

X-Flow

X-Flow Book an Exam (with a Coursecode/Cohort)

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

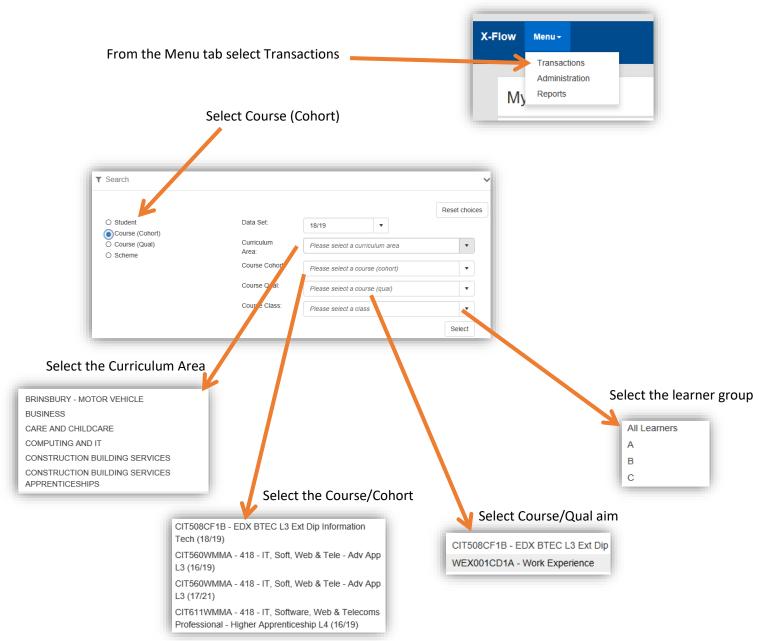
Exams can be booked by:

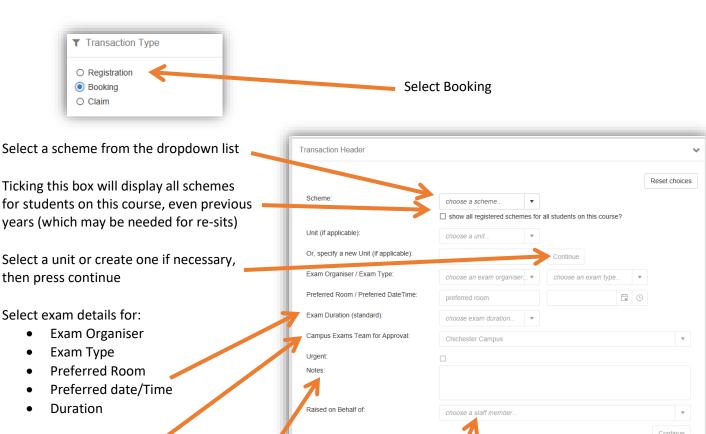
- Student
- Course Cohort
- Course Qualification
- Scheme (if scheme is already created)



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

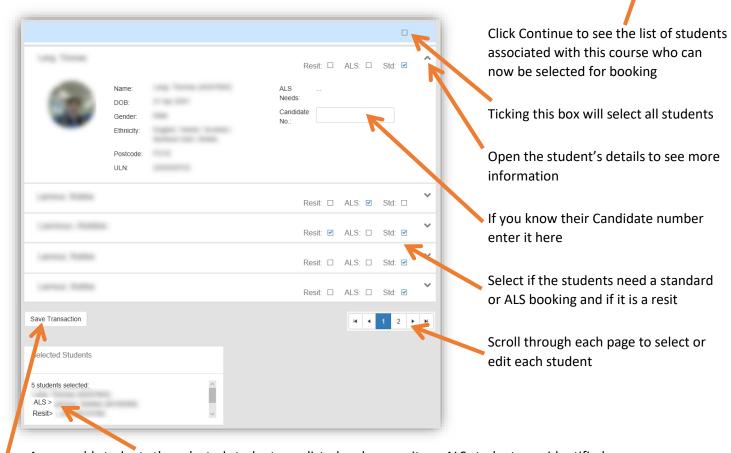




Select the exams team which must match the campus the exam is to be held at

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



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