

Student & Parent/Carer Exams Portal on School Work Space

As students enter their exam years, to help both parents/carers and students manage exam entries, timetables and results throughout the year, we are migrating to a new system called 'SchoolWorkSpace' which keeps all exam information visible in one place.

Throughout the year we will be encouraging all parties to use this system so that you will have access to all the latest information for both trial and public exams.

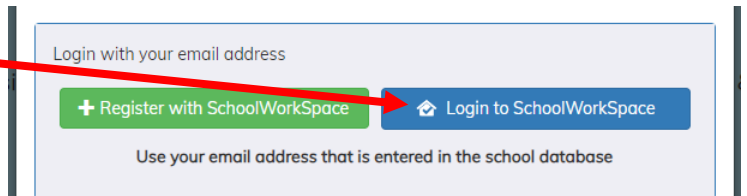
For initial setup/log in please follow the step-by-step instructions below:

1. Type www.schoolworkspace.co.uk in your internet browser

2. Select the 'Login/Register' icon in the middle of the screen.



3. Select the blue 'Login to SchoolWorkSpace.'



4. Parents/carers must enter the email address that is **registered with the school.**

Students must enter their school email address.

Then select 'Forgot Password.'

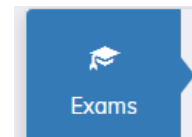
5. A 6-digit pin will be sent to you via the email address you logged in with.

6. Enter this pin number and select Next.

7. Create and confirm a new memorable password. Passwords must be at least 8 characters, one lowercase, one uppercase, one number and one special character (!*@\$%~^&+=) but not include (<>). Press Next to continue.

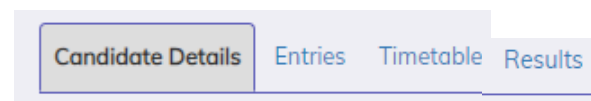
Please keep your password secure and do not share it with anyone. If you think someone may have access to your account please re-set your password before exam results are issued.

Parents/Carers - Click on your son/daughter's name. If you have more than one child in years 10 - 13 you will see all your children listed here. Click on the 'Exam's icon to the left.

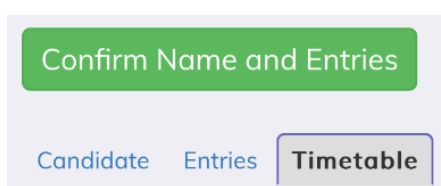


Students - you will only have access to your own record.

8. There are several tabs to view displaying the following information:



- **Candidate Details:** Displays the students name (this will be the information that will be shown on students' certificates in the format of first name, middle initial(s) and surname). The date of birth is also displayed.
- **Entries:** These are the exam subjects that the student is being entered for. You will need to check that the entries are correct for each exam/tier. Start times are provisional - a detailed timetable with finalised times, room and seating allocation will be available to view nearer the time in the Timetable tab.
- **Timetable:** These are 'live' timetables detailing rooms and seating for any **upcoming** exam seasons.
- **Results:** These are only available for students to view. They are displayed by season e.g., January 2024 & Summer 2024. Students can access their results on this website when abroad. Students will also receive an email to their school email account with a 'magic link' to their exam results.



Select the green 'Confirm Name and Entries' button to start the confirmation process.

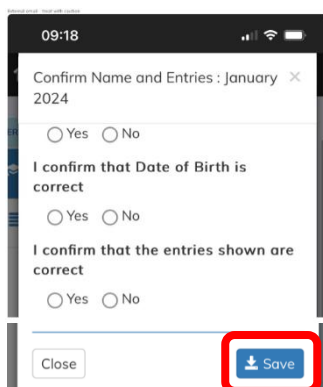
9. Confirm if the information is correct or not. If you select 'No' a text box will appear for you to input a description of the error/query for the Exams team to action.

I confirm that 'Name on Certificate' is correct
 Yes No

I confirm that Date of Birth is correct
 Yes No

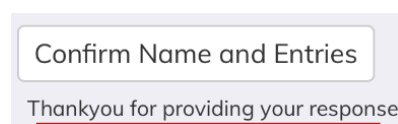
I confirm that the entries shown are correct
 Yes No

If there are exam entry errors, please list them here
Corrections



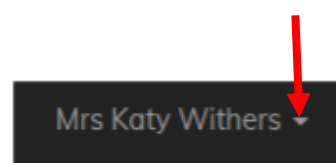
Once all fields have been completed press the 'Save' button.

You will receive confirmation that your response has been submitted.



If at this stage, you want to go back and edit your choices please select the 'Confirm name and Entries button' and you can make your updates. Save when finished.

10. You can log out of the program. Select the drop-down arrow next to your name and select Logout.



You can now save the link to SchoolWorkSpace as an icon on your device to enable easier access for future logins (it is not available as an app but can be created as a quick link/bookmark).

As we approach each exam season you will be asked to log into this system to confirm that the exam subjects and tier entries are correct. (We will contact you separately when this information is available for viewing and confirmation).

Please contact the exams team at exams@backwellschool.net if you have any queries. Thank you.