

Exams Setup & Routines.

Training Agenda



Introduction

Target Audience

The **Exams – Setup & Routines** training is recommended for delivery to the following people from your school:

- ✓ Examinations Manager
- ✓ Examinations Administrator

Objectives of Session

By the end of this session, attendees will be able to:

- ✓ Configure key exam setup components, including seasons, boards, and access arrangements
- ✓ Manage exam entries and candidate data efficiently, from importing base data to maintaining entries
- ✓ Organise and oversee exam operations in Bromcom. Including clash resolution, seating plans, submissions, and reporting

Agenda Overview

- ✓ **Setup**
 - Setting the Active Exam Season
 - Configuration
 - Exam Entry Codes
 - Seasons and Season Patterns
 - Exam Boards
 - A2C Centre Setup
 - Exam Rooms
 - Special Candidate Requirements/Access Arrangements
 - Setup via Exams
 - Merge with Access Arrangements
 - Add Access Arrangements via Student Record
- ✓ **Entries**
 - Importing and Reviewing Base Data (Manual and Auto Upload Functions)
 - Managing Candidates
 - Adding/Editing/Deleting Candidates (internal/external)
 - Assigning Exam & UCI Numbers
 - Entry Maintenance
 - Entries and Amendments
 - Exam Sheets

- ✓ **Exams Management**
 - Clash Identification/Resolution
 - Seating Organisation
 - Submitting Entries (Manually and via A2C)
 - Reports
 - Basedata Outline Timetable
 - Candidate Timetables
 - Candidate/Component Labels
 - Exam Seating Plans
 - Exam Registers (inc. Manage Attendance routine)

Next Steps

Book **Exam Results** - This course is followed by the **Exam Results** session, which guides you through importing and analysing your exam results.