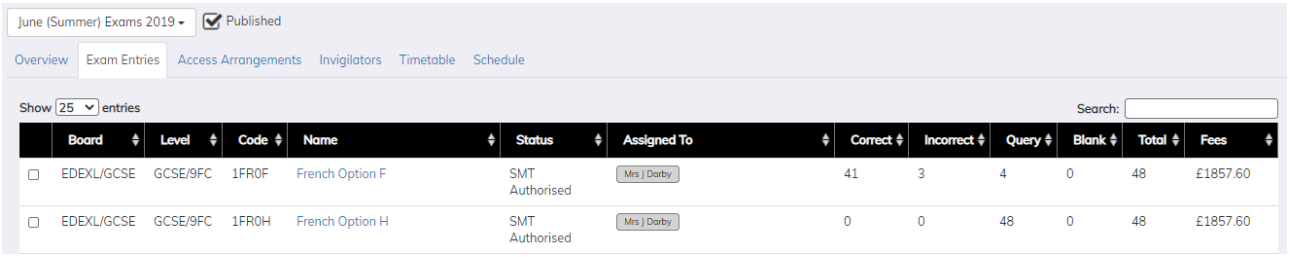
Exams Assist Module within SchoolWorkSpace

The tabs are structured in the order work flow order of conducting the exams within a season, from the initial entries to running the exam. It is possible to important a number of different seasons and to make one the 'default'.

Exams Entry Tab

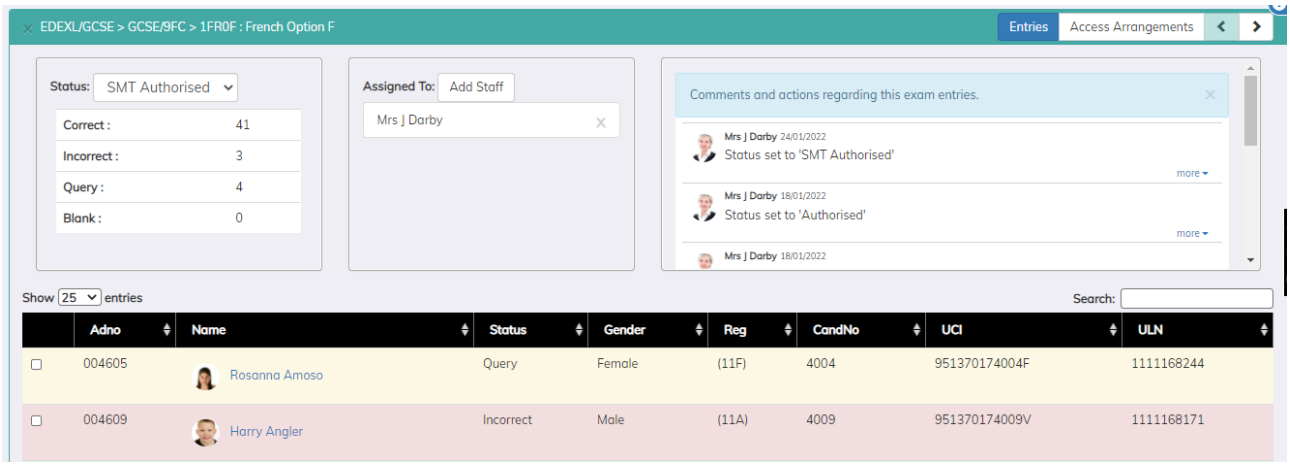
The 'Exams Entry' tab contains a list of all the entries by 'Element.' As you can see from the image below it is possible to 'Assign' an element to a member of staff for them to check and confirm these entries, similar to the traditional process of printing these out and handing them to the teacher or Head of Department to check.



Once these have been allocated to the members of staff, they will be able to view the candidates entered for that 'Element.' Staff will be able to mark each entry as either incorrect, Query or Correct, this can be done individually or as a group.

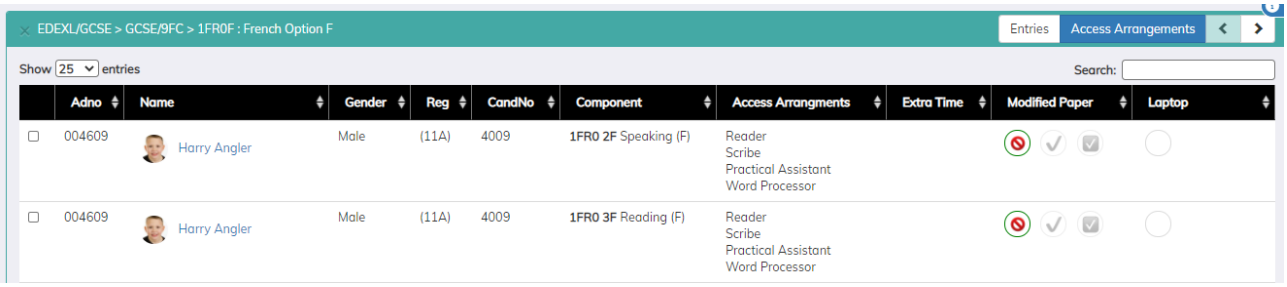
Staff are able to add comments to support the selections made below, these comments can be viewed and actioned by a member of the Senior Team This will mean that all communications regarding these entries will kept in one location, eliminating the need for emailing.

Once the entries have been confirmed as correct the member of staff can 'Authorise' them.



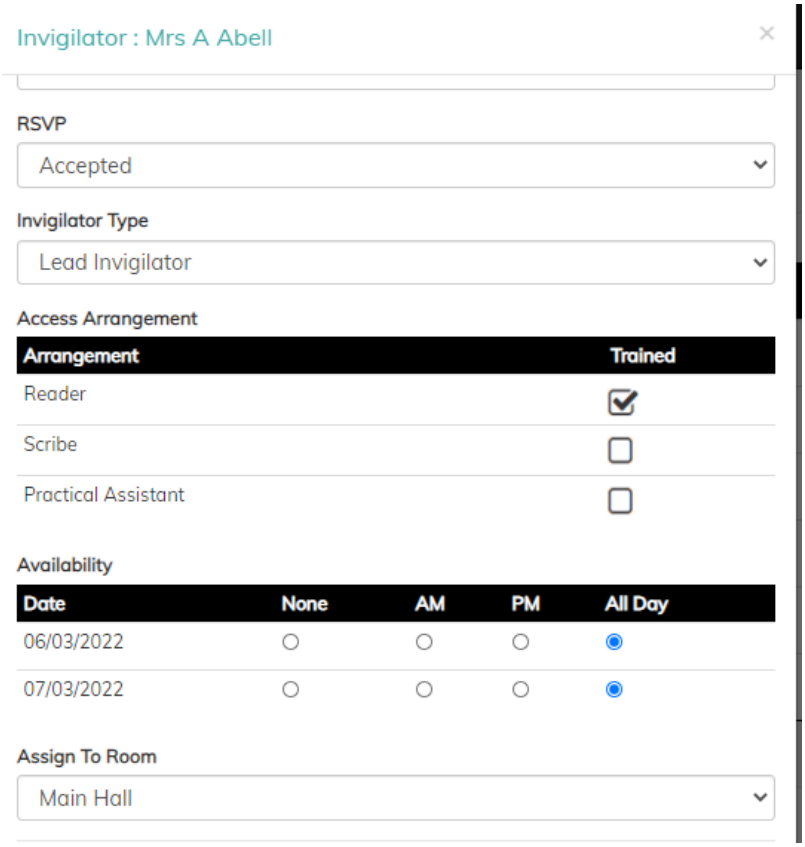
Access Arrangements / Modified Paper Recording Tab

It is possible to toggle the view within the 'Element Entries' to either display by entries or by 'Access Arrangements'. This tab displays the 'Component' data so that modified papers that has been ordered can be recorded, also you are able to the candidates that require a laptop for that specific exam.

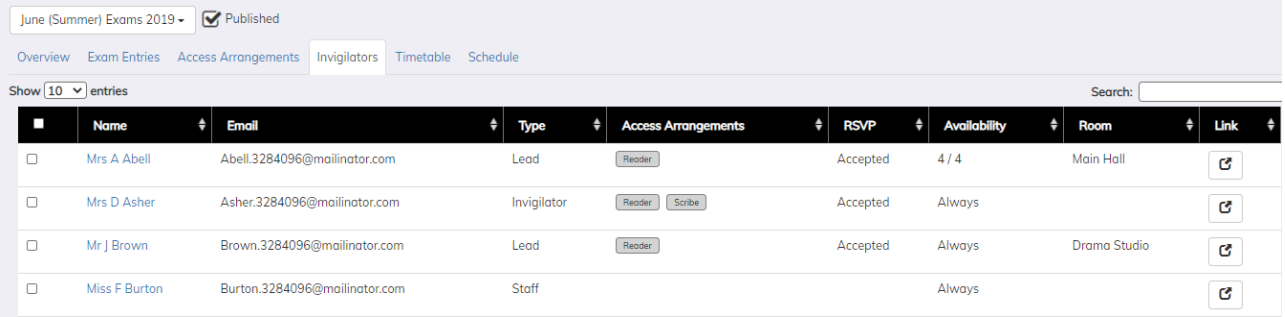


Invigilators / Staffing Tab

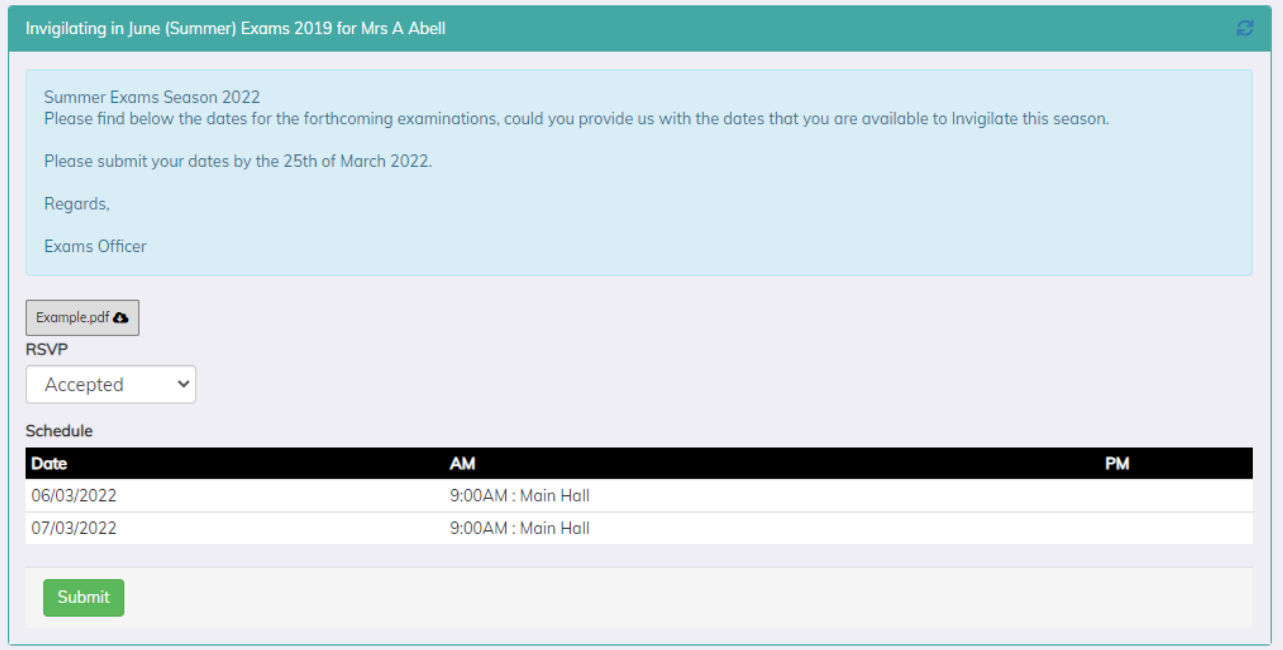
It is possible to allocate invigilators and members of staff to the exam season. It is possible to identify an Invigilator as either a 'Lead Invigilator' or just an 'Invigilator.' Staff can be allocated too and it's possible to identify what training they have received i.e. Reader, Scribe etc. To speed up the scheduling process it's possible to assign a Lead Invigilator to a Room, therefore if the invigilator is available they will be automatically assigned to all the exams taking place in that room.



The scheduling process begins by emailing a blank schedule to the invigilators, this will ask for their availability based on the dates received from the seating organiser. The returned schedules from the invigilators will be used to assist the Examination officer to roster these for each exam.

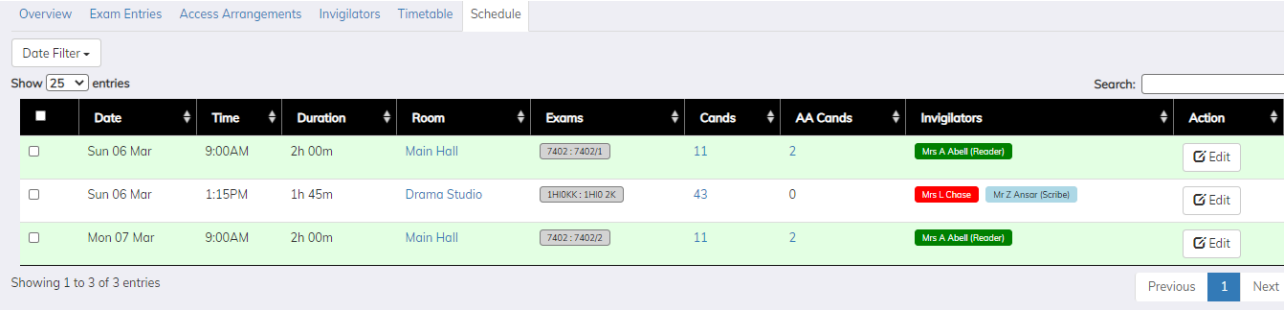
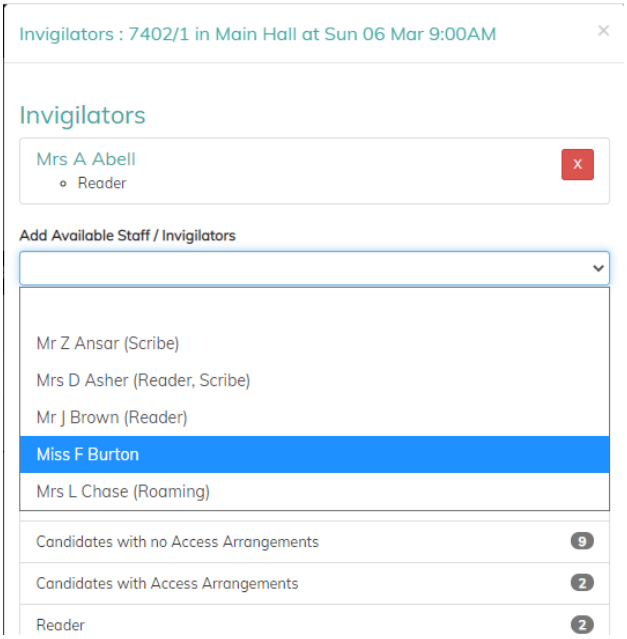


As the invigilator / staff get allocated to an exam room these allocations will appear on their schedules.



Scheduling Tab

The scheduling tab displays the rooms that are being used by exams. It's possible for the exams officer to filter the schedule by date making it easier to view. From the over screen it is possible to view the number and the names of the candidates seated in that room as well as being able to see the names of the candidates that have Access Arrangements, this is a quick way of ensuring that a candidate that shouldn't be in the room is allocated to it. It also gives a quick view of Invigilators / Staff allocated to that room.



Along with allocating an invigilator and/or staff member to a room, it is also possible to add a note to the room i.e. AV is required for a listening exam, there are clash candidates present in this room etc.