

# 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

From the Menu tab select Transactions

Select Course (Cohort)

Select the Curriculum Area

- BRINSBURY - MOTOR VEHICLE
- BUSINESS
- CARE AND CHILDCARE
- COMPUTING AND IT
- CONSTRUCTION BUILDING SERVICES
- CONSTRUCTION BUILDING SERVICES
- APPRENTICESHIPS

Select the learner group

- All Learners
- A
- B
- C

Select the Course/Cohort

- 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 Course/Qual aim

- CIT508CF1B - EDX BTEC L3 Ext Dip
- WEX001CD1A - Work Experience

Transaction Type

Registration

Booking

Claim

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

Transaction Header

Reset choices

Scheme:

show all registered schemes for all students on this course?

Unit (if applicable):

Or, specify a new Unit (if applicable):

Exam Organiser / Exam Type:

Preferred Room / Preferred DateTime:

Exam Duration (standard):

Campus Exams Team for Approval:

Urgent:

Notes:

Raised on Behalf of:

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

Resit:  ALS:  Std:

ALS Needs: ...

Candidate No.:

Resit: <input type="checkbox"/> ALS: <input checked="" type="checkbox"/> Std: <input type="checkbox"/>	▼
Resit: <input checked="" type="checkbox"/> ALS: <input type="checkbox"/> Std: <input checked="" type="checkbox"/>	▼
Resit: <input type="checkbox"/> ALS: <input type="checkbox"/> Std: <input checked="" type="checkbox"/>	▼
Resit: <input type="checkbox"/> ALS: <input type="checkbox"/> Std: <input checked="" type="checkbox"/>	▼

Selected Students

5 students selected:

ALS >

Resit >

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