



Helpful notes:

- We do not recommend associating year groups directly to Assessment Templates, and then associating the HOS/HOD to the year group as Head/Deputy Head of Year, as this role is used in Behaviour/Attendance/Communication also, and could mean messages/information is sent to more people than necessary

- If HOS/HODs are only wanting to see specifically all the students that take the subject in that year group, then you can add an extra dynamic filter in the report group for the subject as well as the year group, which will only bring those students through. For less initial set up, you can also add Class as a column in the assessment template so that the staff can filter out any blanks - i.e, students that are not a part of any of those subject's teaching groups.

- Head of FACULTY - Groups > Faculty > Select and View > make sure departments and has a current record for Head of Faculty