

SchoolWorkSpace - What's New November 2025

Feature 1 – New Access Arrangements Icon



Two New Access Arrangement icon has been added; 1. Wheelchair Users and 2. A Highlighter.

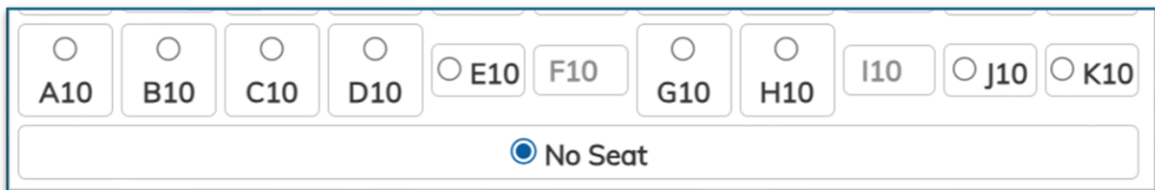
Feature 2 – Add Multi-Room Check

When assigning rooms to multiple exams from the **Timetable & Seating** tab, Exams Assist now automatically takes room capacity into account.

If a room reaches full capacity, any additional candidates will no longer be assigned to that room and will appear as **Un-roomed** the **Timetable and Seating Tab**.

Feature 3 – No Seat option when invigilators re-assigning seats

A new additional spare seat, labelled **No Seat**, has been added to every room. This allows invigilators to temporarily assign a candidate to the No Seat box when a room is full and adjustments are needed. By doing so, they gain the flexibility to move other candidates around within the exam room as required.

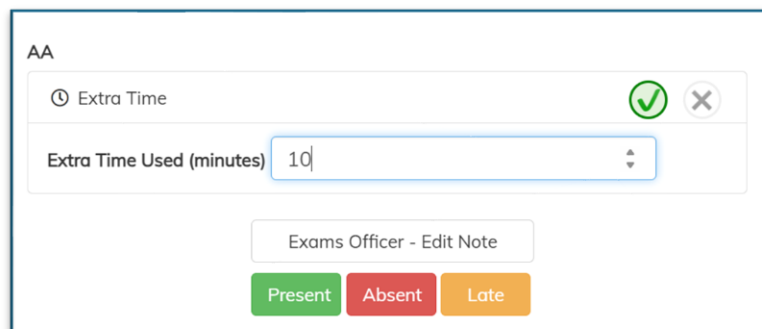
A screenshot of a seating arrangement interface. It shows a row of ten seats labeled A10, B10, C10, D10, E10, F10, G10, H10, I10, J10, and K10. Each seat has a radio button next to it. Below the row of seats is a larger box labeled 'No Seat' with a radio button that is currently selected (indicated by a blue dot).

Feature 4 – ICE booklet added to invigilator help

A link to download the **Instructions for conducting examinations** from https://www.jcq.org.uk/wp-content/uploads/2025/08/JCQ-Instructions-for-conducting-examinations-2025_6_FINAL.pdf has been added to the invigilators help pages.




Feature 5 – Record Extra Time Used

Added ability for invigilators to record to record Extra Time Used if the recording of Access Arrangements used is enabled.

A screenshot of a form titled 'AA'. It has a section for 'Extra Time' with a green checkmark icon and a close button. Below this is a text input field labeled 'Extra Time Used (minutes)' with the value '10' entered. At the bottom of the form are three buttons: 'Present' (green), 'Absent' (red), and 'Late' (orange). Above these buttons is a button labeled 'Exams Officer - Edit Note'.

Feature 5 – Access Arrangements Setting Track Used

A new checkbox option has been added to the **Access Arrangements Settings** (located under *Overview Tab | Actions | Access Arrangements Settings*). This setting allows centres to specify whether an arrangement should be included on the Allowances Card printouts and whether it should appear in the list that invigilators use to record whether the arrangement was used during the exam.

Access Arrangements											
Icon	Arrangement	Staff Required	Modified Paper	Laptop	Computer Reader	ARA	Dictionary	Extra Time	Track Used	Highlight	Name Highlight
	Toilet Pass	<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"/>
	Epilepsy	<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 checked="" type="checkbox"/>
	Colour Overlays	<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"/>

Feature 6 – Link to the JCQ Invigilator Announcement

There is now a link available on the **Overview** tab of the Invigilators' Portal that provides direct access to the official JCQ Invigilators' Announcement.




☐ Exam register complete

☐ Warning to Candidates has been read out

Start the Exam J/CQ Standard Announcement

Feature 7 – Additional Filters available when Seating

37 Unallocated Sort ▾

- By Cand No
- By Name
- By Component then Cand No
- By Duration
- By Reg Group then Cand No
- By Reg Group then Name
- By Teaching Set then Cand No
- By Teaching Set then Name
- By Has Access Arrangements
- By Has Extra Time
- By Has Laptop
- By Has Staff Required
- By 
- By 
- By 

When seating, additional filters have been added to assist with Seating candidates with Access

Arrangements. It is now possible to sort any of the arrangements in the exam room, also its possible to select the required number of seats, once selected the Access Arrangements Icons.


Snake by rows starting top left
3110U20-1


Reg Group


With AA Icon

3 with Access Arrangements to empty seats

34 without Access Arrangements to empty seats

With 

With 

With 

the required number of seats, once selected the Exams Team can seat by any of the Access Arrangements Icons.

Feature 8 – Season Selection when Duplicating an Exam

Duplicate Exam 3110QS / 3110U20-1

Into Season

December 2025

Exam Type

Exam

Exam Board

WJEC/GCSE

Exam Level

GCSE/FC

Element Code

3110QS

Element Name

Geography

It is now possible for centres to choose which season an exam should be copied into when duplicating it. To duplicate an exam into a different season, edit the exam you wish to duplicate, then select **Actions | More Actions | Duplicate Exam**. A new option has been added to this dialog box, allowing the Exams Team to select the specific season into which the exam should be duplicated.

Feature 9 - Assigning candidates to a room for the current season only

Assign to Room : Select Room ▾

☐ Set room and seat only for the current exam season

When assigning a candidate to a room and a seat from the Candidates Tab, a new option has been added to allow the Exams Team to only assign the candidate for the selected season only and not all season.

Feature 10 – New Room Option

A	B	C
1 ↗ 9015 Bryn Beddow ⋮ 📱 🗺️ 3110U20-1	2 ↗ 9020 Claire Berry ⋮ ⌚ 3110U20-1	3
7	6	5

A new feature has been added in the room configuration. It is now possible to Use Seat Numbers on seating plans rather than the coordinates. Rather than the seat displaying A1, A2 etc it will be replaced with 1, 2 etc.

Feature 11 - Candidates Excel Download

More information has been added when the Candidate Excel is Download. Within the Absence Tab of the Spreadsheet, it now includes the logs showing the rescheduled exams too.

New/Updated Reports

Allowances Card - A5 / A4 two per page

The report has been updated to allow Centres to record the amount of Extra Time Used, this is to align with the functionality within the Invigilators Portal.

[illegible]

Allowances Card Alt - A5 / A4 two per page

The report has been updated to allow Centres to record the amount of Extra Time Used, this is to align with the functionality within the Invigilators Portal.

CENTRE NUMBER	12345			
Name	Cand No	Allowances	Room	Seat
Aleena Anwar	9006	⌚	Drama Studio	D1
01/12/2025 3430U40-1 Science Double Unit 4 Foundation	Start Time :		End Time : <small>including extra time</small>	
	Exam Duration		1h 15m plus 19m (25% Extra Time)	
	Candidate Duration		1h 34m 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
			<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
Student signature :			<input type="checkbox"/> Used	<input type="checkbox"/> Not Used
			<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

Exam Room Cover Sheets

Second check added and made them customisable.

● Exam Room Cover Sheets

★

A4 Sort by Room then Date-Time

▼

☐ Modified Paper Access Arrangements Only

☐ 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 Cover Sheet

Date	01/12/2025		
Day	Monday		
Room	Boardroom		
Component	WJEC/GCSE / GCSE/B / 3430U40-1		
Exam Title	Science Double Unit 4 Foundation		
Start Time	09:00		
Duration	1h 15m (5)		
# Candidates	5		
Access Arrangements			
Invigilators			
Room Note			
	Date + Time	Name	Signature
Checked and split by			
2nd pair of eyes check by			

Rest Break Card - A5 / A4 two per page

New sort option to scale the card down from A5 to A6 and 4 per page

Rest Break Card - A5 / A4 two per page

- A4 four per page - Sort by Room, Date-Time then Name
- 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
 - A4 four per page - Sort by Room, Date-Time then Name

Name	Cand No.	Exam	Room	Seat
Edith Morrison	x0031	17/11/2025 09:00 - 09:30 SCI/1711B Training Exam	Room2 : Art & Design	C5

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

Name	Cand No.	Exam	Room	Seat
Richard Williams	x0045	17/11/2025 09:00 - 09:30 SCI/1711B Training Exam	Room3	B3

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

Exam AA Used

A new report has been added in the Registers Section called Exam **AA Used**. This is the Access Arrangements Used based on an Exam and not a Room. The report only contains the candidate with Arrangements.

Exam Arrangements Used : SCI/1711B : Biology SCI/1711 Training Exam

17/11/2025 09:00

Cand No	Name	Access Arrangements
x0001	Chloe-Grace Kelley-MacMilligan	Extra Time (Used) 10m of Extra Time used
x0002	Kirsten Dixon	25%
x0003	Mary Turner	Scribe

Allowances Card with Rest breaks - A4

This report is a combination of the Allowances Card and the Rest break card, to save the Centre's requiring to print two separate reports for these Candidates.

Examination Register By Component With Access Arrangements" candidate count added to header

Candidates - AA Used

This has been updated to add the attendance information of the exam (if recorded).

Exam Candidate List - By Date+Time and Room

The Exam Candidate List has been amended, the Seat Moved has been moved to a separate column.

Compact Seating Plan

A new option has been added to the Compact Seating Plan to display the clash flags.

Invigilators Sign In Sheet

A new report has been added called - Invigilators Sign In Sheet - with total time has been added in the Invigilators Tab. Also, a new option has been added to the Invigilators Sign in Sheets, there is now the ability to add a page break between each invigilator.

Rest Break Card - A5 / A4

There is now a new option for the above report. The Centre can select 4 rest break cards per A4 sheets.

Extra Time Card - 8 per page

The Extra Time Card – 8 per page report has been updated to be consistent with the online portal. The invigilators can now enter the number of minutes of Extra Time used instead of just recording Yes or No.