Dear Colleagues

The website for submitting online exam requests for end of Summer Semester 2015-2016 is now available for academic and school administrative staff. The deadline for Summer Semester 2015-2016 exam requests to be completed and submitted is Friday, 08 January 2016.


Please ensure the page shows Summer Final Examinations, 2015. 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 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 18 January 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.

Summer Semester 2015-2016 – Key timelines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 09 November 2015</td>
<td>Summer Semester - Online examination request website opens</td>
</tr>
<tr>
<td>Friday, 08 January 2016</td>
<td>Summer Semester - Online examination request website closes</td>
</tr>
<tr>
<td>Friday, 22 January 2016</td>
<td>Summer Semester - Examination paper upload deadline</td>
</tr>
<tr>
<td>Monday, 18 January 2016</td>
<td>Summer Semester Deferred/Supplementary – Online examination request website opens – for editing (end of semester exam requests will be copied over for editing for deferred and/or supplementary)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>---------------------------</td>
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<tr>
<td>Friday, 19 February 2016</td>
<td><strong>Summer Semester Deferred/Supplementary</strong></td>
</tr>
<tr>
<td></td>
<td>Online examination request website closes</td>
</tr>
<tr>
<td>Friday, 19 February 2016</td>
<td><strong>Summer Semester Deferred/Supplementary</strong></td>
</tr>
<tr>
<td></td>
<td>Examination paper upload deadline</td>
</tr>
</tbody>
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Regards
Gerry

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