



Request an Exam – for School staff

Examinations & Results Section – Student Administration Australian Catholic University

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Introduction

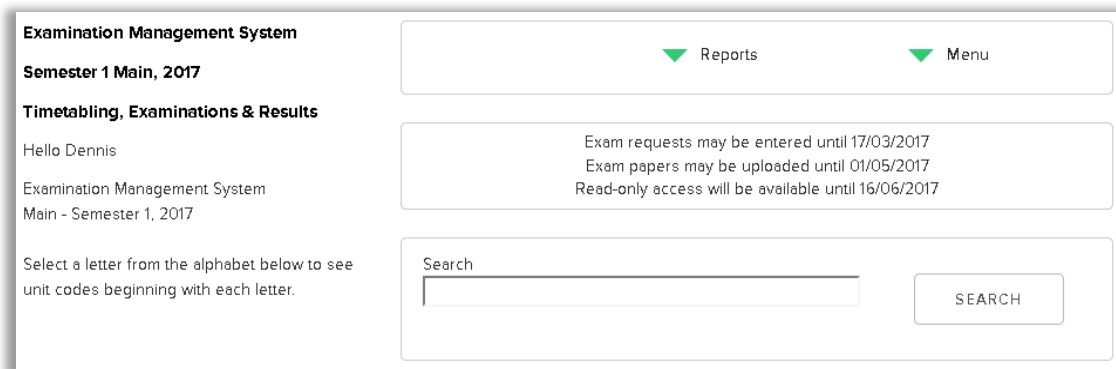
The purpose of this guide is to support Academic Staff in utilising the Examination Management System (EMS) to request exams for the main and deferred/supplementary examination periods.

The process of requesting a central exam is via a one page online form, this guide will step you through the required fields and provide additional details regarding specific questions.

How to request central examination/s

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, you will need to submit the [Exam Management System \(EMS\) Access Form](#) through Service Central. You will need to attach evidence that you have Primary or Secondary access to your unit (i.e. the confirmation email from Systems or a screenshot confirming access to Student Connect)
 - If you do not have primary instructor access to your unit fill out the [Student Connect Access Form](#) in Service Central. Once you have received confirmation that you have access, submit the [Exam Management System \(EMS\) Access Form](#).
 - If you have access to EMS but are unable to see your unit you will need to submit a new [Student Connect Access Form](#) requesting Primary or Secondary access to the unit.

3. The homepage will appear as per below,

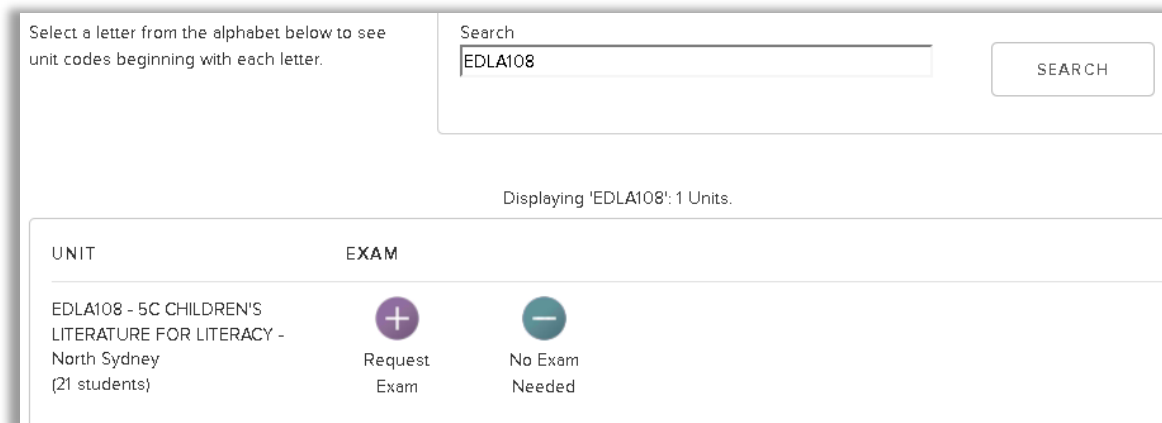


The screenshot shows the Examination Management System homepage. On the left, it displays the system name, semester (Semester 1 Main, 2017), and a user greeting (Hello Dennis). Below this is a search bar with the text 'Select a letter from the alphabet below to see unit codes beginning with each letter.' On the right, there are two tabs: 'Reports' and 'Menu'. Below the tabs, there are two informational boxes: one stating 'Exam requests may be entered until 17/03/2017', 'Exam papers may be uploaded until 01/05/2017', and 'Read-only access will be available until 16/06/2017'; the other is a search bar with the text 'Search' and a 'SEARCH' button.


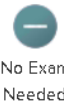
The **Menu** tab will allow you to view your profile and to select a different School should you have access to multiple departments. The **Reports** tab is used to view a summary of exam requests for your School.

The due dates for examination requests and paper uploads are presented, as well as a search bar to help you find your units by code or description.

4. Please type the unit code in the Search bar to find your unit, press Search and when your unit is displayed click **Request Exam**.



The screenshot shows the search results page. At the top, there is a search bar with the text 'Search' and a 'SEARCH' button. Below the search bar, it displays 'Displaying 'EDLA108': 1 Units.' Below this, there is a table with two columns: 'UNIT' and 'EXAM'. The table contains one row with the following data:

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

5. Check Unit Code and Title shown on the **Exam Request Form**. This information is imported from Banner.

6. Select the required **Exam Duration**, either 60, 90 or 120 minutes. Reading time is no longer offered for examinations at ACU.

Writing Time Duration	<input type="radio"/> 60 minutes
	<input type="radio"/> 90 minutes
	<input type="radio"/> 120 minutes

7. Indicate the number of each type of **Answer Book** required **per student**. Enter '0' for the book types that are not required. In the example below a single 11 page Writing Booklet is required per student.

Writing Booklet (7-page)	<input type="text" value="0"/>
Writing Booklet (11-page)	<input type="text" value="1"/>
True/False and Multiple Choice Answer Sheets	<input type="text" value="0"/>

8. Indicate **Exam Materials** permitted per student from the options listed. This is only **applicable to Restricted Open or Open Book** examinations. Any other materials not found on the list could be recorded in 'Other Permitted Materials'.
9. Select the required **Exam Conditions** from the three available options.
- **Closed Book:** Students are **not** allowed to bring materials other than writing implements into the exam venue unless otherwise approved (i.e. calculator).
 - **Open Book:** Students are allowed to bring relevant textbook and allowable materials into the exam venue.
 - **Restricted Open Book:** Students are allowed to bring only **permitted** materials into the exam venue.
10. Select whether **calculators** are permitted in the exam.
- **No calculators are permitted**
 - **Non-programmable calculators:** Must have volatile memory only and must not have alpha facilities.

NOTE When students are allowed to bring calculators in the examination venue, LICs are required to **inspect calculators** at the beginning of an examination. Mobile phones are not allowed, and may not be substituted for use as calculators.

11. Add exam **Instructions to Students**. These instructions will be added to the downloadable exam coversheet for your examination.

12. Select the **type of venue** required for your examination.

- **Computer Lab:** Venue required for an examination conducted on computer (i.e. examination on LEO).
- **General:** Venue for Closed Book examination.
- **Listening Room:** Venue required for examinations where audio is required.
- **Open Book:** Venue required for Restricted Open or Open book examination.

NOTE The LIC must be present for the first 15 minutes of computer exams as Exam Supervisors cannot assist with technical aspects of these exams and will not provide advice to students regarding the operation of hardware or software.

13. List the relevant unit code and campus if your exam needs to run at the same time as another examination.

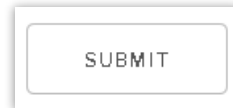
NOTE Separate exam request must be submitted for each unit code/CRN number, even if the unit title is the same. Examinations that share the same exam paper will be timetabled concurrently. Scheduling of concurrent examinations will be impacted by Daylight Savings in Semester 2.

14. Add **Special Scheduling Requests** to assist the Examinations Team e.g. please run this exam in the first week.

15. Provide contact details for your examination in the **Miscellaneous** section

- **Lecturer in Charge (LIC) Name**
- **LIC Contact Phone Number AND ACU email account (please display as “3367 2111; name@acu.edu.au”)**
- **Alternative Contact Name:** The nominated alternative contact must be an academic staff member, not the school administration officer. The alternative contact person should be familiar with the discipline/field under the exam and the exam paper. The LIC should provide a copy of the exam paper to the person nominated as the alternative contact.
- **Alternative Contact Phone Number and ACU email account**
- **Head of School (HOS)**
- **HOS Contact Phone Number**
- Nominate if you wish to have a **centrally managed supplementary exam** for this unit- write Yes or No (please note that if you select this option then the supplementary exam paper will be the same paper that is offered for the deferred exam).

16. Click **Submit**

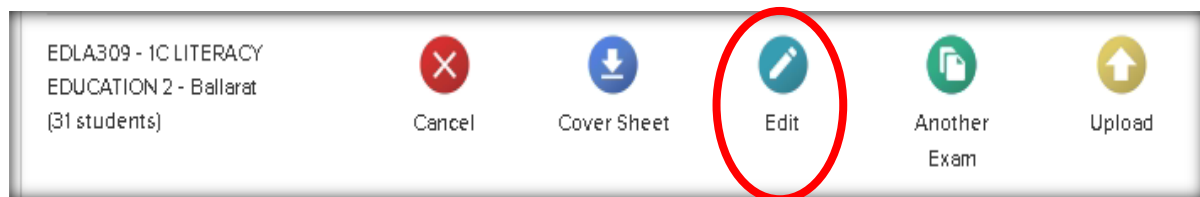


17. You will receive an email confirming the submission of exam request. Review details on the email and make adjustments if required.

How to edit/cancel examination request/s

Edit Exam Request

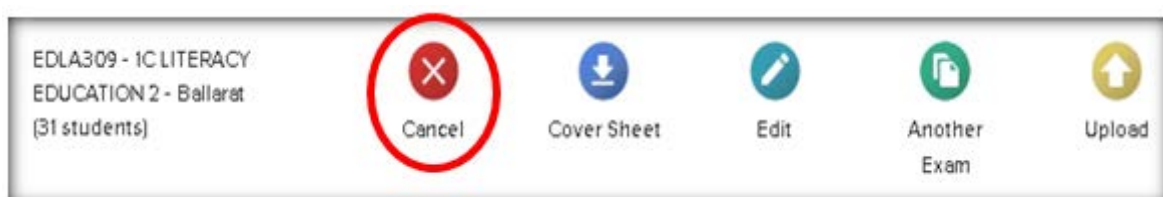
1. Login to the EMS from the [Examinations Information Page](#) webpage using ACU username and password.
2. Navigate to your unit/exam and select **Edit**.



3. Make necessary adjustments to your exam request.
4. **Submit** the form and log out from the system.
5. You receive an email confirming an update of your exam request. The details will be available for your review.

Cancel Exam Request

1. Login to the EMS from the [Examinations Information Page](#) using your ACU username and password.
2. Navigate to your unit/exam and select **Cancel**.



3. Confirm the cancellation of exam request on the screen.

The exam request for EDLA309 - 1C LITERACY EDUCATION 2 - Ballarat has been cancelled.

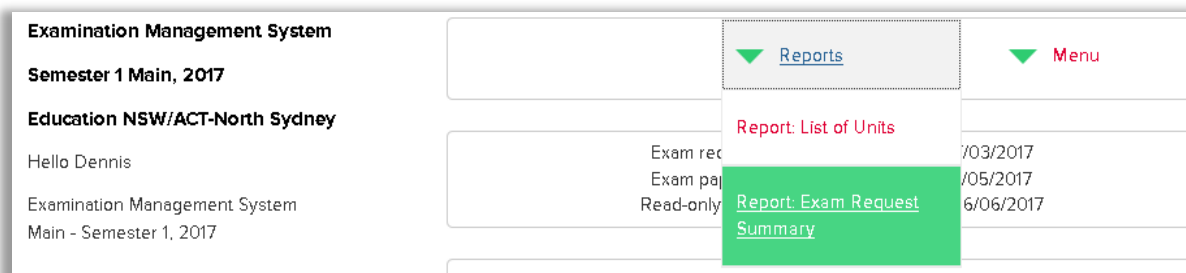
4. Logout or select **Back to Units List**.

Monitoring Exam Request and Submission

Schools can track real-time summaries of exams requested and exam papers uploaded in the EMS. There are two reports available, a list of all units and a summary of all requested exams with all details.

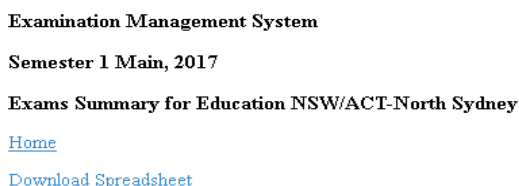
[View all requested exams, details and conditions](#)

1. Login to the EMS from the [Examinations Information for Staff](#) webpage.
2. Click **Reports**, select **Report Exam Request Summary**



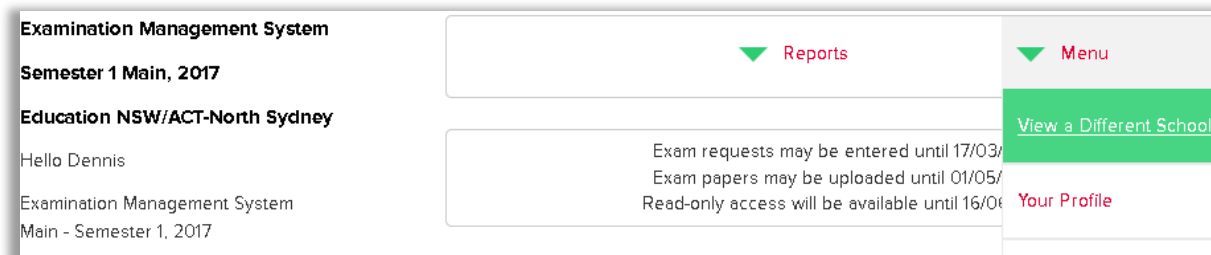
The screenshot shows the Examination Management System interface. On the left, there is a sidebar with the following text: "Examination Management System", "Semester 1 Main, 2017", "Education NSW/ACT-North Sydney", "Hello Dennis", "Examination Management System", and "Main - Semester 1, 2017". In the center, there is a table with columns for "Exam rec", "Exam pap", and "Read-only". A dropdown menu is open over the "Reports" link, showing two options: "Report: List of Units" and "Report: Exam Request Summary". The "Report: Exam Request Summary" option is highlighted in green. To the right of the table, there is a "Menu" dropdown.

3. The browser will open with a list of units in which exams have been requested, with the details listed from the exam request. This can be exported to Excel using the **Download Spreadsheet** link.



The screenshot shows the Exams Summary page. The text on the page is: "Examination Management System", "Semester 1 Main, 2017", "Exams Summary for Education NSW/ACT-North Sydney", "[Home](#)", and "[Download Spreadsheet](#)".

- 4. For users who represent more than one School, use the **Menu** tab to select **View a Different School**. Schools are represented by a number not the name and you will need to check each number to which school it represents. If you are unsure of the number, you can contact **Examinations**.



The screenshot shows the Examination Management System interface. On the left, there is a sidebar with the following text: "Examination Management System", "Semester 1 Main, 2017", "Education NSW/ACT-North Sydney", "Hello Dennis", "Examination Management System", and "Main - Semester 1, 2017". The main content area is divided into two sections. The top section has a header with "Reports" and "Menu" tabs, both with downward-pointing triangles. Below this, there is a green button labeled "View a Different School" and a red button labeled "Your Profile". The bottom section contains the following text: "Exam requests may be entered until 17/03/", "Exam papers may be uploaded until 01/05/", and "Read-only access will be available until 16/06/".