



# LAMDA Guide to ExamTrack for Centres and Teachers

**Effective 22 March 2018**

# Contents

<b>Section 1 – Introduction</b>	<b>Page</b>
1.1 About ExamTrack	2
1.2 About this Guide	2
1.3 How to Register as an ExamTrack User	2
1.4 How to Login to ExamTrack	2
1.5 How to Reset your Password	4
1.6 What is a Dashboard	5
<b>Section 2 - Booking Examination Session Dates</b>	<b>Page</b>
2.1 How to Create an Event	6
2.2 How to Add Sessions to your Event	7
<b>Section 3 - How to Enter your Learners</b>	<b>Page</b>
3.1 How to view your Event and Add Learners	9
3.2 How to Enter an Existing Learner	11
3.3 How to Enter a New Learner	11
3.4 How to Register Learners for Duologue or Combined Examination	12
3.5 How to Register Learners for a Group Examination	13
<b>Section 4 – Scheduling your Event</b>	<b>Page</b>
4.1 How to Set your Session Start Time	15
4.2 How to Change your Learner Order	16
4.3 How to Add Breaks and Lunches	17
4.4 How to Submit your Entries	18
4.5 Troubleshooting – what can prevent you submitting	18
<b>Section 5- How to Pay for your Event</b>	<b>Page</b>
5.1 How to Make Payment	20
5.2 Printing an Event Balance	21
<b>Section 6 - How to Print your Documents</b>	<b>Page</b>
6.1 Printing your Event Materials	21

## Section 1 – Introduction

### 1.1 About ExamTrack

ExamTrack has been designed for all LAMDA customers to make it easier to deliver and organise examinations. This includes the following aspects of examinations: booking examination dates, registering Learners for qualifications, making payment for examinations and distributing all Learner Examination Reports, Results and Certificates.

If you have any questions about the use of our new system that this Guide or supporting materials on our website do not answer, please telephone LAMDA Examinations for additional support on +44 (0)208 834 0530 or email us at [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk) or write to us at:

LAMDA Ltd  
Examinations Department  
155 Talgarth Road  
London  
W14 9DA

### 1.2 About this Guide

The guide is designed to provide administrative guidance to anyone involved in the organisation of examinations. Anyone who enters Learners for LAMDA examinations is obliged to read, understand and follow this Guide.

Please read these sections carefully, as they contain important instructions required to successfully enter Learners.

### 1.3 How to Register as an ExamTrack User

Registered Private Centres will be automatically set up on ExamTrack; this is so that we can administer examinations at your Centre.

As an existing Centre you will have already received your login credentials. If you have not already received your login credentials, you will shortly receive an email from ExamTrack to set up your own unique password. For all new Centres, LAMDA will set the Centre Coordinators and Head of Centres login credentials when setting up the Centre in ExamTrack.

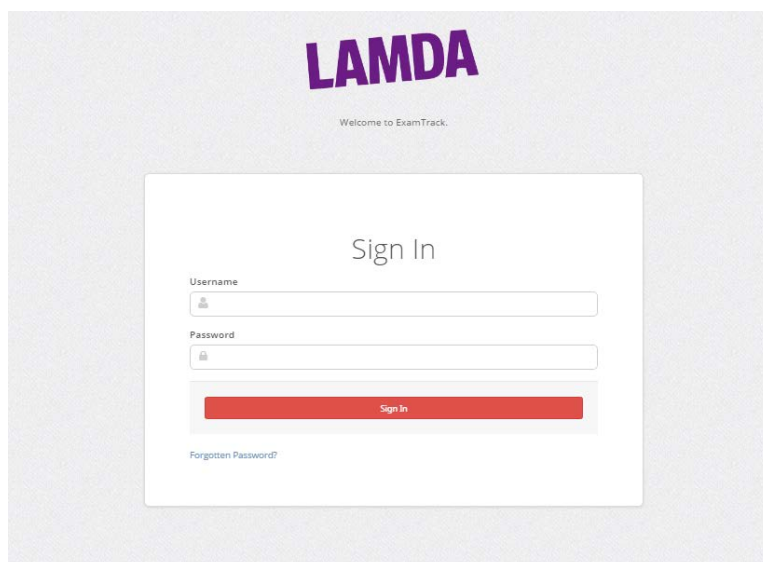
### 1.4 How to Login to ExamTrack

Please follow these steps:

1. Before you login, you will receive an email from ExamTrack Alerts titled 'Setup your ExamTrack password' (as described above).  
  
**Note:** this email link will expire within 24 hours. If you have not used the link within the specified timeframe you will need to request a password reset using either the link '*forgotten website?*' on the ExamTrack homepage or by contacting LAMDA directly.
2. Click on the link in the email to change your password
3. A web browser page will open on ExamTrack asking you for a new password. Please type in your new password and retype in the field below labelled 'confirm'
4. When you click 'OK', the page will automatically refresh and ask for your login details. You will also receive an email to confirm your password has changed.

5. To login to ExamTrack, please do the following:

- **Username** - type your email address (this will be the email you registered with us when setting up your Centre)
- **Password** - type your new password



6. You will now see the ExamTrack homepage

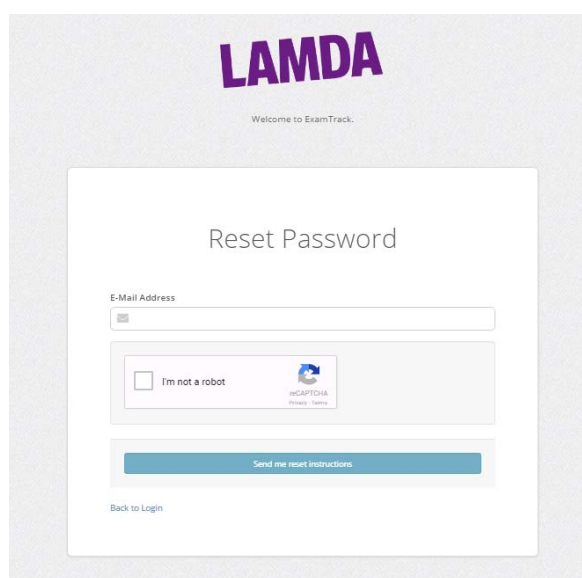
If you cannot login or have not received a password reset email, please contact us on [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk) or 020 8834 0530.

### 1.5 How to Reset your Password

If you have forgotten your password you can reset it.

Please follow these steps:

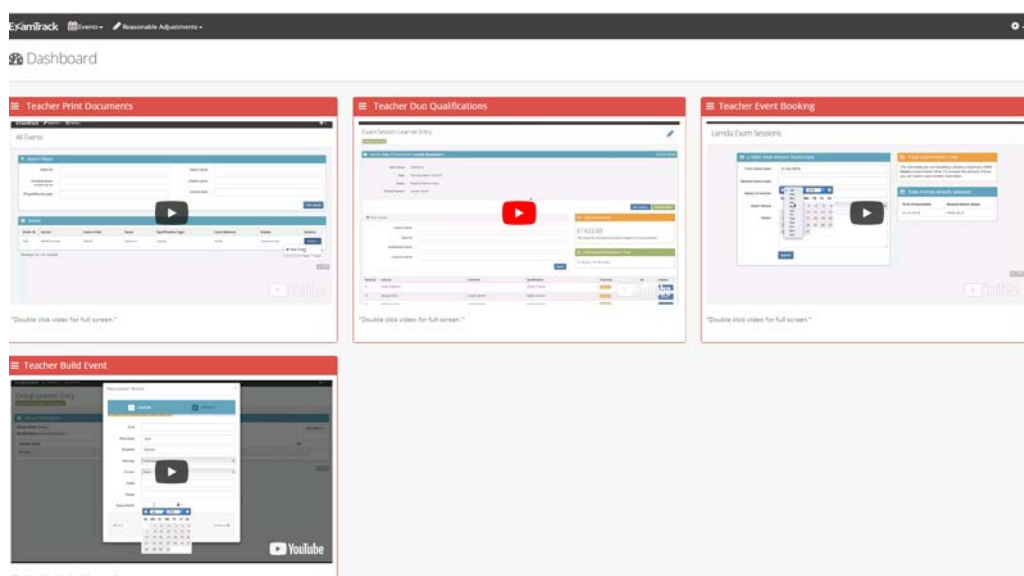
1. Click on the link '**forgotten password?**' on the ExamTrack homepage.
2. A new screen will appear where you will be prompted to type in your email address.



3. Please check your email inbox. You will have received an email from ExamTrack with a link to reset your password.
4. Click on the link provided.
5. A new screen will appear where you will need to type in your new password and confirm it. Then click '**OK**'.
6. Your new password has been set and you can login to ExamTrack

## 1.6 What is a Dashboard

When you login to ExamTrack will be brought to a main homepage, this is known as the '**Dashboard**'. From here you can navigate to different sections of ExamTrack depending on what you would like to view.



We have broken down each step of the examination process so that you can monitor the progress of your examination. If you click on the icon labelled 'Events' and select 'All Events', you can view all future bookings and will be able what the status is for each booking.

The four main windows you can see in the image above are known as '**Widgets**'. These are labelled as:

- Teacher Event Booking
- Teacher Build Event
- Teacher Duo Qualifications
- Teacher Print Documents

Here you will be able to watch demo videos that have been specifically made to help you understand how to make a future booking, how to enter Learners for examinations, how to create your timetable and how to print your examination materials.

In this Guide we will now breakdown each process.

## Section 2 - Booking Examination Session Dates

Registered Private Centres will be able to book future examination dates for their Centres online through ExamTrack. This will replace the paper-based application form.

### Definitions

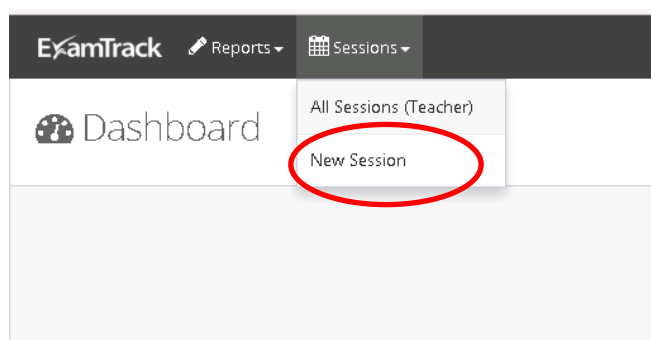
**Event** – this is consists of multiple sessions

**Session** – these are dates and rooms within an Event

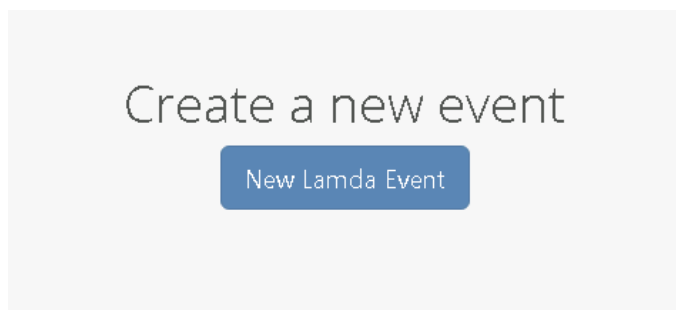
### 2.1 How to Create an Event

To create a new Event, please follow the steps below:

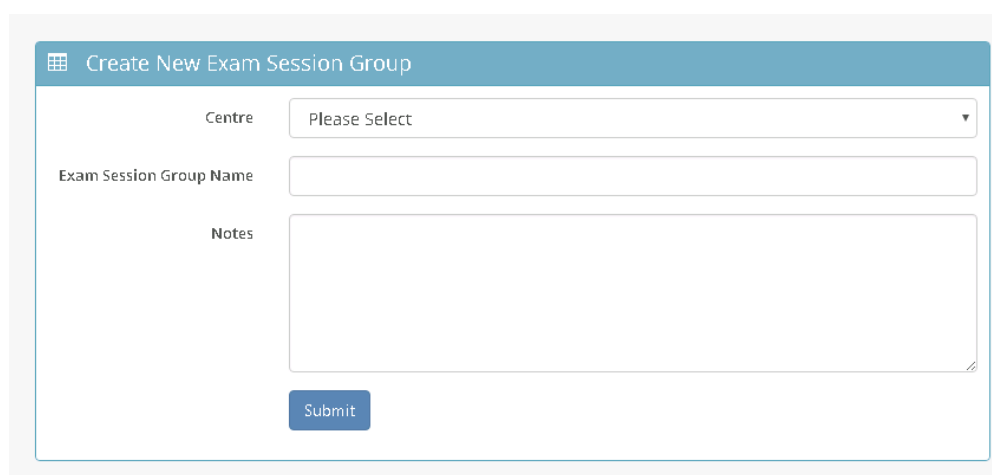
1. In order to create a new Event you will need to click on the button labelled **'Sessions'** on the top menu bar followed by **'New Sessions'**.



2. Click the blue button labelled **'New Lamda Event.'**



3. A new page will appear labelled **'Create New Examination Session Group'** (see below).

A screenshot of a web form titled 'Create New Exam Session Group'. The form has a light blue header and a white body. It contains three input fields: 'Centre' with a dropdown menu showing 'Please Select', 'Exam Session Group Name' with a text input field, and 'Notes' with a large text area. A blue 'Submit' button is located at the bottom of the form.

- Under '**Centre**', please select your Centre Code using the drop down menu available. In the '**Name**' field, please write the Term and Booking Number for this Event. For example, if you were booking an exam in November please write '**Autumn 1**'.

**Note:** LAMDA Terms are –

**Autumn** 01 August to 31 December

**Spring** 01 January to 30 April

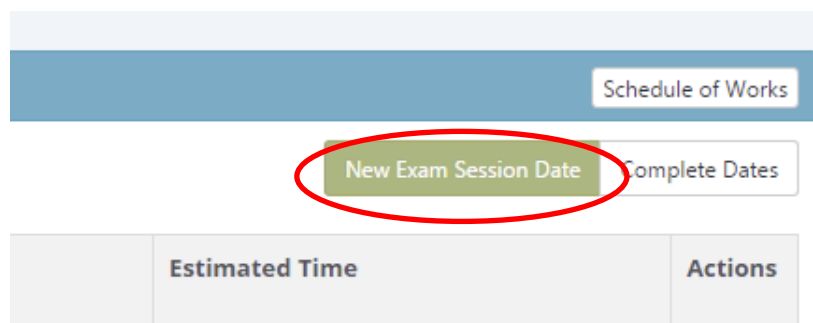
**Summer** 01 May to 31 July

- If you have any information that you think LAMDA should be aware of about this Event, such as a new venue address, please write it in the blank box labelled '**Notes**'. If not, leave this box empty.
- Once you have finished adding this Event for your Centre, click on the '**Submit**' button below.
- A new page will open where you will be able to add your examinations dates and rooms (Sessions) to your Event.

## 2.2 How to Add Sessions to your Event

Once your Event has been created, you can start to add examination dates and rooms otherwise known as Sessions, to your Event. To do so, please follow these steps:

- You will need to click on the green button labelled '**New Exam Session Date**' for each date and room you would like to book.



- When you click on this button a new page will appear. In the box labelled '**Create New Session Date**' click on the box labelled '**First choice date**' where a calendar will appear and you can select your date.

**Note:** We recommend you also select a second choice date if your first choice is not available.

- In the box labelled '**Name of Session**', please write the room number. If you have a specific room name please write this here.

**Note:** The maximum exam time for each date and room is **6 hours and 30 minutes (excluding breaks and lunch)**.

- Under '**Exam Venue**', please select where the examinations will take place using the drop down menu available. This will show a list of venues previously used by the Centre.

- c. In the box labelled **'Notes'**, please write anything that may affect this room such as a split venue during the day or a new venue address if you did not add this to the previous page.
- d. Once finished, click on the button **'Submit'**.

- e. This will bring you back to the exam session page. If you would like to book multiple days or rooms you must again press the green **'New Exam Session Date'** button and repeat 2.8 to 2.14 steps.

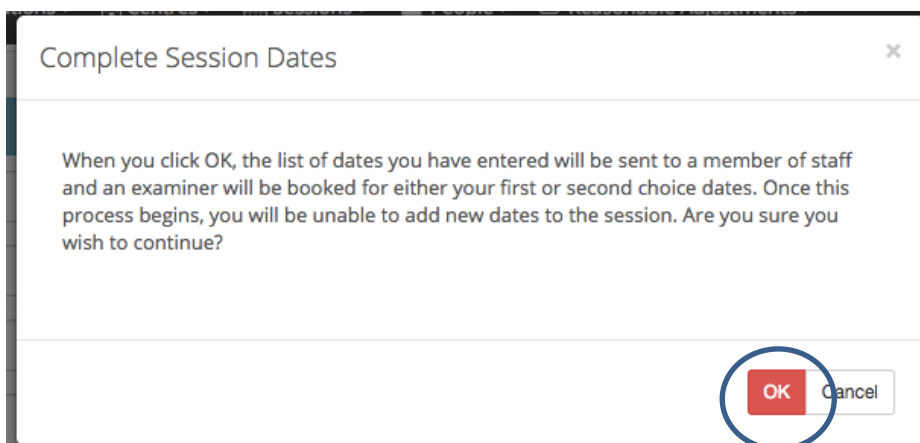
**Note:** When creating or adding a new Session, a summary of dates already added for this Event will appear on the right-hand side of the screen (see blue circle on diagram above)

3. Once you have added all of the dates and rooms you want to book for this Event, please click on the grey button labelled **'Complete Dates'**.

Examiner	Status	Start Time	End Time	Estimated Time	Actions
Examiner not assigned	Dates have been entered.	13:00:00		0 Hours, 0 Minutes	Actions ▾

4. A pop-up box will appear asking you, if you are sure you would like to proceed, if yes click **'OK'**.





- Your request will automatically be sent to LAMDA for consideration. The status will now read '**Awaiting Date Authorisation**'. If your booking request is accepted you will receive an email confirming your Event.

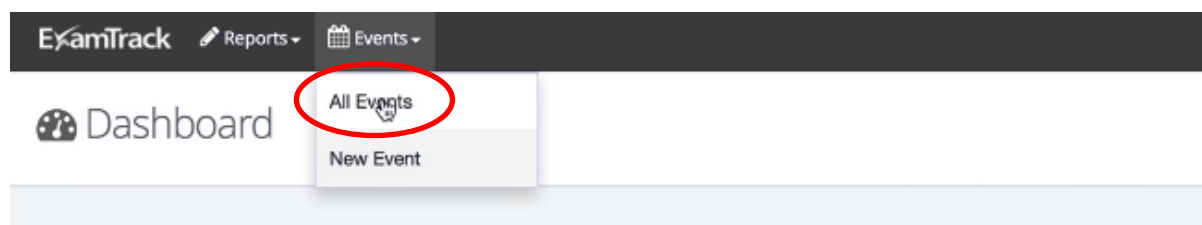
## Section 3 - How to Enter your Learners

Once your booking has been confirmed by LAMDA, your Event status will read '**Ready for candidate entry**'. You will now be able to start entering Learners for your upcoming examination date(s). These will need to be submitted by the closing date stipulated on your confirmation letter/ email (**8 weeks International and 6 weeks UK**).

### 3.1 How to view your Event and Add Learners

Please follow the steps below:

- To start entering your Learners, click on '**Events**'. On the drop-down list that appears, click on '**All Events**'.



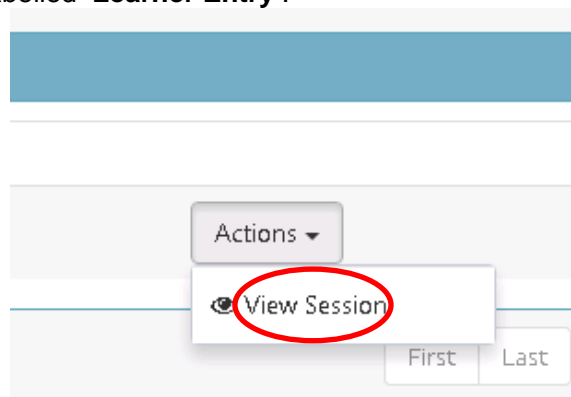
- A new page will appear which will list all the dates and rooms you have booked for this Event.

Exam Session ID	Name	Date	Examiner	Status	Start Time	End Time	Estimated Time	Actions
15	Room 1	01/05/2018	Examiner not assigned	Ready for learner entry.	09:00:00		0 Hours, 0 Minutes	Actions
20	Room 2	01/05/2018	Examiner not assigned	Ready for learner entry.	09:00:00		0 Hours, 0 Minutes	Actions
2278	Room 3	01/05/2018	Examiner not assigned	Ready for learner entry.	09:00:00		0 Hours, 0 Minutes	Actions

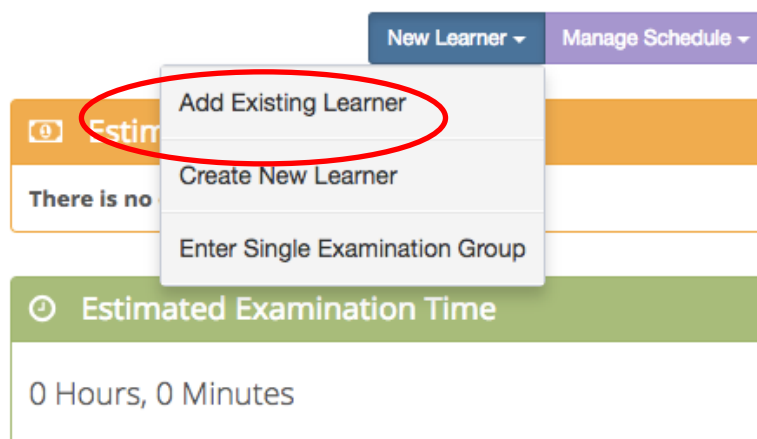
Showing 1 to 3 of 3 entries

**Note:** If you notice any discrepancies please contact LAMDA immediately.

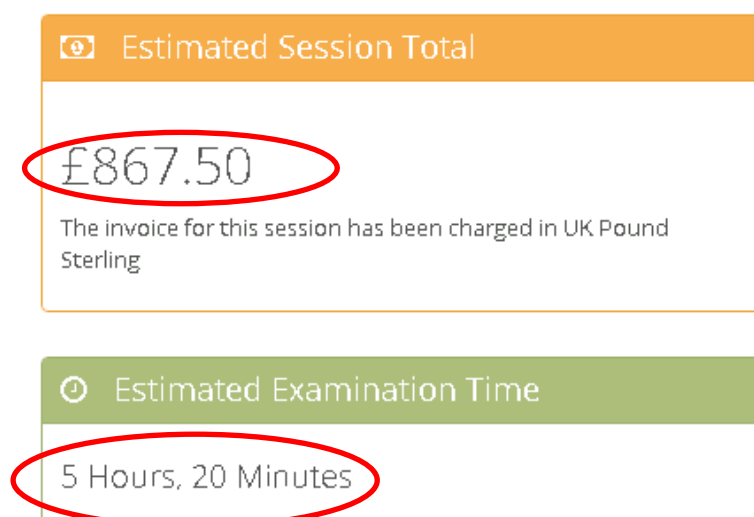
3. You will now need to add your Learners for each Date or Room.
  - a. To do this, please click the 'Actions' button to 'View Session'. A new page will appear labelled 'Learner Entry'.



4. To add Learners to each Session within the Event, click on the blue button, at the top right-hand side of your screen labelled, 'New Learner'. A drop-down list will appear where you can select to add an: Existing Learner, Create New Learner or Enter a Single Examination Group.

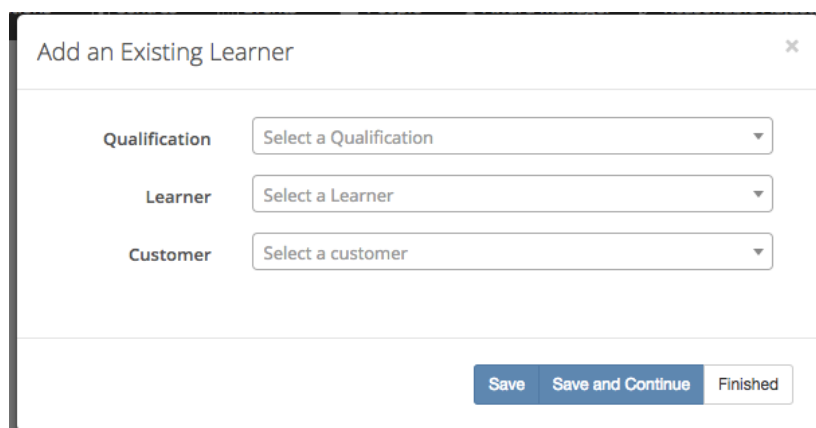


**Note:** The maximum examination time accepted per date and room is 6 hours and 30 minutes (excluding breaks and lunches). Each time you add a Learner, the 'Estimated Examination Time' and 'Estimated Session Total' boxes will automatically update.



### 3.2 How to Enter an Existing Learner

When you select '**Add Existing Learner**' from the drop-down box available, a new window will appear. You will need to complete the three fields as follows:



1. **Qualification** - select the exam you would like to enter your Learner for using the drop down list provided. Alternatively you can type the exam name in the '**Qualifications**' box.
2. **Learner** - a list of Learners already registered at the Centre in ExamTrack will appear in the drop-down list. **Note:** if your Learner is registered at a different Centre or is new, you will need to add them as a 'New Learner'.
3. **Customer** - this will be the Centre Coordinator's name for Private Centres and the Correspondence Contact (Applicant) for Public Centres.

### 3.3 How to Enter a New Learner

When you select '**Create New Learner**' from the drop-down box available, a new window will appear. You will need to complete all essential fields as follows:

1. **Learner Details** - in order to create a new entry all essential fields marked with a star must be completed.
2. **Customer** - this will be the Centre Coordinator's name for Private Centres and the Correspondence Contact (Applicant) for Public Centres.
3. **Qualification** - select the exam you would like to enter your Learner for using the drop down list provided. Alternatively you can type the exam name in the '**Qualifications**' box.
4. Once you have finished filling the relevant fields click on the button '**Finished**'. The Learner will now appear on the summary list of Learners added to this Session.

The image shows a 'New Learner Wizard' form with the following fields:

- ULN
- Existing Reasonable Adjustment RAD
- Old PIN
- First name
- Surname
- Ethnicity (dropdown)
- Gender (dropdown)
- Phone
- Date of birth
- Post Code
- Qualification (dropdown)
- Customer (dropdown)

At the bottom of the form, there are two buttons: 'Back' and 'Finish'. The 'Finish' button is circled in red.

**Note:** In accordance with General Data Protection Regulations (GDPR) LAMDA will only ask for essential information. This will be protected under our own Data Protection Policy (available on the LAMDA website [www.lamda.ac.uk](http://www.lamda.ac.uk)) and only key information shared with third parties such as the Learning Record Service and UCAS. For further details, please contact LAMDA directly on +44 (0)208 834 0530 or [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk)

### 3.4 How to Register Learners for Duologue or Combined Examination

To enter Learners for a Duologue or Combined examination within a Session you will need to register each Learner individually, the Learners must appear in consecutive order in order to be recognised as a pair. To enter the pair, please follow these steps:

1. Click on **'New Learner'**. A drop-down list will appear.
2. Click on **'Add Existing New Learner'** or **'Create New Learner'**.
3. In the new box that appear-
  - a. Qualification - you will need to select either a Duologue or Combined Format examination from the 'Qualifications' list.
  - b. Learner - select the first Learner in the pair from the drop-down list.
  - c. Once you have finished adding the first Learner, click **'Save and Continue'**.

- d. A second page will appear exactly as before. Select the same formatted exam. Under Learner, please select the second Learner in the pair.
- e. Once you have selected both Learners, click '**Save**'.

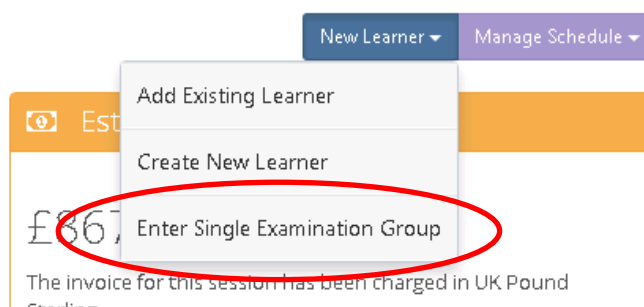
### 3.5 How to Register Learners for a Group Examination

To register Learners for a Group Examination, you will first need to register a Group.

Before registering any Learners for a Group Examination, please refer to the Group Syllabus where the minimum and maximum number of participants within a group examination are defined.

Please follow these steps to add a Group:

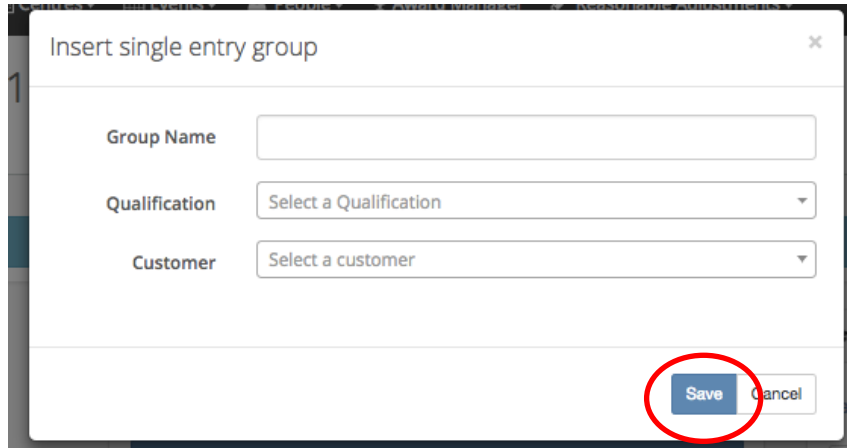
1. Click on '**New Learner**'
2. On the drop-down list, select '**Enter Single Examination Group**'.



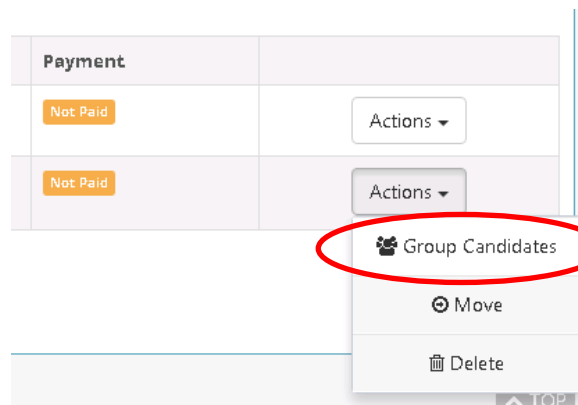
3. A new box will appear where you will need to write the –
  - a. **Group Name** – write the name of the group as you would like it to appear on their certificate
  - b. **Group Exam** - select the group examination from the drop-down list available
  - c. **Customer** - this will be the Centre Coordinator's name for Private Centres and the Correspondence Contact (Applicant) for Public Centres.

**Note:** We suggest that you make the Group Name unique for each group entered to make it easier to schedule your Event.

- Once finished click on the blue **'Save'** button.



- The group will now appear in the *Learner Entry Page*.
- To add Learners to the Group:
  - Click on the **'Action'** button and select **'Group Candidates'**.
  - A new page will appear labelled *Group Learner Entry*.



- In this new page, the *Group Participants* will be listed. In the page header it will list the Group Name and the examination the group have been entered for.
- To add Learners please click on the **'Add Learners'** button. Here you will have the option to either **'Add Existing Learner'** or **'Create New Learner'**.



**Note:** When creating a new Learner, a box will appear where you will need to fill in the Learner details (see 4b). In order to create a new entry all essential fields marked with a star must be completed. Once you have finished filling the relevant fields click on the button **'Continue'**.

- vi. When you have finished entering all of the Learners for this Group, please click on the green button on the top left hand side of your screen '**Back to Exam Session Learner Entry**'.

## Group Learner Entry

[← Back to exam session Learner entry](#)

7. Under group name you will see the total number of learners entered for this group in brackets. Please note that there must be a minimum of 3 learners entered for each group exam.
8. Once you have finished entering all of your Learners you can begin to schedule your event.

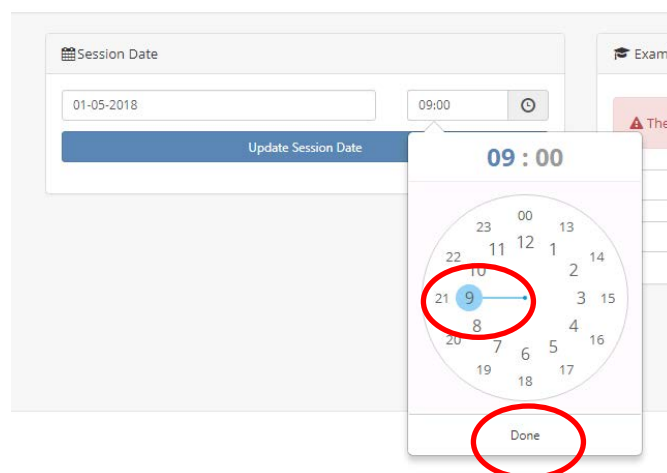
### Section 4 – Scheduling your Event

Once you have completed adding all of your Learners for your Event, you can begin Scheduling your Event. This means that you will be able to move Learners into specific dates, rooms or time slots and create a bespoke timetable for your Centre. This provisional timetable will then be submitted to LAMDA for consideration.

#### 4.1 How to Set your Session Start Time

We understand that you will need to be able to start at different times for each Session (date and room) booked with LAMDA. To set the start time, please follow these steps:

1. At the top of the Session page, you will see a summary box with details of the Session and Venue. In the centre of the box you will see a box labelled '**Session Date**'
2. Click on the icon of the clock
3. A box will appear with a clock. Click on the blue circle and drag it to the desired starting hour.
4. Once you have selected your starting hour, you can select your starting minute. For example, if you would like to start at 09:30 am, this would be 30 minutes on the clock.
5. When you are happy with the start time, click on the button '**Done**'.

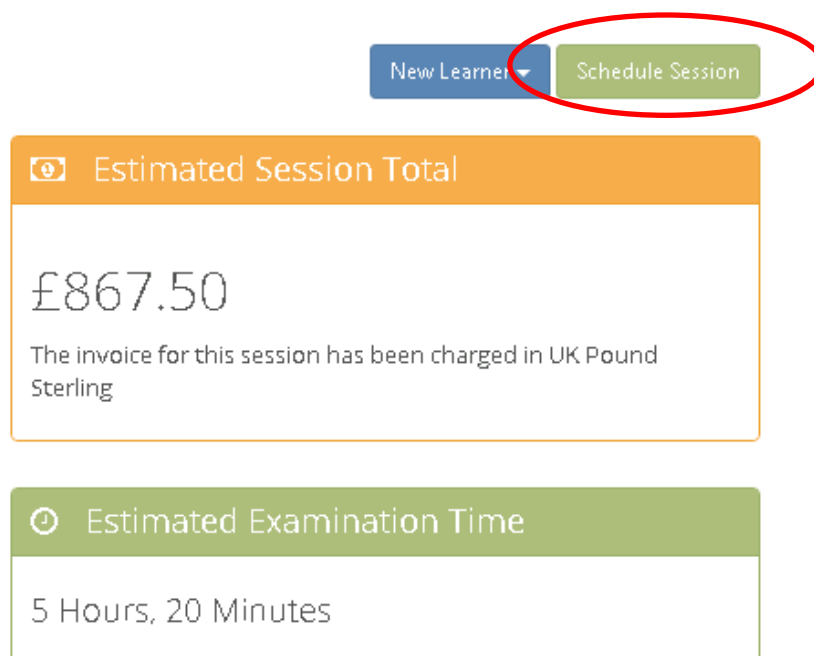


**Note:** LAMDA's default start time is 09:00. If your Event start time is outside of our normal working hours **09:00 to 18:00**. Please ensure that you informed LAMDA in your original date booking request.


## 4.2 How to Change your Learner Order


Under each Session you will be able to view the Learners you have registered for examinations. To start scheduling your Event, please follow these steps:

1. On the top right hand side of your screen you will see a green button labelled '**Schedule Session**'. Click on this button.



The screenshot shows a user interface with two buttons at the top right: a blue 'New Learner' button and a green 'Schedule Session' button. The 'Schedule Session' button is circled in red. Below the buttons are two summary cards. The first card, titled 'Estimated Session Total', shows a total of £867.50 and notes that the invoice is charged in UK Pound Sterling. The second card, titled 'Estimated Examination Time', shows a total of 5 Hours, 20 Minutes.

2. A new page will open where you will see a table of your Learners in the order you have registered them.
3. You can move the order your Learners are in by:
  - a. Using your cursor (mouse), hover over the Learner you would like to move.
  - b. You will notice that on the far left side of the Learner's line an icon with three black lines will appear 
  - c. Click on the icon. Keep your finger clicked down on the right side of the mouse and drag your Learner either up or down the list to the slot you would like your Learner to be in.
  - d. When you are happy with the order your Learners are in, click the button labelled '**Rebuild Schedule**'. The exam time for your Learners will now be updated based on the new order.

11:15:00	Phoebe	Templeman	Acting Grade 6 - Duo - Bronze Medal	Level 3 Certificate	Acting	Grade 6 - Bronze Medal
11:15:00	Joe	Hayes	Acting Grade 6 - Duo - Bronze Medal	Level 3 Certificate	Acting	Grade 6 - Bronze Medal
11:50:00	Georgia	Bratton	Acting Grade 7 - Duo - Silver Medal	Level 3 Certificate	Acting	Grade 7 - Silver Medal
11:50:00	Sreya	Chenilath	Acting Grade 7 - Duo - Silver Medal	Level 3 Certificate	Acting	Grade 7 - Silver Medal
 12:30:00	Imogen	Eales	Acting Grade 8 - Solo - Gold Medal	Level 3 Certificate	Acting	Grade 8 - Gold Medal
Break for 60 minutes <span style="float: right;">Remove</span>						
14:00:00	Joseph	Beastall	Acting Grade 8 - Duo - Gold Medal	Level 3 Certificate	Acting	Grade 8 - Gold Medal
14:00:00	Adam	Wu	Acting Grade 8 - Duo - Gold Medal	Level 3 Certificate	Acting	Grade 8 - Gold Medal
14:40:00	Miriam	Templeman	Acting Grade 8 - Duo - Gold Medal	Level 3 Certificate	Acting	Grade 8 - Gold Medal

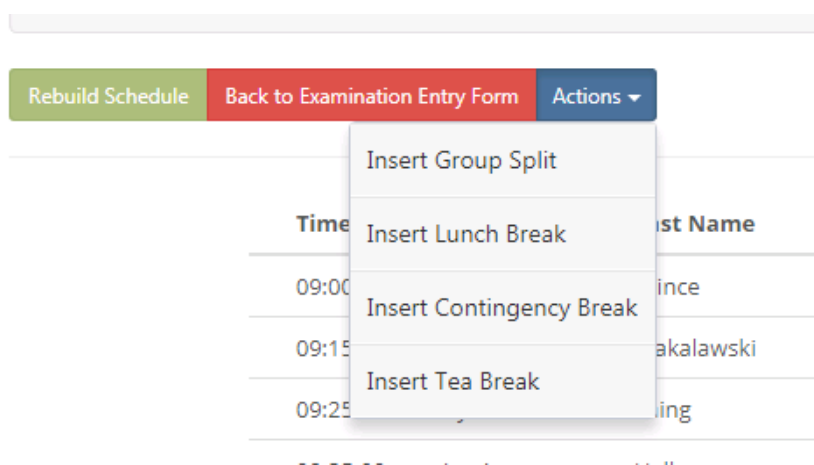



**Note:** For Duologue and Combined Learners you will need to move each Learner individually. Please make sure that they are moved so that they still appear sequentially in the list so that they sync together.

### 4.3 How to Add Breaks and Lunches

When you are content with the order your Learners are in, you can start to add in your breaks. To do so please ensure that you are in the '**Schedule Session**' view and follows these steps:

1. Click on the 'Action' at the top of the page.
2. On the Drop-down list, you will see 3 types of breaks:
  - a. **Tea** – this is a 15 minute break
  - b. **Lunch** – this is a 60 minute break
  - c. **Contingency** – this is a 5 minute break and is usually applied where there is a change of room or additional time added to the room by LAMDA due to Examiner Training purposes as agreed with the Centre.



3. Select the break you would like to add. It will now appear in the timetable below.
4. You can drag the break into the correct slot by clicking on the three bar icon  on the far left of the line for the break.
  - a. Click on the icon.
  - b. Keep your finger clicked down on the right side of the mouse and drag your break either up or down the list to the slot you would like your break to sit.



- c. So that the Learner examination times adjust correctly once you have inserted your breaks, click on the green button 'Rebuild Schedule'. This will update all of the times.

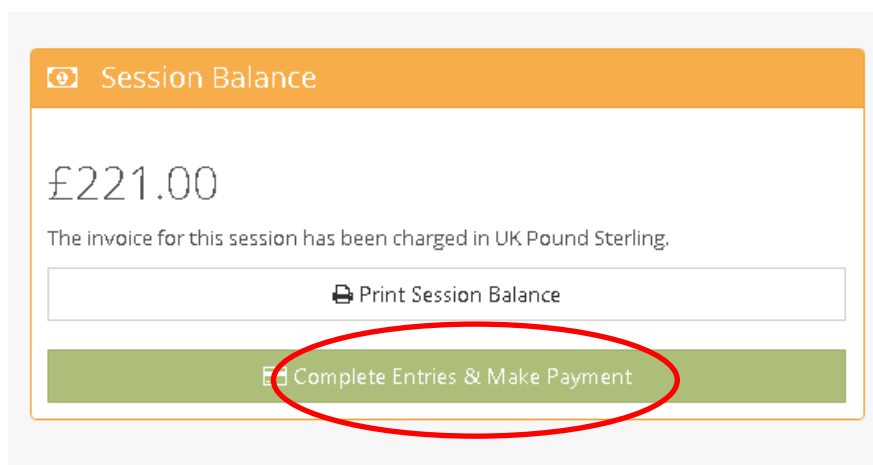
**Note:** There should be a break every two (2) hours.

5. Repeat the steps detailed in 4.1, 4.2 and 4.3 if you have multiple sessions. To do this, click on the red button '**Return to Examination Entry Form**'. This will take you back to the *Examination Session Summary* page where you can view the other sessions within the Event and repeat the steps already mentioned.



#### 4.4 How to Submit your Entries

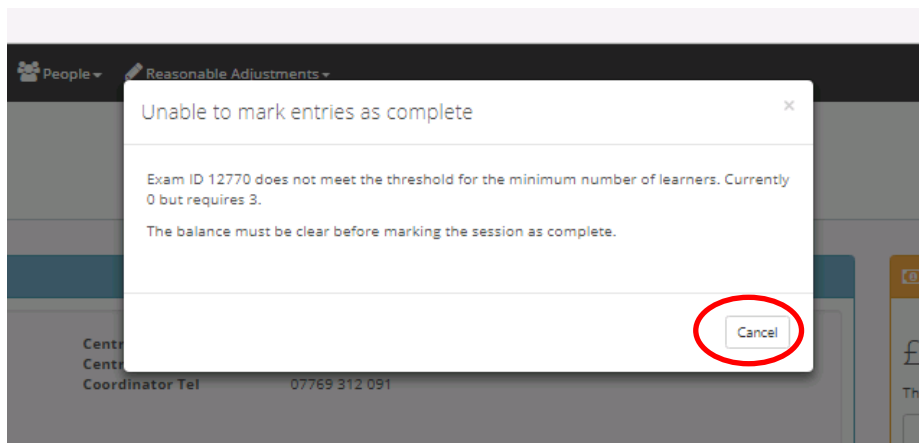
When you have finished scheduling your Event, you will then need to submit your provisional timetable to LAMDA for consideration. To do so, click on the green button at the top of the right hand side of the page, labelled '**Complete Entries and Make Payment**'.



#### 4.5 Troubleshooting – what can prevent you submitting

An error message will appear if there are any issues with your entries. Types of error messages that can appear are:

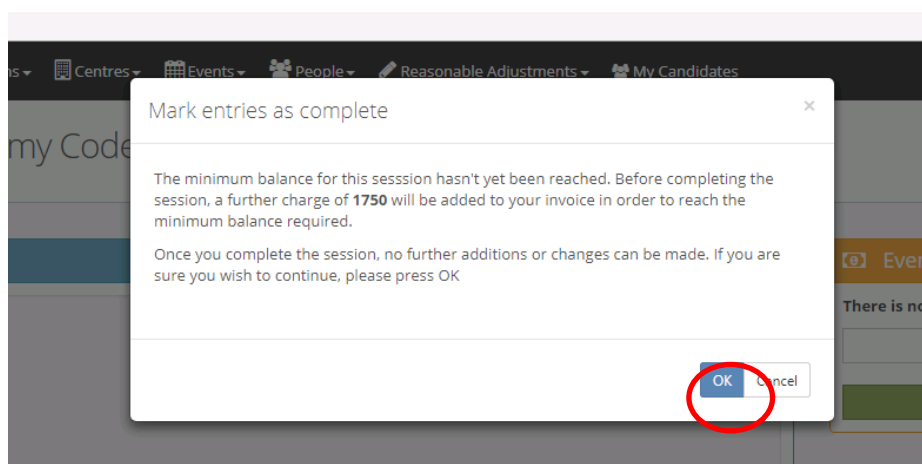
1. **Group Entries** - if there are not enough participants in a group examination you will the below message will pop up on your screen.



- a. To add more Learners to the Group, click '**Cancel**'
- b. You will now be able to go into the session and review how many participants have been added to each group

10499	<b>Group Qualification: Wind In The Willows</b> (4 candidates)
10500	<b>Group Qualification: The Ash Girl, Fairy Scene</b> (4 candidates)
10501	<b>Group Qualification: Granny</b> (4 candidates)
10502	<b>Group Qualification: Little Women</b> (4 candidates)
10503	<b>Group Qualification: The Lion, The Witch &amp; The Wardrobe</b> (4 candidates)

- c. When you have identified the group, please go into '**Action**' and select '**Group Candidates**' from the drop-down list available.
  - d. To add Learners please click on the '**Add Learners**' button. Here you will have the option to either '**Add Existing Learner**' or '**Create New Learner**'.
  - e. When you have finished adding the Learner(s), click on the green button on the top left hand side of your screen '**Back to Exam Session Learner Entry**'.
- 2. Total Session Balance** - If the total balance for the Event does not meet the minimum fee requirement for Private Centres, as stated on the current country Examination Fees List (see our website), you will see the below message:



- a. You have two options –
  - i. **Add more entries.** To do so, click on '**Cancel**'. You will be brought back to the *Event Overview* page, where you can then add Learners to the Session.
  - ii. **Top up a non-refundable amount.** To continue to the payment pay, click '**OK**'.

## Section 5- How to Pay for your Event

When submitting your entries you will be prompted to make payment for the entries, this is because the full examination fees are due at the same time as the entries.

### 5.1 How to Make Payment

When you click the button '**Complete Entries and Make Payment**' a new window will appear where you can make payment online. Here you will be able to select what payment method you will be using and tick to agree to the conditions attached to submitting your entries.

You can pay by:

- Credit / Debit Card (see payment process below)
- BACS (please quote the **Centre Code** and **Event ID**)
- Cheque (made payable to **LAMDA Ltd**)

**Credit/ Debit Card Payment** - please follow these steps:

1. Please complete all fields on the *Secure Payment Processing* page.

**Transaction Details:**

Amount Payable £35.50

**Payment card details:**

First Name

Last Name

Card number

Start date

Expiry date

CVV/CSC Number

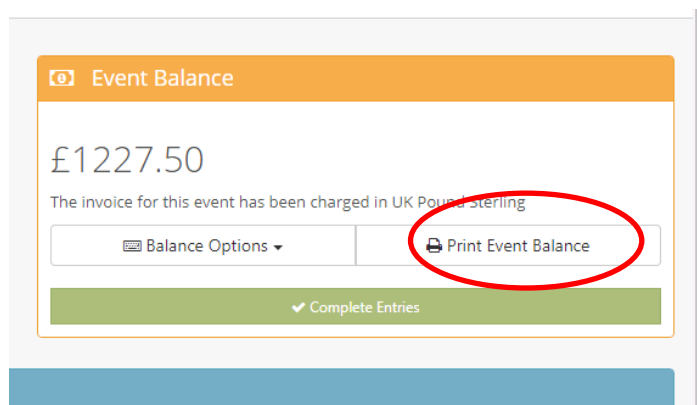
**Make Payment**

2. When complete, click on the '**Make Payment**' button.
3. When payment has been made you will be brought back to the *Event Overview* page. The status for the Event will change to, '**Staff are checking the session**'. This means you have successfully submitted your entries and no more changes can be made.

**Note:** if you need to add a Late Learner or make changes to your Schedule after you have submitted, you will need to contact LAMDA in writing no less than 14 days prior to the first date in the Event. An administration charge will be applied per request accepted. There is no guarantee that all requests will be accepted.

## 5.2 Printing an Event Balance

If you would like a breakdown of what you need pay, you can print a copy of the Session Balance by clicking '**Print Session Balance**'.



**Note:** you will see be able to view a list of your registered Learners even after you have submitted. To view this you can click on the button, '**Event Balance**' report. This will give you breakdown of each Learner registered, which exam they have been entered for, the total exam fee and the overall balance for the session.

## Section 6 - How to Print your Documents

Once you have submitted your entries to LAMDA, we will check that all timetabling rules have been applied and that all fees owing have been received.

If there are any queries with your entries, LAMDA will contact the Centre Coordinator in writing.

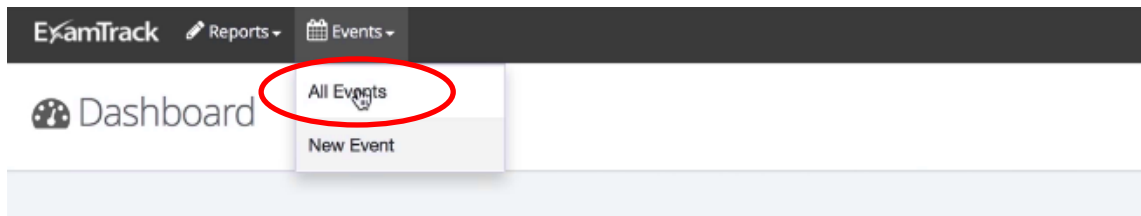
When there are no further queries and we are satisfied that the Event is ready, we change the status to '**Session is live**'. **You will now be able to print off your Event materials.**

### 6.1 Printing your Event Materials

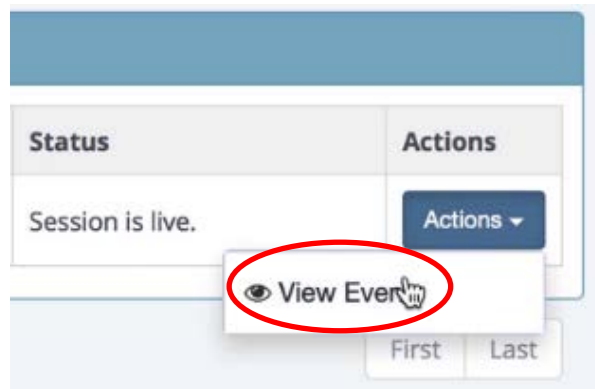
If you want to print a document on ExamTrack please follow these instructions.

Once LAMDA have reviewed your event and confirmed your timetable, your event will then be made live.

1. You will receive an email to inform you that your Event has been made live and notifying you to print off your documents from ExamTrack.
2. In order to do this, click on the grey and white button labelled '**Events**' followed by '**All Events**'.
3. A new page will open where you will see all upcoming Events. In the status column for the Event, you will see that it reads, '**Session is Live**'.



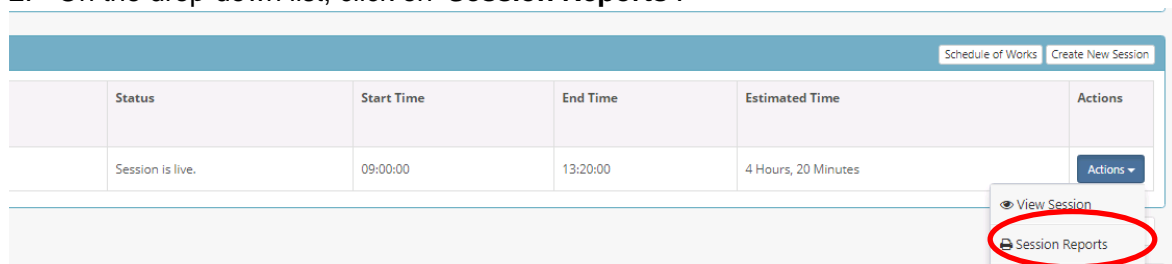
4. To view the Event click '**Actions**' followed by '**View Event**'; this will bring up the *Examination Session Summary* page.



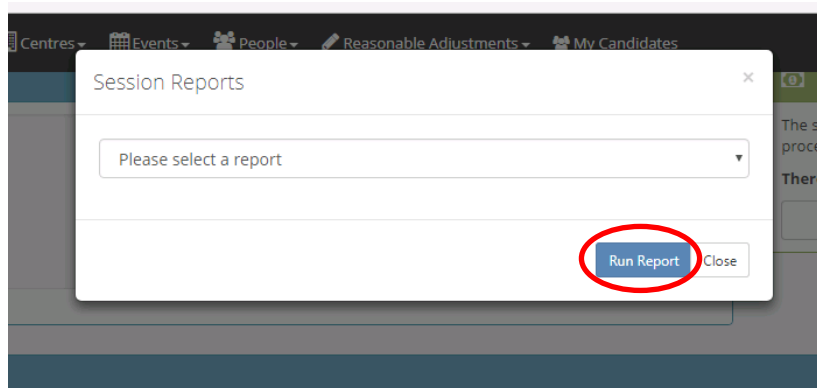
5. From this page you will be able to print off your examination materials in one of two ways:
  - a. Print for the whole Event
  - b. Print per Session

**Print for the whole Event** – please follow these steps:

1. In the *Event Overview* page, click on the '**Actions**' button.
2. On the drop-down list, click on '**Session Reports**'.



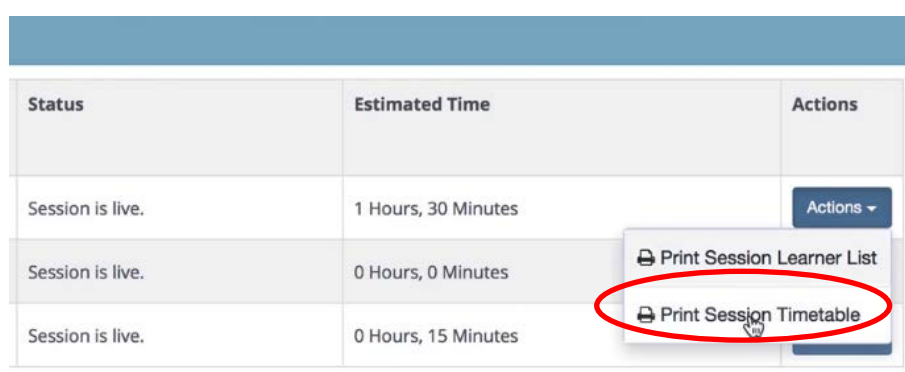
3. A new box will appear labelled *Session Report*. Using the drop-down list available, please select which report you would like to print off.



4. When you have selected the report, click on the button '**Run Report**'. A PDF of this report will open up in a new window.
5. You will now be able to print this report.

**Print per Session** – please follow these steps:

1. In the *Event Overview* page, click on the '**Actions**' button.
2. On the drop-down list, click on '**View Session**'.
3. You will now be brought into the *Event Session Summary* page.
4. Click on the '**Actions**' button for the Session (date / room) you would like to print materials for and select '**Print Session Timetable**'.



Status	Estimated Time	Actions
Session is live.	1 Hours, 30 Minutes	Actions ▾
Session is live.	0 Hours, 0 Minutes	Print Session Learner List
Session is live.	0 Hours, 15 Minutes	Print Session Timetable

5. A PDF of this report will open up in a new window.
6. You will now be able to print this report.

On receipt of your Event timetable, please take the time to check that all of your Learner details are accurate and that they are registered for the correct examination. If you identify any discrepancies, please do contact LAMDA on +44 (0)208 834 0530 or email us at [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk)