

X-Flow

X-Flow Book an Exam (with a Course Qual Aim)

These instructions assume a registration matching this request has already been registered and approved on X-Flow

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

Exams can be booked by:

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

Open X-Flow and login with your usual college username and password

On the home page you will see any transactions you have already made

From the Menu tab select Transactions

Select Course (Qual)

Select the Course/Cohort **TIP: start typing the Course Code/Cohort to narrow down the search**

- CIT508CF1B - EDX BTEC L3 Ext Dip Information Tech (18/19)
- CIT560WMMA - 418 - IT, Soft, Web & Tele - Adv App L3 (16/19)
- CIT560WMMA - 418 - IT, Soft, Web & Tele - Adv App L3 (17/21)
- CIT611WMMA - 418 - IT, Software, Web & Telecoms Professional - Higher Apprenticeship L4 (16/19)

Select the learner group

- All Learners
- A
- B
- C

Select Booking

Select a scheme from the dropdown list

Ticking this box will display all schemes for students on this course, even previous years (which may be needed for re-sits)

Select a unit or create one if necessary, then press continue

Select exam details for:

- Exam Organiser
- Exam Type
- Preferred Room
- Preferred date/Time
- Duration

Select the exams team which must match the campus the exam is to be held at

If this is an urgent request please include notes justifying the reason

The screenshot shows a 'Transaction Header' form with the following fields and annotations:

- Scheme:** A dropdown menu with the text 'choose a scheme...'. An arrow points to it from the text 'Select a scheme from the dropdown list'.
- show all registered schemes for all students on this course?:** A checkbox. An arrow points to it from the text 'Ticking this box will display all schemes for students on this course, even previous years (which may be needed for re-sits)'.
- Unit (if applicable):** A dropdown menu with the text 'choose a unit...'. An arrow points to it from the text 'Select a unit or create one if necessary, then press continue'.
- Or, specify a new Unit (if applicable):** A text input field with a 'Continue' button next to it. An arrow points to the 'Continue' button from the same text.
- Exam Organiser / Exam Type:** Two dropdown menus with the text 'choose an exam organiser...' and 'choose an exam type...'. Arrows point to them from the text 'Select exam details for:'.
- Preferred Room / Preferred DateTime:** A text input field for 'preferred room' and a date/time picker. Arrows point to them from the text 'Select exam details for:'.
- Exam Duration (standard):** A dropdown menu with the text 'choose exam duration...'. An arrow points to it from the text 'Select exam details for:'.
- Campus Exams Team for Approval:** A dropdown menu with 'Chichester Campus' selected. An arrow points to it from the text 'Select the exams team which must match the campus the exam is to be held at'.
- Urgent:** A checkbox. An arrow points to it from the text 'If this is an urgent request please include notes justifying the reason'.
- Notes:** A large text area. An arrow points to it from the same text.
- Raised on Behalf of:** A dropdown menu with the text 'choose a staff member...'. An arrow points to it from the text 'You can select a staff member if you are booking on someone else's behalf if not leave this blank'.
- Continue:** A button at the bottom right. An arrow points to it from the text 'Click Continue to see the list of students associated with this course who can now be selected for booking'.

You can select a staff member if you are booking on someone else's behalf if not leave this blank

Click Continue to see the list of students associated with this course who can now be selected for booking

Ticking this box will select all students

Open the student's details to see more information

If you know their Candidate number enter it here

Select if the students need a standard or ALS booking and if it is a resit

Scroll through each page to select or edit each student

The screenshot shows a student selection interface with the following elements and annotations:

- Resit: ALS: Std:** - A row of radio buttons. An arrow points to the 'Std' button from the text 'Ticking this box will select all students'.
- ALS Needs:** A text input field. An arrow points to it from the text 'Open the student's details to see more information'.
- Candidate No.:** A text input field. An arrow points to it from the text 'If you know their Candidate number enter it here'.
- Resit: ALS: Std:** - A row of radio buttons. An arrow points to the 'ALS' button from the text 'Select if the students need a standard or ALS booking and if it is a resit'.
- Resit: ALS: Std:** - A row of radio buttons. An arrow points to the 'Resit' button from the text 'Select if the students need a standard or ALS booking and if it is a resit'.
- Resit: ALS: Std:** - A row of radio buttons. An arrow points to the 'Std' button from the text 'Select if the students need a standard or ALS booking and if it is a resit'.
- Resit: ALS: Std:** - A row of radio buttons. An arrow points to the 'Std' button from the text 'Select if the students need a standard or ALS booking and if it is a resit'.
- Save Transaction** - A button at the bottom left. An arrow points to it from the text 'When you have selected all the students needed click Save Transaction'.
- Selected Students** - A section with a list of 5 students. An arrow points to the list from the text 'As you add students the selected students are listed and any resits or ALS students are identified'.
- 1 2** - A pagination control with arrows and page numbers. An arrow points to it from the text 'Scroll through each page to select or edit each student'.

As you add students the selected students are listed and any resits or ALS students are identified

When you have selected all the students needed click Save Transaction

Your booking request will be sent to the exams team to process, you will receive an email when it is actioned