

Training Course Agenda.

Exams Setup & Routines



Introduction

Target Audience

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

- ✓ Examinations Manager
- ✓ Examinations Administrator

Facilities/Requirements

For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

After the Session

Book **Exam Results** - This course is followed by the **Exam Results** training course, which covers the process of importing and analysing your exam results.

Please visit our training website to book onto this course.

Agenda Overview

Part One: Setup

- ✓ A2C Centre Setup
- ✓ Configuration
- ✓ Exam Entry Codes
- ✓ Seasons and Season Patterns
- ✓ Exam Boards/Qualifications
- ✓ Exam Rooms
- ✓ Special Candidate Requirements/Access Arrangements
 - Setup via Exams
 - Merge with Access Arrangements
 - Add Access Arrangements via Student Record
 - Access Arrangements Import

Part Two: Entries

- ✓ Setting the Active Exam Season
- ✓ 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 Templates & Teacher Data Sheets

Part Three: 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)

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- ✓ Clash Resolution
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