

SchoolWorkSpace - What's New November 2025

Feature 1 – New Access Arrangements Icon



A New Access Arrangement icon has been added; this is for any candidates that requires a wheelchair.

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** in both the timetable and seating view.

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

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.

Chloe-Grace Kelley-MacMilligan

Cand No

x0001

Name

Chloe-Grace Kelley-MacMilligan

Component

SCI/1711B Biology SCI/1711 Training Exam

Date

17/11/2025

Start Time

09:00

Non Extra Time Duration

30m

Duration

0h 38m

Room

Room1 - West Wing Performance Hall

Seat

A1

Change Room and Seat

Reschedule SCI/1711B for Chloe-Grace Kelley-MacMilligan

AA

Extra Time

✓

✕

Extra Time Used (minutes)

10

Exams Officer - Edit Note

Present

Absent

Late

New / Updated Reports

Allowances Card - A5 / A4 two per page

Added area to record Extra Time Used

CENTRE NUMBER	12345			
Name	Cand No	Allowances	Room	Seat
Aleena Anwar	9006	①	Drama Studio	D1
01/12/2025 09:00 3430U40-1 Science Double Unit 4 Foundation	Actual Start Time :		Actual End Time :	
	Duration : 1h 15m + 19m		Student signature :	
	Extra Time Used :			
Please record the allowances used by ticking the relevant box	25% Extra time		☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used

Allowances Card Alt - A5 / A4 two per page

Added area to record Extra Time Used

CENTRE NUMBER	12345			
Name	Cand No	Allowances	Room	Seat
Aleena Anwar	9006	①	Drama Studio	D1
01/12/2025 3430U40-1 Science Double Unit 4 Foundation	Start Time :		End Time : including extra time	
	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		☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used
			☐ Used	☐ Not Used
Student signature :			☐ Used	☐ Not Used
Invigilator signature :			☐ Used	☐ Not Used
			☐ Used	☐ 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)

Candidates5

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 WJEC/GCSE/B / 3430U40-1	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 WJEC/GCSE/B / 3430U40-1	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				

Name	Cand No.	Exam	Room	Seat
Jared Payne	x0037	17/11/2025 09:00 - 09:30 WJEC/GCSE/B / 3430U40-1	Room2 : Art & Design	D5
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

New Printout : "Exam AA Used" in the Registers section to complement the "AA Used" in the Candidate section - reporting on the invigilator recorded Access Arrangements used.

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