Dear Colleagues,

The website for submitting online exam requests for end of Semester 2 2016 is now available for academic and school administrative staff. The deadline for end of Semester 2 examination requests to be completed and submitted is Friday, 26 August 2016.


Please ensure the page shows Semester Two Final Examinations, 2016. If not, click on the blue link under Other Exams under the login fields before you log in using your UQ username and password.

**Course Concurrency and Scheduling Date/Time Requests**

Should multiple examinations be required to be run at the same time, staff must complete the ‘Scheduling’ section of the exam request eg BIOM1000 must run at same time as BIOM7000.

**Field Trips & Excursions**

Should your School or Faculty have field trips or excursions planned for any courses on any of the

[This email has been sent to Faculty and School professional staff only. Please distribute to relevant academic staff as appropriate.]
examination dates, it is requested that an examination request be submitted for this activity, so that students’ other examinations can be scheduled around this date, to avoid clashes with the prearranged activity.

Please ensure that you enter ‘Excursion’ in the ‘Description’ field and advise the date of the activity (ie field trip or excursion) in the ‘Scheduling’ field. The duration of the examination/activity can be set up to 24 hours for a full day activity. Note that this information is for examination scheduling only and the field trip/excursion details will not appear on the students’ final examination timetable.

Please also note the following:

1. **Instructions to Students**

   It is recommended that instructions to students appear on the cover sheet of the examination paper, therefore it is requested that they be included in the ‘Instructions to Students’ field on the online exam request. This field can be edited if required at the time of the upload of the final examination paper.

2. **Staff access**

   If any new staff require access to the online exam request website, could you please forward an email to Examinations Section examinations@uq.edu.au with the staff member’s name, email and UQ username, as well as confirmation of the level of access required (ie to request an exam or for both request an exam and upload a paper).

3. **Deferred/Supplementary – online exam requests website opens**

   Exam requests for end of semester will be copied over to create the exam requests for the Deferred/Supplementary examination period and may be edited as appropriate. This will be performed after closure of the end of semester exam requests and as indicated below, will be available to staff from Monday 29 August 2016.

   Detailed instructions are available from the Examinations Staff Web Portal: http://www.asd.uq.edu.au/uq-exams-system

   Any staff requiring assistance should contact the Examinations Section. Email: examinations@uq.edu.au or Telephone ext. 52488.

**Semester 2 2016 – Key timelines**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, 26 August</td>
<td>Semester 2 – Deadline to enter online exam requests</td>
</tr>
<tr>
<td>Monday, 29 August</td>
<td>Semester 2 Deferred/Supplementary – Online examination request website opens. (end of semester exam requests will be copied over for editing for deferred and/or supplementary)</td>
</tr>
<tr>
<td>Monday 19 September</td>
<td>Semester 2 – Draft examination timetable released to Schools and Faculties</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>-----------------------------</td>
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<tr>
<td>Friday, 23 September</td>
<td>Semester 2 – Deadline for amendments to draft examination timetable</td>
</tr>
<tr>
<td>Friday, 30 September</td>
<td>Semester 2 – Examination paper upload deadline</td>
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<td>Semester 2 – Deadline for a Sample paper to be provided by Schools (where the end of Semester paper is not to be released)</td>
</tr>
<tr>
<td></td>
<td>Semester 2 – Exam timetable published on my.UQ; personal exam timetable emailed to students</td>
</tr>
<tr>
<td>Friday, 14 October</td>
<td>Semester 2 Deferred/Supplementary – Examination request deadline and examination paper upload deadline</td>
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</tbody>
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Regards

Gerry

Gerry Crowhurst
Manager Examinations
The University of Queensland
Brisbane Queensland 4072
Phone: 61 7 3365 2239
Fax: 61 7 3365 4415
Email: g.crowhurst@uq.edu.au
CRICOS Provider Number 00025B

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