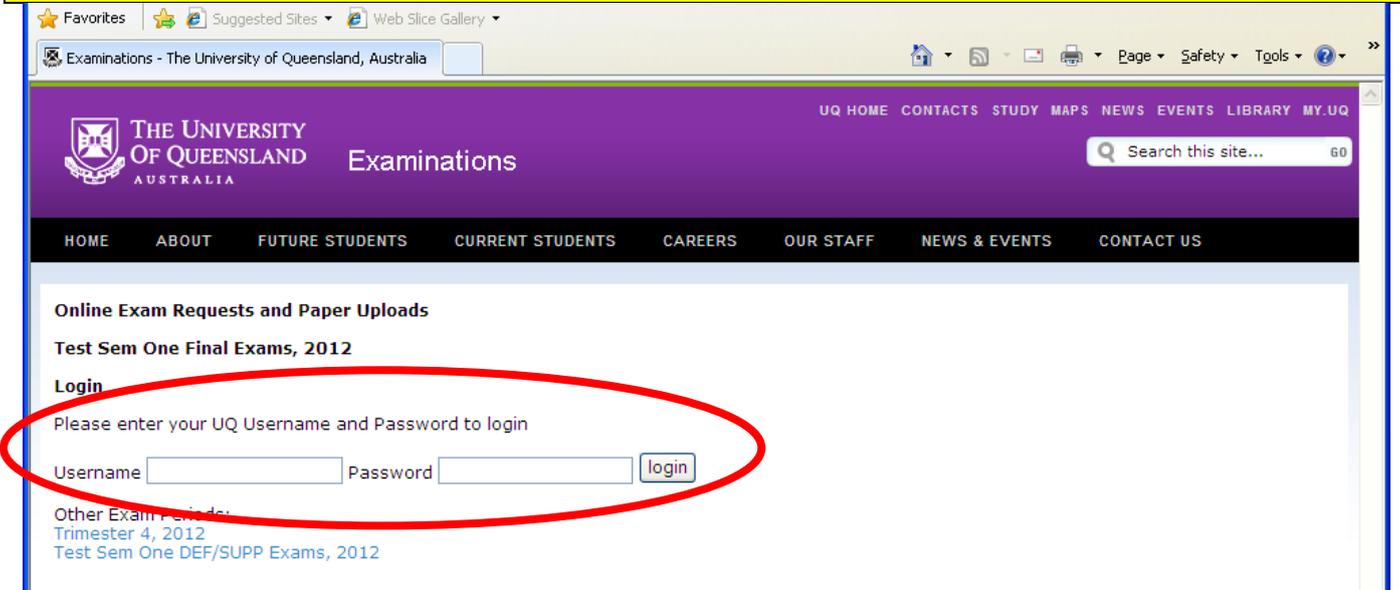


Exam Request Instructions

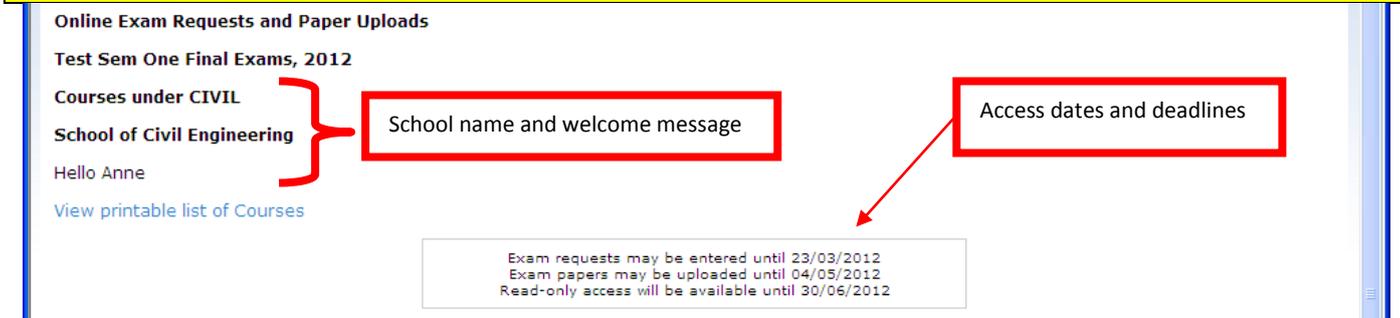
An email will be sent to Schools advising the URL to access Exam Requests for the current semester.

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



The screenshot shows the UQ Examinations website. The navigation bar includes links for HOME, ABOUT, FUTURE STUDENTS, CURRENT STUDENTS, CAREERS, OUR STAFF, NEWS & EVENTS, and CONTACT US. The main content area is titled "Online Exam Requests and Paper Uploads" and "Test Sem One Final Exams, 2012". A "Login" section is highlighted with a red oval, containing the text "Please enter your UQ Username and Password to login" and input fields for "Username" and "Password", along with a "login" button.

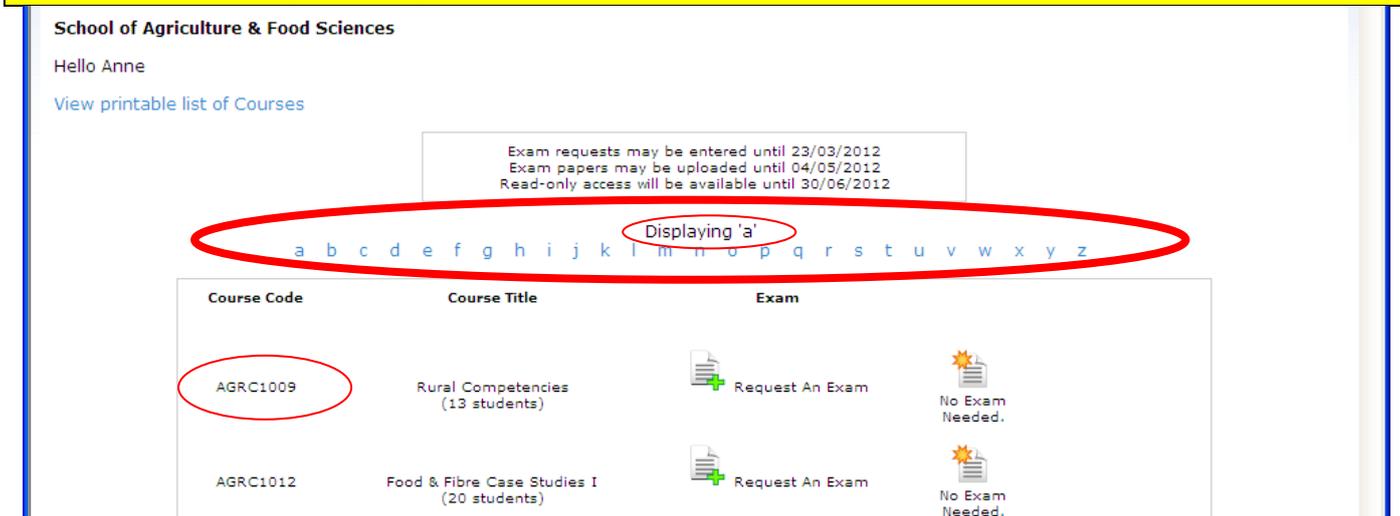
When you log in, you will see your school name and a welcome message. The dates when exam requests can be made and the deadline for uploading papers will also be displayed.



The screenshot shows the user's profile page. The school name "School of Civil Engineering" and the welcome message "Hello Anne" are highlighted with a red box and labeled "School name and welcome message". The exam dates and deadlines are highlighted with another red box and labeled "Access dates and deadlines".

Exam requests may be entered until 23/03/2012
Exam papers may be uploaded until 04/05/2012
Read-only access will be available until 30/06/2012

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.



The screenshot shows the user's profile page for the "School of Agriculture & Food Sciences". The alphabet is displayed, with the letter 'a' circled in red and labeled "Displaying 'a'". Below the alphabet is a table of courses starting with 'a'.

Course Code	Course Title	Exam
AGRC1009	Rural Competencies (13 students)	Request An Exam No Exam Needed.
AGRC1012	Food & Fibre Case Studies I (20 students)	Request An Exam No Exam Needed.

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.

Courses under CIVIL
School of Civil Engineering
 Hello Anne
[View printable list of Courses](#)

Exam requests may be entered until 29/02/2012
 Exam papers may be uploaded until 04/05/2012
 Read-only access will be available until 30/06/2012

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)	 Request An Exam  No Exam Needed.
CIVL2330	Structural Mechanics (260 students)	 Request An Exam  No Exam Needed.

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.

Courses under CIVIL
School of Civil Engineering
 Hello Anne
[View printable list of Courses](#)

Exam requests may be entered until 29/02/2012
 Exam papers may be uploaded until 04/05/2012
 Read-only access will be available until 30/06/2012

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

The list shows when an exam request has been made and if an exam paper has been uploaded.

Course list for School of Civil Engineering
[Back to Courses List](#)

Course Code	Course Title	Exam	Cancelled	Uploaded Files
CIVL2130	Environ Issues, Monitr & Assess			
CIVL2330	Structural Mechanics			

Once you've found your course, click on the link 'Request An Exam'.

Courses under CIVIL

School of Civil Engineering

Hello Anne

[View printable list of Courses](#)

Exam requests may be entered until 29/02/2012
Exam papers may be uploaded until 04/05/2012
Read-only access will be available until 30/06/2012

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)	 Request An Exam  No Exam Needed.
CIVL2330	Structural Mechanics (260 students)	 Request An Exam  No Exam Needed.

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

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)	 Request An Exam  No Exam Needed.

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

AGRC1020 Applied Biology I

Campuses

Select all campuses where you want this exam to be held

- Gatton Campus (External) (33 students)
- Gatton Campus (211 students)

****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.

Description

If you have multiple exams for one Course this description will be added to the end of the exam's title.
eg. "Examinations 101 (Theory/Practical)"

Exam Duration

Reading Time Duration

- 10 minutes

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).

Writing Time Duration

- 120 minutes
- 150 minutes
- 180 minutes
- 30 minutes
- 60 minutes
- 90 minutes

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

Select any answer booklets, MCQ or graph paper that will be required. Zero should be entered if any item is not required.

Exam Materials

Materials To Be Supplied (per student)

Materials Permitted (per student)

4 options for calculators

8 options for permitted notes

2 options for dictionaries

- 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

Free text field for other permitted materials e.g. text books.

Exam Conditions

Please select one of each of the following options:

- 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.

- Central or School Exam
- Open/Closed Book Exam
- During Reading Time
- Release to Library

- This is a Central Examination
- This is a School Examination

- This is a Closed Book Examination - no materials permitted
- This is a Closed Book Examination - specified materials permitted
- This is an Open Book Examination

- During reading time - write only on the rough paper provided

- This examination paper will be released to the Library
- This examination paper will NOT 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.

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

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

- 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.

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)

- 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.

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

The last text box gives you an opportunity to mention anything else that is pertinent to your exam.

Thank you, please press submit.

submit

When you have finished, click 'Submit'.

You will be prompted for any missing information before you can submit your request.

Your request has not yet been submitted. Please complete the items listed below to complete your request.

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

CIVL2130 Envirnl Issues, Monitr & Assess

Campuses

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

Description

If you have multiple exams for one Course this description will be added to the end of the exam's title. eg. "Examinations 101 (Description)"

Exam Duration

Reading Time Duration 10 minutes

Enter any missing information and click 'submit'.

Exam Conditions

Please select one of each of the following options:

Central or School Exam This is a Central Examination
 This is a School Examination

Open/Closed Book Exam This is a Closed Book Examination - no materials permitted
 This is a Closed Book Examination - specified materials permitted
 This is an Open Book Examination

Thank you, please press submit.

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

Thank you, your record has been updated.

Send a Confirmation Email:

Send Email

CIVL2130 Envirnl Issues, Monitr & Assess

Campuses

Examination Request: CIVL2130 Envirn Issues, Monitr & Assess () - Message (HTML)

Message Developer Adobe PDF

Reply Reply to All Forward
Respond

Delete Move to Folder Create Rule Other Actions
Actions

Block Sender Not Junk
Junk E-mail

Categorize Follow Up Mark as Unread
Options

Find Related Select
Find

Send to OneNote
OneNote

From: Databee Exams Manager [test.databee@gmail.com] Sent: Fri 27/01/2012 1:08 PM
To: Anne Walsh
Cc:
Subject: Examination Request: CIVL2130 Envirn Issues, Monitr & Assess ()

Confirmation of Exam Request
CIVL2130 Envirn 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

If you have made a mistake in your exam request, click on 'Edit Exam Request' and make any required changes.

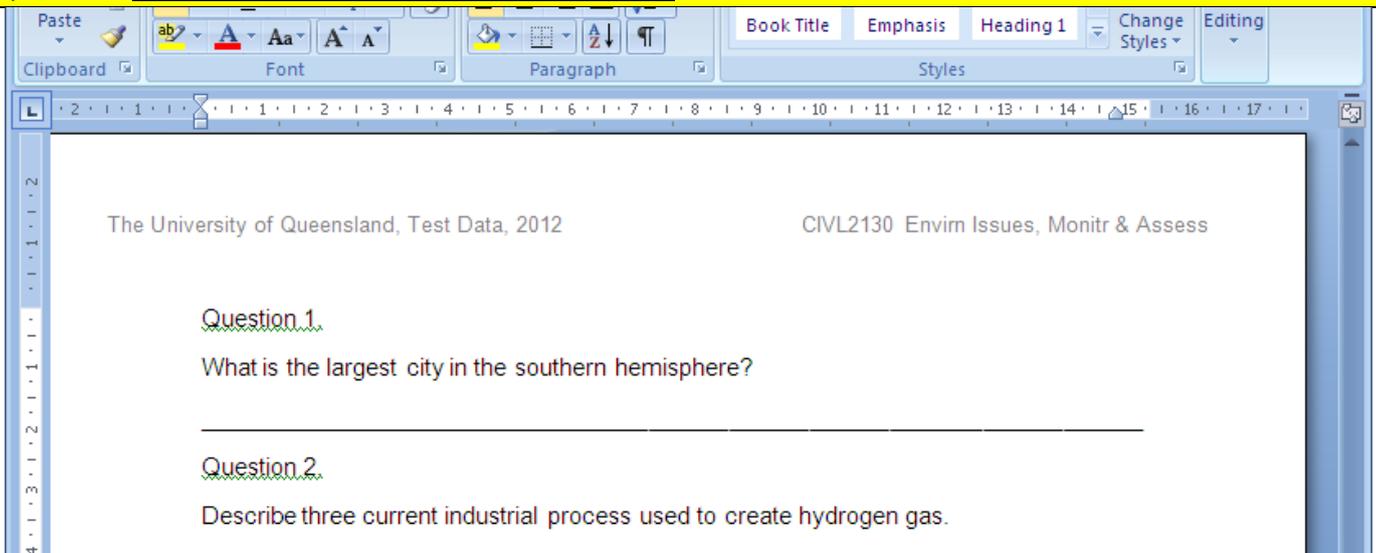
Displaying 'c'

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

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.**



The University of Queensland, Test Data, 2012

CIVL2130 Environ Issues, Monitr & Assess

Question 1.
What is the largest city in the southern hemisphere?

Question 2.
Describe three current industrial processes used to create hydrogen gas.

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

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

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.

CIVL2130

Campuses

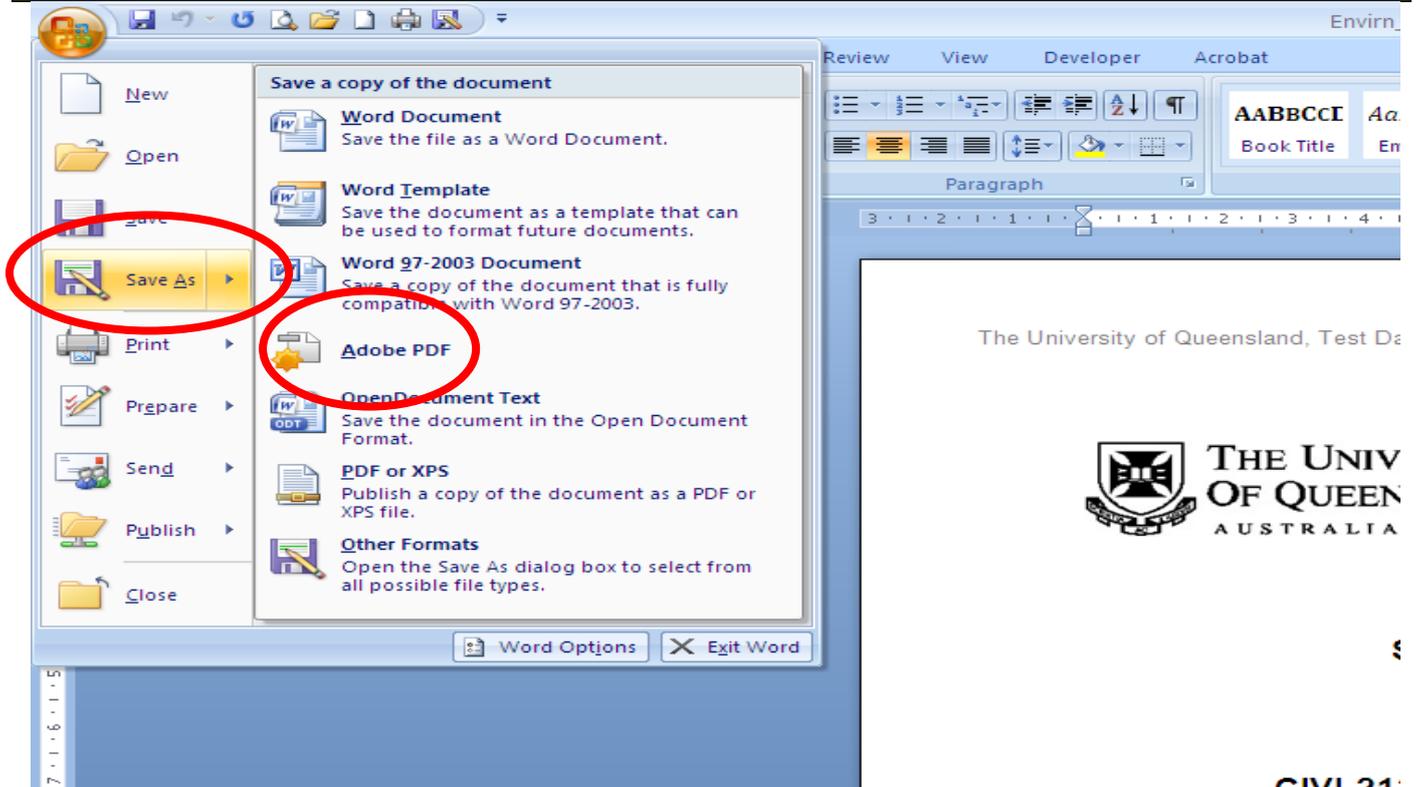
Select all campuses where you want this exam to be held St Lucia Campus (235 students)

Description

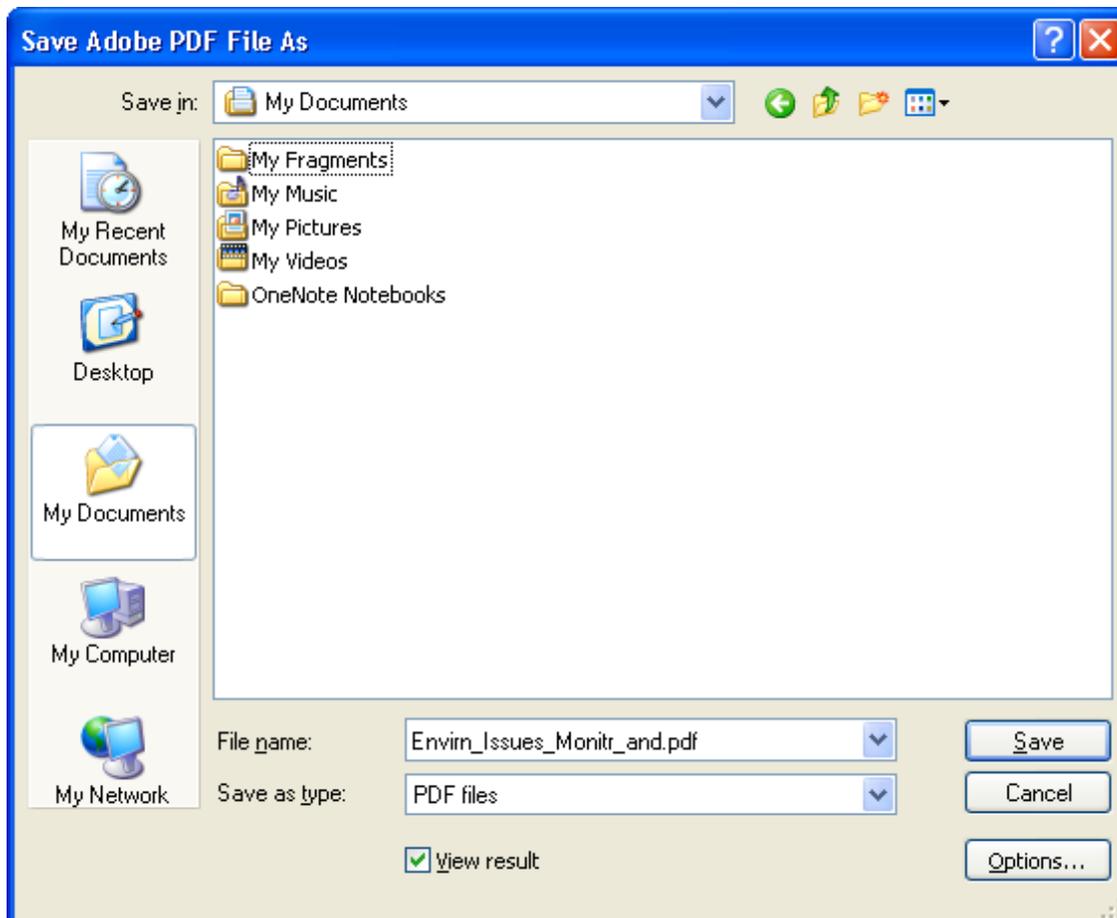
If you have multiple exams for one Course this description will be added to the end of the exam's title, eg. "Examinations 101 (Description)"

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.



CIVL 21



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.

Page 1 of 2

Total _____

The University of Queensland, Test Data, 2012

CIVL2130 Envirn Issues, Monitr & Assess

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	Envirn Issues, Monitr & Assess	<input checked="" type="checkbox"/>		Envirn_Issues_Monitr_and.pdf
CIVL2330	Structural Mechanics	<input checked="" type="checkbox"/>		Envirn_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			