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Getting Started		
Login Options		
Review Of Entries		
Assigning Staff to an Elements		
Assigning Subject to an Element		
How to Email Staff to Request they Review their Entries		
Identifying Retake Candidates		
Adding Key Dates to a Season		
Emailing Entries to the Candidates		
Sending Reminders to Candidates regarding Review of Entries		
Dealing with the Queries and Incorrect Entries		

























Creating Entries in Exams Assist		
Creating Entries from the Basedata in Exams Assist.		























Access Arrangements





Assigning Icons and Colours to different Arrangements		
How to Map Arrangements		
Completing the Access Arrangements Tab		
Managing Access Arrangements in Exams Assist		























Timetabling and Seating



















How to Build the Timetable		
Assigning Candidates to a Room		
Assigning a Staff Member to a Candidate		
Assigning Colours to Exam Rooms or a Component		
Resolving Clashes		

Creating Supervised Rooms		
Room Settings		
Seating Candidates - Manual Allocation		
Copying/Replicating a Seating Plan		
Seating Candidates - Auto Allocation		
Understanding the Pin		
Amending the Seating Plans		
Resetting the Seating Plans		
Creating a Timetabled Exams		
Creating an Edexcel Exams		
Creating an AQA Exams		
Creating an Oral Exam		

Creating and Restoring a Backup		
Creating a Mock Season from the Summer Season		
Publishing Timetable to Centre's Website		
Moving a Candidate during an Exam		
Invigilators and Scheduling		
Assigning Invigilators to a Season		
Email Invigilators to obtain Availability		
Creating a Staff Training Season		
Record any Conflict of Interest		
Assign invigilators to Rooms and Supervised Sessions		
Assigning Staff to Candidates		
Exam Room Paper Check (2 nd Pair of Eyes Check)		

How to Manage Clock in and Clock out		
Creating a Roaming Session		

Guides to share with Staff / Parental / Candidates or Invigilators		
Staff Guide to Completing their Entries		
Candidate Guide to Confirming their Entries Via Portal		
Candidate Guide to Confirming their Entries Via the Magic Link		
How Candidates can Access their Exam Results		
How Invigilators can provide their Availability		
How Invigilators use the Portal Functionality		
Invigilators Basic Portal Functionality		
Invigilators Advanced Portal Functionality		
Invigilators Guide to Clock in and Clock out		
Managing Medical Alerts		
Video		
Recording Mock Results in Exams Assist		

Recording NEA in Exams Assist		
Creating an Internal Season in Exams Assist		
Creating Year 7 – 9 Exams in Exams Assist		
Daily Planner Video		
Stopping an Exam due to a Fire Alarm or Lockdown		
Communicating with Invigilators on the Exam Day		
Sending daily email reminders to Candidates and Parents		
Uploading and Playing an Audio File		
Results Videos		
Results Setup		
Entering Exam Results Manually into Exams Assist		
The Download Day	