



X-Flow

Username

Password

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

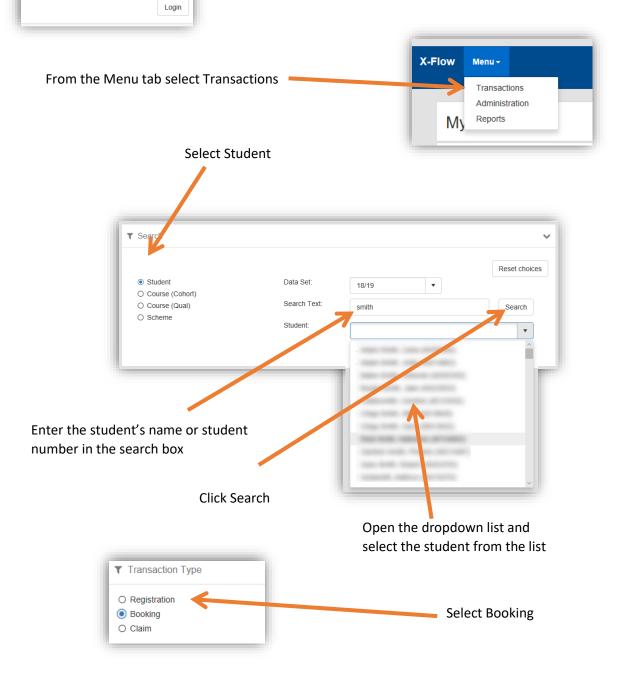
These instructions assume a registration matching this request has already been registered and approved on X-Flow X-Flow allows you to register students with awarding bodies, book exams and claim their achievements

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



Transaction Header			Select a scheme from the dropdown lis
Enrolment: Scheme:	choose an enrolment choose a scheme	Reset	 Ticking this box will display all schemes selected student, even previous years may be needed for re-sits)
Unit (if applicable): Or, specify a new Unit (if applicable): Exam Organiser / Exam Type:	choose a unit choose an exam organiser	Continue Choose an exam type	Select a unit or create one if necessary press continue
Preferred Room / Preferred DateTime: Exam Duration (standard): Campus Exams Team for Approval: Urgent: Notes:	preferred room choose exam duration ▼ Chichester Campus		Select exam details for: • Exam Organiser • Exam Type • Preferred Room • Preferred date/Time • Duration
Raised on Behalf of:	choose a staff member		Select the exams team which must ma
You can sale	oct a staff mombor	r if you are booking	campus the exam is to be held at If this is an urgent request please inclu
	ect a staff member e else's behalf if no		If this is an urgent request please inclunt notes justifying the reason Click Continue to see the selected student who can now be selected
		ot leave this blank	If this is an urgent request please inclunotes justifying the reason Click Continue to see the selected student who can now be selected booking Ticking this box will select all stud
On someone Name: DOB: Gender: Ethnicity: ULN:		ot leave this blank Resit: ALS: S ALS Needs: Candidate No.:	If this is an urgent request please inclunted notes justifying the reason Click Continue to see the selected student who can now be selected booking Ticking this box will select all stud Open the student's details to see information
On someone Name: DOB: Gender: Ethnicity: Postcode:		ot leave this blank Resit: ALS: S ALS Needs: Candidate	If this is an urgent request please inclunted notes justifying the reason Click Continue to see the selected student who can now be selected booking Ticking this box will select all stud Open the student's details to see information
ON SOMEON		ot leave this blank Resit: ALS: S ALS Needs: Candidate No.:	If this is an urgent request please inclunctes justifying the reason Click Continue to see the selected student who can now be selected booking Ticking this box will select all stud Open the student's details to see information Select if the student needs a stand

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