Exams Assessment Planning

Examinations Assessment Planning - myUNSW

The Assessment Planning module on myUNSW is a web-based service that enables users to plan forthcoming assessment activities, including a service for managing examination requirements, allowing staff to enter examinable course data into one online source.

This data can be used in producing the exam timetable as well as assisting with the manual processing of exam papers.

The module also allows nomination of academic staff members for various exam roles such as that of convenor, referee, or reviewer. Staff nominated for these roles can then electronically accept or decline their nominations, as well as electronically approve/approve/not approve exam papers (if they are the reviewer).

A certificate that summarises all the details of an examinable course can also be produced in hard copy format.

Location

The Assessment Planning service can be found under the Academic Admin tab in the Student & Academic Admin section:

Process Workflow
Term Planning - Exam Indicator

Exam details cannot be added in myUNSW Assessment Planning without first indicating in Term Planning that they require an exam.

- Go to Term Planning/Course List, select from the drop-down menus the relevant criteria to help with the search.
- From the Search Results select the course to update:

Once the course has been selected, indicate that the course requires an exam by selecting Yes from the drop-down menu and save changes:

Assessment Planning - Add Exam Papers

Course List

Once indicated in Term Planning that a course requires an exam, go into Assessment Planning to add the details of the exam paper(s).

1. In Assessment Planning, search for the course.
2. From the Search Results, select Add Paper.

Exam Requirements

In the Exam Requirements page, indicate:
- The type of exam paper for the course.
- Facility type.
- Exam duration.
- Timetable block out duration.
- Whether the paper is to be retained by the candidates.

This page also allows entering of details for any combined exams. Once details have been entered, go to the next page.

Explanations of fields/terms:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types of exam papers</td>
<td>- <strong>Centrally Managed Exams</strong> - An exam that is to be timetabled and managed by the Examinations Section, Student Administration and Records. Were previously known as formal exams.</td>
</tr>
<tr>
<td></td>
<td>- <strong>School Exam</strong> - An exam that is to be timetabled and managed by the school.</td>
</tr>
<tr>
<td></td>
<td>- <strong>School Exam Centrally T/Tabled</strong> - An exam that is to be timetabled by the Examinations Section, Student Administration and Records, but managed by the school. Were previously known as internal exams.</td>
</tr>
<tr>
<td>Facility types</td>
<td>- <strong>Normal</strong> – A facility with normal sized desks.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Open Book</strong> – A facility with larger desks for exams that allow students to bring in any textbooks or notes.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Drawing</strong> – A facility with larger desks for exams that require students to create large scale drawings.</td>
</tr>
<tr>
<td>Duration of exam</td>
<td>This is the actual duration of the exam.</td>
</tr>
<tr>
<td>Timetable block out duration</td>
<td>This duration blocks out a time within the timetable for the exam to take place. For example, it may be necessary to indicate a block out duration of All Day for exams where individual students are assessed in half-hour blocks throughout the day. In most cases, however, the timetable block out duration will be the same as the actual duration.</td>
</tr>
<tr>
<td>Paper to be retained by candidates</td>
<td>Indicates if candidates can retain their exam papers after the exam has finished, or must hand it back.</td>
</tr>
</tbody>
</table>
Combined exams

Additional courses that are offered under the same Paper ID. If a course is to be combined with another course under the same Paper ID, the exam paper content will be exactly the same (one exam paper issued for both courses) and one exam certificate will be produced. Both courses will be timetabled concurrently.

Exam Attendance

The Exam Attendance page displays the total students enrolled in the course, and the total students enrolled with the default location.

Indicate whether or not the exam will be compulsory for candidates to sit.

If indicated that the exam is not compulsory, and the paper is centrally timetabled and managed, the Examinations Unit must be notified to confirm numbers of candidates sitting the exam.

Exam Materials

- The Exam Materials page allows entering exam materials that are to be provided by candidates, as well as materials to be provided by the Examinations Section (in the case of Centrally Timetabled Exams) or the school (in the case of exams managed by schools).
- In both sections (Materials provided by Exams Unit/School and Materials to be provided by Candidates) choose the
material type from the drop-down menu. If choosing a material type marked with a [Q], indicate in the next field the quantity of material per student required for the exam. Materials that are marked with an asterisk ( * ) require further details in the free-text field.

- Additional materials may be entered by selecting Add Exam Unit/School Materials or Add Candidate Materials.

Special Exam Needs

- The Special Exam Needs page allows entering details for any exams that need to be timetabled concurrently, as well as providing a free text field to indicate any special timetabling requests.
- A concurrent exam is an exam paper that has some common content with another exam paper and therefore, must be timetabled concurrently. If adding a concurrent exam, the exam paper for the concurrent exam requiring addition must already exist in Assessment Planning with its own Paper ID.
- A separate exam certificate is issued for each concurrent paper but concurrent exams will be issued with the same Concurrent Paper ID (CPID). Concurrent exams differ from combined exams in that concurrent exams have only some similar content with another exam paper, whereas combined exams use the exact same exam paper.

Reviewer/Referee

- The Reviewer/Referee page allows entering names and contact details of academic staff members who are associated with exams through their roles as convenor, referee, and reviewer.
- Drop-down menus facilitates to finding the academic staff member to add into a role. Alternatively, enter their staff ID. Space is given to provide their contact details (Office Phone number is a mandatory field):
Exam Certificate

The Exam Certificate page displays a summary of details entered for an exam paper. A hard copy version of the exam certificate can be printed as soon as:

1. Exam details have been finalised
2. Academic staff nominated for the roles of convenor, referee, and reviewer have accepted their nominations
3. The reviewer has approved the exam paper.

Exam Status Summary

The Status Summary page provides a search for an examinable course and view that course’s exam paper processing status.
• The status summary will indicate if a paper’s processing in Assessment Planning is complete, incomplete, or if no exam paper has been added yet.
• The status summary will also indicate whether all details have been entered, all staff have acknowledged their nominations, and if the certificate has been printed:

Examinable courses displayed on the Status Summary page may also be viewed or updated by clicking the Select button. This will navigate back to the Exam Requirements page.

Academic Staff Roles & Responsibilities

Accept/Decline Nominations

Academic staff members who have been nominated for any of the roles (convenor, referee, or reviewer) are required to acknowledge their nomination through the Scheduled Exams link in the myUNSW Academic Admin tab/Services for Lecturers:
Academic staff are notified of their nomination via an auto-generated email. The email indicates that they will need to - via myUNSW - acknowledge and accept:

- Their nomination of the role for a course(s) exam.
- The Terms and Conditions.

Academic staff may also view the details of their exams via this panel by selecting the View button.
**Reviewers**

Staff who have been nominated as a reviewer for an exam need to undertake a two step process:

1. Acknowledge their nomination.
2. Review the paper and indicate approved/not approved via Roles/Responsibilities (as per page above).

**Access and Help**

**Examinations Team:**

**Phone/Email**

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