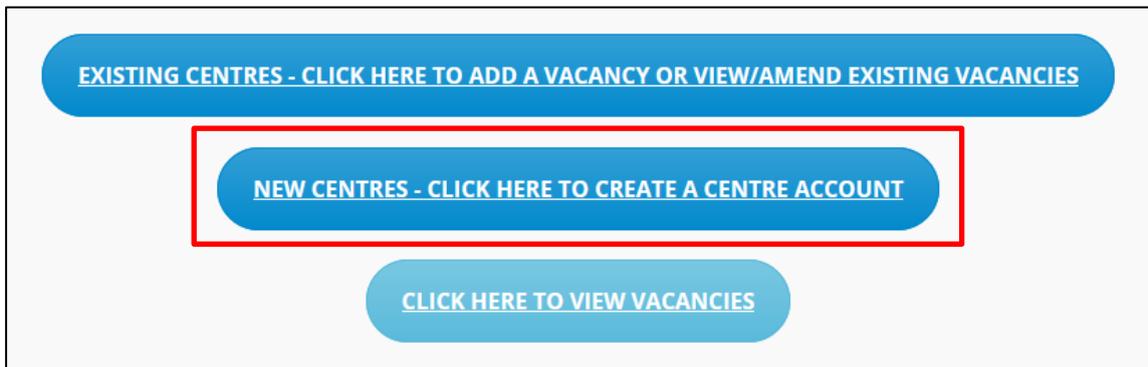
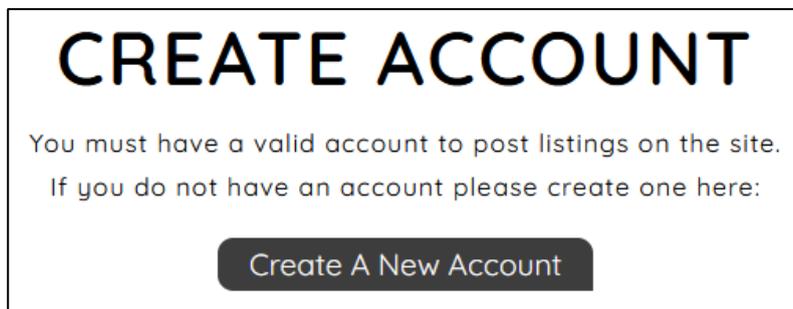


### Creating a centre account

Step 1: Select the appropriate link at the top of the page



Step 2: Select **Create a new account** (found at the foot of the page)



Step 3: Complete **User details** (adding your email and creating a password)

**1. User Details**

---

You will use these details to log in to your account so please keep them safe.

Email\*

Password\*

Re-Enter Password\*

USER INSTRUCTIONS

Step 4: Complete **Centre details** (required fields are centre number (your centre five-digit NCN, centre name and postcode, although additional information will help those searching for a vacancy

Step 5: Click **Lookup Centre Address** to ensure that your centre location is accurate. If the location shown is not accurate, drag the pin to the correct location

### 2. Centre Details

This is your main center the listings will be shown against on the map.

Centre Number * 	Centre Name *
<input type="text"/>	<input type="text"/>
Building Name	Address Number
<input type="text"/>	<input type="text"/>
Street	Town/City
<input type="text"/>	<input type="text"/>
County	Postcode *
<input type="text"/>	<input type="text"/>

[1. Lookup Centre Address](#)

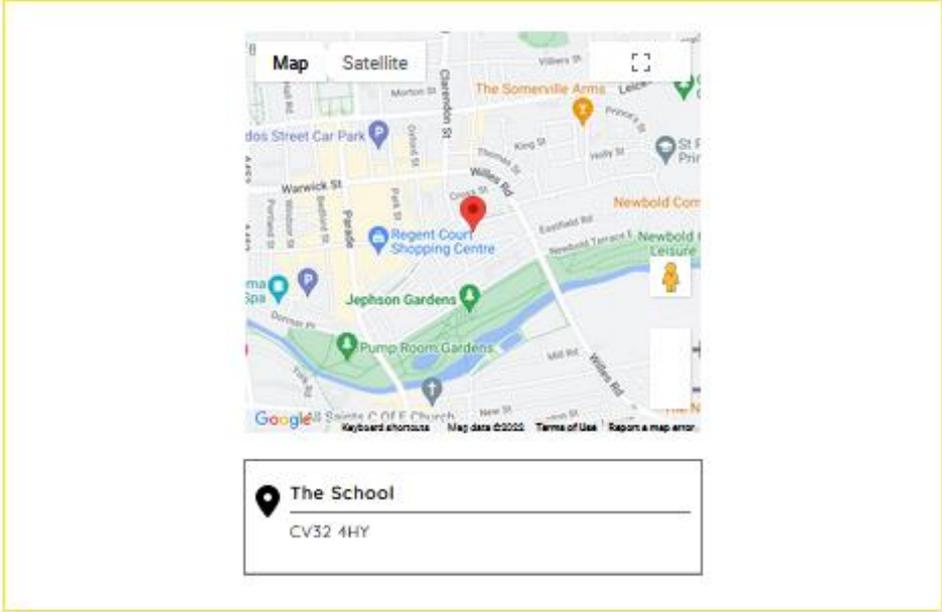
Step 6: View and confirm your centre information and location under **Preview Area** by selecting **Generate Preview** to view and confirm your contact details. If required, make any amends

Step 7: Read and agree to the terms of use and validate your submission by ticking the **I'm not a robot** box

Step 8: Click **Create Centre Account**

## USER INSTRUCTIONS

Preview Area



By confirming the location of your centre and submitting this information, you are confirming that you have permission to list the details for as long as the account remains active on the site.

We will not use any details supplied for any other purpose other than the reason for which it was supplied - to list and manage centre and vacancy information on this website.

Tick here to agree to the above terms

I'm not a robot

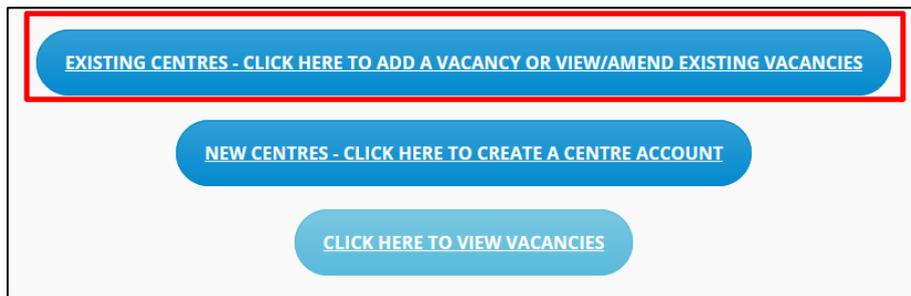
[reCAPTCHA](#)  
Privacy - Terms

**2. Create Centre Account**

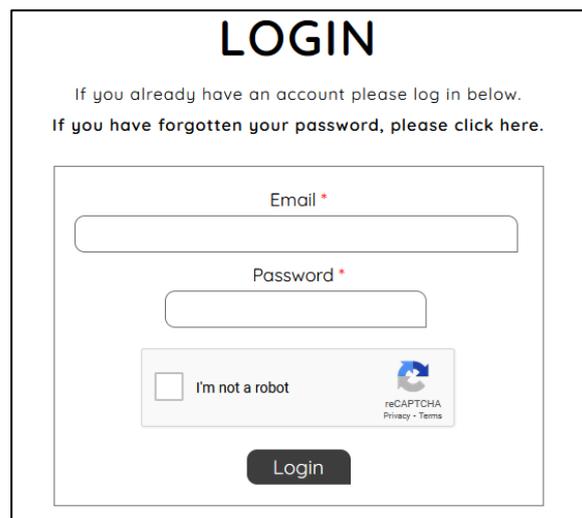
Step 9: You can now add vacancies (see below)

## Adding a centre vacancy

Step 1: Select the appropriate link at the top of the page



Step 2: Enter your login details (you have the option to acquire help if you have forgotten your login details)

A screenshot of a login form titled 'LOGIN'. It contains instructions: 'If you already have an account please log in below.' and 'If you have forgotten your password, please click here.' Below are input fields for 'Email \*' and 'Password \*'. There is a checkbox for 'I'm not a robot' next to a reCAPTCHA logo. At the bottom is a 'Login' button.

Step 3: You will be taken to the **Map Vacancy Listings** page

Step 4: From this page you have the option to:

- Amend your centre details
- Search for, view, amend and delete existing vacancies
- Add a new vacancy (see below for instructions)
- Go back to the map

Back to Map Listings Users jchima72@outlook.com Logout

### Map Vacancy Listings

Here are your main centre details and your current vacancy listings.  
Please use this screen to Add, Edit and Delete your centre information and/or your listings.

**THE SCHOOL** [Edit](#)

Centre Number: 55555  
Centre Address: Warwick CV32 4HY

Record Updated Successfully

Search [Search](#)

[Add A New Listing](#) [Refresh List](#) You have used 4 of 10 listing.

Category	Listing Title	Contact Detail	Expiry Date	Search Count Sort	Click Count Sort	Approved	Action
Invigilator	Invigilator	Jugjit Chima 03337000755 jchima@mail.com	24-06-2023	26	4	✓	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Copy</a>
Exams	Exams Officer	Jugjit Chima 03337000755 jchima@mail.com	10-12-2022	26	1	✓	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Copy</a>
Invigilator	Lead Invigilator	Jugjit Chima 03337000755 jchima@mail.com	24-06-2023	26	1	✓	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Copy</a>
Invigilator	Lead Invigilator	Jugjit Chima 03337000755 jchima@mail.com	11-02-2023	1	0	✓	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Copy</a>

[Back to Map](#)

Step 5: To add a vacancy, select **Add a New Listing**



## USER INSTRUCTIONS

Step 6: Add the relevant information and click **Generate Preview** to view and confirm your information. If required, make any amends

### ADD A LISTING

Use the form below to list your vacancy on the map.  
Please complete each section in turn and preview the listing, before submitting your details for inclusion on the map.  
If your centre location on the map is not quite right, you will need to edit this in your centre details area.  
For full, detailed instructions please click [here](#).

#### 1. Title

The title the listing will appear with.

Vacancy/Listing Title \*

#### 2. Category

The category for this listing.

Category \*

-- select an option --

#### 3. Contact Details

This contact information will be shown against the listing. Only add information you want listing on the website. You must supply an external web link to the job details.

Website Link \*  Email Address

First Name  Surname

Telephone

#### 4. Expiry Date

The date the listing will end.

Expiry Date \*

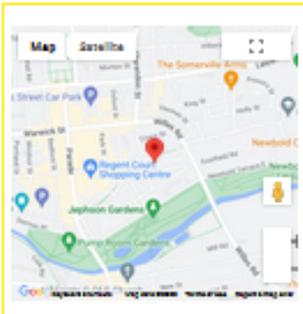
#### 5. Additional Information

Further information candidates may find useful.

Contract  Salary

**1. Generate Preview**

### Preview Area



**The School**  
CV32 4HF

Complete section 1 to generate the listing preview.

By submitting the listing as previewed, you are confirming that you have permission to list the details for as long as the advert remains valid on the site.  
We will not use any details supplied for any other purpose other than the reason for which it was supplied - to list centre information on the website.  
 Tick here to agree to the above terms.

I'm not a robot

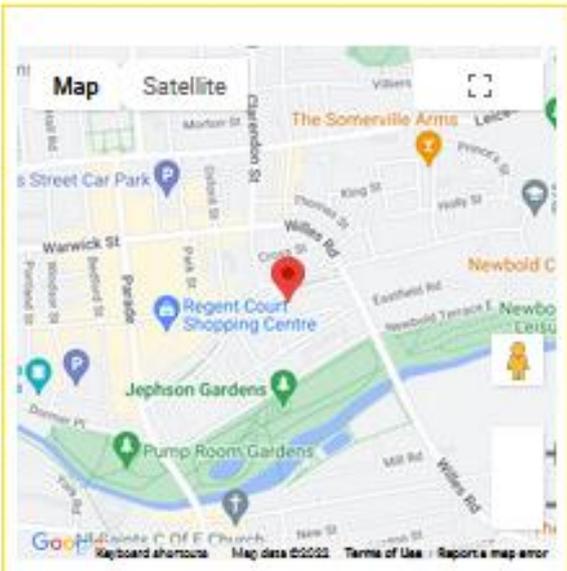
**2. Submit Vacancy**

**Step 7:** View and confirm the information submitted (which is displayed in the **Preview Area** on the right-hand side of the page). Read and agree to the terms of use and validate your submission by ticking the **I'm not a robot** box

### USER INSTRUCTIONS

**Step 8:** Click **Submit Vacancy** to add your vacancy to the *Exams Recruitment & Vacancy Map*

**Preview Area**



**The School**  
CV32 4HY

Complete section 1 to generate the listing preview.

By submitting the listing as previewed, you are confirming that you have permission to list the details for as long as the advert remains valid on the site.

We will not use any details supplied for any other purpose other than the reason for which it was supplied - to list centre information on this website.

Tick here to agree to the above terms

I'm not a robot

**2. Submit Vacancy**

### USER INSTRUCTIONS

**Step 9:** You will be taken to the **Map Vacancy Listings** page where you will view the latest created vacancy

Q Search

☰ Add A New Listing
🔄 Refresh List

You have used 4 of 10 listing.

Category	Listing Title	Contact Detail	Expiry Date	Search Count Sort	Click Count Sort	Approved	Action
Invigilator	Invigilator	Jugjit Chima 03337000755 jchima@mail.com	24-06-2023	26	4	✓	<span style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">✎ Edit</span> <span style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">🗑 Delete</span> <span style="border: 1px solid #ccc; padding: 2px;">📄 Copy</span>
Exams	Exams Officer	Jugjit Chima 03337000755 jchima@mail.com	10-12-2022	26	1	✓	<span style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">✎ Edit</span> <span style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">🗑 Delete</span> <span style="border: 1px solid #ccc; padding: 2px;">📄 Copy</span>
Invigilator	Lead Invigilator	Jugjit Chima 03337000755 jchima@mail.com	24-06-2023	26	1	✓	<span style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">✎ Edit</span> <span style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">🗑 Delete</span> <span style="border: 1px solid #ccc; padding: 2px;">📄 Copy</span>
Invigilator	Lead Invigilator	Jugjit Chima 03337000755 jchima@mail.com	11-02-2023	1	0	✓	<span style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">✎ Edit</span> <span style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">🗑 Delete</span> <span style="border: 1px solid #ccc; padding: 2px;">📄 Copy</span>

📍 Back to Map

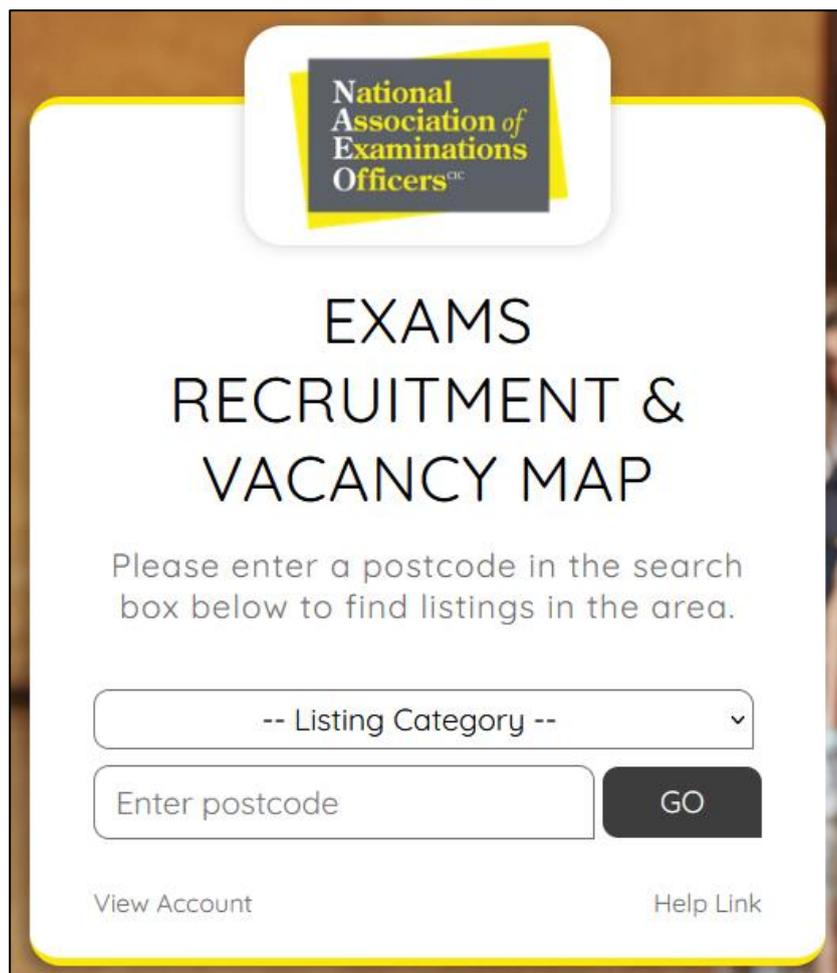
### Searching for a vacancy

Step 1: Select the appropriate link at the top of this page

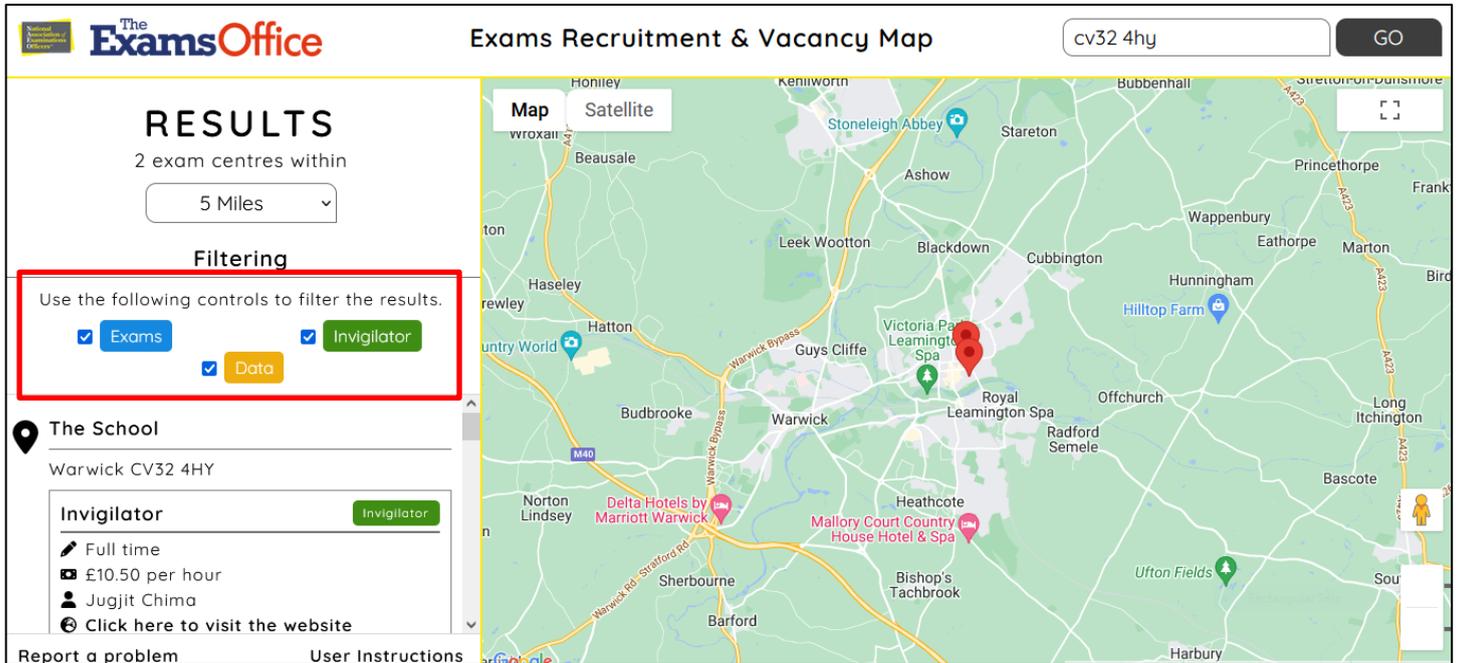


Step 2: Select the type of **Listing Category** (all vacancies will be listed if no category is selected)

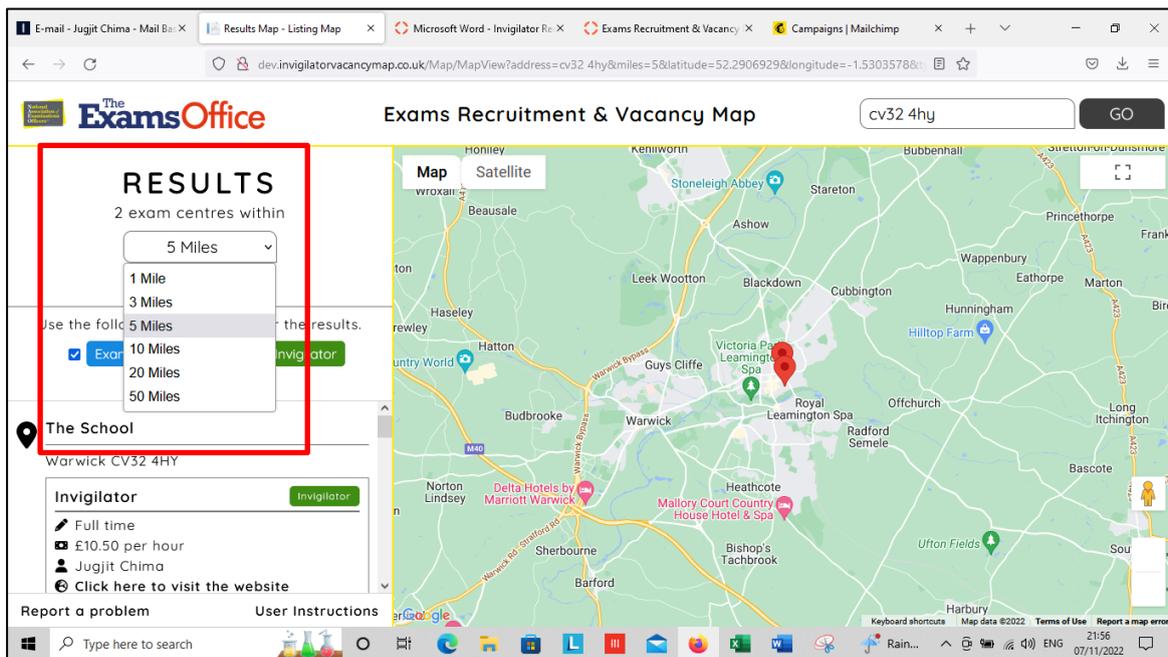
Step 3: Enter a postcode into the search box



Step 4: You have the option to view invigilator and/or exams and/or data vacancies by adding/removing the relevant tick box

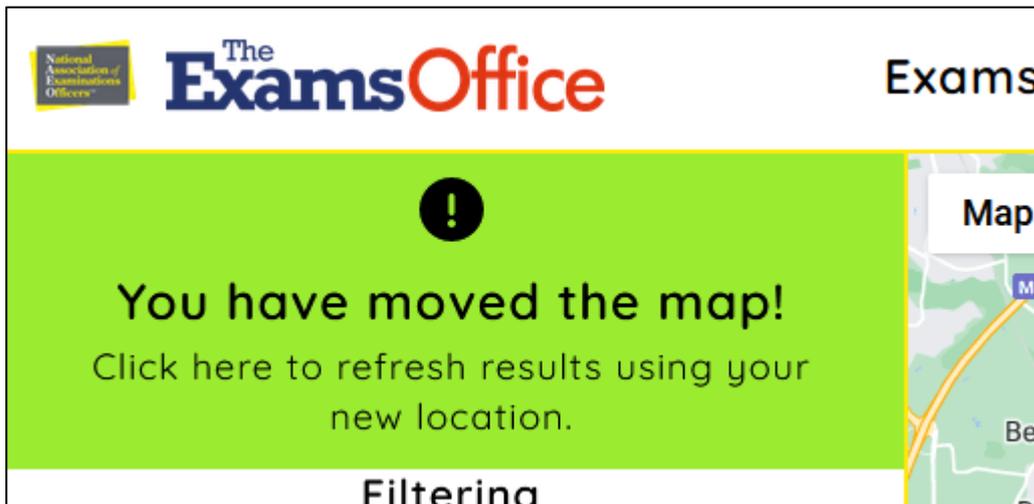


Step 5: Select the radius (1 – 50 miles) for your search from the drop-down menu

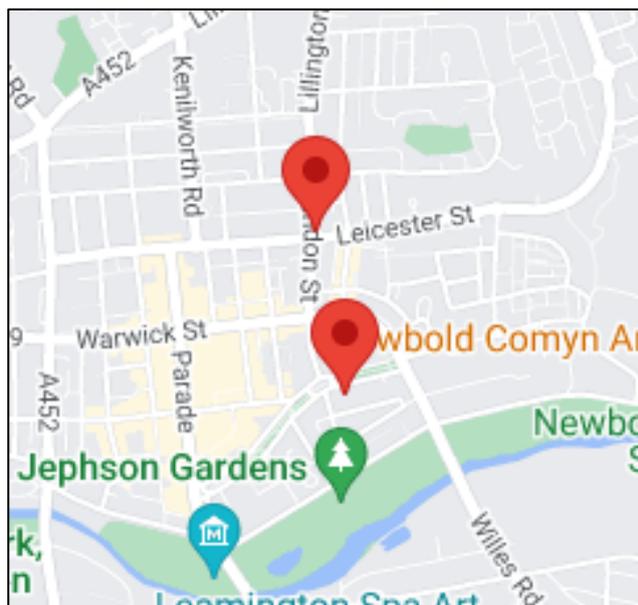


## USER INSTRUCTIONS

Step 6: If you zoom in or out, or move the map to another location, you will be prompted to refresh the page by the appearance of a green box on the left-hand side of the page. This will update the page to show vacancies within the new area which you have set

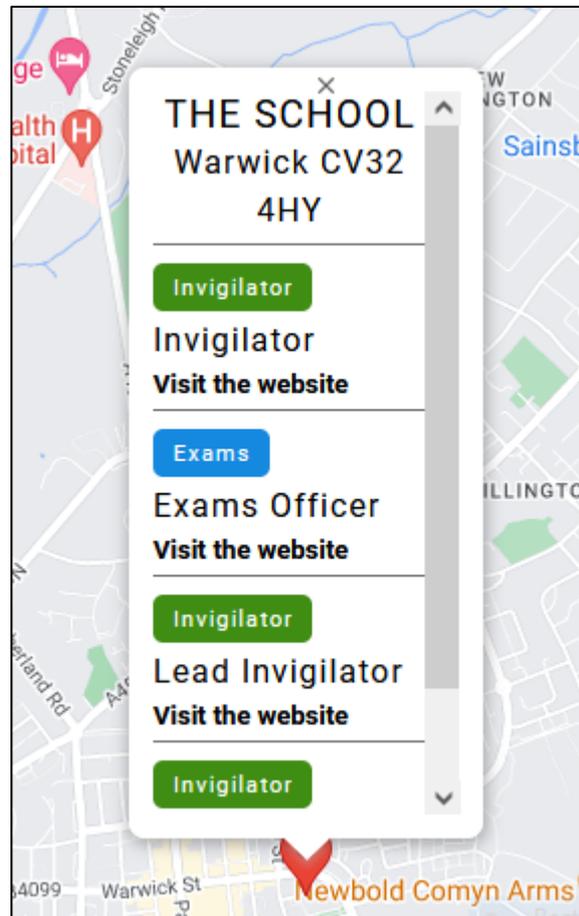


Step 7: The centres within your search area with vacancies will appear as red map pins and their details on the left-hand side of the page



### USER INSTRUCTIONS

Step 8: If you require additional information regarding a particular vacancy, click the information on the left-hand side or on the relevant map pin(s)



Step 9: You can conduct another search by entering your postcode in the box in the top right-hand corner of the page and clicking **GO**

Step 10: If you experience any issues, click **Report a problem** at the bottom left-hand corner of the page

[Report a problem](#)