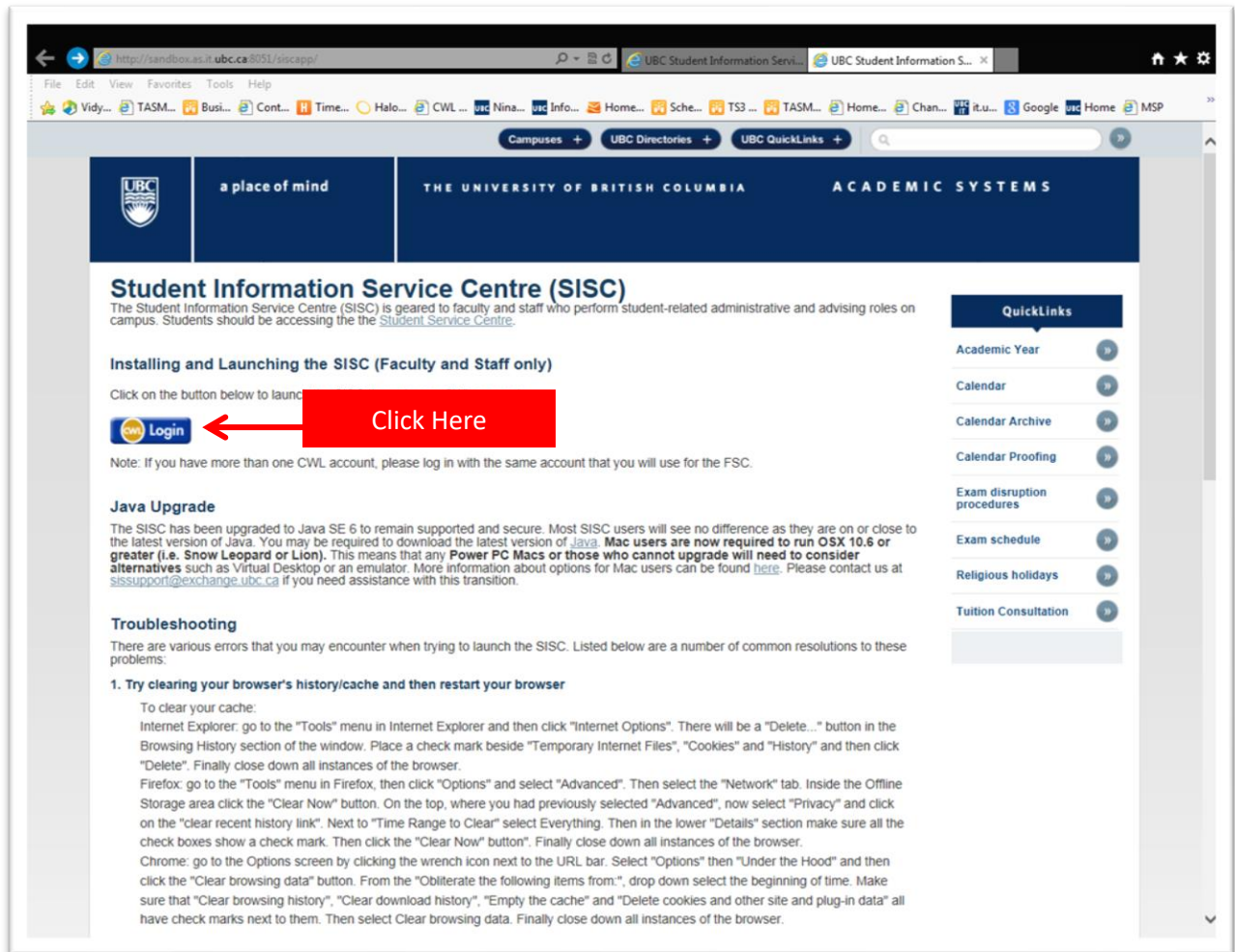




Exam Request Tab User Guide

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.

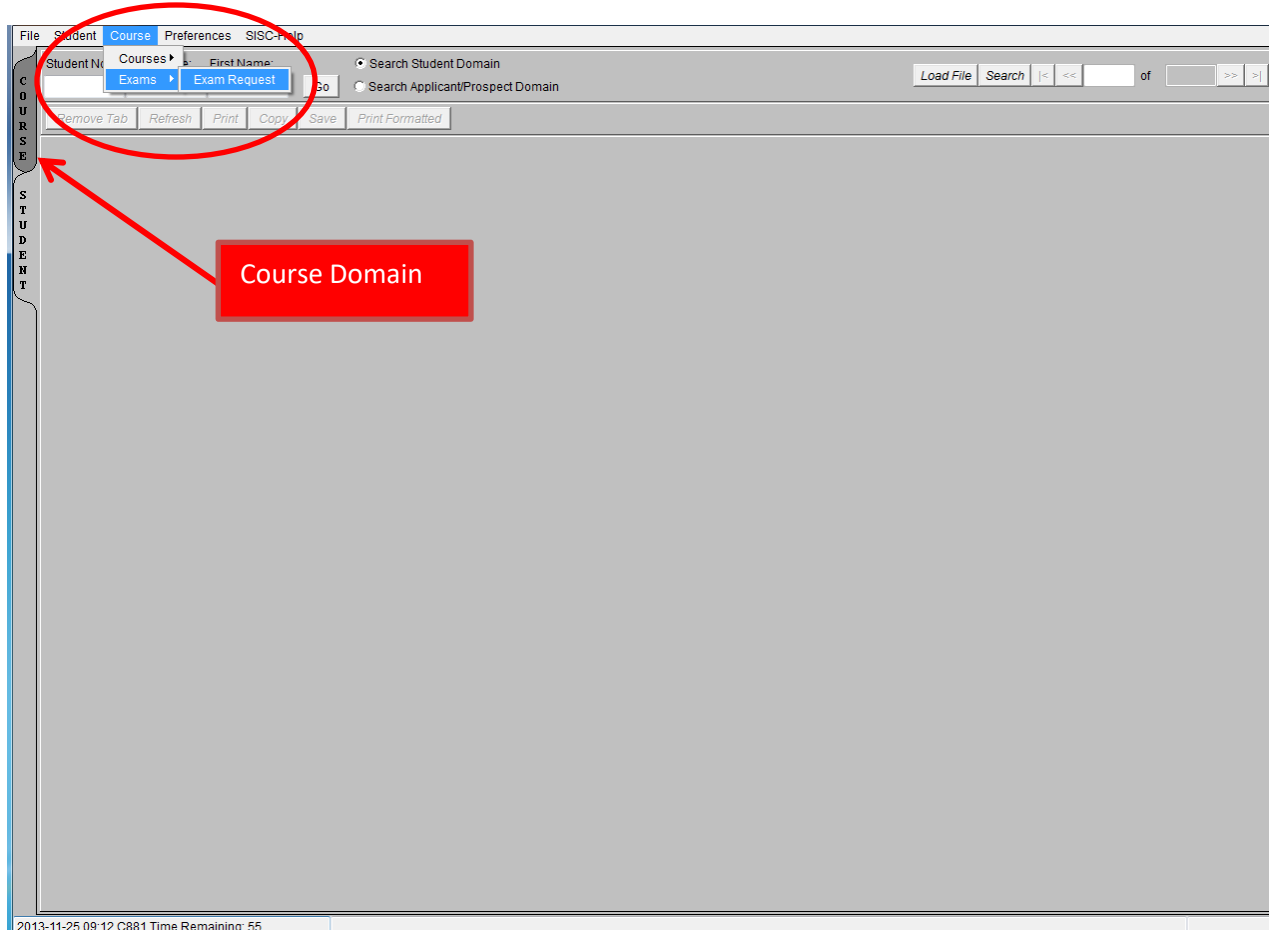




Exam Request Tab User Guide

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





Exam Request Tab User Guide

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 SISC Student Information Service Centre interface. The 'Exam Request' tab is active. A red circle highlights the search fields: Session (2013W), Course Subject (ENGL), Course Number (112), and Campus (UBCO). A red arrow points to the 'COURSE' label on the left side of the interface. The main area displays a table of sections for the course 2013WENGL112 UBCO.

Exam Requireme	Course	Section Number	Term	Instructor	Cross listed
ENGL112		001	1	Jacques, Melissa	
ENGL112		013	1	Vickery, Jon	
ENGL112		014	1	McDonald, Shirley	
ENGL112		015	1	Rebry, Natasha	
ENGL112		016	1	McDonald, Shirley	
ENGL112		017	1	McDonald, Shirley	
ENGL112		101	2	Stouck, Jordan	
ENGL112		102	2	Stouck, Jordan	
ENGL112		103	2	Stouck, Jordan	
ENGL112		104	2	Payson, Jennifer	
ENGL112		105	2	Payson, Jennifer	
ENGL112		106	2	Payson, Jennifer	
ENGL112		107	2	Senger, Laimie	
ENGL112		108	2	Vickery, Jon	
ENGL112		109	2	Senger, Laimie	



Exam Request Tab User Guide

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

UBC SISC (Student Information Service Centre) - SISDEV1

Session: 2013W Course Subject: Course Number: Section: UBCO Campus: UBCO

2013W ENGL112

Exam Request

Course: 2013WENGL112 UBCO

Exam Requirements

Name	Delete
ENGL112-1	delete

Sections

Exam Requireme	Course	Section Number	Term	Instructor	Cross listed
ENGL112	ENGL112	001	1	Jacques, Melissa	
ENGL112	ENGL112	002	1	Jacques, Melissa	
ENGL112	ENGL112	003	1	Jacques, Melissa	
ENGL112	ENGL112	004	1	Stouck, Jordan	
ENGL112	ENGL112	005	1	Stouck, Jordan	
ENGL112	ENGL112	006	1	Senger, Lainie	
ENGL112	ENGL112	007	1	Payson, Jennifer	
ENGL112	ENGL112	008	1	Payson, Jennifer	
ENGL112	ENGL112	009	1	Vickery, Jon	
ENGL112	ENGL112	010	1	Cockertline, Joan...	
ENGL112	ENGL112	011	1	Payson, Jennifer	
ENGL112	ENGL112	012	1	Senger, Lainie	
ENGL112	ENGL112	013	1	Vickery, Jon	
ENGL112	ENGL112	014	1	McDonald, Shirley	
ENGL112	ENGL112	015	1	Rebry, 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	Senger, Lainie	
ENGL112	ENGL112	108	2	Vickery, Jon	
ENGL112	ENGL112	109	2	Senger, Lainie	

ENGL112 -1 Last auto save: 2013-11-29 11:58:10.677

Exam Duration: 3.0

Exam Time: Evening Day

Exam Type: Open Book Closed Book

Suitabilities:

Classroom

Computer Lab

Exam Notes:

Save

List of exam requirements created for this course

Course and section information

Exam details



Exam Request Tab User Guide

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

IMPORTANT: Exam Requirements attached to term 1 sections cannot be reused for term 2 sections. You will need to add a new Exam Requirement for term 2 sections.

Creating Exam Requirements:

Click to add new exam requirement

Give the requirement a name

Exam Requireme	Course	Section Number	Term	Instructor	Cross listed
ENGL112	ENGL112	001	1	Jacques, Melissa	
ENGL112	ENGL112	002	1	Jacques, Melissa	
ENGL112	ENGL112	003	1	Jacques, Melissa	
ENGL112	ENGL112	004	1	Stouck, Jordan	
ENGL112	ENGL112	005	1	Stouck, Jordan	
ENGL112	ENGL112	102	2	Stouck, Jordan	
ENGL112	ENGL112	103	2	Stouck, Jordan	
				Payson, Jennifer	
				Payson, Jennifer	
				Payson, Jennifer	
				Sennger, Laimie	
				Vickey, Jon	
				Sennger, Laimie	

Creating Exam Requirements:

Exam requirements

Exam requirement

Select Exam Requirement from drop down

Select if you prefer to have a computer lab or classroom

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



Exam Request Tab User Guide

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
 - Exam Time – The exam time is driven by the section time. You cannot change this on SISC
 - Suitabilities – Check the “computer lab” or “classroom” box if you have a preference required
 - Exam Notes – The text box in the exam tab is only to be used for:
 - Requesting the exam to be placed in restricted space – identify space
 - Requests for map hooks
 - Request for Mac lab
 - Request for power
 - ONLINE EXAM (no location required)

The test box is not to be used for:

- Requests for specific days and times
 - Requests for specific classrooms
 - Requests for classroom or gym
 - Indicating the exam is common
 - Indicating the exam is a cross-listed exam (unless the course does not show in the exam tab cross-listed field)
- **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.)
- Once you have added your exam requirements, hit <Save>

Review Exam Tab Report

Academic Scheduling Services sends weekly Exam Tab Reports noting any concerns or errors in the exam tab entry. Please ensure you check the weekly Exam Tab Report to ensure your exam requirements are appearing with the correct information.



Exam Request Tab User Guide

Important Information:

Online Exams: All exams are assigned a day, time, and location. If a location is not required ensure the words “ONLINE EXAM” are added to the comments field (other language will not be recognized).

Common Exams: If a course/section(s) requires an exam scheduled on the same day/time, there must only be one Exam Requirement submitted (i.e. The same Exam Requirement Name – ASPC 177-1 is used for both APSC 177 Section 202 and Section 201 to schedule both sections on same day and time).

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 contact academic.scheduling@ubc.ca.

Standard Exam Length:

The standard Exam Length is an updateable field. Please enter numbers between 1.0 hour (minimum) and 2.5 hours (maximum).

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



Exam Request Tab User Guide

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:

- Requesting the exam to be placed in restricted space – identify space
- Requests for map hooks
- Request for Mac lab
- Request for power
- ONLINE EXAM (no location required)

Please Note: requests for specific exam date or time will only be considered if approved by the Associate Dean/Director (See [Exam Scheduling Foundation](#)).