

EXAMS ASSIST USER GUIDE

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V1.11

Exams Assist User Guide

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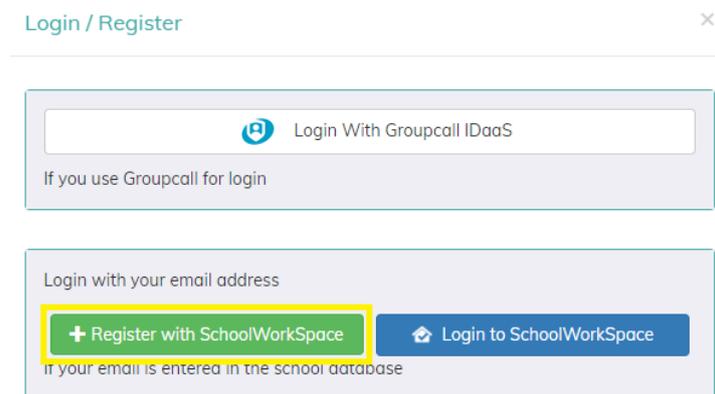
Getting Started

We'd like to thank you for purchasing the Exams Assist Module. Exams Assist is a module within a family of modules provided by **SchoolWorkSpace** for school/colleges, these includes a Meetings Module, Gradebooks, Homework and Seating Plans.

Once you have approved the data share with **SchoolWorkSpace (SWS)** you will be able to get started.

Visit the following site: <https://examsassist.co.uk>

Select – **Login / Register**



Select – **Register with SchoolWorkSpace**

Enter the email address that is recorded in SIMS Personnel, then you will be emailed a 6-digit code as part of the verification process. Enter this into the SWS and you will be asked to create and confirm a new password.

Once logged in, you will have been assigned as an Admin user so that you can manage and add other users to SWS.

Data Sharing

To see what data is being shared between the centre and SchoolWorkSpace, select **School Settings | Other Settings | Xporter on Demand Settings**. You will be able to view the data items that are being shared, but also other possible data items that could be shared for other modules available for purchasing from SchoolWorkSpace.

The items that need to be shared for the purposes of using Exams Assist:

Enable Attendance Read & Write – The ability to write attendance data back into SIMS for candidates that were present in the exam.

Enable Photo Upload – To enable the Candidate Photograph to appear on the Candidates Cards and Seating Plans.

Exam Timetable – To enable you to get the invigilators' availability for the exam season and to be able to schedule them to the Exam Room.

Understanding the Exams Assist Tabs

Exams Assist consists of several Tabs that sit within a season and have been developed to follow the process of a season from the Entries to Running the Exam on each day.

Overview – This tab will appear when you first log into the module. Once the entry/access arrangements file and the data has been sync'd from SIMS Exams then this tab will display a breakdown of information for that season – Valuable Season Deadline Dates, Entries and Access Arrangements Statistics, as well as the ability to refresh data from SIMS Exams.

Exam Entries – This tab will appear when the 'Statement of Entries' file has been uploaded into Exams Assist and will show the entries that have been made for candidates within your centre.

Access Arrangements – This tab will appear when the Exams Officer has uploaded the 'Candidate Special Arrangements' file.

Results - This tab will appear when the Exams Officer has imported a results file for that season.

Invigilators – This tab will appear when the 'Statement of Entries' file has been uploaded into Exams Assist. This is created at this time as Exams Officer may need to obtain their availability early.

Candidate – This tab displays all the candidates that have an exam in that specific season as well as displaying all the entries that they have.

Timetable/Seating; Rooms; Schedule and Daily Planner– This tab will appear when the EO builds the timetable from the Overview Tab. Once the timetable has been created the EOs are able to assign rooms to examinations, once assigned to a room these will be populated in the scheduler.

Events – This will display any events that occurred during an exam, such as Toilet Breaks, SRB etc.

Administration in Exams Assist

Allocating access to staff

Navigate to **Schools Settings | Other Settings | Staff Roles**.

Staff Name	Login	Email	Last Activity	Admin	Exams Officer	Exams Aid	Teaching	SMT
Mrs J Darby			11 Sep 2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Teaching – For staff to be able to login to Exams Assist and view their entries and the access arrangement candidates, they will need to be assigned to the **Teaching** security group.

SMT – Staff assigned to this security group can view all entries and the candidates with access arrangements. They can Authorise or Decline any changes requested by teaching staff. Once the entries have been authorised by the Head of Department (Faculty), a member of SLT is able to approve these by selecting SLT Approve.

Exam Officer – Staff assigned to this security group can manage the settings for this Module, upload entries, upload access arrangements, allocate and manage invigilators, schedule the invigilators/staff and manage the printing of candidate cards which will allow the invigilators to mark the registers electronically using the QR code.

Exam Aid – Staff assigned to this security group will be able to view the Daily Planner tab. This tab gives them the ability to view exam details, missing candidates and complete the AM and PM attendance registers.

Note – Staff Emails need to be set in SIMS as **Work** and marked as **Primary**.

IMPORTANT – Invigilators do not require to be in a security group. They will be able to access their portal without a security group.

Log-in Options

Several options are available to centres when selecting how you'd like staff to log into Exams Assist. Navigate to **School Settings | Other Settings | Staff Roles | Staff Login Settings** and select the most appropriate for your centre.

The screenshot shows the 'Staff Login Settings' form for school M1041, Martins Green Abbey. The form includes several checkboxes: 'Staff Can Login with any email' (checked), 'Staff Logins require Multi Factor Authentication' (unchecked), 'Require staff to login daily' (checked), and 'Require invigilators to login' (checked). There is also a text input field for 'IP address Whitelist' containing '::1'. A 'Submit' button is at the bottom right.

Password Policy - The password policy has been enhanced, so staff members will need to use a strong password (At least 8 characters, one lowercase, one uppercase, one number, and one special character (!*@#%~^&+=,.`), and not include (<>).

Setting up Two-Factor Authentication for increased security

Navigate to **School Settings | Other Settings | More Settings** and select **Staff Logins require Multi Factor Authentication**. This will mean that when a member of staff tries to log into Exams Assist and following entering their password, they will need to obtain the 6-digit code from the Authenticator App and enter it into Exams Assist when prompted.

Whitelisting an IP Address

To enable staff to use Exams Assist in a location that's safe, such as a school, it's possible to whitelist this IP Address so a member of staff will not need to use multifactor authentication in that location. Navigate to **School Settings | Other Settings | More Settings** and ask the IT department to enter the IP Address of the safe location.

Staff setting up the Multi-Factor Authentication

Each member of staff accessing Exams Assist will be required to setup the Multi-Factor Authentication, this is a very simple process, follow the steps below:

Step 1 – Download the 'Microsoft Authenticator App' from the app or google play store.

Step 2 – Log into Exams Assist and Navigate to the main menu and select '**Setup Two Factor Authenticator.**'

Step 3 – Scan the QR Code into the Authenticator App, it will then add your account details into the authenticator app. Then select '**Add this Two Factor Authentication to my Account.**' You will then need to provide the 6-digit code to link the authenticator with your user, once verified the setup process is complete.

Step 4 – You will be asked to provide a 6-digit code from the Authenticator App to log into Exams Assist.

Multi-Factor Authentication Recovery

If a member of staff is unable to log in as they are unable to access the authenticator app, it's possible for the school admin to email the member a recovery code to get them into Exams Assist. Navigate to **School Settings | Other Settings | Staff Roles** and search for the member of staff that doesn't have access to their code. Click on the QR Icon and select Email Two Factor Reset Code, the recovery code will be emailed to the address stored in SchoolWorkSpace. The member of staff will need to enter this code into the Verification dialog box.

Once the member of staff has gained access to the software, they will be able to set-up the multi-factor authenticator again later.

Invigilator Log-in

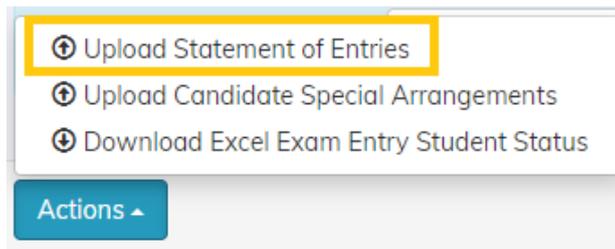
If this option is selected, then the magic link sent to invigilators to access their portal will expire in 12 hours and therefore they will require to log into exams assist to view their schedule. Invigilators can set their own password by selecting Register with SchoolWorkSpace and then following the prompted instructions. Once logged in they will remain logged in unless the centre has opted to require staff to log in daily.

Managing Exam Entries in Exams Assist (Review of Entries)

The purpose of this tab is to give staff the ability to view/check and confirm their entries. This has been created as the review process, entries are initially made in SIMS and once these marksheets are marked as **Data Entry is Complete** the amendments can all be managed in Exams Assist so all changes can be audited in one location.

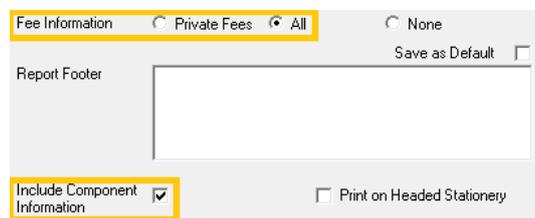
Uploading Entries and Access Arrangements (SIMS)

To upload the Entries and Access Arrangements for a season, navigate to the Exams Assist Module select the **Exam Entries Tab | Actions | Upload Statement of Entries or Exam Entries Tab | Actions | Upload Candidate Special Arrangements.**



Locate the TSV file that you have previously exported from SIMS Exams, select the file and then submit.

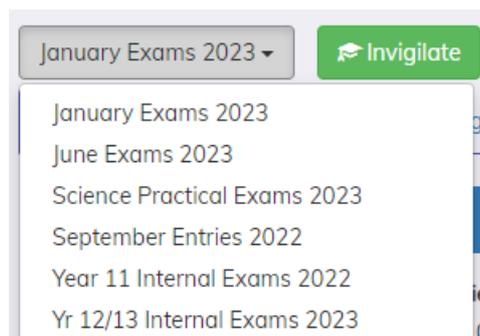
IMPORTANT Note – Ensure that when you create the entries file that you select **Fee Information – All** and **Include Component Information** as this is required for the Access Arrangement Tab.



Detailed instructions can be found at: <https://schoolworkspace.co.uk/Help/ExamEntries>

Multiple Exam Seasons

If you wish to import entries for multiple seasons i.e., September Entries, November Resits, January Entries, Internal Exams and June Entries, this is possible, just import each file and they will appear as different options in the seasons drop down menu. To set which season is to be viewed as the default, navigate to **Actions | Set as Default Exam Season.**



Closing a Season

Once a season has come to an end and you no longer wish to make any further amendments you are able to close the season. By closing the season, you will be taking a Snapshot of the current season and it will be flattened so data is visible but no longer editable. To close a season, navigate to **Overview | Edit Season | Close Season**.

Note – A Season can only be closed when the season date has come to an end. It is not possible to close a season in the future.

Deleting a Season

If a season has been created by mistake or you no longer need to keep the data held within that season, it is possible to delete this. This option is non-reversible so care should be taken when selecting this option. To delete a season, navigate to **Overview | Edit Season | Delete Season**.

Allocating Entries to Staff

To allocate the entries to the teaching staff for authorisation navigate to the Entries tab and select the elements that need to be checked by the teacher. Once selected, select **Actions | Assign Staff to Selected**. Search for member(s) of staff in the system and allocate them to these entries. Staff will now be able to view both entries and access arrangements in their account.

The entries tab is split into five sub-tabs – Exam List, Queries, Incorrect, Withdrawn and Additional.

Exams List – This displays all the entry elements that need to be checked by the members of staff. If the Exam Officer selects an element, they can view the candidates entered for that specific element.

Queries – This tab will filter out all the candidates that have been identified by the classroom teachers as a Query. When a teacher selects this option, they are prompted to provide a reason for this selection. This tab can be reviewed by the SLT so they can approve or decline this request.

Incorrect – This tab will filter out all the candidates that have been identified by the classroom teachers as Incorrect. Again, when this is option is selected, the teacher is prompted to provide a reason for this. Again, SLT will be able to approve or decline this request.

Withdrawn – This tab will display all candidates that have been withdrawn from any entries. When a member of the SLT approves an incorrect entry and this is removed in SIMS Exams, a new entry file is imported, and this entry will move from the incorrect tab to the withdrawn tab. This is a great tool for auditing withdrawn candidates as all messages written by the teaching staff and SLT will remain against the removal.

Additional – This tab will display all the candidates that have been added by classroom teachers. The Exams Officer will be able to view all these additional candidates. Once approved by the SLT, and a new file is imported, the candidates name will be removed from the Additional tab and will appear as a normal entry in the Entries tab for the classroom teacher to mark as correct.

Adding the teaching group column to the Entries

To assist departments with the checking of their entries it is possible to map the entries to a subject in SIMS so that the Class Identified is displayed in the table. To map these, navigate to the Link this

Exam to a Teaching Subject box and select the subject you'd like the Class Identifier to display within the entries.

Note – Once the group column is populated this is not automatically refreshed each time the member of staff opens the entries. To refresh this data the member of staff will need to select the Refresh button within that box.

External Candidates

It's possible to import the entries for the external candidates, you can import them in the same way as you do the internal candidates. When exporting the entries from SIMS, just remember to export **all** instead of **Int**. On import they will appear in the entries with all the internal candidates and will be identified as **External**.

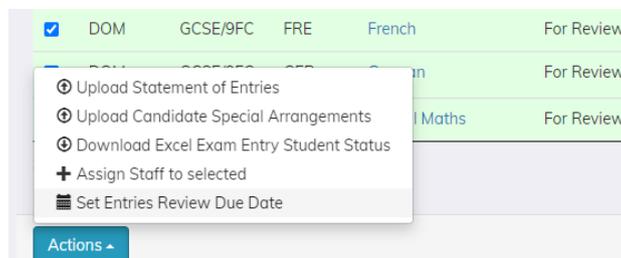
Note – The External Candidate **MUST HAVE a UCI number in SIMS Exams** or the candidate will not be imported into Exams Assist.

Setting the Due Dates for a season

To assist Exams Officers to keep track of the various deadlines they must adhere to, EO's are able to populate these dates into each Exam Season. To enter these dates, navigate to **Overview | Edit Season**. The Internal Entries Review Due Date will appear on the teacher's homepage in SchoolWorkSpace.

Season Start:	03/02/2023	Season End:	09/02/2023
Internal Entries Review Due Date:	10/02/2023	Modified Papers Deadline Date:	31/01/2023
Amendments Deadline Date:	15/03/2023	Very Late Deadline Date:	31/03/2023
		Entries Deadline Date:	21/02/2023
		Hide Staff Entries Review After Date:	10/02/2023

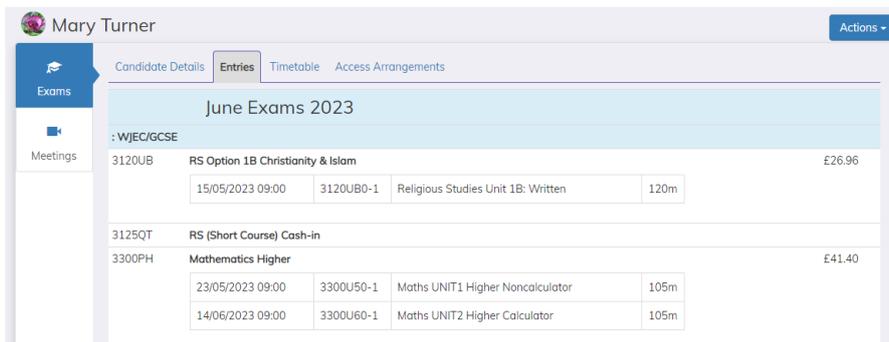
It also possible to add a due date to an individual entry or a group of entries, these will also display on the teacher's homepage, but next to the entry rather than next to the season name. Navigate to the Exams Entries tab, select the entries the **Actions | Set Entries Review Due Date**.



To hide these entries from Teaching Staff/HOD, navigate to **Overview | Edit Season** and enter a date for these entries not to be shown to the members of staff.

How to view individual Candidate Entries and Timetable in SchoolWorkSpace

Any member of staff with access to SchoolWorkSpace can view an individual candidate by using the global search at the top of the software. Search and select a candidate and any member of staff will be able to view the candidates Entries, Timetable and Access Arrangements.



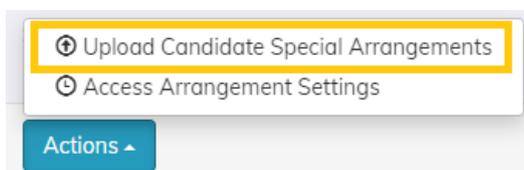
June Exams 2023				
: WJEC/GCSE				
3120UB	RS Option 1B Christianity & Islam			£26.96
	15/05/2023 09:00	3120UB0-1	Religious Studies Unit 1B: Written	120m
3125QT	RS (Short Course) Cash-in			
3300PH	Mathematics Higher			£41.40
	23/05/2023 09:00	3300U50-1	Maths UNIT1 Higher Noncalculator	105m
	14/06/2023 09:00	3300U60-1	Maths UNIT2 Higher Calculator	105m

Note – For the Entries, Timetables and AA information to view on the candidate's homepage, you need to select '**Published to the Parental & Students Portal - Exam Entries and Timetable can be viewed when they login to SchoolWorkSpace**'. This option can be found **Overview | Edit Season**.

Managing Access Arrangements in Exams Assist

It is possible to view the candidates with Access Arrangements within an Element Entry List. Furthermore, it is possible to record the papers that have been ordered from the JCQ portal; the modified papers. It is also possible to record the candidates that wish to use a laptop for a specific exam and the candidates that use computer readers in an exam. These are recorded against the Component information so you can identify by the exact paper the modified papers that are required per exam.

Firstly, you must upload the candidates' Special Arrangements from SIMS Exams. This is done in the same way as uploading the statement of entries by uploading a TSV file containing the Special Arrangements data. Navigate to the **Access Arrangement Tab | Actions | Upload Candidate Special Arrangements**, locate the file and upload.



Once the Special Arrangements file is uploaded, there is a need to indicate which special arrangements require an ordering of Modified Papers. Navigate to the **Access Arrangement Tab | Actions | Access Arrangements Settings** (these setting will save across all seasons).

Arrangement	Count	Staff Required	Modified Paper	Laptop	Computer Reader	Separate Room
Reader	44	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scribe	40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical Assistant	38	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the arrangements that require a modified paper order, laptop, computer reader and a separate room. These arrangements will then appear in the appropriate Tab. EOs will also need to identify the arrangements that require a staff member to be assigned to the exam room i.e., a Scribe, Reader etc. This will be used later in the invigilator / scheduling tab.

Within each element it is possible to record if a modified paper is required and then if the paper has been ordered from the JCQ portal.

Cand No	Cand Name	Code	Name	Component	Access Arrangements	Extra Time	Modified Paper
7004	Stephen Ackton	ART	Art	P1 Practical 1	Reader Scribe	Y	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7004	Stephen Ackton	ART	Art	P2 Practical 2	Reader Scribe	Y	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7004	Stephen Ackton	FRE	French	REA Reading	Reader Scribe	Y	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

All – This will display all the candidates with Access Arrangements in that season, it will display the component code and the arrangements that they have.

Modified Paper – This will display the candidates that require a modified paper for a specific component. Only component information will be displayed in this tab, the element information will not display. You can select Not Required, Modified Paper Required, Modified Paper Ordered and Modified Paper N/A.

Note – Only Candidates that have **Modified Paper Ordered** will have the appropriate icon displayed in the seating plans, attendance register and candidate's cards.

Laptop – This will display the candidates that have been identified in the AA settings as requiring the use of a laptop in an exam room.

Note – Only Candidates that have **Laptop required** will have the appropriate icon displayed in the seating plans, attendance register and candidate's cards.

Computer Reader – This will display the candidates that have been identified in the AA settings as requiring the use of a computer reader in an exam room.

Note – Only Candidates that have **Computer Reader Required** will have the appropriate icon displayed in the seating plans, attendance register and candidate's cards.

IMPORTANT – Access Arrangements Icon Setup

For the icons to appear in the access arrangements section the arrangements in SIMS Exams need to be identified as:

Reader		Scribe		Practical Assistant	
Supervised Rest Breaks		Signer		Computer Reader	
Prompter		Note		Medical	
Smaller Room		Dictionary		Separate Room	
Reading Pen		Extra Time			
Green Paper		Blue Paper		Purple Paper	
Green Overlay		Blue Overlay		Purple Overlay	
Yellow Paper		Grey Paper		Pink Paper/Overlay	
Yellow Overlay		Grey Overlay		Pink Paper/Overlay	
Red Paper		Orange Paper		Coloured Paper	
Red Overlay		Orange Overlay		Coloured Paper	

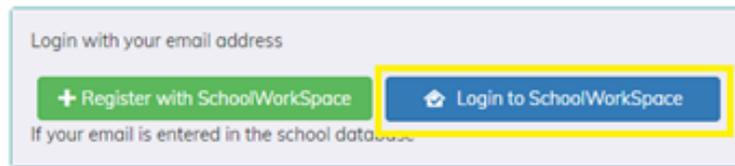
NOTE - The above are mapped on the above names (Overlays will work in the same method as above), it's therefore **IMPORTANT** that you use these descriptions in Exams Organiser if you want the icons to display correctly. The modified paper, laptop and computer reader icons are only displayed if these have been selected for a candidate from the Access Arrangement Tab.

Modified Language Paper		Laptop		Computer Reader	
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Exams Entry Checking in the Exams Assist (Guide for Staff)

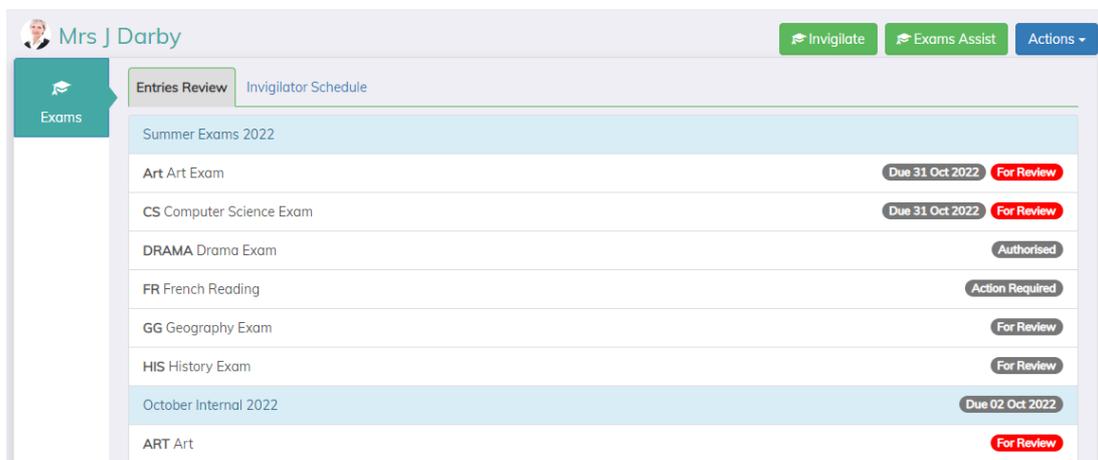
Open a web browser and navigate to the following website - <https://examsassist.co.uk/>

Select – Login / Register, then 'login to SchoolWorkSpace'



The username will be your school email address, the address that's recorded in SIMS personnel. If you've yet to set a password, select the 'Forget Password' link and a 6-digit code will be sent to your email address. Enter this into the software and create and confirm a new password.

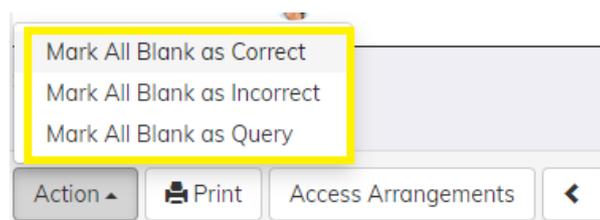
Staff Homepage



To view and check entries, select an element and you'll see a list of the candidates in Surname order. You are able to mark each entry with either being 'Correct,' 'Query' or 'Incorrect.'

	CandNo	Name	Reg	Status	Comment
<input type="checkbox"/>	7001	Jason Aaron	11B	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	7002	Liz Aaron	11C	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>

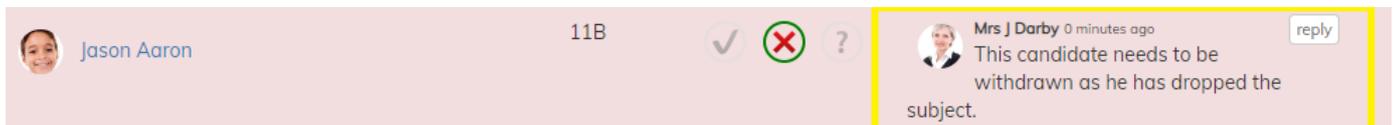
Or alternatively you can navigate to 'Action' menu at the bottom of the table and select an appropriate option (see below).



Once you've gone through, checking the entries you will notice that the colour of the rows will change to either green, orange, red or stay white if no selections are made. If a member of staff marks an entry as a 'Query' or as 'Incorrect' a dialog box will appear for them to give a reason for this decision.

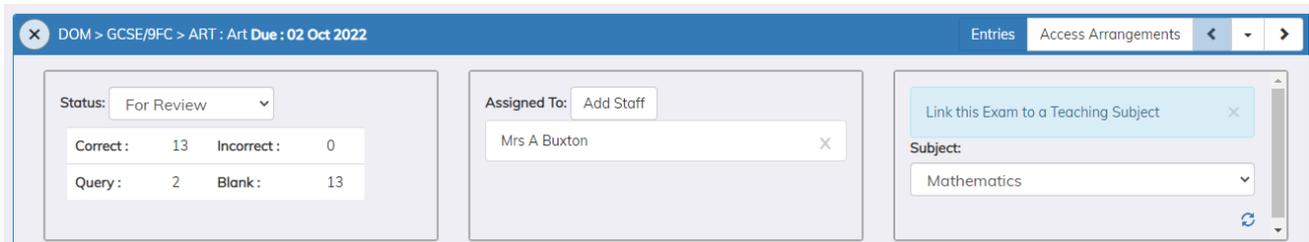


Once the comment has been applied this can be viewed next to the candidate. SLT members will then review these and are able to either decline or approve these requests. These will be visible to the member of teaching staff, and they too will be able to add a comment which can be viewed underneath.



It is also possible (if required) to Add Candidate if they have been omitted from the entries. Navigate to the bottom of the list and select **Add Candidate** and you'll be able to search any pupil within the school, select the pupil and they will be added to the list ready for a member or SLT to approve. These entries will be marked as 'Additional' in the entries table until the pupil is added in SIMS. Once the entry is made the candidate will appear correctly in Exams Assist ready for a staff member to mark as 'Correct.'

A summary of these allocations can be seen at the top of the table.

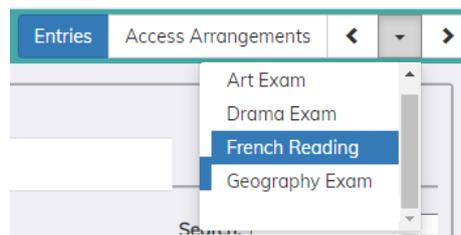


Once you've made your amendments you will need to change the **'Status'** to **'Action required.'** These amendments will be reviewed by a member of the SLT and then actioned by the Exams Officer as necessary.

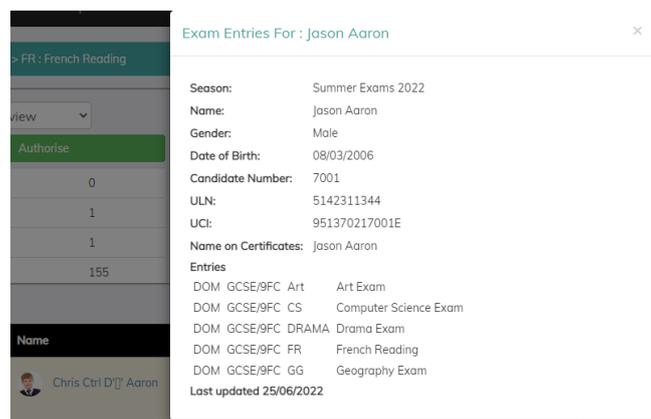
Once you are happy with these entries you are able to 'Authorise' these by selecting the **Green Authorise Button** – Once 'Approved' no further actions will be possible.

If you need to print a copy of these entries there is a 'Print' option at the bottom of the list of candidates.

It is also possible to switch between each entry that has been applied to a member of staff by selecting the arrow down at the top of the screen.



To view the entries for an individual, just select the candidates name and their entries would appear in a popup dialog box.



View by Subject

To assist you to review the entries an additional view has been added – **View by Subject**. This view will display all component codes in a table format. This view is great for modular/tiered exams as you'll see all the entry codes across the top and the candidates down the side. To view the entries in this view, from your homepage select an element that requires checking, once the page has opened select the **View by Subject** button. From this view you are able to change subject that has been assigned to you and also filter to a different level.

You have the same functionality as completing the review by list, select the column header of an element and a popup box will appear which will give you the ability to **select all blanks as correct, incorrect or query**. Once checked you are able to approve these from this view too. Any notes added to a candidate will be indicated by a flag next to the question mark symbol.

Access Arrangements View

It is possible for you to view the access arrangements in place for the candidates entered for the specific element (or by component if this data has been imported). To toggle to the Access Arrangements view, select 'Access Arrangements' at the top of the screen.



You will then see the list of the candidates that have any kind of special arrangement in that Element / Component. It is also possible to view if a 'Modified Paper' or 'Laptop' is required for that examination (These will have been indicated by the EO or the school SENCO).

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			

Managing Basedata

In order for schools to import their results into Exams Assist the appropriate basedata will be required in the system (The most common basedata will have been imported). The basedata is required as results file doesn't contain any information about the qualification only the result/grade.

Schools that require to import their Edexcel 7b File then they will need to import the basedata received from the exam board.

To view/manage/import Basedata

Navigate to the **Overview Tab | Actions | View Basedata**

- Upload SIMS Statement of Entries
- Upload SIMS Candidate Special Arrangements
- Upload SIMS Candidate Report
- View Basedata**
- Upload Results file
- Add new Exam Season
- Access Arrangement Settings
- Set as Default Exam Season
- Exam Seasons Entry Info
- Close this Season

Actions Edit Season

The basedata is broken down into seasons, then exam board and finally each individual level. To view the basedata for any qualification, navigate to the appropriate season, select the awarding boarding then the level and use the search functionality to locate the appropriate code.

Syllabus	Code	Title	QCA	QAN	QWAD	Components
3300PF Mathematics Foundation	3300PF	Mathematics Foundation	2391		C0007204	3300U10-1 3300U20-1
3300PH Mathematics Higher	3300PH	Mathematics Higher	2391		C0007204	3300U50-1 3300U60-1

If the required basedata is not in Exams Assist it is possible for this to be uploaded, navigate to the basedata table, **Actions | Upload Basedata File**. Locate the .zip file and import.

Upload Basedata file

Actions

Tip – You can import several basedata files at once, when importing the files multiselect the files and import.

Importing Entry Files

Under Development

Managing the Candidates

The candidate tab is where you can see any events that have occurred with a candidate within an exam season. It will display the candidates' entries and will give an overview of their attendance too. By selecting on the name of the candidate further information will be displayed in exam date order.

Amending the Candidates Name

It is possible to amend the name of the candidate that displayed in the seating plans, attendance registers and candidate cards. This is great for candidates that are identified by a different known name. Navigate to the **Candidate Tab** and search for the candidate and select on the name, enter the amended name in the **Exam Name** box.

Assigning Candidates to a seat

It is possible to assign a candidate to a room and/or a seat within a room. This is a great function for schools that assign their candidates to the same room and seat for all their exams. It's also a great function for assigning candidates that are entitled to a reader, scribe or smaller rooms to that room so they can automatically be assigned.

To assign a candidate to a room navigate to the candidate tab and search for the candidate you need to assign to a room. When a candidate is selected, select Assign Candidate to a Room, locate the room and then assign to a seat (if required). Once you submit this request the candidate will be auto-roomed and seated for all their exams.

TIP – If seating has been done for all candidates for a season, but you get notified that a candidate needs to go into a smaller or a separate room it's always possible to quickly assign them to a room using the above function. Even if a candidate has been seated in a room, once a candidate has been assigned a room in the candidate tab as soon as you select **Submit** the candidate will automatically be removed from the previous room and seated in the new one.

Managing the Rooms

To ensure that candidates are seated correctly when auto scheduled you will need to ensure that each room setup has been setup correctly. Navigate to the **Rooms Tab** and select a room to be edited, once selected the following dialog box will appear.

Existing Room – It is possible to select an existing room from SIMS.net and use this in Exams Assist for seating.

Display Name – This will be the name that will appear for the invigilator on their seating plan or attendance register. This will help schools to be able to rename rooms to a more identifiable name that the invigilator may understand, the name will display as it appears in the MIS in the timetable and schedule tab but the new name for the invigilators.

This room in not used in Exams – If this room is not required to be displayed in the list of rooms available to be assigned to an exam in the timetable tab then this can be selected and this room will no longer display. It’s also possible to **delete** a room permanently from Exams Assist if no longer required, this option is available from the bottom of the popup box.

Display Row 1 at the bottom – By selecting this option, row A1 will appear in the bottom left-hand corner rather than at the top left.

Display column A on the right – By selecting this option this will display the A column on the right side. If the above option is selected A1 will be bottom right and if the above isn’t selected A1 will be top right.

Room Dimension – Enter the number of columns and rows in a room.

Snaking or non-snaking – Identify how you’d like the candidates to be snaked with A1 being the Green Square. It is also possible not to have the candidates snaked, select the best option that suits the school.

Auto Allocation – If there is a room that you don’t want the candidates to be auto-allocated this will need to be deselected.

Laptop Seats – Mark the seats that have a laptop on that desk. If a candidate has been identified as needing a laptop for an exam and they are scheduled to this room, when the auto scheduled is pressed the candidate will be allocated to this seat.

Deactivated Seats – Mark any seats required to be not available for an exam season.

Managing the Invigilators

Allocating Staff/Invigilators to the Scheduler

If a school doesn't record their invigilators details in SIMS Personnel, then they will need to be added into SWS manually so they can be used within the Exams Assist Module.

Navigate to **School Settings | Other Settings | Staff Roles and Select 'Add Staff User.'**

The Fields that will need to be completed are: Name, Title, Forename, Surname, Display Name, Module Number and Email Address.

Once all the Staff/Invigilators have been added they can be assigned to an Exam Season. In the 'Invigilators' tab select **Add Staff Invigilator**, search and select the invigilators or staff that need to be used during the Exam Season.

Invigilator : Mrs A Abell

Details Availability Training Schedule

Email
Abell.3284096@mailinator.com

Mobile
Mobile

Email and Mobile for the staff are imported from the MIS

Note
note

Invigilator Type
Roaming Invigilator

Assign To Room
- none -

Auto Schedule To Selected Room

Close Save

Tab 1 - Details

Invigilator Type – Assign the invigilator/staff as a Lead Invigilator, Invigilator, Staff, Roaming Invigilator or SLT. These different types will give the invigilator/staff different access in the magic link to what they are able to view/do when managing an exam room.

Invigilator Type

Invigilator/SLT/Lead Invigilator/Staff - They will have the ability to view the exam room that they are invigilating. They can start and end the exam, complete the attendance register and add any required actions such as SRB, Toilet Breaks etc.

Exams Officer – When assigned as an Exams Officer in the security group you will automatically be assigned as a roaming invigilator for all season. The exams officer will have all functionality as a roaming invigilator, but an exams officer will also be able to assign a malpractice and special circumstances and move candidates from one room to another.

Roaming – The roaming invigilator can view all exam rooms and all days within the season they have been allocated too. They will be able to select a room and then have the same functionality as an invigilator. The roaming invigilator can 'check-in' to a room to indicate that they have checked on a room to make sure everything is going ok.

IT Support – This type has the same functionality as the roaming invigilator but the only rooms that will be displayed for them are the rooms that contain ICT equipment. Any rooms that have a candidate using a laptop or computer reader will be listed for them, so they know which rooms they need to check-up on during the day of the exams.

Assign to Room - By assigning a member of staff to an exam room, this will speed up the scheduling process as every time a member of staff or invigilator is available and there is an exam in that room they will be auto-scheduled in there. Once assigned to a room select the **Auto Schedule to Selected Room** and the **Save**.

Tab 2 – Availability

These are the dates that the invigilators have said they are available during the exam season. It is also possible to set an Invigilator/Staff as always available to be used in the scheduler.

Tab 3 – Training

To help EOs with managing training records for invigilators/staff it is possible to record this information on Exams Assist. Select the appropriate type of training they have received and the date they carried out of the training.

Note - Only when a member of staff/invigilator has been trained can they be assigned that role within the exam room. The Trained Types that appear here are the ones that have been selected as Staff required in the Access Arrangements Settings.

Tab 4 - Schedule

This will show the room allocations of the invigilator/staff. It will also display the attendance of the invigilator/staff.

Invigilator Settings

To edit the settings, navigate to **Invigilator Tab | Edit Season**.

There are two ways in which Invigilators availability can be collected. The first is by using the dates used when seating the candidates in SIMS Exams. If, however, you've yet to seat the candidates it's possible to collect availability by specifying the dates. The dates selected will be dates that will display in the availability email.



Once the invites have gone out to the invigilators asking for their availability, it is possible to set the date that these are editable. Once the date has passed the invigilators will no longer be able to amend their availability, but they will be able to view their bookings as the EO assigns them to a room.

Note – If an invigilator has been assigned to a room, they are no longer able to amend their availability for that day. They would need to contact the school for this to be amended.

The screenshot shows two main sections for setting booking dates and times. The first section, 'Invigilator Booking Open From:', contains a date input field with '05/03/2022' and a calendar icon, and a time input field with '23:00' and a clock icon. The second section, 'Invigilator Bookings Close:', contains a date input field with a placeholder 'dd/mm/yyyy' and a calendar icon, and a time input field with a placeholder '--:--' and a clock icon.

It is also possible to add a note and attachments to the invite that goes out to the invigilator. The note at the top could give them basic instructions of how to make their bookings and EOs could also attached the ICE booklet for the invigilators to read.

This screenshot shows the 'Invigilator Note' section. It has a title 'Invigilator Note' and a text area containing the message: '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.' Below the text area is an attachment section with a red 'x' icon, a file name 'Example.pdf', and a cloud icon. Underneath is the 'Add Attachments' section with a 'Choose Files' button and the text 'No file chosen'.

Here is a screenshot of what the invite to the invigilators looks like.

The screenshot shows the final invite email content. At the top is a header: 'Invigilating in June (Summer) Exams 2019 for Mrs A Abell'. The main body of the email contains the following text: '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'. Below the text is an attachment 'Example.pdf'. There is an 'RSVP' section with a dropdown menu set to 'Accepted'. At the bottom is a 'Schedule' section with a table:

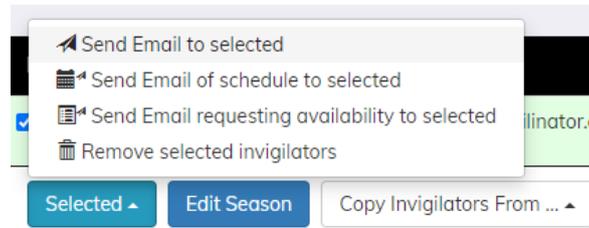
Date	AM	PM
06/03/2022		
07/03/2022		
23/03/2022		

Sending Messages to Invigilators

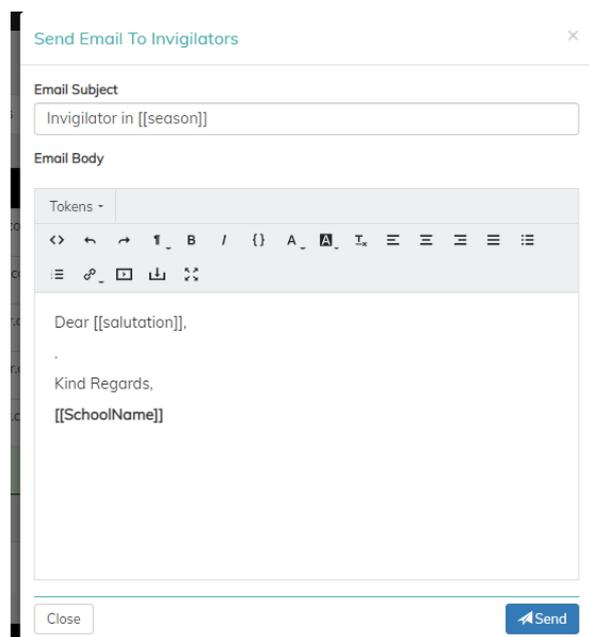
There are different messages possible to send to the invigilators; 1. Email to Select; 2. Email of Schedule to Selected and 3. Email requesting availability.

Email Selected

To send out messages to the invigilators or staff, select the individuals that needs to receive the message the **Selected | Send Email to Selected**



When composing the message to be sent out it's possible to include 'Mail Merging' tags from the Tokens menu. The link to view the booking form is always included at the bottom of the message.



The same process applies to each of the other two options.

Agency Staff

It is possible to add agency staff to the exams season, therefore if you don't have enough staff then these could be allocated in the scheduler. In **Overview | Edit** enter the amount of Agency staff that you think you will require, when these are added they will be allocated as an Agency Staff and always available to be used.

Invigilators Availability Tab

As the invigilators complete their forms and submit them, this information will be displayed in a week commencing (w/c) tab to assist EO with scheduling. It is also possible to download the invigilators available by navigating to the **All Dates | Download**.

Managing the Scheduler

The scheduler tab is used to schedule the staff/invigilator to the Examination Room in an exam season. The examination information contained in this tab is synced from the Seating Plans created in SIMS Exams. The Staff/Invigilators have already been allocated to the season and their availability has been received and this information will now be used to schedule them to an exam room.

The scheduler is sorted by date, but it is possible to schedule one day at a time by using the 'Date Filter' tool.

	Date	Time	Duration	Room	Exams	Cands	AA Cands	Invigilators	Action
<input type="checkbox"/>	Sun 06 Mar	9:00AM	2h 00m	Main Hall	7402:7402/1	11	2		Edit
<input type="checkbox"/>	Sun 06 Mar	1:15PM	1h 45m	Drama Studio	1H0KK:1H0 2K	43	0		Edit

The following information can be viewed in the table:

Date – This is the date of the Examination.

Time – This is the start time of the Examination.

Duration – This is the length of the exam. If there is extra time or multiple exams in the room it will display the shortest and the longest length in the room.

Room – This is the room the examination has been allocated to, if there are multiple exams in the room, they will all be visible.

Exams – The component codes of each exam(s) being taken in the exam room.

Candidates – This displays the names of all the candidates (Inc. AA candidates and their requirements) that are sitting their exam in that room.

AA Candidates – This displays the names of the candidates that have AA in this exam room.

Invigilators – Displays the names of staff/invigilators that have been assigned to this exam room.

Edit – Used to assign staff/invigilator to the exam room by selecting **Add Invigilator**, if a note has been added by the invigilator this will be visible when assigning them. To assist with the number required it gives the Candidate Counts in the room. Once all the invigilators have been allocated it's possible to mark the 'Allocation is complete.' As invigilators/staff get allocated to a room it is possible to allocate a role to these in the room such as Lead Invigilator, Reader, Scribe etc. It is also possible to identify if the exam room requires any IT/AV equipment, as well as being able to add a note to the room, this note will be visible to the staff/invigilator on the attendance register i.e. This Exam will require a DVD Player. If selected an icon and the note will appear on the IT support invigilator link.

Invigilators : ENG/0301 in Room2 at 03/01/2023 09:30

Invigilators Candidate Counts

Number Of Invigilators Required

1

Add Invigilator

Invigilator / Staff Allocation is complete

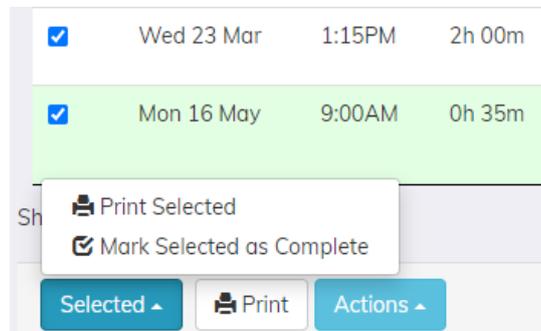
This room requires IT/AV Equipment

Room Note

DVD Player and projector

Close Save

It's also possible to select a number of rooms and mark them as complete by selecting **Selected | Mark Selected as Complete**.



It is also possible to print off a variety of PDF documents by selecting the rooms; Candidate Cards, Attendance Registers and Seating Plans.

Downloading the Invigilator Schedule

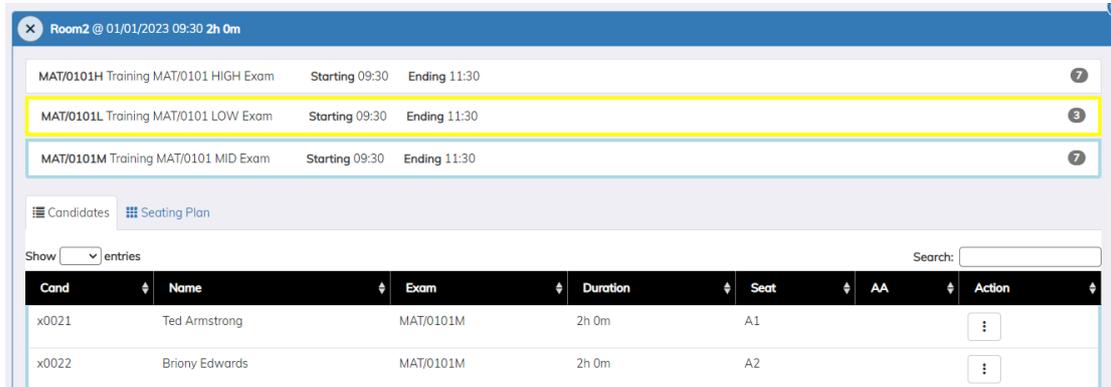
To download the scheduler to excel, select **Actions | Download Excel Invigilator Schedule**, this will download the scheduler into excel which will include two tabs. The first tab will display the invigilators that have been allocated to a room by date and the second tab displays the component code by room and exam date.

Printing the scheduler

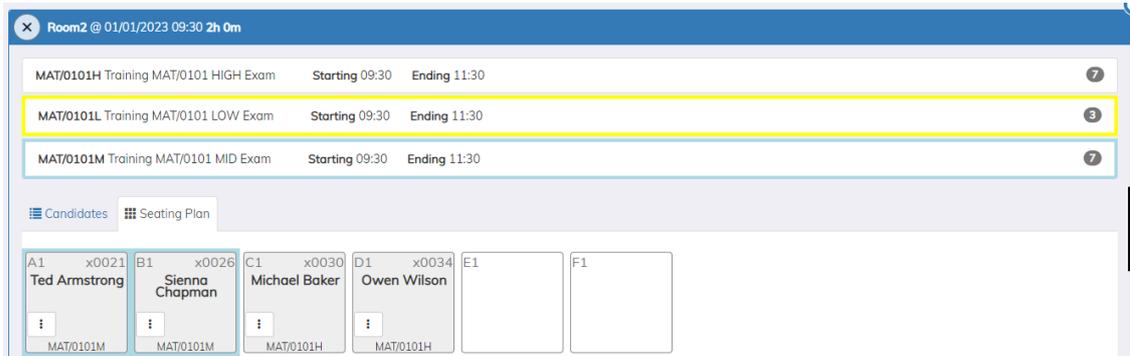
To print the scheduler in date order, select the print option at the bottom of the scheduler, this will print a friendly version of the scheduler as it appears in the table.

Viewing Attendance Register

To view the attendance registers and seating plans select the **Room Name**. This will display the names of the candidates, the exam they are sitting, duration, seat number, if they require a laptop, ET or a modified paper has been ordered for them. Following the exam it will also display if the candidate was Present/Absent or Late. The same information is displayed in the seating plan.



The Seating Plans



If more than one examination is scheduled in a room, each exam will be identified by having a colour allocated around the box. Single Exam – White; Second Exam – Yellow; Third Exam – Light Blue; Fourth Exam – Lilac and Fifth Exam – Green.

If a candidate has any access arrangements, then this will be identifiable by a thick stroke line around a box in the seating plan. To view these arrangements, select the action button but many icons will appear within the box.

Reader		Scribe		Practical Assistant	
Supervised Rest Breaks		Signer		Computer Reader	
Prompter		Note		Medical	
Smaller Room		Dictionary		Separate Room	
Reading Pen		Extra Time			
Green Paper		Blue Paper		Purple Paper	
Green Overlay		Blue Overlay		Purple Overlay	
Yellow Paper		Grey Paper		Pink Paper/Overlay	
Yellow Overlay		Grey Overlay		Pink Paper/Overlay	
Red Paper		Orange Paper		Coloured Paper	

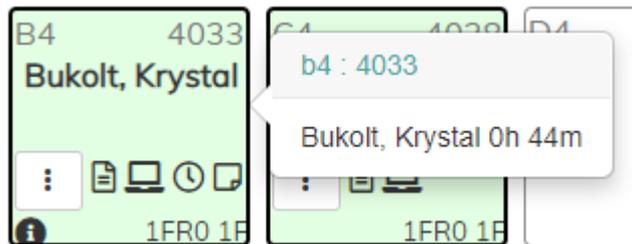
Red Overlay		Orange Overlay		Coloured Paper	
--------------------	---	-----------------------	---	-----------------------	--

If a modified paper has been ordered from the JCQ for a candidate then the icon below will appear on the seating plan, attendance register and the candidate card. If the candidate has requested either a laptop or a computer reader for their exam then the icon below will appear in the same documents as the above.

Modified Language Paper		Laptop		Computer Reader	
--------------------------------	---	---------------	---	------------------------	---

Clash Icons

	This icon will indicate that a candidate has a clash on this date, however the exam with a yellow flag indicates that this exam is taking place at the official starting time as set by the exam board.
	This icon indicates that a candidate has a clash on this date and the exam they are currently sitting is being done at a different time as outlined by the exam board.



This is the Action Icon; this will bring a pop-up box providing greater information about the candidate. The Candidate Name, a list of their Access Arrangements, Notes and finally a log of everything that has been recorded for that candidate in the exam.

Bukolt, Krystal



Access Arrangements

Reader
Scribe
Practical Assistant
Word Processor

Comment line 1
Comment line 2
Comment line 3

Note: Clash Candidate needs to be in isolation following this exam.

Edit Note

Present **Absent** **Late**

Log:

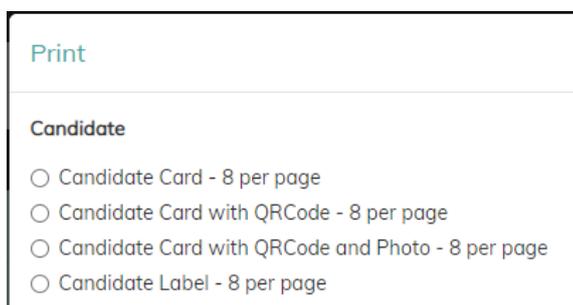
01 May 2022
18:23 Bukolt, Krystal : Present

Printing Examination Materials (Cards, Seating Plans and Registers)

It is possible to produce three types of cards using Exams Assist: Candidate Cards; Component Cards and finally Room Cards.

Candidate Cards – The ability to print off Cards per Candidate. There are three different types, one with just name and exams number, the other including the Candidate SIMS picture and finally one with a QR code for assisting with completing the attendance register. There is also a candidate card setting created to fit on an 8 label address labels page (Candidate Label – 8 per page).

To print these cards select the 'Candidate Tab' where you will be able to see all candidates entered for an exam for that season. To print cards by Year Group just enter this group in the 'Search' box to display the candidates you want to print. Select all the candidates and then **Selected | Print Selected** and then select the type of cards required.



Component Cards – The ability to print off Cards per Component Exams. There are three different types, one with just name and exams number, the other including the Candidate SIMS picture and finally one with a QR code for assisting with completing the attendance register.

To print these cards select the 'Schedule Tab' where you will be able to see a list of all the rooms that have exams that season. To print cards by 'Date' select the appropriate date and then select all the 'Rooms', then **Selected | Print Selected** and then select the type of cards required.

Room Cards – The ability to print off Cards by Room and Seat Number. These again will contain a QR code which will assist the Invigilators to complete the register.

Room QR Code

The ability to print out a QR code which can be placed on the outside of an exam room to assist a 'Roaming Invigilator.' A member of school staff will be able to scan this code and the room details will appear on a mobile device. By scanning this code the member of staff will be able to 'Check-in' to mark that the room has been checked etc.

To print these select Room and then the rooms that you require the QR code for. Select Room Card with Code.

Examination Registers Printout

To print the examination registers for the exams, select the rooms that you require to print the registers for then **Selected | Print Selected | Examination Registers**.

Seating Plans Printout

To print the Seating Plans for an exam room, select the rooms that you require to print then **Selected | Print Selected | Seating Plans**. There are two different types, one which includes the Access Arrangements for the candidates or one without.

Room1 @ 2022-11-11 13:30

A1 x0002 Kirsten Dixon MAT/1111H 2h 20m ⓘ	B1 x0008 Camila Ferguson MAT/1111L 2h 20m ⓘ	C1 x0013 Alissa Armstrong MAT/1111M 2h 20m ⓘ	D1 x0017 Oliver Stewart MAT/1111L 2h 0m ⓘ
A2 x0004 Tony Murray MAT/1111M 2h 20m ⓘ		C2 x0014 Darcy Gibson MAT/1111H 2h 0m ⓘ	
A3 x0005 Cadie Payne MAT/1111L 2h 20m ⓘ	B3 x0009 Elian Grant MAT/1111L 2h 20m ⓘ		D3 x0018 Fiona Perkins MAT/1111L 2h 0m ⓘ
A4 x0006 Honey Russell MAT/1111M 2h 20m ⓘ	B4 x0010 Sawyer Anderson MAT/1111M 2h 20m ⓘ	C4 x0015 Edith Hall MAT/1111H 2h 0m ⓘ	D4 x0019 Jasmine Miller MAT/1111H 2h 0m ⓘ
A5 x0007 Sabrina Anderson MAT/1111L 2h 20m ⓘ	B5 x0012 Eddy Warren MAT/1111M 2h 20m ⓘ	C5 x0016 Ashton Jones MAT/1111M 2h 0m ⓘ	D5 x0020 Amber Miller MAT/1111L 2h 0m ⓘ

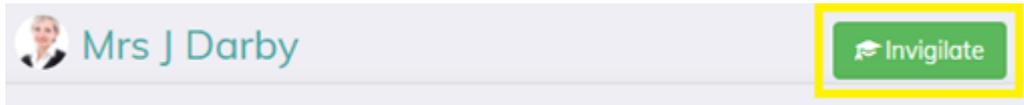
Invigilator Instructions

There are two ways to access the invigilator schedule, the first is by opening the **Magic Link** that you have received from the examinations officer or alternatively you can log into exams assist:

<https://examsassist.co.uk>

Select **Login / Register** then **Login to SchoolWorkSpace**. Enter your email address and as you've yet to login, select **Forgot Password**, a 6-digit pin will be emailed or text to you, enter this into Exams Assist and you'll be prompted to create and confirm a new password.

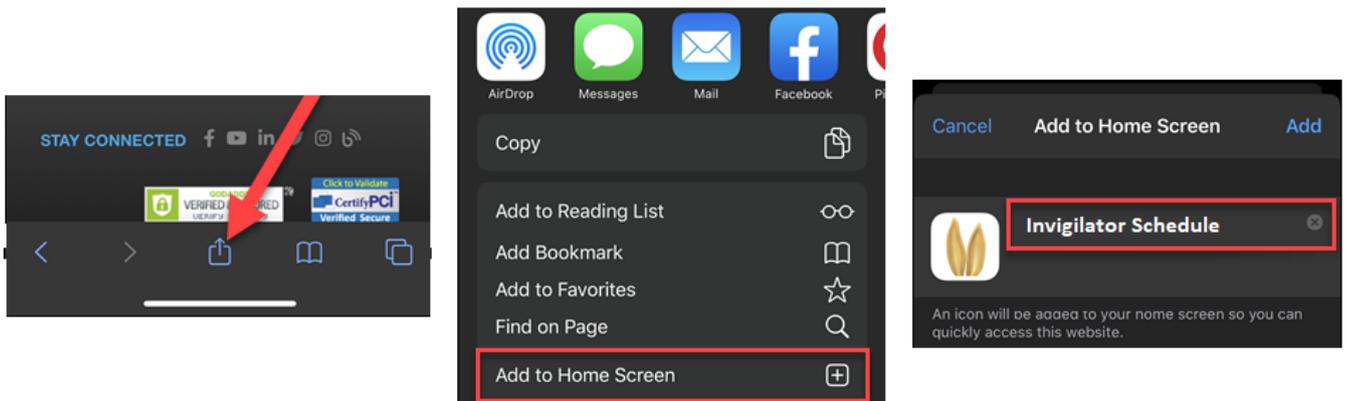
Once logged in, select **Invigilate**.



To assist you during the examination period we advise that you save this link as an **Icon** on your mobile device, this Icon would then appear on your homepage so that you don't need to refer to the email on a daily basis.

Creating the icon on an iPhone

Open the link in 'Safari' and tap the 'Share Button' at the bottom of the screen. Scroll down and select '**Add to Home Screen**' and then give the icon a new name and then press '**Add.**'



Creating an icon on an Android.

Open the link in 'Chrome,' tap the menu icon (3 dots in upper right-hand corner) and tap '**Add to home screen**'. You'll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

Invigilator Availability

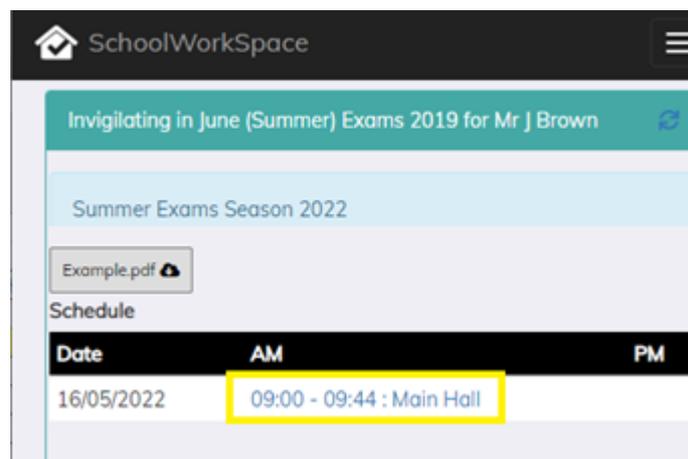
At the start of an exam season the Examination Officer (**EO**) will ask you to provide the dates that you are available to invigilate, this may include two or more seasons. On opening the link, you will be able view the available dates, you will be required to select the dates and sessions that you are available. As you provide your availability you can add a note against each day, use this to inform the EO of any issues you may have on a specific date. On completing the form select **Submit** at the bottom of the page.

However, if you are not available to invigilate during the season you can just select – **Not Available** or alternatively, if you are available for every date, then you can select – **Is always available**.

As the EO schedules you to a room, these allocations will appear on your schedule. Once you've been allocated to a room you will no longer be able to amend your availability for that date. If you require to amend/cancel a date you will need to contact the school to arrange this.

Invigilators Functionality

Once assigned to a room you will be able to select a room and view the exam details, invigilators and your role within the room. The full invigilator functionality will become available up to 24hrs ahead of the exam - the attendance registers and seating plans. These are available the day before so you can assist the EO in the preparing the room. You will not be able to complete the attendance registers and other tasks until the actual day of the exam.



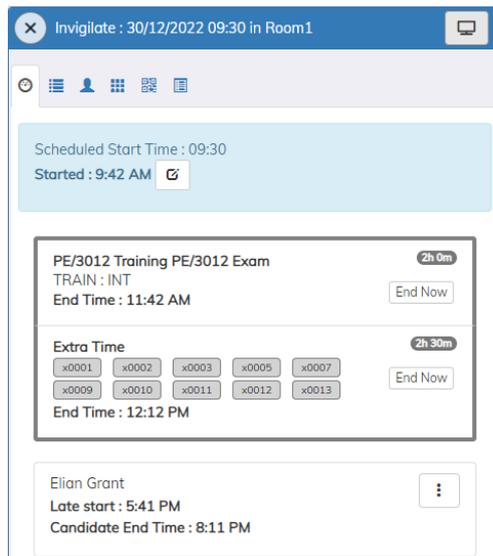
Once a room has been selected on the day of the exam you will see 6 Tabs at the top of the screen (All these tabs will only show on the day of the exam, the logs tab will only appear when an action has been taken).



Tab 1 – Overview – This will provide you with information about the exams taking place in the room. Details such as the name of the exams, length of exam, the official start as well as any candidates with Extra Time. This is where the Lead Invigilator will mark that the exam has started and when each individual exam has finished in the room.

This tab will also be where the Invigilators will be able to request either IT Support, General Assistance, Add a comment against the room or pause an exam in an emergency. If a candidate has been marked as starting the exam late or have used their SRB, these candidates including their new end times will appear in this tab. This view will help the Lead Invigilator keep a track of different end times in the Exam Room.

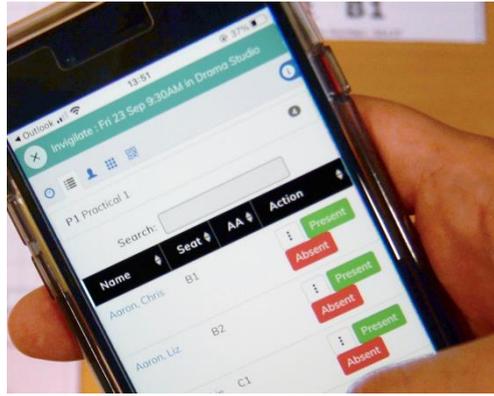
The computer icon at the top right corner of these screen enables the invigilator to display the **Exam Room Viewer** on a screen for the candidates to see the exam details such as start and end times. This can be used instead of putting the exam content on the whiteboard within the exam room.



Tab 2 – Candidate List – This tab displays the names of the candidates that are sitting the exams in that room and is sorted in Candidate Number order. In this tab the invigilators/staff will be able to complete the registers by marking the candidates either present or absent. When marked absent another option will appear to mark the candidate **late** - this can be updated to late when the candidate arrives on site, this can be done by a member of staff outside of the exam room (This time can be used to prove the candidate arrived under formal supervised supervision within the 60min of the official start time). Once the candidate has been marked late, a **Late Start** button will appear, the invigilator can select this when the candidate actually starts their exam (once selected this will calculate the **End Time** and the details will appear on the overview tab). It is also possible to view the candidates that have requested a laptop, a modified paper, Extra Time and any additional notes for the candidate by selecting the **3 Dots button (Additional Actions)**.

Name	Seat	AA	Action
Ashton Jones	A5	🚩	⋮ ✓ ✖

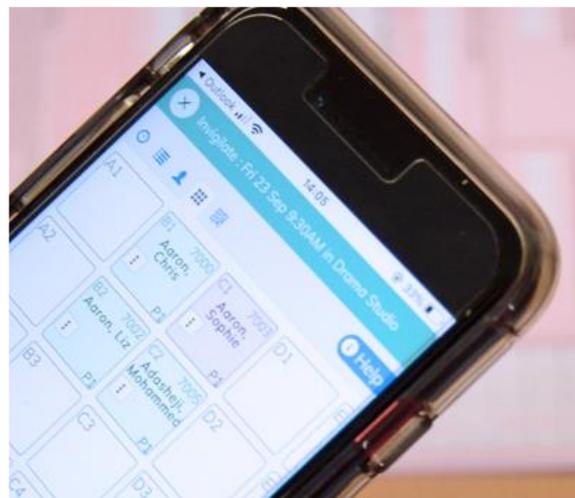
TIP - It's possible to mark all absent candidates first for the purpose of getting these chased up and then selecting **set all Blank as Present** which can be found at the bottom of the attendance register.



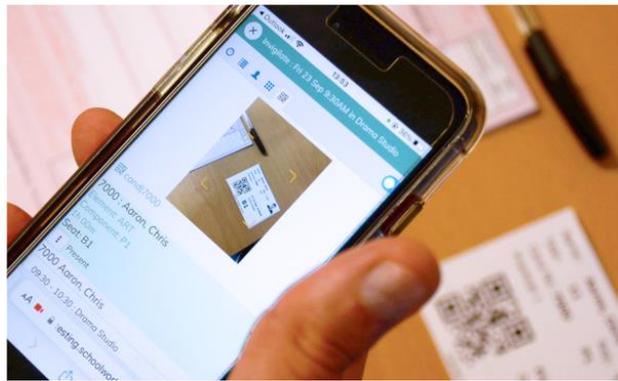
Tab 3 – Invigilator Attendance – It is possible to record the attendance of the invigilator/staff within an exam room.



Tab 4 – Seating Plan – This tab provides/displays the same information as above, but rather than being displayed in a list it is shown as per seating plan for that room.



Tab 5 – QR Reader – This is used to complete the registers by scanning the QR Code on the candidate's desk. Once you've selected this tab it will ask to access your mobile camera so it can scan the code. Allow this software to access the camera and then hold the phone above the candidate card and their details will appear on your device ready for you to mark them Present, Absent or Late.



Tab 6 – Logs – This tab displays any actions taken in the Exam Room, from completing the register, marking the candidate late or recording an SRB/Toilet Break in a room.

Access Arrangements Icons

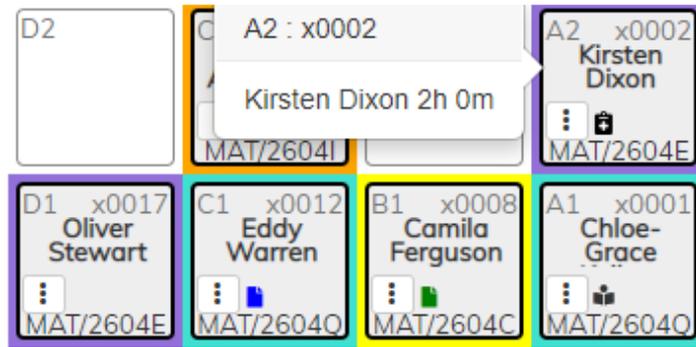
Reader		Scribe		Practical Assistant	
Supervised Rest Breaks		Signer		Computer Reader	
Prompter		Note		Medical	
Smaller Room		Dictionary		Separate Room	
Reading Pen		Extra Time			
Green Paper		Blue Paper		Purple Paper	
Green Overlay		Blue Overlay		Purple Overlay	
Yellow Paper		Grey Paper		Pink Paper/Overlay	
Yellow Overlay		Grey Overlay		Pink Paper/Overlay	
Red Paper		Orange Paper		Coloured Paper	
Red Overlay		Orange Overlay			

If a modified paper has been ordered from the JCQ for a candidate then the icon below will appear on the seating plan, attendance register and the candidate card. If the candidate has requested either a laptop or a computer reader for their exam then the icon below will appear in the same documents as the above.

Modified Language Paper		Laptop		Computer Reader	
--------------------------------	--	---------------	--	------------------------	--

Clash Icons

	This icon will indicate that a candidate has a clash on this date, however the exam with a yellow flag indicates that this exam is taking place at the official starting time as set by the exam board.
	This icon indicates that a candidate has a clash on this date and the exam they are currently sitting is being done at a different time as outlined by the exam board.



Additional Actions



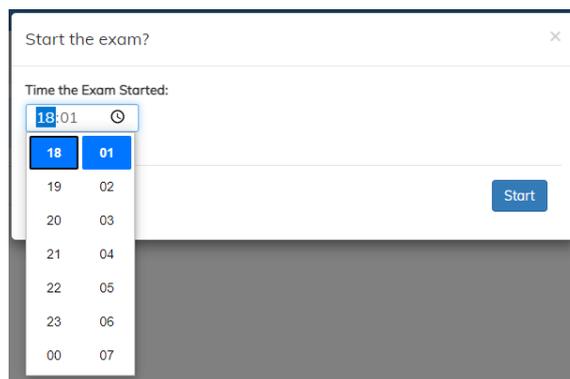
The Action Icon will bring a pop-up box providing greater information about the candidate. The Candidate Name/Photo, a list of their Access Arrangements, Notes and finally a log of everything that has been recorded for that candidate in the exam. It's also possible to record various actions such as SRB, Toilet Break and Enter a Note.

Note – A candidate might be entitled to a modified paper, laptop or a computer reader and this may appear in their record when you select the additional action button, but the icon doesn't appear on the seating plan. The reason for this would be the candidate has not requested the use of a laptop or a computer reader for this exam.

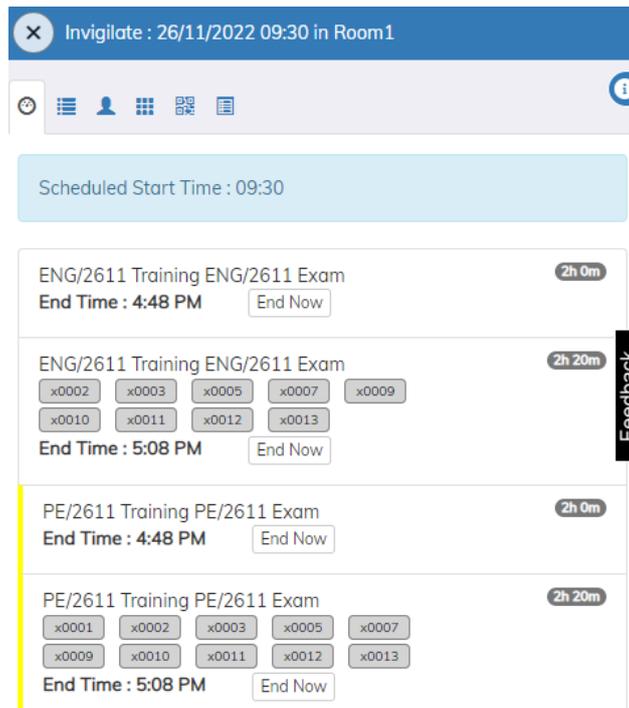
Starting and Ending the Exam

Once the attendance register has been completed and the **Warning to Candidates** has been read out the next process is to start the examination. Select the **Start the Exam** button and a confirmation dialog box will appear which includes the ability to edit the start time. It's possible to edit the start time in case the exam was started later on the mobile device to what the exam board states. Once the start time has been entered the end times will all be calculated.

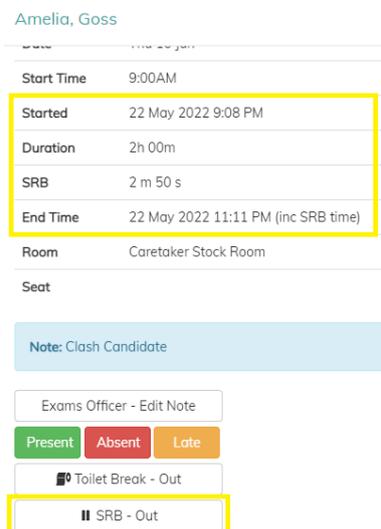
Once the exam has started the invigilator/roaming invigilator is able to record a number of actions against either the room or the candidate (these additional functions are only available once the exam has started, and the candidate has been marked present).



Once the exam has started it's possible to finish each exam in the room individually, if a room contains a number of exams with different end times each of these can be **ended** individually. Alternatively, if the invigilator/school doesn't wish to record this level of detail it's possible to just select **End the Exam** and this will finish all the exams in the room and give the same time for each exam in that room.



Recording Supervised Rest Break (SRB) – Once the exam has started and the candidate has been marked present it is possible for a member of staff to record when a candidate takes an SRB. As the start time is recorded against the candidate each of these breaks are added on to the end time, this means that the member of staff no longer needs to record these breaks manually and calculate the end time each time the candidate takes a break. All information is recorded in the room log too.



Note – The candidate must be entitled to SRB for this functionality to be available. Once an SRB has been recorded these candidates will appear on the overview and their box on the seating plan and attendance register will turn blue, this is to help the invigilator to keep track of these candidates.

Recording Toilet Breaks – It is possible for a member of staff to record that a candidate has left and returned to the exam room following a toilet break (This time doesn't get added to the SRB time). These are also recorded in the room and candidate log. To help the invigilator keep a track of these

when the candidates is marked as Toilet Out their name on the seating plan and attendance register will turn blue.

The screenshot shows a control panel for a candidate. At the top is a button labeled "Exams Officer - Edit Note". Below it are three status buttons: "Present" (green), "Absent" (red), and "Late" (orange). A yellow box highlights the "Toilet Break - Out" button, which includes a toilet icon. Below this is an "SRB - Out" button with a double vertical bar icon, and an "Add Comment" button with a speech bubble icon. Underneath is a "Log:" section with a date header "22 May 2022". The log entries are: "21:11 Amelia, Goss : Present", "21:20 Amelia, Goss : SRB - Out", "21:23 Amelia, Goss : SRB - Return", "21:25 Amelia, Goss : Toilet Break - Out" (highlighted with a yellow box), and "21:26 Amelia, Goss : Toilet Break - Return" (also highlighted with a yellow box).

Add Comment – It is possible to add a comment against a candidate, by selecting **Add Comment**. Record any incidents that may occur with a candidate during that examination. These are also added to the candidate and room log.

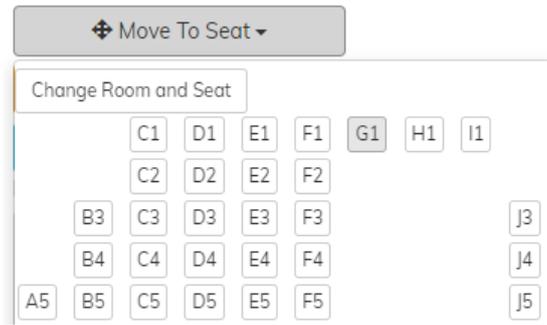
Exam Room Viewer

To display the exam details – Exam Name; Date; Start Time; Length of Paper; Centre Number and a Clock (Digital and Analogue) can be done from any of the Invigilators that have been assigned to that room. One the first tab (Overview) there is a **Computer Icon** when selected this turns the view into the **Exam Room Viewer** and will go into full screen mode.

The screenshot shows the Exam Room Viewer interface. At the top, a blue header bar displays "30/12/2022 09:30 in Room1" and a green icon. Below this, a light blue box shows "Scheduled Start Time : 09:30" and "Started : 9:42 AM". A white box contains exam details: "PE/3012 Training PE/3012 Exam" with a "2h 0m" duration, "TRAIN : INT", "End Time : 11:42 AM", "Extra Time" with a "2h 30m" duration, and "End Time : 12:12 PM". To the right, the date "Friday, 30 December" is shown above a large analogue clock. Below the clock, the digital time "6:56" is displayed, along with the "Centre Number: 12345".

Moving a Candidate

To ensure that the seating plan within an exam room remains a true reflection, you can move a candidate to another seat if required. Select the action button for the candidate that needs moving from either the register or seating plan, a dialog box will appear. Navigate to the **Move a Seat** drop down and then select the seat that the candidate has moved too, you will be asked to provide a reason for the move.



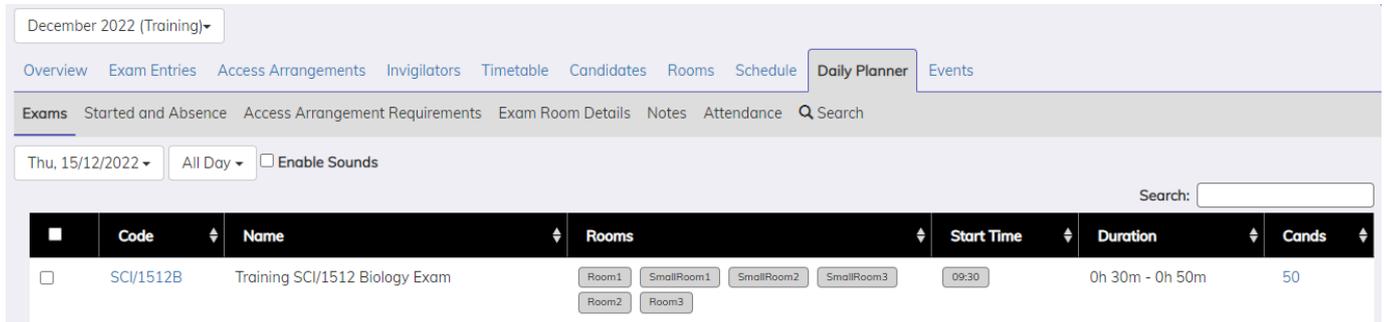
Pausing an Exam

To pause an exam due to an incident or emergency in the room, navigate to the overview tab (Tab 1) and scroll down to the bottom and select the Pause the Exam Button. Once selected a reason for this pause will need to be provided, once submitted the clock will stop for the exam and all functionality within the invigilator link will stop until the resume button is selected.



Daily Planner Tab

This tab will display all of the information that you and other centre staff will require on the day of the exam. Due to the amount of information required in this tab several sub-tabs have been added to assist. These are explained below.

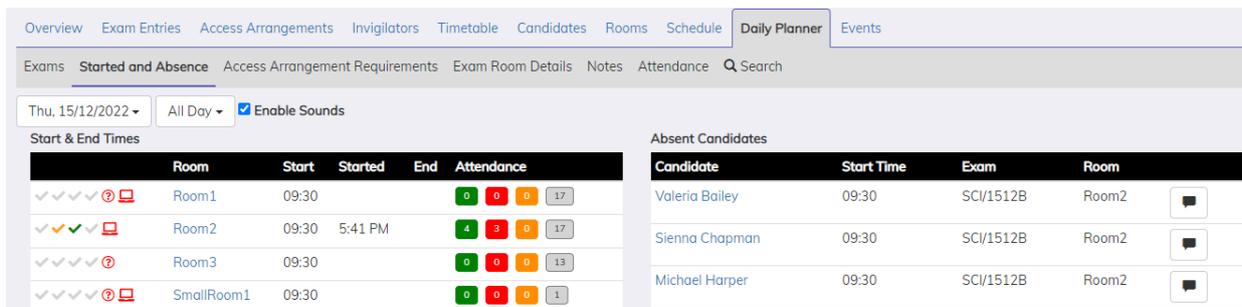


Exam Tab – This tab displays all the exams taking place on a specific date, it is also possible to filter to display AM or PM only. By selecting the component code, it will be possible to view and print the attendance registered, if completed they will show the applicable colour.

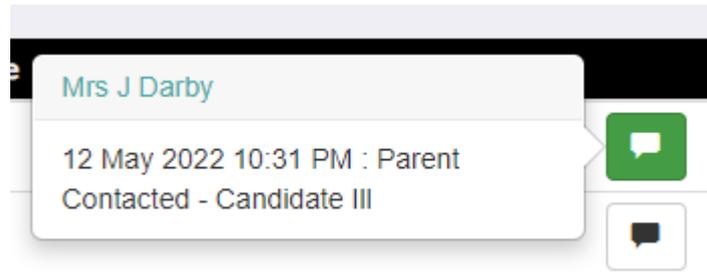
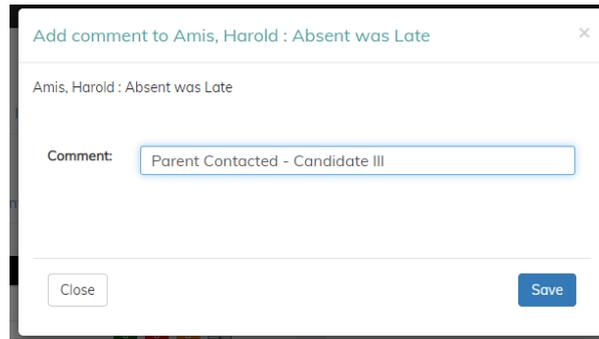
Started and Absence Tab – This tab displays the start / end times of the exams in a room, absent candidates and if assistance has been requested. This tab auto-updates as the invigilators complete the registers in the exam room.

Here is a break-down of what each of the ticks means:

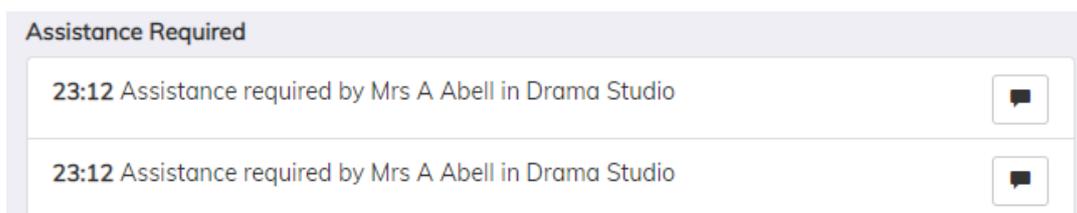
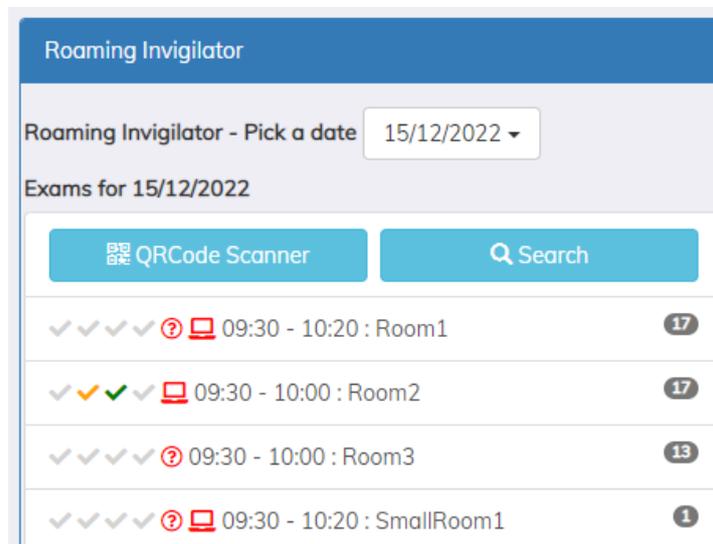
Four Ticks – Tick One – This means that the Invigilator/Staff attendance has been taken for the room. Tick Two - This indicates if the attendance has been taken for that room, if it's in orange the register has been partially taken and green indicates that it's been completed. Tick Third – This indicates that the exam has been started and the Fourth Tick indicates that the exam in that room has finished.



Adding a note – As candidate or Staff/Invigilator are marked absent in the exam room, these appear in the 'Absent Candidates' or 'Absent Invigilator' table. Once the parent/carer has been contacted it's possible to add a note to the absence. These notes are added into the logs and it's therefore possible for the invigilators to also see these messages.



Assistance Required – The invigilator is able to request two types of support in a room – ‘Assistance required’ and ‘IT Support required.’ These requests are listed in a table, which also displays the reason for the request entered by the staff/invigilator in their link (this will assist the EO when going to deal with the issue). Once actioned a note can be added against the request to keep a track of the room issues. It is also possible to enable a noise to sound if an invigilator selects either of these options. To enable the sound select ‘**Enable Sound**’ in the **Daily Planner | Exams** tab. To further assist Exams Officers an icon will appear next to the room that requires assistance, this icon also appear in the roaming invigilator link. Once a comment has been entered the icon will be removed.



Access Arrangement Requirements Tab – This tab displays all the candidates that have access arrangements for that day.

Candidate	Room	Seat	Exam	Requirement
Appleton, Nicholas	Main Hall	A5	1FR0 1F	Reader Scribe Practical Assistant Word Processor
Avary, James	Main Hall	C2	1FR0 1F	Scribe

Exam Room Details Tab – This tab displays the invigilation requirements for a specific day. It is also possible for the EO to edit the invigilator scheduler. Unlike the scheduler tab this brings all the exam rooms from multiple seasons together.

Time	Duration	Room	Exams	Cands	AA Cands	Invigilators	Action
9:00AM	0h 35m - 0h 44m	Main Hall	1FR0F : 1FR0 1F	52			Edit
9:00AM	1h 30m	Caretaker Stock Room	8300F : 8300/1F	7006 Amelia, Goss	0		Edit

Notes Tab – This displays all the notes that have been added for a candidate either by the Exams Officer or in SIMS Comments in the AA section. This also displays any 'Room Notes' that have been entered by the EO's.

Exam	Start Time	Room	Seat	Candidate	Note
1FR0 1F	9:00AM	Main Hall	B4	Bukolt, Krystal	Comment line 1 Comment line 2 Comment line 3
8300/1H	9:00AM	Drama Studio		Aaron, Chris	Clash - AM session (edited)

Attendance Tab – It's possible to write the attendance data recorded by the invigilators from Exams Assist back into SIMS session Attendance AM or PM. This tab will list all the candidates that have sat an exam that day, it will show the attendance for a candidate for the exam they sat. The attendance in the exam room will be indicated by the colour in the box and it's possible to select any of the appropriate code from our SIMS Attendance Module. This will also write a note back for the session that will say what exam the candidate was sitting and where (room and seat).

NOTE - The attendance data in Exams Assist is synced overnight therefore the AMPM column will show '-' in the morning. To call for up to date attendance, select 'Refresh' and Attendance Marks and Notes will import from SIMS, any notes will be identified by a flag.

CandNo	Name	Reg	AM Exam	AM Session	PM Exam	PM Session
x0042	Abigail Cooper	Training Reg Group One	CyU4 Absent	I		I
x0032	Adison Allen	Training Reg Group One	CyU4 Present	/		\

To further assist the attendance officer, it’s possible to mark all the present candidates in the Exams present in SIMS Attendance, this is also the same for Late and the Absent Candidates.

Set Exam Present to Attendance Present (/ \)

Set Exam Late to Attendance Late (L)

Set Exam Absent to Absent (N)

Refresh Attendance for 12/12/2022

Actions ▾

It’s possible to view the logs of the Attendance Write back by selecting the Attendance Write back at the bottom of the page. If any have failed it’s possible to retry this from this page. Along with the attendance mark being written back to SIMS, a note will also be written back which includes the name of the exam and the room the candidate was sitting the exam in.

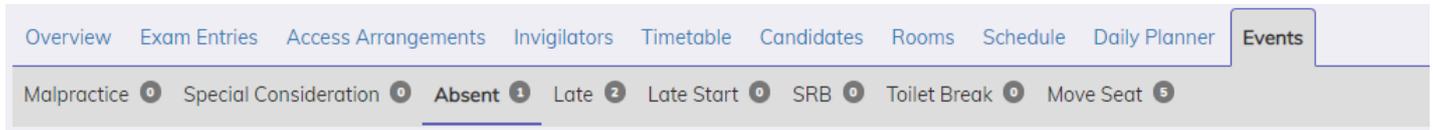
Global Search – The global search function will enable any member of staff to search for any candidate taking an exam on that specific date. The search function will display the Exam Details, Room and Seat Number the candidate will be sitting in.

Daily Noticeboard Report – This report prints the information contained in the ‘Exam Room Details’ tab. This is a useful report to print to display which rooms the invigilators have been assigned.

Download Excel Daily Planner – Download a report of the list of candidates by session (AM/PM) each row will display the exam name, component code, room and seat for each candidate in the table. This download is per day, if multiple day is required then navigate to the relevant day and then download this file for that day.

Events Tab

The event tab will display any types of events that occur in an exam room. The type of events that are displayed are Malpractice, Special Considerations, Absent, Late, Late Start, SRB, Toilet Breaks and Move Seats. Each of these events are filtered into a different tab making it easier for Exams Officers to look at a different type of event.



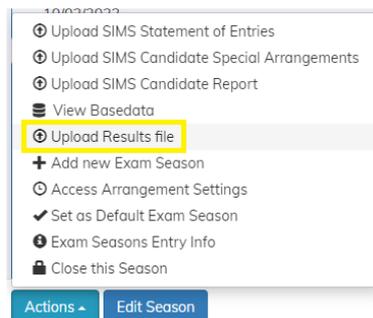
Managing Results

It's possible to import the results files received from the awarding bodies into Exams Assist. Before the results file is imported the equivalent basedata must be in the system otherwise an error message will be displayed which will include the basedata file Exams Assist is expecting. To make the **Results Tab** visible, navigate to the **Overview Tab | Edit Season** and select **Show Results Tab**.



Importing Results

To import results navigate to Overview Tab | Actions | Upload Results File. Locate the file(s) that's been downloaded and import into the system.



Tip – It is possible to import a number of results file at a time and for any season i.e. if you have 10 result files to import from multiple season, then these can be imported at the same time.

Import Message – When results files are imported, the status of the import will be displayed. If any results have failed to be imported the reason will be provided, if the appropriate basedata is unavailable in Exams Assist then the results will not import. See section on **Importing Basedata**.

Staff Portal

Once the results are imported, these will appear in the **Results Tab** listed by element. It is possible to view the results by element by selecting the element code or by subject by selecting the name of the subject.

Board	Level	Code	Title	Subject	Count	Absent Count
WJEC/GCE	GCE/A	1100QS	History A level Cash-in	History	13	2
WJEC/GCE	GCE/B	1100U8	History Nazi Germany 1933-45	History	13	2
WJEC/GCE	GCE/B	1100UF	History Parliamentary Refrm1780-1885	History	13	2

Assigning to a staff member – The staff that can view the results are linked to the staff associated to a subject within the entries tab. If a staff member is unable to view their results, navigate to the Entries Tab and assign the appropriate member of staff to the appropriate qualification.

Assigning to a subject – Associating the subject to qualification is done the same as above. If a subject doesn't appear next to an element, then you'll need to assign the subject in the Entries Tab.

From the results tab, it's possible for the exams officer to download the broadsheet and export to excel.

Viewing Subject Results

When a subject is selected, all codes for that subject will be displayed for all candidates i.e., for history all the GCSE and GCE will appear. This can be filtered down by Year Group as well as being able to include results from the previous year (previous season results are coloured in Yellow). It's possible to either print or download these results to excel.

Candidate Portal

Setup – For candidates to view the results on their portal (Note – Parents are not able to view the results), ensure that the following are select – **Published to the Parental and Students Portal** and **Students can see results in Exams Assist**.

Published to the Parental & Students Portal
Exam Entries, Access Arrangements, Exam Timetable (and optionally Results) can be viewed when they login to SchoolWorkSpace

Edit Message Shown To Parents Edit Message Shown To Students

Parents can confirm entries in Portal Students can confirm entries in Portal

Candidate Seating - Room, Seat and Timetable allocation done in ExamsAssist
Check the box to disable Exam Timetable import from SIMS and enable in SchoolWorkSpace

Show Results Tab - for results files imported from the exam boards

Students can see results in Portal
Requires Result Files to be imported into SchoolWorkSpace.
Results not displayed on Wednesday before results day and until 10am on Thursday or if Embargo in place
This setting works across all seasons

Results Embargo - Exam results only visible to Exams Officers
Exams Embargo also auto enforced on 3rd and 4th Wednesday of August until 10AM Thursday aga.org.uk/results-days
This setting works across all seasons

Results Embargo – Exams Assist has a hard coded embargo, which is from the Wednesday to the Thursday Morning. The Results Embargo check box is for any other time a school may not want candidates or staff to view the results in Exams Assist.

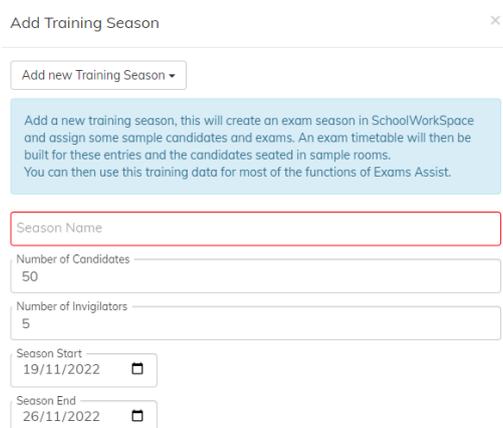
Following the exam embargo the candidates will be able to view their results for multiple seasons within the portal. The results are broken down into seasons to make it easier for them to view, these results will appear in an additional tab next to their timetable.

Training Season

To help Exams Officer learn how to use Exams Assist and also train Invigilators/Staff, it's possible to create a Training Season. Creating a season is very simple as everything is created for the user from Entries, Access Arrangements Rooms, etc. All candidates used in a training season are dummy data, but the training season will use the Access Arrangements that are used by the school. Once the training season is completed the season can be deleted. All functionality within a training season is the same as what is contained in a normal season, the only difference is Attendance Data will not be able to be written back to SIMS.

How to create a Training Season

Navigate to the Season Dropdown menu and select **Add/Edit Training Season | Add New Training Season**.



Add Training Season

Add new Training Season ▾

Add a new training season, this will create an exam season in SchoolWorkSpace and assign some sample candidates and exams. An exam timetable will then be built for these entries and the candidates seated in sample rooms. You can then use this training data for most of the functions of Exams Assist.

Season Name

Number of Candidates
50

Number of Invigilators
5

Season Start
19/11/2022

Season End
26/11/2022

Give the Season a name, enter the number of candidate and invigilators that you required, finally the dates that you will run the training in. Once the season has been created you will be able to use every element of these manuals to assist you in learning how to use this software.

Parental / Candidate Online Portal

There is the functionality within SchoolWorkSpace for both parents and candidates to log into their portal to view their exams entries, access arrangements and timetables. These may be viewed in near real-time and ensuring that parents/candidates utilise this portal will reduce the amount of paper that the school produces.

There are a few ways in which they can log into their portal – using email address registered by the school; Login Code; a google account or a Microsoft account.

Navigate to the following website:

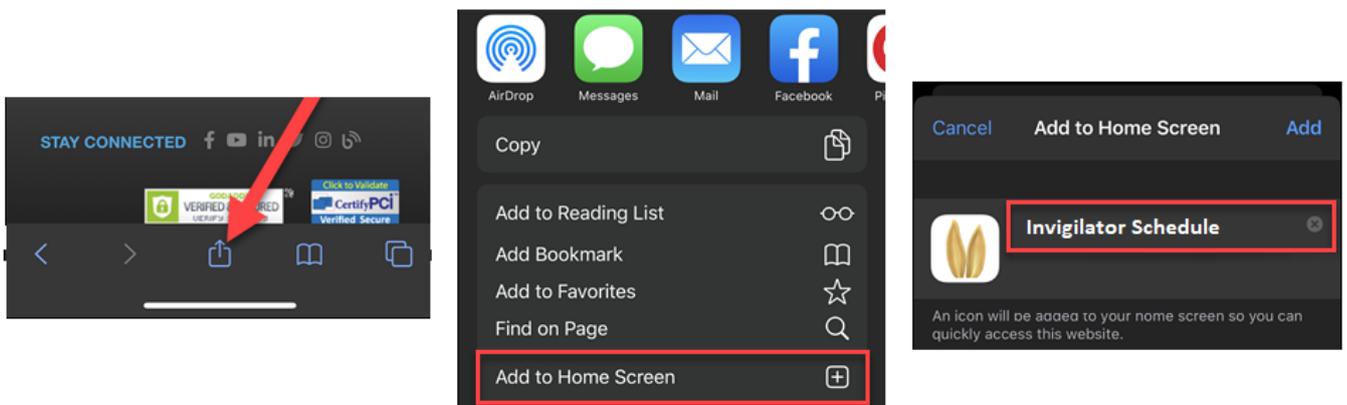
<https://examsassist.co.uk>

Select **Login / Register** then **Login to SchoolWorkSpace**. Enter your email address and as you've yet to login, select **Forgot Password**, a 6-digit pin will be emailed or text to you, enter this into exams assist and you'll be prompted to create and confirm a new password.

The parents / candidates are then advised to save this link as an **Icon** on their mobile device, this Icon would then appear on your homepage so that you don't need to refer to the email on a daily basis.

Creating the icon on an iPhone

Open the link in 'Safari' and tap the 'Share Button' at the bottom of the screen. Scroll down and select **'Add to Home Screen'** and then give the icon a new name and then press **'Add.'**



Creating an icon on an Android.

Open the link in 'Chrome,' tap the menu icon (3 dots in upper right-hand corner) and tap **'Add to home screen'**. You'll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

Creating Login Codes

To create codes for the parents or the candidates to log into the online portal, navigate to **School Settings | Other Settings | Setup logins**. Select **Generate Login Codes**, once created you will be able to download or print these codes for distributing.

Once the Parent/Candidate has logged into the system they will be able to view Candidate Details, Exam Entries, Access Arrangements and timetable. To enable these to be viewed select **Overview | Edit Season** and select **Publish to the Parental & Student Portal** (these can be turned on and

off when required between different seasons). Exams Officers can add a message to display on either or both the parental/candidate portal. If schools are using this to confirm entries, then the exams officers can select **Parents can confirm entries in Portal**.

As the parents/candidates confirm the entries the results will appear in the Candidate Tab, sub-tab Parent/ Student Confirmation Tab. As these are returned their results will be populated in the table. To view/edit the results select the name of the candidate and you'll be able to add a comment, all entries will be added to the log. As the results come and they require attention their status will show as Pending, once a comment is entered by the Exams Officer the status will change to Actioned.

Timetable / Seating in Exams Assist

Allocating candidates to rooms and a seat in Exams Assist is a very simple process, there are a number of steps that you are required to follow, and these are outlined below. The data required to populate the timetable is contained in the statement of entries import file, therefore it is essential that you include the Component Details when exporting this file from SIMS. The component details contains the date and the session for each exam a candidate is sitting.

IMPORTANT Note – Ensure that when you create the entries file that you select **Fee Information – All** and **Include Component Information** as this is required for creating the timetable tab.

The screenshot shows a configuration window for 'Fee Information'. At the top, there are three radio buttons: 'Fee Information' (selected), 'Private Fees', and 'None'. Below this is a 'Report Footer' text area. At the bottom, there is a checkbox for 'Include Component Information' which is checked, and another checkbox for 'Print on Headed Stationery' which is unchecked. A 'Save as Default' checkbox is also present.

To complete the seating allocation you will need to follow these steps in the following order:

1. Switch to creating Seating in Exams Assist and not Exams Organiser

To create the seating plans in Exams Assist you will need to navigate to **Overview | Edit Season** and select **Candidate Seating – Room, Seat and Timetable allocation done in Exams Assist**.

Candidate Seating - Room, Seat and Timetable allocation done in ExamsAssist
 Feature in development - Check the box to disable Exam Timetable import from SIMS and enable in SchoolWorkSpace

2. Confirming Session Start Times

When the statement of entries are imported into Exams Assist the start times allocated to an exam comes from the session information – AM, Mid-Morning or PM. Therefore, these starting times needs to be identified in Exams Assist. Navigate to **Overview | Edit Season** and then confirm these times. It is therefore possible to change these times centrally per season, so if the start times are different in a mock season then these can be amended here.

The screenshot shows three time selection fields: 'AM Start' with a value of 09:00, 'Mid Morning' with a value of 10:30, and 'PM Start' with a value of 13:30. Each field includes a clock icon to the right of the time value, indicating that the times can be edited.

Note - The default times in Exams Assist will be the official starting time stated by the examination board.

3. Extra Time Candidates

Once the school has opted to create seating plans in Exams Assist an additional sub-tab will appear in **Access Arrangement tab called Extra Time**, this information is contained in the AA imported file. To reduce setup, exams assist will automatically map an AA arrangement called – **Extra Time** as having default value of **25%**. If, however, a school records a % amount with the arrangement then this percentage will be added to the duration of the exam.

Examples:

If a candidate has an arrangement called Extra Time they will have the default value of 25%. If a candidate has an arrangement called 10% Extra Time then they will automatically have 10% added to the length of each scheduled exam. If a candidate has 100% Extra Time then they will automatically have 100% added to each scheduled exam.

Cand No	Cand Name	Code	Name	Component	Access Arrangements	Date	Duration	Extra Time	New Duration
x7035	Sawyer Ross	1100U8	History Nazi Germany 1933-45	1100U80-1 History Unit 4 Option 8: Written	Supervised Rest Break Prompter 25% extra time Separate Room	09 Jun 2023 1:00 PM	105m	25%	131m
x7035	Sawyer Ross	1100UF	History Parliamentary REFRM1780-	1100UF0-1 History Unit 3 Option 6: Written	Supervised Rest Break Prompter 25% extra time Separate Room	24 May 2023 9:00 AM	105m	100%	210m
x9431	Mike Harrison	1200U3	Sociology Power and Control	1200U30-1 Sociology Unit 3: Written	25% extra time Modified Language Paper	22 May 2023 9:00 AM	120m	10%	132m

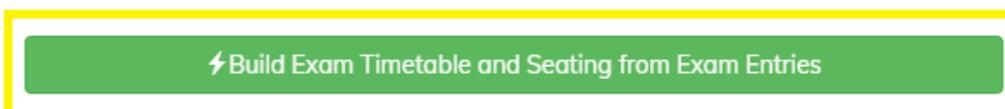
Editing/Removing Extra Time

If a candidate is allowed a different % of ET to the default 25% assigned by Exams Assist, then this can be edited within the **Access Arrangement | Extra Time** Tab. If a candidate isn't entitled to extra time for all exams, it is possible to search for the candidate and then change the extra time % to zero, this will then change the new duration to be the same as the duration of the exam.

4. Populating the Timetable Tab

Once the above steps have been completed – **Import SOE and AA file, confirm start times and confirming the candidates with extra time**, you will then need to generate the timetable. Creating the timetable pulls all the component information contained within the SOE and generates the timetable - the Date, Start Time and the number of candidates sitting each exam.

Navigate to **Overview | Build Exam Timetable and Seating from Exam Entries** and select the **Green Button only**, deselect any other options at this point.



Note – Each time the TSV file is imported into Exams Assist, the above option will be **Green**, indicating that this routine needs to be run again. Once the timetable has been built (or refreshed)

this button will turn to grey. The overview page will display the last time the TSV file was imported and the last time the Build Exams was run.

Once selected this will create a new tab called **Timetable / seating**. Within this tab you will see a list of the timetabled exams in date and time order. This tab will also display if any exams contain a clash, the room that the exam has been allocated and the number of candidates entered for the exam.

Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated
02/05/2023	09:00	3h 0m				EDEXL/KSQ	31555H	31555H01	1	
03/05/2023	09:00	1h 30m - 3h 0m		Law		EDEXL/KSQ	20168K	20168K01	15	
04/05/2023	09:00	2h 30m - 3h 7m	🚩			EDEXL/KSQ	31525H	31525H01	15	

5. Resolving Clashes

After populating the timetable you will be able to filter and see any exams that contain Clashes, these will be identified with a **Red Flag**. Each of these clashes need to be resolved by allocating a new **Start Time** to a candidate or a group of candidates that have an exam at the same time.

Clash Examples

a) Language Exams – Listening and Writing

To resolve a clash for an exam such as French, German or Spanish that have a listening and reading where the start times for both exams are in the session. This clash will need to be resolved by moving **all candidates** to a new later time.

Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated
23/05/2023	13:30	0h 45m - 0h 56m	🚩	French		WJEC/GCSE	3800UB	3800UB0-1	9	
23/05/2023	13:30	1h 15m - 1h 33m	🚩	French		WJEC/GCSE	3800UC	3800UC0-1	9	

Step 1 - Select the edit button on the exam for which the **start time needs to be amended**, in the above example it will be the component code for French Reading, once selected the following popup box will appear.

Candidates : 3800UC0-1 in at 23/05/2023 13:30 ×

Candidates 9 Clash Candidates 9 Actions

Showing all exams on 23/05/2023 for clash candidates

x1028 : Abigail Cooper

09:00 - 11:11 3300U50-1 : Maths UNIT1 Higher Noncalculator 2h 11m

13:30 - 14:26 3800UB0-1 : French Unit 2 Higher: Listening 0h 56m

13:30 - 15:03 3800UC0-1 : French Unit 3 Higher: Reading 1h 33m

- 25% extra time

x1021 : Antony Wilson

09:00 - 10:45 3300U50-1 : Maths UNIT1 Higher Noncalculator 1h 45m

13:30 - 14:15 3800UB0-1 : French Unit 2 Higher: Listening 0h 45m

13:30 - 14:45 3800UC0-1 : French Unit 3 Higher: Reading 1h 15m

- Medical

IMPORTANT – The subject in yellow is always the component that will be amended. If the incorrect component is selected, simply press the other component in the popup box that has a clash and then you will be able to change that start time.

Note - To assist schools with resolving these clashes some key information is displayed in the popup box: if any of the candidates has extra time and what exam they have in the earlier and later session. This information will assist you in deciding how best to resolve the clash.

Step 2 – All candidates will need a new start time (so no need to select any candidates), navigate to the **Actions Tab**, change the starting time for this exam and apply this to **All Clash Candidates**.

Candidates 9 Clash Candidates 9 Actions

Move this Exam to:

23/05/2023 🗓 14:30 🕒

Set Start Date Time ▾

All Listed candidates

0 Selected Candidates

All Clash Candidates

+ Add Room Set start date and time for all clash candidates

Once this clash has been resolved you will noticed that these two exams will now disappear from the **Clash only** as the clashes has been resolved. As this clash has now been resolved a new **Line** will be created in the timetable / seating tab to indicate a new Exam has been created and is then ready to be roomed.

23/05/2023	13:30	0h 45m - 0h 56m	French	WJEC/GCSE 3800UB	3800UB0-1	9	🗑
23/05/2023	14:30	1h 15m - 1h 33m	French	WJEC/GCSE 3800UC	3800UC0-1	9	🗑

b) Few clash candidates within a component

Step 1 - To resolve a clash with candidates having two different exams in the session is the same process. Select the component you want to change the start time for and this component will be

highlighted in Yellow in the popup box (you will be able to see details of the exam prior and after the session).

Step 2 – As in the example below, navigate to the actions tab and change the start time of the chemistry exam to your new desired starting time and select **Set Start Date Time**.

Candidates : 2410U10-1 in at 16/05/2023 09:00 ×

Candidates 29 Clash Candidates 2 Actions

Showing all exams on 16/05/2023 for clash candidates

<input type="checkbox"/> x4004 : Steven Andrews	09:00 - 10:15 2200U10-1 : Sociology Unit 1: Written 1h 15m
	09:00 - 10:30 2410U10-1 : Chemistry Unit 1: Written 1h 30m
<input type="checkbox"/> x4296 : Sienna Chapman	09:00 - 10:15 2200U10-1 : Sociology Unit 1: Written 1h 15m
	09:00 - 10:30 2410U10-1 : Chemistry Unit 1: Written 1h 30m

A Complex Clash

To resolve a complex clash where a candidate has two exams in the morning and one in the afternoon, follow the following steps. With this example two of the exams will require a new start time as the clash exam will go into the afternoon exam then creating a new clash.

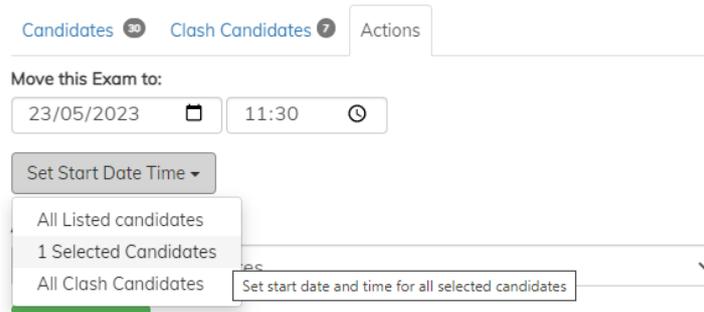
Candidates : 2200U20-1 in at 23/05/2023 09:00 ×

Candidates 30 Clash Candidates 7 Actions

<input type="checkbox"/> x4295 : Valeria Bailey	09:00 - 11:00 2200U20-1 : Sociology Unit 2: Written 2h 0m
	09:00 - 10:30 2400U20-1 : Biology Unit 2: Written 1h 30m
	13:30 - 15:15 2100U80-1 : History Unit 2 Option 8: Written 1h 45m
<input type="checkbox"/> x4296 : Sienna Chapman	09:00 - 11:00 2200U20-1 : Sociology Unit 2: Written 2h 0m
	09:00 - 10:30 2400U20-1 : Biology Unit 2: Written 1h 30m

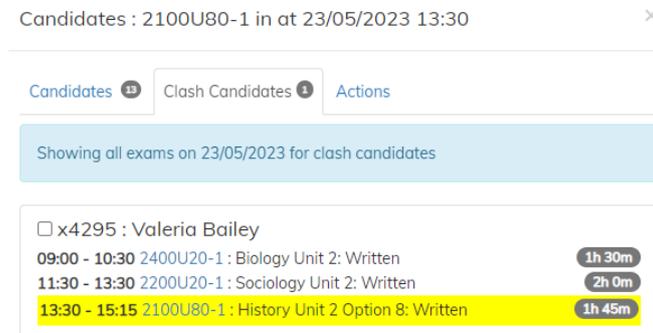
Step 1 - Decide which exam will be done second, in this case the candidate will sit Sociology at 9:00, Biology at 11:30 (to allow a break) and finally the History at 14:00 (to allow a break).

Step 2 - Click on the Biology component code to change to that exam, the subject highlighted will then be Biology. Select the candidate Valeria Bailey and then navigate to Actions and change the start time to 11:30 and set for 1 Selected Candidates.



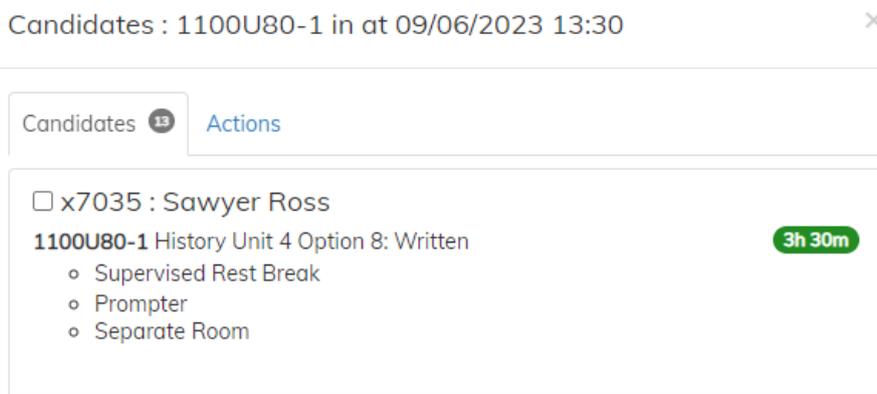
Once submitted this will resolve this clash but a new clash will be created as the second exam will now go into the third exam (as seen below).

Step 3 - Select the newly created clash so that the start time of this new clash can be resolved. Select the candidate and navigate to the actions tab and change the start time to 14:00 then all clashes for this candidate will be resolved.



How to amend a start time due to AA

If a candidate has an afternoon exam and also has a high percentage of Extra Time and Supervised Rest Breaks, it's possible to amend their start time (if this has been approved by JCQ) from 13:30 to 9:00. Select the candidate and then navigate to the action tab and then enter a new start-time for this candidate and apply this to the 1 selected candidate.



Clash indicators:

Yellow Flag – A yellow flag indicates that a candidate has a clash during that day and this flag will indicate that this is the exam that is being sat at the same time as assigned by the exam board. This flag will appear in the attendance register, seating plan and the daily planner to help schools keep track of the clash candidates.

Red Flag – A red flag indicates that this is a clash candidate and this exam is being sat at a different time to the one set by the exam board. A red flag will also appear for any candidates that are sitting any exam for which the start time has been changed.

☐	CandNo	Name	Reg	Room/Seat	Extra Time	AA	Exams
<input type="checkbox"/>	x1021	Antony Wilson	ExtCand		N	1	<div style="display: flex; flex-wrap: wrap; gap: 5px;"> <div style="border: 1px solid gray; padding: 2px;">3020U30-1</div> <div style="border: 1px solid gray; padding: 2px;">3120UB0-1</div> <div style="border: 1px solid gray; padding: 2px;">3430UD0-1</div> <div style="border: 1px solid gray; padding: 2px;">3100UB0-1</div> <div style="border: 1px solid gray; padding: 2px;">3310U50-1</div> <div style="border: 1px solid gray; padding: 2px;">3430UE0-1</div> <div style="border: 1px solid gray; padding: 2px;">3300U50-1</div> <div style="border: 1px solid gray; padding: 2px;">3800UB0-1</div> <div style="border: 1px solid gray; padding: 2px;">3800UC0-1</div> <div style="border: 1px solid gray; padding: 2px;">3430UF0-1</div> <div style="border: 1px solid gray; padding: 2px;">3700U20-1</div> <div style="border: 1px solid gray; padding: 2px;">3800UD0-1</div> <div style="border: 1px solid gray; padding: 2px;">3310U60-1</div> <div style="border: 1px solid gray; padding: 2px;">3020U40-1</div> <div style="border: 1px solid gray; padding: 2px;">3700U30-1</div> <div style="border: 1px solid gray; padding: 2px;">3300U60-1</div> <div style="border: 1px solid gray; padding: 2px;">3100UK0-1</div> </div>

6. Exam Room Setup

To ensure that candidates are seated correctly when auto scheduled you will need to ensure that each room setup has been completed correctly. Navigate to the Rooms Tab and select each room one at the time. When a room is selected the following dialog box will appear.

Room: Art Room 2 ✕

This room is not used in Exams

Display Row 1 at the bottom
Row 1 is at the top if not selected

Display Column A on the right
Column A is on the left if not selected

Number of Columns Number of Rows

Seat Allocation Order

Auto allocate exam seats for this room

Display Name – This will be the name that will appear for the invigilator on their seating plan or attendance register. This will help schools to be able to rename rooms to a more identifiable name that the invigilator may understand, the name will display as it appears in the MIS in the timetable and schedule tab but the new name for the invigilators.

This room is not used in Exams – If this room is not required to be displayed in the list of rooms available to be assigned to an exam in the timetable tab, then this can be selected, and this room will no longer display.

Display Row 1 at the bottom – By selecting this option, row A1 will appear in the bottom left hand corner rather than at the top left.

Display column A on the right – By selecting this option this will display the A column on the right side. If the above option is selected A1 will be bottom right and if the above isn't selected A1 will be top right.

Room Dimension – Enter the number of columns and rows in a room.

Snaking – Identify how you'd like the candidates to be snaked with A1 being the Green Square.

Auto Allocation – If there is a room that you don't want the candidates to be auto-allocated this will need to be deselected.

Laptop Seats Deactivated Seats

Select Laptop Seats

<input type="checkbox"/> C5	<input type="checkbox"/> B5	<input type="checkbox"/> A5
<input type="checkbox"/> C4	<input type="checkbox"/> B4	<input type="checkbox"/> A4
<input type="checkbox"/> C3	<input type="checkbox"/> B3	<input type="checkbox"/> A3
<input type="checkbox"/> C2	<input type="checkbox"/> B2	<input checked="" type="checkbox"/> A2
<input type="checkbox"/> C1	<input checked="" type="checkbox"/> B1	<input checked="" type="checkbox"/> A1

Laptop Seats Deactivated Seats

Select Deactivated Seats

<input type="checkbox"/> C5	<input checked="" type="checkbox"/> B5	<input type="checkbox"/> A5
<input type="checkbox"/> C4	<input checked="" type="checkbox"/> B4	<input type="checkbox"/> A4
<input type="checkbox"/> C3	<input type="checkbox"/> B3	<input type="checkbox"/> A3
<input type="checkbox"/> C2	<input type="checkbox"/> B2	<input type="checkbox"/> A2
<input type="checkbox"/> C1	<input type="checkbox"/> B1	<input type="checkbox"/> A1

Laptop Seats – Mark the seats that have a laptop on that desk. If a candidate has been identified as needing a laptop for an exam and they are scheduled to this room, when the auto scheduled is pressed the candidate will be allocated to this seat.

Deactivated Seats – Mark any seats required to be not available for an exam season.

Allocating Candidates to Rooms/Seats

It is possible to assign a candidate to a room and/or a seat within a room. This is a great function for schools that assign their candidates to the same room and seat for all their exams. It's also a great function for assigning candidates that are entitled to a reader, scribe or smaller rooms to that room so they can automatically be assigned.

To assign a candidate to a room navigate to the candidate tab and search for the candidate you need to assign to a room. When a candidate is selected, select Assign Candidate to a Room, locate the room and then assign to a seat (if required). Once you submit this request the candidate will be auto roomed and seated for all their exams.

IMPORTANT – Ensure that all clashes have been resolved otherwise the candidate will be assigned to a room for both clash exams as they both have the same starting time.

Tip – To assign all candidates that require a room as they are entitled to a scribe, search Scribe in the search box and all candidates entitled to a scribe will be filtered out. Assign each of them in turn to a room and a seat.

Note – The allocation of a room and a seat is stored against the candidate therefore these settings will carry over into future seasons.

7. Running the Seating Allocation

Once the above tasks have been completed you will be able to allocate the candidate to rooms/seats. Navigate to **Overview | Build Exam Timetable and Seating from the SOE** and select the Green Build Exam Timetable, this will now auto assign the candidates assigned to a room/seat.

09/05/2023	13:30	1h 0m - 1h 15m	Mathematics		WJEC/GCSE	6300QC	6300QCL-1	5	
09/05/2023	13:30	1h 15m	Mathematics	Art Room 1	WJEC/GCSE	6300QC	6300QCL-1	1	100 %
09/05/2023	13:30	1h 15m	Mathematics	Art Room 2	WJEC/GCSE	6300QC	6300QCL-1	1	100 %
09/05/2023	13:30	1h 15m	Mathematics	Boardroom	WJEC/GCSE	6300QC	6300QCL-1	1	100 %

As you can see from the above illustration you will see that candidates have been removed from the main timetable created and each new room will be created automatically with the total of candidates assigned to that room. As in the scheduler it is possible to select the name of a room to view the attendance register and seating plan for that exam. The % of candidates seated will also be displayed, if the seating for that room is completed this will automatically be highlighted green.

Allocating Examinations to Rooms

There are two sub-tabs for assigning rooms to an exam, this can either be done **By Date** or **By Exam**. The **By Date** tab will display a row for each component and room, where the **By Exam** displays them as one row per exam and displays every room assigned to that exam. It's possible to room an exam from either tab.

By Date Tab

Once the above process has been completed you will be able to filter by date, this will allow you to methodically allocate rooms by each day or alternatively, you can filter to display all the un-roomed exams.

To assign a room to an exam, select the edit button. You'll be able to assign a selection of candidates to a room, all candidates to a room, or all candidates to a selection of rooms (this is useful for large exams). When assigning an exam to a room it's possible to see a list of candidates in that room and what Access Arrangements they have.

Candidates : 6300QCL-1 in Board Room at 09/05/2023 13:00 ×

Candidates ⊕ Actions

Move this Exam to:

09/05/2023 📅 13:00 🕒

Set Start Date Time ▾

Assign to Room:

All listed candidates ▾

Select Room ▾

- Assembly Hall (101 Seats)
- Board Room (20 Seats)

To assist in this process, it is possible to see the number of candidates left to room and in the room list the number of available seats in the room. To assign a room to the exam select the edit button

and navigate to the actions tab, select **Add Room** and choose the room you would like to assign the exam to.

Allocating multi-rooms to an exam

It's also possible to assign more than one room to an exam as schools may not have enough seats in one room so they will need to be split between a numbers of rooms. As well as being able to split the room allocation it is possible to identify the number of candidates to be assigned to each.

Note – Once rooms are allocated to the exams, it will be possible to schedule staff/invigilators to the exam rooms.

Candidates : 3700U30-1 in at 12/06/2023 09:00 ×

Candidates 181 Actions

Move this Exam to:

12/06/2023 09:00 🕒

Set Start Date Time ▾

Assign to Room:

161 Unroomed candidates ▾

Room	Capacity	Max Number of Candidates
Assembly Hall	101	<input type="text" value="101"/>
Room4	40	<input type="text" value="40"/>
Room2 : Art & Design	40	<input type="text" value="40"/>
Total		181

+ Add Room

To assign multi rooms just add your first room and you will be able to view the capacity of the room and then the number of candidates you'd like to assign to that room. Then add a new room but this time you will be able to split the number of candidates between each of the rooms so you can even out the numbers etc.

Once all the rooms have been assigned to exam in the timetable / seating tab, navigate to the **Overview | Build Exams Timetable and Seating from Exams Entries**. When running this routine ensure that you select **Assign Seats by Duration, Component then Candidate Number**. This routine will seat the candidates in the room based on a set of rules assigned from the Room Tab.

Build Exam Timetable from Entries ×

Rebuild the Exam Timetable and seating from the settings

Options

Assign Seats - By Duration, Component then CandNo

Reset

Reset exam rooms - clear any allocated rooms

Reset exam start times (if modified to resolve clashes)

Also reset candidate clash flags

⚡ Build Exam Timetable and Seating from Exam Entries

Build Exam Timetable from Entries

Build Exam Timetable from Entries

Use details in Exam Entries to build the Timetable and Seating

Seating Allocation Rules –

- Exams will be seating according to duration. The longest exams will be seated closest to A1. The candidates with the longest exam will be seated, the Extra Time candidates first and then the candidates in order of their candidate number.

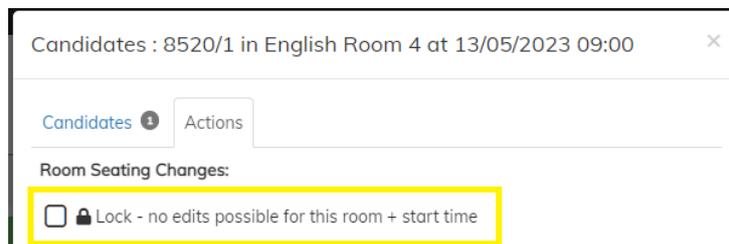
8. Amending Seating Allocations

Once the candidates have been allocated to a seat within the rooms it is possible to manually amend these if the auto allocation did not quite meet your requirements. In the timetable/seating tab select the name of room you need to amend, once selected you will be able to view the attendance register and seating plan for that room.

To amend a plan, select the Edit button at the bottom of the plan and you'll be able to drag and drop candidates around the grid. Any unseated candidates will be displayed in the unallocated column awaiting for the EOs to assign them manually. Once a candidate has been manually moved, a **Pin** will be dropped on the candidate so when the automation routine is run the candidate will no longer be moved. To remove a candidate from the grid just select the **x** at the bottom of the box.

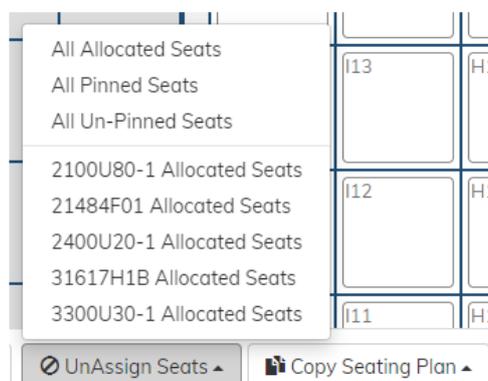


Once you are happy with the plan, and no further amendments are required, select the edit button in the timetable / seating tab and select the **Lock** check box in the actions tab.



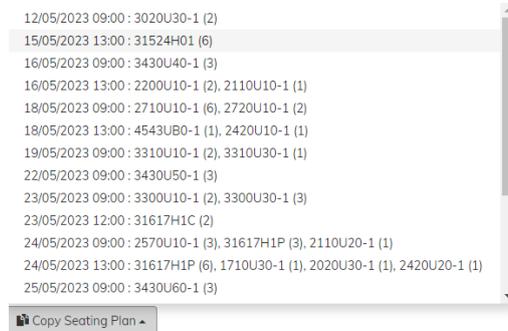
Removing Candidates from a Seating Plan

To remove candidate(s) from the plan, edit the plan and navigate to the **Unassigned Seats** menu, if there are multiple exams in the room it is possible to remove one at a time.



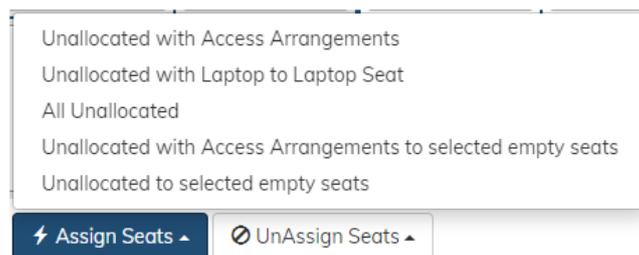
Copying a seating plan

It's possible to copy a plan when editing a seating plan. If there is an exam that has two or more units within that qualification you can manually create one seating plan, then go to the next date and select the previous exam to copy the plan from. If you use the auto assign seating function then all rooms will be seated the same, however, if you manually amend one then you will be able to go into the next exam and copy the manually amended seating plan.



Manually Assigning Candidates to a Seat

There are a number of tools to assist you assigning candidates to the plan. To access these, edit the plan and navigate to the **Assign Seats** menu and select the appropriate function.



Laptop Seats

When auto-assigning candidates to a room, if a candidate has requested a laptop then they will be seated in a laptop seat. However, if this request has been made after the seating plans have been created and the candidate seat has been pinned, when selecting the allocate seating this candidate will not move to a laptop seat as they are pinned to the plan.

To assist Exams Officers to identify candidates who have requested a laptop but are not seated in a laptop seat we have added a red laptop icon on the timetable/seating tab to view these.

NOTE – If you search Laptop in the timetable/seating tab it will search for any of these errors.

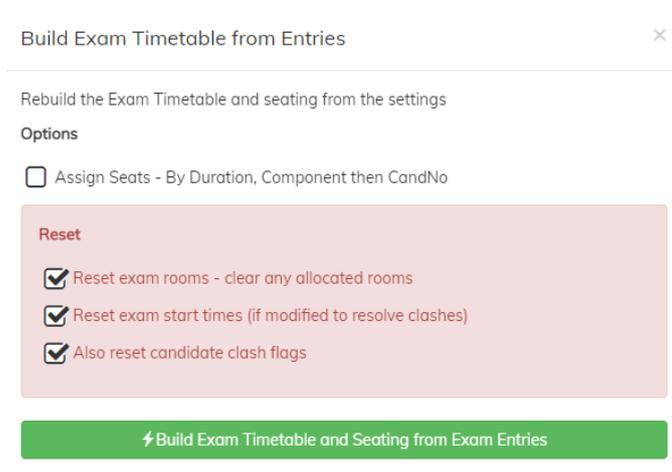
■	Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated
<input type="checkbox"/>	13/05/2023	09:00	1h 30m - 1h 52m		Computer Science	New Gymnasium	AQA	8520	8520/1	49	36 %

When you select the room, you will see the candidates that have the laptop error will have a red border around the seat. Once the candidate has been moved to a seat which has a laptop on it the red border will be removed and so will the icon in the timetable/seating tab.



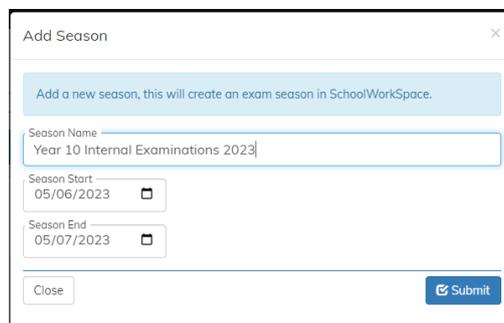
9. Resetting Timetable / Seating

If required, it is possible to reset a number of actions that have been done in relation to the timetable and seating. Navigate to the **Overview | Build Exam Timetable and Seating from the Exams Entries**. This will then give you some possible options for resetting the timetable.



Creating a new season

To create a new season within Exams Assist for timetabling internal exams navigate to the **Overview Tab | Actions | Add new Exam Season**, enter a name, the start and end date for the new season and select **Submit**.



Season Settings

Once the season has been created the Season Settings will appear; go through the settings and amend as necessary.

TIP – It is possible to define the Starting Time of the exams if these are different to other seasons. If you have three sessions during the day, ensure that you amend this setting as pictured below. Also, amend the starting time for each session – AM Start, Mid-Morning and PM Start. When selecting a start time for each exam you will be able to select one of these starting times.

Adding Candidates to a Season

Once a season has been created, navigate to the **Candidates Tab | Actions | Add a group of Candidates** to add a selection or a group of candidates to the season.

Note – If a candidate doesn't have a candidate number in SIMS then a temporary number will be created starting with a T, this is just for EA purposes.

Any previous information stored against the candidate from other seasons will display as this data is stored against the candidate and not the season. The details that are saved are Exam Name, Room/Seat Allocation and any Access Arrangements. Therefore when a candidate is assigned to an exam they will automatically be allocated to that room and the access arrangements will be applied.

Room Tab

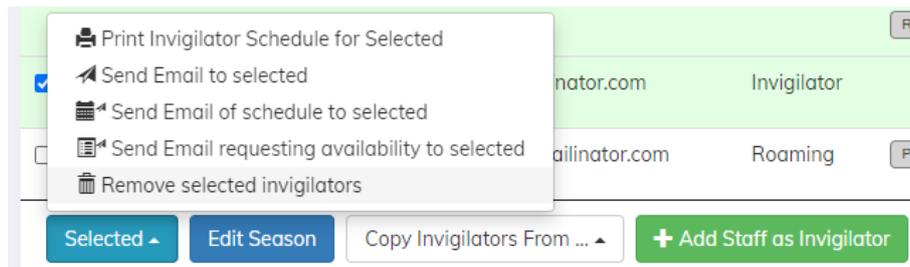
Any rooms that have been created/used within Exams Assist will automatically appear in the Rooms Tab, any setup added will also remain from previous seasons. If new rooms need to be added then select **Add Room** (*Please refer to the section on adding rooms for more details*).

Invigilators Tab

When a new season is created the invigilators, tab will be empty, staff could be manually added one at a time, any settings previously assigned will remain including training dates.

Tip - Copy the invigilators from a different season and then remove any no longer required by selecting the invigilators **Selected | Remove selected Invigilators** (If the invigilator has been allocated to a room, then it will not be possible to remove them).

Select the invigilators that are not required by navigating to **Selected | Remove selected invigilators**.



Creating a Timetabled Exam

Once a season has been created there are two ways of creating timetabled exams, this can be done individually per subject or by a group of subjects.

Creating a single Exam

In the Timetable/Seating Tab select **Add Exam/Oral/Practical** and complete the relevant details within the dialog box. If creating an internal exam there is no need to enter the **Exam Board** and **Exam Level** (these are optional).

Add Exam / Oral / Practical ×

Exam Type

Element Code **Element Name**

Subject

Component Code **Component Name**

Date: **Start Time:** **Duration:**

Add Extra Time if candidate has Access Arrangement

Once the exams have been created the candidates will need to be added. To add a candidate or a group such as a class, edit the exam and select **Add Candidates to the Exam**, it is possible to either add a candidate which has been added to the season or select a group of candidates, the only groups that will appear are groups that have candidates in the season.

Candidates : Art 1 in at 09/06/2023 09:00 ×

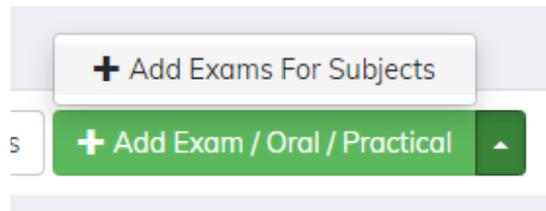
Candidates Actions

Note – Any candidates that have been assigned to a room in the candidates tab will be automatically assigned to that room in the timetable/seating tab. The remaining candidates will need to be assigned to the exam room, once assigned to a room they will be ready for seating.

Add exams for a group of subjects

It is possible to create several exams in one action, this wizard is very quick to create several exams, assign candidates and allocate them to a room.

Select **Add Exams for Subject** and then select the number of exams required per subject from the appropriate drop-down menu.



When creating exams by subject it's only possible to add the classes associated to the subject.

Add Exams For Subjects

Exam Type: Exam Duration: 1h 0m Add Extra Time if candidate has Access Arrangement

Select the number of exams for each subject that you want to create

Agriculture	<input type="text" value="0"/>	Art	<input type="text" value="2"/>
Astronomy	<input type="text" value="0"/>	Biology	<input type="text" value="1"/>
Business Studies	<input type="text" value="0"/>	Chemistry	<input type="text" value="1"/>
Citizenship	<input type="text" value="0"/>	Computer Science	<input type="text" value="2"/>

After entering the number of exams required per subject, enter a name, date, time, duration, room and the class that needs to be assigned to the exam.

Note - Room is optional but if selected, candidates will be assigned to the room until the room is full. Candidates individual room/seat assignment takes priority.

Add Exams For Subjects

Select the time and groups for each Exam

Art

Element Code: ART Element Name: Art

Component Code: ART1 Component Name: Art 1

Date: Thu 08/06/2023 09:00 Duration: 1h 0m Room: Boardroom

10B/Ar1a 10B/Ar1b

Component Code: ART2 Component Name: Art 2

Date: Fri 09/06/2023 09:00 Duration: 1h 0m Room: New Gymnasium [The Gym]

10B/Ar1a 10B/Ar1b

Select **Submit** and the exams with candidates will be created, if you do not select any groups for the exam then it is skipped. Once created the candidates will need to be assigned seats within the room.

Filter by Room/Subject ▾ Filter by Date ▾ Filter : Active ▾ Assign Seats

Show **All** ▾ entries Search:

<input type="checkbox"/>	Date	Time	Duration	Clash	Subject	Room	Board	Element	Component	Candidates	Seated	<input type="checkbox"/>
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<input type="checkbox"/>	09/06/2023	09:00	2h 0m		Art [Exam]			Art	Art 1	21		<input type="checkbox"/>
<input type="checkbox"/>	09/06/2023	09:00	1h 0m		Art [Exam]	New Gymnasium [The Gym]		ART	ART2	10	0 %	<input type="checkbox"/>
<input type="checkbox"/>	10/06/2023	13:30	1h 0m		Biology [Exam]			BIO	BIO1	13		<input type="checkbox"/>
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Creating a tiered Exam

Under development