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 them 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.'

Focus Edit	Reports T	ools Wi	ndow	Help		
*** 🖲 E	EDI Submission Log				N7 115	1
	Candi	date Repo	rt			
	Entries			>	State	ment of Entry
	Based	ata		>	Cand	lidate Fees Payable

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

Re	eport Crit	eria - Candidate Sta	tement Of Entry	×
	View	Season	October Internal 2022	
		Group 🕞	Dctober Internal 22 All	Q
		Candidates 🔿	Exam No. / Name	਼
		Order	Alphabetical order	
		Fee Information	C Private Fees 💿 All 🔋 C None	
		Papart Faster	Save as Default	
		nepoit rooter		
		Include Component Information	Print on Headed Stationery	
	OK		Cancel	Help

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.

export Report					2
Save in: 🔮 N:\		-	← 🔁 (* ∭▼	
Name			Date mo	dified	
Summer 2022			04/02/20	22 18:32	
					1
<				>	
< File name: Summer	r 2022			Save	•

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

Mr A Blacker 🕶
School Settings
Lud Reports
Q Search
■• Meetings
▲Issues
🖈 Exams Assist
🖈 Exam Invigilator
器 Setup Two Factor Authenticator
Logout

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.

Opload Statement of Entries					
Upload Candidate Special Arrangements					
 Access Arrangement Settings 					
✔ Set as Default Exam Season					
Exam Seasons Entry Info					
Close this Season					
Actions -	Edit Season				

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**

🔏 Report Designer			
Welcome to the SIM designer	S.netreport		
I would like to Create a new report Open an existing rep Import a report	<u>ort</u>		
Import report(s) Import reports and associated templates for Archive file C:\Users\MartinThirkell\Downle Description SWS_ExamsAssist_AccessArrangments	om an archive oads\SWS_ExamsAssist_/ Status pending	AccessArrangments.F	Check All Clear All
Import associated templates		Jumport	
		Close	

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)

4. 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**.

sms Export a	as text	—		×
Output to	a text file with the following name and format:			
Filename	C:\temp\4ccessArrangements.tsv		Browse	Ì
Format	Comma separated Tab separated XML XML with schema			
		ОК	Can	cel

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

Option B (the old way)

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



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

Season	June Exams 2022		۹
Membership Date	01/05/2022		
Select By	Groups	C Individuals	
	1000		

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.

Export Report	×
Save in: 📳 N:\	- 🗧 🖆 📰 -
Name	Date modified
Summer 2022	04/02/2022 18:32
<	, v
File name: Summer 2022	Save
Save as type: Tab Separated (*.TSV)	Cancel

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