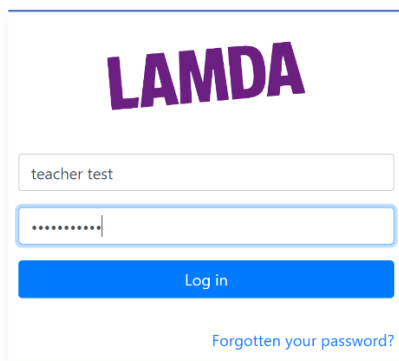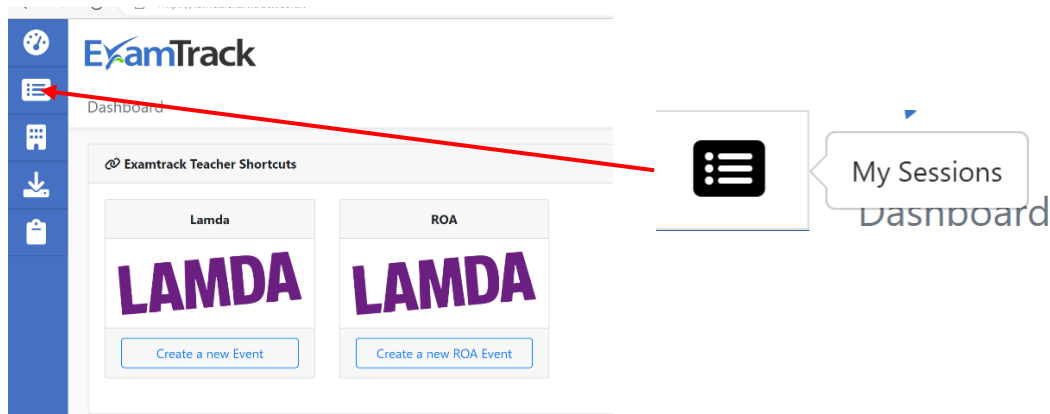# How to Access My Reports on Exam Track

You will receive an automated email message letting you know that your Exam Event has progressed to the next stage. For example: Exam is now Ready for you to add learners, Event is now live. You will also receive emails from our LAMDA team whenever a change is made to your schedule, during the planning stage. When you receive these notifications, please Login to LAMDA and ensure you check the information on the reports and print out, as required.

Step by Step Guide to Accessing your Report

1. Log in to ExamTrack by entering your Username and Password[i], provided by LAMDA, via the Login page available here: <u>Welcome To ExamTrack!</u>

2. Select 'My Sessions' from the Left Hand toolbar.

3. Click on the 'Actions' Icon next to the relevant Event.

4. Click on 'Event Reports' to access the Report.

5. Select the Relevant Report from the drop down list and then click 'Process'.

Your downloaded report will then be available in your Downloads folder. You can access downloads via:

Your File Explorer – Downloads Folder
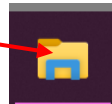
Or by searching your Browser downloads by clicking on the three dots to the top right of your Browser screen and selecting
'Downloads' from the drop down list.

Please note: Depending on the status of the event, you will be able to see only the relevant documents. Please see Annex 1 below for what documents you can view at each stage.

LAMDA
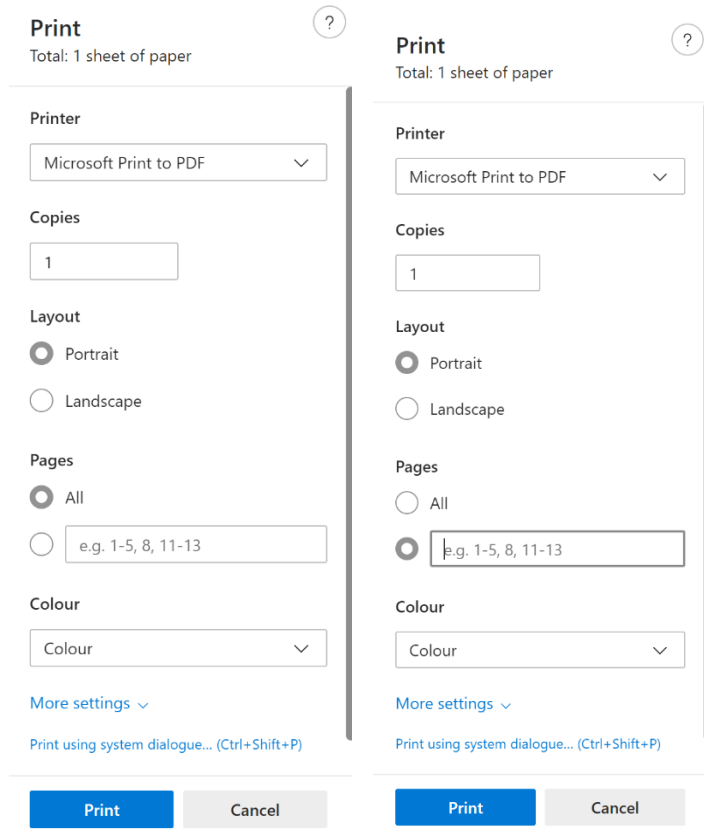
Step by Step Guide to Printing Reports

1. Open the PDF document.
2. Select the Print Icon from the top toolbar
3. To print the entire report, select your printer from the list, select the number of copies, ensure ALL Pages option is selected and then click 'Print'.
4. To only print or save specific pages of the report (e.g. Special Attention Report to show reasonable adjustments applied)
   a. Select Microsoft Print to PDF (to store the pages as a PDF), or select your Printer from the drop down list if you require a paper copy.
   b. Select number of copies.
   c. Select the Open text field under the 'Pages' header and insert relevant page numbers. If you want a range of pages, detail numbers from and to with a hyphen (-) separating (e.g. 1-5). If you need non-consecutive pages separate each page number with a comma and a space (,)(e.g. 1, 3, 7, 13). Combinations of these methods can also be used (e.g. 1-5, 12, 17-19).
   d. Click 'Print'.

Print
Total: 1 sheet of paper

Printer
Microsoft Print to PDF

Copies
1

Layout
- Portrait
- Landscape

Pages
- All
- e.g. 1-5, 8, 11-13

Colour
Colour

More settings ⌄

Print using system dialogue... (Ctrl+Shift+P)

Print   Cancel

Print
Total: 1 sheet of paper

Printer
Microsoft Print to PDF

Copies
1

Layout
- Portrait
- Landscape

Pages
- All
- e.g. 1-5, 8, 11-13

Colour
Colour

More settings ⌄

Print using system dialogue... (Ctrl+Shift+P)

Print   Cancel

LAMDA

Annex 1: Reports and their availability

Reports accessible at all stages from scheduling to event complete	
Learner Authenticity Report	Balance Report
Reports accessible when entering candidates and when staff are working with you and checking the schedule	
Draft Session Timetable	Candidate List
Provisional Timetable	Balance Report
Reports accessible when Event schedule has been finalised and Event is Live	
Private Centre Coordinator Paperwork Report containing: • Cover letter • Event and Session Schedules • Invoice • Balance report • Learners completing more than 1 exam • Special Attention Report • Learner Report Sheets (LERs)	Learner Report Sheets (LERs)
Balance Report	Invoice
Reports accessible Post Event	
Learner Authenticity Report	Balance Report
Invoice	

Please Note: The Results Summary will be sent by email following moderation when the Event and all marking is Complete.

Version control

Version number	Date	Initial	Comments
V1	01/12/2022	KR	New Document
V1.1	13/4/2023	KR	Minor Updates to reports accessible

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[i] If you are not sure of your Password, you can click on the Forgotten your password icon below the screen. You then enter your Username and password reset instructions will be sent to your email.

If you have forgotten your Username, this is usually your email address. If this does not work, please contact exams@lamda.ac.uk and we can support you further.