

Your guide to a well-prepared exam series

From setting up the first profile to handing over a checked exam-day folder.

Printing Centre

Create timetables, registers and exam-day packs. Choose a document, set your options, then download.

1

CHOOSE A DOCUMENT

Session Timetable

Student Timetables

Daily Pack (Combined)

Staff Invigilation Schedules

Exam Registers

Daily Timelines

Seating Plans

Blank Seating Maps

Daily Room Schedules

Student Timetables

Generate timetables for students. Choose Combined PDF for printing or Individual Files for emailing.

Filter Group:

All Students

Timetable sitting:

2

☒ Main ☐ Resit ☐ Both

Download Mode:

Combined PDF (for printing)

3

Download Timetables

For school exams officers

Current interface · Illustrated workflows · Fictional school examples

theexamfactory.com

The Exam Factory / V74 · September 2026

01

START HERE

Find the task you need

Read the first few topics in order when setting up a series. Return to individual topics as you work.

Three useful starting points

New series: begin on page 3. Exam-day preparation: page 21. Something looks wrong: pages 22 and 26.

- | | | | |
|-----------|---------------------------------|-----------|------------------------------------|
| 03 | Your first exam series | 13 | Review and adjust the timeline |
| 04 | Profiles, saving and recovery | 14 | Prepare an exam register |
| 05 | Set up your school | 15 | Plan the room and staff day |
| 06 | Build and import your data | 16 | Use key times, or switch them off |
| 07 | Candidates, entries and resits | 17 | Build and download your documents |
| 08 | Record access arrangements | 18 | Pack and record exam scripts |
| 09 | Add staff and teaching subjects | 19 | Find and fix planning issues |
| 10 | Set main and resit dates | 20 | Set up the exam room screen |
| 11 | Rooms, desks and seating | 21 | Your exam-day checklist |
| 12 | Check a student timetable | 22 | When something does not look right |

Reference pages

23–26	Settings, saving, imports, resits and troubleshooting at a glance.
27–28	Worked school scenarios and an exam-day desk checklist.
29–30	A closer look at the printed room folder.

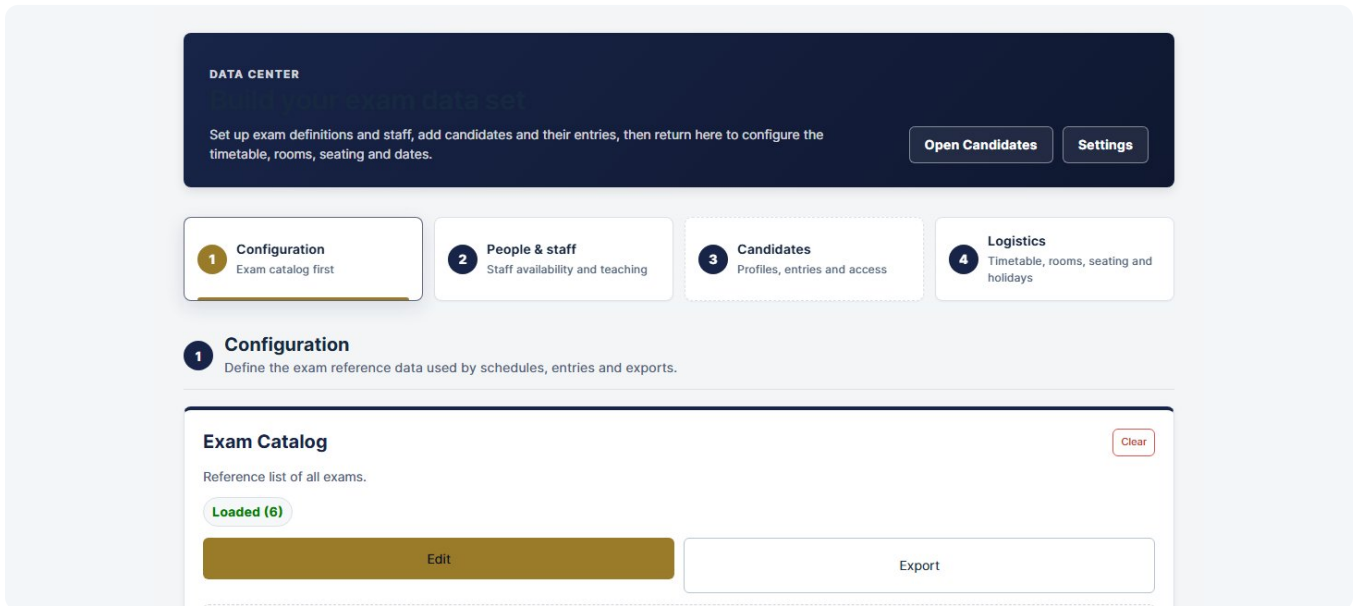
Use Help & Guide in the app for searchable topics and enlarged screenshots. This manual reflects V74 in September 2026; use the current app labels if a later release changes a control.

WORKFLOW 01 / 20

Your first exam series

Build one exam series at a time. Start with the information everyone shares, then add candidates, rooms and the documents your school needs.

Sidebar **New Profile**



ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: Your school details, exam-board paper list, candidate entries, exam dates and room information.

01 Create a clearly named profile

Choose New Profile and use a name such as "Example School - Summer 2027". Check Current Profile before entering any data.

02 Build in order

Complete Settings, then follow Data Center: Configuration, People & Staff, Candidates, and Logistics. Add the exam catalog before selecting papers for candidates.

03 Check a small sample first

Add a few candidates, including one with extra time. Run Full Analysis, check a student timetable, and preview a register and seating plan before adding the whole year group.

Before moving on

The active profile is correct, each sample candidate has the expected exams, and the output shows the right date, room and seat.

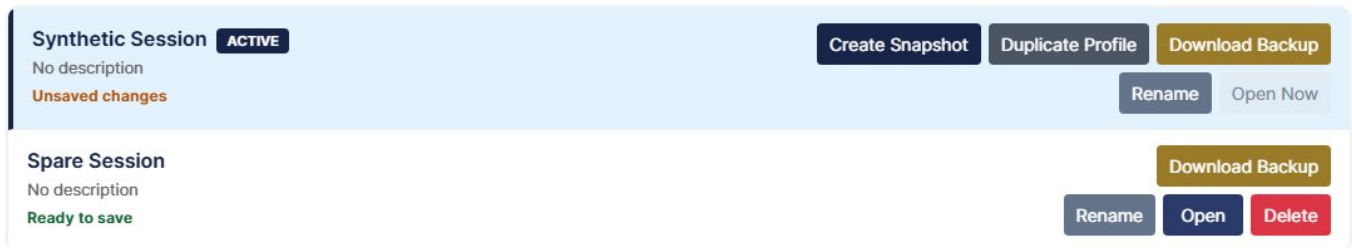
Remember: Try the example profile and welcome tour before using your live exam series. Keep a separate profile for each series.

WORKFLOW 02 / 20

Profiles, saving and recovery

A profile contains one exam series. The browser working copy, a downloaded backup and a cloud copy serve different purposes.

Sidebar save controls · Settings Profiles & Backups



The screenshot shows a sidebar with two profile entries. The first entry, 'Synthetic Session', is marked as 'ACTIVE' and has a 'No description'. It shows 'Unsaved changes' and has buttons for 'Create Snapshot', 'Duplicate Profile', 'Download Backup', 'Rename', and 'Open Now'. The second entry, 'Spare Session', has a 'No description' and is 'Ready to save'. It has buttons for 'Download Backup', 'Rename', 'Open', and 'Delete'.

ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: Check the profile name in the sidebar. Before replacing data, save a copy you can return to.

01 Save while you work

Use the page's Save button where one is shown. Save Locally downloads a profile backup to your computer; keep it in your school's approved storage.

02 Save to the cloud when available

Choose Save to Cloud and wait for confirmation. On another computer, open Cloud Profiles, refresh the list and explicitly open the required copy.

03 Recover carefully

Use Profiles & Backups to download, duplicate or rename a profile, create a snapshot, or inspect recovery options. Read the destination and replacement confirmation before importing or restoring.

Before moving on

You have a recent downloaded backup or a confirmed cloud save, and you know which copy you are opening.

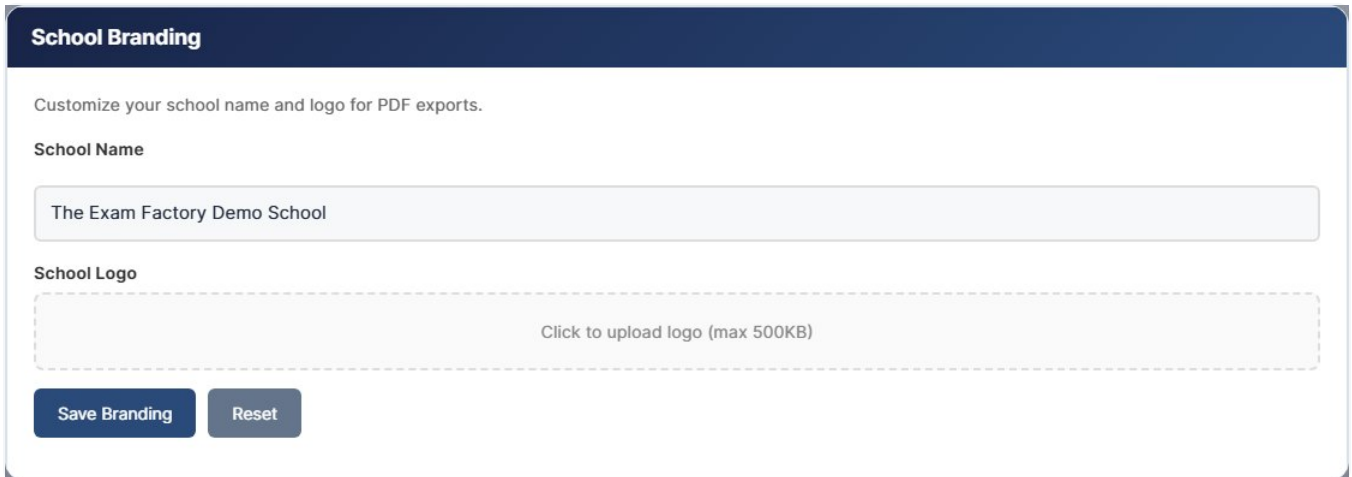
Remember: Do not assume that switching profiles silently pulls a newer version. Ordinary edits are not a substitute for an explicit cloud save; optional background saving may be configured separately.

WORKFLOW 03 / 20

Set up your school

Set your school identity and the defaults that shape schedules and printouts. The school badge and The Exam Factory branding have different roles.

Settings



ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: Your school logo, centre numbers and agreed exam-office settings.

01 Add your school identity

Open Branding, enter School Name, upload the school logo and choose Save Branding. Enter the correct Centre Numbers for the boards you use.

02 Check planning and print defaults

In General Settings, review date/time display, periods, the minimum gap between papers, seating order and output-safety choices. Save General Settings.

03 Choose a comfortable appearance

Appearance offers Light, Dark or System. Review Exam Boards and Access Arrangements for the labels and colours your school needs. Key-time requirements are set on Key Time Supervision.

Before moving on

A sample PDF uses your school name and badge. Board and access-arrangement colours are distinct and recognisable.

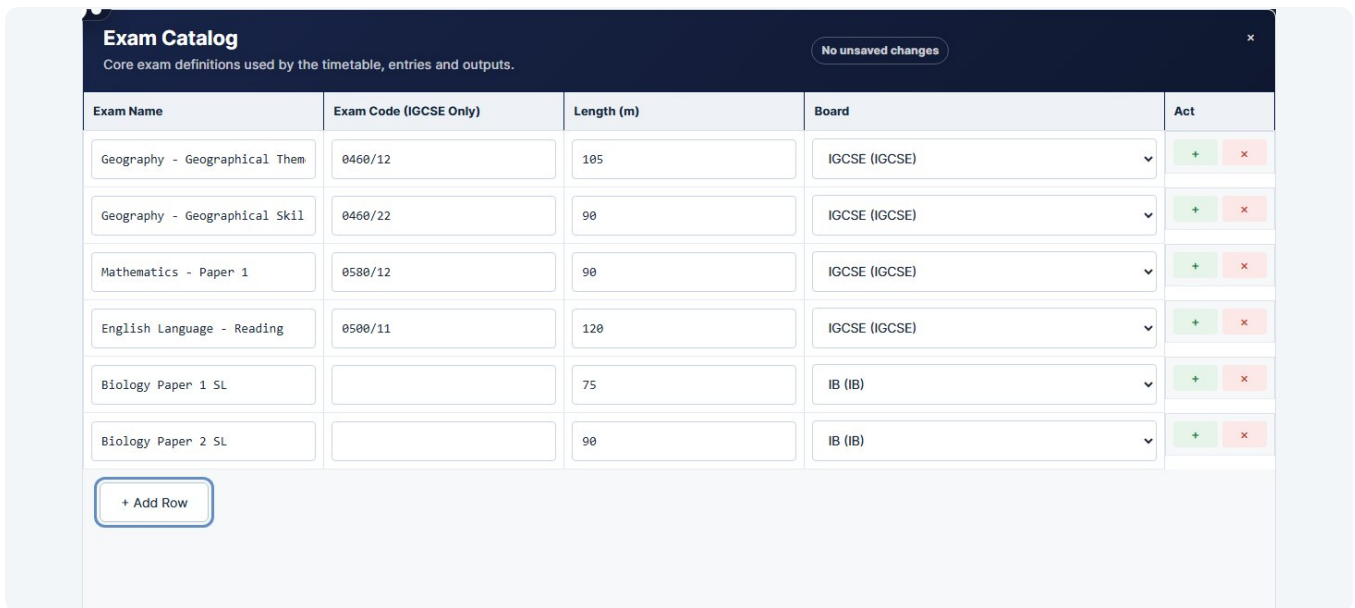
Remember: The school logo upload currently accepts a file up to 500 KB. PDF logo and timestamp defaults are in General Settings. Changing the screen theme does not turn printed documents dark.

WORKFLOW 04 / 20

Build and import your data

Data Center holds shared reference and scheduling information. Candidate Profiles owns students, their entries and their access arrangements.

Data Center



Exam Name	Exam Code (IGCSE Only)	Length (m)	Board	Act
Geography - Geographical Them	0460/12	105	IGCSE (IGCSE)	+ ×
Geography - Geographical Skill	0460/22	90	IGCSE (IGCSE)	+ ×
Mathematics - Paper 1	0580/12	90	IGCSE (IGCSE)	+ ×
English Language - Reading	0580/11	120	IGCSE (IGCSE)	+ ×
Biology Paper 1 SL		75	IB (IB)	+ ×
Biology Paper 2 SL		90	IB (IB)	+ ×

+ Add Row

ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: Use the template from the exact data card you intend to update.

01 Start with the Exam Catalog

Add a consistent paper name, exam board and, where required, exam code. These identities connect candidate entries to the dated master timetable.

02 Use the matching template

Choose Template on the relevant card. Keep column headings unchanged. Back up the profile, upload the completed file, and read any validation messages.

03 Check imported rows

Open Edit and spot-check a short paper, a long name and a date. Complete People & Staff, Candidates and Logistics, then run Analysis.

Before moving on

The row count and a few representative records match your source. Candidate entries can find the intended paper and sitting.

Remember: Catalog deletion is not a cascade delete. Removing a catalog choice does not remove existing candidate entries or dated master rows.

WORKFLOW 05 / 20

Candidates, entries and resits

Choose the papers each candidate will sit. Same-year resits use the original paper identity with a separate sitting and date.

Candidates

Set all normal rooms:

Demo Main Hall

Apply to all

Exam	Sitting	Extra %	Normal room	Resit room (optional) "Use normal room" keeps the normal-room choice.	Notes	Actions
Geography - Geographical Skills 22 (0460/22) IGCSE	Main +	-	Demo Main Hall	Demo Resit Room		Select Remove
Geography - Geographical Themes 12 (0460/12) IGCSE	Main +	-	Demo Main Hall	Demo Resit Room		Select Remove

ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: The Exam Catalog, candidate numbers and normal rooms should be ready.

01 Add or select the candidate

Choose New Candidate or select a name. Check the candidate number and board, select their exams, and set their normal rooms.

02 Choose the sitting for each paper

Use Main, Main + resit or Resit only in the per-exam table. "Also taking a same-year resit" applies Main + resit to the selected papers; individual rows can then be adjusted.

03 Set exceptions and save

Use Resit room (optional) for a different later room; Use normal room inherits the usual room. Save the candidate, then add the matching resit dates in Data Center.

Before moving on

Preview the candidate with Main, Resit and Both. Each paper appears in the intended sitting, with the correct date and room.

Remember: Do not create a second "(R)" paper to represent a resit. Use the same catalog name/code and choose its Sitting.

WORKFLOW 06 / 20

Record access arrangements

Record the arrangements your school has agreed for each candidate, then check how they appear in schedules and room documents.

Candidates Access arrangements

Access arrangements

Use ALL for defaults, then optionally override per exam.

ALL: Extra time %

25%

ALL: Access needs

WP

Select

Per-exam overrides

Use Remove in this table to unassign exams. A normal room is required.

Set all normal rooms:

Demo Main Hall

Apply to all

Exam	Sitting	Extra %	Normal room	Resit room (optional) "Use normal room" keeps the normal-room choice.	Notes	Actions
Geography - Geographical Skills 22 (0460/22) IGCSE	Main + ↕	-	Demo Main Hall	Demo Resit Room		Select Remove
Geography - Geographical Themes 12	Main + ↕	-	Demo Main Hall	Demo Resit Room		Select Remove

ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: Configured access labels and colours, plus the candidate's confirmed arrangements.

01 Set candidate defaults

In the candidate profile, use ALL: Extra time % and ALL: Access needs for arrangements that apply across their selected papers.

02 Adjust individual papers

Use Per-exam overrides for an exception. Check Extra %, Notes and Normal room. Save the candidate after changing defaults or overrides.

03 Check the resulting finish time

Generate a timetable and check the effective duration, then inspect the register and seating plan. Use the printed colour key and labels together.

Before moving on

The arrangement is recorded against the correct candidate and paper, and any different room is also seated and staffed.

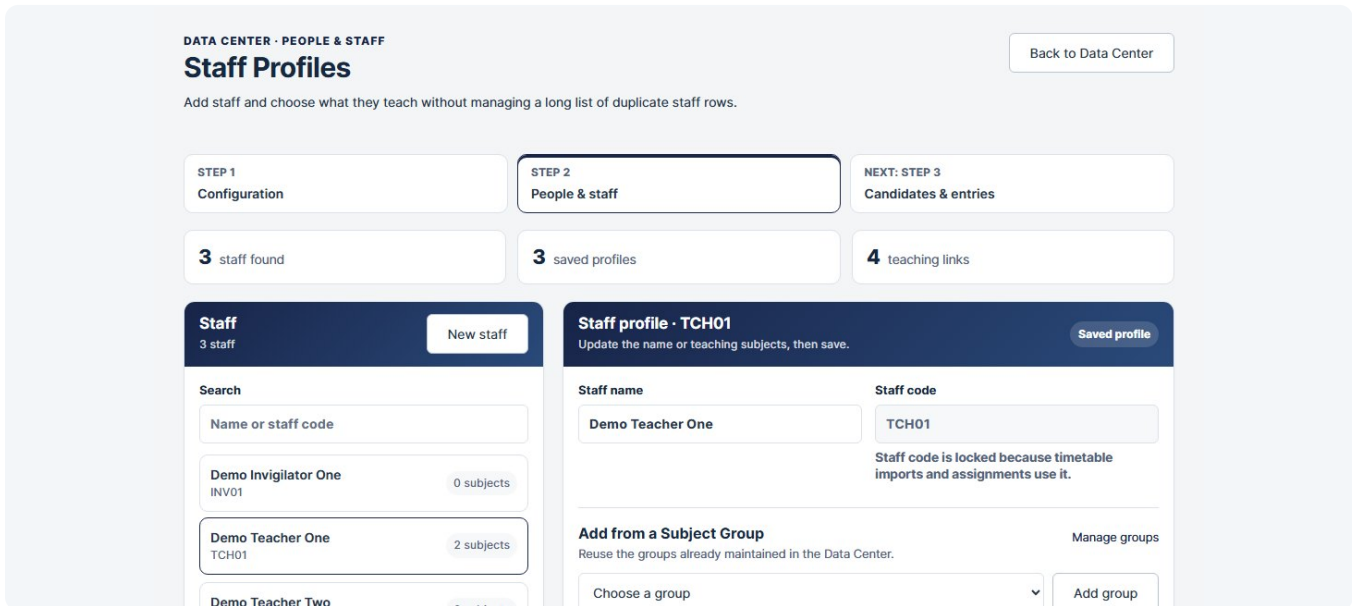
Remember: Example: a 105-minute paper with 25% extra time becomes 132 minutes after rounding up. A 09:00 start therefore finishes at 11:12. The app calculates this from the recorded arrangement; it does not approve the entitlement.

WORKFLOW 07 / 20

Add staff and teaching subjects

Give each member of staff a clear identity and link them to the subjects they teach. Scheduling uses their staff code.

Staff Profiles



ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: A unique staff code for each person, and the Exam Catalog.

01 Create or select a person

Choose New staff, enter their name and unique staff code, then save. The code locks after creation.

02 Add teaching subjects

Move papers from Available exams into Teaching subjects. A Subject Group can add a useful bundle, which you can then adjust for that person.

03 Connect scheduling information

Use Data Center People & Staff for staff-timetable weeks and Subject Groups. Check staff codes match, then review the Daily Scheduler and Staff Schedules.

Before moving on

The person has the right name, code and teaching subjects. Their operational assignments appear in the intended periods.

Remember: Deleting a Staff Profile removes that profile and its teaching links. Uploaded timetable assignments are retained; they are separate scheduling records.

WORKFLOW 08 / 20

Set main and resit dates

The master timetable gives each paper its date, start time and duration. Keep the paper identity consistent with the catalog and candidate entries.

Data Center Logistics

Master Timetable
No unsaved changes

Live exam session schedule. Rooms are managed through logistics tools. Key Time Session selects the AM or PM requirement. Keep PM selected when moving a PM paper to the morning. Disable key times, or leave a session blank, on the Key Time Supervision page when they are not required.

Date	Start Time	Key Time Session	Exam (Paper)	Length (m)	Exam Code (IGCSE)	Exam Board	Digital Submission	Sitting
12/05/2027	09:00	AM key time	Geography - ✓	105	0460/12	IGCSE (IGCSE✓)	-	Main
14/05/2027	09:00	AM key time	Geography - ✓	90	0460/22	IGCSE (IGCSE✓)	-	Main
18/05/2027	09:00	AM key time	Mathematics	90	0580/12	IGCSE (IGCSE✓)	-	Main
18/05/2027	09:30	AM key time	English Language	120	0500/11	IGCSE (IGCSE✓)	-	Main
20/05/2027	13:00	PM key time	Biology Paper	75		IB (IB)	-	Main
21/05/2027	09:00	AM key time	Biology Paper	90		IB (IB)	-	Main
02/06/2027	09:00	AM key time	Geography - ✓	105	0460/12	IGCSE (IGCSE✓)	-	Resit
04/06/2027	09:00	AM key time	Geography - ✓	90	0460/22	IGCSE (IGCSE✓)	-	Resit

ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: Your board's timetable and the school's agreed scheduling decisions.

01 Enter main dates

Choose Edit main dates. Enter one dated row for each main paper with its board, code/name, start time and duration.

02 Enter resit dates separately

Choose Manage resit dates. Reuse the original paper identity; candidates assigned to Resit use these later dates.

03 Check the key-time session

Where key times apply, select AM or PM beside Start Time. A PM paper moved into the morning can keep PM. Save the editor, rerun Analysis and preview a candidate.

Before moving on

The same code/name and sitting connect the candidate entry and the dated row. The start time and key-time requirement are both intentional.

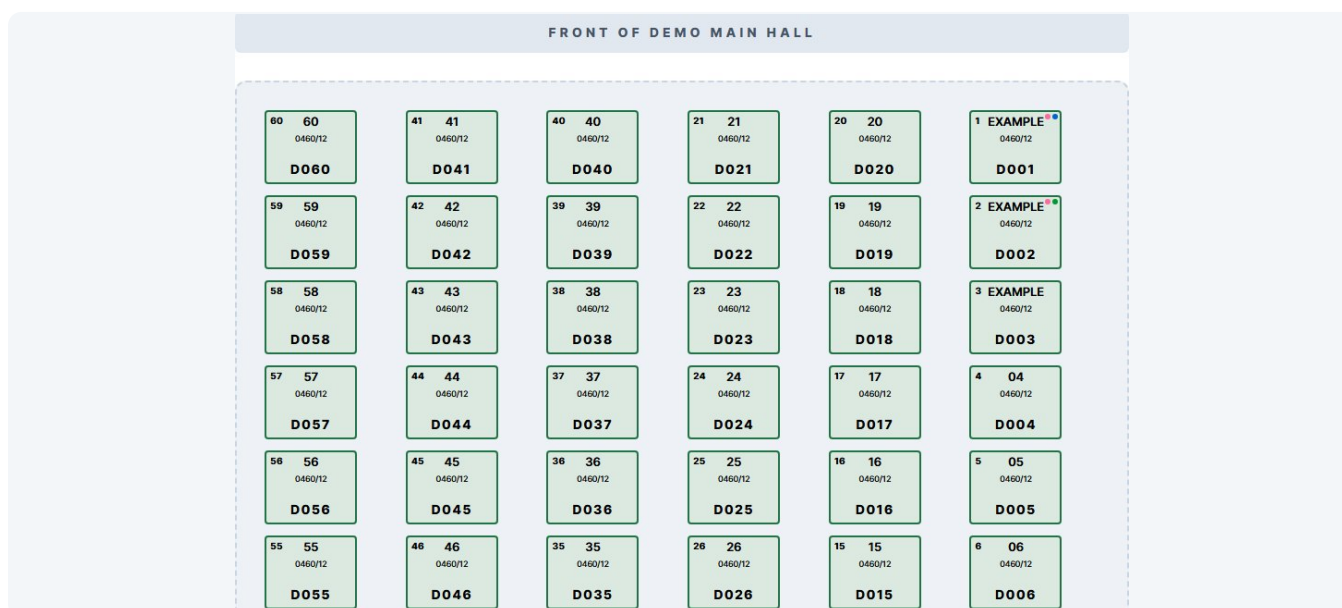
Remember: When key times are disabled, stored AM/PM selections do not create holds. Re-enable them only when the exam series requires them.

WORKFLOW 09 / 20

Rooms, desks and seating

Model the room's physical layout, then place candidates into usable desks. Keep-clear gaps represent positions where a desk must not be used.

Data Center Logistics · Seating Plan



ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: Room dimensions, usable desks, access needs and candidate room assignments.

01 Create the room layout

In Rooms & Seating, define rows and columns. Use Edit room shape to mark aisles or obstructions as keep-clear gaps, then finish and save.

02 Assign and review seats

Use the room editor to place candidates. Drag a seated candidate to move them, or onto an occupied desk to swap. Keyboard/touch users can select the candidate, then the destination. Choose Save Changes.

03 Preview the actual session

In Seating Plan, choose date, session and room, Load Exams, then Generate. Check the candidate names, numbers, board colours and arrangements against the room.

Before moving on

Every candidate has the expected room and seat. Keep-clear positions are still empty and visible on the printed plan.

Remember: Seating PDFs fit one room/session on one page and scale to the room. Large layouts use smaller type. Check a printed example before producing every folder; do not change the room shape merely to make the page fuller.

WORKFLOW 10 / 20

Check a student timetable

Use the screen preview to check one candidate before distributing their final PDF.

Timetables

Timetable Generator

Ready: 8 exams loaded; 6 in Main.

1. Find Student:

2. Timetable sitting:

☒ Main
 ☐ Resit
 ☐ Both

[Generate Timetable](#)

Logic Configuration

*Back-to-back exam gaps are applied automatically using your **General Settings** value (default: 15 minutes).
 *Access Arrangements (Extra Time) are applied automatically.

Alex Example's Main Timetable

Check the supervision column for hold times and supervised breaks. Your scheduled times include any adjustments.

Date	Exam Paper	Time	Duration	Room	Seat	Supervision
12/05/2027	Geography - Geographical Themes 12	09:00	132 m	Demo Main Hall	#1	—

ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: Saved entries, master dates, access arrangements and room/seat assignments.

01 Find the candidate

Type a name or candidate number, choose the result, and select Main, Resit or Both. Main is the default.

02 Generate and inspect

Choose Generate Timetable. Check the paper, date, time, effective duration, room and seat. Both adds the Sitting column.

03 Read the notes, then export

Shifted marks a calculated timetable adjustment. The Supervision column gives exact holds or supervised breaks when key times apply. Use Printing Centre Student Timetables for downloads.

Before moving on

The candidate can identify every paper and its venue. Any shift, extra time or supervision note has been checked by the exams office.

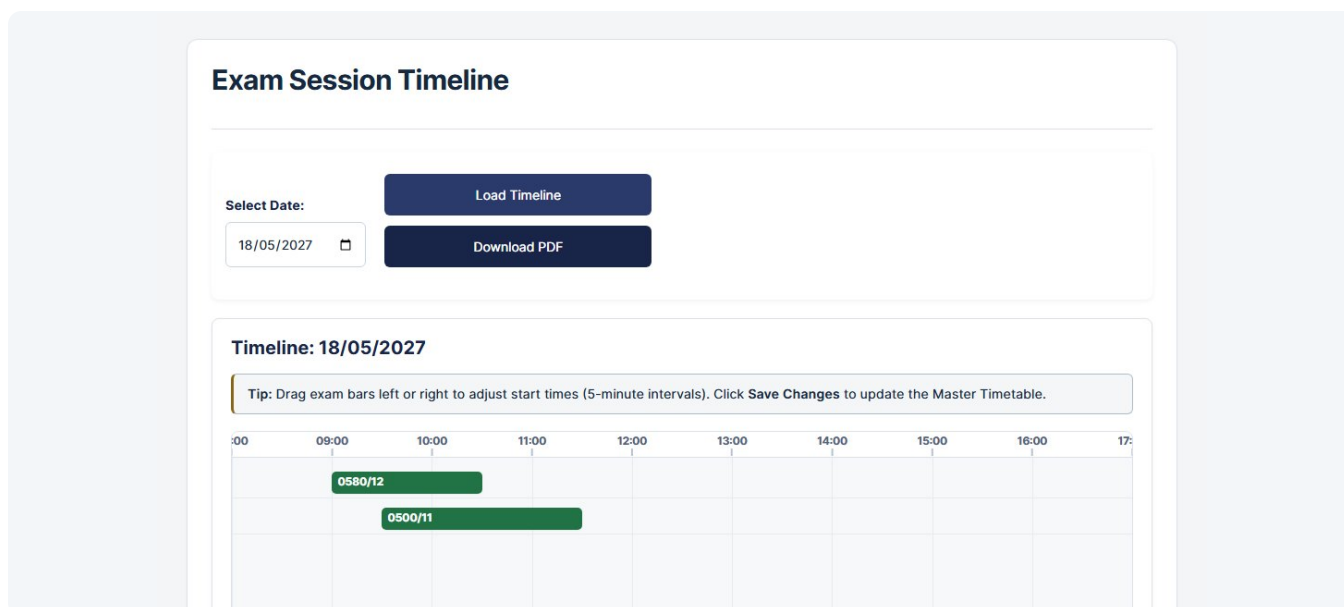
Remember: With key times switched off, the screen uses a Notes column and omits key-time holds. All-day papers keep their own label. A previously downloaded PDF must be regenerated after source data changes.

WORKFLOW 11 / 20

Review and adjust the timeline

See papers across the day, then make deliberate start-time adjustments in five-minute steps.

Session Timeline



ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: The correct date and a saved backup before a substantial timetable change.

01 Load the day

Choose the date and load the timeline. Read the paper labels and board colours before moving anything.

02 Move a paper deliberately

Drag its bar left or right to adjust its start. The change remains a draft until you choose Save Changes.

03 Verify the consequences

Save Changes to update the master timetable. Recheck Analysis, affected student timetables, rooms and staff periods, then regenerate any distributed documents.

Before moving on

The saved master row has the intended start time. A moved PM paper retains its PM key-time session unless you explicitly change it.

Remember: The PDF timeline has a separate Time / length column beside the chart. The chart shows the scheduled paper duration; candidate extra time must also be checked in the student and room views.

WORKFLOW 12 / 20

Prepare an exam register

Use a clear list of candidates for attendance and exam checks. Board colours help distinguish papers without colouring every line.

Registers · Printing Centre Exam Registers

Exam Registers

Generate attendance lists based on Entries.

1. View By:

2. Select Date:

3. Session:

Date

12/05/2027

All Day

Generate View

12/05/2027 (All)

60 assigned students across 1 exam.

■ IGCSE

Time	No	Name	Exam	Room	Seat	Code	Check
09:00	D001	Alex Example [WP, 25%]	Geography - Geographical Themes 12	Demo Main Hall	1	0460/12	☐
09:00	D002	Bailey Example [RB, 25%]	Geography - Geographical Themes 12	Demo Main Hall	2	0460/12	☐
09:00	D003	Casey Example	Geography - Geographical Themes 12	Demo Main Hall	3	0460/12	☐

ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: The date, session, candidate entries, rooms and access arrangements.

01 Choose the register scope

Select the date and relevant options on Registers, then generate the preview. Check the board key and the paper/room headings.

02 Check the list

Compare candidate numbers and names with your entries. Review extra time, access notes and seating information, especially where several papers share a room.

03 Download the working copy

Use Printing Centre Exam Registers for the required output. Preview all pages and use the attendance columns for the school's exam-day checks.

Before moving on

A busy register contains every expected candidate, with repeated context on continuation pages and space to tick the attendance columns.

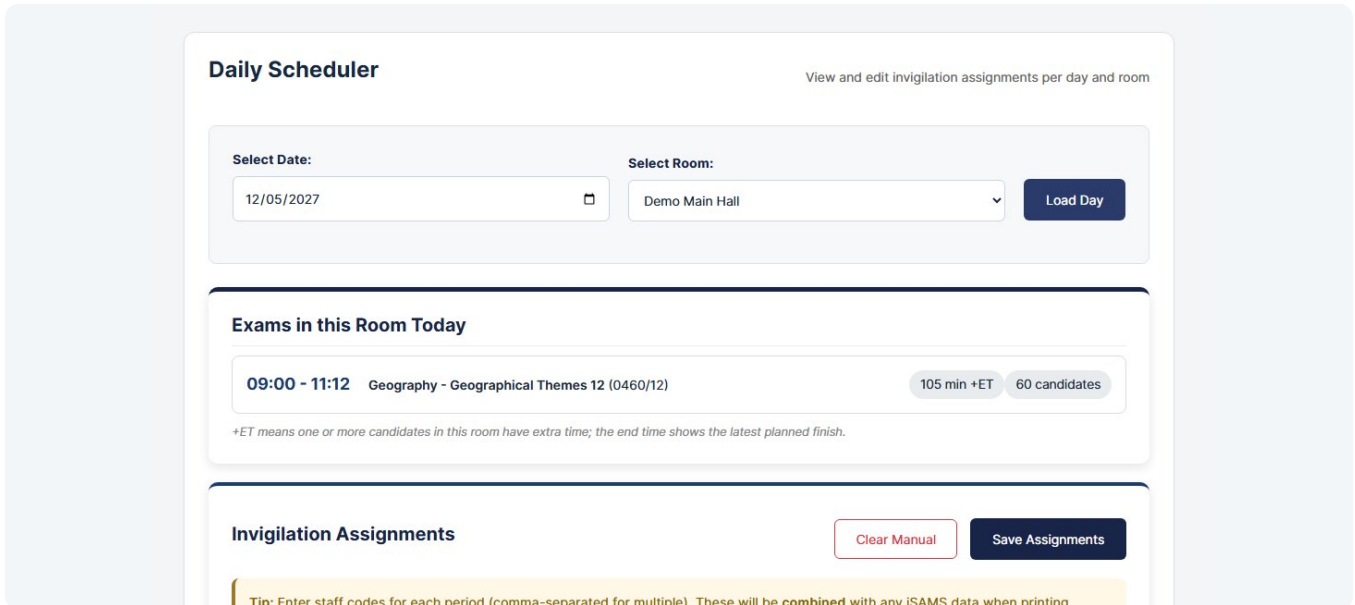
Remember: The guide examples include a 60-candidate room. Board and access colours carry information; keep the printed labels and legends visible when printing in monochrome.

WORKFLOW 13 / 20

Plan the room and staff day

Review the day room by room and make staff coverage explicit for each period.

Daily Scheduler · Staff Schedules



The screenshot shows the 'Daily Scheduler' interface. At the top, it says 'View and edit invigilation assignments per day and room'. Below this, there are two input fields: 'Select Date:' with a date picker showing '12/05/2027' and 'Select Room:' with a dropdown menu showing 'Demo Main Hall'. A 'Load Day' button is to the right. Below these is a section titled 'Exams in this Room Today' which lists an exam: '09:00 - 11:12 Geography - Geographical Themes 12 (0460/12)' with '105 min +ET' and '60 candidates'. A note below states: '+ET means one or more candidates in this room have extra time; the end time shows the latest planned finish.' At the bottom is the 'Invigilation Assignments' section with 'Clear Manual' and 'Save Assignments' buttons. A yellow tip box at the very bottom says: 'Tip: Enter staff codes for each period (comma-separated for multiple). These will be combined with any iSAMS data when printing.'

ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: A checked timetable, rooms, staff codes and the periods configured in General Settings.

01 Load the date and room

In Daily Scheduler, select the date and room, then Load Day. The listed finish includes extra time where candidates in that room need it.

02 Review period assignments

Enter staff codes for the required periods; use commas for several staff. Review imported assignments and any floating invigilator settings. Choose Save Assignments.

03 Check staff and room outputs

Open Staff Schedules to inspect each person's duties. Download the room schedule or combined daily pack and check the latest finish is covered.

Before moving on

Every active period has the intended coverage, and individual staff schedules agree with the room schedule.

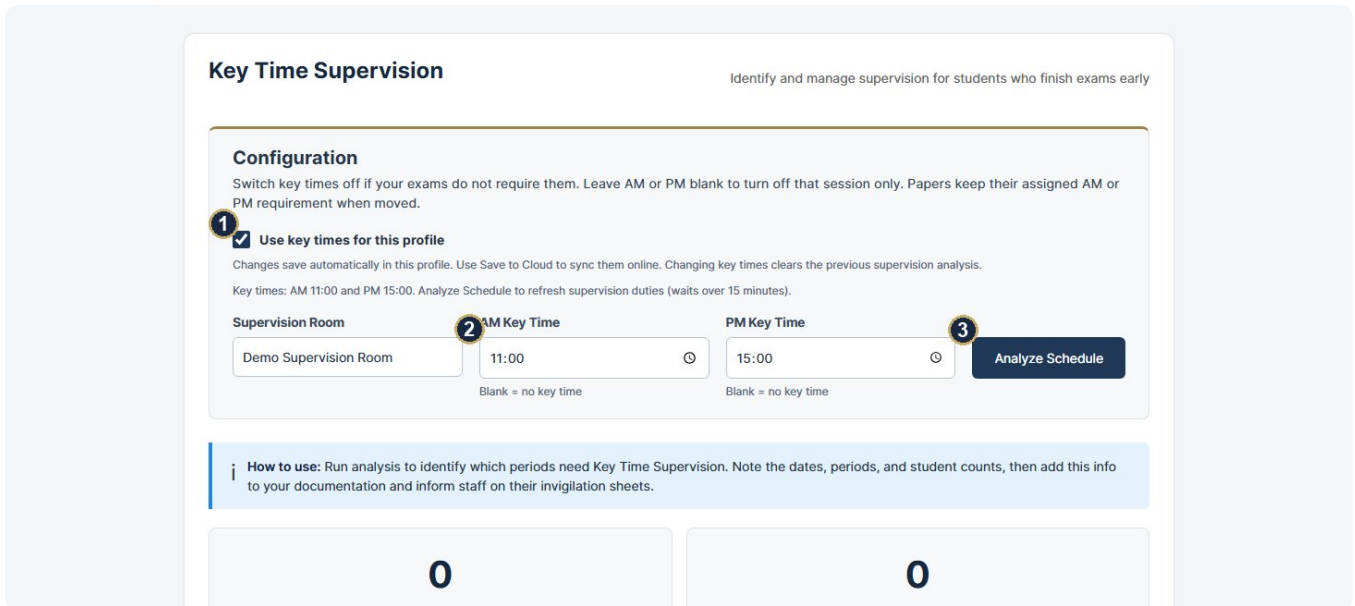
Remember: Daily room schedule PDFs include an Arrival signature column. Seating-plan PDFs no longer include a separate invigilation log.

WORKFLOW 14 / 20

Use key times, or switch them off

Key times are optional and belong to the active profile. Use only the AM/PM requirements appropriate to that exam series.

Key Time Supervision



Key Time Supervision Identify and manage supervision for students who finish exams early

Configuration
Switch key times off if your exams do not require them. Leave AM or PM blank to turn off that session only. Papers keep their assigned AM or PM requirement when moved.

1 ☒ **Use key times for this profile**
Changes save automatically in this profile. Use Save to Cloud to sync them online. Changing key times clears the previous supervision analysis.
Key times: AM 11:00 and PM 15:00. Analyze Schedule to refresh supervision duties (waits over 15 minutes).

2 **Supervision Room** Demo Supervision Room **AM Key Time** 11:00 **PM Key Time** 15:00 **3** **Analyze Schedule**

Blank = no key time

How to use: Run analysis to identify which periods need Key Time Supervision. Note the dates, periods, and student counts, then add this info to your documentation and inform staff on their invigilation sheets.

0 0

ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: The school's required key times, or a decision that no key time is needed.

01 Choose whether they apply

Untick Use key times for this profile to remove key-time requirements. Leave AM or PM blank to disable just that session. The checkbox preserves entered times when switched off.

02 Set and analyse when enabled

Enter the supervision room and required times. Changes save locally and clear the previous analysis. Choose Analyze Schedule to generate duties for waits over 15 minutes, then assign and save staff.

03 Check the documents

Preview a candidate finishing early and a moved PM paper. Timetables, PDFs and staff schedules use the same setting. Save to Cloud if you need the updated profile online.

Before moving on

The exact applicable time appears beside an early finish. With key times off, no key-time hold or generated supervision duty appears.

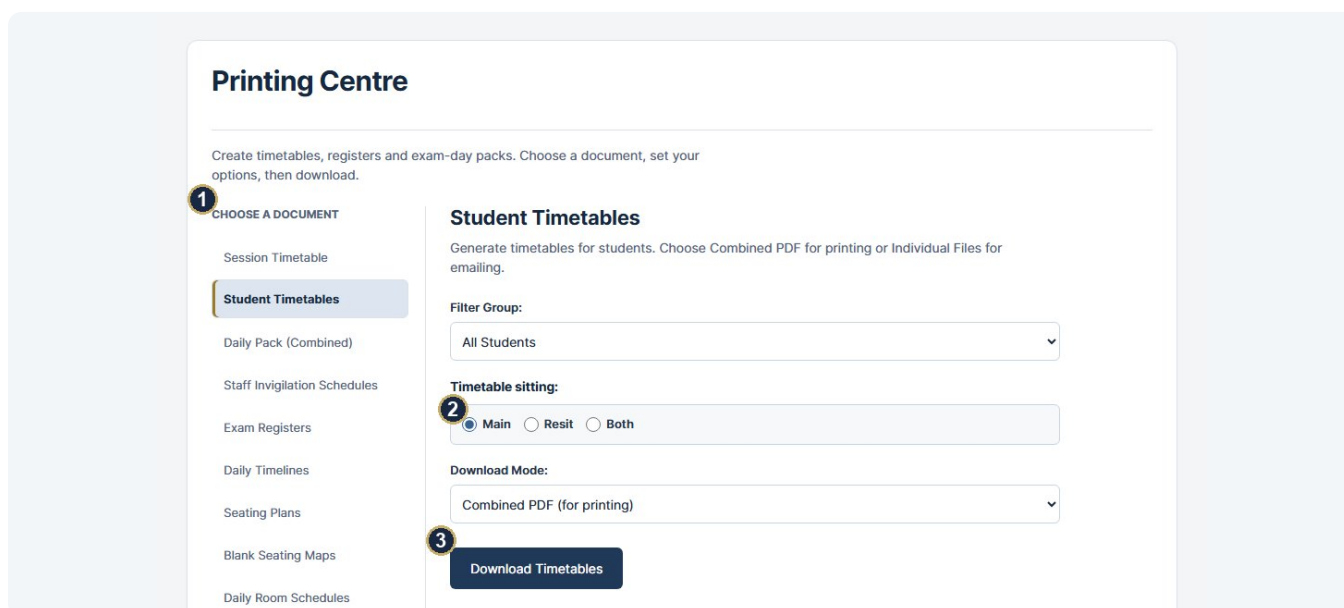
Remember: If you enable key times again, run Analyze Schedule again and check the staff assignments. Ordinary manually entered duties are not removed by this switch.

WORKFLOW 15 / 20

Build and download your documents

Choose the document first, then set its scope. The controls stay with that document so you can focus on one output at a time.

Printing Centre



ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: Run Analysis after the latest changes and check at least one candidate and room.

01 Choose a document

Select from the list on the left; on a narrow screen, use the document selector. Set the date, room, student group or board options shown.

02 Choose the sitting and format

Session Timetable and Student Timetables have Main / Resit / Both choices. Combined PDF collects selected students in one file; Individual Files (ZIP) gives separate PDFs for distribution.

03 Preview before distributing

Open the downloaded file, check its first, middle and final pages, and confirm the scope. Save a backup of the profile used for the final version.

Before moving on

The filename, dates, sitting, candidate count and school branding are correct. All pages and legends are readable.

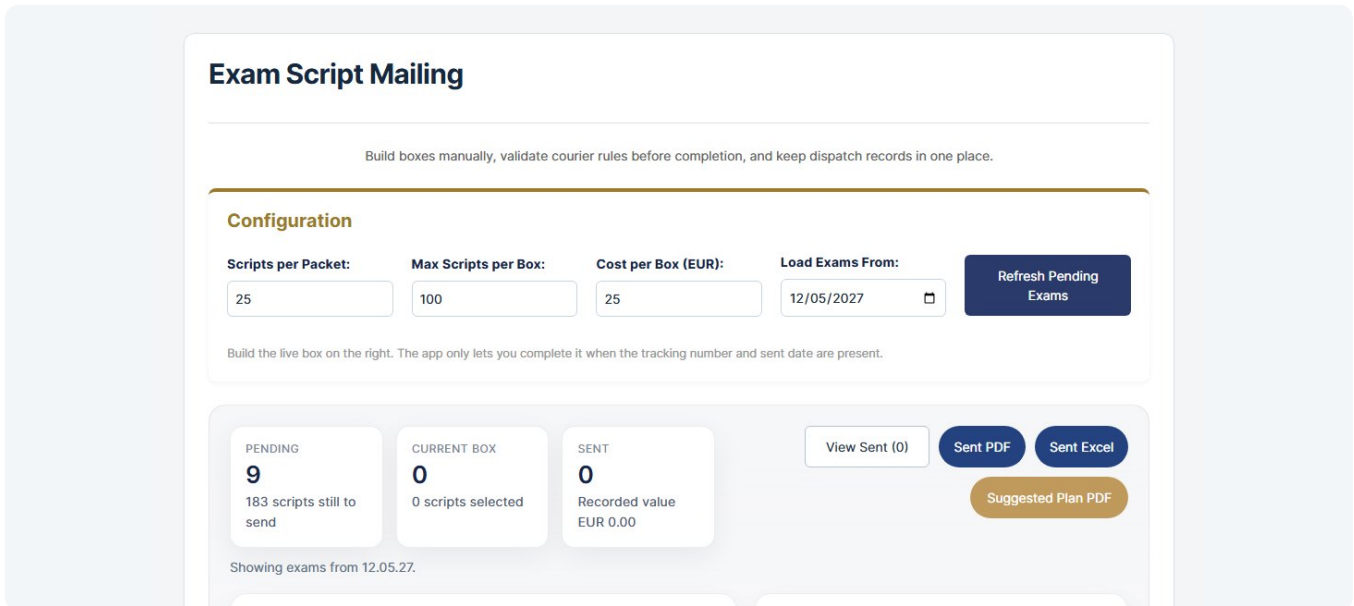
Remember: Daily Pack (Combined) brings together the day's documents without repeating a second daily title page. Test mixed portrait/landscape and double-sided printing with one pack first.

WORKFLOW 16 / 20

Pack and record exam scripts

Mailing organises physical exam-script dispatch: pending papers, packets, boxes, destinations and sending records.

Mailing



Exam Script Mailing

Build boxes manually, validate courier rules before completion, and keep dispatch records in one place.

Configuration

Scripts per Packet: 25 Max Scripts per Box: 100 Cost per Box (EUR): 25 Load Exams From: 12/05/2027 [Refresh Pending Exams](#)

Build the live box on the right. The app only lets you complete it when the tracking number and sent date are present.

PENDING
9
183 scripts still to send

CURRENT BOX
0
0 scripts selected

SENT
0
Recorded value EUR 0.00

[View Sent \(0\)](#) [Sent PDF](#) [Sent Excel](#) [Suggested Plan PDF](#)

Showing exams from 12.05.27.

ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: Checked script counts, the destination and your school's courier/dispatch process.

01 Review pending papers

Set packet/box limits and the starting date, then Refresh Pending Exams. Check the expected scripts and the destination for each paper.

02 Build a box

Add papers to the current box. Review the script total and capacity. A box uses one destination; check the physical scripts match the selected list.

03 Record the actual dispatch

Enter Date Sent and the tracking number, then Complete Box when it has been sent. Use proof-of-sending and expected-list outputs to support your records.

Before moving on

The sending record matches the actual box, destination, date, tracking number and scripts handed over.

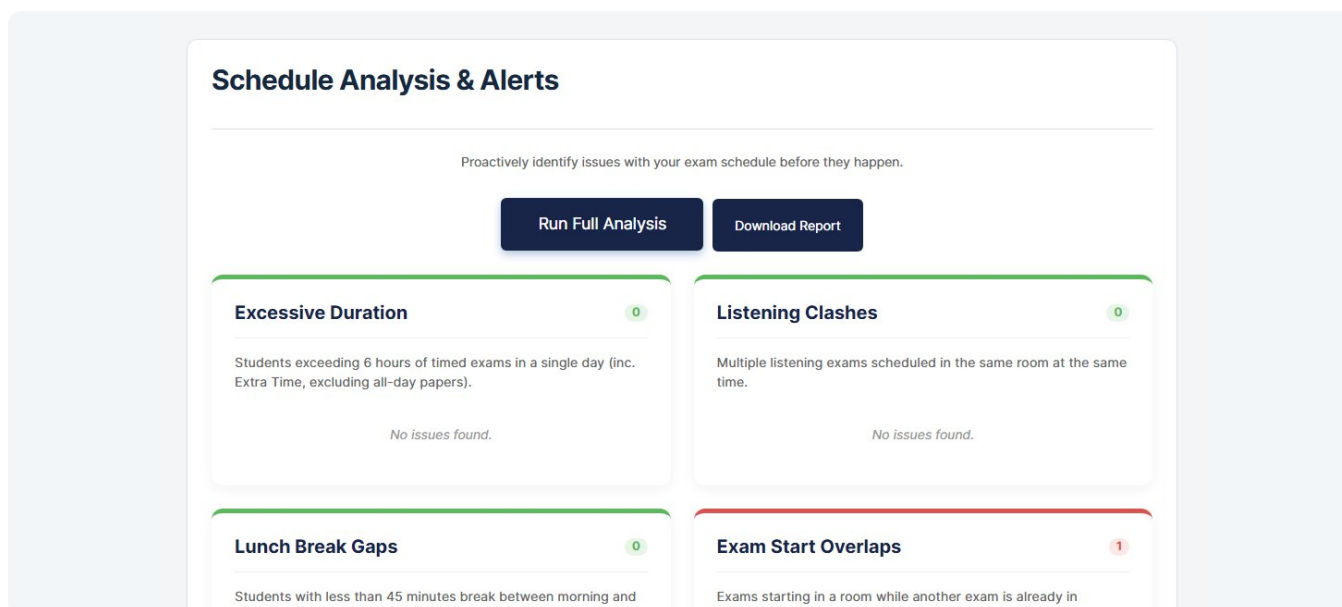
Remember: Completing a box records your action; it does not book a courier or send student timetable emails. Check suggested deadlines against the instructions for your exam series.

WORKFLOW 17 / 20

Find and fix planning issues

Analysis brings scheduling and data issues together so you can correct the source before printing.

Analysis



ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: Your latest candidate, timetable, room and staff changes have been saved.

01 Run the checks

Choose Run Full Analysis and read the summary. Start with errors, then review warnings and information.

02 Correct the underlying record

Use the finding to identify the candidate, paper, room or staff period. Make the change in its source workspace rather than editing an exported PDF.

03 Run again and compare

Rerun Analysis after corrections. Check the affected timetable or room output, then regenerate the final documents.

Before moving on

Each remaining finding has been reviewed and the final documents agree with the corrected source data.

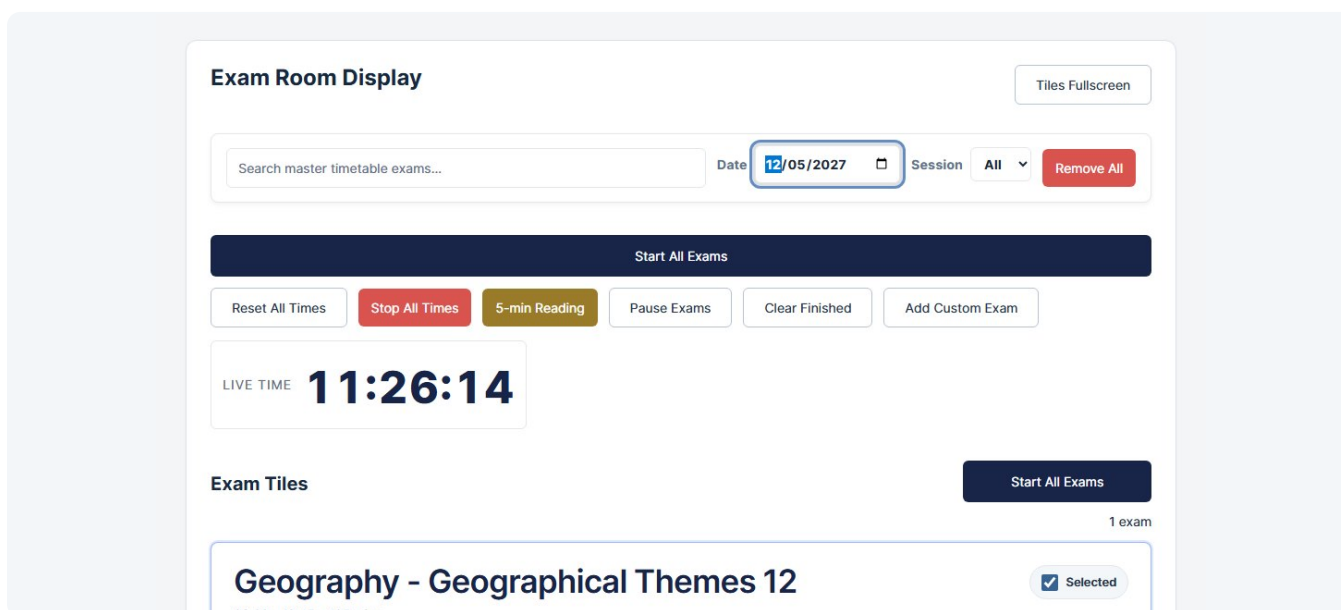
Remember: A clean summary is a useful planning check, not a replacement for reviewing the final exam instructions and printed documents.

WORKFLOW 18 / 20

Set up the exam room screen

Present the papers and timing information the room needs. Configure the display before candidates enter.

Exam Room Display



ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: The correct date/session, checked durations and a suitable room screen.

01 Choose the papers

Filter by date/session or search the master timetable, then select the required exam tiles. Remove papers that do not belong in that room.

02 Check the controls

Review the selected papers and durations before Start Selected Exams or Start All Exams. Apply any required extra-time display and use pause/resume controls deliberately.

03 Present and supervise

Choose Tiles Fullscreen and check visibility from the room. The actual-start status and countdown should match what the invigilators have announced.

Before moving on

Only the intended papers appear, and the displayed starts, durations and extra-time indicators are correct.

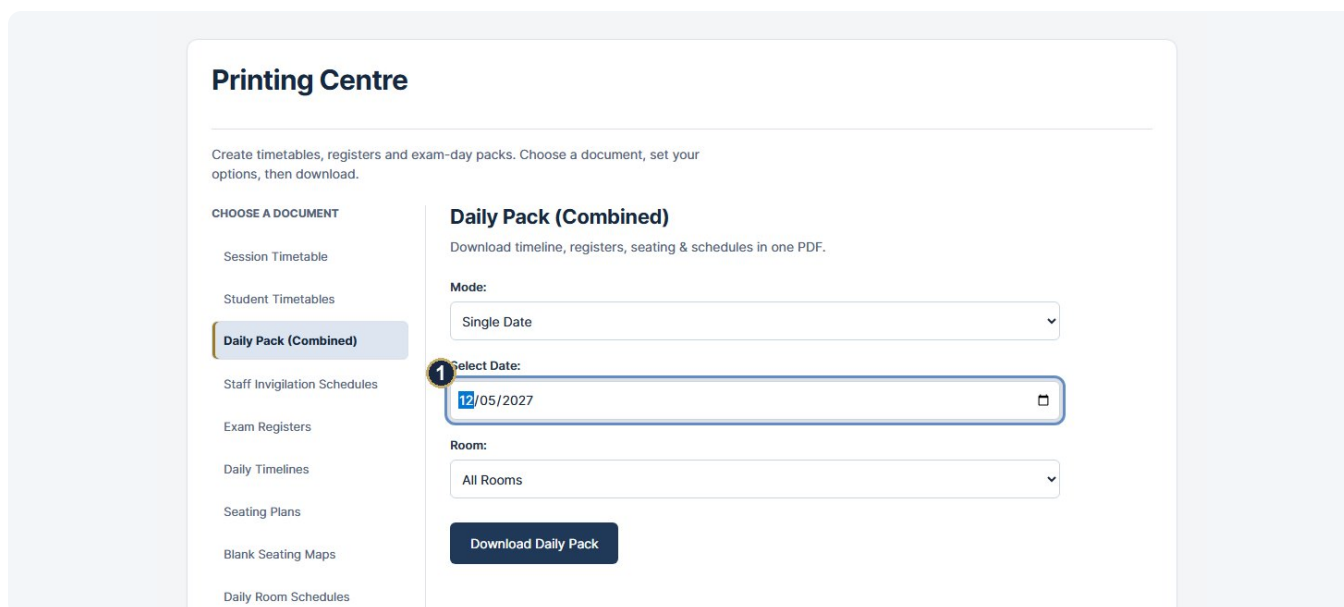
Remember: The 5-min Reading control displays a reading-time screen. Use it only where appropriate to the paper; the control does not decide whether reading time is permitted.

WORKFLOW 19 / 20

Your exam-day checklist

Use this short route before each exam day and again after any late change.

Analysis **Printing Centre** **exam room**



Printing Centre

Create timetables, registers and exam-day packs. Choose a document, set your options, then download.

CHOOSE A DOCUMENT

- Session Timetable
- Student Timetables
- Daily Pack (Combined)**
- Staff Invigilation Schedules
- Exam Registers
- Daily Timelines
- Seating Plans
- Blank Seating Maps
- Daily Room Schedules

Daily Pack (Combined)

Download timeline, registers, seating & schedules in one PDF.

Mode:

Single Date

Select Date:

12/05/2027

Room:

All Rooms

Download Daily Pack

ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: The final working profile and a recent backup.

01 Before printing

Confirm the date, sitting, rooms, late candidate changes and access arrangements. Run Full Analysis and check staff coverage through the latest finish.

02 Prepare the folder

Generate Daily Pack (Combined). Check registers, seating plans, room schedules and the timeline. Keep the arrival-signature column available for staff.

03 Brief, run and record

Brief invigilators on changes and any key-time duties. Check room displays before use. Record incidents and script dispatch through your school's agreed process.

Before moving on

The room team, printed folder and on-screen information all use the same checked version.

Remember: If an entry, time, room or arrangement changes, regenerate the affected outputs and replace the superseded copies.

WORKFLOW 20 / 20

When something does not look right

Most mismatches come from the active profile, the selected sitting or a paper identity that does not match. Start with those checks.

Check the active profile, then the source record

Send a message

What can we help with?

Full access for my school

Name

School email

officer@example.test

School (optional)

Message

Tell us about your school, or include the page, steps and expected result for a support question.

A USEFUL STARTING POINT

Keep it practical.

For school access, tell us the size and type of exam series you are planning.

For support, include the page, what you did, what you expected and what happened.

Need the next step?

Try the illustrated guide or download the manual for the exams office.

[Guides & downloads →](#)

Review attachments before sending. Include a profile log only when it is needed, and avoid unnecessary student information.

Inbox
info@theexamfactory.com

ON SCREEN / Fictional school example. Enlarge the image in the online guide for a closer view.

Have ready: Note the page, candidate/paper concerned and what you expected to see.

01 Protect your current work

Download a local backup before trying imports or restores. Do not clear browser storage to fix an old-looking page; local profiles may be stored there.

02 Check scope and identity

Confirm Current Profile, date, room and Main / Resit / Both. Compare candidate entries with the master paper code/name and sitting.

03 Refresh and ask for help

For stale page styling, use Ctrl+F5. For an unresolved issue, use Contact with the page name, steps and expected result. Share a cropped screenshot without unnecessary student data.

Before moving on

You can explain the issue with a small reproducible example, and your original profile is still recoverable.

Remember: A profile change log may contain school information. Attach one only when needed, and review it before sending.

QUICK REFERENCE

Settings and saving

Keep the working profile clear, and make recovery a routine part of the process.

Which save do I need?

Page Save	Applies edits in that workspace.
Save Locally	Downloads a portable profile backup.
Save to Cloud	Saves the profile online when your account includes cloud access.
Cloud Profiles	Finds and opens an online copy.
Snapshot / duplicate	Keeps a recovery point or a separate working version.

Where to make the change

School name and badge	Settings	Branding
Board-specific centre numbers	Settings	Centre Numbers
Board labels and colours	Settings	Exam Boards
Access labels and colours	Settings	Access Arrangements
AM/PM key times, or none	Key Time Supervision	
Screen theme	Settings	Appearance

A useful end-of-day habit

Confirm the profile name, save page edits, download a dated backup and, where available, confirm Save to Cloud. Open a cloud copy deliberately on another device; do not assume it updates itself.

QUICK REFERENCE

Data, entries and resits

Use the same paper identity from catalog to candidate to dated sitting.

If an import is rejected

- Use the current template, not a workbook from another data card.
- Keep dates and times in one consistent format.
- Check required columns and the row numbers in the error message.
- For coded boards, compare the full paper code, including the component.
- Correct the source file and import again; do not conceal the problem by renaming unrelated papers.

Choose the right sitting

Main	Normal sitting only.
Main + resit	Normal and later sitting of the same paper.
Resit only	Later sitting only.

The smallest useful trial

One profile, one board, two papers, a few candidates and one room. Include one candidate with extra time and one resit. Check those outputs before scaling up.

QUICK REFERENCE

Choose the right output

Use Printing Centre for the operational PDFs. Some output tools require full access.

Student timetables	Candidate-facing dates, papers, rooms, seats and any required holds. Choose the sitting and Combined PDF or Individual Files (ZIP).
Registers	Working lists for attendance and candidate checks. Board and access information remains visible.
Seating plans	One sheet per room/session layout; check names, candidate numbers, seats, colours and keep-clear spaces.
Daily room schedule	Paper timings, staffing and an arrival-signature column for the room team.
Daily Pack (Combined)	A coordinated exam-day folder: overview, timeline, room schedules, registers and seating plans.
Session timeline	A chart of papers across the day, useful for briefing and spotting timing pressure.
Room setup guide / blank plans	Room preparation instructions and reusable desk layouts.
Mailing records	Expected script lists, dispatch information and proof-of-sending records.

Print one trial folder

Check A4 sizing, fit/scale and orientation. Mixed portrait and landscape sections need a real duplex test on your school printer. Check the left filing margin before producing every copy.

Before sharing a candidate-facing document, check that it includes only the information intended for its recipient.

QUICK REFERENCE

Troubleshooting at a glance

Protect the current profile first. Correct the source data, then regenerate the affected output.

A paper is missing	Check the sitting, candidate entry and matching master code/name.
A resit has the wrong date or room	Check per-exam Sitting, Manage resit dates and Resit room.
An old "(R)" paper remains	Remove its candidate entry and old master rows; the catalog alone is not enough.
The displayed finish is later	Check extra time, minimum exam gaps and any Shifted label.
An unwanted hold appears	Check Key Time Supervision and the paper's AM/PM requirement. Regenerate the PDF.
A student is unroomed or unseated	Check the candidate's normal/resit room and the matching seating layout.
Another device shows older data	Save to Cloud, then refresh and explicitly open that copy on the other device.
Cloud saving fails	Keep a local backup, retain the browser copy, check sign-in/access and retry.
A download does not appear	Read any output-safety message and check the browser's downloads list.
A printed page is cropped	Check paper size, scale and orientation in print preview; test a small sample.

A useful support request

Include the page name, what you clicked, what you expected and what happened. Add a small, cropped screenshot. Review any profile change log before attaching it. Do not include unnecessary candidate information.

WORKED SCHOOL SCENARIOS

Four common situations

Follow the same small-check-first approach as the size of the exam series grows.

A first summer series

Create “Example School - Summer 2027”. Set branding and centre numbers. Import the current catalog and master schedule templates, then candidates and rooms. Trial one room, run Analysis and print a sample pack. Only then complete the full series.

A 105-minute paper with 25% extra time

Record the agreed extra time for the candidate and check the paper override. The example app calculation gives 132 minutes: a 09:00 start finishes at 11:12. Check that the timetable, room schedule and staff coverage all include that finish.

A same-year resit in another room

Keep the original catalog paper. Set the candidate’s row to Main + resit or Resit only, add the resit date and choose a Resit room. Check the candidate’s Main and Resit previews separately before downloading Both.

An internal exam with no key time

Open Key Time Supervision and turn off the requirement, or leave the relevant AM/PM time blank. Check the timetable and regenerate the PDF: no hold should remain for that disabled requirement. Re-enable and reanalyse when a later series requires it.

If a PM paper is moved into the morning but must retain a PM key time, preserve its PM requirement in the master row. The scheduled start and the key-time requirement are separate decisions.

KEEP BY THE DESK

Before the exam-day folder leaves the office

A final check for the exams officer and room team.

☐ **The right version**

Confirm Current Profile, date, sitting and the last changes. Keep a recoverable backup.

☐ **Every candidate accounted for**

Check entries, numbers, room, seat, resits and agreed access arrangements.

☐ **Timing that agrees**

Review actual starts, shifted papers, extra time and any enabled key-time duties.

☐ **A room ready to use**

Check the physical layout and keep-clear spaces against the seating plan and setup guide.

☐ **Staff coverage through the finish**

Review assignments and overlaps, including the latest extra-time finish. Leave the arrival-signature column available.

☐ **One checked set of documents**

Run Analysis, generate the pack, and check the register, seating plan, schedule and timeline together.

☐ **A clear handover**

Brief room staff, verify displays and replace superseded pages after a late change.

☐ **Scripts and records**

Follow the school's process for incidents, attendance and dispatch; record actual sending details in Mailing.

When something changes

Change the source record, rerun the relevant checks, regenerate the affected documents and replace the old copies. Do not leave competing versions in the room folder.

THE PRINTED FOLDER

A register that remains a working list

Names, candidate numbers and useful exam information stay together, with room to mark attendance.



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

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What to check

This is a real output from a fictional 60-candidate room. A long register continues over more than one sheet so the list remains usable. Check its date, paper, board, room and total before handing it over.

THE PRINTED FOLDER

One room. One seating-plan sheet.

The map scales to the configured room, while retaining seat positions and the meaning of the colours.


The Exam Factory Demo School

Seating plan

Demo Main Hall
12.05.27 - AM

FRONT OF ROOM | 10 rows x 6 columns

60 0460/12 D060	41 0460/12 D041	41 0460/12 D040	21 0460/12 D021	20 0460/12 D020	20 0460/12 D001 EXAMPLE	1
59 0460/12 D059	42 0460/12 D042	39 0460/12 D039	22 0460/12 D022	19 0460/12 D019	19 0460/12 D002 EXAMPLE	2
58 0460/12 D058	43 0460/12 D043	38 0460/12 D038	23 0460/12 D023	18 0460/12 D018	18 0460/12 D003 EXAMPLE	3
57 0460/12 D057	44 0460/12 D044	37 0460/12 D037	24 0460/12 D024	17 0460/12 D017	17 0460/12 D004 04	4
56 0460/12 D056	45 0460/12 D045	36 0460/12 D036	25 0460/12 D025	16 0460/12 D016	16 0460/12 D005 05	5
55 0460/12 D055	46 0460/12 D046	35 0460/12 D035	26 0460/12 D026	15 0460/12 D015	15 0460/12 D006 06	6
54 0460/12 D054	47 0460/12 D047	34 0460/12 D034	27 0460/12 D027	14 0460/12 D014	14 0460/12 D007 07	7
53 0460/12 D053	48 0460/12 D048	33 0460/12 D033	28 0460/12 D028	13 0460/12 D013	13 0460/12 D008 08	8
52 0460/12 D052	49 0460/12 D049	32 0460/12 D032	29 0460/12 D029	12 0460/12 D012	12 0460/12 D009 09	9
51 0460/12 D051	50 0460/12 D050	31 0460/12 D031	30 0460/12 D030	11 0460/12 D011	11 0460/12 D010 10	10

■ 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

Before printing

Check the correct room, AM/PM session, names, candidate numbers and keep-clear cells.

A busy room

Text is smaller in a 60-seat layout. Use the original PDF, inspect it at full size and print a trial sheet.

School identity

Your configured school name and badge appear on the operational document.

More help

Search Help & Guide in the app, or use Contact for a reproducible problem.