



## **X-Flow Process**

X-Flow allows you to register students with awarding bodies, book exams and claim their achievements

Registrations can be made by:

- Student
- Course Cohort
- Course Qualification
- Scheme (if scheme is already created)

Generally the processes on X-Flow will be:

## Registration

Create a registration request which is sent to the relevant Exams Team

The Exams Team process the registration with the relevant awarding body, a confirmation email is sent

## Booking

Create a booking request for any exams (This step can be bypassed if the course has no exams)

The Exams Team book the room and any invigilators etc that are needed, a confirmation email is sent

## Claiming

Add the student's grades to the system so a claim for the award can be made

The Exams Team book claim the awards from the awarding bodies, a confirmation email is sent

Certification

The exams team receive the certificates and send them out to students