Contents

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Exam Requirements Training Guide – Exam Representatives & Department Admins

Overview

This document includes instructions for Exam Representatives and Department Admins on how to submit and review exam requirements from the EXMM tool.

The document covers the following topics:

- How to access EXMM (Exam Management)
- EXMM interface
- How to submit Exam Requirements in EXMM (UBCV)
- How to Edit or Delete   Exam Requirements in EXMM
- How to review Exam Requirements in EXMM
- How to view the exam schedule in Workday

When to Use This Business Process (UBCV)

Winter Term 1
- August: E-Reps/Department Admins start to submit final exam requests via EXMM
- September: Access to submit final exam requests closes in EXMM. Scheduling Services start scheduling final exams in Scientia.
- October: The final exam schedule (dates and times only) is exported and published to Workday. Students can see the exam schedule on the public facing website.
- November: The final exam schedule with locations is published to Workday. Students can also see the schedule on the public facing website.

Winter Term 2

- December: E-Reps/Department Admins start to submit final exam requests via EXMM
- January: Access to submit final exam requests closes in EXMM. Scheduling Services start scheduling final exams in Scientia
- February: The final exam schedule is exported and published to Workday. Students can see the exam schedule on the public facing website.
- March: The final exam schedule with locations is published to Workday. Students can also see the schedule on the public facing website.

How to Access the EXMM Application

1. On Workday home screen, go to the **Scheduling Dashboard** from the Menu or Your Top Apps
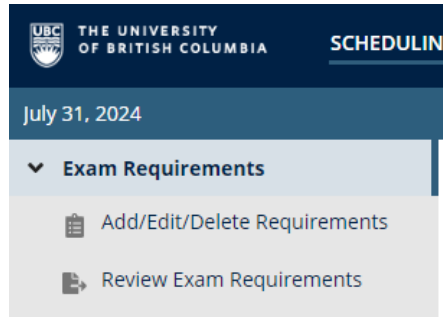
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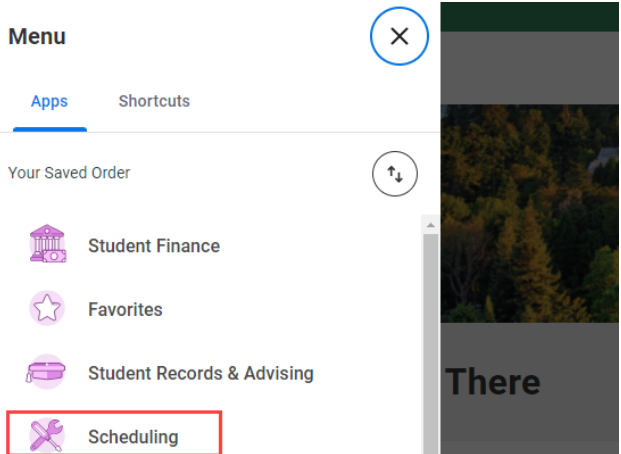
2. On the Scheduling Dashboard > Exams Tab > Click the link to access the EXMM application
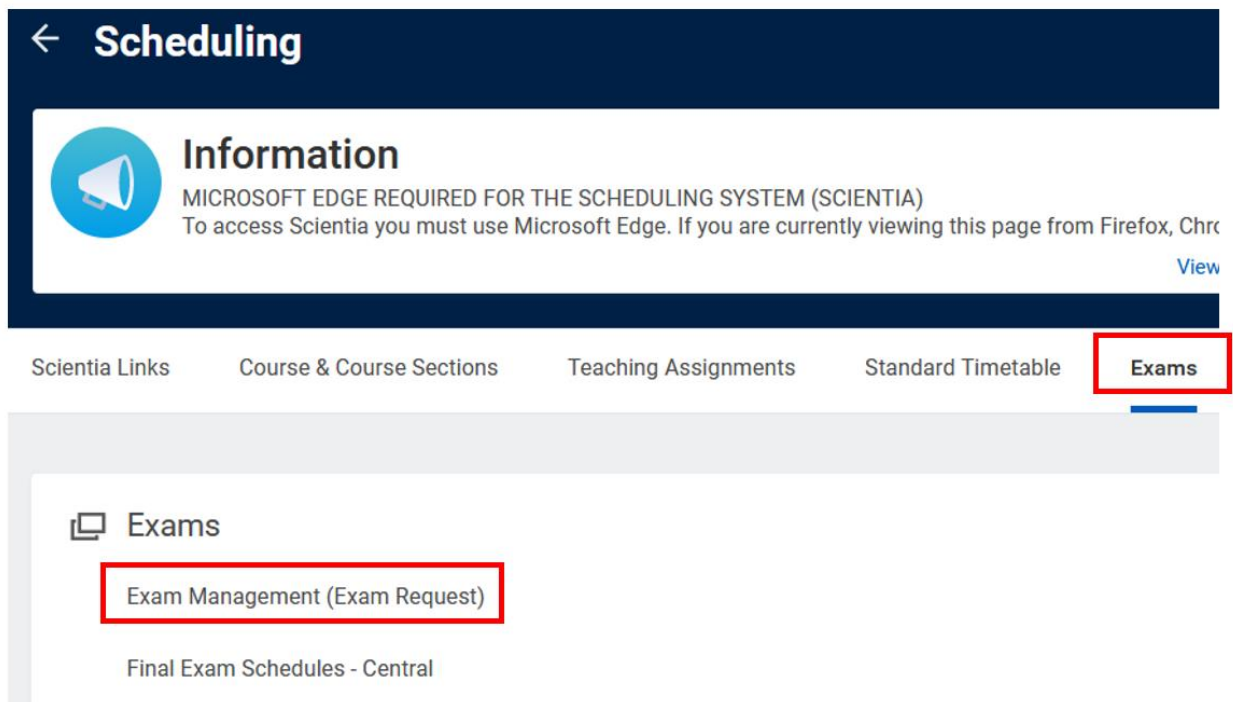
EXMM Exam Requirements Interface

After getting into the EXMM Exam Requirements application, E-Reps/Department Admins will see two tabs:

E-Rep/Department Admins

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- **Add/Edit/Delete Requirements:** This section allows E-Reps/Department Admins to add, edit, or delete their exam requirements.
- **Review Exam Requirements:** E-Reps/Department Admins can review and download submitted exam requirements by academic unit.

How to Submit Exam Requirements in EXMM (UBCV)

1. In EXMM, click on the **Add/Edit/Delete Requirements** button.
2. Enter the **Course Code** in the relevant field and choose the **Exam Period** from the drop-down menu. Press the Enter key.
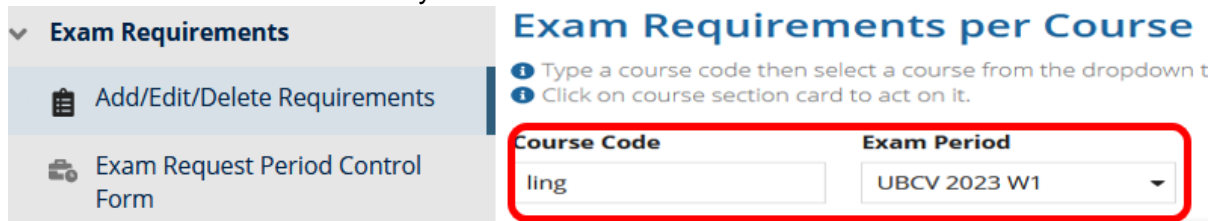
3. The **Course List** field will become selectable. Select the relevant Course from the drop-down menu.

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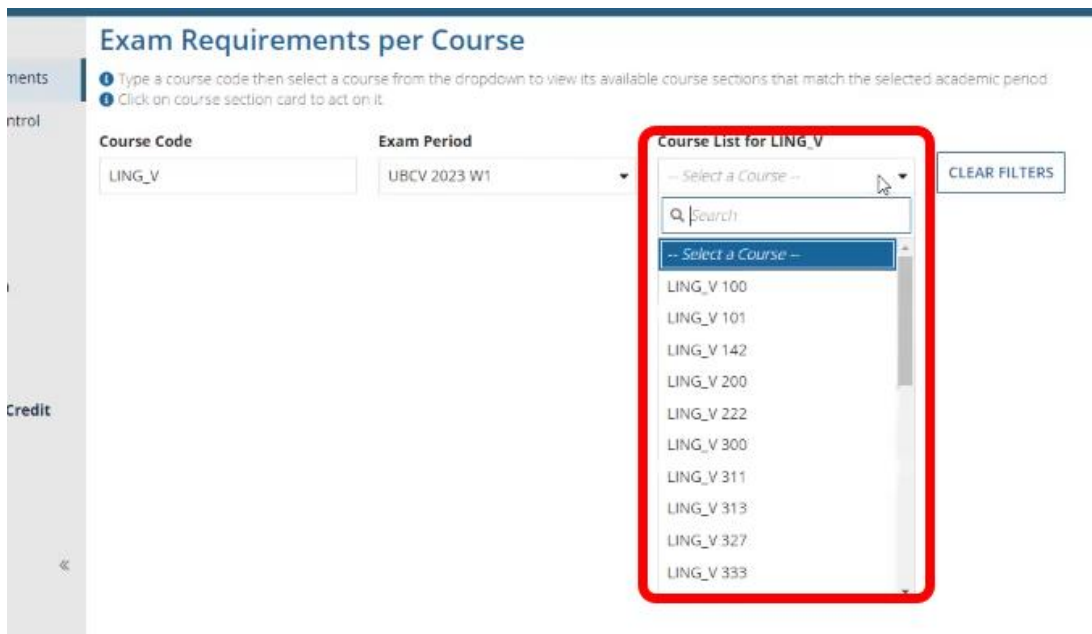
4. A list of Course Sections will appear. Select the Course Section(s) to submit Exam Requirements, it will turn blue and the section will display under Actions - Selected Course Sections. Please double check this for accuracy (you may select more than one section for one exam requirement by highlighting each section under the selected course number). Click the "**Add Requirement**" button on the Actions tab on the right side of the screen.

Exam Requirements per Course

ℹ Type a course code then select a course from the dropdown to view its available course sections that match the selected academic period.
ℹ Click on course section card to act on it.

Course Code	Exam Period	Course List for ling		
ling	UBCV 2023 W1 ▾	LING_V 313 ▾	CLEAR FILTERS	

Actions

Selected Course Sections
• LING_V 313-001

Course Section: 001

Course	LING_V 313-001 - Introduction to Linguistic Phonetics and Speech Science	Abbreviated Title	Introduction to Linguistic Phonetics and Speech Science	Academic Period	2023-24 Winter Term 1 (UBC-V)
Credits	3	Delivery Mode	In Person Learning	Instructional Format	Lecture
Instructor	Molly Babel	Overlap Sections	N/A		

ADD REQUIREMENT

5. In the **Create Exam Requirement** menu that opens, complete the following fields:
   - Exam Location Type
   - Duration
   - Exam Mode of Delivery
   - Suitabilities (Optional)
     - Please only select a suitability if it is required for the exam, otherwise you may leave it blank
   - Comments (Optional)
     - For courses that share a common exam, please add 'common exam with _____' in the comments field.
   - Name (Optional)
     - If you have a crosslisted course, both course sections must be added in order for the system to schedule exams for all students. Student registration is based on the course section and the system cannot retrieve the student registration information without the individual course section exam request. Please add '**xlisted**' into the **exam request name** when creating these as it helps to identify these sections in the transfer to Scientia ES.
     - Important Note: Please ensure that you do not enter any special characters in the name field of the exam requirement. Special characters include (), -, _, etc.

6. Click the **Save** button at the bottom of the page once finished.

7. Once saved, it is recommended to Refresh the page to prevent data from previous Course Sections from appearing in later sections accessed in the same session.

How to Edit or Delete Exam Requirements in EXMM

1. In EXMM, click on the **Add/Edit/Delete Requirements** button.

2. Enter the **Course Code** in the relevant field and choose the **Exam Period** from the drop-down menu and select course number. Press the Enter key.

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Exam Requirements per Course

ℹ️ Type a course code then select a course from the dropdown to view its available course sections that match the selected academic perio
ℹ️ Click on course section card to act on it.

Course Code	Exam Period	Course List for ling	
ling	UBCV 2023 W1 ▼	LING_V 313 ▼	**CLEAR FILTERS**

Course Section: 001

Course	LING_V 313-001 - Introduction to Linguistic Phonetics and Speech Science	**Abbreviated Title**	Introduction to Linguistic Phonetics and Speech Science	**Academic Period**	2023-24 Winter Term 1 (UBC-V)
Credits	3	**Delivery Mode**	In Person Learning	**Instructional Format**	Lecture
Instructor	Molly Babel	**Overlap Sections**	N/A		
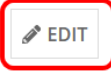
Exam Requirements

LING_V 313-001 RTAUG1   ✏️ EDIT

Campus	UBC-Vancouver	**Exam Type**	–	**Exam Suitability**	–	**Last Saved On**	🗓 August 1, 2024 1:18 PM
		Exam Time	Day				

3. Click the Edit button under Exam Requirements.

Exam Requirements

LING_V 313-001 RTAUG1   ✏️ EDIT

Campus	UBC-Vancouver	**Exam Type**	–	**Exam Suitability**	–	**Last Saved On**	🗓 August 1, 2024 1:18 PM
Exam Duration	2.5	**Exam Time**	Day	**Comments**	–	**Last Saved By**	Rachel Tang
Exam	NoLocationRe...	**Exam Delivery Mode**	Online	**Exam Period**	UBCV 2023 W1		

4. On "Update Exam Requirement", changes can be made to all fields except the Name field.

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Update Exam Requirement

Name

LING_V 313-001 RTAUG1

Exam Location Type ❓*

On Campus Location ○   No Location Required ●

Exam Mode of Delivery *

In-Person ○   Online ●

Suitabilities ❓

Smoke Test	☐
Outlets	☐
Tables	☐
WIFI	☐

Exam Duration ❓*

2.5 ▼

Exam Period

UBCV 2023 W1

Exam Time

Day

Comments

0/100

CANCEL   DELETE   SUBMIT

5. Click Submit to save the changes.

If the exam requirement is no longer needed, you may click the Delete button to remove the requirement.

How to Review Exam Requirements in EXMM

1. On EXMM, click the **Review Exam Requirements** tab.

Exam Requirements

📋 Add/Edit/Delete Requirements

📑 Review Exam Requirements

«

Review Exam Requirements

∨**Filters**

Exam Period

UBCV 2023 W1 ▼

Search Exam Requirement Name   SEARCH

	Exam Requirement ↓ Name	Section Listing	Exam Duration ❓	Exam Time	Exam Location Type	Exam Delivery Mode	Exam Suitability	Exam Comments
☐	PHRM_V 100-001	• PHRM_V 100-001 - Foundations of	2.5	Day	On-Campus	InPerson	-	-

2. Select the **Exam Period** from the drop-down menu.
3. The search bar underneath the drop-down can be used to search for a specific course section under Exam Requirement Name.
4. Once found, review the relevant exam requirements. The exam requirements may be downloaded to Excel using the "Download" button:

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NOTE: E-Reps/Department Admins will see all the Exam Requirements for their Academic Unit, not just those they have personally submitted.

Viewing the Exam Schedule on Workday

Both Scheduling Services and E-Reps/Department Admins can view the final exam details in Workday:

1. Use the **Find Course Section Definitions – Central** report
2. Look up the course section

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3. Scroll down to see the scheduled exam under the **Scheduled Assessments**

Alpha-split exams show up like this in Workday.

Exams (without alpha-split) shows up like this:

Column	Value
Assessment Type	• If there's no alpha split, it will show "Final Exam" • If there's alpha-split, it will show "Final Exam: alpha – alpha"
Delivery Mode	• In-person Learning • Online
Date	Exam Date
Start Time & End Time	Exam Start and End Time
Location	• In-person Exam: shows the exam location • Online Exam: blank (the Delivery Mode will display See Instructor)

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