

School Work Space

As students enter their exam years, to help both parents and students manage exam entries and timetables throughout the year, we use a system called 'school work space' which keeps all exam information visible in one place.

Throughout the year we will be encouraging all parents and students to use this system so you have to hand all of the latest information for both mock and public exams.

To log in please follow the step by step instructions below:

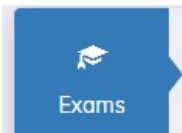
1. Type www.schoolworkspace.co.uk in your internet browser
2. Select the 'login/register' icon in the middle of the screen.



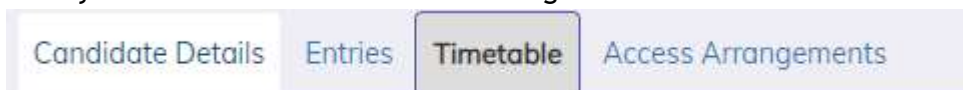
3. Select 'login to schoolworkspace'.



4. Enter your parent/guardian email address that is registered with the school
5. Click 'forgot password'
6. A 6 digit pin will be sent to the email address you logged in with
7. Enter this pin number and create and confirm a new memorable password
8. Click on your son/daughters name. If you have more than one child in years 10 - 13 you will see all of your children listed here.
9. Click on the 'Exam's icon to the left.



10. Here you will be able to see the following:



- **Candidate details:** shows the information about your child (this will be the information that will be shown on students certificates for public exams)
- **Entries:** These are the subjects that students are being entered for. We will ask you to refer back to this screen nearer to when students sit their

summer exams to confirm that they have been entered for what you are expecting.

- **Timetable:** These are live timetables detailing rooms and seating for any upcoming exam seasons.
- **Access Arrangements:** If students have any access arrangements in place they will be listed here.

11. You can save the link to schoolworkspace as an icon on your device to enable easier access for the future (it is not available as an app, but can be created as a quicklink/bookmark).

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