



Contents

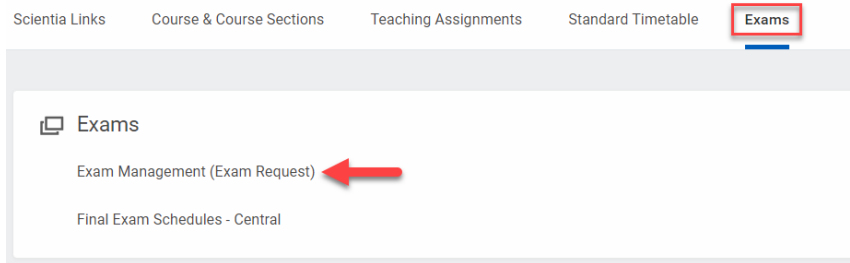
UBCO Exam Requirement User Guide	2
Accessing Exam Management	2
Entering Exam Requirements	2
Edit Exam Requirements.....	6
Additional Exam Information	6
How to Enter Requests for Common Exams	6
How to Enter Requests for Cross-listed Course Sections.....	6
Exams Requesting Power	7



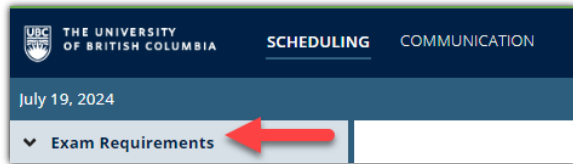
UBCO Exam Requirement User Guide

Accessing Exam Management

STEP 1. In Workday, use the Scheduling Dashboard to access the Exam Tab. Select “Exam Management (Exam Request)”



STEP 2. A new browser window will open directing you to Appian. You will be required to sign in with your CWL username and password. Once Appian has loaded, select Exam Requirements to expand the menu on the left side of the screen.

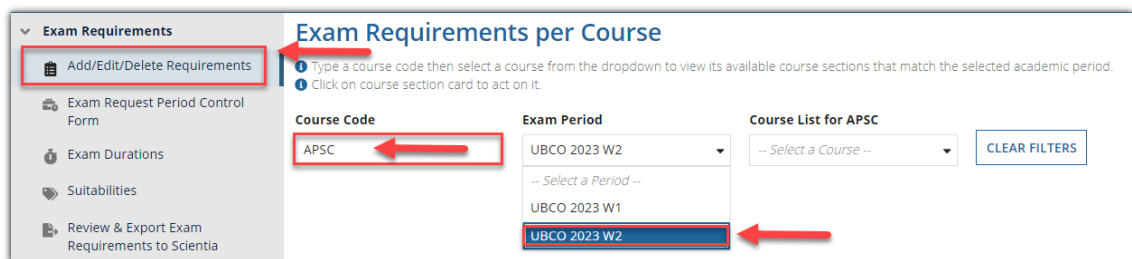


Entering Exam Requirements

STEP 1: Select the “Add/Edit Delete Requirements” on the left side of the screen

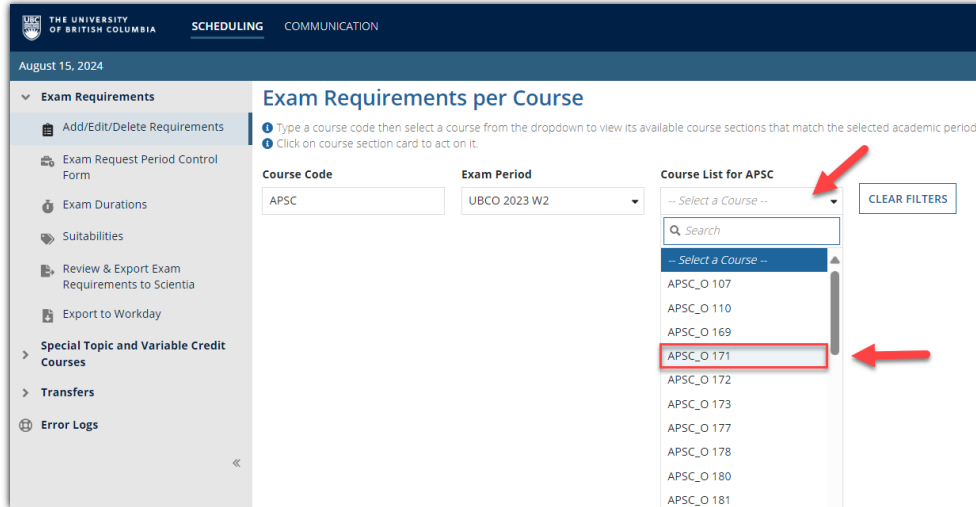
STEP 2: Find your course subject

- Type a course subject code in the “Course Code” field and press enter
- Click on the “Exam Period” dropdown and select the exam period





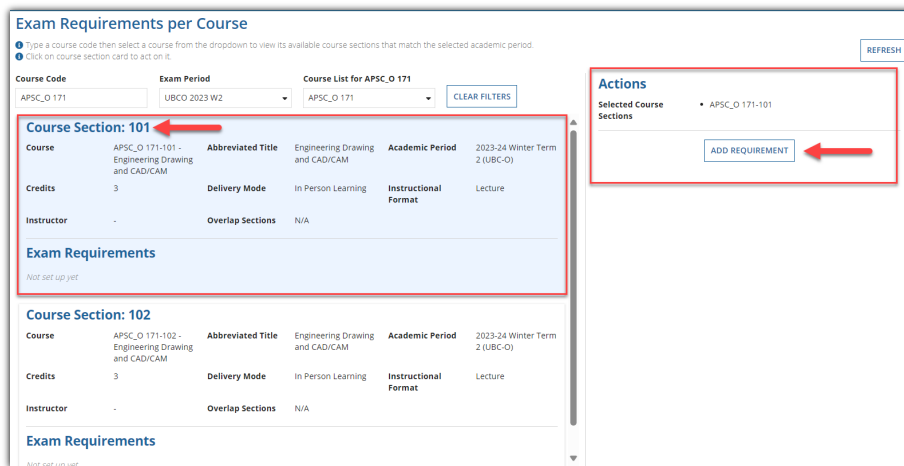
- c. Select a course from the dropdown to view the scheduled course sections



IMPORTANT: You will notice a yellow line at the top of the screen. This is a loading bar that indicates the system is processing your search request. The search is complete when the yellow line disappears.



- d. Select one or multiple (common exam) course sections
- e. In the “Actions” panel, click on “Add Requirement”





STEP 3: Enter Exam Requirement information:

a. **Name (Optional)**

In the "Name" field, type in an exam name.

By default, all exams are named for the selected section (ex: APSC 171 101).

Any text entered in the name field will be in addition to the course section.

For common exams, the default name will be the first course section selected.

Important: Do not use special characters in the name field as this will cause the system to fail. (ex: *, &#).

b. **Exam Duration (Required)**

Select the "Exam Duration" dropdown, select a duration

c. **Exam Location Type (Required)**

Select "Exam Location Type"

- o Select "On Campus Location" radial button, or:
- o Select "No Location Required" (Online Exams)

d. **Exam Type (Optional)**

Select "team work/group exam" if required.

e. **Suitabilities (Optional)**

Select any required "Suitabilities"

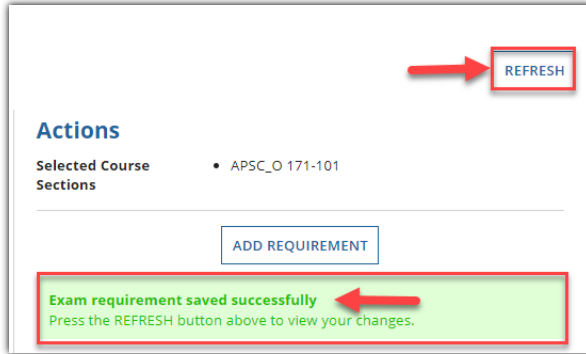
- o Computer Lab
- o Power
- o Multimedia Projector
- o Computer Lab - Mac
- o Restricted Space

f. **Exam Duration (Required)**

Select duration for the exam



- g. Click "SAVE "on bottom right corner of the screen
A notice will display indicating that the exam requirement has been saved successfully



- h. Click "Refresh" on the top right corner of the screen
- i. The saved exam requirement will display directly under the course section

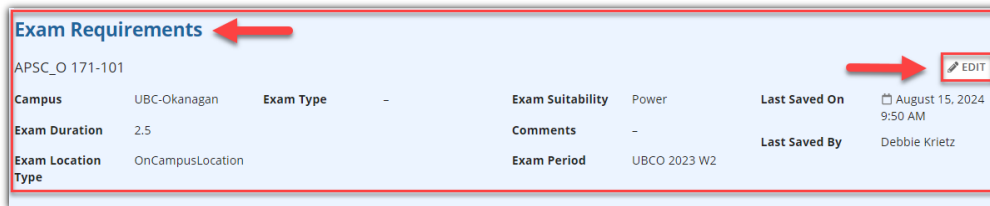
The screenshot displays the 'Exam Requirements per Course' interface. At the top, there are filters for 'Course Code' (apsc_o 171), 'Exam Period' (UBCO 2023 W2), and 'Course List for apsc_o 171' (APSC_O 171). Below the filters is a 'Course Section: 101' card with details for APSC_O 171-101, including credits (3), delivery mode (In Person Learning), and instructor (-). Below the course section card is an 'Exam Requirements' table with an 'EDIT' button.

Exam Requirements							
APSC_O 171-101	EDIT						
Campus	UBC-Okanagan	Exam Type	-	Exam Suitability	Power	Last Saved On	August 15, 2024 9:50 AM
Exam Duration	2.5	Comments	-	Last Saved By	Debbie Krietz		
Exam Location Type	OnCampusLocation	Exam Period	UBCO 2023 W2				



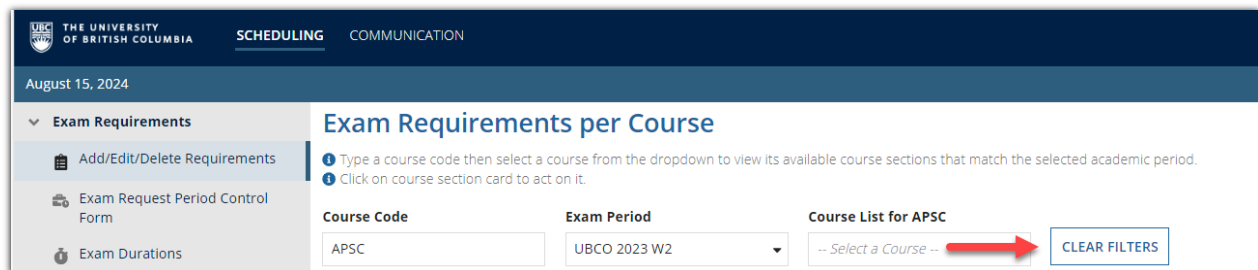
Edit Exam Requirements

STEP 1: If you need to edit a previously saved exam requirement you can click on “EDIT”



- a. The following can be modified:
 - Exam Location
 - Exam Type
 - Exam Mode of Delivery
 - Suitabilities
 - Exam Duration
- b. Click “**Submit**” after making a change
- c. If you need to modify the course sections included in a common exam, you will need to click “**Delete**” and re-enter the exam requirement with the correct course sections.

***TIP:** Before entering a new exam requirement, click on “Clear Filters”



Additional Exam Information

How to Enter Requests for Common Exams

When multiple sections of the same course are required to write the same exam paper and require the same exam day and time (ex: ENGL 153 001, ENGL 153 002, ENGL 153 003). Ensure each course section to be included in the common exam is selected when creating the exam requirement.

How to Enter Requests for Cross-listed Course Sections

For cross listed course sections, you need to ensure an exam requirement is added for each section of that requires an exam (ex: CHEM 211 001 is cross-listed with BIOC 211 001, a separate exam requirement needs to be entered for both CHEM 211 001 and BIOC 211 001)



Exams Requesting Power

For exams that require power, please be aware that we cannot guarantee a room with power as there are only a limited number of rooms on campus. Students should come prepared with a fully charged computer for any exam that needs power. Alternatively, the Department can purchase and provide extra power packs if required.