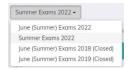# Exams Assist

Introduction

The **Exams Assist** module has been designed, created, in conjunction with fellow examination officers with one aim - '**to assist centres with the process of conducting examinations**' Hence the motto 'The Right Support across All Seasons.'

Exams Assist is a module created within **SchoolWorkSpace** which offer a variety of other solutions to schools and colleges. This solution acquires its information by syncing the data from SIMS.net and Exams Organiser using 'Groupcall Xporter' as the data transporter. Both products are fully compliant with the current Data Protection Policies in the UK. The **Privacy Policy** can be found here and the **Data Sharing Policy** can be found here.
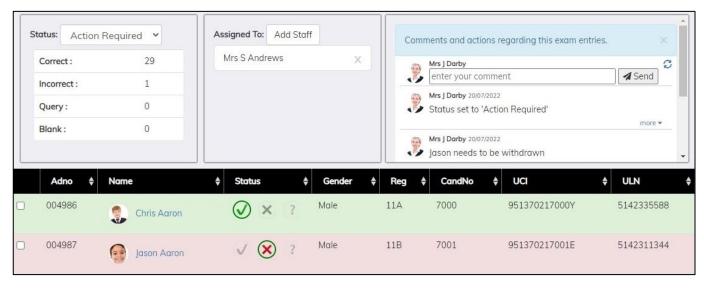
The solution is broken down into the following areas, and as you'll see it follows the process from Entries to Running the Exams in the daily exam planner tab, this software does support multi seasons and can be used for both internal and external exams simultaneously.

Exam Entries

The ability for the exams officers to email the 'Statement of Entries' out to either the candidates, parent/carer or both. It's also possible to allocate the 'Examination Entry List' to individual or a group of staff for them to check and confirm that the entries are correct. These entries are visible to staff via the exams assist portal which eliminates the need to print off these sheets for staff to check and sign, this can all be done electronically. Another great function is the comments section within each subject, therefore all messages between the subject officer and the EO's are all retained in one location which eliminates the need for emailing information back and forth.
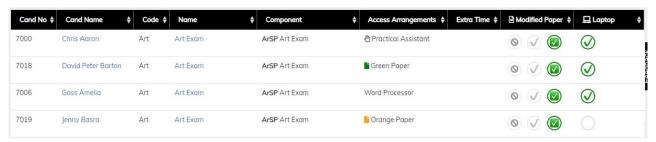
Overview | Exam Entries | Access Arrangements | Invigilators | Timetable | Candidates | Rooms | Schedule | For Date

	Board	Level	Code	Name	Status	Assigned To	Correct	Incorrect	Query	Blank	Total
☐	DOM	GCSE/9FC	Art	Art Exam	Action Required	Mrs S Andrews	29	1	0	0	30
☐	DOM	GCSE/9FC	CS	Computer Science	For Review	Mrs A Abell	54	1	0	0	55

Status: Action Required

Correct :	29
Incorrect :	1
Query :	0
Blank :	0

Assigned To: Add Staff

Mrs S Andrews

Comments and actions regarding this exam entries.

Mrs J Darby — enter your comment — Send

Mrs J Darby 20/07/2022
Status set to 'Action Required'

Mrs J Darby 20/07/2022
Jason needs to be withdrawn

	Adno	Name	Status	Gender	Reg	CandNo	UCI	ULN
☐	004986	Chris Aaron	✓ ✗ ?	Male	11A	7000	951370217000Y	5142335588
☐	004987	Jason Aaron	✓ ✗ ?	Male	11B	7001	951370217001E	5142311344

Access Arrangements / Modified Papers Recording

If the candidates 'Access Arrangements' requirements has been imported into Exams Assist, the EO's will be able to view the Access Arrangements required per exam (Component). The candidates arrangements are also displayed graphically using icons which makes it easy to identify the candidates that require coloured papers for their exam.
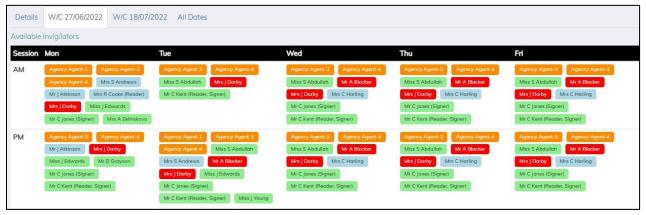
The Exams Officer is able to record any modified papers that has been ordered from the JCQ portal. This is a great way of ensuring that all required papers have been ordered. It's also possible to record the specific exam for which a candidate requires the use of a laptop, this information will be displayed in the seating plan, attendance register and on the candidate's cards   .

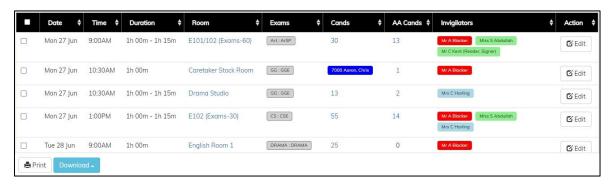| Cand No	Cand Name	Code	Name	Component	Access Arrangements	Extra Time	🗎 Modified Paper	🖥 Laptop
7000	Chris Aaron	Art	Art Exam	ArSP Art Exam	⌖ Practical Assistant		⊘ ✓ ☑	✓
7018	David Peter Barton	Art	Art Exam	ArSP Art Exam	▌Green Paper		⊘ ✓ ☑	✓
7006	Goss Amelia	Art	Art Exam	ArSP Art Exam	Word Processor		⊘ ✓ ☑	✓
7019	Jenny Basra	Art	Art Exam	ArSP Art Exam	📁 Orange Paper		⊘ ✓ ☑	◯

Invigilators and Staffing

As data is sync'd with SIMS.net, it is possible to allocate the invigilators and staff to the season and send out an electronic form asking for their availability for a single or multiple exam seasons and all setting can be copied from one open season to another. The responses received by these staff will be used to schedule them to a room for a specific exam. To assist with scheduling it is possible to view the responses received from the invigilators/staff, this will help the centre to ensure there are enough staff per session.
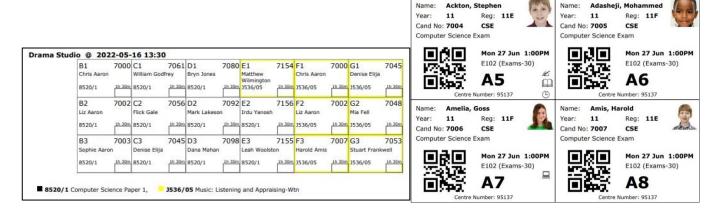
■	Name	Email	Type	Trained	Availability	Assigned	Room	Link
☐	Mrs S Andrews	Andrews.3284096@mailinator.com	Staff		3 / 6	0		⧉
☐	Mr J Atkinson	Atkinson.3284096@mailinator.com	Staff		6 / 6	2		⧉

Edit Season   + Add Staff/Invigilator

Details   W/C 27/06/2022   W/C 18/07/2022   All Dates

Available Invigilators

Session	Mon		Tue		Wed		Thu		Fri	
AM	Agency Agent-1	Agency Agent-3	Agency Agent-3	Agency Agent-4	Agency Agent-3	Agency Agent-4	Agency Agent-3	Agency Agent-4	Agency Agent-3	Agency Agent-4
	Agency Agent-4	Mrs S Andrews	Miss S Abdullah	Mrs J Darby	Miss S Abdullah	Mr A Blacker	Miss S Abdullah	Mr A Blacker	Miss S Abdullah	Mr A Blacker
	Mr J Atkinson	Mrs R Cooke (Reader)	Mr C Kent (Reader, Signer)		Mrs J Darby	Mrs C Harling	Mrs J Darby	Mrs C Harling	Mrs J Darby	Mrs C Harling
	Mrs J Darby	Miss J Edwards			Mr C Jones (Signer)		Mr C Jones (Signer)		Mr C Jones (Signer)	
	Mr C Jones (Signer)	Mrs A Zelinskova			Mr C Kent (Reader, Signer)		Mr C Kent (Reader, Signer)		Mr C Kent (Reader, Signer)	
PM	Agency Agent-3	Agency Agent-4	Agency Agent-1	Agency Agent-3	Agency Agent-3	Agency Agent-4	Agency Agent-3	Agency Agent-4	Agency Agent-3	Agency Agent-4
	Mr J Atkinson	Mrs J Darby	Agency Agent-4	Miss S Abdullah	Miss S Abdullah	Mr A Blacker	Miss S Abdullah	Mr A Blacker	Miss S Abdullah	Mr A Blacker
	Miss J Edwards	Mr D Grayson	Mrs S Andrews	Mr A Blacker	Mrs J Darby	Mrs C Harling	Mrs J Darby	Mrs C Harling	Mrs J Darby	Mrs C Harling
	Mr C Jones (Signer)		Mrs J Darby	Miss J Edwards	Mr C Jones (Signer)		Mr C Jones (Signer)		Mr C Jones (Signer)	
	Mr C Kent (Reader, Signer)		Mr C Jones (Signer)		Mr C Kent (Reader, Signer)		Mr C Kent (Reader, Signer)		Mr C Kent (Reader, Signer)	
			Mr C Kent (Reader, Signer)	Miss J Young						

Scheduling

This is where the exams officer would schedule invigilators/staff to a room. These schedules are then available to be view by the invigilators online on their schedule. Staff are able to click on these room allocations to view the attendance register and seating plan for that room. The Exams Officer is able to allocate a 'Lead Invigilator' to each room as well as allocating specific roles to members of staff within a room i.e. if a staff member is to act as a reader in a room (the invigilators will be able to view this information in their schedules).

Seating Plans, Registers and Candidate Cards

The ability for the exam officer to print off a variety of reports, there are 2 different types of cards available; Candidate Card or Component Card. It's possible to print out a copy of the seating plan and attendance register for a room. The component Cards, Attendance Registers and Seating Plans displays any Access Arrangements applicable to that candidate. The Seating plan also includes different colours for each component if there are multiple exams within a room.

Electronic Attendance Registers

The ability for the staff or invigilators in the room to be able to complete the registers electronically. There are three ways for the invigilators to complete the register, either from the Attendance Register, Seating Plan or by using the QR Code on the candidate card. There are other functionalities available; the recording of SRB, Toilet Breaks and being able to add any incidents that have occurred in the room.

The 'Daily Exam Planner' (For Date Tab)

The Daily Exam Planner tab is an essential tool for any EO on a day of an exam. All information that an EO or SLT would require is available in this section from the list of the examinations running that day to writing the examination attendance back into SIMS.net (This tab does display exams information for any season). This section is further broken into sub-tabs:
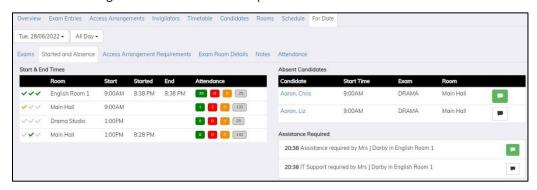
Exams and the Daily Noticeboard Printout

This gives a list of the examinations that take place on that specific date. Once the attendance has been taken for that exam this can be viewed by selecting the component code within this tab. If there are any candidates that have a 'Clash' on this date this would be identified by a 'Red Flag' next to the component name.

Start and Absences

This tab contains the breakdown of the rooms that are being used on a specific day, it also gives a breakdown of the attendance information of each room. It also displays the names of candidates that have been marked absent by the invigilators (this is auto-refreshed), it's possible to select the name of the Candidate to view their details so that Parent/Carers can be contacted to make them aware of the absence.

This tab also displays any requests for assistance from the invigilators/staff, once these have been dealt with it's possible to write a note against the assistance required.

Access Arrangement Requirements

This displays all the access arrangements information for a specific day. It's a great view to check who requires a modified paper for an exam or requires a coloured paper.
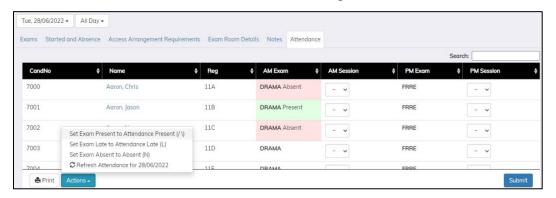
Exam Room Details

This provides the details of the rooms that an invigilators/staff has been scheduled in. It is also possible to edit the allocated invigilators.

Notes

This displays any notes that has been written against either a candidate or room. It will also display any notes stored in the Access Arrangements section in Sims Exams.

Attendance Write back

Once the attendance has been taken in an exam room, it's possible for the Attendance Officer to write this data back into SIMS.net. In a single click it is possible to mark all candidates present in an exam to be present in SIMS; a great tool for all attendance officers in schools and colleges.

Testimonials

Tracey Morgan – Suffolk One
Manager of Examinations and Management Information Services (MIS)

We are a large P16 'Outstanding' college with over 2000 students studying A Level/L3 and L2 vocational and a few GCSE and Functional Skills. The initial attraction to Exams Assist was to schedule our invigilators which was always a mammoth task for which we had tried various methods over the years, but still extremely time consuming – using Exams Assist made this process so streamline and efficient.

Then we started seeing all the other uses of the system during our exam season and trialled what we could, often asking for more and the developers giving it to us – for example we are a centre that uses domestic seasons alongside our main summer season for some of our vocational exams which are ad-hoc, so we asked and we got the availability to have (we had 5 at one stage) multiple exam seasons operating at once, giving us the same function for all.

Our main administrator for supporting students with readers or scribes used it to schedule his support staff when exams were taking place, again a task that previously was very manual and time consuming.

The ability to save paper and not print registers for all our many rooms is great for the planet; to be able to sit at my desk and see absent students and when exams have started and finished is also a huge positive in my mind. My two administrators used and loved it and we are still learning about many of its other functions. Basically, we could not live without it now. Thank you.

Kelly Yamaski – Queen Elizabeth High School
Attendance Officer

Maureen Davies – Queen Elizabeth High School
Lead Invigilator

I have been an invigilator at QEHS for few years. This year the Exams Manger introduced 'Exams Assist' to me early on in the run up to the Summer Exams Season and explained the background of why and when this system would be used and exactly how the system worked from an invigilators viewpoint.

Invigilators were able to provide their availability via the system, once allocated we were given advanced knowledge of our schedule, so everyone knew where they were and that was appreciated by us all in the invigilator team. What was most helpful was the ability to use real time seating plans on our smart phones which helped with the laying up the exam rooms as it was easy and clear to read.

The attendance registers that were developed during the exam season were fit for purpose and invigilators with little or no experience of smart phones quickly mastered the system, and everyone made sure that the system was used to:

1. Record those who were in attendance, absent or late. The absentees could be quickly contacted by admin staff and the responses were visible to us on our device. There were a variety of ways for the invigilators to complete the registers electronically either via the attendance register, seating plan or even the QR code printed on each candidate card.
2. The ability to Start and End the exam on the smart device was a brilliant addition as it took away the possibility of "human error" while calculating the end times to be written on the Whiteboard. There was no more need to calculate times for the extra time candidates as this system would work it all out based on the start time.
3. The ability to Record SRB's and Toilet breaks. It was interesting to see a pattern of behaviour and as I was in the same hall the whole of the exam season there was a "select" number of students that needed toilet breaks more than others.
4. The "search" button proved very useful in tracking down where a candidate should be if they turned up in the "wrong" exam room.

What was great was the ability to provide feedback to the Exams Manager, this was feedback to the company and these would be actioned within a few days - such as putting icons on the component cards and the seating plans to ensure that all candidates requirements were easily identifiable to all invigilators/staff.

All in all I think the Exams Assist Software is an excellent management tool as it provides valuable information to a variety of staff members within the school - I think this module will be a great asset to any school to assist staff to have a system that integrates existing systems and helps everyone to work smarter.