

Exams Assist – Video Library - YouTube Shorts

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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		
Candidate Guide to Accessing their Results and the Post-Results Service		
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 – Edit Season Results Tab		
Results Setup – Configure Exams Assist Results & Embargo Tab		
Results Setup – Setting an Embargo (YouTube Short)		

Entering Exam Results Manually into Exams Assist		
The Results Download Day		
Viewing Examination Results		
Viewing Grade Boundaries		
Managing Access to Scripts		
Managing Review of Marking		
Payments & Invoices Videos		
Payments & Invoices Module Setup		
Creating an Invoice		