

Upgrades to UQ Exams System – April 2012

Based on your feedback and suggestions, a number of changes have already been implemented in the UQ Exams System. The instructions have been updated, with the different parts of the process now in separate documents.

1. Exam Request Update during Paper Upload

At the time you submit your exam request, you may not know how many answer booklets are required, or the materials that you might permit in the exam. You now have the opportunity to amend this information when you upload your paper.

It is **ABSOLUTELY VITAL** that you amend the details on your exam cover sheet prior to uploading your exam paper. For the sake of consistency, if you change the details on your cover sheet, the wording should be the same as the options available on the website. Please refer to updated instructions available on the Examinations Staff Web Portal.

2. Internal/External offerings

The student groups have now been split into internal and external offerings, so that if your external students are sitting a different exam paper, you can simply request a second exam and choose your student groups accordingly.

If your students will sit the same paper, regardless of whether they are internal or external, it is **important** to 'tick' both boxes when selecting your campus.

Example:

Campuses	
Select all campuses where you want this exam to be held	<input checked="" type="checkbox"/> Gatton Campus (23 students)
	<input checked="" type="checkbox"/> Gatton Campus (external) (46 students)

3. New Report

You can now view all of the details for each exam request on a single report. A link is available on the main exam request page called 'View Summary of Exam Requests'.

Example:

Exam Code	Central or School Exam	Open/Closed Book Exam	During Perusal	Release to Library	Materials To Be Supplied
ACCT1101	This is a Central Examination	This is a Closed Book Examination - specified materials permitted	During perusal - write only on the rough paper provided	This examination paper will be released to the Library	Rough Paper
ACCT2101	This is a Central Examination	This is a Closed Book Examination - specified materials permitted	During perusal - write only on the rough paper provided	This examination paper will NOT be released to the Library	Rough Paper
ACCT2102	This is a Central Examination	This is a Closed Book Examination - specified materials permitted	During perusal - write only on the rough paper provided	This examination paper will be released to the Library	Rough Paper

4. Updated – Printable List of Courses

If you indicated that there was 'no exam' required for a course, this now appears on the 'Printable List of Courses' report.

Course Code	Course Title	Exam	Cancelled	Uploaded Files
ACCT3105	Advanced Management Accounting	<input checked="" type="checkbox"/>		
ACCT3201	Business Information Systems	<input checked="" type="checkbox"/>		
ACCT6101	Financial Info in Capital Mkts	No Exam		
ACCT7101	Accounting	<input checked="" type="checkbox"/>		