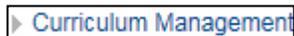


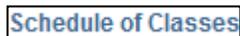
Once access has been granted/authorized to update the examination requests, the following steps must be completed to submit an exam scheduling request.

Note: All Registrar-scheduled final exams must submit an exam request, including online exams as well as evening and week-end courses exams. See [Calendar section G.5](#) for details.

1. Click the **Curriculum Management** link.



2. Click the **Schedule of Classes** link.



3. Click the **Maintain Schedule of Classes** link.



4. Enter the term and subject area directly or use the Look up tool.

Click the **Look up Term** button (e.g. 2157 for Fall 2015).



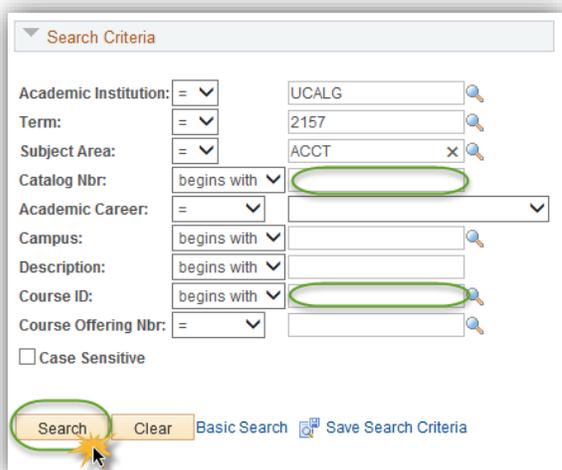
5. Enter the subject area directly or use the Look up tool. Click the **Look up Subject Area** button.



6. The first 300 results display. Scroll through the list or enter the course name in the Academic Organization and press Look up or Enter (e.g. ACCT HA Accounting). Click the **ACCT** link.



7. You may use other search criteria fields to further refine the search (e.g. Catalog Nbr, Course ID, etc.). Once the search criteria has been entered, press Search or Enter.



The screenshot shows a 'Search Criteria' form with the following fields and values:

- Academic Institution: = [dropdown] UCALG
- Term: = [dropdown] 2157
- Subject Area: = [dropdown] ACCT
- Catalog Nbr: begins with [dropdown] [empty]
- Academic Career: = [dropdown] [empty]
- Campus: begins with [dropdown] [empty]
- Description: begins with [dropdown] [empty]
- Course ID: begins with [dropdown] [empty]
- Course Offering Nbr: = [dropdown] [empty]

There is a checkbox for 'Case Sensitive' which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a green circle and a mouse cursor.

Submitting an Exam Request

SA – Exam Scheduling



- Depending on the search criteria, a grid of classes may display. Select the applicable course (e.g. ACCT 217).
- Ensure you have selected the correct course by verifying the information:
 - Course ID
 - Correct Term
 - Catalog Number

Note the class sections contain other valuable information related to the course (lecture, lab or tutorial).

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | Exam Info | LMS Data | Class Comments

Course ID: 162603 Course Offering Nbr: 1
Academic Institution: University of Calgary
Term: Fall 2015 Undergrad
Subject Area: ACCT Accounting **Auto Create Component**
Catalog Nbr: 217 Introductory Financial Acct

Class Sections Find | View All First 1 of 12 Last

*Session: 1 Regular Academic Class Nbr: 74324
*Class Section: 01 *Start/End Date: 2015/09/08 2015/12/08
*Component: LEC Lecture Event ID:
*Class Type: Enrollment
*Associated Class: 1 Units: 3.00 Associated Class Attributes
*Campus: MAIN UCALG Add Fee
*Location: MAIN Main UofC Campus Schedule Print
Course Administrator: Student Specific Permissions
*Academic Organization: HA Haskayne School of Business Dynamic Date Calc Required
Academic Group: HA Haskayne School of Business Generate Class Mtg Attendance
*Holiday Schedule: AHS Student Admin Holiday Schedule Sync Attendance with Class Mtg
*Instruction Mode: P In Person GL Interface Required
Primary Instr Section: 01

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course
Class Equivalent Course Group:

Class Attributes Personalize | Find | View All | First 1-2 of 12 Last

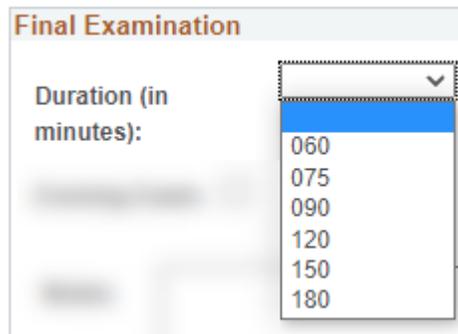
10. Click the **Exam Info** tab.



11. The exam info tab is where all exam requests are submitted. Ensure you are on the correct section (e.g. Lecture) and indicated the duration of the exam.

Important: Once the duration in minutes has been entered the **Final Exam: Yes** will be displayed. If the duration in minutes is not entered the final request will not be successful.

Select the applicable duration of the examination (e.g. 180 minutes). Click the **Duration (in minutes)** list.



Final Exam Modality:

Course Delivery	Final Examination Modality
In-Person	In-Person or Online, depending on modality in approved course outline
Blended	In-Person or Online, depending on modality in approved course outline
Online	Online only

Requested final exam modality is indicated by the configuration of exam location requested in PeopleSoft, as outlined in steps 12 (online), and 12 – 15 (in-person), below.

Submitting an Exam Request

SA – Exam Scheduling



- By default the Current Classroom is selected. If you require double-spacing, please ensure the preferred location can accommodate it. If the current classroom fits spacing requirement and is the preferred location, continue to step 16.

Online Final Exams

Select the **Other Location** radio button, and enter "**WEB-BASED**" in the Facility ID. Then continue to step 16.

In-Person Final Exams – (not current classroom) ← Steps 13 – 15

To request a room other than the current classroom/gymnasium, continue to steps 13.

To request a gymnasium, continue to step 15.

Final Examination

Duration (in minutes): 180

Final Exam: Yes

Evening Exam:

Notes:

Preferred Location

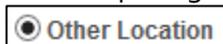
Current Classroom ← Default Setting - change if NOT offering the final exam in the current classroom

Gymnasium

Other Location ←

Facility ID:

- To request a room other than the current classroom/gymnasium, click the **Other Location** option. Double spacing is automatically offered when "other location" is selected.



If you know the room facility ID, input it in the Facility ID field and continue to step 16.

To search a facility ID, click the **Look up Facility ID** button.



14. The first 300 results display, to refine your search enter the building and press enter. Enter the desired information into the **Building** field (e.g. PF = Professional Faculties).

Click the **Look Up** button and select the applicable classroom/dept space.

Look Up

Look Up Facility ID
Help

Set ID: UCALG

Facility ID: begins with

Building: begins with **PF**

Room: begins with

Description: begins with

Facility Type: =

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First 1-94 of 94 Last

Facility ID	Building	Room	Description	Facility Type
EVDS STUDIO	PF	(blank)	EVDS STUDIO	Dept Spce
PF 110	PF	110	PF 110	Classroom
PF 114	PF	114	PF 114	Classroom
PF 118	PF	118	PF 118	Classroom
PF 120	PF	120	PF 120	Classroom
PF 1211	PF	1211	PF 1211	Dept Spce
PF 1212	PF	1212	PF 1212	Dept Spce
PF 122	PF	122	PF 122	Classroom
PF 1225	PF	1225	PF 1225	Dept Spce
PF 1225A	PF	1225A	PF 1225A	Dept Spce
PF 1225B	PF	1225B	PF 1225B	Dept Spce
PF 122A	PF	122A	PF 122A	Dept Spce
PF 122B	PF	122B	PF 122B	Dept Spce
PF 122C	PF	122C	PF 122C	Dept Spce
PF 122D	PF	122D	PF 122D	Dept Spce
PF 122E	PF	122E	PF 122E	Dept Spce
PF 122F	PF	122F	PF 122F	Dept Spce
PF 1250	PF	1250	PF 1250	CompLab
PF 126	PF	126	PF 126	Classroom
PF 1260	PF	1260	PF 1260	Dept Spce
PF 128	PF	128	PF 128	Classroom
PF 1280	PF	1280	PF 1280	Dept Spce

The Other Location will reflect the alternative request (e.g. PF 110).

Submitting an Exam Request

SA – Exam Scheduling



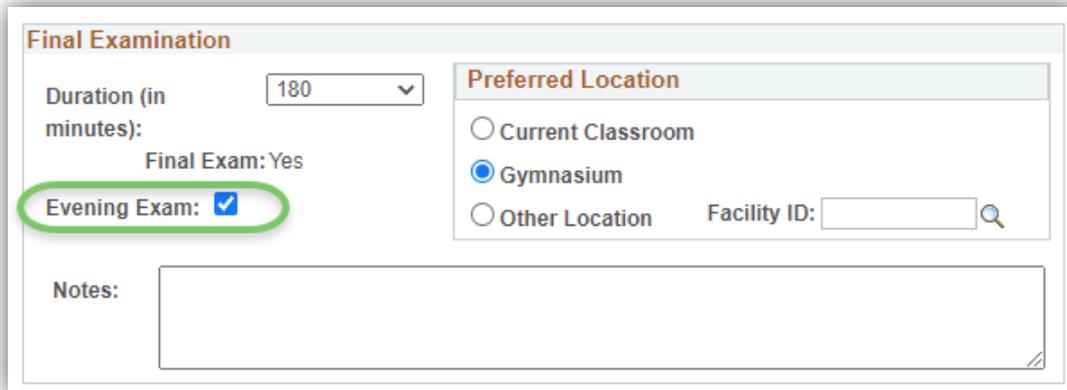
The screenshot shows the 'Final Examination' form. On the left, there is a 'Duration (in minutes):' dropdown menu set to '180', a 'Final Exam: Yes' checkbox, and an 'Evening Exam:' checkbox which is unchecked. Below these is a 'Notes:' text area. On the right, the 'Preferred Location' section has three radio button options: 'Current Classroom', 'Gymnasium', and 'Other Location'. The 'Other Location' option is selected. To the right of these options is a 'Facility ID:' input field containing the text 'PF 110'. Two red arrows point to the 'Other Location' radio button and the 'Facility ID' input field.

- 15. If a **Gymnasium** is preferred, click the **Gymnasium** option. This includes the Red Gym, Gold Gym, Auxiliary Gym, and Dance Studio. Spacing in these locations are considered double-spaced.

The screenshot shows the 'Final Examination' form. On the left, there is a 'Duration (in minutes):' dropdown menu set to '180', a 'Final Exam: Yes' checkbox, and an 'Evening Exam:' checkbox which is unchecked. Below these is a 'Notes:' text area. On the right, the 'Preferred Location' section has three radio button options: 'Current Classroom', 'Gymnasium', and 'Other Location'. The 'Gymnasium' option is selected and circled in green. To the right of these options is a 'Facility ID:' input field which is empty.

16. For evening courses, you can indicate a preference for an evening exam. Only evening courses would be considered, however it is not guaranteed. If an evening course has a common exam with a daytime course, it will not be prioritized for evening times.

Click the **Evening Exam** option.



The screenshot shows a form titled "Final Examination". It includes a "Duration (in minutes)" dropdown menu set to "180". Below this is a "Final Exam: Yes" label and a "Evening Exam:

The "Preferred Location" section has three radio button options: "Current Classroom", "Gymnasium" (which is selected), and "Other Location". To the right of these options is a "Facility ID:" label followed by a text input field and a search icon.

At the bottom of the form is a "Notes:" label followed by a large text area for entering notes.

17. The Notes section can be used to indicate:
- If it is uncertain whether the exam is required – submit a request for a 180-minute exam and note "default 180" in textbox.
 - Department room required - note "department will book room" in textbox. This includes rooms at the Downtown Campus and Foothills Campus.
 - Special equipment required, e.g. lab setting or audio equipment/instruments etc. Departments/faculties are required to arrange and set up the special equipment needed.
 - Single-spaced for "other location" (Double-spacing for "other location" is not required as it is automatically considered.)
18. When the exam request is complete, press **Save**



End of Procedure.

For the corresponding online learning, consult www.ucalgary.ca/registrar/training