

Examination Information for Staff Handbook

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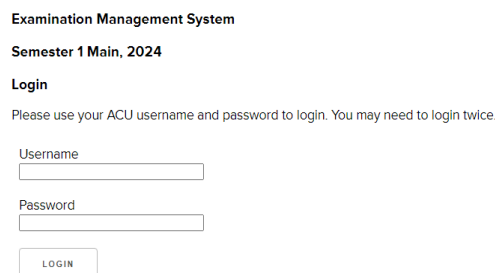
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INTRODUCTION

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 have it scheduled on student's timetable clash free during the designated examination periods. 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](#). Please note that the link is updated each semester, as the enrolment and unit data are unique to each semester. 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)*

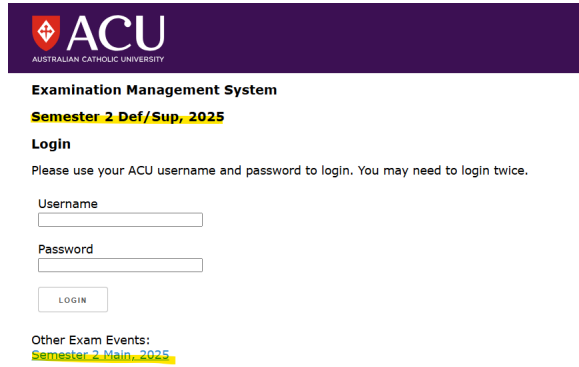


The screenshot shows the login interface for the Examination Management System. At the top, it says "Examination Management System" and "Semester 1 Main, 2024". Below that is a "Login" heading and a note: "Please use your ACU username and password to login. You may need to login twice." There are two input fields: "Username" and "Password". At the bottom is a "LOGIN" button.

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.

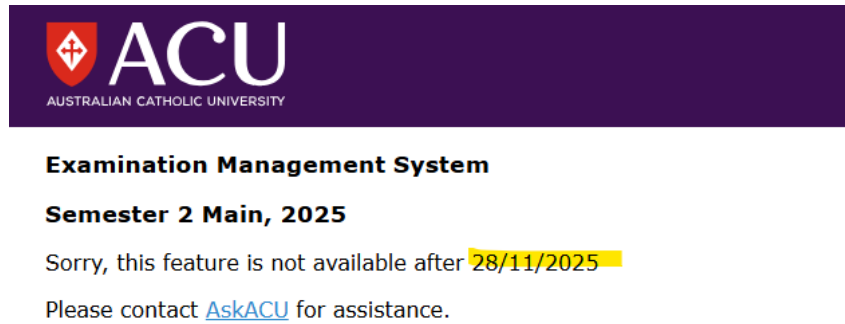
Exam Events Landing Page

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.



The screenshot shows the ACU Examination Management System login page. At the top is the ACU logo (Australian Catholic University). Below it, the text reads "Examination Management System" and "Semester 2 Def/Sup, 2025". The "Login" section includes a prompt: "Please use your ACU username and password to login. You may need to login twice." There are input fields for "Username" and "Password", followed by a "LOGIN" button. At the bottom, it says "Other Exam Events:" followed by a link to "Semester 2 Main, 2025".

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



The screenshot shows the ACU Examination Management System message page. At the top is the ACU logo (Australian Catholic University). Below it, the text reads "Examination Management System" and "Semester 2 Main, 2025". The message states: "Sorry, this feature is not available after 28/11/2025". It also includes a link to "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.

The screenshot shows the ACU Examination Management System (EMS) homepage. At the top is the ACU logo (Australian Catholic University). Below the logo, the page is divided into two main sections. On the left, there is a sidebar with the text: 'Examination Management System', 'Semester 2 Def/Sup, 2025', 'Psychology (Strath)', 'Hello Sarah', 'Examination Management System Main - Semester 2 DEF/SUP, 2025', and 'Enter your unit code in the Search box.' On the right, there is a main content area. At the top of this area are three dropdown menus: 'Exam Events', 'Reports', and 'Menu'. Below these is a message box stating: 'Exam requests may be entered until 15/01/2026', 'Exam paper uploads have closed.', and 'Read-only access will be available until 15/01/2026'. Below the message box is a 'Unit Search' section with a text input field, a 'SEARCH' button, and a link to 'Your Exams'. At the bottom of the page, there is a footer message: '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 - 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.

- View their profile: staff code, email address, organization codes and assigned roles

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

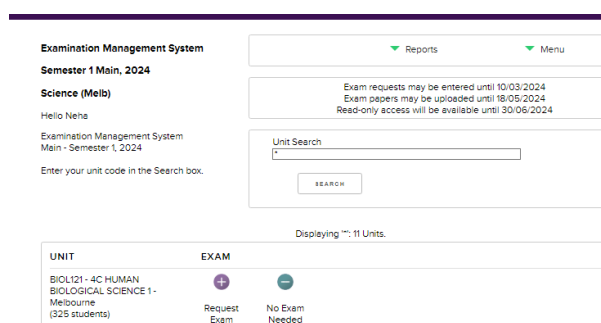
PSYC310

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

Examination Management System
Main - Semester 1, 2024

Enter your unit code in the Search box.

Unit Search

SEARCH

Exam requests may be entered until 10/03/2024
Exam papers may be uploaded until 18/05/2024
Read-only access will be available until 30/06/2024

Displaying 11 Units.

UNIT	EXAM	
BIOL121 - 4C HUMAN BIOLOGICAL SCIENCE 1 - Melbourne (325 students)		
	Request Exam	No Exam Needed

4. Select which exam type you require from the available options:
 - On-campus - Practical Exam (OSCE or Oral)
 - Online – Practical Exam
 - On-campus - Cadmus
 - Canvas **Lock Down Browser**
 - CANVAS Quiz
 - CANVAS Assignment

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:
 - **Instructions to Students**
These instructions will appear on students' timetables and will be added to the Canvas Examination Unit (if applicable).
 - **Scheduling Requests**
Reviewed by the Examinations Team to schedule exam timetable. For example, you may request that the exam be scheduled in a specific week, or dates to avoid. However, requests for a specific exam date cannot be accommodated due to scheduling constraints, such as placement commitments, unit clashes, or students requiring exam scheduling adjustments..
 - **Miscellaneous Section**
Use this section to indicate any additional requirements specific to your exam type, such as:
 - 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:

National Unit Leader: 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 National Unit Leader should provide this person with a copy of the examination.

Head of School (HOS): Phone number and ACU email address

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. You will be able to make changes to your request before the deadline to submit an exam request. The request will NOT be editable after the deadline, and therefore, must be raised with the Examinations Team via Examinations@acu.edu.au.
2. Login to the EMS from the [Examinations Information Page](#) webpage using ACU username and password.
3. Using the search function find your unit and click on edit.

UNIT	EXAM				
test test (No Enrolments) <i>Proctorio</i>	 Cancel	 Cover Sheet	 Edit	 Another Exam	 Upload

4. Make the necessary adjustments to your exam request.
5. Submit the updated form.
6. Once you have edited all relevant exams you can log out of the System.
7. You will receive an email confirming an update to 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. Using the search function find your unit and select Cancel.

UNIT	EXAM				
test test (No Enrolments) <i>Proctorio</i>	 Cancel	 Cover Sheet	 Edit	 Another Exam	 Upload

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.

