



IMS Team



Cornwall Council IMS Accredited team offer a wide range Of **training** courses and expert consultancy options specifically designed to help you use **SIMS** to drive whole school improvement.

Exams Organiser

Who is it for?

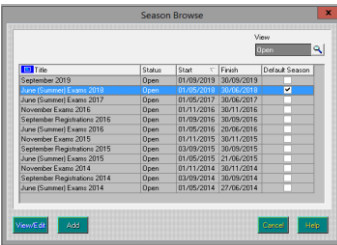
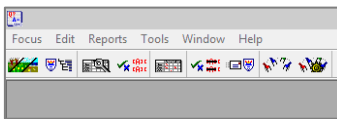
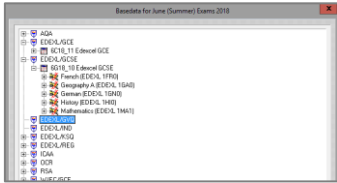
Exam officers and administrative staff with responsibility for **internal and external** examination entry and organisation. A working knowledge of external examination procedures is required.

This two day course covers reviewing the setup of the software, importing and structuring basedata, creating and submitting files for entries, coursework marks, managing and seating candidates and creating appropriate basedata for domestic examinations.

This course is suitable for beginners and as a refresher.

The course will cover:

- setting up the Examinations Organiser module
- entering candidates for examinations and entering coursework marks
- submitting entries and marks to examination boards
- using seating organiser
- dealing with clashes
- Creating basedata for internal examinations
- Exploring the reports menu



Green Abbey School
Results Breakdown

Season: June (Summer) Exams 2018
Scope: Registration Group

Mode: All Qualifications & Levels
Grades: 11B

Year	Reg	Candidates	Exams	Results	Grades	Level	Qualifications	Levels
Year 10	12	12	12	12	12	12	12	12
Year 11	12	12	12	12	12	12	12	12
Year 12	12	12	12	12	12	12	12	12

This is a Two Full Days Advanced Course: **SLA Members £300 per person**
Non SLA Members £420 per person

Numbers are limited to 10, so early booking is advised.

If the dates are not convenient we also offer bespoke courses that can be held at your school or academy and are tailored to your individual needs.

For further training events, please visit our website: www.cornwall.gov.uk/ims
or call: 01872 323263

IMS SIMS Support
Cornwall Council | Room 2S, New County Hall, Treyew Road, Truro, TR1 3AY
TEL | 01872 323263
Email | ims@cornwall.gov.uk
www.cornwall.gov.uk/ims

