all candidates that are entitled to a laptop will be assigned the icon. There is no need to go through the above process.

Computer Reader – This will display the candidates that have been identified in the AA 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 AA settings as requiring a member of staff in the room i.e. a reader or a scribe.

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 AA 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.

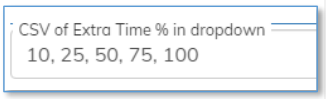
Note – Only Candidates that have **Bilingual Dictionary Required** will have the appropriate icon displayed in the seating plans, attendance register and candidate's cards.

Extra Time – This will display the Extra Time that each candidate is entitled to in 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.

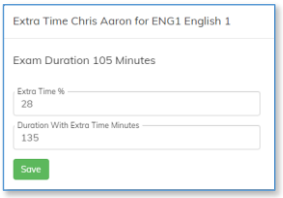
Extra Time Settings

To add additional Extra Time % in the Access Arrangements drop-down menu, navigate to **Overview | Configure Exams Assist** and add the required %'s. These values can be selected for a specific exam for a candidate if required, while all the other exams continue to have the assigned Extra Time from their Access Arrangements. For example – A candidate could be entitled to 25% Extra Time for all Exams other than English, due to extended writing they are entitled to 50% Extra Time. In the Extra Time Tab all listed exam for the candidate would show 25% Extra Time, but the Centre will need to change the English Exam from 25% to 50% from the drop-down menu.



Extra Time Other Setting

When selecting the appropriate Extra Time % for a component, if the required % is not available in the drop-down menu, it's possible to select the **Other** option. Once selected, the Centre can enter the required Extra Time % or alternatively, they can 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**.

Access Arrangements Icon Key (Default Allocation)

If the arrangement in your MIS or Exams Assist is named the same as below, then the default icon will be displayed. Not all arrangements have a default icon, so Centre's can select their own from those available in the Access Arrangements Module in Exams Assist.

*= Default

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**	
Toilet		**Fidget Toy**	
Colour Blind		**Braille**	
Ear Defender		**1:1**	
Read Aloud		**iPod**	
Music		**Large Print**	
Food		**Coloured Glasses**	
Wheelchair User		**Hearing Aid**	
Ear Loops		**Comfy Chair**	
Movement Breaks		**Highlighter Pen**	
Live Speaker		**Immersive Reader**	
Shared Reader		**Fan**	
Inhaler		**Water**	
Wellbeing			

Coloured Paper / Overlays

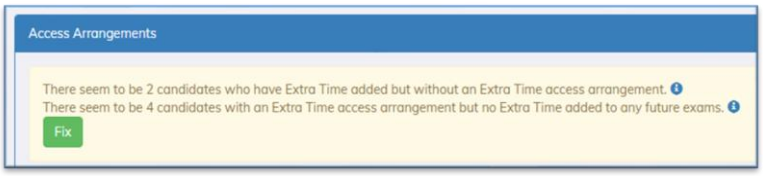
Green Paper *		**Blue Paper ***	
Green Overlay *		**Blue Overlay ***	
Yellow Paper *		**Grey Paper ***	
Yellow Overlay *		**Grey Overlay ***	
Red Paper *		**Orange Paper ***	
Red Overlay *		**Orange Overlay ***	
Purple Paper *		**Pink Paper ***	
Purple Overlay *		**Pink Overlay ***	
Coloured Paper *		**Coloured Overlay ***	
Peach Paper *		**Butter Cup Paper ***	
Peach Overlay *		**Butter Cup Overlay ***	
Aqua Paper *		**Light Blue Paper ***	
Aqua Overlay *		**Light Blue Overlay ***	
Lilac Paper *		**Lilac Overlay ***	
Recycled Paper			

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

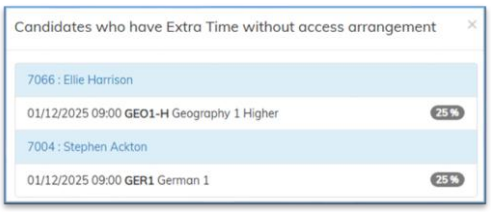
Reminder – The above table is the default setting based on the arrangement names matching the ones in the MIS. However, it is possible to select an icon for an individual arrangement from the bank of available icons.

Access Arrangements Alerts

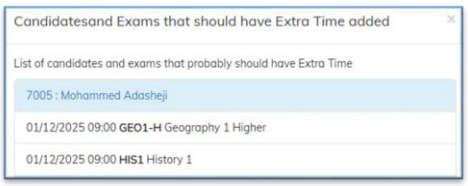
When an Exam Season is created or duplicated, on occasions there may be issues with the Extra Time Candidates. These issues will appear as Alerts in the **Overview** and **Access Arrangements** tabs. An alert may occur when a candidate previously received Extra Time but is no longer entitled to it.



Select the information icon to review full details of the alert. If the arrangement changes are correct, select **Fix** on the Overview tab to resolve the alerts.

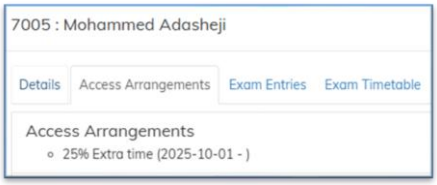


Example – Candidate Number 7005



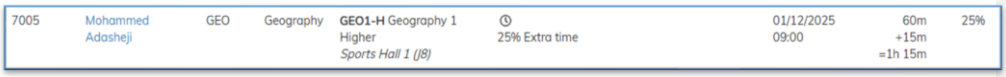
Candidate 7005 was previously entered for Geography and History but at that time was not entitled to Extra Time.

Since this time, the access arrangements has been amended and is now entitled to Extra Time. Therefore, an alert regarding this will be displayed for the Exam Team to resolve.

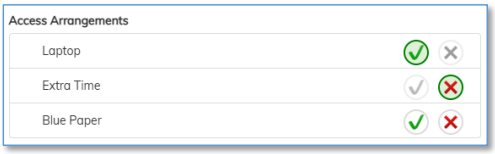


Alerts will show the exam duration in red. The entitlement icons will indicate whether a candidate is eligible. The alert remains until the **Fix** button is pressed. Once selected, the system recalculates Extra Time for affected candidates.

Once Fixed, the system will now re-calculate the Extra Times for the candidates identified in the Alert and the Extra Time information will now be displayed correctly.

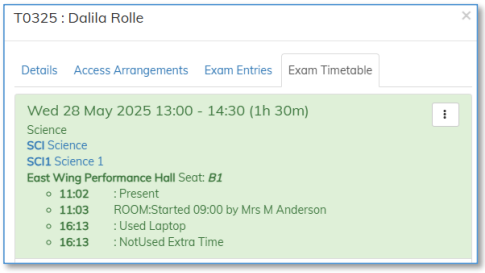


Recording of Access Arrangements Used



To facilitate the invigilators in electronically documenting whether candidates utilised their Access Arrangements during an examination, please follow these steps: Go to the **Overview Tab**, then navigate to **Configure Exams Assist** and enable the **Invigilators log AA used** option. Furthermore, within the **Edit Season** section, there is an option allowing invigilators to record this information for the selected season. Once this feature is

enabled, invigilators will have the capability to indicate in their portal whether a candidate used their Access Arrangements.



This information can be accessed in the candidates' log under the Timetable Tab.
There is also a report available – AA Used. This can be found in the Candidate Tab, select a **Candidate | Selected | Print Selected | Candidate | AA Used.**

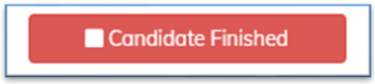
Additionally, this data can be exported to Excel. To obtain this report, navigate to the **Candidates Tab** and select **Download Excel Candidate List**. The relevant details can be found in the **StartFinishTimes Tab** under the **AA Used Column**.

Note – If the Centre needs to complete the **Access Arrangements Used** retrospectively, to achieve this navigate to the **Candidate Tab**, locate and select the required candidate. Once selected, select the Timetable Tab then the Actions Button (3 dots) and the exams team will be able to complete the Access Arrangements Used.

% Extra Time Used	AA Used	AA Not Used
	Laptop	

Viewing Extra Time Used % Spreadsheet

To view the percentage of Extra Time utilised by candidates, go to the **Candidates Tab** and select **Download Excel Candidate List**. These details can be found in the **StartFinishTimes Tab** under the **% Extra Time Used Column**. To calculate this percentage, the invigilator must select the **Candidate Finished** option for these candidates or **End the Exam** in the **Overview Tab**.



Name	Date	Time	Status	Exam Duration (m	Extra Time (m)	Extra Time (%)	Started	Finished	SRB (m)	Time Used (m)	% Extra Time Used
Dalila Rolle	28/05/2025	13:00	Present	90	23	25	09:00		0		
Dalila Rolle	11/07/2025	13:00	Present	120	30	25	13:00	15:20	0	140	16.7%

Viewing SRB Time Used Spreadsheet

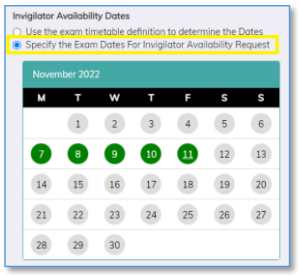
To review the SRB Time used by candidates, navigate again to the **Candidates Tab** and download the **Excel Candidate List**. The relevant information can be found in the **StartFinishTimes Tab** under the **SRB(m) Column**.

Name	Date	Time	Status	Exam Duration (m	Extra Time (m)	Extra Time (%)	Started	Finished	SRB (m)	Time Used (m)
Sadie Barclay	11/07/2025	13:00	Present	120	0		13:00	14:00	7.22	52.78

Managing the Invigilators

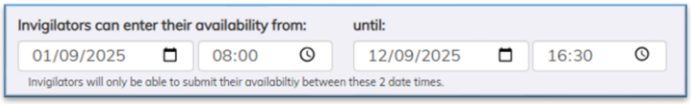
Invigilator Settings

To modify the Invigilators Settings, proceed to the **Invigilator Tab | Edit Season | Invigilators**.



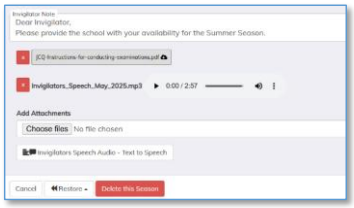
There are two methods for collecting the availability of invigilators. The first approach utilises the dates provided in the timetable. However, if the timetable has not yet been created or the entry files have not been imported, availability can be gathered by manually specifying the dates. The selected dates will appear in the availability portal, and it is Important to note that only dates falling within the Season can be chosen.

After the availability has been submitted, the Centre can determine the booking period, specifying the dates from which bookings can be made and the cutoff date. Once bookings are closed, invigilators will be unable to alter their availability; they must reach out directly to the school for any necessary adjustments. Once an invigilator has been assigned to a room, their availability for that specific day cannot be modified. However, depending on the Centre Settings, the invigilator may have the option to Accept or Decline the booking at a later date.

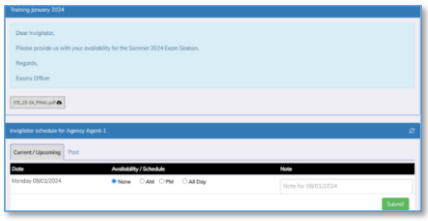


Note – Once an invigilator has been assigned to a room, they can no longer modify their availability for that day and must contact the Centre for any required changes

Additionally, it is possible to include a note and attachments in the invitation sent to the invigilator. The note at the top may contain essential instructions on how to provide their availability, while Exams Officers can attach relevant documents.



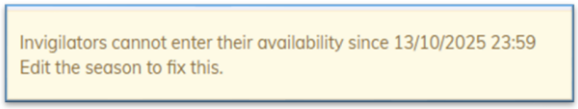
Note – There is no need to attach the ICE booklet as this document will appear in the Help Section of the invigilator's portal.



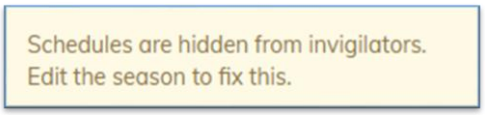
Here is a screenshot illustrating what the invite to the invigilators looks like.

Invigilator Warning Messages

To help Exam Officers, warnings are displayed to indicate if a) the ability for the invigilators to provide their availability has lapsed.

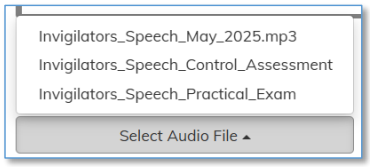


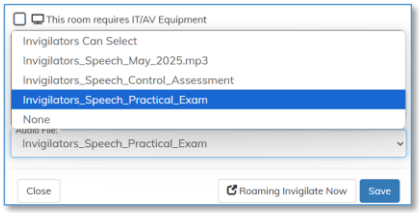
and b) to inform the exam officer that the schedules are not visible to the invigilators. Both warnings can be fixed by changing the settings in Edit Season.



Invigilator Speech

A default speech is available for each season. To access this, navigate to **Edit Season | Invigilators**; the wording is directly sourced from the ICE Booklet. To utilise this speech within the season, select the desired speech, then click **Submit**. It will then become accessible to the invigilators during the exam season. Centres also have the option to upload their own speech. If multiple speeches are available in Exams Assist, they will be displayed in a drop-down menu located in the Overview Tab on the invigilator's portal.





However, if there are multiple speeches available and the Exams Officer wishes to ensure that the correct option is utilised in the exam room, the appropriate speech can be selected from the Schedule Tab. To do this, navigate to the **Schedule Tab**, choose the exam, and then access the Audio File drop-down menu to select the desired speech.

Text to Speech

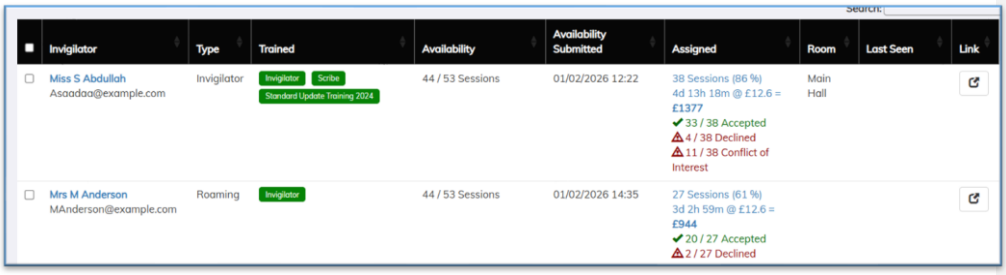
If the Centre intends to create or modify the invigilator's speech, this can be accomplished in Exams Assist. Navigate to the **Overview Tab**, then select **Edit Season**, followed by the **Invigilators Tab**, and click on **Text to Speech**. Once there, choose the **Add option**. Enter a title for the speech, which will be displayed to the invigilator, and then input the desired 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.

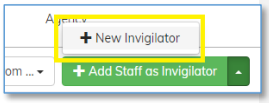
Welsh Recording
To use a Welsh Language voice with a Welsh Accent, use the following tag when writing the script - **[Welsh]**. Ensure to enter this tag on a separate line,

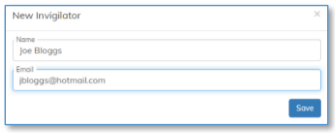
Creating a New Invigilator in Exams Assist

If a centre fails to record the details of their invigilators within the Centre MIS, these details can be added manually into the SWS. Once the invigilators have been registered, they can then be scheduled to rooms using Exams Assist.



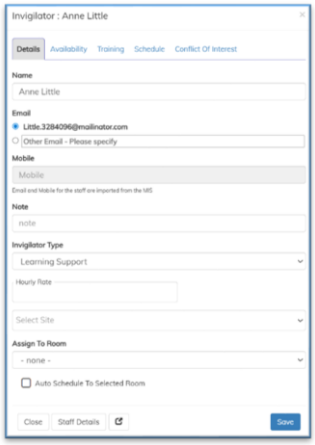
To do this, navigate to the Invigilator tab and select **Add New Invigilator**.





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

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



Details Tab

Email – This will be the default email that has synchronised from the Centre's MIS. Alternatively, to add a different email address, please enter it in the Other Email Section. Once provided, the staff member will be able to utilise this email address to log into Exams Assist.

Note – If the Centre wishes to add a note for a staff member or invigilator, please record it here. Please be aware that neither the staff member nor the invigilator will be able to view this note.

Hourly Rate – Enter the hourly rate for the invigilator. This rate will be used to calculate the invigilator's cost for the season, based on the number of hours assigned in the scheduler tab.

> 💡 **Tip** - If the school employs a combination of staff and invigilators during the exam season, it is advisable to document the pay rate for each individual invigilator. This practice will ensure that staff are not included in the overall invigilator costs.

Select Site – If your school has multiple sites configured, you can optionally assign an invigilator to one of these locations.

Invigilator Type

Scan the QR Code to watch a video of **Invigilator Types**

Invigilator/SMT/Lead Invigilator/Staff - These personnel will have the capability to oversee the exam room they are monitoring. They will be responsible for initiating and concluding the exam, maintaining the attendance register, and documenting any necessary actions, such as Special Requests for Breaks (SRB), toilet breaks, etc.

Exams Officer – Upon designation as an Exams Officer within the security group, you will automatically be classified as a roaming invigilator for the entire exam season. While the Exams Officer will possess all the functionalities of a roaming invigilator, they will additionally have the authority to identify incidents of malpractice, manage special circumstances, and transfer candidates from one examination room to another.

Roaming – A roaming invigilator has access to view all exam rooms and days allocated within their designated season. They can select a specific room and exercise the same functionalities as a standard invigilator. Additionally, the roaming invigilator can 'check-in' to a room to confirm that everything is proceeding smoothly.

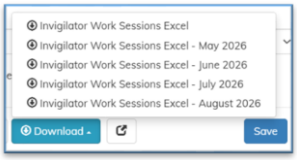
Note – If an invigilator is occasionally utilised as a roaming invigilator, there is no necessity to formally categorise them as such. Once an invigilator is scheduled for a Roaming Session in the schedule tab, they will have this functionality for the duration of the Roaming Session.

IT Support – This role functions similarly to that of a roaming invigilator; however, they will only have visibility of rooms equipped with ICT technology. Any room containing candidates utilising laptops or computer readers will be listed for them, enabling them to know which rooms they need to inspect on the day of the exams.

Assign to Room

By assigning a staff member to a specific exam room, the scheduling process will be expedited. Whenever a staff member or invigilator becomes available and an exam is taking place in that room, they will be automatically scheduled. Once a member is assigned to a room, select the **Auto Schedule to Selected Room** option and then **Save** the changes.

Downloading the Work Sessions - New



To download the Working Session for an individual Invigilator, navigate to the **Invigilators Tab | Details | Downloads** and select the required Month or alternatively download all by selecting Invigilators Work Sessions Excel.

Availability Tab

These are the dates during which the invigilators have confirmed their availability throughout the exam season. Additionally, the Exam Team have the same functionality from this tab as the Invigilators have from their Portal. Therefore, any invigilators that are unable to complete this electronically, the Centre can do this directly from here.

Training Tab

To assist Exams Officers in managing training records for invigilators and staff, this information can be recorded in Exams Assist. Simply select the relevant type of training they have completed and the corresponding date it was undertaken.

Note - A member of staff or an invigilator can only be assigned a role within the exam room if they have received the appropriate training. The trained types displayed here are those designated as required staff in the Access Arrangements Settings.

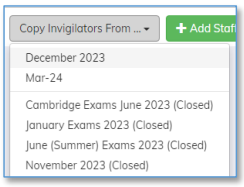
Schedule Tab

This tab provides details on the room allocations for invigilators and staff, as well as their attendance records.

Conflict of Interest Tab

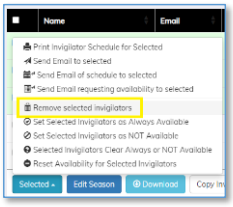
This tab allows the Centre to **record any conflicts of interest** identified by invigilators either a Candidate within the Centre or an **element/subject**. To assign a candidate, select the **Add Button** then search for the Candidate. To assign a subject or element, either enter a subject name i.e. English or alternatively, enter an Element Code. Ensure that a comma is entered between each option. Once all conflicts have been entered select **Save**.

Copying Invigilators from a Different Season

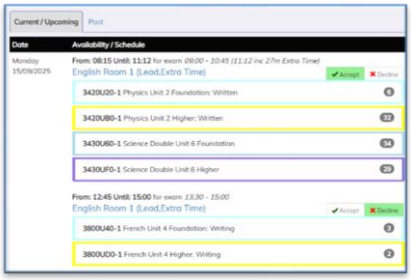


To facilitate Exams Officers, there is an option to copy the assigned invigilators from one season to another. To do this, navigate to the **Current Exam Season | Invigilators Tab | Copy Invigilators From**, and select the season from which to copy.

Tip – Begin by copying information from a large exam season, then eliminate any invigilators or staff members no longer necessary. Select the individuals designated for removal and proceed to delete the selected invigilator.

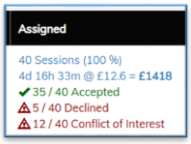


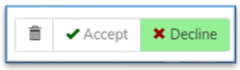
Allowing Invigilators to Accept/Declined their Allocations



When the Centre enables the function for invigilators to accept or decline their allocations, the outcomes will be displayed in the **Schedule Tab** for the Exams Team to view. To activate this feature, navigate to the **Invigilator Tab | Edit Season | Invigilators | Invigilators can Accept / Decline Assignment**. Select the appropriate up to x day before.

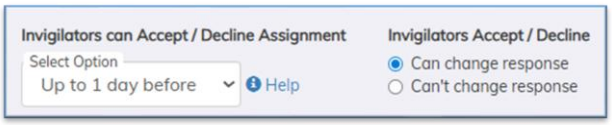
Once the invigilators have completed this, the results will be displayed in the **Assigned Column**, segmented into the number of allocations accepted and declined. Clicking on this column will display **the Invigilators Schedule**, enabling the Centre to review which allocations require amendments. By selecting the Room within this popup, the Centre will have the capability to adjust invigilator allocations accordingly.



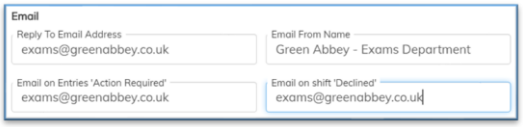


If required, Centre Staff can remove the selected option made by the Staff Member. To clear the selected option, navigate to the **Invigilator Tab**, click on the Invigilator Name, then in the Schedule Tab, select the Bin Button. This will clear the selected option.

Note – When activating this function in **Edit Season**, specify how many days prior to the exam date invigilators can confirm or decline their shifts. **For instance**, if the Centre selects **Up to 2 days before**, invigilators will be unable to confirm or decline shifts for that day or the following day. This ensures that invigilators cannot cancel their assignments on the exam day itself. The Centre can also select, once a response has been received if they are able to change these or not.

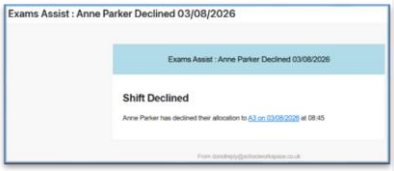


Decline Shift Email Notification



The Centre can configure **Exams Assist** to automatically send an email notification whenever an invigilator declines a scheduled shift.

To enable this feature, navigate to the **Overview** tab, then select **Configure Exams Assist**. Enter the required email address into the **Email on Shift Declined** field. Once an email address has been entered, the notification feature will be enabled automatically.



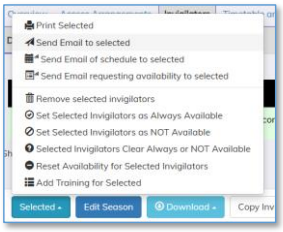
If multiple members of staff need to receive these notifications, enter each email address separated by a comma.

Example – examsofficer@school.sch.uk, deputyexamsofficer@school.sch.uk

Tip – Receiving an automatic notification allows the Exams Team to arrange a replacement invigilator as quickly as possible, helping to ensure examination staffing levels are maintained.

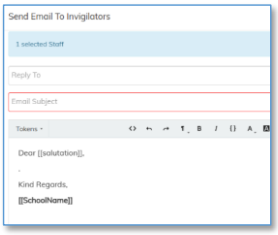
Sending Messages to Invigilators

Several messaging options are available for communication with invigilators: **1. Email to Select; 2. Email of Schedule to Selected and 3. Email requesting availability**.



To send out messages to the invigilators or staff, select the individuals that needs to receive the message, then **Selected,** then select the appropriate email type.

While composing the message, incorporating **Mail Merge Tokens** is possible. The link to view the booking form will always be included at the bottom of the message.

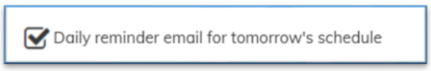


Tip – If necessary, the label visible to the Invigilators within the email body can be modified. Simply adjust the text in the **Button Label field**.

Sending Auto Daily Reminders to Invigilators – New

Centres can configure **Exams Assist** to automatically send a daily reminder email to invigilators, helping to ensure they are aware of their examination duties for the following day. Once enabled, only invigilators who are scheduled to work **the next day** will receive a reminder email containing details of their allocated examination sessions.

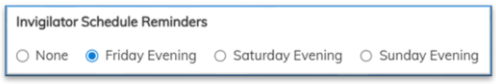
To configure this feature, navigate to the **Overview** tab, select **Configure Exams Assist**, then open the **Invigilators** tab. Enable **Daily Reminder Email for Tomorrow's Schedule**. Once enabled, reminder emails will be sent automatically each day to invigilators who are scheduled to work the following day.



Sending Auto Weekly Reminder to Invigilators – New

Centres can configure **Exams Assist** to automatically send weekly reminder emails to invigilators, helping to keep them informed of their upcoming examination duties. Once enabled, any invigilator who is scheduled to work during the forthcoming week will automatically receive a reminder email containing details of their allocated shifts.

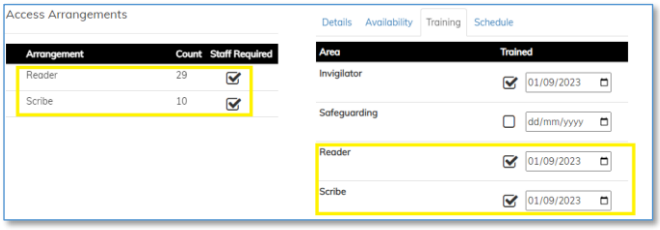
To configure this feature, navigate to the **Overview** tab, select **Configure Exams Assist**, then open the **Invigilators** tab. Select the day of the week that the Centre would like reminder emails to be sent. To disable this feature, simply change the setting to **None**. Weekly reminder emails will then no longer be sent.



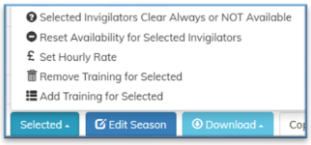
Tip – Sending weekly reminder emails helps reduce missed shifts and ensures invigilators receive regular confirmation of their upcoming examination sessions.

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.



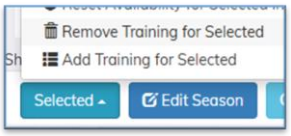
Additionally, it is possible to update a staff member's training records directly from their homepage. This feature proves beneficial if a staff member has undergone training but has not been assigned to a specific season. To do this, use the global search function at the top of the page to locate the staff member, then select their profile. After selecting, navigate to **Actions**, then **Training**, and update their information as necessary.



For recording training for multiple staff members simultaneously, go to the Invigilators Tab and select the staff members whose records need updating. Once you've made your selections, proceed to **Selected** and choose **Add Training for Selected**.

Removing Training Records for Selected

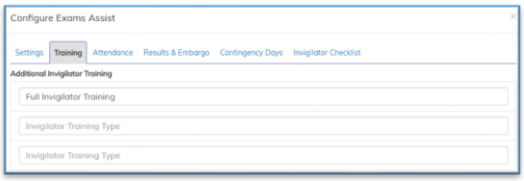
To remove training records for a group of Invigilators/Staff, navigate to the Invigilator Tab, Select a/or group of Candidates. Once selected, select **Selected | Remove Training for Selected.**



Adding Additional Training Types

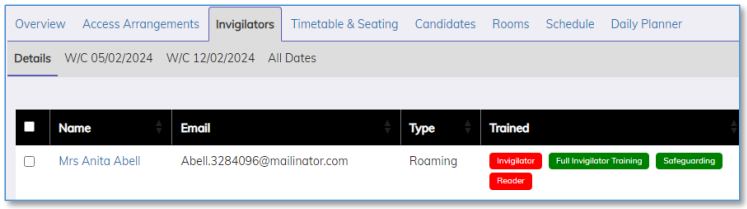
If your Centre requires specific training records to be documented, these can be added manually. To accomplish this, navigate to the **Overview Tab**, select **Configure Exams Assist**, and then choose **Training**. Input the additional invigilator training requirements in the provided popup box.

New for Season 2025/26 – in accordance with JCQ Requirements, Cyber Security has been incorporated into the default list of training records. Therefore, there is no need for the Centre to add this manually as an additional training type

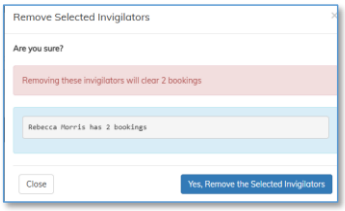


Identifying Lapsed Training Records

In the invigilators table, each staff member's training records are indicated in the **Trained** column. Entries highlighted in **Green** signify current training, while those marked in **Red** indicate lapsed training that requires renewal.



Removing Selected Invigilator



To remove invigilators or staff members, first select the individuals that need to be removed from the tab, then navigate to **Selected | Remove Selected Invigilators**. If any selected invigilators or staff have been scheduled for a room, a warning will appear to inform the user about existing bookings. If the bookings can be Cancelled, choose **Yes, Remove the Selected Invigilators**.

Resetting Global Settings

Set Selected Invigilators as Always Available: This option will update the status of the selected group of invigilators/staff, indicating that they no longer need to provide their availability and are always available for scheduling by the Exam Officers.

Set Selected Invigilators as NOT Available: If you have been informed that a staff member or invigilator will not be available for the upcoming season, select the relevant invigilator and apply this option. This serves as an excellent reminder that they have been invited to invigilate this season but are not able to do so.

Clear Always or Not Available for Selected Invigilators: This function will remove both aforementioned settings for the selected invigilators.

Reset Availability for Selected Invigilators: If an invigilator informs you that they provided incorrect information or need to amend their availability, select the invigilator and choose this option. This will reset all their availability for the current season to none.

Note – It is Important to remember that these settings will carry over from one season to the next, emphasizing the necessity of the aforementioned quick tools.

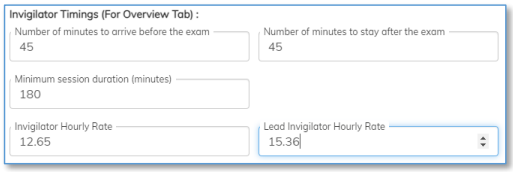
Agency Staff

It is possible to incorporate agency staff during the examination season; therefore, if you find yourself short on personnel, their allocation can be integrated into the schedule. In the **Overview | Edit Season** section, please specify the number of agency staff you anticipate needing. Once added, they will be categorised as Agency Staff and marked as Always Available for scheduling purposes.

Invigilators Availability Tab

As invigilators submit their availability, this information will be showcased in a week commencing (w/c) tab, aiding the Examination Officer (EO) in the scheduling process. Additionally, it is possible to download the list of available invigilators by navigating to **All Dates | Download**.

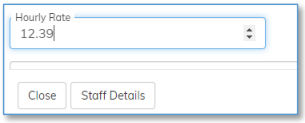
Global Invigilators Costs



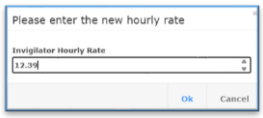
To estimate the approximate cost of invigilators for the Centre during a season, go to the **Overview Tab | Configure Exams Assist**. Within the settings tab, input the costs for both the Lead Invigilator and the Invigilator in the Invigilator Hourly Rate fields.

Important – This estimate is a rough approximation and does not differentiate between types of invigilators. For example, if a teacher assigned as a staff member is invigilating an exam and is scheduled in a room, their hours will be included in the overall invigilator costs.

Individual Invigilators Cost



For a more precise calculation of invigilator costs throughout the season, record an hourly rate for each staff member individually, rather than applying a global rate. Navigate to the **Invigilators Tab**, select a Staff Member, and enter the corresponding hourly rate for that individual. Alternatively, select multiple invigilators the **Selected | Set Hourly Rate**.



The overall cost for each invigilator will be visible in the Assigned Column, which will display the total number of sessions assigned alongside the total cost. This information will assist the Centre in determining whether the distribution of duties is equitable. This information is now contained in the **Excel Download** available in the **Schedule Tab**.

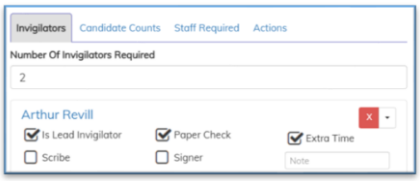
Paper Check

To help ensure that the **correct exam papers** are distributed to each exam room, Centres can enable the **Paper Check** function.

To enable this for a specific season:

1. Navigate to **Overview Tab | Edit Season | Invigilators Tab**
2. Select **Enable Paper Check**
3. Choose who can complete the check:
   - **Paper Check Role only**, or
   - **Any invigilator**

Once enabled, a **Paper Check role** will be available when assigning invigilators in the **Schedule Tab**.

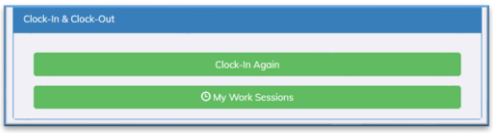


Invigilators assigned to this role will see a **Paper Check tab** in their portal on the day of the exam. From here, they can **confirm and sign** that the correct papers are in the room.

Once staff members have completed this process, this can be visually seen in **the Daily Planner Tab | Start and Absence Subtab**. An additional tick has been added; the first tick now indicates the Paper Check Task. Once complete, the first tick will turn green.

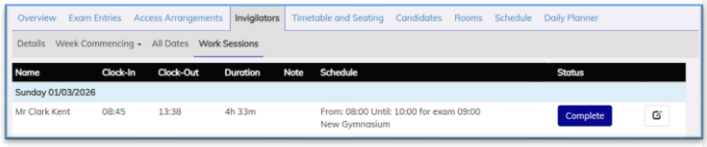
Clock in and Clock Out

If Centre's require their Invigilators to clock in and clock out using Exams Assist, the Centre will need to enable this function from the **Overview Tab | Configure Exams Assist | Invigilator Tab and select Enable Invigilator can Clock-in and Clock-Out.** Once enabled, any Invigilator that has been scheduled for a specific date will be able to select **Clock-in** or **Clock-out** on their Portal. However, if they do not have access to a device at the Centre, the invigilator can alternatively submit their work session details daily, weekly or monthly — depending on the Centre's policy by selecting **My Work Sessions** from their Portal.



How to View Clock-in and out details

To view clocking in or out information, navigate to the **Invigilators Tab | Work Sessions.** From this tab the Exams Team can view, review each entry. For each entry the Exam Team can view what the Invigilator has been scheduled for along with the clock-in and out details for that session.



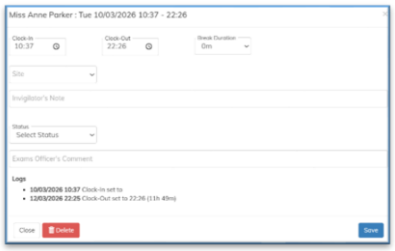
Clocking Status

Each session will have a status:

Clock-out Required – Invigilator has clocked in but not clocked out.
Complete – Clock-in and clock-out have been recorded.
Query – Used when clarification is required, the Exams Team can add a comment then Invigilator can respond and update details.
Approved – Session has been approved (no further changes allowed).
Edit Requested – Invigilator must update the submitted details.

How to Approve Clock-in and out Sessions

To approve a session, navigate **to Invigilator Tab | Work Sessions**. Once selected, all clocking in and out details will display. To approve a session, select **Approve**. If there is a need for the invigilators to amend any details, select **Review**. Once selected, the exam team can review the Status and add a comment which will be visible to the invigilators for them to review and re-submit.

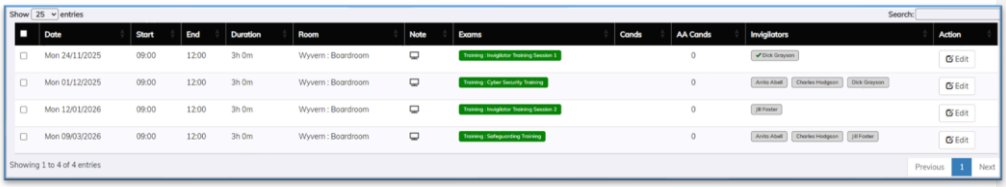


Creating a Staff Training Season

To support Centres in managing their internal Training Sessions, a dedicated **Staff Training Season** can be created. Within this season, Centres can schedule a range of training activities held throughout the academic year. Examples include:

- Invigilator Training
- Cyber Security Training
- Access Arrangements Training
- Safeguarding Training

Creating a dedicated season keeps all training sessions stored and organised in one place from booking the training, updating their training records easily and recording their attendance. A great tool to track training at the Centre and meet the JCQ Regulations.



Note – A Training Session can be added into any Open Exams Season in Exams Assist, it doesn't need to be a dedicated Training Season. Also, when creating a Training Session, it can be scheduled for any date it doesn't need to be within the Season Dates.

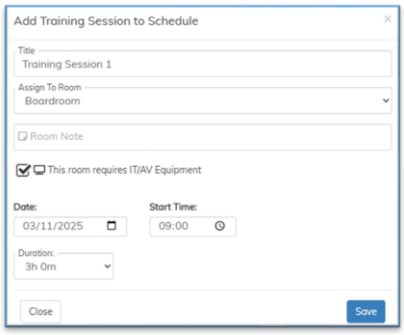
Creating a New Season

To create a new season, navigate to **Overview Tab | Actions | Add new Exams Season**. Give the season a name, for example **Staff Training Season**, and set the start and end dates for the academic year. This provides flexibility to schedule multiple training sessions across the year.

Adding Invigilators/Staff

To add staff to the training season, navigate to **Invigilators Tab | Add Staff as Invigilator**, or use **Copy Invigilators From** to add a group at once. Once added, Centres can email staff to confirm their availability for training. This is especially useful where sessions need to be split into smaller groups due to capacity limits.

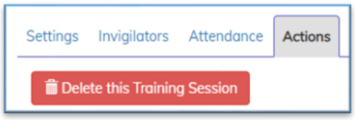
Creating Training Sessions



To create a training session, navigate to **Schedule Tab | Actions | Add Training Session.** Enter the required details for the session, such as title, date, time, and location. Save once complete. Repeat this process for each training session taking place during the academic year.

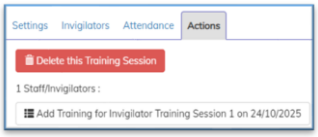
How to Delete a Training Session

If a training session has been created in error or needs to be removed, it can be deleted by editing the session and selecting **Actions | Delete this Training Session**.



Updating Training Records

To update training records after a training session has taken place (this cannot be done for future sessions):

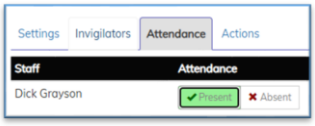


1. **Edit** the **Training Session**, then select the **Actions Tab, Add Training for…**
2. The **Training Record** pop-up will appear.
3. Select the area in which the staff received training.
4. The **date field** will automatically populate with the date of the training session.
5. Click **Save**.

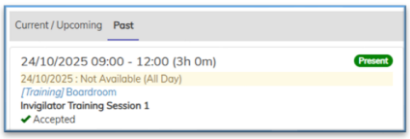
Once saved, the training record will be updated for all staff members who attended the session.

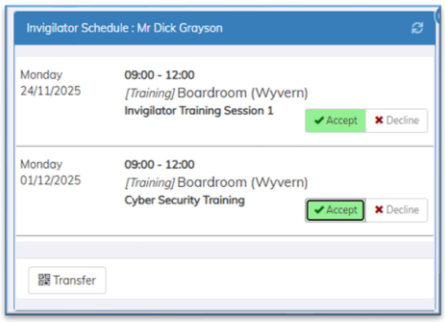
Updating Attendance Records

To update the attendance for a training session (this cannot be done for future sessions):



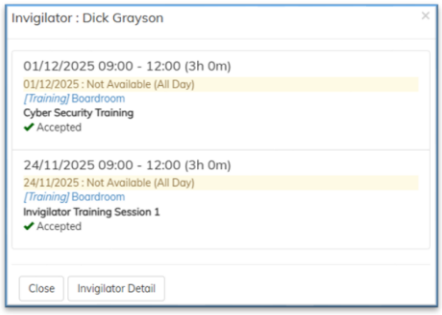
1.**Edit** the **Training Session**, then select the **Attendance Tab.**
2.Select the appropriate attendance mark for each staff member.
3.Click **Save**.





Invigilators view from portal

Exam Team View



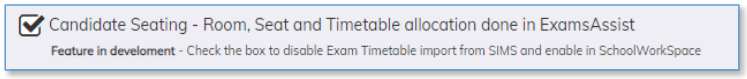
Managing the Timetable and Seating

Centres can manage the Timetable and Seating for both Internal and External Exams using either Exams Assist or their existing MIS System. When the Timetable and Seating are organised within the Centre's MIS, this information will automatically sync with Exams Assist to facilitate the scheduling of invigilators and other related tasks. Should any amendments be necessary in the Centre's MIS system, users have the ability to refresh this data through the **Overview Tab** by selecting the **Refresh button**.

Important - If Centres prefer to initially create their Timetable and Seating within their MIS System, they can subsequently manage all amendments using Exams Assist. Once the Centre transitions to handling Seating in Exams Assist, all data will be retained; however, all future syncs will cease.

How to switch to creating Seating in Exams Assist

If a Centre intends to utilise Exams Assist for the creation of Timetable and Seating, rather than their MIS system, this function must be activated. Once this feature is enabled, Exams Assist will no longer synchronise Exam Timetable information with the MIS System. To enable this feature, navigate to **Overview | Edit Season** and select the option for **Candidate Seating - Room, Seat, and Timetable allocation to be managed in Exams Assist**.



For External Seasons, the Build Timetable relies on information derived from the Component Details within the Entries. For SIMS, this information is included in the TSV Import File. Meanwhile, for Bromcom, Arbor,

and ISAMS, the necessary data can be found in the API displayed in the Entries Tab. For Internal Seasons, the Timetable is created based on entries in the Timetable and Seating Tab.

Important – For External Seasons, it is crucial to remember that the information resides within the component details displayed in the Entries Tab. Each time amendments are made, the timetable must be rebuilt to accurately reflect these updates in the MIS system.

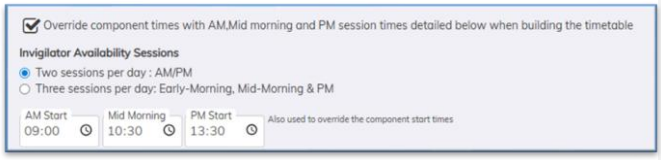
To complete the seating allocation, we recommend following these steps in the specified order:

Creating the Timetable

Step 1 – Setting the Session Start Times

When entries are imported into Exams Assist–either from the TSV File (SIMS) or via the API for Bromcom, Arbor, or ISMAS–the Start Times for these exams can be derived from the component times allocated within the MIS. Alternatively, the Centre has the option to override these times and assign new ones for the components in Exams Assist.

If the Centre wishes to modify the start times, it should navigate to **Edit Season | Invigilators | Override Component Times**. After selecting this option, the Centre can input the desired time for either the **AM, Mid-Morning**, or **PM** slot.

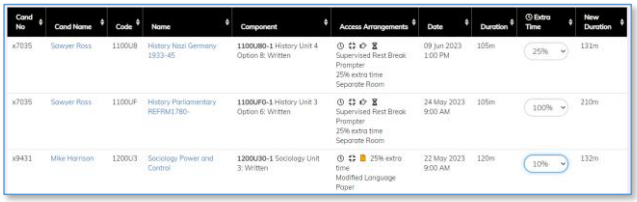


Note - that the default times in Exams Assist will be based on the official start time designated by the examination board.

Step 2 – Managing the Extra Time Candidates

Once the Centre has chosen to create the Timetable and Seating arrangements in Exams Assist, an additional sub-tab labelled Extra Time will become accessible within the Access Arrangement tab. Therefore, before constructing the timetable, the Centre can ensure that candidates entitled to Extra Time are assigned the appropriate duration for each exam.

To streamline the setup process, Exams Assist will automatically associate an Access Arrangement named Extra Time with a default value of 25%. If, however, a Centre specifies a percentage amount for the arrangement, that percentage will be automatically added to the duration of the exam.



Example:
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.

Editing/Removing Extra Time

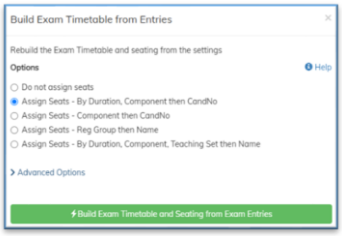
If a candidate requires a different percentage of extra time for a specific exam, adjustments can be made within the **Access Arrangement | Extra Time Tab**. Therefore, if a candidate is not entitled to extra time for all exams, it is possible to search for the candidate and change the extra time percentage to zero. This action will then allocate a new duration for the candidate.

For Extra Time - Other, to set a specific time or percentage of extra time, you can select **Other**. This feature is particularly useful for cases where the calculated time results in an unconventional duration, allowing for necessary amendments.

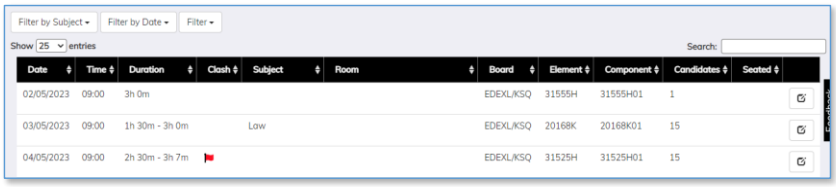
Note – To add additional Extra Time %, navigate to **Extra Time** Settings.

Step 3 – Populating the Timetable Tab

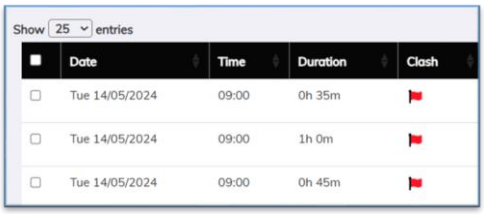
After completing **Step 1 - Importing the Entries** and **Step 2 - Confirming the Candidates' Extra Time**, the Centre is prepared to construct the Timetable for the Exam Season. If the Centre has not yet built the Timetable, navigate to the **Overview Tab** and select **Build Exams Timetable and Seating From Exams Assist**.



Upon selection, a new Tab - **Timetable / Seating** will appear. This tab will display the scheduled exams in chronological order by date and time. Additionally, it will indicate any exam clashes, the assigned room for each exam, and the number of candidates registered for each exam.



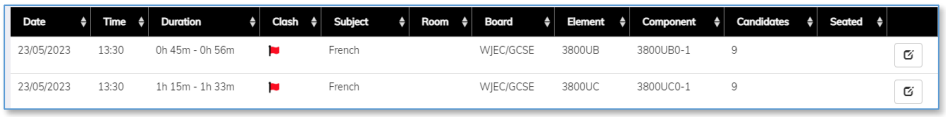
Step 4 – Resolving Clashes



Upon completing the timetable, you will have the capability to filter and identify any exams that present scheduling conflicts, which will be marked with a red flag. Each of these clashes must be addressed by assigning a new start time, and possibly a different date, for an individual candidate or a group of candidates who share the same exam period.

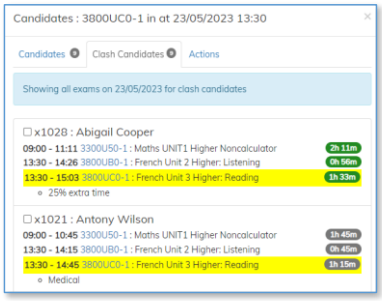
Language Exams – Listening and Writing

To resolve a clash for an exam such as French, German or Spanish that have a listening and reading where the start times for both exams are in the session. This clash will need to be resolved by moving **all candidates** to a new later **Start Time**.



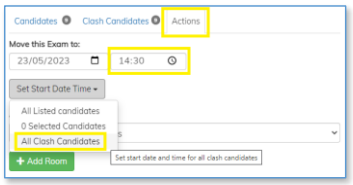
Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated
23/05/2023	13:30	0h 45m - 0h 56m		French		WJEC/GCSE	3800UB	3800UB0-1	9	
23/05/2023	13:30	1h 15m - 1h 33m		French		WJEC/GCSE	3800UC	3800UC0-1	9	

Step 1 – Select the edit button on the exam that the **Start Time needs Amending**, in the above example it will be the Component Code for French Reading, once selected the following popup box will appear.



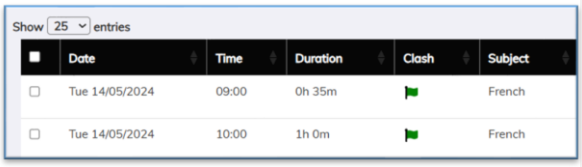
Important – The component highlighted in yellow is the one that requires modification. If you have selected the incorrect component, simply click on the other conflicting component in the popup box to adjust the start time accordingly.

Note - To aid Centres in resolving these scheduling conflicts, essential information is presented in the popup box. It includes details such as whether any candidates are granted extra time, as well as the exams scheduled during the earlier and later sessions. This information will assist you in determining the most effective way to address 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 starting 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 now disappear from the **Clash only** as the clashes has been resolved. As this clash has now been resolved a new **Line** will be created in the timetable / seating tab to indicate a new Exam has been created and is then ready to be roomed. The Red Flag will now be replaced with a Green Flag indicating the Clash has been Resolved.

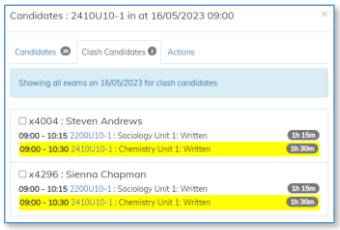


Show 25 entries

	Date	Time	Duration	Clash	Subject
	Tue 14/05/2024	09:00	0h 35m		French
	Tue 14/05/2024	10:00	1h 0m		French

Few Clash Candidates within a Component

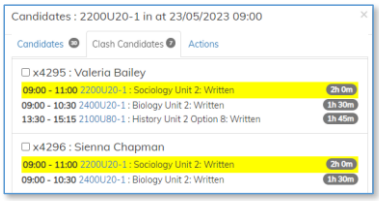
Step 1 – To resolve a clash with candidates having two different exams in the session is the same process. Select the component whose start time you want to change, and this component will be highlighted in Yellow in the popup box (you will be able to see details of the exam prior and after the session).



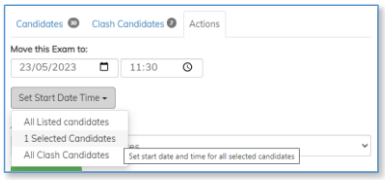
Step 2 – Navigate to the actions tab and change the start time of the chemistry ex am to your new desired starting time and select **Set Start Date Time**.

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.

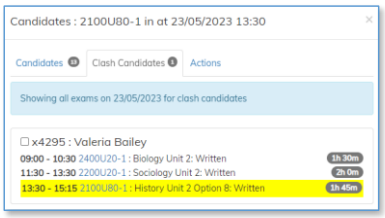


Step 1 – Decide which exam will be done second, in this case the candidate will sit Sociology at 9:00, Biology at 11:30 (to allow a break) and finally the History at 14:00 (to allow a break).



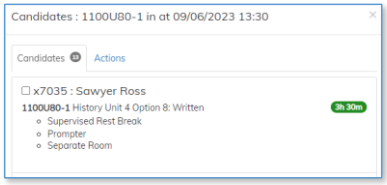
Step 2 – Click on the Biology component code to change to that exam, the subject highlighted will then be Biology. Select the candidate Valeria Bailey and then navigate to Actions and change the start time to 11:30 and set for 1 Selected Candidates.

Once submitted this will resolve this clash but a 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 and navigate to the actions tab and change the start time to 14:00 then all clashes for this candidate will be resolved.

Amend a Start Time due to Access Arrangements

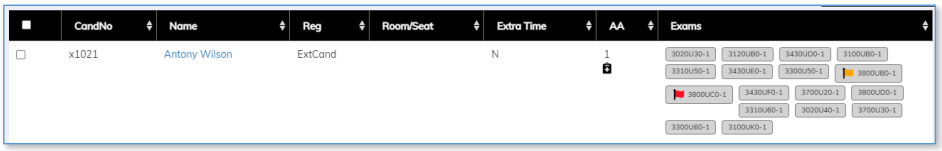


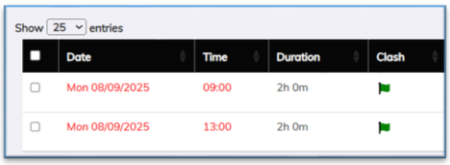
If a candidate has an afternoon exam and has a high percentage of Extra Time and Supervised Rest Breaks, it's possible to amend their start time (if this has been approved by JCQ) from 13:30 to 9:00. Select the candidate and then navigate to the action tab and then enter a new start time for this candidate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

Clash indicators:

Yellow Flag – A yellow flag signifies that a candidate has a scheduling conflict on that day, indicating that the exam is being conducted simultaneously as outlined by the exam board. This flag will be visible in the attendance register, seating plan, and daily planner, assisting Centres in monitoring the candidates affected by the clash.

Red Flag – A red flag denotes a clash candidate whose exam is scheduled at a different time than that designated by the exam board. Additionally, a red flag will be displayed for any candidates whose examination start times have been altered.





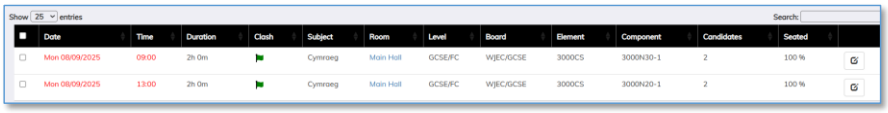
Once the conflict has been resolved, a Green Flag will appear in the Clash Column to signify that the clash is no longer an issue, assisting the Centre in tracking these changes. Additionally, any modifications made to the date or time for a specific exam will be highlighted in Red.

Note – To enable the display of the Green Resolved Clash Flags, ensure that the option labelled **Show Green Clash Flag on TT and Seating tab for external season resolved clashes** is selected in the **Configure Exams Assist** settings.

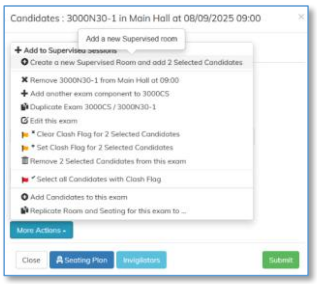
Step 5 – Creating Supervised Rooms for Clash Candidates

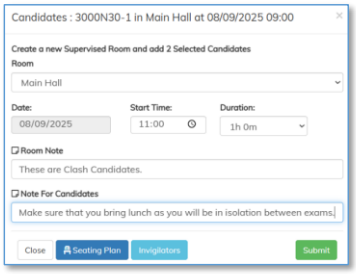
Once a clash has been resolved for an individual candidate or a group of candidates, it becomes possible to create and assign them to a Supervised Room. After assignment, an invigilator can be designated for the room to facilitate attendance tracking. Additionally, once candidates are assigned to a room, this information will be reflected on their timetables. To create a Supervised Room, please adhere to the following basic steps:

Step 1 – Edit the first exam of the day with a resolved clash. In the example below we will **Edit** component 3000N30-1.



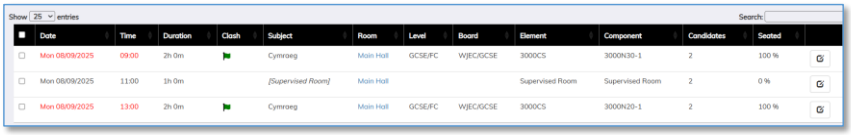
Step 2 – Once selected, the candidates with clashes will appear with either a red or an orange flag next to their names. Select the candidates, then **Actions | More Actions | Create a new Supervised Room and a 2 Selected Candidates** or add to an existing **Supervised Room**.





Step 3 – Allocate to a Room (We suggest creating a Room called Supervised Room), the Start Time will be populated based on the End Time of the previous Exam. Enter a comment for the room and a comment to be displayed to the candidate in their portal i.e. a note to remind them to bring a packed lunch as they will be in isolation between the two exams.

Once the candidates have been assigned to the room this will appear in the Timetable and Seating Tab and the Schedule Tab, so that an invigilator can be assigned to the room.



Tip – The Centre can download an Excel of Clashes – **Timetable and Seating | Actions | Download Excel of Clashes**. Once the Centre has built the Timetable, the Centre can download this Spreadsheet to see all Clashes by date. Once the clashes are resolved, download a new copy of the Spreadsheet to check Clashes have been resolved and all candidates have been assigned to a Supervised Room.

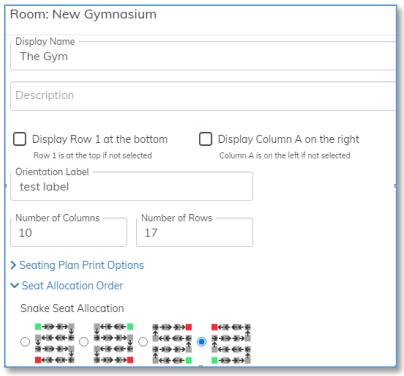
Step 6 – Setting up the Exam Rooms

Adding/Editing a Room

To ensure proper seating arrangements during auto-scheduling, it is essential that each room is configured accurately. Navigate to the **Rooms Tab** and select either **Add Room** or choose an existing room within the tab, once selected the settings for the room will appear.

Existing Room – You can opt to select an existing room imported from the MIS for use in the seating process.

Display Name – This refers to the name that will be displayed for the invigilator on their seating plan or attendance register. This feature allows centre's to rename rooms to a more recognisable title that the invigilator can easily understand. While the name will appear as recorded in the MIS under the timetable and schedule tab, the new designation will be for the invigilators.



Display Row 1 at the bottom – Selecting this option will position Row A1 in the bottom left-hand corner instead of the top left.

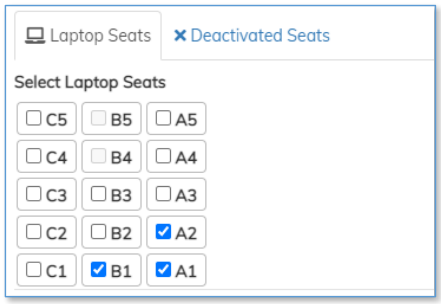
Display column A on the right – Activating this feature will position Column A on the right side of the layout. If the previous option is selected, A1 will be located in the bottom right corner; if not, A1 will be at the top right.

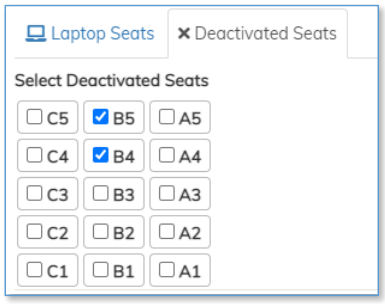
Flip Axis to display Columns A-Z Down and Rows across – Choosing this option will invert the seating layout; columns (A-Z) will be displayed along the vertical side, while rows (1-99) will be positioned across the top and bottom.

Orientation Label – Provide a label for the bottom of the seating plan to help candidates and invigilators identify the desk locations within the room.

Room Dimension – Input the number of columns and rows within the room.

Snaking or Non-Snaking – Determine how candidates should be seated in a snaking pattern, with A1 as the starting point represented by the green square. Alternatively, if preferred, candidates may be seated without following a snaking pattern; choose the option that best fits the centre's needs.





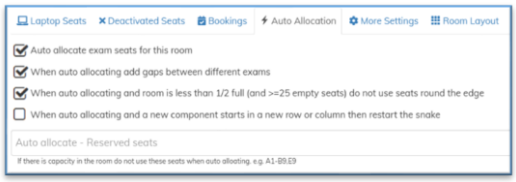
Laptop Seats – Mark the seats that are equipped with a laptop on the designated desks. If a candidate is identified as requiring a laptop for an exam and is scheduled in this room, pressing the auto-schedule button will allocate the candidate to one of these seats.

Deactivated Seats – Mark any seats that need to be made unavailable for the exam season.

Auto Allocation Tab

The **Auto Allocation** settings allow the Centre to control how candidates are automatically seated within each examination room. These settings help reduce manual seating whilst ensuring candidates are distributed in accordance with the Centre's preferred seating arrangements.

Commented [DL3]: This whole section needs to be checked



Auto allocate exam seats for this room – If there is a room where the Centre does not wish candidates to be automatically allocated seats, this option should be deselected.

When disabled, candidates assigned to this room will need to be seated manually.

When auto allocating add gaps between different exams – By default, when Exams Assist allocates seats within a room containing multiple examinations, available seats are used to create gaps between candidates sitting different component codes or examinations. This additional spacing helps invigilators clearly distinguish between different examinations and reduces the likelihood of candidates receiving the wrong question paper.

If this option is disabled, Exams Assist will seat candidates without leaving additional gaps between different examinations, making maximum use of the available seating.

When auto allocating and room is less than 1/2 full (and >=25 empty seats) do not use seats round the edge - Where a room is less than half full and at least 25 seats remain unoccupied, enabling this option instructs Exams Assist to avoid allocating candidates to seats around the outside edge of the room.

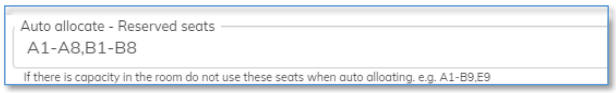
Instead, candidates will be seated towards the centre of the room, creating a more compact seating arrangement that is easier for invigilators to supervise and reducing the need to monitor candidates seated in isolated areas around the perimeter.

When auto allocating and a new component starts in a new row or column then restart the snake - Exams Assist normally allocates candidates using a snaking pattern, alternating the seating direction on each row or column. When this option is enabled, if a new examination component begins on a new row or column, the snaking pattern will restart from the beginning for that component.

This helps keep candidates sitting the same examination grouped together in a consistent seating pattern and makes it easier for invigilators to identify candidates sitting each component.

Auto Allocate – Reserved Seats – Reserved Seats provide a simple way of preventing candidates from being seated in specific areas of a room during automatic seat allocation. This is particularly useful when a small examination is taking place in a much larger room.

Enter the seat ranges or rows and columns that should remain unused



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

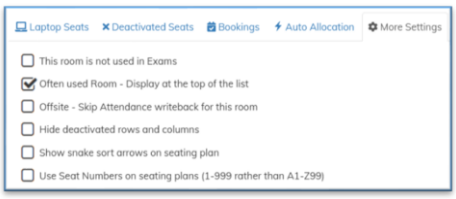
More Settings Tab

The More Settings tab contains additional room configuration options that control how the room behaves throughout Exams Assist.

This room in not used in Exams – If a room should not be available for assigning examinations, enable this option. The room will be removed from the list of available locations within the **Timetable and Seating**

tab. If the room is no longer required, it can be permanently removed from Exams Assist by selecting **Delete Room**, located at the bottom of the Room Settings window.

Often used Room – If a room is used frequently during examination seasons, such as the **Main Hall** or **Sports Hall**, enable this option.



Often used rooms are displayed at the top of room selection lists rather than in alphabetical order, making them quicker to locate when assigning rooms to examinations.

Offsite – Skip Attendance writeback for this room – If candidates are sitting an examination at an offsite location, enable this option to prevent attendance information for this room from being written back to the Centre's MIS. This is particularly useful where attendance is managed separately or should not affect the candidate's normal school attendance record.

Hide deactivated rows and columns – When enabled, any rows or columns that have been deactivated within the room layout will be hidden when viewing seating plans in the **Timetable and Seating** tab. Deactivated rows and columns will also be excluded from printed seating plans, providing a cleaner and more accurate layout for invigilators.

Show snake sort arrows on seating plan – When enabled, directional arrows will be displayed on the seating plan showing the order candidates will be sat when manual allocation is carried out by the Exam Team. Also, the arrows will be displayed when the Seating Plans are printed by the Centre. These will appear on the top of each column.

Use Seat Numbers on seating plans (1-999 rather than A1-Z99) - By default, seating plans identify seats using **row and column references**, for example **A1**, **B12** or **F24**. If this option is enabled, seats will instead be numbered sequentially from **1** onwards.

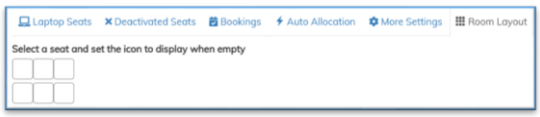
This can be useful where the examination room already has numbered desks or where the Centre prefers to use numerical seat references rather than row and column identifiers.

Example – Instead of a candidate being seated at **C12**, they may be allocated **Seat 57**.

Room Layout

Exams Assist allows the Centre to assign icons to individual seats within a room. These icons act as visual markers during the **room setup and seating allocation process**, helping the Exams Team identify seats with specialist equipment or particular requirements before candidates are allocated.

To assign an icon, navigate to the **Rooms** tab and select the required room. From the **Room Layout** tab, select the appropriate seat on the seating plan, then choose the required icon from the list of available icons. Depending on the Centre's requirements, icons can be used to identify a variety of seating arrangements, for example - Laptop workstation; Projector position; Reader or Scribe position.

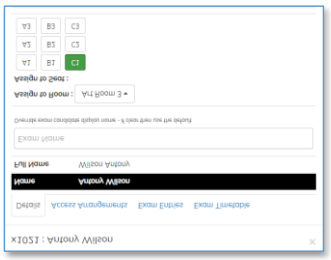


During the seating allocation process, these icons provide a visual reminder to ensure candidates requiring specific equipment or facilities are allocated to the correct seats.

Note – Once candidates have been allocated to seats, the seat icons are replaced by the candidate details on the seating plan. The icons are therefore intended as a planning aid during room configuration and seat allocation, rather than appearing on the final printed seating plans.

Step 7 – Assigning Candidates to a Rooms/Seats

Assigning a Candidate to a Room and Seat

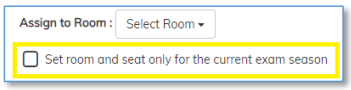


Once the rooms have been established and configured correctly, candidates can be allocated to specific rooms and seats. This process is particularly beneficial for candidates with specific access arrangements that necessitate placement in a separate room, such as those who require a scribe or a reader, or prefer a smaller space. Additionally, this system is advantageous for centre's that assign their candidates to the same room and seat for all examinations.

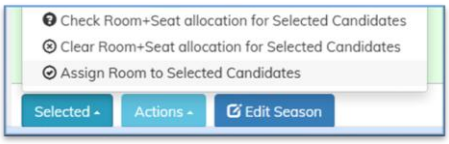
To assign a candidate to a room, navigate to the Candidate tab and search for the individual you wish to assign. Once you have located the candidate, select **Assign Candidate to a Room**, find the appropriate room, and, if necessary, assign them a seat. After submission, the candidate will automatically be assigned a room and seat for all their exams.

Tip – To efficiently assign candidates who require a room due to their entitlement to a scribe, simply search for **Scribe** in the search box. This will filter the candidates, enabling you to easily assign each of them to a room and a seat in succession.

Note – The allocation of a room and seat is recorded against the candidate, ensuring that these settings are retained for future examination seasons. However, there is also an option to apply the room and seat assignment solely for the current season, preventing the settings from carrying over.



Assigning Multiple Candidates to a Room and Seat



Centres can assign multiple candidates to a room and seat based on an existing seating plan. This allows candidates to remain in the same room and seat throughout an examination season, significantly reducing the amount of manual room allocation required.

To assign multiple candidates, navigate to the **Candidates** tab and select the required candidates. Once selected, choose **Selected**, then **Assign Room to Selected Candidates**. Select the room that the candidates should be assigned to, then select the examination that contains the seating plan to be used as the template. Exams Assist will copy the room and seat allocation from the selected examination to each candidate. Finally, select **Submit**.

Note – If a candidate was not allocated a seat in the selected examination, they will still be assigned to the selected room but will not be allocated a seat.

Example – If candidates are seated in the **Main Hall** for their first examination of the season, the same room and seating allocation can be applied to future examinations, ensuring candidates remain in the same seat throughout the examination series.

Tip – This feature is particularly useful for Centres that prefer candidates to remain in the same seat for every examination. Once the initial seating plan has been created, the room and seat allocation can be copied to future examinations in just a few clicks.

Allocating Candidates to Exam Rooms and Seats

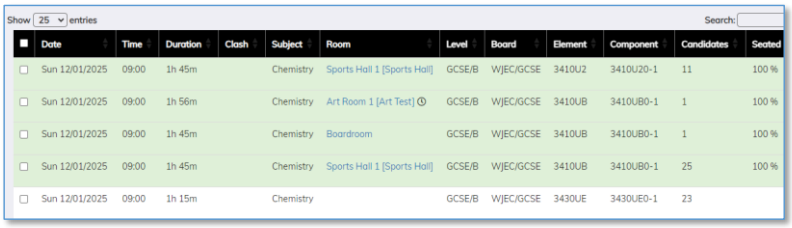
Before allocating candidates to examination rooms and seats, ensure that the above steps have been followed – Steps 1 – 7. Once these Steps have been followed, the remaining candidates are ready to be allocated to the main examination rooms. Navigate to the **Timetable and Seating tab.**

This Tab displays every examination within the season together with the rooms assigned to each examination. It also provides a summary of the seating progress for each room.

For each examination, the following information is displayed:

- The examination details.
- The rooms assigned to the examination.
- The number of candidates allocated to each room.
- The percentage of candidates seated.
- Any Access Arrangements associated with the room, such as Extra Time.

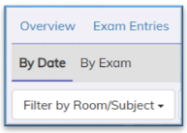
Selecting a Room Name opens the seating plan for that room, where the Exams Team can allocate or amend candidate seating, view the room layout and access the examination register. Once all candidates within a room have been allocated seats, the room will automatically be highlighted in green, providing a clear visual indication that seating has been completed.



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	

Allocating a Single Examinations to a Room

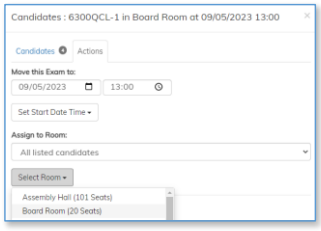


There are two subtabs available for assigning rooms to an exam: **By Date** and **By Exam**. The **By Date** tab displays a row for each combination of component and room, while the **By Exam tab** consolidates this information into a single row per exam, showcasing all rooms assigned to that specific exam. Users can assign a room to an exam from either tab.

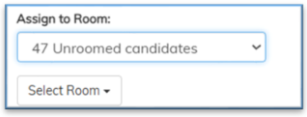
Additionally, both tabs provide a filtering option by date. This enables the Centre to systematically allocate examinations to rooms for each day. Alternatively, users can filter the view to display all un-roomed exams.

To assign a room to an exam, select **Edit.** Once selected, the Centre will then be able to:

- **Assign a Selection of Candidates to a Room** – From the **Candidates Tab**, select the required **Candidates | Actions**, then Select in the **Assign to Room** drop-down – **X Selected Candidates**, **Add Room**, once the Room is selected, **Submit**.
- **Assign All Candidates to a Room** – From the **Actions Tab**, select from the **Assign to Room** drop-down – **All Listed Candidates | Add Room**, once the room is selected, **Submit**.



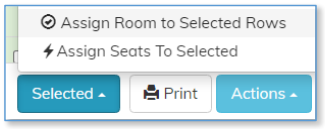
From this popup it's possible to see a list of the Candidates and their Access Arrangements. (This information can help the Centre when allocating rooms, as the Centre may wish to Room the Extra Time Candidates in the same Room).

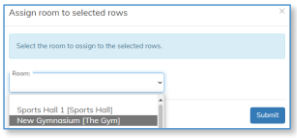


To assist the Centre, it's possible to see the number of candidates left to room, the select room drop-down will display a list of rooms and the number of available seats in the room. Some great tools to help the Centre when allocating candidates to rooms.

Allocating Multiple Examinations to an Exam Room

When multiple exams need to be allocated to an Exam Room, this can be efficiently achieved by selecting each exam that requires assignment. To do this, navigate to **Selected | Assign Room to Selected Rows**.



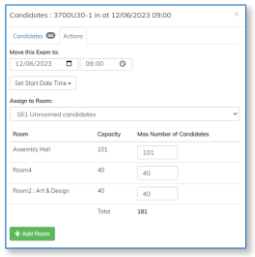


From the drop-down menu, choose the appropriate rooms and then **Submit**. The exams you have highlighted will be allocated to the chosen room.

Note - When using the above routine, if a room becomes full, no additional candidates will be added. These candidates will remain listed in the Schedule tab, ready to be assigned to a different room that has available seats.

Allocating Multiple Rooms to a Single Exam

Additionally, it is feasible to assign more than one room to a single exam. This feature is particularly beneficial for centres that may not have sufficient seating available in a single room, necessitating a division of candidates across several rooms. Besides splitting the room allocation, you also have the option to specify the number of candidates to assign to each of the room.

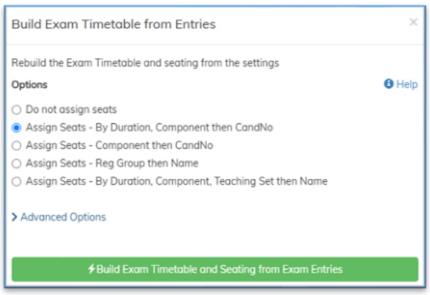


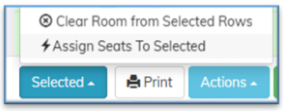
Note – Once the exam rooms have been allocated, it will be possible to schedule staff and invigilators to those specific rooms.

To allocate multiple rooms, begin by selecting a room. Upon selection, add an additional number of rooms that are required. Once the rooms appear in the list, the Centre will be able to see the number of available seats available in each room. Next, input the number of candidates the Centre wish to assign to each room, then select **Submit**.

Auto Seating Allocation

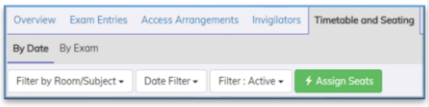
There are three ways in which the Centre can automatically allocate the Candidates to their Seats in the Exam Room. The first option is to Seat all Candidates for all Rooms. From the **Overview | Build Exams Timetable and Seating from Exams Entries**. When running this routine ensure that you select the appropriate option of how the Centre would like the candidates to be seated by. This routine will seat the candidates for all Rooms.





To Auto Seat Candidates for a selection of Rooms, navigate to the **Timetable and Seating Tab**, select the required rooms, then **Selected | Assign Seats to Selected**. Once selected, the above popup will appear, select the appropriate seating option then **Build Exam Timetable and Seating for Exams Entries**.

To Auto Seat the Candidates from the Timetable and Seating Tab, Select the Assign Seats Button, once selected the Candidates will be seated in accordance to the last selected option in the Build Exam Timetable Pop-up.



Displaying the Seating Order - New

When allocating candidates to seats, **Exams Assist** can display the directional arrows within each seat to indicate the current seating order (snake pattern) that will be used during automatic seat allocation. To enable the arrows to be display, navigate to the **Room Settings** and enable **Show snake sort arrows on seating plan**.

Once enabled, the default snake order which was configured within the **Room Settings** will display when seating the selected room. This ensures that candidates are seated in the Centre's preferred order without any additional configuration.

If the Exams Team needs to use a different seating order for a particular examination, the snake pattern can be changed directly from the seating plan.
To do this:

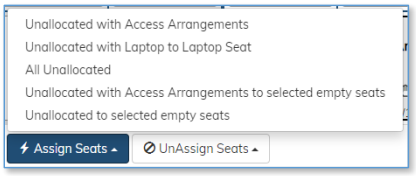
1. Select the required seats.
2. Select **Selected**.
3. Choose **Set Snake Order**.
4. Select the required snake pattern.

Once selected, the arrows displayed within each seat will immediately update to reflect the new seating order. This provides a clear visual indication of the direction in which candidates will be allocated when **Assign Seats** is selected.

Tip – The arrows are displayed as a visual guide only and do not represent seated candidates. They allow the Exams Team to quickly confirm the current snake order before automatically allocating candidates to seats.

Reminder – The snake order selected from the seating plan applies only to the selected seats for that examination. The default snake order configured within the **Room Settings** remains unchanged and will continue to be used for future examinations unless it is updated within the room configuration.

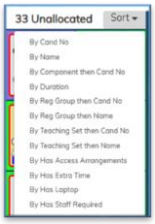
Manually Assigning Candidates to a Seat



If the Centre prefers to manually assign the Candidates to Seats, then this is possible. When building the Timetable ensure that the option – **Do Not Assign Seats** is selected (Once selected, the **Green Assign Seats** will not appear in the **Timetable and Seating Tab**).

To assign Candidate to a Seat, select a Room, once selected, there are several tools to assist the Centre to assign candidates to the plan. To access these tools, select **Edit,** navigate to the **Assign Seats** menu and select the appropriate function.

Changing the Sort Order

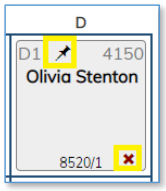


When assigning candidates to their seats, it is possible to modify the sorting order of how candidates are displayed in the unallocated section. To change the sorting order, edit the plan and select the appropriate option from the sort drop-down menu. This adjustment will assist the Centre in effectively seating the candidates.

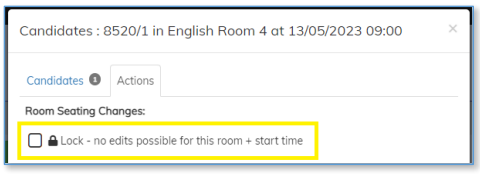
Note – For the Reg Group to show when editing the Seating Plan, ensure this has been selected in Configure Exams Assist.

Editing Seating Allocations

Once the candidates have been auto allocated to a seat within the rooms it's possible to manually amend these, this may be because the auto allocation didn't quite meet the Centre requirements. In the timetable/seating tab select the name of room you need to amendment, 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 Centre 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.



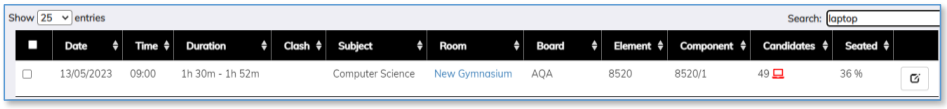
Once you are happy with the plan, and no further amendments are required, select the edit button in the timetable / seating tab and select the **Lock** check box in the actions tab.

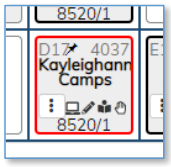
Allocating the Laptop Seats

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 selecting the allocate seating this candidate will not move to a laptop seat as they are pinned to the plan.

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

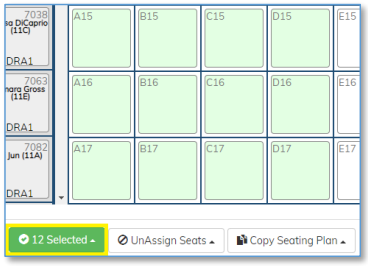
Note – If you search Laptop in the timetable/seating tab it will search for any of these errors.





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/seating tab.

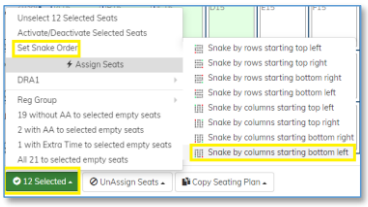
Multi-Selecting Seats

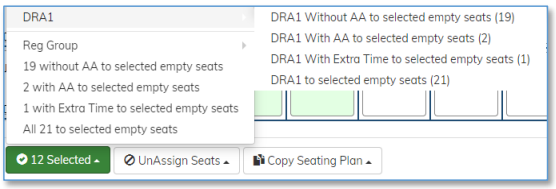


When seating candidates, you have the option to multi-select multiple seats. To do this, simply click on the first seat, for instance, A1. After selecting it, double-click on the diagonal seat, M10, and all seats within that range will be highlighted. Once this selection is made, the total number of selected seats will be displayed at the bottom of the screen. Additionally, you can continue to select or multi-select more seats until the desired number of seats is chosen, preparing them for the candidates.

Resetting the Snaking Order

Once the selection has been made, it is possible to allocate candidates to their respective seats. However, the snake order may no longer remain accurate. Therefore, you have the option to establish a new snaking order for the selected candidates. To do this, navigate to **Selected | Set Snake Order**, and then choose the most suitable order for the selection.

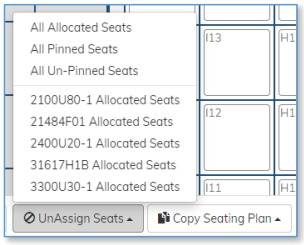




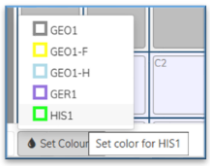
Once the snake order has been selected, select the candidates to be seated. Use one of the available options i.e. with Access Arrangements, without Access Arrangement, by Registration Groups etc.

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 component at a time.



Changing the Exam Colour for a Room or Component

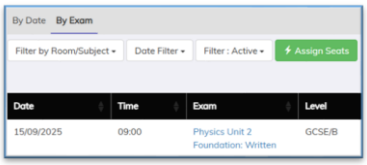


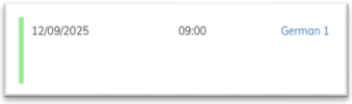
To modify the default colour of an exam within an exam room, begin by selecting the room name, followed by the **Set Colour** option. Next, identify the specific exam for which the colour needs to be altered. Once the exam is selected, select the desired colour intended for use within that room.

It is also possible for the Centre to assign this colour to all exams across all rooms associated with that **Component Code**. To accomplish this, simply select the option to **Set this colour for all exams with code.**

Note – To ensure that the first exam is highlighted in the seating plan when multiple exams are present, please select the corresponding option in Configure Exams Assist and ensure the required colour is chosen accordingly.

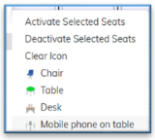
Changing the Colour of a Component





If the Centre wishes to customise the colour displayed on the Seating Plans and Attendance Register for each component, this can be modified while editing the Exam. To change the colour, navigate to the **Timetable and Seating Tab**, then proceed to the **By Exam Sub-Tab**. Once selected, a comprehensive list of all exams will be presented. Click on the Exam Name that needs to be edited. After selecting the appropriate exam, choose the desired colour for that component. Once a colour has been assigned, it will appear next to the date, ensuring visibility for Centre Staff.

How to Add an Icon to a Seat

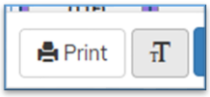


To assign an icon to a seat, such as a **Mobile Phone on Table**, select the required seat on the room layout.

Once selected, choose **Selected**, then **Activate/Deactivate**, and finally select the appropriate icon from the list of available icons. The selected icon will immediately appear on the seating plan, providing a visual reference during the room setup and seating allocation process.

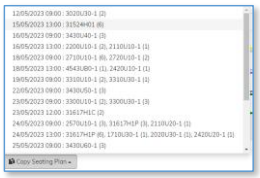
Tip – Frequently used seat icons can be assigned centrally within the **Room Settings**. Once configured, these icons will remain associated with their respective seats and can be reused each time the room is used. This removes the need to reassign icons, such as **Laptop Workstations**, **Projector Positions** or **Accessible Seating**, each time a new seating plan is created, saving the Exams Team valuable preparation time.

Changing the Size of the Seating Plan when Editing



To amend the size of the plan, select the small/large **TT button**. Select this to Zoom in or out of the Plan

Copying a Seating Plan

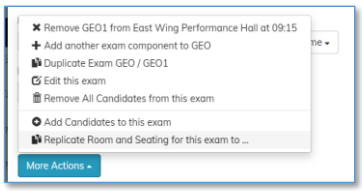


It is possible to Copy a seating plan when editing. In the case of an exam comprising two or more units within a qualification, you can manually create a seating plan for one date, then proceed to the next date and select the previous exam to copy the plan from. If you utilise the auto-assign seating function, all rooms will reflect the same arrangements. However, if you make manual amendments to one plan, you will be able to copy that customised seating plan for the subsequent exam.

Replicating Room and Seating

If a Centre employs the same rooms and layout for both internal and external examinations, it is feasible to assign and seat all candidates for a single exam and then replicate that arrangement for other exams during the same season.

To do this, navigate to the **Timetable and Seating Tab**, assign candidates to their respective rooms for the initial exam, and then proceed to seat them. Once the candidates are properly roomed and seated, edit the first seated exam and navigate to **Actions | More Actions | Replicate Room and Seating for this exam**.

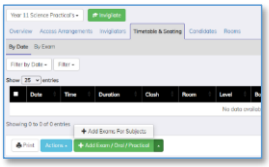


Upon selection, all rooms associated with the exam will be displayed, along with the number of candidates assigned to each room. Below this list, you will find all other exams linked to the candidates from the selected exam. Choose the exams for which you wish to replicate the room and seating arrangements, and then click **Submit**.

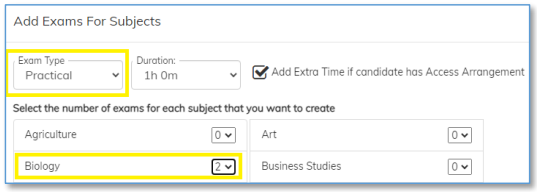
Timetabling Science Practical Exams

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

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

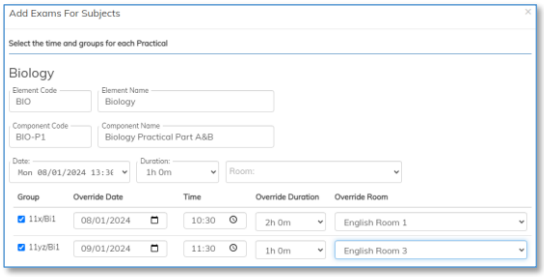


Once selected ensure that you select **Exam Type** as **Practical**. Then select the number of exams required for the Practical. For this example, we will do a Triple Biology Exam. If the exam is in two parts i.e. Part A – The Practical and Part B the Write Up and they are being done one after each other, 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.

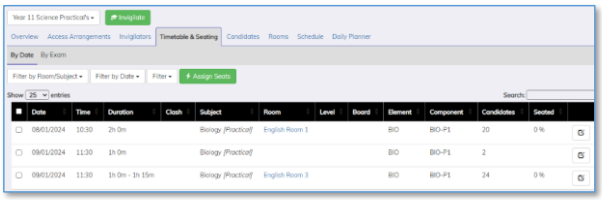


Enter the details for the practical exam. If the two parts of the practical are happening straight after each other, call it Biology Practical Part A&B. Select the class that will be doing the practical Part A and B together and then enter the date and time of the exam, the length of the exam which will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

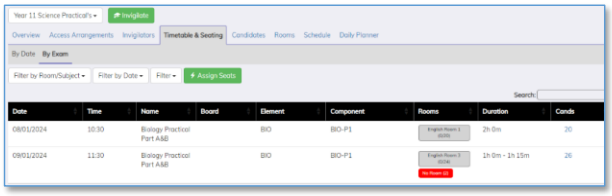
If Parts A and B will be taking place during different sessions, firstly select the class, the date, time, length and room the exam will be taking place. Then scroll down to the second component and select the class and then enter the details for Part B and select Submit.



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).

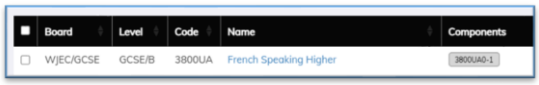
Timetabling Oral Exams

Oral Exams can be created for both an Internal and External Season. In an Internal Season the Exam will need to be manually created whereas in an External Season these can be created by selecting the appropriate component within the element code.

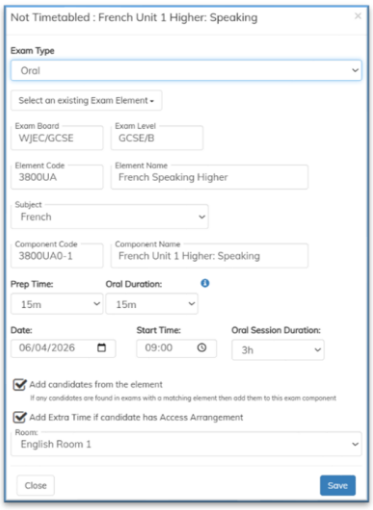
Creating an Oral for an Internal Season

For Oral exams the Centre can create a session (or sessions), where the Centre can allocate a single start time to a Candidate or a group of Candidates. To create an Oral Session, navigate to the **Timetable and Seating tab,** click on **Add Single Exam/ Oral / Practical,** change the Exam Type to **Oral**, once selected, different options will appear - **Prep Time** and **Oral Duration.** Further details can be found below on how to complete this popup box.

Creating an Oral Exam for an External Season



To create an Oral Session for an External Season, navigate to the **Entries Tab** and locate the required Element. Within the element there will be an untimetabled component (these will be in grey). To create the session, select the component code. Once selected, a dialog box will appear, firstly, change the **Exam Type** to **Oral**, once this has been changed the options will also change.



Exam Type – Oral.

Element/Component – Populated from the Entry (for an internal Oral Session the Centre will need to ensure that the Component Code and Name are completed).

Subject – If not populated, select the appropriate subject from the drop-down menu.

Preparation Time – Enter the time allowed for the candidates to prepare for the Oral. If the preparation time is already included within the Oral duration, simply set this to zero. When zero is selected, the preparation time will not appear on the candidate timetable, which helps avoid confusion.

Oral Duration - Enter the Oral duration as set by the Exam Board.

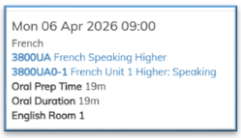
Date – Enter the Date that the Oral Session will be taking place.

Start Time – Enter the Time that the Session will be taking place. This will appear on the Candidate Timetable, unless the actual start time for each candidate has been entered.

Oral Session Duration – This is the length of the overall session, depending on the number entered, the Centre maybe required to create several sessions. If Add Extra Time is selected, no additional time will be added to this duration. This will be the overall duration for the session that will appear in the Schedule Tab for scheduling staff.

Add candidates from the element – Select this option if the Centre needs to add all candidates entered for this Exam to the Oral Session.

Add Extra Time if candidate has Access Arrangement – Select if the Extra Time should be allocated to the Candidates with this arrangement. This time will be added to the **Preparation Time** (if applicable) and the **Oral Duration**. Extra Time will not be added to the Oral Session Duration. This image shows a Timetable for a candidate with Extra Time, from this image the Prep and Oral duration is set for 15min therefore, with Extra Time added its displayed as 19minutes.



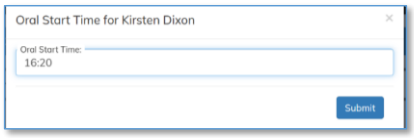
Room – Select the appropriate room for either where the Orals will be taking place or the location for the holding room. The normal room capacity can be exceeded as the room is either used as a holding room, or as the location for the orals. If several rooms are being used, the Centre can enter the room information in the same field as the Start Time of each Candidate i.e. **09:30 – English Room 3**.

Note – When the Oral is being created by selecting Save. There is no need to build the timetable, this session will be created.

Assigning the Candidate Start Time to their Oral Session

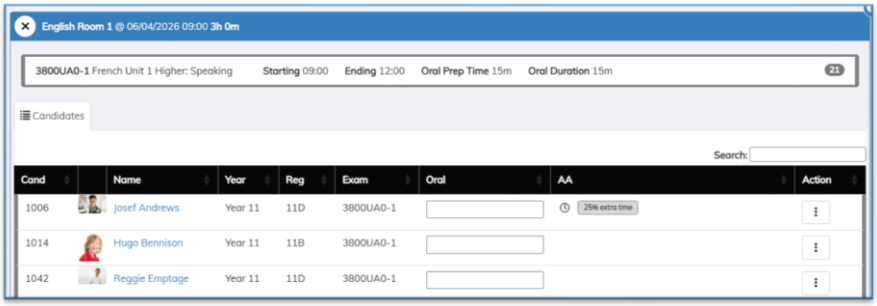
Once the Centre has created each Oral Sessions, navigate to the **Timetable and Seating Tab** to assign an individual start time for each candidate. To assign a time click on the **Room Name**, once selected, the Centre can either edit each candidate at a time or alternatively, select the **Edit Button** on the bottom of the

page this will allow the Centre to assign a time or alternatively enter a free text comment. Once the details have been entered, select Save.

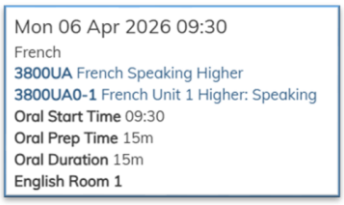


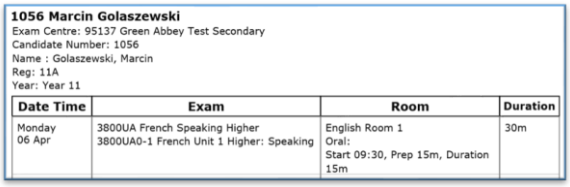
Single view of entering the Oral Information.

The view of entering the oral information for the whole session.

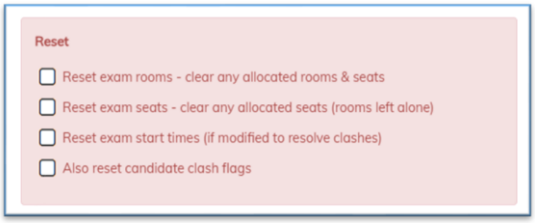


The Oral details (Prep time, Duration and Start Time) are then shown on the candidate timetable.



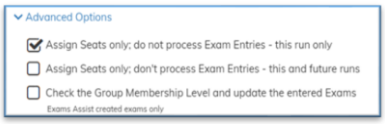


Resetting Timetable / Seating



If necessary, you can reset several actions related to the timetable and seating arrangements. To do so, navigate to **Overview | Build Exam Timetable and Seating**. This will present you with various options for resetting the timetable. Select the most appropriate option for what the Centre is trying to achieve.

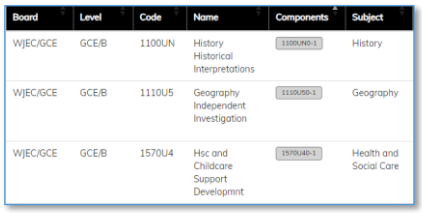
Assign Seats – Advanced Options



Assign Seats Only – When automatically assigning seats in the **Timetable and Seating Tab**, this routine will only assign a seat to the candidates assigned to that Room, by default it will not processes the data from the Entries Tab. If the Centre (for an External Season) needs Exams Assist to process the data in Entries too, when **Assigning Seats to Selected** then deselect – **Assign Seats only, do not Process Exam Entries** (this option is selected by default).

Check Group Membership – When exams are created in Exams Assist according to Group Membership, select this option to check if any changes have occurred in membership or if the levels assigned by the Class Teacher have been modified. If amendments have been made, these will be reflected in the Timetables

Manually Adding Exams to an External Season



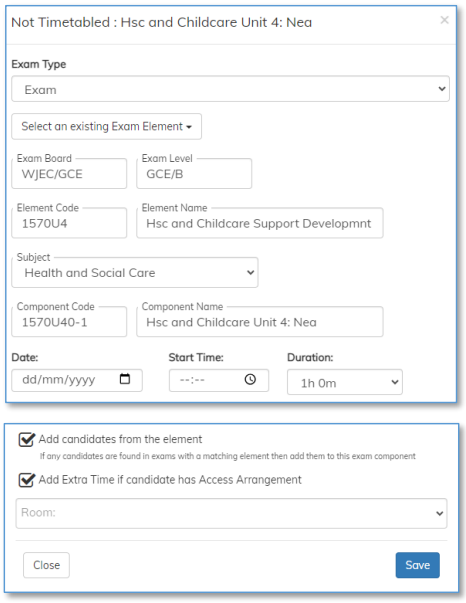
Board	Level	Code	Name	Components	Subject
WJEC/GCE	GCE/B	1100UN	History Historical Interpretations	1100UN0-1	History
WJEC/GCE	GCE/B	1110U5	Geography Independent Investigation	1110U50-1	Geography
WJEC/GCE	GCE/B	1570U4	Hsc and Childcare Support Developmnt	1570U40-1	Health and Social Care

Once an Entry file is imported into EA, these entries will appear in the Entries Tab. Additionally, the component information will be displayed (as illustrated below).

The component codes are colour coded as follows:

Colour Code:
Grey – No Date/Time Assigned to the Exam or NEA.
Light Green – Timetabled Exam, but candidates not roomed.
Dark Green – Exam Timetabled, Candidates both Roomed and Seated.

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



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

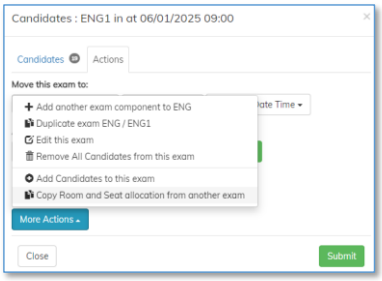
Copying an Exam

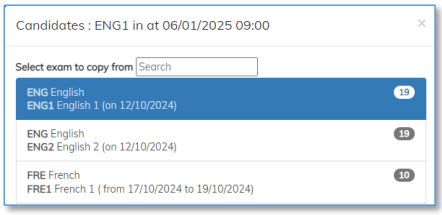
When core subjects such as English and Mathematics conduct multiple mock exams throughout the academic year, copying an exam will save time for the Centre by allowing for the replication of the entire examination setup, including room assignments and seating allocations.

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

Important – To copy details from a previous exam, the previous exam **MUST BE** within a Season that is still **OPEN**, the Season 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, select **Add Exams by Subject**. Select the number of exams required for each subject, then 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 exams have been created, Edit the exam and select **Actions | More Actions | Copy Room and Seat Allocation from another exam**.

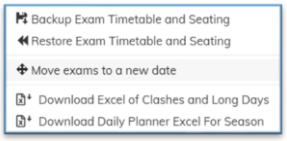




A list of all exams with candidates in common from all open seasons will appear. Use the search to filter the list, then select one that need to be copied from.

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.

Move Exams due to a School Closure

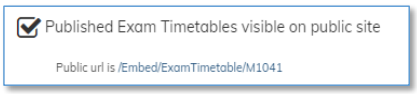


When the Centre has been forced to close due inclement weather or an incident at the Centre and an Exam was Scheduled the Centre can move all exams on a specific date to a new date. To move an exam to a new date, navigate **to Timetable and Seating Tab | Actions | Move Exams to a New Date**. Once selected, enter the **source date** and the **destination date** and select **Submit**. All exams on the source date will then be moved to the desired destination date.

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.

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		

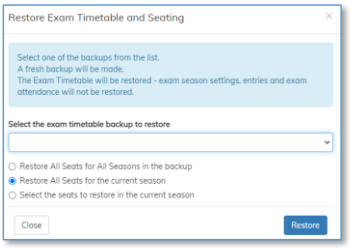
If the Centre do not require the Mock Season to appear on the External Sites, navigate to the **Overview Tab | Configure Exams Assist** and Enable **Do not include Mock Seasons in the above published exam timetables.**

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.

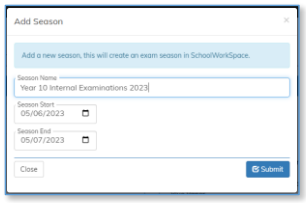


Creating Internal Examinations in Exams Assist

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

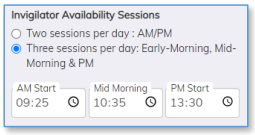


To create a New Season in Exams Assist, navigate to the **Overview Tab | Actions | Add new Exam Season,** enter a name the start and end date for the new season and select **Submit**.

Step 2 – Season Settings – Set Start Time

Once the season has been created the Season Settings will appear, go through the settings and amend as necessary. Select that the Season Type is a Mock, this will mean that Exams Assist will not track Clashes. See Section – **Season Settings**.

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 season – 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.



Step 3 – 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. Or to add several Candidates, navigate to the **Candidate Tab | Actions | Add a Candidates**. Once selected, multiselect the required Candidates, then select **Submit**.

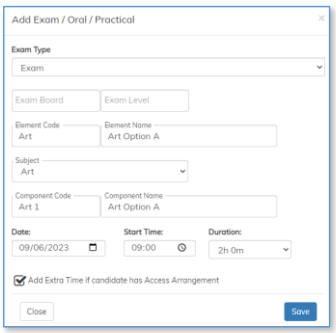
Note – If a candidate doesn't have a candidate number, then a temporary number will be created starting with a **T**, this is just for EA purposes.

Any previous information stored against the candidate from other seasons will display 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.

Step 4 – Creating a Timetabled Exam

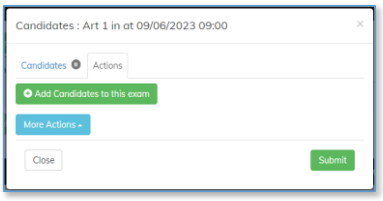
Once a New Season has been created there are two ways of creating timetable exams, this can be done Individually per Subject or by a Group of Subjects.

Creating a Single Exam



In the Timetable/Seating Tab and 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 an Academic 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.

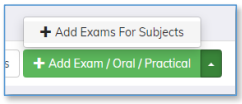


Note – Any candidates that have been assigned to a room in the candidate's tab will be automatically assigned to that room in the timetable/seating tab. The remaining candidates will need to be assigned to the exam room, once assigned to a room they will be ready for seating.

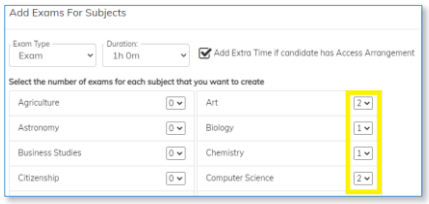
Add Exams for a Group of Subjects

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** and then select the number of exams required per subject from the appropriate drop-down menu.

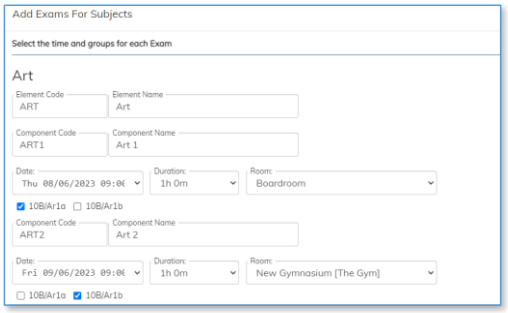


When creating exams by subject it's only possible to add the classes associated to the subject.

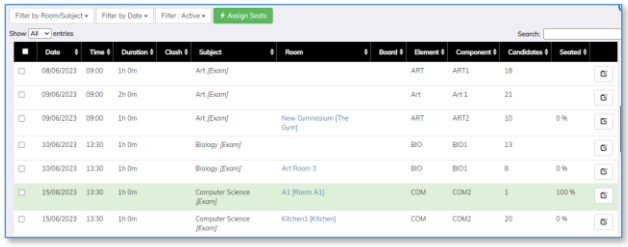


After entering the number of exams required per subject, enter a name, date, time, duration, room and the class that needs to be assigned to the exam.

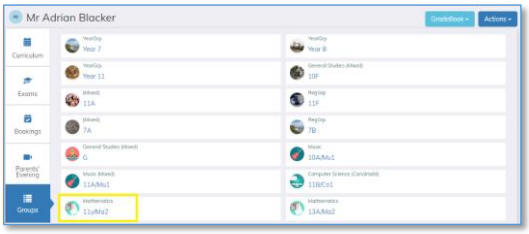
Note – Room is optional but if selected candidates will be assigned to the room until the room is full. Candidate's individual room/seat assignment takes priority.



Select **Submit** and the exams with candidates will be created, if you do not select any groups for the exam then it is skipped. Once created the candidates will need to be assigned seats within the room.

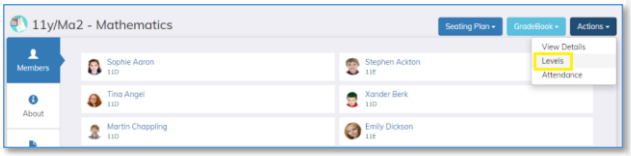


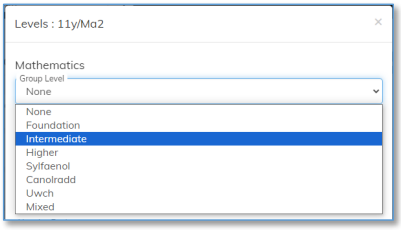
Creating a Tiered Exams



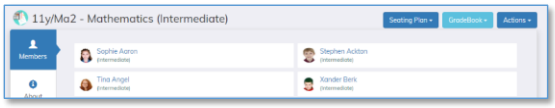
To create a tiered exam, the subject teachers will need to assign a level to each candidate from their portal. Each teacher will need to log into Exams Assist and from their homepage select the Group and then the class i.e. 11y/Ma2.

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

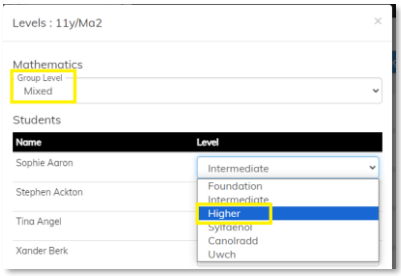




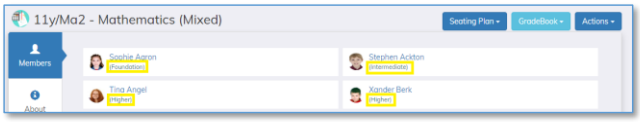
The member of staff can select a global level for the whole class by selecting Intermediate and then submit. This will assign the whole class as working at this level.

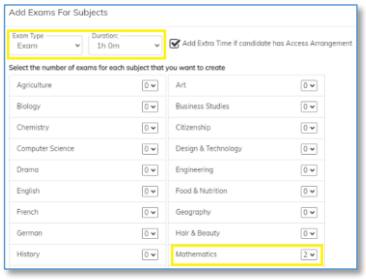


However, if the class is working at a mixed level, then select Mixed, When Mixed is selected the classroom teachers will be able to assign a level to each candidate. Once a level has been assigned to each candidate select Submit.



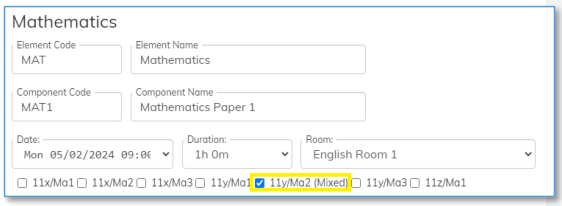
Once all classroom teachers have assigned a level to each candidate within their Maths classes, it's now possible for the EO's to create the exam based on tiers.



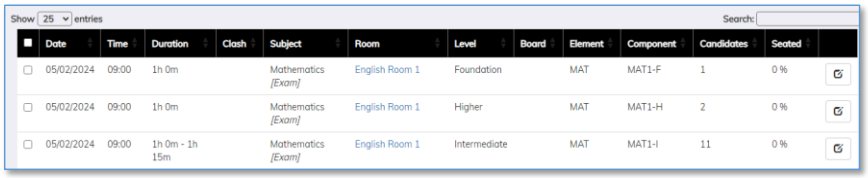


Navigate to the **Timetable & Seating tab** and select **Add Exam by Subject**. Select the number of exams that is required for the Maths Exams, if there are two papers – Paper 1 and Paper 2 ensure that you select 2, then submit.

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.



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 %

Step 5 – Confirming the Access Arrangements

Once the timetable has been created and the candidates are assigned to the Exams. Candidates who have Access Arrangements will appear in the Access Arrangements Tab. The Centre can go through each tab and state if the candidate requires a Modified Paper, Laptop, Computer Reader or Bilingual Dictionary for each Exam. This is the same process as for an External Exam. Therefore, if a candidate requests one of these Arrangements for their Exam, the appropriate Icon will appear on the Attendance Register and Seating Plan. Depending on the Centre Settings, the Invigilators could record if the Candidate used each Arrangement in each Exam. To enable this feature, navigate to the **Overview Tab | Edit Season | Invigilators | Log AA Used**.

Step 6 – Allocate Rooms and Seating

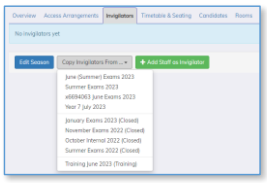
Any rooms that have been created/used within Exams Assist will automatically appear in the Rooms Tab, any setup added will also remain from previous seasons. If new rooms are need, then select **Add Room** (Please refer to the section on Adding Rooms for more details).

Once the Timetable has been built, the Centre can assign Rooms to each Exams. The Centre can assign a room when the timetable is being created. A detailed guide on Room and Seating can be found **here.**

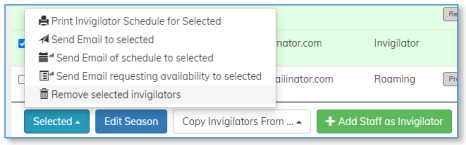
Step 7 – Invigilators and Scheduling

When a new season is created the invigilators, tab will be empty, staff could be manually adding one at a time, any settings previously assigned 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.**



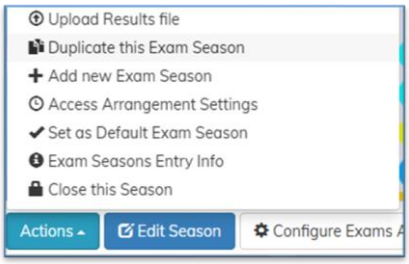
Once rooms have been assigned to a Room in the Timetable and Seating Tab, invigilators can be assigned to the Room. To assign the invigilators, navigate to the Schedule Tab, and edit each exam room in turn and assign the invigilators.

Duplicating an Exam Season

If there is a need to duplicate an Exam Season, all details will be copied, including:

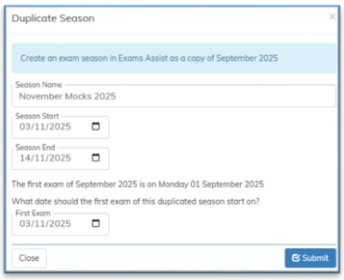
- Allocated Candidates.
- Access Arrangements and Allocations.
- Timetable and Seating Plans.
- Invigilator Schedules (confirmation status will reset).

Note – It is only possible to duplicate an open season. Closed seasons must be re-opened before duplication and may be closed again afterwards.



When creating the duplicate, the Centre will be prompted to provide the start date of the first exam. To duplicate a season, navigate to the required Exam Season and select **Actions | Duplicate this Exam Season**.

Enter a name for the new season, provide the overall season dates, then confirm the date of the first exam.

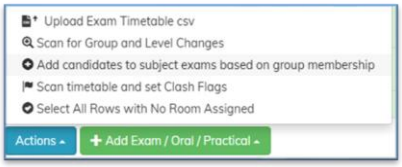


Note – If the new season begins on a different day of the week than the original (for example, the original began on a Monday and the new one on a Wednesday), the duplicated timetable will group exams together on weekdays.

Managing New Candidates

If new pupils have joined the Centre since the previous season, they must be added to the new season before being assigned to exams. Navigate to: **Candidates Tab | Actions | Add Group of Candidates**. Search for and re-add the required group to the season. Newly added candidates will now appear in the season and can be assigned to exams as required.

Updating Group Membership and Levels



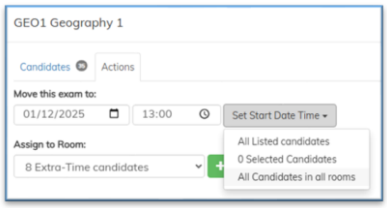
Centres can run a routine to update group membership and levels if changes have occurred. This is especially useful if the timetable is based on teaching groups. To run this routine, navigate to: **Timetable and Seating Tab | Actions | Scan for Group and Level Changes**.

If any exams are tiered, departmental staff should confirm candidate levels before running this routine. After running it, any candidates who have changed sets will be assigned to their correct group.
New candidates who have joined since the previous season will not yet be assigned to exams. If exams were created based on group membership, you can run another routine to assign these candidates correctly. Navigate to: **Timetable and Seating Tab | Actions | Add candidates to subject exams based on group membership**.

Note – **Scan for Group and Level Changes** before **Add candidates to subject exams based on group membership**. This ensures timetable names update correctly from one academic year to the next, allowing candidates to be added to the correct updated groups.

If candidates change groups or levels during these updates, previous seating allocations will be removed, and they will need new room and seat assignments.

Amending Date/Time of Exams

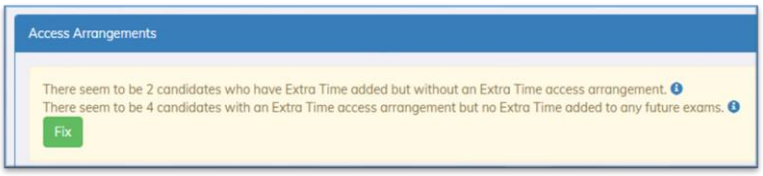


After duplicating a season, dates or times of certain exams may need adjusting. To amend these details, navigate to **Timetable and Seating Tab | By Exam**. Select the required exam, then the Actions menu, and update the date and time. Apply the change using Set this date and time for **All Candidates in All Rooms**.

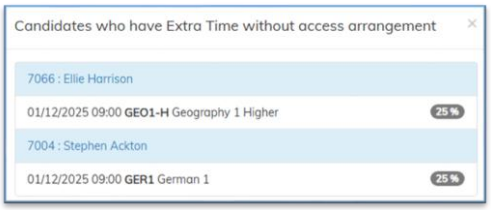
Note – If duplicating a live exam season containing formal entries, such as the June season for Year 11, any amended dates or times will appear in red in the Timetable and Seating tab. These red indicators can be ignored for mock seasons.

Access Arrangements Alerts

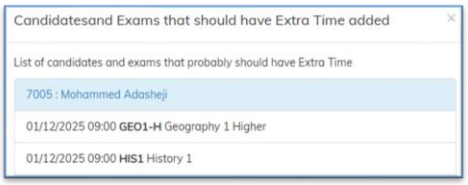
Access Arrangements are also duplicated when a season is copied. Any discrepancies or changes will be flagged in the **Overview** and **Access Arrangements** tabs. An alert may occur when a candidate previously received Extra Time but is no longer entitled to it.



Select the information icon to review full details of the alert. If the arrangement changes are correct, select **Fix** on the Overview tab to resolve the alerts.

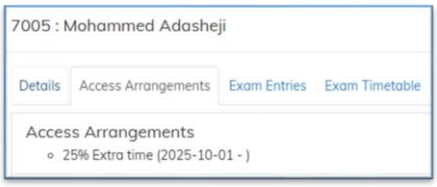


Example – Candidate Number 7005



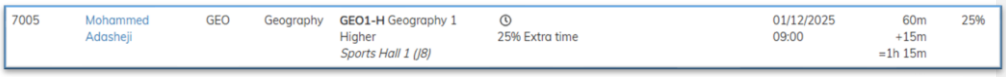
Candidate 7005 was previously entered for Geography and History but at that time was not entitled to Extra Time.

Since this time, the access arrangements has been amended and is now entitled to Extra Time. Therefore, an alert regarding this will be displayed for the Exam Team to resolve.



Alerts will show the exam duration in red. The entitlement icons will indicate whether a candidate is eligible. The alert remains until the **Fix** button is pressed. Once selected, the system recalculates Extra Time for affected candidates.

Once the Fixed, the system will now re-calculate the Extra Times for the candidates identified in the Alert and the Extra Time information will now be displayed correctly.



Running a dry run of the Summer Season

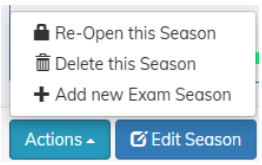
Centres may use duplication to carry out a dry run of the actual Summer Exam Season. Once created and seated, duplicate the season to simulate arrangements and seating needs for the real exam period. To do this, navigate to the Summer Exam Season, then select: **Overview Tab | Actions | Duplicate this Exam Season**.

Visual representation of the timetable

Monday 27 October 2025			
AM		PM	
09:00 - 10:30	French WJEC/GCE GCE/B 1800U50-1 French Unit 5: Written	13:30 - 15:45	Sociology WJEC/GCE GCE/B 1200U40-1 Sociology Unit 4: Written
09:00 - 11:00	WJEC/GCSE GCSE/FC 3603U10-1 D & T (Productdes) UNIT1 D & T in	13:30 - 14:45	History WJEC/GCSE GCSE/B 3100UK0-1 History Unit 3B: Written
		13:30 - 15:30	Computer Science WJEC/GCSE GCSE/FC 3500U20-1 Comp Science Unit 2 Comp Thinking
Tuesday 28 October 2025			
AM		PM	
09:00 - 11:00	Biology WJEC/GCE GCE/B 1400U40-1 Biology Unit 4: Written	13:30 - 15:30	English WJEC/GCE GCE/B 1720U40-1 English Literature Unit 4: Written

To help verify dates and times after duplication, a visual timetable can be enabled. Navigate to the **Overview Tab | Edit Season | Portal** and enable **Published to the Parental & Students Portal**. Then select **Overview Tab | Actions | Published Exams Timetable Public Page**. This provides a clear visual timetable to support checking and validation.

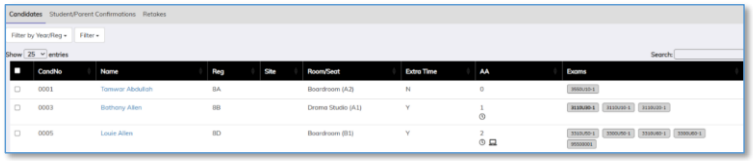
Re-Opening a Closed Season



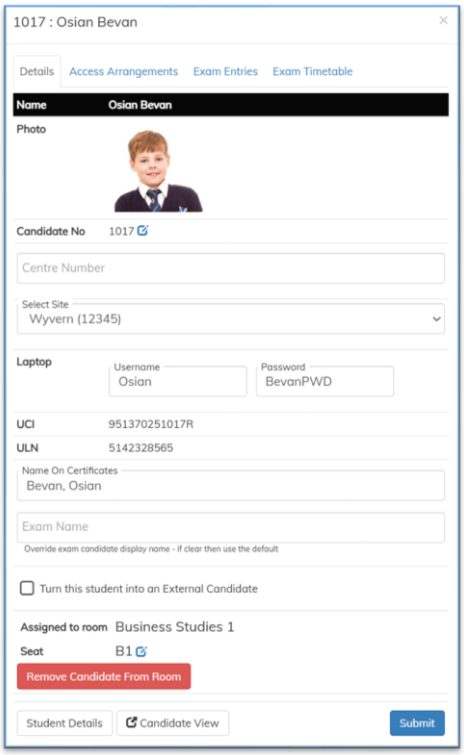
If duplication is required for a closed season, navigate to that season and select **Actions | Re-Open Season**. Once reopened, the season can be duplicated as needed. After duplication, the original season may be closed again.

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 in exam date order.



The Candidates Popup.



Amending the Candidate's Number

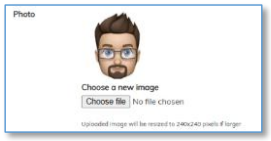
If a candidate's number has been imported into Exams Assist, but needs to be corrected due to initial inaccuracies, this can be easily modified from the Candidate popup in the Candidate Tab. Simply locate and select the candidate requiring the amendment, click the edit button adjacent to the candidate number, and input the new number.

Amending the Candidate's Name

It is possible to modify the name of a candidate as it appears on seating plans, attendance registers, and candidate cards. This feature is particularly useful for candidates who are known by a different name. To do this, navigate to the Candidate Tab, search for the candidate, and select their name. Then, enter the corrected name in the Exam Name box.

Adding a Candidate Photo

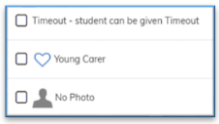
To upload a photo for an external candidate, access the candidate popup and click on the photo avatar. Upon selection, the option to upload a photo will become available.



For internal candidates, navigate to the candidate popup, click the edit button (Admin User Only), then select the photo avatar to upload a photo.

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

How to Disable the Candidate Photo to Show in SWS



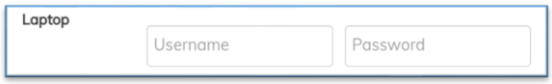
If there is the need to disable the Candidate Photo to display in Exams Assist and SchoolWorkSpace, this can be achieved by a Staff Member in the Safeguarding Security Group. Use the **Global Search to locate the Candidate | Actions | View Details**. Once selected, select the **No Photo** option.

Note - When this option is selected, the candidate's photo will be completely removed from SchoolWorkSpace, and a flag will be set to prevent the photo from being imported again in the future. If the photo needs to be restored, the flag must first be removed. The photo will then be re-imported automatically during the next full data import.

Laptop Username and Password

To support candidates who use a **laptop or computer reader** during exams, Centres can record **individual login details** (username and password) within the Candidate Tab.

Once the details are entered, these can be **printed directly onto Candidate Cards**, making it easier to manage access on the day of the exam.

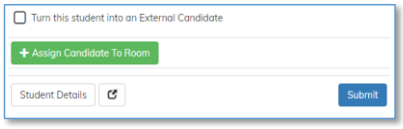


To Enable, navigate to the **Overview Tab | Configure Exams Assist,** then enable - **Allow setting of candidate Username and Password (Beta).** Once enabled a new field will appear in the **Candidate popup** in the **Candidate Tab**. Select a candidate then enter the candidate's **username and password** for their exam device.

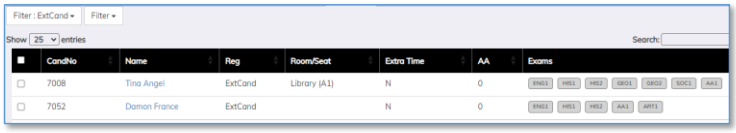
When printing the report - **Candidate Cards (A6 – 4 per page),** ensure that **Show Laptop Username and Password boxes** is selected, these login details will automatically appear for candidates who have a **laptop or computer reader** as an access arrangement.

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 and 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 specific room and/or a designated seat within that room. This feature is particularly advantageous for Centres that consistently allocate the same room and seat to candidates across all their examinations. Additionally, it is beneficial for assigning candidates who require accommodations such as a reader, scribe, or a smaller room, ensuring they are automatically designated to the appropriate location.

To assign a candidate to a room, navigate to the **Candidate Tab** and search for the candidate intended for room assignment. After selecting the candidate, click on **Assign Candidate to a Room**, then locate the desired room and assign a seat if necessary. Once you submit, the candidate will be automatically assigned a room and seat for all their exams.

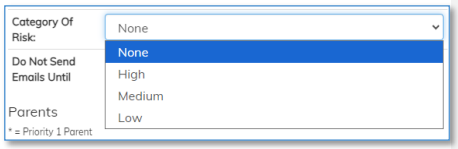
Note – If another candidate is already assigned to a seat within the room you selected, that seat will be highlighted in red, indicating that you cannot assign the new candidate to it.

Tip – If seating arrangements have already been done for all candidates in a particular season, but a new requirement arises for a candidate to be seated in a smaller or separate room, the Centre can quickly assign them to a new room using this function. Even if a candidate has already been seated in a room, once you assign a new room in the Candidate Tab and click Submit, the candidate will automatically be removed from their previous assignment and seated in the new location (this applies only to future dates).

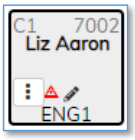
Category of Risk

High		**Medium**		**Low**	

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.



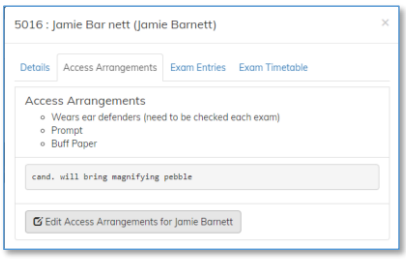
Note – For the Category of Risk Icon to appear on the Seating Plans and Attendance Registers, ensure this has been selected Configure Exams Assist.



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.

Note – Only Staff assigned to the Safeguarding Security Group can Assign the Category of Risk to a Candidates.

Editing a candidate's Access Arrangements

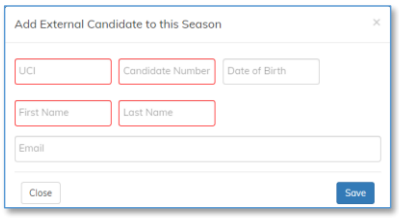


Full information on **Managing Access Arrangements in Exams Assist** can be found in that link.

Viewing Candidate's Timetable Popup

To view a candidate's exam timetables magic link that can be emailed to the candidate, select a candidate and select the Link icon at the bottom of the details tab.

Adding an External Candidate

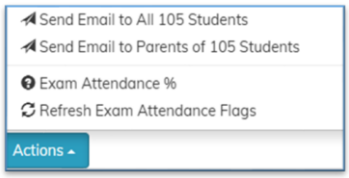


To add an external candidate to the season, navigate to the **Candidates Tab | Actions | Add External Candidate**. Once created these candidates will be available to add to any future seasons. As an external candidate they will have access to an online portal, only is an email address was allocated when the candidate was created. By allocating an email address the Centre will be able to send out emails to the candidate and the candidate will be able to access the online portal.

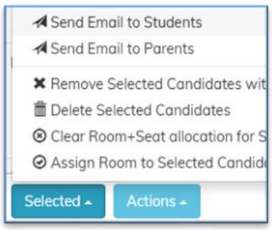
Remove Candidate from an Exam Season

If a candidate has been added to a season by accident, or no longer has any entries for an exam, this candidate can 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 Dynamic Links to Candidates and Parents



Centres can email Candidates or Parents a dynamic link that provides secure access to a candidate's **Exam Entries**, **Timetable** (auto-updates across all open seasons), **Access Arrangements**, and **Results**. Recipients can save this link as a mobile home-screen icon for quick access on their device.

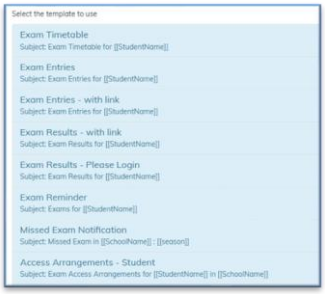


Sending Emails from the Candidates Tab

You can email **all** recipients or only **selected** recipients:

- **Email all**: **Candidates Tab | Actions | Send to all**
- **Email selected**: Select the required candidates, then **Selected | Send email to Student**

After sending, monitor delivery and open status in the **Messaging** module.



Choosing an Email Template

After selecting to email Candidates/Parents, choose the email type:

- Templates shown in **blue** are system templates.
- Templates shown in **white** are Centre-created templates.

The template determines both the email wording and the **link button** at the bottom of the message.

Template Types and Link Behaviour

Exam Timetable - Link opens the Timetable tab in the recipient's magic link.
Exam Entries - Link opens the Exams Assist Portal login; recipients must sign in to view entries.
Exam Entries – With Link - Link opens the Entries tab via the magic link. No login required. Recipients can view and confirm entries.
Exam Results – With Link - Link opens the Results tab via the magic link. No login required.
Exam Results – Please Login - Link opens the Exams Assist Portal login; recipients must sign in to view results.
Exam Reminder - Link opens the Timetable tab via the magic link.
Missed Exam Notification - Send this from **Daily Planner | Attendance | Actions | Send email with exam timetable to x absent Students.**
Access Arrangements – Students - Email includes the candidate's Access Arrangements details.

How does the Button Label work

The text entered in the link field determines what action occurs when the recipient selects the button in their email. If no text is entered, then the button will not appear.

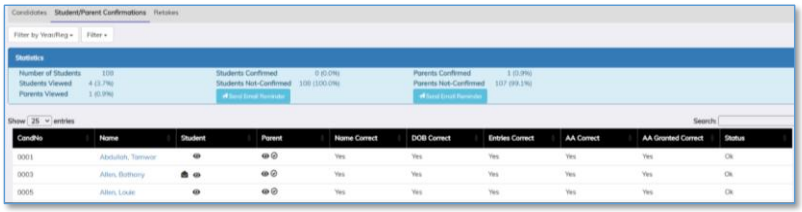
Examples:
If the words **Entries**, **Results**, **Timetable**, or **Access Arrangements** are included in the field, the recipient will be directed to the corresponding tab on their **Magic Link**.

If the link should instead direct the user to **log in** to the Exams Assist **Portal** (rather than using the Magic Link), enter **Open SchoolWorkSpace** in the field.

This provides Centres with full flexibility over how recipients access their information, whether through the instant-access Magic Link or the secure login portal.

Student/Parent Confirmation Tab

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.



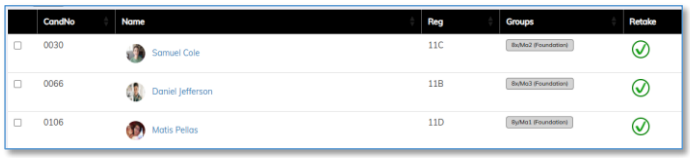
Schedule Emails to Parents / Candidates

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.

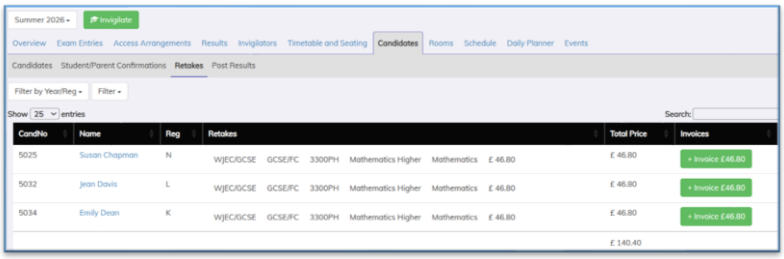
Scheduled messages can be viewed in the messaging module and if required deleted.

Retakes Tab

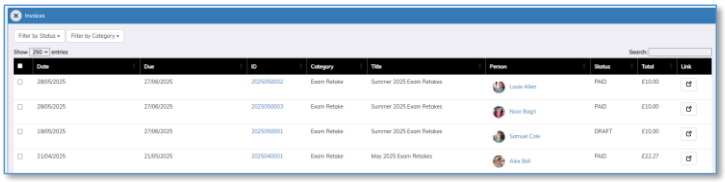
This will display a list of the candidates that have been identified as having a resit. This tab is populated by doing a scan for resits from the **Entries Tab | Actions | Scan for Retake**. It is possible to select a candidate and navigate to the entries tab and any entries that are identified as retakes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

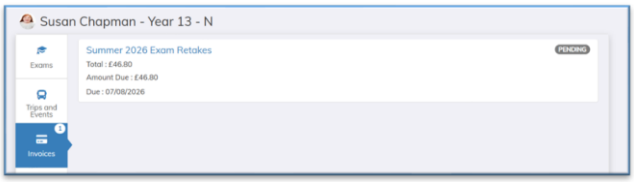


Once the Exams Officer has selected the candidates that should be charged. This information will be populated in the Invoice Module, ready for the Finance Department to email the invoices out to the parents or candidates.



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 SWS.



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

Post Results Tab

Full Detail on how to manage the Post Results can be found in the **Results Section**.

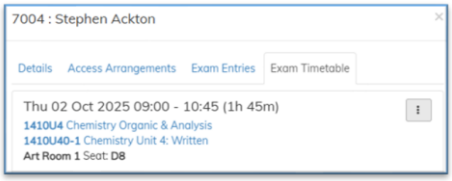
Rescheduling an Exam

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.

Recording Access Arrangements Used

If an invigilator does not complete the **Access Arrangements Used in the Exam Room**, the Exams Team can record this information directly from the **Candidates** tab.



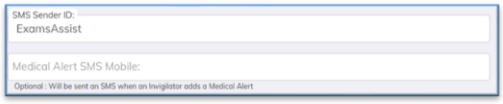
To update the Access Arrangements Used status:

1. Navigate to the **Candidates** tab and locate the required candidate.
2. Select the **Timetable** tab for that candidate.
3. Select the **three dots (:)** next to the exam entry.
4. A pop-up window will appear where the Exams Team can record whether the candidate used their access arrangements for that exam.

Medical Alerts – New

To support Centres in managing serious medical incidents during examinations, a **Medical Alert** button is available within the **Candidate** popup in the **Invigilator Portal**.

When a medical emergency occurs, the invigilator can raise an alert by selecting this button. Exams Assist will immediately send an **SMS message** to the designated member(s) of the Centre's First Aid Team, allowing assistance to be dispatched to the examination room as quickly as possible.



This provides a fast and discreet way for invigilators to request medical assistance without needing to leave the examination room or disrupt other candidates.

To Configure - Navigate to **School Settings** | **Settings, e**nter the required mobile telephone number into the **Medical Alert SMS Mobile** field.

Important – This feature will only be available once a valid mobile telephone number has been entered into the **Medical Alert SMS Mobile** setting.

How to Raise a Medical Alert

1. Open the **Invigilator Portal.**
2. Navigate to the **Candidate Tab**.
3. Select **Actions** against the Candidate requiring Medical Assistance.
4. Select **Medical Alert.**
5. Enter a Reason for the Alert, then select Send.

Once confirmed, an SMS message is immediately sent to the configured First Aid contact, advising that medical assistance is required.

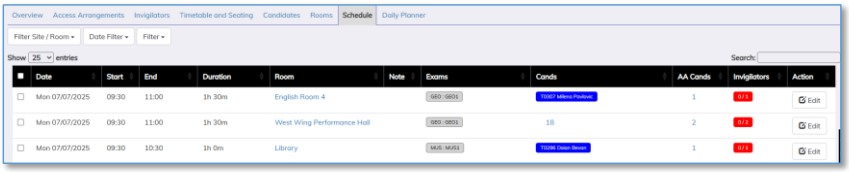
Managing the Scheduler

Understanding the Schedular Tab

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 – If the Centre requires the users assigned as an Exams Aid to schedule invigilators. Navigate to the **Overview Tab | Configure Exams Assist** and select **Exams Aid can schedule invigilators**.

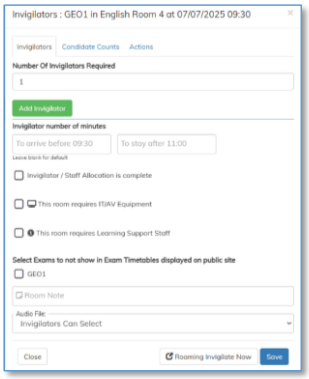


The following information can be viewed in the table:

Date – This is the date of the Examination.
Time – This is the start time 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 and the longest length 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 taking in the exam room.
Candidates – This displays the names of all the candidates (Inc. AA candidates and their requirements) that are sitting in their exam in that room.
AA Candidates – This displays the names of the candidates that have AA 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 required it gives the Candidate Counts in the 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

Assigning Invigilators to a Room



Once a Candidate has been assigned to a room, the Exam Team will be able to assign Invigilators/Staff to these Rooms. To allocate a staff member to a room select the **Edit** button in the **Action Column**. Once select the following dialog box will appear.

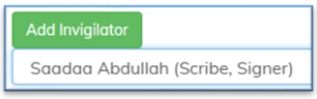
Number of Required Invigilators

The number initially entered in this box, is an estimate based on the above formulae. This number for each room can be amended.

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 accurate.

To assign an invigilator to a room, select the **Add Invigilator** button.

If no invigilators are available, a warning will appear to inform the Exams Team. From the drop-down menu, select the required staff member. To assist selection, staff who are **Access Arrangement trained** will have this indicated in brackets beside their name.



Once a staff member has been selected, several options become available:

1. **Staff Role** – Defines the role of the staff member within the exam room, for example Lead Invigilator, Invigilator, or Reader. This provides clarity over each person's responsibilities in the Exam Room.

Note – If additional Roles are required within the Centre, navigate to the **Overview Tab | Configure Exams Assist | Invigilators Tab**. Enter the required additional roles in the **CSV of Additional Roles for Invigilators Field.**

2. **Note** – Allows the Exams Team to add a note for that staff member. This note will only be visible in the staff member's individual schedule.
3. **Start and End Time** – Specific arrival and departure times can be entered here if required. These values will override any default or room timings previously set.

Note – The Start and End Time Field will only appear if this has been enabled in Configure Exams Assist - with custom start and end times

Invigilator Number of Minutes

Enter the amount of time before the exam that the invigilator should arrive at the Centre, and the amount of time they should remain after the exam has finished. This information will appear automatically on the invigilator's schedule.

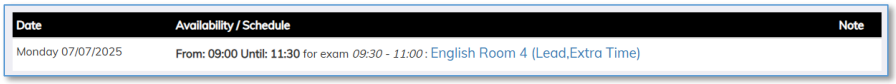
If the Centre uses the same arrival and departure times for every exam, default values can be set in **Overview Tab | Configure Exams Assist** under **Invigilator Timings**.

When default timings are configured, the Exams Team can leave these fields blank for individual exams—the system will automatically apply the default values to the invigilator schedule.

Lead Invigilator Number of Minutes

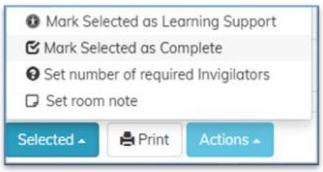
If an invigilator has been designated as a **Lead Invigilator** and the Centre requires them to be on site for a longer period, separate timing values can be assigned.

These default timings can be configured in **Overview Tab | Configure Exams Assist** under **Invigilator Timings**. Once set, the Lead Invigilator's extended arrival and departure times will automatically appear on their schedule.



Invigilator Allocation is complete

Once a room has the correct number of invigilators assigned, in line with **JCQ Regulations**, the Centre can mark the room as **Complete**. When marked, the room will appear in **green** on the **Schedule Tab**, providing a clear visual indication that it has been fully scheduled.



It is also possible to mark multiple rooms as complete at once. Simply select the required rooms, then choose **Selected | Mark Selected as Complete**.

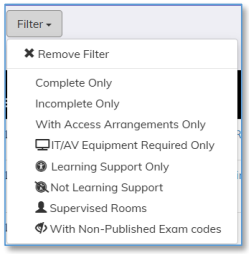
This room requires IT/AV Equipment

It is possible to identify whether an exam room requires any **IT or AV equipment**. A note can also be added to the room, which will be visible to staff and invigilators on the attendance register — for example: *"This exam requires a DVD player."*

If a room has been marked as requiring IT or AV equipment, it will automatically appear on the **IT Support Invigilator Link**, ensuring the appropriate support is provided during the exam.

This room requires Learning Support Staff

To assist with scheduling, the Exams Team can identify rooms that require **Learning Support Staff (LSA)** to provide in-room support during exams.



If staff allocation responsibilities are shared between the Exams Team and the SEN department, the SEN team can apply a filter to display only rooms where an LSA is required. This allows the SEN department to easily assign the appropriate staff member to each room. The SEN department can use the **Filter** option available on the **Schedule Tab**; **Filter – Learning Support Only**.

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.

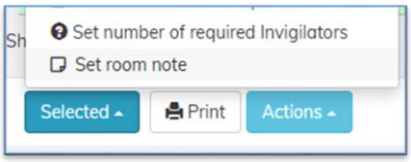
Reminder – If there are any clashes during an exam season, as these gets resolved and a new timetabled session is created, then both seasons for the same exam will appear on the public website, this may cause confusion to the parents/carers and candidates, therefore ensure that the resolved clash sessions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

Room Note

Centres can add a **note** to any exam room. This note will appear on the **Invigilators' Portal**, providing Important information specific to that room.

If there is a need to remind an invigilator about something—such as special instructions or room setup details—the message can be added here on a per-room basis.

If you need to add the same note to several rooms, for example reminding invigilators that the Maths exam allows the use of calculators, this can be done quickly from the Schedule tab.



To apply a **Room Note** -

1. Navigate to the **Schedule tab**.
2. Select the rooms that require the **Note**.
3. Choose **Selected | Set Room Note**.
4. Enter the required note in the pop-up box and select **OK**.

The note will then be applied to each of the selected rooms.

Tip - 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

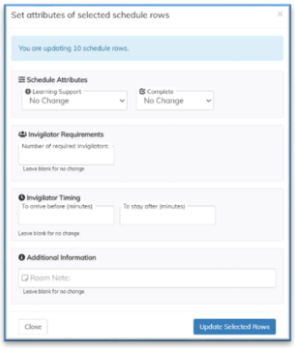
If there is a need to visit a specific date as a roaming invigilator, as this is not possible to do in the past from the invigilator's portal, then navigate to the **Scheduler Tab**, select the room that needs to be accessed and select **Roaming Invigilate Now**.

Updating Multiple Schedule Attributes – New

When managing a large number of examination rooms, it is often necessary to update the same scheduling information across multiple rooms. Rather than editing each room individually, **Exams Assist** allows the Exams Team to update several schedule attributes for multiple rooms simultaneously.

To use this feature, navigate to the **Schedule** tab and select the required examination rooms. Once selected, choose **Selected | Set Attributes for Selected**.

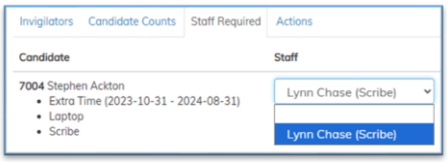
The following attributes can be updated for all selected rooms at the same time:



- **Learning Support** – Mark the selected rooms as requiring, or not requiring, Learning Support. Alternatively, leave this as **No Change** if no update is required.
- **Complete** – Update whether the invigilator allocation for the selected rooms has been completed.
- **Number of Required Invigilators** – Enter the number of invigilators required for all selected rooms. Leaving this field blank will make no changes.
- **Invigilator Timing** – Specify the number of minutes before and after the examination that invigilators are required. These timings will be applied to all selected rooms.
- **Additional Information** – Add or update a room note for all selected rooms. This can be used to provide additional instructions or information for invigilators.

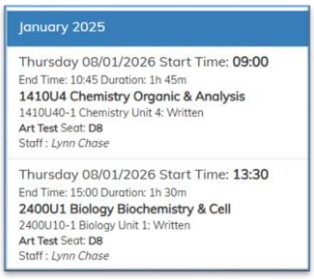
Once the required changes have been entered, select **Update Selected Rows** to apply the changes to every selected room.

Assigning Staff to a Candidate



If a candidate requires one-to-one support, such as a **Reader** or **Scribe**, the Centre can assign a specific staff member to that candidate. Once assigned, the staff member's name will appear on the candidate's **timetable**, allowing the candidate to know in advance who will be assisting them during their exam.

The candidates displayed in this list are those with **Access Arrangements** marked as **Staff Required** in the **Access Arrangements Settings**.



To assign a staff member:

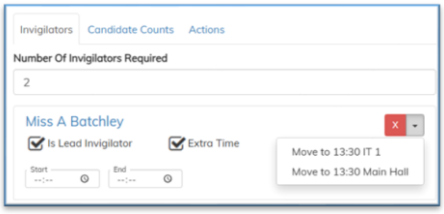
1. First, assign the staff member to the room from the **Invigilators Tab**.
2. Once assigned, navigate to the **Staff Required Tab**. A list of candidates with arrangements requiring staff support will be shown.
3. Select the appropriate staff member and assign them to the relevant candidate.

Once the assignment is complete, the staff member's name will appear on the candidate's timetable and the candidates name on the Invigilators schedule.

Invigilators Accept/Declined Allocations

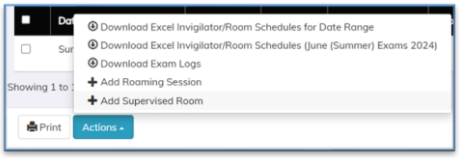
If the Centre has enabled the functionality for the Invigilators to Accept/Decline their allocations, once enabled, the Centre will be able to see the results on the Schedule Tab next to their names. If the Invigilator has accepted the allocation, then a **Green Tick** will be shown, but if they decline the allocation there will be a **Red Exclamation Mark**.

Changing Allocations from the Exams Officers Portal



If there is a need to quickly amend the Invigilators Schedule or Swap allocations, the Exams Officers will be able to do this from their Roaming Portal. From the roaming portal, select a room, the invigilators tab, then **Edit**. Once selected, the Invigilators Popup will appear allowing the Exams Officers to assign or change an invigilators allocation to a different room. This will allow Exams Officers to be able to amend things quickly and easily on their mobile device if around the Centre on a busy day

Creating a Roaming Session



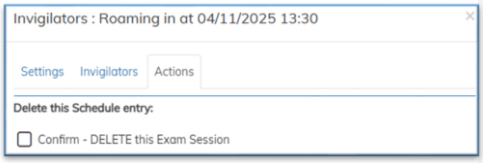
If the Centre requires to use staff as roaming invigilators, these can be scheduled in the Schedule Tab. By creating and assigning staff to these sessions, they will not need to be assigned as a Roaming Invigilator Type. To create a Roaming Session, navigate to the **Schedule Tab | Actions | Add Roaming Session**.

Once selected, select the Date, Time and Duration for the Session, then select **Next**. Finally, assign the Staff Member or Invigilator. On the day, when the invigilator opens their portal, they will have the same view as the Roaming Invigilator Type for the duration of the Session.

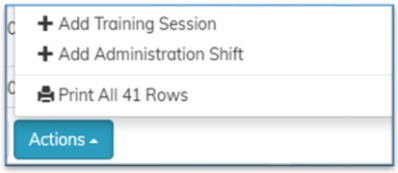
Deleting a Roaming or Supervised Session

If a roaming or a supervised session is created in error, it is possible to delete either of these. To delete a session:

1. Navigate to the **Schedule Tab.**
2. **Edit** the session and select the **Actions Tab**.
3. Select – **Confirm – DELETE this Exam Session**.



Adding an Administrative Session into an Exam Season



If the Centre assigns Invigilators or a Lead Invigilator to carry out administrative tasks in preparation for an exam season, an Administration Shift can now be created within the Schedule tab.

These shifts will appear on the Invigilators Portal, allowing staff to view their assigned administrative duties alongside their exam schedules.

To create an Administration Shift:

1. Navigate to **Schedule Tab | Actions | Add Administration Shift**.
2. Enter the details of the shift, including date, time, and staff member(s).
3. Save the session.

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.

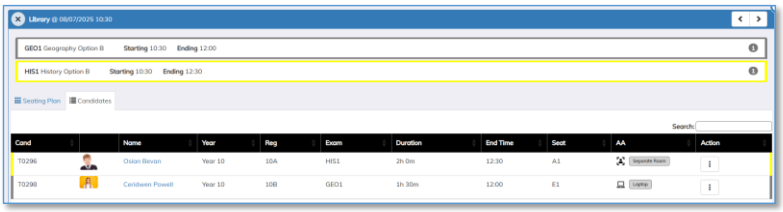
Viewing Attendance Register/ Seating Plan

To view the attandance registers and seating plans select the **Room Name**. This will disaply 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/Abesent or Late. The same information is displayed in the seating plan.

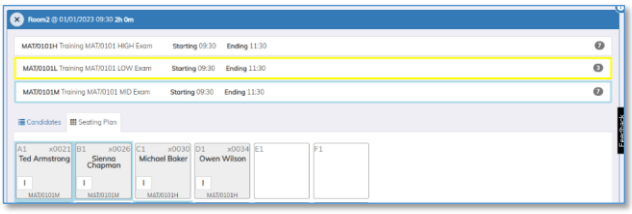
How to show Candidate Photos on the Attendance Register

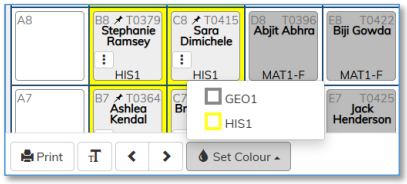
To help the Centres with identification of candidates within the exam room, it is possible to display the candidate photo on the attendance register. To enable this feature, navigate to **Overview Tab | Configure Exams Assist** then select **Show photo on invigilators candidate lists**.

The Attendance Register



The Seating Plan





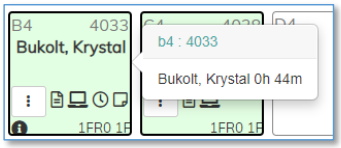
If there are more than one examination scheduled to a room, each exam will be identified by having a different colour allocated around the box. **Single Exam** – White (Unless stipulated in Configure Exams Assist); **Second Exam** – Yellow; **Third Exam** – Light Blue; **Fourth Exam** – Lilac and **Fifth 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**.

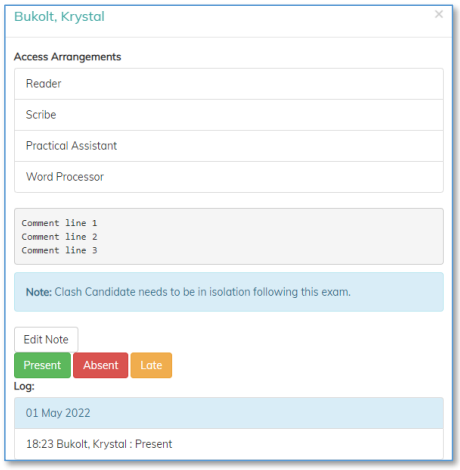
If a candidate has any access arrangements, then this will be identifiable by a thick stroke line around a box in the seating plan. To view these arrangements, select the action button but many icons will appear within the box.

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.

The Action Icon

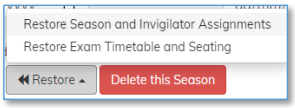
This icon will bring a pop-up box providing greater information about the candidate. The Candidate Name, a list of their Access Arrangements, Notes and finally a log of everything that has been recorded for that candidate in the exam.





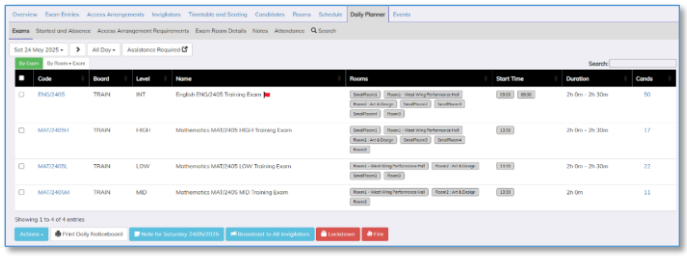
Restoring from a Backup

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



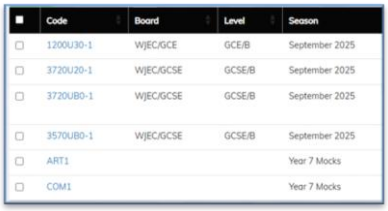
The Daily Planner

Exam Tab



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, this tab has several sub-tabs have been added to assist. These are explained below.

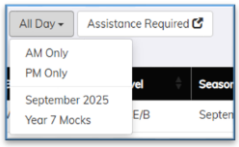
Multi-Season



Code	Board	Level	Season
1200U30-1	WJEC/GCE	GCE/B	September 2025
3720U20-1	WJEC/GCSE	GCSE/B	September 2025
3720UB0-1	WJEC/GCSE	GCSE/B	September 2025
3570UB0-1	WJEC/GCSE	GCSE/B	September 2025
ART1			Year 7 Mocks
COM1			Year 7 Mocks

If there are two or more Exam Season taking place at the same time, an additional column Season column will display in the Exams Tab. This will help Centre Staff to identify the different Seasons.

It is also possible to Filter by each Season.



Assistance Required Popup

To enable staff to monitor the Assistance Required Tab it's possible to select this popup and this tab 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

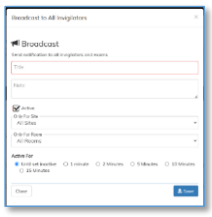
This function is found within the **Assistance Required Popup**. To assist Exams Officers and various admin staff to keep an eye of any assistance requests it's possible to enable sounds, so when a member of staff asks for assistance, the device will make a noise. A different sound is made for each assistance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

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 registered, if completed they will show the applicable colour.

Adding a Daily Note for Invigilators

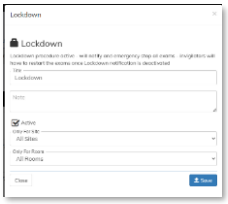
To add a note to display for the invigilators on their schedule page, navigate to the **Daily Planner Tab | Exam Tab** and select **Note**. Once selected, enter a note that the Centres require the invigilators to see.

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. Select either **Lockdown** or **Fire** button within the **Daily Planner Tab**. 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 – The 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	✔	

Streaming Logs

To assist the Exam Team, they can view in Real Time, the **Streaming Logs**. This will list key actions that are being recorded in each Exam Room in one Stream. The purpose of the Streaming Logs is to allow the Exams Team to have their finger on the pulse during a busy Exam Season. To access the Streaming Logs, navigate to the **Daily Planner | Actions | Streaming Logs**.

Printing the Daily Noticeboard

To print the daily noticeboard, select **Print | Print Daily Noticeboard**. If there are multiple seasons open during the date of the exams, to print the daily noticeboard for a specific season, use the filter to display the appropriate season, then select **Print | Print the Daily Noticeboard**. This will print the Noticeboard for that Season only.

Email Timetable Reminder Email

To help Centre's, it is possible to send emails to the Candidates that have scheduled Exams for a specific date from the Daily Planner Tab. If the Centre sends out reminder email, navigate to the following date and

select **Actions | Send Email Reminder to**, compose the email and select send. This will only email the candidates that have an exam on the selected date. The link will include the exam timetable.

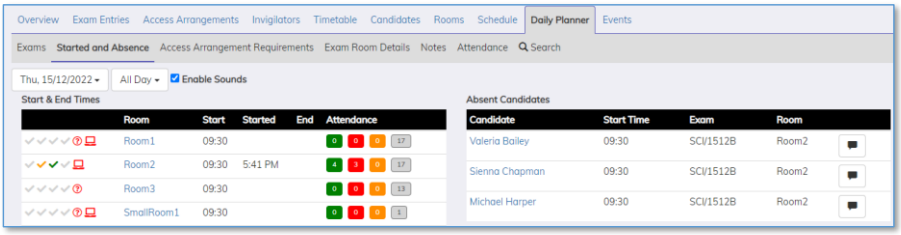
Download Excel Daily Planner

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 day is required then navigate to the relevant day and then download this file for that day.

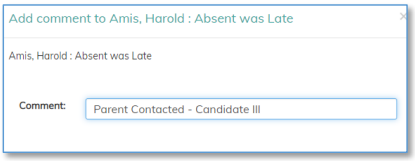
Started and Absence Tab

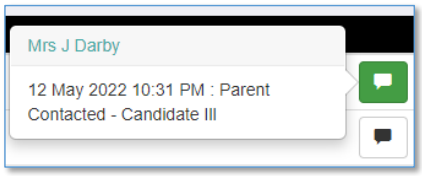
This tab displays the start / end times of the exams in a room, absent candidates and if assistance has been requested. This tab auto-updates as the invigilators complete the registers in the exam room.

Here is a break-down of what each of the tick's means:
First Tick – This indicates that the Paper Check Process has been completed in the Exam Room. (If enabled)
Second Tick – This indicates that the Invigilator/Staff attendance has been taken for the room.
Third Tick – This indicates if the attendance has been taken for that room, if it's in orange the register has been partially taken and green indicates that it's been completed.
Fourth Tick – This indicates that the exam has been started.
Fifth Tick – This indicates that the exam in that room has finished.

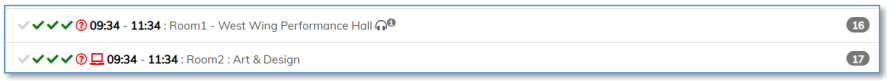


Adding a note – As candidate or Staff/Invigilator are marked absent in the exam room, these appear in the **Absent Candidates** or **Absent Invigilator** table. Once the parent/carer has been contacted it's possible to add a note to the absence. These notes are added into the logs and it's therefore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



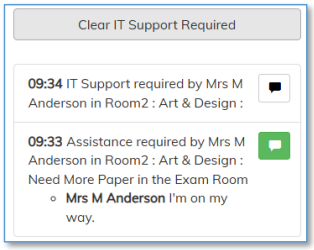


Assistance Required – The invigilator can request two types of support in a room – **Assistance Required** and **IT Support Required** and provide a reason for this request. These requests are listed in a table, which also displays the reason for the request entered by the staff/invigilator in their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

Officers an icon will appear next to the room that requires assistance, this icon also appear in the roaming invigilator link. Once a comment has been entered the icon will be removed.

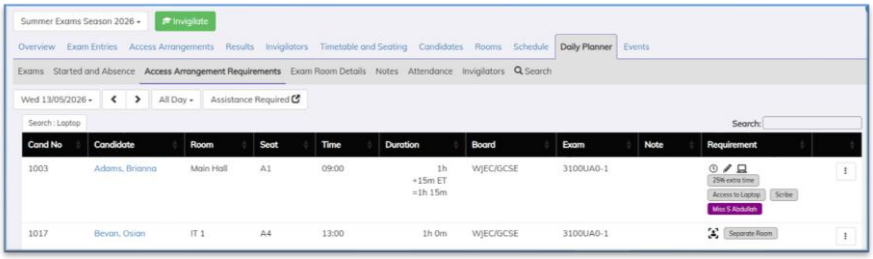


- It is possible for the Exams Officers and the Roaming invigilators to cancel these requests and add a note to these requests from their portal (once a reply is added the request is automatically cancelled). This will be visible to the invigilators in their portal too. If required, the invigilators can respond to the comment from their portal either by a message by the Exam Team or from the Pre-defined List – **On my Way or Resolved**.

Reducing unnecessary movement between rooms and improve efficiency during busy exam periods.

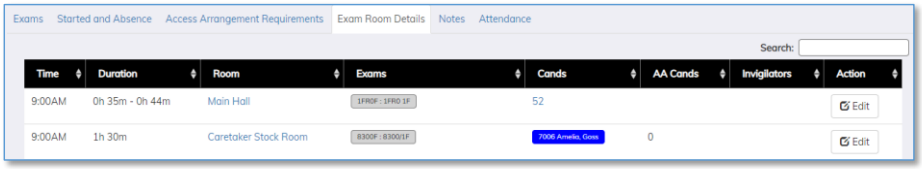
Access Arrangement Requirements Tab - New

This tab displays all the candidates that have access arrangements for that day. If required, the Centre can quickly record whether the candidate **used their arrangement during the examination or not**. This is particularly useful for Centres that currently record this information manually and need to maintain a centralised records within Exams Assist.



Exam Room Details Tab

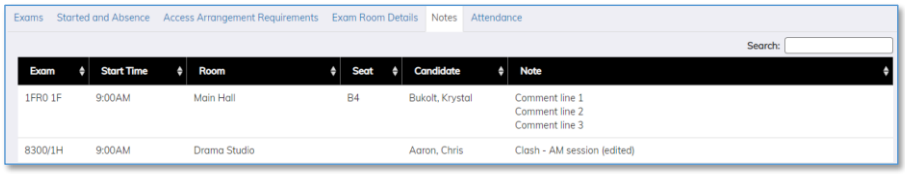
This tab displays the invigilation requirements for a specific day. It is also possible for the EO to edit the invigilator scheduler. Unlike the scheduler tab this brings all the exam rooms from multiple seasons together.



Tip – If the Centre have 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 a candidate 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

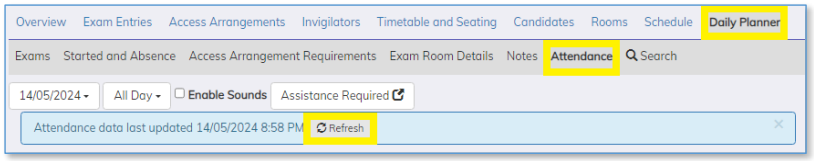
Attendance Writeback (Arbor, Bromcom and SIMS only)

Once the attendance has been taken in the exams room, it's possible to write this data back to the Centre's MIS system.

Step 1 – Refreshing the Attendance Data (SIMS Only)

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.



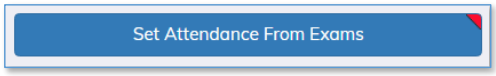
Note – For Bromcom and Arbor, when the Attendance Tab is selected, the latest data is fetched from the MIS.

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 the appropriate column, 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. Shortcuts are available to quickly populate the attendance drop-down.

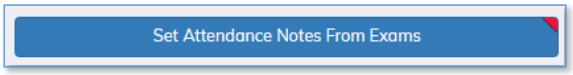
The options available in the Actions Menu are:

- **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 and therefore they would be marked as a present not a late.

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**.



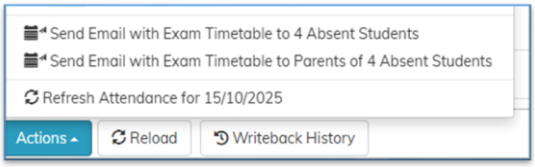
Managing Absent Candidates – Once you have applied the notes to the exam, any candidates that are absent, select the note (by selecting the red triangle next to the attendance mark) and then delete the note this will ensure that the note is not written back into the MIS system.

Note – It is also possible to add a free text note into the box by selecting the white triangle and entering a comment.

Step 4 – Submitting the Attendance data
Once the exam attendance data has been managed and the notes have been entered, this data can be submitted and written back to the Centre's MIS system. Select the Submit button at the bottom of the webpage.

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

Emailing Candidates/Parents After a Missed Exam



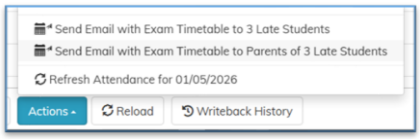
If Candidates or Parents need to be informed that a candidate missed an exam on a given day, this can be done from the **Daily Planner**. **Prerequisite:** Attendance must be recorded by the invigilator.

To send the email:

1. Go to **Daily Planner | Attendance**.
2. Select **Actions | Send email with timetable to parents of x Absent Students**.
3. Review the message content, then send.

If this is an External Exam and the Centre charges for non-attendance, include this information in the email so Parents are aware that payment will be required according to Centre Policy.

Emailing Late Candidates - New



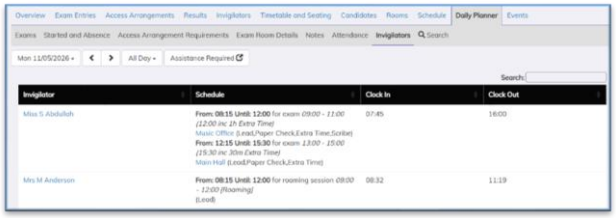
If Candidates have been marked late for their Exams, the Centre can email the Candidate or Parents to inform them of the importance of being punctual for their Exams.

Prerequisite: Attendance must be recorded by the invigilator.

To send the email:

1. Go to **Daily Planner | Attendance**.
2. Select **Actions | Send email with timetable to parents or students to x Late Students**.
3. Review the message content, then **Send.**

Invigilators Tab



The **Invigilators** tab provides a live overview of all invigilators scheduled to work on the selected day.

For each invigilator, Exams Assist displays their allocated working sessions, including the scheduled start and finish times, the examination room, and any additional responsibilities such as **Lead Invigilator**, **Paper Check**, **Extra Time**, **Reader**, **Scribe** or **Roaming Invigilator**.

As invigilators **Clock In** and **Clock Out** using their device, the actual times are automatically displayed alongside their schedule. This allows the Exams Team to monitor attendance throughout the day and quickly identify invigilators who have not yet arrived or who have completed their duties.

The date selector at the top of the page allows the Centre to view invigilator schedules for any examination day. If an invigilator is allocated multiple sessions during the day, all scheduled sessions will be displayed together. The **Search** box can be used to quickly locate a particular invigilator.

Tip – The Invigilators tab provides a central location for monitoring invigilator attendance throughout the day, making it easy to identify late arrivals, confirm clock in and clock out times, and ensure all examination sessions are appropriately staffed.

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.

Managing Results

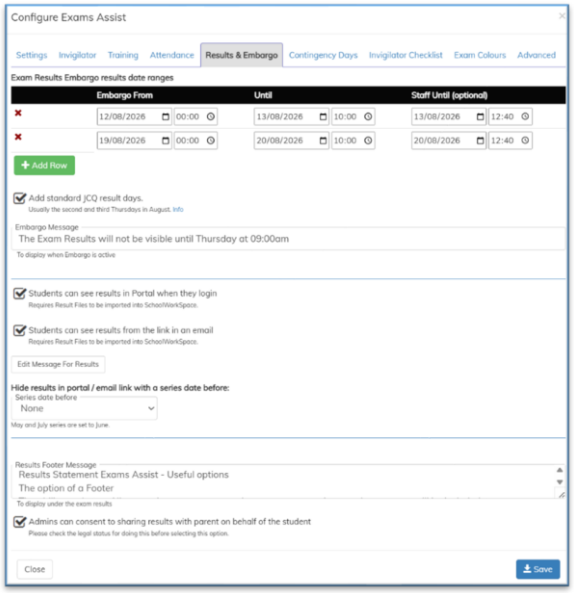
Scan the QR Code to watch a video of
Results Setup – Configure Exams Assist Results and Embargo Tab

Scan the QR Code to watch a video of
Results Setup – Edit Season Results Tab

Centre's can import results files and xml files received from the awarding bodies; Centre's can also manually enter results into Exams Assist that are not provided from a Results File.

Before results are imported, the Centre should review the Results configuration to ensure the Candidate Portal, Embargo settings, statement of results and post-results services are ready. This preparation reduces the risk of candidates accessing results before the intended release time and ensures all communications are configured in advance.

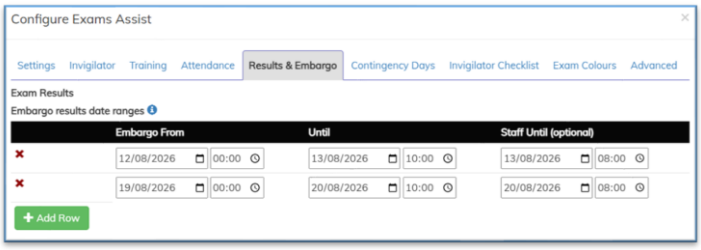
Configure Exams Assist - Results & Embargo Tab



Before the Results Day it is Important to understand the configuration for Managing the Exam Results. These configurations are global settings **and not** season specific. Therefore, when an Embargo is set in Exams Assist, this is **applied across all seasons** and not just the current default season.

To configure the Results and Embargo, navigate to **Overview Tab | Configure Exams Assist | Results and Embargo.** This tab contains several options; we will go through each of these to ensure that the Centre fully understand what each option does.

Exam Results Embargo



To create an Embargo the Centre will need to enter an **Embargo From Date and Time**, together with an **Until Date and Time**. The until column controls when the Embargo is lifted for both **Staff** and **Candidates**. However, if staff require earlier access to results, a separate **Date and Time** can be entered within the **Staff Until (Optional)** column.

Example:
The Centre may wish the Teaching Staff to access results at 8:00am, whilst candidates are unable to access them until 10:00am. In this example, enter 10:00am in the until column and then 8:00am in the Staff Until (Optional) Column.

Note - While an Embargo is active, only users with **Exams Officer** or **SMT** access rights will be able to view examination results stored within Exams Assist. All other staff and candidates will be restricted from accessing results until the Embargo period has ended.

By default, two rows are displayed ready for the Centre to populate, however additional rows can be added if required, by selecting **Add Row**.

Add standard JCQ Results Days - For Summer examinations, the Centre can select **Add Standard JCQ Result Days**, which will automatically populate the Embargo dates based on the published A Level and GCSE Results Days.

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**.

General Settings

Students can see results in portal when they login – Select this option if the candidates should be able to view their results on their portal, the results will be visible unless any Embargo is in place.

Note – Once candidates have been identified as leavers within the Centre's MIS, their access to Exams Assist will continue for three months. This ensures that candidates can continue to access their results throughout the post-results services period. If the Centre enables Access to Scripts and Review of Marking through Exams Assist, candidates can also be prompted to provide a personal email address as part of the application process. This allows the Centre to continue communicating with candidates after they have left and their school email account may no longer be available (see below).

Students can see results from the link in an email – Select this option if the Centre requires the candidates to view their results from a **Magic Link** included in the Results email. With this link, the candidates will not need to log into their portal, this link will just work. As this is dynamic, if the results are amended, these

changes will always be reflected when the link is selected in the future. There is no need to send another email.

Edit message for results – When viewing results, the Centre may require key information to be displayed to the candidates regarding their results. The message entered in this dialog box will appear in the results tab in the candidate's portal. This message will also appear in the candidate's link, if emailed by the school.

Note - This message will be visible to candidates regardless of whether an Embargo is currently active.

Hide results in portal / email link with a series date – When viewing results, the Centre may decide that previous examination seasons should not be visible to candidates. To prevent older results from appearing, select the appropriate season from the **Hide results in portal / email link with a series date before** drop-down menu.

Example - If **June 2026** is selected, any results from seasons prior to June 2026 will be hidden from candidates. This can be useful where Centres only wish candidates to focus on their current examination results and avoid confusion caused by historic data.

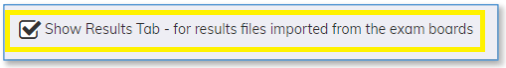
Results footer message – The **Results Footer Message** allows the Centre to display a message at the bottom of the Statement of Results. This footer will appear both within the portal and on the printable version of the results statement.

Admins can consent to sharing results with parent on behalf of the student – Enabling this option will allow any staff member with Admin Access Rights to SchoolWorkSpace will be able to consent to Candidate Results to be shared with their Parents. To review the Access Rights, navigate to **School Settings | Staff Roles**.

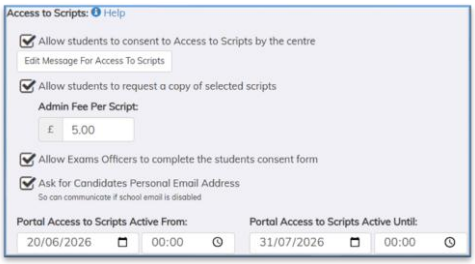
Edit Season – Results Tab

Results Tab Visible

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



Access to Script



Access to Scripts allows candidates to provide their consent electronically for the Centre to access their examination scripts from the awarding bodies.

To enable this feature, navigate to **Overview Tab | Edit Season | Results** and **Allow students to consent to Access to Scripts by the Centre** Enables candidates to provide electronic consent for the Centre to request their examination scripts and confirm whether those scripts may be used for teaching purposes.

Edit Message for Access to Scripts - Allows the Centre to configure a custom message that will be displayed to candidates when completing the Access to Scripts consent form.

Admin Fee Per Script – Allows the Centre to configure a default administration fee for each examination script requested by a candidate. When a candidate selects one or more scripts, Exams Assist will automatically calculate the total administration fee based on the number of scripts requested.

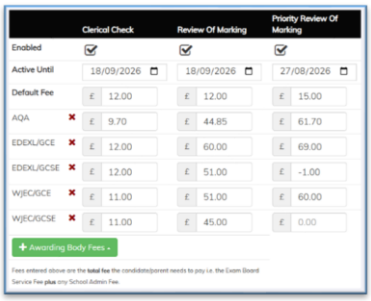
Allow students to request a copy of selected scripts - Allows candidates to request copies of individual examination scripts through the Candidate Portal.

Allow Exams Officers to complete the students consent form - Allows the Exams Team to complete the consent form on behalf of a candidate where appropriate.

Ask for Candidate's Personal Email Address - Prompts candidates to provide an alternative personal email address. This can be useful where candidates may no longer have access to their Centre email account after leaving the Centre.

Portal Access to Scripts Active From / Until - Controls the dates and times that Access to Scripts is available through the Candidate Portal. Outside of these dates, candidates will not be able to submit requests.

Review of Marking



	Clerical Check	Review Of Marking	Priority Review Of Marking
Enabled	☑	☑	☑
Active Until	18/09/2026	18/09/2026	27/08/2026
Default Fee	£ 12.00	£ 12.00	£ 15.00
AQA ✖	£ 9.70	£ 44.85	£ 61.70
EDEXL/GCE ✖	£ 12.00	£ 60.00	£ 69.00
EDEXL/GCSE ✖	£ 12.00	£ 51.00	£ -1.00
WJEC/GCE ✖	£ 11.00	£ 51.00	£ 60.00
WJEC/GCSE ✖	£ 11.00	£ 45.00	£ 0.00

+ Awarding Body Fees -

Fees entered above are the **total fee** the candidate/parent needs to pay i.e. the Exam Board Service Fee **plus** any School Admin Fee.

Review of Marking allows candidates to submit **Clerical Check**, **Review of Marking** and **Priority Review of Marking** requests electronically through the Candidate Portal. To enable this feature, navigate to **Overview Tab | Edit Season | Results**.

Allow students to request a Review of Marking - Enables candidates to submit Review of Marking requests electronically through the Candidate Portal.

Edit Message for Review of Marking - Allows the Centre to configure a custom message that will be displayed to candidates when submitting a Review of Marking request.

Portal Review of Marking Active From / Until - Controls the dates and times that Review of Marking requests can be submitted through the Candidate Portal.

Enabled - Allows the Centre to enable or disable each available post-results service independently: Clerical Check, Review of Marking and Priority Review of Marking.

Active Until – Allows the Centre to enter a date for when each service (if enabled) will no longer be available to the candidate.

Default Fee - Allows the Centre to enter a default fee for each service rather than setting these per Examination Board.

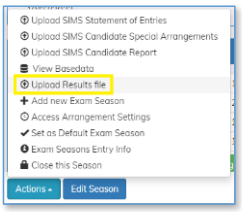
Awarding Body Fees – Allows the Centre to configure awarding body and qualification level-specific fees for each Review of Marking service. These fees will be displayed to candidates when submitting an application. If a particular service is not available for an awarding body or qualification level (for example, Priority Review of Marking for GCSE), enter -1 in the relevant fee field. The service will then be hidden from candidates for that awarding body and qualification level.

Ask for Candidate's Personal Email Address - Prompts candidates to provide an alternative personal email address. This can be useful where candidates may no longer have access to their Centre email account after leaving the Centre.

Note - All Review of Marking requests submitted by candidates are recorded centrally within the **Results | Review of Marking** tab, allowing the Exams Team to manage fees, payments, statuses, notes and outcomes electronically.

Importing Centre Results

EDI Results Files ('R' Files)



Uploading Results

Navigate to **Overview Tab | Actions | Upload Results Files** or alternatively **Results Tab | Actions | Upload Results Files**.

Locate the downloaded results file(s), then select **Submit**.

Tip - Multiple results files can be imported simultaneously, even if they relate to different examination seasons. For example, if the Centre has results files for several exam series, they can all be uploaded in a single import.

Import Status
Once the import has completed, Exams Assist will display the status of the upload. If any results fail to import, the reason for the failure will be displayed. A common reason is that the required Basedata has not yet been imported into Exams Assist. If this occurs, refer to the Importing Basedata section before attempting the import again.

Component Results Files – (.XML Files)

Many awarding bodies provide component-level results in **XML** format. To import these files, navigate to the **Results Tab | Actions | Upload Results Files.**

Locate the XML file, select **Submit**, and Exams Assist will automatically import the component marks and grades.

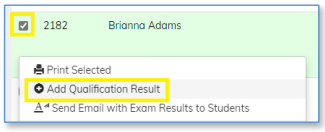
Adding Manual Results

Manual results can be entered in three different ways into Exams Assist - **by Candidate, by Group** or **by CSV File**.

Adding By Candidate(s)

Scan the QR Code to watch a video of
Manually Adding Results into Exams Assist

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



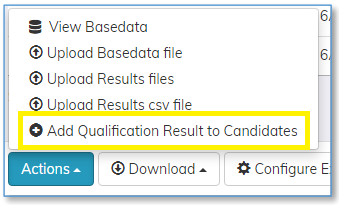
Enter the appropriate **QAN** or **QWAD** (Wales only), then select **Next**.

Enter the appropriate grade or mark, then select the examination **Year** and **Month**.

If required, the Centre can also enter an **Embargo Date**, preventing the result from being visible until the specified date and time.

Adding Results by Group

Navigate to the **Results Tab | Actions | Add Qualification Results to Candidates** Select the required group. This can be either select an MIS Group or a Group created within Exams Assist.

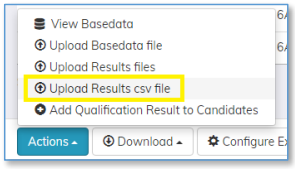


Enter the appropriate **QAN** or **QWAD** (Wales only) and select **Next**.

Enter the appropriate grade or mark against each candidate. Finally, select the examination **Year** and **Month.** If required, the Centre can also enter an **Embargo Date**.

Note – Any candidate left blank will not receive a Result.

Adding Results by a CSV File



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

Exams Assist supports several **CSV formats**.

The Different File Formats are:

Format 1

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

- **Date –** Qualification date (for example 30/06/2026).
- **QAN –** Qualification Accreditation Number (with or without the "/" separators).
- **UCI –** 13-character Unique Candidate Identifier.
- **Candidate Number –** May be used instead of UCI.
- **Grade –** Grade awarded.

	A	B	C	D
1	Date	UCI	QAN	Grade
2	30/06/2026	951370074004T	60148366	5
3	30/06/2026	951370074016R	60147003	7
4	30/06/2026	951370074018E	60147003	6
5	30/06/2026	951370074049M	60312002	6

Note - Grades entered within CSV files are not validated against the qualification.

Format 2

UAL Exam Board File

Create and download the required report from the UAL website in CSV format.

Required columns:

- 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

Format 3

Date, UCI, [QANCODE], [QANCODE]

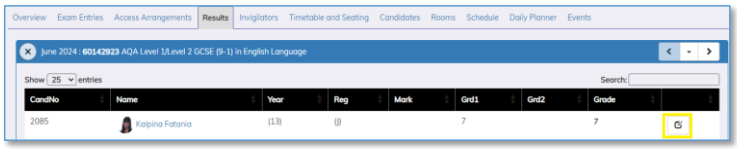
	A	B	C	D
1	Date	UCI	60148366	60147003
2	30/06/2026	951370074004T	6	5
3	30/06/2026	951370074016R	6	7
4	30/06/2026	951370074018E	7	6
5	30/06/2026	951370074049M	7	6

Candidate Number or Exam Number may also be used instead of UCI. Additional columns within the CSV file are ignored. A grade of **"X"** will delete an existing qualification result.

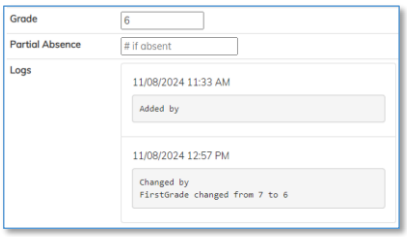
Important - When adding results manually or importing results from a CSV file, **Exams Assist does not validate the grades or marks entered**. It is the responsibility of the Centre to ensure the correct qualification codes, grades and marks are entered before importing or saving the results.

Editing Exam Results

If an examination result needs to be amended, for example following the outcome of a **Review of Marking** or to correct an administrative error,



navigate to the **Results Tab** and select the qualification containing the result that needs to be amended. Locate the required candidate and select **Edit**.

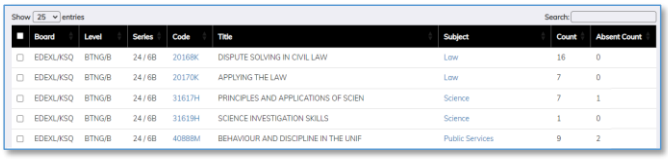


Enter the new **Grade** and/or **Mark**, then select **Save**.

Once the result has been updated, the candidate's result will be amended immediately. A record of the change will also be added to the **Log Tab**, providing a complete audit trail of all amendments made to the result.

Viewing absent Candidates

To assist Centres with validating examination results, Exams Assist can display each candidate's attendance status alongside their results. This feature is available where attendance registers have been completed electronically using Exams Assist.



Select the required **Component Code** to display the attendance status for each candidate. Candidates are colour coded as follows - **Green** – Present; **Yellow** – Late or **Red** – Absent.

This provides a quick and effective way of identifying candidates who were absent from an examination and confirming that all candidates who attended have received a result.

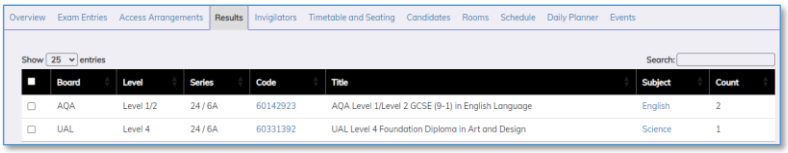
Note - Attendance colours are only available where examination registers have been completed electronically within Exams Assist.

Viewing Results in the Staff Portal

Once results have been imported into Exams Assist, they will be available within the **Results** Tab. Results can be viewed in two ways:

- **By Qualification** – Select the qualification or element code to view the results for a specific examination.
- **By Subject** – Select the subject name to view all qualifications associated with that subject.

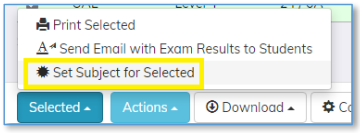
This allows the Exams Team to review results either by individual qualification or across an entire subject area.



Assigning Results to Staff

Staff access to examination results is controlled by the member of staff assigned to each qualification within the **Entries Tab**. If a member of staff is unable to view their results, check that they have been assigned to the correct qualification.

Assigning a Subject



Navigate to the **Entries Tab | Select Qualification(s) | Selected | Set Subject for Selected.**

Select the appropriate subject and save the changes. Once assigned, staff members linked to that subject will be able to view the corresponding examination results through their Staff Portal.

Viewing Subject Results

Selecting a subject within the **Results** Tab displays all qualifications associated with that subject.

For example, selecting **History** will display both GCSE and GCE History results. The results can also be:

- Filtered by Year Group.
- Configured to include previous examination seasons.
- Exported to Microsoft Excel.
- Printed.

Note - Results from previous examination seasons are highlighted in **yellow** for easy identification.

Printing Exam Results

To print 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 only the current examination season should be included, enable **Filter Results by Dates** and select the appropriate date range.

Printing Result Labels

To print labels for candidate results envelopes, navigate to the **Results Tab | Select Results | Selected | Print Selected.**

The Centre can either select:

- **Candidate Address Labels**
- **Candidate Name Labels**

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

How candidates can share their results with their parents.

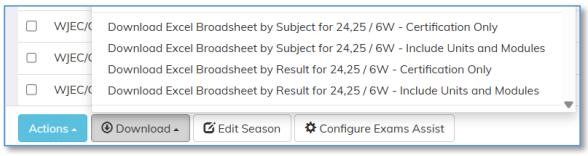
As the Results belong to the candidate, they are not by default displayed to the Candidates Parents in their Portal. However, candidates can choose whether to share their examination results with their parents through the Candidate Portal.

If the Centre has enabled **Admins can consent to sharing results with parent on behalf of the student**, users with SchoolWorkSpace administrator access can provide this consent on behalf of the candidate where appropriate.

Downloading Broadsheet.

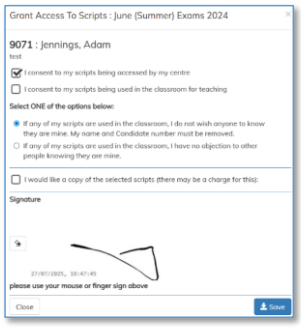
Exams Assist provides a range of downloadable broadsheets to assist with results analysis. To download a broadsheet, navigate to the **Results Tab | Download.** Select the required broadsheet from the available list.

Most broadsheets include built-in Pivot Tables, allowing the Centre to carry out additional analysis within Microsoft Excel.



Managing Access to Scripts

Access to Scripts enables Centres to manage the complete script consent process electronically through **Exams Assist**. Rather than collecting paper consent forms, candidates can provide their permissions directly through the **Candidate Portal**, allowing the Exams Team to manage all responses centrally.



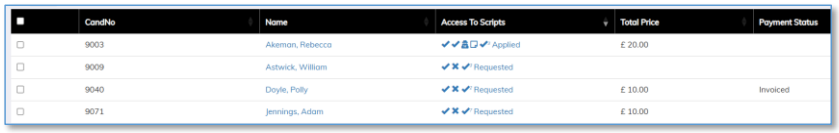
Candidates from their portal can record if they consent to the Centre accessing their examination scripts, whether those scripts may be used for teaching purposes and, where applicable, whether the candidate wishes their personal details to be removed before the scripts are used in the classroom. If enabled by the Centre, candidates can also request copies of their examination scripts electronically.

Once submitted, all responses are immediately available within the **Post Results** tab, providing the Exams Team with a complete audit trail while helping the Centre comply with **JCQ** requirements relating to candidate consent.

Tracking Candidate Responses

Once a candidate has completed the Access to Scripts form, a new **Post Results** tab will appear within the **Candidates** Tab.

This allows the Exams Team to quickly monitor all Access to Scripts requests from a single location. At a glance, staff can identify which candidates have granted consent, whether scripts may be used for teaching purposes, whether anonymity has been requested and whether copies of scripts have been requested.



	CandNo	Name	Access To Scripts	Total Price	Payment Status
☐	9003	Akemon, Rebecca	✓✓ 🔒 ☐ ✓ Applied	£ 20.00	
☐	9009	Astwick, William	✓✗✓ Requested		
☐	9040	Doyle, Polly	✓✗✓ Requested	£ 10.00	Invoiced
☐	9071	Jennings, Adam	✓✗✓ Requested	£ 10.00	

Access to Scripts Icons

The **Access to Scripts** column uses a series of icons to provide a quick visual summary of each candidate's response.

✓ **Tick 1** – The candidate has granted consent for the Centre to access their scripts.

✓ **Tick 2** – The candidate has agreed that their scripts may be used for teaching purposes.

Anonymous – The candidate has requested that their name and candidate number are removed before the script is used in the classroom.

Notes – A note has been added against the request.

Script Request – Indicates the number of examination scripts requested by the candidate.

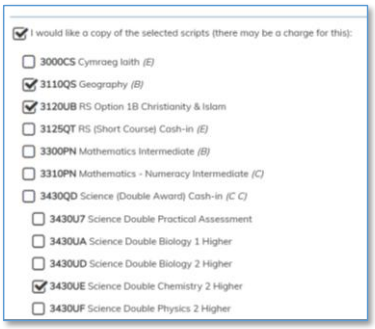
This allows the Centre to quickly monitor the status of all Access to Scripts requests.

The Centre staff will be able to track centrally if consent for their scripts to be accessed

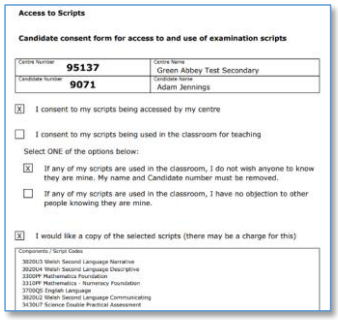
Requesting Scripts (If allowed by the Centre)

When enabled by the Centre, candidates can request copies of their examination scripts through the **Candidate Portal** by selecting **I would like a copy of the selected scripts**. Candidates are presented with all available qualifications and components, together with the marks and grades achieved. They simply select the required scripts, sign the electronic declaration and select **Save**.

Note – Component information will only be available if the corresponding XML component results files have been imported.

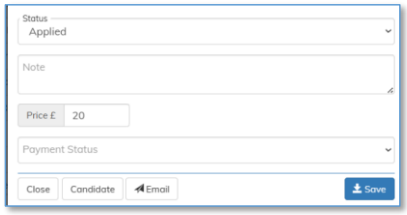


How to Print an Access to Script Form



To print either a blank or completed Access to Scripts form, navigate to the **Candidates Tab | Select Candidate | Selected | Print Selected | Results – Access to Scripts**

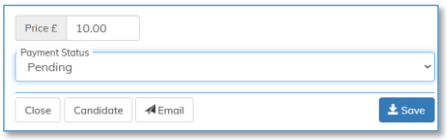
How to email the Scripts to the Candidates



Once the requested scripts have been downloaded from the awarding body's secure website, they can be emailed directly to the candidate from the **Post Results Tab**. When emailing the Candidate, the Centre can select which email address they would like to use. If the Candidate has provided their Personal email address then select **Send to Personal/Home Email if available**

After the scripts have been issued, the Centre can record a note and update the request status, providing a complete audit trail of the request.

How to Invoice the Candidate for this service



If the **Invoices Module** has been configured, the Centre can enter a charge for the requested scripts and generate an invoice directly from the **Post Results** tab.

The invoice is automatically created within the **SchoolWorkSpace Invoices Module**, where it can be reviewed before being issued to the candidate or parent. Once payment has been received, the **Payment Status** can be updated, providing a complete record of the transaction.

Note – If the Centre has entered an amount in the Admin Fee per Script in Edit Season, the Fee that the candidate will be charged will be automatically calculated.

Downloading Access to Scripts Requests

To download an Excel report containing all Access to Scripts consent information and script requests, navigate to **Candidates Tab | Actions | Download Excel Candidate List**.

Managing Review of Marking

Exams Assist allows the Centre to manage **Clerical Re-checks**, **Reviews of Marking** and **Priority Reviews of Marking** electronically, providing a complete audit trail from the candidate's initial request through to the final outcome.

Once the feature has been enabled, candidates can submit applications during the dates and times configured by the Centre. Outside of this period, the **Review of Marking** option will no longer be available within the Candidate Portal.

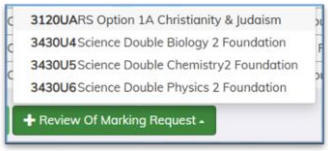
The Centre can also configure a custom message by selecting **Edit Message for Review of Marking**. This message can be used to explain the available services, deadlines, fees, payment arrangements and any Centre-specific guidance that candidates should read before submitting an application.
The Centre can choose which services are available by enabling or disabling each of the following individually:

- **Service 1** – Clerical Re-check
- **Service 2** – Review of Marking
- **Service 2P** – Priority Review of Marking

Each service can also have a **Default Fee** assigned. This fee is automatically displayed to candidates when completing their application. If different fees apply depending on the awarding body or qualification, additional fee structures can be configured by selecting **Add Awarding Body**.

If required, the Centre can also request a **personal email address** from candidates. This is particularly useful where school or college email accounts may no longer be available after candidates have left the Centre.

Candidates Portal



Once enabled, candidates can submit a Review of Marking request directly through the Candidate Portal.

When completing the application, the candidate can:

- Select the examination they wish to have reviewed.
- Choose the required service.
- View any applicable administration fee.
- Enter the reason for the request.
- Provide an alternative home email address (if required by the Centre).
- Read and accept the JCQ Candidate Consent declaration.
- Sign the application electronically before submitting it.

Once submitted, all applications immediately become available within Exams Assist, allowing the Exams Team to begin processing the request.

Managing Review of Marking Requests

All Review of Marking requests are managed centrally within the **Results Tab | Review of Marking.** This provides the Exams Team with a complete list of all applications together with:

- Request Date
- Candidate Details

- Paper Details
- Service Requested
- Reason for this Request
- Home email address

Selecting a request opens the full application, allowing the Centre to review the candidate's submission and electronic signature.

Processing Applications

Once a request has been reviewed, the Centre can record all administration associated with the application. This includes:

- Internal notes
- Current application status
- Outcome of the review
- Administration fee
- Payment status
- Invoice number

Additional comments can be added throughout the process, creating a complete history of the application. When appropriate, the Centre can email the candidate directly from the application, keeping all communication linked to the request.

Emailing Candidates

Once the Centre receives the outcome from the Awarding Body, this letter can be download then emailed directly to the candidate from the **Application**. To email the candidate select the application, then select email. When emailing the Candidate, the Centre can select which email address they would like to use. If the Candidate has provided their Personal email address, then select **Send to Personal/Home Email if available**

After emailing the outcome letter, the Centre can record a note and update the request status, providing a complete audit trail.

Downloading Review of Marking Requests

The **Excel Candidate List** also includes all **Review of Marking** information, allowing the Centre to download candidate applications, requested services, application statuses, fees, payment statuses and other associated details. To generate this report, navigate to **Candidates Tab | Actions | Download Excel Candidate List**.

Non-Examination Assessment Results

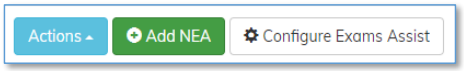
How to create an NEA Gradebook

Creating NEA gradebooks is a simple process; these are created based on the component code. Follow the simple steps below to create the gradebooks for staff to be able to complete.

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

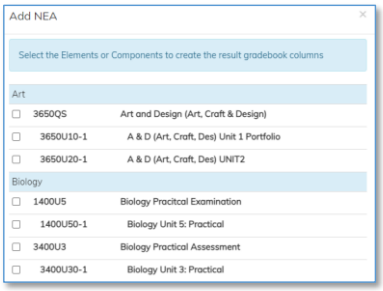
Step 2 – Ensure that the Entries have been made and imported into Exams Assist for the season that require the NEA to be recorded for.

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

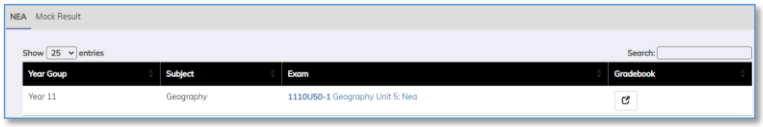


Step 4 – Select the component(s) that require NEA Results to be entered into Exams Assist, once selected, select **Next**. Once selected enter a date for the columns to be visible to staff and what type of grade to be used for the Grade.

Important – If the 'out of' mark is different for each component, then create each NEA individually.

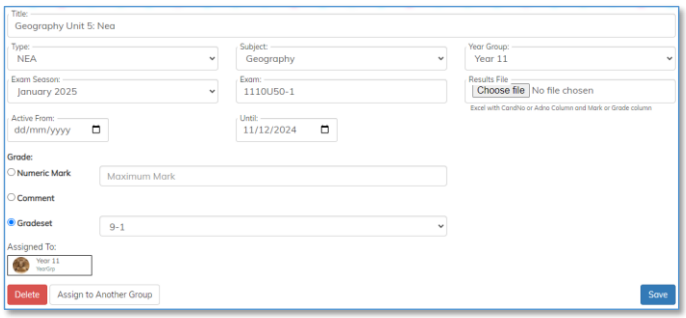


Once these have been created Centre Staff will be able to enter the Results from their Gradebook, from their Homepage in SchoolWorkSpace. The Exams Team will be able to view each individual Gradebook from the Results Tab | NEA.



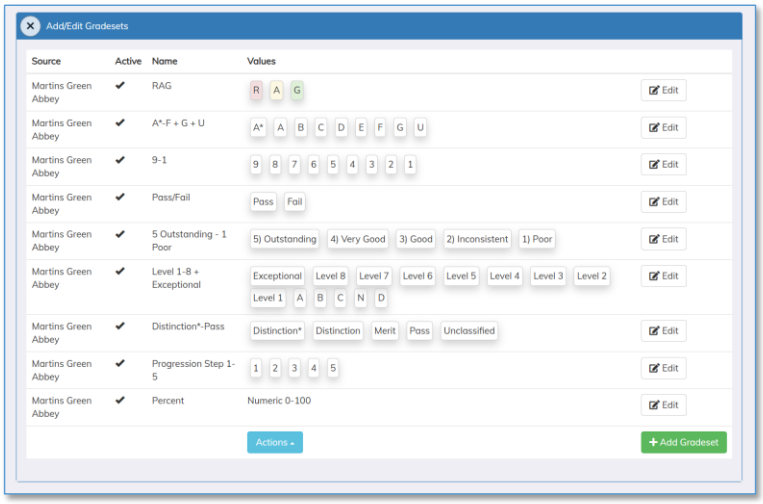
How to Edit an NEA Grade Properties

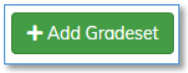
If there is a need to amend any details regarding the properties of the NEA Results, select the **Exam Name,** once selected, the details will appear and can be viewed or edited. The details that can be amended are Column Title, Active from and to and the type of results expected.



Managing Gradesets

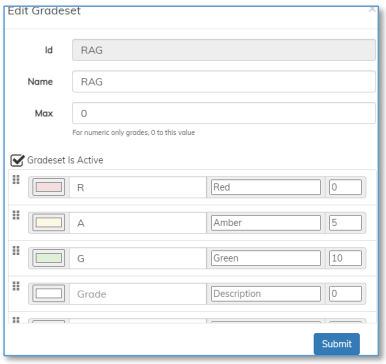
From **School Settings Select Other Settings | Gradesets**, Centres will be able to view/manage the gradesets.





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

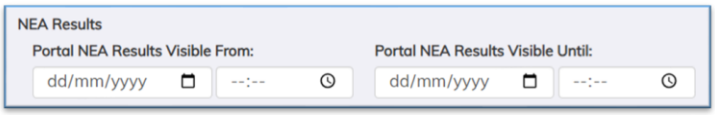
Gradeset Properties



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.

How to make the NEA Results visible on the Portal

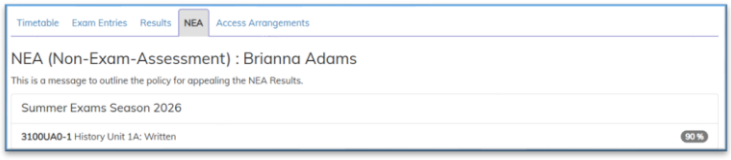
To make the NEA Results visible on the portal or via the magic link, navigate to the **Edit Season | Results** and enter the dates **from** and **until** the Results should be visible to the Candidates on their Portal.



Entering an NEA comment

If the Centre requires a Note to be visible to the Candidates regarding the NEA results, potentially to inform the candidates of how to appeal their Results. Navigate to the **Overview Tab | Edit Season | Results** and

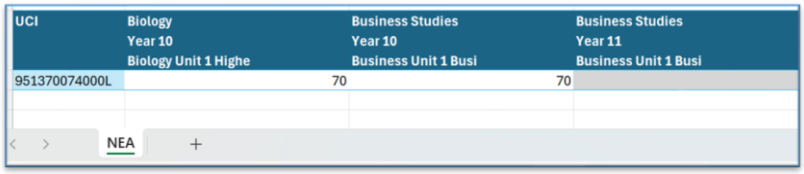
select **Edit Message for NEA Results.** Once a comment has been entered this will be visible to the Candidate in the NEA Tab of the portal and magic link.



Uploading and Downloading NEA Results

If the Centre store their NEA results in their MIS and need to upload these to Exams Assist then this is possible, the file requires the candidate **UCI Number**. As the column header is unique, export the NEA spreadsheet by navigating to the **Results Tab | NEA | Actions | Download Excel – Mock and NEA Results Excel**. Once downloaded, copy the column headers exported from Exams Assist and paste this into the appropriate column of the spreadsheet exported from the Centre MIS system.

Once the spreadsheet has been completed, save the Spreadsheet as an Excel File and ensure that you label the Tab in the spreadsheet as NEA (if this isn't done the file will not be imported and an error message will appear).



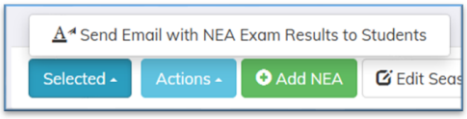
UCI	Biology Year 10 Biology Unit 1 Highe	Business Studies Year 10 Business Unit 1 Busi	Business Studies Year 11 Business Unit 1 Busi
951370074000L	70	70	

NEA +

To upload the file, navigate to the **Results Tab | NEA | Actions | Upload Excel – Mock and NEA Results Excel**. Locate the file and select Submit.

How to email the NEA Results

To email Candidates their NEA Results, navigate to the Results Tab | NEA subtab and select the component NEA results that need to be emailed to candidates. Once selected, select **Actions | Send Email with NEA Exam Results to Students**.

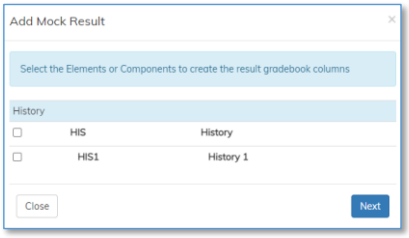


Note – To ensure that when the Magic Link is opened by the Candidate that it defaults to the NEA Tab, ensure that NEA is included in the Button Label Field.

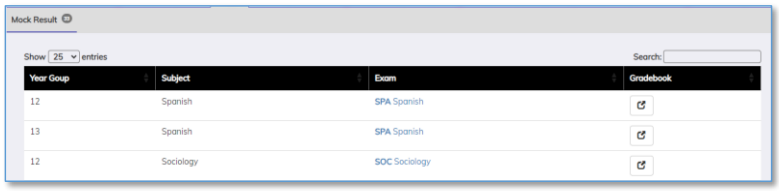
Creating & Recording Mock Results

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 of the component that require a Mock Grade column created in a Gradebook and select **Next**. Once selected enter a date for the columns to be visible to staff and also what type of grade to be used for the Grade.



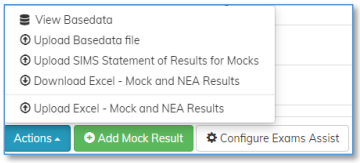
Once selected, all columns will be created in the gradebooks and a breakdown of each column and its heading will appear in the Results Tab.



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.

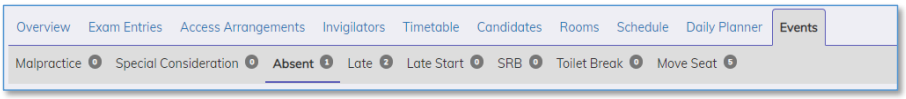


How to Upload a SIMS SOR for Mocks (SIMS ONLY)

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.



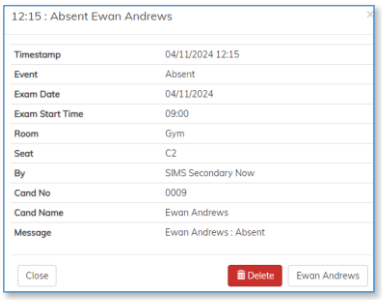
How to Add a Note

To add a note to any event, navigate to 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 and also 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 and select delete.



Note – This deletion is irreversible.

How to Download the Events Tab Logs

To download the Events logs, navigate to the **Events Tab | Download Exams Log**.

Managing Multi Exam Site

Setup

Prior to using the multi-site function in Exams Assist there is the need to set each site up. Navigate to the **Overview Tab | Configure Exams Assist**. In the Multiple Site and Centre Number table, enter the required information. The information here will then allow the Centre to assign Staff/Invigilators/Candidates, Rooms etc to the appropriate site. Therefore, if a Centre is operating an Upper and Lower Site, each room can be assigned to a specific site; great if the Centre operate the mocks for lower school in different rooms to the mocks for the older Candidates.

Multiple Sites and Centre Numbers

Site Name	Centre Number	Site Display Name
Upper School	12345	Upper Campus
Lower School	12345	Lower Campus

If the Centre is split over two sites, but has a different Centre Number for each site, then Exams Assist can deal with this too. Enter a name for both sites, then assign the appropriate Centre Number to each site, this will ensure that when the Statement of Entries are imported from SIMS that the correct candidates are assigned to the correct site.

Importing Entries (SIMS Only)

Add a season for each site and set the Centre Number and Site for the Season e.g.

Season Name: Summer 2025
Site Name: Site 1
Centre Number: 60001

Season Name: Sumer 2025
Site Name: Site 2
Centre Number: 60002

Add the Candidates to each season, site 1 candidates to that season and site to candidates to the site 2 season. Through the Add Group of Candidates from the Candidates Tab.

In Sims create the Statement of Entry File for all candidates and save as a TSV file.
In each season of Exams Assist Upload the Statement of Entry File, when importing select the following option – Import the Statement of Entries into the current season only for candidates already in the season. The other option is the default behaviour for the import of Statement of Entries.

Entries for the candidates in the file that are not associated with that season will be skipped.

Once imported, the entries for each candidate within each site will now appear where the candidate is enrolled.

Candidate Tab

When multi-site has been enabled, when selecting a candidate, the Centre will be able to see what site the candidate is associated too. The Centre can also assign a candidate to a specific site.

Invigilator Tab

When multi-site has been enabled, when selecting an invigilator, the Centre will be able to see what site the invigilator is associated too. The Centre can also assign an invigilator to a specific site.

Room Tab

When multi-site has been enabled, when selecting a room, the Centre will be able to see what site the room is associated too. The Centre can also assign a room to a specific site.

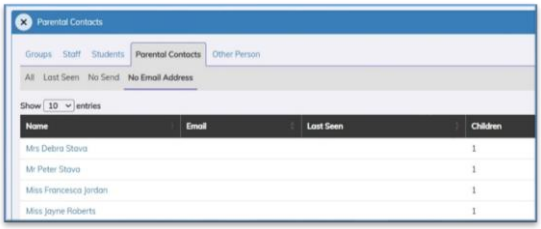
For more information about how to use Multi-Site Function and how it could benefit your Centre, please contact support. Drop an email to support@schoolworkspace.co.uk

Managing Messages

As part of Exams Assist, the Centre has the option to send emails to Staff/Invigilators, Parents and the Candidates. The tools that are available to the Centre are consistent when sending messages in area of Exams Assist. From Attendance Tracking (First Day Response), Parents Evening, Bookings, Trips, the messaging functions are all consistent.

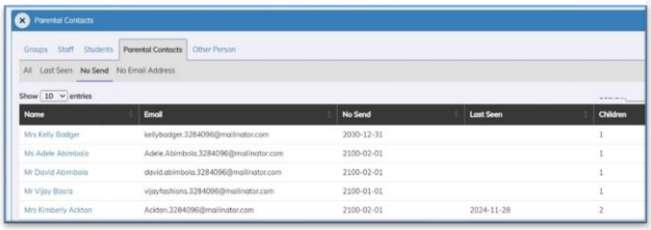
If the Centre requires to send out SMS to Candidate's or Parents, for Exam Reminders then the Centre will need to purchase the **Full Messaging Module** – https://schoolworkspace.co.uk/Order/Messaging

IMPORTANT – To ensure that the delivery of emails is successful. Communicate with Staff, Invigilator, Parents and Students asking them to add the following address as a Safe Senders.
noreply@schoolworkspace.co.uk
notifications@schoolworkspace.co.uk
This will stop Messages appearing in their Junk or Block Folder.

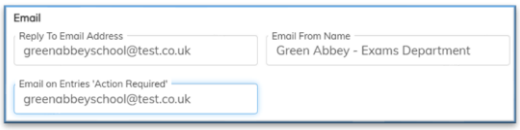


To view the people who do not have an email address sync'd into SWS, navigate to **School Settings | More Settings | Parental Contacts**. Toggle through the other tabs to view the other groups that don't have an email address in SWS.

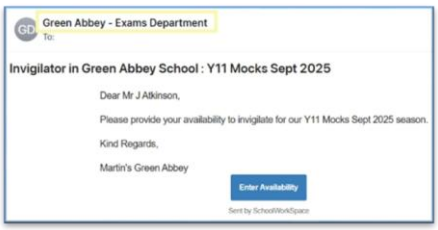
To view a list of recipients that do not receive emails in SWS, navigate to **School Settings | More Settings | Parental Contacts**. Toggle through the other tabs to view the other groups that do not receive emails from SWS.



General Settings



In **Configure Exams Assist | Settings Tab**, the is a configuration to set the **Reply to Email Address, Email from Name** and an Email Address when **Action Required** has been set as a Status in the Entries Tab. Once the reply to email has been populated, this email address will be used as the default when sending an email. However, it is possible to amend this when composing the email.



The Email From Name is a great way to identify where the email has come from. If the Centre uses a different Communication Software, then the Centre can enter in

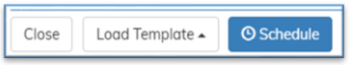
here that the Message has come from the Exams Team. So, when the email is in the Inbox this Message will be visible to the user.

Note – By entering an email address in the Email on Entries 'Action Required' this function will be enabled.

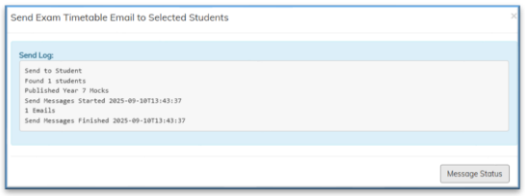
Omitting a Person from receiving a Message

To stop a recipient receiving an email from SWS, Use the Global Search on the Homepage to locate the recipient, once selected, enter a date in the Do Not Send Email Unit. Also, it's possible to add the recipient to the Blocked List and provide the reason for adding them.

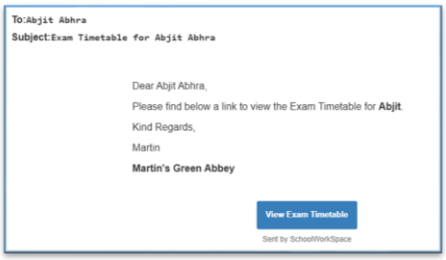
Schedule a Message



When composing an email in Exams Assist, it is possible to schedule the message. An advantage of this feature is being able to view the message prior to the email being sent. If the Centre notices that there is error in the message, this can be deleted prior to them being sent. To Schedule a Message, when composing an email, there is a Schedule Option at the bottom. Once selected, the Centre will be able to enter a Date and Time for the message to be sent. Once a Date and Time have been entered, the Send option will change to **Submit**. Select **Submit,** the message will be **Scheduled**. Once the message has been **Scheduled**, the message logs popup will appear. This will give the Centre to select the **Message Status**. Once select, the Centre will see a Preview of the Message, along with the list of recipients.



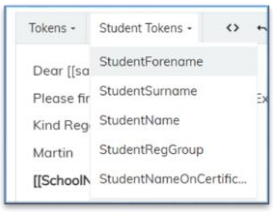
If required, the Centre can either **Cancel** (Delete) the message, therefore this will no longer be sent. Alternatively, if they are happy with the Message, they can select **Send Now**.



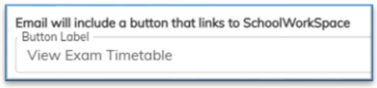
To view the message, scroll down to the recipients list and click on an email address. Once selected, the email will be displayed in a popup. Any tokens used in the body of the email; these will display what the recipient will see. The **Link Blue Buttons** will also work, so these can also be tested at this time too.

Mail Merge Tokens

When creating email, the Centre can personalise the message by adding the available Mail Merge Tokens that are available. Depending on the area the emails are being sent from in Exams Assist will depend on what Tokens that will be available. The Tokens will be available in the drop-down menu on the tool bar of the compose email popup.



Change the Text on the Button

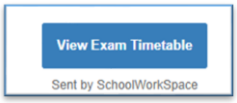


The text entered in the link field determines what action occurs when the recipient selects the button in their email. If the Centre doesn't require a button to appear as no action is needed, leave this field blank.

Examples:

- If the words **Entries**, **Results**, **Timetable**, or **Access Arrangements** are included in the field, the recipient will be directed to the corresponding tab on their **Magic Link**.
- If the link should instead direct the user to **log in** to the Exams Assist **Portal** (rather than using the Magic Link), enter **Open SchoolWorkSpace** in the field.

This provides Centres with full flexibility over how recipients access their information, whether through the instant-access Magic Link or the secure login portal.



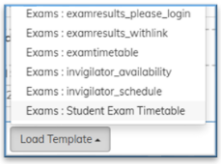
Uploading a Document

When sending emails, it is possible to attach documents. To attach the document, drag and drop the document into the **Drop Attachments Here** box. When the message has been sent, the attachment document will show in the Message History. Therefore, the Centre will be able to check that the document was sent with the email.

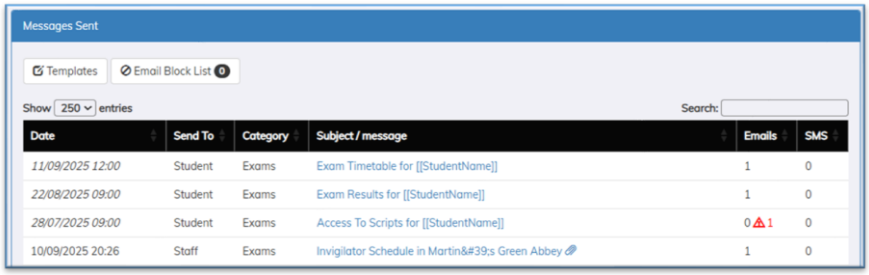
Managing Templates

To help Centre's it's possible to create Message Templates, once these templates have been created, they can be selected when creating emails. To create/manage the Templates navigate to the **Messaging Module | Templates**. Once selected, the list of pre-populated templates will appear. To amend a template, select one, edit the message and either **Save** the message, or **Save As** and give it a **New Name**.

To create a New Template, select **New Template**. Once selected, give the template a name, and select the appropriate Category. Compose the message, including and tokens, then give the Button Text a Name. Once the message has been created, select **Save**.



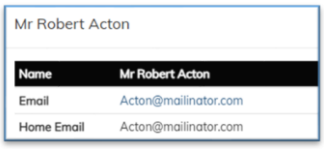
Message History



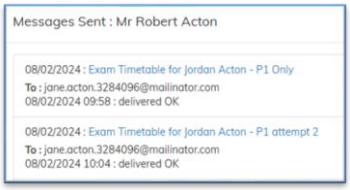
To view the **History of a Message** sent from Exams Assist, navigate to the **Messaging Module** from the Main Menu. Once selected, a list of all messages sent from SWS will appear in a list. If the **Date/Time** for a message is in **Italics**, this indicates a Scheduled Message. Also displayed in the table, the number of emails Sent and the number that may have Failed.

Select a message to view specific details regarding the message. When selected, the message that was sent will appear, the list of recipients, along with the email address used and finally the delivery status for each recipient.

Viewing the History for a Specific Recipient



To view the messages that has been sent to an individual person, such as a Staff Member, Invigilator, Parent or Candidate, navigate to homepage and search for the individual in the Global Search at the top of the webpage. Once the person has been selected, the Centre can click on the email address and the list of all sent messages will appear, it will also display the status of the message. If the person clicks on the Message Subject, then the email will appear.



Email Blocked List

If an email has been sent to a person but this has been rejected/declined for any reason by the recipients email provider, then they will be added to the Blocked Email List in SWS. Once the email address is marked as blocked, no more emails will be sent to that person. To remove these from the blocked list, navigate to the **Messaging Module** and select **Email Blocked List**.

Important – Before unblocking an email address, ensure that the person has added **SchoolWorkSpace** as a save sender. Otherwise, once the email is sent again, it will just go back into the Blocked List.

To add an email to the blocked list, navigate to the Email Blocked List, then select Add. Once selected, enter the email address along with a reason for adding the person.

The Importance of adding SchoolWorkSpace as a Safe Sender

Adding an email address to a safe sender list is crucial for ensuring that Important communications are not mistakenly filtered into spam or junk folders. This practice enhances the reliability of email correspondence, allowing users to receive messages from trusted sources without interruption. By designating SchoolWorkSpace as a safe sender will ensure that vital information is received.

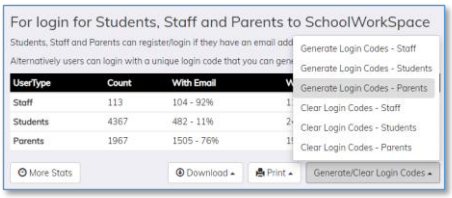
How to add SchoolWorkSpace as a safe sender

- Open your email client or service settings.
- Locate the **Safe Senders** or **Whitelist** section.
- Enter the email address you wish to add.
- Save the changes to update your settings.
- Verify that the email is now listed as a safe sender.

Configuring the Candidate Portal

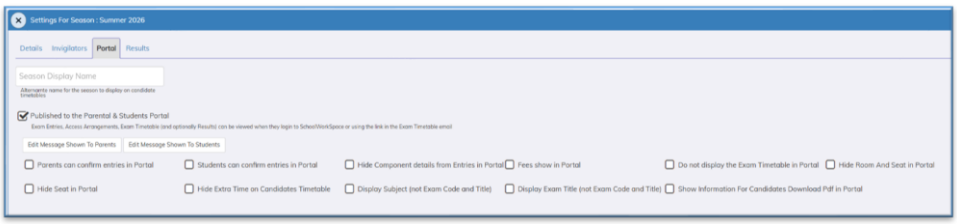
Parents and Candidates can log into the Portal either by the email registered with the Centre or the Centre can create login codes and give these to the Parents/Candidates.

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.

Candidate Portal Setup



To configure what the Candidates and Parents can view on their Portal, navigate to **Edit Season | Portal**.

Season Display Name – If an error has been made with the session name in the MIS (which cannot be amendment) 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.

Published to the Parental & Students Portal – 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.

Massage 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 display. This message could be to explain what is required of them.

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.

Hide Component details from Entries in Portal – Select this option, if the Centre requires to hide the component information from appearing in the Candidates and Parental Portal.

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.

Do not display the Exam Timetable in Portal – Select this option if the Centre requires to hide the Candidates Timetable from appearing in the Candidates and Parental Portal.

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.

Hide Seat in Portal – Select this option, if the Centre requires to display the Candidates Timetable and Room allocation but hide their seating allocation from the Candidate and Parents in their Portal.

Hide Extra Time on Candidate Timetable – Centre's can select this option if they do not want any additional times to be shown to the candidate in their timetable.

Display Subject not Exam Code and Title – Select this option if you require only the subject name to be displayed to the candidates rather an the component or the title.

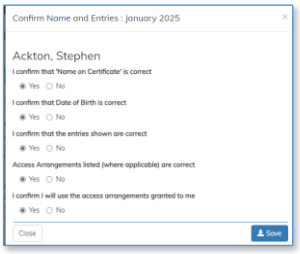
Display Exam Title (Not Exam Code and Title) -

Commented [DL4]: Needs an explanation

Show Information For Candidates Download Pdf in Portal – If a document has been uploaded in Configure Exams Assist and needs to be displayed to the Candidates in this Season, then enable this option.

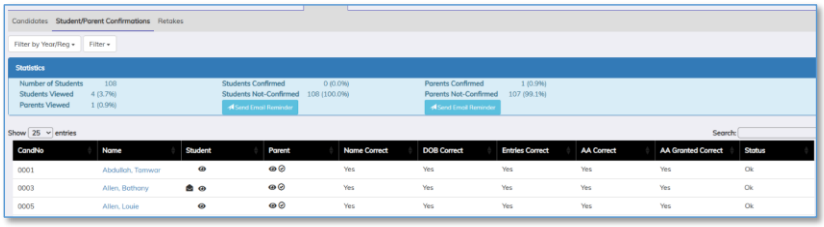
Note – If the Centre doesn't want the Candidates Access Arrangement to appear in their Portal, select the following in **Configure Exams Assist** - Do not display **Access Arrangements on the Student Portal**.

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 can confirm that the following 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 of 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

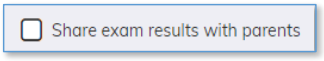
Navigate to the **Overview Tab | Configure Exams Assist | Results & Embargo** and select **Edit Message for Results**, then enter the message you wish the candidate to view.

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

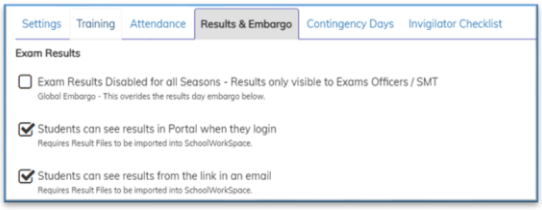
Tip – Add any information the Centre would like the candidate to see, such as the procedure for EAR, Grade Boundary Links etc.

Candidate Allowing Parents to View their Results

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

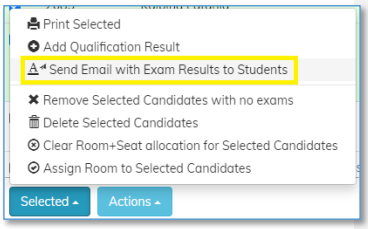


Emailing Results to Candidates

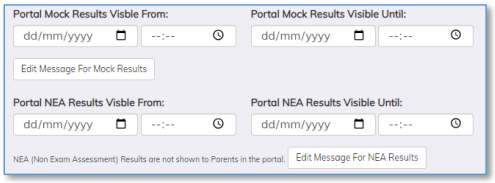


To allow candidates to view their results via the email, navigate to the **Overview Tab | Configure Exams Assist** and select **Students can see results from the link in an email**.

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 and then send to the candidates (the link to the results will automatically display on the bottom of the email).

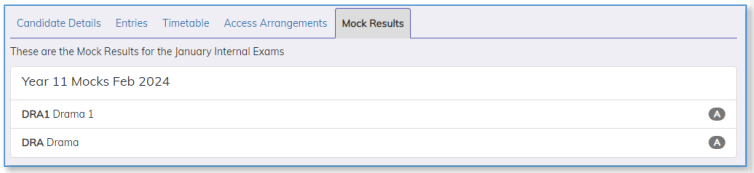


Allowing Mock Results and NEA to display on the Portal



To allow Mock Results or NEA to be viable on the portal, navigate to the **Overview | Edit Season | Portal** 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.



Managing the Payments & Invoices Module

Setting up the Payments & Invoices

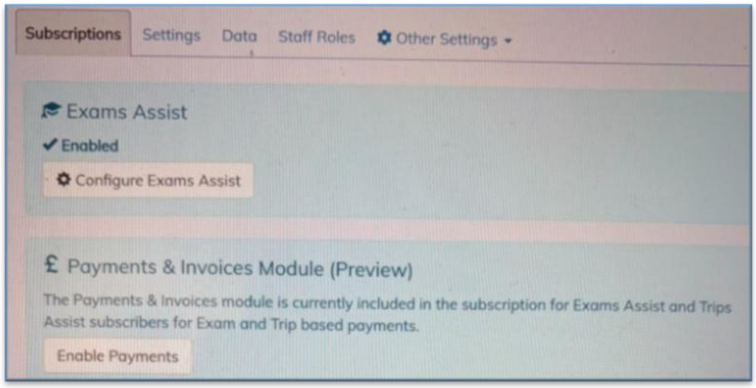
Creating an Invoice

The SchoolWorkSpace Payments & Invoices Module provides a central location for creating, managing and tracking invoices generated throughout SchoolWorkSpace. Within Exams Assist, invoices can be created for **Retakes, Access to Scripts** and **Review of Marking**. Once generated, invoices can be reviewed, emailed, tracked and paid online using SumUp, providing a complete audit trail for both the Exams Team and Finance Department.

Setting Up the Payments & Invoices Module (Preview)

Enabling the Payments & Invoices Module

To enable the **Payments & Invoices Module (Preview)**, navigate to **School Settings | Subscriptions** and enable **Payments**.



Creating Payment Accounts

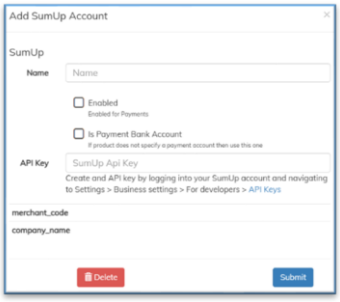
Once the Payments & Invoices Module has been enabled, the Centre can create one or more payment accounts. The module will still function if no payment account has been configured, allowing invoices to be created and payments recorded manually.

There are two types of payment account available:

- **SumUp Account**
- **BACS / Other Account**

SumUp Account

To create a **SumUp Account** in the Module, navigate to **School Settings | Other Settings | Payment Accounts**.



Select the green **Add** button, then choose **SumUp Account**.

Enter a meaningful **Name** for the account, for example **School Fund** or **Main School Account**.

Enable the account by selecting **Enabled**.

If this will be the primary account used when creating invoices, enable **Is Payment Bank Account** to make it the default payment account.

Note – The Centre may wish to create multiple **SumUp Payment Accounts**. For example, one account could be used for the **Main School Account**, another for the **School Fund** and another for **School Trips**. The Invoices Module can be used throughout SchoolWorkSpace, allowing invoices to be created for a wide range of services.

Generating the API Key

Log into your **SumUp Merchant Dashboard** and navigate to **Settings | For Developers | Toolkit | API Keys.** Select **Create API Key**, enter a meaningful name, for example **SchoolWorkSpace**, then copy the generated API key. Return to SchoolWorkSpace and paste the key into the **API Key** field.

Important – SumUp only displays the API key once when it is created. Ensure the key is copied and stored safely before leaving the page.

Select **Submit**.

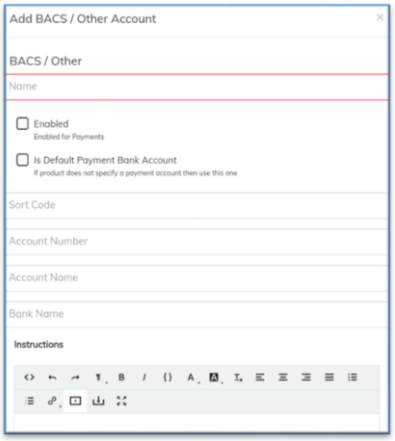
Once the account has been saved, SchoolWorkSpace will automatically connect to SumUp and retrieve the **Merchant Code** and **Company Name**, confirming that the connection has been established successfully. The account is now ready to receive secure online payments through the Payments & Invoices Module.

Tip – If the API key has been entered correctly, the **Merchant Code** and **Company Name** will be populated automatically. This confirms that SchoolWorkSpace has successfully connected to the SumUp account.

Note – Only members of staff assigned to the Accounts security group will be able to access the Invoices Module. Navigate to **School Settings | Staff Roles.**

BACS/Other Account

To create a **BACS / Other Account**, navigate to the **School Settings | Other Settings | Payment Accounts** Select **Add**, then **BACS / Other Account**.



Enter a meaningful **Name** for the account, for example **Main School Account** or **School Fund**.

Enable the account by selecting **Enabled**. If this will be your default payment account, enable **Is Payment Bank Account**.

Enter the payment details you wish to appear on invoices, for example:

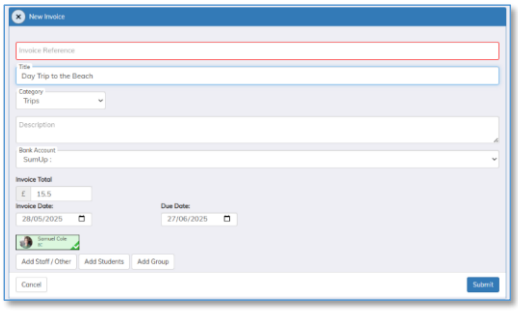
- Account Name
- Bank Name
- Sort Code
- Account Number
- Payment Reference instructions

Select **Submit** to save the account. When this payment account is selected on an invoice, the bank details entered above will automatically appear on the invoice, allowing candidates or parents to make payment directly by bank transfer or any other payment method specified by the Centre.

Tip - Multiple BACS / Other payment accounts can be created. For example, separate accounts can be configured for the Main School Account, School Fund or School Trips, allowing the appropriate account to be selected when creating an invoice.

Creating Manual Invoices

In addition to invoices generated automatically by **Retakes**, **Access to Scripts** and **Review of Marking**, the Centre can also create invoices manually for any service or charge within SchoolWorkSpace.



To create an invoice, navigate to the **Invoices Module**, then select **Add**.

Complete the invoice details as follows:
Invoice Reference – Enter a unique reference for the invoice. This can be the Centre's own reference number or any identifier that assists with tracking the invoice.

Title – Enter a meaningful title for the invoice. For example, *Summer 2026 Review of Marking*, *Year 11 Revision Guides* or *Music Tuition*.

Category – Select the appropriate category for the invoice. Categories help organise invoices and can be used when filtering the invoice list.

Description – Enter, if required, a description of the charge. This information will be visible to the candidate or parent when they open the invoice and can be used to provide additional information or payment instructions.

Payment Account – Select the payment account that that should be linked to this invoice.

Invoice Total – Enter the total amount payable.

Invoice Date – Enter the date the invoice is issued.

Due Date – Enter the date by which payment should be made.

Finally, select **Add Staff / Other**, **Add Students** or **Add Group** to choose the recipients of the invoice. This allows invoices to be issued to individual members of staff, one or more students, or an entire group. Once all the required information has been entered, select **Submit** to create the invoice.

Note – Newly created invoices are assigned a status of **Draft**. This allows the Centre to review the invoice before making it available to the recipient. The invoice will only become visible within the Parent and Candidate Portals once its status has been changed to **Pending** or **Sent**.

Managing Retakes

If the Centre charges candidates for retake examinations, invoices can be generated directly from the **Retakes** area within Exams Assist.

Once an invoice has been created, it will automatically appear within the **Invoices Module** with a status of **Draft**. This allows the Exams Team or Finance Department to review the invoice before it is issued.
There is no need to manually create invoices within the Invoices Module, as invoices for retakes are generated directly from the Retakes screen within Exams Assist. Navigate to the **Candidate Tab | Retakes**.

Managing Access to Scripts

If the Centre charges candidates for **Access to Scripts**, invoices can be generated directly from the candidate's **Post Results** record within Exams Assist.

Once created, the invoice will automatically appear within the **Invoices Module** with a status of **Draft**, ready to be reviewed and issued by the Exams Team or Finance Department.

There is no need to manually create invoices within the Invoices Module, as all Access to Scripts charges are managed directly within Exams Assist from the **Candidate Tab | Post Results.**

Managing Review of Marking

If the Centre charges candidates for **Review of Marking** services, invoices can be generated directly from the **Review of Marking** screen within Exams Assist.

The invoice will automatically be created with a status of **Draft**, allowing the Centre to review the details before making it available to the candidate or parent.

As with Retakes and Access to Scripts, there is no need to manually create invoices within the Invoices Module.

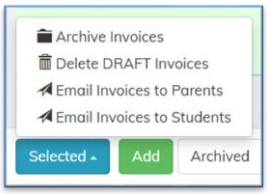
Editing an Invoice

To edit an invoice, select the **Invoice ID**.

Once opened, the Centre can amend any of the invoice details, including the title, description, invoice amount, due date, bank account and invoice status.

If payment has been received outside of **SumUp**, for example by **cash**, **cheque** or **bank transfer**, the Centre can manually update the **Payment Status**, **Payment Method** and **Payment Date** to maintain an accurate record of the transaction.

Archiving an Invoice



Once invoices have been paid and are no longer active, they can be archived to keep the Invoices Module organised.

To archive an invoice:

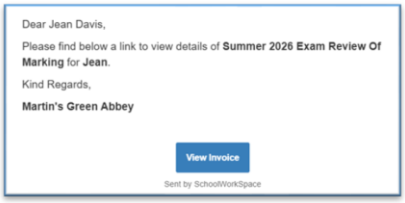
1. Navigate to the **Invoices Module**.
2. Select the invoice or invoices to be archived.
3. Select **Selected**, then **Archive Invoices**.

To view archived invoices, select **Archived**. Any previously archived invoices will then be displayed. To view archived invoices, select Archived and any invoices that have been archived will appear.

Emailing an Invoice

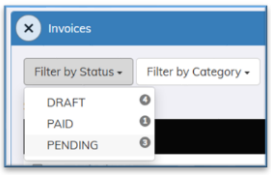
Once the Centre is ready to issue invoices, they can be emailed directly to candidates or parents.
To do this:

1. Navigate to the **Invoices Module**.
2. Select the required invoice or invoices.
3. Select **Selected**, then **Email Invoices** to either **Parent or Student**.



The Centre can compose the email immediately or schedule it to be sent at a later date. Once the email has been sent, the invoice status will automatically update to **Sent**. The recipient will receive an email containing a secure link to view the invoice and make payment online securely using SumUp.

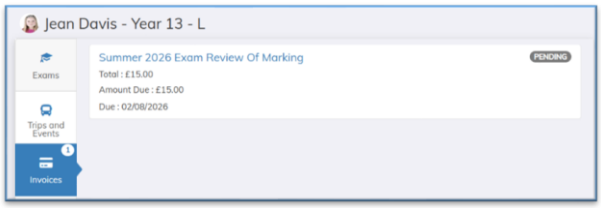
Searching and Filtering Invoices



As the number of invoices grows, the **Search** box can be used to quickly locate invoices by invoice reference, title or recipient.

Invoices can also be filtered by **Status** or **Category**, allowing the Centre to quickly display only the invoices they wish to manage.

Viewing Invoices on the Candidates Portal



Once invoices have been emailed to the candidate or parent, or the Centre changes the invoice status to **Pending**, they will become available within the **Invoices** tab on both the **Candidate** and **Parent Portals**.

To view an invoice or make a payment, the candidate or parent simply selects the required invoice from the **Invoices** tab. When opened, the invoice will display the invoice details, payment information and the available payment method. The recipient can then make payment securely online using **SumUp**.

Once payment has been successfully received, the invoice status will automatically update to **Paid** within SchoolWorkSpace. This provides both the Centre and the candidate with a clear record of outstanding and completed invoices throughout the payment process.

⚠ **Important -** Refunds cannot be processed within SchoolWorkSpace. As online payments are processed securely by SumUp, any refunds must be completed directly within the Centre's SumUp Merchant Account. Once the refund has been processed, the Centre can update the invoice status or add a note within SchoolWorkSpace if required.

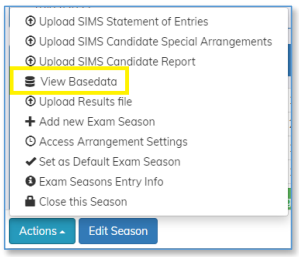
Managing Basedata

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 as results file doesn't contain any information about the qualification only the result/grade.

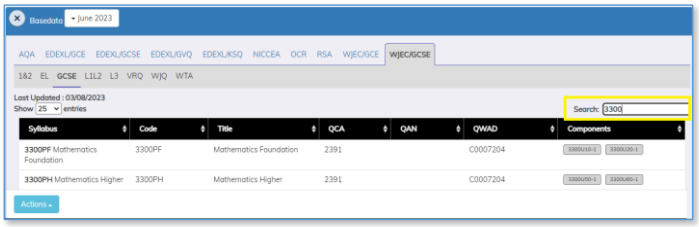
Centres that require to import their Edexcel 7b File then they will need to import the Basedata received from the exam board.

Viewing/Managing and importing Basedata

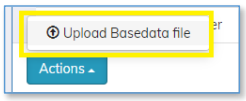
Navigate to the **Overview Tab | Actions | View Basedata**



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 boarding 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.



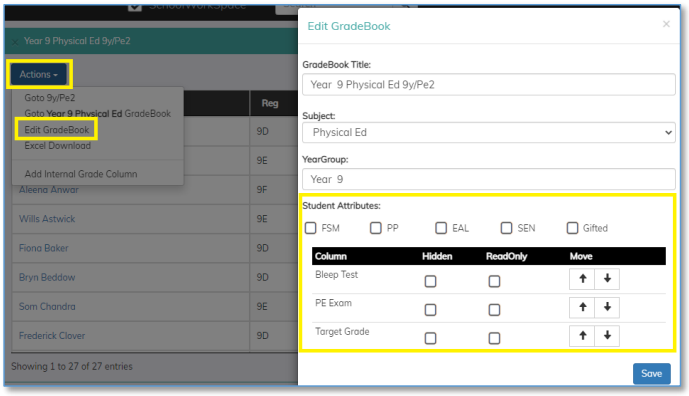
Tip – You can import several Basedata files at once, when importing the files select several files and import.

Important – All Basedata files must be uploaded into EA 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 able this additional data, navigate to **School Settings | Data | Xporter on Demand Settings.**

How to add Exam Codes to a Gradebook

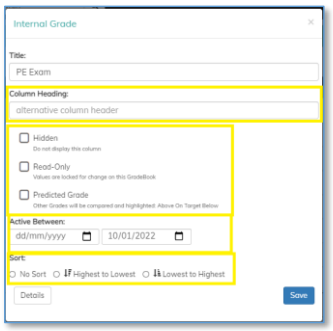
To add exam entry codes to a gradebook, navigate to a gradebook, then select **Actions | Edit Gradebook** and enter an Exam Entry Codes in the appropriate box.

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.'

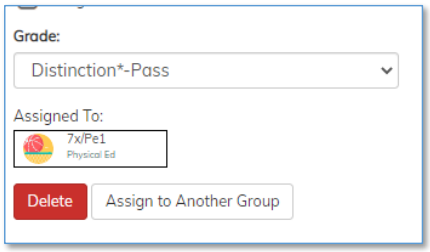
How to edit a column heading

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.

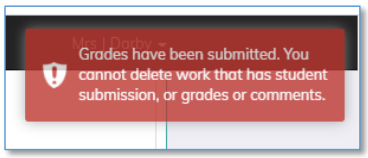


How to delete a column

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.

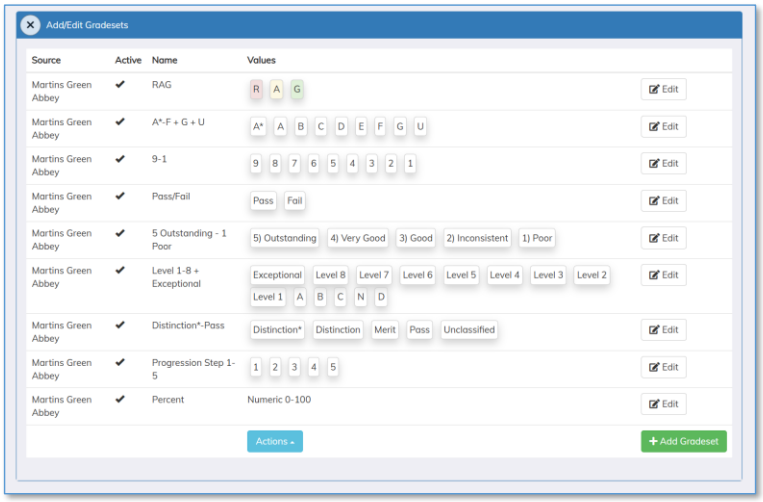


How to download a set of results

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

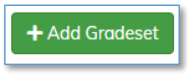
Managing Gradesets

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

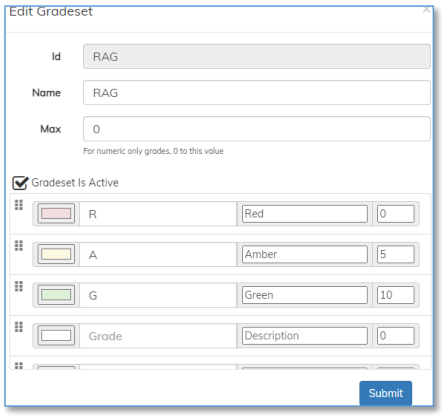


How to Add New Gradesets

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



Gradeset Properties



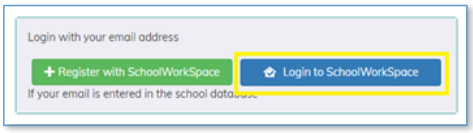
ID – Give the Gradeset a unique ID.
Name – Give a unique name to the Gradeset.
Max – Enter a Maximum Value for a Numeric Grade Only.
Colour – Select the appropriate colour associated to the grade.
Grade – Enter the appropriate grade type such as A* to G or 9 to 1 etc.
Description – Enter a description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

A Guide to Staff on using SWS/Exams Assist

Getting Logged in

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

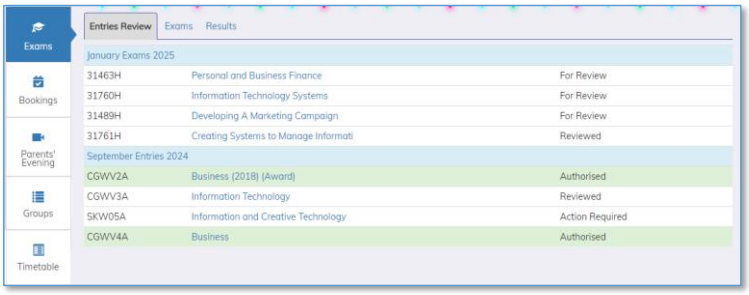
Select – **Login / Register**, then **Login to SchoolWorkSpace**



The username will be your Centre email address, the address that's recorded in the Centre 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

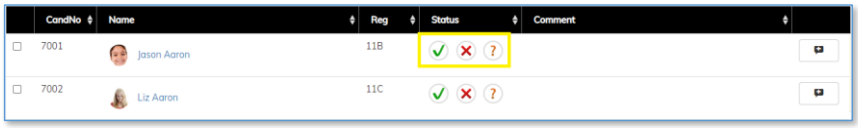
Staff will be able to access a vast amount of information from their homepage (this will also be depending on the modules purchased). By default, teaching staff (if allocated to the Teaching security group) will be able to view the Exams Tab, Group Tab and the Timetable Tab.



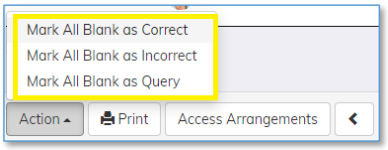
The Exam Tab will display the entries that have been assigned to the staff member to be reviewed, a list of all exams that has been created by groups, Results and any Invigilation Scheduling associated with the staff member.

Reviewing the Entries

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

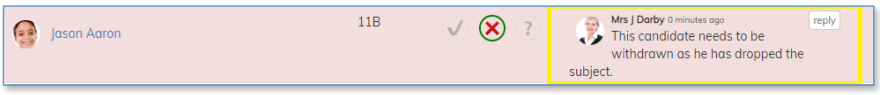


Or alternatively you can navigate to **Action** at the bottom of the table and select an appropriate option *(see below)*.



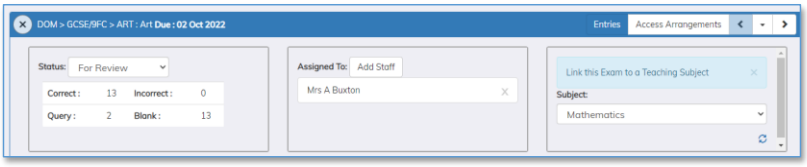
Once you've gone through, checking the entries you will notice that the colour of the rows will change to either green, orange, red or stay white if no selections are made. If a member of staff marks an entry as a 'Query' or as 'Incorrect' a dialog box will appear for them to give a reason for this decision.

Once the comment has been applied this can be viewed next to the candidate. SMT 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 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 SMT 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 would 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.

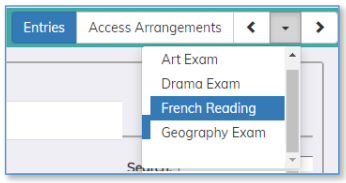


Once you've made your amendments you will need to change the **Status** to **Action required**. These amendments will be review by a member of the SMT and then actioned by the Exams Officer as necessary.

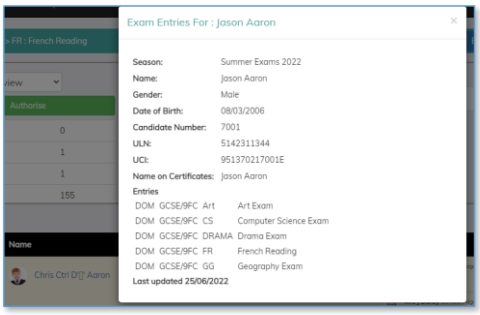
Once you are happy with these entries you are able to **authorise** these by selecting the **Green Authorise Button** – Once 'Approved' no further actions will be possible.

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 would appear in a popup dialog box.



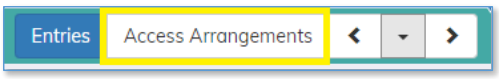
Viewing the Entries by Subject

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 to great for modular/tiered exams as you'll see all the entry codes acrooss 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 your able to change subject that has been assigned to you and also filter to a different level.

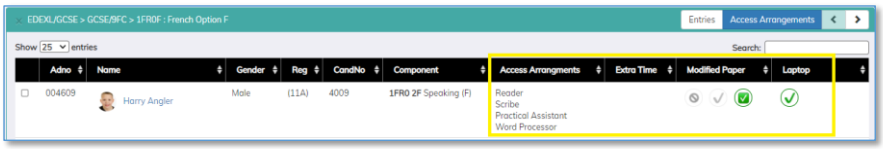
You have the same functionality as completing the review by list, select the column header of a element and a popup box will appear which will give you the ability to **select all blanks as correct, incorrect or query**. Once checked you are able to approve these from this view too. Any notes added to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

Viewing Access Arrangements

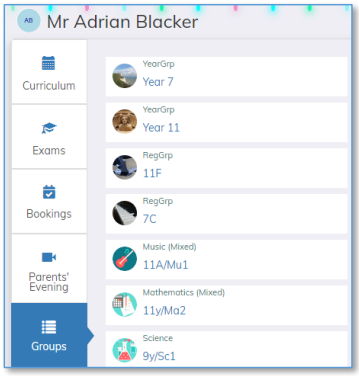
It is possible for you to view the access arrangements in place for the candidates entered for the specific element (or by component if this data has been imported). To toggle to the Access Arragements view, select 'Access Arragements' at the top of the screen.



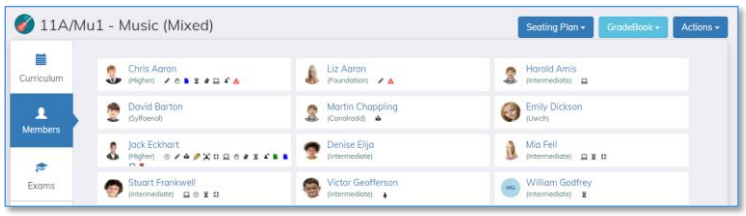
You will then see the list of the candidates that have any kind of special arrangement in that Element / Component. It is also possible to view if a 'Modified Paper' or 'Laptop' is required for that examination (These will have been indicated by the EO or the Centre SENCO).



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.



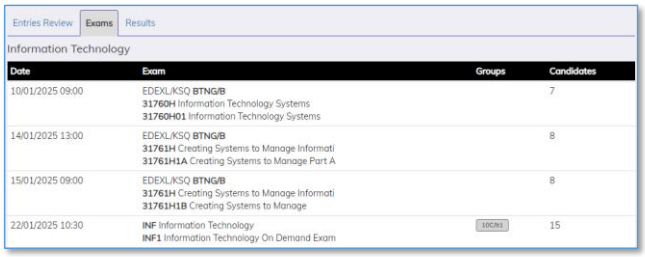
Viewing Results

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 SWS and search the candidates, once located select the Exams Tab then Results.

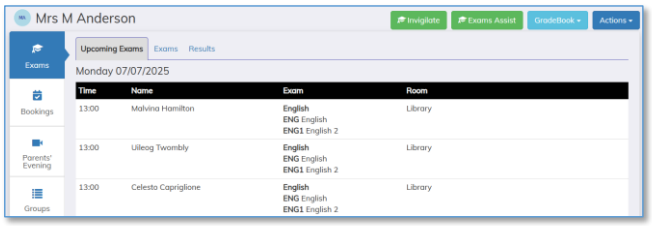
Viewing Internal/External Exams assigned to your Groups

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 created/assigned to a group.



Viewing Upcoming Exams

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

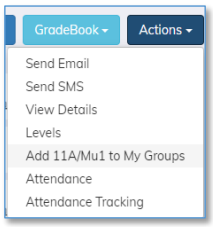


Additional Functionality for Staff

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

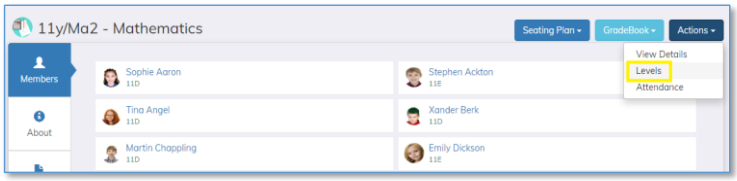
How to assign Groups to a Homepage

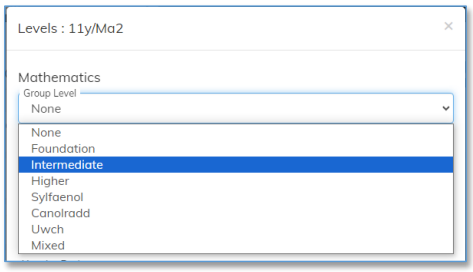
If as a staff member you require to view a group that you're not assigned too, then it's possible to have these appear in your Group. Use the Global Search at the top of SWS and search for the class, once the group's homepage, navigate to **Actions | Add x to My Groups**.



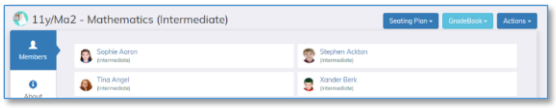
Assigning Levels to Teaching Sets

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

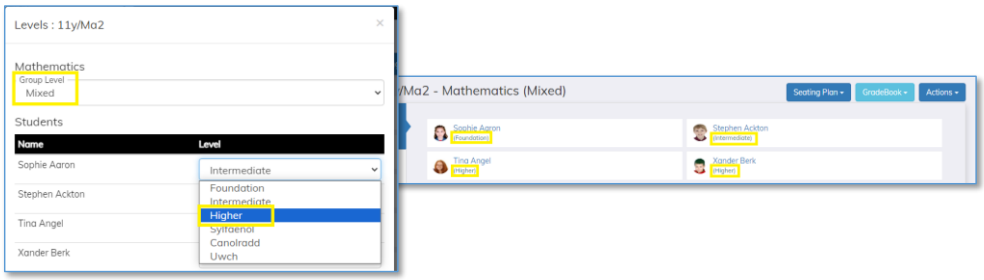




Select a level most appropriate for each candidate within the class. A global level for the whole class can be selected such as Intermediate and then submit. This will assign the whole class as working at this level.

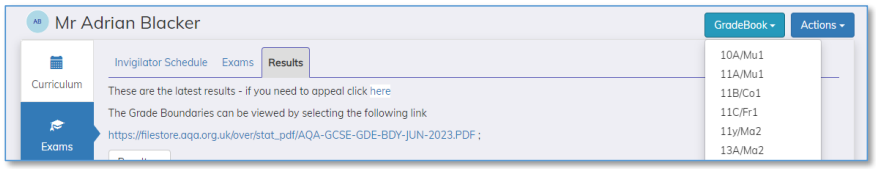


However, if the class is working at a mixed level, then select Mixed, When Mixed is selected the classroom teachers will be able to assign a level to each candidate. Once a level has been assigned to each candidate select Submit.



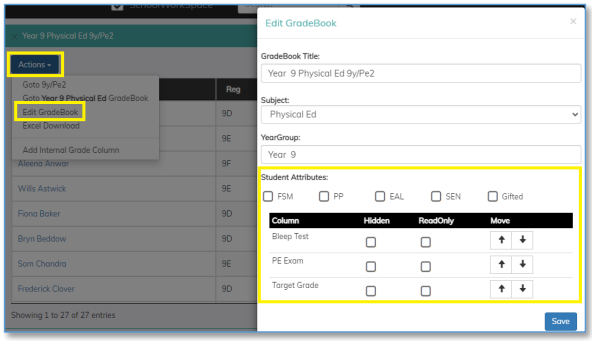
Accessing Gradebooks

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.

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.

Invigilator Guide

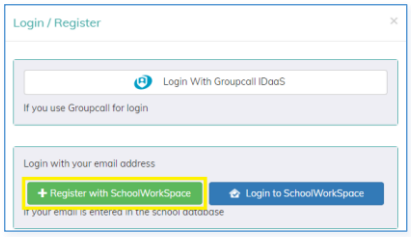
Part 1 – Before the Exams

Accessing Your Schedule

There are two ways to access your invigilator schedule:

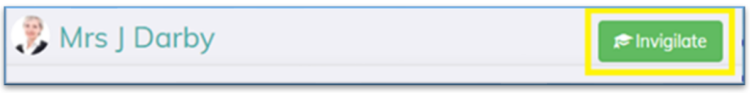
Option 1 – By Opening the Magic Link: Open the Magic Link sent to you by the Exams Team contained in an email. This will take you directly to your schedule.

Option 2 – By Logging in to Exams Assist:



1. Go to **http://examsassist.co.uk**
2. On the homepage, select **Login / Register**
3. Select **Register with SchoolWorkSpace**
4. Enter the email address that is recorded in your school's Management Information System (MIS)
5. A **6-digit verification code** will be sent to your email
6. Enter the code on the login screen and create a password

Once logged in, select 'Invigilate' to access your schedule and shifts.



Saving the Portal to Your Phone (Recommended)

During the exam season you may need to access your schedule frequently. Adding the portal to your phone's home screen allows quick access.

Creating the icon on an iPhone.

1. Open the link using Safari
2. Tap the **Share** button at the bottom of the screen
3. Scroll down and select **Add to Home Screen**
4. Enter a **Name** for the shortcut
5. Tap **Add**

Creating an icon on an Android.

1. Open the link using **Chrome**
2. Tap the **menu icon** (three dots in the top right corner)
3. Select **Add to Home Screen**
4. Enter a Name and Confirm

Providing Invigilator Availability

At the start of each exam season, the Examinations Officer will ask you to provide your availability. This may include dates from more than one exam season. When the schedule opens, a list of available dates will appear. For each date, select the session(s) that you are available to invigilate.

If required, you can add a general note for the Exams Team. For example, you may wish to inform them that you do not want to invigilate a 1-to-1 exam. Alternatively, you can add notes to individual dates if needed. For example, you may wish to inform the Exams Officer that you are only available until a certain time on a particular day.

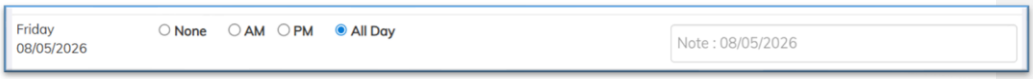
Availability Mode

To assist with this process, you can select one of the following availability options:

- **Set Availability by Date** – select this option if you wish to manually choose the dates and sessions when you are available.
- **I am always available** – select this option if you are available for all dates.
- **I am NOT available for any season** – select this option if you are not available to invigilate during this exam season.

If you select, **I am always available** or **I am NOT available for any season**, the system will automatically apply the appropriate selection to all dates listed below. If you prefer to choose your availability individually, select **Set Availability by Date** and mark the dates and sessions accordingly.

Once you have entered your availability, scroll to the bottom of the page and select **Submit**. A confirmation message will appear once your availability has been successfully submitted.

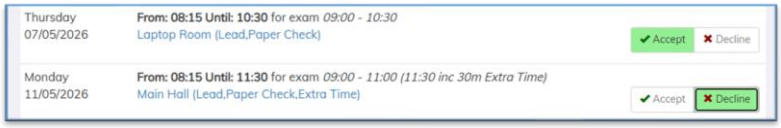


Part 2 – Before the Exam Day

Accepting Your Allocations

When you are scheduled to a room, the allocation will appear on your portal. Once you have been assigned to a room, you will no longer be able to amend your availability for that date.

After the assignment has been made, you will be able to **Accept** or **Decline** the shift via your portal. You may need to decline a shift if you are no longer available to carry out the invigilation.

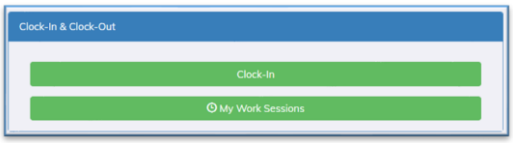


Exam Day Quick Guide

1. Open your schedule
2. Select your **Exam Room**
3. Open the **Candidates tab**
4. Complete the **attendance register**
5. Select **Start Exam**
6. Record any issues during the Exam (late, SRB, toilet)
7. Select **End Exam**

Part 3 – On the Day of the Exam

Clock in and clock out



Depending on the Centre's requirements, you may be asked to **clock in and out** on the day of the Exam. From your schedule you will see an option to **Clock In**. Once selected, this option will change to **Clock Out**.

If you are unable to clock in at the Centre, you can do this later by selecting **My Work Sessions**. From here, you can **add manual clock-in and clock-out details** and include any relevant notes.

Once submitted, you will be able to **amend these details until they have been authorised**. After they have been authorised, the details **can no longer be edited**.

You can view your recorded work sessions at any time by selecting **My Work Sessions**.

Pincode (Optional)

Some Centres may enable a **pincode requirement** before staff can access exam information on their device.

If this function is enabled, you will be asked to enter a **pincode** after selecting a room from your schedule. This pincode restricts access to exam information for security purposes. If you are prompted for a pincode, please contact the **Examinations Officer at the Centre** to obtain the code.

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 room. This notification will appear on the invigilator's portal in a blue box.

Invigilators Daily Note

On the day of the exam, the **Exams Team** may post an Important message for invigilators. This note will appear at the **top of the schedule page** and will only be visible for the specific date it relates to. A message such as - **Please ensure that you arrive at 8:30am due to a busy day**.

General Broadcast

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

Exam Room Display

Each exam room has its own **Exam Room Viewer**, which can be displayed on a screen in the exam room.

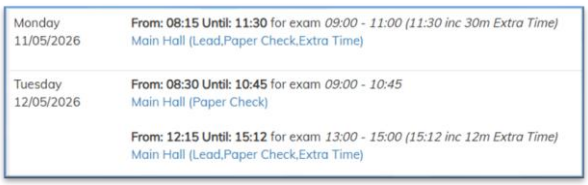
This is accessed via a **unique link** for that room. Centres can save this link to the desktop of the device used in the exam room for quick access. There is **no need to log in to Exams Assist**, as this link acts as a **Magic Link** for that specific room.

The **Exam Room Viewer** displays key exam information, including a **clock** and exam details. It does **not display any candidate information**. Invigilators can also scroll forward to view the **next exam scheduled in that room**. Once the exam has started, the display will automatically update to show the **exam end times**.

Note – The Exam Room Viewer supports rooms with **multiple exams running at different start times**. This view is **not available** from the roaming invigilator link.

Invigilators Functionality

Once you have been assigned to a room, you will be able to select the room on your portal to view the exam details, the assigned invigilators, and the role of each invigilator within the exam room. Depending on the Centre Settings, the full invigilator functionality may become available **up to 24 hours before the exam**. At this stage, you will only be able to view the **attendance registers** and **seating plans**.



Portal Tabs

Tab	What it does
Overview	**Shows exam details; start and end times; ability to request support**
Paper Check	**Allows the Invigilators to confirm that the Correct Papers have been sent to the Exam Room**
Candidates	**Complete the attendance register**
Seating Plan	**Shows where candidates are sitting**
Invigilators	**Shows invigilator roles, and attendance**
QR Reader	**Scan candidate QR codes**
Logs	**Record of all actions recorded in the Exam Room.**

Step 1 – Access Your Assigned Room

1. Open your schedule
2. Select your assigned Exam Room

You will now see several tabs at the top of the screen (See above).

Step 2 – Complete the Attendance Register

Open the Candidates tab and mark each candidate as either: **Present** or **Absent**

Note – If a candidate arrives after being marked Absent:
- If the exam has not started, select Late then Present
- If the exam has started, select Late then Late Start

Tip - Mark absent candidates first, then use **Set All Blank as Present**.

Step 3 – Invigilators Speech (Optional)

To play the Invigilators Speech, navigate to the Invigilators Portal and select Play Button from the Overview Tab. Once the speech has been played, this will be recorded in the logs.

Note – If the Centre is using the **Exam Room Viewer** on a laptop and invigilators are using a **mobile device**, the mobile device **cannot control the audio**. The audio must be played from the device that is **connected to the PA system**.

Step 4 – Start the Exam

When ready to start the Exam, open the Overview Tab:
1. Select Start Exam
2. Confirm the start time

The system will automatically calculate end times.

Step 5 – During the Exam

During the Exam you can record the following actions:
- **Late Arrivals** (After the Exam has started) – If a candidate arrives late, mark them as Late. When they are ready to begin the exam, select Late Start. Once selected, the system will automatically calculate the candidate's amended end time.
- **Supervised Rest Breaks (SRB)** – During the exam, you can record when a candidate takes a supervised rest break. In the Candidates tab, locate the candidate, select Actions, and choose SRB Out. When the candidate returns, select SRB In.
- **Toilet Breaks** – To record a toilet break, locate the candidate in the Candidates tab, select Actions, and choose Toilet Out. When the candidate returns, select Toilet Return.
- **Candidate Comments** – To record a comment, locate the candidate in the Candidates tab, select Actions, then choose Add Comment.
- **Move Candidates** – To move a candidate to another seat, locate the candidate in the Candidates tab and select Actions. Choose Move to Seat, then select the new seat for the candidate.
- **Emergency Stop the Exam** – In an emergency, the exam can be paused from the Overview tab by selecting Emergency Stop the Exam. You will be asked to enter a reason. The Exams Team can also pause the exam centrally. If this happens, a pause icon will appear on the exam screen and in the portal. Once the incident is resolved, the invigilator must manually restart the exam, as this cannot be done centrally.

All actions are automatically recorded in the Logs tab.

Step 6 – End the Exam

Ending an Exam for an Individual Candidate
1. Navigate to the **Candidates** tab.
2. Locate the candidate and select **Actions**.
3. Select **Candidate Finished**.

Ending the Exam for the Exam Room

1. Select **End Exam**.
2. Confirm the **end time**.
3. **Sign** to confirm that the exam was conducted in accordance with **JCQ regulations**.

Step 7 – Recording Access Arrangements Used (Optional)

To record whether a candidate has used their Access Arrangements (AA) during the exam, locate the candidate in the Candidates tab and select Actions. Then select the appropriate option (Tick or Cross) for each arrangement.

Appendix

Access Arrangements Icons

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**	
Toilet		**Fidget Toy**	
Colour Blind		**Braille**	
Ear Defender		**1:1**	
Read Aloud		**iPod**	
Music		**Large Print**	
Food		**Coloured Glasses**	
Wheelchair User		**Hearing Aid**	
Ear Loops		**Comfy Chair**	
Movement Breaks		**Highlighter Pen**	
Live Speaker		**Immersive Reader**	
Shared Reader		**Fan**	
Inhaler		**Water**	
Wellbeing			

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 ***	
Peach Paper *		**Butter Cup Paper ***	
Peach Overlay *		**Butter Cup Overlay ***	
Aqua Paper *		**Light Blue Paper ***	
Aqua Overlay *		**Light Blue Overlay ***	
Lilac Paper *		**Lilac 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.

Note – A candidate may be entitled to a **modified paper**, **laptop**, or **computer reader**, and this may appear in their record when you select the **Additional Actions** button. However, the icon may not appear on the **seating plan**. This is because the candidate has **not requested to use this arrangement for that specific exam**.

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

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.
	This icon indicates that a room contains resolved clashes.

Actions Button

The **Action icon** opens a pop-up window displaying detailed information about the candidate. This includes the candidate's **name and photo**, their **access arrangements**, any **notes**, and a **log of all actions recorded** during the exam.

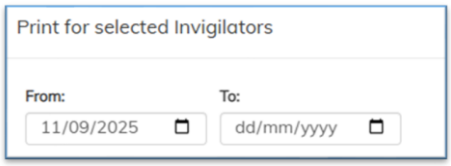
You can also use this menu to record actions such as **Supervised Rest Breaks (SRB)**, **toilet breaks**, and **adding notes**.

Printing Examination Materials

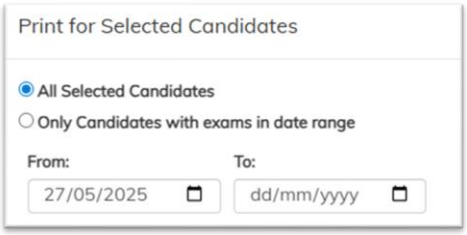
Setting Favourite Reports

There are several reports available in Exams Assist to help Exams Officers during an Exam Season. To help Centre's it's possible to mark reports that are frequently used as a Favourite, by selecting the **Star Icon** next to the Report. Once selected, a new **Favourite Tab** will appear when printing a report, all other reports will appear in the **All Tab**. To remove a report from the Favourite Tab, click on Star Icon again and the report will be removed from the Favourite Tab.

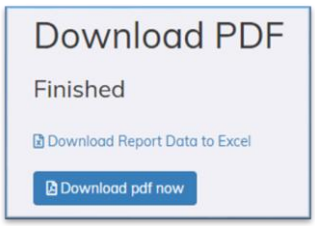
Date Selector



When printing reports from Exams Assist, it's possible for the Centre to print the documents between a certain date range or after a specific date. This is helpful if printing documents after the season has started, enabling the Centre not to print information from the past. Also, it's possible for the Centre to select to print documents for Candidates with Exams in a Date Range. This will save the Centre printing pages for candidates that doesn't have exams during the selected date range.



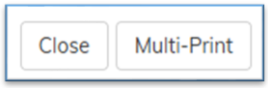
Downloading Report Results to Excel

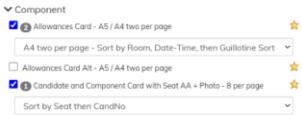


When creating reports, it's possible to download the results to Excel. Once downloaded, the Centre will be able to manipulate or use the data contained for other purposes.

Multi-Print

If the Centre would like to print several reports at a time, this can be done by selecting Multi Print before selecting the required report.





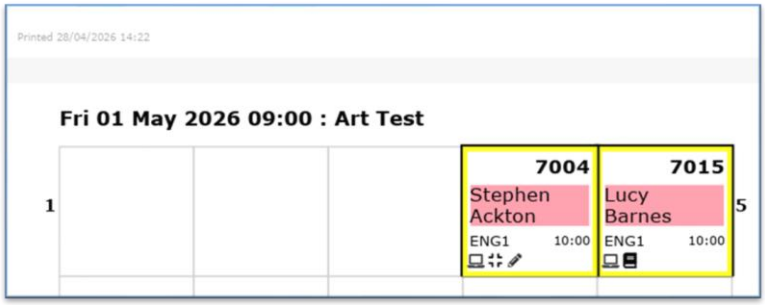
Once multiselect has been selected, the reports will be printed in the order selected and the sort order number will appear. Therefore, the centre can select in what order they require the multiprint to be outputed.

Note – Multi-print remembers the last four sets of reports printed.

‘Printed on’ Option - New

When generating reports, Centre’s can now include a **‘Printed On’ date** on each page of the document. To enable this feature, navigate to the **Overview Tab | Configure Exams Assist,** then enable - **Add Printed On to all Print to PDF.**

Once enabled, all future reports printed to PDF will automatically include the **date they were generated** on each page.



Reports

Candidate Tab

The following Reports are best printed from the Candidates Tab, by either selecting a Single Candidate, a Group of Candidates or All Candidates. As the Reports are based on the Candidates, then print from this tab.

AA Used

Sort Options - **Sort by CandNo, Sort by Name, Sort by Reg then Name**

Available Options - **Use Subject not Exam Code and Title, Show candidate photo, Multi season**

Date Time	Exam Subject	Room : Seat	Duration	Access Arrangements
Friday 26 Sep 09:00	Biology Unit 4: Written	Art Test : D8	2h 30m	Extra Time (Used) Laptop (NotUsed) Scribe

Access Arrangements List

Cand No	Name	Reg	Access Arrangements
9002	Maryam Ahmed	(11C)	25% extra time
9006	Aleena Anwar	M	25% extra time Prompter
9009	Wills Astwick	N	Supervised Rest Break Orange Paper Toilet Pass

Sort Options – **Sort by CandNo, Sort by Name, Sort by Reg group then Name**

Available Options **- Include candidate Access Arrangement Icons, Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Only use candidate firstname and lastname**

Candidate Address Labels – 21 Per Page

Sort Options – **Sort by CandNo, Sort by Name**

Candidate Card – 8 Per Page

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name, Sort by Candidate Room then Name, Sort by Candidate Room then CandNo, Sort by Candidate Room then Reg then Name**

Available Options **- Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Show candidate assigned Room And Seat, Only use candidate firstname and lastname. Show candidate Reg group, Show candidate Year Group, No Border, Coloured Border**

Candidate Card A6 – 4 per page

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options **- Show candidate photo, Show QRCode, No Access Arrangement, Show Access Arrangement Icons, Show Access Arrangement Text, Show Access Arrangement Text and Note, Show Access Arrangement Text with Subjects, Show Access Arrangement Text with Subjects and Note, Include candidate Access Arrangement Icons, Show Laptop Username and Password boxes, Only use candidate firstname and lastname Show candidate Reg group, Show candidate Year Group, No Border, Coloured Border**

Note – If the candidate is entitled to a laptop and the Username and Password field is selected in the Candidate Popup, then these details will appear in this report if the **Show Laptop Username and Password boxes** is selected.

Candidate Card Basic – 8 per page

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name, Sort by Candidate Room then Name, Sort by Candidate Room then CandNo, Sort by Candidate Room then Reg then Name**

Available Options **- Show candidate photo, Only use candidate firstname and lastname, No Border, Coloured Border**

Candidate Card with Access Arrangements – 8 per page

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Show candidate photo, Include candidate Access Arrangement Icons, Show Access Arrangement Subjects Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Show candidate Year and Reg group, No Border, Coloured Border, Only Candidates with Access Arrangements**

Candidate Card with Access Arrangements – A5 / 2 per page

Sort Options – **A4 two per page – Sort by Name, A4 two per page – Sort by CandNo, A4 two per page – Sort by Reg then Name, A5 one per page – Sort by Name, A5 one per page – Sort by CandNo, A5 one per page – Sort by Reg then Name**

Available Options - **Show candidate photo, Include candidate Access Arrangement Icons, Show Access Arrangement Subjects Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Show candidate Year and Reg group, No Border, Coloured Border, Only Candidates with Access Arrangements**

Candidate Card with Larger Photo – 8 per page

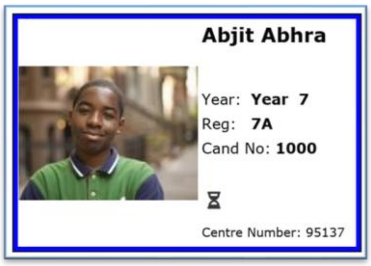
Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options **- Show candidate Reg group, Show candidate Year Group, Show candidate Access Arrangement Icons, Only use candidate firstname and lastname, No Border, Coloured Border**

Candidate Card with Large Photo and Assigned Room + Seat - New

Available Options - **Only use candidate firstname and lastname, Hide Candidate Seat, No Border, Blue Border, Red Border, Green Border, Yellow Border, Purple Border**.

Candidate Card with Larger Photo - 8 per page - New



Sort Options - **Sort by Name, Sort by CandNo, Sort by Reg then Name,**

Available Options - **New page per Reg then Name, Show candidate Reg group, Show candidate Year Group, Show candidate Access Arrangement Icons, Only use candidate firstname and lastname, No Border, Blue Border, Red Border, Green Border, Yellow Border, Purple Border.**

Candidate Card with Photo – 8 per page

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Show candidate Reg group, Show candidate Year Group, Only use candidate firstname and lastname, No Border, Coloured Border**

Candidate Card with QR Code – 8 per page

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options **- Only use candidate firstname and lastname, Show candidate Reg group, Show candidate Year Group**

Candidate Card with QR Code and Photo – 8 per page

Sort Option – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Show candidate Reg group, Show candidate Year Group, Only use candidate firstname and lastname, Show candidate Access Arrangement Icons, No Border, Coloured Border**

Candidate ID Card - 21 per page

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name, Sort by Candidate Room then Name, Sort by Candidate Room then CandNo, Sort by Candidate Room then Reg then Name**

Available Options - **Show candidate photo, Show candidate Access Arrangement Icons, Show candidate Reg group, Only use candidate firstname and lastname**

Candidate Label – 14 per page

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Only use candidate firstname and lastname, Show candidate Reg group, Show candidate Year Group**

Candidate Label – 8 per page

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name, Sort by Candidate Room then Name, Sort by Candidate Room then CandNo, Sort by Candidate Room then Reg then Name**

Available Options - **Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Show candidate Room And Seat, Only use candidate firstname and lastname, Show candidate Reg group, Show candidate Year Group**

Candidate List for Signature - New

Summer 2026 Results Collected
A-E

Cand No	Name	Signature	Date
1000	Abjit Abhra		
1002	Stan Ackton		
1003	Brianna Adams		
1004	Travis Addington (Trav)		
1005	Leia Albury		

Sort Options - **Sort by Name, Paginate Surname A-E, F-J, K-O, P-T, U-Z, Sort by Name, Sort by Cand No, Paginate by Year Group, Sort by Name, Paginate by Year Group, Sort by Cand No, Paginate by Reg Group, Sort by Name**

Available Options - **Use Name-On-Certificates or Legal-Name, Use Candidate Name, Page Header,**

Candidate Name Labels - 21 per page

Candidate List with Assigned Room + Seat

Sort Options **– Paginate by Room, Sort by CandNo, Paginate by Room, Sort by Name, Paginate by Room, Sort by Seat, Paginate by Reg Group, Sort by Name**

Available Options - **Default name format, Only use candidate firstname and lastname, Lastname, Firstname**

8A

Cand No	Name	Room + Seat
0001	Tamwar Abdullah	Boardroom - A2
0008	Sara Anderson	The Gym - A1
0015	Shay Bryne	Art Room 2 - D1
0025	Kashi Chabra	Art Room 3 - C3
0027	Alicia Ciprio	A2 - A3

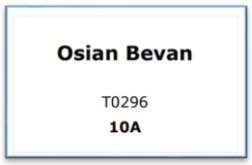
Candidate List with Name on Certificates

Sort Options – **Paginate by Year Group, Sort by Name, Paginate by Year Group, Sort by Cand No, Paginate by Reg Group, Sort by Name**

Year 10

Cand No	UCI	Name	Reg
T0339		Barclay, Sadie	10B
T0296		Bevan, Osian	10A
T0304		Capriglione, Celesto	10F
T0301		Conniff, Shanessa	10D

Candidate Name Labels – 21 per page (3 by 7)



Sort Options – **Sort by CandNo, Sort by Name, Sort by Reg then Name**

Available Options - **Only use candidate firstname and lastname, Add Reg Group, Add candidate number**

Candidate Photo Book

Sort Options – **Sort by Name, Sort by CandNo**

Available Options - **Only use candidate firstname and lastname**

Candidate Seat Card – 8 per page

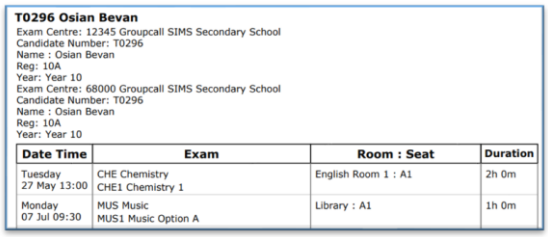
Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name, Sort by Room then Name, Sort by Room then CandNo, Sort by Room then Reg then Name, Sort by Room then Seat**

Available Options - **Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Only where a seat has been allocated, Only use candidate firstname and lastname, Show candidate Reg group, Show candidate Year Group**

Candidate Timetable

Sort Options – **Sort by CandNo, Sort by Name, Sort by Reg then Name**

Available Options - **Double sided printout - add blank pages, Hide Room and Seat Column, Hide Seat, Use Subject not Exam Code and Title, Include Names of Support Staff assigned, Include Access Arrangements, Include date printed in footer, Include contingency days in footer, Print on Headed Paper (5cm), Include school name and logo page header, Show candidate photo, Create a zip file of candidate timetables, Multi season**



T0296 Osian Bevan
Exam Centre: 12345 Groupcall SIMS Secondary School
Candidate Number: T0296
Name : Osian Bevan
Reg: 10A
Year: Year 10
Exam Centre: 68000 Groupcall SIMS Secondary School
Candidate Number: T0296
Name : Osian Bevan
Reg: 10A
Year: Year 10

Date Time	Exam	Room : Seat	Duration
Tuesday 27 May 13:00	CHE Chemistry CHE1 Chemistry 1	English Room 1 : A1	2h 0m
Monday 07 Jul 09:30	MUS Music MUS1 Music Option A	Library : A1	1h 0m

Candidate Timetable Card – 8 per page

Sadie Barclay Year 10 10B

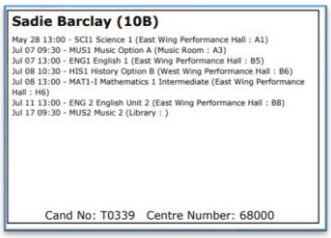
May 28 13:00 - SCI1 (East Wing Performance Hall : A1)
Jul 07 09:30 - MUS1 (Music Room : A3)
Jul 07 13:00 - ENG1 (East Wing Performance Hall : B5)
Jul 08 10:30 - HIS1 (West Wing Performance Hall : B6)
Jul 08 13:00 - MAT1-I (East Wing Performance Hall : H6)
Jul 11 13:00 - ENG 2 (East Wing Performance Hall : B8)
Jul 17 09:30 - MUS2 (Library :)

Cand No: T0339 Centre Number: 68000

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options **- Show candidate photo, Include candidate Access Arrangement Icons, Include Room and Seat**

Candidate Timetable Card Alt – 8 per page



Sadie Barclay (10B)

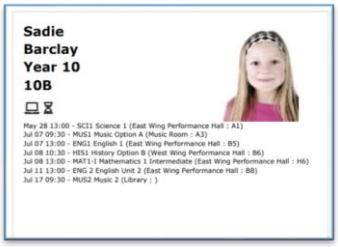
May 28 13:00 - SCI1 Science 1 (East Wing Performance Hall : A1)
Jul 07 09:30 - MUS1 Music Option A (Music Room : A3)
Jul 07 13:00 - ENG1 English 1 (East Wing Performance Hall : B5)
Jul 08 10:30 - HIS1 History Option B (West Wing Performance Hall : B6)
Jul 08 13:00 - MAT1-I Mathematics 1 Intermediate (East Wing Performance Hall : H6)
Jul 11 13:00 - ENG 2 English Unit 2 (East Wing Performance Hall : B8)
Jul 17 09:30 - MUS2 Music 2 (Library :)

Cand No: T0339 Centre Number: 68000

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options **- Include Room and Seat**

Candidate Timetable Label – 4 per page



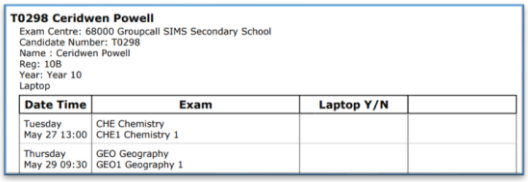
Sadie Barclay Year 10 10B

May 28 13:00 - SCI1 Science 1 (East Wing Performance Hall : A1)
Jul 07 09:30 - MUS1 Music Option A (Music Room : A3)
Jul 07 13:00 - ENG1 English 1 (East Wing Performance Hall : B5)
Jul 08 10:30 - HIS1 History Option B (West Wing Performance Hall : B6)
Jul 08 13:00 - MAT1-I Mathematics 1 Intermediate (East Wing Performance Hall : H6)
Jul 11 13:00 - ENG 2 English Unit 2 (East Wing Performance Hall : B8)
Jul 17 09:30 - MUS2 Music 2 (Library :)

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options **- Show candidate photo, Include candidate Access Arrangement Icons, Include Room and Seat**

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		

Sort Options – **Sort by CandNo, Sort by Name, Sort by Reg then Name**

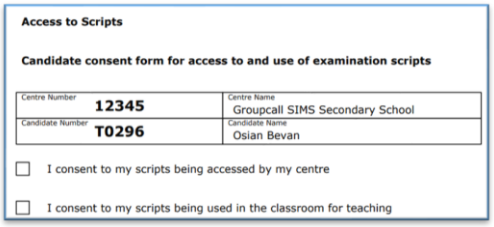
Available Options - **Double sided printout - add blank pages, Include Access Arrangements, Print on Headed Paper (5cm), Multi season**

Large Candidate Desk Labels – 4 per page

Sort Options **– Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options **- Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Show candidate Room And Seat, Only use candidate firstname and lastname**

Results – Access To Scripts


Access to Scripts

Candidate consent form for access to and use of examination scripts

Centre Number	12345	Centre Name	Groupcall SIMS Secondary School
Candidate Number	T0296	Candidate Name	Osian Bevan

☐ I consent to my scripts being accessed by my centre

☐ I consent to my scripts being used in the classroom for teaching

Sort Options – **A4 Sort by Candidate Number, A4 – Sort by Name**

Statement of Entries

Sort Options – **Sort by CandNo, Sort by Name, Sort by Reg then Name**

Available Options **- Double sided printout - add blank pages, Print on Headed Paper (5cm), Include school name and logo page header, Create a zip file of candidate entries, Show candidate photo, Show candidate ULN, Show candidate DOB, Show fee, Show component details, Multi season**

Green Abbey Test Secondary
Statement of Entries
1002 Stan Ackton

Exam Centre: 95137
Candidate Number: 1002
Name : Ackton, Stan

Reg: 11E
Year: Year 11
UCI: 951370251002W
ULN: 5142373617
DOB: 22/03/2010

Biology : WJEC/GCSE
3430U4 : Science Double Biology 2 Foundation

Tue 12 May 13:00	3430U40-1	Science Double Unit 4 Foundation	75m

Business Studies : WJEC/GCSE
3510QS : Business

Mon 11 May 13:00	3510U10-1	Business Unit 1 Business World	120m
Thu 21 May 13:00	3510U20-1	Business Unit 2 Business Perceptions	90m

Drama : WJEC/GCSE
3690QS : Drama

	3690U10-1	Drama Unit 1 Devising Theatre	
	3690U20-1	Drama Unit 2 Performing Theatre	
Fri 08 May 13:00	3690U30-1	Drama Unit 3 Interpreting Theatre	90m

Statement of Results

Candidate Name : Ackton, Stephen
Candidate Number : 7004 **UCI :** 951370217004C **ULN :** 5142335545
Year : Year 13 **Reg :** K

Exam Results : Summer 2025

Board	Level	Code	Title	Mark	Grd1	Grd2	Overall Grade
LIBF	Level 1/Level 2	60319331	LIBF Level 1 / Level 2 Lessons in Financial Education Certificate		Pass		**Pass**

Exam Results : Summer 2024

Board	Level	Code	Title	Mark	Grd1	Grd2	Overall Grade
WJEC/GCE	WBQ/A	9003Q0	Welsh Baccalaureate Advanced Cash-in		P		**Pass**
WJEC/GCE	WBQ/A	9053PA	Welsh Baccalaureate Advanced Route A	217	B		**B**
WJEC/GCE	WBQ/A	9053U1	Welsh Bacc Advanced Project	119	M		**Merit**

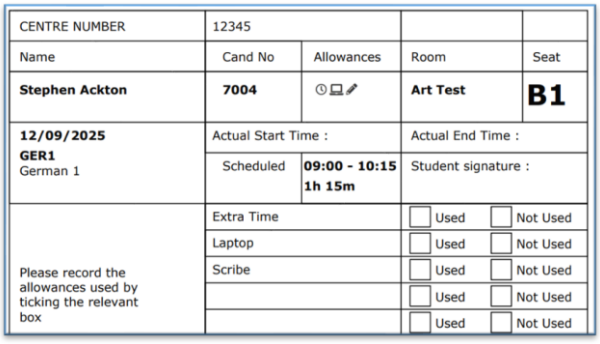
Sort Options – **Sort by CandNo, Sort by Name, Sort by Reg then Name**

Available Options - **Double sided printout - add blank pages, Print on Headed Paper (5cm), Add Reg and Year group, Do NOT include any component marks, Filter results by dates**

Component Reports

These reports are based on the Timetabled Exams, either Internal or External Season. Depending on how the Centre sorts their documents will depend on which tab to print these from. If the Centre prints reports for each room at the time, then print the following from the Room Tab. Select the Room(s), then Selected, Print Selected. Any report selected will be batch things by Room, by Date. Alternatively, if the Centre sort things by Date, then Print the following Reports from the Timetable and Seating Tab. Once an Exam(s) are selected, they will be printed in Day order then by Room.

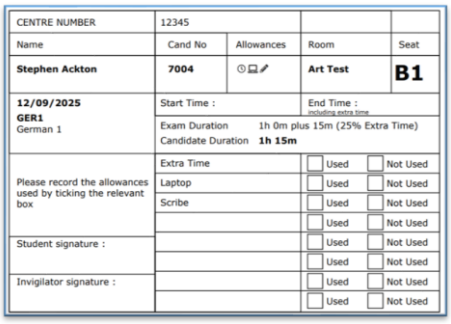
Allowances Card - A5 / A4 two per page



CENTRE NUMBER	12345			
Name	Cand No	Allowances	Room	Seat
Stephen Ackton	**7004**		**Art Test**	**B1**
12/09/2025 **GER1** German 1	Actual Start Time :		Actual End Time :	
	Scheduled	**09:00 - 10:15** **1h 15m**	Student signature :	
Please record the allowances used by ticking the relevant box	Extra Time		Used	Not Used
	Laptop		Used	Not Used
	Scribe		Used	Not Used
			Used	Not Used
			Used	Not Used

Allowances Card Alt - A5 / A4 two per page

Available Options - **Add box for invigilators signature**



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 : including extra time	
	Exam Duration Candidate Duration	1h 0m plus 15m (25% Extra Time) **1h 15m**		
Please record the allowances used by ticking the relevant box	Extra Time		Used	Not Used
	Laptop		Used	Not Used
	Scribe		Used	Not Used
			Used	Not Used
Student signature :			Used	Not Used
			Used	Not Used
Invigilator signature :			Used	Not Used
			Used	Not Used

Allowance Card Teacher Feedback – A5/A4 two per page

CENTRE NUMBER	12345			
Name	Cand No	Allowances	Room	Seat
Stephen Ackton	**7004**		**Art Test**	**B8**
20/10/2025 **2400U20-1** Biology Unit 2: Written	Actual Start Time :		Actual End Time :	
	Scheduled	**09:00 - 10:30** **1h 30m**	Student signature :	
Teacher Feedback:	Laptop		☐ Used	☐ Not Used
	Scribe		☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used

Allowance Card with Rest Breaks – A4

As Above with this table underneath

Note to Student:
Please make a member of the invigilation team aware when you wish to take a break and again when you want to start writing again.
You should close your question/answer book when taking your rest break.

RECORD THE REST BREAK/S TAKEN BELOW:

Break No.	Start time	End time	Duration	New End Time
1				
2				
3				
4				
5				
6				
Calculate here the total time taken for breaks				

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

Name: **Jack Eckhart**
Year: **Year 11** Reg: **11C**
Cand No: **7044** **HIS1**
History 1

12/09/2025 09:00 (1h 15m)
Sports Hall

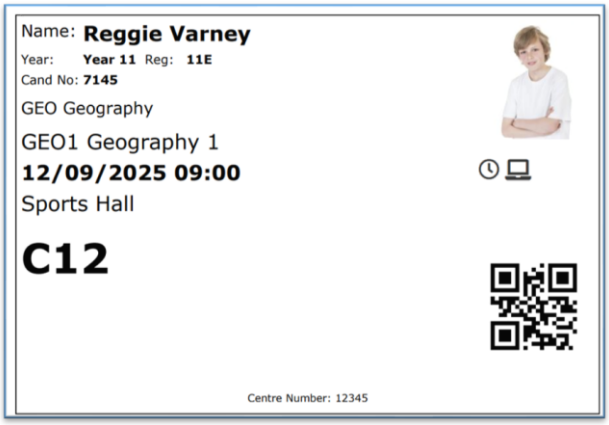
Centre Number: 12345

Sort Options - **Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per component, Sort by Seat then CandNo, Guillotine Sort : A1 page1, A2 page2 etc, Guillotine Snake Sort : A1 page1, A2 page2 etc**

Additional Options - **Show candidate photo, Show candidate Access Arrangement Icons, Show candidate Reg group, Only use candidate firstname and lastname, Show Seating plan colour border, Show exam duration, Only Candidates with Access Arrangements**

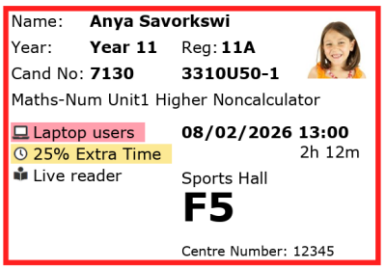
Candidate and Component Card with Seat + Photo - A5 2 per page

Sort Options - **A4 two per page - Sort by Seat then CandNo, A4 two per page - Sort by Seat Snake then CandNo, A4 two per page - Sort by CandNo, A4 two per page - Sort by Name, A5 one per page - Sort by Seat then CandNo, A5 one per page - Sort by Seat Snake then CandNo, A5 one per page - Sort by CandNo, A5 one per page - Sort by Name**



Available Options - **Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Show candidate Access Arrangement Text, Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Show candidate Reg group, Only use candidate firstname and lastname, Show Seating plan colour border, Only Candidates with Access Arrangements**

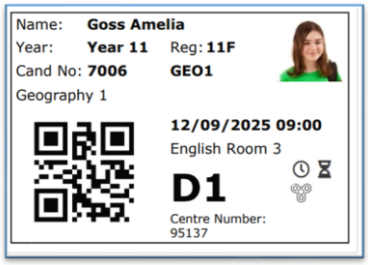
Candidate and Component Card with Seat AA + Photo - 8 per page - New



Sort Options - **Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per component, Sort by Seat then CandNo, By Component then Date, Room, Seat then CandNo, Guillotine Sort : A1 page1, A2 page2 etc, Guillotine Snake Sort : A1 page1, A2 page2 etc**

Available Options - **Show candidate photo, Include candidate Access Arrangement Icons, Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Only use candidate firstname and lastname, Show Seating plan colour border, Only Candidates with Access Arrangements**

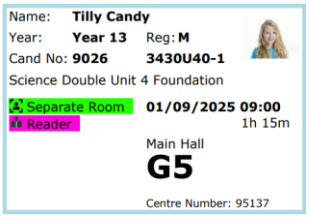
Candidate and Component Card with Seat QR+Photo - 8 per page



Sort Options - **Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per component, Sort by Seat then CandNo, By Component then Date, Room, Seat then CandNo, Guillotine Sort : A1 page1, A2 page2 etc, Guillotine Snake Sort : A1 page1, A2 page2 etc**

Available Options - **Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Only use candidate firstname and lastname, Show Seating plan colour border**

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



Sort Options - **Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per component, Sort by Seat then CandNo, By Component then Date, Room, Seat then CandNo, Guillotine Sort : A1 page1, A2 page2 etc, Guillotine Snake Sort : A1 page1, A2 page2 etc**

Available Options - **Show candidate photo, Include candidate Access Arrangement Icons, Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Only use candidate firstname and lastname, Show Seating plan colour border, Only Candidates with Access Arrangements**

Candidate and Component Label with Seat - 14 per page

Sort Options - **Sort by Seat then CandNo - New page per room+date-time, Sort by Seat Snake Order then CandNo - New page per room+date-time, Sort by CandNo - New page per room+date-time, Sort by Name - New page per room+date-time, New page per Component, sort by Timestamp, Room, Name, New page per Timestamp + Component, Sort by Room,Timestamp,Seat - No page break, Guillotine Sort : A1 page1, A2 page2 etc, Guillotine Snake Sort : A1 page1, A2 page2 etc**

Available Options - **Show Seating plan colour border, Show candidate Reg group, Show candidate Year Group, Show candidate Access Arrangement Icons, Show candidate photo, Show exam duration**

Candidate and Component Label with Seat +Photo - 8 per page

Sort Options - **Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per Component**

Available Options - **Show candidate photo, Show candidate seat, Show candidate Access Arrangement Icons, Show candidate Reg group, Only use candidate firstname and lastname, Show Seating plan colour border, Show Teaching Set (if exam created by subject), Show exam duration**

Candidate and Component Label with Seat QR+Photo - 8 per page

Sort Options - **Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per Component**

Available Options - **Show candidate photo, Show Admission Number (as Student ID) not Candidate Number, Show QRCode, Show candidate Access Arrangement Icons, Only use candidate firstname and lastname, Show Seating plan colour border**

Candidate Card with Large Photo and Room + Seat - New

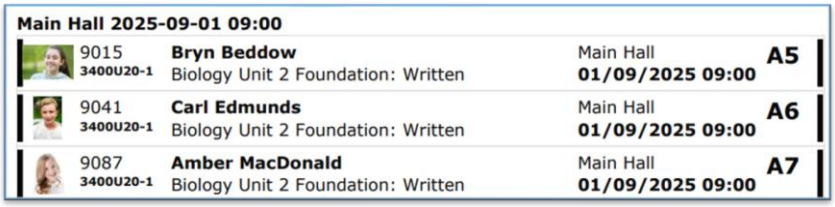
Sort Options - **Sort by Room then Name - 8 per page, Sort by Room then Cand No - 8 per Page, Sort by Room then Seat - 8 per page, Sort by Room then Name - 4 per page, Sort by Room then Cand No - 4 per page, Sort by Room then Seat - 4 per page**

Available Options - **Only use candidate firstname and lastname, Hide Candidate Seat, No Border, Blue Border, Red Border, Green Border, Yellow Border, Purple Border**

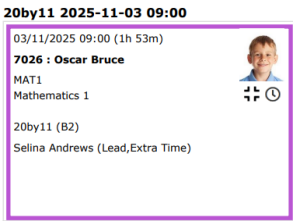
Exam Component Slip - 20 per page

Sort Options - **Sort by Seat then CandNo - New page per room+date-time, Sort by Seat Snake Order then CandNo - New page per room+date-time, Sort by CandNo - New page per room+date-time, Sort by Name - New page per room+date-time, New page per Component, sort by Timestamp, Room, Name, New page per Timestamp + Component, Sort by Room,Timestamp,Seat - No page break Guillotine Sort : A1 page1, A2 page2 etc, Guillotine Snake Sort : A1 page1, A2 page2 etc**

Available Options - **Show Seating plan colour border, Show candidate photo**



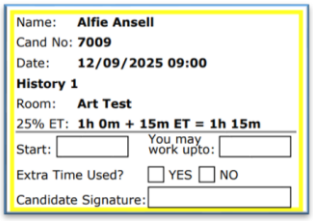
Exam Label with Invigilators - 8 per page



Sort Options - **Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo , Sort by Name, New page per Component, New page per Date, Sort by Room, Time, Seat Snake Order then CandNo**

Available Options - **Show candidate photo, Show candidate seat, Show candidate Access Arrangement Icons, Only use candidate firstname and lastname, Show Seating plan colour border, Show exam duration**

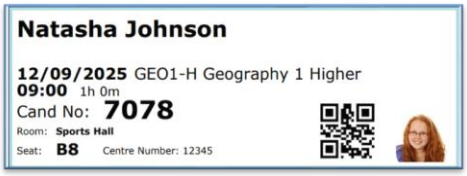
Extra Time Card - 8 per page



Sort Options - **Sort by Date, time, Room then Seat, Sort by Seat then CandNo, Sort by Seat Snake Order then CandNumber, Sort by CandNo, Sort by Name, New page per component, Sort by Seat then CandNo, Guillotine Sort : A1 page1, A2 page2 etc, Guillotine Snake Sort : A1 page1, A2 page2 etc**

Available Options - **Show candidate photo, Only use candidate firstname and lastname, Show Seating plan colour border, Show start time**

Large Component Desk Labels - 4 per page



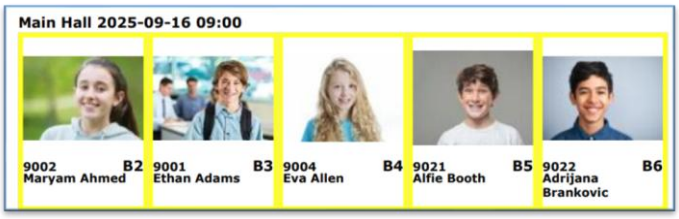
Sort Options - **Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per component, Sort by Seat then CandNo**

Available Options - **Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Only use candidate firstname and lastname, Show Seating plan colour border**

Photo Book

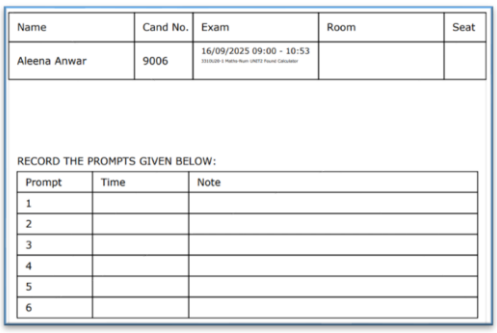
Sort Options - **Sort by Seat then CandNo - New page per room+date-time, Sort by Seat Snake Order then CandNo - New page per room+date-time, Sort by CandNo - New page per room+date-time, Sort by Name - New page per room+date-time**

Available Options - **Show Seating plan colour border, Only use candidate firstname and lastname**



Prompt Card - A5 / A4 two per page

Sort Options - **A4 two per page - Sort by Room, Date-Time then Seat, A4 two per page - Sort by Room, Date-Time then CandNo, A4 two per page - Sort by Room, Date-Time then Name, A4 two per page - Sort by Date-Time then Name, A4 two per page - Sort by Date-Time, Exam then Name, A4 two per page - Sort by Date-Time, Exam, Room then Name, A4 two per page - Sort by Room, Date-Time, Exam then Seat; New page per Exam, A5 one per page - Sort by Room, Date-Time then Seat, A5 one per page - Sort by Room, Date-Time then CandNo, A5 one per page - Sort by Room, Date-Time then Name**

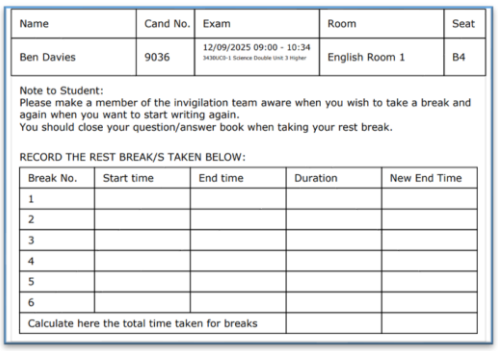


Name	Cand No.	Exam	Room	Seat
Aleena Anwar	9006	16/09/2025 09:00 - 10:53		

RECORD THE PROMPTS GIVEN BELOW:

Prompt	Time	Note
1		
2		
3		
4		
5		
6		

Rest Break Card - A5 / A4 two per page



Name	Cand No.	Exam	Room	Seat
Ben Davies	9036	12/09/2025 09:00 - 10:34	English Room 1	B4

Note to Student:
Please make a member of the invigilation team aware when you wish to take a break and again when you want to start writing again.
You should close your question/answer book when taking your rest break.

RECORD THE REST BREAK/S TAKEN BELOW:

Break No.	Start time	End time	Duration	New End Time
1				
2				
3				
4				
5				
6				
Calculate here the total time taken for breaks				

Rest Break Card Alt - A5 / A4 two per page

CENTRE NUMBER	95137			
Name	Cand No	Allowances	Room	Seat
Bryonie Jones	**1077**	⌛	**Room2**	**D1**
03/08/2026 08:45 **D1AM** Day 1 AM	Actual Start Time :		Actual End Time :	
	Duration : **1h 0m**			

RECORD THE REST BREAK/S TAKEN BELOW:

Break No.	Start time	End time	Duration	New End Time	ET End Time
1					
2					
3					
4					
5					
6					
Calculate here the total time taken for breaks					

Scribe Cover Sheet

Available Options - **Include Page 3 – Notes, Include Page 4 - Blank**

Scribe cover sheet

JCQ/scribe Form 2

Important: To ensure that a candidate is neither advantaged nor disadvantaged when marks are being awarded every section of this form **must** be correctly completed. The notes on page 3 **must** be read before completing this form.

Season	**Summer 2026**		
Centre	**12345 Martin's Green Abbey**		
Candidate No	**7004**	Candidate Name	**Ackton, Stephen**
Application Ref			

Examination for which a scribe was used

Awarding Body	Title	Entry Code	Component Code
	English **English 1 Test**	**ENG**	**ENG1**

For the awarding body to apply the correct mark allocation the following information **must** be provided.
If this information is not provided the awarding body cannot guarantee that the script will

Please place an 'X' in the relevant box.

Scribe/speech recognition technology:

1. The candidate did not dictate spellings (letter by letter) and punctuation. ☐
2. The candidate dictated punctuation. ☐
3. The candidate dictated spellings letter by letter. ☐
4. The candidate dictated punctuation and spellings letter by letter. ☐

Word processor with spelling and/or grammar check enabled:

5. The candidate used a word processor with predictive text/spell check enabled (switched on) and grammar check disabled (switched off). ☐
6. The candidate used a word processor with predictive text/spell check and grammar check enabled (switched on). ☐
7. The candidate **did not** use the approved access arrangement. ☐

Please detail any problems during the examination (e.g. an issue with speech recognition software)

Word Processor Cover Sheet

Word Processor cover sheet

CENTRE NUMBER **95137**

Name **Stan Ackton**

Cand No **1002**

Date **12/05/2026**

Exam **3430U40-1 : Science Double Unit 4 Foundation**

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

Sort Options - **A4 - Sort by Room, Date-Time, then Seat, A4 two per page - Sort by Room, Date-Time, then Seat, A5 one per page - Sort by Room, Date-Time, then Seat**

Registers Reports

These reports are based on the Timetabled Exams, either Internal or External Season. Depending on how the Centre sorts their documents will depend on which tab to print these from. If the Centre prints reports for each room at the time, then print the following from the Room Tab. Select the Room(s), then Selected, Print Selected. Any report selected will be batch things by Room, by Date. Alternatively, if the Centre sort things by Date, then Print the following Reports from the Timetable and Seating Tab. Once an Exam(s) are selected, they will be printed in Day order then by Room.

Access Arrangements Counts Per Exam

2025-09-12

Exam	Count
1RU0H Russian Option H : 1RU0 4H Writing (H)	**1** 1 : 25% extra time 1 : Orange Paper
3420U1 Physics Electricity & Energy Found : 3420U10-1 Physics Unit 1 Foundation: Written	**4** 1 : Supervised Rest Break 1 : Prompter
3420UA Physics Electricity & Energy Higher : 3420UA0-1 Physics Unit 1 Higher: Written	**1**
3430U3 Science Double Physics 1 Foundation : 3430U30-1 Science Double Unit 3 Foundation	**12** 1 : Prompter
3430UC Science Double Physics 1 Higher : 3430UC0-1 Science Double Unit 3 Higher	**3** 2 : Access to Laptop 1 : Reader 2 : 25% extra time 1 : Modified Language Paper 1 : Supervised Rest Break
3660QS Music : 3660U30-1 Music Unit 3 Appraising	**8**

Sort Options - **Sort by Board, Level then Exam**

Available Options **- AA Text rather than Icons, Modified Paper Access Arrangements Only**

Access Arrangements List - Staff Required - New

08/12/2025 09:00 Sports Hall

BIO-Part A Biology Practical Part A

CandNo	Name	Exam	Seat	Access Arrangements
7002	Liz Aaron	BIO-Part A		Staff: High Category Of Risk Scribe Rest Breaks
7130	Anya Savorkswi	BIO-Part A		Staff: Laptop users 25% Extra Time Live reader

Sort Options - **Paginate by Date-Time then Room, Sort by CandNo, Paginate by Date-Time then Room, Sort**

by Name, Paginate by Date-Time then Room, Sort by Seat, Paginate by Date-Time then Room, Sort by Exam then CandNo, Paginate by Room then Date-Time, Sort by CandNo, Paginate by Room then Date-Time, Sort by Name, Paginate by Room then Date-Time, Sort by Seat, Paginate by Room then Date-Time, Sort by Exam then CandNo

Available Options - **Include candidate Access Arrangement Icons, Only use candidate firstname and lastname, And also include the AA Notes**

Access Arrangements List By Date

Sort Options - **Sort by CandNo**

Available Options **- Include candidate Access Arrangement Icons, Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Only use candidate firstname and lastname**

Friday,01 May 2026
Candidates with Exams and Access Arrangements

Cand No	Name	Reg	Access Arrangements
1002	Stan Ackton	7E	Bi-lingual dictionary
5000	Jordan Acton	G	Medium Category Of Risk Red Paper Supervised Rest Break Note:Jordan has FND
7000	Aaron, Chris	11A	High Category Of Risk Coloured Glasses Ear Loops
7001	Jason Aaron	11B	25% Extra Time Scribe Practical Assistant Note:Our note

Access Arrangements Register

Access Arrangements Register : 01/09/2025 09:00 Main Hall
3400UB0-1 Biology Unit 2 Higher: Written
3430U40-1 Science Double Unit 4 Foundation
3430UD0-1 Science Double Unit 4 Higher
3400U20-1 Biology Unit 2 Foundation: Written

Cand No	Name	Exam	Seat	Access Arrangements
9002	Maryam Ahmed	3400UB0-1	C2	25% extra time
9006	Aleena Anwar	3430U40-1	F7	25% extra time Prompter
9009	Wills Astwick	3400UB0-1	O1	Supervised Rest Break Orange Paper Toilet Pass

Sort Options - **Sort by Room, Timestamp then CandNo, Sort by Room, Timestamp then Exam + CandNo, Sort by Room, Timestamp then Name, Sort by Room, Timestamp then Seat, Sort by Timestamp, Room then CandNo, Sort by Timestamp, Room then Name,Sort by Timestamp, Room then Seat**

Available Options - **AA Icons rather than Text, AA Icons with Text, Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Only use candidate firstname and lastname, Add Present box, Only Candidates with Access Arrangements**

Access Arrangements Register - A4 Landscape

Sort Options - **Sort by Room, Timestamp then CandNo, Sort by Room, Timestamp then Name, Sort by Room, Timestamp then Seat, Sort by Timestamp, Room then CandNo, Sort by Timestamp, Room then Name, Sort by Timestamp, Room then Seat**

Available Options **- AA Icons with Text, Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Only Arrangements which are 'Track Used', Only use candidate firstname and lastname, Add Present box, Only Candidates with Access Arrangements**

Access Arrangements Register : 01/09/2025 09:00 Main Hall
3400UB0-1 Biology Unit 2 Higher: Written
3430U40-1 Science Double Unit 4 Foundation
3430UD0-1 Science Double Unit 4 Higher
3400U20-1 Biology Unit 2 Foundation: Written

Cand No	Name	Exam	Duration	Seat	☐	Access Arrangements	Used	Comment
9002	Maryam Ahmed	3400UB0-1	2h 12m	C2	/	25% extra time		
9006	Aleena Anwar	3430U40-1	1h 34m	F7	/	25% extra time Prompter		
9009	Wills Astwick	3400UB0-1	1h 45m	O1	/	Supervised Rest Break Orange Paper Toilet Pass		

Daily Planner – Schedule

Sort Options – **Sort by Date then Room**

Available Options - **Include Invigilators column, Component Code and Subject, By Exam**

07/05/2026 - Daily Planner

Time	Room	Exam	Count	Invigilators
09:00 - 10:30	Laptop Room	3310U10-1 : Mathematics	1	Mrs A Zelinskova (Lead,Paper Check)
09:00 - 11:12	Main Hall	20170K01 : Law 31761H1B : Computer Science 3310U10-1 : Mathematics 3310U30-1 : Mathematics 3310U50-1 : Mathematics	140	Miss S Abdullah ! (Lead,Paper Check,Extra Time,Scribe) Mr S Dumbell [08:30-12:30] Mrs A Lansar Ms D Nairn (Extra Time) Mr D Trench Chris Jones
09:00 - 11:15	Music Office	3310U10-1 : Mathematics	1	Mrs M Anderson (Lead,Paper Check,Extra Time)
13:00 - 15:00	Main Hall	20170K01 : Law 6700QCL-1 : English	35	Miss S Abdullah (Lead,Paper Check,Extra Time) Mr S Dumbell

Electronic material - download check form

95137 Green Abbey Test Secondary
Electronic material - download check form
The exams officer or other authorised member of staff must log the download details of the paper and ensure it is transported in a sealed non-transparent envelope marked clearly with the exam details on the outside of the envelope.

Venue of secure download	Date	Time	Awarding Body	Component/unit code	Secure download staff member - name, signature and role	Secure script transport staff member - name, signature and role
sports hall	Friday 12/09/2025	09:00	EDEXL/GCSE	1RU0 4H Writing (H)	Adrian - Exams Officer	Joe - Invigilator
sports hall	Friday 12/09/2025	09:00	WJEC/GCSE	3420U10-1 Physics Unit 1 Foundation: Written	Adrian - Exams Officer	Joe - Invigilator

Exam AA Used

Sort Options – **Sort by CandNo, Sort by Name, Sort by Reg then Name**

Exam Arrangements Used : SCI/1711B : Biology SCI/1711 Training Exam
17/11/2025 09:00

Cand No	Name	Access Arrangements
x0001	Chloe-Grace Kelley-MacMilligan	Extra Time (Used) 10m of Extra Time used
x0002	Kirsten Dixon	25%
x0003	Mary Turner	Scribe

Exam Candidate List - by Date

Sort Option - **Sort by Name, Sort by CandNo, Paginate by Date and Year Group, Sort by Name, Paginate by Date and Reg Group, Sort by Name**

Available Options - **Default name format, Only use candidate firstname and lastname, Lastname, Firstname, Show candidate end time**

12/09/2025
Friday,12 Sep 2025

Cand	Name	Time	Exam	Room/Seat
9012	Rachel Barnes	09:00 : 10:45	3420U10-1 : Physics Unit 1 Foundation: Written	English Room 1 / A2
9014	Joseph Bassett	09:00 : 10:15	3430U30-1 : Science Double Unit 3 Foundation	English Room 1 / B2
9016	Alex Bell	09:00 : 10:47	1RU0 4H : Writing (H)	English Room 1 / A1
9023	Eriberto Brocato	09:00 : 10:15	3430U30-1 : Science Double Unit 3 Foundation	English Room 1 / B1
9025	Theo Butler	09:00 : 10:15	3430U30-1 : Science Double Unit 3 Foundation	English Room 1 / C1

Exam Candidate List - By Date+Time and Room

Sort Options - **Sort by CandNo, Sort by Name, Sort by Seat, Paginate by Date-Time and Year Group, Sort by Name, Paginate by Date-Time, Sort by Name**

Available Options - **Default name format, Only use candidate firstname and lastname, Lastname, Firstname, A3 Portrait**

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

Exam Candidate List - by Exam

Sort Options - **Sort by Name, Sort by CandNo**

Available Options - **Default name format, Only use candidate firstname and lastname, Lastname, Firstname, Show candidate end time, Add Present box, Only list candidates marked Absent**

3420U1 : Physics Electricity & Energy Found
3420U10-1 : Physics Unit 1 Foundation: Written

Cand	Name	Time	Room/Seat	Present
9012	Rachel Barnes	12/09/2025 09:00 : 10:45	English Room 1 / A2	Present
9087	Amber MacDonald	12/09/2025 09:00 : 10:45	English Room 1 / A3	Present
9096	Gan Miao	12/09/2025 09:00 : 10:45	English Room 1 / A4	Present
9117	Swati Ramanathan	12/09/2025 09:00 : 10:45	English Room 1 / A5	Present

Exam Label – 14 per Page

Sort Options - **Sort by Date-Time, then Exam**

Available Options - **Include the AA Icons and counts**

Date: **03/11/2025 09:00 (1h 15m)**
Count: **107**
Exam: **MAT1**
Maths Paper 1

Date: **03/11/2025 09:00 (1h 15m)**
Count: **21**
Exam: **Foundation MAT1-F**
Maths Paper 1 Foundation

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

Sort Options - **Sort by Date-Time, Exam then Room, Sort by Date-Time, Room then Exam**

Available Options - **Include the AA Icons and counts**

Exam Room Envelope Labels - 16 per page - New

Date: **01/12/2025 09:00 (3h)**
Room: **Boardroom**
Count: **0**
Exam: **WJEC/GCSE GCSE/FC 3700U10-1**
English Language Day 1 AM Session

Sort Options - **Sort by Date-Time, Exam then Room, Sort by Date-Time, Room then Exam**

Available Options - **Include the AA Icons and counts**

Exam Room Envelope Labels - 8 per page

Date: **12/09/2025 09:00 (1h 45m)**
Room: **English Room 1**
Count: **4**
Exam: **WJEC/GCSE GCSE/B 3420U10-1**
Physics Unit 1 Foundation: Written
Lead: **Debbie Harvey**

Sort Options - **Sort by Date-Time, Exam then Room, Sort by Date-Time, Room then Exam**

Available Options - **Include the AA Icons and counts, Include the lead invigilator names**

Examination Register

Available Options - **Only use candidate firstname and lastname, Add Reg Group in brackets to name, Add Present box, Add Script box**

Exam Register : 15/09/2025 13:30 English Room 1 (5 Candidates)
3800U40-1 French Unit 4 Foundation: Writing (3 Candidates)
3800UD0-1 French Unit 4 Higher: Writing (2 Candidates)

Cand No	Name	Exam	Duration	Seat	Present
9022	Adrijana Brankovic (M)	3800U40-1	1h 15m	C1	☐
9050	Marco Ferrari (J)	3800U40-1	1h 15m	C2	☐
9073	Charlie Jones (N)	3800UD0-1	1h 30m	A1	☐
9096	Gan Miao (G)	3800U40-1	1h 15m	C3	☐
9100	Nevaeh Morgan (L)	3800UD0-1	1h 30m	A2	☐

Examination Register – Oral

Sort Options - **Sort by Room, Timestamp, Exam, Oral Start Time then CandNo**

Available Options - **AA Icons rather than Text, AA Icons with Text, Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Only use candidate firstname and lastname**

Oral Exam Register

Green Abbey Test Secondary

Date: 06/04/2026 **Start Time:** 09:00 **Duration:** 3h **Candidates:** 21
Season: Summer Exams Season 2026 **Room:** English Room 1

French : 3800UA0-1 : French Unit 1 Higher: Speaking

Start Time	Cand No	Name	Present	Access Arrangements
09:00	1006	Josef Andrews		25% extra time
09:15	1062	Tate Hadlee		Supervised Rest Break
09:20	1014	Hugo Bennison		
09:30	1056	Marcin Golaszewski		
09:40	1042	Reggie Emptage		
10:00	1075	Claudia Jinkins		
10:15	1095	Grace Millson		

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		Laptop users 25% Extra time Reader Pen WPsc Coloured Overlay Note:Yellow overlay
T1	7020	Xander Berk		Back of the Hall /Cefn Y Neuadd
N2	7040	Emily Dickson		25% Extra time Laptop

Sort Option - **Sort by Room, Timestamp, Exam then CandNo Sort by Room, Timestamp, Exam then Name Sort by Room, Timestamp, Exam then Seat**

Available Options - **AA Icons rather than Text, AA Icons with Text, Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Show Seating Plan Colour Key, Show Duration Column, Only use candidate firstname and lastname**

Modified Paper Register

Sort Options - **Sort by CandNo, Sort by Name, Sort by Seat, Sort by Exam then CandNo**

Available Options - **Only use candidate firstname and lastname, AA Text rather than Icons, Include the AA Notes**

12/09/2025 09:00 English Room 1
1RU0 4H Writing (H)
3430UC0-1 Science Double Unit 3 Higher

Cand No	Name	Exam	Seat	Paper Arrangements
9016	Alex Bell	1RU0 4H	A1	Orange Paper
9040	Polly Doyle	3430UC0-1	B3	Modified Language Paper

Paper Received Confirmation

Sort Options - **Exam Board, Date-Time then Exam, Exam Board, Date-Time, Level then Exam, Exam Board, Exam then Date-Time, Date-Time, Exam Board, Level then Exam**

95137 Green Abbey Test Secondary : Exam Paper Confirmation Report

Date	Time	Paper	Entered	Received	
16/09/2025	14:05	Supervised Room	6		
12/09/2025	09:00	EDEXL/GCSE GCSE/9FC 1RU0 4H Writing (H)	1		
16/09/2025	13:30	EDEXL/GCSE GCSE/9FC 1RU0 1H Listening (H)	1		
16/09/2025	14:15	EDEXL/GCSE GCSE/9FC 1RU0 3H Reading (H)	1		

Photo Book Register - New

Exam Register : 27/03/2026 09:00 :

1040 Danesh Ebi | **1069 Jaye Hutchinson** | **1095 Grace Millson**

Sort Options - **Sort by CandNo, Sort by Name, Sort by Seat, Sort by Seat - Room Snake Order**

Available Options - **Only use candidate firstname and lastname, Show Seating plan colour border, Add Present box**

Room Candidate and AA Counts per Exam

Sort Options - **Sort by Time, Exam then Room - new page per date, Sort by Time, Room then Exam - new page per date, Sort by Time then Exam - new page per date + Room**

Available Options - **AA Text rather than Icons, Landscape**

12/09/2025

Time	Room	Exam	Count
09:00 - 10:47	English Room 1	1RU0H Russian Option H : 1RU0 4H Writing (H)	1 1 : 25% extra time 1 : Orange Paper
09:00 - 10:45	English Room 1	3420U1 Physics Electricity & Energy Found : 3420U10-1 Physics Unit 1 Foundation: Written	4 1 : Supervised Rest Break 1 : Prompter

Room Candidate Counts By Subject

English

Date	Time	Room	Subject	AA	Candidates
01/05/2026	09:00 - 10:15		English	14	29
01/05/2026	09:00 - 10:15	Art Room 3	English	1	1
01/05/2026	09:00 - 10:15	Art Test	English	3	3
01/05/2026	09:00 - 10:15	Boardroom	English	2	2
01/05/2026	09:00 - 10:00	Business Studies 1	English	1	1
01/05/2026	09:00 - 10:15	Drama Studio	English	1	1

Second pair of eyes check form - By Exam Room

Sort Options - **Sort by Timestamp, Room then Component, New page per Room, Sort by Timestamp then Component, New page per Date + Session + Room, Sort by Timestamp then Component**

95137 Green Abbey Test Secondary : Second pair of eyes check form

Two individuals must check the day, date, time, subject, component/unit code and tier of entry, if appropriate, immediately before a question paper packet is opened.

Date	Time	Room	Paper	Count	Name, Role + Signature 1	Name, Role + Signature 2
Friday 12/09/2025	09:00	English Room 1	EDEXL/GCSE GCSE/9FC 1RU0 4H Writing (H)	1	Mr Blacker, Exams Officer	Zoe Invigilator
Friday 12/09/2025	09:00	English Room 1	WJEC/GCSE GCSE/B 3420U10-1 Physics Unit 1 Foundation: Written	4	Mr Blacker, Exams Officer	Zoe Invigilator
Friday 12/09/2025	09:00	English Room 1	WJEC/GCSE GCSE/B 3420UA0-1 Physics Unit 1 Higher: Written	1	Mr Blacker, Exams Officer	Zoe Invigilator

Second pair of eyes check form - Secure Room

95137 Green Abbey Test Secondary : Second pair of eyes check form (Secure Room)
Two individuals must check the day, date, time, subject, component/unit code and tier of entry, if appropriate, immediately before a question paper packet is opened.

Venue of check	Date	Time	Paper	Count	Name, Role + Signature 1	Name, Role + Signature 2
Secure Room	Friday 12/09/2025	09:00	EDEXL/GCSE GCSE/9FC 1RU0 4H Writing (H)	1	Adrian Blacker, Exams Officer	Zoe, Invigilator
Secure Room	Friday 12/09/2025	09:00	WJEC/GCSE GCSE/B 3420U10-1 Physics Unit 1 Foundation: Written	4	Adrian Blacker, Exams Officer	Zoe, Invigilator
Secure Room	Friday 12/09/2025	09:00	WJEC/GCSE GCSE/B 3420UA0-1 Physics Unit 1 Higher: Written	1	Adrian Blacker, Exams Officer	Zoe, Invigilator

Subject Group Level

Additional Options - **Default name format, Only use candidate firstname and lastname, Lastname, Firstname, Add Present box**

Geography 11A/Gg1

Cand	Name	Reg	Level
7003	Sophie Aaron	11D	Higher
7005	Mohammed Adasheji	11F	Higher
7008	Tina Angel	ExtCand	Higher
7017	Louisa Bartholomew	11F	Foundation
7023	Kiran Brooks	11A	Higher
7028	Mitchell Carr	11E	Higher
7043	Ruby Eagle	11D	Foundation

Summary Exam Timetable

Sort Options – **Sort by Date then Room, Sort by Room then Date**

Additional Options – **Landscape**

Summary Exam Timetable : Summer Exams Season 2026

Start Date Time	Room	Board	Level	Code	Title	Length	Count
22/02/2026 09:00	Main Hall	EDEXL/KSQ	BTNG/B	31555H-1	Investigating Practitioners' Work - Part A	180	2
05/03/2026 09:00	Main Hall	EDEXL/KSQ	BTNG/B	31555H-2	Investigating Practitioners' Work - Part B	180	2
07/03/2026 13:00	English Room 1	EDEXL/GCSE	GCSE/FC	4EA1 03T	TRANSFERRED COURSEWORK	180	15
06/04/2026 09:00	English Room 1	WJEC/GCSE	GCSE/B	3800UA0-1	French Unit 1 Higher: Speaking	180	21
01/05/2026 09:00	Main Hall	EDEXL/KSQ	BTNG/B	31489H1A	DEVELOPING A MARKETING CAMPAIGN	60	5
05/05/2026 09:00	Aspire	WJEC/GCSE	EL/B	6300QCL-1	Entry Level Mathematics - Numeracy 1	60	27
05/05/2026 09:00	Main Hall	EDEXL/KSQ	BTNG/B	31489H1B	DEVELOPING A MARKETING CAMPAIGN	60	5
06/05/2026 13:00	Main Hall	EDEXL/KSQ	BTNG/B	31761H1A	CREATING SYSTEMS TO MANAGE INFORMATION - Part A	180	5
07/05/2026 09:00	Laptop Room	WJEC/GCSE	GCSE/FC	3310U10-1	Maths-Num Unit1 Found Noncalculator	90	1
07/05/2026 09:00	Main Hall	EDEXL/KSQ	BTNG/B	20170K01	APPLYING THE LAW	120	8
07/05/2026 09:00	Main Hall	EDEXL/KSQ	BTNG/B	31761H1B	CREATING SYSTEMS TO MANAGE INFORMATION - Part B	120	5
07/05/2026 09:00	Main Hall	WJEC/GCSE	GCSE/FC	3310U10-1	Maths-Num Unit1 Found Noncalculator	90	38

Room Report

AA Laptop and Computer Reader Count by Room

Sort Options – **Sort by Date, Room – New Page per date, Sort by Date, Room and Subject – New Page per Date**

2026-05-12

Room	Start Time	Candidates	Laptops	Computer Reader
Main Hall	09:00	76	1	
Main Hall	09:00	76	1	
Music Office	09:00	1	1	
Laptop Room	13:00	1		
Main Hall	13:00	160	8	1
Main Hall	13:00	160	8	1
Music Office	13:00	1	1	
Reading Room	13:00	1		

Access Arrangements Counts By Date

Sort Options **– Sort by Date, Time**

Available Options **- AA Text rather than Icons, Modified Paper Access Arrangements Only**

Access Arrangements Counts By Date

Date Time	Count
2026-02-22 09:00	**2**
2026-03-05 09:00	**2**
2026-03-07 13:00	**15** 1 : 25% extra time 1 : Bi-lingual Dictionary
2026-04-06 09:00	**21** 1 : 25% extra time 2 : Supervised Rest Break 1 : Modified Paper Required 1 : Modified Language Paper 1 : Orange Paper

Access Arrangements Counts Per Room

Sort Options – **Sort by Date, Room – New Page per Date**

Available Options - **AA Text rather than Icons, Modified Paper Access Arrangements Only**

2026-05-07

Room	Start Time	Count
Laptop Room	09:00	**1** 1 : Separate Room
Main Hall	09:00	**140** 1 : Medium Category Of Risk 5 : Sit at back of Room 4 : Supervised Rest Break 9 : 25% extra time 2 : Reader 2 : Scribe 2 : Prompter 1 : Mobile Device Medical Reason 1 : Green Paper 1 : Read Write Gold 1 : Coloured Glasses 1 : Separate Room
Music Office	09:00	**1** 1 : 25% extra time 1 : Supervised Rest Break
Main Hall	13:00	**35**

Exam Room Checklist

Sort Options - **A4 Sort by Room then Date-Time, A4 - Sort by Date-Time then Room**

Available Options **– Larger Font**

Exam Room Checklist

Tuesday, 16 Sep 2025 09:00 : Main Hall

A) Arranging the examination room:
- ☐ Charts, diagrams, etc. have been cleared from the walls
- ☐ Analogue and/or digital clock that all candidates can see clearly
- ☐ A board/display showing the centre number, subject title, paper number, start, finish and date for each exam
- ☐ Subject specific instructions and/or stationery
- ☐ Mobile phone, to be used in emergencies only, has been switched to silent mode

B) Identifying candidates:
- ☐ Make sure you know the identity of every candidate in the examination room
- ☐ Check the documentary evidence that private candidates or transferred candidates provide.

Exam Room Counts

Date	Time	Room	Count
30/04/2026	08:00 - 09:00	Main Hall	49
01/05/2026	09:00 - 10:15		29
01/05/2026	09:00 - 10:15	Art Room 3	1
01/05/2026	09:00 - 10:15	Art Test	3
01/05/2026	09:00 - 10:15	Boardroom	2
01/05/2026	09:00 - 10:00	Business Studies 1	1

Exam Room Cover Sheet - By Room

Sort Options - **A4 Sort by Room then Date-Time, A4 - Sort by Date-Time then Room**

Available Options **- Show exam duration without Extra Time, No Access Arrangement Icon Counts, All Access Arrangement Icon Counts, Modified Paper Access Arrangement Icons Only**

The Gym

Monday 13/10/2025 09:00

Exam	Duration	Count
3300U30-1:Maths UNIT1 Intermedia	1h 45m	42
3300U50-1:Maths UNIT1 Higher Noncalculator	1h 45m	35
3300U10-1:Maths UNIT1 Foundation	1h 30m	15

Exam Room Cover Sheets

Sort Options - **A4 Sort by Room then Date-Time, A4 - Sort by Date-Time then Room**

Available Options **- Modified Paper Access Arrangements Only, Include #Papers (#Candidates+1)**

Exam Room Cover Sheet

Date	**16/09/2025**
Day	**Tuesday**
Room	**Main Hall**
Component	**WJEC/GCSE / GCSE/FC / 3310U60-1**
Exam Title	**Maths-Num UNIT2 Higher Calculator**
Start Time	**09:00**
Duration	**1h 45m (31), 2h 12m (1)**

# Candidates	**32**
# Papers	**33**

Access Arrangements	1 : 25% extra time 1 : Supervised Rest Break 1 : Orange Paper 1 : Toilet Pass

Exam Room Incident Log

Sort Options - **A4 Sort by Room then Date-Time, A4 - Sort by Date-Time then Room**

Available Options **- Add Continuation Page**

Exam Room Incident Log

Date : Tuesday 16/09/2025
Time : 09:00
Room : Main Hall

Exam	Start	End
3310U60-1:Maths-Num UNIT2 Higher Calculator		
3310U40-1:Maths-Num UNIT2 Intermedi		

Invigilator(s):

Name	Time in	Time out

Record of incident:

Time	Incident	Recorded by

Exam Room Incident Log - Smaller Font

Sort Options - **A4 Sort by Room then Date-Time, A4 - Sort by Date-Time then Room**

Available Options **- Add Continuation Page**

Exam Room Incident Log

Date : Tuesday 16/09/2025
Time : 09:00
Room : Main Hall

Exam	Start	End
3310U60-1:Maths-Num UNIT2 Higher Calculator		
3310U40-1:Maths-Num UNIT2 Intermedi		

Invigilator Name	Time in	Time out

Exam Room Info Sheet

Sort Options - **A4 Sort by Room then Date-Time, A4 - Sort by Date-Time then Room**

Centre Number	**95137**
Room	**Main Hall**
Date	**16/09/2025 09:00**
Exam Board	**WJEC/GCSE**
Exam Title	**Maths-Num UNIT2 Higher Calculator**
Exam Paper Code	**3310U60-1**
Exam Duration	**1h 45m (31), 2h 12m (1)**
Start	
Finish	
Extra Time Finish	

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

Exam Room Timetable - Exams and Invigilators

Sort Options - **Sort by Room - New page per Room, Sort by Date - New page per Date**

Available Options - **Include candidate and invigilator counts**

Main Hall

Date	Time	Invigilators	Exams
16/09/2025	09:00 - 11:12	Debbie Harvey (Lead)	3310PH Mathematics-Numeracy Higher : 3310U60-1 Maths-Num UNIT2 Higher Calculator 3310PN Mathematics-Numeracy Intermediate : 3310U40-1 Maths-Num UNIT2 Intermedi
16/09/2025	13:30 - 14:15	Sarah Hughes (Lead)	3810UB Spanish Listening Higher : 3810UB0-1 Spanish Unit 2 Higher: Listening
16/09/2025	15:00 - 16:15	Debbie Harvey (Lead) Sarah Hughes	3810UC Spanish Reading Higher : 3810UC0-1 Spanish Unit 3 Higher: Reading

Exam Skeleton Timetable

Sort Options - **Sort by Room then Date, Sort by Date then Room**

Available Options - **Include Invigilators column, Component Code and Subject**

Date	Time	Room	Invigilators	Exams
16/09/2025	09:00 - 11:12	Main Hall	Debbie Harvey (Lead)	3310U60-1 : 3310U40-1 :
16/09/2025	13:30 - 14:15	Main Hall	Sarah Hughes (Lead)	3810UB0-1 : Spanish
16/09/2025	15:00 - 16:15	Main Hall	Debbie Harvey (Lead) Sarah Hughes	3810UC0-1 : Spanish

Exam Skeleton Timetable by Exam

Sort Options - **Sort by Exam then Date, Sort by Date then Exam**

Available Options - **Include the Rooms Column, Include Extra Time**

Date	Time	Exam	Count
16/09/2025	09:00 - 11:12 1h 45m - 2h 12m	WJEC/GCSE GCSE/FC 3310U60-1 : Maths-Num UNIT2 Higher Calculator	32
16/09/2025	09:00 - 10:45 1h 45m	WJEC/GCSE GCSE/FC 3310U40-1 : Maths-Num UNIT2 Intermedi	2
16/09/2025	13:30 - 14:15 45m	WJEC/GCSE GCSE/B 3810UB0-1 Spanish : Spanish Unit 2 Higher: Listening	7
16/09/2025	15:00 - 16:15 1h 15m	WJEC/GCSE GCSE/B 3810UC0-1 Spanish : Spanish Unit 3 Higher: Reading	8

Exam Skeleton Timetable by Exam + Room

Sort Options - **Sort by Exam then Date, Sort by Date then Exam**

Date	Time	Exam	Room	Count
17/09/2025	09:00 - 10:30 1h 30m	WJEC/GCSE GCSE/B 3020U30-1 Welsh : Welsh Second Language UNIT3:	Main Hall	3
19/09/2025	09:00 - 10:30 1h 30m	WJEC/GCSE GCSE/B 3020U40-1 Welsh : Welsh Second Language UNIT4:	Main Hall	3
19/09/2025	13:30 - 14:30 1h 0m	WJEC/GCSE GCSE/B 3100UG0-1 History : History Unit 2C: Written	Main Hall	1
25/09/2025	13:30 - 14:45 1h 15m	WJEC/GCSE GCSE/B 3100UK0-1 History : History Unit 3B: Written	Main Hall	1

Exam Skeleton Timetable By Subject

Sort Options – **Sort by Date then Subject, Sort by Subject then Date**

Summer Exams Season 2026

Date	Time	Subject	Length
22/02/2026	09:00	Theatre Studies	3h
05/03/2026	09:00	Theatre Studies	3h
07/03/2026	13:00	English	3h
06/04/2026	09:00	French	3h
01/05/2026	09:00	DEVELOPING A MARKETING CAMPAIGN	1h
05/05/2026	09:00	DEVELOPING A MARKETING CAMPAIGN	1h
05/05/2026	09:00	English	1h
06/05/2026	13:00	Computer Science	3h
07/05/2026	09:00	Computer Science	2h

Roaming Invigilator Check-in form

Sort Options **- A4 - Sort by Room, Date-Time, then Exam, A4 - Sort by Date-Time, Exam then room, A4 - Sort by Date-Time, Room then Exam**

Roaming invigilator Check-in form

Date + Time	07/05/2026 09:00 - 10:45 (1h 45m)
Room	English Room 1
Exam	Board:WJEC/GCSE Level:GCSE/FC Subject:Mathematics 3310PN : Mathematics - Numeracy Intermediate 3310U30-1 : Maths-Num Unit1 Interm Noncalculator
	The invigilator in this exam room is also acting as (tick all that apply): ☐ a practical assistant ☐ a prompter ☐ a reader ☐ a scribe

Time of visit	Observation	Name + Signature

Room + Seat Card with QRCode - 8 per page

Room: **Main Hall**
Seat: **B2**

Centre Number: 95137

Room: **Main Hall**
Seat: **B3**

Centre Number: 95137

Room + Seat Label - 14 per page

Room Card with QRCode - one card per room - 2 per page

Room Card with QRCode - one card per room - 8 per page

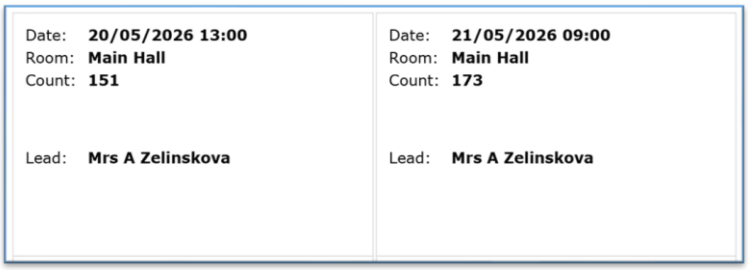
Room Envelope Label - 14 per page

Sort Options - **Sort by Date-Time then Room, Sort by Room then Date-Time**

Room Envelope Label - 8 per page

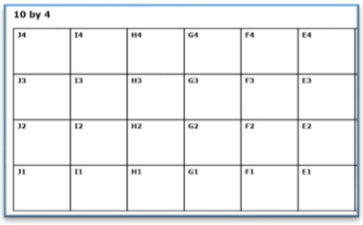
Sort Options - **Sort by Date-Time then Room, Sort by Room then Date-Time**

Available Options - **Include the lead invigilator names**



Seating Plans Reports

Blank Seating Plan - New



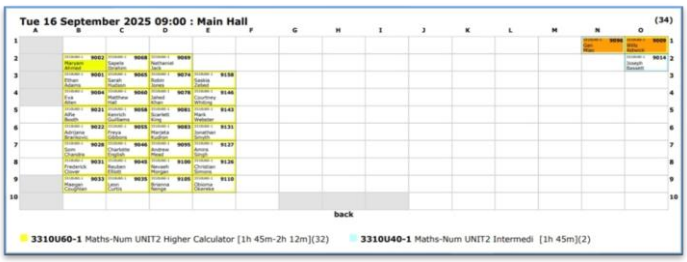
Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

Available Options - **Scale each plan to Fit Page**

Compact Seating Plan

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

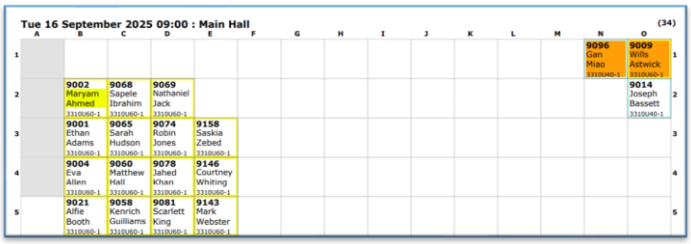
Available Options - **Scale each plan to Fit Page, Show candidate Clash flag, Show candidate Access Arrangement Highlight Colour**



Compact Seating Plan - Alt

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

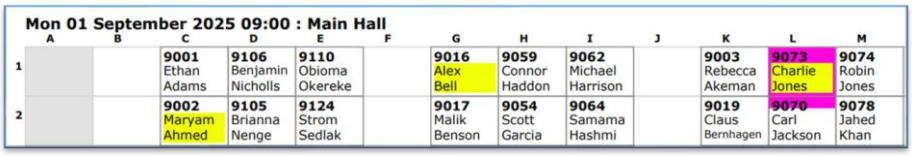
Available Options - **Scale each plan to Fit Page, Show candidate Clash flag, Show candidate Access Arrangement HighlightColor**



Compact Seating Plan – Plain

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

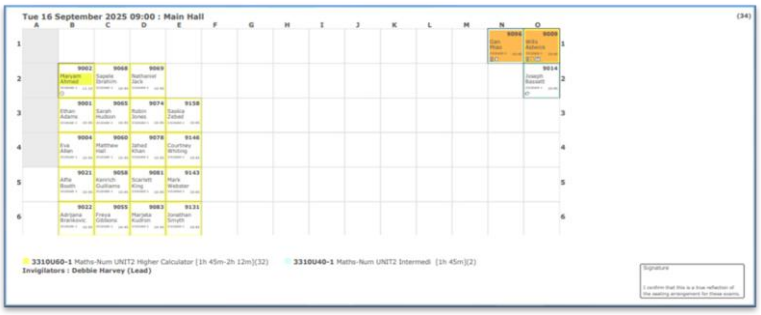
Available Options - **Scale each plan to Fit Page, Show candidate Access Arrangement Highlight Colour**



Compact Seating Plan - with AA for Invigilators

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

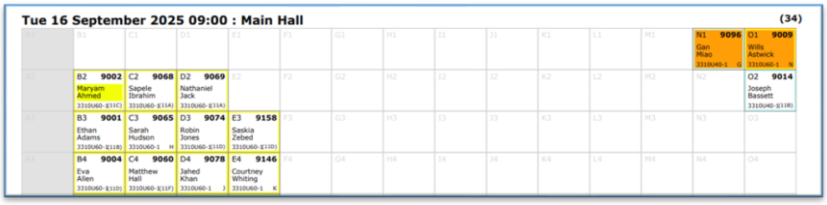
Available Options - **Scale each plan to Fit Page, Show candidate Access Arrangement Icons, Show candidate Access Arrangement HighlightColor, Display End Time not Duration, Only use candidate firstname and lastname, Do not list invigilators in the footer**



Seating Plans - Medium Boxes for Display

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

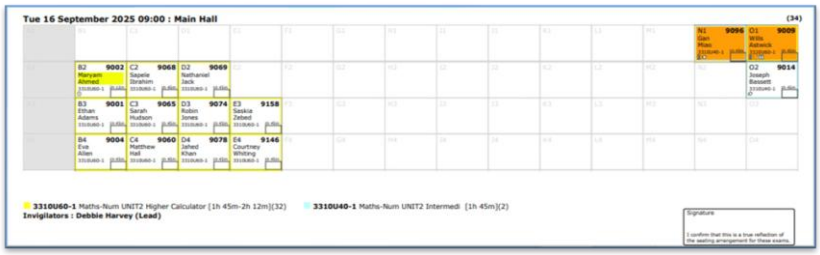
Available Options - **Scale each plan to Fit Page, Only use candidate firstname and lastname, No Group, Include RegGroup, Include Teaching Set, Show candidate Access Arrangement HighlightColor, Exclude Exam Details, Paginate by room rather than per room per start time**



Seating Plans - Medium Boxes with AA for Invigilators

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

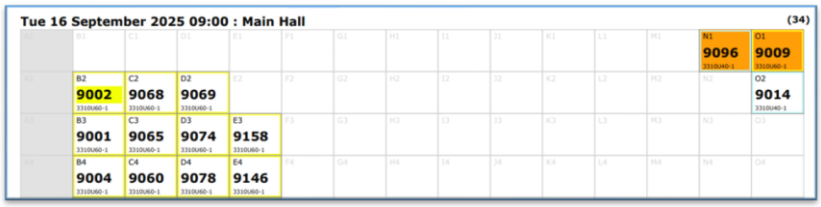
Additional Options **- Scale each plan to Fit Page, Show candidate Access Arrangement Icons, Show candidate Access Arrangement HighlightColor, Add Present tick box, Display End Time not Duration, Only use candidate firstname and lastname, Do not list invigilators in the footer**



Seating Plans - No Names for Display

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

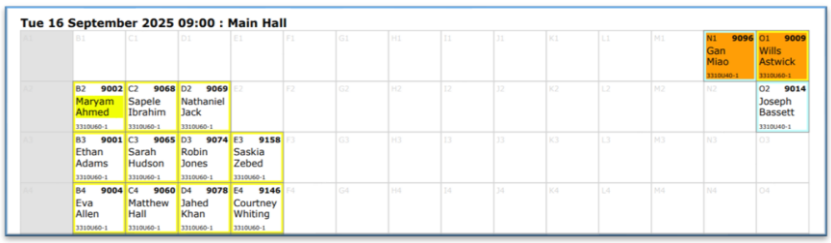
Additional Options - **Scale each plan to Fit Page, No Group, Include RegGroup, Include Teaching Set, Show candidate Access Arrangement HighlightColor, Exclude Exam Details, Paginate by room rather than per room per start time**



Seating Plans - Small Boxes for Display

Seating Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

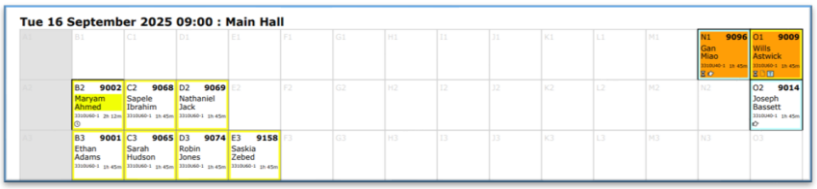
Available Options - **Scale each plan to Fit Page, Only use candidate firstname and lastname, Show candidate Access Arrangement HighlightColor**



Seating Plans - Small Boxes with AA for Invigilators

Seating Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

Available Options - **Scale each plan to Fit Page, Show candidate Access Arrangement Icons, Show candidate Access Arrangement HighlightColor, Display End Time not Duration, Only use candidate firstname and lastname, Do not list invigilators from in the footer**


Tue 16 September 2025 09:00 : Main Hall
N1 9096 Gan Miao
O1 9009 Wills Astwick
B2 9002 Maryam Ahmed
C2 9068 Sapele Ibrahim
D2 9069 Nathaniel Jack
O2 9014 Joseph Bassett
B3 9001 Ethan Adams
C3 9065 Sarah Hudson
D3 9074 Robin Jones
E3 9158 Saskia Zebed

Invigilators Reports

Invigilator Schedule

Available Options - **Double sided printout - add blank pages, AM/PM not schedule times, Create a zipfile of invigilator schedules**

Miss A Batchley
Email: Batchley@example.com
Room: Art Room 1
Type: Invigilator

Date	Time	Room + Role	Exam
Monday 15/09/2025	08:15 - 11:12	English Room 1 Lead, Extra Time	3430UF0-1:Science Double Unit 6 Higher 3420UB0-1:Physics Unit 2 Higher: Written 3430U60-1:Science Double Unit 6 Foundation 3420U20-1:Physics Unit 2 Foundation: Written
Monday 15/09/2025	12:45 - 15:00	English Room 1 Lead, Extra Time	3800UD0-1:French Unit 4 Higher: Writing 3800U40-1:French Unit 4 Foundation: Writing
Tuesday 16/09/2025	08:15 - 11:15	Drama Studio Lead, Extra Time	3310U20-1:Maths-Num UNIT2 Found Calculator
Tuesday 16/09/2025	12:45 - 14:05	Gym Lead, Extra Time	3810U20-1:Spanish Unit 2 Foundation: Listening

Invigilator Totals

Sort Options - **Sort by Invigilator Name, Sort by Session Count Name, Sort by Cost**

Available Options - **Show Invigilators email address**

Invigilator	Session Count	Total Duration	Cost
Miss S Abdullah Asaadaa@example.com	40	4d 8h 10m	£ 1,312.50
Mrs M Anderson MAnderson@example.com	9	1d 1h 42m	£ 323.82
Mr S Dumbell Dumbell@example.com	14	1d 12h 23m	£ 458.43

Invigilators By Date

Available Options - **Show Invigilators email address, Double sided printout - add blank pages**

15/09/2025

Invigilator	Time	Room + Role	Exam
Miss A Batchley Batchley@example.com	08:15 - 11:12	English Room 1 Lead, Extra Time	3430UF0-1 (29), 3420UB0-1 (32), 3430U60-1 (34), 3420U20-1 (6)
Miss A Batchley Batchley@example.com	12:45 - 15:00	English Room 1 Lead, Extra Time	3800UD0-1 (2), 3800U40-1 (3)

Invigilator Register - New

Available Options - **Double sided printout - add blank pages**

Thursday 07/05/2026 PM - Invigilator Register

Date	Name	Room	Start	End	Present
07/05/2026 PM	Anne Parker	Sports Hall 1 Lead, Prompt	12:00	15:00	
07/05/2026 PM	Arthur Revill	Sports Hall 1 Paper Register	12:45	14:15	
07/05/2026 PM	Clark Kent	Sports Hall 1 Candidate Card Distribution, Paper Distribution	12:45	14:15	
07/05/2026 PM	John Atkinson	Sports Hall 1 Lead, Paper Check, Extra Time, Paper Register, Candidate Card Distribution, Paper Distribution, Laptop Admin	12:00	15:00	

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			

Invigilators Sign In Sheet

Sort Options - **New Page per Date, New Page per Date - By AM/PM then Name, New Page per AM/PM session, New Page per Invigilator**

Available Options - **Include the Role, Double sided printout - add blank pages**

Thursday 07/05/2026 - Invigilator Sign In Sheet

Date	Name	Room	Signature	Time In	Time Out
07/05/2026 AM	Miss S Abdullah Lead, Paper Check, Extra Time, Scribe	Main Hall			
07/05/2026 PM	Miss S Abdullah Lead, Paper Check, Extra Time	Main Hall			
07/05/2026 AM	Mrs M Anderson Lead, Paper Check, Extra Time	Music Office			

Invigilators Sign In Sheet - with total time

Sort Options - **New Page per Date, New Page per Date - By AM/PM then Name, New Page per AM/PM session, New Page per Invigilator**

Available Options - **Include the Role, Double sided printout - add blank pages**

Thursday 07/05/2026 - Invigilator Sign In Sheet

Date	Name	Room	Signature	Time In	Time Out	Total Time
07/05/2026 AM	Miss S Abdullah Lead, Paper Check, Extra Time, Scribe	Main Hall				
07/05/2026 PM	Miss S Abdullah Lead, Paper Check, Extra Time	Main Hall				
07/05/2026 AM	Mrs M Anderson Lead, Paper Check, Extra Time	Music Office				

Invigilators Tick In/Out Sheet

Sort Options - **New Page per Date - By Name, New Page per Date - By AM/PM then Name, New Page per AM/PM session**

Available Options - **Double sided printout - add blank pages**

Thursday 07/05/2026 - Invigilator In/Out Sheet

Date	Name	Room	In	Out
07/05/2026 AM	Miss S Abdullah	Main Hall		
07/05/2026 PM	Miss S Abdullah	Main Hall		
07/05/2026 AM	Mrs M Anderson	Music Office		

Work Sessions - By Staff By Month – New

Jun 2026 : Arthur Revill
Revill.3284096@mailinator.com

Date	Schedule	Clock In	Clock Out	Break	Duration	Status
Wednesday 03/06/2026	From: 08:30 Until: 11:12 for exam 08:45 - 10:45 (10:57 inc 12m Extra Time) Art Room 1	10:15	11:47	5m	1h 27m	Approved
Wednesday 03/06/2026	From: 08:30 Until: 11:12 for exam 08:45 - 10:45 (10:57 inc 12m Extra Time) Art Room 1	11:48	13:00		1h 12m	Approved
Wednesday 03/06/2026	From: 08:30 Until: 11:12 for exam 08:45 - 10:45 (10:57 inc 12m Extra Time) Art Room 1	14:00	17:00	5m	2h 55m	Approved

Sort Options - **Sort by Name**
Available Options - **Show Invigilators email address, Show Signature box**

Glossary of Key Terms

- **Access Arrangements (AA):** Special provisions made for candidates with disabilities or special educational needs to ensure fair access to examinations, such as extra time, supervised rest breaks, or the use of a laptop.
- **Access to Scripts (ATS)** ➕ **NEW:** A post-results service that allows candidates to request copies of their exam scripts.
- **Agency Staff** ➕ **NEW:** External invigilators or staff brought in to support exam supervision who are not permanently employed by the centre.
- **Alternative Rooming Arrangement (ARA)** ➕ **NEW:** A JCQ classification for candidates requiring a smaller room rather than a fully separate room.
- **API Sync** ➕ **NEW:** Automatic data synchronisation between the Management Information System (MIS) and Exams Assist.
- **Assistance Request** ➕ **NEW:** A request sent by an invigilator during an exam to request help or support from staff.
- **Attendance Register:** An electronic or paper list used by invigilators to mark candidates as present, absent, or late for an exam, often integrated with seating plans.
- **Basedata:** Essential reference data from examination boards (e.g., qualification details, grading structures) that must be imported into Exams Assist before results files can be processed.
- **Broadcast:** A message sent by the Exams Officer to one or all invigilators during an exam, appearing as a blue notification on their portal.
- **Candidate Portal:** An online platform where candidates and parents can view exam timetables, entries, access arrangements, and results.
- **Centre Number:** A unique identification number assigned to an educational institution by examination boards.
- **Clash Candidate:** A candidate who has two or more exams scheduled at the same or overlapping times. Indicated by yellow or red flags in Exams Assist.
- **Component Code:** A specific identification code for a particular paper or unit within a qualification.
- **Configure Exams Assist** ➕ **UPDATED**: Global settings that apply across all exam seasons within the system, allowing customization of various functionalities across multiple configuration tabs (e.g., Settings, Invigilator, Attendance).
- **Contingency Days:** Designated dates that appear on timetables to account for unforeseen disruptions to exams (e.g., widespread school closures).
- **Daily Planner:** A tab in Exams Assist that provides Exams Officers and staff with real-time information about exams, attendance, and assistance requests on a specific day.
- **EDI File:** Electronic Data Interchange file; a standardized format for transferring exam entry or results data between institutions and exam boards.
- **Embargo Date/Time:** A specified date and time before which exam results are restricted from public or staff view.
- **Entry Status (Correct / Query / Incorrect)** ➕ **NEW:** Labels applied by teaching staff when reviewing exam entries to indicate accuracy or issues.
- **Exam Aid** ➕ **NEW:** A user role with access to the Daily Planner and, depending on configuration, the ability to assist with invigilator scheduling.
- **Exam Room Viewer** ➕ **NEW:** The live display used in exam rooms showing the exam clock, candidate information, and key exam details.
- **Exam Session (AM/PM/Mid-Morning)** ➕ **NEW:** Defined time blocks used when scheduling exams and invigilator availability.
- **Exam Skeleton Timetable** ➕ **NEW:** A simplified version of the timetable used for publishing or overview purposes.
- **External Candidate:** A candidate taking exams at a centre but not enrolled as a full-time student.

- **Extra Time:** An access arrangement allowing candidates additional time to complete an exam, typically a percentage increase on the standard duration.
- **Global Search:** A system-wide search function allowing staff to quickly find information about candidates, exams, or other data within Exams Assist.
- **Global Stop:** A function allowing the Exams Officer to remotely pause all ongoing exams across multiple rooms (e.g., during a fire alarm or lockdown), including exam timers.
- **Invigilator:** A person appointed to supervise candidates during an examination, ensuring fairness and adherence to rules.
- **Invigilator Portal:** A dedicated online interface for invigilators to access their schedule, manage exam room functions, and record incidents.
- **Lead Invigilator:** The designated invigilator in charge of an exam room, often with additional responsibilities and system access.
- **Magic Link:** A direct, often temporary, web link that allows access to specific information (e.g., invigilator schedule, candidate timetable) without requiring a full login. These links may expire after a set period.
- **Mail Merge Tokens ➕ NEW:** Dynamic placeholders (e.g., [[ExamArrangementsList]]) used in emails and messages to insert personalised data.
- **Malpractice:** Any act or attempt to cheat or gain an unfair advantage in an examination.
- **Management Information System (MIS):** A school's central database system (e.g., SIMS, Arbor, Bromcom) that manages student data, timetables, and other administrative information, which can often integrate with Exams Assist.
- **Message Templates ➕ NEW:** Predefined email or message formats used for communicating with staff, candidates, or parents.
- **Modified Paper ➕ NEW:** Exam papers adapted to meet candidate needs (e.g., enlarged text, coloured paper).
- **Multi-Factor Authentication (MFA):** An enhanced security measure requiring users to provide two or more verification factors to gain access (e.g., password plus a code from an authenticator app).
- **NEA (Non-Examined Assessment):** Components of a qualification assessed internally by the school rather than through a traditional external exam.
- **QAN/QWAD:** Qualification Accreditation Number (QAN) or Qualification Wales Award (QWAD); unique identifiers for qualifications.
- **QR Code Scanner:** A feature in the invigilator portal that allows scanning QR codes on candidate cards or desks for quick identification and register completion**.**
- **Retake Scan ➕ NEW:** A process that checks previous exam seasons to identify candidates resitting exams.
- **Roaming Invigilator:** An invigilator type with the ability to view and "check-in" on multiple exam rooms, providing general oversight and support.
- **Scheduler ➕ NEW:** The tool used to allocate invigilators and staff to exam rooms and sessions.
- **SchoolWorkSpace (SWS) ➕ NEW:** The parent platform that hosts Exams Assist and other modules such as messaging, attendance tracking, and gradebooks.
- **Season**: A defined period for a set of examinations (e.g., "Year 10 Internal Exam Season," "Summer External Exam Season").
- **Season Settings ➕ NEW:** Configuration options specific to an individual exam season, including dates, portal visibility, and invigilator setup.
- **Security Groups:** Pre-defined roles within SWS (e.g., Teaching, SMT, Exam Officer, Exam Aid, SEN/ALN) that determine a user's access rights and functionalities.
- **Seating Plan:** A visual representation of the exam room layout, showing candidate seating assignments, access arrangements, and other relevant icons.
- **Snaking Order ➕ NEW:** An automated seating allocation pattern used to distribute candidates evenly across a room.
- **Special Consideration:** An allowance made for candidates who have been disadvantaged by temporary illness, injury, or other adverse circumstances during the examination period.

- **Started and Absence Tab ➕ NEW:** A section in the Daily Planner used to monitor candidate attendance status during exams.
- **Streaming Logs:** A real-time feed within the Daily Planner that displays key actions and events occurring in various exam rooms.
- **Supervised Rest Break (SRB):** A scheduled break during an exam for candidates with specific access arrangements, where the exam clock is paused, and supervision continues.
- **Teaching Set:** A group of students taught together for a particular subject, often imported from the MIS system.
- **Text to Speech:** A feature in Exams Assist that allows Centres to create custom invigilator speeches, which can then be played in exam rooms.
- **Training Season:** A simulated exam season created in Exams Assist using dummy data for the purpose of staff training and system exploration.
- **Training Session ➕ NEW:** A scheduled practice session within a Training Season used for invigilator or staff training.
- **Training Records ➕ NEW:** Logs of completed training for invigilators or staff within Exams Assist.
- **TSV File ➕ NEW:** A tab-separated values file commonly used (especially in SIMS) for importing entries and access arrangements data.
- **Whitelisting an IP Address:** Configuring network settings to allow specific IP addresses to bypass certain security measures (e.g., MFA) when accessing Exams Assist from a trusted location.
- **Withdrawn Candidate ➕ NEW:** A candidate who has been removed from an exam entry after review and approval.
- **XML File:** Extensible Markup Language file; often used for importing component results data from exam boards.