

# 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.