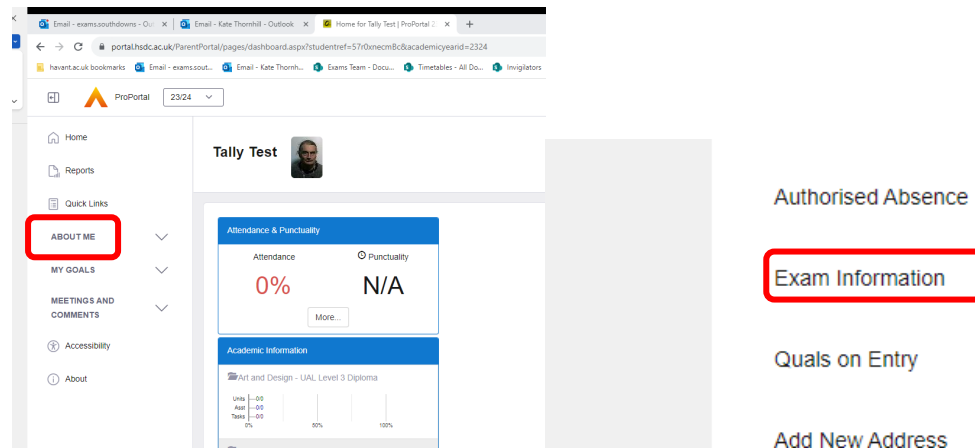


How To Find Exam Information on Pro-Portal

When you log in Go to ABOUT ME on the Left of the screen. Scroll Down to Exam Information.



This will then show you're your Exam Entries.

The Date and Start Time of your Exam.

Once the Seating is completed you will be able to see the Room and the Seat number will also show here.

The screenshot shows the 'Exam Entries' table. Three arrows point to specific columns: a blue arrow points to the 'Exam Date/Time' column, a green arrow points to the 'Room' column, and an orange arrow points to the 'Seat' column.

Awarding Org	QE Code	QE Title	Exam Date/Time	Room	Grade	Raw Mark	UMS	Seat	Duration (mins) excl any Extra Time
Edexcel Func Skills & EPQ	FSENGL2	L2 English Functional Skills							
Edexcel Func Skills & EPQ	SDA-40243M-051023	05 Oct 2023 10.30 L2 Reading Functional Skills	05/10/2023 10:30:00	S-218 (Exam Room ONLY)				B2	75

When your results are issued your results will also show here under Grade, and where Raw Mark or UMS Marks are able to be shown these will show here too.

Awarding Org	QE Code	QE Title	Exam Date/Time	Room	Grade	Raw Mark	UMS	Seat	Duration (mins) excl any Extra Time	Extra Time (mins)
Edexcel Func Skills & EPQ	FSENGL2	L2 English Functional Skills								
Edexcel Func Skills & EPQ	SDA-40243M-051023	05 Oct 2023 10.30 L2 Reading Functional Skills	05/10/2023 3 10:30:00	S-218 (Exam Room ONLY)				B2	75	
Edexcel Func Skills & EPQ	SDA-40244M-051023	05 Oct 2023 12.00 L2 Writing Functional Skills English	05/10/2023 3 12:00:00						60	

If you scroll down you will see your **4 digit Series Candidate Number**. This is the number used for GCSEs A Levels, and L3 Criminology exams etc.

Series Candidate Numbers

Academic Year	Series Code	Candidate Number
23/24		9245

Awarding Organisation Learner Identifiers are for **Vocational Qualifications** such as **City and Guilds**, **UAL** and **T Levels** etc and you will see which Awarding Organisation they are for in the list.

Awarding Organisation Learner Identifiers

Awarding Org	Learner Identifier
No Records	

Qualification Element Learner Identifiers are for **BTECs** etc. and you will see the Qualification Code which this number is for in this section.

Qualification Element Learner Identifiers

Awarding Org	QE Code	Learner Identifier
No Records		

Exam Special Arrangements

If you scroll down further you will see any **Exam Special Arrangements** which have been approved for you. If you think you should have Exam Special Arrangements and they are not showing here please **contact Additional Learning Support** to arrange an appointment to discuss this.

Do this as soon as possible. Leaving it too late may result in the college being unable to accommodate Exam Special Arrangements in time for your Exams.

Exam Special Arrangements		
Applies to	Description of Special Arrangement	Valid To Date
All Enrolments	Prompt, Breaks, 25% extra time, NATURAL	