iSAMS and Exams Assist – Getting ULNs into Exams Assist

Currently the iSAMS Batch API does not have the ULN available to be exported over to any third-party system. However, it is possible to export the information into a spreadsheet which can then be imported by Exams Assist on your behalf.

Login to your iSAMS
Open the Student Manager module (some instances of iSAMS may call this Pupil Manager)
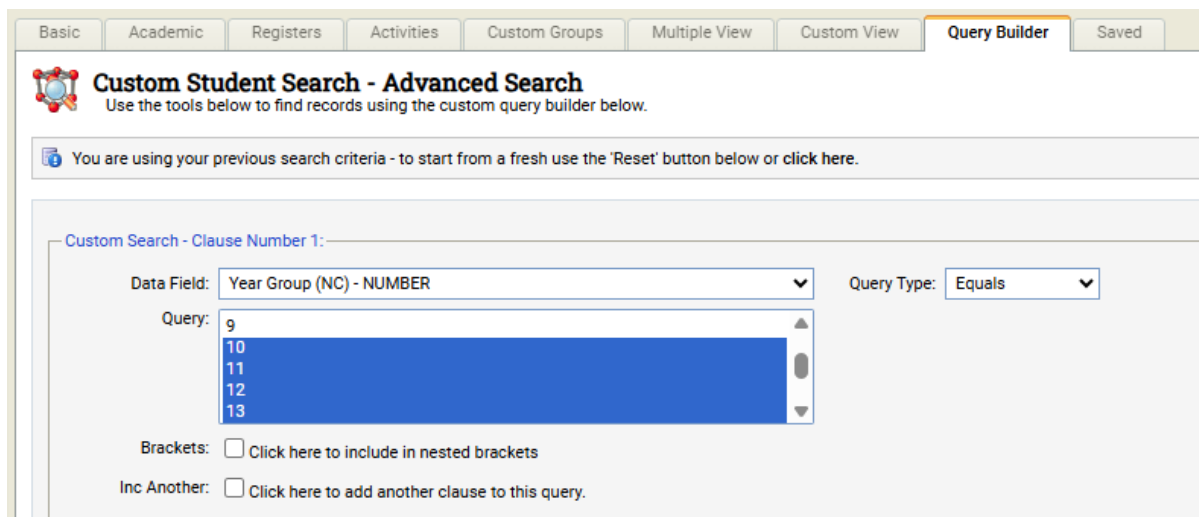If you only have one year group that you need the ULNs for, you can use the regular Basic search.
If you need multiple year groups, please use the Query Builder.
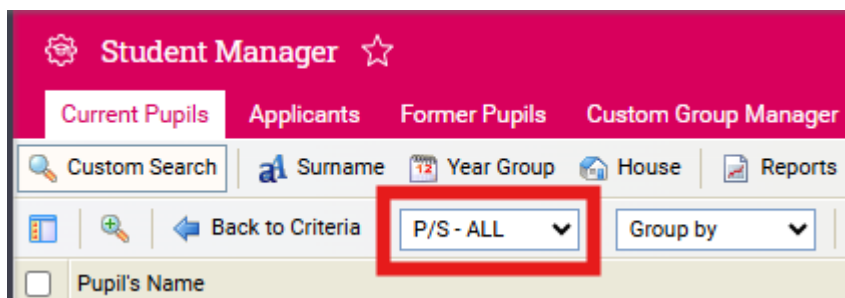Date Field: Year Group (NC) – NUMBER
Query Type: Equals
Pick the year groups from those displayed.
It should look something like this:

Then click Search.

iSAMS defaults to showing 25 results on a page, so click on the Page Size (P/S) drop down and set it to "P/S – All"

Now click on the tick box on the left-hand side of the column headings.

The "Selected Pupils" drop-down will now activate.

Pick Export Wizard

Please note that the items in this menu vary based on your permissions and the modules that your school has, so your menu might look different to this screenshot.

Click Next

Within the Core Fields, make no changes to the default fields.

Within External Exams Fields, pick:

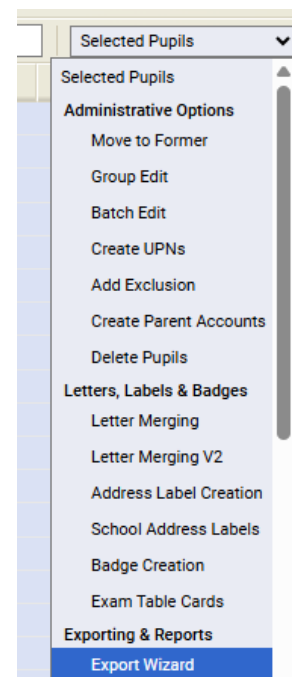- Candidate Number
- UCI
- Unique Learner Number

Within Other Fields, pick:

- School Id
- UPN

Click Next
Click Next

You will now be shown something that looks like this. Your columns may be listed in a different order. The do not need to be reordered as it is the headings that are important.

Export Wizard
Use the wizard to generate various generated and custom reports.

Column Order:

- Core Fields > Forename
- Core Fields > Preferred Name
- Core Fields > Surname
- Other Fields > UPN
- Other Fields > School Id
- External Exams Fields > UCI
- External Exams Fields > Candidate Number
- External Exams Fields > Unique Learner Number

Click Next
Click Next
Click "Click here to download the file"

Once the file has downloaded you can close the Export Wizard window.

Please do not change the column headers. Exams Assist will use them when doing the import.

In Excel the file will look like:

	A	B	C	D	E	F	G	H
1	Forename	Preferred Name	Surname	UPN	School Id	UCI	Candidate Number	Unique Learner Number
2	George	George	Adams	J82343211	004665	951370185001H	5001	1111166535
3								
4								

⟨ ⟩   **Export**   +

To upload the file into SchoolWorkSpace

Navigate to Exams Assist and in the overview tab for any season Actions > Upload iSAMS xlsx files

In the popup click Choose Files / Browse and select the excel file to upload and process.

Click submit – no other files or settings are required.

A log of the processing of the file will be shown. Like the below:

File upload ✕

Upload a file - select the file type to upload.

File type:
iSAMS Candidate Numbers and Arrangements (*.xlsx)

File
Choose Files | export_for_uln - Copy.xlsx

Please upload 2 Excel Files (*.xlsx)
- Candidate Numbers.xlsx
  and
- Candidate Arrangements Report.xlsx
or
- Candidate Entries Report.xlsx
  and
- Candidate Timetable Report.xlsx

☐ Update exam date time from Candidate Timetable Report
☐ Update exam durations from Candidate Timetable Report
ⓘ Help

Submit

File upload ✕

export_for_uln - Copy.xlsx

2 004665 George Adams update CandNum from 5001 to 3011

Updated 1/1 students, 0 UCI, 0 ULN, 0 UPN, 1 CandNum

Please ensure you re-add the students with changed candidate numbers to the current seasons so the updated candidate numbers are used.

OK