EXAMS ASSIST STAFF USER GUIDE

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SCHOOLWORKSPACE

V2.1

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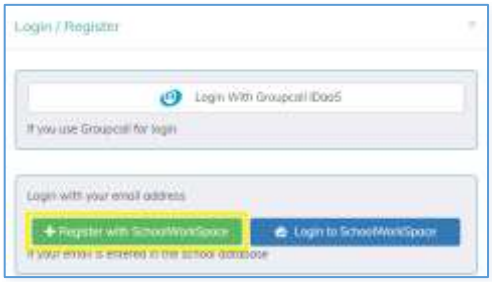
A Guide to Staff on using Exams Assist

Getting Logged in

SchoolWorkSpace Login

First-Time Registration

1. Go to schoolworkspace.co.uk.
2. Select **Login / Register** on the homepage.
3. Select **Register with SchoolWorkSpace**.
4. Enter the email address recorded in your school's **Management Information System (MIS)**. A **6-digit verification code** will be emailed to you.
5. Enter the verification code, then create and confirm your password.



After logging in, you will be directed to your SchoolWorkSpace homepage.

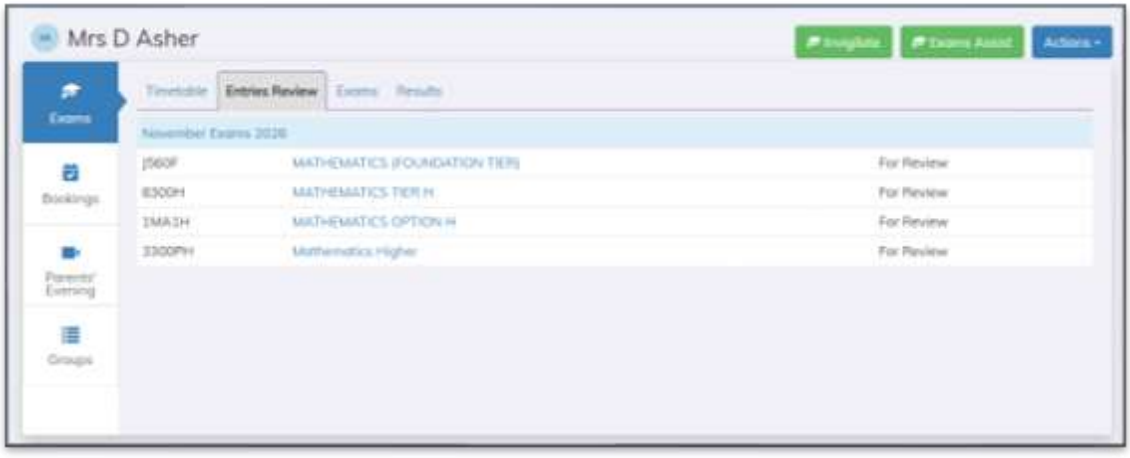
Logging In Again

Go to schoolworkspace.co.uk, select **Login / Register**, then log in using your registered email address and password.

Staff Homepage

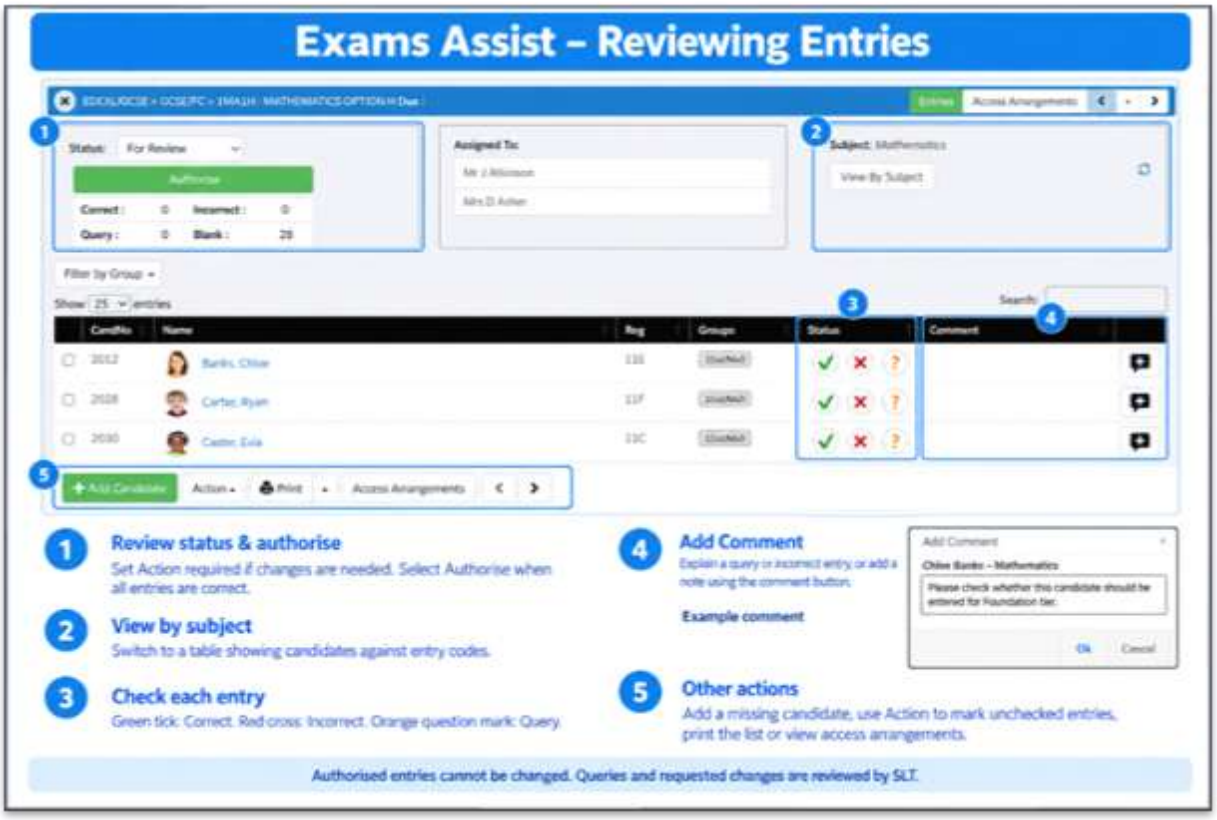
When you log into **SchoolWorkSpace**, you are taken to your **homepage**, where you can access information and tools relevant to your teaching role. The tabs and features you can view depend on the **modules purchased by your school** and your **access permissions**.

Your homepage will normally include the **Exams**, **Groups** and **Timetable** tabs, where these are available to you.



To view exam information, select the **Exams tab**. Here, you can view examination entries assigned to you for review, exams created for your teaching groups, examination results and any invigilation duties allocated to you.

Reviewing the Entries



Select an **Exam Element** to view its candidates, listed in surname order.

1. Check each entry

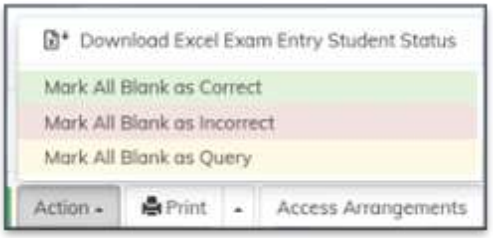
Check the candidate list and mark each entry as:

- **Correct** – the entry is correct.
- **Query** – you need clarification about the entry.
- **Incorrect** – the entry needs to be changed.



You can also use the **Action** menu at the bottom of the table to apply the available options.

The row colour shows your selection: **Green** for Correct, **Orange** for Query and **Red** for Incorrect. Rows remain **White** until checked. A summary of the entry checks appears at the top of the table.



2. Explain any queries or incorrect entries



When you select Query or Incorrect, a pop-up will appear asking you to enter a reason for the selection. Your comment then appears beside the candidate.

A member of the Senior Leadership Team (SLT) or the Exam Team will review the request and **approve** or **decline** it. You can view their decision and any response beside the candidate and add a further comment if needed.



3. Add any missing candidates



If a candidate is missing from the list:

- Select **Add Candidate** at the bottom of the list.
- Search for and select the pupil.
- The pupil is added to the list for approval by SLT or the Exams Team.

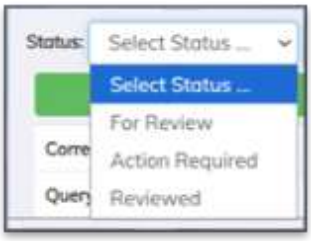
The entry is marked as **Addition** until it has been added to the school's management information system (MIS) and updated in Exams Assist. You can then check the entry and mark it as **Correct**.

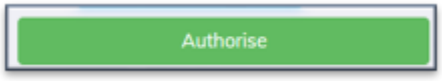
A summary of these allocations can be seen at the top of the table.



4. Request changes or authorise the entries

If changes are needed, change the Status to **Action Required**. SLT or the Exams Team will review your requests, and the Exams Officer will make the necessary changes.



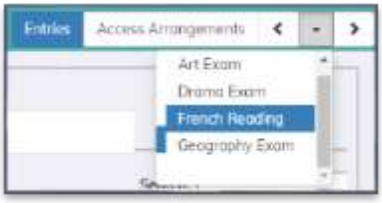


When all entries are correct, select the green **Authorise** button.

Important - Once the entries are approved, you cannot make any further changes. If you identify an error after approval, contact the Exams Officer.

Note – See **Appendix A** for a step-by-step crib sheet on reviewing entries.

Other options



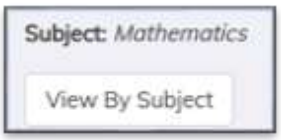
- **Print the list** - Select **Print** at the bottom of the candidate list.
- **Download** – To download the Entries select **Actions | Download Excel Exam Entry Student Status.**
- **Switch exam elements** - Use the drop-down arrow at the top of the screen to select another element assigned to you.
- **View a candidate's entries -** Select the candidate's name to open their entries in a pop-up.



Viewing the Entries by Subject

The **View by Subject** option displays candidates down the side of a table and entry codes across the top. This makes it easier to check **modular or tiered exams**.

To open this view:



- From your **Homepage**, select an **Exam Element** that requires checking.
- Select **View by Subject** at the top of the page.
- If needed, switch to another subject assigned to you or filter by level.



You can review entries in the same way as in the list view. Select an **element's column heading** to open the available actions, including marking all unchecked entries as **Correct**, **Incorrect** or **Query**.

A **flag beside the question mark symbol** indicates that a note has been added for a candidate.



Once all entries are correct, you can **authorise** them from this view.

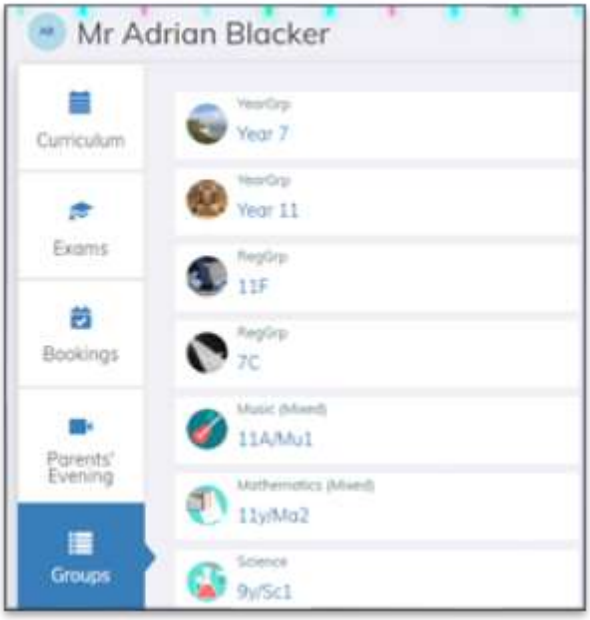
Viewing Access Arrangements

You can view the access arrangements recorded for candidates entered for an exam element, including the arrangements assigned to each component. Select **Access Arrangements** at the top of the entries page.

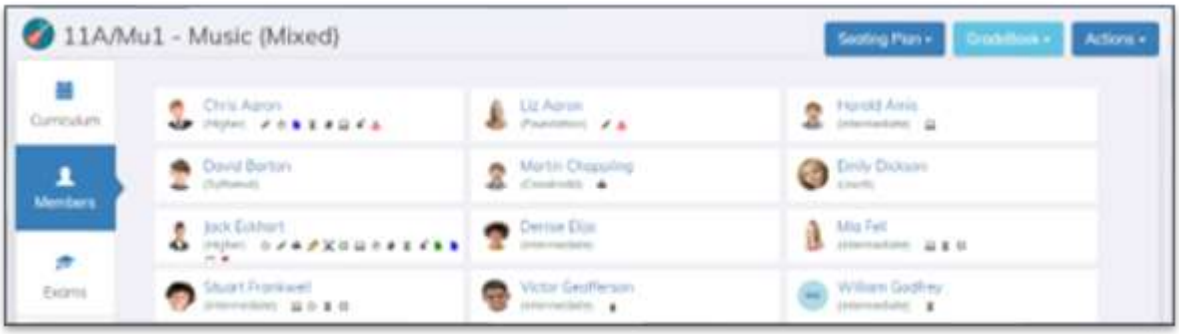


The view lists candidates with recorded access arrangements for the selected element or component. It also shows whether **extra time**, **modified paper** or **laptop** is required, where this has been recorded by the Exams Officer or SENCO.





To view access arrangements for pupils in one of your teaching classes, select **Groups** from your homepage, select the required class, then choose **Members**. Any recorded access arrangement icons appear alongside the candidates.



Viewing Results

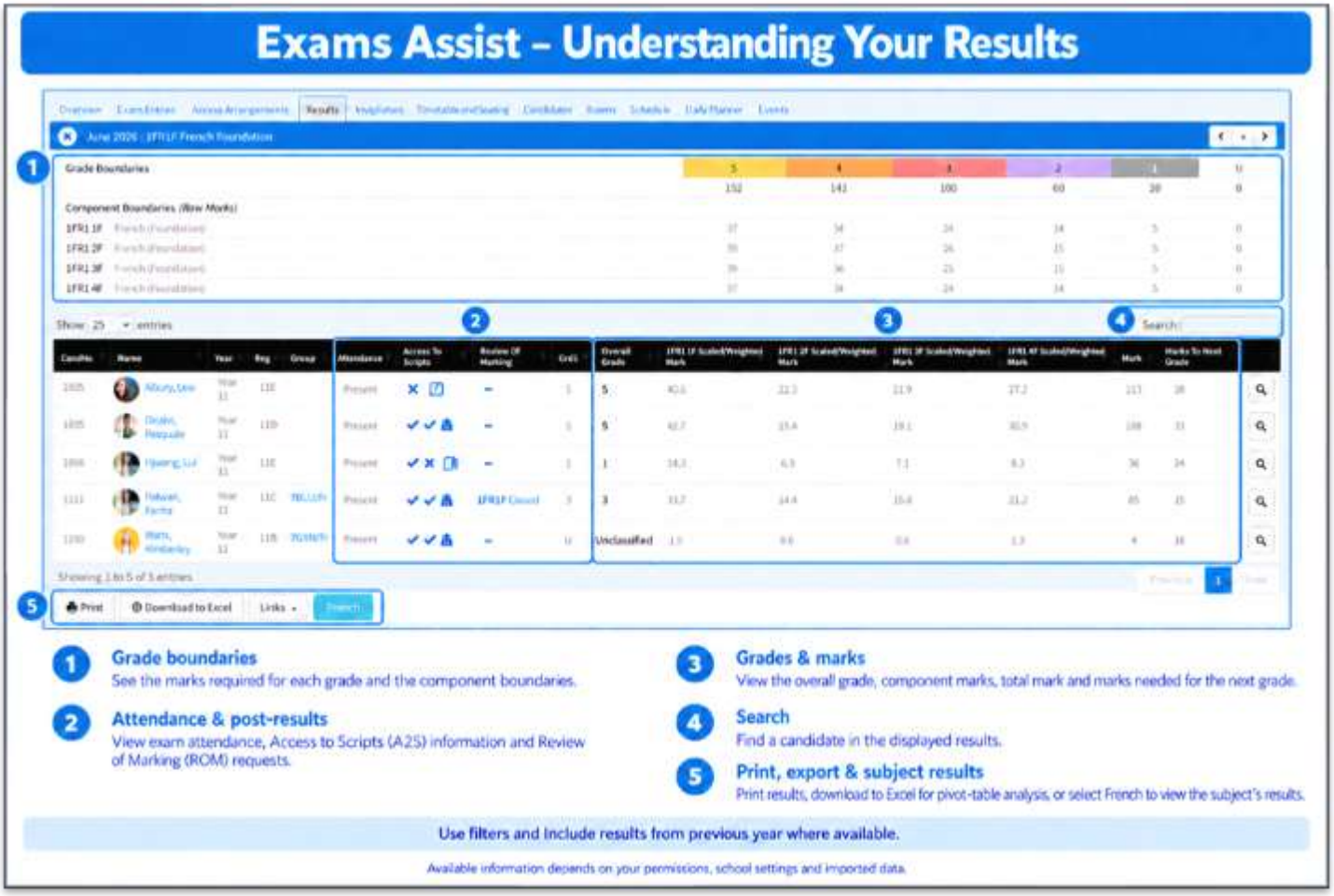
You can view results assigned to you and, depending on your access permissions, results for the whole exam season. The information available depends on your school's settings and the data imported into Exams Assist.

From your homepage:

1. Select **Exams**, then the **Results tab**.
2. Open the **Results drop-down** and select the required exam season to display its results.
3. Select a **code** in the table to open the candidate results for that examination.

Understanding the results

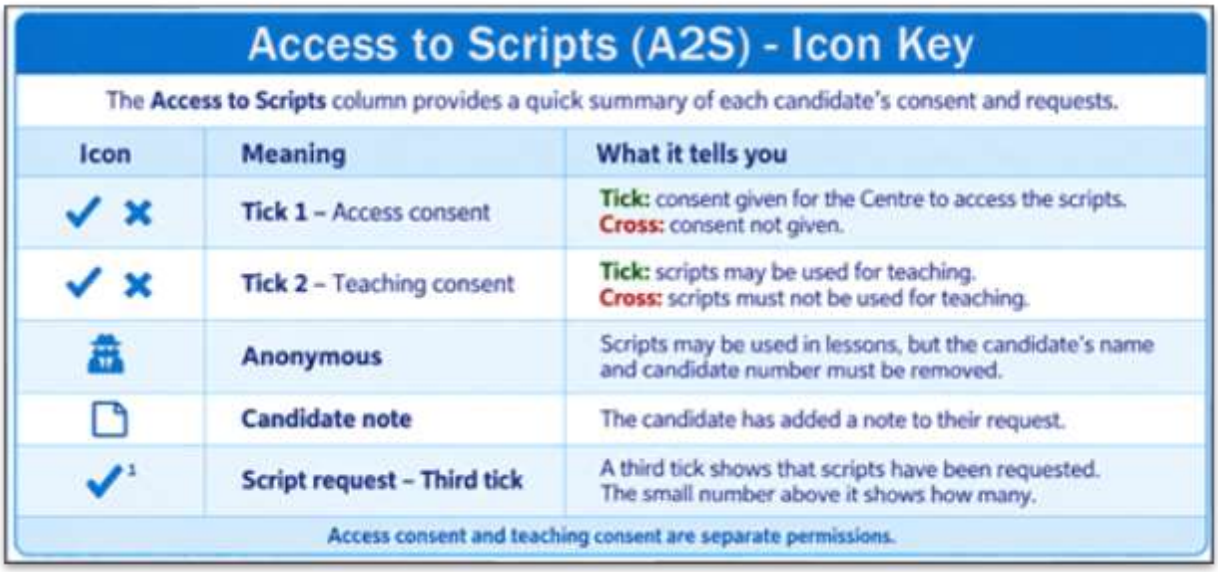
The results page displays candidates' grades and marks, alongside any available attendance and post-results information.



- **Grade Boundaries** – the marks required for each grade, including component boundaries where available.
- **Overall Grade** – the candidate's overall grade for the qualification.
- **Component Marks** – the marks for each component, shown as scaled or weighted marks where applicable.
- **Mark** – the candidate's total mark.
- **Marks to Next Grade** – the additional marks needed to reach the next grade.
- **Attendance** – the candidate's recorded examination attendance.

- **Access to Scripts (A2S)** – information is shown alongside candidates' results so you can check whether they have given permission for the Centre to access their marked examination scripts and whether those scripts may be used for teaching. Select the icons to view further details about the application.

Use the **icon key below** to understand the consent indicators, requests for anonymity, candidate notes and script requests.



Access to Scripts (A2S) - Icon Key

The **Access to Scripts** column provides a quick summary of each candidate's consent and requests.

Icon	Meaning	What it tells you
✓ ✗	**Tick 1** – Access consent	**Tick:** consent given for the Centre to access the scripts. **Cross:** consent not given.
✓ ✗	**Tick 2** – Teaching consent	**Tick:** scripts may be used for teaching. **Cross:** scripts must not be used for teaching.
	Anonymous	Scripts may be used in lessons, but the candidate's name and candidate number must be removed.
	Candidate note	The candidate has added a note to their request.
✓¹	**Script request – Third tick**	A third tick shows that scripts have been requested. The small number above it shows how many.

Access consent and teaching consent are separate permissions.

- **Review of Marking (ROM)** – shows which candidates have requested a review, together with the request status and any recorded outcome. Select the **code in the ROM column** to view the candidate's application.



Use **Marks to Next Grade** alongside the **Access to Scripts (A2S)** information to identify candidates who may benefit from a review. Where access consent has been given, you can view the script through the awarding body's website (depending on Centre Policy on accessing scripts) and assess whether there are grounds for a ROM.

Viewing an individual candidate's results

1. Use the **global search** at the top of SchoolWorkSpace to find the candidate.
2. Select their **name** to open their record.
3. Select the **Exams tab**, then **Results** to view their examination results.



Viewing Exam Timetable

From your SchoolWorkSpace homepage, select the **Exams** tab, then **Timetable**.

All scheduled internal and external exams are displayed in date order. To view the candidates sitting a particular exam, select the **number of candidates** shown against that exam.

Viewing Internal/External Exams assigned to your Groups

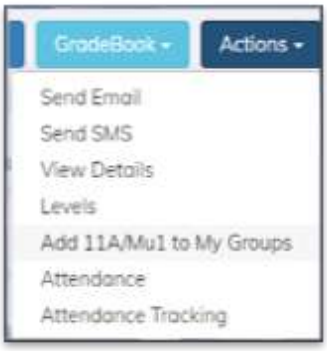
From your SchoolWorkSpace homepage, select **Exams**, then the **Exams** subtab.

While the **Timetable** tab shows all scheduled exams for the Centre, the **Exams** subtab only shows internal and external exams involving candidates in groups you are assigned to, such as the classes you teach. For example, if an exam is created for one of your teaching groups, it will appear here.



Additional Functionality for Staff

From the **Members** view, select a candidate's name to open their record and view their details, lesson timetable and exam timetable.



How to assign Groups to a Homepage

You can add a group to **My Groups** on your homepage, even if you are not assigned to it.

1. Use the **global search** at the top of SchoolWorkSpace to find the class or group.
2. Select the group to open its homepage.
3. Select **Actions | Add [group name] to My Groups**.

The group will then appear in **My Groups** on your homepage for easy access.

Assigning Levels to Teaching Sets

Teaching staff should assign the appropriate level to each candidate before the Exams Officer creates tiered exams. These levels are then used to create the appropriate exam for the subject, such as **Foundation**, **Intermediate** or **Higher** Mathematics.

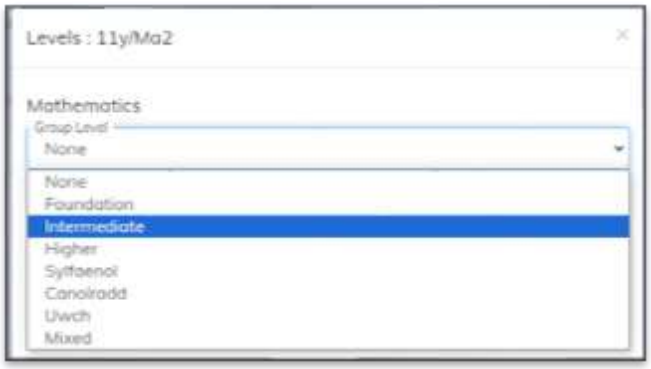
Opening the Levels Settings

From the **Groups** tab, select the teaching class, choose **Members**, then select **Actions | Levels**.



Assigning One Level to the Whole Class

If all candidates in the class are working at the same level, select the appropriate level from the **Group Level** drop-down menu, then select **Submit**. This assigns the selected level to every candidate in the class.





Assigning Different Levels Within a Class

If candidates require different levels:

1. Select **Mixed** from the **Group** Level drop-down menu.
2. Select the appropriate level beside each candidate's name.
3. Select Submit to save.



Note – Mixed is a group setting. Each candidate must still be assigned an individual level.



Note – See **Appendix B** for a Crib Sheet of how to Assign Levels.

Checking or Amending Levels

Return to **Members** and check the level displayed beneath each candidate's name. To amend a level, select **Actions | Levels**, make the required changes, then select **Submit**. Once teaching staff have saved and checked their levels, they will be used to create the appropriate tiered exam for that subject.

Accessing Gradebooks



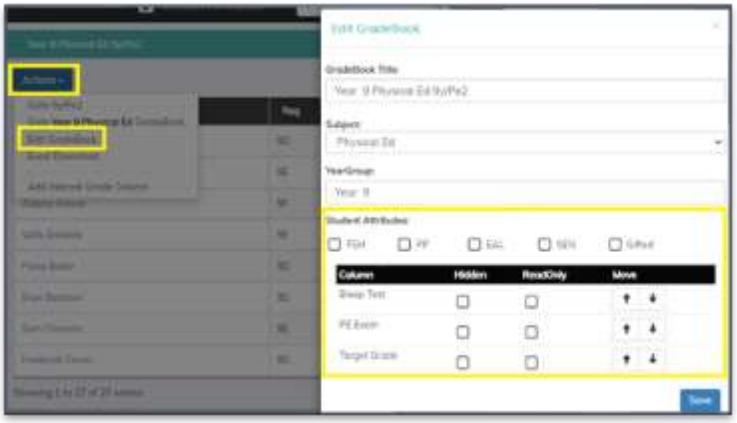
Gradebooks allow you to record **NEA marks** and **mock exam results or marks** in Exams Assist.

From your SchoolWorkSpace homepage, select **Gradebook** to view the gradebooks created for you by the Exams Officer. Select the appropriate gradebook, then enter each candidate's marks or results in the relevant column.

Editing Gradebooks

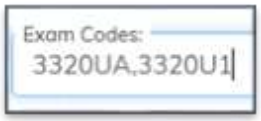
To edit a gradebook, select **Actions | Edit Gradebook**. From this dialog box, you can:

- Display student attributes, such as **FSM**, **EAL** or **SEN**.
- Hide columns or make them **read-only**.
- Change the order of columns using the **up and down arrows**.



Note – Student attributes are only displayed if the school has enabled sharing of the relevant data.

Adding Exam Entry Codes to a Gradebook



To add exam entry codes to a gradebook, open the gradebook and select **Actions | Edit Gradebook**. Enter the required code in the **Exam Codes** box. To add multiple codes, separate each code with a comma.



Appendix A – Reviewing Entries



Appendix B – Assigning Levels Crib Sheet

Exams Assist - Assigning Levels

Teaching Staff Crib Sheet

EXAMS ASSIST

Teaching staff assign the appropriate level to each candidate before the Exams Officer creates tiered exams, such as Mathematics, using those levels.

1 Open the teaching group

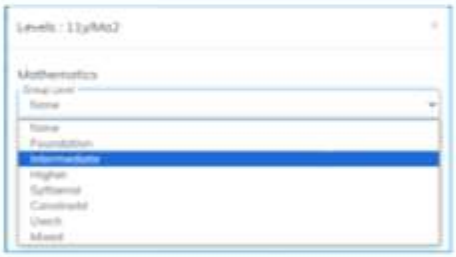
Select the teaching class from the **Groups** tab, choose **Members**, then select **Actions | Levels**.



2 Choose how to assign the levels

ONE LEVEL FOR THE WHOLE CLASS

Under **Group Level**, select **Foundation**, **Intermediate** or **Higher**, then select **Submit**. The level applies to every candidate in the class.



DIFFERENT LEVELS WITHIN THE CLASS

Select **Mixed** under **Group Level**. Choose the appropriate level beside **each candidate**, then select **Submit**.



3 Check the saved levels

Return to **Members** and check the level displayed beneath each candidate's name. For a mixed class, confirm that every candidate has the correct level. If any levels need amending, follow **Point 1**.



4 Exams Officer: create the tiered exams

Once teaching staff have saved and checked their levels, they will be used to create the appropriate tiered exam for that subject.

Remember: Mixed is a group setting. Each candidate must still have an individual level before the tiered exams are created.

SchoolWorkSpace | Teaching staff and Exams Officers