

EXAM REQUEST TAB QUICK REFERENCE GUIDE

THERE ARE TWO WAYS TO CREATE AN EXAM REQUIREMENT:

Option 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

From the “Sections” box, select which sections you want to attach to the exam requirement

- 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

Option 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 DETAILS

- Once you have created the exam requirements you can enter/change the following exam details from the right hand list:

- Exam Duration – Chose from drop down list (defaults to 3.0 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 under Suitabiliites if you have a preference. Leave blank if you don’t have a preference
- 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)

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>

Give the requirement a name

Select Exam Requirement from drop down

Exam requirements

Exam requirement

ENGL112 -1

Exam Duration: 3.0

Exam Time: Day

Exam Type: Closed Book

Suitabilities: Classroom, Computer Lab

Exam Notes:

Save

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.)