

EXAMS ASSIST USER GUIDE

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Getting Started

Thank you for choosing the Exams Assist Module. Exams Assist is part of a suite of modules offered by **SchoolWorkSpace (SWS)** for educational institutions, which also includes modules for Parents' Evening, Attendance Tracking, Messaging, Room Bookings, Gradebooks, Homework, and Seating Plans.

Data Sharing

SWS supports various MIS systems, including SIMS, Bromcom, Arbor, ISAMS, and Go2Schools. The available data and features may differ based on the system your Centre uses. A list of currently supported data from each MIS can be found at the following webpage: <https://schoolworkspace.co.uk/help/MIS>. As the data controller, the educational establishment retains control over what data can be shared with SWS. To review the data being shared or to select additional options, navigate to **School Settings | Data**.



How to Log into SchoolWorkSpace



Once the data sharing has been approved, Centre Staff can login to Exams Assist.

Navigate to the following website: schoolworkspace.co.uk

1. Go to the following website: <http://schoolworkspace.co.uk>
2. On the homepage, click on **Login / Register**.
3. Select **Register with SchoolWorkSpace**.
4. Enter the email address recorded in your schools Management Information System (MIS). A 6-digit verification code will be emailed to you.
5. Enter the verification code on the login screen, then create and confirm a new password. After logging in, you will be directed to your homepage.

Allocating Access to Centre Staff

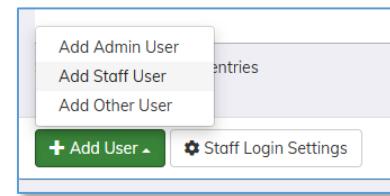
After logging in, Centre Staff will need to be assigned to a Security Group within SchoolWorkSpace (SWS) so they can access Exams Assist. Navigate to **School Settings | Staff Roles**. The staff members who have synchronised from the Centre's MIS will appear.

Staff Roles						
Show 10 entries						
Forename	Surname	Source	Email	Last Activity	2Factor	Roles
Mr David Newton	Newton	SWS	Newton.3284096@mailinator.com	03/06/2024		
Anita	Abell	XOD	Abell@example.com	21/08/2024		Attendance, Teacher
Saadaa	Abdulah	XOD	Asaadaa@example.com			
Mary	Anderson	XOD	MAnderson@example.com	23/05/2025		Exams Officer, Meetings, Messaging, Teacher

Note – To ensure staff emails are imported into **SWS**, they must be set as **Work** in the MIS and marked as **Primary** in SIMS. Alternatively, you can add another email address in SWS for staff to use for login.

Creating a New User

If a staff member does not appear in the list, you can create a new user in SWS by navigating to **School Settings | Staff Roles | Add User**. Once selected, fill in the required information, and the user will be added. If an email address is provided, the staff member will be able to log into the system.



Understanding the Different Available Security Groups

There are several Security Groups available in SWS, each with specific functions:

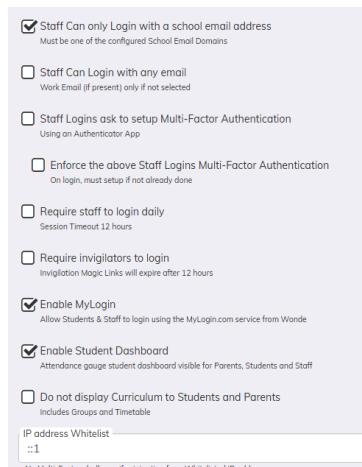
Teaching – For staff to be able to login to Exams Assist and view the candidates' entries, access arrangements and results, they will need to be assigned to the Teaching security group. For teaching staff to be able to view candidate information and assign them to a level for the purpose of creating tiered exams they will need to be in this group. Additionally, they will have access to SWS, this will allow staff to view any pupil's details including parental information, curriculum timetable and school attendance.

SMT (Senior Management Team) - This group provides staff with Read-Only Access to all Seasons within Exams Assist. They can access and print any reports in Exams Assist and approve each entry by selecting SMT Approved. SMT members also have access to SWS, enabling them to view any pupil's details such as parental information, curriculum timetable, and school attendance.

Exam Officer – Staff in this security group can manage settings for this module, upload entries, handle access arrangements, allocate and manage invigilators, and schedule invigilators/staff. They can also manage the printing of candidate cards, which allow invigilators to mark registers electronically using a QR code. They also have access to SWS for viewing pupil details, including parental information, curriculum timetable, and school attendance.

Exam Aid – Staff members assigned to this security group will have access to the Daily Planner tab. This feature allows them to view exam details, identify missing candidates, and complete attendance registers for both the AM and PM sessions. Depending on the centre's configuration, they may also have the ability to schedule invigilators. For more information, see the section on [Configure Exams Assist](#)

SEN (England) / ALN (Wales) – Staff assigned to this security group will be able to access and manage the Access Arrangements Module within Exams Assist. They will also have the capability to import applications from the JCQ Portal.



Log-in Options

Centres have several options for how staff members can log into Exams Assist.

To select the most appropriate options for your centre, navigate to **School Settings | Staff Roles | Staff Login Settings**.

Password Policy - The password policy has been increased, so staff members will need to use a strong password (At least 8 characters, one lowercase, one uppercase, one number, and one special char (!*@#\$%^&+=,.`), and not include (<>).

Staff Can only Login with a school email address

If selected, Centre Staff will only be able to log into Exams Assist by using the Centre's Official Domain Email Address. Once enabled, the centre will need to ensure they have entered the official domain address. If the Centre have multiple i.e. co.uk and .com then both will need to be entered, but a comma will need to be added between both addresses.

School Email Domains:
@schoolworkspace.co.uk

Staff Can Login with any email

If selected, Centre Staff will be able to log into Exams Assist by using any email address stored in the software. It is possible to store several email addresses in the system; each tagged to a different type. The different types are – Home, Work, Other or Alternative Login Email.

Name	Mrs M Anderson
Name	Mrs Mary Anderson
Email	MAnderson@example.com
Work Email	MAnderson@example.com

If this option is not selected, Centre Staff will only be able to log into Exams Assist using the email address tagged as Work.

Staff Logins Require Multi-Factor Authentication (MFA)

- Staff Logins ask to setup Multi-Factor Authentication
Using an Authenticator App
- Enforce the above Staff Logins Multi-Factor Authentication
On login, must setup if not already done

Multi-Factor Authentication. This will mean that when a Staff Member logs into Exams Assist, after entering their password, they will need to obtain the 6-digit code from the Authenticator App, then enter this into Exams Assist when prompted.

There are two options available to Centre's:

- 1. Staff Logins Ask to setup Multi-Factor Authentication** – When a Staff Member logs into SchoolWorkSpace, a banner will appear at the top of the homepage asking the user to setup Multi-Factor Authentication. This is not mandatory for the user to complete this task.

Important!
For added security please enable Two-Factor-Authentication using an Authenticator App

Ok

Note - To view if staff have completed the multi-factor process, Navigate to **School Settings | Staff Roles**. If there is a QR Icon in the **2Factor Column**, this will indicate that the user has completed this process

- 2. Enforce the above Staff logins Multi-Factor Authentication** – If selected, the Staff Members during the log in process will be instantly directed to setup the Multi-Factor Authentication app, they will not have the option. They will not be able to access SchoolWorkSpace until this process is completed.

Setting up Multi-Factor Authentication (MFA)

See below for the steps that the staff will need to follow to successfully setup the MFA:

Step 1 – Download the **Microsoft Authenticator App** from the **App** or **Google Play Store**.

Step 2 – Log into Exams Assist and Navigate to the main menu and select **Setup Multi-Factor Authenticator**.

Step 3 – Scan the QR Code into the Authenticator App, it will then add your account details into the authenticator app. Then select **add this Multi-Factor Authentication to my Account**. You will then need to provide the 6-digit code to link the authenticator with your user, once verified the setup process is complete.

Step 4 – You will be asked to provide a 6-digit code from the Authenticator App to log into Exams Assist.

Multi-Factor Authentication Recovery

If a staff member loses access to the authenticator app, the Centre admin can email a recovery code via **School Settings | Staff Roles**. Locate the staff member, click the **QR icon**, and select **Email Multi-Factor Reset Code**. The recovery code will be sent to their registered email. Once entered, the staff member can regain access and reconfigure MFA.



Require Staff to Login Daily

If selected, the staff member will be forced to log into Exams Assist daily. If the staff member is already logged in, the system will automatically log them out.

Require Invigilator to Log-in

Should this option be selected, the magic link sent to invigilators for accessing their portal will expire after 12 hours. As a result, they will need to log into Exams Assist. Invigilators can create their own password by selecting **Register with SchoolWorkSpace** and then following the prompted instructions.

Once logged in they will remain logged in unless the Centre has opted to require staff to log in daily.

IMPORTANT – Invigilators **DO NOT** need to be allocated to any Security Groups within SWS, their magic link will just work.

Enable MyLogin

This is a login product provided by Wonde, if your Centre uses Wonde to log in, then enable this function.

Enable Student Dashboard

When staff or parents log into SWS, they are directed to the pupil's homepage, which features their dashboard. This dashboard showcases several crucial pieces of information regarding the pupil, including key pastoral information, today's lessons alongside attendance figures, an overview of attendance, and any imported assessment data. To access this dashboard, users must have roles assigned as Teaching, SMT, Exams Officers, or Admin users.

TIP – This is a great dashboard to enable especially for an Internal or External Exam Season. Centre Staff can quickly see if a candidate is in school from the Candidate's Dashboard.

Note – For the Timetable and Attendance to display, ensure that these data items have been enabled in the **School Settings | Data**.

Do not display Curriculum to Students and Parents.

This feature applies to Welsh Schools using the New Curriculum Module – More details can be found here - <https://schoolworkspace.co.uk/Order/Curriculum>

Whitelisting an IP Address

To allow staff to access Exams Assist without MFA from a secure location (e.g., the Centre), whitelist the IP address. Navigate to **School Settings | Settings** and work with your IT department to add the IP address of the trusted location.

Exams Assist Configuration

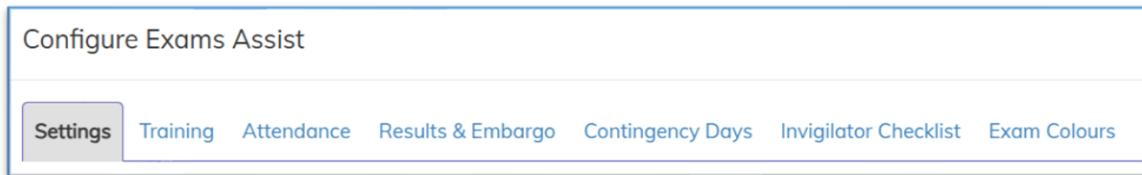
There are several Configurations available to the Centre, this will allow them to tailor Exams Assist to meet the Centre's needs. To configure, navigate to the **Overview Tab | Configure Exams Assist**.

Note - These are generic settings, they apply to **All Seasons**. We advise taking time to go through these options.

The configuration popup has been broken down into the following tabs:

Settings, Training, Attendance, Results & Embargo, Contingency Days and **Invigilators Checklist**.

These configurations will be explained below:



The Settings Tab

Centre Number – Enter the Centre Number as registered with each Examination Board.

Additional Centre Number – If the Centre is accredited with several examination boards, it's possible to record these here, i.e. NCFE.

Multi Sites and Centre Numbers – If your school has multiple sites or exam Centre Number then these can be configured here. Once set you can tag rooms and invigilators to a site.

Append Site Display Name to room on reports – If you are a multi-site Centre it may be useful for the room display name to show the site to reduce the chance of Candidates or Invigilators going to the incorrect site.

Clock Options:

Show seconds on Invigilator Clocks – Select this option to display the seconds' on both the analogue and digital clock on the Exams Viewer Screen.

Show digital clock above analogue clock – Enable this function if the Centre needs the digital clock to appear in the Exam Viewer Screen above the analogue clock.

Don't show the analogue clock – Enable this function if the Centre doesn't want the analogue clock to appear in the Exam Viewer Screen.

Show the digital clock as 12 hour – Enable this function if the Centre needs the digital clock to display as a 12hr clock and not a 25hr clock in the Exam Viewer Screen.

Show photos on invigilator candidate lists – Select this option if the Centre requires the candidate's photos to be displayed on the candidate list (Attendance Register). This is to help with the identification of candidates.

Manage Access Arrangements in Exams Assist – If the Centre would like to manage every aspect of Access Arrangements in Exams Assist rather than in the Centre's MIS system, then enable this function. Once this function has been enabled any future syncs from the Centre's MIS systems will stop.

Allow selecting highlight colours for Access Arrangements – Select this option if the Centre would like to assign a colour to any of the access arrangements in Exams Assist. These colours will appear on the paper and electronic version of the seating plan. Once the electronic register is completed this box (seat) will change to the attendance colour (See [How to allow Selecting a Colour for Access Arrangement Type](#) for more details).

Allow Supervised Rest Break (SRB) functions for any candidate – Normally the SRB functionality are only available to candidates that have been awarded this arrangement. However, select this option if the Centre would like this functionality to be available to all candidates i.e. for Internal/Mock Examinations.

SRB Colour – To help Centres distinguish between the colour for a toilet break and the supervised rest break (SBR), Centres can select a different colour for the SRB.

Toilet Breaks – Add Additional Time – Select this option if the Centre requires Exams Assist to automatically add the additional time incurred when a Candidate has returned from a Toilet Break. For this function to work, each Candidate must be recorded as **Toilet Break – Out** then **Toilet Break Return**.

Do not display Access Arrangement on the student portal – Select this option if the Centre doesn't wish for Parents and Candidates to see the Access Arrangements Tab on their portal.

Students/Parents can see entries from the link in an email – With this function enabled, the Centre can send entries emails to candidates and parents to include a magic link allowing them to view and approve their exam entries.

Do not list candidate name if only 1 or 2 in a room – By default in the schedule tab, if there are one or two candidates assigned to a room, their names will appear on the schedule. Select this option if you do not wish for these names to appear.

Show Reg Groups when editing exam seating plan – Select this option if you require the reg groups to appear next to the candidate's name when creating seating plans, beneficial for mock exams when candidates are potentially seated by registration groups.

Show Green Clash Flag on TT and Seating tab for external season resolved clashes – When clashes have been resolved in the Timetable and Seating Tab, with this function enabled once clashes are resolved a Green Flag will appear. This is to assist the Centre to see where resolved clashes exist within the season.

Show laptop icon on seating plans if laptop AA (rather than requiring it to be selected in the AA Tab)
– By default, a staff member would need to select if a candidate has requested a laptop for each exam they are sitting. Select this option, if the policy of the Centre is that if a candidate is entitled to a laptop, then they will get a device for each exam.

Show Year Group on invigilators candidate list – Select this option if you required the Year Group to be displayed in the Attendance Register.

Show Reg Group on invigilators candidate list – Select this option if you required the Reg Group to be displayed in the Attendance Register.

Show Category of Risk Icon on invigilators candidate list – If candidates need to be identified on seating plans for behaviour issues, then select this option. There are three categories to choose from, **High, Medium and Low**. This attribute will need to be assigned in the candidate in the student record in SWS. The staff would need to be a member of the Safeguarding security group to assign these.

Print Category Of Risk icon –

Print AA Notes Icon –

Enable retake tracking for entries – This option will allow Centres to scan their entries this season and previous seasons to identify candidates that are resitting any examinations. If a Centre charges all candidates who resist exams, then this is a great function to help with this process.

Enable QR Code Scanner – By default the QR Code Scanner Tab will not appear on the invigilator's portal. If the scanner is required, then select this option.

Invigilators log AA used only active arrangements – If the Centre would like the invigilators to record on their devices that the candidates used their access arrangements during the exam, then select this option.

Learning Support Invigilators can't use invigilate functions – If the Centre do not want a support staff within an exam room to complete the attendance register, they can select this option. These are staff members identified with the Learning Support Invigilator Type.

Do not guess subjects for exam entries – When the entries are imported, exams assist will attempt to best match these entries to a subject. This is to try and save time for the Exams Officers. Select this option if you don't want exams assist to guess a subjects.

Publish Exam Timetable visible on public site – Select this option to enable the public to view any timetabled exams both internal and external on their Centre website, using an iframe. Copy and Paste the URL below this option to the Centre's website to embed the timetable into the website.

Use Invigilators Forename and Surname – By default, invigilators names will be the staff display name e.g. Mr J Smith. With this option the name will be Forename + Surname e.g. John Smith.

Sort Invigilators by Forename + Surname – By default, invigilators names will be sorted by surname then forename. If there is the need to sort by forename then surname, then select this option.

Edit invigilator names – By default invigilator names will sync with the staff that are imported from the MIS. With this option selected you can edit the invigilator names, and they don't sync from the linked staff record.

Exams Aid can Schedule Invigilators – To allow members of staff that are assigned to this security group to schedule invigilators in an Exam Season.

Email – Add the generic reply email address for emails sent from Exams Assist, then enter the name that the email has been sent from.

Invigilator & Lead Timings and Rates of Pay – Enter the length of time the Invigilators and Lead Invigilator need to arrive prior to, and after the exam has come to an end. If you don't want any times to be displayed leave this blank. Enter the hourly rate for an invigilator and lead invigilator. This will apply the rate to each member of staff.

Note – If a start and end time has been entered for a Lead or Invigilator in the Schedule Tab this will override the default entered in the Configure Exams Assist.

Extra Time Options – Enter the different extra times that the Centre has, the options entered, will be the ones available to be selected in the Access Arrangements Tab.

Information for Candidates PDF – If there is a need to upload a document to be available to the candidate to download from their portal, this document will be uploaded here. It is only possible to upload one document.

Training Tab

Additional Invigilator Training Items – To display additional training needs from the ones identified in the Access Arrangements Settings, these can be added here and then they will appear in the invigilator training records popup box.

Attendance Tab

For SIMS, Attendance Read & Write is available. This is available for both Session and Lesson. For this to work ensure that the following settings have been enabled in **School Settings | Data | XoD Settings**.

Enable Attendance Read & Write and Enable Lesson Attendance Read & Write.

For **Bromcom**, Lesson Read & Write is available.

For **Arbor**, Lesson Read & Write is available. To enable write back contact:

support@schoolworkspace.co.uk

Attendance Code for Write back – Select the attendance code that would appear against each exam code within the Actions menu in the Attendance Tab in the Daily Planner.

Results & Embargo

See the [Results Section](#) of the Manual for more information on this tab.

Contingency Days

Contingency Days

06/06/2024	Afternoon
13/06/2024	Afternoon
26/06/2024	Full Day

Enter the dates and a description for the contingency dates. These dates will appear on the candidate's timetable and on the Centre's published timetable on the website.

Invigilators Checklist

Configure the content that needs to be displayed as the checklist on the invigilator's portal. It is possible to copy the JCQ checklist and then amend, great for reducing the amount of paper used per exam room.

End Exam Signature Declaration
I declare that these exams were done in accordance to the JCQ Regulations.

Copy standard JCQ checklist

Include standard 'Warning to Candidates has been read out' checkbox

[Close](#) [Save](#)

Exam Colour

Highlight the first exam in the seating plan if there are multiple

Re-arrange the default colour order for exams where there are multiple in a room.

Yellow
Purple
Green

Highlight the first exam in the seating plan if there are multiple – By default, the first exam on the seating plans, attendance registers do not have a colour around the seat. If you require a colour to appear to distinguish exams in a room, select this option.

The Centre can (if they wish) rearrange the default colouring assigned to each exam in an exam room. When the tab is first opened the default colouring will be showed. The Centre can drag and drop the available colours into the desired order of the Centre.

Note – This is the order of the exams for each exam room and not for each component across multiple rooms.

Exam Season Settings

To manage the settings for a season, navigate to the **Overview | Edit Season**. These are broken down to **Details, Invigilators and Portal**.

Note – These settings are season specific, whereas Configure Exams Assist is applicable across **ALL Seasons**.

Details Tab

Season Start/End Dates – This is the date that the season starts and ends, exams will not be able to be scheduled if the end date has passed.

Key Dates – Set the dates to ensure that deadlines/key dates are not missed.

Candidate Seating – Select this option if seating will be done in Exams Assist and not in the Centres MIS System.

Season Type – Identify if the season is an Internal or External Season. If internal is selected, then clash flags will not appear in the timetable tab.

Candidate Name and Format – Select the most appropriate option for the Centre. There are four different options to choose from.

Season has Resits – This will allow Centres to scan the entries to identify candidates that have been previously entered for an exam.

Note – Ensure that all previous years' entry files have been imported into EA before scanning for retakes.

Enable adding Exam Entries in Exams Assist – By enabling this features the Centre will be able to create entries in Exams Assist. Entries can be created from the Basedata or can be manually created. Once created these can be timetabled and seated.

IMPORTANT – Exams Assist **IS NOT** able to create Entry File that can be sent off to the Exam Board.

About this Season – If the Centre would like to add a note against a season, this can be added here. This note will be displayed on the Overview Tab. If the Centre is running multiple seasons, then adding a description could help manage these.

Invigilators Tab

Invigilators Pin Code – To help with security, it is possible to assign a code for when the invigilator opens the session on their device.

Invigilator Booking From and To – Set the date and time that the invigilator's can provide their availability to the Centre.

Invigilators Options - There are several options available.

Invigilators can Accept / Decline Assignment – When staff/Invigilators have been assigned to rooms during an exam season. The Centre can enable the need for these duties to be accepted or declined.

Invigilator Availability Sessions – Select how many sessions are required per day, 2 or 3. Once selected the number of sessions, enter the times for each session. If 2 sessions is selected, enter a time into AM and PM, if 3 is selected you will need to enter a time in the Mid-Morning too.

IMPORTANT – The number of times selected, and the times entered here will be the ones used when building the timetable for an internal or external season exam.

Invigilators Availability Dates – Select how the invigilator availability is to be collected, will this be based on the exam timetable, or from selected dates.

Number of Agency Staff – Enter the amount of agency staff that may need to be used during the exam season. Enter the maximum that may be required, so when scheduling these can be assigned. If the latter is selected, you will only be able to select the dates within the season.

Invigilators Note – This note will appear for the invigilators on the top of their availability page.

Invigilators Speech – Select the speech that the Centre would like the invigilators to play prior to the exams starting in the exam room.

Text to Speech – This will allow Centres to create their own speeches and apply to the season. If there are multiple speeches, Centres can apply the appropriate speech to each room within the schedule tab.

Portal

Season Display Name – If an error has been made with the session name in the MIS (which cannot be amendment) or the Centre would prefer to display an easier name for the season, then a new name can be entered here. The name entered here will appear for the parents and candidates in their portal instead of the season name within the MIS.

Published to the Parental & Students Portal – When selected, the entries and timetable will be visible to the parents and candidates on their portal. Also, this needs to be selected to enable the timetable to be viewed on the school website.

Massage to display to Parents and the Candidates – When the Centres are asking parents and candidates to confirm their entries, the Centre can enter a message to display. This message could be to explain what is required of them.

Parents can confirm entries in Portal – Select this option, if the Centre requires the parents to confirm the candidate's entries.

Students can confirm entries in Portal – Select this option, if the Centre requires the candidates to confirm their entries.

Fees show in Portal – Select this option, if the Centre would like the parents and candidates to see the cost of the entries. This may be to make the parents and candidates aware of what the cost of exams are to the Centre.

Hide Room and Seat in Portal - Select this option, if the Centre would like to hide the room and seating allocation to the parents / candidates. This might be selected when the timetable is being created. Then deselected when the timetable is fully confirmed.

Hide Extra Time on Candidate Timetable – Centres can select this option if they do not want any additional times to be shown to the candidate in their timetable.

Display Subject not Exam Code and Title – Select this option if you require only the subject name to be displayed to the candidates rather than the component or the title.

Show Information For Candidates Download Pdf in Portal – If a document has been uploaded in Configure Exams Assist and needs to be displayed to the Candidates in this Season, then enable this option.

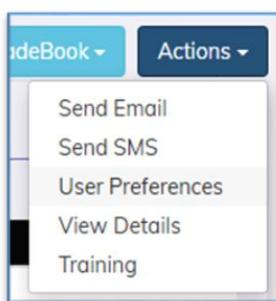
Results Tab

See [Access to Script Section](#) in the Results Section for more details about these settings.

Mock Exams – If the Centre records the Mock Exams Results in SWS, then select this option when these are to be displayed to the parents and candidates in their portal. Enter a From and Until Date and Time.

NEA Results – If the Centre records the NEA data in SWS, then select this option when they would like these to be displayed to the parents and candidates in their portal.

User Preferences

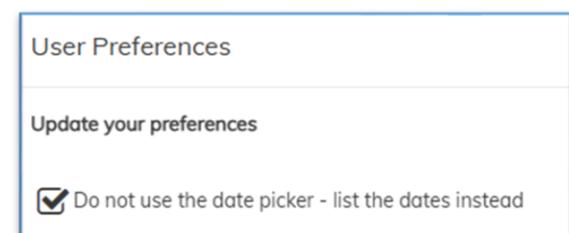


Date Picker – If there is a need to change the date picker from a Calendar to a Drop-Down Date Selector, this can be done by an individual staff from their portal. To access this feature, the staff member will need to navigate to their **Homepage**

| Actions | User Preferences.

Once selected, there will be an option to enable the date picker instead of the calendar. Once the date picker is selected any sections of Exams Assist that uses

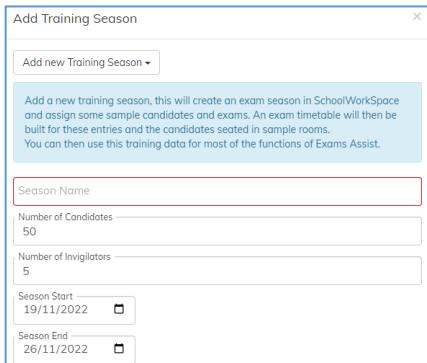
a calendar will now display a drop-down menu instead.



Creating a Training Season

Training Seasons help Exams Officers and Invigilators practice using Exams Assist with dummy data. All components (e.g., Entries, Access Arrangements, Rooms) are auto generated based on the Centre's settings. Attendance data cannot be recorded in the MIS during training. Once training is complete, the season can be deleted without affecting real data.

The functionality available within a training season mirrors that of a typical season, with one key distinction: Attendance Data cannot be recorded in the MIS.



How to Create a Training Season:

1. Navigate to the Season Dropdown menu and select **Add/Edit Training Season | Add New Training Season**.
2. Assign a name to the Season, specify the number of candidates and invigilators needed, and set the dates for which this season should be active.
3. After the season is created, you will have access to all elements outlined in these manuals to guide you in mastering the use of this software.

TIP 1 – We recommend that upon signing up for Exams Assist, you create a Training Season to thoroughly explore the system and experiment with as many features as possible. Once you feel satisfied with your exploration, you can easily delete the Season.

Tip 2 – When training the Invigilators, establish a Training Season and assign each invigilator to this Season, scheduling them for an Exam. Encourage the invigilators to utilise all available functionality during the training session as well as when they return home. Keep in mind that none of the data within the Training Season is real data.

Reviewing Exam Entries made in the MIS

This tab allows staff to view, verify, and authorise entries transferred from the Centre's MIS system into Exams Assist.

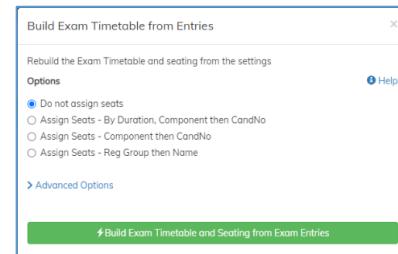
Please Note – When Exams are created manually in the **Timetable and Seating Tab** in **Exams Assist**. None of these will appear in the **Exam Entries Tab**.

Uploading Entries (Arbor, Bromcom)

The Entries for these MIS systems are transferred directly to Exams Assist via the API. Once amendments are made in the MIS system, the data will be synchronised as part of the daily process.

Once the data is synchronised from the MIS and amendments are found then on the Overview Tab, the **Build Exam Timetable** will be in Green (**only if seating is being done in Exams Assist**).

By rebuilding the timetable, any amendments made in the file will be reflected in the attendance registers/seating plans etc.



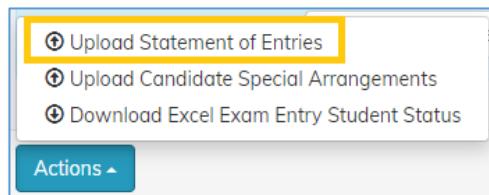
Upload Entries (iSAMS)

For iSAMS there are 2 ways of integration – 1) Wonde; 2) Directly via the iSAMS Batch API. From the iSAMS Batch API, the entries will transfer automatically as part of the data sync. If the Centre uses Wonde for the Data Transfer, both entries and candidate details will need to be extracted from iSAMS via excel files, then uploaded to Exams Assist. Further details can be found here:

<https://schoolworkspace.co.uk/Help/ExamSiSAMS>



Uploading Entries (SIMS)



In SIMS, once the entry marksheets are marked as **Data Entry is Complete**, the amendments can all be managed in Exams Assist so all changes can be audited in one location. To upload the Entries, navigate to the Exams Assist select the **Exam Entries Tab** | **Actions** | **Upload Statement of Entries**.

Locate the TSV file previously exported from SIMS Exams and import.

IMPORTANT NOTE – Ensure that when you create the entries file that you select **Fee Information – All** and **Include Component Information** as this is required for the Access Arrangement Tab.

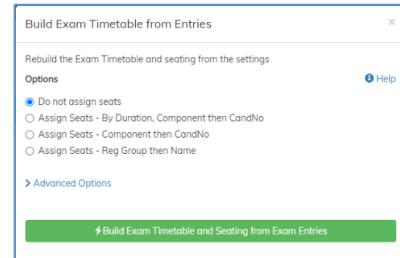


Detailed instructions can be found: <https://schoolworkspace.co.uk/Help/ExamEntries>

REMINDER – When amendments are made in SIMS, a new TSV needs to be exported, then imported into Exams Assist.

Once the file is uploaded and Component information is contained, the **Build Exam Timetable from Entries** popup box will appear. Select the appropriate option, then the Green **Build Exam Timetable**. Whenever the Build Timetable option on the Overview Tab is coloured Green, there are amendments that needs to be processed.

By rebuilding the timetable, any amendments made in the file will be reflected in the attendance registers/seating plans etc.



IMPORTANT – If a new file has been imported from SIMS, but the build timetable routine **HAS NOT** been selected, then these changes **Will Not** be reflected in the Timetable and Seating Plans.

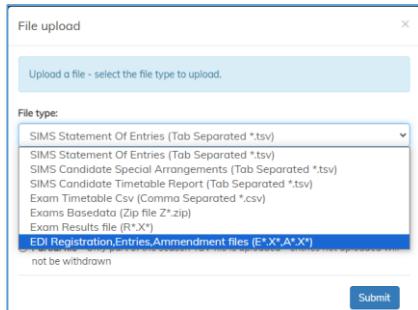
Importing Entry Files

Electronic entry/amendment files (EDI) that are sent to the exam boards (from any MIS exams module) can also be directly imported into Exams Assist instead of importing the SIMS Statement of Entry TSV file or direct import from Arbor or Bromcom. You can import the initial entry file and then subsequent amendment file for any examination board.

Firstly, create an Exam Season in Exams Assist and add the candidates that are contained within the entry file. Navigate to the **Overview Tab | Create New Season**, then the **Candidate Tab | Actions | Add a Group of Candidates**. Once the season has been created and the candidates added, navigate to the **Overview Tab | Actions | Upload** and select **EDI Registration, Entries, Amendment files (E*.X*, A*.X*)** from the file type dropdown and browse for your entry/amendment files.

Note – It is possible to select several entry/amendment files, Exams Assist will import these in the correct order.

REMINDER – As Centres usually create an entry file for the exam boards once all checks have been carried out i.e. departmental check and parental checks, this method of importing the entries is not suitable if you want to use Exams Assist for the entry checking process.



Change the file type to **EDI Registration, Entries, and Amendment Files** and select **Submit**. The files will be imported into Exams Assist and an import log popup box will be displayed.

Multiple Exam Seasons

If you wish to import entries for multiple seasons, such as September Entries, November Resits, January Entries, Internal Exams, and June Entries, this is entirely feasible. Simply import each file, and they will appear as distinct options in the seasons drop-down menu. To establish a default season, select the desired season and then navigate to **Actions | Set as Default Exam Season**.



Closing a Season

Once a season concludes and is no longer required, you have the option to close it. Closing the season will create a Snapshot of the current data, meaning all data will remain visible but no longer editable. To close a season, go to **Overview | Edit Season | Close Season**. Closing a season will make the system work faster.

Note – A season can only be closed when its date has come to an end; it is not possible to close a season in advance.

Deleting a Season

If a season has been created in error or if you no longer need to retain the data associated with it, you can delete the season. Please note that this action is **irreversible**, so exercise caution when choosing this option. To delete a season, navigate to **Overview | Edit Season | Delete Season**.

Allocating Entries to Staff

To assign entries to teaching staff for authorisation, navigate to the **Entries Tab** and select the elements that require verification by the teacher. After making your selections, go to **Actions | Assign Staff to Selected**. Search for the appropriate staff member(s) in the system and allocate them to these entries. The staff will then be able to view both the entries and access arrangements in their accounts.

The Entries tab consists of five sub-tabs - **Exam List, Queries, Incorrect, Withdrawn, and Additional**.

Exams List – This displays all the entry elements that require review by the staff members. If the Exam Officer selects an element, they can view the candidates entered for that specific element.

Queries – This tab filters all candidates identified by classroom teachers as Queries. When a teacher selects this option, they are prompted to provide a justification for their selection. This tab is available for review by the SMT, allowing them to approve or decline the request.

Incorrect – This tab filters all candidates flagged by classroom teachers as Incorrect. Similarly, when this option is selected, the teacher must provide a reason for this designation. Once again, SMT has the authority to approve or decline the corresponding request.

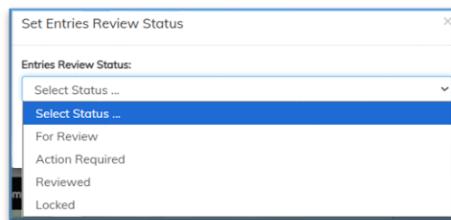
Withdrawn – This tab will display all candidates that have been withdrawn from any entries. When a member of the SMT approves an incorrect entry and this is removed in the MIS, when imported into Exam Assist (For SIMS when a new entry file is imported; For Bromcom/Arbor when data is synced), and this entry will move from the incorrect tab to the withdrawn tab. This is a great tool for auditing withdrawn candidates as all messages written by the teaching staff and SMT will remain against the removal.

Additional – This tab lists all candidates added by classroom teachers. The Exams Officer can review these additional candidates. Once the SMT approves them, and the data updated, the candidates' names will be removed from the Additional tab and will appear as regular entries in the Entries tab for the classroom teacher to confirm as correct.

Setting the Entries Status

To set or change the status of entries in bulk.

1. Navigate to the **Entries Tab** and select the Entries that need their status updated.
2. **Selected | Set Entries Review Status.**



Emailing Entries to Selected

To email staff from the Entries Tab.

1. Navigate to the **Entries Tab** and select the Entries that the associated staff members need to be emailed.
2. **Selected | Send Email to Selected Staff.**

Adding the Teaching Group Column to the Entries

To assist departments in verifying their entries, it is possible to link these entries to a subject within the MIS, allowing the Class Identifier to be displayed on the table. To execute this, navigate to the **Link this Exam to a Teaching Subject** box, and select the desired subject for which you wish the Class Identifier to be displayed.

Please note that once the group column has been populated, it does not refresh automatically each time a staff member accesses the entries. To update this information, the staff member must click the Refresh button within that box.

How to Create a New Subjects

If entries have been made but a particular subject does not appear in the list, you can add new subjects to the SWS. Navigate to **School Settings | Other Settings | Subject Lookup Table**. A list of all subjects imported from the Centre's MIS will be displayed. Select **Add** to create a new subject that will appear in the list.

Please note that since the subjects have been created in SWS, no Class Identifier will be available for entries, as these do not exist in the Centre MIS system.

External Candidates (SIMS Only)

It is possible to import entries for external candidates in the same manner as internal candidates. When exporting from SIMS, ensure you choose to export **All Candidates** instead of just internal ones. Upon import, the entries will be integrated alongside the internal candidates and will be distinguished as **External**.

Please note that the External Candidate must possess a Unique Candidate Identifier (UCI) number in SIMS Exams; otherwise, the candidate will not be imported into Exams Assist.

Retake Candidates

To aid Centres in managing resit candidates effectively, Exams Assist offers a feature that scans previous exam seasons to identify any entries that represent retakes. To initiate this process, navigate to the **Entries Tab**, select **Actions**, and then click on **Scan for Retakes**. This action will trigger a thorough scan of all prior seasons to determine if any components in the current scanning season have been previously entered.

It is important to ensure that this functionality is activated in the Exams Assist Configuration, as well as on the Edit Season page. Once the scan is complete, subjects with resit entries will display the number of resits alongside the total cost, which is derived from the entry fee indicated in the statement of entries.

- Upload SIMS Statement of Entries
- Upload SIMS Candidate Special Arrangements
- Download Excel Exam Entry Student Status
- Scan for Retakes

Actions ▾

	Board	Level	Code	Name	Subject	Status	Assigned To	Correct	Incorrect	Query	Blank	Retakes	Total	Fees
<input type="checkbox"/>	DOM	GCSE/9FC	CC	Adison Allen		For Review		0	0	0	1	1 @ £17.23 = £17.23	1	£12.23
<input type="checkbox"/>	DOM	GCSE/9FF	FF	Sabrina Anderson		For Review		1	0	0	0	1 @ £28.45 = £28.45	1	£23.45

Upon selecting a subject, you will have access to the candidates identified as having a resit.

	CandNo	Name	Reg	Groups	Retake
<input type="checkbox"/>	5016	 Jamie Bar nett (Jamie Barnett)	J	13D/Ar1	<input checked="" type="checkbox"/>

Additionally, it is possible to apply an extra fee to the exam cost. If there is no fee specified in the statement of entry, you can manually input this by selecting a subject, navigating to Actions, and choosing **Retake price is Exam Fee Plus**, then entering the desired amount in the Retake Fee Box.

Set Retakes Flag and Price

Exam is a retake
 Retake price is Exam Fee plus

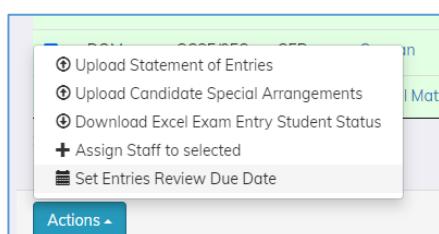
Retake Price £

Please note - If exam fees are added manually and a follow-up retake scan is conducted, all manual modifications will be erased.

Setting the Due Dates for a season

To assist Exams Officers in tracking the numerous deadlines they must observe, Exam Officers are permitted to populate these dates within each Exam Season. To input these dates, navigate to **Overview Tab**, then **Edit Season**, and select **Details Tab**. The Internal Entries Review Due Date will appear on the teacher's homepage in the SWS.

Season Start:	01/03/2026 <input type="button"/>	Season End:	31/07/2026 <input type="button"/>
Internal Entries Review Due Date:	28/02/2026 <input type="button"/>	Modified Papers Deadline Date:	31/01/2026 <input type="button"/>
Access Arrangements Deadline Date:	31/01/2026 <input type="button"/>	Entries Deadline Date:	20/03/2026 <input type="button"/>
Amendments Deadline Date:	27/03/2026 <input type="button"/>		
Very Late Deadline Date:	16/04/2026 <input type="button"/>	Hide Staff Entries Review After Date:	30/04/2026 <input type="button"/>

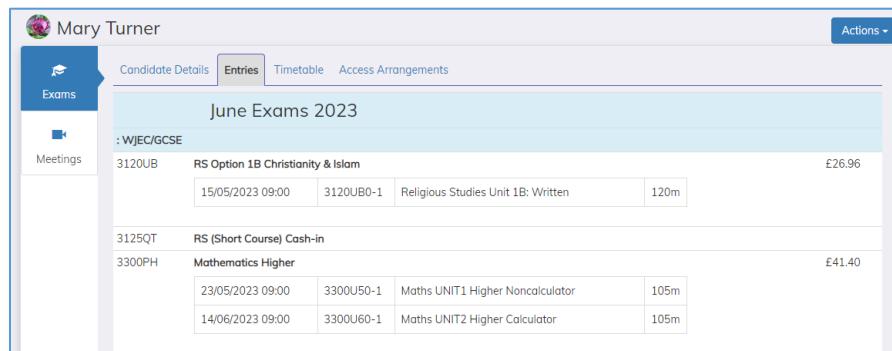


It is also possible to assign a due date for individual entries or for a group of entries. These due dates will be displayed on the teacher's homepage, adjacent to the specific entry rather than beside the season name. To do this, navigate to the **Exams Entries Tab**, select the relevant entries, and then choose **Actions | Set Entries Review Due Date**.

To conceal these entries from Teaching Staff or the Head of Department (HOD), navigate to **Overview | Edit Season | Details**, and specify a date after which these entries will not be visible to staff members.

How to View an Individual Candidate Exam Details in SchoolWorkSpace

Staff can use the global search at the top of SWS to find and view a candidate's Entries, Access Arrangements, Timetable, and Results.



Entry	Subject	Time	Unit	Duration
3120UB	RS Option 1B Christianity & Islam	15/05/2023 09:00	3120UB0-1	Religious Studies Unit 1B: Written 120m
3125QT	RS (Short Course) Cash-in	23/05/2023 09:00	3300U50-1	Maths UNIT1 Higher Noncalculator 105m
		14/06/2023 09:00	3300U60-1	Maths UNIT2 Higher Calculator 105m

Please Note – To display Entries, Timetables, and Access Arrangements on the candidate's homepage, enable **Published to the Parental & Students Portal** under **Overview | Edit Season | Portal**.

Access Arrangement Settings

The Access Arrangement Settings will allow the Centre to manage the access arrangements such as adding new arrangements, assigning icons and colours. To access these settings, navigate to the **Overview Tab | Actions | Access Arrangements Settings**.

Access Arrangements												
Icon	Arrangement	Count	Staff Required	Modified Paper	Laptop	Computer Reader	ARA	Dictionary	Extra Time	Track Used	Highlight	Name Highlight
25% extra time	25% extra time	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reader	Reader	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Scribe	Scribe	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

How to Add an Arrangement

To add an Arrangement in Exams Assist, navigate to the **Access Arrangements Settings** and select **Add**. Once selected, the Centre can add the required arrangement and assign the appropriate icons, colours etc.

Note – When Access Arrangements are imported into Exams Assist from the Centre's MIS system, this list will be automatically populated from the import. If the Centre decides to manage Access Arrangements fully in Exams Assist any future arrangements will need to be added in Exams Assist.

How to change the Access Arrangement Icons

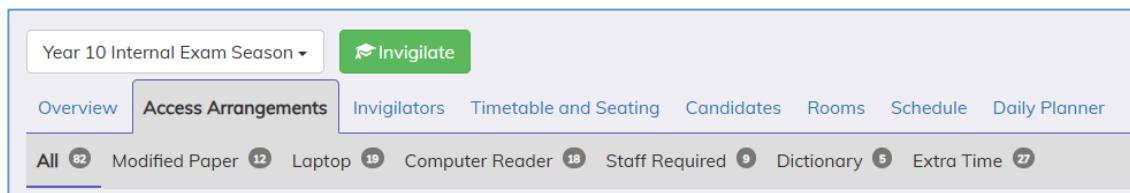
Select the arrow down to select the most appropriate icon for an arrangement (most are set automatically by default – See [Access Arrangements Icon Key \(Default Allocation\)](#)).

How to change the Sort Order

Select the following icon  and drag the arrangements into the order of choice.

Mapping Access Arrangements

When setting up the Access Arrangements in Exams Assist, each arrangement can be assigned/mapped to an Exam Assist Arrangements, these are important to ensure that the sub tabs are correctly populated in the Access Arrangements within an Exam Season.



Staff Required – Select **Staff Required** for a Centre's Access Arrangement if the arrangement requires a staff member to be present in the exam room (for example, a **Reader** or **Scribe**). If a candidate has an Access Arrangement marked as **Staff Required**, a list of all their exams will appear in the **Staff Required** sub-tab within the **Access Arrangements** tab for any season. This allows the Centre to specify which exams require a staff member to be present.

- Selecting **Yes** will display the appropriate icon on the **Seating Plans/Attendance Registers and Cards**.
- Selecting **No** will prevent the icon from appearing.

Modified Paper – Select **Modified Paper** for a Centre's Access Arrangements if the arrangement requires the candidate to have either a modified language paper or an enlarged paper. If a candidate has an Access Arrangement marked as **Modified Paper**, a list of all their exams will appear in the **Modified Paper** sub-tab within the **Access Arrangements** tab for any season. This allows the Centre to specify which exams

requires a modified paper to be ordered from the exam board, once the centre has ordered the paper these can be marked as **Ordered**.

- Selecting **Yes** will display the appropriate icon on the **Seating Plans/Attendance Registers and Cards**.
- Selecting **No** will prevent the icon from appearing.

Laptop or Computer Reader – Select **Laptop or Computer** for a Centre's Access Arrangements if the arrangement requires the candidate requires a **Laptop or Computer Reader**. If a candidate has an Access Arrangement marked as either of these arrangements, a list of all their exams will appear in either the Laptop or Computer Reader sub-tab within the **Access Arrangements** tab for any season. This allows the Centre to specify which exams the candidate requires a Laptop or a Computer Reader.

- Selecting **Yes** will display the appropriate icon on the **Seating Plans/Attendance Registers and Cards**.
- Selecting **No** will prevent the icon from appearing.

Alternative Rooming Arrangement (ARA) – The Joint Council for Qualifications (JCQ) has now classified candidates who require a smaller room instead of a separate room as ARA. An icon has been introduced in the Access Arrangements Tab to denote this classification.

Dictionary – Select **Dictionary** for a Centre's Access Arrangements if the arrangement requires the candidate to have a Dictionary in an Exam. If a candidate has an Access Arrangement marked as **Dictionary**, a list of all their exams will appear in the **Dictionary** sub-tab within the **Access Arrangements** tab for any season. This allows the Centre to specify which exams requires a Dictionary.

- Selecting **Yes** will display the appropriate icon on the **Seating Plans/Attendance Registers and Cards**.
- Selecting **No** will prevent the icon from appearing.

Extra Time – Select **Extra Time** for a Centre's Access Arrangement if the arrangement requires the candidate to have Extra Time applied to their exams. If a candidate has an Access Arrangement marked as Extra Time, a list of all their exams will appear in the **Extra Time** sub-tab within the Access Arrangement tab. The Centre will be able to review the Extra Time assigned to the candidates for each exam and amend if required.

Track Used

Centres can track whether candidates have used their Access Arrangements during an exam. Centre's will have several arrangements assigned to candidates that they don't need to track if these get used or not during an exam. To identify which arrangements the Centre wants to track, select **Track Used** for each Access Arrangement that should be monitored during the exam.

How to allow Selecting a Colour for Access Arrangement Type

To permit the allocation of colours for access arrangement types, navigate to the **Overview Tab**, then go to **Configure Exams Assist | Settings**, and enable the option for **Allow Selecting Highlight Colours for Access Arrangements**. Once activated, Exam Officers will be able to assign a specific colour to multiple Access Arrangement types and designate different colours for the names of these arrangements.

Note – Only one colour can be displayed in each seat (box) on the seating plan. Furthermore, in the electronic register, once attendance has been recorded, the corresponding attendance colour will be visible in the respective box.

Access Arrangements												
Icon	Arrangement	Count	Staff Required	Modified Paper	Laptop	Computer Reader	ARA	Dictionary	Extra Time	Track Used	Highlight	Name Highlight
⌚	25% extra time	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
📄	Reader	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
📝	Scribe	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					



How to Print the List

Select the Print option at the bottom of the settings screen, to print a printable version of the list. Once the Access Arrangements file is uploaded or managed in Exams Assist, it is essential to indicate which arrangements require the ordering of Modified Papers. Navigate to the **Main Menu** and select the **Access Arrangement Tab**. (These settings will be retained across all seasons.)

Managing the JCQ Access Arrangement Applications

The Centre can manage Access Arrangements and JCQ Applications in Exams Assist. To facilitate this, the JCQ Applications can be imported into the Access Arrangements Module within Exams Assist. Once completed, the SEN/ALN department can oversee this module.

How to download the Access Arrangement Applications from the JCQ Portal

1. Log into the JCQ Portal and select **Access Arrangements Online**.
2. Select **Find Application** and then **Search All Categories**.
3. All applications will appear in the list, scroll to the bottom and select **Export as CSV to Download**.

Allocating Access to the Applications in Exams Assist

In Exams Assist, navigate to **School Settings | Staff Roles** and allocate the **SEN (England)** or **ALN (Wales)** access rights to the member(s) of staff managing Access Arrangements Applications at the Centre.

Please Note – This will enable the SENCo or ALNCo and their team to effectively oversee the Access Arrangements for the Centre. Consequently, this information can be effortlessly shared with all staff within the Centre.

How to Import the Applications

1. Select **Access Arrangements** in the main menu.
2. Navigate to the **Application Tab | Actions | Upload JCQ Applications CSV**

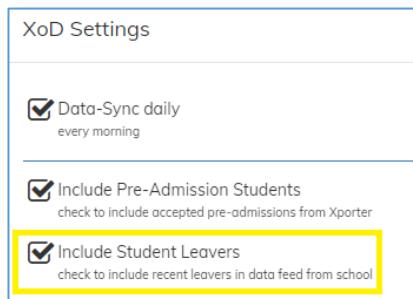
Please Note – Since all applications will be imported, it is possible to archive applications for candidates who have left the Centre. To do this, go to **Actions | Archive Old Applications**.

How to View an Application

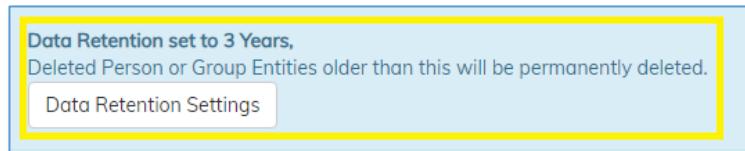
Once the applications have been imported, each application can be accessed by selecting a candidate's application reference number.

In the **Details tab**, the Centre will see the completed application as it is represented on the JCQ portal (it is not possible to modify any component of the application).

Please Note - Leavers – If your Centre permits SWS to access student leavers, these will be listed under the **Leavers Tab** in the Students section.



These will continue to appear until they are permanently deleted automatically by SWS, this is set by the Centre in the **Data Retention Settings**. To set the Retention Period, navigate to **School Settings | Data | Data Retention Settings**.



Access Arrangements tab - the access arrangements tab will display any arrangements that the candidates currently have in Exams Assist. If the Centre is new to Exams Assist then no arrangements will be displayed, arrangements will need to be assigned to the candidate by selecting **Add** (See below).

Applications tab - the applications tab will list all applications that the candidates have on the JCQ portal. If a candidate has multiple applications (current or expired) these will show here on this tab.

Managing Access Arrangements in Exams Assist



Scan the QR Code to watch a video of
How to Setup the Access Arrangements Module



Scan the QR Code to watch a video
Managing the Candidates in the Access Arrangements Module

To manage Access Arrangements directly in Exams Assist, go to **Overview | Configure Exams Assist** and enable **Manage Access Arrangements in Exams Assist**. This ensures future exams or imported entries to have their access arrangements automatically populate from Exams Assist, eliminating the need for MIS file imports or synchronisation. Once enabled, the upload option for Access Arrangement files will be disabled. To access the module, navigate to the **Main Menu | Access Arrangements**.

The Overview Tab

The Overview Tab provides a comprehensive view of the Access Arrangements within the Centre. It displays the number of candidates assigned to each arrangement by Year Group. From the Overview Tab, you can filter candidates with expired access arrangements by selecting Show Me. To download an Excel version of this analysis, navigate to the **Overview Tab**, then select **Actions** and **Download Access Arrangements Summary to Excel**.

Overview	Students	Applications	Archived																								
Summary																											
There are 170 current students with Exam Access Arrangements		Status																									
1 in Year 13 5 in Year 12 8 in Year 11		There are 25 arrangements expired.																									
1 in Year 10		Show me																									
Access Arrangements																											
Show 50 entries																											
<table border="1"> <thead> <tr> <th>Arrangement</th> <th>Year 13</th> <th>Year 12</th> <th>Year 11</th> <th>Year 10</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Separate Room</td> <td>0</td> <td>0</td> <td>1</td> <td>1</td> <td>13</td> </tr> <tr> <td>Supervised Rest Break</td> <td>0</td> <td>3</td> <td>2</td> <td>0</td> <td>55</td> </tr> <tr> <td>Access to Laptop</td> <td>0</td> <td>1</td> <td>2</td> <td>0</td> <td>68</td> </tr> </tbody> </table>				Arrangement	Year 13	Year 12	Year 11	Year 10	Total	Separate Room	0	0	1	1	13	Supervised Rest Break	0	3	2	0	55	Access to Laptop	0	1	2	0	68
Arrangement	Year 13	Year 12	Year 11	Year 10	Total																						
Separate Room	0	0	1	1	13																						
Supervised Rest Break	0	3	2	0	55																						
Access to Laptop	0	1	2	0	68																						
Search:																											

The Student Tab

The Students Tab will display all candidates who have been granted Access Arrangements at the Centre. However, if the Centre is new to Exams Assist, this list may initially appear empty, though their applications will still be visible in the Applications Tab.

Adding a Candidate that doesn't require a JCQ Application

If a candidate requires access arrangements but does not need a JCQ application, please navigate to the **Students Tab**, select **Actions**, then choose **Add Student**. From there, search for and select the desired candidate.

Please Note: The options outlined below are only available to Centres that fully manage Access Arrangements within Exams Assist. If access arrangements are handled through the Centre's MIS and imported into a season via an API or TSV file, the following options will **NOT** be available.

After selecting a candidate, you can proceed to add an arrangement(s):

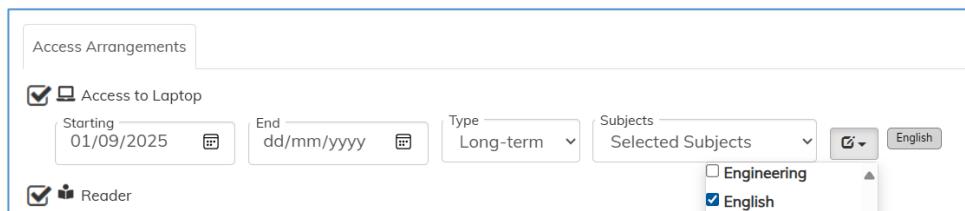
Start Date – Assign a start date to the arrangement.

End Date – If the arrangement is temporary, provide an end date. Conversely, if the arrangement is permanent, leave the date blank.

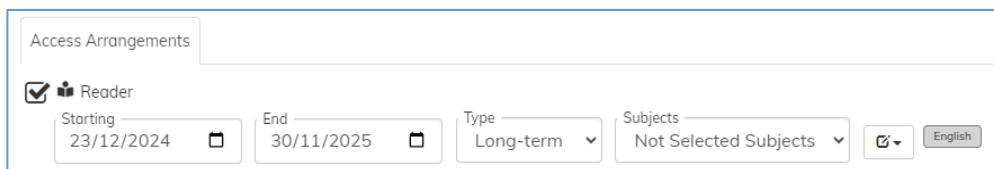
Type – Various types of arrangements are available—Temporary, Long-Term, Emergency, and Medical. Select the one that is most applicable to the arrangement.

Subjects – If the candidate is granted arrangements for specific subjects, select those subjects from the list linked to the Timetable and the subjects assigned in the Entries Tab.

Example – If a candidate requires a laptop, but only for English, due to extended writing. In Edit Access Arrangements Popup, select **Selected Subject**, then select **English**. This will set the Laptop Required to True for this candidate for any exams linked to the English Subject.



Example – If a candidate is entitled to a Reader, however they are not entitled to this for English Language, due to the nature of the paper. In Edit Access Arrangement Popup, select **Not Selected Subject**, then select **English**.



Any exam that has the subject **English** assigned to it, either in the Exams Entries Tab or Timetable and Seating (for internal) then their name will not appear in the Staff required list and the icon will also be greyed out when viewing the ALL tab.

Search: george												
Cond No	Cond Name	Code	Name	Component	Access Arrangements	Date	Duration	Extra Time	Modified Paper	Laptop	Computer Reader	Staff Required
5001	George Adams	ENG	English	ENG1 English 1	Extra Time	01/12/2024 10:30 AM	105m	Y				

Tip - Spending time going through the Access Arrangements and excluding candidates from subject they are not entitled to have an arrangement for could save time during an exam season.

Note – If a start date and the end date is in the future (or if the end date is blank) then the arrangement will appear in green. If the arrangement has expired, then it will change to red, helping Centres to manage and ensure all access arrangements are in date. There is a filter to select all expired applications.

Adding a Candidate that has a JCQ Application

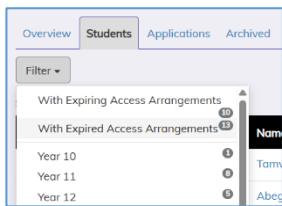
If a candidate possesses an application on the JCQ Portal, begin by navigating to the Portal. Proceed to the **Applications Tab** and select the appropriate **Candidate**. Should the candidate already have any Access Arrangements listed in Exams Assist, these will be displayed. To apply the Start and End Dates along with the Type according to the application, simply deselect the arrangement and select it again. This action will automatically populate the Start and End Dates and the Type (in cases where an application exists, the Type will be designated as long-term).

Note – If the application lacks an End Date or if the Start and End Dates are identical, these will not be applicable for the Access Arrangements' Start and End Dates. In such instances, a Start and End Date must be manually entered.

Expired Application

When an application has expired, the Access Arrangements will be highlighted in red, indicating that the End Date has passed. A new application must be created in the JCQ Portal, and an updated file needs to be uploaded. After uploading, two applications will be visible within the candidate record. With the introduction of a new End Date, there will be an option to assign this new End Date to all Access Arrangements associated with the candidate.

How to Apply a Filter



To view a specific group of candidates, or to filter candidates who have newly assigned Access Arrangements (AA) or those with expiring AAs, navigate to the filter drop-down menu and select the appropriate option.

How to Attach Documents

To attach documents to a candidate, such as the J8 Form or evidence of needs, go to the Students Tab, select the desired candidate, and then attach the document.

Printing Access Arrangements

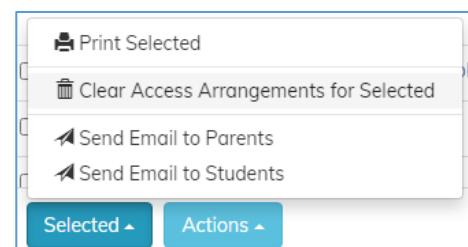
To print a selection of Access Arrangements, access the Students Tab, filter the group of candidates you wish to include in the report, and then select all. Proceed to **Selected | Print Selected | Access Arrangements List** to complete the task.

Emailing Access Arrangements to Candidate/Parents

To email a selection of Access Arrangements to candidates or their parents, navigate to the Students Tab and filter for the relevant group of candidates. From there, go to **Selected | Send Email to Parents/Students**. To include a list of the candidates' Access Arrangements, add the following token: **[[ExamArrangementsList]]**.

Removing Access Arrangements from a Group of Selected Candidates

To remove Access Arrangements from a group of candidates, select the intended group from the Students Tab, then go to **Selected | Clear Access Arrangements for Selected**.



Managing Access Arrangements in an Exam Season

When a season is imported or created in Exams Assist, candidates who require Access Arrangements will be displayed in the Access Arrangements Tab. The information used to populate this tab is contingent upon the Centre's **Access Arrangements Settings (See AA Settings)**. From this tab, the Centre can record whether the candidate needs a modified paper, laptop, computer reader, or a bilingual dictionary for each exam. These requirements are recorded alongside the Component information, allowing identification of any necessary arrangements for each specific paper.

Access Arrangements Assigned from Exams Assist

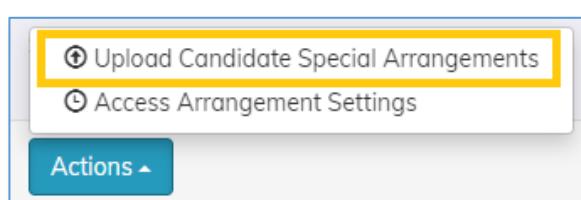
If Access Arrangements are managed entirely within Exams Assist, the data will be automatically populated once the Entry File has been imported. For Internal or Mock Exams, this will occur as soon as the exams are created within the Timetable/Seating Tab (refer to **Managing Access Arrangements in Exams Assist** for further details).

IMPORTANT – If Access Arrangements are fully managed in Exams Assist, there is **NO NEED** to import any Access Arrangements from the Centre's MIS System. Once the relevant option is selected in Configure Exams Assist, the import of the TSV file will be disabled, and the API will cease to request Access Arrangement details from the MIS systems.

Importing Access Arrangements from Arbor/Bromcom

If Centre's prefers to manage their access arrangements in their MIS, for Centre's using Arbor and Bromcom the direct API implementation means that the Access Arrangements will be imported with the rest of the Centre data.

Importing Access Arrangements from SIMS



Firstly, you must upload the candidates' Special Arrangements from SIMS Exams. This is done in the same way as uploading the statement of entries by uploading a TSV file containing the Special Arrangements data. Navigate to the **Access Arrangement Tab | Actions | Upload Candidate Special Arrangements**, locate the file and upload. More information can be found in the dedicated help page <https://schoolworkspace.co.uk/Help/ExamEntries>

Candidates that require Modified Paper, Laptop, Computer Reader or Dictionary

Within each element it is possible to record if a candidate requires the use of their arrangement for each exam.

Access Arrangements										
	Cand No	Cand Name	Code	Name	Component	Access Arrangements	Date	Duration	Extra Time	Laptop
<input type="checkbox"/>	T0300	Goraith Kerr	ENG	English	ENG1 English 1 Library (A3)	<input type="checkbox"/> <input checked="" type="checkbox"/> Laptop Computer Reader Blue Paper	07/07/2025 13:00	120m	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	T0300	Goraith Kerr	MAT	Mathematics	MAT1-F Mathematics 1 Foundation Library (A3)	<input type="checkbox"/> <input checked="" type="checkbox"/> Laptop Computer Reader Blue Paper	08/07/2025 13:00	120m	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>

All – This will display all the candidates with Access Arrangements in that season, it will display the component code and the arrangements that they have.

Modified Paper – This will display the candidates that require a modified paper for a specific component (Unless the Subject has been excluded from requiring this arrangement in Manage Access Arrangements). Only component information will be displayed in this tab, the element information will not display. You can select Not Required, Modified Paper Required, Modified Paper Ordered and Modified Paper N/A.

Please Note – Only Candidates that have **Modified Paper Ordered** will have the appropriate icon displayed in the seating plans, attendance register and candidate's cards.

Laptop – This will display the candidates that have been identified in the AA settings as requiring the use of a laptop in an exam room (Unless the Subject has been excluded from requiring this arrangement in Manage Access Arrangements).

Please Note – Only Candidates that have **Laptop required** will have the appropriate icon displayed in the seating plans, attendance register and candidate's cards.

However, there is an option in **Configure Exams Assist** to bypass this option, that when selected all candidates that are entitled to a laptop will be assigned the icon. There is no need to go through the above process.

Computer Reader – This will display the candidates that have been identified in the AA settings as requiring the use of a computer reader in an exam room. (Unless the Subject has been excluded from requiring this arrangement in Manage Access Arrangements)

Please Note – Only Candidates that have **Computer Reader Required** will have the appropriate icon displayed in the seating plans, attendance register and candidate's cards.

Staff Required – This will display the candidates that have been identified in the AA settings as requiring a member of staff in the room i.e. a reader or a scribe.

Please Note – Only Candidates that have a **Staff required** will have the appropriate icon displayed on the seating plans, attendance register and candidate's cards. If a candidate is entitled to a Reader and a Scribe and both arrangements are assigned to staff required in the settings, if staff required is selected then the reader and scribe icon will be displayed.

Dictionary – This will display the candidates that have been identified in the AA settings as requiring a bilingual dictionary for their exam. However, for specific exams a bilingual dictionary is not allowed. Centre's can now use this tab to manage this.

Please Note – Only Candidates that have **Bilingual Dictionary Required** will have the appropriate icon displayed in the seating plans, attendance register and candidate's cards.

Extra Time – This will display the Extra Time that each candidate is entitled to in each exam. This can be manually amended per exam in this tab.

Please Note – By default these % are automatically calculated by the arrangement i.e. If a candidate has 25% Extra Time, then they will get that %, if a candidate's provision states Extra Time, then the candidate again will receive 25% Extra time in each Exam.

Extra Time Settings

To add additional Extra Time % in the Access Arrangements drop-down menu, navigate to **Overview | Configure Exams Assist** and add the required %'s. These values can be selected for a specific exam for a candidate if required, while all the other exams continue to have the assigned Extra Time from their Access Arrangements. For example – A candidate could be entitled to 25% Extra Time for all Exams other than English, due to extended writing they are entitled to 50% Extra Time. In the Extra Time Tab all listed exam for the candidate would show 25% Extra Time, but the Centre will need to change the English Exam from 25% to 50% from the drop-down menu.

CSV of Extra Time % in dropdown
10, 25, 50, 75, 100

Extra Time Other Setting

When selecting the appropriate Extra Time % for a component, if the required % is not available in the drop-down menu, it's possible to select the **Other** option. Once selected, the Centre can enter the required Extra Time % or alternatively, they can enter the actual Extra Time for the exam.

Extra Time Chris Aaron for ENG1 English 1
Exam Duration 105 Minutes
Extra Time % 28
Duration With Extra Time Minutes 135
Save

IMPORTANT – If a candidate has been identified as not requiring any of the above arrangements for a specific **Subject**, then that exam will not appear in the list for you to select **Yes** or **No**.

Access Arrangements Icon Key (Default Allocation)

If the arrangement in your MIS or Exams Assist is named the same as below, then the default icon will be displayed. Not all arrangements have a default icon, so Centre's can select their own from those available in the Access Arrangements Module in Exams Assist.

* = Default

Reader *		Scribe *	
Supervised Rest Breaks *		Signer *	
Prompter *		Modified Language Paper *	
Alternative Room Arrangement *		Dictionary *	
Reading Pen *		Extra Time *	
Practical Assistant *		Computer Reader *	
Separate Room *		Mobile Device for Medical Reasons	
Medical		Laptop *	
Speech Recognition		Note	
Toilet		Fidget Toy	
Colour Blind		Braille	
Ear Defender		1:1	
Read Aloud		iPod	
Music		Large Print	
Food		Coloured Glasses	
Wheelchair User		Highlighter Pen	
Live Speaker			

Coloured Paper / Overlays

Green Paper *		Blue Paper *	
Green Overlay *		Blue Overlay *	
Yellow Paper *		Grey Paper *	
Yellow Overlay *		Grey Overlay *	
Red Paper *		Orange Paper *	

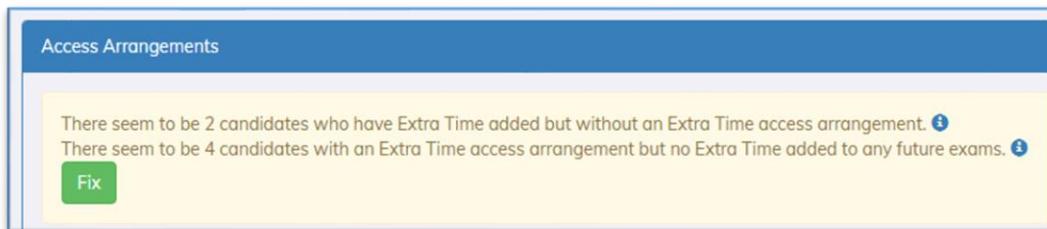
Red Overlay *		Orange Overlay *	
Purple Paper *		Pink Paper *	
Purple Overlay *		Pink Overlay *	
Coloured Paper *		Coloured Overlay *	
Peach Paper *		Butter Cup Paper *	
Peach Overlay *		Butter Cup Overlay *	
Aqua Paper *		Light Blue Paper *	
Aqua Overlay *		Light Blue Overlay *	
Lilac Paper *		Lilac Overlay *	

Visit <https://schoolworkspace.co.uk/Help/ExamsAccessArrangements> to find a downloadable printable version of the above table.

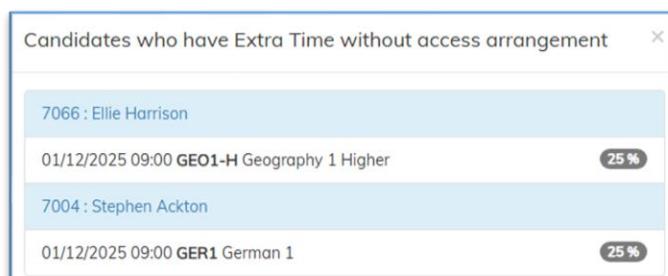
Reminder – The above table is the default setting based on the arrangement names matching the ones in the MIS. However, it is possible to select an icon for an individual arrangement from the bank of available icons.

Access Arrangements Alerts

When an Exam Season is created or duplicated, on occasions there may be issues with the Extra Time Candidates. These issues will appear as Alerts in the **Overview** and **Access Arrangements** tabs. An alert may occur when a candidate previously received Extra Time but is no longer entitled to it.



Select the information icon to review full details of the alert. If the arrangement changes are correct, select **Fix** on the Overview tab to resolve the alerts.



Example – Candidate Number 7005

Candidates and Exams that should have Extra Time added

List of candidates and exams that probably should have Extra Time	
7005 : Mohammed Adasheji	
01/12/2025 09:00	GEO1-H Geography 1 Higher
01/12/2025 09:00	HIS1 History 1

Since this time, the access arrangements has been amended and is now entitled to Extra Time. Therefore, an alert regarding this will be displayed for the Exam Team to resolve.

Candidate 7005 was previously entered for Geography and History but at that time was not entitled to Extra Time.

7005 : Mohammed Adasheji			
Details	Access Arrangements	Exam Entries	Exam Timetable
Access Arrangements <ul style="list-style-type: none"> 25% Extra time (2025-10-01 -) 			

Alerts will show the exam duration in red. The entitlement icons will indicate whether a candidate is eligible. The alert remains until the **Fix** button is pressed. Once selected, the system recalculates Extra Time for affected candidates.

7005	Mohammed Adasheji	GEO	Geography	GEO1-H Geography 1 Higher <i>Sports Hall 1 (J8)</i>	⌚ 25% Extra time	01/12/2025 09:00	60m
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Once Fixed, the system will now re-calculate the Extra Times for the candidates identified in the Alert and the Extra Time information will now be displayed correctly.

7005	Mohammed Adasheji	GEO	Geography	GEO1-H Geography 1 Higher <i>Sports Hall 1 (J8)</i>	⌚ 25% Extra time	01/12/2025 09:00	60m +15m =1h 15m
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Recording of Access Arrangements Used

To facilitate the invigilators in electronically documenting whether candidates utilised their Access Arrangements during an examination, please follow these steps: Go to the **Overview Tab**, then navigate to **Configure Exams Assist** and enable the **Invigilators log AA used** option. Furthermore, within the **Edit Season** section, there is an option allowing invigilators to record this information for the selected season. Once this feature is enabled, invigilators will have the capability to indicate in their portal whether a candidate used their Access Arrangements.

AA	
<input checked="" type="radio"/> Extra Time	<input checked="" type="radio"/> Extra Time
Extra Time Used (minutes)	10

Access Arrangements

Laptop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extra Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Blue Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If Extra Time is selected as an arrangement to be tracked in the Access Arrangements Settings, the Centre will be able to record the number of extra-time minutes used in the portal.

Note – To ensure that only the Access Arrangements required by the Centre are tracked, navigate to **Overview Tab | Actions | Access Arrangements Settings**. In the **Access Arrangements Settings** pop-up, select the access arrangements the Centre needs to track by ticking the appropriate checkboxes.

This information can be accessed in the candidates' log under the Timetable Tab.

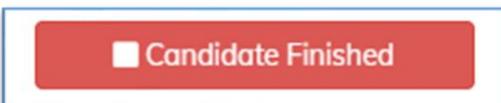
There is also a report available – AA Used. This can be found in the Candidate Tab, select a **Candidate | Selected | Print Selected | Candidate | AA Used**.

Additionally, this data can be exported to Excel. To obtain this report, navigate to the **Candidates Tab** and select **Download Excel Candidate List**. The relevant details can be found in the **StartFinishTimes Tab** under the **AA Used Column**.

Note – If the Centre needs to complete the **Access Arrangements Used** retrospectively, to achieve this navigate to the **Candidate Tab**, locate and select the required candidate. Once selected, select the Timetable Tab then the Actions Button (3 dots) and the exams team will be able to complete the Access Arrangements Used.

Viewing Extra Time Used % Spreadsheet

To view the percentage of Extra Time utilised by candidates, go to the **Candidates Tab** and select **Download Excel Candidate List**. These details can be found in the **StartFinishTimes Tab** under the **% Extra Time Used Column**. To calculate this percentage, the invigilator must select the **Candidate Finished** option for these candidates or **End the Exam** in the **Overview Tab**. However, if the Centre manually enters the number of minutes in the candidates portal then this will override this amount calculated by Exams Assist.



Name	Date	Time	Status	Exam Duration (m)	Extra Time (m)	Extra Time (%)	Started	Finished	SRB (m)	Time Used (m)	% Extra Time Used
Dalila Rolle	28/05/2025	13:00	Present	90	23	25.00%	25 09:00		0	0	
Dalila Rolle	11/07/2025	13:00	Present	120	30	25.00%	25 13:00	15:20	0	140	16.7%

Viewing SRB Time Used Spreadsheet

To review the SRB Time used by candidates, navigate again to the **Candidates Tab** and download the **Excel Candidate List**. The relevant information can be found in the **StartFinishTimes Tab** under the **SRB(m) Column**.

Name	Date	Time	Status	Exam Duration (m)	Extra Time (m)	Extra Time (%)	Started	Finished	SRB (m)	Time Used (m)	% Extra Time Used
Sadie Barclay	11/07/2025	13:00	Present	120	0	0.00%	13:00	14:00	7.22	52.78	

Managing the Invigilators

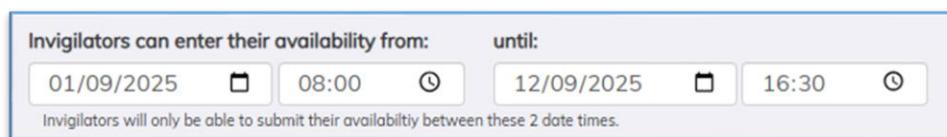
Invigilator Settings

To modify the Invigilators Settings, proceed to the **Invigilator Tab | Edit Season | Invigilators**.



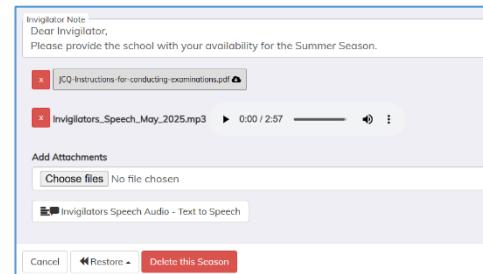
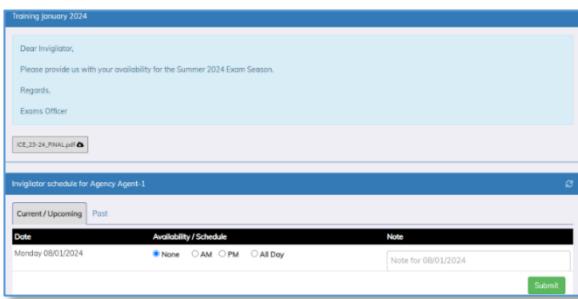
There are two methods for collecting the availability of invigilators. The first approach utilises the dates provided in the timetable. However, if the timetable has not yet been established or the entry files have not been imported, availability can be gathered by manually specifying the dates. The selected dates will appear in the availability portal, and it is important to note that only dates falling within the Season can be chosen.

After the availability has been submitted, the Centre can determine the booking period, specifying the dates from which bookings can be made and the cutoff date. Once bookings are closed, invigilators will be unable to alter their availability; they must reach out directly to the school for any necessary adjustments. Once an invigilator has been assigned to a room, their availability for that specific day cannot be modified. However, depending on the Centre Settings, the invigilator may have the option to Accept or Decline the booking at a later date.



Please Note – Once an invigilator has been assigned to a room, they can no longer modify their availability for that day and must contact the Centre for any required changes

Additionally, it is possible to include a note and attachments in the invitation sent to the invigilator. The note at the top may contain essential instructions on how to provide their availability, while Exams Officers can attach relevant documents.



Here is a screenshot illustrating what the invite to the invigilators looks like.

Note – The Centre does not need to upload the ICE booklet or the Invigilator Guide as these documents are available to all staff in their portal. These documents are located in the Help Section of the Portal.

Invigilator Warning Messages

To help Exam Officers, warnings are displayed to indicate if a) the ability for the invigilators to provide their availability has lapsed.

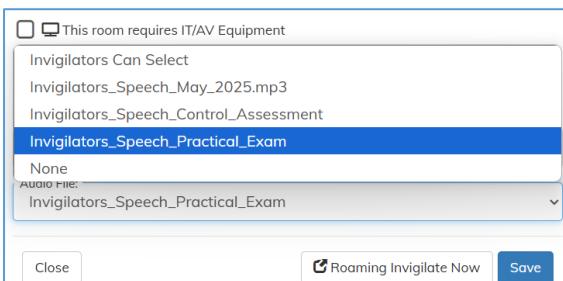
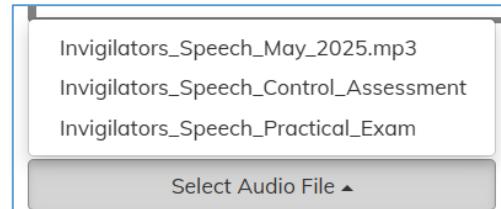
Invigilators cannot enter their availability since 13/10/2025 23:59
Edit the season to fix this.

and b) to inform the exam officer that the schedules are not visible to the invigilators. Both warnings can be fixed by changing the settings in Edit Season.

Schedules are hidden from invigilators.
Edit the season to fix this.

Invigilator Speech

A default speech is available for each season. To access this, navigate to **Edit Season | Invigilators**; the wording is directly sourced from the ICE Booklet. To utilise this speech within the season, select the desired speech, then click **Submit**. It will then become accessible to the invigilators during the exam season. Centres also have the option to upload their own speech. If multiple speeches are available in Exams Assist, they will be displayed in a drop-down menu located in the Overview Tab on the invigilator's portal.



However, if there are multiple speeches available and the Exams Officer wishes to ensure that the correct option is utilised in the exam room, the appropriate speech can be selected from the Schedule Tab. To do this, navigate to the **Schedule Tab**, choose the exam, and then access the Audio File drop-down menu to select the desired speech.

Text to Speech

If the Centre intends to create or modify the invigilator's speech, this can be accomplished in Exams Assist. Navigate to the **Overview Tab**, then select **Edit Season**, followed by the **Invigilators Tab**, and click on **Text to Speech**. Once there, choose the **Add option**. Enter a title for the speech, which will be displayed to the invigilator, and then input the desired text in the script box.

Useful Tags:

[Beep] – Add this tag to a new line, this tag will add a beep to the recording.

[break] – Add this tag to a new line, this tag will add a 750ms pause to the recording.

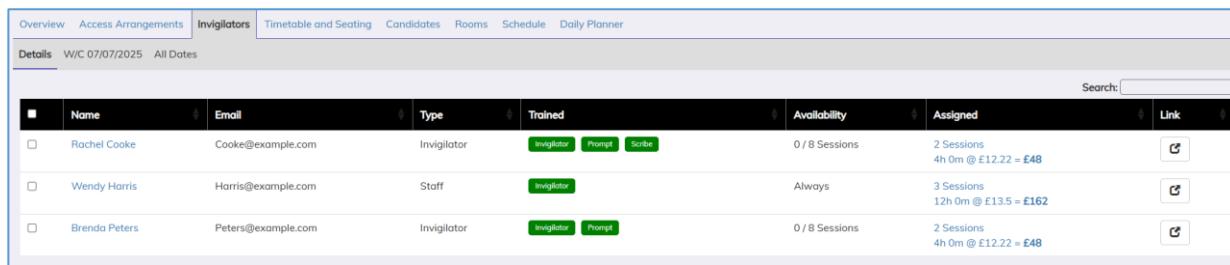
[break 2000] – Add this tag to a new line, this tag will add a 2 second break to the recording.

Welsh Recording

To use a Welsh Language voice with a Welsh Accent, use the following tag when writing the script - **[Welsh]**. Ensure to enter this tag on a separate line,

Creating a New Invigilator in Exams Assist

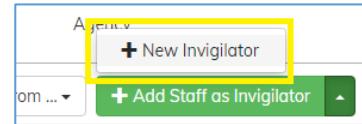
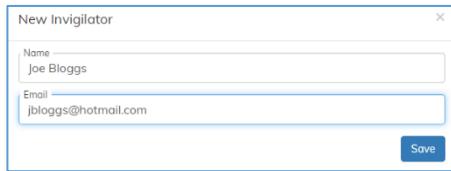
If a centre fails to record the details of their invigilators within the Centre MIS, these details can be added manually into the SWS. Once the invigilators have been registered, they can then be scheduled to rooms using Exams Assist.



The screenshot shows the 'Invigilators' tab in the Exams Assist software. The table lists three entries:

	Name	Email	Type	Trained	Availability	Assigned	Link
<input type="checkbox"/>	Rachel Cooke	Cooke@example.com	Invigilator	Invigilator, Prompt, Scribe	0 / 8 Sessions	2 Sessions 4h 0m @ £12.22 = £48	
<input type="checkbox"/>	Wendy Harris	Harris@example.com	Staff	Invigilator	Always	3 Sessions 12h 0m @ £13.5 = £162	
<input type="checkbox"/>	Brenda Peters	Peters@example.com	Invigilator	Invigilator, Prompt	0 / 8 Sessions	2 Sessions 4h 0m @ £12.22 = £48	

To do this, navigate to the Invigilator tab and select **Add New Invigilator**.

The 'New Invigilator' dialog box contains fields for 'Name' (Joe Bloggs) and 'Email' (jbloggs@hotmail.com). A 'Save' button is at the bottom.

Enter the **Invigilator's Name** and **Email Address**.

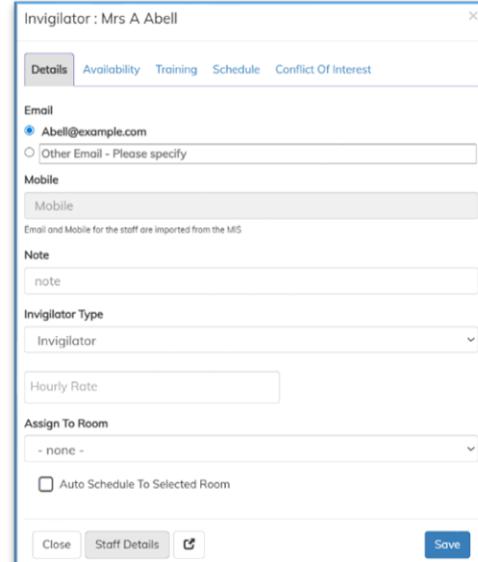
Once the staff member is successfully created, the invigilator popup box will appear.

Details Tab

Email – This will be the default email that has synchronised from the Centre's MIS. Alternatively, to add a different email address, please enter it in the Other Email Section. Once provided, the staff member will be able to utilise this email address to log into Exams Assist.

Note – If the Centre wishes to add a note for a staff member or invigilator, please record it here. Please be aware that neither the staff member nor the invigilator will be able to view this note.

Hourly Rate – Enter the hourly rate for the invigilator. This rate will be used to calculate the invigilator's cost for the season, based on the number of hours assigned in the scheduler tab.



The 'Invigilator : Mrs A Abell' dialog box includes tabs for Details, Availability, Training, Schedule, and Conflict Of Interest. The Details tab shows:

- Email: Abell@example.com (radio button selected)
- Other Email - Please specify: (radio button unselected)
- Mobile: (empty field)
- Note: note
- Invigilator Type: Invigilator
- Hourly Rate: (empty field)
- Assign To Room: - none -
- Auto Schedule To Selected Room: (checkbox unselected)

Tip - If the school employs a combination of staff and invigilators during the exam season, it is advisable to document the pay rate for each individual invigilator. This practice will ensure that staff are not included in the overall invigilator costs.

Select Site – If your school has multiple sites configured, you can optionally assign an invigilator to one of these locations.

Invigilator Type



Scan the QR Code to watch a video of
Invigilator Types

Invigilator/SMT/Lead Invigilator/Staff - These personnel will have the capability to oversee the exam room they are monitoring. They will be responsible for initiating and concluding the exam, maintaining the attendance register, and documenting any necessary actions, such as Special Requests for Breaks (SRB), toilet breaks, etc.

Exams Officer – Upon designation as an Exams Officer within the security group, you will automatically be classified as a roaming invigilator for the entire exam season. While the Exams Officer will possess all the functionalities of a roaming invigilator, they will additionally have the authority to identify incidents of malpractice, manage special circumstances, and transfer candidates from one examination room to another.

Roaming – A roaming invigilator has access to view all exam rooms and days allocated within their designated season. They can select a specific room and exercise the same functionalities as a standard invigilator. Additionally, the roaming invigilator can ‘check-in’ to a room to confirm that everything is proceeding smoothly.

Note – If an invigilator is occasionally utilised as a roaming invigilator, there is no necessity to formally categorise them as such. Once an invigilator is scheduled for a Roaming Session in the schedule tab, they will have this functionality for the duration of the Roaming Session.

IT Support – This role functions similarly to that of a roaming invigilator; however, they will only have visibility of rooms equipped with ICT technology. Any room containing candidates utilising laptops or computer readers will be listed for them, enabling them to know which rooms they need to inspect on the day of the exams.

Assign to Room

By assigning a staff member to a specific exam room, the scheduling process will be expedited. Whenever a staff member or invigilator becomes available and an exam is taking place in that room, they will be automatically scheduled. Once a member is assigned to a room, select the **Auto Schedule to Selected Room** option and then **Save** the changes.

Availability Tab

These are the dates during which the invigilators have confirmed their availability throughout the exam season. Additionally, it is possible to designate an invigilator or staff member as **Always Available** for use in the scheduling process.

Training Tab

To assist Exams Officers in managing training records for invigilators and staff, this information can be recorded in Exams Assist. Simply select the relevant type of training they have completed and the corresponding date it was undertaken.

Please Note - A member of staff or an invigilator can only be assigned a role within the exam room if they have received the appropriate training. The trained types displayed here are those designated as required staff in the Access Arrangements Settings.

Schedule Tab

This section will provide details on the room allocations for invigilators and staff, as well as their attendance records.

Conflict of Interest Tab

The Centre can record when an invigilator or member of staff has declared a **Conflict of Interest**. Once recorded, if the invigilator is allocated to a room containing a candidate or exam subject that creates a conflict, a warning will appear in both the **Invigilator** tab and the **Schedule** tab.

Assigning a Conflict of Interest

1. Navigate to the **Invigilator** tab and select the **Conflict of Interest** sub-tab.
2. Select **Add**.
3. Search for the relevant **Candidate**, or enter a **Subject Name** or **Component Code** if the conflict relates to a specific exam.
4. Save the conflict details.

Once assigned, the system will automatically display warnings if a conflicting allocation is made.

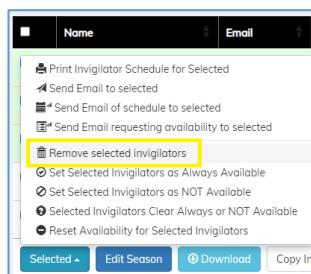


Copying Invigilators from a Different Season

The dropdown menu shows the following seasons: December 2023, Mar-24, Cambridge Exams June 2023 (Closed), January Exams 2023 (Closed), June (Summer) Exams 2023 (Closed), and November 2023 (Closed).

To facilitate Exams Officers, there is an option to copy the assigned invigilators from one season to another. To do this, navigate to the **Current Exam Season | Invigilators Tab | Copy Invigilators From**, and select the season from which to copy.

Tip – Begin by copying information from a large exam season, then eliminate any invigilators or staff members no longer necessary. Select the individuals designated for removal and proceed to delete the selected invigilator.



Allowing Invigilators to Accept/Declined their Allocations

The screenshot shows a table of exam allocations for Monday, 15/09/2025. The columns are 'Date' and 'Availability / Schedule'. The table lists various exam sessions with their details and the 'Accept' or 'Decline' buttons. Some rows are highlighted in yellow, while others are in blue or purple.

When the Centre enables the function for invigilators to accept or decline their allocations, the outcomes will be displayed in the **Schedule Tab** for the Exams Team to view. To activate this feature, navigate to the **Invigilator Tab | Edit Season | Invigilators | Invigilators can Accept / Decline Assignment**. Select the appropriate up to x day before.

Once the invigilators have completed this, the results will be displayed in the **Assigned Column**, segmented into the number of allocations accepted and declined. Clicking on this column will display the Invigilators Schedule, enabling the Centre to review which allocations require amendments. By selecting the Room within this popup, the Centre will have the capability to adjust invigilator allocations accordingly.

The screenshot shows a summary of the assigned sessions. It displays '0' sessions, '8 Sessions', '19h 32m @ £12.6 = £246', '✓ 2 / 8 Accepted', and '⚠ 1 / 8 Declined'.

Note – When activating this function in **Edit Season**, specify how many days prior to the exam date invigilators can confirm or decline their shifts. **For instance**, if the Centre selects **Up to 2 days before**, invigilators will be unable to confirm or decline shifts for that day or the following day. This ensures that invigilators cannot cancel their assignments on the exam day itself. The Centre can also select, once a response has been received if they are able to change these or not.

The screenshot shows the configuration for invigilator responses. It includes a dropdown menu for 'Select Option' with 'Up to 1 day before' selected, and two radio buttons for 'Can change response' (selected) and 'Can't change response'.

Sending Messages to Invigilators

Several messaging options are available for communication with invigilators: **1. Email to Selected; 2. Email of Schedule to Selected and 3. Email requesting availability.**

The screenshot shows the 'Selected' dropdown menu in the Invigilators tab. It includes options such as 'Print Selected', 'Send Email to selected', 'Send Email of schedule to selected', 'Send Email requesting availability to selected', 'Remove selected invigilators', 'Set Selected Invigilators as Always Available', 'Set Selected Invigilators as NOT Available', 'Selected Invigilators Clear Always or NOT Available', 'Reset Availability for Selected Invigilators', and 'Add Training for Selected'.

To send out messages to the invigilators or staff, select the individuals that needs to receive the message, then **Selected**, then select the appropriate email type.

The screenshot shows the 'Send Email To Invigilators' window. It displays '1 selected Staff' in the recipient list, an empty 'Email Subject' field, a 'Tokens' section with a toolbar, and a message body starting with 'Dear [[salutation]].' and including 'Kind Regards, [[SchoolName]]'.

While composing the message, incorporating **Mail Merge Tokens** is possible. The link to view the booking form will always be included at the bottom of the message.

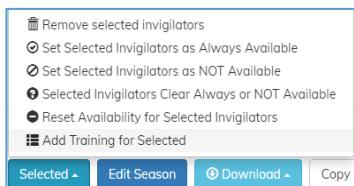
TIP – If necessary, the label visible to the Invigilators within the email body can be modified. Simply adjust the text in the **Button Label** field.

Recording Invigilator Training

The types of training records that are available to record a training against are the ones that have been identified as **Staff required** in the **Access Arrangements Settings**. Navigate to the **Access Arrangement Tab | Actions | Access Arrangement Settings** and select the Access Arrangements that the invigilators/staff need to be trained in to undertake that role.

Access Arrangements			Details	Availability	Training	Schedule
Arrangement	Count	Staff Required	Area	Trained		
Reader	29	<input checked="" type="checkbox"/>	Invigilator	<input checked="" type="checkbox"/> 01/09/2023		
Scribe	10	<input checked="" type="checkbox"/>	Safeguarding	<input type="checkbox"/> dd/mm/yyyy		
			Reader	<input checked="" type="checkbox"/> 01/09/2023		
			Scribe	<input checked="" type="checkbox"/> 01/09/2023		

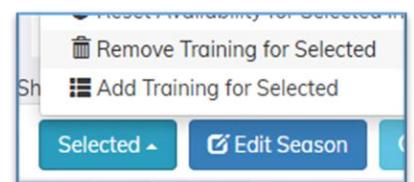
Additionally, it is possible to update a staff member's training records directly from their homepage. This feature proves beneficial if a staff member has undergone training but has not been assigned to a specific season. To do this, use the global search function at the top of the page to locate the staff member, then select their profile. After selecting, navigate to **Actions**, then **Training**, and update their information as necessary.



For recording training for multiple staff members simultaneously, go to the Invigilators Tab and select the staff members whose records need updating. Once you've made your selections, proceed to **Selected** and choose **Add Training for Selected**.

Removing Training Records for Selected

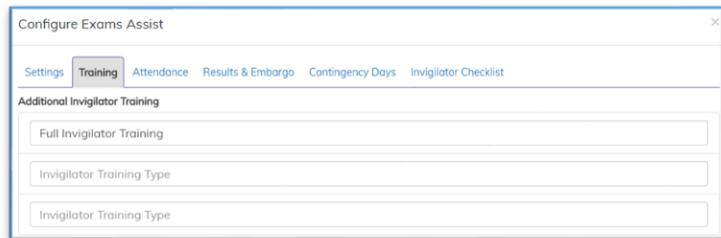
To remove training records for a group of Invigilators/Staff, navigate to the Invigilator Tab, Select a/or group of Candidates. Once selected, select **Selected | Remove Training for Selected**.



Adding Additional Training Types

If your Centre requires specific training records to be documented, these can be added manually. To accomplish this, navigate to the **Overview Tab**, select **Configure Exams Assist**, and then choose **Training**. Input the additional invigilator training requirements in the provided popup box.

New for Season 2025/26 – in accordance with JCQ Requirements, Cyber Security has been incorporated into the default list of training records. Therefore, there is no need for the Centre to add this manually as an additional training type.s

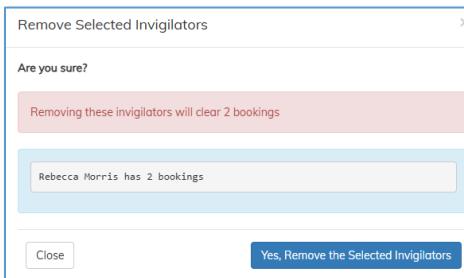


Identifying Lapsed Training Records

In the invigilators table, each staff member's training records are indicated in the **Trained** column. Entries highlighted in **Green** signify current training, while those marked in **Red** indicate lapsed training that requires renewal.

Invigilators						
Name		Email	Type	Trained		
<input type="checkbox"/>	Mrs Anita Abell	Abell.3284096@mailinator.com	Roaming	Invigilator Full Invigilator Training Safeguarding Reader		

Removing Selected Invigilator



To remove invigilators or staff members, first select the individuals that need to be removed from the tab, then navigate to **Selected | Remove Selected Invigilators**. If any selected invigilators or staff have been scheduled for a room, a warning will appear to inform the user about existing bookings. If the bookings can be Cancelled, choose **Yes, Remove the Selected Invigilators**.

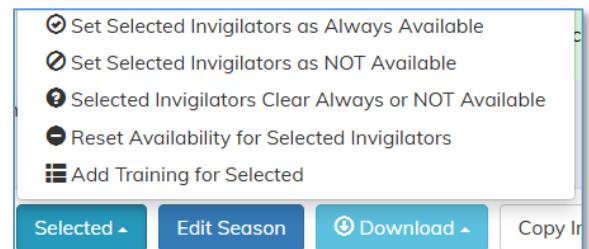
Resetting Global Settings

Set Selected Invigilators as Always Available: This option will update the status of the selected group of invigilators/staff, indicating that they no longer need to provide their availability and are always available for scheduling by the Exam Officers.

Set Selected Invigilators as NOT Available: If you have been informed that a staff member or invigilator will not be available for the upcoming season, select the relevant invigilator and apply this option. This serves as an excellent reminder that they have been invited to invigilate this season but are not able to do so.

Clear Always or Not Available for Selected Invigilators: This function will remove both aforementioned settings for the selected invigilators.

Reset Availability for Selected Invigilators: If an invigilator informs you that they provided incorrect information or need to amend their availability, select the invigilator and choose this option. This will reset all their availability for the current season to none.



Note – It is important to remember that these settings will carry over from one season to the next, emphasizing the necessity of the aforementioned quick tools.

Agency Staff

It is possible to incorporate agency staff during the examination season; therefore, if you find yourself short on personnel, their allocation can be integrated into the schedule. In the **Overview | Edit Season** section, please specify the number of agency staff you anticipate needing. Once added, they will be categorised as Agency Staff and marked as Always Available for scheduling purposes.

Invigilators Availability Tab

As invigilators submit their availability, this information will be showcased in a week commencing (w/c) tab, aiding the Examination Officer (EO) in the scheduling process. Additionally, it is possible to download the list of available invigilators by navigating to **All Dates | Download**.

Global Invigilators Costs

Invigilator Timings (For Overview Tab) :

Number of minutes to arrive before the exam	45	Number of minutes to stay after the exam	45
Minimum session duration (minutes)	180		
Invigilator Hourly Rate	12.65	Lead Invigilator Hourly Rate	15.36

To estimate the approximate cost of invigilators for the Centre during a season, go to the **Overview Tab | Configure Exams Assist**. Within the settings tab, input the costs for both the Lead Invigilator and the Invigilator in the Invigilator Hourly Rate fields.

IMPORTANT – This estimate is a rough approximation and does not differentiate between types of invigilators. For example, if a teacher assigned as a staff member is invigilating an exam and is scheduled in a room, their hours will be included in the overall invigilator costs.

Individual Invigilators Cost

Hourly Rate	12.39
	▼
<input type="button" value="Close"/>	<input type="button" value="Staff Details"/>

For a more precise calculation of invigilator costs throughout the season, record an hourly rate for each staff member individually, rather than applying a global rate. Navigate to the **Invigilators Tab**, select a Staff Member, and enter the corresponding hourly rate for that individual.

The overall cost for each invigilator will be visible in the Assigned Column, which will display the total number of sessions assigned alongside the total cost. This information will assist the Centre in determining whether the distribution of duties is equitable. This information is now contained in the **Excel Download** available in the **Schedule Tab**.

Creating a Staff Training Season

To support Centres in managing their internal Training Sessions, a dedicated **Staff Training Season** can be created. Within this season, Centres can schedule a range of training activities held throughout the academic year. Examples include:

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

Creating a dedicated season keeps all training sessions stored and organised in one place from booking the training, updating their training records easily and recording their attendance. A great tool to track training at the Centre and meet the JCQ Regulations.

Training Session Overview												Search:
	Date	Start	End	Duration	Room	Note	Exams	Cards	AA Cards	Invigilators	Action	
<input type="checkbox"/>	Mon 24/11/2025	09:00	12:00	3h 0m	Wyvern: Boardroom	<input type="checkbox"/>	Training : Invigilator Training Session 1	0	0	<input checked="" type="checkbox"/> Dick Grayson	<input type="button" value="Edit"/>	
<input type="checkbox"/>	Mon 01/12/2025	09:00	12:00	3h 0m	Wyvern: Boardroom	<input type="checkbox"/>	Training : Cyber Security Training	0	0	<input type="checkbox"/> Anita Abell <input type="checkbox"/> Charles Hodgson <input checked="" type="checkbox"/> Dick Grayson	<input type="button" value="Edit"/>	
<input type="checkbox"/>	Mon 12/01/2026	09:00	12:00	3h 0m	Wyvern: Boardroom	<input type="checkbox"/>	Training : Invigilator Training Session 2	0	0	<input type="checkbox"/> Jill Foster	<input type="button" value="Edit"/>	
<input type="checkbox"/>	Mon 09/03/2026	09:00	12:00	3h 0m	Wyvern: Boardroom	<input type="checkbox"/>	Training : Safeguarding Training	0	0	<input type="checkbox"/> Anita Abell <input type="checkbox"/> Charles Hodgson <input type="checkbox"/> Jill Foster	<input type="button" value="Edit"/>	

Showing 1 to 4 of 4 entries

Previous 1 Next

Note – A Training Session can be added into any Open Exams Season in Exams Assist, it doesn't need to be a dedicated Training Season. Also, when creating a Training Session, it can be scheduled for any date it doesn't need to be within the Season Dates.

Creating a New Season

To create a new season, navigate to **Overview Tab | Actions | Add new Exams Season**. Give the season a name, for example **Staff Training Season**, and set the start and end dates for the academic year. This provides flexibility to schedule multiple training sessions across the year.

Adding Invigilators/Staff

To add staff to the training season, navigate to **Invigilators Tab | Add Staff as Invigilator**, or use **Copy Invigilators From** to add a group at once. Once added, Centres can email staff to confirm their availability for training. This is especially useful where sessions need to be split into smaller groups due to capacity limits.

Creating Training Sessions

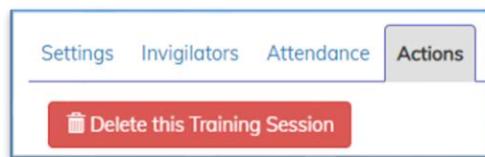
Add Training Session to Schedule

Title Training Session 1	
Assign To Room Boardroom	
<input type="checkbox"/> Room Note	
<input checked="" type="checkbox"/> This room requires IT/AV Equipment	
Date: 03/11/2025	Start Time: 09:00
Duration: 3h 0m	
<input type="button" value="Close"/>	<input type="button" value="Save"/>

To create a training session, navigate to **Schedule Tab | Actions | Add Training Session**. Enter the required details for the session, such as title, date, time, and location. Save once complete. Repeat this process for each training session taking place during the academic year.

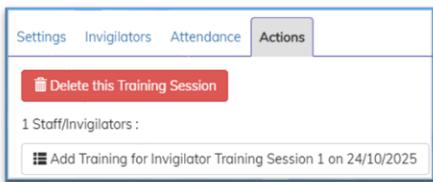
How to Delete a Training Session

If a training session has been created in error or needs to be removed, it can be deleted by editing the session and selecting **Actions | Delete this Training Session**.



Updating Training Records

To update training records after a training session has taken place (this cannot be done for future sessions):

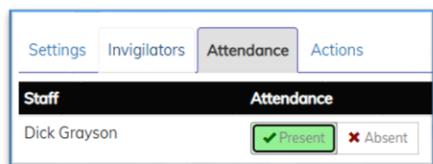


1. **Edit the Training Session**, then select the **Actions Tab, Add Training for...**
2. The **Training Record** pop-up will appear.
3. Select the area in which the staff received training.
4. The **date field** will automatically populate with the date of the training session.
5. Click **Save**.

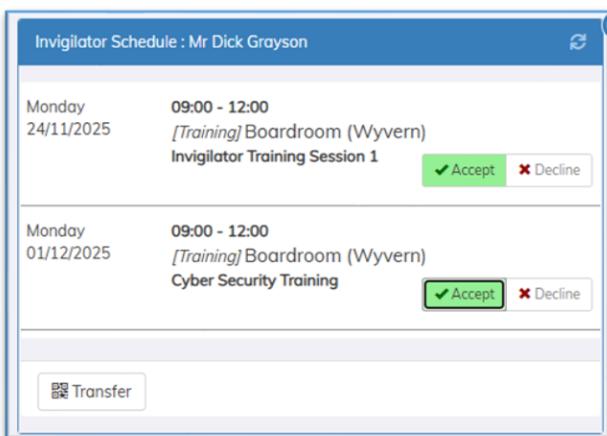
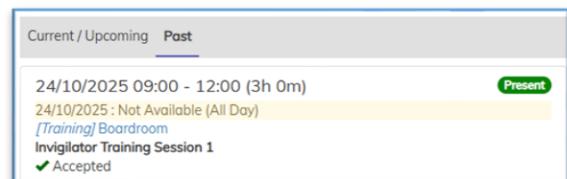
Once saved, the training record will be updated for all staff members who attended the session.

Updating Attendance Records

To update the attendance for a training session (this cannot be done for future sessions):

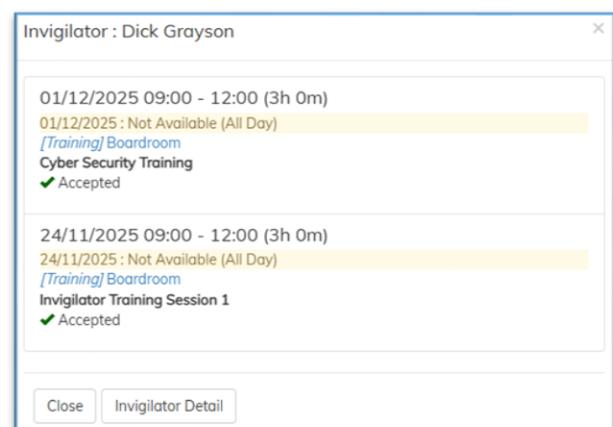


1. **Edit the Training Session**, then select the **Attendance Tab**.
2. Select the appropriate attendance mark for each staff member.
3. Click **Save**.



Invigilators view from portal

Exam Team View



Managing the Timetable and Seating

Centres can manage the Timetable and Seating for both Internal and External Exams using either Exams Assist or their existing MIS System. When the Timetable and Seating are organised within the Centre's MIS, this information will automatically sync with Exams Assist to facilitate the scheduling of invigilators and other related tasks. Should any amendments be necessary in the Centre's MIS system, users have the ability to refresh this data through the **Overview Tab** by selecting the **Refresh button**.

It is important to note that if Centres prefer to initially create their Timetable and Seating within their MIS System, they can subsequently manage all amendments using Exams Assist. Once the Centre transitions to handling Seating in Exams Assist, all data will be retained; however, all future syncs will cease.

How to switch to creating Seating in Exams Assist

If a Centre intends to utilise Exams Assist for the creation of Timetable and Seating, rather than their MIS system, this function must be activated. Once this feature is enabled, Exams Assist will no longer synchronise Exam Timetable information with the MIS System. To enable this feature, navigate to **Overview | Edit Season** and select the option for **Candidate Seating – Room, Seat, and Timetable allocation to be managed in Exams Assist**.



Candidate Seating - Room, Seat and Timetable allocation done in ExamsAssist

Feature in development - Check the box to disable Exam Timetable import from SIMS and enable in SchoolWorkSpace

For External Seasons, the Build Timetable relies on information derived from the Component Details within the Entries. For SIMS, this information is included in the TSV Import File. Meanwhile, for Bromcom, Arbor, and ISAMS, the necessary data can be found in the API displayed in the Entries Tab. For Internal Seasons, the Timetable is created based on entries in the Timetable and Seating Tab.

IMPORTANT – For External Seasons, it is crucial to remember that the information resides within the component details displayed in the Entries Tab. Each time amendments are made, the timetable must be rebuilt to accurately reflect these updates in the MIS system.

To complete the seating allocation, we recommend following these steps in the specified order:

Creating the Timetable

Step 1 – Setting the Session Start Times

When entries are imported into Exams Assist—either from the TSV File (SIMS) or via the API for Bromcom, Arbor, or ISMAS—the Start Times for these exams can be derived from the component times allocated within the MIS. Alternatively, the Centre has the option to override these times and assign new ones for the components in Exams Assist.

Override component times with AM, Mid morning and PM session times detailed below when building the timetable

Invigilator Availability Sessions

Two sessions per day : AM/PM
 Three sessions per day: Early-Morning, Mid-Morning & PM

AM Start 09:00 <input type="button" value="Change"/>	Mid Morning 10:30 <input type="button" value="Change"/>	PM Start 13:30 <input type="button" value="Change"/>
---	--	---

Also used to override the component start times

If the Centre wishes to modify the start times, it should navigate to **Edit Season | Invigilators | Override Component Times**. After selecting this option, the Centre can input the desired time for either the AM, Mid-Morning, or PM slot.

Please Note that the default times in Exams Assist will be based on the official start time designated by the examination board.

Step 2 – Managing the Extra Time Candidates

Once the Centre has chosen to create the Timetable and Seating arrangements in Exams Assist, an additional sub-tab labelled Extra Time will become accessible within the Access Arrangement tab. Therefore, before constructing the timetable, the Centre can ensure that candidates entitled to Extra Time are assigned the appropriate duration for each exam.

To streamline the setup process, Exams Assist will automatically associate an Access Arrangement named Extra Time with a default value of 25%. If, however, a Centre specifies a percentage amount for the arrangement, that percentage will be automatically added to the duration of the exam.

Cond No	Cond Name	Code	Name	Component	Access Arrangements	Date	Duration	Extra Time	New Duration
x7035	Sawyer Ross	1100U8	History Nazi Germany 1933-45	1100U8-1 History Unit 4 Option B: Written	<input checked="" type="checkbox"/> Supervised Rest Break <input checked="" type="checkbox"/> Prompter <input checked="" type="checkbox"/> 25% extra time <input checked="" type="checkbox"/> Separate Room	09 Jun 2023 1:00 PM	105m	25%	131m
x7035	Sawyer Ross	1100UF	History Parliamentary REFRM1780-	1100UF-1 History Unit 3 Option B: Written	<input checked="" type="checkbox"/> Supervised Rest Break <input checked="" type="checkbox"/> Prompter <input checked="" type="checkbox"/> 25% extra time <input checked="" type="checkbox"/> Separate Room	24 May 2023 9:00 AM	105m	100%	210m
x9431	Mike Harrison	1200U3	Sociology Power and Control	1200U30-1 Sociology Unit 3: Written	<input checked="" type="checkbox"/> 25% extra time <input checked="" type="checkbox"/> Modified Language Paper	22 May 2023 9:00 AM	120m	10%	132m

Example:

If a candidate has an arrangement called **Extra Time**, they will have the default value of **25%**. If a candidate has an arrangement called **10% Extra Time**, then they will automatically have **10%** added to the length of each scheduled exam. If a candidate has **100% Extra Time**, then they will automatically have **100%** added to each scheduled exam.

Editing/Removing Extra Time

If a candidate requires a different percentage of extra time for a specific exam, adjustments can be made within the **Access Arrangement | Extra Time Tab**. Therefore, if a candidate is not entitled to extra time for all exams, it is possible to search for the candidate and change the extra time percentage to zero. This action will then allocate a new duration for the candidate.

For Extra Time - Other, to set a specific time or percentage of extra time, you can select **Other**. This feature is particularly useful for cases where the calculated time results in an unconventional duration, allowing for necessary amendments.

Note – To add additional Extra Time %, navigate to **Extra Time** Settings.

Step 3 – Populating the Timetable Tab

Build Exam Timetable from Entries

Rebuild the Exam Timetable and seating from the settings

Options

- Do not assign seats
- Assign Seats - By Duration, Component then CandNo
- Assign Seats - Component then CandNo
- Assign Seats - Reg Group then Name
- Assign Seats - By Duration, Component, Teaching Set then Name

Advanced Options

Build Exam Timetable and Seating from Exam Entries

candidates registered for each exam.

After completing Step 1 – Importing the Entries and Step 2 – Confirming the Candidates’ Extra Time, the Centre is prepared to construct the Timetable for the Exam Season. If the Centre has not yet built the Timetable, navigate to the **Overview Tab** and select **Build Exams Timetable and Seating From Exams Assist**.

Upon selection, a new tab labelled **Timetable / Seating** will appear. This tab will display the scheduled exams in chronological order by date and time. Additionally, it will indicate any exam clashes, the assigned room for each exam, and the number of

Timetable View																	
Filter by Subject		Filter by Date		Filter													
Show 25 entries																	
Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates								
02/05/2023	09:00	3h 0m				EDEXL/KSQ	31555H	31555H01	1								
03/05/2023	09:00	1h 30m - 3h 0m		Law		EDEXL/KSQ	20168K	20168K01	15								
04/05/2023	09:00	2h 30m - 3h 7m	🚩			EDEXL/KSQ	31525H	31525H01	15								

Step 4 – Resolving Clashes

Clash View				
	Date	Time	Duration	Clash
<input type="checkbox"/>	Tue 14/05/2024	09:00	0h 35m	🚩
<input type="checkbox"/>	Tue 14/05/2024	09:00	1h 0m	🚩
<input type="checkbox"/>	Tue 14/05/2024	09:00	0h 45m	🚩

Upon completing the timetable, you will have the capability to filter and identify any exams that present scheduling conflicts, which will be marked with a red flag. Each of these clashes must be addressed by assigning a new start time, and possibly a different date, for an individual candidate or a group of candidates who share the same exam period.

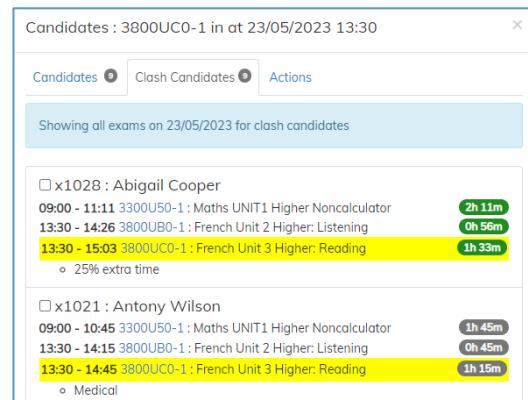
Clash Examples

a) Language Exams – Listening and Writing

To resolve a clash for an exam such as French, German or Spanish that have a listening and reading where the start times for both exams are in the session. This clash will need to be resolved by moving **all candidates** to a new later **Start Time**.

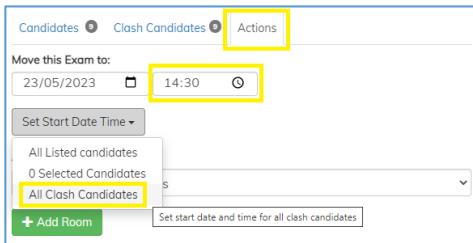
Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated
23/05/2023	13:30	0h 45m - 0h 56m	🚩	French		WJEC/GCSE	3800UB	3800UB0-1	9	
23/05/2023	13:30	1h 15m - 1h 33m	🚩	French		WJEC/GCSE	3800UC	3800UC0-1	9	

Step 1 – Select the edit button on the exam that the **Start Time needs Amending**, in the above example it will be the Component Code for French Reading, once selected the following popup box will appear.



IMPORTANT – The component highlighted in yellow is the one that requires modification. If you have selected the incorrect component, simply click on the other conflicting component in the popup box to adjust the start time accordingly.

Please Note that to aid Centres in resolving these scheduling conflicts, essential information is presented in the popup box. It includes details such as whether any candidates are granted extra time, as well as the exams scheduled during the earlier and later sessions. This information will assist you in determining the most effective way to address the clash.

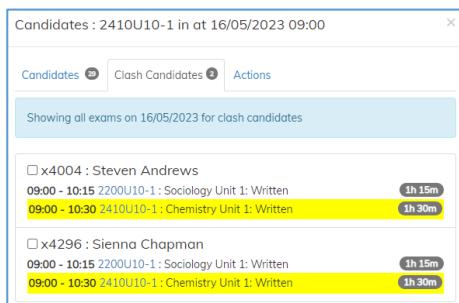


Step 2 – All candidates will need a new start time (so no need to select any candidates), navigate to the **Actions Tab**, change the starting time for this exam and apply this to **All Clash Candidates**.

Once this clash has been resolved you will notice that these two exams will now disappear from the **Clash** **only** as the clashes has been resolved. As this clash has now been resolved a new **Line** will be created in the timetable / seating tab to indicate a new Exam has been created and is then ready to be roomed. The Red Flag will now be replaced with a Green Flag indicating the Clash has been Resolved.

b) Few clash candidates within a component

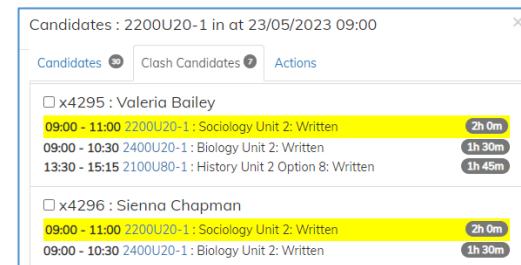
Step 1 – To resolve a clash with candidates having two different exams in the session is the same process. Select the component whose start time you want to change, and this component will be highlighted in Yellow in the popup box (you will be able to see details of the exam prior and after the session).



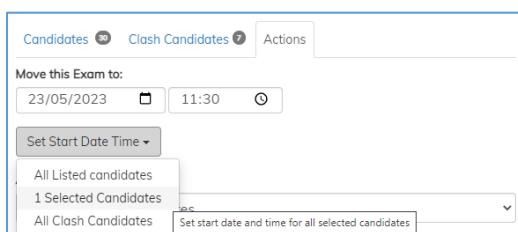
Step 2 – Navigate to the actions tab and change the start time of the chemistry exam to your new desired starting time and select **Set Start Date Time**.

A Complex Clash

To resolve a complex clash where a candidate has two exams in the morning and one in the afternoon, follow the following steps. With this example two of the exams will require a new start time as the clash exam will go into the afternoon exam, creating a new clash.



Step 1 – Decide which exam will be done second, in this case the candidate will sit Sociology at 9:00, Biology at 11:30 (to allow a break) and finally the History at 14:00 (to allow a break).



Step 2 – Click on the Biology component code to change to that exam, the subject highlighted will then be Biology. Select the candidate Valeria Bailey and then navigate to Actions and change the start time to 11:30 and set for 1 Selected Candidates.

Once submitted this will resolve this clash but a new clash will be created as the second exam will now go into the third exam (as seen below).

Step 3 – Select the newly created clash so that the start time of this new clash can be resolved. Select the candidate and navigate to the actions tab and change the start time to 14:00 then all clashes for this candidate will be resolved.

Amend a Start Time due to Access Arrangements

If a candidate has an afternoon exam and has a high percentage of Extra Time and Supervised Rest Breaks, it's possible to amend their start time (if this has been approved by JCQ) from 13:30 to 9:00. Select the candidate and then navigate to the action tab and then enter a new start time for this candidate and apply this to the 1 selected candidate.

Clash indicators:

Yellow Flag – A yellow flag signifies that a candidate has a scheduling conflict on that day, indicating that the exam is being conducted simultaneously as outlined by the exam board. This flag will be visible in the attendance register, seating plan, and daily planner, assisting Centres in monitoring the candidates affected by the clash.

Red Flag – A red flag denotes a clash candidate whose exam is scheduled at a different time than that designated by the exam board. Additionally, a red flag will be displayed for any candidates whose examination start times have been altered.

Once the conflict has been resolved, a Green Flag will appear in the Clash Column to signify that the clash is no longer an issue, assisting the Centre in tracking these changes. Additionally, any modifications made to the date or time for a specific exam will be highlighted in Red.

Please Note – To enable the display of the Green Resolved Clash Flags, ensure that the option labelled **Show Green Clash Flag on TT and Seating tab for external season resolved clashes** is selected in the **Configure Exams Assist** settings.

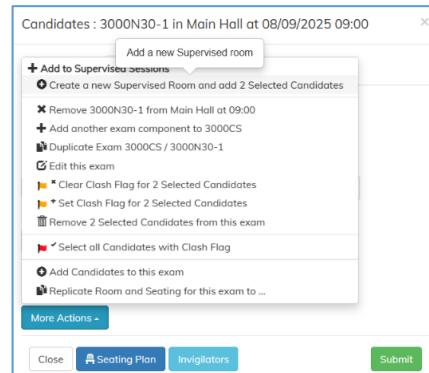
Step 5 – Creating Supervised Rooms for Clash Candidates

Once a clash has been resolved for an individual candidate or a group of candidates, it becomes possible to create and assign them to a Supervised Room. After assignment, an invigilator can be designated for the room to facilitate attendance tracking. Additionally, once candidates are assigned to a room, this information will be reflected on their timetables. To create a Supervised Room, please adhere to the following basic steps:

Step 1 – Edit the first exam of the day with a resolved clash. In the example below we will **Edit** component 3000N30-1.

Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component	Candidates	Seated
Mon 08/09/2025	09:00	2h 0m	✗	Cymraeg	Main Hall	GCSE/FC	WJEC/GCSE	3000CS	3000N30-1	2	100 %
Mon 08/09/2025	13:00	2h 0m	✗	Cymraeg	Main Hall	GCSE/FC	WJEC/GCSE	3000CS	3000N20-1	2	100 %

Step 2 – Once selected, the candidates with clashes will appear with either a red or an orange flag next to their names. Select the candidates, then **Actions | More Actions | Create a new Supervised Room and a 2 Selected Candidates** or add to an existing **Supervised Room**.



Candidates : 3000N30-1 in Main Hall at 08/09/2025 09:00

Create a new Supervised Room and add 2 Selected Candidates

Room

Main Hall

Date: 08/09/2025 Start Time: 11:00 Duration: 1h 0m

Room Note

These are Clash Candidates.

Note For Candidates

Make sure that you bring lunch as you will be in isolation between exams.

Step 3 – Allocate to a Room (We suggest creating a Room called Supervised Room), the Start Time will be populated based on the End Time of the previous Exam. Enter a comment for the room and a comment to be displayed to the candidate in their portal i.e. a note to remind them to bring a packed lunch as they will be in isolation between the two exams.

Once the candidates have been assigned to the room this will appear in the Timetable and Seating Tab and the Schedule Tab, so that an invigilator can be assigned to the room.

Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component	Candidates	Seated
Mon 08/09/2025	09:00	2h 0m	✗	Cymraeg	Main Hall	GCSE/FC	WJEC/GCSE	3000CS	3000N30-1	2	100 %
Mon 08/09/2025	11:00	1h 0m	[Supervised Room]		Main Hall			Supervised Room	Supervised Room	2	0 %
Mon 08/09/2025	13:00	2h 0m	✗	Cymraeg	Main Hall	GCSE/FC	WJEC/GCSE	3000CS	3000N20-1	2	100 %

Tip – The Centre can download an Excel of Clashes – **Timetable and Seating | Actions | Download Excel of Clashes**. Once the Centre has built the Timetable, the Centre can download this Spreadsheet to see all Clashes by date. Once the clashes are resolved, download a new copy of the Spreadsheet to check Clashes have been resolved and all candidates have been assigned to a Supervised Room.

Step 6 – Setting up the Exam Rooms

Adding/Editing a Room

To ensure proper seating arrangements during auto-scheduling, it is essential that each room is configured accurately. Navigate to the **Rooms Tab** and select either **Add Room** or choose an existing room within the tab, which will trigger a dialog box.

Note – Once a room has been created or imported from the MIS, it is not possible to amend the room name. However, it is possible to change the display name. If there is a need for a different Room Name, the Centre will need to create a new Room and then mark the previous room as not used in Exams. This can be done in the room settings (see below).

Existing Room – You can opt to select an existing room imported from the MIS for use in the seating process.

Display Name – This refers to the name that will be displayed for the invigilator on their seating plan or attendance register. This feature allows centre's to rename rooms to a more recognisable title that the invigilator can easily understand. While the name will appear as recorded in the MIS under the timetable and schedule tab, the new designation will be for the invigilators.

Display Row 1 at the bottom – Selecting this option will position Row A1 in the bottom left-hand corner instead of the top left.

Display column A on the right – Activating this feature will position Column A on the right side of the layout. If the previous option is selected, A1 will be located in the bottom right corner; if not, A1 will be at the top right.

Flip Axis to display Columns A-Z Down and Rows across – Choosing this option will invert the seating layout; columns (A-Z) will be displayed along the vertical side, while rows (1-99) will be positioned across the top and bottom.

Orientation Label – Provide a label for the bottom of the seating plan to help candidates and invigilators identify the desk locations within the room.

Room Dimension – Input the number of columns and rows within the room.

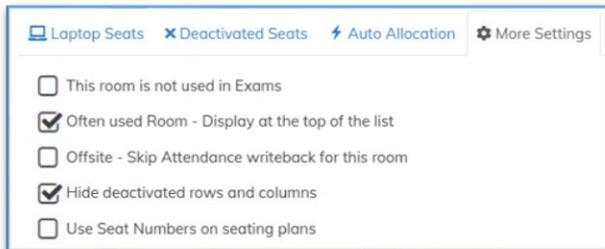
Snaking or Non-Snaking – Determine how candidates should be seated in a snaking pattern, with A1 as the starting point represented by the green square. Alternatively, if preferred, candidates may be seated without following a snaking pattern; choose the option that best fits the centre's needs.

Laptop Seats – Mark the seats that are equipped with a laptop on the designated desks. If a candidate is identified as requiring a laptop for an exam and is scheduled in this room, pressing the auto-schedule button will allocate the candidate to one of these seats.

Deactivated Seats – Mark any seats that need to be made unavailable for the exam season.

More Settings Tab

This room in not used in Exams – If this room should not appear in the list of locations available for assignment to exams in the timetable tab, select this option, and it will be removed from display. It is also possible to permanently delete a room from Exams Assist if it is no longer needed; this option can be found at the bottom of the popup box.



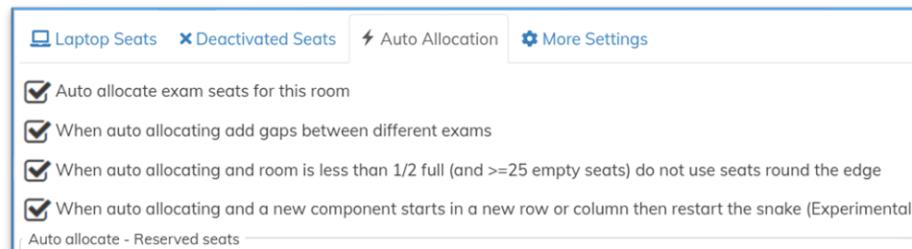
Often used Room – If a room is utilised regularly during exam seasons, such as a Main Hall, checking this box will ensure that the room is listed at the top of the list rather than in alphabetical order.

Offsite – Skip Attendance writeback for this room – If a candidate is taking an exam offsite, select this option to prevent their attendance from being recorded in the Centre's MIS.

Hide deactivated rows and columns – This will enable that deactivated Rows or Columns will not be displayed when looking at the seating plan from the Timetable and Seating Tab. Also, the deactivated row/column will not show when printing the seating plans.

Use Seat Number on Seating Plans – When selecting the seating plan will display the seat numbers, the order will match the set seating for the room.

Auto Allocation Tab

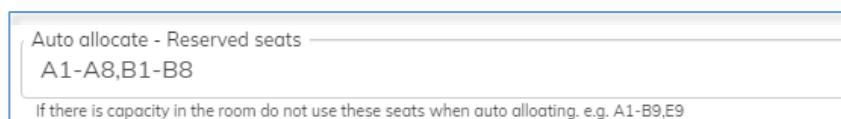


Auto Allocation – If there is a room where you do not wish candidates to be automatically allocated, this option must be deselected.

When auto allocating add gaps between different exams – By default, when the Exams Assist assigns seats within a room that accommodates multiple component codes and durations, available seats are allocated to create separation between the exams. If this option is turned off, spare seats will not be used to create such gaps.

Auto allocating settings – Two options are available for auto seating in this room: the ability to add gaps between different exams and the option to keep candidates seated towards the middle of the room instead of filling the seats towards the back when the room is not at full capacity.

Auto Allocate – Reserved Seats – The above functionality is great for when there is a small exam in a large room. Enter the rows/columns (Letter and Number) that you don't wish pupils to be sat if a small number is allocated to a room. When the auto allocation is selected the candidates will not be seated in this area if there is enough room in the room.



Note – If Room Bookings Module is activated it's possible to view the forthcoming bookings for the room in the room settings.

Step 7 – Allocating Individual Candidates to a Rooms/Seats

Assign to Room :	Library																									
Assign to Seat :																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">A5</td> <td style="width: 20px;">B5</td> <td style="width: 20px;">C5</td> <td style="width: 20px;">D5</td> <td style="width: 20px;">E5</td> </tr> <tr> <td>A4</td> <td>B4</td> <td>C4</td> <td>D4</td> <td>E4</td> </tr> <tr> <td>A3</td> <td>B3</td> <td>C3</td> <td>D3</td> <td>E3</td> </tr> <tr> <td>A2</td> <td>B2</td> <td>C2</td> <td>D2</td> <td>E2</td> </tr> <tr> <td>A1</td> <td>B1</td> <td>C1</td> <td>D1</td> <td>E1</td> </tr> </table>		A5	B5	C5	D5	E5	A4	B4	C4	D4	E4	A3	B3	C3	D3	E3	A2	B2	C2	D2	E2	A1	B1	C1	D1	E1
A5	B5	C5	D5	E5																						
A4	B4	C4	D4	E4																						
A3	B3	C3	D3	E3																						
A2	B2	C2	D2	E2																						
A1	B1	C1	D1	E1																						
<input type="checkbox"/> Set room and seat only for the current exam season																										

Once the rooms have been established and configured correctly, candidates can be allocated to specific rooms and seats. This process is particularly beneficial for candidates with specific access arrangements that necessitate placement in a separate room, such as those who require a scribe or a reader, or prefer a smaller space. Additionally, this system is advantageous for centre's that assign their candidates to the same room and seat for all examinations.

To assign a candidate to a room, navigate to the Candidate tab and search for the individual you wish to assign. Once you have located the candidate, select **Assign Candidate to a Room**, find the appropriate room, and, if necessary, assign them a seat. After submission, the candidate will automatically be assigned a room and seat for all their exams.

Tip – To efficiently assign candidates who require a room due to their entitlement to a scribe, simply search for **Scribe** in the search box. This will filter the candidates, enabling you to easily assign each of them to a room and a seat in succession.

Please Note – The allocation of a room and seat is recorded against the candidate, ensuring that these settings are retained for future examination seasons. However, there is also an option to apply the room and seat assignment solely for the current season, preventing the settings from carrying over.

A1	B1	C1	D1	E1
<input checked="" type="checkbox"/> Set room and seat only for the current exam season				

Allocating Candidates to Exam Rooms and Seating

1. Running the Seating Allocation

Once the above tasks have been completed, here is a little recap:

- **Assigned the Start Time** – This will ensure that all Exams Start at the correct time.
- **Managing the Extra Time Candidate** – This will ensure that the Candidates entitled to Extra Time will have the correct length of time for their Exam.
- **Populating the Timetable**
- **Resolved All Clashes**
- **Assigned Candidates to Supervised Rooms**
- **Created Exam Rooms**
- **Assigned Candidates to Separate Rooms**

The Exams Team is now prepared to allocate Rooms and Seats for candidates that require to be assigned to the Main Rooms. All other candidates will be accommodated in other rooms.

To proceed, navigate to the **Timetable and Seating Tab**. Upon opening it, the Centre will see a comprehensive list of all Exams, along with any Rooms to which candidates have been assigned from the Candidates Tab. The illustration below details the distribution of Rooms for the Chemistry Exam. A select number of candidates have already been assigned to a Room, while 23 remain to be accommodated. By selecting the Room Name, the Centre will have the capability to view and edit the Seating Plan as well as

access the Attendance Register. The percentage of seated candidates will be displayed, and if the seating for that room is completed, it will be automatically highlighted in green. Additionally, if any Rooms contain candidates requiring Extra Time, the corresponding icon will appear next to the Room Name.

Search: <input type="text"/>												
	Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component	Candidates	Seated
<input type="checkbox"/>	Sun 12/01/2025	09:00	1h 45m		Chemistry	Sports Hall 1 [Sports Hall]	GCSE/B	WJEC/GCSE	3410U2	3410U20-1	11	100 %
<input type="checkbox"/>	Sun 12/01/2025	09:00	1h 56m		Chemistry	Art Room 1 [Art Test] ⓘ	GCSE/B	WJEC/GCSE	3410UB	3410UB0-1	1	100 %
<input type="checkbox"/>	Sun 12/01/2025	09:00	1h 45m		Chemistry	Boardroom	GCSE/B	WJEC/GCSE	3410UB	3410UB0-1	1	100 %
<input type="checkbox"/>	Sun 12/01/2025	09:00	1h 45m		Chemistry	Sports Hall 1 [Sports Hall]	GCSE/B	WJEC/GCSE	3410UB	3410UB0-1	25	100 %
<input type="checkbox"/>	Sun 12/01/2025	09:00	1h 15m		Chemistry		GCSE/B	WJEC/GCSE	3430UE	3430UE0-1	23	

Allocating a Single Examinations to a Room

Overview Exam Entries

By Date By Exam

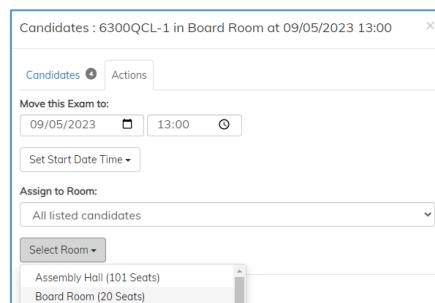
Filter by Room/Subject ▾

There are two subtabs available for assigning rooms to an exam: **By Date** and **By Exam**. The **By Date** tab displays a row for each combination of component and room, while the **By Exam tab** consolidates this information into a single row per exam, showcasing all rooms assigned to that specific exam. Users can assign a room to an exam from either tab.

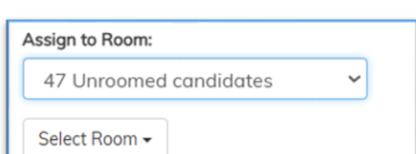
Additionally, both tabs provide a filtering option by date. This enables the Centre to systematically allocate examinations to rooms for each day. Alternatively, users can filter the view to display all un-roomed exams.

To assign a room to an exam, select **Edit**. Once selected, the Centre will then be able to:

- **Assign a Selection of Candidates to a Room** – From the **Candidates Tab**, select the required **Candidates | Actions**, then Select in the **Assign to Room** drop-down – **X Selected Candidates, Add Room**, once the Room is selected, **Submit**.
- **Assign All Candidates to a Room** – From the **Actions Tab**, select from the **Assign to Room** drop-down – **All Listed Candidates | Add Room**, once the room is selected, **Submit**.



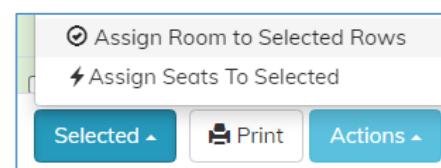
From this popup it's possible to see a list of the Candidates and their Access Arrangements. (This information can help the Centre when allocating rooms, as the Centre may wish to Room the Extra Time Candidates in the same Room).

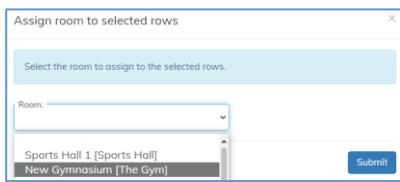


To assist the Centre, it's possible to see the number of candidates left to room, the select room drop-down will display a list of rooms and the number of available seats in the room. Some great tools to help the Centre when allocating candidates to rooms.

Allocating Multiple Examinations to an Exam Room

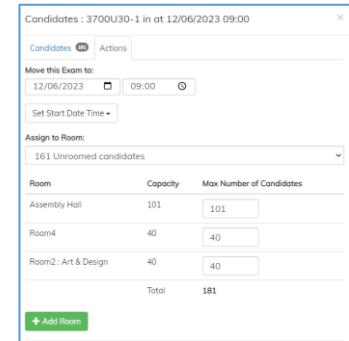
When multiple exams need to be allocated to an Exam Room, this can be efficiently achieved by selecting each exam that requires assignment. To do this, navigate to **Selected | Assign Room to Selected Rows**.





From the drop-down menu, choose the appropriate rooms and then **Submit**. The exams you have highlighted will be allocated to the chosen room.

Note - When using the above routine, if a room becomes full, no additional candidates will be added. These candidates will remain listed in the Schedule tab, ready to be assigned to a different room that has available seats.



Allocating Multiple Rooms to a Single Exam

Additionally, it is feasible to assign more than one room to a single exam. This feature is particularly beneficial for centres that may not have sufficient seating available in a single room, necessitating a division of candidates across several rooms. Besides splitting the room allocation, you also have the option to specify the number of candidates to assign to each of the room.

Please Note – Once the exam rooms have been allocated, it will be possible to schedule staff and invigilators to those specific rooms.

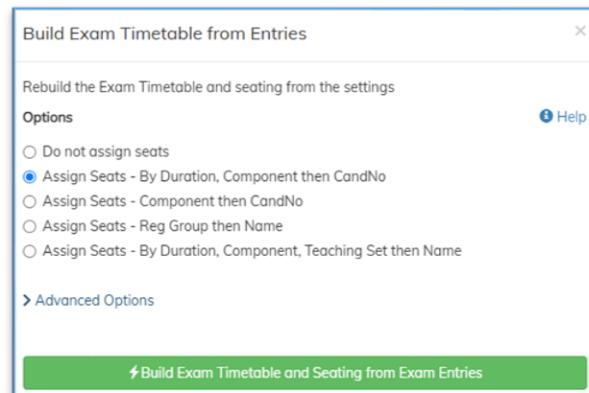
To allocate multiple rooms, begin by selecting a room. Upon selection, add an additional number of rooms that are required. Once the rooms appear in the list, the Centre will be able to see the number of available seats available in each room. Next, input the number of candidates the Centre wish to assign to each room, then select **Submit**.

Auto Seating Allocation

Prior to auto-allocating candidates to seats, ensure that the Centre has reviewed and confirmed the settings for each room in the **Room Tab**. There are several settings available in the **Auto Allocation Subtab**. These settings help ensure candidates are seated appropriately within exam rooms. Key room settings include

Auto-allocate exam seats for this room, Add gaps between different exams, When the room is half full, do not use edge seats and Reset snaking when a new component starts in a new row

Once these settings have been confirmed and rooms have been allocated to exams, the Centre can begin the auto-allocation process. Seats can be auto allocated for an individual room, a selection of rooms or all exams within the season.

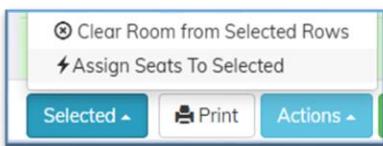


To auto-allocate seats for all exams in the season, go to the **Overview** tab and select **Build Exam Timetable and Seating from Exam Entries**. Once selected, a dialog box will appear where the Centre can choose the appropriate seating option for how candidates should be seated in the exam rooms.

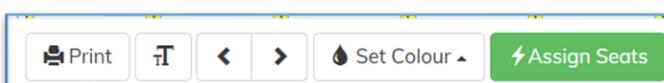
The first two seating options are primarily intended for **external exams**, while the final two are more suitable for **internal exams**. In all cases, seating will start from **A1** and follow the snake order defined in the room settings.

If the **first option** is selected, the candidates with **extra time** are seated first, the candidates requiring **laptops** are placed in laptop seats and the remaining candidates are seated by **exam duration**, then **candidate order**.

If the **second option** is selected the candidates are seated by **component number**, then **candidate number**. Any extra time candidates will be seated in candidate order within the component. The laptop users will be seated in laptop seats



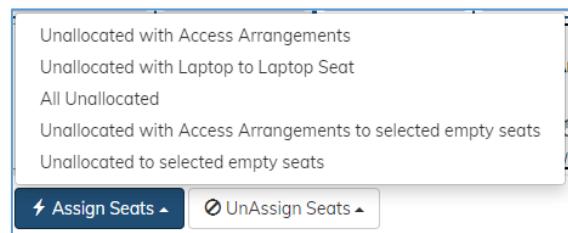
To assign seats to a selection of exams, go to **Timetable and Seating tab**, select several exams, then choose **Selected, assign seats to selected**. A dialog box will appear showing the available seating options.



To assign seats to an individual room, go to the **Timetable and Seating** tab, select the **room name**, then select the green **Assign Seats** button. A dialog box will appear — select the appropriate option. Once the seats have been auto assigned, the Centre can make manual adjustments if required.

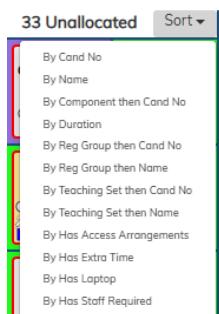
Manually Assigning Candidates to a Seat

If the Centre prefers to manually assign the Candidates to Seats, then this is possible. When building the Timetable ensure that the option – **Do Not Assign Seats** is selected (Once selected, the **Green Assign Seats** will not appear in the **Timetable and Seating Tab**).



To assign Candidate to a Seat, select a Room, once selected, there are several tools to assist the Centre to assign candidates to the plan. To access these tools, select **Edit**, navigate to the **Assign Seats** menu and select the appropriate function.

Changing the Sort Order



When assigning candidates to their seats, it is possible to modify the sorting order of how candidates are displayed in the unallocated section. To change the sorting order, edit the plan and select the appropriate option from the sort drop-down menu. This adjustment will assist the Centre in effectively seating the candidates.

Note – For the Reg Group to show when editing the Seating Plan, ensure this has been selected in [Configure Exams Assist](#).

Editing Seating Allocations

Once the candidates have been auto allocated to a seat within the rooms it's possible to manually amend these, this may be because the auto allocation didn't quite meet the Centre requirements. In the timetable/seating tab select the name of room you need to amendment, once selected you will be able to view the attendance register and seating plan for that room.

To amend a plan, select the **Edit Button** at the bottom of the plan and you'll be able to drag and drop candidates around the grid. Any unseated candidates will be displayed in the unallocated column waiting for the Centre to assign them manually. Once a candidate has been manually moved, a **Pin** will be dropped on the candidate so when the automation routine is run the candidate will no longer be moved. To remove a candidate from the grid just select the **x** at the bottom of the box.



Candidates : 8520/1 in English Room 4 at 13/05/2023 09:00 ×

Candidates Actions

Room Seating Changes:

Lock - no edits possible for this room + start time

Once you are happy with the plan, and no further amendments are required, select the edit button in the timetable / seating tab and select the **Lock** check box in the actions tab.

Allocating the Laptop Seats

When auto-assigning candidates to a room, if a candidate has requested a laptop, then they will be seated in a laptop seat. However, if this request has been made after the seating plans have been created and the candidate seat has been pinned, when selecting the allocate seating this candidate will not move to a laptop seat as they are pinned to the plan.

To assist Exams Officers to identify candidates who have requested laptop but not seating in a laptop seat, a red laptop icon will appear in the timetable/seating tab.

NOTE – If you search Laptop in the timetable/seating tab it will search for any of these errors.

Show 25 entries

	Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated
<input type="checkbox"/>	13/05/2023	09:00	1h 30m - 1h 52m		Computer Science	New Gymnasium	AQA		8520/1	49	36 %

When you select the room, you will see the candidates that have the laptop error will have a red border around the seat. Once the candidate has been moved to a seat which has a laptop on it the red border will be removed and so will the icon in the timetable/seating tab.

Multi-Selecting Seats

7038 Isa DiCaprio (11C)	A15	B15	C15	D15	E15
DRA1					
7063 Nora Gross (11E)	A16	B16	C16	D16	E16
DRA1					
7082 Jun (11A)	A17	B17	C17	D17	E17
DRA1					

12 Selected **UnAssign Seats** **Copy Seating Plan**

When seating candidates, you have the option to multi-select multiple seats. To do this, simply click on the first seat, for instance, A1. After selecting it, double-click on the diagonal seat, M10, and all seats within that range will be highlighted. Once this selection is made, the total number of selected seats will be displayed at the bottom of the screen. Additionally, you can continue to select or multi-select more seats until the desired number of seats is chosen, preparing them for the candidates.

Resetting the Snaking Order

Once the selection has been made, it is possible to allocate candidates to their respective seats. However, the snake order may no longer remain accurate. Therefore, you have the option to establish a new snaking order for the selected candidates. To do this, navigate to **Selected | Set Snake Order**, and then choose the most suitable order for the selection.

Once the snake order has been selected, select the candidates to be seated. Use one of the available options i.e. with Access Arrangements, without Access Arrangements, by Registration Groups etc.

Removing Candidates from a Seating Plan

To remove candidate(s) from the plan, edit the plan and navigate to the **Unassigned Seats** menu, if there are multiple exams in the room it's possible to remove each component at a time.

Changing the Exam Colour for a Room or Component

To modify the default colour of an exam within an exam room, begin by selecting the room name, followed by the **Set Colour** option. Next, identify the specific exam for which the colour needs to be altered. Once the exam is selected, select the desired colour intended for use within that room.

It is also possible for the Centre to assign this colour to all exams across all rooms associated with that **Component Code**. To accomplish this, simply select the option to **Set this colour for all exams with code**.

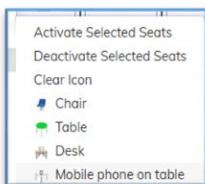
Please Note – To ensure that the first exam is highlighted in the seating plan when multiple exams are present, please select the corresponding option in [Configure Exams Assist](#) and ensure the required colour is chosen accordingly.

Changing the Colour of a Component

If the Centre wishes to customise the colour displayed on the Seating Plans and Attendance Register for each component, this can be modified while editing the Exam. To change the colour, navigate to the

Timetable and Seating Tab, then proceed to the **By Exam Sub-Tab**. Once selected, a comprehensive list of all exams will be presented. Click on the Exam Name that needs to be edited. After selecting the appropriate exam, choose the desired colour for that component. Once a colour has been assigned, it will appear next to the date, ensuring visibility for Centre Staff.

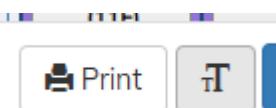
How to Add an Icon to a Seat



To assign an icon to a seat, such as a **Mobile Phone on Table**, select the seat, then choose **Selected | Active/Deactive**, and select the appropriate icon.

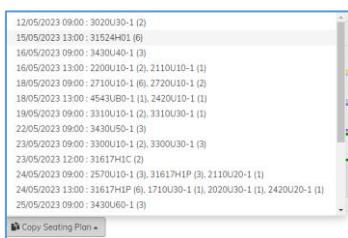


Changing the Size of the Seating Plan when Editing



To amend the size of the plan, select the small/large T icon. Select this to Zoom In or Out of the Plan

Copying a Seating Plan

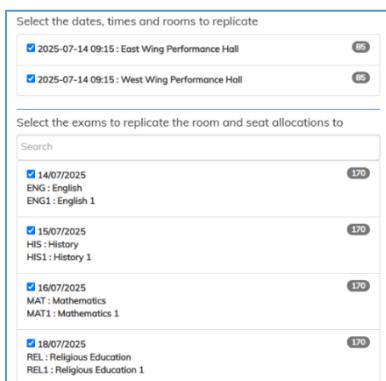
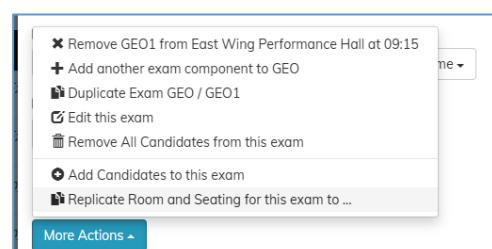


It is possible to Copy a seating plan when editing. In the case of an exam comprising two or more units within a qualification, you can manually create a seating plan for one date, then proceed to the next date and select the previous exam to copy the plan from. If you utilise the auto-assign seating function, all rooms will reflect the same arrangements. However, if you make manual amendments to one plan, you will be able to copy that customised seating plan for the subsequent exam.

Replicating Room and Seating

If a Centre employs the same rooms and layout for both internal and external examinations, it is feasible to assign and seat all candidates for a single exam and then replicate that arrangement for other exams during the same season.

To do this, navigate to the **Timetable and Seating Tab**, assign candidates to their respective rooms for the initial exam, and then proceed to seat them. Once the candidates are properly roomed and seated, edit the first seated exam and navigate to **Actions | More Actions | Replicate Room and Seating for this exam**.



Upon selection, all rooms associated with the exam will be displayed, along with the number of candidates assigned to each room. Below this list, you will find all other exams linked to the candidates from the selected exam. Choose the exams for which you wish to replicate the room and seating arrangements, and then click **Submit**.

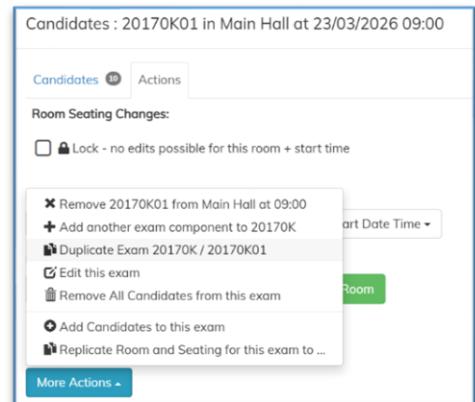
Duplicating an Exam

If a Centre needs to duplicate an exam within the current season, or copy it into another open exam season, this can be done from the **Timetable and Seating** tab.

1. Navigate to the **Timetable and Seating** tab.
2. Locate the exam that needs to be duplicated and select **Edit**.
3. From the menu, select **Actions | More Actions | Duplicate Exam**.

A new dialog box will appear.

4. Select the exam season that the exam should be duplicated into.
5. Enter all required details, including - **Date of Exam and Start Time**.
6. Select **Save** to complete the duplication.



Note – If duplicating an exam into a different season, ensure that all candidates included in the duplicated exam have been added to the destination season.

Resetting Timetable / Seating

Reset

- Reset exam rooms - clear any allocated rooms & seats
- Reset exam seats - clear any allocated seats (rooms left alone)
- Reset exam start times (if modified to resolve clashes)
- Also reset candidate clash flags

If necessary, you can reset several actions related to the timetable and seating arrangements. To do so, navigate to **Overview | Build Exam Timetable and Seating**. This will present you with various options for resetting the timetable. Select the most appropriate option for what the Centre is trying to achieve.

Assign Seats – Advanced Options

Assign Seats Only – When automatically assigning seats in the **Timetable and Seating Tab**, this routine will only assign a seat to the candidates assigned to that Room, by default it will not process the data from the Entries Tab. If the Centre (for an External Season) needs Exams Assist to process the data in Entries too, when **Assigning Seats to Selected** then deselect – **Assign Seats only, do not Process Exam Entries** (this option is selected by default).

Check Group Membership – When exams are created in Exams Assist according to Group Membership, select this option to check if any changes have occurred in membership or if the levels assigned by the Class Teacher have been modified. If amendments have been made, these will be reflected in the Timetables

Advanced Options

- Assign Seats only; do not process Exam Entries - this run only
- Assign Seats only; don't process Exam Entries - this and future runs
- Check the Group Membership Level and update the entered Exams
Exams Assist created exams only

Manually Adding Exams to an External Season

Board	Level	Code	Name	Components	Subject
WJEC/GCE	GCE/B	1100UN	History Historical Interpretations	1100UN0-1	History
WJEC/GCE	GCE/B	1110U5	Geography Independent Investigation	1110U50-1	Geography
WJEC/GCE	GCE/B	1570U4	Hsc and Childcare Support Development	1570U40-1	Health and Social Care

Once an Entry file is imported into EA, these entries will appear in the Entries Tab. Additionally, the component information will be displayed (as illustrated below).

The component codes are colour coded as follows:

Colour Code:

Grey – No Date/Time Assigned to the Exam or NEA.

Light Green – Timetabled Exam, but candidates not roomed.

Dark Green – Exam Timetabled, Candidates both Roomed and Seated.

To create an exam for a non-timetabled exam, simply click on the component code, once selected, the details popup box will appear.

Not Timetabled : Hsc and Childcare Unit 4: Nea

Exam Type
Exam

Select an existing Exam Element ▾

Exam Board – WJEC/GCE Exam Level – GCE/B

Element Code – 1570U4 Element Name – Hsc and Childcare Support Development

Subject – Health and Social Care

Component Code – 1570U40-1 Component Name – Hsc and Childcare Unit 4: Nea

Date: dd/mm/yyyy Start Time: Duration: 1h 0m

Add candidates from the element
If any candidates are found in exams with a matching element then add them to this exam component

Add Extra Time if candidate has Access Arrangement

Room: ▾

Save

Enter the **Date**, **Start Time**, **Duration** and a **Room** for this non-timetabled exam. Once created the component code will appear in light green (in the table) indicating that it's been timetabled. Once timetabled Centres will be able to seat the candidates and assign invigilators to the room.

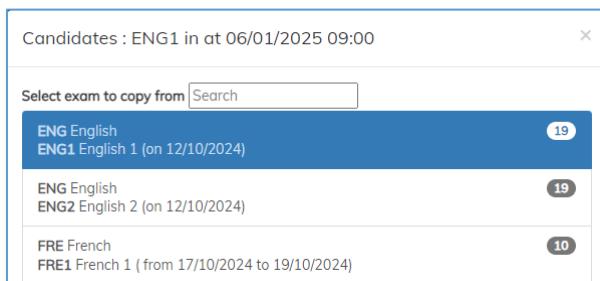
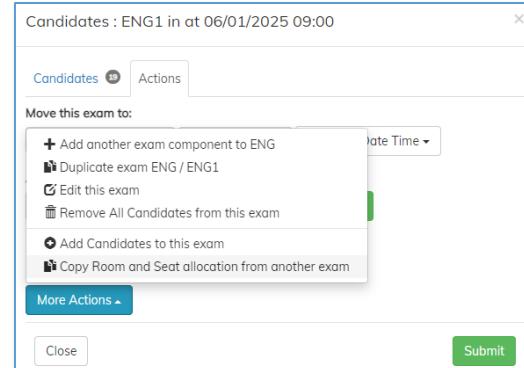
Copying an Exam

When core subjects such as English and Mathematics conduct multiple mock exams throughout the academic year, copying an exam will save time for the Centre by allowing for the replication of the entire examination setup, including room assignments and seating allocations.

To copy an exam, simply create the exam again i.e. English Language.

IMPORTANT – To copy details from a previous exam, the previous exam **MUST BE** within a Season that is still **OPEN**, the Season cannot be closed. If, however, the season has been closed, it can be quickly re-opened for this purpose.

Navigate to the Timetable and Seating Tab, select **Add Exams by Subject**. Select the number of exams required for each subject, then select Next. When populating the details for each exam there is no need to populate the room (as this information will be copied from the previous exam). Once the exams have been created, Edit the exam and select **Actions | More Actions | Copy Room and Seat Allocation from another exam**.



A list of all exams with candidates in common from all open seasons will appear. Use the search to filter the list, then select one that need to be copied from.

The number in the badge is the number of candidates in common. Once selected the rooming and seating allocation from the selected exam will be assigned to the candidates in the current exam.

Publishing the Timetable to External Sites

Centres can publish their exam timetables on external sites. Each Centre will have a unique URL that can be embedded into an Iframe which will allow the information to be displayed.

Navigate to the **Overview Tab | Configure Exams Assist** and select **Published Exam Timetables Visible on Public Site**. Embed the URL on the Centre website in an iframe and the timetable will be displayed.



Note – No pupil information will be displayed on the public website.

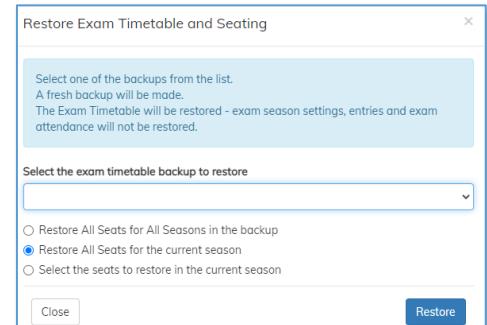
Start : Year 12 & 13 Internal Exams			
No Exams			
Tuesday 07 January 2025			
AM		PM	
09:00 -	Science EDEXL/KSQ BTNG/B 31617H1C	13:00 -	Science EDEXL/KSQ BTNG/B 31617H1P
09:40	Chemistry	13:40	Physics
Wednesday 08 January 2025			
AM		PM	
09:00 -	BTEC Sport EDEXL/KSQ BTNG/B 31525H01	13:00 -	Business Studies EDEXL/KSQ BTNG/B 31489H1A
11:30	Fitness Training and Programming Part B	15:00	Developing A Marketing Campaign Part A
09:00 -	English WJEC/GCSE GCSE/B 3720U10-1	13:00 -	Science EDEXL/KSQ BTNG/B 31617H1B
11:00	Eng Lit Unit 1 Foundation: Written	13:40	Biology
09:00 -	English WJEC/GCSE GCSE/B 3720UA0-1		
11:00	Eng Lit Unit 1 Higher: Written		

Restoring/Backup of Timetable and Seating

To create a backup of the timetable, navigate to the **Timetable and Seating Tab | Actions | Backup Exams Timetable and Seating**, once selected a backup will be created.

Note – Periodic backups are automatically created by Exams Assist.

To restore a backup, navigate to the **Timetable and Seating Tab | Actions | Restore Exams Timetable and Seating** and select the most appropriate backup. Once selected the timetable will be restored back to that date and time.



Creating Internal Examinations in Exams Assist

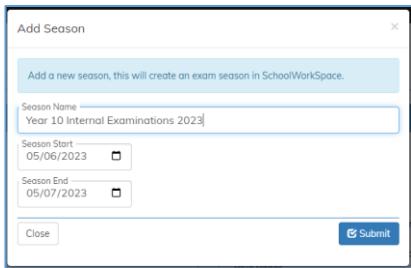


Scan the QR Code to watch a video of
How to Create an Internal Season for Year 7-9



Scan the QR Code to watch a video of
How to Create an Internal Exam Season

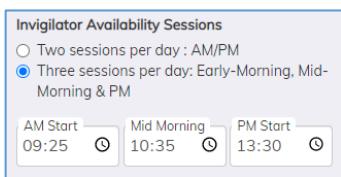
Step 1 – Create a New Season



1. Navigate to the **Overview** tab.
2. Select **Actions | Add New Exam Season**.
3. Enter a **Name** for the new season.
4. Enter the **Start date** and **End date** for the season.
5. Click **Submit**, then a new exam season will be created.

Step 2 – Season Settings

After creating the season, the **Season Settings** page will automatically appear. Review each tab and make any necessary selections.



Tip - If the exam start times differ from other seasons, you can define custom times here. For example, if you have three sessions per day, update the following settings.

- **AM Start**
- **Mid-Morning Start**
- **PM Start**

When scheduling individual exams, you'll be able to choose from these predefined starting times.

Suggested Settings

Details Tab:

- Confirm **Centre Number**.
- Confirm the **Season Start** and **End Dates**.
- Select **Candidate Seating - Room, Seat, and Timetable allocation done in Exams Assist**.
- Select the correct **Season Type - Mock / In-House Season (don't track clashes)**

Invigilator Tab:

- Enter **Invigilator PIN Code** (if applicable).
- Set **Invigilator Availability Dates** (if applicable).
- Select the appropriate **Options** for invigilators.
- Add an **Invigilator Note** to display at the top of their portal.
- Select the **Invigilator Speech** so that this is added to the season (if applicable).

Portal Tab:

- Once the timetable has been built, enable **Published to the Parental & Student Portal**.

Results Tab – Not Applicable.

Step 3 – Adding Candidates to a Season

Once a season has been created, navigate to the **Candidates** tab.

1. Click **Actions** and select one of the following options:
 - **Add a Group of Candidates** – to add a specific Group of candidates i.e. based on a Group within the Centre's MIS system.
 - **Add Candidates** – to add multiple individual candidates at once - Use **multi-select** to choose all required candidates.
2. Click **Submit** to add them to the season.

Note – If a candidate doesn't have a candidate number, then a temporary number will be created starting with a **T**, this is just for EA purposes.

Note - Any information previously stored against a candidate from other seasons will remain, as this data is linked to the candidate rather than to a specific season. The details retained include the **Exam name, Room and seat allocation**, and any **Access arrangements**. When the candidate is assigned to an exam, they will automatically be placed in their designated room, and their access arrangements will be applied.

Step 4 – Creating a Timetabled Exam

Once a New Season has been created there are different types of Exams that can be created. The types that can be created are **Exams, Practical's, Orals, Coursework and Moderation**.

When creating a timetabled Exam, there are two ways of creating these:

1. **Individually per Subject.**
2. **Group of Subjects.**

Creating a Single Exam

1. Navigate to the **Timetable/Seating** tab and Select **Add Exam / Oral / Practical**.

2. Complete the required details in the dialog box.

Note - If creating an **internal exam**, you do **not** need to enter the **Exam Board** or **Exam Level** — these fields are **optional**.

3. Select **Add Candidates to this Exam**.

Centres can: Add **individual candidates (or multi-select)** already added to the season, or add a **group** (e.g., an Academic Class) or a combination of both.

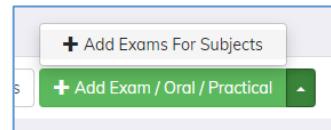
Note - Only groups containing **candidates already in the season** will appear as options.

Note – Any candidates that have been assigned to a room in the candidate's tab will be automatically assigned to that room in the timetable/seating tab. The remaining candidates will need to be assigned to an exam room, once assigned to a room they will be ready for seating.

Creating an Exams for a Group of Subjects (Recommended)

It's possible to create several exams in one action based on academic groups, this wizard is very quick for creating multiple exams, assigning candidates and finally allocating them to a room.

1. Navigate to the Timetable and Seating Tab and select **Add Exams for Subject**.



Note - When creating exams by subject, only the **classes associated with that subject** can be added.

Add Exams For Subjects

Exam Type: Exam Duration: 1h 0m Add Extra Time if candidate has Access Arrangement

Select the number of exams for each subject that you want to create

Agriculture	0	Art	2
Astronomy	0	Biology	1
Business Studies	0	Chemistry	1
Citizenship	0	Computer Science	2

2. Select the **number of exams** required per subject from the appropriate drop-down menu.

Use Lesson Times - If the Centre schedules mock exams according to the lesson timetable, ensure the Use Lesson Times option is selected. When this option is enabled, each lesson start time will appear when creating individual exams, allowing the Centre to choose from these lesson-based times instead of the predefined start times set in the Edit Season settings.

Fri 28/11/2025 09:00
 Fri 28/11/2025 09:15
 Fri 28/11/2025 10:15
 Fri 28/11/2025 11:35
 Fri 28/11/2025 12:35
 Fri 28/11/2025 13:30
 Fri 28/11/2025 14:30

After selecting the number of exams:

Add Exams For Subjects

Select the time and groups for each Exam

Art

Element Code: ART Element Name: Art

Component Code: ART1 Component Name: Art 1

Date: Thu 08/06/2023 09:00 Duration: 1h 0m Room: Boardroom

10B/Ar1a 10B/Ar1b

Component Code: ART2 Component Name: Art 2

Date: Fri 09/06/2023 09:00 Duration: 1h 0m Room: New Gymnasium [The Gym]

10B/Ar1a 10B/Ar1b

- Edit the **Component Code** and **Name** (If required).
- Set the **Date** and **Time** (this is based on the times allocated in Edit Season).
- Specify the **Duration**.
- Select a **Room (Optional)**, if the room becomes full, any additional candidates will show as unroomed. Any candidates assigned to a room from the Candidates Tab will be automatically assigned to those rooms.
- Assign the appropriate **Class** to the exam.

3. Select **Submit**, the exams will all be created and the candidates will be allocated to them.

Note - If the Centre do not select any candidates (groups), the exam will still be created, but the candidates will need to manually added later.

Exam Schedule Overview										
Date	Time	Duration	Closh	Subject	Room	Board	Element	Component	Candidates	Seated
08/06/2023	09:00	1h 0m		Art [Exam]		ART	ART1	18		
09/06/2023	09:00	2h 0m		Art [Exam]		ART	ART1	21		
09/06/2023	09:00	1h 0m		Art [Exam]	New Gymnasium [The Gym]	ART	ART2	10	0 %	
10/06/2023	13:30	1h 0m		Biology [Exam]		BIO	BIO1	13		
10/06/2023	13:30	1h 0m		Biology [Exam]	Art Room 3	BIO	BIO1	8	0 %	
15/06/2023	13:30	1h 0m		Computer Science [Exam]	A1 [Room A1]	COM	COM2	1	100 %	
15/06/2023	13:30	1h 0m		Computer Science [Exam]	Kitchen1 [Kitchen]	COM	COM2	20	0 %	

Here is an Example:

English Language – Unit 1 and Unit 2; Engineering – Unit 1; Drama – Unit 1 and 2; Business Studies – Unit 1 and 2; Computing – Unit 1.

Tip – Select a time that most of the exam's length will be, the others can be quickly amended.

Add Exams For Subjects

Exam Type: Exam Duration: 1h 0m Add Extra Time if candidate has Access Arrangement

Select the number of exams for each subject that you want to create

Agriculture	0	Art	0
Biology	0	Business Studies	1
Chemistry	0	Citizenship	0
Computer Science	1	Design & Technology	0
Drama	1	Engineering	1
English	2	Food & Nutrition	0

1. Select the required number of exams per subject:

Computer Science - 1
Drama - 1
English - 2
Business Studies - 1
Engineering - 1

2. Select Submit.

3. Edit the **Component Code** and **Name** for each listed exam i.e. **Business Studies Paper 1**; **Computer Science Unit 1**; **Drama Unit 1** etc.
4. Select the appropriate **Date** and **Time** for each listed exam.
5. Specify the **Duration** for each listed exam.
6. Select a **Room** for each listed exam.
7. Select the appropriate **Class(es)** for each exam.

Add Exams For Subjects

Business Studies

Element Code: BUS Element Name: Business Studies

Component Code: BUS1 Component Name: Business Studies Paper 1

Date: Mon 01/12/2025 09:00 Duration: 1h 30m Room: Sports Hall 1

11C/Bs1

Computer Science

Element Code: COM Element Name: Computer Science

Component Code: COM1 Component Name: Computer Science Unit 1

Date: Mon 01/12/2025 13:30 Duration: 1h 0m Room: Sports Hall 1

11B/Co1

Drama

Element Code: DRA Element Name: Drama

Component Code: DRA1 Component Name: Drama Unit 1

Date: Tue 02/12/2025 09:00 Duration: 1h 0m Room: Sports Hall 1

11A/Dr1

Note – If candidates have been assigned to a room from the Candidate Tab, they will be seated in that room.

	Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component	Candidates	Seated	
□	Mon 01/12/2025	09:00	1h 30m - 1h 53m		Business Studies [Exam]	Main Hall		BUS	BUS1		4	100 %	
□	Mon 01/12/2025	09:00	1h 30m		Business Studies [Exam]	Sports Hall 1		BUS	BUS1		14	0 %	
□	Mon 01/12/2025	13:30	1h 0m		Computer Science [Exam]	Main Hall		COM	COM1		5	40 %	
□	Mon 01/12/2025	13:30	1h 0m		Computer Science [Exam]	Sports Hall 1		COM	COM1		19	0 %	
□	Tue 02/12/2025	09:00	1h 0m		Drama [Exam]	Library [Reading Room]		DRA	DRA1		1	0 %	
□	Tue 02/12/2025	09:00	1h 0m - 1h 15m		Drama [Exam]	Main Hall		DRA	DRA1		4	50 %	
□	Tue 02/12/2025	09:00	1h 0m		Drama [Exam]	Sports Hall 1		DRA	DRA1		18	0 %	
□	Tue 02/12/2025	13:30	1h 0m		Engineering [Exam]	Main Hall		ENGI	ENGI1		1	0 %	
□	Tue 02/12/2025	13:30	1h 0m		Engineering [Exam]	Sports Hall 1		ENGI	ENGI1		14	0 %	

Explanation - Once created, the **timetable and seating tab** will be populated. Any candidates that have a room identified in the candidate's tab will allocate to the specific room and seat. From the above, there are 18 candidates doing Business Studies, 4 candidates have automatically been roomed and seated in the Main Hall. All other candidates are assigned to the Sports Hall 1 as indicated when creating the exams.

The candidates are now ready to be seated in each room; these rooms will also appear in the Invigilation tab ready for invigilators to be assigned.

Creating a Tiered Exams

If there is the need to assign candidates to exams based on a tier. Follow the steps below to achieve this.

1. Subject teachers must assign a **level** to each candidate from their portal.

Each teacher should:

- Log in to **Exams Assist**.
- From their homepage, select the **Group Tab**, then the **Class** (e.g. 11y/Ma2).

Assigning Levels to Candidates

Once the class is selected:

1. Go to the **Actions** dropdown.
2. Select **Levels**.

To assign levels:

1. Choose a **global level** (e.g. *Intermediate*) and select **Submit** to apply it to the entire class. Or, if the class has **mixed ability levels**, select **Mixed**. This allows teachers to assign a level to each candidate individually.
2. After all levels are assigned, select **Submit**.

Name	Level
Sophie Aaron	Intermediate
Stephen Ackton	Foundation
Tina Angel	Higher
Xander Berk	Foundation
	Intermediate

Once all teachers have assigned levels to their candidates, **Exams Officers** can create exams based on tiers.

Subject	Number of Exams
Agriculture	0
Biology	0
Chemistry	0
Computer Science	0
Drama	0
English	0
French	0
German	0
History	0
Mathematics	2

1. Navigate to the **Timetable & Seating** tab.
2. Select **Add Exam by Subject**.
3. Choose the **number of exams** required for the subject (e.g. *2 exams for Maths – Paper 1 and Paper 2*) and click **Submit**.

4. Complete all exam details: **Component Name, Date, Time and Location**.
5. Select the **groups** to attach to the exam. The **level** of each class will appear next to the class identifier.

Once the exam has been created, you will see that a different exam will have been created for each of the different levels. Each level will contain the candidates that were assigned by the classroom teacher. This process is the same for any tiered exam such as French, Spanish etc.

Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component	Candidates	Seated
05/02/2024	09:00	1h 0m		Mathematics [Exam]	English Room 1	Foundation	MAT	MAT1-F		1	0 %
05/02/2024	09:00	1h 0m		Mathematics [Exam]	English Room 1	Higher	MAT	MAT1-H		2	0 %
05/02/2024	09:00	1h 0m - 1h 15m		Mathematics [Exam]	English Room 1	Intermediate	MAT	MAT1-I		11	0 %

Creating Science Practical Exams

The process for creating **Science Practical Exams** is slightly different from standard exam creation. These exams are generated **specifically for each class** and take place **in the same room**. If a candidate is assigned to a room in the Candidates Tab, when creating Practical Exams, this room allocation will be ignored.

Steps to Create Science Practical Exams

1. Navigate to the **Timetable & Seating** tab and select **Add Exams for Subject**.
2. Under **Exam Type**, select **Practical**.
3. Choose the **number of exams** required for the practical.

Example:

- For a **Triple Biology Exam**, if the practical is completed in one continuous session (e.g. *Part A – The Practical* and *Part B – The Write-Up*), select **1**.
- If **Part A** and **Part B** occur in separate sessions, select **2**.

Entering Exam Details

- Enter the **details** for the practical exam:
 - **Exam name** (e.g. *Biology Practical Part A&B*)
 - **Class** undertaking the practical
 - **Date and time** of the session
 - **Duration** (e.g. 2 hours instead of 1 hour for combined parts)
 - **Room** where the practical will take place
 - If **Parts A and B** occur at different times:

1. Enter the class, date, time, duration, and room for **Part A**.
2. Scroll to the **Second Component**, enter the details for **Part B**, and select **Submit**.

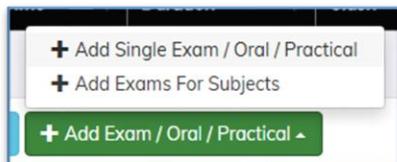
Note – If any candidates have **not been allocated a room** (e.g. if the room is full), they will need to be **manually assigned** to another room.

Creating Oral Exams

Oral exams are managed slightly differently from written or practical exams. You can create one or more **Oral Sessions**, i.e. an **AM** and a **PM Session**, enrol candidates to each session, then assign **individual start times** for each candidate, for when their planned oral will be taking place.

When assigning an oral exam to a room, the normal room capacity can be **exceeded**, as the room may be used only as a **Holding Room**.

Creating Single Oral Session



Steps to Create an Oral Exam

1. Navigate to the **Timetable & Seating** tab.
2. Select **Add Single Exam / Oral / Practical**.

3. Change the **Exam Type** to **Oral**.

4. New options will appear for:

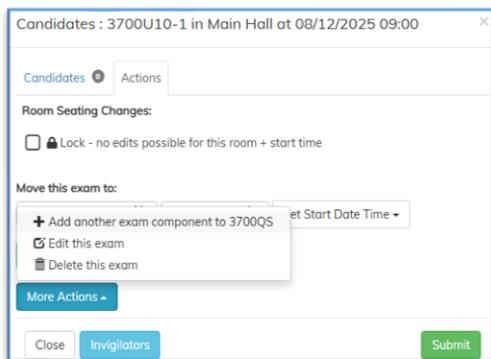
- **Preparation Time**
- **Oral Duration**
- **Oral Session Duration** (used for scheduling invigilators and room usage).
- 5. If needed, select an **existing element** or manually enter a **matching element name**. *Example:* For **English Language**, select the component code for the English Language Oral.

Note: If there are multiple sessions, update the component name to reflect this — e.g. *English Language Oral – Day 1 AM Session*.

6. Optionally **de-select Add Candidates from Elements**. If the Centre is conducting orals over several sessions, it's best to deselect this option and **manually add candidates** to each session.
7. Optionally select a **Room** to assign the Oral session to (e.g. the holding room).
8. Click **Save** to create the session.

Creating Multiple Sessions

If multiple sessions are required, create all sessions before adding candidates to each one.



To create additional sessions:

1. Navigate to the **Timetable & Seating** tab and **edit** the first Oral Session.
2. Select **Actions | More Actions | Add Another Exam Component**.

3. Change the **Exam Type** to **Oral**.

4. Enter the **Component Code** (Ensure this is the same as the previous session) and **Component Name** (e.g. *English Language – Day 1 PM Session*).

5. Add the **Date** and **Time** for the new session.

6. **De-select Add Candidates from Element**.

7. If required, select a **Room** for the session.

8. Click **Submit** to save the new session.

Tip - If the Centre is unsure of the **previous component code or name**, open **Exams Assist** in a new browser tab.

- Navigate to the **Timetable & Seating** tab.
- Edit the exam by selecting **Actions | More Actions | Edit This Exam**.
- Copy and paste the existing **Component Code** and **Component Name**.
- Keep the **Component Code** the same and update the **Component Name** accordingly.

Assigning Candidates

Once the required number of sessions have been created, the Centre can begin assigning candidates to each session.

To assign candidates:

1. Navigate to the **Timetable & Seating** tab and **edit** the desired exam session.
2. Select **Add Candidates to this Exam**.
3. Use the **multi-select** option to choose individual candidates, or add candidates based on a **group**.
4. Use the **search facility** to quickly locate specific candidates.
5. Once all required candidates have been selected, click **Submit** to confirm.

6. Repeat the above process until each session have the required candidates assigned to them.

Allocating Oral Time

Once candidates have been assigned to each session, the Centre can allocate **individual start times** for each candidate.

The **start time field** is a free-text box, allowing flexibility to include additional information such as **Group Number** or **Teacher Name**. *Example: Group 1 – Mrs A Abel Office – 09:30.*

To allocate start times:

Cand	Name	Year	Exam	Oral
1000	Abhra, Abjit		3700U10-1	
1001	Abhra, Alisha		3700U10-1	

1. Navigate to the **Timetable & Seating** tab.
2. Select the **room name** for the relevant oral session.

Note - Instead of a seating plan, a list of **candidates assigned to the session** will appear, with an **Edit** button in the **Oral** column.

3. Select **Edit** for each candidate and enter the appropriate start time and any additional details.

The entered information will automatically appear on each candidate's **timetable**.

Cand	Name	Year	Exam	Oral
1000	Abhra, Abjit	Year 11	3700U10-1	Group 1- Mrs Abel Officer- 09:30

June (Summer) Exams 2026

Monday 08/12/2025 Start Time: Group 1-Mrs Abel Officer-09:30
Duration: 30m
English
3700QS English Language
3700U10-1 English Language - Day 1 AM Session
Main Hall
Oral Start Time Group 1-Mrs Abel Officer-09:30
Oral Prep Time 15m
Oral Duration 15m

Creating a Coursework Session

To create a coursework session within Exams Assist, centres can timetable any Non-Examined Assessment (NEA) that candidates must complete as part of their qualification. Recording these sessions in Exams Assist provides several benefits: once created, teaching staff can immediately view any Access Arrangements that need to be provided during the assessment, and the IT department is alerted that the sessions are taking place. Teaching staff can also record candidate attendance directly within the system. After the sessions have been set up, the centre can quickly generate an NEA gradebook to record marks and share them with candidates, allowing students the opportunity to review and query their results if needed.

To create a coursework session:

1. Go to the **Timetable and Seating** tab.
2. Select **Add Single Exams / Orals / Practical**.
3. Change the **Exam Type** to **Coursework**.
4. If the moderated unit exists in the **Basedata**, select it from the **Existing Exam Element** list.
5. For a English Literature (NEA) Component Code **3720U40-1**.
6. Enter the **date and time** of the NEA.
7. Select **Add candidates from element**.
8. If required, allocate a **room**.

Add Single Exam / Oral / Practical

Exam Type: Coursework

Select an existing Exam Element

Exam Board: WJEC/GCSE Exam Level: GCSE/B

Element Code: 3720U4 Element Name: English Lit Shakespeare

Subject: English Literature

Component Code: 3720U40-1 Component Name: Eng Lit Unit 3: NEA

Date: 14/04/2026 Start Time: 09:00 Duration: 2h 0m

Add candidates from the element
If any candidates are found in exams with a matching element then add them to this exam component

Add Extra Time if candidate has Access Arrangement

Room: Main Hall

Note: If the assessment takes place over several days or lessons, you can manage this by editing the exam from the Timetable and Seating tab. Select Actions | More Actions, then choose Add Another Exam Component. When adding the additional component, enter the relevant details and ensure the Exam Type is set to Coursework, but keep the Component Code the same as the original entry, as all components form part of the same assessment.

Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component	Candidates
Tue 14/04/2026	09:00	2h 0m - 2h 30m		English Literature [Coursework]	Wyvern: Drama Studio	GCSE/B	WJEC/GCSE	3720U4	3720U40-1	2
Tue 14/04/2026	09:00	2h 0m		English Literature [Coursework]	Main Hall	GCSE/B	WJEC/GCSE	3720U4	3720U40-1	23

Creating a Moderation Session

To create a moderation session within Exams Assist—whether for recording external visits or internal processes—this feature allows the Exams Team to keep track of everything happening during a busy summer season. Once created, the moderation session will appear in both the **Timetable and Seating** tab and the **Daily Planner**. These sessions can be created for subjects such as PE, Art, Music or D&T. If the session is created purely for reference and no candidates are assigned, it will still appear across the relevant tabs, but candidates will not see it on their portal.

1. Go to the **Timetable and Seating** tab.
2. Select **Add Single Exams / Orals / Practical**.
3. Change the **Exam Type** to **Moderation**.
4. If the moderated unit exists in the **Basedata**, select it from the **Existing Exam Element** list.
5. For a Physical Education moderation, select the component code **3550U20-1**.
6. Enter the **date and time** of the moderator's visit.
7. If required, select **Add candidates from element**.
8. If required, allocate a **room** (e.g., the PE Department).
9. If candidates are assigned, the session will also appear on their **timetables**.

Once the date has been confirmed, the Exam Team may not need to take any further action; however, by entering the details into Exams Assist, the centre will still be able to view the session in the **Timetable and Seating** tab or the **Daily Planner**.

Date	Time	Duration	Clash	Subject	Room	Level	Board	Element	Component
Tue 21/04/2026	09:00	3h 0m		Physical Ed [Moderation]		GCSE/FC	WJEC/GCSE	3550QS	3550U20-1

Step 5 – Confirming Access Arrangements

Before seating candidates, Centres should confirm that all **allocated Access Arrangements** for each candidate are correct. If the Centre manages Access Arrangements in **Exams Assist**, ensure that the **SEN Team** has allowed or disallowed specific arrangements for each subject. This helps to streamline the process of confirming which Access Arrangements each candidate should have for each exam.

The **Exams Team** and **SENCO** should also review the **Access Arrangements Settings** to ensure that every arrangement has been assigned an **icon**, and that all required arrangements have been **mapped correctly**.

Note – New icons are added periodically, so reviewing these often is recommended.

Icon	Arrangement	Count	Staff Required	Modified Paper	Laptop	Computer Reader	ARA	Dictionary	Extra Time	Track Used	Highlight	Name Highlight
	Access to Laptop	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	Coloured Glasses	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once the timetable has been created and candidates have been assigned, any candidate with Access Arrangements will appear under the **Access Arrangements** tab. The Exams Team should review each **sub-tab** and specify whether the candidate requires a **Modified Paper**, **Laptop**, **Computer Reader**, or **Bilingual Dictionary** for each exam.

This process is identical to that used for **external exams**. When a candidate is assigned one of these arrangements, the relevant **icon** will appear on both the **Candidate Cards**, **Attendance Registers** and the **Seating Plans**.

Depending on the Centre's settings, **Invigilators** may be able to record whether each candidate **used** their Access Arrangement during the exam. To enable this feature, navigate to **Overview Tab | Edit Season | Invigilators | Log AA Used**. If the Centre does not use this functionality, printable **reports** are available in Exams Assist for invigilators to complete manually. The Exams Team can then update the system at a convenient time.

Note – Centres can choose which Access Arrangements Invigilators are allowed to be confirmed. Some arrangements, such as **Sits at the back of the hall**, may not be applicable for tracking. To select the arrangements that should be confirmed, navigate to **Overview Tab → Actions → Access Arrangements Settings**, then mark **Track Used** for each arrangement that needs to be tracked.

For any arrangements identified as **Extra Time**, and if the Centre is tracking Access Arrangements used, Invigilators can enter the **number of additional minutes** used by each candidate.

Step 6 – Allocate Rooms and Seating

Any rooms that have been created or used within **Exams Assist** will automatically appear in the **Rooms** tab. Any setups added in previous seasons will also remain for each room. If new rooms are needed, select **Add Room**, then complete all the relevant information. For more detailed instructions, refer to the **User Guide**.

Assigning Rooms

Once the timetable has been built, the Centre can assign rooms to each exam. Rooms can be assigned either during timetable creation or afterwards.

To assign rooms after exams have been created:

1. Navigate to the **Timetable & Seating** tab and **edit** the desired exam.
2. Select **Actions | Select Room** to assign a room to that exam.

To assign a room to multiple exams at once:

1. Select each relevant exam from the list.
2. Choose **Selected | Assign Rooms to Selected Exams**.

Assigning Seats

There are several ways to seat candidates — either **manually** or **automatically**.

To seat candidates manually, select a **room name** from the **Timetable & Seating** tab. Candidates can be seated in several different ways, for example by:

- **Candidate order**
- **Registration Group order**, or
- **Teaching Group order**.

To assist with this process, the **number of candidates per group** is displayed in brackets next to the group name, making it easier to assign seats.

To **multi-select seats**, click the **first seat**, then **double-click the opposite seat** — this will highlight all seats in between. If need this process can be repeated until the number of required seats have been selected. Once seats are selected, choose **Assign Seats**, then select the appropriate **group**. If you need to amend the **snaking order**, select the required seats, then go to **Selected | Set Snake Order** and choose the desired pattern.

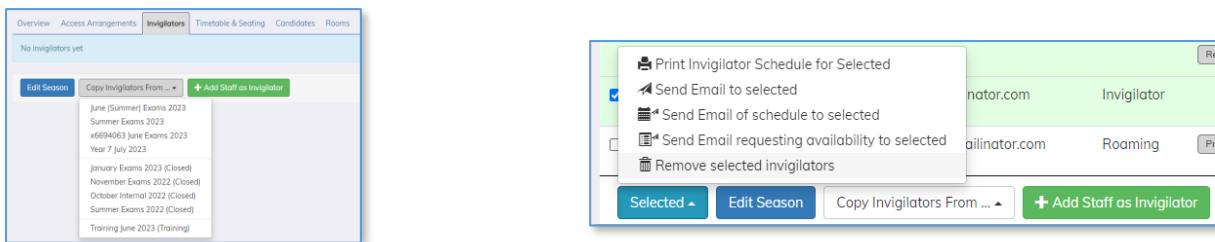
To seat candidates automatically, go to the **Overview tab** and select **Exam Assign Seats**. A dialog box will appear showing a **variety of seating options** — select the most suitable one for your Centre.

To automatically seat multiple exams at once, from the **Timetable & Seating tab**, select the exams that require seating. Choose **Selected | Assign Seats to Selected**. The same dialog box will appear, allowing the Centre to apply seating automatically. Once seats have been automatically assigned, the Exams Team can review each room and make any adjustments as necessary.

Step 7 – Invigilators and Scheduling

When a new season is created, the **Invigilators Tab** will initially be empty. Staff can be manually added one at a time; however, any **previously assigned settings**, including **training dates**, will remain.

Tip - To save time, copy invigilators from a previous season, then remove anyone who is no longer required by selecting: **Invigilators | Selected | Remove Selected Invigilators**. Note: Invigilators already allocated to a room cannot be removed. To remove multiple invigilators: Select the invigilators not required, then go to **Selected | Remove Selected Invigilators**.



Gathering Availability

Once the invigilators have been added to the season, the Centre can request that they provide their **availability** for the upcoming exams. If invigilators have previously been sent a **Magic Link**, this same link will remain valid for all seasons. Alternatively, the invigilators can log onto their portal to view their schedule.

Centres can define the period during which availability can be submitted:

1. Navigate to the **Invigilators** tab.
2. Select **Edit Season**.
3. Enter the **From** and **To** dates for when availability can be collected. These fields can be left blank if no restriction is needed.

Once invigilators have entered their availability, this will be displayed in the **Invigilators Tab**.

Emailing Invigilators

To contact invigilators — for example, to request their availability or send a general update—follow these steps:

1. Navigate to the **Invigilators** tab.
2. Select the invigilators you wish to email.
3. Click **Selected**, then choose the appropriate **email type** from the menu.

Assigning Invigilators

Once exams have been assigned to rooms in the **Timetable & Seating tab**, invigilators can be assigned to those rooms.

1. Navigate to the **Schedule** tab.
2. Edit each exam room as needed.
3. Assign the appropriate invigilators.

Confirming Allocations

To assist Centres, invigilators can be given the ability to **accept or decline shift allocations** assigned by the Exams Team.

To enable this feature:

1. Navigate to the **Invigilators tab** and select **Edit Season**.
2. Specify the **number of days before the exam date** that invigilators are permitted to **Accept** or **Decline** their allocated shifts.

The Centre can also choose whether to **allow or prevent invigilators from changing their response** after it has been submitted.

Step 8 – Pre-Print Checks

Before printing examination documents — such as **component cards**, **attendance registers**, or **seating plans**—the Exams Team should complete several checks to ensure that all information is accurate and up to date.

- 1. Check Group Membership and Levels** - As the timetables and allocations are based on group membership, it's important to confirm that no group changes have occurred since the exams were first created. To check for updates, navigate to **Timetable & Seating Tab | Actions | Scan for Group and Level Changes**.
- 2. Check All Candidates Are Roomed/Seated** - After scanning for changes, ensure that all candidates have been correctly assigned to a room and seat. This can be verified by selecting the **Incomplete** filter in the **Timetable & Seating** tab.
- 3. Check for Seating Errors** - If a candidate has been identified as requiring a **laptop** after seating allocations were made, an error will appear in the **Timetable & Seating** tab. This indicates that a candidate who requires a laptop is not currently seated in a designated laptop seat. To identify these cases, use the filter - **Laptop Seats Not Allocated Only** in the **Timetable & Seating** tab.

Step 9 – Communicating to Parents and Candidates

To inform parents and candidates about forthcoming exams, the exam information must first be **published**.

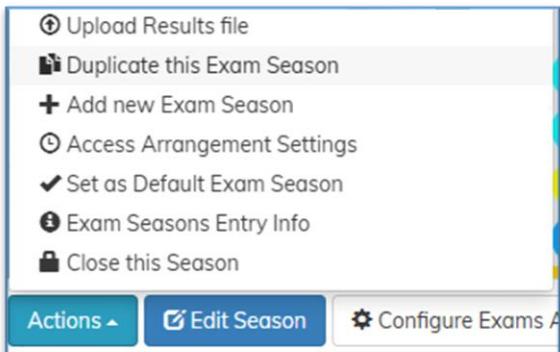
- 1. Publish to the Portal:**
 - Navigate to **Overview Tab | Edit Season | Portal**.
 - Select **Published to the Parental & Students Portal**.
 - Once enabled, the **entries** and **timetable** will become visible on both the **Candidate** and **Parental Portals**, as well as via the **Magic Link** that can be sent by the Exams Team.
- 2. Emailing Candidates or Parents:**
 - Navigate to **Candidates Tab | Actions | Send Email to All**.
 - A list of available email templates will appear.
 - Select the appropriate **email type** and click **Send** to distribute it to all candidates or parents.
- 3. Display Timetable on the School Website:**
 - Navigate to **Overview Tab | Configure Exams Assist**.
 - Select **Published Exam Timetables Visible on Public Site**.
 - The Centre's designated **website administrator** will need to embed the provided **URL** into a webpage using an **iframe**, ensuring that the exam timetable is publicly viewable on the school's website.

Duplicating an Exam Season

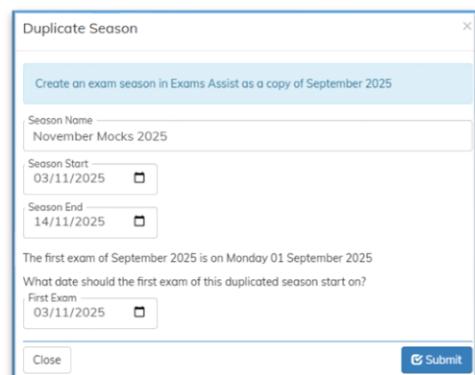
If there is a need to duplicate an Exam Season, all details will be copied, including:

- Allocated Candidates.
- Access Arrangements and Allocations.
- Timetable and Seating Plans.
- Invigilator Schedules (confirmation status will reset).

Note – It is only possible to duplicate an open season. Closed seasons must be re-opened before duplication and may be closed again afterwards.



When creating the duplicate, the Centre will be prompted to provide the start date of the first exam. To duplicate a season, navigate to the required Exam Season and select **Actions | Duplicate this Exam Season**.



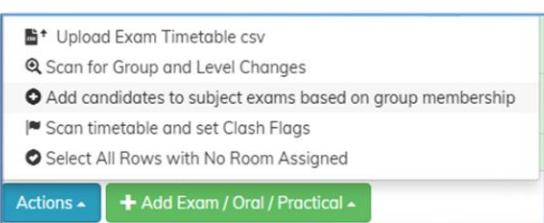
Enter a name for the new season, provide the overall season dates, then confirm the date of the first exam.

Note – If the new season begins on a different day of the week than the original (for example, the original began on a Monday and the new one on a Wednesday), the duplicated timetable will group exams together on weekdays.

Managing New Candidates

If new pupils have joined the Centre since the previous season, they must be added to the new season before being assigned to exams. Navigate to: **Candidates Tab | Actions | Add Group of Candidates**. Search for and re-add the required group to the season. Newly added candidates will now appear in the season and can be assigned to exams as required.

Updating Group Membership and Levels



Centres can run a routine to update group membership and levels if changes have occurred. This is especially useful if the timetable is based on teaching groups. To run this routine, navigate to: **Timetable and Seating Tab | Actions | Scan for Group and Level Changes**.

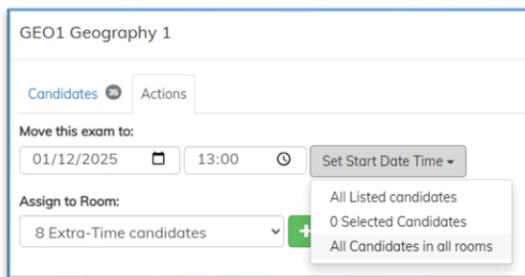
If any exams are tiered, departmental staff should confirm candidate levels before running this routine. After running it, any candidates who have changed sets will be assigned to their correct group.

New candidates who have joined since the previous season will not yet be assigned to exams. If exams were created based on group membership, you can run another routine to assign these candidates correctly. Navigate to: **Timetable and Seating Tab | Actions | Add candidates to subject exams based on group membership.**

Note – Scan for Group and Level Changes before **Add candidates to subject exams based on group membership.** This ensures timetable names update correctly from one academic year to the next, allowing candidates to be added to the correct updated groups.

If candidates change groups or levels during these updates, previous seating allocations will be removed, and they will need new room and seat assignments.

Amending Date/Time of Exams

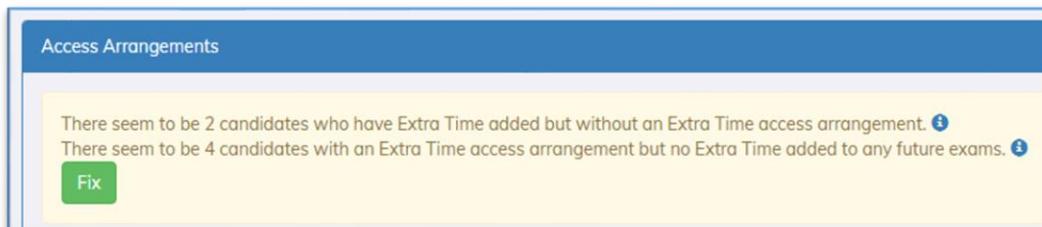


After duplicating a season, dates or times of certain exams may need adjusting. To amend these details, navigate to **Timetable and Seating Tab | By Exam**. Select the required exam, then the Actions menu, and update the date and time. Apply the change using Set this date and time for **All Candidates in All Rooms**.

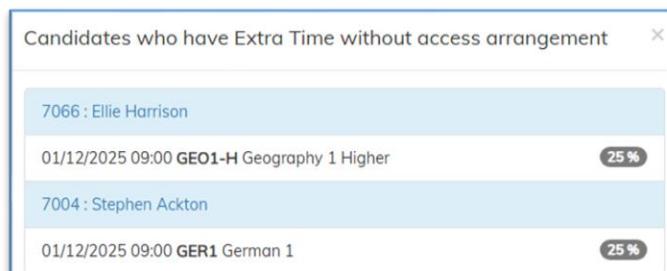
Note – If duplicating a live exam season containing formal entries, such as the June season for Year 11, any amended dates or times will appear in red in the Timetable and Seating tab. These red indicators can be ignored for mock seasons.

Access Arrangements Alerts

Access Arrangements are also duplicated when a season is copied. Any discrepancies or changes will be flagged in the **Overview** and **Access Arrangements** tabs. An alert may occur when a candidate previously received Extra Time but is no longer entitled to it.



Select the information icon to review full details of the alert. If the arrangement changes are correct, select **Fix** on the Overview tab to resolve the alerts.



Example – Candidate Number 7005

Candidates and Exams that should have Extra Time added	
List of candidates and exams that probably should have Extra Time	
7005 : Mohammed Adasheji	
01/12/2025 09:00 GEO1-H Geography 1 Higher	
01/12/2025 09:00 HIS1 History 1	

Candidate 7005 was previously entered for Geography and History but at that time was not entitled to Extra Time.

Since this time, the access arrangements has been amended and is now entitled to Extra Time. Therefore, an alert regarding this will be displayed for the Exam Team to resolve.

7005 : Mohammed Adasheji			
Details	Access Arrangements	Exam Entries	Exam Timetable
Access Arrangements			
o 25% Extra time (2025-10-01 -)			

Alerts will show the exam duration in red. The entitlement icons will indicate whether a candidate is eligible. The alert remains until the **Fix** button is pressed. Once selected, the system recalculates Extra Time for affected candidates.

7005	Mohammed Adasheji	GEO	Geography	GEO1-H Geography 1 Higher Sports Hall 1 (J8)	⌚ 25% Extra time	01/12/2025 09:00	60m
------	-------------------	-----	-----------	---	---------------------	------------------	-----

Once the Fixed, the system will now re-calculate the Extra Times for the candidates identified in the Alert and the Extra Time information will now be displayed correctly.

7005	Mohammed Adasheji	GEO	Geography	GEO1-H Geography 1 Higher Sports Hall 1 (J8)	⌚ 25% Extra time	01/12/2025 09:00	60m +15m =1h 15m	25%
------	-------------------	-----	-----------	---	---------------------	------------------	------------------------	-----

Running a dry run of the Summer Season

Centres may use duplication to carry out a dry run of the actual Summer Exam Season. Once created and seated, duplicate the season to simulate arrangements and seating needs for the real exam period. To do this, navigate to the Summer Exam Season, then select: **Overview Tab | Actions | Duplicate this Exam Season.**

Visual representation of the timetable

Monday 27 October 2025	
AM	PM
09:00 - 10:30 French WJEC/GCE GCE/B 1800U50-1 French Unit 5: Written	13:30 - 15:45 Sociology WJEC/GCE GCE/B 1200U40-1 Sociology Unit 4: Written
09:00 - 11:00 WJEC/GCSE GCSE/FC 3603U10-1 D & T (Productdes) UNIT1 D & T in	13:30 - 14:45 History WJEC/GCSE GCSE/B 3100UK0-1 History Unit 3B: Written
	13:30 - 15:30 Computer Science WJEC/GCSE GCSE/FC 3500U20-1 Comp Science Unit 2 Comp Thinking
Tuesday 28 October 2025	
AM	PM
09:00 - 11:00 Biology WJEC/GCE GCE/B 1400U40-1 Biology Unit 4: Written	13:30 - 15:30 English WJEC/GCE GCE/B 1720U40-1 English Literature Unit 4: Written

support checking and validation.

To help verify dates and times after duplication, a visual timetable can be enabled. Navigate to **Overview Tab | Edit Season | Portal** and enable **Published to the Parental & Students Portal**. Then select **Overview Tab | Actions | Published Exams Timetable Public Page**. This provides a clear visual timetable to

Re-Opening a Closed Season

-  Re-Open this Season
-  Delete this Season
-  Add new Exam Season

[Actions ▾](#)[!\[\]\(a91925f08d78fa673145511c908da4c3_img.jpg\) Edit Season](#)

If duplication is required for a closed season, navigate to that season and select **Actions | Re-Open Season**. Once reopened, the season can be duplicated as needed. After duplication, the original season may be closed again.

Managing the Candidates

The candidate tab is where you can see any events that has occurred with a candidate within an exam season. It will display the candidates' entries and will give an overview of their attendance too. By selecting on the name of the candidate's further information will be displayed in exam date order.

Candidates Student/Parent Confirmations Retakes							
Filter by Year/Reg		Filter		Search			
Show 25 entries							
CondNo	Name	Reg	Site	Room/Seat	Extra Time	AA	Exams
0001	Tanwir Abdullah	8A	Boardroom (A2)		N	0	355010-1
0003	Barthony Allen	8B	Drama Studio (A1)		Y	1	311909-1 311010-1 311010-1
0005	Louie Allen	8D	Boardroom (B1)		Y	2	311010-1 320010-1 331010-1 332010-1 35500001

The Candidates Popup.

5016 : Jamie Bar nett (Jamie Barnett)

Name	Jamie Barnett
Photo	
Candidate No	5016 <input type="button" value="Edit"/>
UCI	951370185016E
ULN	5142336525
Name On Certificates	Jamie Barnett
Exam Name	Jamie Bar nett
Override exam candidate display name - if clear then use the default	
Assign to Room:	Comma <input type="button" value="Edit"/>
Assign to Seat:	<input type="button" value="A1"/>
Student Details	<input type="button" value="Edit"/>
<input type="button" value="Submit"/>	

Amending the Candidate's Number

If a candidate's number has been imported into Exams Assist, but needs to be corrected due to initial inaccuracies, this can be easily modified from the Candidate popup in the Candidate Tab. Simply locate and select the candidate requiring the amendment, click the edit button adjacent to the candidate number, and input the new number.

Amending the Candidate's Name

It is possible to modify the name of a candidate as it appears on seating plans, attendance registers, and candidate cards. This feature is particularly useful for candidates who are known by a different name. To do this, navigate to the Candidate Tab, search for the candidate, and select their name. Then, enter the corrected name in the Exam Name box.

Adding a Candidate Photo

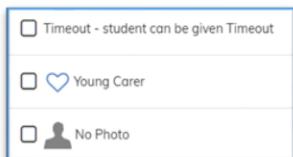
To upload a photo for an external candidate, access the candidate popup and click on the photo avatar. Upon selection, the option to upload a photo will become available.

For internal candidates, navigate to the candidate popup, click the edit button (Admin User Only), then select the photo avatar to upload a photo.



Note – If there is a photo in the Centre's MIS then this will overwrite on the next data sync.

How to Disable the Candidate Photo to Show in SWS



If there is the need to disable the Candidate Photo to display in Exams Assist and SchoolWorkSpace, this can be achieved by a Staff Member in the Safeguarding Security Group. Use the **Global Search to locate the Candidate | Actions | View Details**. Once selected, select the **No Photo** option.

Note: When this option is selected, the candidate's photo will be completely removed from SchoolWorkSpace, and a flag will be set to prevent the photo from being imported again in the future. If the photo needs to be restored, the flag must first be removed. The photo will then be re-imported automatically during the next full data import.

How to turn a Candidate into an External Candidate

To turn a candidate that used to be at the Centre into an external candidate, navigate to the candidate's tab, locate the candidate and select. Once selected, select **Turn this student into an External Candidate**.



Once this has been done, the candidate will appear as an ExtCand in the Reg Group. It's also possible to filter on ExtCand making it easier to locate them.

Filter : ExtCand		Filter		Search:									
Show 25 entries													
	CandNo	Name	Reg	Room/Seat	Extra Time	AA	Exams						
<input type="checkbox"/>	7008	Tina Angel	ExtCand	Library (A1)	N	0	<small>ENG1</small>	<small>HIS1</small>	<small>HIS2</small>	<small>GEO1</small>	<small>GEO2</small>	<small>SOC1</small>	<small>AA1</small>
<input type="checkbox"/>	7052	Damon France	ExtCand		N	0	<small>ENG1</small>	<small>HIS1</small>	<small>HIS2</small>	<small>AA1</small>	<small>ART1</small>		

Note – This can only be done to a Centre leaver candidate and once converted it cannot be changed back.

Assigning Candidates to a Room and Seat

It is possible to assign a candidate to a specific room and/or a designated seat within that room. This feature is particularly advantageous for Centres that consistently allocate the same room and seat to candidates across all their examinations. Additionally, it is beneficial for assigning candidates who require accommodations such as a reader, scribe, or a smaller room, ensuring they are automatically designated to the appropriate location.

To assign a candidate to a room, navigate to the **Candidate Tab** and search for the candidate intended for room assignment. After selecting the candidate, click on **Assign Candidate to a Room**, then locate the desired room and assign a seat if necessary. Once you submit, the candidate will be automatically assigned a room and seat for all their exams.

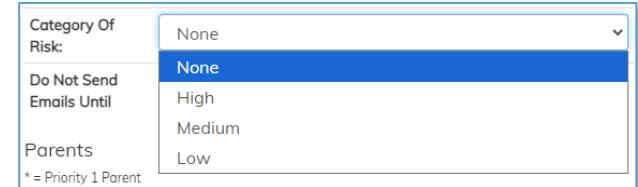
Please Note – that if another candidate is already assigned to a seat within the room you selected, that seat will be highlighted in red, indicating that you cannot assign the new candidate to it.

TIP – If seating arrangements have already been done for all candidates in a particular season, but a new requirement arises for a candidate to be seated in a smaller or separate room, the Centre can quickly assign them to a new room using this function. Even if a candidate has already been seated in a room, once you assign a new room in the Candidate Tab and click Submit, the candidate will automatically be removed from their previous assignment and seated in the new location (this applies only to future dates).

Category of Risk

High		Medium		Low	
------	---	--------	---	-----	---

To indicate a candidate as having a level of risk within an exam (these could be for behavioural issues), navigate to the **Candidate Tab** and select a Candidate, once selected, select Student Detail. From the drop-down menu select the most appropriate category of risk, High; Medium or Low.



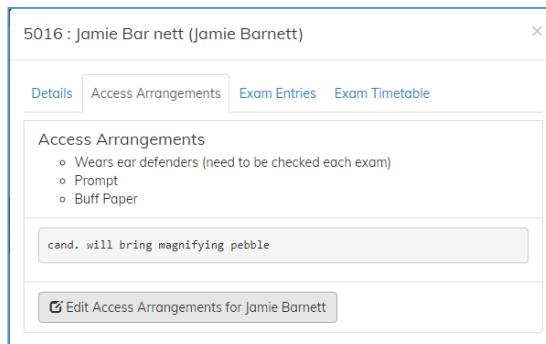
Note – For the Category of Risk Icon to appear on the Seating Plans and Attendance Registers, ensure this has been selected [Configure Exams Assist](#).



By selecting a category of risk for a candidate, then one of the three icons will appear on the seating, making it quick and easy for the invigilators to see where these candidates are sitting. This is also useful when the seating plans are being created.

Note – Only Staff assigned to the Safeguarding Security Group can Assign the Category of Risk to a Candidates.

Editing a candidate's Access Arrangements



Full information on [Managing Access Arrangements in Exams Assist](#) can be found in that link.

Viewing Candidate's Timetable Popup

To view a candidate's exam timetables magic link that can be emailed to the candidate, select a candidate and select the Link icon at the bottom of the details tab.

Adding an External Candidate

The dialog box is titled 'Add External Candidate to this Season'. It contains the following fields: UCI (red border), Candidate Number, Date of Birth, First Name (red border), Last Name (red border), and Email. At the bottom are 'Close' and 'Save' buttons.

To add an external candidate to the season, navigate to the **Candidates Tab | Actions | Add External Candidate**. Once created these candidates will be available to add to any future seasons. As an external candidate they will have access to an online portal, only an email address was allocated when the candidate was created. By allocating an email address the Centre will be able to send out emails to the candidate and the candidate will be able to access the online portal.

Note – The fields in red are mandatory.

Remove Candidate from an Exam Season

If a candidate has been added to a season by accident, or no longer has any entries for an exam, this candidate can be removed from the season. In the Candidate Tab, select the candidate that needs to be removed and navigate to **Selected | Remove Selected Candidate**.

Emailing Dynamic Links to Candidates and Parents

The dropdown menu contains the following items: Send Email to All 105 Students, Send Email to Parents of 105 Students, Exam Attendance %, Refresh Exam Attendance Flags, and Actions.

Centres can email Candidates or Parents a dynamic link that provides secure access to a candidate's **Exam Entries**, **Timetable** (auto-updates across all open seasons), **Access Arrangements**, and **Results**. Recipients can save this link as a mobile home-screen icon for quick access on their device.

The dropdown menu contains the following items: Send Email to Students, Send Email to Parents, Remove Selected Candidates with, Delete Selected Candidates, Clear Room+Seat allocation for Selected Candidates, Assign Room to Selected Candidates, Selected, and Actions.

Sending Emails from the Candidates Tab

You can email **all** recipients or only **selected** recipients:

- **Email all:** **Candidates Tab | Actions | Send to all**
- **Email selected:** Select the required candidates, then **Selected | Send email to Student**

After sending, monitor delivery and open status in the **Messaging** module.

The dropdown menu lists the following templates: Exam Timetable, Exam Entries, Exam Entries - with link, Exam Results - with link, Exam Results - Please Login, Exam Reminder, Missed Exam Notification, and Access Arrangements - Student.

Choosing an Email Template

After selecting to email Candidates/Parents, choose the email type:

- Templates shown in **blue** are system templates.
- Templates shown in **white** are Centre-created templates.

The template determines both the email wording and the **link button** at the bottom of the message.

Template Types and Link Behaviour

Exam Timetable - Link opens the Timetable tab in the recipient's magic link.

Exam Entries - Link opens the Exams Assist Portal login; recipients must sign in to view entries.

Exam Entries – With Link - Link opens the Entries tab via the magic link. No login required. Recipients can view and confirm entries.

Exam Results – With Link - Link opens the Results tab via the magic link. No login required.

Exam Results – Please Login - Link opens the Exams Assist Portal login; recipients must sign in to view results.

Exam Reminder - Link opens the Timetable tab via the magic link.

Missed Exam Notification - Send this from **Daily Planner** | **Attendance** | **Actions** | **Send email with exam timetable to x absent Students**.

Access Arrangements – Students - Email includes the candidate's Access Arrangements details.

How does the Button Label work

The text entered in the link field determines what action occurs when the recipient selects the button in their email. If no text is entered, then the button will not appear.

Examples:

If the words **Entries**, **Results**, **Timetable**, or **Access Arrangements** are included in the field, the recipient will be directed to the corresponding tab on their **Magic Link**.

If the link should instead direct the user to **log in** to the Exams Assist **Portal** (rather than using the Magic Link), enter **Open SchoolWorkSpace** in the field.

This provides Centres with full flexibility over how recipients access their information, whether through the instant-access Magic Link or the secure login portal.

Student/Parent Confirmation Tab

If the Centre requires the parents/candidates to confirm that the entries are correct, the parental/candidate responses can be found in the Candidates Tab | Student Parent Confirmation Tab. From this tab the Exams Officers will be able to view the comments received and respond. There is also the functionality from this tab to send out reminders to both Parents and Candidates, this could be to remind them they need to complete this request.

Schedule Emails to Parents / Candidates

When emailing parents / candidates it's possible to schedule these to send later. After composing the message, select **Schedule**, enter the date / time for the message to be sent then select **Send**, the message will then be scheduled.

Scheduled messages can be viewed in the messaging module and if required deleted.

Retakes Tab

This will display a list of the candidates that have been identified as having a resit. This tab is populated by doing a scan for resits from the **Entries Tab | Actions | Scan for Retake**. It is possible to select a candidate and navigate to the entries tab and any entries that are identified as retakes will also be identified here in brackets.

CandNo	Name	Reg	Groups	Retake
0030	Samuel Cole	11C	Bx/Ma2 (Foundation)	✓
0066	Daniel Jefferson	11B	Bx/Ma3 (Foundation)	✓
0106	Matis Pellas	11D	By/Ma1 (Foundation)	✓

Once the Centre has scanned for retakes and gone through the entries and selecting any other candidates that should be identified as retaking a subject, it's then possible to invoice the candidates or parents. If the Centre has set up the Invoice Module (there is no additional charge), then in the **Retake Tab** will be the ability to invoice the candidates for each exam. The candidates that will be charged will depend on the Centres policy.

Candidates Student/Parent Confirmations Retakes								
<input type="button" value="Filter by Year/Reg"/> <input type="button" value="Filter"/>								
<input type="button" value="Show 25 entries"/>								
<input type="button" value="CandNo"/> <input type="button" value="Name"/> <input type="button" value="Reg"/> <input type="button" value="Retakes"/>								
0005	Louie Allen	8D	WJEC/GCSE	GCSE/FC	3300PH	Mathematics Higher	Mathematics	£ 10.00
0010	Noor Bagri	8C	WJEC/GCSE	GCSE/FC	3300PH	Mathematics Higher	Mathematics	£ 10.00
0030	Samuel Cole	8C	WJEC/GCSE	GCSE/FC	3300PF	Mathematics Foundation	Mathematics	£ 10.00
0037	Ayam Dhaniyal	8B	WJEC/GCSE	GCSE/FC	3300PH	Mathematics Higher	Mathematics	£ 10.00

Once the Exams Officer has selected the candidates that should be charged. This information will be populated in the Invoice Module, ready for the Finance Department to email the invoices out to the parents or candidates.

Invoices									
<input type="button" value="Filter by Status"/> <input type="button" value="Filter by Category"/>									
<input type="button" value="Show 250 entries"/>									
Date	Due	ID	Category	Title	Person	Status	Total	Link	Search:
28/05/2025	27/06/2025	2025050002	Exam Retake	Summer 2025 Exam Retakes	 Louie Allen	PAID	£10.00		<input type="text"/>
28/05/2025	27/06/2025	2025050003	Exam Retake	Summer 2025 Exam Retakes	 Noor Bagri	PAID	£10.00		<input type="text"/>
19/05/2025	27/06/2025	2025050001	Exam Retake	Summer 2025 Exam Retakes	 Samuel Cole	DRAFT	£10.00		<input type="text"/>
21/04/2025	21/05/2025	2025040001	Exam Retake	May 2025 Exam Retakes	 Alex Bell	PAID	£22.27		<input type="text"/>

As the parents/candidates pay these invoices, the **Retakes Tab** will get updated with the status of the payment. So, both Exams Officer and the Finance Department will be able to monitor these payments.

All invoices will be able to be viewed on the candidates and parental portal. Therefore, if there is a need to see the invoices sent to one candidate, this can be viewed from their profile in SWS.

 Samuel Cole - 8C

Summer 2025 Exam Retakes
Total : £10.00
Amount Due : £10.00
Due : 27/06/2025

DRAFT

See the Invoice Section of the manual to see how to setup this Module. [Managing Invoices](#)

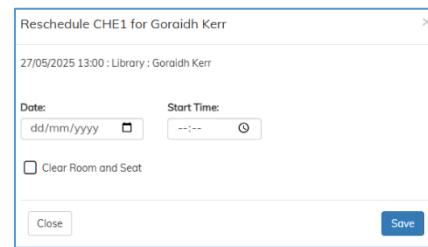
Post Results Tab

Full Detail on how to manage the Post Results can be found in the [Results Section](#).

Rescheduling an Exam

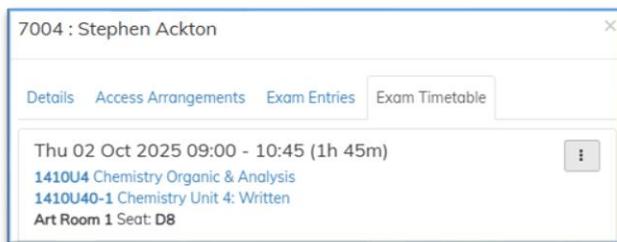
If a candidate has missed an exam due to an absence, therefore this needs to be rescheduled for a different date. Navigate to the **Candidate Tab**, select the candidate, then the **Exam Timetable Tab**. Once selected, navigate to the exam that requires rescheduling, then select the **Actions Button**. There will be an option in the popup to reschedule this exam.

Enter a new **Date** and **Start Time** for the rescheduled exam, there is also the ability to clear the room and seat. If not selected, then the new date and start time will be allocated to the original scheduled room and seat.



Recording Access Arrangements Used

If an invigilator does not complete the **Access Arrangements Used in the Exam Room**, the Exams Team can record this information directly from the **Candidates tab**.



To update the Access Arrangements Used status:

1. Navigate to the **Candidates tab** and locate the required candidate.
2. Select the **Timetable** tab for that candidate.
3. Select the **three dots (:) next to the exam entry**.
4. A pop-up window will appear where the Exams Team can record whether the candidate used their access arrangements for that exam.

Managing the Invigilators Schedule

Understanding the Schedule Tab

The scheduler tab is used to schedule the staff/invigilator to the Examination Room in an exam season. The examination information contained in this tab is the same as from the Timetable and Seating tab but is grouped by Start time and Room. The Staff/Invigilators have already been allocated to the season, and their availability has been received, and this information will now be used to schedule them to an exam room.

The scheduler is sorted by date, but it is possible to schedule one day at a time by using the **Date Filter** tool.

Note – If the Centre requires the users assigned as an Exams Aid to schedule invigilators. Navigate to the **Overview Tab | Configure Exams Assist** and select **Exams Aid can schedule invigilators**.

Date	Start	End	Duration	Room	Note	Exams	Cands	AA Cands	Invigilators	Action
Mon 07/07/2025	09:30	11:00	1h 30m	English Room 4		GEO:GEO1 T0307 Internal Preview	1	1/1		
Mon 07/07/2025	09:30	11:00	1h 30m	West Wing Performance Hall		GEO:GEO1	18	2		
Mon 07/07/2025	09:30	10:30	1h 0m	Library		MUS:MUS1 T0206 Queen Bessie	1	1/1		

The following information can be viewed in the table:

Date – This is the date of the Examination.

Time – This is the start time and end time of the Examination.

Duration – This is the length of the exam. If there is extra time or multiple exams in the room, it will display the shortest and the longest length in the room.

Room – This is the room the examination has been allocated to, if there are multiple exams in the room, they will all be visible.

Notes – If any notes have been added against the room, then a note style icon will be displayed next to the room name.

Exams – The component codes of each exam(s) that are taking in the exam room.

Candidates – This displays the names of all the candidates (Inc. AA candidates and their requirements) that are sitting in their exam in that room.

AA Candidates – This displays the names of the candidates that have AA in this exams room.

Invigilators – Displays the names of staff/invigilators that have been assigned to this exam room.

Edit – Used to assign staff/invigilator to the exam room by selecting **Add Invigilator**, if a note has been added by the invigilator this will be visible when assigning them. To assist with the number required it gives the Candidate Counts in the room. Once all the invigilators have been allocated it's possible to mark the

Allocation is complete. As invigilators/staff get allocated to a room it is possible to allocate a role to these in the room such as Lead Invigilator, Reader, Scribe etc. These roles will be visible to the invigilators on their portal so each staff member will know their role within the exam room.

The estimated number of invigilators required per room is:

If 0 candidates, then = 0
 If <=2 candidates = 1 invigilator
 if any AA and <30 candidates = 2 invigilators
 if any AA and <60 candidates = 3 invigilators
 else
 = 1 invigilator per 30 candidate

Assigning Invigilators to a Room

Once a Candidate has been assigned to a room, the Exam Team will be able to assign Invigilators/Staff to these Rooms. To allocate a staff member to a room select the **Edit** button in the **Action Column**. Once select the following dialog box will appear.

Number of Required Invigilators

The number initially entered in this box, is an estimate based on the above formulae. This number for each room can be amended.

Tip – Once the timetable has been built, go through the number of invigilators required and confirm these are correct. By doing this, it will ensure that the heatmap on the overview tab is accurate.

Add Invigilator

To assign an invigilator to a room, select the **Add Invigilator** button.

If no invigilators are available, a warning will appear to inform the Exams Team. From the drop-down menu, select the required staff member. To assist selection, staff who are **Access Arrangement trained** will have this indicated in brackets beside their name.

Add Invigilator

Saadaa Abdullah (Scribe, Signer)

Once a staff member has been selected, several options become available:

1. **Staff Role** – Defines the role of the staff member within the exam room, for example Lead Invigilator, Invigilator, or Reader. This provides clarity over each person's responsibilities in the Exam Room.
2. **Note** – Allows the Exams Team to add a note for that staff member. This note will only be visible in the staff member's individual schedule.
3. **Start and End Time** – Specific arrival and departure times can be entered here if required. These values will override any default or room timings previously set.

Note – The Start and End Time Field will only appear if this has been enabled in Configure Exams Assist - with custom start and end times

Conflict Of Interest

If an invigilator is assigned to an exam room that includes a candidate they have identified as a conflict, an error will appear in the **Schedule** tab during scheduling. This alerts the Centre to the issue so it can be resolved appropriately.

Invigilator Number of Minutes

Enter the amount of time before the exam that the invigilator should arrive at the Centre, and the amount of time they should remain after the exam has finished. This information will appear automatically on the invigilator's schedule.

If the Centre uses the same arrival and departure times for every exam, default values can be set in **Overview Tab | Configure Exams Assist** under **Invigilator Timings**.

When default timings are configured, the Exams Team can leave these fields blank for individual exams—the system will automatically apply the default values to the invigilator schedule.

Lead Invigilator Number of Minutes

If an invigilator has been designated as a **Lead Invigilator** and the Centre requires them to be on site for a longer period, separate timing values can be assigned.

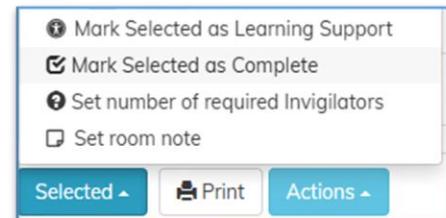
These default timings can be configured in **Overview Tab | Configure Exams Assist** under **Invigilator Timings**. Once set, the Lead Invigilator's extended arrival and departure times will automatically appear on their schedule.

Date	Availability / Schedule	Note
Monday 07/07/2025	From: 09:00 Until: 11:30 for exam 09:30 - 11:00: English Room 4 (Lead,Extra Time)	

Invigilator Allocation is complete

Once a room has the correct number of invigilators assigned, in line with **JCQ Regulations**, the Centre can mark the room as **Complete**. When marked, the room will appear in **green** on the **Schedule Tab**, providing a clear visual indication that it has been fully scheduled.

It is also possible to mark multiple rooms as complete at once. Simply select the required rooms, then choose **Selected | Mark Selected as Complete**.



This room requires IT/AV Equipment

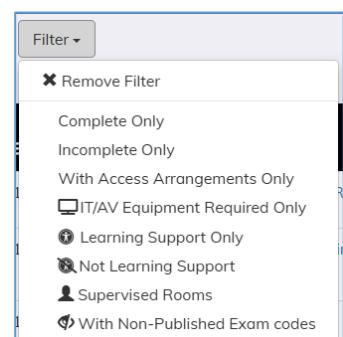
It is possible to identify whether an exam room requires any **IT or AV equipment**. A note can also be added to the room, which will be visible to staff and invigilators on the attendance register — for example: "This exam requires a DVD player."

If a room has been marked as requiring IT or AV equipment, it will automatically appear on the **IT Support Invigilator Link**, ensuring the appropriate support is provided during the exam.

This room requires Learning Support Staff

To assist with scheduling, the Exams Team can identify rooms that require **Learning Support Staff (LSA)** to provide in-room support during exams.

If staff allocation responsibilities are shared between the Exams Team and the SEN department, the SEN team can apply a filter to display only rooms where an LSA is required. This allows the SEN department to easily assign the appropriate staff member to each room. The SEN department can use the **Filter** option available on the **Schedule Tab; Filter – Learning Support Only**.



Excluding Exams on the Public Website

If the Centre allows the timetable to appear on a public website, then from the scheduler it's possible to select for a specific exam **NOT** to show on the website. By default, this is unselected, therefore all exams will appear.

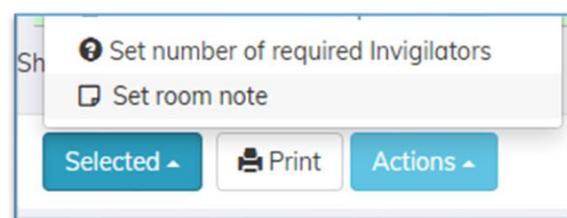
Reminder – If there are any clashes during an exam season, as these gets resolved and a new timetabled session is created, then both seasons for the same exam will appear on the public website, this may cause confusion to the parents/carers and candidates, therefore ensure that the resolved clash sessions **DO NOT** appear on the Centre public site.

Room Note

Centres can add a **note** to any exam room. This note will appear on the **Invigilators' Portal**, providing important information specific to that room.

If there is a need to remind an invigilator about something—such as special instructions or room setup details—the message can be added here on a per-room basis.

If you need to add the same note to several rooms, for example reminding invigilators that the Maths exam allows the use of calculators, this can be done quickly from the Schedule tab.



To apply a room note:

1. Navigate to the Schedule tab.
2. Select the rooms that require the note.
3. Choose **Selected | Set Room Note**.
4. Enter the required note in the pop-up box and select OK.

The note will then be applied to each of the selected rooms.

Tip - Copy the key information that each exam board provides, i.e. the examination requirements. This information will be displayed to the invigilators at the top of the seating plan. So, a great reminder of the requirements in each room during an exam.

Roaming Invigilate Now

If there is a need to visit a specific date as a roaming invigilator, as this is not possible to do in the past from the invigilator's portal, then navigate to the **Scheduler Tab**, select the room that needs to be accessed and select **Roaming Invigilate Now**.

Assigning Staff to a Candidate

If a candidate requires one-to-one support, such as a **Reader** or **Scribe**, the Centre can assign a specific staff member to that candidate. Once assigned, the staff member's name will appear on the candidate's **timetable**, allowing the candidate to know in advance who will be assisting them during their exam.

The candidates displayed in this list are those with **Access Arrangements** marked as **Staff Required** in the **Access Arrangements Settings**.

To assign a staff member:

1. First, assign the staff member to the room from the **Invigilators Tab**.
2. Once assigned, navigate to the **Staff Required Tab**. A list of candidates with arrangements requiring staff support will be shown.
3. Select the appropriate staff member and assign them to the relevant candidate.

Once the assignment is complete, the staff member's name will appear on the candidate's timetable and the candidates name on the Invigilators schedule.

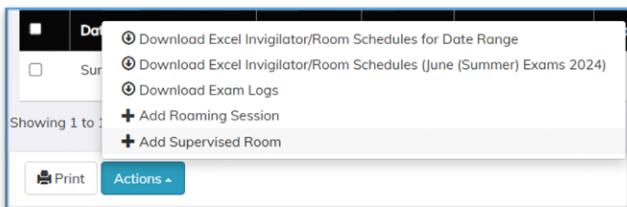
Invigilators Accept/Declined Allocations

If the Centre has enabled the functionality for the Invigilators to Accept/Decline their allocations, once enabled, the Centre will be able to see the results on the Schedule Tab next to their names. If the Invigilator has accepted the allocation, then a **Green Tick** will be shown, but if they decline the allocation there will be a **Red Exclamation Mark**.

Changing Allocations from the Exams Officers Portal

If there is a need to quickly amend the Invigilators Schedule or Swap allocations, the Exams Officers will be able to do this from their Roaming Portal. From the roaming portal, select a room, the invigilators tab, then **Edit**. Once selected, the Invigilators Popup will appear allowing the Exams Officers to assign or change an invigilators allocation to a different room. This will allow Exams Officers to be able to amend things quickly and easily on their mobile device if around the Centre on a busy day

Creating a Roaming Session



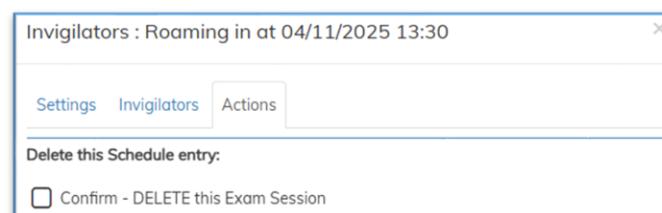
If the Centre requires to use staff as roaming invigilators, these can be scheduled in the Schedule Tab. By creating and assigning staff to these sessions, they will not need to be assigned as a Roaming Invigilator Type. To create a Roaming Session, navigate to the **Schedule Tab | Actions | Add Roaming Session**.

Once selected, select the Date, Time and Duration for the Session, then select **Next**. Finally, assign the Staff Member or Invigilator. On the day, when the invigilator opens their portal, they will have the same view as the Roaming Invigilator Type for the duration of the Session.

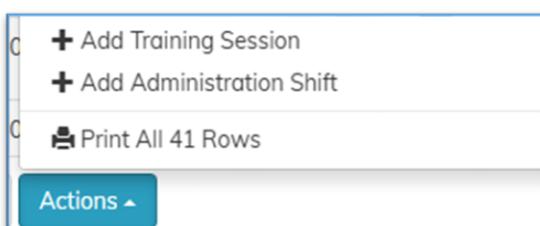
Deleting a Roaming or Supervised Session

If a roaming or a supervised session is created in error, it is possible to delete either of these. To delete a session:

1. Navigate to the **Schedule Tab**.
2. **Edit** the session and select the **Actions Tab**.
3. Select – **Confirm – DELETE this Exam Session**.



Adding an Administrative Session into 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.

Downloading the Invigilator Schedule

To download the scheduler to excel, select **Actions | Download Excel Invigilator Schedule**, this will download the scheduler into excel which will include two tabs. The first tab will display the invigilators that have been allocated to a room by date and the second tab display's the component code by room and exam date.

Printing the Scheduler

To print the scheduler in date order, select the print option at the bottom of the scheduler, this will print a friendly version of the scheduler as it appears in the table.

Viewing Attendance Register/ Seating Plan

To view the attendance registers and seating plans select the **Room Name**. This will display the names of the candidates, the exam they are sitting, duration, seat number, if they require a laptop, Extra Time or a modified paper has been ordered for them. Following the exam it will also display if the candidate was Present/Abesent or Late. The same information is displayed in the seating plan.

How to show Candidate Photos on the Attendance Register

To help the Centres with identification of candidates within the exam room, it is possible to display the candidate photo on the attendance register. To enable this feature, navigate to **Overview Tab | Configure Exams Assist** then select **Show photo on invigilators candidate lists**.

The Attendance Register

The Seating Plan

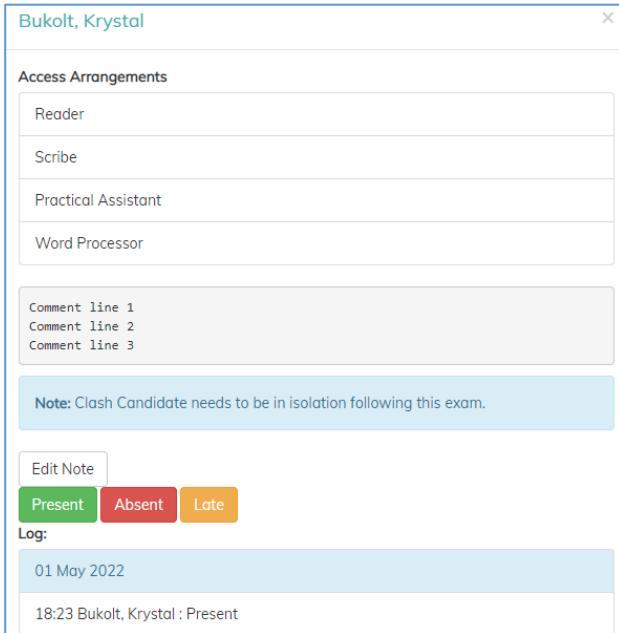
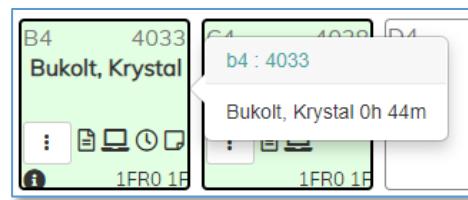
If there are more than one examination scheduled to a room, each exam will be identified by having a different colour allocated around the box. **Single Exam** – White (Unless stipulated in Configure Exams Assist); **Second Exam** – Yellow; **Third Exam** – Light Blue; **Fourth Exam** – Lilac and **Fifth Exam** – Green. However, it is possible for the Centre to use their own colour schemes. To assign a colour navigate to the seating plan, then select **Set Colour**.

If a candidate has any access arrangements, then this will be identifiable by a thick stroke line around a box in the seating plan. To view these arrangements, select the action button but many icons will appear within the box.

Note – If you require a colour to appear on the first exam in the room, then navigate to the **Overview Tab | Exams Assist Configuration | Settings** and select **Highlight the first exam in the Seating Plan if there are multiple**.

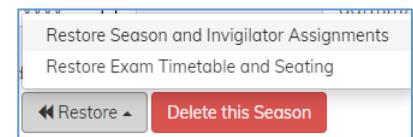
The Action Icon

This icon will bring a pop-up box providing greater information about the candidate. The Candidate Name, a list of their Access Arrangements, Notes and finally a log of everything that has been recorded for that candidate in the exam.



Restoring from a Backup

If there is a need to restore the invigilation scheduler, this is possible by restoring a backup. Navigate to the **Overview | Edit Season | Restore | Restore Season and Invigilator Assignments**. Select the appropriate session to restore and select restore.



The Daily Planner

Exam Tab

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

Exams Started and Absence Access Arrangement Requirements Exam Room Details Notes Attendance Search

Sort 24-May-2025 ▾ All Day ▾ Assistance Required

My Exams By Room + Exams

Code	Board	Level	Name	Rooms	Start Time	Duration	Cands
ENG/2405	TRAIN	INT	English ENG/2405 Training Exam	SmallRoom1, Room2 - West Wing Performance Hall, Room3, Room4, Room5, Room6, Room7, Room8, Room9	09:00	09:30	2h 0m - 2h 30m 50
MAT/2405H	TRAIN	HIGH	Mathematics MAT/2405 HIGH Training Exam	SmallRoom1, Room2 - West Wing Performance Hall, Room3, Room4, Room5	12:00	12:30	2h 0m - 2h 30m 17
MAT/2405L	TRAIN	LOW	Mathematics MAT/2405 LOW Training Exam	SmallRoom1, Room2 - West Wing Performance Hall, Room3, Room4, Room5	13:00	13:30	2h 0m - 2h 30m 22
MAT/2405M	TRAIN	MID	Mathematics MAT/2405 MID Training Exam	SmallRoom1, Room2 - West Wing Performance Hall, Room3, Room4, Room5	12:00	12:30	2h 0m 11

Showing 1 to 4 of 4 entries

Actions Print Daily Noticeboard Note for Saturday 24/05/2025 Broadcast to All Invigilators Lockdowns Fire

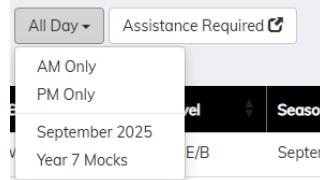
This tab will display all the information that you and other Centre staff will require on the day of the exam. Due to the amount of information required, this tab has several sub-tabs have been added to assist. These are explained below.

Multi-Season

Code	Board	Level	Season
1200U30-1	WJEC/GCE	GCE/B	September 2025
3720U20-1	WJEC/GCSE	GCSE/B	September 2025
3720UB0-1	WJEC/GCSE	GCSE/B	September 2025
3570UB0-1	WJEC/GCSE	GCSE/B	September 2025
ART1		Year 7 Mocks	
COM1		Year 7 Mocks	

If there are two or more Exam Season taking place at the same time, an additional column Season column will display in the Exams Tab. This will help Centre Staff to identify the different Seasons.

It is also possible to Filter by each Season.



Assistance Required Popup

To enable staff to monitor the Assistance Required Tab it's possible to select this popup and this tab will open in a new web browser. This will mean that the monitoring staff can always have this web browser open whilst continuing to work in other browsers.

Enable Sounds

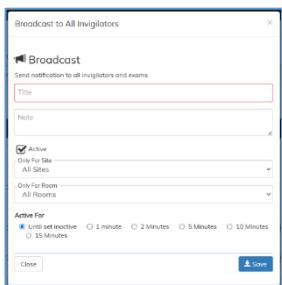
This function is found within the **Assistance Required Popup**. To assist Exams Officers and various admin staff to keep an eye of any assistance requests it's possible to enable sounds, so when a member of staff asks for assistance, the device will make a noise. A different sound is made for each assistance required i.e. IT required, or Assistance Required.

This tab displays all the exams taking place on a specific date, it is also possible to filter to display AM or PM only. By selecting the component code, it will be possible to view and print the attendance registered, if completed they will show the applicable colour.

Adding a Daily Note for Invigilators

To add a note to display for the invigilators on their schedule page, navigate to the **Daily Planner Tab | Exam Tab** and select **Note**. Once selected, enter a note that the Centres require the invigilators to see.

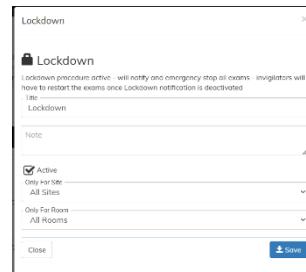
Creating a Broadcast



To send a broadcast to an individual room or all rooms during an exam, navigate to the **Daily Planner Tab | Exam Tab** and select **Broadcast to all invigilators**. Enter a title and a note that needs to be sent to the invigilators. Select which rooms to send this broadcast too and how long does the message need to remain active for.

Lockdown / Fire

If there is a need to stop all exams due to fire or the need to enter lockdown. Select either **Lockdown** or **Fire** button within the **Daily Planner Tab**. Once selected, enter a note to be displayed to the invigilators, all exams running will be stopped, a pause symbol will appear on the invigilator's devices and screens.



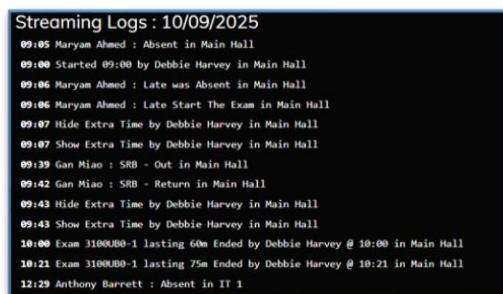
Note— The note will not appear on the exam room viewer, therefore the candidates will not see the message.

Once the exam can restart, the Exams Officers will need to edit the event and deselect the Active option. Then a broadcast can be sent to inform the invigilators that they can restart the exams.

It is not possible for the Exams Officers to centrally restart the exams.

Type	Time	Message	Active	Edit
Lockdown	22:09	Lockdown We need to go into lockdown	✓	

Streaming Logs



To assist the Exam Team, they can view in Real Time, the **Streaming Logs**. This will list key actions that are being recorded in each Exam Room in one Stream. The purpose of the Streaming Logs is to allow the Exams Team to have their finger on the pulse during a busy Exam Season. To access the Streaming Logs, navigate to the **Daily Planner | Actions | Streaming Logs**.

Printing the Daily Noticeboard

To print the daily noticeboard, select **Print | Print Daily Noticeboard**. If there are multiple seasons open during the date of the exams, to print the daily noticeboard for a specific season, use the filter to display the appropriate season, then select **Print | Print the Daily Noticeboard**. This will print the Noticeboard for that Season only.

Email Timetable Reminder Email

To help Centre's, it is possible to send emails to the Candidates that have scheduled Exams for a specific date from the Daily Planner Tab. If the Centre sends out reminder email, navigate to the following date and

select **Actions | Send Email Reminder to**, compose the email and select send. This will only email the candidates that have an exam on the selected date. The link will include the exam timetable.

Download Excel Daily Planner

Download a report of the list of candidates by session (AM/PM) each row will display the exam name, component code, room and seat for each candidate in the table. This download is per day, if multiple day is required then navigate to the relevant day and then download this file for that day.

Started and Absence Tab

This tab displays the start / end times of the exams in a room, absent candidates and if assistance has been requested. This tab auto-updates as the invigilators complete the registers in the exam room.

Here is a break-down of what each of the tick's means:

Tick One – This means that the Invigilator/Staff attendance has been taken for the room.

Tick Two – This indicates if the attendance has been taken for that room, if it's in orange the register has been partially taken and green indicates that it's been completed.

Tick Third – This indicates that the exam has been started.

Fourth Tick – This indicates that the exam in that room has finished.

Room	Start	Started	End	Attendance
Room1	09:30			0 0 0 17
Room2	09:30	5:41 PM		4 3 0 17
Room3	09:30			0 0 0 13
SmallRoom1	09:30			0 0 0 1

Candidate	Start Time	Exam	Room
Valeria Bailey	09:30	SCI/1512B	Room2
Sienna Chapman	09:30	SCI/1512B	Room2
Michael Harper	09:30	SCI/1512B	Room2

Adding a note – As candidate or Staff/Invigilator are marked absent in the exam room, these appear in the **Absent Candidates** or **Absent Invigilator** table. Once the parent/carer has been contacted it's possible to add a note to the absence. These notes are added into the logs and it's therefore possible for the invigilators to also see these messages in their logs.

Assistance Required – The invigilator can request two types of support in a room – **Assistance Required** and **IT Support Required** and provide a reason for this request. These requests are listed in a table, which also displays the reason for the request entered by the staff/invigilator in their link.

Once actioned a note can be added against the request to keep a track of the room issues. It is also possible to enable a noise to sound if an invigilator selects either of these options. To enable the sound select, **Enable Sound** in the **Daily Planner | Exams tab | Assistance Required Popup**. To further assist Exams

Officers an icon will appear next to the room that requires assistance, this icon also appear in the roaming invigilator link. Once a comment has been entered the icon will be removed.

Clear IT Support Required

09:34 IT Support required by Mrs M Anderson in Room2 : Art & Design :

09:33 Assistance required by Mrs M Anderson in Room2 : Art & Design :
Need More Paper in the Exam Room
Mrs M Anderson I'm on my way.

It is possible for the Exams Officers and the Roaming invigilators to cancel these requests and add a note to these requests from their portal (once a reply is added the request is automatically cancelled). This will be visible to the invigilators in their portal too.

Assistance Required

09:34 IT Support required by Mrs M Anderson in Room2 : Art & Design :

09:33 Assistance required by Mrs M Anderson in Room2 : Art & Design : Need More Paper in the Exam Room
Mrs M Anderson I'm on my way.

09:30 Assistance required by Dafydd Lloyd-George in Room1 - West Wing Performance Hall : Need more paper in the exam room

Access Arrangement Requirements Tab

This tab displays all the candidates that have access arrangements for that day.

Candidate	Room	Seat	Exam	Requirement
Appleton, Nicholas	Main Hall	A5	1FR0 1F	Reader, Scribe, Practical Assistant, Word Processor
Avary, James	Main Hall	C2	1FR0 1F	Scribe

Exam Room Details Tab

This tab displays the invigilation requirements for a specific day. It is also possible for the EO to edit the invigilator scheduler. Unlike the scheduler tab this brings all the exam rooms from multiple seasons together.

Time	Duration	Room	Exams	Cands	AA Cands	Invigilators	Action
9:00AM	0h 35m - 0h 44m	Main Hall	1FR0F: 1FR0 1F	52	0	0	<input checked="" type="button"/> Edit
9:00AM	1h 30m	Caretaker Stock Room	8300F: 8300/1F	7006 Amelia, Goss	0	0	<input checked="" type="button"/> Edit

Tip – If the Centre have several different seasons running during the year, it may be easier for the Centres to schedule their invigilators from this tab as this tab brings all seasons together.

Notes Tab

This displays all the notes that has been added for a candidate by the Exams Officer, either notes that have been entered in the access arrangements module in Exams Assist or the notes within the access arrangements that has been imported from SIMS. This also displays any **Room Notes** that has been entered by the Exams Officer's.

Exams	Started and Absence	Access Arrangement Requirements	Exam Room Details	Notes	Attendance
Search: <input type="text"/>					
Exam	Start Time	Room	Seat	Candidate	Note
1FR0 1F	9:00AM	Main Hall	B4	Bukolt, Krystal	Comment line 1 Comment line 2 Comment line 3

8300/1H	9:00AM	Drama Studio	Aaron, Chris	Clash - AM session (edited)
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Attendance Tab

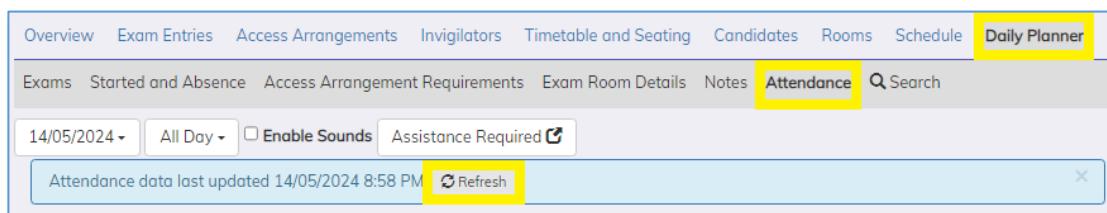
Attendance Writeback (Arbor, Bromcom and SIMS only)

Once the attendance has been taken in the exams room, it's possible to write this data back to the Centre's MIS system.

Step 1 – Refreshing the Attendance Data (SIMS Only)

Navigate to **Daily Planner | Attendance**, then select **Refresh**.

It is important to refresh the data from SIMS so any attendance data entered by members of Centre staff on SIMS in the morning will be synced into Exams Assist (this also includes any notes). If this isn't done, any attendance data from exams assist will overwrite data entered in SIMS when the data is synced.



Note – For Bromcom and Arbor, when the Attendance Tab is selected, the latest data is fetched from the MIS.

Step 2 – Managing the Attendance Data

There are two ways of managing this task, there is a quick routine, or this can be done manually.

Quick Routine

Once attendance has been taken in the exam room it's possible to select **Set Attendance from Exams**. This will automatically complete the register and notes for each candidate. If a candidate is Present in the Exam, it will give them a Present for the appropriate column, if the candidate is late for the exam they will be assigned an L and if the candidate were absent they will be marked as an N (or whatever has been configured).

Set Attendance From Exams

Manual Method

Alternatively, the completion of the attendance can be done manually, once the attendance has been completed in the exam room, this information will be displayed in the attendance tab. Shortcuts are available to quickly populate the attendance drop-down.

The options available in the Actions Menu are:

- **Set Exam Present to Attendance Code /** - If selected, any candidates marked present in the exam will have a present (/) mark in the AMPM Session Column.

- **Set Exam Present to Attendance Code L** – If selected, any candidate marked Late in the exam will have a Late (L) mark in the AMPM Session Column.
- **Set Exam Present to Attendance Code N** – If selected, any candidate marked present in the exam will have an absent (N) mark in the AMPM Session Column.

Note – It is possible to manage these individually based on the Centre's policies i.e. a candidate may be marked late in the exam, but according to the Centre's attendance policy they might be deemed present and therefore they would be marked as a present not a late.

Step 3 – Managing the Notes

When the Set Attendance from Exams is selected, the notes will be populated, this will contain the **Start Time, End Time, the Component Code, Room and Seat Number**. However, this will also enter a note for absent candidates if this is done on the day of the exam.

It is possible to apply these notes for exams in the future which could be beneficial to the teaching and pastoral staff. For any future dates the above message **Set**

Attendance from Exams will be replaced with **Set Attendance Notes from Exams**.

Managing Absent Candidates – Once you have applied the notes to the exam, any candidates that are absent, select the note (by selecting the red triangle next to the attendance mark) and then delete the note this will ensure that the note is not written back into the MIS system.

Note – It is also possible to add a free text note into the box by selecting the white triangle and entering a comment.

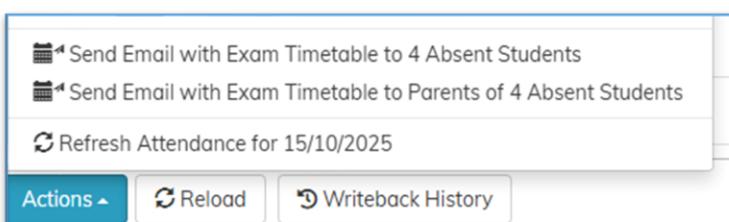
Step 4 – Submitting the Attendance data

Once the exam attendance data has been managed and the notes have been entered, this data can be submitted and written back to the Centre's MIS system. Select the Submit button at the bottom of the webpage.

Write back History

It is possible to see the status of the write back, navigate to the bottom of the attendance tab and select **Write back**. Any attendance data that has failed to write back there is a facility in this dialog box to retry this sync.

Emailing Candidates/Parents After a Missed



If Candidates or Parents need to be informed that a candidate missed an exam on a given day, this can be done from the **Daily Planner**. **Prerequisite:** Attendance must be recorded by the invigilator.

To send the email:

1. Go to **Daily Planner | Attendance**.
2. Select **Actions | Send email with timetable to parents of x Absent Students**.
3. Review the message content, then send.

If this is an External Exam and the Centre charges for non-attendance, include this information in the email so Parents are aware that payment will be required according to Centre Policy.

Global Search

The global search function will enable any member of staff to search for any candidate taking an exam on that specific date. The search function will display the Exam Details, Room and Seat Number the candidate will be sitting in.

Managing Results



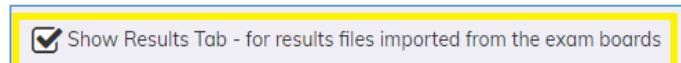
Scan the QR Code to watch a video of **Results Setup**



Scan the QR Code to watch a video of **The Download Day**

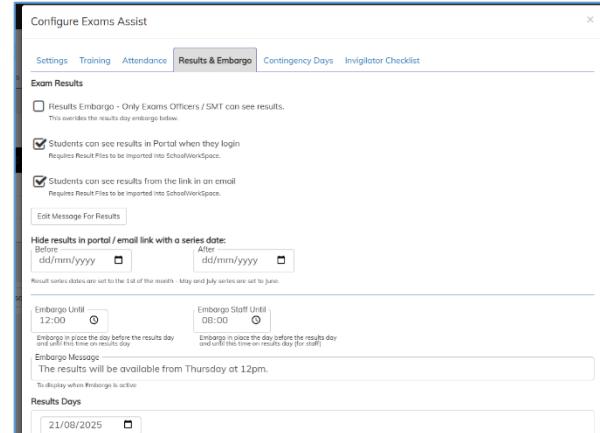
It's possible to import results files received from the awarding bodies and manually enter results into Exams Assist. Before the results file can be imported, the equivalent Basedata must be in Exams Assist, however, if the Basedata doesn't exist in Exams Assist the system will indicate what file is required to be imported.

To make the **Results Tab** visible, navigate to the **Overview Tab | Edit Season | Results| Show Results Tab**.



Understanding the Exam Results & Embargo Configuration

Before the results day it is important to understand the configuration for managing the Exam Results. These configurations are global settings and not season specific. Therefore, when an embargo is set in Exams Assist, this is applied across all seasons and not just the current default season.



To configure the results and embargo, navigate to **Overview Tab | Configure Exams Assist | Results and Embargo**. This tab contains several options; we will go through each of these to ensure that you fully understand what they do.

Results Embargo – Only Exams Officer, SMT can see results – When this option is selected, only staff with Exams Officer or S M T Access Rights will be able to view any results in Exams Assist. This will apply across all seasons within exams assist., even if an embargo date and time has ended. With this option selected, neither candidate nor staff will be able to view any results. A message will appear in the results tab warning Centre's that this embargo is in place.

Students can see results in the portal – Select this option if the candidates should be able to view their results on their portal, the results will be visible unless any embargo is in place.

Note – Once candidates have been identified as leavers within the Centre's MIS system, their access to Exams Assist will continue for a period of 3 month. This will ensure that candidates will have access to their results past the enquiry of results period. However, if the candidates email address is linked to a Centre specific system, once they are identified as leavers their emails are no longer active, if the candidates forget their password to exams assist, there will be no way for them to reset their password as their recovery method will not be available.

Students can see results from the link in an email – Select this option if the Centre requires the candidates to view their results from a magic link included in a results email. With this link, the candidates will not need to log into their portal, this link will just work. As this is dynamic, if the results are amended, these changes will always be reflected when the link is selected in the future. There is no need to send another email.

Edit message for results – If the Centre requires any information to be displayed to the candidates regarding their results, it is possible to enter a message here. This message will appear in the results tab in the candidate's portal. This message will also appear in the candidate's link, if emailed by the school.

Hide results in portal / email link with a series date – If there is a need by the Centre to only show exam results from a specific date, then enter this date here. If the Centre only requires the Summer Season Results to be visible on the candidate's portal, or in the email link, then enter a date in the **Before** Date Option

Note – Any results entered for the Summer Season; for May, June or July, the date for all these will be set to the 1st of June in Exams Assist.

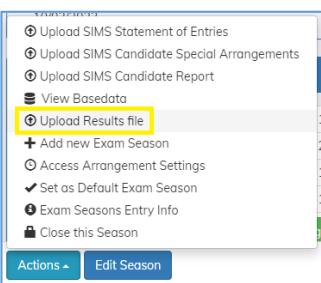
Embargo Until/Embargo Staff Until – This is the time that the embargo will be valid too, after this time the results will be available for the staff and candidates to view in their portal (it's possible to set different times for when staff and candidates can view their results).

Embargo Message – Enter the message the candidates should see when the embargo is in place. This message will be visible in the portal under the Result Tab.

Results Days – By entering the results dates, the results will not be available for the candidates to view until the Thursday of that week. It is important that the Centre enters the actual date of the results, the Thursday and not the Wednesday. By entering the date, which is the Thursday, the results will not be visible on the Wednesday for the candidates or staff to view.

Results footer message – If the Centre requires a message to appear at the bottom of the statement of results printout or a message to appear in the results tab in the candidate's portal, then enter the message here.

Importing Results via an EDI File



Navigate to the **Overview Tab | Actions | Upload Results File**. Locate the file(s) that's been downloaded, then import into Exams Assist.

Tip – It is possible to import several results files at a time and for any season i.e. if you have 10 result files to import from multiple seasons, then these can be imported at the same time.

Import Message – When results files are imported, the status of the import will be displayed. If any results have failed to be imported the reason will be provided, if the appropriate Basedata is unavailable in exams assist then the results will not import. See section on **Importing Basedata**.

Importing Component Results File (XML File)

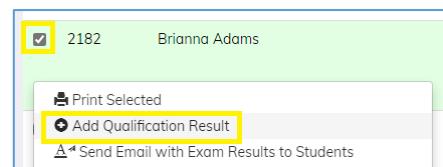
To import the xml file received from exam boards, navigate to the **Results Tab | Actions | Upload Results File**, locate and upload the xml file.

Adding Manual Results by Candidate(s)



Scan the QR Code to watch a video of
Manually Adding Results into Exams Assist

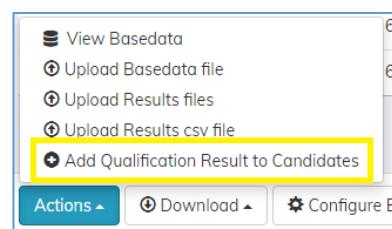
Navigate to the **Candidate Tab | select candidate(s) | Selected | Add Qualification Results**.



Enter the appropriate QAN or QWAD (Wales Only) code, then select Next and then enter a valid grade/mark for the candidate(s). Once a grade/mark has been entered, select the Year and Month for these results. If required, the Centre can enter an embargo date.

Adding Manual Results by Group

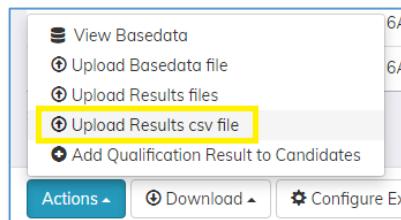
Navigate to the **Results Tab | Actions | Add Qualification Results to Candidates** and select a group (this can be any groups within the MIS or Groups Created in Exams Assist).



Once selected, enter the QAN/QWAD (Wales Only) code and select Next, then enter a valid grade/mark next to each candidate in the list. Once a grade/mark has been entered, select the Year and Month for these results. If required, the Centre can enter an embargo date.

Note – If a candidate is left blank then no grade/mark will be allocated to that candidate.

Adding Results via a CSV File



Navigate to the **Results Tab | Actions | Upload Results CSV File**. There are a few different types of file formats that are supported.

The Different File Formats:

Format 1:

Date, UCI, QAN, Grade (the UCI can be replaced with CandNo)

- **Date** is the date for the qualification e.g. 30/06/2024 for a June 2024 (24/6A) result
- **QAN** is the QAN code e.g. 603/3139/2 – with or without the “/”
- **UCI** is the 13-character Unique Candidate Identifier
 - **CandNo** is the 4-digit candidate number for this Centre
- **Grade** is the grade awarded – this is not validated against the QAN to check if is valid for the qualification

Format 2:

Uploading UAL Exam Board File

Create the following report from their website and download as a CSV:

(Batch_Run_Cohort_ID,Start_Date,End_Date,Learner_ID,Provider_Centre_s_ID_for_learner,Given_name,Family_name,Qualification_Name,RITS_Code,Provider_Centre_Entity_Name,Site_name,Textbox32)

IMPORTANT – When adding results manually Exams Assist DOES NOT validate the data entered, you need to ensure that you enter the correct Grade/Mark.

Format 3:

Date, UCI, [QANCODE], [QANCODE]

‘CandNo’ or ‘Exam No.’ can also be used instead of UCI

Extra columns are ignored – a Grade of “X” will delete an entry

Editing Exam Results

If exam results need to be amended, this could be due to remarks or an admin error, this is possible by navigating to the results tab and selecting the qualification that the grade needs to be changed for. Once selected, find the candidate and select the Edit Button.

June 2024 - 60142923 AQA Level 1/Level 2 GCSE (9-1) in English Language									
Show 25 entries									
CandNo	Name	Year	Reg	Mark	Grd1	Grd2	Grade		
2085	Kalpina Fatania	(13)	(J)		7	7	X		<input checked="" type="checkbox"/>

Grade	6
Partial Absence	# if absent
Logs	<p>11/08/2024 11:33 AM Added by</p> <p>11/08/2024 12:57 PM Changed by FirstGrade changed from 7 to 6</p>

Enter the new Grade/Mark, this will then be updated for the candidate, this change will appear in the logs for that candidate.

Viewing absent Candidates

To assist Centres managing their results against the absences it's possible to view the number of candidates that were missing from the exam (this feature will only work if the registers were taken electronically using Exams Assist).

Show 25 entries							Search:		
	Board	Level	Series	Code	Title	Subject	Count	Absent Count	
□	EDEXL/KSQ	BTNG/B	24 / 6B	20168K	DISPUTE SOLVING IN CIVIL LAW	Law	16	0	
□	EDEXL/KSQ	BTNG/B	24 / 6B	20170K	APPLYING THE LAW	Law	7	0	
□	EDEXL/KSQ	BTNG/B	24 / 6B	31617H	PRINCIPLES AND APPLICATIONS OF SCIENCE	Science	7	1	
□	EDEXL/KSQ	BTNG/B	24 / 6B	31619H	SCIENCE INVESTIGATION SKILLS	Science	1	0	
□	EDEXL/KSQ	BTNG/B	24 / 6B	40888M	BEHAVIOUR AND DISCIPLINE IN THE UNIF	Public Services	9	2	

When the component code is selected it is possible to see the attendance by colour. If the candidate was marked present in the exam, then the result line will be coloured in Green, then Yellow for Late and Red for Absent. A great way for double checking if all candidates that were present in an exam has a result.

Results																																																					
Results Embargo Active Results will be available from 12:00 on the 15th of August 2024.																																																					
June 2024 - 40888M BEHAVIOUR AND DISCIPLINE IN THE UNIF																																																					
<table border="1"> <thead> <tr> <th colspan="10">Show 25 entries</th> <th>Search:</th> </tr> <tr> <th>CandNo</th> <th>Name</th> <th>Year</th> <th>Reg</th> <th>Mark</th> <th>Grd1</th> <th>Grd2</th> <th>Grade</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>13</td> <td>J</td> <td></td> <td></td> <td>P</td> <td></td> <td></td> <td>P</td> <td></td> <td></td> <td></td> </tr> <tr> <td>12</td> <td>Q</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Show 25 entries										Search:	CandNo	Name	Year	Reg	Mark	Grd1	Grd2	Grade				13	J			P			P				12	Q			X			X			
Show 25 entries										Search:																																											
CandNo	Name	Year	Reg	Mark	Grd1	Grd2	Grade																																														
13	J			P			P																																														
12	Q			X			X																																														

Viewing Results in the Staff Portal

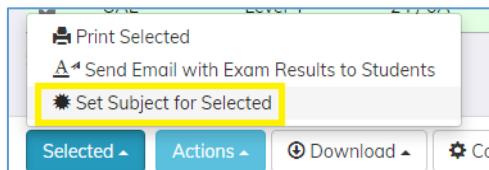
Once the results are imported, these will appear in the **Results Tab** listed by element. It is possible to view the results by element by selecting the element code or by subject by selecting the name of the subject.

Results										
Show 25 entries										Search:
	Board	Level	Series	Code	Title	Subject	Count			
□	AQA	Level 1/2	24 / 6A	60142923	AQA Level 1/Level 2 GCSE (9-1) in English Language	English	2			
□	UAL	Level 4	24 / 6A	60331392	UAL Level 4 Foundation Diploma in Art and Design	Science	1			

Assigning to a staff member

The staff that can view the results are linked to the staff associated to a subject within the entries tab. If a staff member is unable to view their results, navigate to the Entries Tab and assign the appropriate member of staff to the appropriate qualification.

Assigning to a subject



Select the qualification(S) | Selected | Set Subject for Selected, once selected select the subject to assign the qualification too.

From the results tab, it's possible for the exams officer to download the broadsheet and export to excel.

Viewing Subject Results

When a subject is selected, all codes for that subject will be displayed for all candidates i.e. for history all the GCSE and GCE will appear. This can be filtered down to by Year Group as well as being able to include results from the previous year (previous season results are coloured in Yellow). It's possible to either print or download these results to excel.

Printing Exam Results

To print off the candidate's statement of results, navigate to the **Candidates Tab | Select Candidates | Selected | Print Selected** and select the report called **Statement of Results**.

Note – If you only want this Year's Results to appear ensure to select Filter Results by Dates, it will only display the results between the dates at the top of the popup box.

Printing Exam Labels

To print off Exams Labels to place on the envelopes, navigate to the **Results Tab | Select All Exams | Selected | Print Selected** and either select the report called **Candidates Address Labels or Name Labels**.

Note – For the Candidate Address Labels to display the names, ensure that you allow SWS to access Address from the MIS. **Schools Settings | Data | Xporter/Wonde/Arbor/Bromcom on demand settings** and ensure that **Include Student/Parent Address**.

How candidates can share their results with their parents.

As the results belong to the candidate, the candidates can opt to share their results with their parents from their portal. When they log into their portal, in the results tab there will be the option to share their results with parents.

How to Download a Broadsheet.

To download the broadsheet, navigate to the Results Tab and select Download. There are several types of Broadsheets available for downloads. Each Broadsheets includes a pivot table, so Centre's can-do further analysis of the data in Excel.

Managing Access to Scripts

To allow the Centre to manage the access to scripts, for both consent and request in exams assist, the Centre will need to enable this. To enable, navigate to the **Overview Tab | Edit Season | Results Tab**.

The Centre will have two options available; they can allow the candidates to consent to the Centre having access to their script and allowing the candidates to request a copy of their script from their portal. To allow candidates to consent to the Centre accessing their script for teaching purposes, then select **Allow Students to Consent to Access to script by the Centre**. To allow candidates to request a copy of their script via the portal, then select **Allow students to request a copy of selected script**. However, if the Centre would like to collect the Access to Script information for the candidates but don't want the candidates to request these themselves, then Select **Allow Exams Officers to complete the student consent form**.

Note – Only members of staff with Exams Officers Access Rights will be able to complete this form on the candidate's behalf.

Once selected, enter the data and time for when this function should be made available to the candidates. The Centre can enter a message for the candidates; this could be the access to scripts policy that is in place. This message will appear in portal under the grant access to scripts option.

Once selected, the candidates will be able to grant access to Centre to access their scripts and if these can be used in classroom.

Once the candidates have completed the form, a new tab will appear in the Candidates Tab in Exams Assist called Post Results.

	CandNo	Name	Access To Scripts	Total Price	Payment Status
<input type="checkbox"/>	9003	Akeman, Rebecca	✓ <input type="checkbox"/> <input checked="" type="checkbox"/> Applied	£ 20.00	
<input type="checkbox"/>	9009	Astwick, William	✓ <input checked="" type="checkbox"/> <input type="checkbox"/> Requested		
<input type="checkbox"/>	9040	Doyle, Polly	✓ <input checked="" type="checkbox"/> <input type="checkbox"/> Requested	£ 10.00	
<input type="checkbox"/>	9071	Jennings, Adam	✓ <input checked="" type="checkbox"/> <input type="checkbox"/> Requested	£ 10.00	Invoiced

Understanding the icons in the Access to Script Column:

Tick 1 – Access to Script has been Granted.

Tick 2 – Candidate has agreed to the Script to be used in the classroom.

 - The Candidates does not want their data (Name and Candidate Number) to be used in the classroom; these must be removed.

 - The Exams Officers has added a note against the request.

 - The candidate has requested copies of their scripts, the number indicates the number of different scripts selected.

The Centre staff will be able to track centrally if consent for their scripts to be accessed

Requesting Scripts (If allowed by the Centre)

If the candidate requires a script, they can request this via their portal by selecting **I would like a copy of the selected scripts**. Once selected, the element and the components (including their results/marks for each) they have received a result for will appear. The candidate can select the papers that they require a copy for. Once selected they will need to sign the form and then select Save.

Note – For the component details to appear, the component files will need have been imported.

<input checked="" type="checkbox"/> I would like a copy of the selected scripts (there may be a charge for this):
<input type="checkbox"/> 3000CS Cymraeg Iaith (E)
<input checked="" type="checkbox"/> 3110QS Geography (B)
<input checked="" type="checkbox"/> 3120UB RS Option 1B Christianity & Islam
<input type="checkbox"/> 3125QT RS (Short Course) Cash-in (E)
<input type="checkbox"/> 3300PN Mathematics Intermediate (B)
<input type="checkbox"/> 3310PN Mathematics - Numeracy Intermediate (C)
<input type="checkbox"/> 3430QD Science (Double Award) Cash-in (C C)
<input type="checkbox"/> 3430U7 Science Double Practical Assessment
<input type="checkbox"/> 3430UA Science Double Biology 1 Higher
<input type="checkbox"/> 3430UD Science Double Biology 2 Higher
<input checked="" type="checkbox"/> 3430UE Science Double Chemistry 2 Higher
<input type="checkbox"/> 3430UF Science Double Physics 2 Higher

How to Print an Access to Script Form

To print either a blank or a completed access to script form. Navigate to the Candidate Tab, select a **Candidate | Selected | Print Selected | Results – Access to Scripts**.

Access to Scripts	
Candidate consent form for access to and use of examination scripts	
Centre Number 95137	Centre Name Green Abbey Test Secondary
Candidate Number 9071	Candidate Name Adam Jennings
<input checked="" type="checkbox"/> I consent to my scripts being accessed by my centre <input type="checkbox"/> I consent to my scripts being used in the classroom for teaching	
Select ONE of the options below:	
<input checked="" type="checkbox"/> If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and Candidate number must be removed. <input type="checkbox"/> If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.	
<input checked="" type="checkbox"/> I would like a copy of the selected scripts (there may be a charge for this)	
Components / Script Codes 3020U3 Welsh Second Language Narrative 3020U4 Welsh Second Language Descriptive 3300PF Mathematics Foundation 3310PN Mathematics - Numeracy Foundation 3750QS English Language 3020U2 Welsh Second Language Communicating 3430U7 Science Double Practical Assessment	

How to email the Scripts to the Candidates

Status: Applied
Note:
Price £: 20
Payment Status:
Close Candidate Email Save

Once the Centre has downloaded the scripts from the exam boards website, it is possible to email these directly from Exams Assist. To email, select the candidate from the Post Results Tab, then select email. Once emailed, the Centre can add a note indicating the scripts have been emailed, then update the status of the request.

How to Invoice the Candidate for this service

If the candidate needs to be invoiced for this service, then select the candidate that requires an invoice from the Post Results Tab. Once selected, enter an amount for the candidate to be invoiced. Once the payment has been received then the Centre can update the Payment Status.

Price £: 10.00
Payment Status: Pending
Close Candidate Email Save

Creating & Recording NEA Results

Creating NEA gradebooks is a simple process; these are created based on the entry codes. Follow the simple steps below to create the gradebooks for staff to be able to complete.

Step 1 – Navigate to **Overview | Edit Season** and select **Show Results Tab – for results files imported from the exam boards**.

Step 2 – Ensure that the Entries have been made and imported into Exams Assist for the season that require the NEA to be recorded for.

Step 3 – Navigate to the Results tab and select **Add NEA**.

Actions ▾ Add NEA Configure Exams Assist

Step 4 – Select the component that require an NEA column created in a Gradebook and select **Next**. Once selected enter a date for the columns to be visible to staff and what type of grade to be used for the Grade.

Select the Elements or Components to create the result gradebook columns

Art

- 3650QS Art and Design (Art, Craft & Design)
- 3650U10-1 A & D (Art, Craft, Des) Unit 1 Portfolio
- 3650U20-1 A & D (Art, Craft, Des) UNIT2

Biology

- 1400U5 Biology Practical Examination
- 1400U50-1 Biology Unit 5: Practical
- 3400U3 Biology Practical Assessment
- 3400U30-1 Biology Unit 3: Practical

Once selected, all columns will be created in the gradebooks and a breakdown of each column, and its heading will appear in the Results Tab.

Exam Name – By selecting the Exam Name users will be able to view/edit details of the column selected. Details such as Column Title, Active from and to and also the trip of result that is expected.

Gradebook Link – This will open the Gradebook in a new Tab.

Creating & Recording Mock Results

Step 1 – Navigate to **Overview | Edit Season** and select **Season Type – Mock / In-House** and **Show Results Tab – for results files imported from the exam boards**.

Step 2 – Navigate to the Results tab and select **Add Mock Results**.



Step 3 – Select all of the component that require a Mock Grade column created in a Gradebook and select **Next**. Once selected enter a date for the columns to be visible to staff and also what type of grade to be used for the Grade.

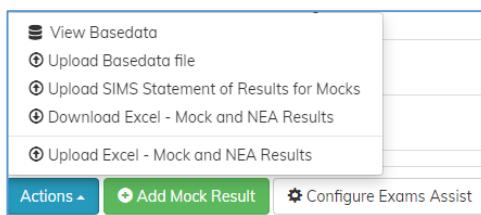
Once selected, all columns will be created in the gradebooks and a breakdown of each column and its heading will appear in the Results Tab.

Mock Result				
Show 25 entries		Search: <input type="text"/>		
Year Group	Subject	Exam	Gradebook	
12	Spanish	SPA Spanish		<input type="button" value=""/>
13	Spanish	SPA Spanish		<input type="button" value=""/>
12	Sociology	SOC Sociology		<input type="button" value=""/>

How to download and upload a spreadsheet

Once the Gradebooks have been created it's possible to download these as an excel file for the purpose of staff being able to view the data that has been entered or alternatively, the Centre can manually enter data into the spreadsheet and then upload these results to Exams Assist.

To download/upload a spreadsheet navigate to the **Results Tab | Actions** and select the appropriate option.

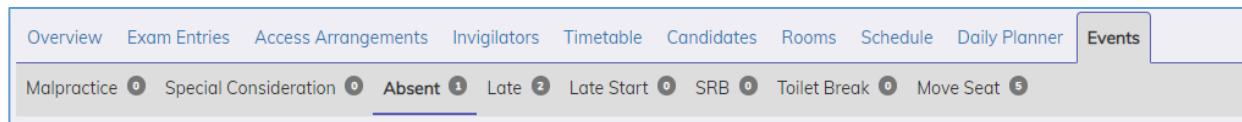


How to Upload a SIMS SOR for Mocks (SIMS ONLY)

If Centres have created results Marksheets in SIMS for the purpose of recording mock results, these can be imported into Exams Assist via the TSV File for the Statement of Results.

Managing Events

The event tab will display any types of events that occur in an exam room. The type of events that are displayed are Malpractice, Special Considerations, Absent, Late, Late Start, SRB, Toilet Breaks and Move Seats. Each of these events are filtered into a different tab making it easier for Exams Officers to look at a different type of event.



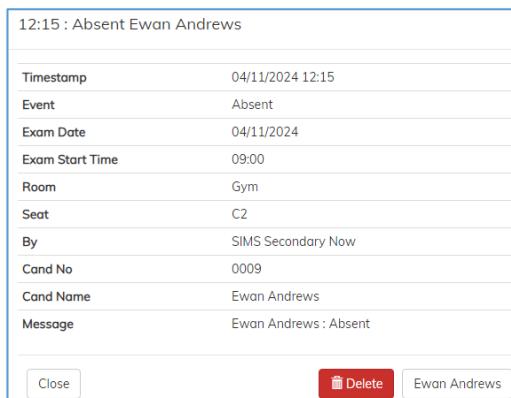
How to Add a Note

To add a note to any event, navigate to required tab, locate the candidate and select the note icon on the end of the table.

Tip – This is great for recording updates in relation to a Malpractice/Special Considerations case. Use the note function to record that you've notified the JCQ of an issue, record the outcome and also if the parent/candidate has been notified.

How to Delete an Event

To delete an event recorded by a staff member, navigate to the appropriate tab and select on the time hyperlink of the event and select delete.



Note – This deletion is irreversible.

How to Download the Events Tab Logs

To download the Events logs, navigate to the **Events Tab | Download Exams Log**.

Managing Multi Exam Site

Setup

Prior to using the multi-site function in Exams Assist there is the need to set each site up. Navigate to the **Overview Tab | Configure Exams Assist**. In the Multiple Site and Centre Number table, enter the required information. The information here will then allow the Centre to assign Staff/Invigilators/Candidates, Rooms etc to the appropriate site. Therefore, if a Centre is operating an Upper and Lower Site, each room can be assigned to a specific site; great if the Centre operate the mocks for lower school in different rooms to the mocks for the older Candidates.

Multiple Sites and Centre Numbers		
Site Name	Centre Number	Site Display Name
Upper School	12345	Upper Campus
Lower School	12345	Lower Campus

If the Centre is split over two sites, but has a different Centre Number for each site, then Exams Assist can deal with this too. Enter a name for both sites, then assign the appropriate Centre Number to each site, this will ensure that when the Statement of Entries are imported from SIMS that the correct candidates are assigned to the correct site.

Importing Entries (SIMS Only)

Add a season for each site and set the Centre Number and Site for the Season e.g.

Season Name: Summer 2025

Site Name: Site 1

Centre Number: 60001

Season Name: Summer 2025

Site Name: Site 2

Centre Number: 60002

Add the Candidates to each season, site 1 candidates to that season and site 2 candidates to the site 2 season. Through the Add Group of Candidates from the Candidates Tab.

In Sims create the Statement of Entry File for all candidates and save as a TSV file.

In each season of Exams Assist Upload the Statement of Entry File, when importing select the following option – Import the Statement of Entries into the current season only for candidates already in the season. The other option is the default behaviour for the import of Statement of Entries.

Entries for the candidates in the file that are not associated with that season will be skipped.

Once imported, the entries for each candidate within each site will now appear where the candidate is enrolled.

Candidate Tab

When multi-site has been enabled, when selecting a candidate, the Centre will be able to see what site the candidate is associated too. The Centre can also assign a candidate to a specific site.

Invigilator Tab

When multi-site has been enabled, when selecting an invigilator, the Centre will be able to see what site the invigilator is associated too. The Centre can also assign an invigilator to a specific site.

Room Tab

When multi-site has been enabled, when selecting a room, the Centre will be able to see what site the room is associated too. The Centre can also assign a room to a specific site.

For more information about how to use Multi-Site Function and how it could benefit your Centre, please contact support. Drop an email to support@schoolworkspace.co.uk

Manage Messages

As part of Exams Assist, the Centre has the option to send emails to Staff/Invigilators, Parents and the Candidates. The tools that are available to the Centre are consistent when sending messages in area of Exams Assist. From Attendance Tracking (First Day Response), Parents Evening, Bookings, Trips, the messaging functions are all consistent.

If the Centre requires to send out SMS to Candidate's or Parents, for Exam Reminders then the Centre will need to purchase the **Full Messaging Module** – <https://schoolworkspace.co.uk/Order/Messaging>

IMPORTANT – To ensure that the delivery of emails is successful. Communicate with Staff, Invigilator, Parents and Students asking them to add the following address as a Safe Senders.

noreply@schoolworkspace.co.uk
notifications@schoolworkspace.co.uk

This will stop Messages appearing in their Junk or Block Folder.

Parental Contacts				
Groups	Staff	Students	Parental Contacts	Other Person
All	Last Seen	No Send	No Email Address	
		Show 10 entries		
Name	Email	Last Seen		Children
Mrs Debra Stava				1
Mr Peter Stava				1
Miss Francesca Jordan				1
Miss Jayne Roberts				1

To view the people who do not have an email address sync'd into SWS, navigate to **School Settings | More Settings | Parental Contacts**. Toggle through the other tabs to view the other groups that don't have an email address in SWS.

To view a list of recipients that do not receive emails in SWS, navigate to **School Settings | More Settings | Parental Contacts**. Toggle through the other tabs to view the other groups that do not receive emails from SWS.

Parental Contacts				
Groups	Staff	Students	Parental Contacts	Other Person
All	Last Seen	No Send	No Email Address	
		Show 10 entries		
Name	Email	No Send	Last Seen	Children
Mrs Kelly Badger	kelly.badger.3284096@mailinator.com	2030-12-31		1
Ms Adele Abimbola	Adele.Abimbola.3284096@mailinator.com	2100-02-01		1
Mr David Abimbola	david.abimbola.3284096@mailinator.com	2100-02-01		1
Mr Vijay Basra	vijayfashions.3284096@mailinator.com	2100-01-01		1
Mrs Kimberly Ackton	Ackton.3284096@mailinator.com	2100-02-01	2024-11-28	2

General Settings

Email :	Reply To Email Address	Email From Name
	exams@greenabbey.co.uk	Green Abbey - Exams Department

reply to email has been populated, this email address will be used as the default when sending an email. However, it is possible to amend this when composing the email.

The Email From Name is a great way to identify where the email has come from. If the Centre uses a different Communication Software, then the Centre can enter in here that the Message has come from the Exams Team.

In **Configure Exams Assist | Settings Tab**, there is a configuration to set the **Reply to Email Address** and the **Email from Name**. Once the

GD	Green Abbey - Exams Department
To:	
Invigilator in Green Abbey School : Y11 Mocks Sept 2025	
Dear Mr J Atkinson,	
Please provide your availability to invigilate for our Y11 Mocks Sept 2025 season.	
Kind Regards,	
Martin's Green Abbey	
Enter Availability	
Sent by SchoolWorkSpace	

So, when the email is in the Inbox this Message will be visible to the user.

Omitting a Person from receiving a Message

Do Not Send Emails Until	dd/mm/yyyy	<input type="button" value=""/>
-----------------------------	------------	---------------------------------

To stop a recipient receiving an email from SWS, Use the Global Search on the Homepage to locate the recipient, once selected, enter a date in the Do Not Send Email Unit. Also, it's possible to add the recipient to the Blocked List and provide the reason for adding them.

Schedule a Message

<input type="button" value="Close"/>	<input type="button" value="Load Template"/>	<input type="button" value="Schedule"/>
--------------------------------------	--	---

When composing an email in Exams Assist, it is possible to schedule the message. An advantage of this feature is being able to view the message prior to the email being sent. If the Centre notices that there is an error in the message, this can be deleted prior to them being sent. To Schedule a Message, when composing an email, there is a Schedule Option at the bottom. Once selected, the Centre will be able to enter a Date and Time for the message to be sent. Once a Date and Time have been

If required, the Centre can either **Cancel** (Delete) the message, therefore this will no longer be sent. Alternatively, if they are happy with the Message, they can select **Send Now**.

Scheduled Send:			
dd/mm/yyyy	<input type="button" value=""/>	--:--	<input type="button" value=""/>

entered, the Send option will change to **Submit**. Select **Submit**, the message will be **Scheduled**. Once the message has been **Scheduled**, the message logs popup will appear. This will give the Centre to select the **Message Status**. Once selected, the Centre will see a Preview of the Message, along with the list of recipients.

Created: 10/09/2025 14:43		
Scheduled: 11/09/2025 12:00	<input type="button" value="Cancel"/>	<input type="button" value="Send Now"/>
Reply To:		

To view the message, scroll down to the recipients list and click on an email address. Once selected, the email will be displayed in a popup. Any tokens used in the body of the email; these will display what the recipient will see. The **Link Blue Buttons** will also work, so these can also be tested at this time too.

Mail Merge Tokens

When creating email, the Centre can personalise the message by adding the available Mail Merge Tokens that are available. Depending on the area the emails are being sent from in Exams Assist will depend on what Tokens that will be available. The Tokens will be available in the drop-down menu on the tool bar of the compose email popup.

Tokens	Student Tokens
Dear [[sa]	StudentForename
Please fir	StudentSurname
Kind Reg	StudentName
Martin	StudentRegGroup
[[School]	StudentNameOnCertific...

Change the Text on the Button



The text entered in the link field determines what action occurs when the recipient selects the button in their email. If the Centre doesn't require a button to appear as no action is needed, leave this field blank.

Examples:

- If the words **Entries**, **Results**, **Timetable**, or **Access Arrangements** are included in the field, the recipient will be directed to the corresponding tab on their **Magic Link**.
- If the link should instead direct the user to **log in** to the Exams Assist **Portal** (rather than using the Magic Link), enter **Open SchoolWorkSpace** in the field.

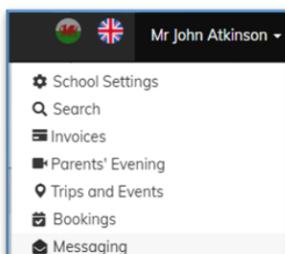
This provides Centres with full flexibility over how recipients access their information, whether through the instant-access Magic Link or the secure login portal.



Uploading a Document

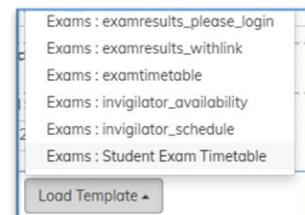
When sending emails, it is possible to attach documents. To attach the document, drag and drop the document into the **Drop Attachments Here** box. When the message has been sent, the attachment document will show in the Message History. Therefore, the Centre will be able to check that the document was sent with the email.

Managing Templates



To help Centres it's possible to create Message Templates, once these templates have been created, they can be selected when creating emails. To create/manage the Templates navigate to the **Messaging Module | Templates**. Once selected, the list of pre-populated templates will appear. To amend a template, select one, edit the message and either **Save** the message, or **Save As** and give it a **New Name**.

To create a New Template, select **New Template**. Once selected, give the template a name, and select the appropriate Category. Compose the message, including and tokens, then give the Button Text a Name. Once the message has been created, select **Save**.



Message History

Messages Sent						
<input checked="" type="checkbox"/> Templates		<input type="checkbox"/> Email Block List 0				
Show 250 entries		Search: <input type="text"/>				
Date	Send To	Category	Subject / message		Emails	SMS
11/09/2025 12:00	Student	Exams	Exam Timetable for [[StudentName]]		1	0
22/08/2025 09:00	Student	Exams	Exam Results for [[StudentName]]		1	0
28/07/2025 09:00	Student	Exams	Access To Scripts for [[StudentName]]		0 ▲1	0
10/09/2025 20:26	Staff	Exams	Invigilator Schedule in Martin's Green Abbey		1	0

To view the **History of a Message** sent from Exams Assist, navigate to the **Messaging Module** from the Main Menu. Once selected, a list of all messages sent from SWS will appear in a list. If the **Date/Time** for a message is in **Italics**, this indicates a Scheduled Message. Also displayed in the table, the number of emails Sent and the number that may have Failed.

Select a message to view specific details regarding the message. When selected, the message that was sent will appear, the list of recipients, along with the email address used and finally the delivery status for each recipient.

Viewing the History for a Specific Recipient

Mr Robert Acton	
Name	Mr Robert Acton
Email	Acton@mailinator.com
Home Email	Acton@mailinator.com

To view the messages that has been sent to an individual person, such as a Staff Member, Invigilator, Parent or Candidate, navigate to homepage and search for the individual in the Global Search at the top of the webpage. Once the person has been selected, the Centre can click on the email address and the list of all sent messages will appear, it will also display the status of the message. If the person clicks on the Message Subject, then the email will appear.

Messages Sent : Mr Robert Acton
08/02/2024 : Exam Timetable for <i>Jordan Acton</i> - P1 Only
To : <i>jane.acton.3284096@mailinator.com</i>
08/02/2024 09:58 : delivered OK
08/02/2024 : Exam Timetable for <i>Jordan Acton</i> - P1 attempt 2
To : <i>jane.acton.3284096@mailinator.com</i>
08/02/2024 10:04 : delivered OK

Email Blocked List

If an email has been sent to a person but this has been rejected/declined for any reason by the recipients email provider, then they will be added to the Blocked Email List in SWS. Once the email address is marked as blocked, no more emails will be sent to that person. To remove these from the blocked list, navigate to the **Messaging Module** and select **Email Blocked List**.

IMPORTANT – Before unblocking an email address, ensure that the person has added **SchoolWorkSpace** as a save sender. Otherwise, once the email is sent again, it will just go back into the Blocked List.

To add an email to the blocked list, navigate to the Email Blocked List, then select Add. Once selected, enter the email address along with a reason for adding the person.

The Importance of adding SchoolWorkSpace as a Safe Sender

Adding an email address to a safe sender list is crucial for ensuring that important communications are not mistakenly filtered into spam or junk folders. This practice enhances the reliability of email correspondence, allowing users to receive messages from trusted sources without interruption. By designating SchoolWorkSpace as a safe sender will ensure that vital information is received.

How to add SchoolWorkSpace as a safe sender

- Open your email client or service settings.
- Locate the **Safe Senders** or **Whitelist** section.
- Enter the email address you wish to add.
- Save the changes to update your settings.
- Verify that the email is now listed as a safe sender.

Configuring the Candidate Portal

Parents and Candidates can log into the Portal either by the email registered with the Centre or the Centre can create login codes and give these to the Parents/Candidates.

Creating Login Codes

For login for Students, Staff and Parents to SchoolWorkSpace

Students, Staff and Parents can register/login if they have an email address. Alternatively users can login with a unique login code that you can generate.

UserType	Count	With Email	Without Email
Staff	113	104 - 92%	1 - 8%
Students	4367	482 - 11%	3885 - 89%
Parents	1967	1505 - 76%	462 - 24%

Generate Login Codes - Staff
Generate Login Codes - Students
Generate Login Codes - Parents
Clear Login Codes - Staff
Clear Login Codes - Students
Clear Login Codes - Parents

To create codes for the parents or the candidates to log into the online portal, navigate to **Centre Settings | Other Settings | Setup logins**. Select **Generate Login Codes**, once created you will be able to download or print these codes for distributing.

Candidate Portal Setup

Details Invigilators **Portal** Results

Season Display Name: Alternative name for the season to display on candidate timetables

Published to the Parental & Students Portal: Exam Entries, Access Arrangements, Exam Timetable (and optionally Results) can be viewed when they login to SchoolWorkSpace or using the link in the Exam Timetable email

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

To configure what the Candidates and Parents can view on their Portal, navigate to **Edit Season | Portal**.

Season Display Name – As the Centre are unable to amend the Season Name in their MIS system or in Exams Assist. Therefore, If the Centre needs to name the Season something the Candidates would relate too, then enter this here.

Published to the Parental & Students Portal – Select this option to allow the Candidates and Parents to view the Candidates Entries, Access Arrangements and Timetables in their Portal.

Fees Show in Portal – Select this option if the Candidates and Parents should see the costs of each individual Exam they are entered for.

Hide Room and Seat in Portal – Select this option if the Centre do not want the Candidate and Parents to view the Room and Seats a Candidate has been allocated too.

Show information for Candidate Download – Centre's can upload a document that the Candidates can download from their portal. This document is uploaded in **Configure Exams Assist | Settings | Information for Candidates PDF**.

For an External Season, to display the Results to the Candidates navigate to **Overview Tab | Configure Exams Assist | Results and Embargo**.

Note – If the Centre doesn't want the Candidates Access Arrangement to appear in their Portal, select the following in **Configure Exams Assist** - Do not display **Access Arrangements on the Student Portal**.

Allowing Candidates and Parents to Confirm Entries

To allow either the Candidates or Parents to view/confirm their entries navigate to **Overview | Edit Season | Portal and select Parents and/or Candidates can confirm their Entries in the Portal**. Once selected, Parents and Candidates will be able to view their entries and then can confirm that the following are correct – Entries; Access Arrangements; Name on Certificate and Date of Birth. From the Edit Season it's also possible to add a note to explain to Candidates / Parents of what that they are required to do.

Once the data has been submitted by the Candidates / Parents the results will appear in the Candidates Tab.

Sending Reminder to the Parents and Staff

To help manage the confirmation of entries, it's possible to send reminder emails to both parents and the candidates. To send these messages, navigate to the **Candidates Tab | Student/Parent Confirmations** then select **Send email reminder**. This email will only go to the parents or candidates that haven't confirmed their entries.

Adding a Message to the Portal for Results

Navigate to the **Overview Tab | Configure Exams Assist | Results & Embargo** and select **Edit Message for Results**, then enter the message you wish the candidate to view.

Note - This message will be visible even if the results are embargoed.

Tip – Add any information the Centre would like the candidate to see, such as the procedure for EAR, Grade Boundary Links etc.

Candidate Allowing Parents to View their Results

Within the Candidates Portal there is option for the candidates to allow their Parents/Carers to view their results in their portal.

Share exam results with parents

Emailing Results to Candidates

Settings Training Attendance Results & Embargo Contingency Days Invigilator Checklist

Exam Results

Exam Results Disabled for all Seasons - Results only visible to Exams Officers / SMT Global Embargo - This overrides the results day embargo below.

Students can see results in Portal when they login Requires Result Files to be imported into SchoolWorkSpace.

Students can see results from the link in an email Requires Result Files to be imported into SchoolWorkSpace.

To allow candidates to view their results via the email, navigate to the **Overview Tab | Configure Exams Assist** and select **Students can see results from the link in an email**.

Once the above has been enabled navigate to the candidate tab, select or filter the group of candidates that results need to be emailed too. Once selected navigate to **Selected | Send email with exam results to students**. Create a message and then send to the candidates (the link to the results will automatically display on the bottom of the email).

Selected ▾ Actions ▾

- Print Selected
- Add Qualification Result
- Send Email with Exam Results to Students**
- Remove Selected Candidates with no exams
- Delete Selected Candidates
- Clear Room+Seat allocation for Selected Candidates
- Assign Room to Selected Candidates

Allowing Mock Results and NEA to display on the Portal

Portal Mock Results Visible From: dd/mm/yyyy --:-- Edit Message For Mock Results

Portal Mock Results Visible Until: dd/mm/yyyy --:--

Portal NEA Results Visible From: dd/mm/yyyy --:--

Portal NEA Results Visible Until: dd/mm/yyyy --:--

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

To allow Mock Results or NEA to be visible on the portal, navigate to the **Overview | Edit Season | Portal** and enter a date to and from for these results to be visible on the portal.

It is also possible to add a message to be visible for the candidate to see in the portal, this is great for explaining the Centre's procedures for appealing their NEA marks.

Candidate Details Entries Timetable Access Arrangements Mock Results

These are the Mock Results for the January Internal Exams

Year 11 Mocks Feb 2024

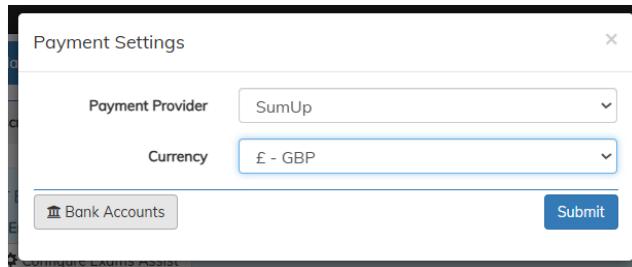
DRA1 Drama 1	
DRA Drama	

Managing Invoices

How to Setup the Module

To setup the module, there will be the need for the Centre to create a SumUp Account as this is the payment system that is used by SWS. Once the account has been created, follow the following steps:

Navigate to **School Settings | More Settings | Payment Settings.**



Ensure that Payment Provided selected is **SumUp**. and the currency is **GBP**.

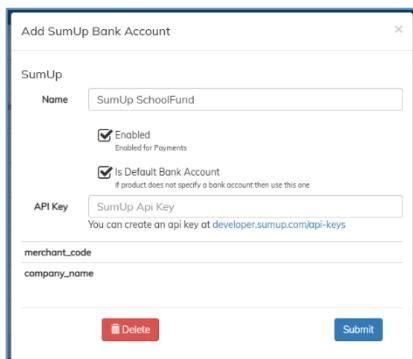
Select **Add SumUp Bank Account**.

Enter a Name for this Account – **SumUp SchoolFund**

Select **Enabled**

Select if this is to be the default account to be used with the Invoice Module.

Note – The school may be required to create several SumUp accounts. Once for the School Account, one for School Fund and another for School Trips. Remember, this module can be used to create and send any invoices to students/parents in the school.



Select the link that will take the Centre to the SumUp website to get the required API key to link everything up. Once setup the Centre will be ready to send out invoices from the module.

Note – The staff that need to access this module will need to be allocated to the **Accounts** security group in SWS. Navigate to **School Settings | Staff Roles**.

Creating an Invoice

To create an invoice, navigate to the **Invoice Module** and select **Add**.

Title – Enter a title for the invoice.

Category – Select a category for the invoice.

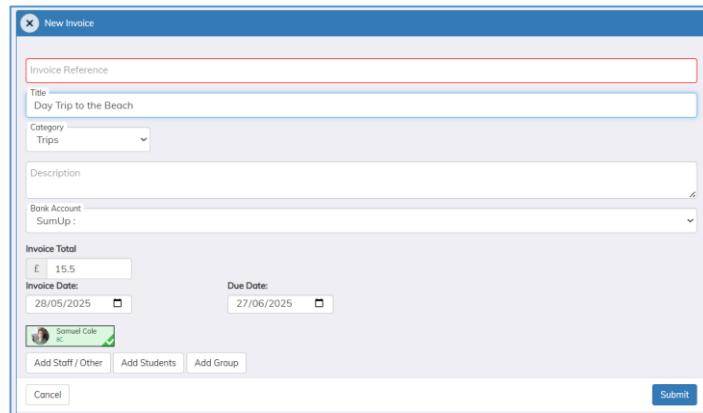
Description – Enter, if required a description for the invoice, this information will be visible to parent/candidate when they open the invoice.

Bank Account – Select which Bank Account the money should be deposited into.

Invoice Total – Enter the total amount for the Invoice.

Invoice Date and Due Date – Enter the invoice date, and the due date for the invoice needs to be paid by.

Add Staff, Student or Group – Add the candidates or staff that needs to be invoiced.



Managing Retakes

Once the Exams Officer has identified the candidates that require to be invoiced for the retakes. These candidates will appear in the Invoice Module, ready for the Finance Department to email these out to the parents or candidates. There is no need to create these in the Invoice Module, all retakes can be managed in Exams Assist.

Managing Access to Scripts

Once the Exams Officer has charged candidates for the Access to Scripts Service, if the invoice module has been setup these charges will appear ready for the Finance Department to email these out to the Candidates. There is no need to create these in the Invoice Module, all Access to Script Request Charges can be managed in Exams Assist.

Editing an Invoice

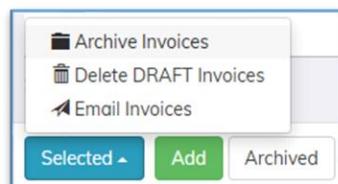
To edit an Invoice, select the Invoice ID number. Once selected, any information within the invoice can be edited. There may be the need to mark the invoice as Paid, as the candidate has brought cash into school to pay for the retake and not using SumUp. Once paid, the Centre can record the payment method and payment date.

Archiving an Invoice

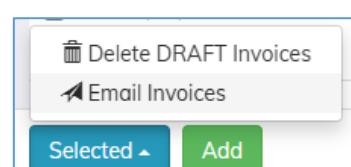
To archive an invoice.

1. Navigate to the **Invoice Module** and select the Invoice to Archive
2. Select **Selected**, then **Archive Invoice**.

To view archived invoices, select Archived and any invoices that have been archived will appear.



Emailing and Invoice



Once the finance department are ready, the invoices can be emailed to the parents/candidates for them to be paid. To email these navigate to the Invoice Module, select the invoices that need to be sent, then **Selected | Email Invoices**.

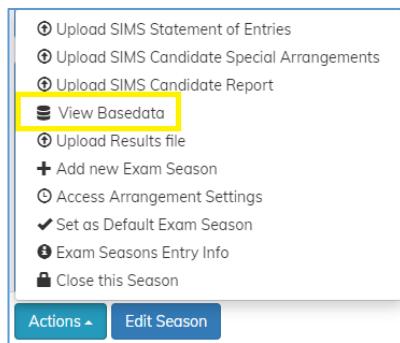
Managing Basedata

For Centres to import their results into Exams Assist the appropriate Basedata will be required in the system (The most common Basedata will have been imported). The Basedata is required as results file doesn't contain any information about the qualification only the result/grade.

Centres that require to import their Edexcel 7b File then they will need to import the Basedata received from the exam board.

Viewing/Managing and importing Basedata

Navigate to the **Overview Tab | Actions | View Basedata**



The Basedata is broken down into seasons, then exam board and finally each individual level. To view the Basedata for any qualification, navigate to the appropriate season, select the awarding boarding then the level and use the search functionality to locate the appropriate code.

Syllabus	Code	Title	QCA	QAN	QWAD	Components
3300PF Mathematics Foundation	3300PF	Mathematics Foundation	2391		C0007204	3300U10-1 3300U20-1
3300PH Mathematics Higher	3300PH	Mathematics Higher	2391		C0007204	3300U50-1 3300U60-1

If the required Basedata is not in Exams Assist it's possible for this to be uploaded, navigate to the Basedata table, **Actions | Upload Basedata File**. Locate the .zip file and import.



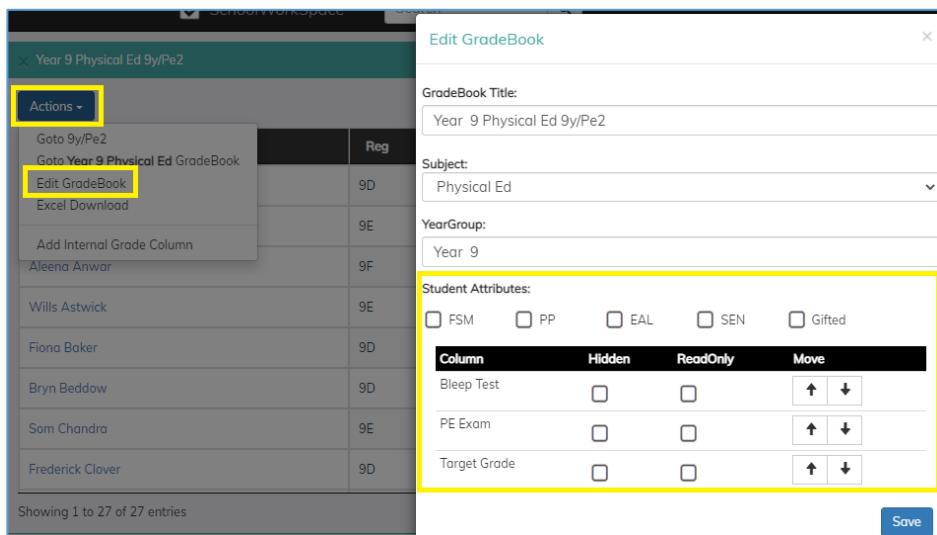
Tip – You can import several Basedata files at once, when importing the files select several files and import.

Important – All Basedata files must be uploaded into EA before results files can be imported. Most common Basedata files will have already been imported, but there may be a need to import Edexcel BTEC specific files.

Managing Gradebooks

How to Edit a Gradebook

To edit the gradebook, select **Actions | Edit Gradebook**. From this dialog box you will be able to add student attributes such as FSM, EAL or SEN. You can also hide or make a column read-only and finally you are able to move the order of the columns by selecting the up and down arrows.



Note – The Student Attributes will only display if the Centre allows the data share of this data item. To able this additional data, navigate to **School Settings | Data | Xporter on Demand Settings**.

How to add Exam Codes to a Gradebook

To add exam entry codes to a gradebook, navigate to a gradebook, then select **Actions | Edit Gradebook** and enter an Exam Entry Codes in the appropriate box.

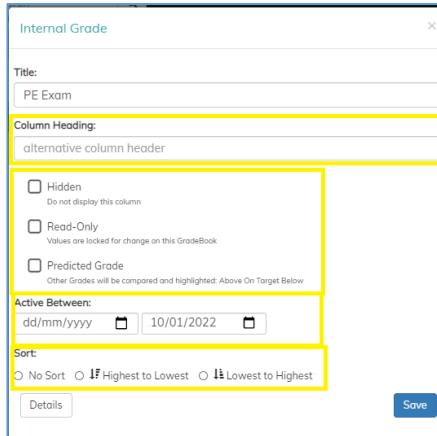
How to view a result for an individual Pupil

If you select a pupil in the gradebook, you will be able to view the results for that individual pupil. It will also display the date and the name of the teacher that entered the grade. It is also possible to add a new grade, and the old grade will be stored in the history.

It is also possible to print these set of results for this individual pupil by selecting 'Printable Version.'

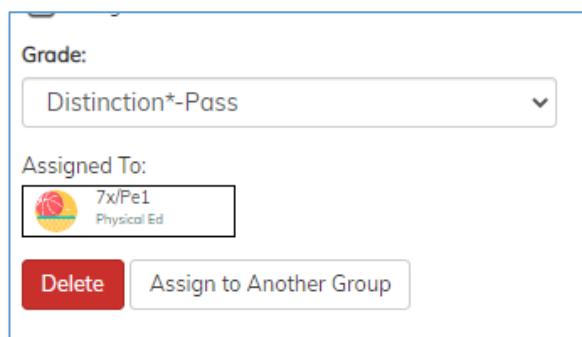
How to edit a column heading

It is possible to edit the column of a grade by clicking on the column heading. From this dialog box you will be able to give the column a new shorter heading, hide a column, make a column read-only or make the column a predicted grade. It is now possible to sort the Gradebook by a column from this screen.

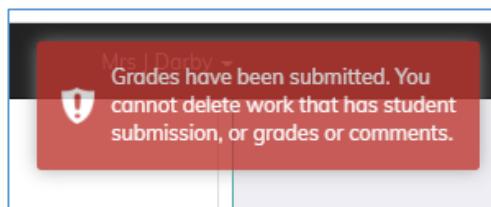


How to delete a column

If you have created a column in error, it is only possible to delete this if no grades have been recorded. To delete the column, you will need to edit the **Mock Grade**. Select the column heading and then select **Details** (See above). When you view the **Mock Grade**, you will be able to select **Edit Mock Grade** button. Scroll down to the bottom and select **Delete**.



However, if you have entered some grades / results you will have an error message.



How to download a set of results

To download a set of results to an excel spreadsheet, select **Actions** and then **Excel Download**.

Managing Gradesets

From **School Settings Select Other Settings | Gradesets**, Centres will be able to view/manage the gradesets.

Source	Active	Name	Values	Actions
Martins Green Abbey	✓	RAG	R A G	<input type="checkbox"/> Edit
Martins Green Abbey	✓	A*-F + G + U	A* A B C D E F G U	<input type="checkbox"/> Edit
Martins Green Abbey	✓	9-1	9 8 7 6 5 4 3 2 1	<input type="checkbox"/> Edit
Martins Green Abbey	✓	Pass/Fail	Pass Fail	<input type="checkbox"/> Edit
Martins Green Abbey	✓	5 Outstanding - 1 Poor	5) Outstanding 4) Very Good 3) Good 2) Inconsistent 1) Poor	<input type="checkbox"/> Edit
Martins Green Abbey	✓	Level 1-8 + Exceptional	Exceptional Level 8 Level 7 Level 6 Level 5 Level 4 Level 3 Level 2 Level 1 A B C N D	<input type="checkbox"/> Edit
Martins Green Abbey	✓	Distinction*-Pass	Distinction* Distinction Merit Pass Unclassified	<input type="checkbox"/> Edit
Martins Green Abbey	✓	Progression Step 1-5	1 2 3 4 5	<input type="checkbox"/> Edit
Martins Green Abbey	✓	Percent	Numeric 0-100	<input type="checkbox"/> Edit

How to Add New Gradesets

Navigate to Manage Gradebooks and select **Add Gradesets**.

[+ Add Gradeset](#)

Gradeset Properties

Edit Gradeset

Id	RAG	
Name	RAG	
Max	0	
For numeric only grades, 0 to this value		
<input checked="" type="checkbox"/> Gradeset Is Active		
 R	Red	0
 A	Amber	5
 G	Green	10
 Grade	Description	0

Submit

ID – Give the Gradeset a unique ID.

Name – Give a unique name to the Gradeset.

Max – Enter a Maximum Value for a Numeric Grade Only.

Colour – Select the appropriate colour associated to the grade.

Grade – Enter the appropriate grade type such as A* to G or 9 to 1 etc.

Description – Enter a description for each grade entered.

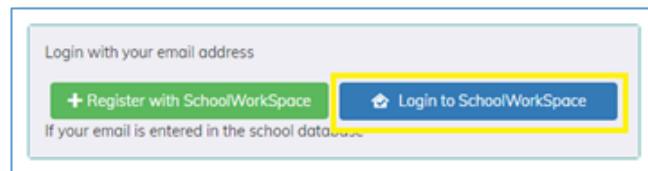
Value – Enter a value for each grade.

A Guide to Staff on using SWS/Exams Assist

Getting Logged in

Navigate to the following website - <https://examsassist.co.uk/>

Select – **Login / Register**, then **Login to SchoolWorkSpace**



The username will be your Centre email address, the address that's recorded in the Centre MIS. If you've yet to set a password, select the 'Forget Password' link and a 6-digit code will be sent to your email address. Enter this into the software and create and confirm a new password.

Staff Homepage

Staff will be able to access a vast amount of information from their homepage (this will also be depending on the modules purchased). By default, teaching staff (if allocated to the Teaching security group) will be able to view the Exams Tab, Group Tab and the Timetable Tab.

	Entries Review	Exams	Results
January Exams 2025			
Exams	31463H	Personal and Business Finance	For Review
Bookings	31760H	Information Technology Systems	For Review
Parents' Evening	31489H	Developing A Marketing Campaign	For Review
Groups	31761H	Creating Systems to Manage Information	Reviewed
September Entries 2024			
Timetable	CGWV2A	Business (2018) (Award)	Authorised
	CGWV3A	Information Technology	Reviewed
	SKW05A	Information and Creative Technology	Action Required
	CGWV4A	Business	Authorised

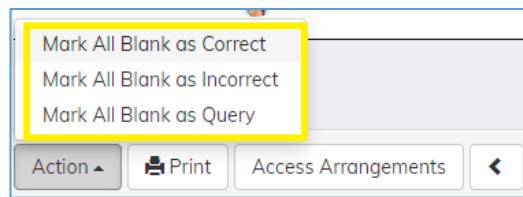
The Exam Tab will display the entries that have been assigned to the staff member to be reviewed, a list of all exams that has been created by groups, Results and any Invigilation Scheduling associated with the staff member.

Reviewing the Entries

To view and check entries, select an element and you'll see a list of the candidates in Surname order. You are able to mark each entry with either being **Correct**, **Query** or **Incorrect**.

CandNo	Name	Reg	Status	Comment
7001	Jason Aaron	11B		
7002	Liz Aaron	11C		

Or alternatively you can navigate to **Action** at the bottom of the table and select an appropriate option (see below).



Once you've gone through, checking the entries you will notice that the colour of the rows will change to either green, orange, red or stay white if no selections are made. If a member of staff marks an entry as a 'Query' or as 'Incorrect' a dialog box will appear for them to give a reason for this decision.

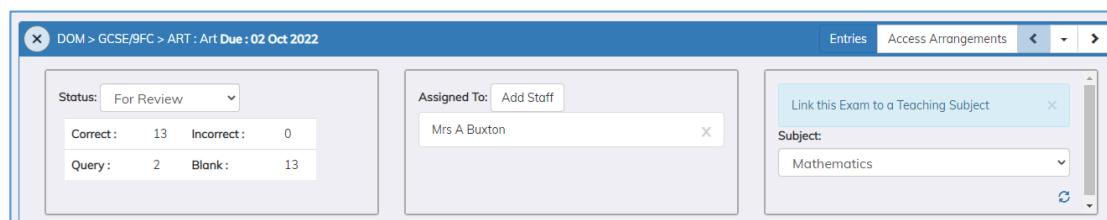


Once the comment has been applied this can be viewed next to the candidate. SMT members will then review these and are able to either decline or approve these requests. These will be visible to the member of teaching staff, they will too be able to add a comment which can be viewed underneath.



It is also possible (if required) to Add Candidate if they have been omitted from the entries. Navigate to the bottom of the list and select **Add Candidate** and you'll be able to search any pupil within the Centre, select the pupil and they will be added to the list ready for a member or SMT to approve. These entries will be marked as 'Additional' in the entries table until the pupil is added in the MIS. Once the entry is made the candidate would appear correctly in Exams Assist ready for a staff member to mark as 'Correct.'

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

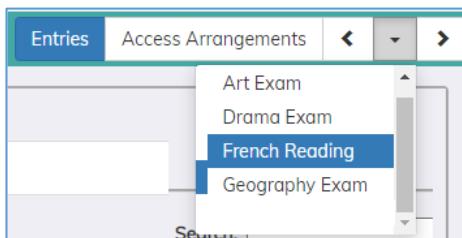


Once you've made your amendments you will need to change the **Status** to **Action required**. These amendments will be reviewed by a member of the SMT and then actioned by the Exams Officer as necessary.

Once you are happy with these entries you are able to **authorise** these by selecting the **Green Authorise Button** – Once 'Approved' no further actions will be possible.

If you need to print a copy of these entries, there is a **Print** option at the bottom of the list of candidates.

It is also possible to switch between each entry that have been applied to a member of staff by selecting the arrow down at the top of the screen.



To view the entries for an individual, just select the candidates name and their entries would appear in a popup dialog box.



Viewing the Entries by Subject

To assist you review the entries an additional view has been added – **View by Subject**. This view will display all component codes in a table format. This view is great for modular/tiered exams as you'll see all the entry codes across the top and the candidates down the side. To view the entries in this view, from your homepage select an element that requires checking, once the page has opened select the **View by Subject** button. From this view you are able to change subject that has been assigned to you and also filter to a different level.

You have the same functionality as completing the review by list, select the column header of an element and a popup box will appear which will give you the ability to **select all blanks as correct, incorrect or query**. Once checked you are able to approve these from this view too. Any notes added to a candidate will be indicated by a flag next to the question mark symbol.

Viewing Access Arrangements

It is possible for you to view the access arrangements in place for the candidates entered for the specific element (or by component if this data has been imported). To toggle to the Access Arrangements view, select 'Access Arrangements' at the top of the screen.



You will then see the list of the candidates that have any kind of special arrangement in that Element / Component. It is also possible to view if a 'Modified Paper' or 'Laptop' is required for that examination (These will have been indicated by the EO or the Centre SENCO).

EDEXL/GCSE > GCSE/DFC > 1FROF - French Option F										Entries	Access Arrangements	<	>	
Show 25 entries										Search:				
Adno	Name	Gender	Reg	CandNo	Component	Access Arrangements	Extra Time	Modified Paper	Laptop					
004609	Harry Angler	Male	(11A)	4009	1FROF 2F Speaking (F)	Reader Scribe Practical Assistant Word Processor				<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	

To view Access Arrangements for Candidates within a staff member teaching classes, staff can select the Group Tab, then select a Teaching Class.

Select the appropriate group, then Members. A list of candidates within that group will appear with any Access Arrangements Icons assigned to them.

11A/Mu1 - Music (Mixed)			Seating Plan	GradeBook	Actions
Curriculum	Members	Exams			
	Chris Aaron (Higher)		Liz Aaron (Foundation)	Harold Amis (Intermediate)	
	David Barton (Syllabus)		Martin Chappington (Conorod)	Emily Dickson (Uwch)	
	Jack Eckhart (Higher)		Denise Elja (Intermediate)	Mia Fell (Intermediate)	
	Stuart Frankwell (Intermediate)		Victor Geofferson (Intermediate)	William Godfrey (Intermediate)	

Viewing Results

Teaching staff will also be able to view the results assigned to them but also the results for the whole season by element. Also (if applicable), you will be able to view the previous year's results too.

To view individual candidate results, use the global search at the top of SWS and search the candidates, once located select the Exams Tab then Results.

Viewing Internal/External Exams assigned to your Groups

To view any exams assigned to a staff members group, select Exams from the Homepage and then the Exams subtab. This will display any exams that are created/assigned to a group.

		Entries Review	Exams	Results
Information Technology				
Date	Exam	Groups	Candidates	
10/01/2025 09:00	EDEXL/KS0 BTNG/B 31760H Information Technology Systems 31760H01 Information Technology Systems	7		
14/01/2025 13:00	EDEXL/KS0 BTNG/B 31761H Creating Systems to Manage Information 31761H1A Creating Systems to Manage Part A	8		
15/01/2025 09:00	EDEXL/KS0 BTNG/B 31761H Creating Systems to Manage Information 31761H1B Creating Systems to Manage	8		
22/01/2025 10:30	INF Information Technology INF1 Information Technology On Demand Exam	10C/R1	15	

Viewing Upcoming Exams

For staff to view the upcoming exams for a group of students, they can view this from their homepage. Navigate to the homepage, locate the group of candidates

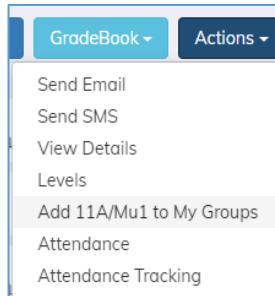
Mrs M Anderson		Upcoming Exams	Exams	Results	Invigilate	Exams Assist	GradeBook	Actions
Exams		Monday 07/07/2025						
Bookings		Time	Name	Exam	Room			
Parents' Evening		13:00	Malvina Hamilton	English ENG English ENG1 English 2	Library			
Groups		13:00	Uileog Twombly	English ENG English ENG1 English 2	Library			
		13:00	Celesto Capriglione	English ENG English ENG1 English 2	Library			

Additional Functionality for Staff

From this view, staff can select a candidate and view their details, timetables and exam timetables.

How to assign Groups to a Homepage

If as a staff member you require to view a group that you're not assigned too, then it's possible to have these appear in your Group. Use the Global Search at the top of SWS and search for the class, once the group's homepage, navigate to **Actions | Add x to My Groups**.



Assigning Levels to Teaching Sets

Select a teaching class that need levels assigning too, view the members of the Group by selecting Members. Then navigate to **Actions | Levels**.

Select a level most appropriate for each candidate within the class. A global level for the whole class can be selected such as Intermediate and then submit. This will assign the whole class as working at this level.

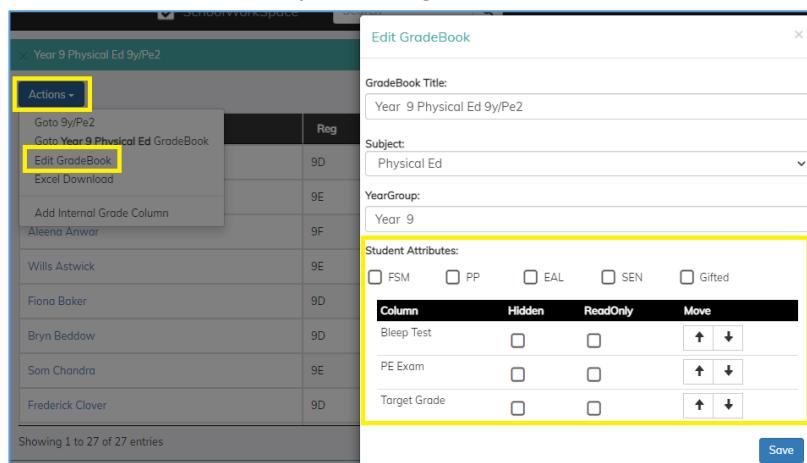
However, if the class is working at a mixed level, then select Mixed. When Mixed is selected the classroom teachers will be able to assign a level to each candidate. Once a level has been assigned to each candidate select Submit.

Accessing Gradebooks

If there is a need to record any NEA or Mock results/marks in Exams Assist, then this is possible. From the Staff Members homepage, you will see any Gradebooks that have been created for you by the Exams Officer. Navigate to your **Homepage | Gradebook** and select the appropriate Gradebook. Once selected complete the appropriate column.

Editing Gradebooks

To edit the gradebook select **Actions | Edit Gradebook**. From this dialog box you will be able to add student attributes such as FSM, EAL or SEN. You can also hide or make a column read-only and finally you are able to move the order of the columns by selecting the up and down arrows.



Note – The Student Attributes will only display if the Centre allows the data share of this data item.

Adding Exam Codes to a Gradebooks

To add exam entry codes to a gradebook, navigate to a gradebook, then select **Actions | Edit Gradebook** and enter an Exam Entry Codes in the appropriate box.

A Guide to Invigilators



Scan the QR Code to watch a video of **Providing Availability**



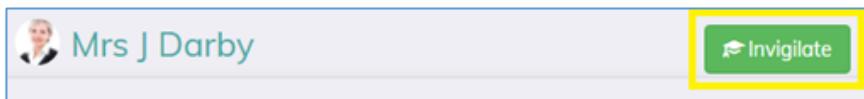
Scan the QR Code to watch a video of **The Schedular**

There are two ways to access the invigilator schedule, the first is by opening the **Magic Link** that you have received from the examinations officer or alternatively you can log into exams assist:

<https://examsassist.co.uk>

Select **Login / Register** then **Login to SchoolWorkSpace**. Enter your email address and as you've yet to login, select **Forgot Password**, a 6-digit pin will be emailed or text to you, enter this into exams assist and you'll be prompted to create and confirm a new password.

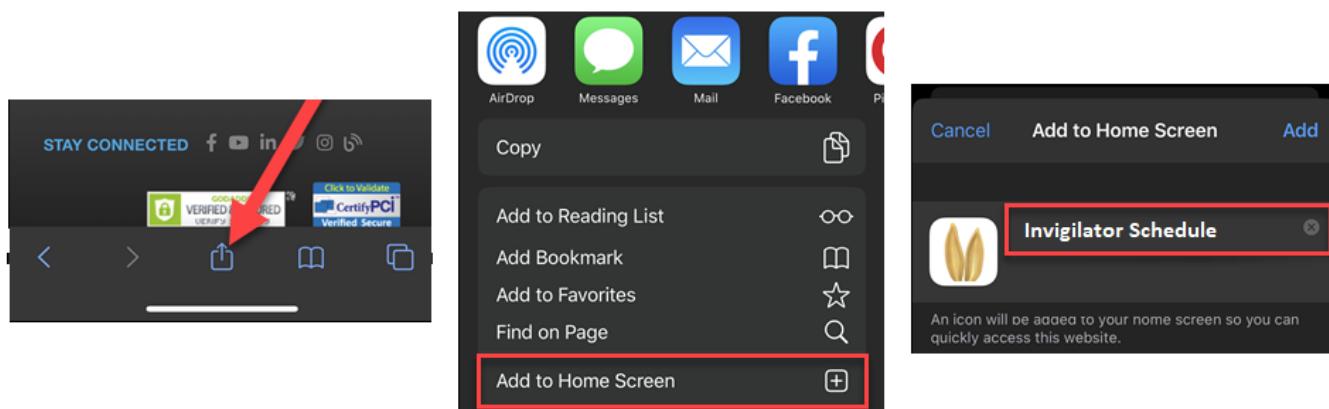
Once logged in, select **Invigilate**.



To assist you during the examination period we advise that you save this link as an **Icon** on your mobile device, this Icon would then appear on your homepage so that you don't need to refer to the email daily.

Creating the icon on an iPhone

Open the link in Safari and tap the Share Button at the bottom of the screen. Scroll down and select **Add to Home Screen** and then give the icon a new name and then press **Add**.



Creating an icon on an Android.

Open the link in 'Chrome,' tap the menu icon (3 dots in upper right-hand corner) and tap '**Add to home screen**'. You'll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

Invigilator Availability

At the start of an exam season the Examination Officer will ask you to provide the dates that you are available to invigilate, this may include two or more seasons. On opening the link, you will be able view the available dates, you will be required to select the dates and sessions that you are available. As you provide your availability you can add a note against each day, use this to inform the EO of any issues you may have on a specific date. On completing the form select **Submit** at the bottom of the page.

However, if you are not available to invigilate during the season you can just select – **Not Available** or alternatively, if you are available for every date, then you can select – **Is always available**.

As the Exams Officer schedules you to a room, these allocations will appear on your schedule. Once you've been allocated to a room you will no longer be able to amend your availability for that date. If you require to amend/cancel a date you will need to contact the Centre to arrange this.

Past Schedule – To help you keep track of your previous schedule, this can be viewed by selecting the **Past** tab in your portal.

Confirming Availability

Once scheduled to a room (depending on the Centre Setup), you may be able to accept or decline the allocations. As you are unable to amend your schedule once assigned to a Room, then if you are no longer able to invigilate a session, you will be able to Decline the Allocation.

Invigilators Functionality



Scan the QR Code to watch a video of
The Invigilators Portal



Scan the QR Code to watch a video of
Invigilators Basic Functions



Scan the QR Code to watch a video of
Invigilators Additional Functions

The screenshot shows the 'Roaming Invigilator' interface. At the top, it says 'Roaming Invigilator - Pick a date' with a dropdown set to '07/01/2024'. Below that, it says 'No exams scheduled for 07/01/2024'. The main section is titled 'Invigilator schedule for Mrs. Anita Abell' and shows two entries:

- Wednesday 20/03/2024: 09:00 - 11:00, Room A1 (Lead, Extra Time)
- Thursday 21/03/2024: 09:00 - 10:45, Room A1 (Lead, Extra Time)

There are buttons for 'Current / Upcoming' and 'Past', and a 'Feedback' link on the right.

Once assigned to a room you will be able to select a room and view the exam details, invigilators and your role within the room. The full invigilator functionality will become available up to 24hrs of the exam - the attendance registers and seating plans. These are available the day before so you can assist the Exams Officer in the preparing the room. You will not be able to complete the attendance registers and other tasks until the actual day of the exam.

Invigilators Daily Note

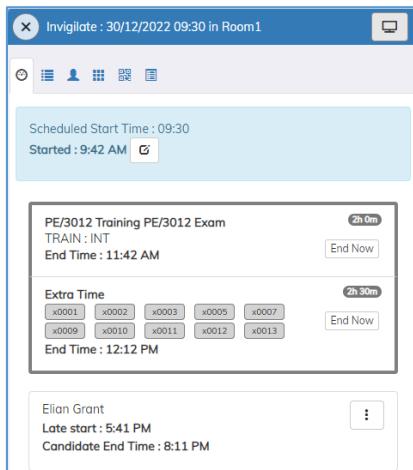
Once a room has been selected on the day of the exam you will see 6 Tabs at the top of the screen (All these tabs will only show on the day of the exam, the logs tab will only appear when an action has been taken).



Tab 1 – Overview – This will provide you with information about the exams taking place in the room. Details such as the name of the exams, length of exam, the official start as well as any candidates with Extra Time. This is where the Lead Invigilator will mark that the exam has started and when each individual exam has finished in the room.

This tab will also be where the Invigilators will be able to request either IT Support, General Assistance, add a comment against the room or pause an exam in an emergency. If a candidate has been marked as starting the exam late or have used their SRB, these candidates including their new end times will appear in this tab. This view will help the Lead Invigilator keep a track of different end times in the Exam Room.

The computer icon at the top right corner of these screen enables the invigilator to display the **Exam Room Viewer** on a screen for the candidates to see the exam details such as start and end times. This can be used instead of putting the exam content on the whiteboard within the exam room.



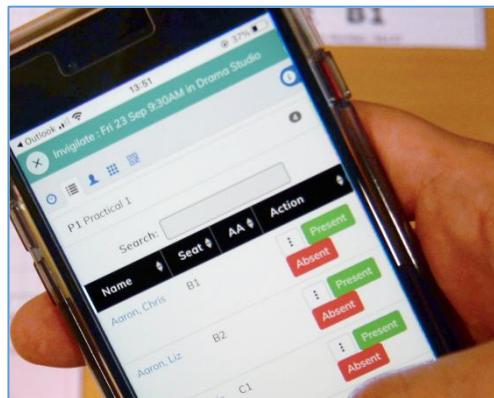
Tab 2 – Checklist – Listed in this tab are the items that the Centre requires the invigilators to confirm that have been done in the exam room. This list will include items that need to be selected before, during and after the examination.

Note – This functionality can be assigned to the Lead Invigilator only, this is determined by the Centre.

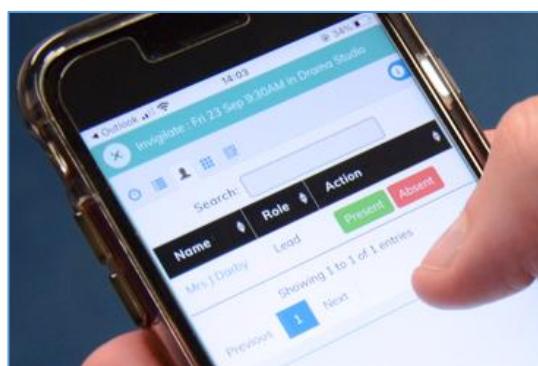
Tab 3 – Candidate List – This tab displays the names of the candidates that are sitting the exams in that room and is sorted in Candidate Number order. In this tab the invigilators/staff will be able to complete the registers by marking the candidates either present or absent. When marked absent another option will appear to mark the candidate **late** – this can be updated to late when the candidate arrives on site, this can be done by a member of staff outside of the exam room (This time can be used to prove the candidate arrived under formal supervised supervision within the 60min of the official start time). Once the candidate has been marked late, a **Late Start** button will appear, the invigilator can select this when the candidate actually starts their exam (once selected this will calculate the **End Time** and the details will appear on the overview tab). It is also possible to view the candidates that have requested a laptop, a modified paper, Extra Time and any additional notes for the candidate by selecting the **3 Dots button (Additional Actions)**.

Name	Seat	AA	Action
Ashton Jones	A5	FLAG	

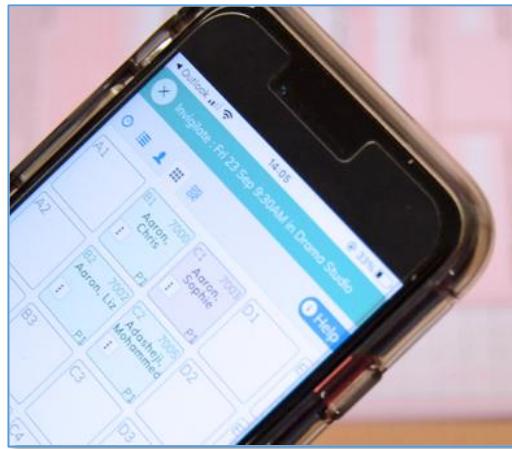
TIP – It's possible to mark all absent candidates first for the purpose of getting these chased up and then selecting **set all Blank as Present** which can be found at the bottom of the attendance register.



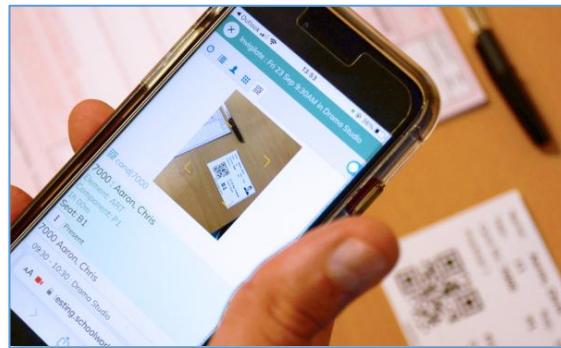
Tab 4 – Invigilator Attendance – It is possible to record the attendance of the invigilator/staff within an exam room.



Tab 5 – Seating Plan – This tab provides/displays the same information as above, but rather than being displayed in a list it is shown as per seating plan for that room.



Tab 6 – QR Reader (Optional) – This is used to complete the registers by scanning the QR Code on the candidate's desk. Once you've selected this tab it will ask to access your mobile camera so it can scan the code. Allow this software to access the camera and then hold the phone above the candidate card and their details will appear on your device ready for you to mark them Present, Absent or Late.



Tab 7 – Logs – This tab displays any actions taken in the Exam Room, from completing the register, marking the candidate late or recording an SRB/Toilet Break in a room.

Access Arrangements Icons

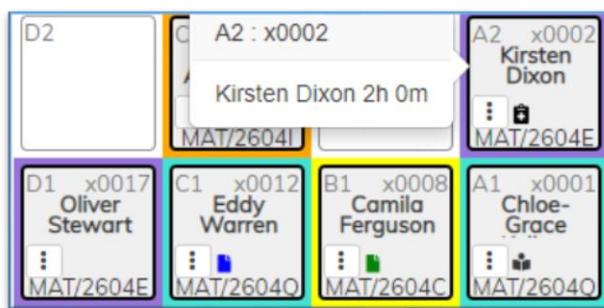
Reader		Scribe		Practical Assistant	
Supervised Rest Breaks		Signer		Computer Reader	
Prompter		Note		Medical	
ARA		Dictionary		Separate Room	
Reading Pen		Extra Time			
Green Paper		Blue Paper		Purple Paper	
Green Overlay		Blue Overlay		Purple Overlay	
Yellow Paper		Grey Paper		Pink Paper	
Yellow Overlay		Grey Overlay		Pink Overlay	
Red Paper		Orange Paper		Coloured Paper	
Red Overlay		Orange Overlay		Coloured Overlay	

If a modified paper has been ordered from the JCQ for a candidate then the icon below will appear on the seating plan, attendance register and the candidate card. If the candidate has requested either a laptop or a computer reader for their exam, then the icon below will appear in the same documents as the above.

Modified Language Paper		Laptop		Computer Reader	
Dictionary					

Clash Icons

	This icon will indicate that a candidate has a clash on this date, however the exam with a yellow flag indicates that this exam is taking place at the official starting time as set by the exam board.
	This icon indicates that a candidate has a clash on this date and the exam they are currently sitting is being done at a different time as outlined by the exam board.



Additional Actions



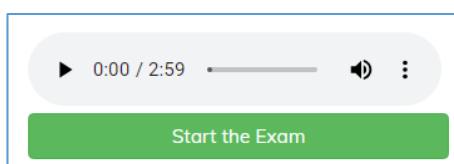
The Action Icon will bring a pop-up box providing greater information about the candidate. The Candidate Name/Photo, a list of their Access Arrangements, Notes and finally a log of everything that has been recorded for that candidate in the exam. It's also possible to record various actions such as SRB, Toilet Break and Enter a Note.

Note – A candidate might be entitled to a modified paper, laptop or a computer reader and this may appear in their record when you select the additional action button, but the icon doesn't appear on the seating plan. The reason for this would be the candidate has not requested the use of a laptop or a computer reader for this exam.

Invigilators Speech (Optional)

There is the ability to play the invigilators speech to the candidates from the Invigilators Portal, from the Overview Tab. Therefore, if the invigilator is logged into their portal on a laptop in the room, they will need to play the speech prior to placing the details into full screen mode. Centres have the option of uploading their own speech to be played to the candidates before every exam. Once played this is recorded in the Room Logs.

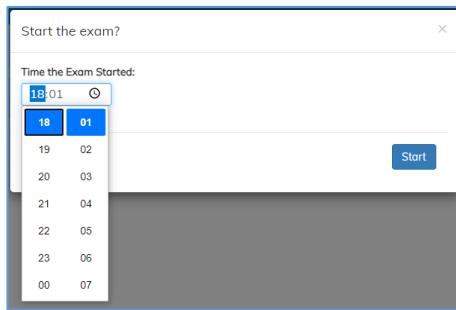
Note – If the Centre is using the Exam Room Viewer and the Invigilators are using their Mobile Device, it is not possible for the Mobile Device to control the audio file on the laptop. The audio file needs to be played from the device the PA is connected to.



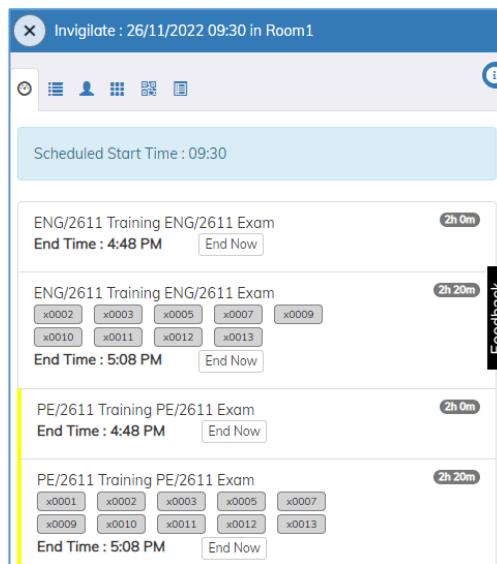
Starting and Ending the Exam

Once the attendance register has been completed and either the **Invigilator Audio File has been played or the Warning to Candidates** has been read out the next process is to start the examination. Select the **Start the Exam** button and a confirmation dialog box will appear which includes the ability to edit the start time. It's possible to edit the start time in case the exam was started later on the mobile device to what the exam board states. Once the start time has been entered the end times will all be calculated?

Once the exam has started the invigilator/roaming invigilator is able to record a number of actions against either the room or the candidate (these additional functions are only available once the exam has started, and the candidate has been marked present).

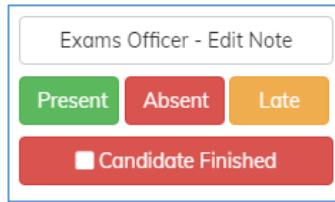


Once the exam has started it's possible to finish each exam in the room individually, if a room contains a number of exams with different end times each of these can be **ended** individually. Alternatively, if the invigilator/Centre doesn't wish to record this level of detail it's possible to just select **End the Exam** and this will finish all the exams in the room and give the same time for each exam in that room.



Ending an individual candidate

If a candidate has completed the exam at a different time to the others in the room i.e. finished the exam early or has access to Extra Time/SRB, then they might finish later than the others. To record this end time, navigate to the candidate and select the Actions Button. Scroll down to the available actions, select **Candidate Finished**.

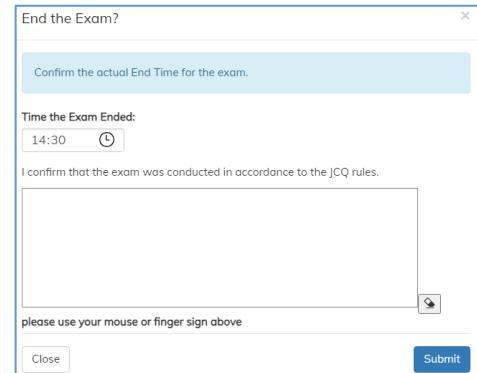


Once selected, the end time will appear next to the candidate's name on the attendance register.

Show [250] entries								
Cand	Name	Exam	Duration	End Time	Seat	AA	Action	
x0002	Kirsten Dixon	FRE/0701	1h 0m	16:45	D2	Medical	Present	
x0005	Cadie Payne	FRE/0701	1h 0m	16:28	C2	Word Processor	Present Finished 16:28	

Signing off the Exam Room (Optional)

Once all exams has finished in the room and the End Exam has been selected the Centre is able to configure that the room requires the Lead Invigilator to sign off that all exams were done in accordance to the JCQ regulations. Enter the time that the exam has finished, use your finger or mouse to sign and finally select Submit.



Recording Supervised Rest Break (SRB)



Once the exam has started and the candidate has been marked present it is possible for a member of staff to record when a candidate takes an SRB. As the start time is recorded against the candidate each of these breaks are added on to the end time, this means that the member of staff no longer needs to record these breaks manually and calculate the end time each time the candidate takes a break. All information is recorded in the room log too.

Note – The candidate must be entitled to SRB for this functionality to be available. Once an SRB has been recorded these candidates will appear on the overview and their box on the seating plan and attendance register will turn blue, this is to help the invigilator to keep track of these candidates.

Recording Toilet Breaks

It is possible for a member of staff to record that a candidate has left and returned to the exam room following a toilet break (This time doesn't get added to the SRB time). These are also recorded in the room and candidate log. To help the invigilator keep a track of these when the candidates is marked as Toilet Out their name on the seating plan and attendance register will turn blue.

Exams Officer - Edit Note

Present Absent Late

Toilet Break - Out

SRB - Out

Add Comment

Log:

22 May 2022

21:11 Amelia, Goss : Present

21:20 Amelia, Goss : SRB - Out

21:23 Amelia, Goss : SRB - Return

21:25 Amelia, Goss : Toilet Break - Out

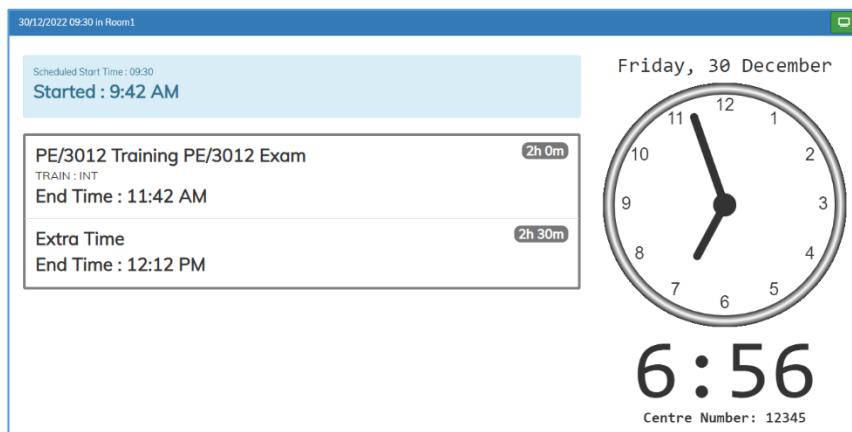
21:26 Amelia, Goss : Toilet Break - Return

Adding a Comment

It is possible to add a comment against a candidate, by selecting **Add Comment**. Record any incidents that may occur with a candidate during that examination. These are also added to the candidate and room log.

Exam Room Viewer

To display the exam details – Exam Name; Date; Start Time; Length of Paper; Centre Number and a Clock (Digital and Analogue) can be done from any of the Invigilator's that have been assigned to that room. Once the first tab (Overview) there is a **Computer Icon** when selected this turns the view into the **Exam Room Viewer** and will go into full screen mode.



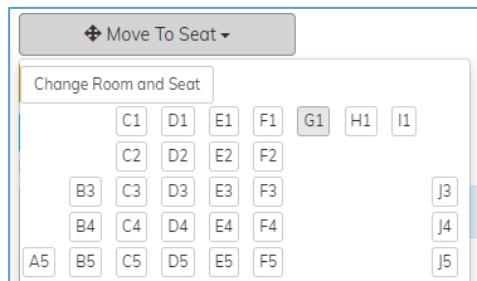
Hiding the Extra Time from the Exam Room Viewer

- Enable 5 Minute Warning
- Enable 15 Minute Warning
- Enable 30 Minute Warning
- Hide Extra Time Display

If there is the need to hide the Extra Time information from displaying on the exam room viewer, this can be done from the **Overview Tab**. Navigate to the arrow up next to the Add Comment option, then select **Hide Extra Time Display**.

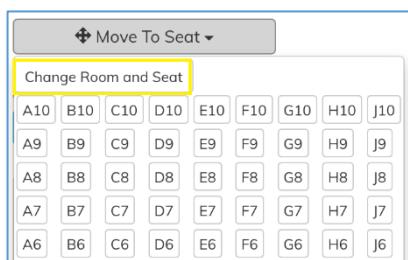
Moving a Candidate (Seat)

To ensure that the seating plan within an exam room remains a true reflection, you can move a candidate to another seat if required. Select the action button for the candidate that needs moving from either the register or seating plan, a dialog box will appear. Navigate to the **Move a Seat** drop down and then select the seat that the candidate has moved too, you will be asked to provide a reason for the move.



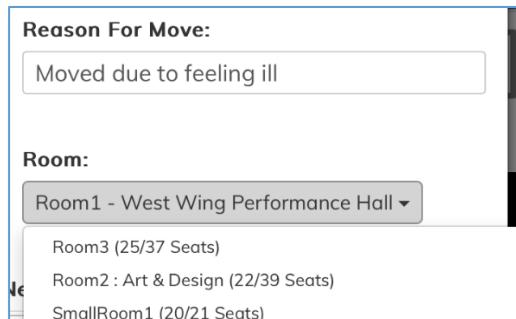
Note: If a room is full and a candidate needs to be moved within the room, the invigilator can assign the candidate to the **No Seat** option. This will free up a seat, allowing the Centre to move candidates into the appropriate locations.

Moving a Candidate (Room)



This feature is only available to the Roaming Invigilator or the Exams Officer. To move room, navigate to the attendance register and select the **Actions Button**. Select the **Move to Seat** then the **Change Room and Seat**.

Search for the room from the drop-down menu and select, then allocate to a seat. You will also need to provide a reason for the move.



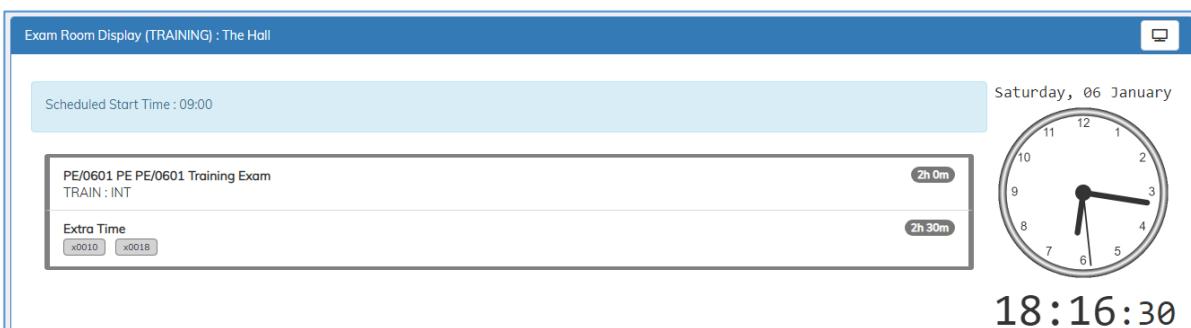
The candidate will now be removed from your attendance Register and Seating Plan and their details will be transferred to the new room.

Exam Room Display

Each room has its own Exam Room Viewer that can be displayed in an exam room. The purpose of this link is so that Centres can save this on the desktop of the device in the exam room. With this link there is no requirement for the users to be logged into Exams Assist for this to be displayed, it's just a magic link for that specific exam room.

Note - This link contains no candidate information, it will only display the clock and the information regarding the exam. It is also possible for the invigilator to scroll forward to the next exam within that room.

Once the exam has started the details on the display will be updated to display the end times.



Note – This room viewer supports exams with different start times (this view is not possible from the roaming invigilators link).

Scheduled Start Time : 13:30

SPA/2812 Spanish SPA/2812 Training Exam	2h 0m
TRAIN : INT	
25% Extra Time	2h 30m

Scheduled Start Time : 14:30

FRE/2812 French FRE/2812 Training Exam	2h 0m
TRAIN : INT	
25% Extra Time	2h 30m


Saturday, 28 December
2:42:39 PM
Centre Number:
95137

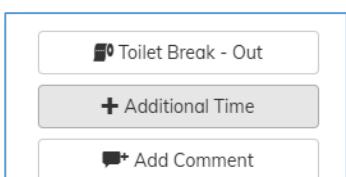
↻ Reload

Recording Access Arrangements Used

Invigilators can record on their portal if the candidates have used their Access Arrangements during their exams. To record this, navigate to the attendance register, select the actions button for the appropriate candidate and scroll down to the Access Arrangements section. The invigilator will then be able to mark the arrangements that were used or not.

Access Arrangements		
Laptop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extra Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blue Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Recording Additional Time



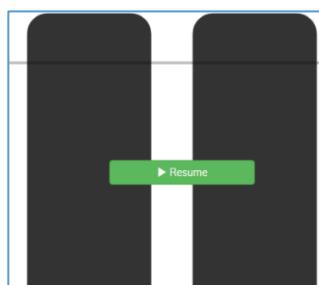
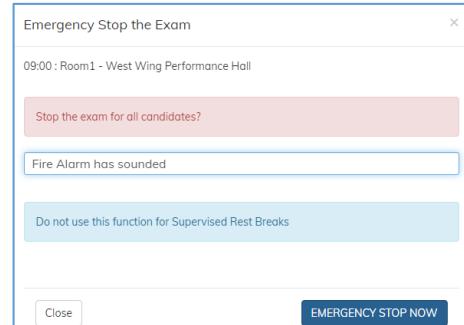
If there is a need to record additional time for a candidate, then navigate to the attendance register, select the actions button for the appropriate candidate and scroll down to the **Additional Time** Button. Once selected, enter the number of minutes to add to the candidates end time and the reason for this addition. (This is a school setting; therefore, the school may not allow the invigilators to access this feature).

How to Pause an Exam (Emergency Stop)

Emergency Stop the Exam

Exam Button. Once selected a reason for this pause will need to be provided, once submitted the clock will stop for the exam and all functionality within the invigilator link will stop until the resume button is selected.

Provide a reason for stopping the exam. The Exams Officer will also be notified of this event.



The functionality within Exam Room Viewer will become locked until the Resume button is selected. Once selected a new End Time will be calculated which will include the stopped time.

Fire or Lockdown Broadcast

If the fire alarm sounds, then the Exams Officer or Senior Leader can stop all exams centrally. Once the Exams Officer has stopped the exam a red notification will appear on your device, and a pause icon will appear on the screen. Once the exam can restart, the Exams Officer will send out a broadcast to notify of this. The Exams Officer cannot restart the exam centrally; therefore, each invigilator will need to restart them individually once all candidates are settled and ready to start.

General Broadcast

If the Exams Officer needs to communicate with the invigilators during an exam, then they can send a broadcast to an individual exam room or all room. This notification will appear on the invigilator's portal in a blue box.

Printing Examination Materials

Setting Favourite Reports

There are several reports available in Exams Assist to help Exams Officers during an Exam Season. To help Centre's it's possible to mark reports that are frequently used as a Favourite, by selecting the **Star Icon** next to the Report. Once selected, a new **Favourite Tab** will appear when printing a report, all other reports will appear in the **All Tab**. To remove a report from the Favourite Tab, click on Star Icon again and the report will be removed from the Favourite Tab.



Date Selector

Print for selected Invigilators

From: 11/09/2025 To: dd/mm/yyyy

started, enabling the Centre not to print information from the past. Also, it's possible for the Centre to select to print documents for Candidates with Exams in a Date Range. This will save the Centre printing pages for candidates that doesn't have exams during the selected date range.

When printing reports from Exams Assist, it's possible for the Centre to print the documents between a certain date range or after a specific date. This is helpful if printing documents after the season has

Print for Selected Candidates

All Selected Candidates
 Only Candidates with exams in date range

From: 27/05/2025 To: dd/mm/yyyy

Downloading Report Results to Excel

Download PDF

Finished

[Download Report Data to Excel](#)

[Download pdf now](#)

When creating reports, it's possible to download the results to Excel. Once downloaded, the Centre will be able to manipulate or use the data contained for other purposes.

Multi-Print

If the Centre would like to print several reports at a time, this can be done by selecting Multi Print before selecting the required report.

[Close](#) [Multi-Print](#)

Component

Allowances Card - A5 / A4 two per page
 A4 two per page - Sort by Room, Date-Time, then Guillotine Sort
 Allowances Card Alt - A5 / A4 two per page
 Candidate and Component Card with Seat AA + Photo - 8 per page
 Sort by Seat then CandNo

Once multiselect has been selected, the reports will be printed in the order selected and the sort order number will appear. Therefore, the centre can select in what order they require the multiprint to be outputed.

Reports

Candidate Tab

The following Reports are best printed from the Candidates Tab, by either selecting a Single Candidate, a Group of Candidates or All Candidates. As the Reports are based on the Candidates, then print from this tab.

AA Used

Sort Options - **Sort by CandNo, Sort by Name, Sort by Reg then Name, Use Subject not Exam Code and Title**

Available Options - **Show candidate photo, Multi season**

x0019 Jasmine Miller					
Exam Centre: 95137 Martin's Green Abbey					
Candidate Number: x0019					
Name : Jasmine Miller					
Reg: T11B					
Year: Year T11					
Date	Time	Exam	Room : Seat	Duration	Access Arrangements
Saturday 03 Jan 09:00		ENG/0301 English ENG/0301 Training ENG/0301 English ENG/0301 Training Exam	Room2 : Art & Design :	2h 30m Present	25% Extra Time Small Room Bi-lingual dictionary Computer Reader (Used)

Access Arrangements List

Cand No	Name	Reg	Access Arrangements
9002	Maryam Ahmed	(11C)	<input type="radio"/> 25% extra time
9006	Aleena Anwar	M	<input type="radio"/> 25% extra time <input type="checkbox"/> Prompter
9009	Wills Astwick	N	<input checked="" type="checkbox"/> Supervised Rest Break <input checked="" type="checkbox"/> Orange Paper <input type="checkbox"/> Toilet Pass

Sort Options – **Sort by CandNo, Sort by Name, Sort by Reg group then Name**

Available Options - **Include candidate Access Arrangement Icons, Include**

Access Arrangement Notes

Show Access Arrangement Highlight Colours, Only use candidate firstname and lastname

Candidate Address Labels – 21 Per Page

Osian Bevan (T0296) 3 Abbey Fields Elstow Bedford MK42 9GP United Kingdom	Private and Confidential	Awstin Morris (T0297) 11 Church End Biddulph Bedford MK40 4AR United Kingdom	Private and Confidential	Ceridwen Powell (T0298) 23 Cutcliffe Place Bedford MK40 4DF United Kingdom	Private and Confidential
Malvina Hamilton (T0299) 21 Hurst Grove Bedford MK40 4DN United Kingdom	Private and Confidential	Goraidh Kerr (T0300) 34 Top End Renhold Bedford MK41 0LR United Kingdom	Private and Confidential	Shanessa Conniff (T0301) 19 Goodman Croft Marston Moretaine Bedford MK43 0GU United Kingdom	Private and Confidential

Sort Options – **Sort by CandNo, Sort by Name**

Candidate Card – 8 Per Page



Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name, Sort by Candidate Room then Name, Sort by Candidate Room then CandNo, Sort by Candidate Room then Reg then Name**

Available Options - **Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Show candidate assigned Room And Seat, Only use candidate firstname and lastname. Show candidate Reg group, Show candidate Year Group, No Border, Coloured Border**

Print on Perforated Paper – 8 Equal Boxes

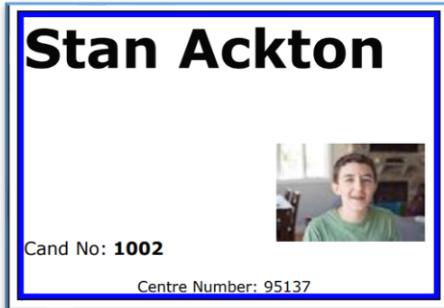
Candidate Card A6 – 4 per page



Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Show candidate assigned Room And Seat, Only use candidate firstname and lastname. Show candidate Reg group, Show candidate Year Group, No Border, Coloured Border**

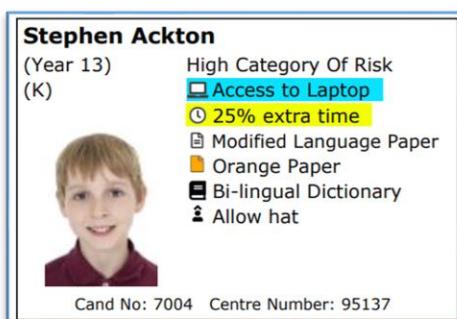
Candidate Card Basic - 8 per page



Sort Options - **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Show candidate photo, Only use candidate firstname and lastname, No Border, Blue Border, Red Border, Green Border, Yellow Border, Purple Border**

Candidate Card with Access Arrangements – 8 per page



Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Show candidate photo, Include candidate Access Arrangement Icons, Show Access Arrangement Highlight Colours, Show candidate Year and Reg group, Include Access Arrangement Notes, No Border, Coloured Border, Only Candidates with Access Arrangements**

Candidate Card with Access Arrangements – A5 / 2 per page



Sort Options – **A4 two per page – Sort by Name, A4 two per page – Sort by CandNo, A4 two per page – Sort by Reg then Name, A5 one per page – Sort by Name, A5 one per page – Sort by CandNo, A5 one per page – Sort by Reg then Name**

Available Options - **Show candidate photo, Include candidate Access Arrangement Icons, Show candidate Year and Reg group, Show Access Arrangement Highlight Colours, Include Access Arrangement Notes, No Border, Coloured Border, Only Candidates with Access Arrangements**

Candidate Card with Larger Photo – 8 per page



Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Show candidate Reg group, Show candidate Year Group, Show candidate Access Arrangement Icons, Only use candidate firstname and lastname, No Border, Coloured Border**

Candidate Card with Photo – 8 per page



Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Show candidate Reg group, Show candidate Year Group, Only use candidate firstname and lastname, No Border, Coloured Border**

Candidate Card with QRCode – 8 per page



Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Only use candidate firstname and lastname, Show candidate Reg group, Show candidate Year Group**

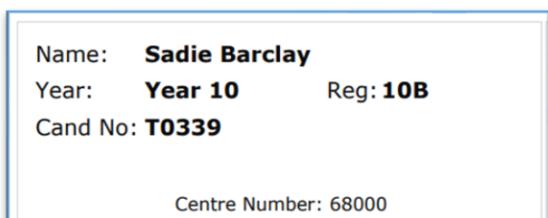
Candidate Card with QRCode and Photo – 8 per page



Sort Option – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Show candidate Reg group, Show candidate Year Group, Only use candidate firstname and lastname, Show candidate Access Arrangement Icons, No Border, Coloured Border**

Candidate Label – 14 per page



Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Only use candidate firstname and lastname, Show candidate Reg group, Show candidate Year Group**

Candidate Label – 8 per page



Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name, Sort by Candidate Room then Name, Sort by Candidate Room then CandNo, Sort by Candidate Room then Reg then Name**

Available Options - **Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Show candidate Room And Seat, Only use candidate firstname and lastname, Show candidate Reg group, Show candidate Year Group**

Candidate List with Assigned Room + Seat

Sort Options – **Paginate by Room, Sort by CandNo, Paginate by Room, Sort by Name, Paginate by Room, Sort by Seat, Paginate by Reg Group, Sort by Name**

Available Options - **Default name format, Only use candidate firstname and lastname, Lastname, Firsname**

8A		
Cand No	Name	Room + Seat
0001	Tamwar Abdullah	Boardroom - A2
0008	Sara Anderson	The Gym - A1
0015	Shay Bryne	Art Room 2 - D1
0025	Kashi Chabra	Art Room 3 - C3
0027	Alicia Ciprio	A2 - A3

Candidate List with Name on Certificates

Sort Options – **Paginate by Year Group, Sort by Name, Paginate by Year Group, Sort by Cand No, Paginate by Reg Group, Sort by Name**

Year 10			
Cand No	UCI	Name	Reg
T0339		Barclay, Sadie	10B
T0296		Bevan, Osian	10A
T0304		Capriglione, Celesto	10F
T0301		Conniff, Shanessa	10D

Candidate Name Labels – 21 per page (3 by 7)



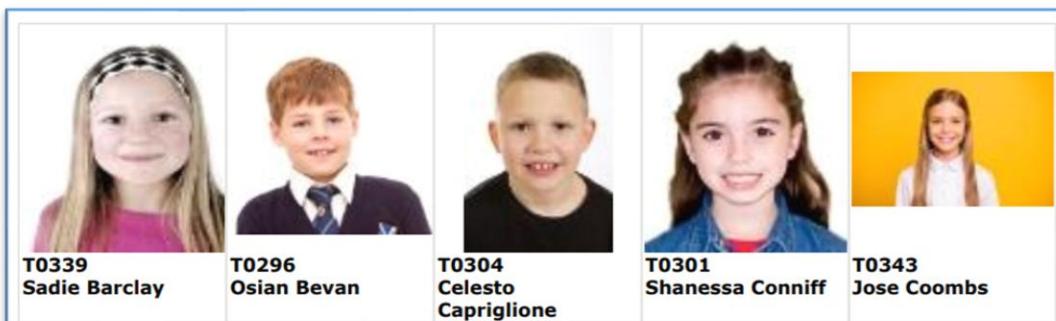
Sort Options – **Sort by CandNo, Sort by Name, Sort by Reg then Name**

Available Options - **Only use candidate firstname and lastname, Add Reg Group, Add candidate number**

Candidate Photo Book

Sort Options – **Sort by Name, Sort by CandNo**

Available Options - **Only use candidate firstname and lastname**



Candidate Seat Card – 8 per page



Sort Options – Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name, Sort by Room then Name, Sort by Room then CandNo, Sort by Room then Reg then Name, Sort by Room then Seat

Candidate Timetable

Sort Options – **Sort by CandNo, Sort by Name, Sort by Reg then Name**

Available Options - **Double sided printout - add blank pages, Hide Room and Seat Column, Hide Seat, Use Subject not Exam Code and Title, Include Access Arrangements, Include contingency days in**

footer, Print on Headed Paper (5cm), Create a zipfile of candidate timetables, Show candidate photo, Multi season

T0296 Osian Bevan			
Exam Centre: 12345 Groupcall SIMS Secondary School			
Candidate Number: T0296			
Name : Osian Bevan			
Reg: 10A			
Year: Year 10			
Exam Centre: 68000 Groupcall SIMS Secondary School			
Candidate Number: T0296			
Name : Osian Bevan			
Reg: 10A			
Year: Year 10			
Date	Time	Exam	Room : Seat
Tuesday	27 May 13:00	CHE Chemistry CHE1 Chemistry 1	English Room 1 : A1
Monday	07 Jul 09:30	MUS Music MUS1 Music Option A	Library : A1
			2h 0m
			1h 0m

Candidate Timetable Card – 8 per page

Sadie Barclay Year 10 10B <input type="checkbox"/> <input checked="" type="checkbox"/>	May 28 13:00 - SCI1 (East Wing Performance Hall : A1) Jul 07 09:30 - MUS1 Music Option A (Music Room : A3) Jul 07 13:00 - ENG1 English 1 (East Wing Performance Hall : B5) Jul 08 10:30 - HIS1 History Option B (West Wing Performance Hall : B6) Jul 08 13:00 - MAT1-I Mathematics 1 Intermediate (East Wing Performance Hall : H6) Jul 11 13:00 - ENG 2 (East Wing Performance Hall : B8) Jul 17 09:30 - MUS2 (Library :)
	Cand No: T0339 Centre Number: 68000

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Show candidate photo, Include candidate Access Arrangement Icons, Include Room and Seat**

Candidate Timetable Card Alt – 8 per page

Sadie Barclay (10B)
May 28 13:00 - SCI1 Science 1 (East Wing Performance Hall : A1)
Jul 07 09:30 - MUS1 Music Option A (Music Room : A3)
Jul 07 13:00 - ENG1 English 1 (East Wing Performance Hall : B5)
Jul 08 10:30 - HIS1 History Option B (West Wing Performance Hall : B6)
Jul 08 13:00 - MAT1-I Mathematics 1 Intermediate (East Wing Performance Hall : H6)
Jul 11 13:00 - ENG 2 English Unit 2 (East Wing Performance Hall : B8)
Jul 17 09:30 - MUS2 Music 2 (Library :)

Cand No: T0339 Centre Number: 68000

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Include Room and Seat**

Candidate Timetable Label – 4 per page

Sadie Barclay Year 10 10B <input type="checkbox"/> <input checked="" type="checkbox"/>	
May 28 13:00 - SCI1 Science 1 (East Wing Performance Hall : A1) Jul 07 09:30 - MUS1 Music Option A (Music Room : A3) Jul 07 13:00 - ENG1 English 1 (East Wing Performance Hall : B5) Jul 08 10:30 - HIS1 History Option B (West Wing Performance Hall : B6) Jul 08 13:00 - MAT1-I Mathematics 1 Intermediate (East Wing Performance Hall : H6) Jul 11 13:00 - ENG 2 English Unit 2 (East Wing Performance Hall : B8) Jul 17 09:30 - MUS2 Music 2 (Library :)	

Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Show candidate photo, Include candidate Access Arrangement Icons, Include Room and Seat**

Laptop and Computer Reader Required Data Collection Form

T0298 Ceridwen Powell
 Exam Centre: 68000 Groupcall SIMS Secondary School
 Candidate Number: T0298
 Name : Ceridwen Powell
 Reg: 10B
 Year: Year 10
 Laptop

Date Time	Exam	Laptop Y/N	
Tuesday May 27 13:00	CHE Chemistry CHE1 Chemistry 1		
Thursday May 29 09:30	GEO Geography GEO1 Geography 1		

Sort Options – **Sort by CandNo, Sort by Name, Sort by Reg then Name**

Available Options - **Double sided printout - add blank pages, Include Access Arrangements, Print on Headed Paper (5cm), Multi season**

Large Candidate Desk Labels – 4 per page



Sort Options – **Sort by Name, Sort by CandNo, Sort by Reg then Name, New page per Reg then Name**

Available Options - **Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Show candidate Room And Seat, Only use candidate firstname and lastname**

Results – Access To Scripts

Access to Scripts

Candidate consent form for access to and use of examination scripts

Centre Number 12345	Centre Name Groupcall SIMS Secondary School
Candidate Number T0296	Candidate Name Osian Bevan

I consent to my scripts being accessed by my centre

I consent to my scripts being used in the classroom for teaching

Sort Options – **A4 Sort by Candidate Number, A4 – Sort by Name**

Statement of Results

Candidate Name : Ackton, Stephen	Candidate Number : 7004	UCI : 951370217004C	ULN : 5142335545
Year : Year 13		Reg : K	
Exam Results : Summer 2025			
Board	Level	Code	Title
L1BF	Level 1/Level 2	60319331	L1BF Level 1 / Level 2 Lessons in Financial Education Certificate
Exam Results : Summer 2024			
Board	Level	Code	Title
WJEC/GCE	WBQ/A	9003Q0	Welsh Baccalaureate Advanced Cash-in
WJEC/GCE	WBQ/A	9053PA	Welsh Baccalaureate Advanced Route A
WJEC/GCE	WBQ/A	9053U1	Welsh Bacc Advanced Project
			Mark
			Grd1
			Grd2
			Overall Grade

Sort Options – **Sort by CandNo, Sort by Name, Sort by Reg then Name**

Available Options - **Double sided printout - add blank pages, Print on Headed Paper (5cm), Add Reg and Year group, Filter results by dates**

Component Reports

These reports are based on the Timetabled Exams, either Internal or External Season. Depending on how the Centre sorts their documents will depend on which tab to print these from. If the Centre prints reports for each room at the time, then print the following from the Room Tab. Select the Room(s), then Selected, Print Selected. Any report selected will be batch things by Room, by Date. Alternatively, if the Centre sort things by Date, then Print the following Reports from the Timetable and Seating Tab. Once an Exam(s) are selected, they will be printed in Day order then by Room.

Allowances Card - A5 / A4 two per page

Allowances Card Alt - A5 / A4 two per page

Available Options - **Add box for invigilators signature**

CENTRE NUMBER		95137				
Name	Cand No	Allowances	Room	Seat		
Stan Ackton	1002		Reading Room	A1		
07/05/2026 3310U50-1 Maths-Num Unit1 Higher Noncalculator	Start Time :		End Time : including extra time			
	Exam Duration		1h 45m plus 27m (25% Extra Time)			
	Candidate Duration 2h 12m		Extra Time Used :			
Please record the allowances used by ticking the relevant box	25% extra time		<input type="checkbox"/>	Used	<input type="checkbox"/>	Not Used
	Separate Room		<input type="checkbox"/>	Used	<input type="checkbox"/>	Not Used
	Access to Laptop		<input type="checkbox"/>	Used	<input type="checkbox"/>	Not Used
	Reader		<input type="checkbox"/>	Used	<input type="checkbox"/>	Not Used
	Student signature :	Read Write Gold		<input type="checkbox"/>	Used	<input type="checkbox"/>
		<input type="checkbox"/>	Used	<input type="checkbox"/>	Not Used	
Invigilator signature :			<input type="checkbox"/>	Used	<input type="checkbox"/>	Not Used
			<input type="checkbox"/>	Used	<input type="checkbox"/>	Not Used

Allowance Card Teacher Feedback – A5/A4 two per page

CENTRE NUMBER	12345			
Name	Cand No	Allowances	Room	Seat
Stephen Ackton	7004		Art Test	B8
20/10/2025 2400U20-1 Biology Unit 2: Written	Actual Start Time :		Actual End Time :	
	Scheduled	09:00 - 10:30 1h 30m	Student signature :	
Teacher Feedback:	Laptop	<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
	Scribe	<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	

Allowance Card with Rest Breaks – A4

CENTRE NUMBER	123456 NCFE: 654321			
Name	Cand No	Allowances	Room	Seat
Stephen Ackton	7004			
18/12/2025 09:00 2400U20-1 Biology Unit 2: Written	Actual Start Time :		Actual End Time :	
	Duration : 1h 30m + 23m		Student signature :	
	Extra Time Used :			
Please record the allowances used by ticking the relevant box	Extra Time	<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
	Laptop	<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
	Scribe	<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
	Supervised Rest Break	<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	
		<input type="checkbox"/> Used	<input type="checkbox"/> Not Used	

Note to Student:
Please make a member of the invigilation team aware when you wish to take a break and again when you want to start writing again.
You should close your question/answer book when taking your rest break.

RECORD THE REST BREAK/S TAKEN BELOW:

Break No.	Start time	End time	Duration	New End Time
1				
2				
3				
4				
5				
6				
Calculate here the total time taken for breaks				

Candidate and Component Card with Seat + Photo - 8 per page

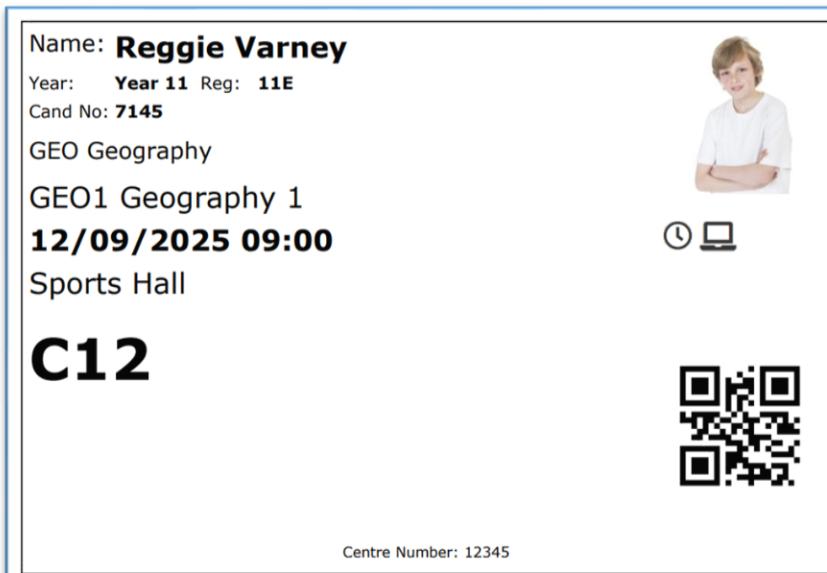


Sort Options - Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per component, Sort by Seat then CandNo, Guillotine Sort : A1 page1, A2 page2 etc, Guillotine Snake Sort : A1 page1, A2 page2 etc

Additional Options - Show candidate photo, Show candidate Access Arrangement Icons, Show candidate Reg group, Only use candidate firstname and lastname, Show Seating plan colour border, Show exam duration, Only Candidates with Access Arrangements

Candidate and Component Card with Seat + Photo - A5 2 per page

Sort Options - A4 two per page - Sort by Seat then CandNo, A4 two per page - Sort by Seat Snake then CandNo, A4 two per page - Sort by CandNo, A4 two per page - Sort by Name, A5 one per page - Sort by Seat then CandNo, A5 one per page - Sort by CandNo, A5 one per page - Sort by Name



Available Options - Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Show candidate Reg group, Only use candidate firstname and lastname, Show Seating plan colour border, Only Candidates with Access Arrangements

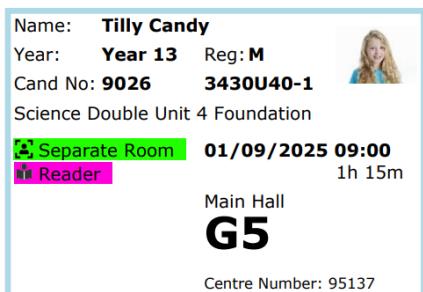
Candidate and Component Card with Seat QR+Photo - 8 per page



Sort Options - Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per component, Sort by Seat then CandNo, By Component then Date, Room, Seat then CandNo, Guillotine Sort : A1 page1, A2 page2 etc, Guillotine Snake Sort : A1 page1, A2 page2 etc

Available Options - Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Only use candidate firstname and lastname, Show Seating plan colour border

Candidate and Component Card with Seat AA + Photo - 8 per page



Available Options - **Show candidate photo, Include candidate Access Arrangement Icons, Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Only use candidate firstname and lastname, Show Seating plan colour border**

Candidate and Component Label with Seat - 14 per page



Sort Options - **Sort by Seat then CandNo - New page per room+date-time, Sort by Seat Snake Order then CandNo - New page per room+date-time, Sort by CandNo - New page per room+date-time, Sort by Name - New page per room+date-time, New page per Component, sort by Timestamp, Room, Name, New page per Timestamp + Component, Sort by**

Room, Timestamp, Seat - No page break, Guillotine Sort : A1 page1, A2 page2 etc, Guillotine Snake Sort : A1 page1, A2 page2 etc

Available Options - **Show Seating plan colour border, Show candidate Reg group, Show candidate Year Group, Show candidate Access Arrangement Icons, Show candidate photo, Show exam duration**

Candidate and Component Label with Seat +Photo - 8 per page



Sort Options - **Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per Component**

Available Options - **Show candidate photo, Show candidate seat, Show candidate Access Arrangement Icons, Show candidate Reg group, Only use candidate firstname and lastname, Show Seating plan colour border, Show Teaching Set (if exam created by subject), Show exam duration**

Candidate and Component Label with Seat QR+Photo - 8 per page



Sort Options - **Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per Component**

Available Options - **Show candidate photo, Show Admission Number (as Student ID) not Candidate Number, Show QRCode, Show candidate Access Arrangement Icons, Only use candidate firstname and lastname, Show Seating plan colour border**

Exam Component Slip - 20 per page

Sort Options - Sort by Seat then CandNo - New page per room+date-time, Sort by Seat Snake Order then CandNo - New page per room+date-time, Sort by CandNo - New page per room+date-time, Sort by Name - New page per room+date-time, New page per Component, sort by Timestamp, Room, Name, New page per Timestamp + Component, Sort by Room, Timestamp, Seat - No page break
 Guillotine Sort : A1 page1, A2 page2 etc, Guillotine Snake Sort : A1 page1, A2 page2 etc

Available Options - Show Seating plan colour border, Show candidate photo

Main Hall 2025-09-01 09:00			
	9015 3400U20-1	Bryn Beddow Biology Unit 2 Foundation: Written	Main Hall 01/09/2025 09:00 A5
	9041 3400U20-1	Carl Edmunds Biology Unit 2 Foundation: Written	Main Hall 01/09/2025 09:00 A6
	9087 3400U20-1	Amber MacDonald Biology Unit 2 Foundation: Written	Main Hall 01/09/2025 09:00 A7

Exam Label with Invigilators - 8 per page

20by11 2025-11-03 09:00

03/11/2025 09:00 (1h 53m)

7026 : Oscar Bruce

MAT1
Mathematics 1



20by11 (B2)

Selina Andrews (Lead, Extra Time)

Sort Options - Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per Component, New page per Date, Sort by Room, Time, Seat Snake Order then CandNo

Available Options - Show candidate Access Arrangement Icons, Only use candidate firstname and lastname, Show Seating plan colour border, Show exam duration

Extra Time Card - 8 per page

Name: **Stan Ackton**
Cand No: **1002**
Date: **14/05/2026 09:00**
Maths Unit1 Higher Noncalculator
Room: **Reading Room, Seat: A1**
25% ET: 1h 45m + 27m ET = 2h 12m

Start: You may work upto:

Extra Time Used:

Candidate Signature:

Sort Options - Sort by Date, time, Room then Seat, Sort by Seat then CandNo, Sort by Seat Snake Order then CandNumber, Sort by CandNo, Sort by Name, New page per component, Sort by Seat then CandNo, Guillotine Sort : A1 page1, A2 page2 etc, Guillotine Snake Sort : A1 page1, A2 page2 etc

Available Options - Show candidate photo, Only use candidate firstname and lastname, Show Seating plan colour border, Show start time

Large Component Desk Labels - 4 per page

Natasha Johnson

12/09/2025 GEO1-H Geography 1 Higher
09:00 1h 0m

Cand No: **7078**

Room: **Sports Hall**

Seat: **B8** Centre Number: 12345



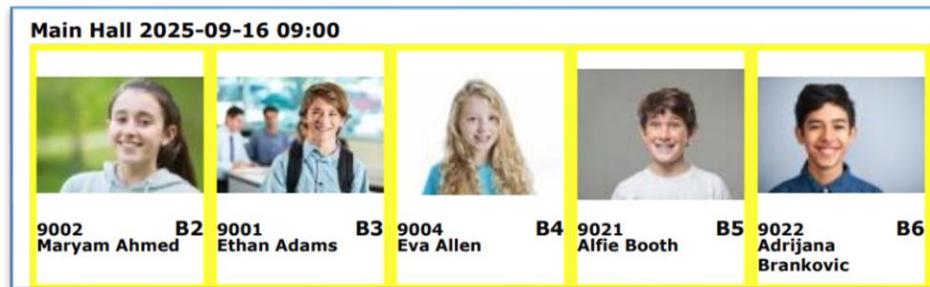

Sort Options - Sort by Seat then CandNo, Sort by Seat Snake Order then CandNo, Sort by CandNo, Sort by Name, New page per component, Sort by Seat then CandNo

Available Options - Show candidate photo, Show QRCode, Show candidate Access Arrangement Icons, Only use candidate firstname and lastname, Show Seating plan colour border

Photo Book

Sort Options - **Sort by Seat then CandNo - New page per room+date-time, Sort by Seat Snake Order then CandNo - New page per room+date-time, Sort by CandNo - New page per room+date-time, Sort by Name - New page per room+date-time**

Available Options - **Show Seating plan colour border, Only use candidate firstname and lastname**



Prompt Card - A5 / A4 two per page

Sort Options - **A4 two per page - Sort by Room, Date-Time then Seat, A4 two per page - Sort by Room, Date-Time then CandNo, A4 two per page - Sort by Room, Date-Time then Name, A4 two per page - Sort by Date-Time then Name, A4 two per page - Sort by Date-Time, Exam then Name, A4 two per page - Sort by Date-Time, Exam, Room then Name, A4 two per page - Sort by Room, Date-Time, Exam then Seat; New page per Exam, A5 one per page - Sort by Room, Date-Time then Seat, A5 one per page - Sort by Room, Date-Time then CandNo, A5 one per page - Sort by Room, Date-Time then Name**

Name	Cand No.	Exam	Room	Seat
Aleena Anwar	9006	16/09/2025 09:00 - 10:53 3310UC0-1 Maths Num UNIT2 Found Calculator		

RECORD THE PROMPTS GIVEN BELOW:

Prompt	Time	Note
1		
2		
3		
4		
5		
6		

Sort by Room, Date-Time then Seat, A4 two per page - Sort by Room, Date-Time then CandNo, A4 two per page - Sort by Room, Date-Time then Name, A4 two per page - Sort by Date-Time then Name, A4 two per page - Sort by Date-Time, Exam then Name, A4 two per page - Sort by Date-Time, Exam, Room then Name, A4 two per page - Sort by Room, Date-Time, Exam then Seat; New page per Exam, A5 one per page - Sort by Room, Date-Time then Seat, A5 one per page - Sort by Room, Date-Time then CandNo, A5 one per page - Sort by Room, Date-Time then Name

Rest Break Card - A5 / A4 two per page

Name	Cand No.	Exam	Room	Seat
Ben Davies	9036	12/09/2025 09:00 - 10:34 3438UC0-1 Science Double Unit 3 Higher	English Room 1	B4

Note to Student:
Please make a member of the invigilation team aware when you wish to take a break and again when you want to start writing again.
You should close your question/answer book when taking your rest break.

RECORD THE REST BREAK/S TAKEN BELOW:

Break No.	Start time	End time	Duration	New End Time
1				
2				
3				
4				
5				
6				

Calculate here the total time taken for breaks

Word Processor Cover Sheet

CENTRE NUMBER 95137	
Name	Ben Davies
Cand No	9036
Date	12/09/2025
Exam	3430UC0-1 : Science Double Unit 3 Higher
I verify the script printed is my own and confirm that the required information that must be provided in the header or footer has been inserted.	
Some questions were answered in the answer booklet Yes / No	
I also confirm my printed script consists of _____ pages	
Candidate Signature	
After signing please hand to the invigilator or exams officer	

Sort Options - A4 - Sort by Room, Date-Time, then Seat, A4 two per page - Sort by Room, Date-Time, then Seat, A5 one per page - Sort by Room, Date-Time, then Seat

Registers Reports

These reports are based on the Timetabled Exams, either Internal or External Season. Depending on how the Centre sorts their documents will depend on which tab to print these from. If the Centre prints reports for each room at the time, then print the following from the Room Tab. Select the Room(s), then Selected, Print Selected. Any report selected will be batch things by Room, by Date. Alternatively, if the Centre sort things by Date, then Print the following Reports from the Timetable and Seating Tab. Once an Exam(s) are selected, they will be printed in Day order then by Room.

Access Arrangements Counts Per Exam

2025-09-12	
Exam	Count
1RU0H Russian Option H : 1RU0 4H Writing (H)	1 1 : 25% extra time 1 : Orange Paper
3420U1 Physics Electricity & Energy Found : 3420U10-1 Physics Unit 1 Foundation: Written	4 1 : Supervised Rest Break 1 : Prompter
3420UA Physics Electricity & Energy Higher : 3420UA0-1 Physics Unit 1 Higher: Written	1
3430U3 Science Double Physics 1 Foundation : 3430U30-1 Science Double Unit 3 Foundation	12 1 : Prompter
3430UC Science Double Physics 1 Higher : 3430UC0-1 Science Double Unit 3 Higher	3 2 : Access to Laptop 1 : Reader 2 : 25% extra time 1 : Modified Language Paper 1 : Supervised Rest Break
3660QS Music : 3660U30-1 Music Unit 3 Appraising	8

Sort Options - Sort by Date, Exam- new page per date

Available Options - AA Text rather than Icons, Modified Paper Access Arrangements Only

Access Arrangements Register

Access Arrangements Register : 01/09/2025 09:00 Main Hall				
3400UB0-1 Biology Unit 2 Higher: Written 3430U40-1 Science Double Unit 4 Foundation 3430UD0-1 Science Double Unit 4 Higher 3400U20-1 Biology Unit 2 Foundation: Written				
Cand No	Name	Exam	Seat	Access Arrangements
9002	Maryam Ahmed	3400UB0-1	C2 <input type="checkbox"/>	<input type="radio"/> 25% extra time
9006	Aleena Anwar	3430U40-1	F7 <input type="checkbox"/>	<input type="radio"/> 25% extra time <input type="checkbox"/> Prompter
9009	Wills Astwick	3400UB0-1	O1 <input type="checkbox"/>	<input type="checkbox"/> Supervised Rest Break <input type="checkbox"/> Orange Paper <input type="checkbox"/> Toilet Pass

Sort Options - Sort by Room, Timestamp then CandNo, Sort by Room, Timestamp then Exam + CandNo, Sort by Room, Timestamp then Name, Sort by Room, Timestamp then Seat, Sort by Timestamp, Room then CandNo, Sort by Timestamp, Room then Name, Sort by Timestamp, Room then Seat

Available Options - Only use candidate firstname and lastname, AA Icons rather than Text

Access Arrangements Register - A4 Landscape

Sort Options - Sort by Room, Timestamp then CandNo, Sort by Room, Timestamp then Name, Sort by Room, Timestamp then Seat, Sort by Timestamp, Room then CandNo, Sort by Timestamp, Room then Name, Sort by Timestamp, Room then Seat

Access Arrangements Register : 01/09/2025 09:00 Main Hall										
Cand No	Name	Exam	Duration	Seat	<input type="checkbox"/>	Access Arrangements	Used	Comment		
9002	Maryam Ahmed	3400UB0-1	2h 12m	C2	/	<input checked="" type="checkbox"/> 25% extra time				
9006	Aleena Anwar	3430U40-1	1h 34m	F7	/	<input checked="" type="checkbox"/> 25% extra time	<input checked="" type="checkbox"/> Prompter			
9009	Wills Astwick	3400UB0-1	1h 45m	O1	/	<input checked="" type="checkbox"/> Supervised Rest Break	<input checked="" type="checkbox"/> Orange Paper	<input checked="" type="checkbox"/> Toilet Pass		

Electronic material - download check form

95137 Green Abbey Test Secondary						
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 in a sealed non-transparent envelope marked clearly with the exam details on the outside of the envelope.						
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
sports hall	Friday 12/09/2025	09:00	EDEXL/GCSE	1RU0 4H Writing (H)	Adrian - Exams Officer	Joe - Invigilator
sports hall	Friday 12/09/2025	09:00	WJEC/GCSE	3420U10-1 Physics Unit 1 Foundation: Written	Adrian - Exams Officer	Joe - Invigilator

Exam AA Used

Exam Arrangements Used : MAT/3112M : Mathematics MAT/3112 MID Training Exam			
31/12/2025 13:30			
Cand No	Name	Access Arrangements	
x0015	Edith Hall	Extra Time (Used)	
		Laptop (NotUsed)	
		Papers - GREEN (Used)	
		Practical Assistant (Used)	

Exam Candidate List - by Date

Sort Option - **Sort by Name, Sort by CandNo, Paginate by Date and Year Group, Sort by Name**

Available Options - **Default name format, Only use candidate firstname and lastname, Lastname, Firstname, Show candidate end time**

12/09/2025				
Friday, 12 Sep 2025				
Cand	Name	Time	Exam	Room/Seat
9012	Rachel Barnes	09:00 : 10:45	3420U10-1 : Physics Unit 1 Foundation: Written	English Room 1 / A2
9014	Joseph Bassett	09:00 : 10:15	3430U30-1 : Science Double Unit 3 Foundation	English Room 1 / B2
9016	Alex Bell	09:00 : 10:47	1RU0 4H : Writing (H)	English Room 1 / A1
9023	Eriberto Brocato	09:00 : 10:15	3430U30-1 : Science Double Unit 3 Foundation	English Room 1 / B1
9025	Theo Butler	09:00 : 10:15	3430U30-1 : Science Double Unit 3 Foundation	English Room 1 / C1

Exam Candidate List - By Date+Time and Room

Sort Options - **Sort by CandNo, Sort by Name, Sort by Seat, Paginate by Date-Time and Year Group, Sort by Name, Paginate by Date-Time, Sort by Name**

Available Options - **Default name format, Only use candidate firstname and lastname, Lastname, Firstname, A3 Portrait**

12/09/2025 09:00 English Room 1				
1RU0 4H Writing (H)				
3420U10-1 Physics Unit 1 Foundation: Written				
3430U30-1 Science Double Unit 3 Foundation				
3430UC0-1 Science Double Unit 3 Higher				
3420UA0-1 Physics Unit 1 Higher: Written				
Cand No	Name	Exam	Seat	
9016	Alex Bell	1RU0 4H	A1	
9012	Rachel Barnes	3420U10-1	A2	
9087	Amber MacDonald	3420U10-1	A3	
9096	Gan Miao	3420U10-1	A4	
9117	Swati Ramanathan	3420U10-1	A5	

Exam Candidate List - by Exam

Sort Options - **Sort by Name, Sort by CandNo**

Available Options - **Default name format, Only use candidate firstname and lastname, Lastname, Firstname, Show candidate end time, Add Present box, Only list candidates marked Absent**

3420U1 : Physics Electricity & Energy Found				
3420U10-1 : Physics Unit 1 Foundation: Written				
Cand	Name	Time	Room/Seat	Present
9012	Rachel Barnes	12/09/2025 09:00 : 10:45	English Room 1 / A2	Present
9087	Amber MacDonald	12/09/2025 09:00 : 10:45	English Room 1 / A3	Present
9096	Gan Miao	12/09/2025 09:00 : 10:45	English Room 1 / A4	Present
9117	Swati Ramanathan	12/09/2025 09:00 : 10:45	English Room 1 / A5	Present

Exam Label – 14 per Page

Sort Options - **Sort by Date-Time, then Exam**

Available Options - **Include the AA Icons and counts**

Exam Room Envelope Labels - 14 per page

Date: **15/09/2025 09:00 (1h 45m)**
Room: **English Room 1**
Count: **18**  1  1  1  1
Exam: **WJEC/GCSE GCSE/B 3420UB0-1**
Physics Unit 2 Higher: Written

Sort Options - Sort by Date-Time, Exam then Room, Sort by Date-Time, Room then Exam

Available Options - **Include the AA Icons and counts**

Exam Room Envelope Labels - 8 per page

Date: **12/09/2025 09:00 (1h 45m)**
Room: **English Room 1**
Count: **4** 1 2
Exam: **WJEC/GCSE GCSE/B 3420U10-1**
Physics Unit 1 Foundation: Written
Lead: **Debbie Harvey**

Sort Options - **Sort by Date-Time, Exam then Room, Sort by Date-Time, Room then Exam**

**Available Options - Include the AA Icons and counts,
Include the lead invigilator names**

Examination Register

Available Options - **Only use candidate firstname and lastname, Add Reg Group in brackets to name, Add Present box**

Exam Register : 15/09/2025 13:30 English Room 1 (5 Candidates)						
3800U40-1 French Unit 4 Foundation: Writing (3 Candidates)						
3800UD0-1 French Unit 4 Higher: Writing (2 Candidates)						
Cand No	Name	Exam	Duration	Seat	Present	
9022	Adrijana Brankovic (M)	3800U40-1	1h 15m	C1	<input type="checkbox"/>	
9050	Marco Ferrari (J)	3800U40-1	1h 15m	C2	<input type="checkbox"/>	
9073	Charlie Jones (N)	3800UD0-1	1h 30m	A1	<input type="checkbox"/>	
9096	*Gan Miao (G)	3800U40-1	1h 15m	C3	<input type="checkbox"/>	
9100	Nevaeh Morgan (L)	3800UD0-1	1h 30m	A2	<input type="checkbox"/>	

Examination Register by Component with Access Arrangements

Exam Register				
Martin's Green Abbey				
Date: 03/11/2025	Start Time: 13:00	Duration: 1h 15m		
Season: Year 11 Mocks November 2025	Room: 22 by 11			
MAT1-H : Maths Paper 1 Higher				
Seat	Cand No	Name	Present	Access Arrangements
C11	7010	Annie Ansell		<input type="checkbox"/> Laptop users <input checked="" type="checkbox"/> 25% Extra time <input type="checkbox"/> Reader Pen <input type="checkbox"/> WPS <input type="checkbox"/> Coloured Overlay Note:Yellow overlay
T1	7020	Xander Berk		<input type="checkbox"/> Back of the Hall /Cefn Y Neuadd <input checked="" type="checkbox"/> 25% Extra time <input type="checkbox"/> Laptop
N2	7040	Emily Dickson		

Sort Option - **Sort by Room, Timestamp, Exam then CandNo Sort by Room, Timestamp, Exam then Name Sort by Room, Timestamp, Exam then Seat**

Available Options - **AA Icons rather than Text, AA Icons with Text, Include Access Arrangement Notes, Show Access Arrangement Highlight Colours, Only use candidate firstname and lastname**

Modified Paper Register

Sort Options - **Sort by CandNo, Sort by Name, Sort by Seat, Sort by Exam then CandNo**

Available Options - **Only use candidate firstname and lastname, AA Text rather than Icons, Include the AA Notes**

12/09/2025 09:00 English Room 1				
1RU0 4H Writing (H) 3430UC0-1 Science Double Unit 3 Higher				
Cand No	Name	Exam	Seat	Paper Arrangements
9016	Alex Bell	1RU0 4H	A1	Orange Paper
9040	Polly Doyle	3430UC0-1	B3	Modified Language Paper

Paper Received Confirmation

Sort Options - **Exam Board, Date-Time then Exam, Exam Board, Date-Time, Level then Exam, Exam Board, Exam then Date-Time, Date-Time, Exam Board, Level then Exam**

95137 Green Abbey Test Secondary : Exam Paper Confirmation Report						
Date	Time	Paper	Entered	Received		
16/09/2025	14:05	Supervised Room	6			
12/09/2025	09:00	EDEXL/GCSE GCSE/9FC 1RU0 4H Writing (H)	1			
16/09/2025	13:30	EDEXL/GCSE GCSE/9FC 1RU0 1H Listening (H)	1			
16/09/2025	14:15	EDEXL/GCSE GCSE/9FC 1RU0 3H Reading (H)	1			

Room Candidate and AA Counts per Exam

Sort Options - **Sort by Time, Exam then Room - new page per date, Sort by Time, Room then Exam - new page per date, Sort by Time then Exam - new page per date + Room**

Available Options - **AA Text rather than Icons, Landscape**

12/09/2025				
Time	Room	Exam	Count	
09:00 - 10:47	English Room 1	1RU0H Russian Option H : 1RU0 4H Writing (H)	1 1 : 25% extra time 1 : Orange Paper	
09:00 - 10:45	English Room 1	3420U1 Physics Electricity & Energy Found : 3420U10-1 Physics Unit 1 Foundation: Written	4 1 : Supervised Rest Break 1 : Prompter	

Second pair of eyes check form - By Exam Room

Sort Options - **Sort by Timestamp, Room then Component, New page per Room, Sort by Timestamp then Component, New page per Date + Session + Room, Sort by Timestamp then Component**

95137 Green Abbey Test Secondary : Second pair of eyes check form						
Two individuals must check the day, date, time, subject, component/unit code and tier of entry, if appropriate, immediately before a question paper packet is opened.						
Date	Time	Room	Paper	Count	Name, Role + Signature 1	Name, Role + Signature 2
Friday 12/09/2025	09:00	English Room 1	EDEXL/GCSE GCSE/9FC 1RU0 4H Writing (H)	1	Mr Blacker, Exams Officer	Zoe Invigilator
Friday 12/09/2025	09:00	English Room 1	WJEC/GCSE GCSE/B 3420U10-1 Physics Unit 1 Foundation: Written	4	Mr Blacker, Exams Officer	Zoe Invigilator
Friday 12/09/2025	09:00	English Room 1	WJEC/GCSE GCSE/B 3420U0A0-1 Physics Unit 1 Higher: Written	1	Mr Blacker, Exams Officer	Zoe Invigilator

Second pair of eyes check form - Secure Room

95137 Green Abbey Test Secondary : Second pair of eyes check form (Secure Room)						
Two individuals must 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 check	Date	Time	Paper	Count	Name, Role + Signature 1	Name, Role + Signature 2
Secure Room	Friday 12/09/2025	09:00	EDEXL/GCSE GCSE/9FC 1RU0 4H Writing (H)	1	Adrian Blacker, Exams Officer	Zoe, Invigilator
Secure Room	Friday 12/09/2025	09:00	WJEC/GCSE GCSE/B 3420U10-1 Physics Unit 1 Foundation: Written	4	Adrian Blacker, Exams Officer	Zoe, Invigilator
Secure Room	Friday 12/09/2025	09:00	WJEC/GCSE GCSE/B 3420U0A0-1 Physics Unit 1 Higher: Written	1	Adrian Blacker, Exams Officer	Zoe, Invigilator

Subject Group Level

Additional Options - **Default name format, Only use candidate firstname and lastname, Lastname, Firsname**

Geography 11A/Gg1				
Cand	Name		Reg	Level
7003	Sophie Aaron		11D	Higher
7005	Mohammed Adasheji		11F	Higher
7008	Tina Angel		ExtCand	Higher
7017	Louisa Bartholomew		11F	Foundation
7023	Kiran Brooks		11A	Higher
7028	Mitchell Carr		11E	Higher
7043	Ruby Eagle		11D	Foundation

Room Report

Exam Room Checklist

Sort Options - **A4 Sort by Room then Date-Time, A4 - Sort by Date-Time then Room**

Exam Room Checklist	
Tuesday, 16 Sep 2025 09:00 : Main Hall	
A) Arranging the examination room: <ul style="list-style-type: none"> <input type="checkbox"/> Charts, diagrams, etc. have been cleared from the walls <input type="checkbox"/> Analogue and/or digital clock that all candidates can see clearly <input type="checkbox"/> A board/display showing the centre number, subject title, paper number, start, finish and date for each exam <input type="checkbox"/> Subject specific instructions and/or stationery <input type="checkbox"/> Mobile phone, to be used in emergencies only, has been switched to silent mode B) Identifying candidates: <ul style="list-style-type: none"> <input type="checkbox"/> Make sure you know the identity of every candidate in the examination room <input type="checkbox"/> Check the documentary evidence that private candidates or transferred candidates provide. 	

Exam Room Cover Sheet - By Room

Sort Options - **A4 Sort by Room then Date-Time, A4 - Sort by Date-Time then Room**

Available Options - **Show exam duration without Extra Time, No Access Arrangement Icon Counts, All Access Arrangement Icon Counts, Modified Paper Access Arrangement Icons Only**

The Gym		
Monday 13/10/2025 09:00		
Exam	Duration	Count
3300U30-1:Maths UNIT1 Intermedia  1  1  2  5  1  3	1h 45m	42
3300U50-1:Maths UNIT1 Higher Noncalculator  1  1  2  5  1  3	1h 45m	35
3300U10-1:Maths UNIT1 Foundation  1  1  2  5  1  3	1h 30m	15

Exam Room Cover Sheets

Sort Options - A4 Sort by Room then Date-Time, A4 - Sort by Date-Time then Room

Exam Room Cover Sheet			
Date	07/05/2026		
Day	Thursday		
Room	Main Hall		
Component	EDEXL/KSQ / BTNG/B / 20170K		
Exam Title	APPLYING THE LAW Part B		
Start Time	09:00		
Duration	2h 0m (10)		
# Candidates	10		
# Papers	11		
Access Arrangements			
Invigilators	Miss K Burrows (Lead,Extra Time) Mr A Gray (Extra Time) Miss H Green Mr C Kent Mrs A Abell		
Room Note			
	Date + Time	Name	Signature
Checked and split by			
2nd pair of eyes check by			

A4 - Sort by Date-Time then Room	▼
<input type="checkbox"/> Modified Paper Access Arrangements Only	
<input checked="" type="checkbox"/> Include #Papers (#Candidates+1)	
Report Title	Exam Room Cover Sheet
Check 1	Checked and split by
Check 2	2nd pair of eyes check by

Exam Room Incident Log

Sort Options - A4 Sort by Room then Date-Time, A4 - Sort by Date-Time then Room

Exam Room Incident Log		
Date :	Tuesday 16/09/2025	
Time :	09:00	
Room :	Main Hall	
Exam	Start	End
3310U60-1:Maths-Num UNIT2 Higher Calculator		
3310U40-1:Maths-Num UNIT2 Intermedi		

Invigilator(s):

Name	Time in	Time out

Record of incident:

Time	Incident	Recorded by

Exam Room Incident Log - Smaller Font

Sort Options - A4 Sort by Room then Date-Time, A4 - Sort by Date-Time then Room

Exam Room Incident Log		
Date :	Tuesday 16/09/2025	
Time :	09:00	
Room :	Main Hall	
Exam	Start	End
3310U60-1:Maths-Num UNIT2 Higher Calculator		
3310U40-1:Maths-Num UNIT2 Intermedi		

Invigilator Name

Time in	Time out

Exam Room Info Sheet

Sort Options - **A4 Sort by Room then Date-Time, A4 - Sort by Date-Time then Room**

Centre Number	95137
Room	Main Hall
Date	16/09/2025 09:00
Exam Board	WJEC/GCSE
Exam Title	Maths-Num UNIT2 Higher Calculator
Exam Paper Code	3310U60-1
Exam Duration	1h 45m (31), 2h 12m (1)
Start	
Finish	
Extra Time Finish	

Exam Room Schedule & Layout

Main Hall

Date	Time	Layout	Seated	Total
16/09/2025	09:00 - 11:12		34	34
16/09/2025	13:30 - 14:15		7	7
16/09/2025	15:00 - 16:15		8	8

Exam Room Timetable - Exams and Invigilators

Sort Options - **Sort by Room - New page per Room, Sort by Date - New page per Date**

Main Hall

Date	Time	Invigilators	Exams
16/09/2025	09:00 - 11:12	Debbie Harvey (Lead)	3310PH Mathematics-Numeracy Higher : 3310U60-1 Maths-Num UNIT2 Higher Calculator 3310PN Mathematics-Numeracy Intermediate : 3310U40-1 Maths-Num UNIT2 Intermediate
16/09/2025	13:30 - 14:15	Sarah Hughes (Lead)	3810UB Spanish Listening Higher : 3810UB0-1 Spanish Unit 2 Higher: Listening
16/09/2025	15:00 - 16:15	Debbie Harvey (Lead) Sarah Hughes	3810UC Spanish Reading Higher : 3810UC0-1 Spanish Unit 3 Higher: Reading

Exam Skeleton Timetable

Sort Options - **Sort by Room then Date, Sort by Date then Room**

Available Options - **Include Invigilators column, Component Code and Subject**

Date	Time	Room	Invigilators	Exams
16/09/2025	09:00 - 11:12	Main Hall	Debbie Harvey (Lead)	3310U60-1 : 3310U40-1 :
16/09/2025	13:30 - 14:15	Main Hall	Sarah Hughes (Lead)	3810UB0-1 : Spanish
16/09/2025	15:00 - 16:15	Main Hall	Debbie Harvey (Lead) Sarah Hughes	3810UC0-1 : Spanish

Exam Skeleton Timetable by Exam

Sort Options - **Sort by Exam then Date, Sort by Date then Exam**

Available Options - **Include the Rooms Column**

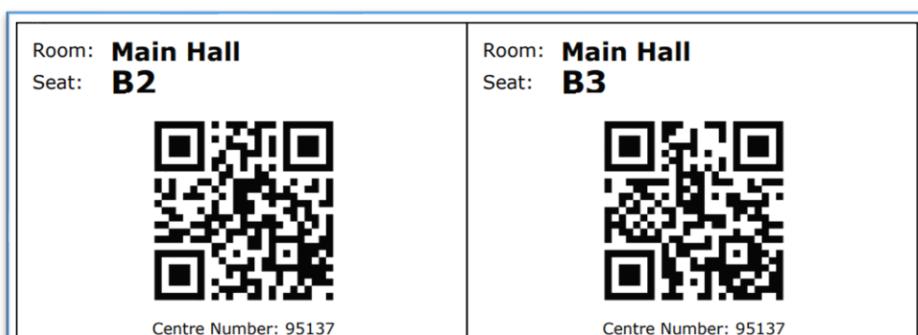
Date	Time	Exam	Count
16/09/2025	09:00 - 11:12 1h 45m - 2h 12m	WJEC/GCSE GCSE/FC 3310U60-1 : Maths-Num UNIT2 Higher Calculator	32
16/09/2025	09:00 - 10:45 1h 45m	WJEC/GCSE GCSE/FC 3310U40-1 : Maths-Num UNIT2 Intermedi	2
16/09/2025	13:30 - 14:15 45m	WJEC/GCSE GCSE/B 3810UB0-1 Spanish : Spanish Unit 2 Higher: Listening	7
16/09/2025	15:00 - 16:15 1h 15m	WJEC/GCSE GCSE/B 3810UC0-1 Spanish : Spanish Unit 3 Higher: Reading	8

Exam Skeleton Timetable by Exam + Room

Sort Options - **Sort by Exam then Date, Sort by Date then Exam**

Date	Time	Exam	Room	Count
17/09/2025	09:00 - 10:30 1h 30m	WJEC/GCSE GCSE/B 3020U30-1 Welsh : Welsh Second Language UNIT3:	Main Hall	3
19/09/2025	09:00 - 10:30 1h 30m	WJEC/GCSE GCSE/B 3020U40-1 Welsh : Welsh Second Language UNIT4:	Main Hall	3
19/09/2025	13:30 - 14:30 1h 0m	WJEC/GCSE GCSE/B 3100UG0-1 History : History Unit 2C: Written	Main Hall	1
25/09/2025	13:30 - 14:45 1h 15m	WJEC/GCSE GCSE/B 3100UK0-1 History : History Unit 3B: Written	Main Hall	1

Room + Seat Card with QRCode - 8 per page



Room + Seat Label - 14 per page

Room: Main Hall Seat: B2 Centre Number: 95137	Room: Main Hall Seat: B3 Centre Number: 95137
Room: Main Hall Seat: B4 Centre Number: 95137	Room: Main Hall Seat: B5 Centre Number: 95137

Room Card with QRCode - one card per room - 2 per page



Room Card with QRCode - one card per room - 8 per page



Room Envelope Label - 14 per page/ Room Envelope Label - 8 per page

Date: **23/03/2026 09:00**

Room: **Main Hall**

Count: **16**

Lead: **Miss K Burrows**

Sort Options - **Date-Time then Room, Room then Date-Time**

Available Options - **Include the lead invigilator names**

Seating Plans Reports

Compact Seating Plan

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

Available Options - **Scale each plan to Fit Page, Show candidate Clash flag, Show candidate Access Arrangement HighlightColor**

Tue 16 September 2025 09:00 : Main Hall (34)														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
back														
3310U60-1 Maths-Num UNIT2 Higher Calculator [1h 45m-2h 12m](32) 3310U40-1 Maths-Num UNIT2 Intermedi [1h 45m](2)														

Compact Seating Plan - Alt

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

Available Options - **Scale each plan to Fit Page, Show candidate Clash flag, Show candidate Access Arrangement HighlightColor**

Tue 16 September 2025 09:00 : Main Hall (34)														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1														
2														
3														
4														
5														
3310U60-1 Maths-Num UNIT2 Higher Calculator [1h 45m-2h 12m](32) 3310U40-1 Maths-Num UNIT2 Intermedi [1h 45m](2)														

Compact Seating Plan – Plain

Mon 01 September 2025 09:00 : Main Hall														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1														
2														

Compact Seating Plan - with AA for Invigilators

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

Available Options - **Scale each plan to Fit Page, Show candidate Access Arrangement Icons, Show candidate Access Arrangement HighlightColor, Display End Time not Duration, Only use candidate firstname and lastname, Do not list invigilators in the footer**

Tue 16 September 2025 09:00 : Main Hall															(34)
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1															
2	9002 Maryam Ahmed 3310U60-111C	9068 Sapele Ibrahim 3310U60-111A	9069 Nathaniel Jack 3310U60-111A										9096 Gan Mao 3310U60-1	9009 Wills Astwick 3310U60-1	1
3	9001 Ethan Adams 3310U60-111A	9065 Sarah Hudson 3310U60-111B	9074 Robin Jones 3310U60-111B	9158 Saskia Zebed 3310U60-111D									9014 Joseph Bassett 3310U60-1		2
4	9004 Eva Allen 3310U60-111B	9060 Matthew Hall 3310U60-111F	9078 Jahed Khan 3310U60-111F	9146 Courtney Whiting 3310U60-111K											3
5	9021 Alta Booth 3310U60-111B	9058 Kanrich Guilliams 3310U60-111B	9081 Scarlett King 3310U60-111B	9143 Mark Webster 3310U60-111B											4
6	9022 Adriana Brankovic 3310U60-111C	9055 Freya Gibbons 3310U60-111C	9083 Marion Kudron 3310U60-111C	9131 Jonathan Smyth 3310U60-111C											5
															6
■ 3310U60-1 Maths-Num UNIT2 Higher Calculator [1h 45m-2h 12m](32) ■ 3310U40-1 Maths-Num UNIT2 Intermedi [1h 45m](2) Invigilators : Debbie Harvey (Lead)															
															Signature I confirm that this is a true reflection of the seating arrangement for these exams.

Seating Plans - Medium Boxes for Display

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

Available Options - **Scale each plan to Fit Page, Only use candidate firstname and lastname, No Group, Include RegGroup, Include Teaching Set, Show candidate Access Arrangement HighlightColor, Exclude Exam Details**

Tue 16 September 2025 09:00 : Main Hall															(34)
B1	C1	D1	E1	F1	G1	H1	I1	J1	K1	L1	M1	N1	O1		
B2 9002 Maryam Ahmed 3310U60-111C	C2 9068 Sapele Ibrahim 3310U60-111A	D2 9069 Nathaniel Jack 3310U60-111A	E2	F2	G2	H2	I2	J2	K2	L2	M2	N2	O2 9014 Joseph Bassett 3310U60-111B		
B3 9001 Ethan Adams 3310U60-111B	C3 9065 Sarah Hudson 3310U60-111B	D3 9074 Robin Jones 3310U60-111B	E3 9158 Saskia Zebed 3310U60-111D	F3	G3	H3	I3	J3	K3	L3	M3	N3	O3		
B4 9004 Eva Allen 3310U60-111D	C4 9060 Matthew Hall 3310U60-111F	D4 9078 Jahed Khan 3310U60-111F	E4 9146 Courtney Whiting 3310U60-111K	F4	G4	H4	I4	J4	K4	L4	M4	N4	O4		

Seating Plans - Medium Boxes with AA for Invigilators

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

Additional Options - **Scale each plan to Fit Page, Show candidate Access Arrangement Icons, Show candidate Access Arrangement HighlightColor, Add Present tick box, Display End Time not Duration, Only use candidate firstname and lastname, Do not list invigilators in the footer**

Tue 16 September 2025 09:00 : Main Hall (34)																		
A1	B1	C1	D1	E1	F1	G1	H1	I1	J1	K1	L1	M1	N1	9096	O1	9009		
													Gan Miao	3310U40-1	Wills Astwick	3310U60-1		
A2	B2 9002	C2 9068	D2 9069	E2	F2	G2	H2	I2	J2	K2	L2	M2	N2	O2 9014	3310U40-1			
	3310U60-1	3310U60-1	3310U60-1															
A3	B3 9001	C3 9065	D3 9074	E3 9158	F3	G3	H3	I3	J3	K3	L3	M3	N3	O3				
	3310U60-1	3310U60-1	3310U60-1	3310U60-1														
A4	B4 9004	C4 9060	D4 9078	E4 9146	F4	G4	H4	I4	J4	K4	L4	M4	N4	O4				
	3310U60-1	3310U60-1	3310U60-1	3310U60-1														

■ 3310U60-1 Maths-Num UNIT2 Higher Calculator [1h 45m-2h 12m](32) ■ 3310U40-1 Maths-Num UNIT2 Intermedi [1h 45m](2)
 Invigilators : Debbie Harvey (Lead)

Signature
 I confirm that this is a true reflection of the seating arrangement for these exams.

Seating Plans - No Names for Display

Sort Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

Additional Options - **Scale each plan to Fit Page, No Group, Include RegGroup, Include Teaching Set, Show candidate Access Arrangement HighlightColor, Exclude Exam Details**

Tue 16 September 2025 09:00 : Main Hall (34)																		
A1	B1	C1	D1	E1	F1	G1	H1	I1	J1	K1	L1	M1	N1	9096	O1	9009		
													Gan Miao	3310U40-1	Wills Astwick	3310U60-1		
A2	B2 9002	C2 9068	D2 9069	E2	F2	G2	H2	I2	J2	K2	L2	M2	N2	O2 9014	3310U40-1			
	3310U60-1	3310U60-1	3310U60-1															
A3	B3 9001	C3 9065	D3 9074	E3 9158	F3	G3	H3	I3	J3	K3	L3	M3	N3	O3				
	3310U60-1	3310U60-1	3310U60-1	3310U60-1														
A4	B4 9004	C4 9060	D4 9078	E4 9146	F4	G4	H4	I4	J4	K4	L4	M4	N4	O4				
	3310U60-1	3310U60-1	3310U60-1	3310U60-1														

Seating Plans - Small Boxes for Display

Seating Options - **A4 Landscape, A4 Portrait, A3 Landscape, A3 Portrait**

Available Options - **Scale each plan to Fit Page, Only use candidate firstname and lastname, Show candidate Access Arrangement HighlightColor**

Tue 16 September 2025 09:00 : Main Hall																		
A1	B1	C1	D1	E1	F1	G1	H1	I1	J1	K1	L1	M1	N1	9096	O1	9009		
													Gan Miao	3310U40-1	Wills Astwick	3310U60-1		
A2	B2 9002	C2 9068	D2 9069	E2	F2	G2	H2	I2	J2	K2	L2	M2	N2	O2 9014	3310U40-1			
	3310U60-1	3310U60-1	3310U60-1	3310U60-1														
A3	B3 9001	C3 9065	D3 9074	E3 9158	F3	G3	H3	I3	J3	K3	L3	M3	N3	O3				
	3310U60-1	3310U60-1	3310U60-1	3310U60-1														
A4	B4 9004	C4 9060	D4 9078	E4 9146	F4	G4	H4	I4	J4	K4	L4	M4	N4	O4				
	3310U60-1	3310U60-1	3310U60-1	3310U60-1														

Seating Plans - Small Boxes with AA for Invigilators

Available Options - **Scale each plan to Fit Page, Show candidate Access Arrangement Icons, Show candidate Access Arrangement HighlightColor, Display End Time not Duration, Only use candidate firstname and lastname, Do not list invigilators from in the footer**

Tue 16 September 2025 09:00 : Main Hall																
A1	B1	C1	D1	E1	F1	G1	H1	I1	J1	K1	L1	M1	N1	9096	O1	9009
														Con Miao 3310060-1 1h 45m S	Wills Astwick 3310060-1 1h 45m S	
A2	B2 9002 Maryam Ahmed 3310060-1 2h 12m S	C2 9068 Sapele Ibrahim 3310060-1 1h 45m S	D2 9069 Nathaniel Jack 3310060-1 1h 45m S	E2	F2	G2	H2	I2	J2	K2	L2	M2	N2		O2 9014 Joseph Bassett 3310060-1 1h 45m S	
A3	B3 9001 Ethan Adams 3310060-1 1h 45m S	C3 9065 Sarah Hudson 3310060-1 1h 45m S	D3 9074 Robin Jones 3310060-1 1h 45m S	E3 9158 Saskia Zebed 3310060-1 1h 45m S	F3	G3	H3	I3	J3	K3	L3	M3	N3	O3		

Invigilators Reports

Invigilator Schedule

Available Options - **Double sided printout - add blank pages, Create a zipfile of invigilator schedules**

Miss A Batchley

Email: Batchley@example.com
Room: Art Room 1
Type: Invigilator

Date	Time	Room + Role	Exam
Monday 15/09/2025	08:15 - 11:12	English Room 1 Lead, Extra Time	3430UF0-1:Science Double Unit 6 Higher 3420UB0-1:Physics Unit 2 Higher: Written 3430U60-1:Science Double Unit 6 Foundation 3420U20-1:Physics Unit 2 Foundation: Written
Monday 15/09/2025	12:45 - 15:00	English Room 1 Lead, Extra Time	3800UD0-1:French Unit 4 Higher: Writing 3800U40-1:French Unit 4 Foundation: Writing
Tuesday 16/09/2025	08:15 - 11:15	Drama Studio Lead, Extra Time	3310U20-1:Maths-Num UNIT2 Found Calculator
Tuesday 16/09/2025	12:45 - 14:05	Gym Lead, Extra Time	3810U20-1:Spanish Unit 2 Foundation: Listening

Invigilators By Date

Available Options - **Show Invigilators email address, Double sided printout - add blank pages**

15/09/2025

Invigilator	Time	Room + Role	Exam
Miss A Batchley Batchley@example.com	08:15 - 11:12	English Room 1 Lead, Extra Time	3430UF0-1 (29), 3420UB0-1 (32), 3430U60-1 (34), 3420U20-1 (6)
Miss A Batchley Batchley@example.com	12:45 - 15:00	English Room 1 Lead, Extra Time	3800UD0-1 (2), 3800U40-1 (3)

Invigilators Sign In Sheet

Available Options - **Double sided printout - add blank pages, New Page per Invigilator**

Monday 15/09/2025 - Invigilator Sign In Sheet

Date	Name	Room	Signature	Time In	Time Out
15/09/2025	Miss A Batchley	English Room 1			

Invigilators Sign In Sheet - with total time

Seating Options - **New Page per Date, New Page per Date - By AM/PM then Name, New Page per AM/PM session, New Page per Invigilator**

Available Options - **Double sided printout - add blank pages**

Monday 02/02/2026 - Invigilator Sign In Sheet

Date	Name	Room	Signature	Time In	Time Out	Total Time
02/02/2026 AM	Mr A Gray	Main Hall				

Invigilators Tick In/Out Sheet

Options - New Page per Date - By Name, New Page per Date - By AM/PM then Name, New Page per AM/PM session

Available Options - **Double sided printout - add blank pages**

Monday 02/02/2026 - Invigilator In/Out Sheet				
Date	Name	Room	In	Out
02/02/2026 AM	Mr A Gray	Main Hall		

Glossary of Key Terms

- **Access Arrangements (AA):** Special provisions made for candidates with disabilities or special educational needs to ensure fair access to examinations, such as extra time, supervised rest breaks, or the use of a laptop.
- **Attendance Register:** An electronic or paper list used by invigilators to mark candidates as present, absent, or late for an exam, often integrated with seating plans.
- **Basedata:** Essential reference data from examination boards (e.g., qualification details, grading structures) that must be imported into Exams Assist before results files can be processed.
- **Broadcast:** A message sent by the Exams Officer to one or all invigilators during an exam, appearing as a blue notification on their portal.
- **Candidate Portal:** An online platform where candidates and parents can view exam timetables, entries, access arrangements, and results.
- **Centre Number:** A unique identification number assigned to an educational institution by examination boards.
- **Clash Candidate:** A candidate who has two or more exams scheduled at the same or overlapping times. Indicated by yellow or red flags in Exams Assist.
- **Component Code:** A specific identification code for a particular paper or unit within a qualification.
- **Configure Exams Assist:** Global settings that apply across all exam seasons within the system, allowing customization of various functionalities.
- **Contingency Days:** Designated dates that appear on timetables to account for unforeseen disruptions to exams (e.g., widespread school closures).
- **Daily Planner:** A tab in Exams Assist that provides Exams Officers and staff with real-time information about exams, attendance, and assistance requests on a specific day.
- **EDI File:** Electronic Data Interchange file; a standardized format for transferring exam entry or results data between institutions and exam boards.
- **Embargo Date/Time:** A specified date and time before which exam results are restricted from public or staff view.
- **External Candidate:** A candidate taking exams at a centre but not enrolled as a full-time student.
- **Extra Time:** An access arrangement allowing candidates additional time to complete an exam, typically a percentage increase on the standard duration.
- **Global Search:** A system-wide search function allowing staff to quickly find information about candidates, exams, or other data within Exams Assist.
- **Global Stop:** A function allowing the Exams Officer to remotely pause all ongoing exams across multiple rooms (e.g., during a fire alarm or lockdown).
- **Invigilator:** A person appointed to supervise candidates during an examination, ensuring fairness and adherence to rules.
- **Invigilator Portal:** A dedicated online interface for invigilators to access their schedule, manage exam room functions, and record incidents.
- **JCQ Portal:** The online platform for the Joint Council for Qualifications, used for managing access arrangement applications and other exam-related processes.
- **Lead Invigilator:** The designated invigilator in charge of an exam room, often with additional responsibilities and system access.
- **Magic Link:** A direct, often temporary, web link that allows access to specific information (e.g., invigilator schedule, candidate timetable) without requiring a full login.
- **Malpractice:** Any act or attempt to cheat or gain an unfair advantage in an examination.
- **Management Information System (MIS):** A school's central database system (e.g., SIMS, Arbor, Bromcom) that manages student data, timetables, and other administrative information, which can often integrate with Exams Assist.
- **Multi-Factor Authentication (MFA):** An enhanced security measure requiring users to provide two or more verification factors to gain access (e.g., password plus a code from an authenticator app).

- **NEA (Non-Examined Assessment):** Components of a qualification assessed internally by the school rather than through a traditional external exam.
- **QAN/QWAD:** Qualification Accreditation Number (QAN) or Qualification Wales Award (QWAD); unique identifiers for qualifications.
- **QR Code Scanner:** A feature in the invigilator portal that allows scanning QR codes on candidate cards or desks for quick identification and register completion.
- **Roaming Invigilator:** An invigilator type with the ability to view and "check-in" on multiple exam rooms, providing general oversight and support.
- **Season:** A defined period for a set of examinations (e.g., "Year 10 Internal Exam Season," "Summer External Exam Season").
- **Security Groups:** Pre-defined roles within SWS (e.g., Teaching, SMT, Exam Officer, Exam Aid, SEN/ALN) that determine a user's access rights and functionalities.
- **Seating Plan:** A visual representation of the exam room layout, showing candidate seating assignments, access arrangements, and other relevant icons.
- **Special Consideration:** An allowance made for candidates who have been disadvantaged by temporary illness, injury, or other adverse circumstances during the examination period.
- **Streaming Logs:** A real-time feed within the Daily Planner that displays key actions and events occurring in various exam rooms.
- **Supervised Rest Break (SRB):** A scheduled break during an exam for candidates with specific access arrangements, where the exam clock is paused, and supervision continues.
- **Teaching Set:** A group of students taught together for a particular subject, often imported from the MIS system.
- **Text to Speech:** A feature in Exams Assist that allows Centres to create custom invigilator speeches, which can then be played in exam rooms.
- **Training Season:** A simulated exam season created in Exams Assist using dummy data for the purpose of staff training and system exploration.
- **Whitelisting an IP Address:** Configuring network settings to allow specific IP addresses to bypass certain security measures (e.g., MFA) when accessing Exams Assist from a trusted location.
- **XML File:** Extensible Markup Language file; often used for importing component results data from exam boards.