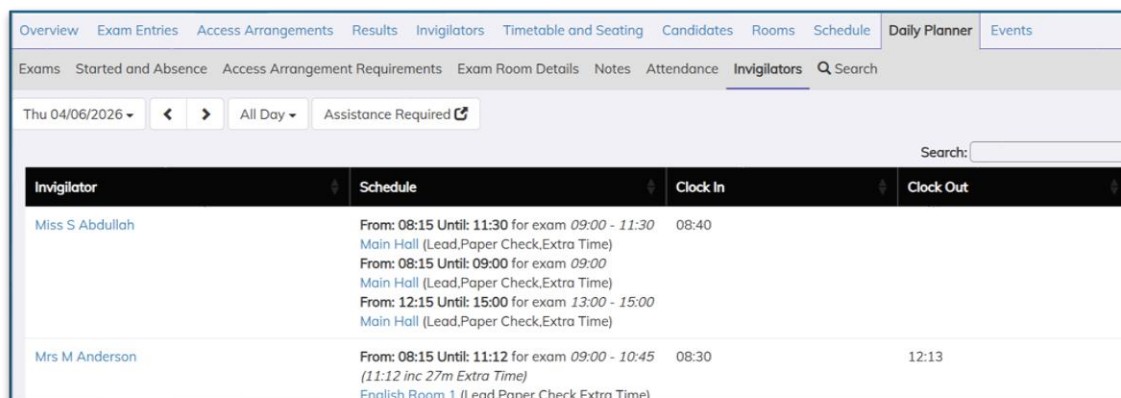


SchoolWorkSpace - What's New June 2026

Feature 1 – Daily Planner Tab – Invigilator Tab

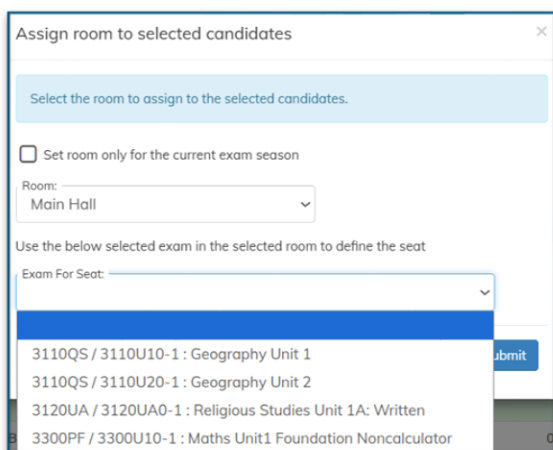
A new **Invigilators** subtab has been added to the **Daily Planner**. This tab displays all invigilators assigned to the day's examinations, along with their scheduled sessions. As staff and invigilators clock in and out using their devices, these times are updated automatically within the tab, providing the Exams Team with a live view of invigilator attendance throughout the day.

This enhancement helps the Exams Team quickly identify which invigilators are currently on site, monitor attendance and review working sessions from a single location.



Invigilator	Schedule	Clock In	Clock Out
Miss S Abdullah	From: 08:15 Until: 11:30 for exam 09:00 - 11:30 Main Hall (Lead,Paper Check,Extra Time) From: 08:15 Until: 09:00 for exam 09:00 Main Hall (Lead,Paper Check,Extra Time) From: 12:15 Until: 15:00 for exam 13:00 - 15:00 Main Hall (Lead,Paper Check,Extra Time)	08:40	
Mrs M Anderson	From: 08:15 Until: 11:12 for exam 09:00 - 10:45 (11:12 inc 27m Extra Time) English Room 1 (Lead,Paper Check,Extra Time)	08:30	12:13

Feature 2 – Assigning Candidates to a Room



Assign room to selected candidates

Select the room to assign to the selected candidates.

Set room only for the current exam season

Room: Main Hall

Use the below selected exam in the selected room to define the seat

Exam For Seat:

- 3110QS / 3110U10-1 : Geography Unit 1
- 3110QS / 3110U20-1 : Geography Unit 2
- 3120UA / 3120UA0-1 : Religious Studies Unit 1A: Written
- 3300PF / 3300U10-1 : Maths Unit1 Foundation Noncalculator

Submit

To help reduce administration and support consistent seating arrangements, Exams Assist now allows candidates to be assigned to a room and seat based on an existing seated examination.

To use this feature, navigate to the **Candidates Tab**, select the required candidate(s), then choose **Selected | Assign Room to Selected Candidates**.

Once selected, the Exams Team can choose the room that the candidate should be assigned to and then select the examination that the seating allocation should be based on.

If a candidate is not assigned a seat within the selected examination, they will still be assigned to the room but will not be allocated a seat. The room and seat allocation can then be applied for the remainder of the current season, or all future seasons.

This feature is particularly useful for Centres that use the same seating arrangements throughout an exam season. For example, a Centre can seat candidates for a single examination and then use this feature to automatically assign those candidates to the same room and seat for all subsequent examinations.

This helps ensure consistency for candidates while significantly reducing the amount of seating administration required by the Exams Team.

Feature 3 – Display Exam Title

Timetable Exam Entries Results Access Arrangements

Summer 2026

Thursday 04/06/2026 Start Time: 1:30 PM
End Time: 2:45 PM Duration: 1h 15m
FRENCH WRITING TEST TIER H
Sports Hall Seat: B3

Friday 05/06/2026 Start Time: 8:45 AM
End Time: 10:30 AM Duration: 1h 45m
ENGLISH LANGUAGE PAPER 2
Sports Hall Seat: B3

Monday 08/06/2026 Start Time: 8:45 AM
End Time: 10:00 AM Duration: 1h 15m
COMBINED SCI TRILOGY BIOLOGY P2H
Sports Hall Seat: B3

To help simplify Candidate Timetables, Centres can now choose to display only the Exam Title rather than the Exam Code and Title.

This can be particularly useful where component codes and component names may be confusing for candidates or where the additional information is not required.

When enabled, only the Exam Title will be displayed on the Candidate Portal and the Printed Candidate Timetables

To enable this feature, navigate to **Overview Tab | Edit Season | Portal** and select **Display Exam Title (not Exam Code and Title)**.

The view for the candidates without the above option selected.

Timetable Exam Entries Results Access Arrangements

Summer 2026

Thursday 04/06/2026 Start Time: 1:30 PM
End Time: 2:45 PM Duration: 1h 15m
French
8652H FRENCH TIER H
8652/WH FRENCH WRITING TEST TIER H
Sports Hall Seat: B3

Friday 05/06/2026 Start Time: 8:45 AM
End Time: 10:30 AM Duration: 1h 45m
English
8700 ENGLISH LANGUAGE
8700/2 ENGLISH LANGUAGE PAPER 2
Sports Hall Seat: B3

Monday 08/06/2026 Start Time: 8:45 AM
End Time: 10:00 AM Duration: 1h 15m
Biology
8464H COMBINED SCI: TRILOGY TIER H
8464/B/2H COMBINED SCI TRILOGY BIOLOGY P2H
Sports Hall Seat: B3

Feature 4 – Pre-set Assistant Required Response

Add Comment

Assistance required by Mr John Atkinson in Sports Hall 1 : Candidate Finished Exam

Comment:

Enter a comment above or click one of the preset comments below:

On My Way

Resolved

Close Save

To help the Exams Team respond more quickly to Assistance Required requests, two new pre-set responses have been added:

On My Way and Resolved

These responses can be selected when replying to an Assistance Required request, reducing the need to type common messages and helping to improve communication between the Exams Team and Invigilators.

Feature 5 – Published Timetable Configuration

Published Exam Timetables visible on public site

Public url is </Embed/ExamTimetable/M1041>

Do not include Mock Seasons in the above published exam timetables

A new configuration option has been added for Centres that do not wish to display **Mock Season timetables** on their published exam timetable page.

When enabled, any Mock Seasons that have been published within Exams Assist will be excluded from the public timetable view, ensuring that only the required examination seasons are visible to candidates, parents and staff.

To enable this feature, navigate to the **Overview Tab | Configure Exams Assist | Settings**, then select **Do not include Mock Seasons in the above published exam timetables**

Feature 6 – Uploading and Playing Audio Files

FileName	Exam	File Type	Size
3660U30-1 ET.mp3	3660U30-1	Extra Time	27Mb
3660U30-1.mp3	3660U30-1	Normal	36Mb

Upload a new resource

Exam Code: 3660U30-1

Exam Component Code for this file - Required

File Type

Normal

Extra Time

File

Choose file No file chosen

Submit

To assist the Exams Team with listening examinations, Centres can now upload and play audio files directly within Exams Assist.

To upload an audio file, navigate to the **Daily Planner Tab** and select the date of the examination. Once selected, choose **Actions**, then **Exam Audio Files**.

Select the examination that the audio file should be associated with, then choose the file type: **Standard Version** or the **Extra Time Version**

Finally, locate the audio file and select **Submit**.

Once uploaded, the audio file will become available within the relevant exam room up to **30 minutes prior to the official start time**, allowing Centres to test equipment and confirm that playback is working correctly before candidates enter the room.

A detailed video explaining how to upload and play audio files can be viewed here:

<https://www.youtube.com/shorts/Dj1jUscHHc>

Feature 7 – Email Notification on Declined Shifts

Email on shift 'Declined'

test@schoolworkspace.co.uk

To help the Exams Team manage invigilator availability more effectively, Exams Assist can now send an email notification whenever an invigilator declines a scheduled shift. To enable this feature, navigate to the **Overview Tab**

| Configure Exams Assist | Settings then enter one or more email addresses into the **Email on Shift Declined** field.

Once configured, an email notification will be sent whenever an invigilator declines a shift through their portal, helping the Exams Team respond quickly and arrange alternative cover if required.

If multiple staff members need to receive these notifications, simply enter each email address separated by a comma.

Feature 8 – Restrict Candidate Comments to Exams Officers

Comments

Exams Officers Only can log Comments

Invigilators or Exams Officers can log Comments



Centres can now choose whether Invigilators can record a comment for a Candidate within their Portal or for this to be restricted to Exams Officers only.

If there is a need to prevent Invigilators from adding comments against candidates within the **Candidate Tab** in the portal, navigate to the **Overview Tab | Edit Season | Invigilator Tab**, then select **Exams Officers Only can log Comments**. By default, this setting is configured as **Invigilators or Exams Officers can log Comments**.











When enabled, only Exams Officers will be able to record candidate comments, helping Centres maintain greater control over candidate records and incident logging.

New/Updated Reports

- Candidate Card with Large Photo and Room + Seat

Centre Number: 12345	Sports Hall : C1	Centre Number: 12345	Sports Hall : M1
Chad Farley Cand No: 1046		Eve Bailey Cand No: 1008	

- Photobook Register

Exam Register : 04/06/2026 08:45 : Sports Hall				
C1	M1	M2	M3	M4
				
1046 Chad Farley	1008 Eve Bailey	1009 Cyla Balinski	1011 Iwa Balinski	1020 Winston Burrows
M5	M6	M7	M8	M9
				
1022 Billy Carlson	1030 Max Cory	1032 Katherine Davies	1040 Danesh Ebi	1041 Nemesio Echavarria