Exam Request Instructions

An email will be sent to Schools advising the URL to access Exam Requests for the current semester.

Log in to the site using your UQ Username and Password.

When you log in, you will see your school name and a welcome message. The dates when exam requests can be made and the deadline for uploading papers will also be displayed.

You will see a display of the letters of the alphabet. If your school has any courses starting with the letter ‘a’ these will automatically be displayed.
If your course begins with a different letter of the alphabet, click on that letter. For example - if you click on the letter ‘c’, all courses in your school beginning with the letter ‘c’ will be displayed.

Another way to see all of the courses in your school is to click on the link ‘View printable list of Courses’. This is a good way for school administrative staff to manage exam requests and uploads.

The list shows when an exam request has been made and if an exam paper has been uploaded.
Once you’ve found your course, click on the link ‘Request An Exam’.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL2130</td>
<td>Envir Issues, Monitr &amp; Assess</td>
<td>Request An Exam</td>
</tr>
<tr>
<td></td>
<td>(235 students)</td>
<td>No Exam Needed</td>
</tr>
<tr>
<td>CIVL2330</td>
<td>Structural Mechanics</td>
<td>Request An Exam</td>
</tr>
<tr>
<td></td>
<td>(260 students)</td>
<td>No Exam Needed</td>
</tr>
</tbody>
</table>

If you are the coordinator for a course which does not have an end of semester exam, click ‘No Exam Needed’.

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You then need to answer all of the questions relating to your exam.

**You must select at least one campus.**
If you will use the same exam paper for each campus where the course is held (or internal/external offerings) – tick both campus boxes. The exams will be automatically scheduled at the same time.

### Exam Duration

<table>
<thead>
<tr>
<th>Reading Time Duration</th>
<th>10 minutes</th>
<th>120 minutes</th>
<th>150 minutes</th>
<th>180 minutes</th>
<th>30 minutes</th>
<th>60 minutes</th>
<th>90 minutes</th>
</tr>
</thead>
</table>

**Must select 10 minutes Reading time which is now standard in all centrally scheduled exams. Select the exam duration – this should be the same as the Electronic Course Profile (ECP).**

### 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
- 14 Page Answer Booklet
- Multiple Choice Answer Sheet
- 1cm x 1cm Graph Paper

### Exam Materials

**Materials To Be Supplied (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 notes double sided is permitted
- One A4 sheet of handwritten 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

**4 options for calculators**

**8 options for permitted notes**

**2 options for dictionaries**

Free text field for other permitted materials e.g. text books.
One option must be selected for:
- Central or School exam;
- Open or Closed Book exam;
- Writing is permitted during reading time for all exams; and
- Whether the paper will be released to the Library.

Instructions To Students

These Instructions will be added to your downloadable examination paper front cover.

Scheduling

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

Do you have any special scheduling requests? e.g. Please run in second week.

Miscellaneous

Examiner’s Name

Mobile Phone Number (if we need to contact you during the exam)

UQ extension/Home telephone (if we need to contact you during the exam)

Please list a second person who can answer queries arising from the exam paper

Second person’s contact details

Do you have any audio visual requirements e.g. video? (please leave blank if not required)

List any exams which should be scheduled concurrently in this box. e.g. MATH1040

Any special requirements should be listed in this box e.g. needs to be scheduled in week 2 or please schedule prac exam after theory exam.

The 5 miscellaneous fields are mandatory and must be completed:
- Examiner’s name and contact details
- Secondary contact details

You also need to tell us if you have audio visual requirements.
When you have finished, click ‘Submit’. You will be prompted for any missing information before you can submit your request.

"Central or School Exam" was not completed.
"Open/Closed Book Exam" was not completed.

Enter any missing information and click ‘submit’.

Once you have submitted your exam request, you can email yourself or another staff member, the details of your exam request.

Your email address will be automatically entered in the box.
Confirmation of Exam Request
CIVL 2130 Envir 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. e.g. “Examinations 101 (Description)"

Exam Duration
Reading Time Duration: 10
Writing Time Duration: 120
The next step is to download the cover sheet for your exam. Click ‘Back to Courses List’.

Then click ‘Download Cover Sheet’.

You will be prompted to ‘Open’ or ‘Save’ the file. Choose ‘Save’ and give your document a name before saving it to your computer.

The Cover Sheet will include all of the information you have just entered into your exam request. **PLEASE DO NOT CHANGE** any of the information on the cover sheet.
If you have made a mistake in your exam request, click on ‘Edit Exam Request’ and make any required changes.

When you have submitted your updated exam request, you can download a new Cover Sheet and save it to your computer. Make sure you delete or replace the original Cover Sheet that you downloaded.

You are now ready to create the exam questions. Your paper has already been populated with two dummy questions; make sure you delete these before you start.

Some courses may have two exams. For example: Theory and Practical or Rock and Soil or Feline and Canine. In this case you will need to request another exam for the same course.

Important: 1 exam request = 1 exam scheduled and 1 exam paper

If your course has two exams, please enter the description e.g. Theory, Soil, Rock, Feline etc. in the ‘Description’ field of the exam request.
When your paper is completed, it should be checked and approved by the Chief Examiner in your school.

In order to upload your paper, your document must be saved as a PDF file. To do this, you need to choose the ‘save as’ button and save the file as ‘Adobe PDF’ instead of a Word document.
You are now ready to upload your exam paper. You will need to make a note of the number of pages in your document. Page numbering in your exam paper is automatic, so you can go to any page to find the total number of pages.

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.

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