

What's New April 2025

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Invigilators – Log Access Arrangements Used

A new Season Setting has been added to allow an invigilator to record if an Access Arrangement has been used by a candidate during their exam.

April 2025 Invigilate

Settings For Season : April 2025

Details **Invigilators** Portal

Invigilator Pincode

Invigilators will need to enter this code once per session before taking attendance etc.

Invigilator Booking Open From: dd/mm/yyyy --:-- Invigilator Bookings Close: 30/04/2025 08:42

Invigilators will only be able to submit their availability between these 2 date times.

Invigilator Schedule

- ☒ Invigilators can see Schedules (default)
- ☐ Hide schedules from invigilators

Invigilator Schedule Show Exams

- ☒ No list of exams in schedule (default)
- ☐ List Exams in schedule

Invigilator Schedule Multiple Rooms

- ☒ Do not allow assigning to multiple rooms at the same time (default)
- ☐ Allow assigning to multiple rooms at the same time

Invigilator Online Functions

- ☒ Invigilators Enable Online Functions (default)
- ☐ Invigilators DISABLE Online Functions

Malpractice & Special Consideration

- ☒ Exams Officers Only can log Malpractice & Special Consideration
- ☐ Invigilators or Exams Officers can log Malpractice & Special Consideration

Search Candidates

- ☐ Roaming Invigilators Only can Search Candidates
- ☒ All Invigilators can Search Candidates

Log AA Used

- ☐ Invigilators no logging of AA used
- ☒ Invigilators can Log AA Used

Invigilators Attendance

- ☒ Only Lead Invigilators can take invigilator attendance for other invigilators
- ☐ Any Invigilator can take the invigilator attendance

Invigilators Moving Candidates Seats

- ☒ Only Lead Invigilators and Roaming can move candidates seats
- ☐ Any Invigilator can move candidate seats

Invigilators CheckList

- ☐ Only Lead Invigilators and Roaming can complete the checklist
- ☒ Any Invigilator can complete the checklist

SRB and Toilet breaks

- ☒ No prompt for time
- ☐ Prompt for time

To record if the arrangements was used during an exam, select the actions button in the invigilators portal on the attendance tab.

Ethan Adams

Photo

Cand No 9001

Name Ethan Adams

Component 3500U10-1

Date 10/04/2025

Start Time 13:30

Non Extra Time Duration 1h 45m

Duration 2h 12m

Room Boardroom

Seat C2

Change Room and Seat

Reschedule 3500U10-1 for Ethan Adams

Access Arrangements

Reader ☒ ☐

Extra Time ☒ ☐

Exams Officer - Edit Note

Present Absent Late

Toilet Break - Out

Invigilators – Ability to add Additional Time

User request - The ability for all Toilet Breaks to be added as additional time to the candidates end time as with Supervised Rest Breaks. *(JCQ regulation : 23.5 Candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence).*

However, only having this for toilet breaks was considered too limiting (e.g. Nose bleed) so have added in the option for invigilators to add Additional Time. Navigate to Overview Tab > Edit Season > Invigilators

Information For Candidates – pdf Document

In configure Exams Assist you can upload a pdf file for Information for candidates (Only one file can be uploaded).

Configure Exams Assist

Invigilator Timings (For Overview Tab) :

Number of minutes to arrive before the exam: 45

Number of minutes to stay after the exam: 15

Minimum session duration (minutes): 0

Invigilator Hourly Rate: 10

Lead Invigilator Hourly Rate: 15

CSV of Extra Time % in dropdown: 5, 10, 12.5, 8, 15, 20, 25, 28, 30, 37.5, 40, 50, 75, 100, 150

Information For Candidates PDF :

Select pdf file

Choose File | No file chosen

Download Information For Candidates

Close Save

In Edit Season you can enable this document to be shown.

Settings For Season: April 2025

Details Invigilators Portal

Season Display Name

Published to the Parental & Students Portal

Edit Message Shown To Parents Edit Message Shown To Students

Parents can confirm entries in Portal Students can confirm entries in Portal Fees show in Portal

Hide Room And Seat in Portal Show Information For Candidates Download Pdf in Portal

Portal Mock Results Visible From: dd/mm/yyyy

Portal Mock Results Visible Until: dd/mm/yyyy

Edit Message For Mock Results

Portal NEA Results Visible From: dd/mm/yyyy

Portal NEA Results Visible Until: dd/mm/yyyy

Edit Message For NEA Results

NEA (Non Exam Assessment) Results are not shown to Parents in the portal. Edit Message For NEA Results

Cancel Restore Delete this Season

SchoolWorkSpace

Martins Green Abbey

Exams: Stephen Ackton

Candidate Number: 7004

UCI: 951370217004C

View exam entry confirmation for Stephen Ackton

Timetable Results Access Arrangements

Download Information For Candidates

May Mocks 2025

Thursday 01/05/2025 Start Time: 13:30

End Time: 15:50 Duration: 2h 20m

Supervised Room

Art Test Seat: D8

Access Arrangement Setting - Dictionary allowed or disallowed

In Access Arrangements Settings there is a new column, where the school's access arrangements for a **Dictionary** can be mapped with the **Dictionary Column** in the settings popup.

Icon	Arrangement	Count	Required	Modified	Paper	Laptop	Computer Reader	ARA	Dictionary	Extra Time	Highlight	Name Highlight
	Dictionary	1	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐
	25% Extra Time	0	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐
	Supervised Rest Breaks / Egwyl Dan Oruchwyliaeth	0	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

This will then populate the Access Arrangements Tab where the Exams Officer can flag if the arrangement should be available or not for each exam.

May 2025 ▾

Invigilate

Overview

Exam Entries

Access Arrangements

Invigilators

Timetable and Seating

Candidates

Rooms

Schedule

Daily Planner

All 149

Modified Paper 3

Laptop 29

Computer Reader 7

Staff Required 22

Dictionary 8

Extra Time 163

Show 25 ▾ entries

Search:

Cand No	Cand Name	Code	Name	Component	Access Arrangements	Date	Duration	⌚ Extra Time	📖 Dictionary
7021	Paige Birch	1410U4	Chemistry Organic & Analysis	1410U40-1 Chemistry Unit 4: Written Drama Studio (E1)	⌚ 📖 25% Extra Time / 25% Amser Ychwanegol Dictionary	02/05/2025 09:00	105m	Y	 
7021	Paige Birch	1400U3	Biology Energy and Homeostasis	1400U30-1 Biology Unit 3: Written Drama Studio (E1)	⌚ 📖 25% Extra Time / 25% Amser Ychwanegol Dictionary	05/05/2025 13:00	120m	Y	 
7021	Paige Birch	2410U1	Chemistry Struc of Matter & Reactions	2410U10-1 Chemistry Unit 1: Written Drama Studio (E1)	⌚ 📖 25% Extra Time / 25% Amser Ychwanegol Dictionary	07/05/2025 09:00	90m	Y	 

Replicate Seating Plans

Currently, the copy function within seating plans has been about copying a plan from a previous exam, i.e. when editing a seating plan, you could choose which plan to copy from. This new function you can seat one exam then replicate that to multiple other exams.

In Timetable and Seating locate the exam to be replicated, select **Edit** then **Actions | More Actions**.

Candidates : 3700U20-1 in Sports Hall 1 at 20/05/2025 09:00

Candidates
Actions

Room Seating Changes:

☐ Lock - no edits possible for this room + start time

Remove 3700U20-1 from Sports Hall 1 at 09:00

Add another exam component to 3700QS

Duplicate Exam 3700QS / 3700U20-1

Edit this exam

Remove All Candidates from this exam

Add Candidates to this exam

Replicate Room and Seating for this exam to ...

More Actions

Close
Seating Plan
Invigilators

Submit

The popup will display details about the exam to be replicated, along with the current rooms/seating assigned to that exam. Select which rooms that needs to be replicated. Then below you'll be able to Search and Select the exams you want to copy. The number at the end of the row is a count of the number of candidates in common with those doing the current exam.

Replicate room and seat for 3700U20-1

Board	WJEC/GCSE
Level	GCSE/FC
Element	3700QS English Language
Element	3700U20-1 English Language Unit 2 Description

Select the dates, times and rooms to replicate

☒ 2025-05-20 09:00 : Art Room 1	2
☒ 2025-05-20 09:00 : Boardroom	3
☒ 2025-05-20 09:00 : Drama Studio	1
☒ 2025-05-20 09:00 : Library	2
☒ 2025-05-20 09:00 : Sports Hall 1	93

Select the exams to replicate the room and seat allocations to

3700QS

☒ 23/05/2025 3700QS : English Language 3700U30-1 : English Language UNIT3	101
---	-----

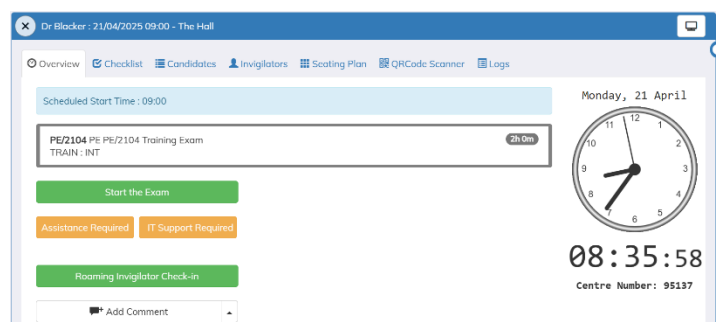
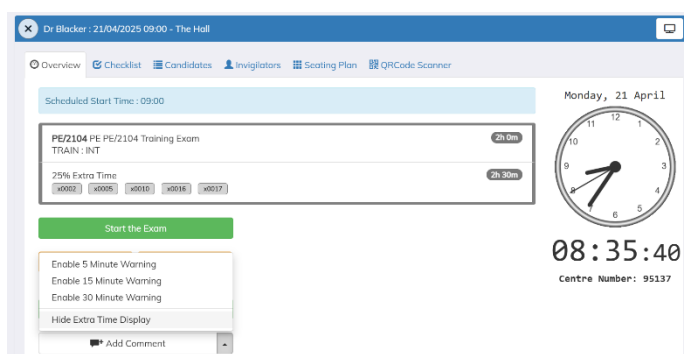
Close
Save

In the above example **Unit 2 English** is being replicated for the **Unit 3 English exam**.

When saved, all the candidates entered and roomed/seated for 3700U20-1, for the selected date/room will be replicated for 370030-1 i.e. all candidates will be allocated to the same rooms and seats.

Hide Extra Time Display

User request via Facebook – Adding the ability to hide the Extra Time information from being displayed on the Exam Room Display. For use in the main hall where very few candidates have extra time.



New Report - Electronic Material - Download Check Form

User request:

▼ Registers

- ☐ Access Arrangements Register
- ☐ Access Arrangements Register - A4 Landscape
- ☒ Electronic material - download check form

Venue

Exams Office

Secure download staff Name + Role

Martin, Exams Officer

- ☐ Exam Candidate List - By Date+Time and Room

95137 Martins Green Abbey

Electronic material - download check form

The exams officer or other authorised member of staff must log the download details of the paper and ensure it is transported by logging check the day, date, time, subject, component/unit code and tier of entry, if appropriate, immediately before a question paper packet is opened.

Venue of secure download	Date	Time	Awarding Body	Component/unit code	Secure download staff member - name, signature and role	Secure script transport staff member - name, signature and role
Exams Office	Monday 21/04/2025	09:00	TRAIN	PE/2104 PE PE/2104 Training Exam	Martin, Exams Officer	

New Report - Candidate Seat Card - 8 per page

As requested by a school, a combination of the **Candidate Card - 8 per page** and **Candidate and Component Card with Seat + Photo - 8 per page** – includes the room and seat but not date time and component of the component. Useful when the candidates are seated in the same seat for multiple exams.

▼ Candidate

- ☐ Access Arrangements List
- ☐ Candidate Address Labels - 21 per page
- ☐ Candidate Card with Access Arrangements - 8 per page
- ☐ Candidate Card with Larger Photo - 8 per page
- ☐ Candidate Label - 14 per page
- ☒ Candidate Seat Card - 8 per page

Sort by Room then Seat

- ☒ Show candidate photo
- ☒ Show QRCode
- ☒ Show candidate Access Arrangement Icons
- ☐ Only use candidate firstname and lastname
- ☒ Show candidate Reg group
- ☒ Show candidate Year Group
- ☒ No Border ☐ Blue Border ☐ Red Border ☐ Green Border ☐ Yellow Border
- ☐ Purple Border

Name: Joseph Bassett Year: Year 9 Reg: 9B Cand No: 9014 Room: Sports Hall Seat: A11   Centre Number: 12345	Name: Nathaniel Jack Year: Year 9 Reg: 9A Cand No: 9069 Room: Sports Hall Seat: A12   Centre Number: 12345
---	---

Updated Report - Second Pair of Eyes Check Form

Added the ability to populate the Venue and the Name + Role, to save having to write in the same thing over and over again.

☐ Second pair of eyes check form - By Exam Room ★

☒ Second pair of eyes check form - Secure Room ★

Venue

Exams Office

Name + Role 1

Martin, Exams Officer

Updated Report - Exam Candidate List - By Date + Time and Room

Added A3 Portrait print option.

New Option – Exams Aid able to schedule invigilators

Configure Exams Assist

☒ Sort invigilators by Forename + Surname

☐ Edit invigilator names

☒ Exams Aid can Schedule invigilators
Users in the Exams Aid role can schedule invigilators

Allow Assigning of invigilators :

☒ to a Roaming session even if they are allocated to a room

☐ to a Supervised Room even if they are allocated to a room

☒ with custom start and end times

This option will allow Exam Aid Role Users to gain access to the Schedule tab and be able to schedule invigilators. This combined with the Multi-Site link a user to a site will allow you to allow you to limit a user to only scheduling invigilators in a single site.

Multi-Site Support

You can now set the site on the invigilator, on staff and on the season. Staff with a site set will only see the seasons with the site set.

Attendance Tracking

Download the tracking sheet into excel.

Identified Needs

Ability to add against a student the Identified needs from a list of options. Set the options in **School Settings | Other Settings | Identified Needs lookup Table**. To help Welsh Schools to be able to record the identified needs for students without an IDP.

When a user is in the **Safeguarding Role**, they can set the Identified Needs for the student when viewing the student details.

Edit the List of Identified Needs

Mild Dyslexic Tendencies

Moderate Dyslexic Tendencies

Severe Dyslexic Tendencies

Traits of Dyscalculia

Traits of Neurodiversity

ASD

ADHD

OCD

Tics

Tourette's

Dyspraxia

+ Add

Submit

Cyla Balinski 7E

Toilet Break - Out

Missing

Sent To

History

Name

Cyla Balinski

Photo

Legal Name

Balinski, Cyla

Cand No

T0106

Year

Year 7

Reg

7E

Admission No

005635

UPN

C823299914005

Email

Balinski.3284096@mailinator.com

Home Email

Balinski.3284096@mailinator.com

Safeguarding

Note:

Safeguarding Note - displayed to staff

Category Of Risk:

None

☐ Timeout - student can be given Timeout

☐ Young Carer

+

Add

Identified Needs

Do Not Send Emails Until

dd/mm/yyyy

Parents

* = Priority 1 Parent

Trips and Events

New module currently bundled with Messaging

×

Trips and Events

Show

250

 entries

Search:

Title	From	To	Status	Category	Attending
Trip to Disneyland	01/03/2025 06:00	09/03/2025 21:00	APPROVED	Overnight	11 / 16
Trip to Disneyland	16/03/2025 06:00	24/03/2025 21:00	APPROVED	Overnight	15 / 16
Year 10 Football Match	20/03/2025 15:30	20/03/2025 20:00	APPROVED	Sport	4 / 9
Disneyland Paris	25/03/2025 00:00	28/03/2025 00:00	APPROVED	Overnight	5 / 5

Showing 1 to 4 of 4 entries

Previous

1

Next

Archived

Add

Create a new trip – with Name Location, Category, Status and from to Date times.

Create subgroups depending on your trip requirements, e.g. Coach, Hotel Room, Squad, etc

Add a parental consent and ask for standard information for use on the trip.

Deadline for parent confirmation, max number of students and staff, enable a waitlist.

Details of the trip and attachments.

×

New Trip / Event

Details

Student & Staff

Trip / Event Name

Location

Category

Status

Trip From:

22/04/2025

01:00

Trip To:

22/04/2025

01:00

Sub-Group Title1

Sub-Group1

e.g. Bus

Sub-Group2 Title

Sub-Group2

e.g. Room

Sub-Group3 Title

Sub-Group3

e.g. Squad

Sub-Group1 Options

e.g. Bus1, Bus 2

Sub-Group2 Options

e.g. Room1, Room2

Sub-Group3 Options

e.g. A/R

Parental Consent

Parent Consent Declaration

I consent to [[Forename]] going on the trip

Additional information to collect

☐ Prompt for Mobile Phone Number

☐ Emergency Contact Details

☐ Medical details (Medical Conditions / Medication Required)

☐ Allergy/Dietary requirements

☐ Doctors contact details (Name, Address, Telephone)

☐ GHIC (Global Health Insurance Card)

☐ Passport (Full name, Passport Number, Expiry Date)

Additional consents requested

e.g. Photo, Medication

Confirmation Deadline:

dd/mm/yyyy

--:--

Student Attendance Limit

0

Staff Attendance Limit

0

☐ Enable Waitlist

Description of the trip

Tokens - Trip Tokens -

Add Attachments

Choose Files

No file chosen

Cancel

Submit

See who is attending and edit the sub-groups

Trip to Disneyland								
Details Student & Staff Roll Call Missing								
Show All entries Search:								
	Name	Data	Attending	Staff Role	Bus	Room	Squad	Link
☐	Mrs Anita Abell		Yes	Organiser	Bus 2	101a	B	
☐	Mrs Mina Asif		Yes	Leader	Bus 1	101b	A	
☐	Mr Adrian Blacker		Yes	Organiser	Bus 1	102c	B	
☐	Peter Bacon		Yes	Leader	Bus 2	102	B	
☐	Sophie Aaron	   	Yes		Bus 1	101	A	
☐	Samuel Cadilla	   	Yes		Bus 2	101	B	
☐	Lorenzo Defeo		Yes		Bus 2	102	B	

On the trip – create roll calls and confirm present or missing. Roll calls can be taken by sub-group e.g. Bus 1.

Trip to Disneyland

Details Student & Staff Roll Call Missing

Bus 1 102c B Select All

Name	Data	Leaving School 17/03 16:10	Bus Home 10:00
Sophie Aaron Bus 1 101 A	   	16:16 : Present	
Mrs Mina Asif Bus 1 101b A			
Mr Adrian Blacker Bus 1 102c B			

Add Roll Call

Trip to Disneyland

Details Student & Staff Roll Call Missing

Bus 1 102c B Select All

Name	Data	Leaving School 17/03 16:10	Bus Home 10:00
Sophie Aaron Bus 1 101 A	   	16:16 : Present	
Mrs Mina Asif Bus 1 101b A			
Mr Adrian Blacker Bus 1 102c B			

Add Roll Call

Missing : Mrs Mina Asif

This will initiate the missing process and alert the other leaders of this trip. Please enter a brief description about how Mrs Mina Asif is missing:

Ok

Cancel

X
Trip to Disneyland

Details
Student & Staff
Roll Call
Missing

Found
Lorenzo Defeo

16:16 Missing (missing)

Found
Mrs Mina Asif

10:04 : Missing Not on bus 1

Found : Mrs Mina Asif

Please enter a brief description about how Mrs Mina Asif was found:

On Bus 2

Ok
Cancel

Invoices

Link a school **SumUp** account to **SchoolWorkSpace** – then create and send invoices for payment.

For Exams Assist – retakes

May 2025
Invigilate

Overview
Exam Entries
Access Arrangements
Invigilators
Timetable and Seating
Candidates
Rooms
Schedule
Daily Planner

Candidates
Student/Parent Confirmations
Retakes

Filter by Year/Reg
Filter

Show All entries
Search:

CandNo	Name	Reg	Retakes	Total Price	Invoices
9006	Aleena Anwar	9F	WJEC/GCSE GCSE/B 3430U4 Science Double Biology 2 Foundation Biology £ 22.27	£ 22.27	OVERDUE £22.27
9016	Alex Bell	9C	WJEC/GCSE GCSE/B 3430U4 Science Double Biology 2 Foundation Biology £ 22.27	£ 22.27	+ Invoice £22.27
				£ 44.54	

Showing 1 to 2 of 2 entries
Previous
1
Next

Set the price of the retake and confirm the candidate for the exam has a retake – then in the candidates tab create an invoice.

In the invoices area – see the list of invoices and send them out. Emails sent will include a link for parents to pay the invoice.

Send Selected Invoices

2 selected Invoices

☐ Send to Priority 1 Parents Only

From Name
Mr Adrian Blacker

Reply To
martin@schoolworkspace.co.uk

Category
Invoice

Email Subject
[[SchoolName]] : [[InvoiceTitle]]

Tokens
Student Tokens
Dear [[salutation]].
Please find below a link to view details of [[InvoiceTitle]] for [[StudentForename]].
Kind Regards,
[[SchoolName]]

Close
Schedule
Send

Martins Green Abbey - Invoice: 2025040001

Martins Green Abbey

Invoice Number : 2025040001
Date : 21/04/2025
Due : 21/05/2025
Status : PENDING

Alex Bell
May 2025 Exam Retakes
WJEC/GCSE 3430U4 Science Double Biology 2 Foundation £22.27

Total : £22.27
Amount Due : £22.27

VISA
Pay with Credit/Debit Card

Name on card
Name

Card number

Expiration date
MMYY

Security code

Pay £22.27

powered by sumup