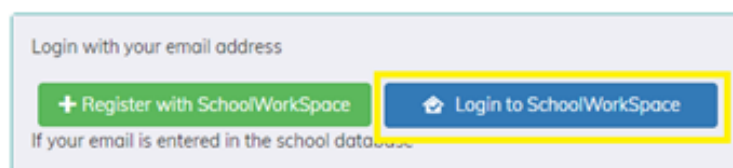


Exams Entry Checking in the Exams Assist

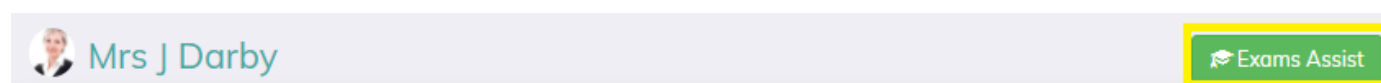
Open a web browser and navigate to the following website - <https://examsassist.co.uk/>

Select – Login / Register, then 'login to SchoolWorkSpace'



The username will be your school email address, the address that's recorded in SIMS personnel. 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.

Once logged in you will see the '**Exams Assist**' icon on the homepage



Select 'Exams Assist' to view the 'Elements' that have been allocated to you as either HOD/HOF or Classroom Teacher.

June (Summer) Exams 2019 ☒ Published

Show 25 entries Search:

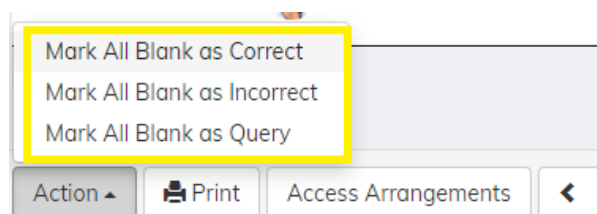
	Board	Level	Code	Name	Status	Assigned To	Correct	Incorrect	Query	Blank	Total	Fees
☐	EDEXL/GCSE	GCSE/9FC	1FR0F	French Option F	SMT Authorised	Mrs J Darby	43	4	5	0	52	£2012.40
☐	EDEXL/GCSE	GCSE/9FC	1FR0H	French Option H	SMT Authorised	Mrs J Darby	1	0	52	0	53	£2051.10

As it possible to store multiple exams season in this module, if other seasons are available then it's possible to toggle between these seasons in the drop down menu at the top of the table. The table will display the 'Elements' that have been allocated to a staff member.

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.'

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

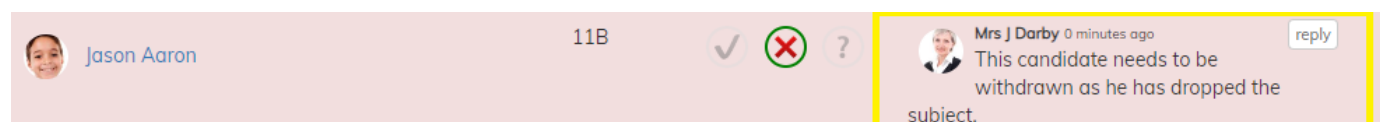
Or alternatively you can navigate to 'Action' menu at the bottom of the table and select an appropriate option (see below).



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



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



It is also possible if required to 'Add Candidate' 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 school, select the pupil and they will be added to the list ready for a member or SLT to approve. These entries will be marked as 'Additional' in the entries table until the pupil is added in SIMS. 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.

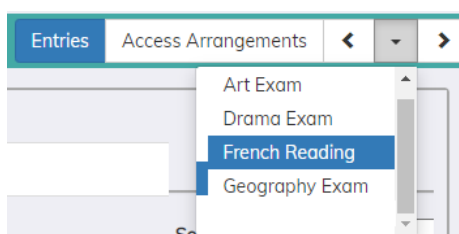
Status:	For Review
Authorise	
Correct :	4
Incorrect :	1
Query :	1
Blank :	154

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

Once you are happy with these entries you 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 entries 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.

Exam Entries For : Jason Aaron

Season: Summer Exams 2022
 Name: Jason Aaron
 Gender: Male
 Date of Birth: 08/03/2006
 Candidate Number: 7001
 ULN: 5142311344
 UCI: 951370217001E
 Name on Certificates: Jason Aaron

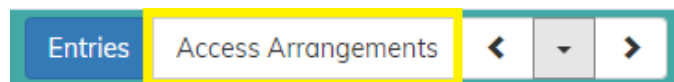
Entries

- DOM GCSE/9FC Art Art Exam
- DOM GCSE/9FC CS Computer Science Exam
- DOM GCSE/9FC DRAMA Drama Exam
- DOM GCSE/9FC FR French Reading
- DOM GCSE/9FC GG Geography Exam

Last updated 25/06/2022

Access Arrangements View

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 Arrangements view, select 'Access Arrangements' at the top of the screen.



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

EDEXL/GCSE > GCSE/9FC > 1FR0F : French Option F									
								Entries	Access Arrangements
Show 25 entries								Search:	
Adno	Name	Gender	Reg	CandNo	Component	Access Arrangements	Extra Time	Modified Paper	Laptop
☐ 004609	Harry Angler	Male	(11A)	4009	1FR0 2F Speaking (F)	Reader Scribe Practical Assistant Word Processor			