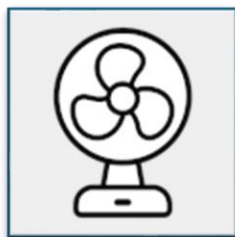


SchoolWorkSpace - What's New May 2026

New Access Arrangements Icons

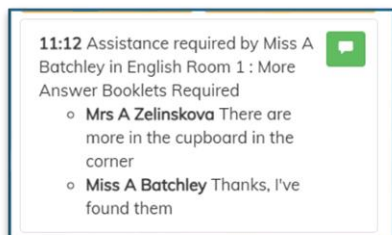


Water



Fan

Feature 1 – Assistance Required Updated



The **Assistance Required** and **IT Support Required** features have been enhanced to improve communication between invigilators and the Exams Team.

Invigilators in the exam room can now **respond directly to messages** from the Exams Team regarding assistance requests.

This update helps:

- Keep the entire Exams Team **fully informed in real time**
- Reduce unnecessary movement between rooms
- Improve efficiency during busy exam periods



Feature 2 – Medical Alerts

SMS Sender ID:
ExamsAssist

Medical Alert SMS Mobile:

Optional : Will be sent an SMS when an Invigilator adds a Medical Alert

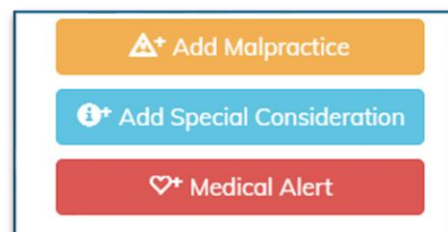
To support Centres in managing **serious medical incidents during exams**, a new **Medical Alert** button has been added to the **Candidate popup**.

This feature is designed for situations where **immediate assistance is required**, such as deploying the First Aid Team to the exam room.

How It Works

When the **Medical Alert** button is selected:

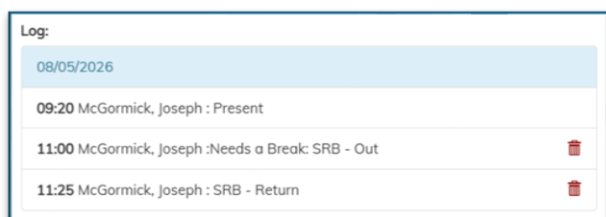
- An **SMS notification** is sent to the designated staff member
- A **notification is logged within Exams Assist**
- The alert is displayed in the **Assistance Required** section



Configuration

To set up SMS notifications, navigate to: **School Settings | Settings**, Then enter the contact number in **Medical Alert SMS Mobile**.

Feature 3 – Deleting Supervised Rest Break



To support Centres in managing **Supervised Rest Breaks (SRB)** more accurately, Exams Officers can now **delete SRB Out and Return entries** where these have been recorded in error.

How It Works

- If an **SRB Return** is deleted, the candidate will be marked as **Out again**, ready for their return
- The candidate's **additional time will be automatically recalculated**

If both the **SRB Out and Return** entries are deleted:

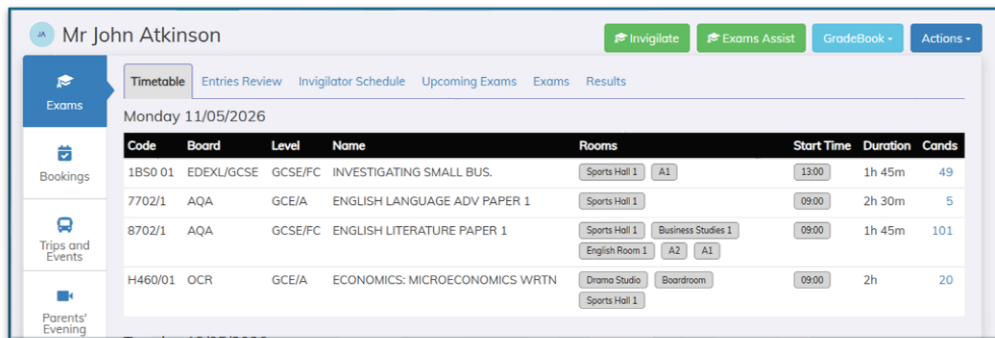
- The SRB record will be deleted
- The candidate's **end time will be updated accordingly**

How to Amend SRB Entries

Navigate to the **Candidate Tab**, then:

- Select **Actions** against the relevant candidate
- Scroll down to the **Logs section**
- Delete the required **SRB entries**

Feature 4 – Staff Members' Homepage



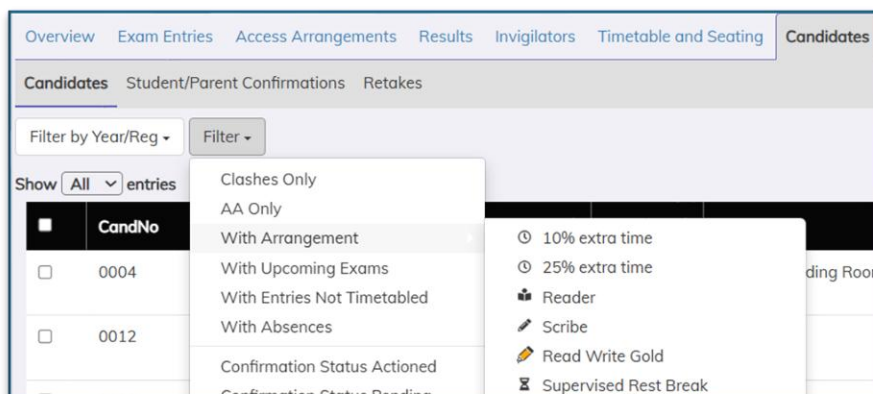
Code	Board	Level	Name	Rooms	Start Time	Duration	Cands
1BS0 01	EDEXL/GCSE	GCSE/FC	INVESTIGATING SMALL BUS.	Sports Hall 1 A1	13:00	1h 45m	49
7702/1	AQA	GCE/A	ENGLISH LANGUAGE ADV PAPER 1	Sports Hall 1	09:00	2h 30m	5
8702/1	AQA	GCSE/FC	ENGLISH LITERATURE PAPER 1	Sports Hall 1 Business Studies 1 English Room 1 A2 A1	09:00	1h 45m	101
H460/01	OCR	GCE/A	ECONOMICS: MICROECONOMICS WRTN	Drama Studio Boardroom Sports Hall 1	09:00	2h	20

A new **Timetable tab** has been added to the **Staff Members' Homepage** within the **Exams Section** of SchoolWorkSpace. This tab displays all forthcoming exams taking place at the Centre, including both **Internal and External exams**.

Staff members can also view the candidates entered for each exam and see the exam location and room details

This enhancement provides staff with greater visibility of upcoming exams, helping improve awareness and communication across the Centre.

Feature 5 – Candidates tab - filter by Access Arrangement



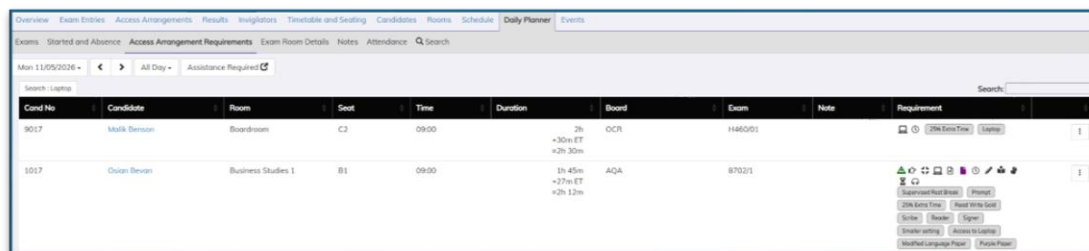
Filter
Clashes Only
AA Only
With Arrangement
With Upcoming Exams
With Entries Not Timetabled
With Absences
Confirmation Status Actioned
Confirmation Status Pending
10% extra time
25% extra time
Reader
Scribe
Read Write Gold
Supervised Rest Break

To help Centres manage **Access Arrangements** more efficiently, Exams Officers can now **filter candidates by a specific Access Arrangement** within the **Candidate Tab**.

This is particularly useful when identifying candidates who require a **Reader or Scribe**, assigning candidates to **separate rooms** or ensuring all relevant candidates are included in planning.

Feature 6 - Daily Planner – Access Arrangements Tab

A new **Edit** button has been added to the **Daily Planner | Access Arrangements Tab**. This enhancement allows Centres to quickly record whether the candidate **used their arrangement during the examination or not**. This is particularly useful for Centres that currently record this information manually and need to maintain a centralised records within Exams Assist.

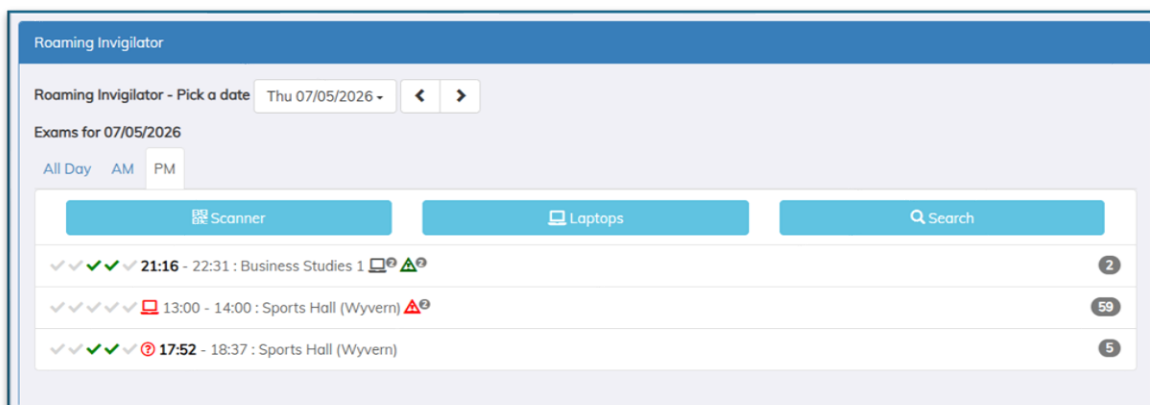


Cand No	Candidate	Room	Seat	Time	Duration	Board	Exam	Note	Requirement
9017	Mulk Benson	Boardroom	C2	09:00	2h +30m ET +2h 30m	OCR	H46001		
1017	Osian Bevan	Business Studies 1	B1	09:00	1h 45m +27m ET +2h 12m	AQA	87021		

Feature 7 – Invigilator Portal Day Filter

To improve navigation for **Roaming Invigilators**, new **AM** and **PM** tabs have been added to the Invigilator Portal. This enhancement is particularly useful for Centres running multiple exam rooms throughout the day, reducing the need for invigilators to scroll through long lists of sessions.

Exams Assist will automatically default to the most appropriate tab based on the current time of day, helping invigilators quickly access the information relevant to their session.



Time	Room	Status	Count
21:16 - 22:31	Business Studies 1	Success	2
13:00 - 14:00	Sports Hall (Wyvern)	Warning	59
17:52 - 18:37	Sports Hall (Wyvern)	Warning	5

Feature 8 – Roaming Invigilator Assistance View

To further support Roaming Invigilators, a new pop-out Assistance Required button has been added to the Roaming section of the Invigilator Portal. Once selected, invigilators will be able to view a live list of all recorded Assistance Required requests across the Centre, helping the wider Exams Team respond more efficiently to issues during the exam day. This enhancement provides greater visibility of ongoing requests and improves communication and coordination across multiple exam rooms.

Clock-In & Clock-Out

Clock-In My Work Sessions

Roaming Invigilator

Roaming Invigilator - Pick a date: Fri 22/05/2026

Exams for 22/05/2026

Scanner Laptops Search Assistance Required

- ✓✓✓✓✓ 09:00 - 15:15 : Art Room 2
- ✓✓✓✓✓ 09:00 - 12:00 : Sports Hall (Wyvern)
- ✓✓✓✓✓ 13:00 - 14:15 : Sports Hall (Wyvern) ⚠

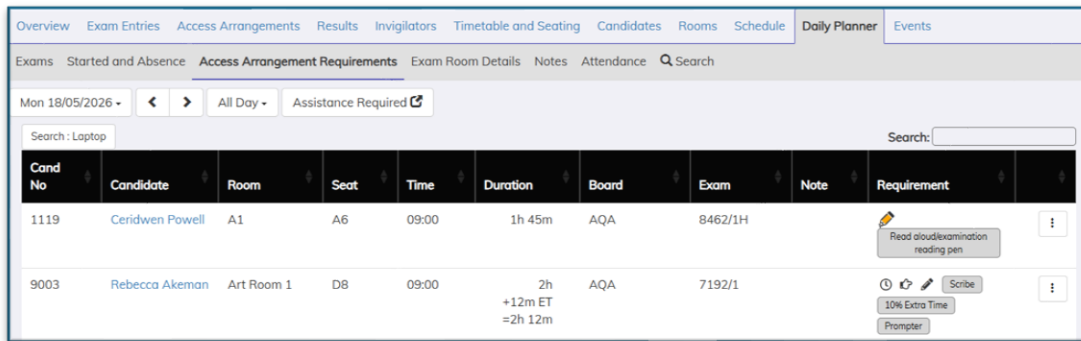
Assistance Required 15/05/2026

- 22:54 Assistance required by Dr Blacker in Sports Hall 1 : test 22:54
- 12:55 Assistance required by Dr Blacker in Sports Hall 1 : test 8
 - John Atkinson reply to test 8
 - John Atkinson second reply to test 8
- 12:43 Assistance required by Dr Blacker in Sports Hall 1 : test 7
 - Dr Blacker reply to test 7
- 12:43 Assistance required by Dr Blacker in Sports Hall 1 : test 6
- 12:41 Assistance required by Dr Blacker in Sports Hall 1 : test 5
- 12:39 Assistance required by Dr Blacker in Sports Hall 1 : test 4
- 12:32 Assistance required by Dr Blacker in Sports Hall 1 : test 3
- 12:15 Assistance required by Dr Blacker in Sports Hall 1 : test 2
- 11:59 Assistance required by Dr Blacker in Sports Hall 1 : test 1

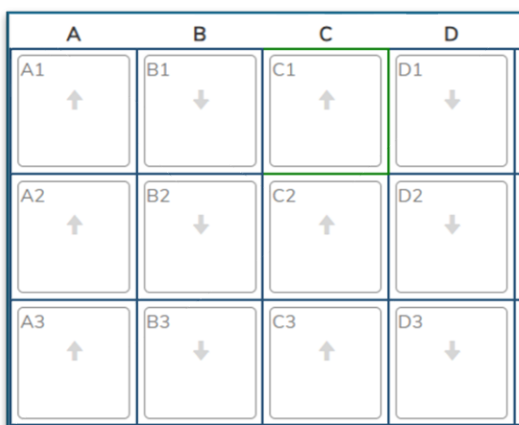
Feature 9 – Updating Access Arrangements Used

For Centres that manually record whether candidates used their Access Arrangements during an examination, updating this information in Exams Assist has now been made much simpler.

A new **Edit** button has been added to the **Daily Planner | Access Arrangements** section. Once selected, the Exams Team can quickly update whether a candidate used their allocated arrangement for a specific exam, helping Centres maintain accurate records while significantly reducing administration time for the wider team.



Feature 10 – Seating Plans – Snake Order Arrows



To assist Centres when creating and managing Seating Plans, Exams Assist will now display directional arrows to clearly show the snake order used when assigning candidates to seats.

When creating or editing a seating plan, the arrows will visually indicate the direction candidates will be allocated across each row, helping the Exams Team quickly understand the seating sequence and reducing the risk of seating errors during busy exam periods.

There is also a new option in the Room Settings > More Settings > "Show snake sort arrows on seating plan". To show direction arrows next to the column letters/row numbers including on the printed version of the seating plan, providing clear guidance for invigilators and staff during the exam.

Feature 11 – Seating Plan Templates

To further assist Centres when seating candidates, Exams Assist now allows icons to be added directly to Seating Plan Templates. These icons will then appear automatically when candidates are seated, helping the Exams Team quickly identify important room features and candidate requirements.

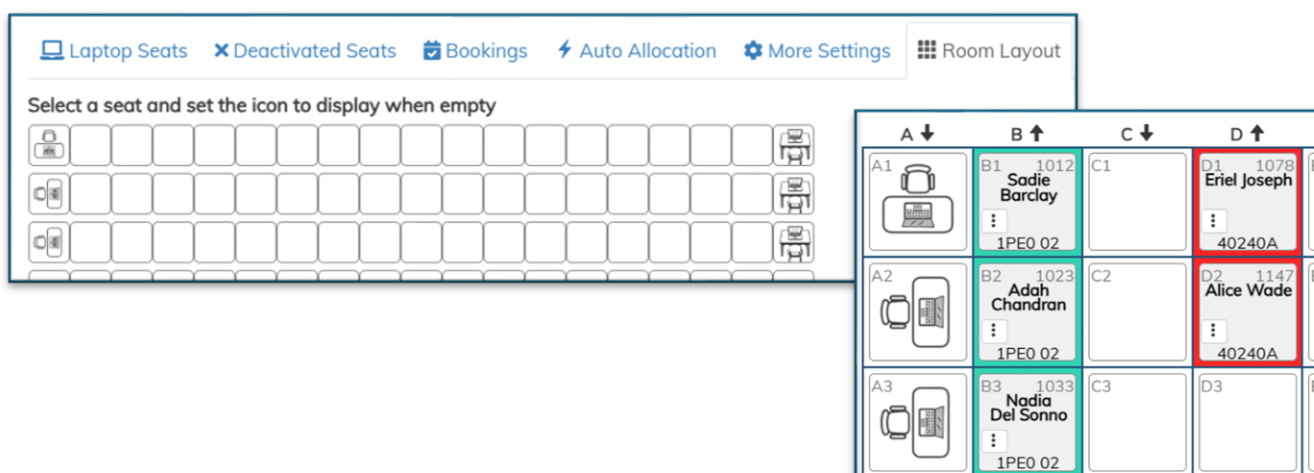
Available icons include:

- Doors
- Windows
- Laptop Desks
- Computer Reader Desks
- Projectors
- and other room reference icons

To configure these icons, navigate to the **Rooms Tab** and select the required room. Scroll down to the **Room Layout** section where a grid representation of the room will be displayed.

To assign an icon:

- Select the required seat or position on the layout.
- Choose the appropriate icon.
- Select **Save** to apply the changes.



New/Updated Reports

- **Invigilator Register**

Friday 08/05/2026 - Invigilator Register					
Date	Name	Room	Start	End	Present
08/05/2026 PM	Miss S Abdullah	Main Hall Lead, Paper Check, Extra Time, Scribe	12:15	14:53	
08/05/2026 AM	Mrs M Anderson	Main Hall Lead, Paper Check, Extra Time	08:15	10:53	
08/05/2026 AM	Miss A Batchley	English Room 1	08:30	12:00	
08/05/2026 PM	Mr A Blacker	Main Hall	12:30	14:30	
08/05/2026 AM	Mr S Dumbell	English Room 1 Lead, Paper Check, Extra Time	08:15	12:00	

- **Examination Register and Examination Register by Component with Access Arrangements**

Add a new option to add a blank column called **Script** so each row can be ticked are the scripts are being collected.

● Examination Register ☆

Paginate by Date, Exam and Teaching Set, Sort by Name ▼

Only use candidate firstname and lastname

Add Reg Group in brackets to name

Show candidate Clash flag

Add Present box

Add Script box

Exam Register : : 08/05/2026 : 3690U30-1 (23 Candidates)					
3690U30-1 Drama Unit 3 Interpreting Theatre					
Cand No	Name	Exam	Room + Seat	Present	Script
1002	*Stan Ackton (11E)	3690U30-1 1h 53m	Main Hall B1	<input type="checkbox"/>	<input type="checkbox"/>
1009	*Cyla Balinski (11E)	3690U30-1 1h 53m	Main Hall A1	<input type="checkbox"/>	<input type="checkbox"/>
1027	Shanessa Conniff (11D)	3690U30-1 1h 30m	Main Hall B5	<input type="checkbox"/>	<input type="checkbox"/>
1030	*Max Cory (11D)	3690U30-1 1h 30m	Main Hall B6	<input type="checkbox"/>	<input type="checkbox"/>
1032	Katherine Davies (11A)	3690U30-1 1h 30m	Main Hall B7	<input type="checkbox"/>	<input type="checkbox"/>