








SchoolWorkSpace - What's New March/April 2026

Feature 1 – New Access Arrangements Icons

Several new Access Arrangements has been added. To review these, navigate to the **Overview Tab | Actions | Access Arrangements Settings**.

Hearing Aid		Shared Reader	
Ear Loops		Comfy Chair	
Movement Breaks		Immersive Reader	
Recycled Paper			

Feature 2 – Orals and Extra Time.



When creating **oral exams** in Exams Assist, an improvement has been made to how **extra time** is applied. Extra time will now be added to the **Preparation Time** (where applicable) and the **Oral Duration**. Extra time will **not** be applied to the overall **Oral Session Duration**.

This ensures that extra time is allocated correctly to the **candidate's assessment time**, rather than extending the full session unnecessarily.

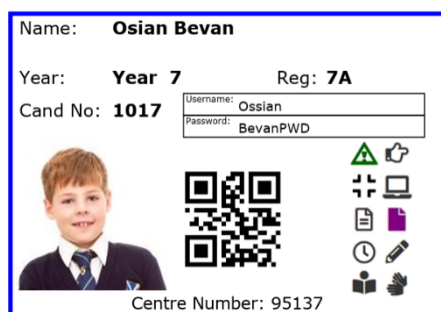
Feature 3 – Candidate Login Details on Candidate Cards

To support candidates who use a **laptop or computer reader** during exams, Centres can now record **individual login details** (username and password) within Exams Assist.

These details can then be **printed directly onto Candidate Cards**, making it easier to manage access on the day of the exam.



To Enable, navigate to the **Overview Tab | Configure Exams Assist**, then enable - **Allow setting of candidate Username and Password (Beta)**. Once enabled a new field will appear in the



Candidate popup in the **Candidate Tab**. Select a candidate then enter the candidate's **username and password** for their exam device.

When printing the report - **Candidate Cards (A6 – 4 per page)**, ensure that **Show Laptop Username and Password boxes** is selected, these login details will automatically appear for candidates who have a **laptop or computer reader** as an access arrangement. This provides a simple and secure way to ensure candidates have the correct login details available at the start of their exam.

Feature 4 – ‘Printed on’ Option

When generating reports in Exams Assist, you can now include a “**Printed On**” date on each page of the document. To enable this feature, navigate to the **Overview Tab | Configure Exams Assist**. Then enable - **Add Printed On to all Print to PDF**.

Once enabled, all future reports printed to PDF will automatically include the **date they were generated** on each page. This provides a clear audit trail, helping Centres ensure they are working from the **most up-to-date documents**.



Printed 28/04/2026 14:22

Fri 01 May 2026 09:00 : Art Test

1			7004 Stephen Ackton ENG1 10:00 🖨️ ⚙️ ✎️	7015 Lucy Barnes ENG1 10:00 🖨️ 📄	5
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Feature 5 – Conflict of Interest Roaming Session Check

The **Conflict-of-Interest** check in Exams Assist has been enhanced to better align with **JQC requirements**, which state that invigilators must not supervise candidates where a personal connection could compromise the integrity of the exam.

Previously, conflict checked only identified issues where a **named invigilator was assigned to the same room as a specific candidate**.

This has now been expanded to include **roaming invigilators**. Now, if an invigilator has declared a conflict with a candidate, the system will flag a conflict **whenever that candidate is sitting an exam during the same session** — regardless of the room they are in.



This ensures that potential conflicts are identified more accurately, helping the Exams Team to maintain **compliance and avoid any risk to exam integrity**.

Feature 6 – Paper Check Updated

The feature Check functionality in the portal has been updated so that several invigilators can complete and record the paper check function. Previously, this was restricted to one invigilator.

Feature 7 – Scribe and SRB mapping in Access Arrangements Settings

Centres can now map their own **Access Arrangement names** to standard Arrangement name within Exams Assist.

Scribe Mapping

When generating the **Scribe Sheet**, the report traditionally this will include any candidates with an arrangement named *Scribe*. However, as Centres may use different naming conventions, you can now map your own arrangements to **Scribe**.

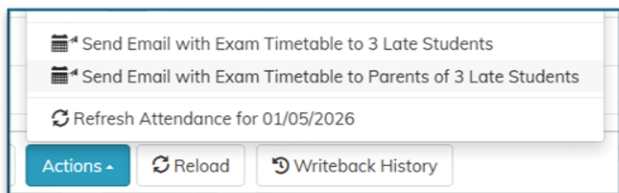
To do this, navigate to - **Overview | Actions | Access Arrangements Settings**. Once mapped, any candidates with these arrangements will be **automatically included** when generating the Scribe Sheet.

Supervised Rest Break (SRB) Mapping

A new mapping option is also available for **Supervised Rest Breaks (SRB)**. Centres can map their own arrangement names to SRB, ensuring that candidates with these arrangements have access to the **SRB in/out functionality** within the invigilator portal.

Feature 8 - Emailing Late Candidates

To help Centres manage candidates who arrive late for exams, you can now **send emails directly to late students** from the Daily Planner. To send an email, navigate to the **Daily Planner Tab | Attendance | Actions | Send Email with Exam**

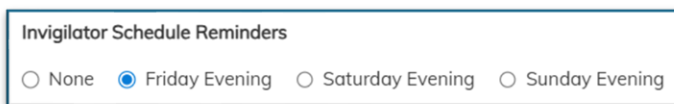


Timetable to Late Student. Once selected, you can **compose your message** and choose to **send immediately or schedule for later**.

Feature 9 - Weekly Invigilator Schedule Reminders

Centres can now schedule **weekly email reminders** to keep invigilators informed of their upcoming duties. Once enabled, any invigilator scheduled for the forthcoming week will automatically receive a reminder email.

To configure this, navigate to the **Overview Tab | Configure Exams Assist | Invigilators Tab** then select the **day of the week** you would like the reminders to be sent. To disable this feature, simply change the setting to **None**, and reminder emails will no longer be sent.

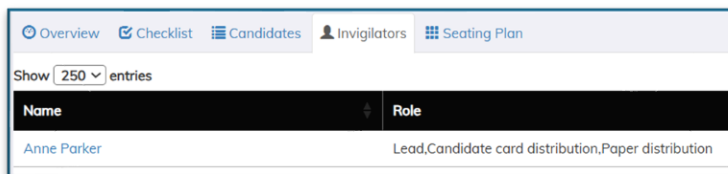


Feature 10 – Additional Invigilator Roles



To further assist with delegation of duties within the Exam Room, the Centre can now create additional roles i.e. Who should

distribute the exam papers or who is responsible for collecting the papers at the end of the exams etc. Once assigned these will appear in the invigilator tab on their portal.



Feature 11 – Multi-Print

The **Multi-Print** section has been enhanced to improve usability. It will now remember the **last four Multi-Print selections**, rather than just the most recent one.

New/Updated Reports

- **Scribe Cover Sheet**

Scribe cover sheet			JCQ/scribe Form 2
<p>Important: To ensure that a candidate is neither advantaged nor disadvantaged when marks are being awarded every section of this form must be correctly completed. The notes on page 3 must be read before completing this form.</p>			
Season	Summer 2026		
Centre	12345 Martin's Green Abbey		
Candidate No	7004	Candidate Name	Ackton, Stephen
Application Ref			
Examination for which a scribe was used			
Awarding Body	Title	Entry Code	Component Code
	English English 1 Test	ENG	ENG1
<p>For the awarding body to apply the correct mark allocation the following information must be provided. If this information is not provided the awarding body cannot guarantee that the script will</p> <p>Please place an 'X' in the relevant box.</p> <p>Scribe/speech recognition technology:</p> <p>1. The candidate did not dictate spellings (letter by letter) and punctuation. <input type="checkbox"/></p> <p>2. The candidate dictated punctuation. <input type="checkbox"/></p> <p>3. The candidate dictated spellings letter by letter. <input type="checkbox"/></p> <p>4. The candidate dictated punctuation and spellings letter by letter. <input type="checkbox"/></p> <p>Word processor with spelling and/or grammar check enabled:</p> <p>5. The candidate used a word processor with predictive text/spell check enabled (switched on) and grammar check disabled (switched off). <input type="checkbox"/></p> <p>6. The candidate used a word processor with predictive text/spell check and grammar check enabled (switched on). <input type="checkbox"/></p> <p>7. The candidate did not use the approved access arrangement. <input type="checkbox"/></p>			
Please detail any problems during the examination (e.g. an issue with speech recognition software)			

- **Exam Room Count**

Date	Time	Room	Count
30/04/2026	08:00 - 09:00	Main Hall	49
01/05/2026	09:00 - 10:15		29
01/05/2026	09:00 - 10:15	Art Room 3	1
01/05/2026	09:00 - 10:15	Art Test	3
01/05/2026	09:00 - 10:15	Boardroom	2
01/05/2026	09:00 - 10:00	Business Studies 1	1

- **Room Candidate Counts by Subject**

English					
Date	Time	Room	Subject	AA	Candidates
01/05/2026	09:00 - 10:15		English	14	29
01/05/2026	09:00 - 10:15	Art Room 3	English	1	1
01/05/2026	09:00 - 10:15	Art Test	English	3	3
01/05/2026	09:00 - 10:15	Boardroom	English	2	2
01/05/2026	09:00 - 10:00	Business Studies 1	English	1	1
01/05/2026	09:00 - 10:15	Drama Studio	English	1	1

- **Daily Planner – Schedule**

07/05/2026 - Daily Planner				
Time	Room	Exam	Count	Invigilators
09:00 - 10:30	Laptop Room	3310U10-1 : Mathematics	1	Mrs A Zelinskova (Lead,Paper Check)
09:00 - 11:12	Main Hall	20170K01 : Law 31761H1B : Computer Science 3310U10-1 : Mathematics 3310U30-1 : Mathematics 3310U50-1 : Mathematics	140	Miss S Abdullah ! (Lead,Paper Check,Extra Time,Scribe) Mr S Dumbell [08:30-12:30] Mrs A Lansar Ms D Nairn (Extra Time) Mr D Trench Chris Jones
09:00 - 11:15	Music Office	3310U10-1 : Mathematics	1	Mrs M Anderson (Lead,Paper Check,Extra Time)
13:00 - 15:00	Main Hall	20170K01 : Law 6700QCL-1 : English	35	Miss S Abdullah (Lead,Paper Check,Extra Time) Mr S Dumbell

- **Word processor Report – Updated – Added the ability when generating the report to add a title when printed.**

Word Processor Cover Sheet ★

A4 two per page - Sort by Room, Date-Time, then Seat ▼

Report Title

Word Processor cover sheet

- **Roaming Invigilator Check-in Form**

Roaming invigilator Check-in form		
Date + Time	15/06/2026 09:00 - 10:45 (1h 45m)	
Room	A2	
Exam	Board:AQA Level:GCSE/FC Subject:Physics 8463H : PHYSICS TIER H 8463/2H : PHYSICS PAPER 2 TIER H	
	The invigilator in this exam room is also acting as (tick all that apply):	
	<input type="checkbox"/> a practical assistant <input type="checkbox"/> a prompter <input type="checkbox"/> a reader <input type="checkbox"/> a scribe	
Time of visit	Observation	Name + Signature