

Exam Request Update and Paper Upload Instructions

Prior to uploading your exam paper, you may need to make some changes to your exam request. If the exam requests have closed for editing, you will have one final opportunity to amend certain data before you upload your paper.

You will need to manually amend your exam coversheet before you save your document as a PDF file. For consistency, we ask that you type in the new information exactly as it appears on the exam request page.

The information you can change, and the exact wording to use on your coversheet, are listed below. If you need to change any other information – please contact the Examinations Section for advice before proceeding.

Materials Permitted In The Exam Venue:

(No electronic aids are permitted e.g. laptops, phones)

Calculators - any calculator permitted - unrestricted

Calculators - Casio FX82 series only

Calculators - Casio FX82 series or UQ approved (labelled)

One A4 sheet of handwritten notes double sided is permitted

One A4 sheet of handwritten notes single sided is permitted

One A4 sheet of handwritten or typed notes double sided is permitted

One A4 sheet of handwritten or typed notes single sided is permitted

One A4 sheet of typed notes double sided is permitted

One A4 sheet of typed notes single sided is permitted

Two sheets of handwritten notes double sided are permitted

Two sheets of typed notes double sided are permitted

Unmarked Bilingual dictionary is permitted

Unmarked paper dictionary is permitted

Any other permitted materials – such as Class Text etc. – should be typed here. This is a free text field on the exam request update page.

Materials To Be Supplied To Students:

1 x 6 Page Answer Booklet

1 x 14 Page Answer Booklet

1 x Multiple Choice Answer Sheet








Instructions To Students:

Any specific instructions to students should be typed here. This is a free text field on the exam request update page.

When you have saved your document as a PDF file, log back into the exam request website and find your course. Click on 'Upload Exam'.

Displaying 'c'

a b c d e f g h i j k l m n o p q r s t u v w x y z

Course Code	Course Title	Exam				
CIVL2130	Environ Issues, Monitr & Assess () (235 students)	 Cancel Exam Request	 Download Cover Sheet	 Edit Exam Request	 Request Another Exam	 Upload Exam
CIVL2330	Structural Mechanics (260 students)	 Request An Exam	 No Exam Needed.			

On the 'upload' page, you will be asked to check that your paper matches your exam request below. Scroll down the page checking the details as you go.

CIVL2130 Environ Issues, Monitr & Assess

No files have been uploaded yet.

Exam Request Details

Please check that your paper matches your exam request, below.

CIVL2130 Environ Issues, Monitr & Assess ()

Campuses

Select all campuses where you want this exam to be held Yes: STLUC St Lucia Campus (235 students)

Description

This description will be added to the end of the exam's title. This is used to help identify multiple exams for one course. eg. "Examinations 101 (Description)"

Exam Duration

Reading Time Duration 10

Writing Time Duration 120

Answer Books

6 Page Answer Booklet 2

14 Page Answer Booklet 0

Multiple Choice Answer Sheet 0

You will then have the opportunity to update certain information that you have changed on your coversheet.

Exam Request Review

Please update your request here if you have made changes to your exam paper.

Answer Books

Please enter the number of each type of Answer Book required per student:

(Please enter 0 if you do not require certain books)

6 Page Answer Booklet	<input type="text" value="0"/>
14 Page Answer Booklet	<input type="text" value="1"/>
Multiple Choice Answer Sheet	<input type="text" value="1"/>
1cm x 1cm Graph Paper	<input type="text" value="0"/>

Exam Materials

Materials To Be Supplied (per student)

Materials Permitted (per student)

- Calculators - Any calculator permitted - unrestricted
- Calculators - Casio FX82 series only
- Calculators - Casio FX82 series or UQ approved (labelled)
- Calculators - No calculators permitted
- One A4 sheet of handwritten notes double sided is permitted
- One A4 sheet of handwritten notes single sided is permitted
- One A4 sheet of handwritten or typed notes double sided is permitted
- One A4 sheet of handwritten or typed notes single sided is permitted
- One A4 sheet of typed notes double sided is permitted
- One A4 sheet of typed notes single sided is permitted
- Two sheets of handwritten notes double sided are permitted
- Two sheets of typed notes double sided are permitted
- Unmarked Bilingual dictionary is permitted
- Unmarked paper dictionary is permitted

Other Permitted Materials

Instructions To Students

Please enter the 'Instructions To Students' as they appear on your exam paper

Towards the bottom of the page, you will see the 'Exam Paper Upload' area.

Exam Paper Upload

Select exam paper file here

How many pages are in this exam paper?
(including the front cover)

Single-Sided or Double-Sided Printing?
 Double
 Single

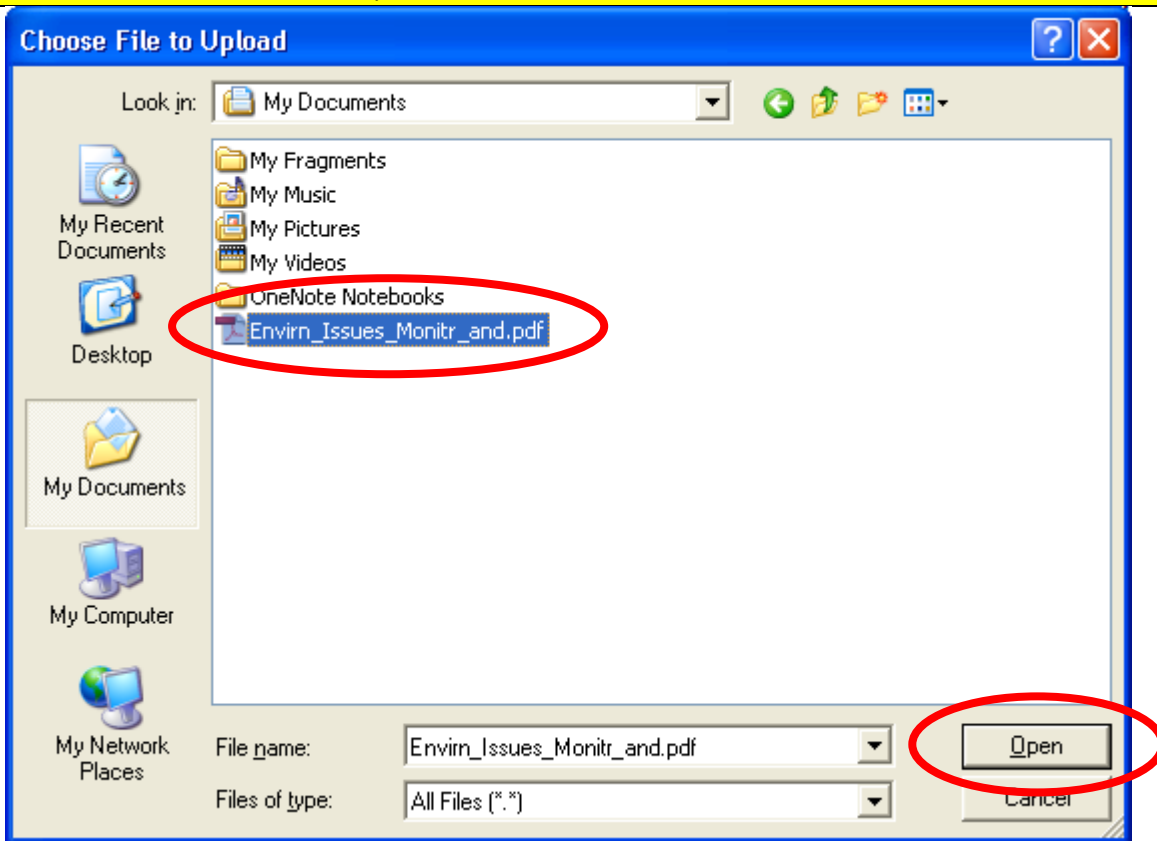
Special Printing Instructions

Author(s) of paper

Proof-read by

To upload your file, please press submit.

Click in the box next to 'Select exam paper file here'. Then browse to the folder where your exam paper is saved, click on the PDF file and click 'open'.



Answer the remaining questions in the exam paper upload area and click 'submit'.

Exam Paper Upload

Select exam paper file here C:\Documents and Setti

How many pages are in this exam paper?
(including the front cover)

Single-Sided or Double-Sided Printing Double Single

Special Printing Instructions

Author(s) of paper

Proof-read by

To upload your file, please press submit.

You will receive confirmation that your paper has been uploaded.

~~CIVL2130 Environ Issues Monitr & Assess ()~~
Your file Environ_Issues_Monitr_and.pdf has been uploaded

The following files have been uploaded

All of these files will be printed and provided to your students.

File Name	No. of Pages	Date Uploaded	Author	Proof Read By	Cancel
Environ_Issues_Monitr_and.pdf	2	27 January 2012 14:21	Anne Walsh	Teresa Charlton	

You can only upload one file for each exam request. If you click to upload a second file, you will receive a message that the maximum number of files has been uploaded. If you realise that there is an error in your paper, you will need to cancel your uploaded paper and load a new paper.

~~CIVL2550 Structural Mechanics ()~~
The maximum number of files has been uploaded.

The following files have been uploaded

All of these files will be printed and provided to your students.

File Name	No. of Pages	Date Uploaded	Author	Proof Read By	Cancel
Environ_Issues_Monitr_and.pdf	2	27 January 2012 14:26	Anne Walsh	Teresa Charlton	

You will receive a message that the paper has been cancelled and you can scroll down the page to load a new file.

The specified paper has been cancelled. Please make sure the papers listed below are correct.

The following files have been uploaded

All of these files will be printed and provided to your students.

File Name	No. of Pages	Date Uploaded	Author	Proof Read By	Cancel
Envrn_Issues_Monitr_and.pdf	2	27 January 2012 14:21	Anne Walsh	Feres Gharrton	cancelled

School administrators can follow the progress of exam requests and paper uploads via two different reports. The 'View Printable List of Courses' report or 'View Summary of Exam Requests' report on the 'courses' page.

School of Medicine

Hello Anne

[View Printable List of Courses](#)

[View Summary of Exam Requests](#)

Exam requests may be entered until 11/05/2012
Exam papers may be uploaded until 11/05/2012
Read-only access will be available until 20/07/2012

Displaying 'm'

a b c d e f g h i j k l m n o p q r s t u v w x y z

Course Code	Course Title	Exam				
MEDI1011	Medical Science 1 (Theory) (No Enrolments)	Cancel Exam Request	Download Cover Sheet	Edit Exam Request	Request Another Exam	Uplo Exa
MEDI1011	Medical Science 1 (Practical) (No Enrolments)	Cancel Exam Request	Download Cover Sheet	Edit Exam Request	Request Another Exam	Uplo Exa

The list of exam requests and uploaded files can be viewed or printed.

Course list for School of Civil Engineering

[Back to Courses List](#)

Course Code	Course Title	Exam	Cancelled	Uploaded Files
CIVL2130	Envrn Issues, Monitr & Assess	<input checked="" type="checkbox"/>		Envrn_Issues_Monitr_and.pdf
CIVL2330	Structural Mechanics	<input checked="" type="checkbox"/>		Envrn_Issues_Monitr_and.pdf
CIVL2410	Traffic Flow Theory & Analysis			
CIVL3130	Fluid Mechanics			
CIVL3210	Geotechnical Engineering			
CIVL3340	Structural Analysis			
CIVL4140	Ground Water & Surf Flow Model			
CIVL4160	Advanced Fluid Mechanics			