

X-Flow

X-Flow Book an Exam (for an individual student)

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 Student

Enter the student's name or student number in the search box

Click Search

Open the dropdown list and select the student from the list

Select Booking

Transaction Header

Enrolment: choose an enrolment...

Scheme: choose a scheme... show all registered schemes for this student?

Unit (if applicable): choose a unit...

Or, specify a new Unit (if applicable):

Exam Organiser / Exam Type: choose an exam organiser... choose an exam type...

Preferred Room / Preferred DateTime: preferred room

Exam Duration (standard): choose exam duration...

Campus Exams Team for Approval: Chichester Campus

Urgent:

Notes:

Raised on Behalf of: choose a staff member...

Select the course enrolment this booking is for

Select a scheme from the dropdown list

Ticking this box will display all schemes for the selected student, 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

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 selected student who can now be selected for booking

Ticking this box will select all students

Open the student's details to see more information

Select if the student needs a standard or ALS registration and if it is a resit

If you know their Candidate number enter it here

Resit: ALS: Std:

ALS Needs: ...

Candidate No.:

Save Transaction

Selected Students

1 student selected:
ALS > [Student Name]

The selected student will be listed and resits or ALS is identified

If everything is correct click Save Transaction

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