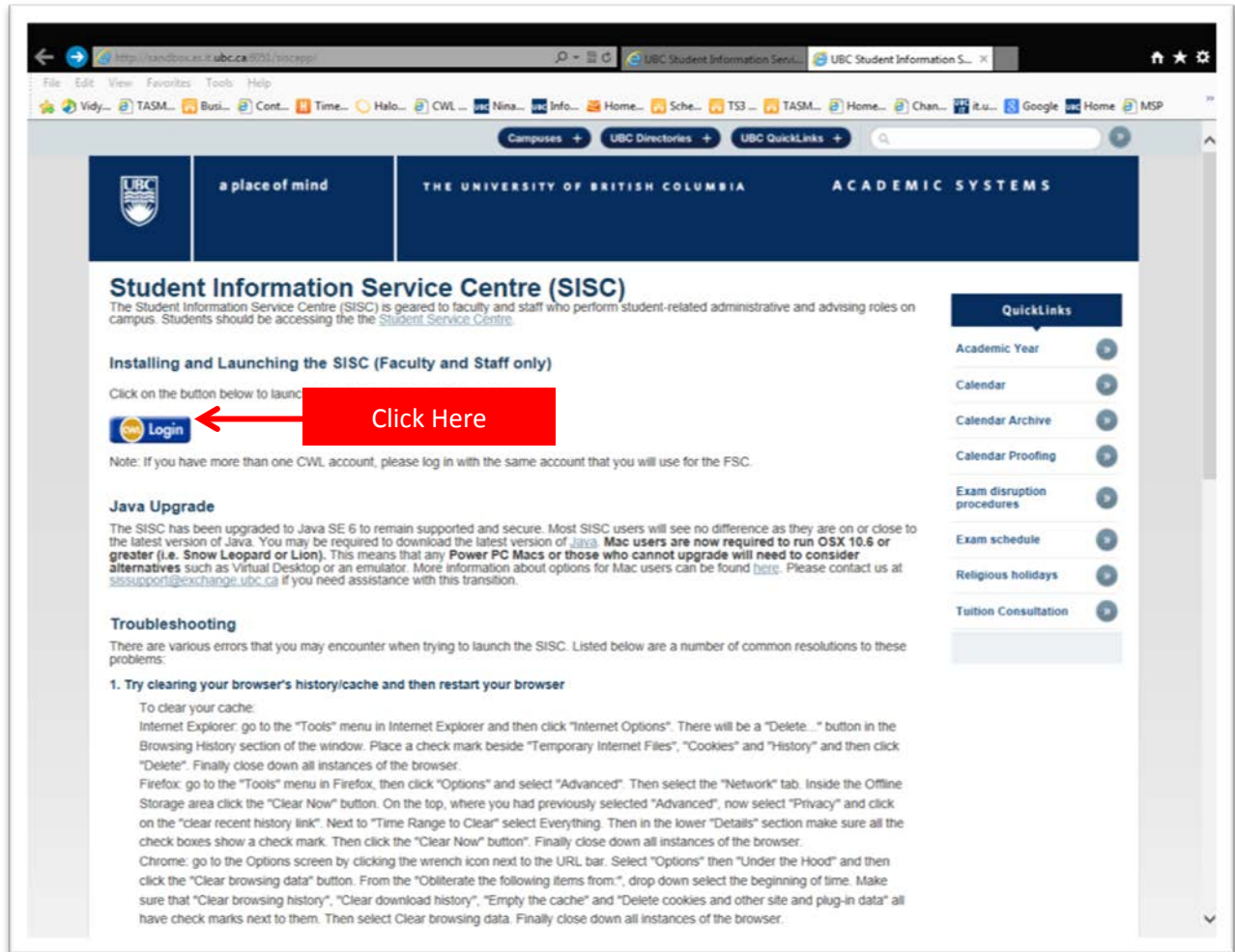




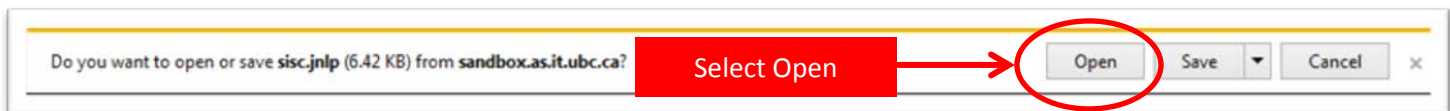
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Getting started

- Log into to SISC
- Click on CWL Login
- Enter your CWL Login Name and Password



You may be prompted to <Open> or <Save> SISC. If you see a similar message to the one below, click on <Open>.



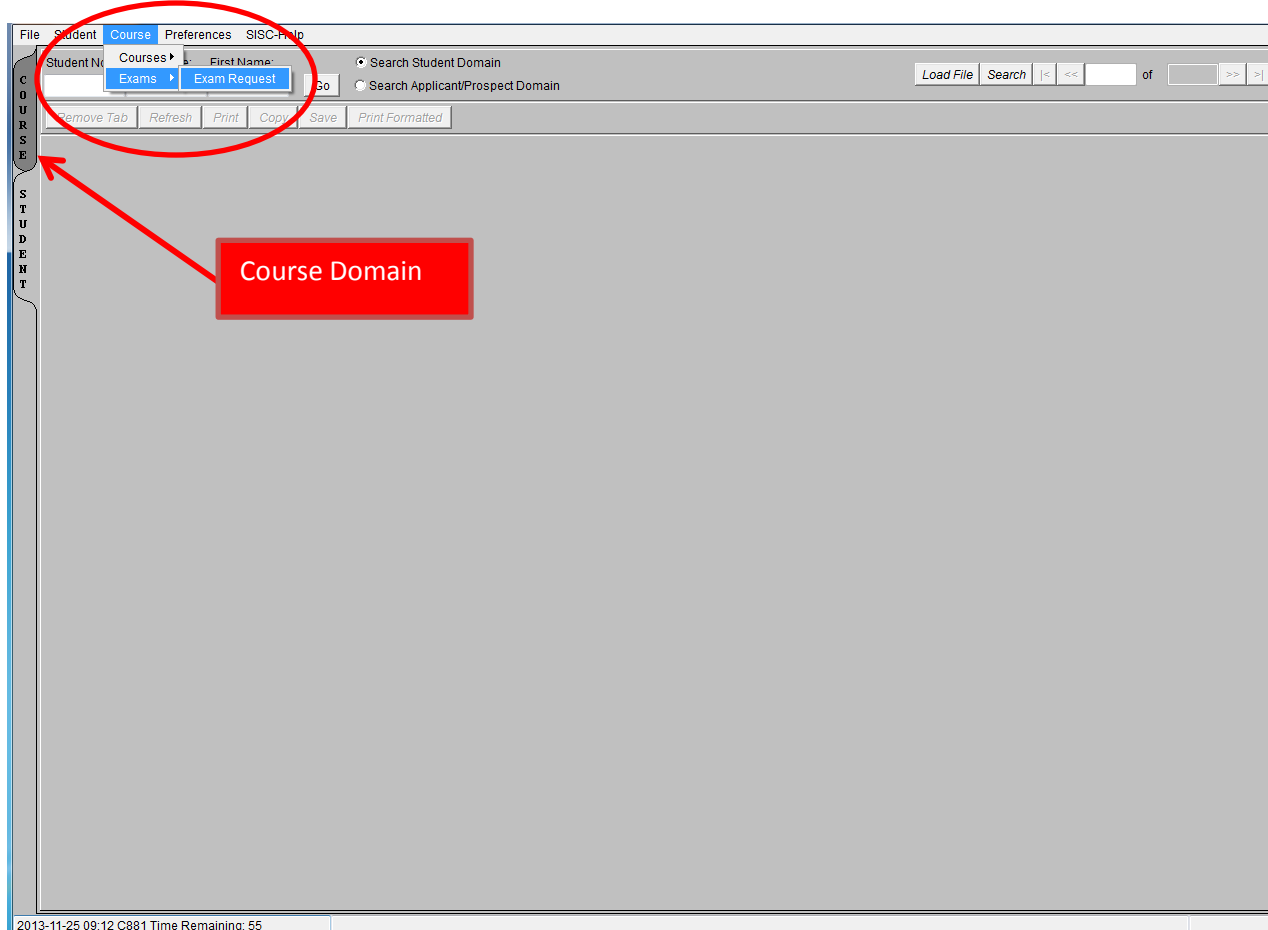
A Java window will appear and SISC will open momentarily.



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Once you are logged in to SISC:

- Ensure you are in the Course domain
- Select <Course> tab from the top menu bar
- Choose <Exams> and then <Exam Request> from the drop down list
- You will be taken to the new Exam Request Tab





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Exam Request Tab

Finding your course

- Select the session you want from the drop down Session list
- Enter a Course Subject, Course Number and Campus (e.g. ENGL, 112, UBCO)
 - This will return all relevant sections

The screenshot shows the UBC SIS system interface. At the top, there is a menu bar with 'File', 'Student', 'Award', 'Course', 'Preferences', and 'SIS-HELP'. Below the menu bar, there is a search area with the following fields: Session (2013W), Course Subject (ENGL), Course Number (112), Section, and Campus (UBCO). A red circle highlights this search area. Below the search area, there are buttons for 'Remove Tab', 'Refresh', 'Print', 'Copy', 'Save', and 'Print Formatted'. The main content area is titled 'Exam Request' and shows a table of sections for 'Course: 2013WENGL112 UBCO'. The table has columns for Exam Requirement, Course, Section Number, Term, Instructor, and Cross listed. A red arrow points to the 'COURSE' dropdown menu in the search area. The table contains the following data:

| Exam Requirement | Course | Section Number | Term | Instructor | Cross listed |
|------------------|---------|----------------|------|-------------------|--------------|
| ENGL112 | ENGL112 | 001 | 1 | Jacques, Melissa | |
| ENGL112 | ENGL112 | 014 | 1 | McDonald, Shirley | |
| ENGL112 | ENGL112 | 015 | 1 | Reby, Natasha | |
| ENGL112 | ENGL112 | 016 | 1 | McDonald, Shirley | |
| ENGL112 | ENGL112 | 017 | 1 | McDonald, Shirley | |
| ENGL112 | ENGL112 | 101 | 2 | Stouck, Jordan | |
| ENGL112 | ENGL112 | 102 | 2 | Stouck, Jordan | |
| ENGL112 | ENGL112 | 103 | 2 | Stouck, Jordan | |
| ENGL112 | ENGL112 | 104 | 2 | Payson, Jennifer | |
| ENGL112 | ENGL112 | 105 | 2 | Payson, Jennifer | |
| ENGL112 | ENGL112 | 106 | 2 | Payson, Jennifer | |
| ENGL112 | ENGL112 | 107 | 2 | Genger, Laimie | |
| ENGL112 | ENGL112 | 108 | 2 | Vickey, Jon | |
| ENGL112 | ENGL112 | 109 | 2 | Genger, Laimie | |



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The Exam Request Tab is split into three columns.

- Exam Requirements – Once you create a new exam requirement, it will appear here
- Sections – Details of the course and sections appear here. Note – all terms are included in this list. Please ensure you chose the correct section and term
- Exam Details – you can add “exam details” for the exam requirement from here



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Once course section information appears in the Exam Tab there are two ways you can create an exam requirement:

1. From the “Exam Requirements” box, click “Add New” to add an exam requirement.
 - The Input box will appear and you may choose to give the Exam Requirement a name or use the default (example: ENGL 112 – T1 MJ or ENGL 112-1). Once you have given the requirement a name, click on <OK>

Click <Add New> each time you want to add a new requirement

Creating Exam Requirements:

Click to add new exam requirement

Give the requirement a name

Creating Exam Requirements:

The screenshot shows the 'Exam Requirements' and 'Sections' tabs. The 'Exam Requirements' tab is active, showing a list of requirements with a 'Name' column and a 'Delete' button. The 'Sections' tab is also visible, showing a table of sections with columns for Course, Section Number, Term, Instructor, and Cross listed. The right-hand panel contains fields for Exam Duration, Exam Time, Exam Type, Suitabilities, and Exam Notes. Red callout boxes and numbers 1-6 highlight key features: 1. Select Exam Requirement from drop down; 2. Exam requirement; 3. Exam Type (Open Book/Closed Book); 4. Suitabilities (Classroom/Computer Lab); 5. Exam Notes; 6. ENGL112-1.

Please Note: Ensure that you have selected the correct exam requirement from the left hand list before editing Exam Duration, Exam Type, Suitabilities and Exam Notes. (The exam requirement will appear in the top left hand corner of the box where you will make the exam detail changes.)

- From the “Sections” box, select which sections you want to attach to the exam requirement 1
 - Click the Exam Requirement dropdown box and add the appropriate exam requirement. (Note: you may create a common exam requirement by attaching multiple sections to one exam requirement by selecting from the drop down list)
 - If you make a mistake in attaching a requirement to a section, you must either add a new requirement to choose from the drop down or delete the requirement and start again
- 2. Alternatively, you may select a section or multiple sections from the “Sections” box first, and then create the Exam Requirement.
 - Select multiple sections, by holding down the <Ctrl> key.
 - While the sections are highlighted, click <Add New> from the Exam Requirements box to add a new Exam Requirement. This will attach the sections to the new exam requirement



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Exam Details:

- Once you have created the exam requirements you can enter/change the following exam details from the right hand list:
 - Exam Duration – defaults to 3 hours 2
 - Exam Time – The exam time is driven by the section time. You cannot change this on SISC
 - Exam Type – Select if the exam is Open or Closed book 3
 - Suitabilities – Check the “computer lab, or classroom” box under Suitabiliites if you have a preference. Leave blank if you don’t have a preference 4
 - Exam Notes – this field should be used for adding additional 5 information. Please keep notes succinct
 - Missing or incorrect cross-listed section information
 - Requests for restricted lab space (Example: SCI 374)
 - Requests for power
 - Requests for map hooks
 - Request for MAC lab
 - Request for companion exam
- **Important:** Ensure that you have selected and are in the correct exam requirement before editing Exam Duration, Exam Type, Suitabilities and Exam Notes. (The exam requirement you are making changes to will appear in the top left hand corner of the box where you will make the exam detail changes.) 6
- Once you have added your exam requirements, hit <Save>



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Important Information:

Cross-listed section: The Cross-listed course field under “Sections” cannot be updated and course information will only populate if an official cross-listed course exists. An exam requirement must be added for all sections of a cross-listed course requiring an exam in order for the software to combine the exams and assign same time same location. NOTE: an exam requirement will not automatically populate for cross-listed sections.

*Not all cross-scheduled course sections are officially cross-listed and may not show in the cross-list field. Please double check the cross-listed courses field to ensure the information is correct. If there are course sections that are not listed in this field, please identify the course section in the Exam Notes field and remember to add an exam requirement for that course section.

Instructors: The instructor’s field cannot be updated via the Exam Request tab. If the instructor name is incorrect or incomplete, please attach the instructor name to the course section via the FSC and then add the exam requirement

Standard Exam Length:

The standard Exam Length defaults to 3.0 but it is an updateable field. Please enter numbers between 1 hour and **maximum** 3 hours.

Exam Time (Day/Evening):

This will default to either Day or Evening based on the start time of the course. Sections that start at 5:00 pm or later will be marked ‘Evening’. Evening sections will not be scheduled for daytime exams; however day sections may be scheduled for evening exams. If a day section and an evening section need to write together (common exam), all sections will default to ‘Evening’.

Exam Notes: Examples of exam information that may be included in the Exam Notes field:

- Missing or incorrect cross-listed section information.
- Requests for restricted lab space (Example: SCI 374)
- Requests for power
- Requests for map hooks
- Request for MAC lab
- Request for companion exam

Please Note: requests for specific exam date or time will only be considered if approved by the Dean/Designate (See Exam Scheduling Guidelines for procedure).