Control Time spreadsheet

This is for keeping track of the amount of controlled time someone has used in a timed assessment

This one is aimed at the WJEC L1/2 Tech Award where children are given 40 hours to complete Unit 2, but I've used similar ideas before with other qualifications

Enter the maximum time allowed per candidate in B2. This will populate column C

Column F is hidden – there are calculation gymnastics needed to get things as hours and minutes)

Row 5 takes the date (eg. 31/10)

	A	B	C	D	E	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Subject	L1/2 ICT																	
2	Total time allowed	40																	
3	Year	2024/25																	
4																			
5					Date:	31-Oct	07-Nov												
6		Add time	Total time allowed	Time remaining	Time used	1	2	3	4	5	6	7	8	9	10	11	12	13	14
7	Name		40:00	OVER	40:01	500	120	120	50	12	18	1	20	0	0	60	60	60	60
8	Name	25%	50:00	48:35	1:25	20	20	20	5	5	5	5	5						
9	Name		40:00	0:09	39:51	500	120	120	40	12	18	1	20	0	0	60	60	60	60
10	Name		40:00	40:00	0:00														
11	Name		40:00	40:00	0:00														
12	Name		40:00	40:00	0:00														
13	Name		40:00	40:00	0:00														
14	Name		40:00	40:00	0:00														
15	Name		40:00	40:00	0:00														
16	Name		40:00	40:00	0:00														

50 columns available. You could add more. One per session

For the candidate name. You could split this for Surname/Forename and add in a candidate number column if you needed to

Column D will turn red if the candidate is over time – and OVER will appear

Enter the number of minutes used per session. Columns D and E will update

Add the %age extra time allowed in Column B. Column C will adjust based on this