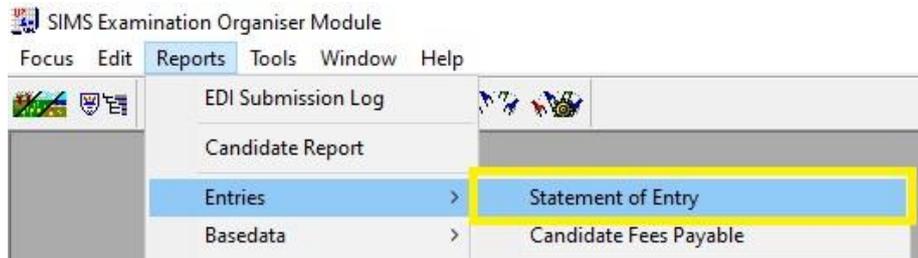


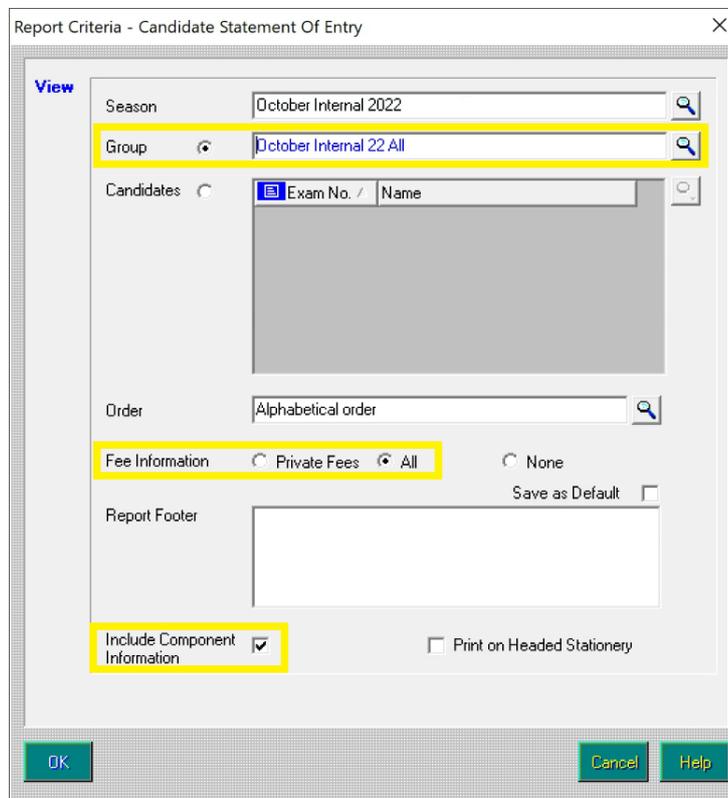
Statement of Entries from SIMS

To be able import the statement of Entries there is the need to populate the software with the entries. This can be done by simply saving the 'Statement of Entries' in SIMS Exams and then importing these into SchoolWorkSpace. The steps below will explain how to achieve this.

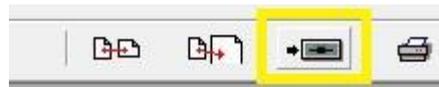
1. In SIMS Exams navigate to 'Reports' – 'Entries' and select 'Statement of Entry.'



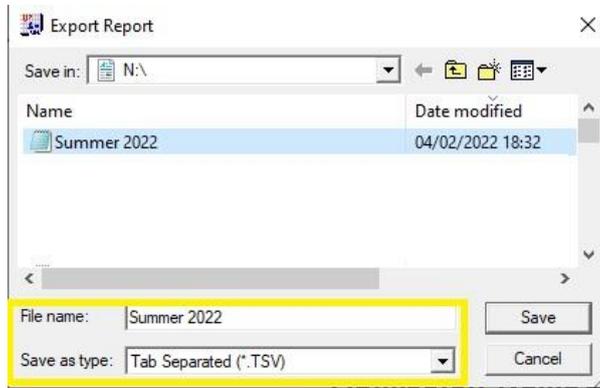
2. You will need to select the group that will produce the statement of entries for all pupils. Ensure you select 'All' for Fee Information. If you wish for the exam fees to be displayed then select 'All' for Fee Information.



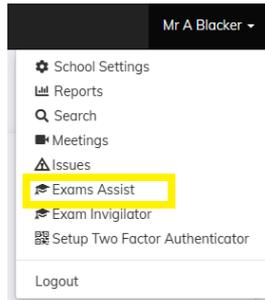
3. Once the statement of entries are displaying, navigate to the 'Save' button at the top of the page.



4. You will need to save the entries as a 'Tab Separated (*.TSV) file. Then give the file a name and export these entries.

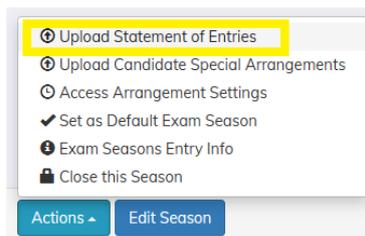


5. Log into SchoolWorkSpace and select 'Exams Assist' from the main menu.

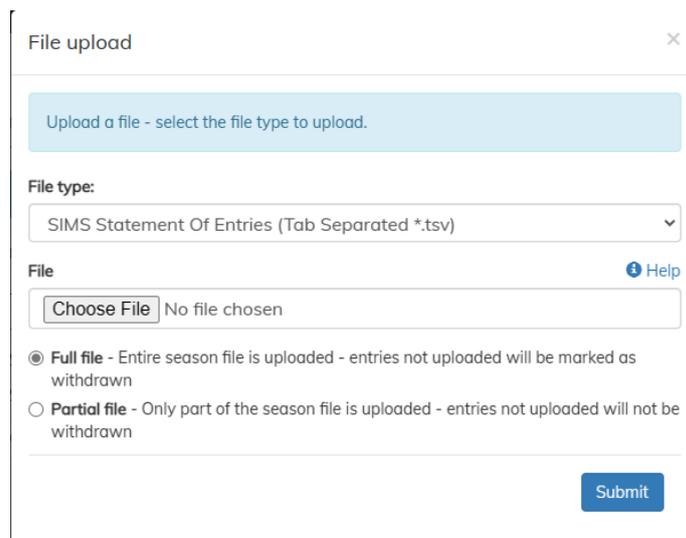


6. Select 'Upload Statement of Entries' from the Actions menu.

You can do the upload from any season as the file contains the season information and will add/update the season from the file.



7. Locate the file and select 'Submit.'

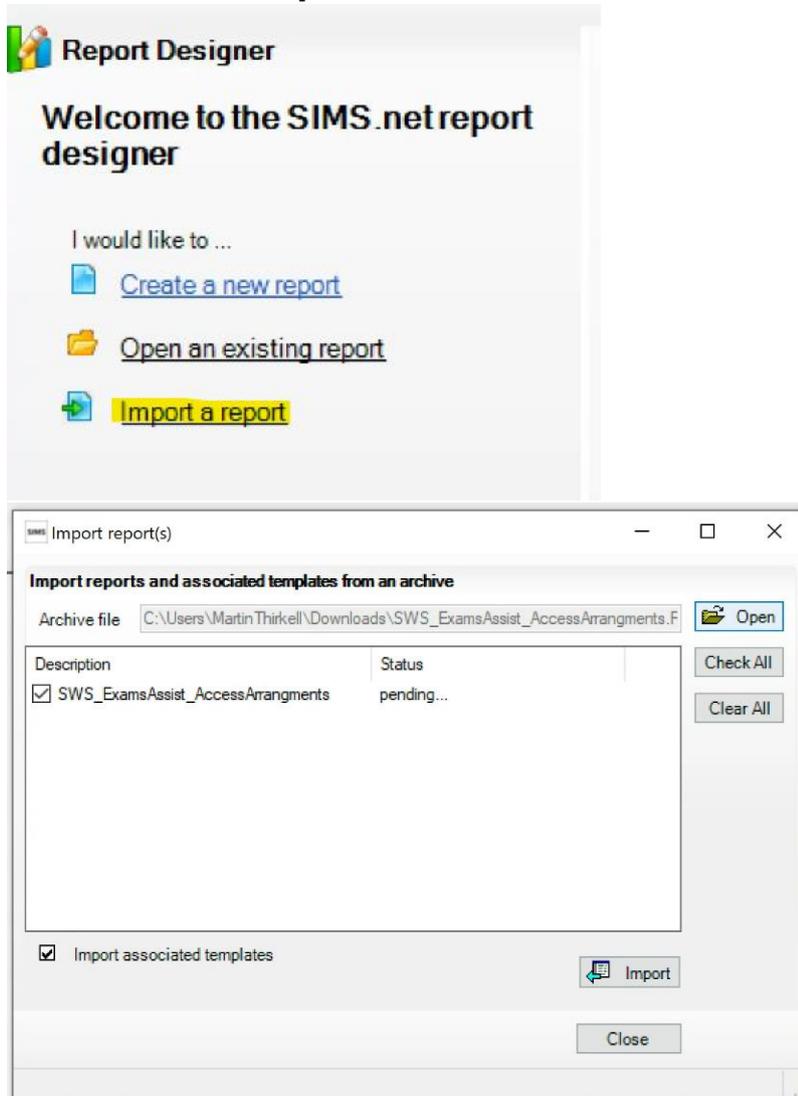


Importing the Candidate Special Arrangements

To import the candidate special arrangements into SchoolWorkSpace/ExamsAssist you will need to export this data from SIMS.

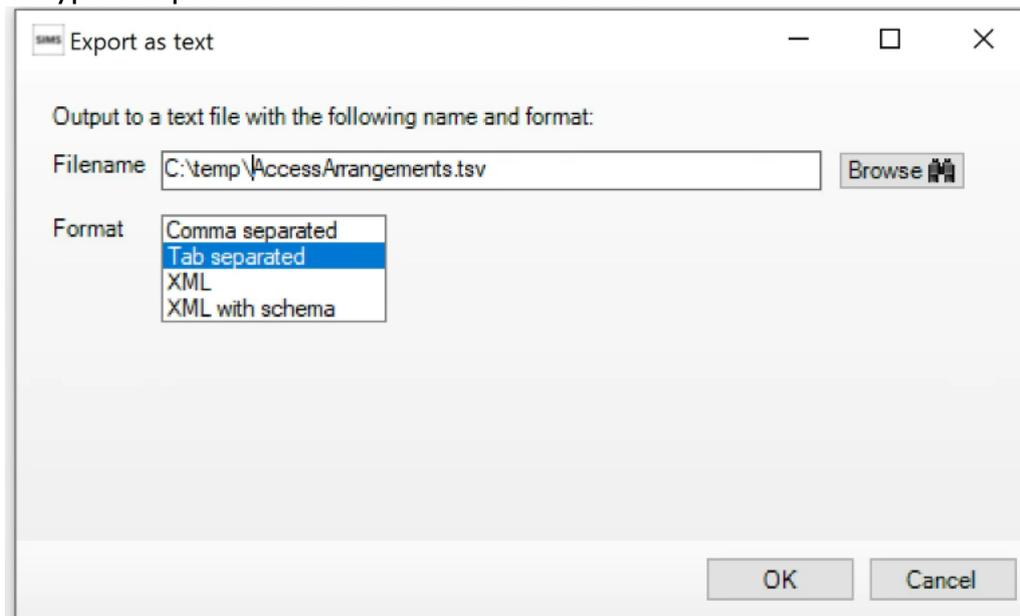
Option A

1. Download the report definition file from <https://schoolworkspace.co.uk/T/00AARPT>
2. In SIMS Report Designer **Import a report**, click **Open** and select the file you just downloaded and **Import**



3. Once imported (you only need to do it the first time) Close the window and click on Open an Existing Report. Find the report named "SWS_AxamsAssists_AccessArrangements" in My Reports (or in focus students)

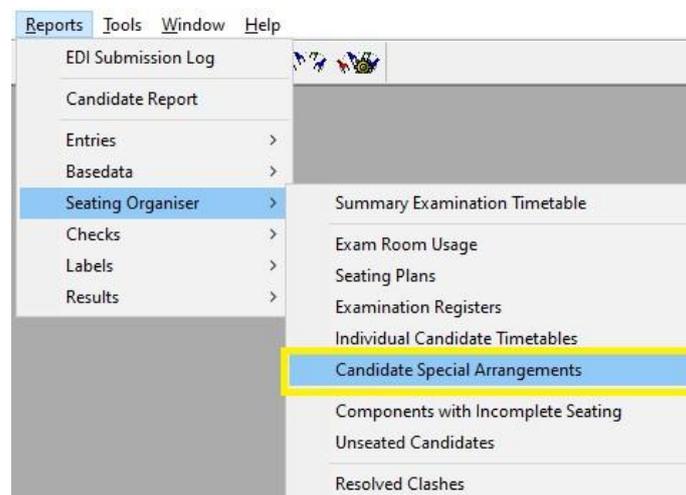
- Click Run then in the Export as text window you will need to **Browse** and pick a location or type the path to save the file. Then click **OK**.



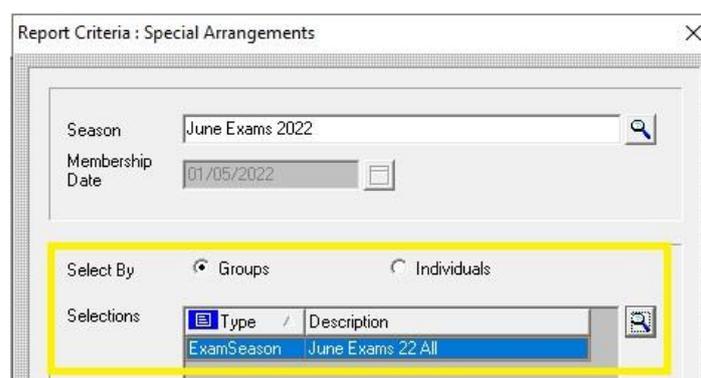
- Follow steps 5 – 7 to import this information into SchoolWorkSpace but pick "Upload Candidate Special Arrangements".

Option B (the old way)

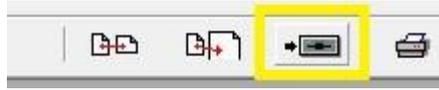
- In SIMS Exams Organiser : Navigate to Reports – Seating Organiser and select 'Candidate Special Arrangements.'



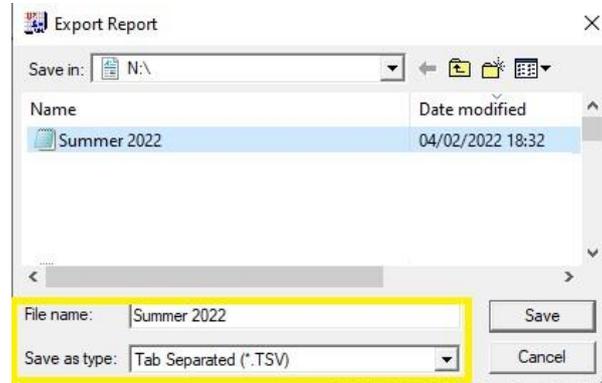
- Select all the candidates with Access Arrangement in the June Exam Season and select 'Print.'



3. Once the Candidate Special Arrangements are displaying, navigate to the 'Save' button at the top of the screen.



4. You will need to save these as a 'Tab Separated (*.TSV)' file. Then give the file a name and export the entries.



5. Follow steps 5 – 7 to import this information into SchoolWorkSpace but pick "Upload Candidate Special Arrangements".