



## 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 SH or ENGL 112-1). Once you have given the requirement a name, click on <OK> 1
- 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** 2

- 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 – Choose from drop down list 3
- Exam Time – Cannot be edited
- Suitabilities – Check the “Multimedia Projector, “Computer lab” or “Lab” box under Suitabilities if you have a location suitability requirement. Leave blank if you don’t have a preference 4
- Exam Notes – The text box in the exam tab is only to be used for: 5
  - Identify restricted lab space (building and room number)
  - Map hooks required
  - MAC lab or PC lab required
  - Power required
  - Team work exam
  - ONLINE EXAM (no location required – exam held off campus)

**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> 7

The screenshot shows the 'Exam Request' interface for course 2022W ENGL112. It features a central 'Sections' table with columns for Exam Requirement, Course, Section Number, Term, Instructor, and Cross listed. To the left is the 'Exam Requirements' box with an 'Add New' button. To the right is the 'Exam Requirement' details panel, including 'Exam Duration', 'Exam Time', 'Suitabilities' (Multimedia Projector, Computer Lab, Lab), and 'Exam Notes'. A callout box with a question mark icon is titled 'Input new Exam Requirement name' and contains the text 'ENGL 112-' and a text input field with '1' inside. Red callout boxes with numbers 1 through 7 point to specific UI elements: 1 (Add New), 2 (ENGL 112-1 dropdown), 3 (Exam Duration), 4 (Suitabilities), 5 (Exam Notes), 6 (ENGL 112-1 requirement name), and 7 (Save button).