**Student instructions to login to view Exam Timetables / Access Arrangements**

Please follow the instructions below to view your examination table:

- www.schoolworkspace.co.uk
- Click the Login/Register button
- Click 'Login to schoolworkspace'
- Click 'forgotten password'
- Type in your school email address (this is the version that looks like this for example:
  8joebloggs@gordanoschool.org.uk
- This will then send a 4 digit code to the your school email account
- Enter the 4 digit code into the system
- It will then ask you to create a new password (choose a password that is memorable so that you can log in again in the future, it will require you to have at least 8 characters, 1 lowercase, 1 uppercase, and a special character)
- Once you are logged in if you click on the top left hand icon showing 'Exams', you will then be able to click between the tabs and see any access arrangements.  You can view your timetable, by clicking on the **timetable** tab.
- Save the link to your devices 'homepage' as you will be required to refer back to this throughout the year as different exams are listed.