X-Flow

CCG Chichester college group

X-Flow Book an Exam (with a Scheme)

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)

X-Flow

Username:

Password:

Login

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

X-Flow Menu ▾

Transactions
Administration
Reports

My

Select Course (Scheme)

▼ Search

Reset choices

○ Student
○ Course (Cohort)
○ Course (Qual)
● Scheme

Data Set: 18/19 ▼

Scheme: Please select a scheme ▼

Select

Select a Scheme

AGR096BF1A
CIT508CF1A
scheme2
test

▼ Transaction Type

○ Registration
● Booking
○ Claim

Select Booking

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

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Transaction Header

Reset choices

Scheme: AGR096BF1A

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

Or, specify a new Unit (if applicable): [ ] Continue

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...

Continue

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

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Name:
DOB:
Gender:
Ethnicity:
Postcode:
ULN:

Resit: [ ] ALS: [ ] Std: [x]

ALS Needs: ...

Candidate No.: [ ]

Resit: [ ] ALS: [x] Std: [ ]

Resit: [x] ALS: [ ] Std: [x]

Resit: [ ] ALS: [ ] Std: [x]

Resit: [ ] ALS: [ ] Std: [x]

Save Transaction

|◄ ◄ 1 2 ► ►|

Selected Students

5 students selected:

ALS >
Resit >

Click Continue to see the list of students associated with this scheme 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

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