Exam Request User Guide

Getting started

- Log into to SISC
- Click on CWL Login
- Enter your CWL Login Name and Password

You may be prompted to <Open> or <Save> SISC. If you see a similar message to the one below, click on <Open>.

A Java window will appear and SISC will open momentarily.
Once you are logged in to SISC:

- Select <Course> from the top menu bar
- Choose <Exams> and then <Exam Request> from the drop down list
- You will be taken to the new Exam Request Tab
Exam Request Tab

Finding your course

- Select the session you want from the drop down Session list
- Enter a Course Subject, Course Number and Campus (e.g. ENGL, 100, UBC)
  - This will return all relevant sections
- The course section information will appear in the Exam Tab (under “Sections”)
The Exam Request Tab is split into three columns:

- **Exam Requirements** – Once you create a new exam requirement, it will appear here.
- **Sections** – Details of the course and sections appear here. Note – all terms are included in this list. Please ensure you chose the correct section and term.
- **Exam Details** – you can add “exam details” for the exam requirement from here.
CREATING EXAM REQUIREMENTS:

1. Select course section(s) for each exam requirement (hold down Ctrl or Shift to select multiple)

2. Give the requirement a name

3. Exam requirement

4. If you have a preference for tables, check this box

5. Exam requirements

6. Exam requirements

7. Exam requirement

8. Exam requirement

**Please Note:** Ensure that you have selected the correct exam requirement from the left hand list before editing Exam Duration, Exam Type, ‘Suitabilities’ and Exam Notes. (The exam requirement will appear in the top left hand corner of the box where you will make the exam detail changes.)
THERE ARE TWO WAYS TO CREATE AN EXAM REQUIREMENT:

1. Select a section or multiple sections from the “Sections” box then create the Exam Requirement.
   - Select multiple sections, by holding down the <Ctrl> or <Shift> key.
   - While the sections are highlighted, click <Add New> (from the “Exam Requirements” box) to add an exam requirement.
     - The Input box will appear and you may choose to give the Exam Requirement a name or use the default. (Example: ENGL 100-1)
     - NOTE: If the exam is a Distant Exam, please label it DET.

2. From the “Sections” box, select which section(s) you want to attach to the exam requirement.
   - Select the Exam Requirement from the dropdown box and choose the appropriate exam requirement. (Note: you may create a common exam requirement by attaching multiple sections to one exam requirement by selecting from the drop down list)
   - Click <Add New> to add an exam requirement, from the “Exam Requirements” box.
     - The Input box will appear and you may choose to give the Exam Requirement a name or use the default. (Example: ENGL 100-1)
     - NOTE: If the exam is a Distant Exam, please label it GIS
   - Click <Add New> each time you want to add a new requirement

If you make a mistake when attaching a requirement to a section, you must either add a new requirement to choose from the drop down or delete the requirement and start again

ADDING EXAM DETAILS

• Once you have created the exam requirements you can enter/change the following exam details from the right hand list:
  - Exam Duration – Choose from drop down list (defaults to 2.5 hours)
  - Suitabilities – Tables. If you have a preference for tables rather than tablets, check the “Tables” box under Suitabilities. Leave blank if you
do not have a preference. NOTE: Checking this box does still does not
ensure the exam will have tables.

☐ Exam Type – This field is currently only applicable to the Okanagan
Campus. Users in Okanagan should select if the exam is Open or Closed
book.

☐ Exam Notes – this field should be used for adding additional
information. Please keep notes succinct. This field should be used for the following information:
- Missing or incorrect cross-listed section information
- Room notes (Example: Computer lab, CHBE 316 & 314, prefers
  Wood 2, needs to be in separate room due to language
  component)
- Requests for power
- Request for Digital Projector

☐ Exam Time – The exam time is driven by the section time. You cannot
change this on SISC. If you need to change the Exam Time please email
your Scheduling Coordinator.

**Important:** Ensure that you have selected and are in the correct exam
requirement before editing Exam Duration, Exam Type, Suitabilities and Exam
Notes. (The exam requirement you are making changes to will appear in the
top left hand corner of the box where you will make the exam detail changes.)

- Once you have added your exam requirements, hit <Save>
Important Information:

**Naming conventions for Exam Requirements:** The system will default to consecutive numbers if an exam requirement is not named. For courses with multiple sections, it will be easier to distinguish if the exam requirements follow a pattern. Choose the section number or instructor initial for ease of viewing the reports. For example, PSYC260-T1, KC or BIOL140-101. If more than 1 section is added to an exam requirement a combination name is useful. For example, FREN 101-T1 (101-110 and 901). For all Distance Education exams use ‘GIS’ as part of the name. For example, HIST 102-GIS.

**Cross-listed section:** The Cross-listed course field under “Sections” cannot be updated and course information will only populate if an official cross-listed course exists. An exam requirement must be added for all sections of a cross-listed course requiring an exam in order for the software to combine the exams and assign same time same location. NOTE: an exam requirement will not automatically populate for cross-listed sections.

If only one of the cross-listed sections need an exam – write in notes of exam requirement that the cross-listed section does not need an exam. Example: grad level CHBE 575 does not need an exam (this note is under the exam requirement for Cross-listed section in CHBE 485)

*Not all cross-scheduled course sections are officially cross-listed and may not show in the cross-list field. Please double check the cross-listed courses field to ensure the information is correct. If there are course sections that are not listed in this field, please identify the course section in the Exam Notes field and remember to add an exam requirement for that course section.

**Instructors:** The instructor’s field cannot be updated via the Exam request tab. If the instructor name is incorrect or incomplete, please attach the instructor name to the course section via the FSC.

**Standard Exam Length:**
The standard Exam Length defaults to 2.5 hrs but it is an updateable field. Please enter numbers between 1 hour and **maximum** 3 hours.

**Exam Time: Day/Eve:**
This will default to either Day or Eve based on the start time of the course. Sections that start at 5:00 pm or later will be marked ‘Eve’. For any exceptions, please add to the notes sections then email your scheduling coordinator.
Important Information continued:

Exam Notes: Exam information that may be included in the Exam Notes field:
- Missing or incorrect cross-listed section information
- Room notes (Example: Computer lab, CHBE 316 & 314, prefers Wood 2, needs to be in separate room due to language component or dictée)
- Requests for power
- Request for Digital Projector

Please Note: requests for specific exam date or time will only be considered if approved by the Dean/Designate (See Exam Scheduling Guidelines for procedure).