



Using the Exam Management System – for school staff

Examinations & Results Section – Student Administration - Australian Catholic University

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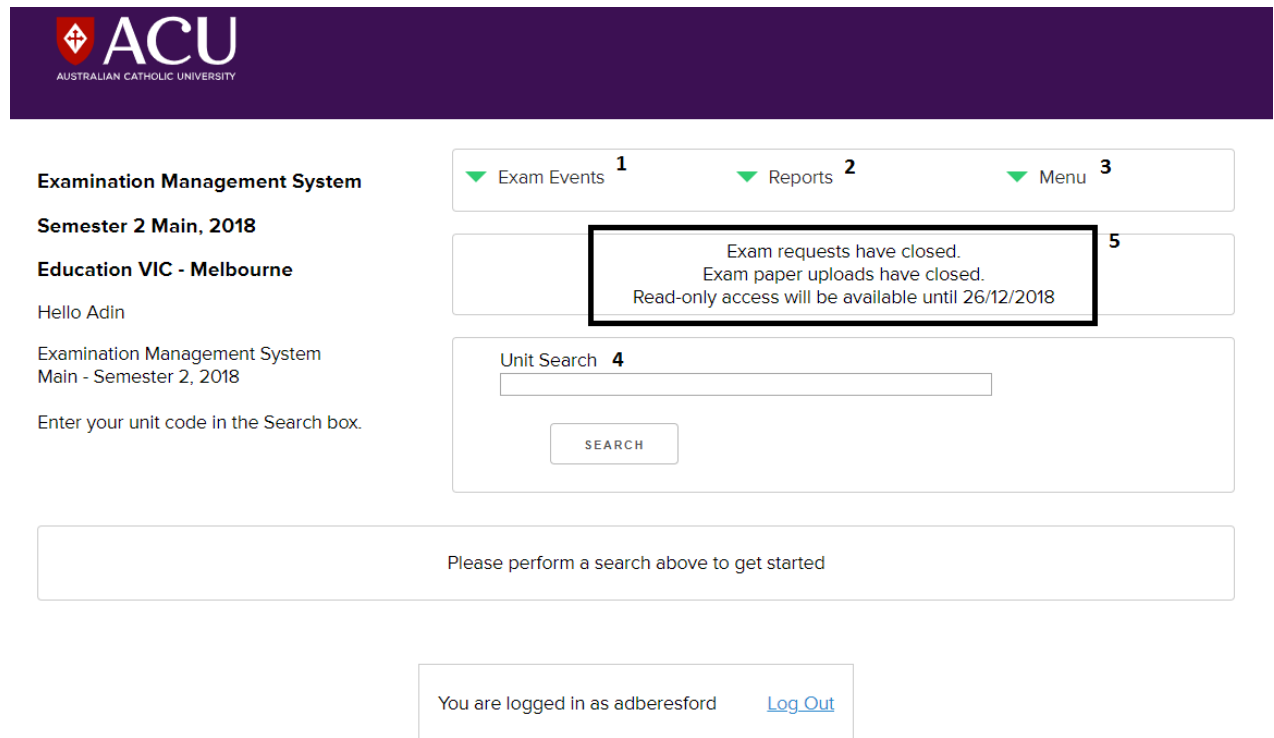
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Introduction

The purpose of this guide is to support Academic Staff in utilising the Examination Management System (EMS) and all the features contained therein.

How to access the EMS

1. Login to the EMS from the [Examinations Information Page](#) with your ACU username and password.
2. If you are denied access do one of the following;
 - If you have primary instructor access to your unit, forward the confirmation email to examinations@acu.edu.au and you will be entered into the EMS database, or
 - If you do not have primary instructor access to your unit fill out the [Student Connect Access Form](#). Examinations will enter you into the EMS database once this is granted
3. Once logged in the homepage will appear as per below,



Examination Management System

Semester 2 Main, 2018

Education VIC - Melbourne

Hello Adin

Examination Management System
Main - Semester 2, 2018

Enter your unit code in the Search box.

Exam Events **1** Reports **2** Menu **3**

Exam requests have closed.
Exam paper uploads have closed.
Read-only access will be available until 26/12/2018 **5**

Unit Search **4**

SEARCH

Please perform a search above to get started

You are logged in as adberesford [Log Out](#)

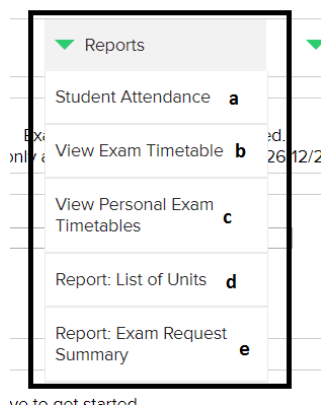
Menu Features;

Exam Events menu - 1

The **Exam Events** drop down menu allows you to change between the main exam event and def/sup exam event – used when uploading papers for the different exam blocks.

Reports menu - 2

The **Reports** drop down contains a number of features to be utilised by lecturers and administrative staff.

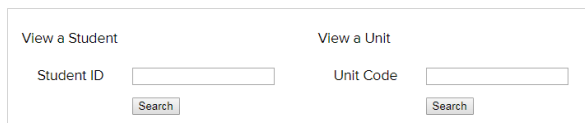


Reports

- Student Attendance **a**
- View Exam Timetable **b**
- View Personal Exam Timetables **c**
- Report: List of Units **d**
- Report: Exam Request Summary **e**

26/12/2018

- a) This menu feature allows staff to view student attendance. Attendance can be viewed by



The screenshot shows two search boxes. The first is labeled 'View a Student' and contains a text input field for 'Student ID' and a 'Search' button. The second is labeled 'View a Unit' and contains a text input field for 'Unit Code' and a 'Search' button.

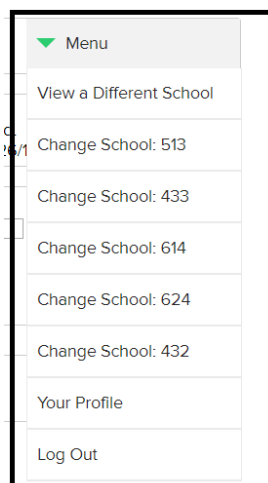
individual student or by unit code.

Attendance is updated within 2 hours of the end of exam finishing. Hard copies of student attendance will no longer be distributed for the main exam blocks. Hard copies will be distributed for Def/Sup exam as these reports will list the student grades

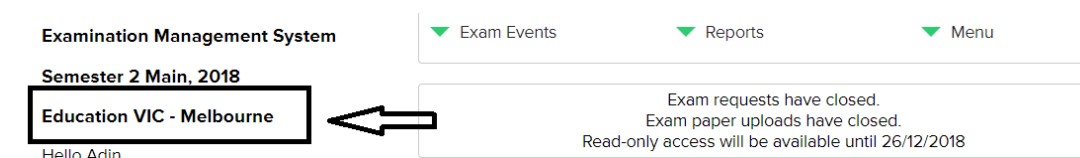
- b) This menu feature allows staff to view and download the full exam timetable for their chosen school
- c) This menu feature allows staff to view individual student exam timetables
- d) This menu feature allows staff to view and download the list of units attached to their school and the exam paper file name that has been attached to that unit. You will **not** be able to access the exam paper file
- e) This menu feature allows staff to view and download a summary all units for their school that have requested an exam

Menu menu - 3

The **Menu** drop down allows staff to change between schools they have access to, view their profile and log out.



School are listed by code, not name, so if you are unsure which code corresponds with which school, you can contact exams, or click on the school code and the school name will be shown on the home page of that school.



Unit Search - 4

The unit search box allows staff to search for individual units within their school.



Type the unit code in the Search bar to find your unit and press Search.

Select a letter from the alphabet below to see unit codes beginning with each letter.

Search
EDLA108

SEARCH

Displaying 'EDLA108': 1 Units.

UNIT	EXAM
EDLA108 - 5C CHILDREN'S LITERATURE FOR LITERACY - North Sydney (21 students)	 Request Exam  No Exam Needed

EMS date opening information – 5

This are is used to show the due dates for examination requests and paper uploads.

For information on how to request and exam and upload and exam paper refer to the guides on the [Examination Information for Staff page](#).