

## EXAMS TIMETABLE TOOL USER GUIDE

### WHAT THE TOOL OFFERS

The tool offers a composite list of the contributing awarding bodies examination dates. (When final exam timetable information has been received directly from the exam boards, the tool, in effect, becomes an inter-board exams timetable)

As data (including exam date, exam time, exam duration) could be subject to change/amendment by an individual awarding body, it is the **responsibility of users** to check back frequently with each awarding body's confirmed exam timetables to ensure you have the latest version.

The tool provides the functionality to search the timetable for a specific date or dates between and/or to filter on specific fields to find the results you need to create a timetable/timetables (for exams/exam dates relevant to your centre/candidates). This functionality is intended to support your planning and exam preparation tasks.

**Please note:** The exam dates in the tool are presented as received from the awarding bodies, however, to improve the search experience, the 'June' exam series has been categorised in the **Exam Series** field as 'Summer'. Where an **Exam Date** field may be blank, this indicates the assessment is held within a window of dates.

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### HOW TO USE THE TOOL

On entering the tool all the timetable data contained within the tool is presented in the table.

Various options are available to you within the table. These include the functionality to:

- search for a specific date by inserting the date (in the format DD/MM/YYYY) in the **Exam Date** field
- filter on a particular series by selecting from the drop down in the **Exam Series** field
- filter on a particular organisation by selecting from the drop down in the **Exam Board** field
- filter on a particular qualification by selecting from the drop down in the **Qualification** field
- search for a specific paper code in the **Exam Code** field (see further instructions below)
- filter on a particular subject by selecting from the drop down in the **Subject** field

If you wish to select some of the results found in your search/filter, tick the **Select** boxes.

Create Timetable from selected / Add selected to existing Timetable

Export Results to CSV (Excel) file

<input type="checkbox"/>	Exam Date	Exam Series	Exam Board	Qualification	Exam Code	Subject	Title	Exam Time	Exam Duration
<input checked="" type="checkbox"/>	08/05/2025	Summer-25	AQA	GCSE	8182/1	Psychology	Psychology Paper 1	AM	1h 45m
<input type="checkbox"/>	08/05/2025	Summer-25	AQA	GCSE	8100/1	Citizenship Studies	Citizenship Studies Paper 1	PM	1h 45m
<input checked="" type="checkbox"/>	08/05/2025	Summer-25	AQA	GCSE	8261/W	Drama	Drama	AM	1h 45m
<input type="checkbox"/>	08/05/2025	Summer-25	AQA	GCSE	8668/LF	German (final sitting/resit)	German Paper 1	PM	35m

If you wish to select all of the results found in your search/filter, tick the **Select all** box at the top of the table.

Create Timetable from selected / Add selected to existing Timetable

Export Results to CSV (Excel) file

<input checked="" type="checkbox"/>	Exam Date	Exam Series	Exam Board	Qualification	Exam Code	Subject	Title	Exam Time	Exam Duration
<input checked="" type="checkbox"/>	08/05/2025	Summer-25	AQA	GCSE	8182/1	Psychology	Psychology Paper 1	AM	1h 45m
<input checked="" type="checkbox"/>	08/05/2025	Summer-25	AQA	GCSE	8100/1	Citizenship Studies	Citizenship Studies Paper 1	PM	1h 45m
<input checked="" type="checkbox"/>	08/05/2025	Summer-25	AQA	GCSE	8261/W	Drama	Drama	AM	1h 45m
<input checked="" type="checkbox"/>	08/05/2025	Summer-25	AQA	GCSE	8668/LF	German (final sitting/resit)	German Paper 1	PM	35m

Export Results to CSV (Excel) file

If you wish to immediately export your selections, click the button.

If you wish to clear your selections, to search or filter for other timetable data, expand the **Filter the Results** section by clicking on the down arrow and click the **Clear All** button.

Alternatively, if you wish to save your selections in the tool – see **Create Timetable from selected...** below.

### Searching by code to build a centre specific (or candidate specific) exams timetable

To start, have a list of the exam paper codes you wish to search for.

Start to type a code in the **Exam Code** field header until the paper(s) you require appear.

Select the paper(s) by clicking the Select box at the left-hand side of the row(s).

As example:

Create Timetable from selected / Add selected to existing Timetable

Export Results to CSV (Excel) file

<input checked="" type="checkbox"/>	Exam Date	Exam Series	Exam Board	Qualification	Exam Code	Subject	Title	Exam Time
<input checked="" type="checkbox"/>	12/05/2025	Summer-25	AQA	GCSE	8702/1	English Literature	English Literature Paper 1	AM
<input checked="" type="checkbox"/>	20/05/2025	Summer-25	AQA	GCSE	8702/2	English Literature	English Literature Paper 2	AM

Click on the **Create Timetable from selected...** button and give your timetable a name.

As example:

**Enter timetable name to continue** ✕

To add to an existing timetable, select a saved timetable from below options

-- select an option --

**Timetable Name\***  
Summer 2025

**Close** **Submit**

Then click **Submit**.

This returns you to the whole timetable content. Type, or start to type, the next paper code in the **Exam Code** field header until the paper(s) you require appear.

Again select the paper(s) by clicking the **Select** box at the left-hand side of the row(s).

Click on the **...Add selected to existing Timetable** button and click on the dropdown to select the timetable to which to add to.

As example:

**Enter timetable name to continue** ✕

To add to an existing timetable, select a saved timetable from below options

Summer 2025

**Timetable Name\***  
Summer 2025

**Close** **Submit**

Then click **Submit**.

Repeat the process until you have added all the codes you need to your saved centre specific/candidate specific timetable.

## Searching for dates between

Search the Timetable

Date between  and  Search

Use this functionality if you wish to search for exams that take place between particular dates.  
(Always remember to **Clear All** before a search to ensure any previous search or filtering is cleared)

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## Extended filtering function

**Filter the Results** Click on the down arrow and use this functionality to select multiple filters from those listed in the columns.

Select the filters you require from those listed in a column or columns, then click the **Apply Filters** button to apply them.

(Always remember to **Clear Filters** before starting a new filter)

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## Create Timetable from selected / Add selected to existing Timetable

If you wish to save your selections in the tool, click the button to create a timetable of your selections. Insert an appropriate name for your timetable (or to add to an existing timetable that you have already created, select from the option dropdown), click **Submit**.

[View an existing Timetable](#)

To view the results, click the button and select the timetable you have just created.

From here your timetable can be exported by clicking on the button, if required, to save locally for further use/manipulation.

[Export](#)

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## Changes

(Occasionally an exam board may alert The Exams Office of a change or update to its published timetable information requiring an update in the tool)

If a change is made by The Exams Office to any data in the tool that you have selected and saved in an existing timetable, in your list of saved timetables a red warning triangle alerts you.

As example:

[Close Saved Timetables](#)

#	Timetable Name	Action	Delete
1	AQA GCE Summer 2025		
2	AQA GCSE Summer 2025		
3	OCR Summer 2025		
4	OCR CTEC Jan25		

(A warning may also appear on your Dashboard in the **News and Notifications** area)

On viewing this timetable, the row(s) affected is shown in red.

To acknowledge you are now aware of the change, tick the **Select** box at the end of the row, then scroll down to the last row and click the button.

[Acknowledge changes](#)

The affected row(s) is no longer red once the change(s) has been acknowledged.

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### **Hints and Tips**

To further support exam preparation tasks, (when data is exported from the tool and saved locally) use/manipulate the export to support your timetabling, rooming and resourcing by, for example:

- Inserting columns to show the starting time (ensuring the awarding bodies' published starting times are understood) and finishing time of each exam
- Inserting rows to show the finishing time of extra time candidates, etc.
- Inserting rows to add details of exams taking place that may not be included in the tool
- Adding columns to show - the day of each exam date - the number of candidates for each exam - exam room(s) allocated to each exam - invigilator(s) allocated to each exam room - notes, for example on particular rooms/resources that may be required for certain exam papers, access arrangements candidate information, etc.