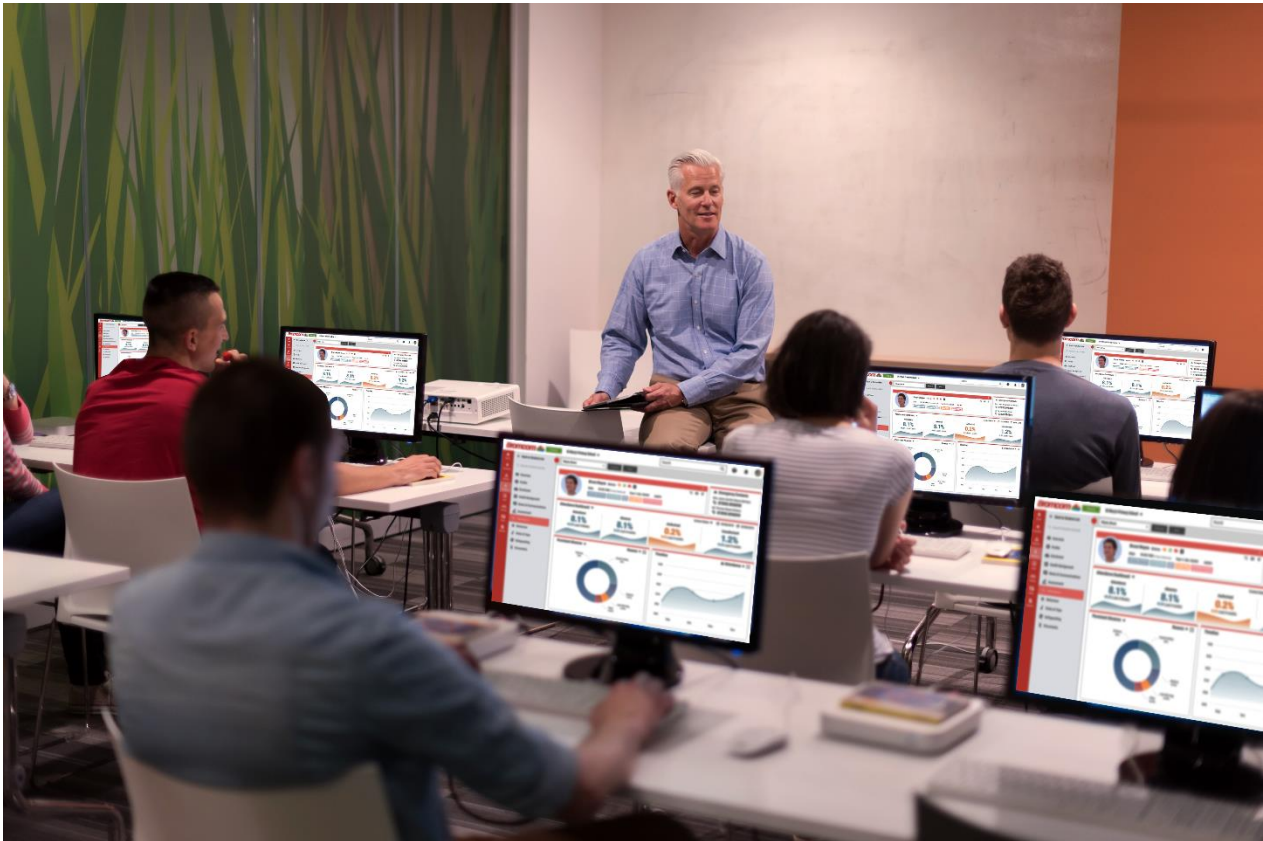


# Training Course Agenda

**Quick Start Exams  
Secondary Schools**



# Introduction

## Target Audience

The **Exams** 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.

# Agenda Overview

This is a list of the **Agenda** items in sequence.

## Part One: Setup

- ✓ Configuration
- ✓ Seasons and Season Patterns
- ✓ Setting the Active Exam Season
- ✓ Setting Active Exam Boards
- ✓ Default Text for Candidates
- ✓ Exam Entry Codes

## Part Two: Entries

- ✓ File Uploads
- ✓ Importing and Reviewing Base Data
- ✓ Managing Candidates
  - Special Candidate Details
  - Internal and External
  - Assigning Exam & UCI Numbers
- ✓ Entry Maintenance and Submissions
  - Exam Sheets Templates & Teacher Data Sheets
  - Entries and Amendments

## Part Three: Exams Management

- ✓ Defining Exam Rooms
- ✓ Clash Identification Report
- ✓ Clash Resolution
- ✓ Seating Organisation
- ✓ Reports
  - Organisation
  - Labels
  - Candidates

## Part Four: Results

- ✓ Importing Results
- ✓ Adding/Editing Results [incl. Non EDI using QANs]
- ✓ Student Results and School Performance Reports

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**Notes:**

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**Notes:**