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.
    ▸ Curriculum Management
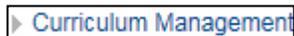
2. Click the **Schedule of Classes** link.
    Schedule of Classes
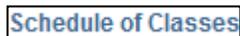
3. Click the **Maintain Schedule of Classes** link.
    Maintain Schedule of Classes

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.
    ACCT

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.

8. Depending on the search criteria, a grid of classes may display. Select the applicable course (e.g. ACCT 217).

9. 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).

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

Exam Info

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 Examination

Duration (in minutes):

060
075
090
120
150
180
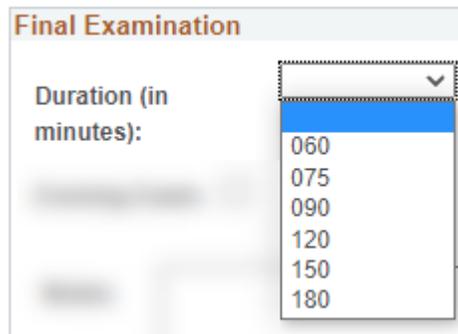
Final Exam Modality:

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.

12. 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.

13. 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.
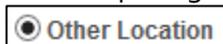
If you know the room facility ID, input it in the Facility ID field and continue to step 16.

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

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

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.

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.
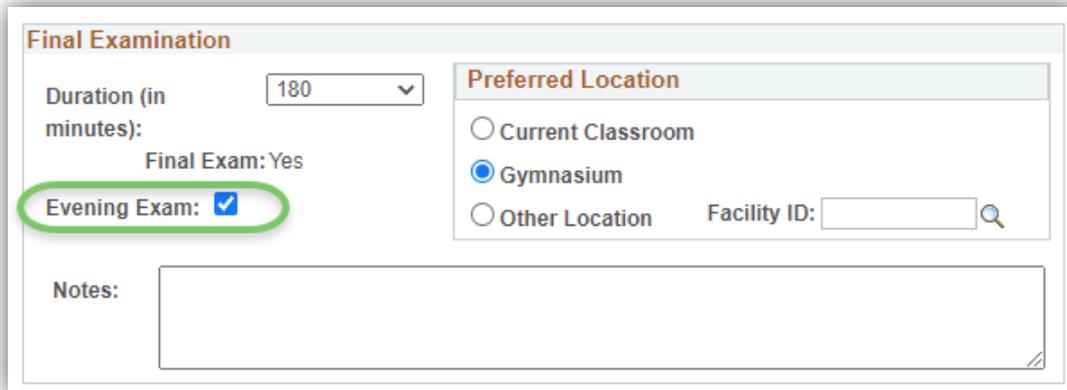
17.   The Notes section can be used to indicate:
-     If it is uncertain whether the exam is required – submit a request for a 180-minute exam and note "default 180" in textbox.

-     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