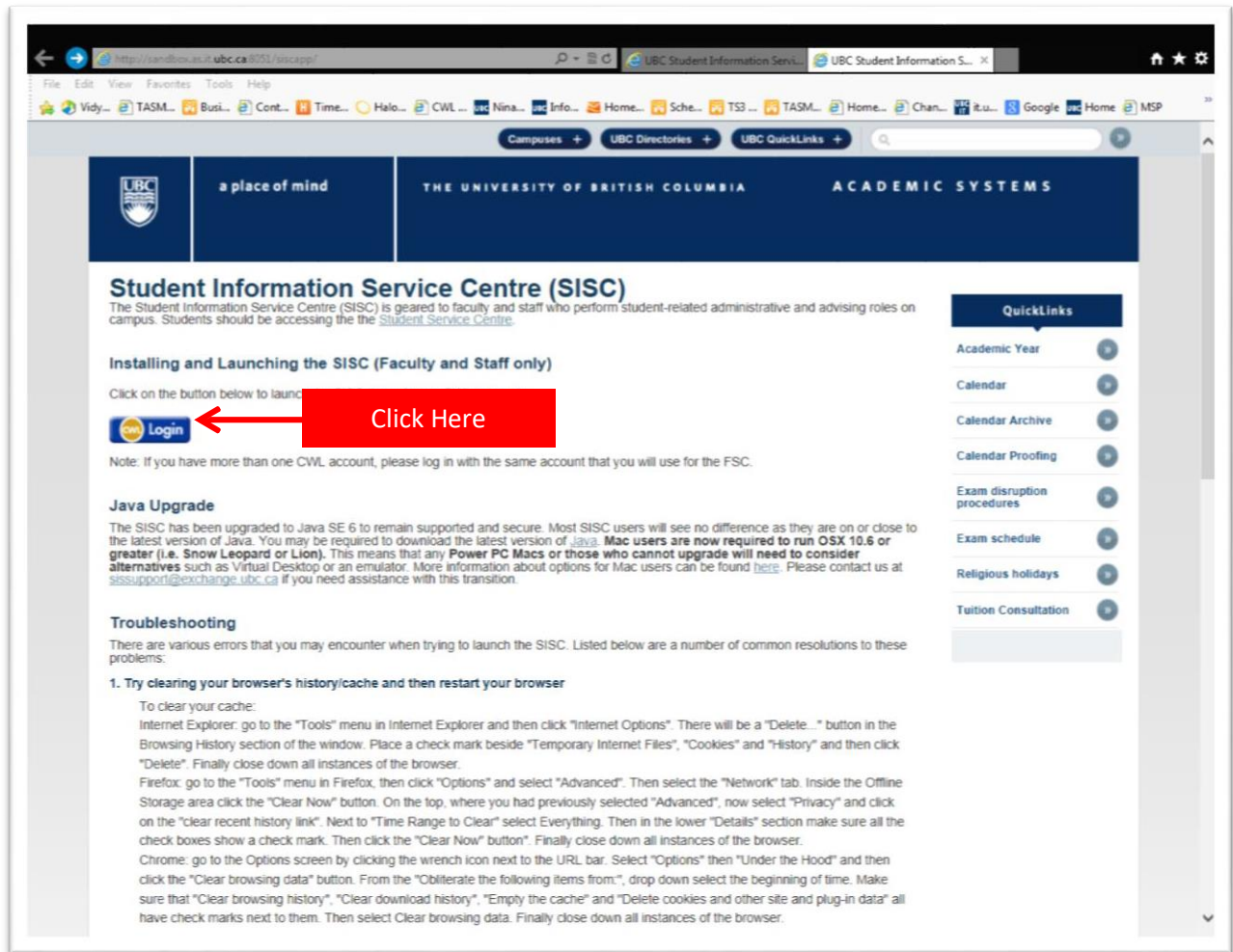




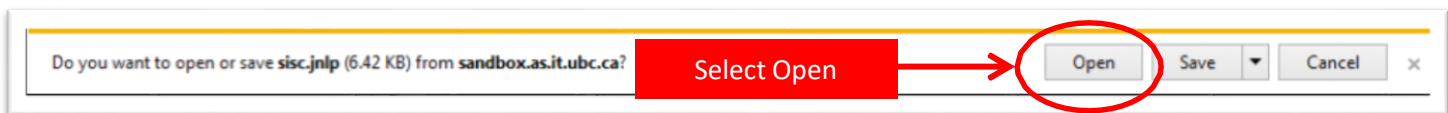
Exam Request User Guide

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>.



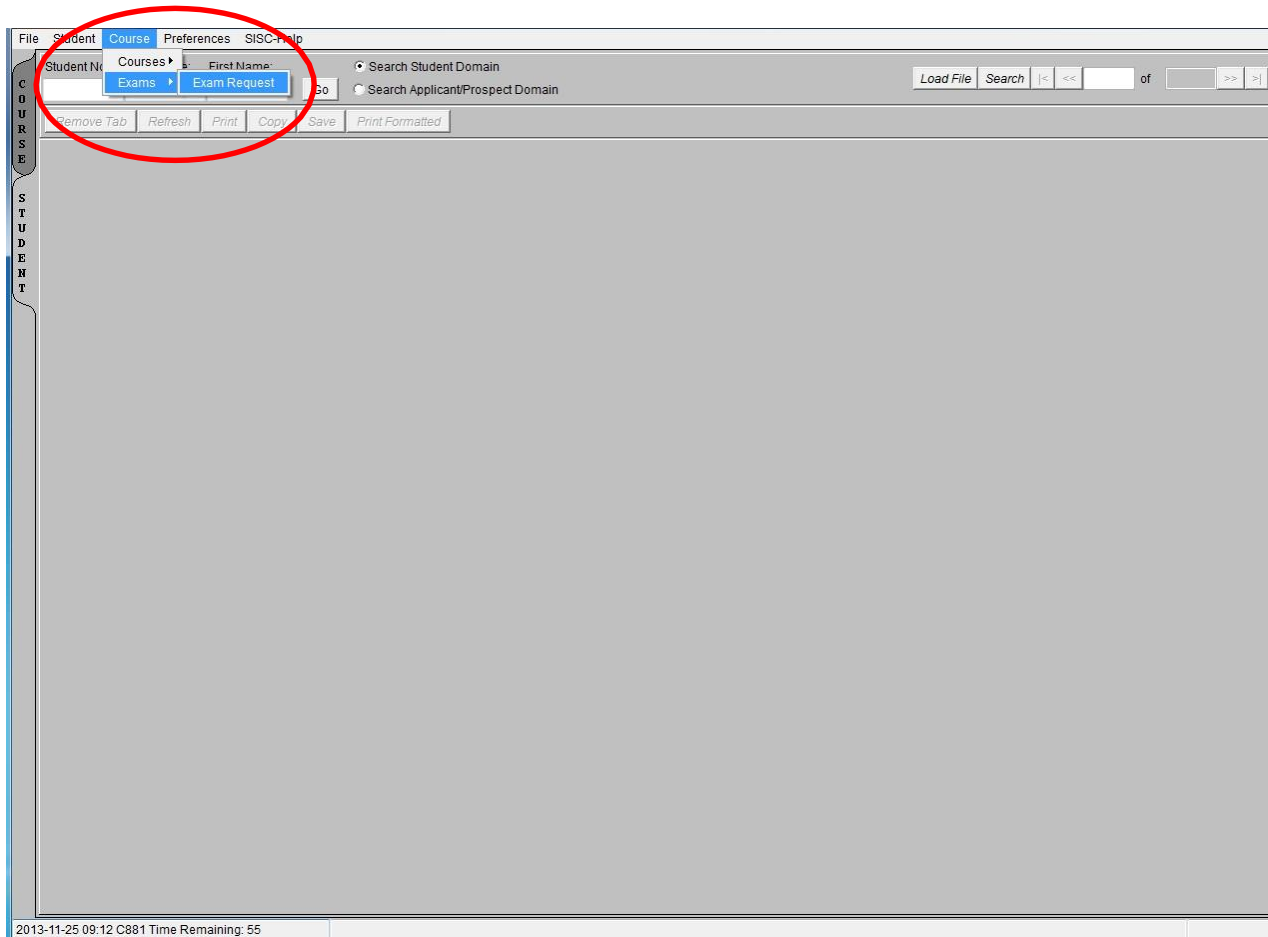
OpenWebStart window will appear and SISC will open momentarily.



Exam Request User Guide

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 User Guide

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 screenshot shows the UBC SISC (Student Information System) interface. The main window is titled "UBC SISC (Student Information Service Centre) - SISC011". The "Exam Request" tab is active. The search fields are: Session: 2013W, Course Subject: ENGL, Course Number: 100, Section: (blank), Campus: UBC. The "Sections" table is empty. The "Exam Requirements" table has columns for Name and Delete. The "Exam Notes" field is empty. The "Save" button is at the bottom. A red circle highlights the search fields, and a red arrow points to the "2013W" dropdown menu.

Exam Req...	Course	Section N...	Term
-------------	--------	--------------	------

Name	Delete
------	--------

Exam Notes:

Save

2013-11-25 09:51 C881 Time Remaining: 16



Exam Request User Guide

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

UBC SISC (Student Information Service Centre) - SISDEV11

File Student Course Preferences SISC-Help

Session: Course Subject Course Number: Section: Campus:
2013W UBC

Remove Tab Refresh Print Copy Save Print Formatted 2013W ENGL100

Exam Request Course: 2013WENGL100 UBC

Exam Requirements

Exam Req.	Course	Section N.	Term	Instructor	Cross list.
ENGL100	001	1	Baxter, G		
ENGL100	002	1	Rouse, R.		
ENGL100	003	1	James, S.		
ENGL100	004	1	Danielson...		
ENGL100	005	1	Nelson-M.		
ENGL100	006	2	Brown, Judy		
ENGL100	007	2	Zettlin, Mic...		
ENGL100	008	2	Trainor, Kl.		
ENGL100	009	2	Catron, M.		
ENGL100	010	2	Potter, Tiff.		
ENGL100	011	1	Brown, Judy		

No Exam Requirement loaded Last auto save: 2013-11-25 14:28:50.916

Exam Duration: [Dropdown]
Exam Time: Evening Day
Exam Type: Open Book Closed Book

Suitabilities:
 Tables

Exam Notes: [Text Area]

Save

2013-11-25 14:36 C881 Time Remaining: 54



Exam Request User Guide

CREATING EXAM REQUIREMENTS:

Give the requirement a name

Input

Input new Exam Requirement name
ENGL100 -

1

OK Cancel

2013W ENGL100

2013W ENGL100 UBC

Exam Requirements

Name	Course	Section N...	Term	Instructor	Cross list...
ENGL 100-1	ENGL100	001	1	Baxter, G	
	ENGL100	002	1	Rouse, R.	
	ENGL100	003	1	James, S...	
	ENGL100	004	1	Danielson...	
	ENGL100	005	1	Nelson-M...	
	ENGL100	006	2	Brown, Judy	
	ENGL100	007	2	Zetlin, Mic...	
	ENGL100	008	2	Trainor, Ki...	
	ENGL100	009	2	Catron, M...	
	ENGL100	010	2	Potter, Tiff...	
	ENGL100	011	1	Brown, Judy	

Sections

Exam Duration: 2.5

Exam Time: Evening Day

Exam Type: Open Book Closed Book

Suitabilities: Tables

Exam Notes:

Save

Exam requirements

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

If you have a preference for tables, check this box

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.)



Exam Request User Guide

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. 1
- While the sections are highlighted, click <Add New> (from the “Exam Requirements” box) to add an exam requirement 2
 - The Input box will appear and you may choose to give the Exam Requirement a name or use the default. (Example: ENGL 100-1)

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)
- 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) 3
- Suitabilities – Tables. If you have a preference for tables rather than tablets, check the “Tables” box under Suitabilities. Leave blank if you



Exam Request User Guide

do not have a preference. NOTE: Checking this box does still does not guarantee the exam will have tables 4

- 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 5

- Exam Notes – this field should be used for adding additional information. Please keep notes succinct. 6

Note that the information in the Exam Notes will be visible in the [Exam Requests Report](#).

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 outlets and/or wi-fi
 - Please note the SRC A, B, & C and OSB1 A gyms are not equipped with outlets and wi-fi
 - 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.) 7

- **Once you have added your exam requirements, hit <Save>** 8



Exam Request User Guide

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).

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 hours 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.

SRC and OSB1 Gym Information:

Please note the SRC A, B, & C and OSB1 A gyms are not equipped with power outlets and wi-fi. If exams require either power or access to wi-fi, please indicate this in your exam notes (see next page for details) prior to submitting your requests. Those exams will be scheduled into multiple classrooms.



Exam Request User Guide

Important Information continued:

Exam Notes:

Note that the information in the Exam Notes will be visible in the [Exam Requests Report](#).

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 and/or wi-fi
 - Please note the SRC A, B, & C and OSB1 A gyms are not equipped with power outlets and wi-fi
- 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).