

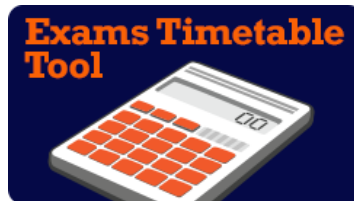
The Exams Timetable Tool

User Guide

Step 1

Download the Exams Timetable Tool by clicking the icon on the webpage.

We recommend that you use [Firefox](#), [Safari](#) (if using an Apple Mac) or [Edge](#) when accessing the Exams Timetable Tool.



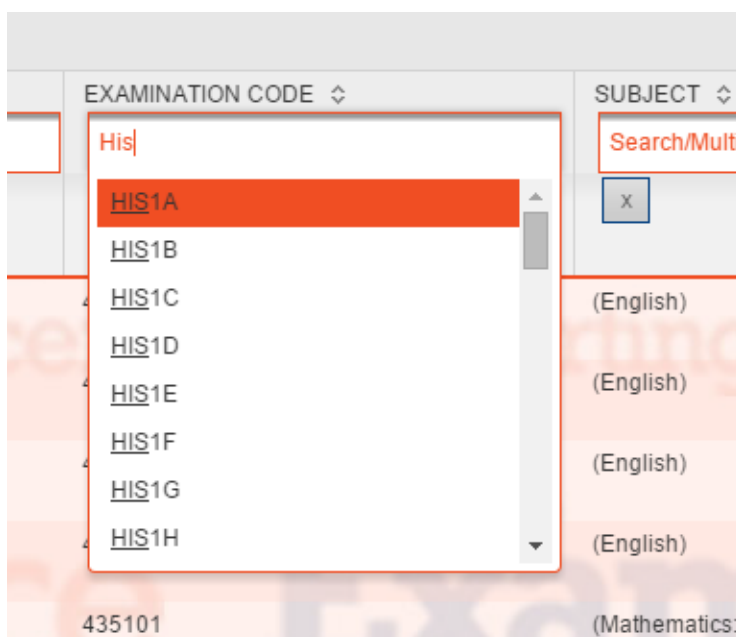
Step 2

Wait a few seconds for the information to load onto your screen

Step 3 - Creating a personalised Exams Timetable

Option 1 - By Exam Entry Codes

1. Simply enter your Exam Entry Codes. As you type, the field will begin to filter the qualifications.

The screenshot shows a web interface with two main input fields. The left field is labeled 'EXAMINATION CODE' and contains the text 'His'. Below this field is a dropdown menu with a list of exam codes: HIS1A, HIS1B, HIS1C, HIS1D, HIS1E, HIS1F, HIS1G, and HIS1H. The 'HIS1A' option is highlighted with a red background. The right field is labeled 'SUBJECT' and contains the text 'Search/Multi'. Below this field is a blue button with a white 'x' icon. Below the 'EXAMINATION CODE' field, the text '435101' is visible. Below the 'SUBJECT' field, the text '(English)' is visible, and below that, '(Mathematics:' is partially visible.

2. Select your qualification. It will now appear in your timetable.

QUALIFICATION	EXAMINATION CODE	SUBJECT
Search/Multi Select	* HIS1A	Search/Multi Select
x	x	x
ICE	HIS1A	(History)

3. You can now begin to build your timetable by clicking your cursor **next** to the last code you have entered...

QUALIFICATION	EXAMINATION CODE	SUBJECT
Search/Multi Select	* HIS1A	Search/Multi Select
x	x	x
ICE	HIS1A	(History)

4. ...and simply add your next Exam Entry Code

QUALIFICATION	EXAMINATION CODE	SUBJECT
Search/Multi Select	* HIS1B 5gb	Search/Multi Select
x	x	x
ICE	HIS1A	(History)

- 5GB1F
- 5GB1H
- 5GB2F
- 5GB2H
- 5GB3F
- 5GB3H

5. ...until you have a complete Exams Timetable

ARD	QUALIFICATION	EXAMINATION CODE	SUBJECT	TITLE
Search/Multi Select	Search/Multi Select	<input type="checkbox"/> 1MA0 1F <input type="checkbox"/> 4FR0 02 <input type="checkbox"/> 5EN2H <input type="checkbox"/> 5GB2H <input type="checkbox"/> HIS1A <input type="checkbox"/> MUSC1	Search/Multi Select	
Person	GCSE	1MA0 1F	(Mathematics)	Mathematics A Paper 1 : Found
Person	GCSE	1MA0 1F	(Mathematics)	Mathematics A Foundation: (No Calculator) Paper 1F
Person	International GCSE	4FR0 02	(French)	Paper 2: Reading and Writing
Person	GCSE	5EN2H	(English)	English Language Unit 2: The V (Higher)
Person	GCSE	5EN2H	(English)	English Language Unit 2: The V (Higher)
Person	GCSE	5GB2H	(Geography)	Geography B Unit 2: People and Planet, Higher Paper (2H)
A	GCE	HIS1A	(History)	History Unit 1A
A	GCE	MUSC1	(Music)	Music 1

(total entries)

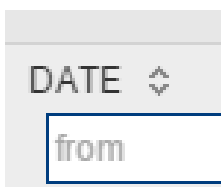
6. You can delete an examination by clicking the 'X' next to the Exam Entry Code



7. ...or you can delete all of the contents of a particular field by clicking the 'X' below the field box



8. To sort your exams timetable into the correct date order, click the arrow tab above the 'Date' field

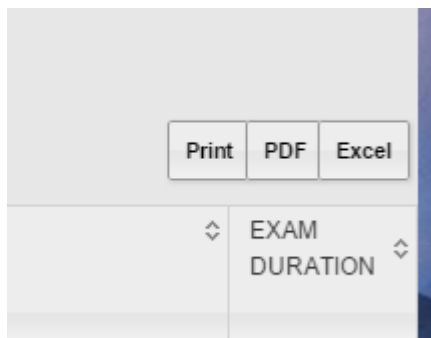


...see below

DATE ▲	EXAM SERIES ⇅	BOARD ⇅	QUALIFICATION ⇅	EXAMINATION CODE ⇅	SUBJECT
from to x	Search/Multi Se x	Search/Multi Select x	Search/Multi Select x	1MA0 1F 4FR0 02 5EN2H 5GB2H HIS1A MUSC1 x	Search x
12/05/2015	Summer-15	Pearson	International GCSE	4FR0 02	(French)
13/05/2015	Summer-15	AQA	GCE	HIS1A	(History)
02/06/2015	Summer-15	Pearson	GCSE	5EN2H	(English)
02/06/2015	Summer-15	AQA	GCE	MUSC1	(Music)
03/06/2015	Summer-15	Pearson	GCSE	5GB2H	(Geograp
04/06/2015	Summer-15	Pearson	GCSE	1MA0 1F	(Mathem
03/11/2015	Nov-15	Pearson	GCSE	5EN2H	(English)
04/11/2015	Nov-15	Pearson	GCSE	1MA0 1F	(Mathem

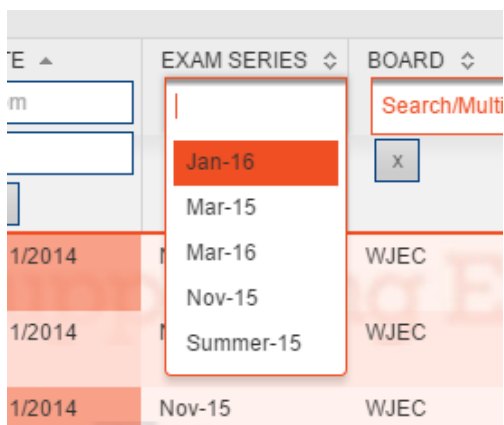
Showing 1 to 8 of 8 entries (filtered from 2,018 total entries)

- You can then export the timetable you can see on your screen into your system by selecting the 'Excel' tab in the top right of the Exams Timetable Tool

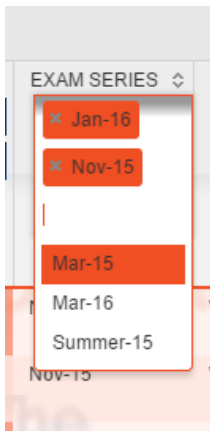


Option 2 – Without Exam Entry Codes

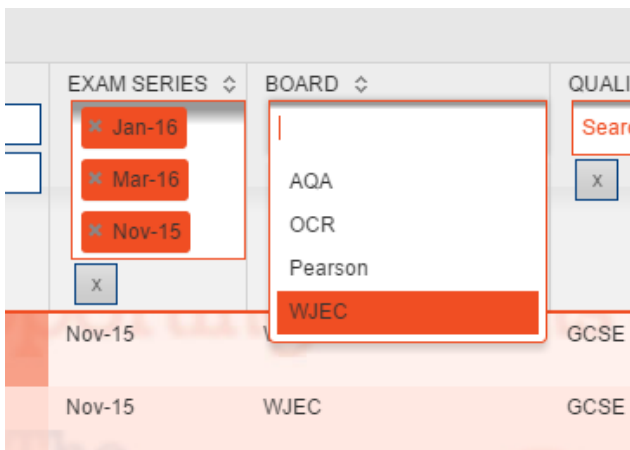
- Select your exam series



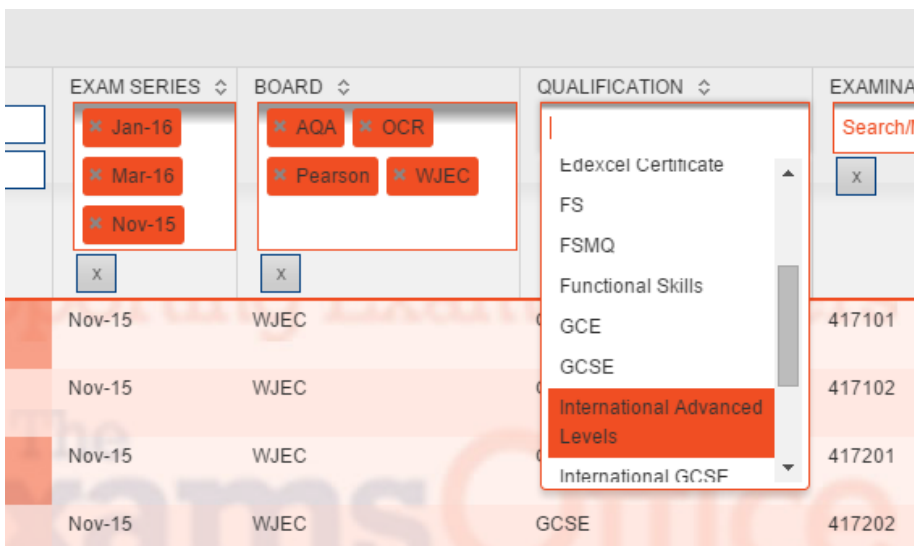
To view more than one series, simply select an exams series, place your cursor next it and select another exams series and so on...



2. Select the awarding body exams you would like to view



3. Select the qualifications you would like to view



4. You can arrange the exams in date order by clicking the arrow above the 'Date' field

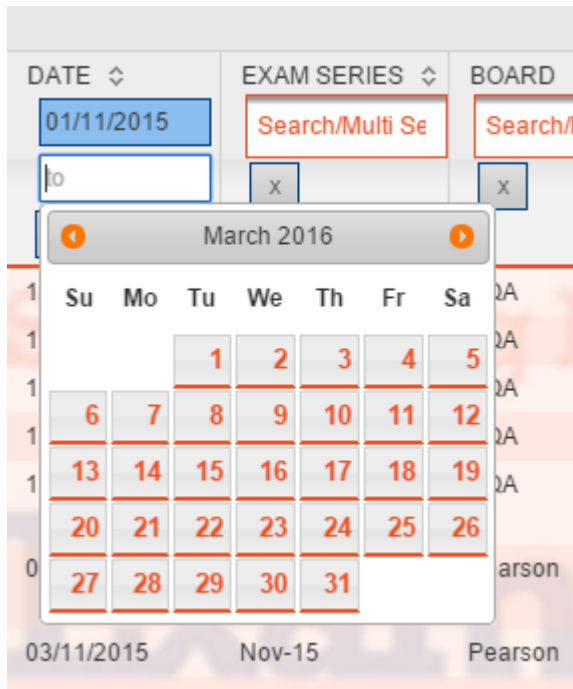
DATE	EXAM SERIES	BOARD	QUALIFICATION	EXAMINATION
from to X	Jan-16 Mar-16 Nov-15 X	AQA OCR Pearson WJEC X	FS GCSE X	Search/Mult X
03/11/2014	Nov-15	WJEC	GCSE	417101
03/11/2014	Nov-15	WJEC	GCSE	417102
03/11/2014	Nov-15	WJEC	GCSE	417201
03/11/2014	Nov-15	WJEC	GCSE	417202
04/11/2014	Nov-15	WJEC	GCSE	435101
04/11/2014	Nov-15	WJEC	GCSE	435102
04/11/2014	Nov-15	WJEC	GCSE	437003
04/11/2014	Nov-15	WJEC	GCSE	437005
06/11/2014	Nov-15	WJEC	GCSE	435201
06/11/2014	Nov-15	WJEC	GCSE	435202
10/11/2014	Nov-15	WJEC	GCSE	435301
10/11/2014	Nov-15	WJEC	GCSE	435302
10/11/2014	Nov-15	WJEC	GCSE	437004
10/11/2014	Nov-15	WJEC	GCSE	437006
03/11/2015	Nov-15	Pearson	GCSE	5EH2F

Option 3 – Selecting exams during a particular date range or on a particular day

1. Click your cursor in the 'Date from' field'. A calendar will appear. Select your start date.

DATE	EXAM SERIES	BOARD																																										
from	Search/Multi Se	Search																																										
<div style="border: 1px solid gray; padding: 5px;"> <p>November 2015</p> <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>			Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Su	Mo	Tu	We	Th	Fr	Sa																																						
1	2	3	4	5	6	7																																						
8	9	10	11	12	13	14																																						
15	16	17	18	19	20	21																																						
22	23	24	25	26	27	28																																						
29	30																																											
12/01/2016	Jan-16	AQA																																										
13/01/2016	Jan-16	AQA																																										

2. Click your cursor in the 'Date to' field. A calendar will appear. Select your end date.



3. Your 'date range' timetable is complete and ready to be exported.

DATE	EXAM SERIES	BOARD	QUALIFICATION	EXAMINATION CODE
01/11/2015	Search/Multi Se	Search/Multi Select	Search/Multi Select	Search/Multi Select
31/03/2016	x	x	x	x
12/01/2016	Jan-16	AQA	VRQ	VQ03W
13/01/2016	Jan-16	AQA	VRQ	VQ07W
14/01/2016	Jan-16	AQA	VRQ	VQ20W
15/01/2016	Jan-16	AQA	VRQ	VQ28
15/01/2016	Jan-16	AQA	VRQ	VQ65
03/11/2015	Nov-15	Pearson	GCSE	5EH2F
03/11/2015	Nov-15	Pearson	GCSE	5EH2H
03/11/2015	Nov-15	Pearson	GCSE	5EN2F
03/11/2015	Nov-15	Pearson	GCSE	5EN2H
03/11/2015	Nov-15	OCR	GCSE	A633/01
03/11/2015	Nov-15	OCR	GCSE	A633/02
03/11/2015	Nov-15	OCR	GCSE	A680/01
03/11/2015	Nov-15	OCR	GCSE	A680/02
03/11/2015	Nov-15	AQA	GCSE	FNG1F

- Sort your timetable into date order by clicking the arrow above the 'Date field'

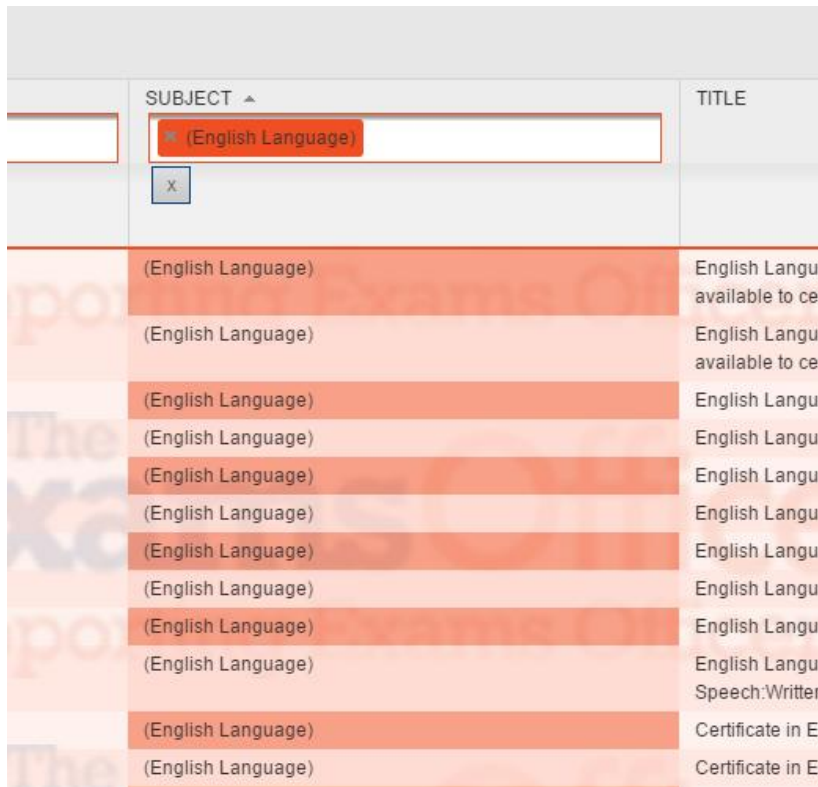
DATE ▲	EXAM SERIES
01/11/2015	Search/Mu
31/03/2016	x
x	
03/11/2015	Nov-15
03/11/2015	Nov-15
03/11/2015	Nov-15
03/11/2015	Nov-15
03/11/2015	Nov-15
03/11/2015	Nov-15
03/11/2015	Nov-15

Option 4 – Selecting exams by subject

- Click your cursor in the 'Subject' field and begin to type the subject you would like to search. The Exams Timetable Tool will begin to filter as you type

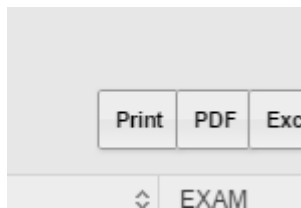
SUBJECT ⇅	TITLE
eng	
(English As A Second Language)	
(English Language and Literature)	
(English Language)	English/English Foundation (no
(English Literature)	English/English Higher (not cer
(English)	English/English Foundation (no
(English)	English/English Higher (not cer
(Mathematics: Unitised)	Mathematics U
(Mathematics: Unitised)	Mathematics U
(Mathematics: Linear)	Mathematics (L
(Mathematics: Linear)	Mathematics (L

2. Simply select the subject you require



Points to note:

- Once you exit the Exams Timetable Tool your last search is not saved. Therefore, if you are using the tool over several sessions, please export your last search to an excel spreadsheet and cut and paste 'new' searches during subsequent sessions to this spreadsheet.
- You can print directly from The Exams Timetable Tool, or create a pdf...



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