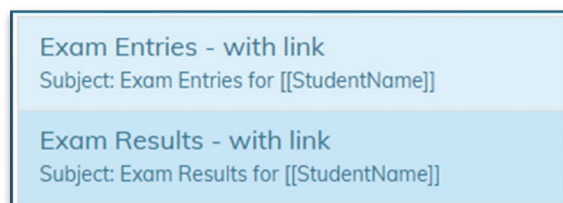


SchoolWorkSpace - What's New October 2025

The full details of the features outlined below can be found in the most recent user guide.

Feature 1 – Emailing Entries via the Magic Link



Entries can now be emailed to Parents and Candidates with a **magic link** that allows them to view and confirm entries without logging into Exams Assist. To enable this feature: **Overview Tab | Configure Exams Assist | Enable Students/Parents can see entries from the link in an email.**

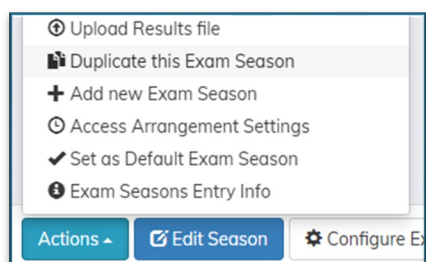
To send entry confirmation emails:

Candidates Tab | Select required candidates | Selected | Send email to students | Exam Entries – with Link or **Candidates Tab | Actions | Send email to students/parents.**

The **Emailing Parents/Candidates** function in the **Candidates** tab has been streamlined. When selecting **Actions | Send Email to All Students**, a new pop-up window now appears displaying all available email templates.

Simply select the relevant template and send it to the Parent(s) or Candidate(s) as required. This update simplifies the process and reduces the number of separate email options displayed in the **Actions** menu, making communication quicker and more consistent.

Feature 2 – New duplicate exam season function

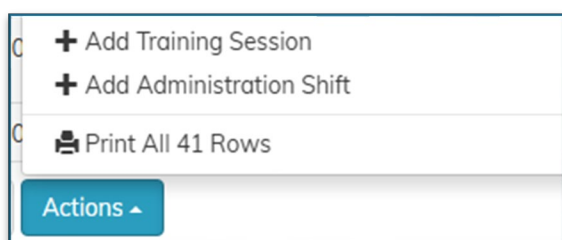


An open Exam Season can be fully duplicated, providing an exact copy of:

- Allocated Candidates
- Access Arrangements and any requested arrangements
- Timetable and Seating Plan
- Invigilator Schedules

This feature is especially useful for creating Mock seasons.

Feature 3 - Add Training session to the invigilators schedule.



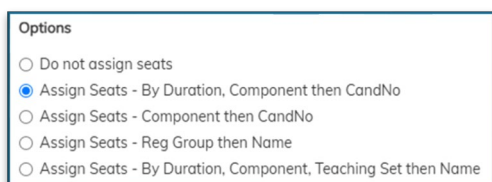
Centres can now create Training Sessions directly from the **Schedule** tab. These can be added within any season or within a dedicated **Staff Training Season** that stores all training types in one place, such as:

- Invigilator Training
- Access Arrangements Training
- Cyber Security Training
- Safeguarding Training

To create a session:

Schedule Tab | Actions | Add Training Session

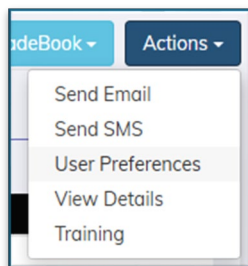
Feature 4 - New auto seat order option



Assign Seats - By Duration, Component, Teaching Set then Name

This new seating option groups candidates by **Teaching Set** first, then alphabetically by **Name**. Ideal for Mock Exams, supporting faster script return to teachers.

Feature 5 – User Preferences



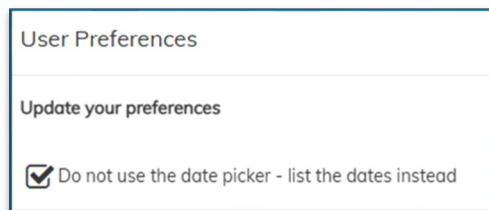
Staff can switch their date selection style from a **Calendar** to a **Drop-Down Date Picker**.

To update preferences:

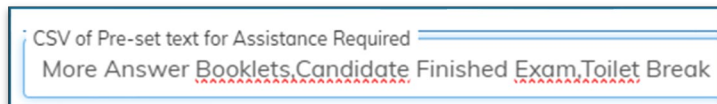
Homepage | Actions | User Preferences

Enable **Date Picker**.

All calendar fields will update to the drop-down format.



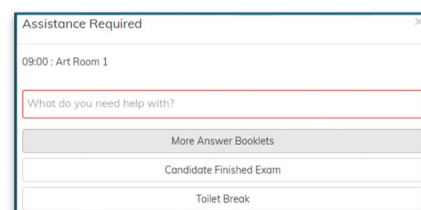
Feature 6 – Creating Default Options for Assistance and IT Support Required



Centres can now create a list of commonly requested items used by invigilators when **Assistance/IT Support Required** is selected.

To set up these items, navigate to **Overview Tab | Configure Exams Assist**, then scroll down to **CSV of Pre-Set Text for Assistance/IT Support**.

Because this is a **CSV list**, make sure each item is separated by a comma.



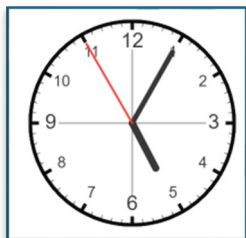
Feature 7 - New login option

Schools can enforce login using **school email domain only**.

To activate the setting:

School Settings | Settings | Staff can only log in with a school email address

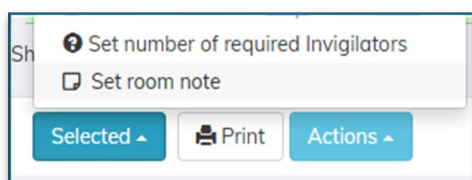
Feature 8 – New Analogue Clock Design



The analogue exam room clock display has been redesigned for improved visibility and clarity.

Feature 9 - Adding Notes to Multiple Rooms

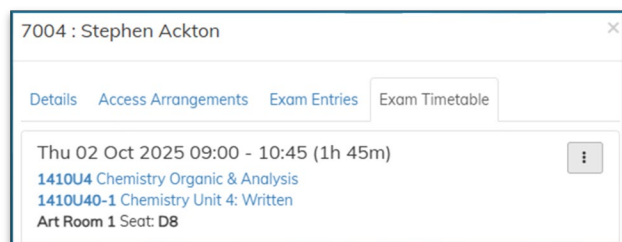
To add the same note to several rooms, for example notifying invigilators that calculators are permitted in a Maths exam:



1. Go to the **Schedule** tab.
 2. Select the rooms that require the note.
 3. Choose **Selected | Set Room Note**.
 4. Enter the message and select **OK**.
- The note is applied to all selected rooms.

Feature 10 – Recording Access Arrangements Used

If invigilators do not mark access arrangements used in the room, the Exams Team can update this from the Candidates tab.

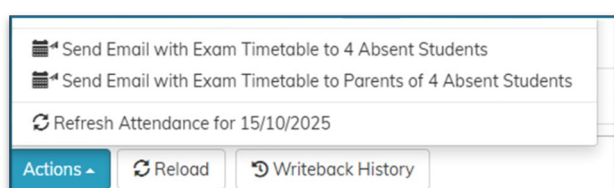


1. Navigate to the **Candidates** tab and select the candidate.
2. Open the **Timetable** tab.
3. Click the **three dots (:)** next to the exam.
4. Record whether arrangements were used.
5. Save.

Feature 11 – Emailing Candidates/Parents After a Missed Exam

Centres can notify Parents/Candidates when a candidate is absent from an exam.

Prerequisite: Invigilator attendance must be recorded.

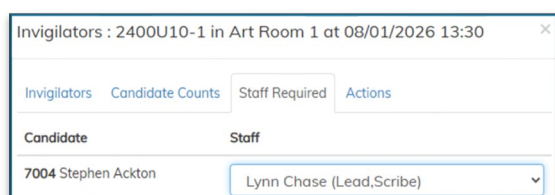


To send the notification:

1. **Daily Planner | Attendance**
2. **Actions | Send email with timetable to parents of x Absent Students**
3. Review and send

Where applicable, include information regarding charges for missed External Exams.

Feature 12 – Assigning an LSA to a pupil.



When a candidate requires individual support, such as a **scribe**, **reader**, or another designated staff member, the Exams Team can now assign a specific person directly to that candidate.

This feature provides reassurance for candidates, as the assigned staff member's name will appear in the

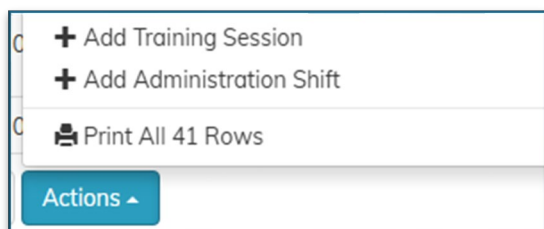
candidate's timetable in advance of the exam.

To assign a staff member to a candidate:

1. Navigate to the **Schedule** tab.
2. Assign the required staff member as an **Invigilator** to the room.
3. If a candidate in that room has an Access Arrangement marked as **Staff Required** in the Access Arrangement Settings, a new **Staff Required** tab will appear in the invigilator assignment window.
4. Select the **Staff Required** tab.
5. A list of candidates who require staff support will be displayed.
6. Assign the appropriate staff member to each candidate as needed.

Once assigned, the staff name will automatically appear on the candidate's timetable.

Feature 13 – Adding an Administrative Session in an Exam Season



If the Centre assigns Invigilators or a Lead Invigilator to carry out administrative tasks in preparation for an exam season, an Administration Shift can now be created within the Schedule tab.

These shifts will appear on the Invigilators Portal, allowing staff to view their assigned administrative duties alongside

their exam schedules.

To create an Administration Shift:

1. Navigate to **Schedule Tab | Actions | Add Administration Shift**.
2. Enter the details of the shift, including date, time, and staff member(s).
3. Save the session.

The Administration Shift will now be visible to the assigned invigilators in their portal.

Feature 14 - New configuration option for Number of minutes before and after for Lead invigilators

The centre can add a default time for when the Lead invigilator should arrive and stay following an exam. This time will appear on the invigilators schedule if selected as **Lead Invigilator**. This time can also be overwritten by the time section in the Schedule Tab.

New Reports

Compact Seating Plan - Plain Includes no Exam details

Thu 01 May 2025 09:00 : Main Hall								
	A	B	C	D	E	F	G	H
1	9026 Tilly Candy							
2		9015 Bryn Beddow		9001 Ethan Adams		9006 Aleena Anwar		9003 Rebecca Akeman
3				9002 Maryam Ahmed		9011 Fiona Baker		9014 Joseph Bassett
4				9004 Eva Allen		9016 Alex Bell		9019 Claus Bernhagen
5				9009 Wills Astwick		9017 Malik Benson		9020 Claire Berry
6				9012 Rachel Barnes		9018 Zachary Benson		9021 Alfie Booth
7				9013 Anthony Barrett		9023 Eriberto Brocato		9022 Adrijana Brankovic
8						9024 Fiona Brooks		9025 Theo Butler

New Exam Component Slips – 20 per page

Main Hall 2025-05-01 09:00			
	9026 3430U40-1	Tilly Candy Science Double Unit 4 Foundation	Main Hall 01/05/2025 09:00 A1
	9015 3400U20-1	Bryn Beddow Biology Unit 2 Foundation: Written	Main Hall 01/05/2025 09:00 B2
	9001 3400UB0-1	Ethan Adams Biology Unit 2 Higher: Written	Main Hall 01/05/2025 09:00 D2

Exam Label with Invigilators - 8 per page

Gym 2025-12-08 09:00

08/12/2025 09:00 (1h 0m)

1145 : Tom Vance

ENG1
English 1

Gym (B2)

Mrs D Asher (Lead,Extra Time)

Allowances Card Teacher Feedback- A5 / A4 two per page

CENTRE NUMBER	95137		
Name	Cand No	Allowances	Room
Stan Ackton	1002	   	Main Hall
			A7
08/12/2025	Actual Start Time :		Actual End Time :
ENG1 English 1	Scheduled	09:00 - 10:15 1h 15m	Student signature :
Teacher Feedback:	25% extra time	☐ Used ☐ Not Used	
	Access to Laptop	☐ Used ☐ Not Used	
	Coloured Glasses	☐ Used ☐ Not Used	
	Read Write Gold	☐ Used ☐ Not Used	
	Reader	☐ Used ☐ Not Used	
	Separate Room	☐ Used ☐ Not Used	
		☐ Used ☐ Not Used	
		☐ Used ☐ Not Used	

Exam Label

This label is based on Exams and not Exam Rooms. These labels are populated with information about the exam and not the number of candidates per exam per room. Great for when the exam papers are being photocopied.

Date: 08/12/2025 09:00 (1h 0m) Count: 135       Exam: ENG1 English 1	Date: 08/12/2025 13:30 (1h 0m) Count: 16 Exam: GEO2 Geography 2
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Highlighted Arrangements

Some reports now include the option to include the Access Arrangement colours. These are the colours selected in the Access Arrangements Settings.

Cand No	Name	Reg	Access Arrangements
1002	Stan Ackton	11E	 Coloured Glasses  Separate Room  Access to Laptop  Reader  25% extra time  Read Write Gold
1017	Osian Bevan	11A	 Separate Room

New Register printout Examination Register By Component With Access Arrangements

Exam Register				
				Martin's Green Abbey 
Date:	03/11/2025	Start Time:	09:00	Duration: 1h 15m
Season:	Year 11 Mocks November 2025	Room:	22 by 11	
MAT1 : Maths Paper 1				
Seat	Cand No	Name	Present	Access Arrangements
M1	7005	Mohammed Adasheji		🕒 25% Extra time
N1	7011	Archie Ansell		
O1	7012	Candice Appleby		

Multi-Print

When reports are selected, they will be printed in the order selected. A number will also appear next to the tick to indicate the print order.

▼ Candidate

☒ 2 Access Arrangements List ☆

Sort by CandNo ▼

☒ Include candidate Access Arrangement Icons

☒ Include Access Arrangement Notes

☒ Show Access Arrangement Highlight Colours

☐ Only use candidate firstname and lastname

☒ 1 Candidate Address Labels - 21 per page ☆

Sort by CandNo ▼

☒ 3 Candidate Card - 8 per page ☆

Sort by Name ▼