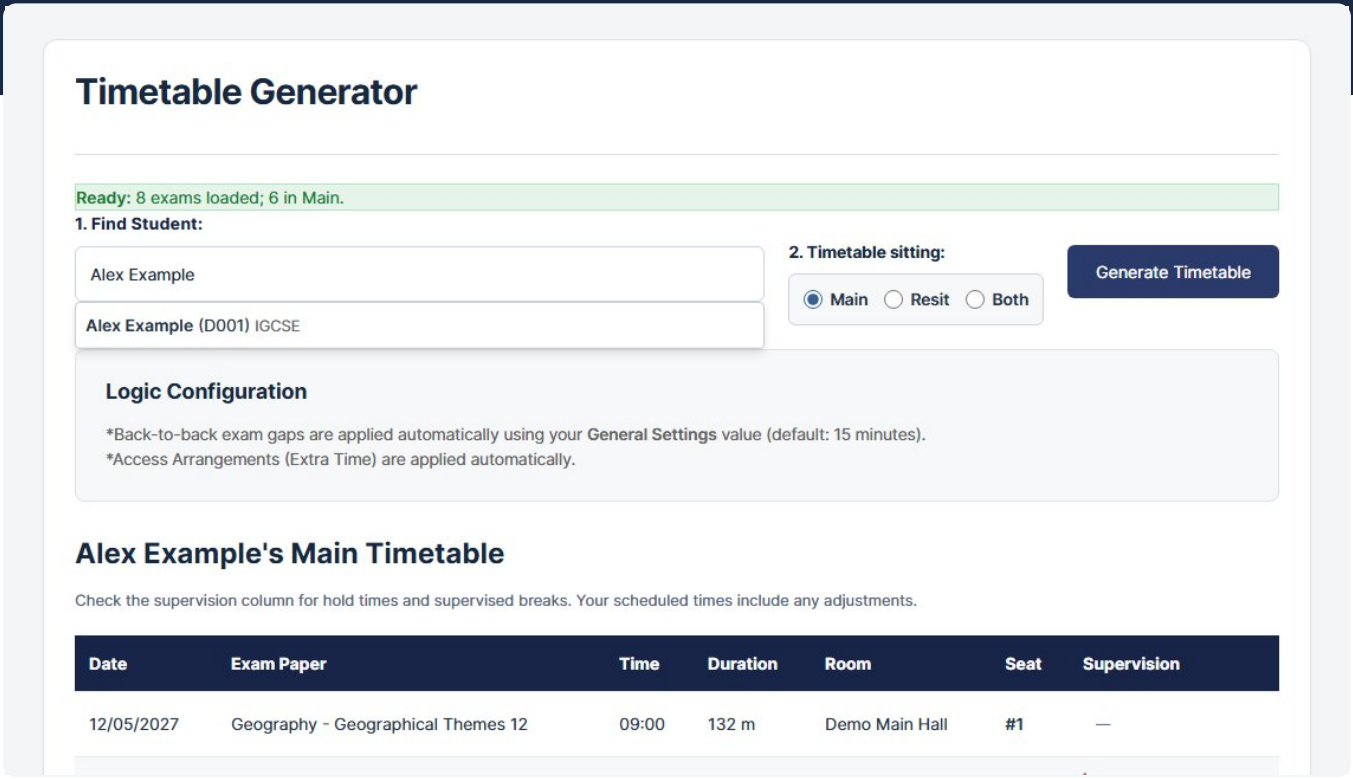
THE EXAM FACTORY

THE EXAM FACTORY / SCHOOL BROCHURE

A calmer exam season starts with a clearer plan.

Bring candidate entries, timetables, rooms and exam-day documents into one school workflow.



For school exams officers

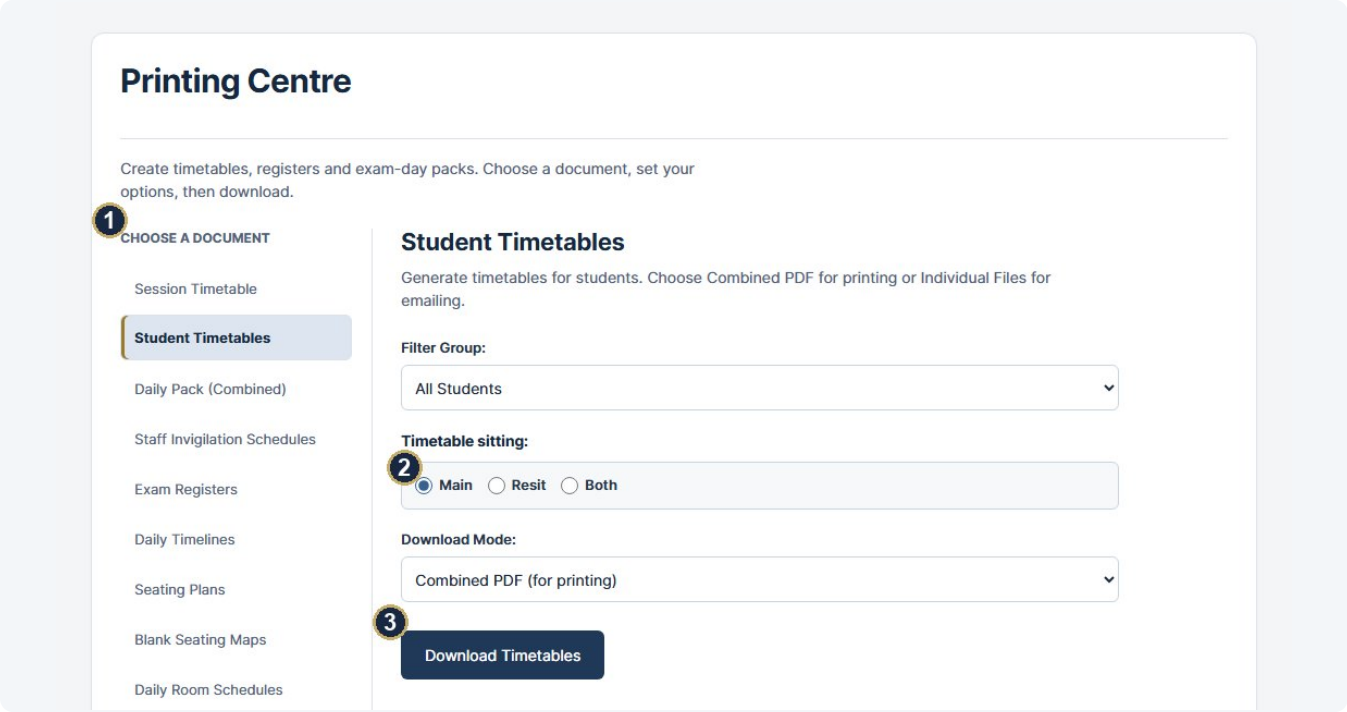
Current interface · Illustrated workflows · Fictional school examples

theexamfactory.com

01 / THE SCHOOL EXAMS OFFICE

From the first entry to the final room folder.

The detail matters. The Exam Factory helps your exams office organise it in a connected working profile.



Plan the series

Bring papers, candidates, rooms and dates together.

Check the details

Review access arrangements, seating, staff periods and timing issues.

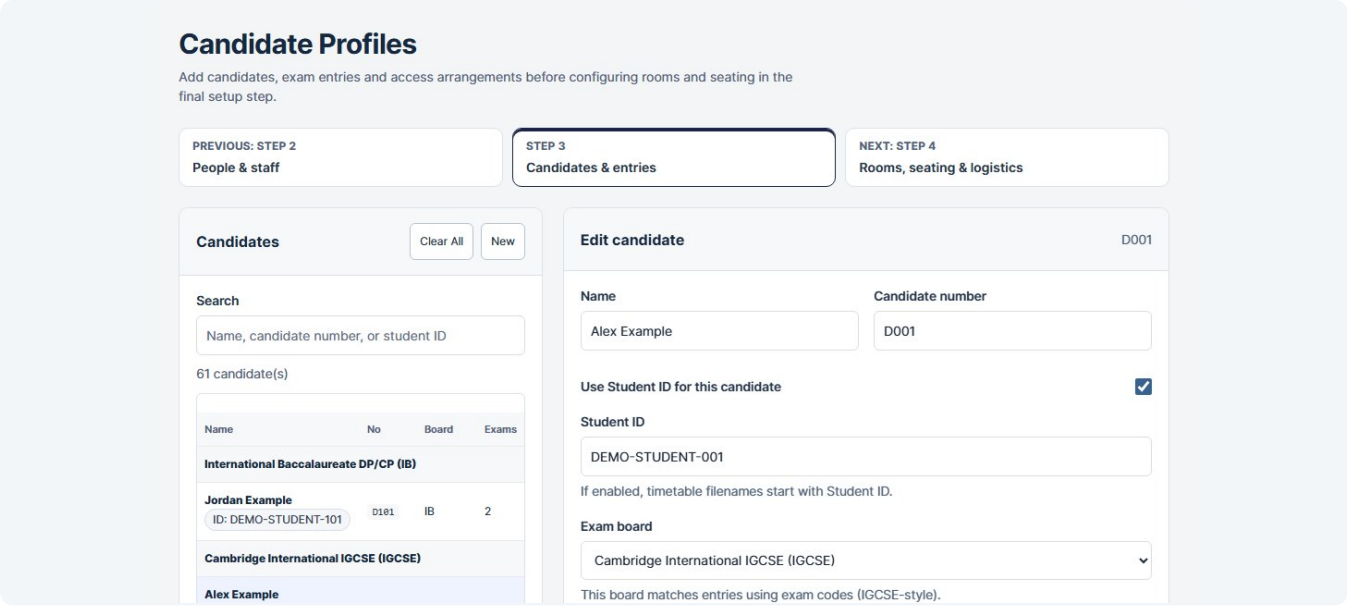
Prepare the day

Produce consistent timetables, registers, seating plans and room packs.

02 / CANDIDATE PLANNING

The right paper.
The right sitting.

Manage normal entries and same-year resits without losing the connection to the original paper.



A useful view of every candidate

Keep candidate details, selected papers, normal rooms and access arrangements together. Use per-paper choices for Main, Main + resit and Resit only, with room exceptions where needed.

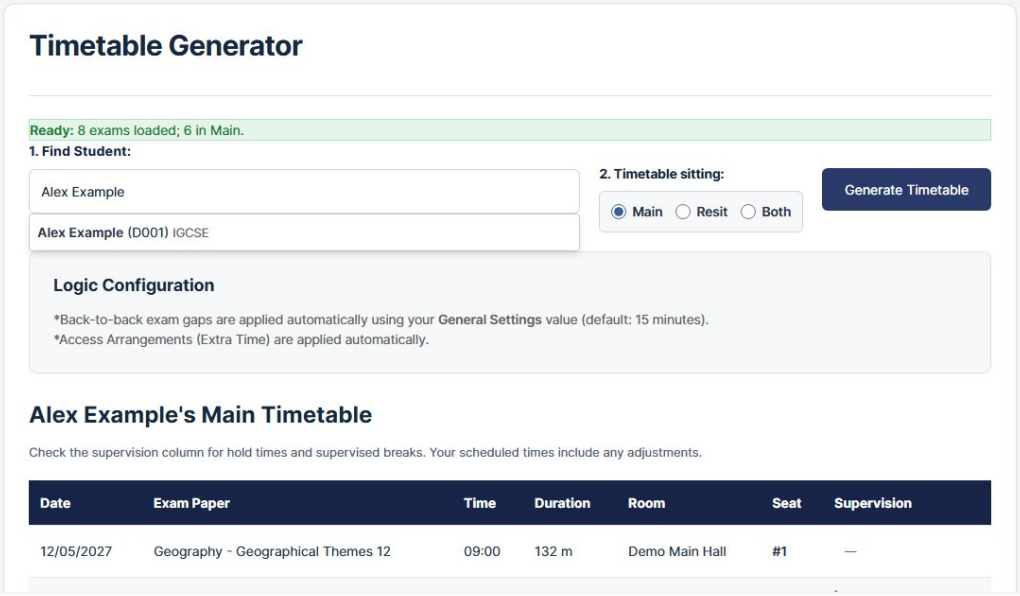
For a school managing mixed needs

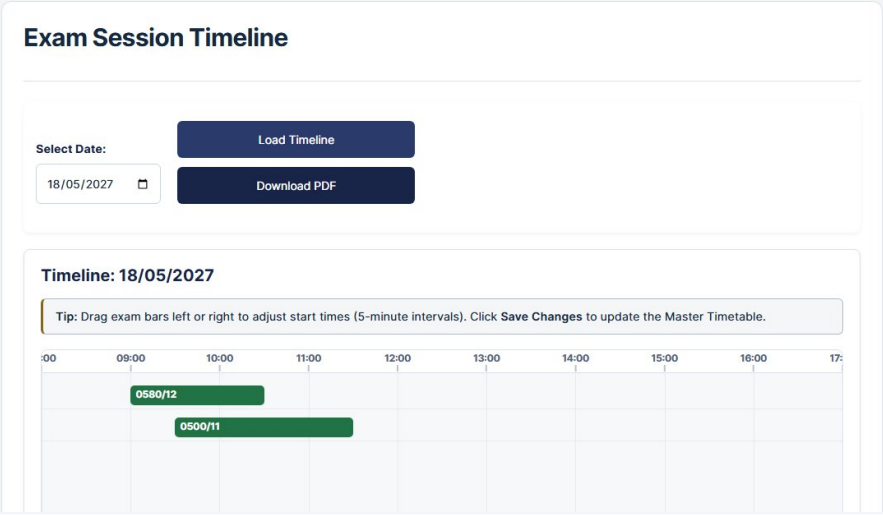
Review one candidate's entries and arrangements, then check their timetable before making documents for the wider year group.

03 / TIMETABLES AND TIMING

See the day clearly.

Individual timetables and a session timeline help you understand what each candidate and room needs.





Check shifted starts, extra time and required supervision. Key times can be configured or turned off for exams that do not need them.

04 / ROOMS AND ACCESS

A place for every candidate.

Build the room layout, place candidates and retain the colours that make exam-board and access information easy to recognise.



Room layouts	Configured rows, columns, seat numbers and keep-clear spaces.
Practical adjustments	Move or swap seats, save changes and check the updated plan.
Paper for the room	A seating-plan sheet for each room/session, scaled to its layout.

05 / THE EXAM-DAY FOLDER

Documents that belong together.

A consistent visual style carries through timetables, registers, schedules and seating plans.



The Exam Factory Demo School

Examination register

Venue: Demo Main Hall

12.05.27 | AM | GCSE

Geography - Geographical Themes 12

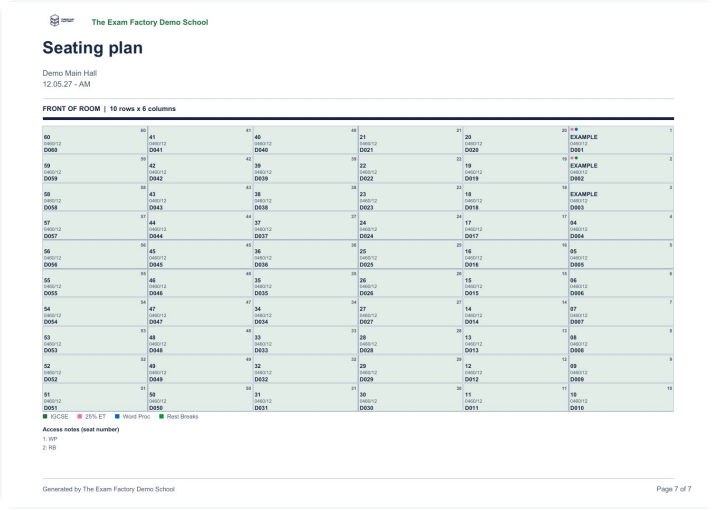
Board: IGCSE

60 candidates | 60 papers | Rows 1-30

Time	No.	Candidate / access	Seat	Code	Tick
09:00	**D001**	Alex Example [WP, 25%]	1	0460/12	☐
09:00	**D002**	Bailey Example [RB, 25%]	2	0460/12	☐
09:00	**D003**	Casey Example	3	0460/12	☐
09:00	**D004**	Avery Example 04	4	0460/12	☐
09:00	**D005**	Cameron Example 05	5	0460/12	☐
09:00	**D006**	Drew Example 06	6	0460/12	☐
09:00	**D007**	Elliot Example 07	7	0460/12	☐
09:00	**D008**	Finley Example 08	8	0460/12	☐
09:00	**D009**	Harper Example 09	9	0460/12	☐
09:00	**D010**	Jules Example 10	10	0460/12	☐
09:00	**D011**	Kit Example 11	11	0460/12	☐
09:00	**D012**	Logan Example 12	12	0460/12	☐
09:00	**D013**	Morgan Example 13	13	0460/12	☐
09:00	**D014**	Noel Example 14	14	0460/12	☐
09:00	**D015**	Parker Example 15	15	0460/12	☐
09:00	**D016**	Quinn Example 16	16	0460/12	☐
09:00	**D017**	Reese Example 17	17	0460/12	☐
09:00	**D018**	Rowan Example 18	18	0460/12	☐
09:00	**D019**	Sage Example 19	19	0460/12	☐
09:00	**D020**	Taylor Example 20	20	0460/12	☐
09:00	**D021**	Wren Example 21	21	0460/12	☐
09:00	**D022**	Jamie Example 22	22	0460/12	☐
09:00	**D023**	Robin Example 23	23	0460/12	☐
09:00	**D024**	Avery Example 24	24	0460/12	☐
09:00	**D025**	Cameron Example 25	25	0460/12	☐
09:00	**D026**	Drew Example 26	26	0460/12	☐
09:00	**D027**	Elliot Example 27	27	0460/12	☐
09:00	**D028**	Finley Example 28	28	0460/12	☐
09:00	**D029**	Harper Example 29	29	0460/12	☐
09:00	**D030**	Jules Example 30	30	0460/12	☐

Invigilator Signature _____

Generated by The Exam Factory Demo School — Page 5 of 7



The Exam Factory Demo School

Seating plan

Demo Main Hall

12.05.27 - AM

FRONT OF ROOM | 10 rows x 6 columns

IGCSE · 25% ET · Word Proc · Rest Breaks

Access notes (seat number)

1: WP

2: RB

Generated by The Exam Factory Demo School — Page 7 of 7

Ready to check, print and file

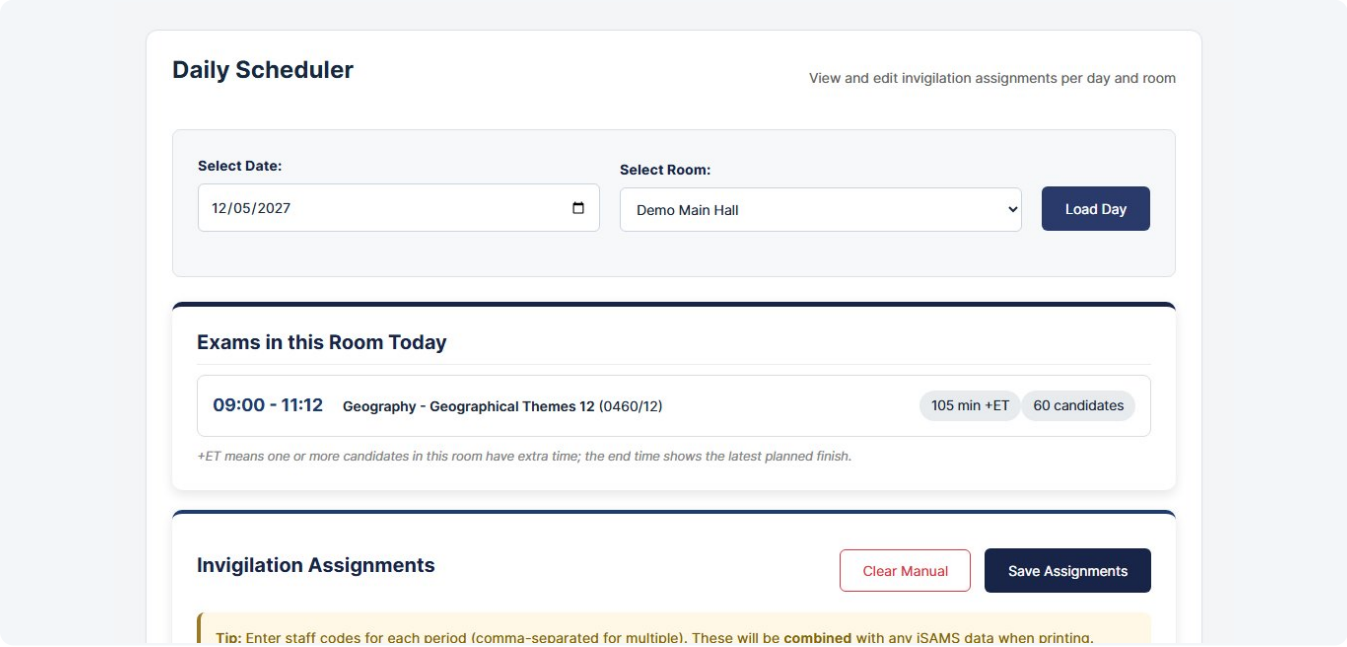
Create a combined daily pack or choose the individual documents your team needs. School branding, board colours and access indicators continue across the output.

Shown: genuine PDF pages generated from fictional school data. Full-size documents retain their original page orientation.

06 / DAILY OPERATIONS

Support the people running the room.

Bring room schedules, staff assignments and timing information into the daily preparation process.



Before candidates arrive

Check staff coverage and the latest finish, prepare the room folder and brief invigilators on the details that matter.

During the exam day

Use room displays for selected papers and timing information. Keep the arrival-signature column in the daily schedule available for staff.

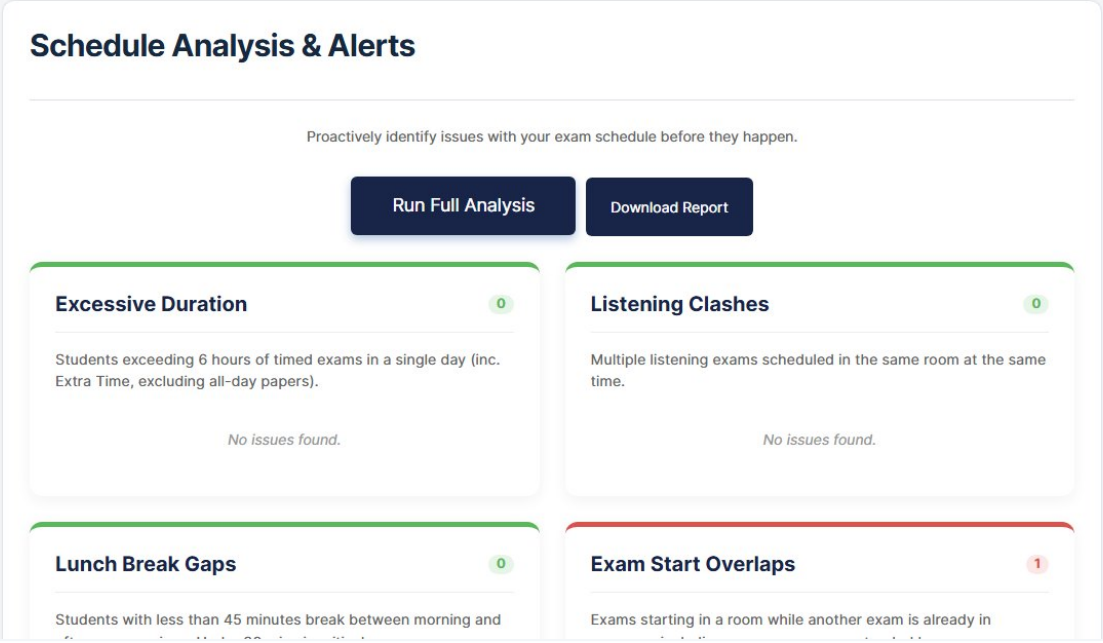
After the exam

Track physical script dispatch, destinations and sending records in Mailing.

07 / CONFIDENCE IN THE DETAILS

Check the plan before it becomes the printout.

Analysis brings planning and data findings together so the exams office can investigate the source.



Review correct check again

Run the checks after imports and meaningful changes. Read the findings, correct the underlying record and regenerate affected documents.

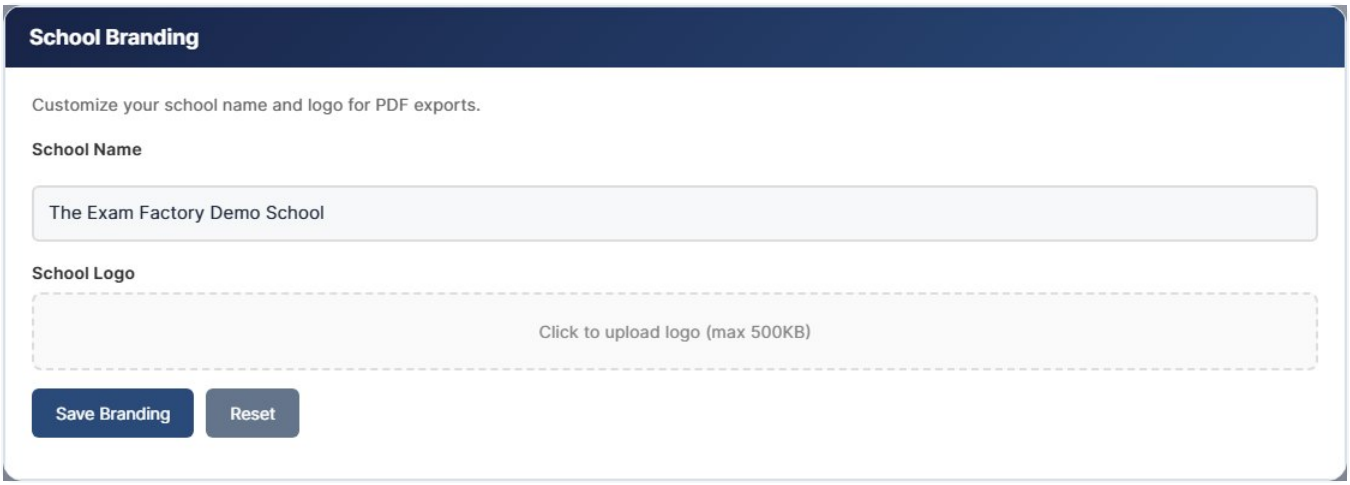
The school stays in control

Use the app’s checks alongside your school’s exam procedures and the current instructions for each board and series. Final documents still need a human review.

08 / BUILT AROUND YOUR SCHOOL

Your school identity. A familiar working routine.

Use a separate profile for each exam series, and configure the defaults your exams office works with.



School branding	School name, badge and board-specific centre numbers on your outputs.
A comfortable screen	Light, dark or system appearance.
Recoverable work	Downloaded profile backups and available cloud profile tools.
Help when you need it	Searchable illustrated guidance and a downloadable user manual.

09 / GET STARTED

Try one room.
See the whole workflow.

Start with a small example, then decide how The Exam Factory fits your school.

01 Explore the free version

Create an account and try the core planning workflow with a local profile.

02 Build a small trial

Use fictional data or an approved school sample. Add a few candidates, a room and an access arrangement.

03 Discuss full school access

Contact The Exam Factory about your school’s requirements and access to the full operational tools.

About access

Self-service signup opens the free version. Cloud profile saving and several document and operational tools require full access. Confirm the current access details with The Exam Factory before making a purchase decision.

Explore the software

theexamfactory.com

Contact the team Read the user manual