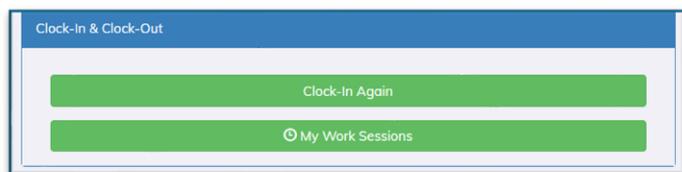# SchoolWorkSpace - What's New February 2026

## Feature 1 – Invigilator Clock In and Out (Beta)

One of our most requested features is now here. Centres can now allow Invigilators and Centre Staff to **clock in and clock out** on the day of an exam they have been scheduled for and view their working session.

To enable this feature, navigate to the **Overview Tab → Configure Exams Assist → Invigilators can Clock-in and Clock-Out**

Once enabled, invigilators can clock in and out directly from their portal while at the Centre. If they do not have access to a device on site, they can alternatively submit their work session details daily, weekly or monthly — depending on the Centre's policy.

All clocking information can be viewed by Centre Staff by navigating to the **Invigilators Tab → Work Sessions.** Here, the
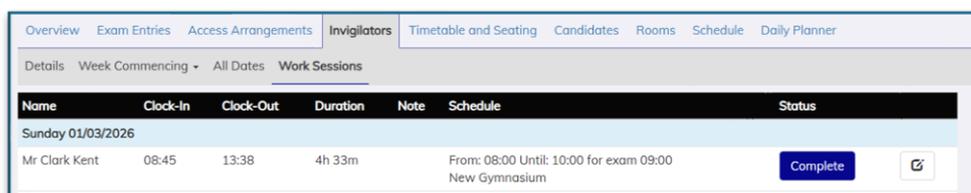
Exams Team can review each entry and either **Authorise** or **Review** the submitted sessions.

Feature 2 – Show AM and PM as a shift instead of the time.
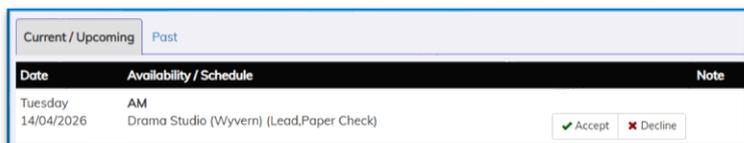
Centres can now choose to display invigilator schedules as **AM or PM sessions only**, rather than showing the specific exam start and finish times.

When enabled, invigilators will simply see that they are required for the full AM or PM session. Any individual exam times or adjusted arrival times set within the schedule will not be displayed on their portal.
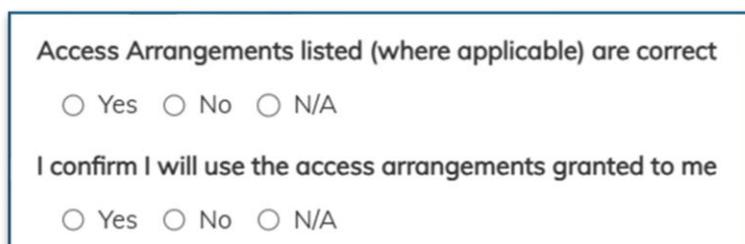
To enable this feature, navigate to: **Overview Tab → Edit Season → Invigilators Tab** Under **Invigilator Schedule Times**, select **Only Show AM/PM**.

Feature 3 – Exam Entries Confirmation Popup added an N/A option for Access Arrangement.

When candidates or parents are confirming exam entries via the **Magic Link** or through the **Candidate Portal**, a new **N/A option** is now available within the Access Arrangements section.

If the candidate does not require any access arrangements, they can simply select **N/A** when confirming their details.

This makes the confirmation process clearer and helps Centres easily identify that access arrangements have been reviewed and confirmed as not required.

# Feature 4 - New option to enable Paper Check for the Invigilators.

To support compliance with **JCQ requirements**, invigilators can now record that the paper check has been completed in the exam room — confirming the exam paper details, date and time before opening the packet.

To enable this feature, navigate to: **Overview Tab → Edit Season → Invigilators   Tab**
Under **2nd Pair of Eyes Paper Check**, select **Enable Paper Check**.

Once enabled, the Centre can decide who is permitted to carry out the check: Any invigilator assigned to the room, or Only the invigilator or staff member assigned the **Paper Check** role.

To assign this role, go to the **Schedule Tab**, edit the exam room, and tick the **Paper Check** option when assigning the invigilator.
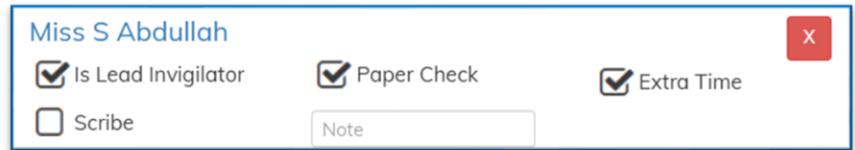
On the day of the exam, a **Paper Check** tab will appear in the invigilator's portal. The invigilator can confirm each exam paper in turn and digitally sign to confirm that the required checks have been completed.

Feature 5 – Move Exams due to a School Closure.
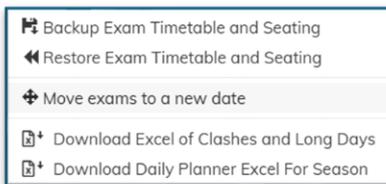
To help Centres manage unexpected school closures, you can now move all exams scheduled for a specific date to a new date — while keeping the existing rooming and seating arrangements intact.

To move a full day of exams, navigate to: **Timetable and Seating Tab → Actions → Move Exams to a New Date.** Enter the original exam date in the **Source Date** field, then select the new **Destination Date** and click **Submit**.

All exams scheduled for that day will be moved to the new date automatically.

Feature 6 – Access Arrangement changes for a student is now logged.

To help Centres manage Access Arrangements more effectively, any changes made to a candidate's Access Arrangements — whether in the Centre's MIS or directly within Exams Assist — are now logged automatically.

These updates can be viewed within the **Access Arrangements Tab**, providing a clear audit trail of any amendments.

In addition, a new **Updated** column has been added to the **Students Tab** within the Access Arrangements Module. This makes it easier for the Exams Team to quickly identify when changes have been made.
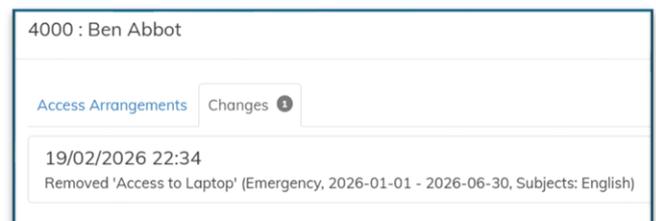
Feature 7 – New Invigilators Setting

A new setting has been introduced to give Centres greater control over when invigilators and staff can view room and candidate details in their portal.

By default, invigilators can see exam and room details from the day before the exam. This allows them to support the Exams Team with room preparation.

However, Centres can now restrict this access so that invigilators can only view candidate details **one hour before** the scheduled exam start time and up to **three hours after** the exam.

To enable this setting, navigate to: **Overview Tab → Configure Exams Assist** Then select: **Invigilators can only see candidate details 1 hour before and 3 hours after the scheduled times.** This provides additional security and control over sensitive exam information.

New/Updated Reports

- New report **Candidate ID Card - 21 per page** credit card size

- New report **Invigilator Totals** to total up sessions, hours and cost of invigilators

Invigilator	Session Count	Total Duration	Cost
Miss S Abdullah Asaadaa@example.com	43	4d 16h 21m	£ 1,415.61
Mrs M Anderson MAnderson@example.com	1	3h 45m	£ 47.25
Mr S Dumbell Dumbell@example.com	2	5h 45m	£ 72.45
Mrs A Lansar Lansar@example.com	1	2h 45m	£ 34.65
Ms D Nairn Naim@example.com	1	2h 42m	£ 34.02

- New report **Access Arrangements List By Date**

Friday, 01 May 2026
Candidates with Exams and Access Arrangements

Cand No	Name	Reg	Access Arrangements
5000	Jordan Acton	G	Medium Category Of Risk ▮ Red Paper ⧗ Supervised Rest Break Note:Jordan has FND
7000	Aaron, Chris	11A	High Category Of Risk 👓 Coloured Glasses 🎧 Ear Loops
7001	Jason Aaron	11B	⏱ 25% Extra Time ✏ Scribe ✋ Practical Assistant Note:Our note