

SchoolWorkSpace - What's New June 2026

Access Arrangements Icons



Inhaler Icon

Feature 1 – Review of Marking Requests

Review of Marking: [Help](#)

☒ Allow students to request a Review of Marking
[Edit Message For Review of Marking](#)

Portal Review of Marking Active From: 17/06/2026 22:33 Portal Review of Marking Active Until: 05/07/2026 10:00

	Clerical Check	Review Of Marking	Priority Review Of Marking
Enabled	☒	☒	☒
Default Admin Fee	£ 0.00	£ 0.00	£ 0.00
EDEXL/GCSE	£ 11.00	£ 12.00	£ 13.00
EDEXL/GCE	£ 12.00	£ 13.00	£ 14.00
WJEC/GCSE	£ 10.00	£ 12.00	£ 15.00

+ Awarding Body ▾

☒ Ask for Candidates Home Email Address
No pop communication if school email is disabled

Review of Marking Requests via the Candidate Portal

Centres can now enable candidates to submit **Clerical Check**, **Review of Marking** and **Priority Review of Marking** requests directly through the Candidate Portal. This allows the Exams Team to manage all post-results requests centrally within Exams Assist before submitting applications to the relevant awarding body.

To enable this feature, navigate to **Overview Tab | Edit Season | Results** and enable **Allow students**

to request a Review of Marking.

Once enabled, candidates will be able to submit Review of Marking requests electronically through their portal, including their consent and supporting reason for the request.

Further information on configuring and using this feature can be found in the following video:

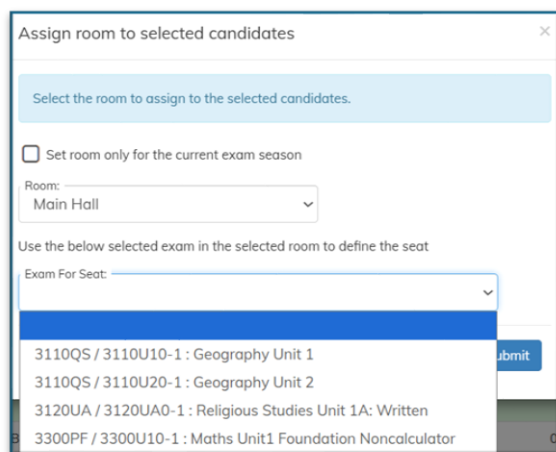
Feature 2 – Daily Planner Tab – Invigilator Tab

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

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

Overview Exam Entries Access Arrangements Results Invigilators Timetable and Seating Candidates Rooms Schedule Daily Planner Events			
Exams Started and Absence Access Arrangement Requirements Exam Room Details Notes Attendance Invigilators Search			
Thu 04/06/2026 < > All Day Assistance Required			
Search:			
Invigilator	Schedule	Clock In	Clock Out
Miss S Abdullah	From: 08:15 Until: 11:30 for exam 09:00 - 11:30 Main Hall (Lead,Paper Check,Extra Time) From: 08:15 Until: 09:00 for exam 09:00 Main Hall (Lead,Paper Check,Extra Time) From: 12:15 Until: 15:00 for exam 13:00 - 15:00 Main Hall (Lead,Paper Check,Extra Time)	08:40	
Mrs M Anderson	From: 08:15 Until: 11:12 for exam 09:00 - 10:45 (11:12 inc 27m Extra Time) English Room 1 (Lead,Paper Check,Extra Time)	08:30	12:13

Feature 3 – Assigning Candidates to a Room



The dialog box is titled "Assign room to selected candidates" and contains the following elements:

- A light blue header bar with the text "Select the room to assign to the selected candidates."
- A checkbox labeled "Set room only for the current exam season".
- A "Room:" dropdown menu currently showing "Main Hall".
- A text label: "Use the below selected exam in the selected room to define the seat".
- An "Exam For Seat:" dropdown menu with a list of exams: "3110QS / 3110U10-1 : Geography Unit 1", "3110QS / 3110U20-1 : Geography Unit 2", "3120UA / 3120UA0-1 : Religious Studies Unit 1A: Written", and "3300PF / 3300U10-1 : Maths Unit1 Foundation Noncalculator".
- A blue "Submit" button on the right side.

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

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

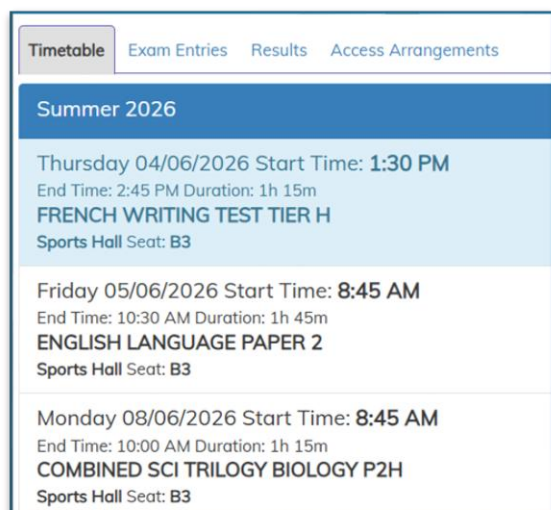
Once selected, the Exams Team can choose the room that the candidate should be assigned to and then select the examination that the seating allocation should be based on.

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

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

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

Feature 4 – Display Exam Title



The screenshot shows the "Timetable" tab with the following content:

- Header: "Summer 2026"
- Entry 1: "Thursday 04/06/2026 Start Time: 1:30 PM", "End Time: 2:45 PM Duration: 1h 15m", "FRENCH WRITING TEST TIER H", "Sports Hall Seat: B3".
- Entry 2: "Friday 05/06/2026 Start Time: 8:45 AM", "End Time: 10:30 AM Duration: 1h 45m", "ENGLISH LANGUAGE PAPER 2", "Sports Hall Seat: B3".
- Entry 3: "Monday 08/06/2026 Start Time: 8:45 AM", "End Time: 10:00 AM Duration: 1h 15m", "COMBINED SCI TRILOGY BIOLOGY P2H", "Sports Hall Seat: B3".

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

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

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

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

The view for the candidates without the above option selected.

Timetable	Exam Entries	Results	Access Arrangements
Summer 2026			
Thursday 04/06/2026 Start Time: 1:30 PM			
End Time: 2:45 PM Duration: 1h 15m			
French			
8652H FRENCH TIER H			
8652/WH FRENCH WRITING TEST TIER H			
Sports Hall Seat: B3			
Friday 05/06/2026 Start Time: 8:45 AM			
End Time: 10:30 AM Duration: 1h 45m			
English			
8700 ENGLISH LANGUAGE			
8700/2 ENGLISH LANGUAGE PAPER 2			
Sports Hall Seat: B3			
Monday 08/06/2026 Start Time: 8:45 AM			
End Time: 10:00 AM Duration: 1h 15m			
Biology			
8464H COMBINED SCI: TRILOGY TIER H			
8464/B/2H COMBINED SCI TRILOGY BIOLOGY P2H			
Sports Hall Seat: B3			

Feature 5 – Pre-set Assistant Required Response

Add Comment

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

Comment:

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

On My Way

Resolved

Close

Save

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

On My Way and Resolved

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

Feature 6 – Published Timetable Configuration

☒ Published Exam Timetables visible on public site

Public url is </Embed/ExamTimetable/M1041>

☒ Do not include Mock Seasons in the above published exam timetables

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

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

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

Feature 7 – Uploading and Playing Audio Files

Audio resources for 07/06/2026

These resources can only be accessed on the date and in the rooms where the exam is running and within 30 minutes of the scheduled exam times.

Resources for 07/06/2026

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

Upload a new resource

Exam Code:
3660U30-1

Exam Component Code for this file - Required

File Type
☒ Normal
☐ Extra Time

File
Choose file No file chosen

Submit

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

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

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

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

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

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

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

Feature 8 – Email Notification on Declined Shifts

Email on shift 'Declined'

test@schoolworkspace.co.uk

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

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

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

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

Feature 9 – Restrict Candidate Comments to Exams Officers

Comments

☐ Exams Officers Only can log Comments

☒ Invigilators or Exams Officers can log Comments

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

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

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

Feature 10 – Schedule Tab – Update Attributes

Set attributes of selected schedule rows

You are updating 10 schedule rows.

Schedule Attributes

Learning Support

No Change

Complete

No Change

Invigilator Requirements

Number of required invigilators:

Leave blank for no change

Invigilator Timing

To arrive before (minutes)

To stay after (minutes)

Leave blank for no change

Additional Information

Room Note:

Leave blank for no change

Close

Update Selected Rows

Centres can now update multiple scheduling attributes at the same time within the **Schedule Tab**.

To update these attributes, navigate to **Schedule Tab** | select the required rooms | **Selected** | **Set Attributes for Selected**.

The following scheduling attributes can be updated for all selected rooms - **Learning Support Required, Invigilator Allocation Complete, Invigilator Timings** and **Additional Information**.

Feature 11 – New Access Arrangements Email Token

Tokens

Student Tokens

SchoolName

season

timetable

timetable_no_seat

timetablelist

aa

A new **Access Arrangements** email token has been added to the list of available email tokens when sending messages to Candidates or Parents. When included in an email template, the token will automatically populate a list of all current Access Arrangements assigned to the candidate.

Token: [[aa]]

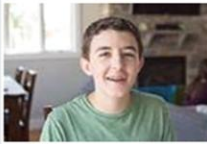
New/Updated Reports

- Candidate Card with Large Photo and Room + Seat

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

- Photobook Register

Exam Register : 04/06/2026 08:45 : Sports Hall

C1 ☐	M1 ☐	M2 ☐	M3 ☐	M4 ☐
				
1046 Chad Farley	1008 Eve Bailey	1009 Cyla Balinski	1011 Iwa Balinski	1020 Winston Burrows
M5 ☐	M6 ☐	M7 ☐	M8 ☐	M9 ☐
				
1022 Billy Carlson	1030 Max Cory	1032 Katherine Davies	1040 Danesh Ebi	1041 Nemesio Echavarria

- Rest Break Alt – A5 / A4 two per page

CENTRE NUMBER	95137			
Name	Cand No	Allowances	Room	Seat
Mandie Ashton	1007		A three	A5
03/08/2026 08:45 D1AM Day 1 AM	Actual Start Time :		Actual End Time :	
	Duration : 1h 0m			

RECORD THE REST BREAK/S TAKEN BELOW:

Break No.	Start time	End time	Duration	New End Time	ET End Time
1					
2					
3					
4					
5					
6					
Calculate here the total time taken for breaks					