

Online Examination Information for Staff

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INTRODUCTION

This guide aims to support Academic Staff in utilizing the **Examination Management System (EMS)** to request a central examination for the main and deferred/supplementary examination periods. Staff can request a central exam and upload the examination paper online. Please refer to the following step-by-step guide for further details on the processes.

HOW TO ACCESS THE EXAMINATION MANAGEMENT SYSTEM (EMS)

1. Login to Examination management system via the **red** link on the [Examination Information for Staff page](#). Your login will be your ACU username and password. (*If this is your first time logging in, you may be required to enter your sign-in twice*)

Examination Management System
Semester 1 Main, 2024

Login

Please use your ACU username and password to login. You may need to login twice.

Username

Password

2. If you are denied access to EMS, please complete the following:

- If you **do not** have primary instructor access to your unit on Banner, submit the Service Central Request for [Student Connect Access](#). Once primary/secondary instructor access has been granted, you can then submit the Service Central Request for [Exam Management System \(EMS\) Access](#).
- If you **have** been granted primary or secondary instructor access to your unit, please submit a Service Central Request for [Exam Management System \(EMS\) Access](#)

3. Once logged in to EMS, the homepage will display the Main Menu.

Exam Events Landing Page

In the login page, you will have the option to select between Main and Deferred/supplementary exam events if both exam event portals are open. Please ensure you are logging into the appropriate exam event.

 **ACU**
AUSTRALIAN CATHOLIC UNIVERSITY

Examination Management System
Semester 2 Def/Sup, 2025

Login

Please use your ACU username and password to login. You may need to login twice.

Username

Password

Other Exam Events:
[Semester 2 Main, 2025](#)

If the exam portal is close, you will encounter the message below with the available date shown.



Examination Management System

Semester 2 Main, 2025

Sorry, this feature is not available after **28/11/2025**

Please contact [AskACU](#) for assistance.

EXAMINATIONS MANAGEMENT SYSTEM (EMS) HOMEPAGE

Once logged into EMS, please select the relevant Department to view. This will then bring you to the Home Page. There are three drop-downs available for administration staff and academics.

A screenshot of the ACU Examination Management System (EMS) homepage. The top navigation bar is dark purple with the ACU logo and the text 'AUSTRALIAN CATHOLIC UNIVERSITY'. Below the navigation bar, the page title 'Examination Management System' and 'Semester 2 Main, 2025' are displayed. On the left, a sidebar shows 'Hello Sarah' and 'Psychology (Strath)'. The main content area has three drop-down menus: 'Exam Events', 'Reports', and 'Menu'. The 'Exam Events' menu shows a message: 'Exam requests may be entered until 15/01/2026. Exam paper uploads have closed. Read-only access will be available until 15/01/2026'. The 'Reports' menu contains a 'Unit Search' field with 'Your Exams' and a 'SEARCH' button. A message at the bottom of the page says 'Please perform a search or click 'Your Exams' above to get started'.

Exam Events

The **Exam Events** drop down allows toggling between the main and deferred/supplementary exam events.

Reports

The **Reports** drop down allows you to see the following options:

1) View Exam Timetable: Once exam timetable is published in line with the [Student Admin Timelines](#), you will be able to view the timetable for all requested exams within your organization access.

2) View Your Personal Exam Timetable: This exam timetable only includes exams where you are listed as a staff (e.g. Examiner, requester)

3) Report: List of Units: This 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.

4) Report: Exam Request Summary: This feature allows staff to view the information they requested on their exam request.

Menu

The **Menu** drop down enables staff to:

- Toggle between schools they have access to
- View their profile: staff code, email address, organization codes and assigned roles
- Log out

and log out. Schools are listed by code, not name, so if you are unsure which code corresponds with which school, you can contact Examinations or click on the school code and the school's name will be shown on the home page of that school.

Unit Search

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.

PLEASE NOTE: *If you are unable to find your unit while searching, double check that you are looking under the correct School.*

HOW TO REQUEST AN EXAMINATION

1. Login to EMS from the [Examinations Information Page](#) with your ACU username and password.
2. Navigate to the search bar and type in the unit code. Click on search or hit enter to find your unit.



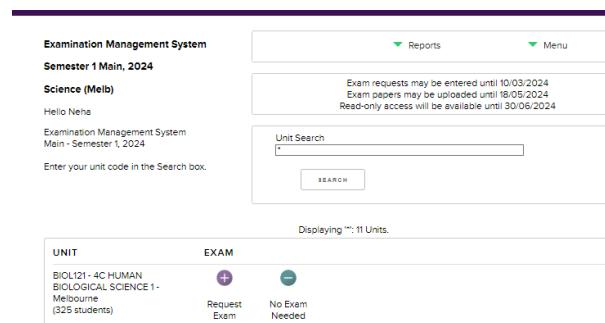
Unit Search
PSYC310

SEARCH

When your unit is displayed click Request Exam.

UNIT	EXAM
PSYC310 - 4C PSYCHOLOGICAL SERVICES EXPERIENCE - Melbourne (33 students)	+ Request Exam - No Exam Needed

3. Check the Unit Code and Title shown at the top the **Exam Request Form** to ensure this is the exam you are wanting to submit the request for. This information is imported from Banner.



Examination Management System
Semester 1 Main, 2024

Science (Melb)
Hello Neha

Unit Search
PSYC310

SEARCH

Displaying 11 Units.

UNIT	EXAM
PSYC310 - 4C HUMAN PSYCHOLOGICAL SERVICES EXPERIENCE - Melbourne (33 students)	+ Request Exam - No Exam Needed

4. Select which exam type you require from the available options:
 - Practical Exam (OSCE or Oral)
 - Canvas **Proctorio** (Open Book/ Closed Book)
 - Canvas **Lock Down Browser**
 - CANVAS Quiz
 - CANVAS Assignment
 - CANVAS Quiz & Assignment
 - School based on campus exam

5. Once you click on your exam type, please complete the **Exam Request Form**. Please note each Exam Request Form is tailored to the exam type that you selected and may contain different questions. Please ensure you read and answer the questions within the form carefully.

6. Each exam type (excluding OSCE) will ask for:

1. **Instructions to Students**

These instructions will appear on students' timetables and will be added to the Canvas Examination Unit (if applicable).

2. **Scheduling Requests**

Reviewed by the Examinations Team to schedule exam timetable. For example, you may request that the exam be scheduled in Week 1 or Week 2.

3. **Miscellaneous Section**

Use this section to indicate any additional requirements, such as:

- Using the same exam paper across multiple campuses
- Requesting that the Supplementary exam be centrally managed (**Please note that the Deferred exam is centrally managed by default)
- Any other information you would like the Exams Team to know

You will also need to provide contact details for the examination, including:

- **Lecturer in Charge (LIC):** Phone number and ACU email address (formatted as "3367 2111; name@acu.edu.au")
- **Alternative Contact:** Phone number and ACU email address; must be an academic staff member familiar with the exam content. The LIC should provide this person with a copy of the examination.
- **Head of School (HOS):** Phone number

7. Once you have completed the **Exam Request Form** click Submit.

Thank you, please press submit.

You should receive an email confirming you have successfully submitted your exam request.

SUBMIT

If you have successfully submitted the form, the below message will appear on your **Exam Request Form**.

Thank you, your record has been submitted.

8. You will receive an email confirming the submission of your exam request. Please review details in the email and adjust your request 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. Using the search function find your unit and click on edit.

UNIT	EXAM	Cancel	Cover Sheet	Edit	Another Exam	Upload
test test (No Enrolments) Proctorio						

3. Make the necessary adjustments to your exam request.
4. Submit the updated form.
5. Once you have edited all relevant exams you can log out of the System.
6. You will receive an email confirming an update to your exam request. The details will be available for your review.

****Please note exam requests can only be edited while the exam request portal is open. After this time, you will need to contact the Examinations Team if you wish to make changes***

Cancel Exam Request.

1. Login to the EMS from the [Examinations Information Page](#) using your ACU username and password.
2. Using the search function find your unit and select Cancel.

UNIT	EXAM	Cancel	Cover Sheet	Edit	Another Exam	Upload
test test (No Enrolments) Proctorio						

3. Confirm the cancellation of exam request on the screen. You will then receive the below notification and your exam will show as being cancelled.

The exam request for test test has been cancelled.

Displaying 'test': 1 Units.

UNIT	EXAM
test test (No Enrolments) <i>Proctorio</i>	Cancelled  Uncancel

4. Once you have cancelled all required exams you can log out of the System.
5. You **will not** receive email notification of your cancelled exam.

UPLOADING AN EXAM PAPER

How to prepare the Exam Paper.

A coversheet will need to be downloaded from the Examination Management System (EMS).

The benefit of using EMS for this ensures that the coversheet will have the correct details for your examination displayed such as exam code and name, exam duration and the relevant exam block (main, deferred/supplementary).

1. Login to the EMS from the [Examinations Information Page](#) with your ACU username and password.
2. Using the search function find your unit and click on Cover Sheet.

UNIT	EXAM
test test (No Enrolments) Proctorio	 Cancel  Cover Sheet  Edit  Another Exam  Upload

3. This will automatically start to download the coversheet.
4. To access the coversheet, navigate to the **Download** tab on your browser, or your downloads folder on your computer. Click on the file, which will open in Microsoft Word.
5. **Enable Editing** of the document.
6. Whilst the file is open in Word take a moment to review the information on the cover sheet for accuracy. The details on the coversheet should match the selections made in the **Exam Request**.
7. Ensure all data is correct – including campus name, exam code and title.
8. Check Default Quiz Settings or provide customised settings if default is not suitable
Default Quiz Settings in CANVAS:
 - Multiple Choice Questions Shuffled
 - Free Navigation
 - No Shuffle answers within questions
 - No Shuffling of Short Answer/Essay Questions
 - No Randomisation
9. Remove the sample questions from the cover sheet and insert your own exam questions on page 3 (see image on page below)
10. Ensure that you save the coversheet as a Word document and label the file so that it is easily distinguishable (e.g., PSYC100-4M Main or PSYC100-4M Deferred/Supplementary)



AUSTRALIAN CATHOLIC UNIVERSITY

Student Number _____
 Family Name _____
 First Name _____

Exercise Science (Blacktown)

EXAMINATION

Semester 1 Main, 2024

test-1 test



Lecturer(s):

Examination Duration: 90 minutes

Instructions To Students: |

Weighting:

Total Marks:

Please **tick a box** below to indicate the settings you wish to have applied to your exam.

<input type="checkbox"/>	<input checked="" type="checkbox"/> Multiple Choice Questions <input checked="" type="checkbox"/> Shuffled <input checked="" type="checkbox"/> Free Navigation	<input checked="" type="checkbox"/> No Shuffle answers within questions <input checked="" type="checkbox"/> No Shuffling of Short Answer/Essay Questions <input checked="" type="checkbox"/> No Randomisation
<input type="checkbox"/>	Fill in all sections below if you do not want the default settings applied: Multiple Choice Questions (MCQ) Shuffled: <input type="checkbox"/> Yes <input type="checkbox"/> No Shuffle answers within MCQ Questions****: <input type="checkbox"/> Yes <input type="checkbox"/> No Short Answer/Essay Questions Shuffled: <input type="checkbox"/> Yes <input type="checkbox"/> No Navigation: <input type="checkbox"/> Sequential (forward moving only) <input type="checkbox"/> Free (backward and forward) Randomisation from a question bank: <input type="checkbox"/> No If yes, please specify below requirements: Other comments: ***Please note, Shuffle Within Questions is ONLY applicable to papers without 'all of the above' type answers.	
<input type="checkbox"/>	Standard Format to submit exam papers With the move to Canvas there are some changes in the format to submit exam papers. A brief guide to formatting multiple choice questions is given below. For full detailed instructions, please see the Examination Information for Staff Handbook under user Guides. Please submit exam papers in WORD format.	



QUESTIONS MUST BE IN THE FOLLOWING FORMAT.

SECTION A: MULTIPLE CHOICE QUESTIONS (1 point each = 2 points total)

Points: 1

1. What is the largest city in the southern hemisphere?

a. São Paulo

*b. Buenos Aires

c. Rio de Janeiro

d. Jakarta

2. What does the A stand for in ACU?

*a. Australian

b. Antarctic

c. Australasian

d. Angola

Note: Indicate the correct answer by

- adding an * in front of the correct answer OR
- placing a list of correct answers at the end of the exam paper.

Example for answers for MCQ's

Answers:

1. B

2. A

SECTION B: ESSAY TYPE/ SHORT ANSWER QUESTIONS (15 points total)

Type: E

Points: 5

3. Describe three current industrial process used to create hydrogen gas.

Type: E

Points: 10

4. What is the universe made of?

END OF EXAMINATION



11. Exam paper submitted in Word format **MUST** be formatted in a standard format as per below specifications.

General Formatting

Each question regardless of the question type, must begin with a question number, followed by a period “.” and the question wording must follow the question number. At least one space should be between the question number & the question.

Example:

1. Who determined the exact speed of light?
2. Who determined the exact speed of sound?

Formatting multiple-choice Questions

Each multiple-choice answer must begin with a letter (a-t) followed by a period “.” Correct answers can be indicated by placing an asterisk (*) directly in front of the answer choice (Do not put a space between the asterisk and the answer choice) or placing a list of correct answers at the end of the exam paper.

In Canvas, there is no option to have letters (a-d) for the answer options. Therefore, the answers cannot be like "both b and c." Questions and responses that involve positional answers should be reworded so they don't rely on the position they are in.

Example:

Points: 1

1. What is the largest city in the southern hemisphere?

a. São Paulo

*b. Buenos Aires

c. Rio de Janeiro

d. Jakarta

2. What does the A stand for in ACU?

- *a. Australian
- b. Antarctic
- c. Australasian
- d. Angola

Note:

Indicate the correct answer by

- adding an * in front of the correct answer OR
- placing a list of correct answers at the end of the exam paper.

Example for answers for MCQ's

Answers:

1. B
2. A

Formatting Essay Questions

The first line of formatting must begin with "Type: E". This is followed by the question number, and the question wording.

Example:

SECTION B: ESSAY TYPE/ SHORT ANSWER QUESTIONS (15 points total)

Type: E

Points: 5

3. Describe three current industrial process used to create hydrogen gas.

Type: E

Points: 10

4. What is the universe made of?

Point values

Points can be set for each question or for a group of questions. Points are set by adding "**Points:**" followed by a space and the point value. The points value is used for the next question and all following questions until a new point value is set.

Example:

Points: 1

[1. Who determined the exact speed of light?](#)

[2. Who determined the exact speed of sound?](#)

Both questions 1 and 2 will be given a value of 1 point.

12. Once you have finished inputting your exam content, please ensure you end the exam by inserting the words **END OF EXAMINATION**.

13. Save the examination with coversheet as a Word file.

14. Once your examination with coversheet is complete, ensure it is uploaded to EMS for online conversion prior to the closing date for exam paper upload.

15. Repeat this process for every one of your **Main** and **Deferred/Supplementary** examinations by accessing the correct exam period from the login or homepage.

Uploading the Exam Paper

It is assumed that LICs have done the usual peer review, quality assurance checks and saved examination with coversheet in Word format prior to this point.

Checklist before uploading.

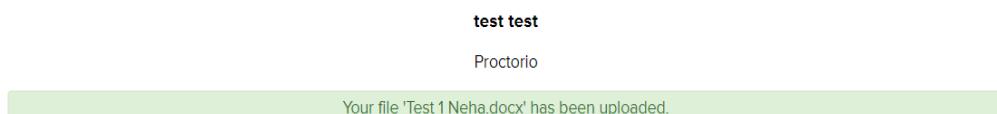
- Does the exam have a coversheet containing the correct unit code and name?
- Are questions formatted according to point 11 “standard requirements”?
- Are you uploading to the correct exam block (main or deferred/supplementary)?

****Please note at the login page there are links for the two exam blocks – Main and Deferred/Supplementary. You can select the correct exam block from here or via the EMS homepage.***

1. Navigate to each of your exams by searching unit code on the EMS homepage and select Upload.

UNIT	EXAM
test test (No Enrolments) Proctorio	 Cancel  Cover Sheet  Edit  Another Exam  Upload

2. Scroll down to the **Exam Paper Upload** section on the screen.
3. Click **Choose File** to select the exam paper file saved on your computer and click open.
4. This will attach your Exam paper. Click submit.
5. Check the confirmation of upload on the screen. Your exam paper has now been uploaded.



6. If you are unsure if you have uploaded an exam paper for a unit, you can do a search for the unit on the EMS homepage, you will see that 1 Upload has been attached for your unit.

UNIT	EXAM
test test (No Enrolments) Proctorio	 Cancel  Cover Sheet  Edit  Another Exam  1 Upload

Cancellation of upload.

1. If the LIC uploads the wrong paper by mistake, this can be immediately cancelled by selecting the Cancel icon on the confirmation screen. This will remove the exam paper that was just uploaded.

test test
Proctorio

Your file 'Test 1 Neha.docx' has been uploaded.

The following files have been uploaded

All of these files will be printed and provided to your students.

File Name/URL	No. of Pages	Date Uploaded	Author	Cancel
Test 1 Neha.docx		20 February 2024 15:47		

2. If an incorrect paper is uploaded by mistake, you can cancel this at any time via EMS. Using the Search function, search for the unit with the incorrect paper. Once the unit is located you will see that 1 upload has been made. Click on this icon.

UNIT	EXAM
test test (No Enrolments) Proctorio	     Cancel Cover Sheet Edit Another Exam 1 Upload

3. This will bring you to the uploaded files summary page where you can see the uploaded file. Click Cancel.

test test
Proctorio

The following files have been uploaded

All of these files will be printed and provided to your students.

File Name/URL	No. of Pages	Date Uploaded	Author	Cancel
Test 1 Neha.docx		20 February 2024 15:47		

4. The confirmation of the cancelled exam will appear on the screen. You can now upload the correct exam using the **Uploading Exam Paper** steps above.

test test
Proctorio

The specified paper has been cancelled. Please make sure the papers listed below are correct.

The following files have been uploaded

All of these files will be printed and provided to your students.

File Name/URL	No. of Pages	Date Uploaded	Author	Cancel
Test 1 Neha.docx		20 February 2024 15:47		cancelled