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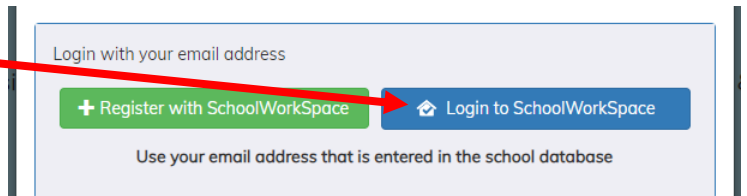
For initial setup/log in please follow the step-by-step instructions below:

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.

Forgot Password   ✕

Set a password

Password:

New Password

At least 8 characters, one lowercase, one uppercase, one number, and one special char (!*@#$%~^&+=,`), and not include (<>)

Confirm:

re-enter your Password

Next

8. ***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.

🎓
Exams
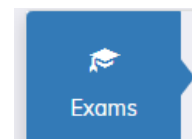
9. There are 3 tabs to view displaying the following information:

Candidate Details   Entries   Timetable
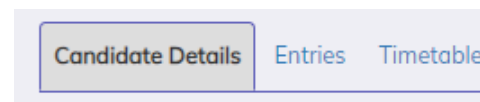
- o **Candidate Details:** Displays the students name (this will be the information that will be shown on students' certificates in the format of first name, middle initial(s) and surname). The date of birth is also displayed.

- o **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.

- o **Timetable:** These are live timetables detailing rooms and seating for any upcoming exam seasons.

Confirm Name and Entries

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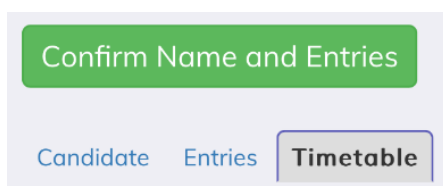
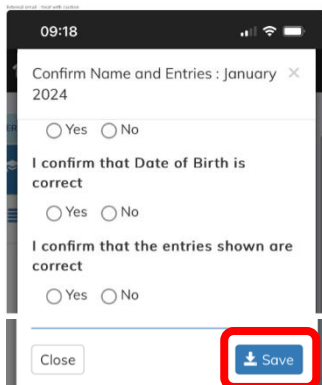**Select the green 'Confirm Name and Entries' button to start the confirmation process.**

10. 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
|

Close   ⬇ Save

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

You will receive confirmation that your response has been submitted.

Confirm Name and Entries

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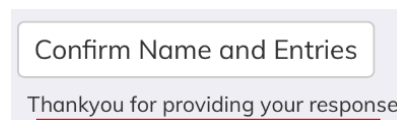
If at this stage, you want to go back and edit your choices please select the 'Confirm name and Entries button' and you can make your updates. Save when finished.

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

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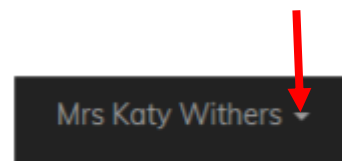
You can now save the link to SchoolWorkSpace as an icon on your device to enable easier access for future logins (it is not available as an app but can be created as a quicklink/bookmark).

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.