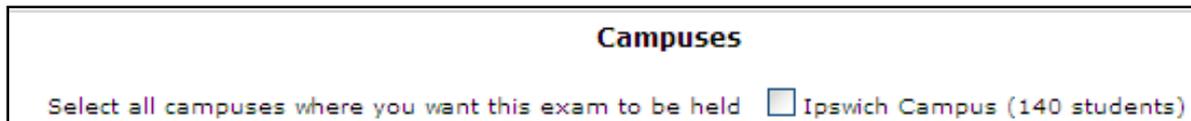# Common Errors – Online Exam Requests

**1. Forgetting to 'tick' the campus box**

Campuses

Select all campuses where you want this exam to be held   ☐ Ipswich Campus (140 students)

2. Unnecessary text in non-compulsory fields

The boxes below do not require a response for your exam request to be submitted. Text such as 'No' or 'Nil' is not necessary. Please leave these boxes blank if there are no special requirements.
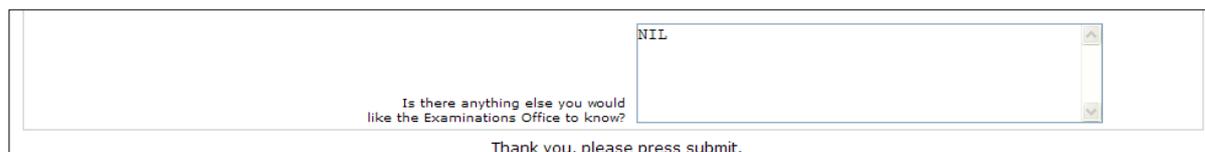
Instructions To Students

NIL
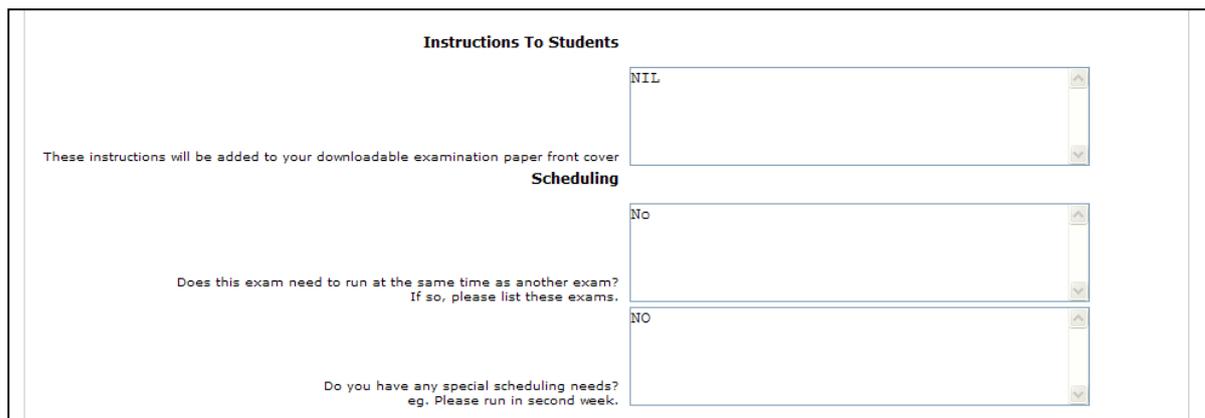
These instructions will be added to your downloadable examination paper front cover

Scheduling

No

Does this exam need to run at the same time as another exam? If so, please list these exams.

NO

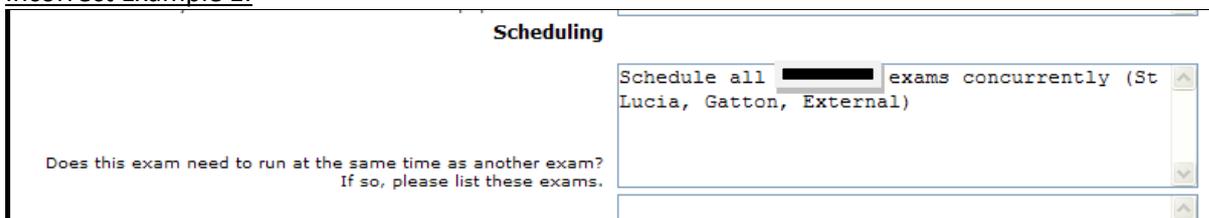Do you have any special scheduling needs? eg. Please run in second week.

NIL

Is there anything else you would like the Examinations Office to know?

Thank you, please press submit.

3. Incorrect use of the 'Concurrent' scheduling box. The question asks 'Does this exam need to run at the same time as another exam?'
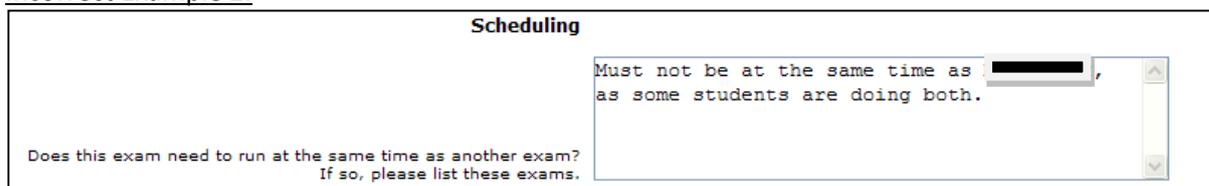
Incorrect Example 1:

Scheduling

Schedule all ▬▬▬ exams concurrently (St Lucia, Gatton, External)

Does this exam need to run at the same time as another exam? If so, please list these exams.

Exams for the same course on multiple campuses will automatically be scheduled concurrently.

Incorrect Example 2:

Scheduling

Must not be at the same time as ▬▬▬, as some students are doing both.

Does this exam need to run at the same time as another exam? If so, please list these exams.

The system will detect common students within two exams and will automatically avoid scheduling these exams at the same time.

Incorrect Example 3:

If you have requested a written exam and a prac/oral exam for the same course, the system will automatically avoid scheduling them at the same time. Specific instructions regarding which exam should be scheduled first should be entered in the box which has the question 'Do you have any special scheduling needs?'
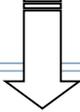
Incorrect Example 4:

This should be in the second box. It is not a request for a concurrent exam.

4. **Incorrect use of the final box – 'Is there anything else you would like the Examinations Office to know?'**

Incorrect Example 1:

If you have already indicated that two answer booklets are required, the exam supervisors will issue 2 answer booklets. Providing this information in the box is not necessary.

Incorrect Example 2:

You will need to indicate whether a paper should be printed single or double-sided when you upload your paper, not at the exam request stage.

5. **Rough paper**

- If you check the box 'During reading time, students may write on the rough paper provided', please also make sure that you check the box for 'Rough paper' in the exam materials section. Conversely, if you check the box 'During reading time – writing is not permitted at all', make sure that you <u>do not</u> check the box for 'Rough paper'.

6. **Unclear or unnecessary requests for 'Other Permitted Materials'**

- Students are already aware that they are required to bring their own pens, pencils and erasers to the exam and supervisors know that these materials are permitted. It is not necessary to write such things in the 'Other Permitted Materials' box.

- If you have already checked at least one box for permitted materials, please do not write 'Nil' in the 'Other Permitted Materials' free text box.

- If students are allowed to bring industry-specific handbooks or publications into the exam, please write the full name of the publication rather than using an acronym. Exam supervisors may not understand special acronyms.

7. **Discrepancies between exam 'Type' and 'Permitted Materials'**

- If your exam is going to be 'Closed Book' and you check a number of boxes in the 'Materials Permitted' section, such as dictionaries, calculators or notes, when you get to the 'Open/Closed Book Exam' please make sure you select 'This is a Closed Book Examination – **specified materials permitted**'.

- It is not necessary to write 'Any materials' or something similar, in the 'Other Permitted Materials' section for Open Book exams. By definition, students are permitted to bring any written or printed materials into an open book exam.

- The exam cover sheet is configured to print 'No electronic devices, e.g. laptop, phone, etc'. Therefore it is not necessary to type this anywhere yourself.

8. **Overly lengthy exam titles using the 'Description' box**

- If you need to differentiate between two or more exams for the same course, please do not repeat the course code and unnecessary words from the course title in the 'Description' box.

  o For example: Course 'XXXX9999 – Effective Spoken and Written Communication', has two separate exams. Please do not write 'XXXX9999 – Spoken Communication' for one exam and 'XXXX9999 – Written Communication' for the other. You would only need to write 'Spoken' and 'Written' in the 'Description'. You do not need to repeat the course code or the words 'Effective' and 'Communication' as they are part of the course title. All you need in the 'Description' box is an identifying word or very short phrase.

- PLEASE DO NOT write 'Final Exam' (or similar) in the 'Description' box. The exam cover sheet will already clearly state that this is the final examination for the semester.

9.   Poor spelling and punctuation in the 'Instructions to Students' box

- If you intend to write anything in this box, please check it carefully before submitting. The spelling and punctuation will appear exactly as you type it. All information entered in this box appears as consecutive sentences, not on separate lines (even if you enter the text on separate lines in the box), so please make sure that you put a full stop at the end of each sentence and use capital letters for the start of the next sentence.

- It is preferable to keep information here to a minimum. You can clearly indicate at appropriate places in the body of the exam paper that students should use a separate writing booklet for a section, or should answer on the multiple choice answer sheet provided.