

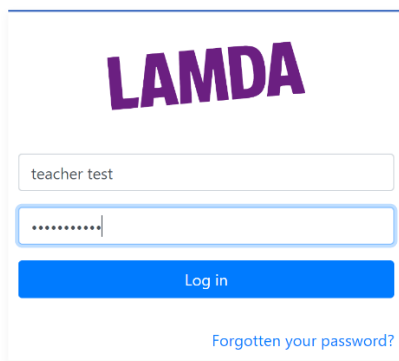
# LAMDA

## How to Access My Reports on Exam Track

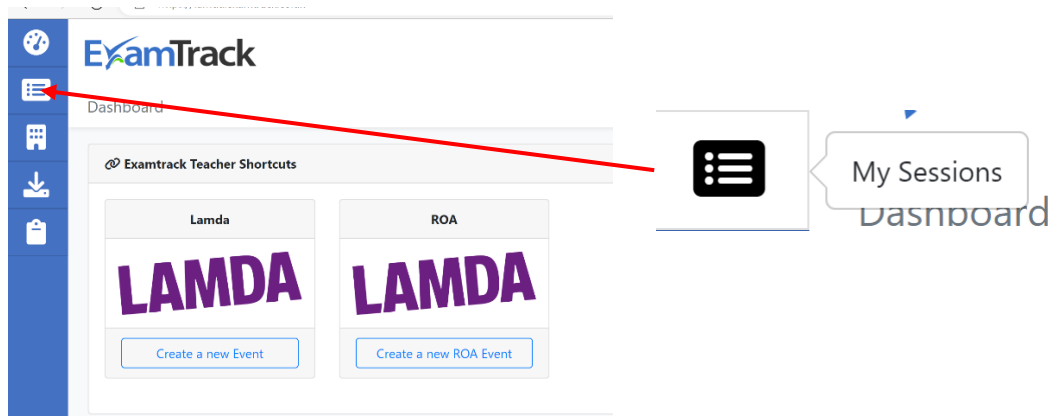
You will receive an automated email message letting you know that your Exam Event has progressed to the next stage. For example: Exam is now Ready for you to add learners, Event is now live. You will also receive emails from our LAMDA team whenever a change is made to your schedule, during the planning 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<sup>1</sup>, provided by LAMDA, via the Login page available here: [Welcome To ExamTrack!](#)



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



# LAMDA

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

The screenshot shows the ExamTrack dashboard with a table of events. The table has columns for ID, Centre Code, Centre Name, Name, Date, Event Balance, and Status. The event with ID 18446 is highlighted, and a red arrow points to its 'Actions' dropdown menu.

ID	Centre Code	Centre Name	Name	Date	Event Balance	Status	Actions
18349	TEST	TEST	test event 1		0.00	Cancelled	Actions
18350	TEST	TEST	test event 1	30/12/2022	750.00	Event Complete	Actions
18446	TEST	TEST	test event 1ROA	05/01/2023	0.00	Ready for learner entry	Actions

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

The screenshot shows the ExamTrack dashboard with the 'Actions' dropdown menu open for the event with ID 18446. The dropdown menu contains the options 'View Sessions' and 'Event Reports'. A red arrow points from the 'Event Reports' option to the 'Event Reports' text.

ID	Centre Code	Centre Name	Name	Date	Event Balance	Status	Actions
18349	TEST	TEST	test event 1		0.00	Cancelled	Actions
18350	TEST	TEST	test event 1	30/12/2022	750.00	Event Complete	Actions
18446	TEST	TEST	test event 1ROA	05/01/2023	0.00	Ready for learner entry	Actions

# LAMDA

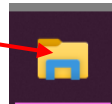
5. Select the Relevant Report from the drop down list and then click 'Process'.

The screenshot displays the LAMDA system interface. A modal window titled 'Session Reports' is open, prompting the user to 'Please select a report from the list.' The dropdown menu shows 'Draft Session Timetable' as the selected option. Below the dropdown are 'Close' and 'Process' buttons. Red arrows indicate the selection process. The background interface includes 'Event Information' (Event ID: #18446, Event Name: test event 1ROA, Number of Sessions: 2, Status: Ready for learner entry) and an 'Event Balance' of £ 0.00. Below the modal is a table of sessions:

Session ID	Name	Date	Examiner	Status	Start Time	End Time	Estimated Time	Paperwork Received	Actions
38728	ROA session test 1	05/01/2023	Test Test	Ready for learner entry.	09:00				Actions
38729	ROA session test 2	06/01/2023	Test Test	Ready for learner entry.	09:00				Actions

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.

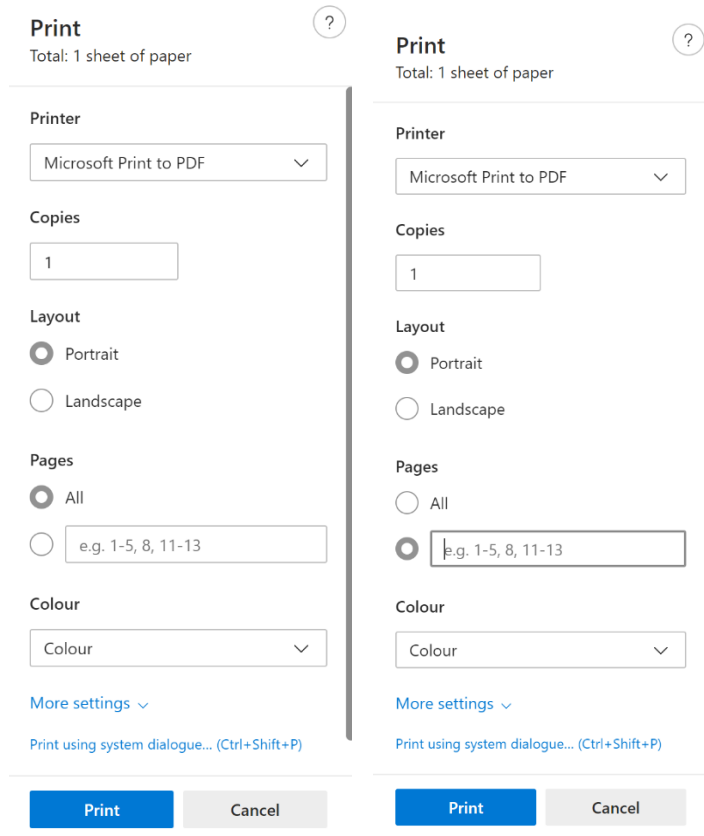


**Please note:** Depending on the status of the event, you will be able to see only the relevant documents. Please see Annex 1 below for what documents you can view at each stage.

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## 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** Cancel

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## 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: <ul style="list-style-type: none"><li>• Cover letter</li><li>• Event and Session Schedules</li><li>• Invoice</li><li>• Balance report</li><li>• Learners completing more than 1 exam</li><li>• Special Attention Report</li><li>• Learner Report Sheets (LERs)</li></ul>	Learner Report Sheets (LERs)
Reports accessible Post Event	
Learner Authenticity Report	Balance Report

**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

<sup>i</sup> 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](mailto:exams@lamda.ac.uk) and we can support you further.