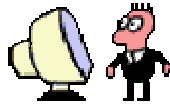


# Exam Request System Data Entry Guide



## How to Make the System Work Better for You

Please collect handouts

## Process



- ◆ Schedule of dates
- ◆ Data roll-over
- ◆ Schools to check and update requests
- ◆ Exams Office prepares timetable
- ◆ Schools check timetable
- ◆ Timetable published



---

## Course Does Not Appear?

---

- ◆ Check the course catalogue
  - ◆ Components panel: check that the final exam box is set to YES
  - ◆ Check that the effective date is prior to the start of the semester
  - ◆ Consult your faculty expert
  - ◆ Consult student systems solutions
- 



---

## Print Rolled-over Requests

---

- ◆ Print previous requests or save to excel
- ◆ Examiner to verify/amend requirements and add additional courses if required
- ◆ Exam Request Checklist (on Exams website) for examiners is useful

---



## Exam Details Panel



- ◆ Separate request for each offering
  - ◆ Paper title:
    - Include the Course name
    - Add a description of the offering (eg. Bradford, PG, UG)
    - Do not include the Subject area and Cat in the paper title
- 



## Exam Details Panel



- ◆ Exam mode
- ◆ Reading time (10 min)
- ◆ Writing time (standard durations)
- ◆ Prospective graduates box
- ◆ Double desk box for open book exams
- ◆ Candidate numbers
- ◆ Compulsory exam
- ◆ Different durations for same exam

Manage Examinations - Use - Examination Request

File Edit View Go Favorites Use Setup Inquire Process Report Help

Exam Details | Date/Time | Notes | Extra Recp | Materials | Venues | SameTime | Preceding | Sameday | Attendance | Supp |

Institution:	UNIAD Adelaide University	Updated by:	AKENNE01
Term:	2420 2004 Semester 2	Last Updated:	11/08/04 9:51
Course:	001809 Accounting Method I	Scheduling Status:	Final
Course Offer Nbr:	2 ACCTING 1005SI		

Entry Nbr:   Details Confirmed

Paper Title:

Exam Mode:   Course Contains Prospective Graduates

Reading Time:  mins 0 hrs 10 mins  Double Desks

Writing Time:  mins 3 hrs 0 mins

Total Duration: 3 hrs 10 mins

Course Component:  Lecture  Number of Candidates: 8

## Exams Will Not Be Scheduled

- ◆ If there is no exam request for the course/offering
- ◆ If the Details confirmed box is NOT TICKED
- ◆ If no candidates are enrolled
- ◆ If the exam is 'not compulsory' and the 'Apprx Nbr Candidates' box is blank

---

## 'Notes' Panel

---

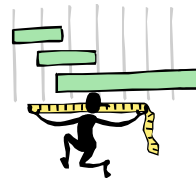
- ◆ Use for:
  - Venue identification
  - Supp exam venue identification
  - Highlight common course (50+) combinations
- ◆ Do not use for:
  - Sametime & preceding exams
  - No Saturdays
  - Materials
  - Graduating students

---

## Scheduling the Timetable

---

- ◆ Examinations Policy 4.2 *Exam Timetable*
- ◆ Priorities:
  - In-Department exams not on Saturdays
  - Fewest clashes (2 exams at same time)
  - Fewest with 2 exams in 1 day (overload)
  - Spread of common course combinations
  - Spread of expected graduates
  - Exceptional circumstances considered

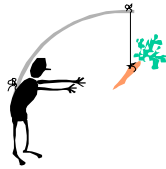


---

## Exceptional Circumstances

---

- ◆ Request in writing from head of School.
- ◆ Examples: Common course combination; Multiple large classes (over 250)
- ◆ Not exceptional:
  - Examiner can't attend (arrange representative)
  - Can't mark scripts in time (processes)
  - Only works Tues PM
  - Has to catch plane, etc.



---

## Can I Have an Early Exam?

---

- ◆ My exam was early last time, why isn't it this time?
- ◆ When is it my turn for an early exam?
- ◆ Why do I have to make a request for special consideration every time?
- ◆ Is it OK to request early exams if the examiner asks?

---

## Answer:

- ◆ Examinations Policy requires that the courses be auto-scheduled (for equity) wherever possible
- ◆ No exam has a permanent slot
- ◆ There are no turns. Each period new data from the ERS is uploaded to Exam Scheduler
- ◆ The system reviews enrolments and attempts to create a timetable with the fewest clashes and overloads

---

## 'Materials' Panel

- ◆ Open book exams usually require **double desks**
- ◆ Part open book – statement must appear on rubric and in the Materials panel
- ◆ Permitted materials **must** appear on the rubric
- ◆ Examiners' responsibility to check

**Manage Examinations - Use - Examination Request**

File Edit View Go Favorites Use Inquire Report Help

Exam Details Date/Time Notes Materials Venues Same Time Same Paper Preceding Same Day Attendance Papers Received Supp Supp Papers Received

**Institution:** UNIAD Adelaide University **Scheduling Status:** Final

**Term:** 2710 2007 Semester 1

**Course:** 019276 Computer Science IA

**Course Offer Nbr:** 2 COMP SCI 1008

Entry Nbr: 1 Title: Computer Science IA

Material:	Specific Quantity	Quantity:
BB + Blue Books	<input checked="" type="checkbox"/>	1
TD + Paper Translation Dictionary	<input type="checkbox"/>	

**Additional Material:** No Calculators Permitted.

**Important Information:**

SAPRD Materials Update/Display

## Materials cont...

- ◆ Use the **Additional Material** field to specify items that may be used, eg. types of aids, particular texts, etc.
- ◆ Use the **Important Information** field to direct supervisors, eg. Collect part A after 1 hour

---

## Materials cont...

---

- ◆ Exam Request Checklist (on Exams website) for Examiners
  - ◆ Asks Examiner to specify Calculator and Dictionary types
  - ◆ Specify these types in the 'Additional Material' field
- 

## Book Types

---

- ◆ QPAB: cover for question paper answer book
- ◆ Green: when multiple short answers in separate books are required
- ◆ Pink: Exam duration is less than 2 hours
- ◆ Blue: Exam duration is 2 hours or more
- ◆ If questions to be answered in separate books, clear instructions must be on the rubric
- ◆ Exams Office will update the Materials Panel as per the rubric

---

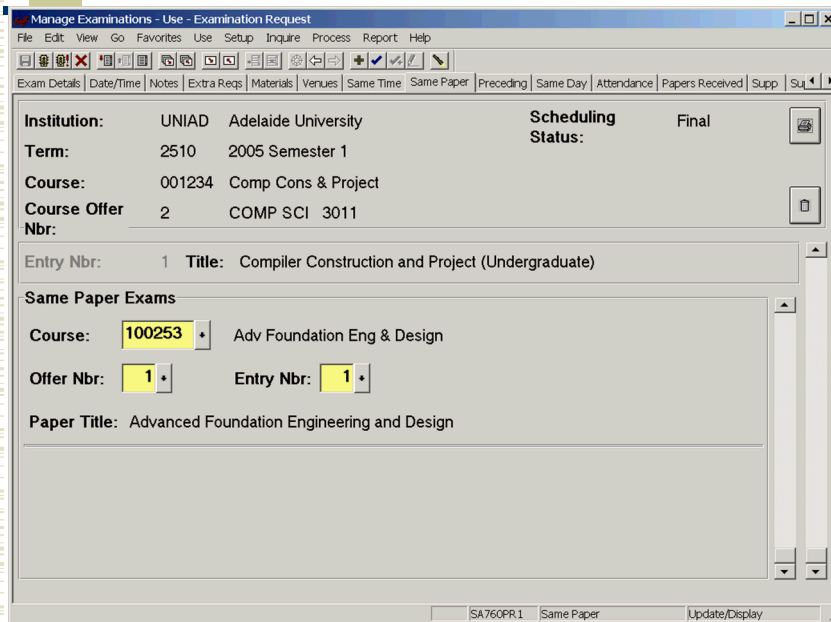
## 'Same Time' Panel

- ◆ Do not use Notes panel, as this does not link the exams
- ◆ Must be for academic reasons, eg. all offerings
- ◆ Preferably same duration
- ◆ Link all Same Time exams to a single course (Reverse-links are automatically populated)

---

## 'Same Paper' Panel

- ◆ Enter all courses that will use the same paper
- ◆ Helps to seat the students together
- ◆ Provides extra copies (if required)
- ◆ **You must still enter exams in the 'Same Time' panel** to ensure scheduled at the same time



## 'Preceding' Panel

- ◆ Do not create exam loops
- ◆ Does not consider other disciplines
- ◆ Increases overloading and clashes
- ◆ May actually auto-schedule all exams in short period of time
- ◆ Use only if there is an academic requirement that exams be scheduled in sequence
- ◆ Use notes panel to indicate common course combinations

---



## 'Sameday' Panel



- ◆ There must be an academic requirement
  - ◆ Indicate which exam is to be held in the AM session and which in the PM session, eg. practical and theory exams
- 



## 'Attendance' Panel



- ◆ Number of candidates = students enrolled (automatically included)
- ◆ Use the Additional Attendance List to add students (eg. Honours students sitting undergraduate exams)
- ◆ Use the Replacement Attendance List as a complete new list (the list of enrolled students will be discarded)
- ◆ Used to generate checklists and reduce clashes

---

## 'Supp Exams' Panel

---

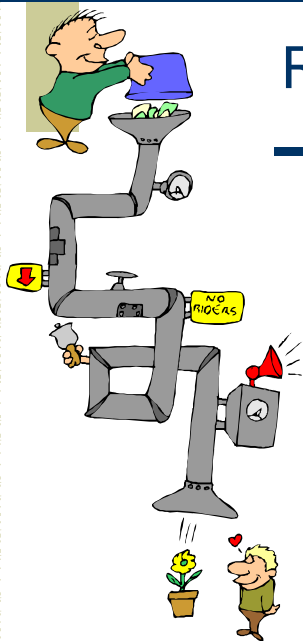
- ◆ Tick box if Exams Office is to timetable for exam period
  - ◆ If primary exam is formal but supp is In-Department, enter "supp held In-Dept" in the notes panel
  - ◆ Do not include the word "supplementary" in the paper title
- 



## Details Confirmed Box

---

- ◆ Don't forget to tick the box **AFTER COMPLETING ALL PANELS** or your exam will not be scheduled
- ◆ If you **CHANGE ANYTHING, TICK THE BOX AGAIN** or your exam will not be scheduled



## Remember....

- ◆ Garbage in = Garbage out
- ◆ Please use the ERS Data Entry Guide and the Exam Paper Preparation Guide on the Exams website

## Submitting Exam Papers

- ◆ Separate packages & Lodgement Forms for each offering, eg. UG, Bradford, PG
- ◆ Lodgement Form on Exams website
- ◆ Copies for all students + extra 15 for Primary or 8 for Supps (If <20 students then only 8 extra copies required)

---

## Submitting Exam Papers

- ◆ Exam Policy specifically states that ***under no circumstances*** are exam papers to be emailed or placed in internal mail

---

## Attachments

- ◆ Must be physically attached to each exam paper (or in a separate package) – not in the bottom of a box of papers
- ◆ A complete Master copy of the exam paper (with attachments) to be submitted with the Lodgement Form

---

## Errors in Papers

---

- ◆ Ensure that the exam paper has been checked and signed as correct by the examiner or representative (check question numbering, figures, symbols and names are correct)
  - ◆ Ensure questions, tables, attachments etc are legible
- 

## Cancel/Amend Exams

---

- ◆ MUST be in writing from Head of School (fax or email)
- ◆ Official Examination Cancellation/ Amendment Form (on Exams website)
- ◆ Schools must advise students of the changes



---



---

## Timeframes

---

- ◆ Timeframes are tight for the entire examination process
  - ◆ Exams Office may not be able to run official exams (including Alternative Exams) if papers are late
  - ◆ Every effort must be made to meet deadlines
- 



---

## Results

---

- ◆ Examinations Policy: All results due 10 calendar days from the last day of the examination period
- ◆ Use CN for courses that are spread over two semesters
- ◆ Partial post your results ASAP
- ◆ Withheld results **MUST** be finalised asap

---

## Supp Exams

---

- ◆ Notify Examinations Office of Supp Exams timetabled but not required
  - ◆ Provide expected candidate numbers ASAP
  - ◆ Grading policy:
    - Medical/Compassionate grades - Supp result replaces primary result
    - Academic grades – the higher of the two grades up to 50 Pass
- 

## Alternative Examinations (AEA)

---

- ◆ AEA notification - email to exams contacts advising which students will sit at alternative venues
- ◆ For In Dept exams contact DLO for information about student requirements if you do not have copy forms

---

# Examinations Website

---

- ◆ <http://www.adelaide.edu.au/student/exams/>
- ◆ Information for Staff:
  - Forms and Guides
  - Timelines and Timetable
  - Policies and Notices



---

Thank You

---

Questions?

*the end*

Email: [examinations@adelaide.edu.au](mailto:examinations@adelaide.edu.au)