

Train the Trainer Modules: Term Processing

6.9 Manage Exam Schedules

Scheduling Examinations

This section provides an overview of exam scheduling, lists prerequisites, and discusses how to:

- Schedule exams for individual classes.
- Run the Exam Scheduling process.
- Troubleshoot the Exam Scheduling process.

Understanding Exam Scheduling

You can schedule exams on a class-by-class basis or in large blocks. The block exam scheduling process is useful if you want to schedule exams in the same facility as the primary meeting for the class.

To schedule an exam for a single class (in a facility other than the regular class for the primary meeting):

1. Access the Schedule Class Meetings - Exam page.
2. Enter your reservation.

To schedule exams in large blocks:

1. Access the Exam Scheduling page and specify your processing parameters.
2. Run the Exam Scheduling process.

Prerequisites

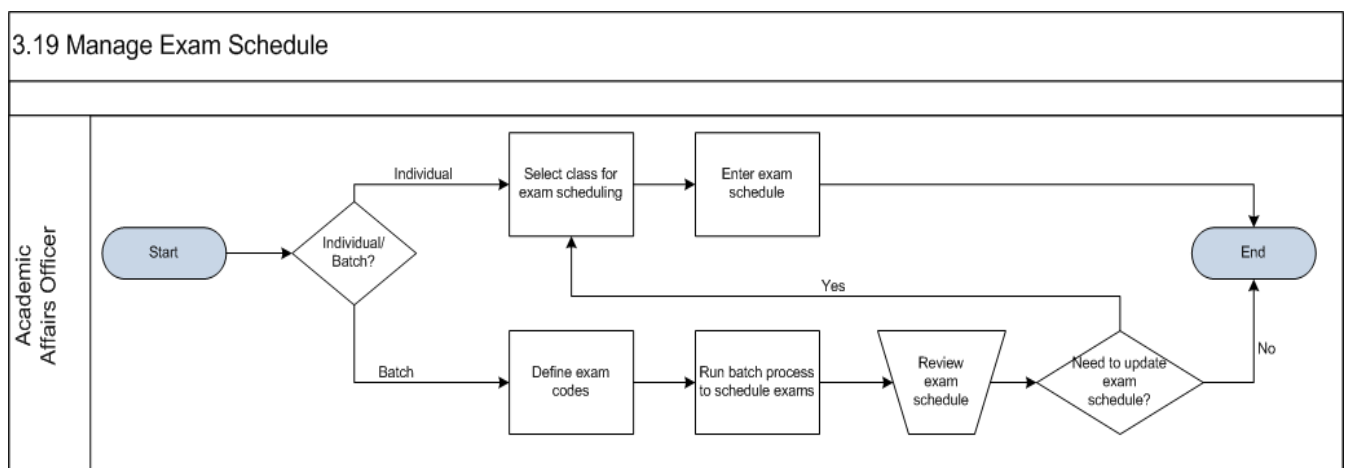
Before you run the Exam Scheduling process, you must:

- Set the Final Exam field on the Course Catalog - Components page to Yes.
- Define exam codes on the Exam Code Table page.

Pages Used to Schedule Exams

Page Name	Definition Name	Navigation	Usage
Schedule Class Meetings - Exam	CLASS_EXAM	Curriculum Management, Schedule of Classes, Schedule Class Meetings, Exam	Link exams to one class section at a time and edit facility information.
Generate Exam Schedule	RUNCTL_SREXSCHD	Curriculum Management, Schedule of Classes, Generate Exam Schedule, Generate Exam Schedule	Run the Exam Scheduling process to schedule exams in batch, and reserve the regularly scheduled facility.

Business Process Map



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Defining Exam Codes

Access the Exam Code Table page (Curriculum Management, Schedule of Classes, Exam Code Table, Exam Code Table).

Note:- Define exam time codes for each term and session. The system uses these codes when you run the exam scheduling process on the Exam Scheduling page. You can also manually post these codes to individual classes.

Exam Code Table

Academic Institution: KSAU KSA Univ. of Health Sciences
Term: 1421 Semester Term Fall 2014
Session: 12W Twelve Week

*Exam Time Code	*Exam Date	*Exam Starting Time	*Exam Ending Time	Exam Type	Class Start Time From	Class Start Time To	M	T	W	T	F	S	S		
E01	11/28/2013	11:00AM	12:00PM	Final			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exam Time Code

Enter an exam time code to define (in an abbreviated manner) the exam code.

Exam Date

Enter the date for the exam.

Exam Starting Time

Enter the start time of the exam.

Exam Ending Time

Enter the end time of the exam.

Exam Type

Select the exam type. Values for this field are delivered with your system as translate values. You can modify these translate values.

Class Start Time From

Enter the minimum start time for classes with which you want to associate the exam time code. The system uses the value during the exam scheduling process. The system schedules exams for classes that fall within the two start times (and days) that you designate.

Class Start Time To

Enter the maximum start time for classes with which you want to associate the exam code. The system uses the value during the exam scheduling process. The system schedules exams for classes that fall within the two start times (and days) that you designate.

M (Monday), **T** (Tuesday), **W**(Wednesday), **T** (Thursday), **F**(Friday), **S** (Saturday), and **S**(Sunday)

Select the days of classes that you want to associate with the exam code.

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Running the Exam Scheduling Process

Access the Generate Exam Schedule page (Curriculum Management, Schedule of Classes, Generate Exam Schedule, Generate Exam Schedule).

Generate Exam Schedule

Run Control ID: 0064A

[Report Manager](#) [Process Monitor](#)

*Academic Institution: KSA Univ. of Health Sciences

*Term: Semester Term Fall 2014

<u>Academic Group</u>	<u>Session</u>	<u>Assign to Scheduled Facility</u>
<input type="text" value="CAMS"/> <input type="button" value="Q"/> Coll of Appl Med Sciences	<input type="text" value="12W"/> <input type="button" value="Q"/> Twelve Wk	<input checked="" type="checkbox"/>

Following are important terms used to add/update data that you should need to understand to fully utilize this component:

Academic Institution

Enter the academic institution for which you want to schedule exams.

Term

Enter the term for which you want to schedule exams.

Academic Group and Session

Enter the academic group and session for which you want to schedule exams. Academic group values are defined on the Academic Group Table page. Session values are defined on the Session Table page.

Assign to Scheduled Facility

Select this check box to command the system to assign exams the same facilities in which the class is scheduled for the term. If you clear this check box, exams are scheduled without a facility.

Linking Exam Times to Classes

Access the Exam page (Curriculum Management, Schedule of Classes, Schedule New Course, Exam).

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Meetings
Enrollment Cntrl
Exam

Course ID:	667844	Course Offering Nbr:	1
Academic Institution:	KSA Univ. of Health Sciences		
Term:	Semester Term Fall 2014		
Subject Area:	NURS	Undergrad	Nursing
Catalog Nbr:	N251	Health Assessment	

Class Exam

Session:	1	Regular Academic Session	Class Nbr: 1003
Class Section:	1	Component: Lecture	Event ID:
Associated Class:	1	Units: 3.00	
Exam Seat Spacing:	<input type="text" value="1"/>	Final Exam: No	

Class Exam

Personalize | Find | | First 1 of 1 Last

Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID	Building	Room
<input type="text" value="E01"/>	<input type="checkbox"/>	02/11/2014	9:00AM	11:00AM	Final	<input type="text"/>		

Following are important terms used to add/update data that you should need to understand to fully utilize this component:

Exam Seat Spacing

If you indicate that a final exam will occur on the Course Catalog - Components page, the system populates the Exam Seat Spacing field by default from that page. It indicates the number of seats between students during the final exam and is for informational purposes only. You can override this number.

Exam Time Code

By entering a predefined exam time code, you save yourself some data entry time for the exam date, time, and facility values. Exam time values are defined on the Exam Code Table page.

Combined Exam

Select to indicate that this exam can share a facility with another exam.

Note:- Time and facility conflicts with other events, such as regular class meetings, are not permitted—the system performs conflict checking for these.

If you do not select the Combined Exam check box, the system verifies that no conflicts exist in room and time period scheduling. The stated room and time period is used for only one class exam.

Exam Date, Exam Start, Exam End, Class Exam Type, and Facility ID

If you do not select an exam time code, you can enter values in the Exam Date, Exam Start, Exam End, Class Exam Type, and Facility ID fields. The system performs facility conflict checking when you save the page.

➤ Setup Exam Codes

Following are the brief summary of steps that you required to setup exam codes:
(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

N/A

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Summary of Steps

1. Login to system using your credentials (username & password)
2. Go to page: Curriculum Management > Schedule of Classes > Exam Code Table
3. On the search page, select the following values and click search: (**Academic Institution:** KSAU, **Term:** Select the term for which you wish to schedule the exams)
4. Enter the following values:

- **Exam Time Code:** An identifier for the exam
- **Exam Date:** The date on which you want to schedule the exam
- **Exam Starting Time:** Self explanatory
- **Exam Ending Time:** Self explanatory
- **Exam Type:** Select the exam type from the drop-down. If you require more values to be added, please suggest.

5. The following parameters are used to select the classes for which exams will be scheduled

- **Class Start Time From:** The minimum start time of already scheduled classes
- **Class Start Time To:** The maximum start time of already scheduled classes
- **Day (checkbox):** Select the day on which the classes are scheduled.

6. Click "Save" button.

➤ Run Batch Process to Schedule Exam

Following are the brief summary of steps that you required to run batch process to schedule exam:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

1. Exam codes must be defined

Summary of Steps

1. Login to system using your credentials (username & password)
2. Go to page: Curriculum Management > Schedule of Classes > Generate Exam Schedule
3. Search for an existing Run Control ID for add a new Run Control ID
4. On the run control page, enter the following values:

- **Academic Institution:** KSAU
- **Term:** Select the term for which Exam Codes have been defined and the term for which you want to generate the exam schedule
- **Academic Group:** Select the Academic Group for which you want to schedule the exams
- **Session:** Select the session through the lookup.
- **Assign to schedule facility:** Check this checkbox is you want the exam to be conducted in the same facility as the class.

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5. Click "Run" and wait for the process to complete. If you want to save the parameters, click "Save".

➤ How to Schedule Exams Manually?

Following are the brief summary of steps that you required to update existing schedule:
(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

- 1.Exam codes must be defined

Summary of Steps

- 1.Login to system using your credentials (username & password)
- 2.Go to page: Curriculum Management > Schedule of Classes > Schedule Class Meetings
- 3.On the search page, select the following values and click search:

- **Academic Institution:** KSAU
- **Term:** Select the term for which you wish to schedule the exams
- **Class Nbr:** Select class for which you wish to schedule the exams
- From the search results, select the class for which you either want to schedule an exam manually or update the exam schedule
- Click on "Exam" tab.
- **If you want to schedule a new exam:**
- **Under the "Class Exam" section, enter the following values**
- **Exam Time Code:** Select the code from the lookup
- **Exam Date:** Enter the date for the exam
- **Exam Start:** Enter the start time of the exam
- **Exam End:** Enter the end time of the exam
- **Class Exam Type:** Select the exam type from the drop-down. If you require more values to be added, please suggest.
- **Facility ID:** Select the facility from the lookup.
- **If you want to update existing exam schedule:**
- **Under the "Class Exam" section, enter the following values**
- **Exam Time Code:** Select a new value from the lookup
- **Facility ID:** Select a new value from the lookup.

4. Click "Save" button.

➤ How to Update/Review Existing Exam Schedule?

Following are the brief summary of steps that you required to manually exam scheduling:
(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

- 1.Exam codes must be defined

Summary of Steps

- 1.Login to system using your credentials (username & password)

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2. Go to page: Curriculum Management > Schedule of Classes > Schedule Class Meetings

3. On the search page, select the following values and click search:

- **Academic Institution:** KSAU
- **Term:** Select the term for which you wish to schedule the exams
- **Class Nbr:** Select class for which you wish to schedule the exams
- From the search results, select the class for which you either want to schedule an exam manually or update the exam schedule
- Click on "Exam" tab.
- **If you want to schedule a new exam:**
- **Under the "Class Exam" section, enter the following values**
- **Exam Time Code:** Select the code from the lookup
- **Exam Date:** Enter the date for the exam
- **Exam Start:** Enter the start time of the exam
- **Exam End:** Enter the end time of the exam
- **Class Exam Type:** Select the exam type from the drop-down. If you require more values to be added, please suggest.
- **Facility ID:** Select the facility from the lookup.
- **If you want to update existing exam schedule:**
- **Under the "Class Exam" section, enter the following values**
- **Exam Time Code:** Select a new value from the lookup
- **Facility ID:** Select a new value from the lookup.

4. Click "Save" button.