

Exam Request System

Data Entry Guide

THE EXAMINATIONS OFFICE

WEF JULY 2007



THE UNIVERSITY
OF ADELAIDE
AUSTRALIA

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OVERVIEW

The Examination Request System (ERS) is used to electronically enter or update the details of an examination for a specific course and term. The information is then downloaded into Syllabus Plus Exam Scheduler by the Examinations Office and is used to schedule the examinations and produce the primary and supplementary timetable for that term. Once the timetables have been created the dates and times for each examination will be available for viewing through the PeopleSoft Student Administration system, the complete timetable will be available on the University of Adelaide website, and personalised timetables will be available to each enrolled student via the web on *Access Adelaide*.

WHEN TO COMPLETE

The Examinations Office releases a schedule of dates and events each year. According to the published dates, the Examinations Office will activate the Examination Request System to allow authorised staff (those who have completed training) to enter their requests for examinations for their school or faculty. At the appointed date, the Examinations staff will de-activate the Examination Request System in order to download the data into Exam Scheduler to create the timetables. **No changes can then be made to the data by the schools or faculties.** Any requests for changes must be directed to the Examinations Officer for consideration.

PROCESS

The information entered into the ERS is used to schedule exams, allocate seating, arrange exam answer books and provide instructions to students and supervisors about the materials students are permitted to use in the exam. Errors and omissions may result in incorrect or no arrangements being made for exams.

STEPS

- Exams Office activates the Exam Request System and rolls over previous exam requests for the corresponding term
- Schools and faculties will update, add and confirm requests by the due date
- Exams Office deactivates the ERS
- Exams Office uses the Exam Scheduler to create the provisional exam timetable
- Schools and faculties review the provisional timetable
- In exceptional circumstances, Heads of schools may request changes
- Exams Office makes approved changes (where possible)
- Exams Office publishes final exam timetable

DATA ROLL-OVER

In order to reduce data entry for schools and faculties, the Examinations Office will 'roll over' the exam requests from the previous corresponding term. This will populate the ERS with exam requests in the corresponding term of the previous year. The data that is rolled over includes information in the following panels: exam details, materials, sameday, sametime, samepaper, preceding and supplementary exam. Please check that these are valid entries for this term. The roll over will automatically create an exam request for new courses if the 'Final Exam' box in the course catalogue is set to 'Yes'. Otherwise a new exam request must be created (refer Exam Does Not Appear). Entering data does not complete the request. All requests, including those rolled over, must be confirmed by ticking the details confirmed box. Only request and confirm exams for courses where students are actually enrolled (including Bradford, INTI, etc.). Any entries that are **not confirmed will not be scheduled**. Any entries with **no enrolments will not be scheduled**.

EXAM DOES NOT APPEAR

If exam request cannot be located in the ERS:

- Check the **Course Catalogue** (Go > Manage Student Records > Establish Courses. Use > Course Catalogue > Course Catalogue Data > Update/Display All)
- On the Components panel, check the **Final Exam** box. If set to **NO**, contact Student System Solutions to change to **YES** and then **add** the exam request.
- Check that the **effective date** is prior to the start of the semester
- Consult the faculty expert for assistance if required.

PRINT ROLLED-OVER REQUESTS

Manage Examinations - Report - Request Summary Spreadsheet

File Edit View Go Favorites Use Setup Inquire Process Report Help

Generate Spreadsheet

Institution: UNIAD Adelaide University

Term: 2410 2004 Semester 1

Output File Name: c:\winnt\temp\request_summary3May.xls

Generate report by: Academic Organisation

Academic Organisation: APPLMATHS Applied Mathematics

Generate Spreadsheet

Get Process Messages

Messages

SAPRD Generate Spreadsheet Update/Display

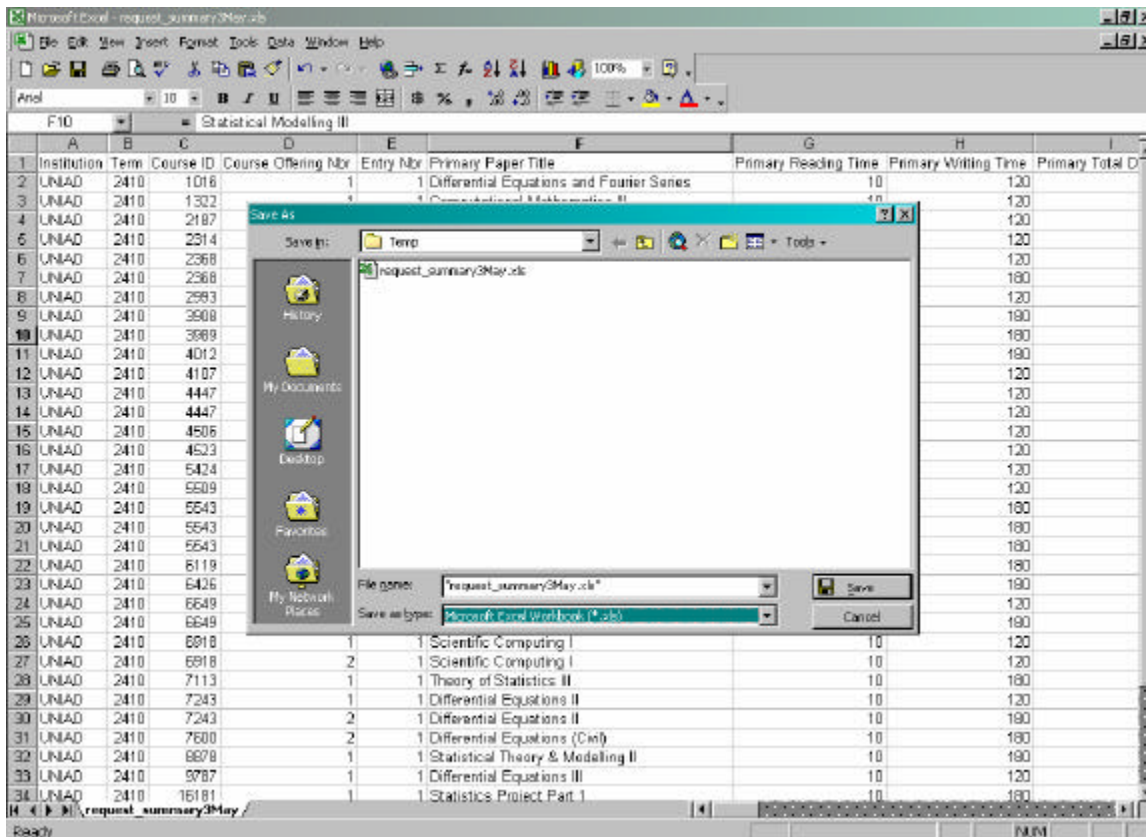
EXAM REQUEST SUMMARY

Download and print a copy of the skeleton exam requests for the school or faculty and provide them to the examiners for reference. Ask examiners to complete the ERS Checklist for Examiners form available from the [Exams website](#) to record the requirements for each course. This can be used to assist with data entry.

PRINT PREVIOUS REQUESTS

- In PeopleSoft, select Go > Manage Student Records > Manage Examinations
- Select Report > Request Summary Spreadsheet
- Select correct term
- Select Output File Name and note it down (It should start C:\WINNT\temp\then chosen name)
- Select Generate report by Academic Org
- Select Academic Org
- Click Generate Spreadsheet
- After SQR finishes, click Get Process Messages to confirm the spreadsheet has been successfully generated.
- Now 'Save Data in Excel'

SAVING DATA IN EXCEL



- Open the Output File via Windows Explorer (it should default to Microsoft Excel)
- Select Save As
- Change the file type from tab delimited text to Microsoft Excel Workbook (*.xls)
- Use as an Excel file.

EXAM DETAILS PANEL

EXAM DETAILS

Enter each offer as a separate request (Undergraduate, Bradford, INTI, etc.) using their distinctive Subject areas and Cat numbers. To request another exam for the same Course (to be scheduled at another time) click in **Entry Nbr** and use the **F7** function key to enter a new row. *The next entry number will automatically be allocated.* Ensure that the paper titles contain different extensions (Paper 1, Paper 2, Practical, etc.). Only those offers / entries that have been confirmed will be included in the timetable (*ie. each offering will need to be confirmed*).

PAPER TITLE

In order for students to identify exactly which exam they should sit, and to help them find the correct seat at the examination venue, the Paper Title should contain four components:

- (1) Course Name
- (2) Paper Title (if different from course name)
- (3) Student offering (if applicable)
- (4) Paper Number or Part A/B (if applicable)

Do not include the Subject Area and Catalogue Number in the paper title.

Examples:

FRUIT1001	= 'Topics in Bananas: How to Bake a Cake – U/G '
FRUIT1001BR	= 'Topics in Bananas: How to Bake a Cake – Bradford '
FRUIT1001IN	= 'Topics in Bananas: How to Bake a Cake – INTI '
FRUIT 6001	= 'Topics in Bananas: How to Bake a Cake – P/G '

What not to do:

- 'FRUIT 2001 Fruit Analysis I'
- 'FRUIT 2001BR Fruit Analysis I'
- 'FRUIT 7001 Fruit Analysis I'

Notes:

- (a) Students look for the name of the course they are enrolled in (eg. Topics in Bananas). If the paper title does not contain this information they may not recognise it (eg. How to Bake a Cake).
- (b) Students often do not remember the Course ID, Subject or Catalogue Number when they attend the exam venue. Specifying the student group (eg. Postgraduate) helps them find the right exam for their enrolment.
- (c) Do not include subject/cat details in the Paper Title. They will automatically appear in the timetable and on signage at the venue.
- (d) Ensure that the Course ID and Subject and Cat No. do appear on the rubric.

EXAM MODE

Select – Formal for exams to be held at the main examination venue (Wayville, Bonython Hall).

Select – Departmental for all other exams, including offshore campuses (eg. INTI).

READING TIME

MUST BE SET TO 10 minutes. Add any additional reading time required to the writing time and advise students on the rubric that additional reading time is recommended. **Announcements will not be made for additional reading time.** (Refer to *Examinations Policy 4.6. Reading Time.*)

WRITING TIME

Confirm the writing time with the Examiner, including any additional reading time. This is important. A late change to the duration of an exam will affect the seating plans for a number of courses and be disruptive to other students in the venue. If possible, **use standard duration times** of 60, 120 and 180 minutes. Every 'non-standard' duration results in more announcements and disruptions. Where possible, the Examinations Office will try to schedule exams of the same duration together. Examinations over 180 mins long may be difficult for students with Alternative Examination Arrangements (AEA) to complete.

COURSE CONTAINS PROSPECTIVE GRADUATES

If the **majority** of students in the course are **expected to graduate** tick this box. This notifies the Examinations Office that the course should not be scheduled late in the examination period, thus allowing schools and faculties time to finalise grades so that students may graduate in the next ceremony.

DOUBLE DESKS

It is important to ascertain if any part of the exam is 'open book'. Select double desks on the Exam Details panel so that students can accommodate additional materials (eg. student's notes and textbooks), as the exam desks have limited space. If unsure, it is best to select double-desks, and then email the Examinations Office a request to change to single desks later if required. Please do not default all courses to double-desk exams as they cannot be accommodated in the venue within the 13 day exam period.

CANDIDATE NUMBERS

This number identifies the number of students correctly enrolled and entered in PeopleSoft for that particular course offering. It is important to check that this number accurately reflects the number of students expected to sit the exam as it is used in the development of seating plans. If the number seems low, please check that the students are enrolled correctly.

If additional candidates will be sitting the exam, they need to be added to the Attendance List in the **Attendance panel**. This includes any Honours students that are enrolled in Honours courses and undertaking other courses as options. This will update the candidate numbers and checklists automatically.

COMPULSORY EXAM

Tick if all students are required to attempt the exam.

If the exam is not compulsory, un-tick this box and enter the 'Approximate Number of Candidates'. If the number of candidates is not entered, ERS assumes zero candidates. This will result in the examination not being scheduled.

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 R

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

Term: 2420 2004 Semester 2

Course: 001809 Accounting Method I

Course Offer Nbr: 1 ACCTING 1005

Entry Nbr: 1 **Details Confirmed**

Paper Title: Accounting Method I

Exam Mode: Formal **Course Contains Prospective Graduates**

Reading Time: 10 mins 0 hrs 10 mins **Double Desks** **Compulsory Exam**

Writing Time: 180 mins 3 hrs 0 mins **Approx Nbr Candidates:**

Total Duration: 3 hrs 10 mins

Course Component: LEC Lecture **Number of Candidates:** 367

SAPRD Exam Details Update/Display

STUDENTS SITTING DIFFERENT DURATIONS FOR SAME EXAM

In **exceptional circumstances** the Examinations Office may be able to accommodate students who only need to sit part of a paper at the main venue (eg. sit only one hour of a three hour exam). Seats can be reserved in the exam venue for individual students. Examiners may request this arrangement in writing (or by email) to the Examinations Officer and must include a list of the relevant students. These arrangements may only be accommodated if the Examinations Office is advised in writing before the exam. **DO NOT INCLUDE STUDENT DETAILS ON RUBRICS OF EXAM PAPERS.**

DETAILS CONFIRMED

THIS BOX MUST BE TICKED after completing all panels to finalise the exam request. After making changes to the exam request in any panel, this box **MUST BE TICKED AGAIN**. If the box is not ticked, the request will not be uploaded into the Exam Scheduler and the exam will not be scheduled.

IMPORTANT:

- ➔ ENTER SEPARATE REQUESTS FOR EACH OFFERING.
- ➔ INDICATE THE OFFERING IN THE PAPER TITLE, eg. INTI, P/G, BRADFORD.
- ➔ IF ANY PART OF THE EXAM IS LIKELY TO BE OPEN BOOK, SELECT DOUBLE DESK.
- ➔ EXAMS WILL NOT BE SCHEDULED IF:
 - THE CONFIRMED BOX IS NOT TICKED.
 - IT IS NOT COMPULSORY AND THE APPROXIMATE NUMBER OF CANDIDATES IS BLANK

DATE / TIME PANEL

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

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

Term: 2620 2006 Semester 2

Course: 001809 Accounting Method I

Course Offer Nbr: 1 ACCTING 1005

Entry Nbr: 1 Title: Accounting Method I

Primary exam

Date: 11/11/2006 Start Time: 9:20am End Time: 12:30pm Session 13

Venue: 15002 Wayville Pavilion

Building: Wayville Showgrounds **Room:** WP **Block:** F-H,N-P

Supplementary exam

Date: 07/12/2006 Start Time: 9:20am End Time: 12:30pm Session 07

Venue: 10056 Bonython Hall

Building: Bonython Hall **Room:** G02 **Block:** C

SAPRD Scheduled Date/Time Update/Display

Once the exam timetable is finalised by the Examinations Office, the date, start time and venue for the exam will appear in this panel. The session number will automatically be populated once the timetable has been uploaded.

Once the seating plans have been finalised the 'Block' that the exam has been allocated to will be entered.

NOTES PANEL

Institution: UNIAD Adelaide University **Updated by:** MSHIPW01

Term: 2420 2004 Semester 2 **Last Updated:** 24/02/05 2:31

Course: 009101 Business Data Analysis I **Scheduling Status:** Final

Course Offer Nbr: 1 ECON 1008

Entry Nbr: 1 **Title:** Business Data Analysis I

Notes

Many students completing this course will also be doing either:
Principles of Macroeconomics ECON 1000 (002076-1-1)
or
Principles of Microeconomics ECON 1004 (004309-1-1)

You are reminded that information entered in this panel will be considered however there is no guarantee that preferences for scheduling can be accommodated.

SAPRD Notes Update/Display

Restricted to **important information** that cannot be entered elsewhere but is critical to the timetabling of the exam such as:

- Common Course Combinations
- Venue Identification
- Supp Exam Venue Identification

Keep text to a minimum. Only information relevant to the timing of the exam should be recorded.

Examples:

- **Venue Identification:**
If an In-Department exam is requested and the venue is known, eg. lecture theatre Napier LG20. Enter "Venue is Napier LG20" in the Notes panel. The Examinations Office will then include this information on the Web version of the timetable so that students can see the venue. However it may not appear on Access Adelaide.
- **Supp Exam Venue Identification:**
If the Primary exam is Formal but the supp exam will be conducted In-Department, enter "Supp exam to be held In-Department." The Examinations Office will then make the change at the appropriate time.
- **Highlight Common Course Combinations for Large Classes of 50 or more students:**
This is an important step to help spread exams for students sitting common course combinations such as core courses. For example, if there are 200 students sitting the same 3 courses, indicate the Paper Titles of the common exams in the Notes panel. Enter "Common Course Combination - 1234 Apples and Oranges, 5678 Topic in Citrus and 91011 Leafy Vegetables."

Please use Paper Titles (eg. Business Data Analysis I), as Exam Scheduler does not upload subject and category codes.

DO NOT USE THE NOTES PANEL TO INDICATE:

Exam to be held in First Week

The Examinations Office acknowledges that most examiners want their exams scheduled early. Unfortunately it is not possible to schedule 600+ exams in the first week of exams. Examinations Policy provides clear instructions regarding the principles for setting the timetable. The Examinations Office is unable to deviate from these instructions unless there are exceptional circumstances. Examiner absence is not normally considered exceptional, as schools and faculties must have a suitable academic or knowledgeable representative available for the whole of the examination period.

Preceding and Sametime exams

These **MUST** be entered in the Preceding or Same-time panel. They will automatically be scheduled correctly if the data is entered in the appropriate panels.

Not on Saturday requests

The default for In-Department exams is not on Saturday. All other exams are treated equally and are scheduled so as to provide the best timetable for the most students.

Materials

All materials must be entered in the Materials panel.

Graduating students

Must have the 'Course Contains Prospective Graduates' box checked on the Exam Details panel.

IMPORTANT

- ➔ INCORRECT USE OF THE NOTES PANEL MAY RESULT IN EXAMS NOT BEING SCHEDULED AS REQUIRED.**
- ➔ THE SAMETIME OR PRECEDING PANELS MUST BE COMPLETED TO ENSURE CORRECT SCHEDULING.**

MATERIALS PANEL

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

Additional Material: **No calculators, English to Foreign language dictionary only**

Important Information:

Check with the Examiner the materials allowed and how the exam paper is to be structured. Enter as much information as possible, using abbreviations.

OPEN BOOK EXAMS

If any part of the exam is open book, ensure 'double desk' is selected in the Exam Details panel.

EXAM BOOKS

Indicate the number and type of book required:

Multiple short answers in separate books	Green books	(8 pages of writing)
Less than 2 hrs (120 mins)	Pink book	(12 pages of writing)
2 hrs or more	Blue book	(28 pages of writing)

QPAB (Question Paper Answer Book)

Select QP when students are to write their answers on the examination paper.

DICTIONARIES

Dictionaries are defined by the Examinations Policy as a 'Not Normally Permitted Material' (refer *Examination Policy 4.4 - Examination Materials*). However, Examiners may permit the use of dictionaries in *either* of the following ways:

1. **The rubric of the exam paper** may specify the use of a dictionary. It must clearly specify what type of dictionary is permitted (eg. *paper English dictionary or paper translation dictionary*). If a dictionary is allowed, but no type is specified, the Exams Office will assume a **paper English dictionary only** and **all other dictionaries will not be permitted**.
2. **Individual Authority**. If an examiner believes that a student would be disadvantaged by not having access to a dictionary, they may permit their use on an individual basis. The examiner must **provide the student with a letter** authorising its use and specifying the type of dictionary. The student must take the letter to the exam and a copy of the letter must be forwarded to the Exams Office prior to the exam date.

NB: Students will not be allowed the use of an electronic dictionary.

EXAM MATERIALS

Enter all materials students are permitted to use during their exam. All permitted materials **MUST APPEAR ON THE RUBRIC** and/or the Exam Paper Lodgement Form. The rubric may also contain exclusions, eg. no calculators or dictionaries. If materials are not specified on the rubric students will not be permitted to use them.

ADDITIONAL MATERIAL

Use this field to specify the type of calculator or dictionary permitted, and to authorise any non-standard items.

Examples:

- Calculators without text capabilities are permitted
- Graphics calculators are permitted
- One double-sided A4 page of notes permitted
- Only the text "Fruit for Farmers" by I. Mudd permitted.

Notes:

- (a) It is helpful to specify the types of charts and tables attached. Examination supervisors may not be familiar with all types, eg. periodic tables, gant charts, etc. and may not know if one is missing.
- (b) If an attachment is copied selectively (eg. Table A, B and D), students and supervisors may not know whether the missing Table C is required or not.

IMPORTANT INFORMATION

Use this field to enter any special instructions for the supervisors.

Examples

- Collect Part A after 60 mins.
- Answer each Part in a separate book.

PART OPEN BOOK EXAMS

If an exam has both open and closed book parts/sections, then the closed book section/part must be sat first and a statement must appear on the rubric (and in the Materials panel) stating that the closed book section/part must be collected before attempting the open book section/part. This panel must also indicate if there is a set time to complete the 'closed book' section/part of the exam. If there is no set time to complete the open book section/part then the Examination Supervisor will allow the student to complete in their own time.

UPDATING THE MATERIALS PANEL

The Examinations Office will compare the information in the Materials panel with the instructions on the rubric when the exam paper is received. The Materials panel may be updated by Examinations staff in accordance with the information provided on the rubric and/or Exam Paper Lodgement Form.

NB: if the examiner does not want the scripts sorted into alphabetical order indicate in the IMPORTANT INFORMATION section of this panel (Law and Honours Psychology will continue not to have name recorded on the scripts and will therefore not be in alphabetical order).

VENUES PANEL

Manage Examinations - Use - Examination Request

File Edit View Go Favorites Use Setup Inquire Process Report Help

Exam Details | Date/Time | Notes | Extra Reqs | Materials | **Venues** | Sametime | Preceding | Sameday | Attendance | Supp

Institution: UNIAD Adelaide University **Updated by:** LNEILL01

Term: 2420 2004 Semester 2 **Last Updated:** 29/07/04 12:00am

Course: 019786 Mathematics IA **Scheduling Status:** Active

Course Offer Nbr: 1 MATHS 1011

Entry Nbr: 1 **Title:** Mathematics I part 1

Requested Venue(s)

Facility ID:	Building:	Room:	Room Capacity:
15002	Wayville Pavilion	Wayville Showgrounds	Way Pav 2240

Check that the venue contains a value (Wayville Pavilion or In-Department). Select one of the default values. If the venue does not appear, select "In-Department" and indicate the actual venue in the Notes panel.

There are several defaults for In-Department venues that are centrally booked by the Exams Office.

If exams are to be held in one of these venues, please select here. This will ensure that the venue is booked for the exam. If not indicated in this panel, please contact Exams Office to confirm availability of venue before notifying students of details.

SAMETIME PANEL

Manage Examinations - Use - Examination Request

File Edit View Go Favorites Use Setup Inquire Process Report Help

Exam Details | Date/Time | Notes | Extra Reqs | Materials | Venues | Sametime | Preceding | Sameday | Attendance | Supp

Institution: UNIAD Adelaide University Updated by: LNEILL01

Term: 2420 2004 Semester 2 Last Updated: 29/07/04 12:00am

Course: 019786 Mathematics IA Scheduling Status: Active

Course Offer Nbr: 1 MATHS 1011

Entry Nbr: 1 Title: Mathematics I part 1

Same Time Exams

Course: 003617 Mathematics IMB

Offer Nbr: 1 Entry Nbr: 1

Paper Title: Mathematics IM - part 2

Course: 009786 Mathematics IB

Offer Nbr: 1 Entry Nbr: 1

Paper Title: Mathematics I part 2 (SIT)

SAPRD Sametime Update/Display

If a particular exam must be held at the same time as another exam (all offerings of a course are usually held at the same time), the details must be entered in the Sametime panel.

It is only necessary to link the exams through one exam request. For example, the above screenshot relates to panels for Course 19786. In the Sametime panel this course has been linked to Course 3617 and 9786. The exams for all three courses will be held at the same time. It is not necessary to open the panels for Courses 3617 and reverse-link it to 19786 and 9786, as these panels are automatically populated.

If courses are correctly linked in this panel, the Exam Scheduler will automatically schedule these exams at the same time.

If courses also have the Same Paper, the Samepaper panel must be completed to indicate that the courses should be seated together in the venue if possible.

If data is entered in the Notes panel instead of the Sametime panel, the exams will not be scheduled at the same time.

IMPORTANT

- ➔ COMPLETE SAMETIME PANEL FOR SAME PAPER EXAMS
- ➔ DATA IN THIS PANEL IS UPLOADED TO EXAM SCHEDULER SO THAT EXAMS ARE AUTOMATICALLY SCHEDULED AT THE SAME TIME
- ➔ IF DATA IS NOT ENTERED IN THIS PANEL, THE EXAMS MAY NOT BE SCHEDULED AT THE SAMETIME
- ➔ DO NOT USE THE NOTES PANEL TO INDICATE SAMETIME EXAMS

SAME PAPER PANEL

Manage Examinations - Use - Examination Request

File Edit View Go Favorites Use Setup Inquire Process Report Help

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

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

Term: 2510 2005 Semester 1

Course: 001234 Comp Cons & Project

Course Offer Nbr: 2 COMP SCI 3011

Entry Nbr: 1 **Title:** Compiler Construction and Project (Undergraduate)

Same Paper Exams

Course: 100253 + Adv Foundation Eng & Design

Offer Nbr: 1 + **Entry Nbr:** 1 +

Paper Title: Advanced Foundation Engineering and Design

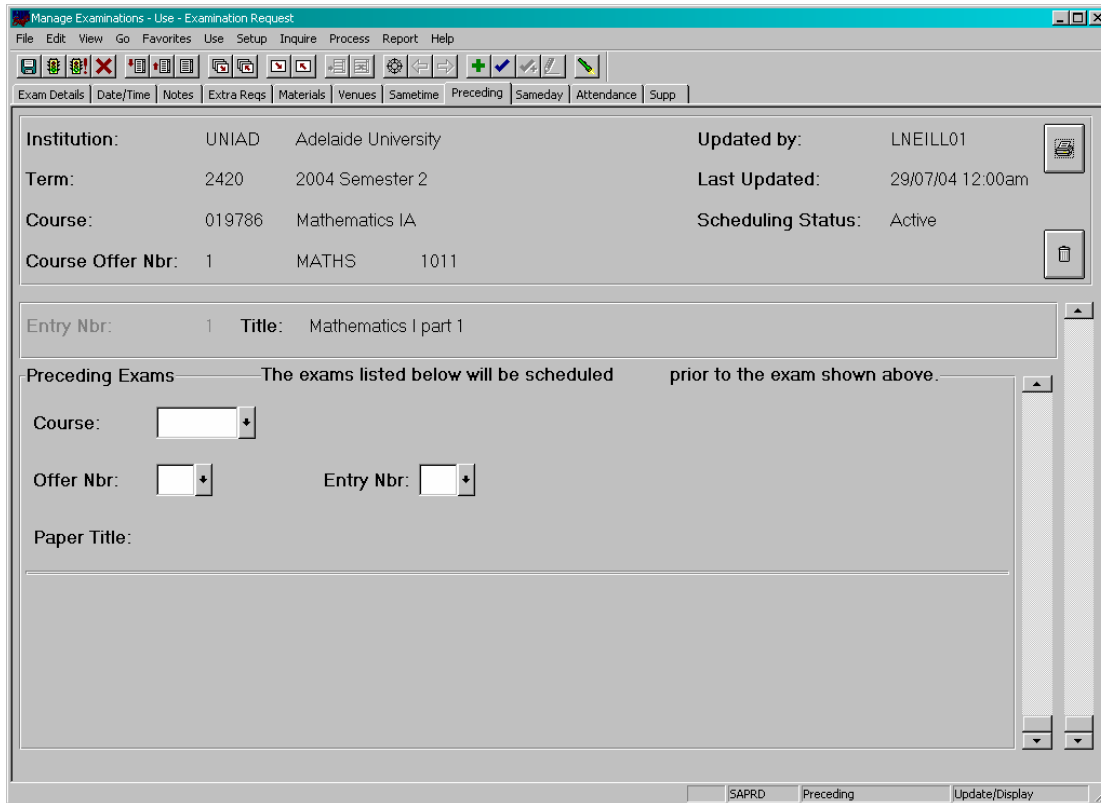
SA760PR1 Same Paper Update/Display

Enter all courses that use the Same Paper in the Same Paper panel. This helps in the development of the Seating Plan by indicating which courses have the same paper and should be seated together. All Same Paper courses must be entered into the **Sametime panel as well**, because it is the data from the Sametime panel that is uploaded to Exam Scheduler for timetabling.

IMPORTANT

- ➔ COURSES WITH DIFFERENT OFFERINGS OFTEN USE THE SAME PAPER (P/GRAD, U/GRAD, BRADFORD).
- ➔ COURSES THAT USE THE SAME PAPER MUST STILL BE ENTERED INTO THE SAMETIME PANEL OR THEY WILL NOT BE SCHEDULED AT THE SAME TIME.

PRECEDING PANEL



Only use this panel where a particular exam **MUST be held before another particular exam**, for academic reasons. When a series of exams is entered in preceding order, a loop is created. This loop greatly restricts scheduling. The Exam Scheduler software will auto-schedule the loop, but the exams may be placed one after another without much time between them. In the past, some schools and faculties have tried to influence the timetable by requesting loops. This placed many students under great pressure, as their courses from other disciplines were not considered. It also increases the amount of student overload and clashes. The best timetable for the maximum number of students across the University, is created with the fewest restrictions.

Example: Looped exams

MON	TUES	WED	THURS	FRI
EXAM 1	EXAM 3			
EXAM 2	EXAM 4			

Example: Un-looped exams

MON	TUES	WED	THURS	FRI
EXAM 1			EXAM 3	
	EXAM 2			EXAM 4

The Exam Scheduler software will automatically schedule Preceding exams.

IMPORTANT

- ➔ DO NOT CREATE EXAM LOOPS.
- ➔ ONLY USE THIS PANEL WHERE IT IS AN ACADEMIC REQUIREMENT THAT THE EXAMS BE SCHEDULED IN THIS ORDER.

SAMEDAY PANEL

Manage Examinations - Use - Examination Request

File Edit View Go Favorites Use Setup Inquire Process Report Help

Exam Details | Date/Time | Notes | Extra Reqs | Materials | Venues | Sametime | Preceding | Sameday | Attendance | Supp

Institution: UNIAD Adelaide University **Updated by:** LNEILL01

Term: 2420 2004 Semester 2 **Last Updated:** 29/07/04 12:00am

Course: 019786 Mathematics IA **Scheduling Status:** Active

Course Offer Nbr: 1 MATHS 1011

Entry Nbr: 1 Title: Mathematics I part 1

Same Day Exam

The exam shown above must occur in the **morning** on the same day as the exam shown below.

Same Day Exam Details

Course: []

Offer Nbr: [] Entry Nbr: []

Paper Title: []

Use of the Sameday panel is restricted to those instances when students **must complete assessments on the same day**, eg. theory and practical exams.

Indicate which exam must be scheduled in the morning and which in the afternoon.

Use of this panel creates student overload.

Sameday exams are manually scheduled by the Examinations Office.

ATTENDANCE PANEL

Institution: UNIAD Adelaide University **Updated by:** LNEILL01

Term: 2420 2004 Semester 2 **Last Updated:** 29/07/04 12:00am

Course: 019786 Mathematics IA **Scheduling Status:** Active

Course Offer Nbr: 1 MATHS 1011

Entry Nbr: 1 Title: Mathematics I part 1

Modify Attendance List

Additional Attendance List Replacement Attendance List

[Input field with dropdown arrow]

All students enrolled in the course are automatically included in the attendance list.

The attendance list can be modified by **ADDING** students or **REPLACING** the list.

Remember, when the list is replaced, the original list is discarded.

Ensure all students who are expected to sit the exam are either enrolled or added to the additional attendance list. If any students are missed, the scheduling software will not consider their availability, the exam will not appear in their personalised timetable and they will not be allocated a seat at the venue.

The details of Honours students who are expecting to sit undergraduate exams, must be added here to ensure that space is made for them in the venue and that they will be on the checklists.

N.B. Exams will only appear on students' personalised timetable in Access Adelaide if they are officially enrolled in the course.

SUPPLEMENTARY PANEL

Institution: UNIAD Adelaide University **Updated by:** LNEILL01
Term: 2420 2004 Semester 2 **Last Updated:** 29/07/04 12:00am
Course: 019786 Mathematics IA **Scheduling Status:** Active
Course Offer Nbr: 1 MATHS 1011

Entry Nbr: 1 Title: Mathematics I part 1

Supp exam offered and organized by the Examinations Office

Supp Paper Title: Mathematics I part 1

Supp Reading Time: 10 0 hrs 10 mins

Supp Writing Time: 180 3 hrs 0 mins

Supp Total Duration: 3 hrs 10 mins

SAPRD Supp Update/Display

Examinations Policy 4.12.2 Forms of Supplementary Assessment states that 'In accordance with Academic Board recommendations, Schools and Faculties are strongly encouraged to provide, wherever possible, alternative forms of supplementary assessment to the centrally organised supplementary examination such as additional assignments, *viva voce* examinations or the use of an *aequat* system of grading.' For courses that are not suited to such forms of assessment, Schools and Faculties are encouraged to organise their own supplementary examinations at times that suit both their students and staff.

SUPP EXAMS

Usually the Supplementary Exam panel is populated with the same data as for the primary exam. Confirm these details with the Examiner and make any changes as required, eg. durations.

SUPP EXAM OFFERED AND ORGANISED BY THE EXAMINATIONS OFFICE

Tick this box to confirm the **request for a supplementary exam to be scheduled** (timetabled) in the supplementary period.

SUPP VENUES

If the Primary exam is Formal but the supp exam is to be conducted In-Department, enter "Supp exam to be held In-Department" in the Notes panel. Ensure this box is still checked **if the exam is to be held in the official supplementary exam period**. The Examinations Office will change the venue manually for the supp period.



Don't forget to tick the box, or the exam will not be scheduled.

PRINCIPLES FOR SCHEDULING

In accordance with the *Examinations Policy Section 4.2.1 Principles for Setting Examination Timetable*, examination times will be scheduled to assist students to perform to the best of their academic ability and schools (and faculties) will be given equal consideration in the scheduling of the exam timetable. This is facilitated by the use of Syllabus Plus Examination Scheduler software incorporating maximum efficiency and equity in accordance with Examinations Policy.

In support of these principles, the following priorities for scheduling have been identified. They are (in order):

1. In-Department exams **will not be scheduled on Saturdays** (unless requested)
2. Schedule for the **fewest number of clashes** (2 exams at same time);
3. Schedule for the fewest number of students with 2 exams on the same day;
4. Examine the spread of identified common course combinations for large numbers of students and make adjustments (provided priorities 2 and 3 are not compromised);
5. Examine the spread of exams for identified large numbers of **students expecting to graduate** and make adjustments (provided the impact on priorities 2 and 3 are minimal);
6. Examine requests from Heads for **exceptional circumstances** and make adjustments (provided the impact on priorities 2 and 3 are minimal).

In accordance with these principles (which support the best interests of all students), the Examinations Office is unable to comply with most requests for exams to be held on particular days, **unless exceptional circumstances apply**.

EXCEPTIONAL CIRCUMSTANCES

In exceptional circumstances, manual adjustments may be made to the provisional timetable at the written request (including emails) of the Head of the School.

Examples:

- Omitted to enter as **Sametime exam**.
- Omitted to indicate **common course combinations** (where a large number of students have 2 exams on the same day).

NOT EXCEPTIONAL

- Examiner unable to attend the exam: Examiners **must nominate a representative** for clarification of exam paper queries.
- Examiner unable to mark scripts by the due date: Schools and faculties **must have processes in place** to account for the absence of examiners.
- Examiner only works on Tuesday afternoons.
- Has to travel 50 kms.
- Has to catch a plane.

SUBMITTING EXAM PAPERS TO THE EXAMINATIONS OFFICE

Examination papers and attachments should be proof-read before submission to the Examinations Office. Papers will not be accepted without an **Exam Paper Lodgement Form** signed by the Examiner or representative. The Examinations Office is not responsible for the checking of examination papers for accuracy or that they have been copied properly. The quality of exam papers has been a major cause of concern for students in recent years.

Examinations Policy 4.3.2 Transportation requires that an authorised staff member must personally transport **hard copies** of examination papers to the Examinations Office. Exam papers **MUST NOT BE SENT BY EMAIL** or by other means across the network, **or through the University's internal mail system at anytime**. Security Services can provide assistance if the staff member would prefer additional security precautions.

The Examinations Office provides all schools and faculties with a schedule of dates by which examination papers **must** be submitted. This date is scheduled as late as possible in the lead up to the busy examination period. Examination papers should be submitted as soon as possible after being produced. The Examinations Office has introduced checklists and guides to assist staff to prepare exam papers and reduce the number of queries. Examinations staff will call schools and faculties to chase up late papers and to clarify any problems with the papers. Schools and faculties are requested to assist the Examinations Office by responding to requests expediently.

**Examinations cannot be conducted without exam papers.
If papers are not received by the agreed due date, the exam will be cancelled.**

Examinations Policy 4.3.3 Submission requires that examination papers and attachments must be supplied for the number of students enrolled in each offering of a course **plus 15 extra copies for primary examinations and 8 extra for supplementary examinations**. These extra copies must be available for use in Alternative Examination Arrangements (including off campus examinations) and for use at the venue by examiners, supervisors, students not correctly enrolled, and to replace copies with blank or missing pages. If 20 or less candidates are expected to sit for the primary exam, only 8 extra copies are required.

IMPORTANT

- ➔ **SEPARATE PACKAGES MUST BE SUBMITTED (WITH EXTRA COPIES) FOR EACH OFFERING (UNDERGRAD, POSTGRAD, BRADFORD, ETC.)**
- ➔ **ATTACHMENTS MUST BE PHYSICALLY ATTACHED TO EACH PAPER.**

SCRIPT COLLECTION

Schools and Faculties are responsible for collecting the examination scripts from the Examination Office as soon as possible after the completion of the examination. Scripts from morning sessions will **usually** be available from 2.30pm with the exception of exams having 300+ students sitting, whereby the scripts will be available for collection the following morning. Scripts from afternoon sessions will be available from 9:00am the following day.

Examiners may collect scripts directly from the examination venue at the completion of the exam but they must advise the Chief Supervisor of their intention to do so, prior to exam finish time. The examiner, or authorised staff member collecting the scripts, must provide University identification, **or written authority and photo ID** to collect on examiner's behalf.

QUESTIONS AND ANSWERS

Q. When the ERS opens, most lecturers are not ready with the information. What should we do?

A. Lecturers must advise students at the beginning of the semester about assessment requirements including exam durations. This should form the basis of information for the exam request.

Q. Students often take holidays after the last day of exams. This makes it difficult to organise academic supps. What should we do?

A. Warn students that they should be available to sit supplementary exams. Write supplementary and primary exam papers simultaneously. Avoid using the same questions. Review School processes for handling supp applications, notifications and acceptances.

Q. Permitted materials often change from the time the exam request is made to the time the exam paper is written. What should we do?

A. It is important to ascertain if any part of the exam is 'open book'. If so, double desks must be selected on the Exam Details panel. If unsure, it is best to select double-desks, and then email the Examinations Office a request to change to single desks later if required. The rubric and the Exam Paper Lodgement Form are considered to be the final advice regarding materials. The Examinations Office will ensure that the materials panel in ERS reflects the advice on the rubric. Email the Examinations Office as soon as possible of changes to the desk requirements or duration of the paper, as the seating plans will need to be adjusted accordingly.

Q. Why are students separated by Catalogue Nos.?

A. Each exam request is treated separately. Each offering has its own list of enrolled students. Students are grouped by the Catalogue Nos. at the venue. This facilitates student verification at the venue (candidates checklists) and the distribution of scripts to different markers.

Q. Why must we differentiate paper titles for different offerings?

A. If the paper titles do not clearly show the offering of a course, there is the risk of students sitting the wrong paper, or sitting with the wrong group of students (which would mean their script would be returned to the wrong examiner). Students are often not familiar with the Subject and Catalogue numbers that distinguish between offerings, and are more likely to understand the difference between U/Grad, P/Grad and Bradford offerings. It is also important that the paper title actually reflects the name of the course the student is enrolled in. For example, if a student is enrolled in a course called 'Marketing II', the paper title might read 'Marketing II – Competitive Advantage', but should not just read 'Competitive Advantage'.

Q. Why do we have 10 mins reading time?

A. Examinations Policy provides for an official reading time of 10 minutes, after which an announcement is made to all candidates that they may start writing. Examiners can recommend additional reading time on the rubric of the exam paper and this additional time must be **included in the writing time**. Do not enter any other reading time in the Exam Details panel of the Exam Request System. *Examinations Policy 4.6b* states that all examinations will have at least 10 minutes, if no reading time is specified for the exam, the students will be given 10 minutes to read the paper prior to commencing writing.

Q. My exam was early last semester, why isn't it early this time?

A. No exam has a permanent slot in the timetable. Each exam period is treated separately and new data uploaded from the Exam Request System to the Exam Scheduler. The auto-scheduling process is used for equity purposes. The scheduling system looks at student enrolments and attempts to create a timetable with the fewest number of clashes and student overloads.

Q. Does 'Supplementary Exam' have to appear against each Paper Title for supp exams?

A. No, **please do not include in paper title**. The Exam timetable is much easier to read without this information.

Q. When will it be my turn for an early exam?

A. There are no turns. Each exam period is treated separately and new data uploaded from the Exam Request System to the Exam Scheduler system. The auto-scheduling process is used for equity purposes. Each exam period the scheduling system looks at student enrolments and attempts to create a timetable with the fewest number of clashes and student overloads. The system will attempt to schedule large exams (300+ students) in the first half of the exam period.

Q. Why do I have to make a request for special consideration every semester?

A. No exam has a permanent slot in the timetable. Each exam period is treated separately and new data uploaded from the Exam Request System to the Exam Scheduler system. The auto-scheduling process is used for equity purposes. The scheduling system looks at student enrolments and attempts to create a timetable with the fewest number of clashes and student overloads.

Q. Can I request exams if I haven't attended ERS training?

A. No. Access is only permitted to trained staff. The system displays the details of the last person to access an ERS panel group. Training dates are available on the ITS web page.

Q. Why does the Exams Office require the exam papers well in advance of the exam date?

A. All papers must go through a check-in process and be stored within sessions before venue seating, signs, supervisor rosters, etc. can be produced. Many papers will be required for early delivery interstate and offshore for students sitting exams under alternative arrangements (eg. elite athletes).

Late papers will delay preparations and cause late changes to all reports and calculations.

Some papers with significant errors must be reproduced and sufficient time allocated for their replacement.