LAMDA

How to enter learners onto ExamTrack and Schedule your Exam Timetable(s)

Introduction

This guide will lay out the steps to take to get your learners entered into your booked event, once your date has been confirmed.

If you log into ExamTrack and the event status is not "Ready for Learner Entry", please contact LAMDA at exams@lamda.ac.uk and ask for the event status to be progressed so you can commence entering your learners.

Entering Learners onto ExamTrack

1) After you have logged into ExamTrack, on the lefthand-side tool bar, click the "My Sessions" icon.
2) Locate the Event that you want to start entering learners for and click the "Actions" button at the end of that row and select "View Sessions".
3) The new page (Event Summary) will now display the number of sessions that you have booked, select the "Actions" button at the end of the row for the session you wish to start entering learners for and choose "View Session".

NB: If you have multiple sessions on multiple dates, please ensure that you are entering the learners to the correct one.

4) The new page (Session Summary) will display summary information about the event at the top of the page and list all learners entered for the event in this session. Once inside the session, on the right side of the page, click the Green edged box labelled "**Add Learner**" and chose the appropriate option from the drop down menu.
    a. If you are entering learners that have previously been registered on ExamTrack, select "**Add Existing Learner**" and choose the relevant information from the two drop down options.

    Tip: If your Learner has done a LAMDA exam before but they are not appearing on your list of existing learners please contact LAMDA. Quote the Learner name and PIN. It may be that we need to associate the learner to your centre.

    b. If you are entering learners that have not previously been registered on ExamTrack, select "Add New Learner" and enter the following mandatory information:
        i. First Name
        ii. Surname
        iii. Ethnicity ("Unknown", "Preferred not to say" and "Information not sought" are options)
        iv. Gender
        v. Postcode (This can be the Centre's Postcode)
        vi. Date of Birth
        vii. Country
        viii. Qualification
    c. If you are entering a Group Examination, select Group Examination and refer to **Appendix A** "Entering Learners for Group Examination" at the bottom of this document.

NB: If you are entering learners who require a Reasonable Adjustment Application to be submitted, please refer to the "How to apply for a Reasonable Adjustment"

5) Once the required information has been added, click "Create Exam", this will add the examination to the session timetable.

NB: Learners will appear on the timetable in the order which they were entered into the Session. If you wish to change this order, follow the steps laid out in **Appendix B: Scheduling your timetable**

6) Once you have entered all learners and made any desired changes to the timetable(s), scroll to the top of the page where you will see the following highlighted in blue *Dashboard / All Events / Event #(Event I.D) for (Centre Name) / Session #(Session I.D) – (Name of Session)*
   a. Click the Third option *Event #(Event I.D) for (Centre Name)* to return to the Event Level page.
   b. On the right of the screen, below the balance, click "Event Options" and from the drop down menu chose "Complete and Make Payment".
   c. If you are ready to make payment straight away, select "Credit / Debit Card" and follow the instructions from there.
   d. If you are not able to make payment immediately or wish to pay by BACs, select the "BACs" option.
   e. **LAMDA cannot accept payments for Examination Events by Cheque.**
   f. Once you have selected your payment method, tick the two require statements and click "Ok".
7) Once this final step has been completed, your event will be submitted to LAMDA for scheduling, and your event status will read "Staff are checking the event". **This step must be completed otherwise LAMDA will not be able to commence checking of the event. Failure to complete this step can cause delays in LAMDA sending our provisional timetables.**

If after this stage you identify any issues or changes that need to be made, please contact LAMDA immediately at exams@lamda.ac.uk. Please be aware that additional fees may be applied for late change requests.

IMPORTANT INFORMATION

- If you are entering Learners for a Duo or Combined Examination, you must enter them consecutively. ExamTrack will display a warning after entering the first learner of the pair, this warning will disappear after the second Learner is entered.
- ExamTrack will not let you enter any Learners for exams if that entry will push the total session time (not including breaks) over 6.5 Hours for Face to Face (F2F) exams or 6 Hours for Remote Online Assessments (ROA). If you encounter this issue, you will either need to move learners to another session within your event or contact LAMDA at exams@lamda.ac.uk
- Please refer to our Service Level Agreement (SLA) Guide for a full break down of deadlines. Please note that after the stated deadlines have passed LAMDA will be unable to make any alterations to the event timetable(s), outside of extenuating circumstances.
- Should LAMDA accept any late changes, additional administration charges will be applied.

Appendix A: Entering Learner for Group Examination

1) After following steps 1 – 4 of the above guide, select "Add Group Examination" from the drop down options.
2) Chose the Group Exam that is being entered for, provide the name of the Group and click "Create Exam".
3) On the new page, on the right choose, the green "Add Learner Option", choose either "Add Existing Learner" or "Add New Learner".
    a. If you have selected "Add New Learner" provide the mandatory information as listed above.
4) Once the information for the required fields has been added, click "Add Learner Group", this will enter the learner into that group for the exam.

Appendix B: Scheduling your timetable

Once you have entered your learners into your session(s), you can then alter the order in which they are to be assessed on the timetable and add any required breaks, by following the steps below.

NB: Altering the order of the Learners on the Session Summary page will not change the order the learners are displayed on the main session page, this must be done within the Scheduling page for the Session. The exam time for each Learner will be displayed to the left of the Learner's name in the Session Summary page.

1) To change the scheduled time for your learners once they have been entered, select the grey "Schedule Session" button on the right of the screen next to the green "+ Add Learner" button.

NB: If you are adjusting the schedule for a Remote Online Assessment (ROA), a Contingency Time will be displayed above each learner. This contingency time is not applied to Face to Face (F2F) examinations.

2) This page will display the timetable in the order which the learners were entered originally to the session. To move learners to different times:
    a. Place your cursor over the three horizontal lines on the left till it changes to a Four Point cursor.

≡	Start Time	Candidate Name	Customer Name	Qualification Name
≡	09:00 09:05	Contingency Time Learner Test Learner Test 2	Teacher Test Test	Acting Entry Level – Solo
≡	09:15 09:20	Contingency Time Learner Test Learner Test 2	Teacher Test Test	Devising Drama Grade 7 – Solo
≡	09:45 09:50	Contingency Time Learner Test Learner Test 2	Teacher Test Test	Musical Theatre Grade 7 – Solo – Silver Medal

Jump to Other Sessions ▾

    b. With the Four Point Cursor, click and hold the three lines to drag that learner to the desired position in the timetable.
    c. When the learner is in the correct position, release the mouse button and the learner will be dropped into place. The system with then update the exam times. Repeat these steps as many times as you need to, till you are satisfied with the timetable.

3) Once you have made the required alterations to the timetable, click the blue "Save & Re-Calculate" button to save these changes.

IMPORTANT: **If you do not click this button, the changes you made will not be saved by the system**

4) If you wish to enter specific breaks into your session, please be aware of the following
   a. For Face to Face (F2F) Assessments:
      i. Examiner cannot assess for more than 2 Hours (120 Minutes) without a break.
      ii. Breaks are entered in the following order: Tea Break (15 Minutes), Lunch Break (1 Hour), Tea Break (15 Minutes).
   b. For Remote Online Assessments (ROA):
      i. Examiners cannot assess for more than 2 Hours (120 Minutes) without a break.
      ii. All breaks for Remote Online Assessments must be 30 Minutes.
5) To enter a break into your timetable, click the grey "Insert Break" button and select the relevant break:
   a. Tea Break = 15 Minutes
   b. Lunch Break = 30 Minutes
6) The break will immediately be placed at the bottom of the schedule. To position it correctly, click and hold the three horizontal lines on the left of the break and drag it to the required position. Release the mouse button and the system will automatically adjust the exam times
   a. For ROA breaks, enter two Tea Breaks.
7) Once the relevant breaks have been entered, click "Save & Re-Calculate".

NB: Entering breaks is not a mandatory action for you to undertake. LAMDA will check all timetables and enter or move breaks where necessary. If LAMDA makes any alterations to the schedule that has been submitted, these changes will be detailed and explained once the provisional timetable has been sent.

8) When you have made the required changes, return to Point 6 on Page 2 of this guide to submit your entries to LAMDA for checking and finalising.

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Version Control

Version Number	Date	Initial	Comments
V1	17/01/2023	JRC	New Document