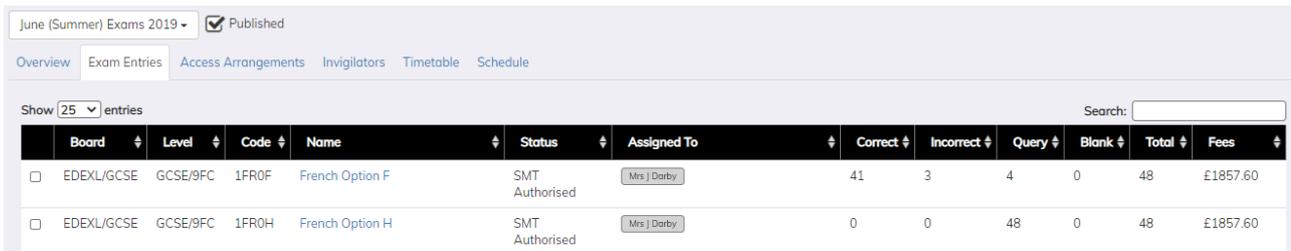


## Exams Assist Module within SchoolWorkSpace

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 import 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.



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Overview Exam Entries Access Arrangements Invigilators Timetable Schedule

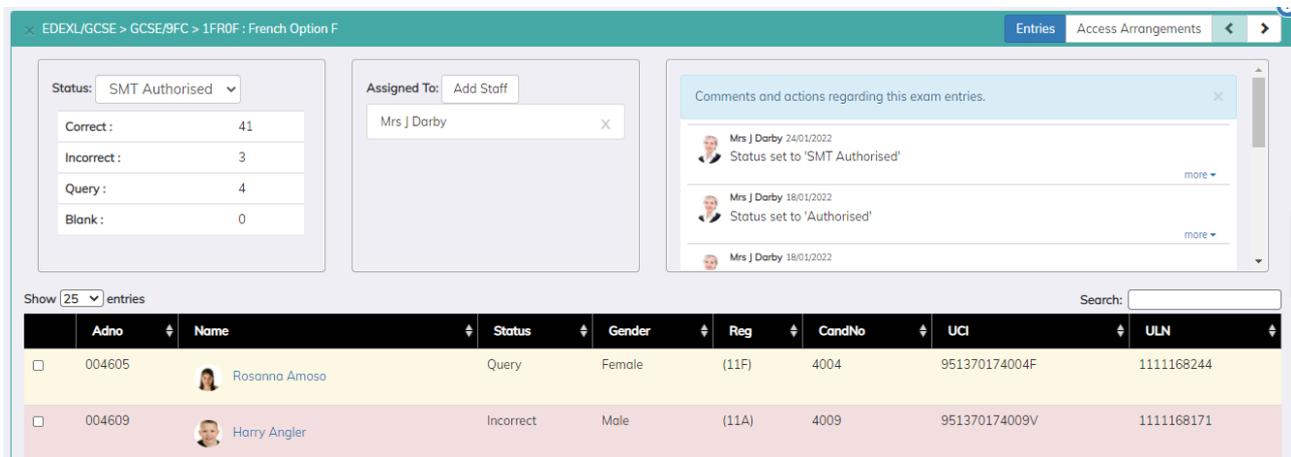
Show 25 entries Search:

	Board	Level	Code	Name	Status	Assigned To	Correct	Incorrect	Query	Blank	Total	Fees
<input type="checkbox"/>	EDEXL/GCSE	GCSE/9FC	1FR0F	French Option F	SMT Authorised	Mrs J Darby	41	3	4	0	48	£1857.60
<input type="checkbox"/>	EDEXL/GCSE	GCSE/9FC	1FR0H	French Option H	SMT Authorised	Mrs J Darby	0	0	48	0	48	£1857.60

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 be kept in one location, eliminating the need for emailing.

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



EDEXL/GCSE > GCSE/9FC > 1FR0F : French Option F

Entries Access Arrangements

Status: SMT Authorised

Assigned To: Add Staff  
Mrs J Darby

Comments and actions regarding this exam entries.

- Mrs J Darby 24/01/2022  
Status set to 'SMT Authorised' [more](#)
- Mrs J Darby 18/01/2022  
Status set to 'Authorised' [more](#)
- Mrs J Darby 18/01/2022

Show 25 entries Search:

	Adno	Name	Status	Gender	Reg	CandNo	UCI	ULN
<input type="checkbox"/>	004605	 Rosanna Amoso	Query	Female	(11F)	4004	951370174004F	1111168244
<input type="checkbox"/>	004609	 Harry Angler	Incorrect	Male	(11A)	4009	951370174009V	1111168171

## 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.

Adno	Name	Gender	Reg	CandNo	Component	Access Arrangements	Extra Time	Modified Paper	Laptop
004609	Harry Angler	Male	(11A)	4009	1FR0 2F Speaking (F)	Reader Scribe Practical Assistant Word Processor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
004609	Harry Angler	Male	(11A)	4009	1FR0 3F Reading (F)	Reader Scribe Practical Assistant Word Processor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 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.

**Invigilator : Mrs A Abell** ✕

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**RSVP**

**Invigilator Type**

**Access Arrangement**

Arrangement	Trained
Reader	<input checked="" type="checkbox"/>
Scribe	<input type="checkbox"/>
Practical Assistant	<input type="checkbox"/>

**Availability**

Date	None	AM	PM	All Day
06/03/2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
07/03/2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**Assign To 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.

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Overview Exam Entries Access Arrangements **Invigilators** Timetable Schedule

Show 10 entries Search:

Name	Email	Type	Access Arrangements	RSVP	Availability	Room	Link
Mrs A Abell	Abell.3284096@mailinator.com	Lead	Reader	Accepted	4 / 4	Main Hall	<a href="#">Link</a>
Mrs D Asher	Asher.3284096@mailinator.com	Invigilator	Reader Scribe	Accepted	Always		<a href="#">Link</a>
Mr J Brown	Brown.3284096@mailinator.com	Lead	Reader	Accepted	Always	Drama Studio	<a href="#">Link</a>
Miss F Burton	Burton.3284096@mailinator.com	Staff			Always		<a href="#">Link</a>

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

Invigilating in June (Summer) Exams 2019 for Mrs A Abell

Summer Exams Season 2022  
Please find below the dates for the forthcoming examinations, could you provide us with the dates that you are available to Invigilate this season.  
Please submit your dates by the 25th of March 2022.

Regards,  
Exams Officer

Example.pdf

RSVP  
Accepted

Schedule

Date	AM	PM
06/03/2022	9:00AM : Main Hall	
07/03/2022	9:00AM : Main Hall	

Submit

## 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 overview 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.

Overview Exam Entries Access Arrangements Invigilators **Timetable** Schedule

Date Filter

Show 25 entries Search:

Date	Time	Duration	Room	Exams	Cands	AA Cands	Invigilators	Action
Sun 06 Mar	9:00AM	2h 00m	Main Hall	7402:7402/1	11	2	Mrs A Abell (Reader)	<a href="#">Edit</a>
Sun 06 Mar	1:15PM	1h 45m	Drama Studio	1H0KK:1H0 2K	43	0	Mrs L Chase Mr Z Ansar (Scribe)	<a href="#">Edit</a>
Mon 07 Mar	9:00AM	2h 00m	Main Hall	7402:7402/2	11	2	Mrs A Abell (Reader)	<a href="#">Edit</a>

Showing 1 to 3 of 3 entries Previous 1 Next

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.

Invigilators : 7402/1 in Main Hall at Sun 06 Mar 9:00AM ✕

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### Invigilators

Mrs A Abell ✕

- Reader

Add Available Staff / Invigilators

Mr Z Ansar (Scribe)

Mrs D Asher (Reader, Scribe)

Mr J Brown (Reader)

**Miss F Burton**

Mrs L Chase (Roaming)

Candidates with no Access Arrangements	9
Candidates with Access Arrangements	2
Reader	2