UPDATING EXAMINABLE COURSE DATA

The cheat sheet...

Step 1 – update exam data in the Term Planning module

This is really important!

If the answer to the question Does ABCD1234 have a formal examination? in the Term Planning module is NO or UNDECIDED then no data is downloaded into the Assessment Planning module and so the course can’t have an exam.

Currently many courses offered in Semester 1 2010 display either NO or UNDECIDED to the exam question in the Term Planning module. Please check and if required, update this data to YES or NO as soon as practicable; if in doubt, enter YES as we can easily delete an exam but it is impossible to add an exam at a later point.

Step 2 – update exam data in the Assessment Planning module

The following are ordered as they appear on screens in the update process.

Types of exams

Centrally Managed - an end of semester exam that is to be timetabled and managed by Student Administration and Records. These exams were previously known as formal exams.

School Managed – Mid-term exams or supplementary/deferred end of semester exams timetabled and managed by the School. This option is NOT to be used in end of semester exams conducted in the examination period.

School Exam Centrally T/Tabled - An end of semester exam that is to be timetabled by Student Administration and Records, but managed by the school. These exams were previously known as internal exams.

Facility types

The options are Normal, Open Book or Drawing but as all Open Book exams are now conducted using single desks there is almost no distinction between Normal and Open Book facilities.

Normal – a facility with normal sized desks (750 x 450 mm)

Open Book – a facility which may have larger desks (900 x 450 mm) for exams that allow students to bring in any textbooks or notes. To be used only where authorised materials = any texts.

Drawing – a facility with very large table for exams that require students to create large scale drawings. Note: there is now no such facility available to us...

Timetable block out duration

This duration blocks out a time within the timetable where no other examination can be scheduled. In most cases the timetable block out duration will be the same as the actual duration but for practical examinations 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.

Using long timetable block out durations for exams means that students will have fewer days in the period to sit other formal exams and should be avoided.

Paper to be retained by candidates

This merely indicates if candidates can retain their exam papers after the exam has finished, or must hand it back. It does NOT automatically mean that the paper should not be published after the exam period.

Combined exams
Where more than one course is examined using a single exam paper, both courses will use the same Paper ID and both courses will be timetabled concurrently. Where courses have substantially the same content but are examined using different exam papers (with different paper IDs) the exams are not combined but concurrent and data is entered in the Concurrent exams section.

Combined exams can **NOT** have differing durations for each course.

Where more than one course is examined using a single exam paper **ALL** courses **MUST** appear on the title page of the exam paper.

**Compulsory exams**

If the exam is not compulsory – where students can elect to either submit an assignment or do an exam, or where a course is taught in both on-campus and distance mode for example – the Student ID numbers of all students who will be sitting the exam at Kensington are required by the census date.

**Examination Materials**

*Supplied by UNSW*

We provide only 8 page booklets. Please consider the number of answer booklets required carefully rather than simply roll forward data from previous exam sessions or ‘convert’ 1 x 24 page booklet into 3 x 8 page booklets. Except where each question is to be answered in a separate book we will be providing only single answer books to students – we will of course provide additional books to students who have used all pages in their answer book. ‘Rough work’ space is provided in our new format answer books.

Use the drop down box to select materials, where there is no option for the material you want provided, just use the new **“Miscellaneous Materials”** option and give us an explicit description of the material.

Where “Graph Paper” is required please send us a sample of what is needed – we have 10 different types of graph paper

We only require quantities where there is Q noted in the drop down box

*Supplied by students*

**No examination materials** – students will be permitted to bring only pens, a wallet/purse, mobile phone, water, dictionary and appropriate ID into the exam room

**Calculator; approved** – As from S1 09 students have had to provide their own calculator. An “approved” calculator is one that is on a list of eligible make/models and has an official “UNSW approved” label. **No label = no calculator in an exam where an approved calculator is required.**

**Calculator; other** – these should meet basic standards (self-powered, silent, no alpha keyboard) but otherwise functions/operations are determined by the examiner. Examiners are responsible for checking (during reading time) whether a calculator; other brought into an exam by students is appropriate.

**Hand-held computer** – laptops, notebooks are not hand-held computers, if students are permitted to use these type of computers they should be included as “Materials Specified by School” We can not provide power for computers.

**Molecular models** – students are not permitted to bring food into an exam, we prefer molecular models that are not jelly beans or such!

**Notes as specified** – we require an explicit description of what notes are permitted; if one page, can it be 1 or 2 sided? Is photo-reduction (multiple pages reduced to fit onto a single page) permitted? Are annotations permitted? Printed lecture notes provided to students are best listed under “Materials Specified by School”

**Any Text Book or Notes** – this means Open Book but calculators and/or computers are **not** permitted

**Materials Specified by School** – used for anything not covered by the other options

**Specified Textbooks** – use with care, if particular editions are specified then only that edition will be permitted. Default is no annotations. We can not accept “limited annotations” as a requirement
unless examiners attend the exam and inspect all texts during reading time. We can not accept “No Library books” as exclusion.

**Please note:** in general, where complex and/or very specific materials are authorised, examiners are responsible for checking (during reading time) whether materials brought into an exam by students are appropriate.

**Concurrent exams**

Used when exams must be scheduled at the same time – but only where different exam papers are required. If two (or more courses are to be examined with a single exam paper, see **Combined exams**.

Concurrent exams can have differing durations.

**Special Needs**

Used for:
- Special timetabling requests (a little detail please!)
- Exams which should **NOT** be timetabled in close proximity
- Special printing requirements
- Anything else not covered in the module which we need to know

If you don’t tell us these things, we can’t timetable efficiently and it’s just too late to make changes after the publication of the provisional timetable.

**Convenor, Referee, Reviewer**

Administrative staff can **NOT** fulfil these roles. Most casual academics have a UNSDW Id….

As the events of recent exam sessions demonstrate, mobile phone numbers are vital to the effective running of our exams, especially for referees.

Changes to these roles can **NOT** be made after the deadline except for referees. To update referees please email exams@unsw.edu.au (it’s a good idea to not only tell the new referee that they have the job but also to give them a copy of the exam paper; we had too many instances of referees being unaware of their nomination and/or not having seen the exam paper in S2 09!)

**Step 3 – print the Certificate (in landscape format) and submit the exam paper**

A certificate, which can only be printed after Convenor, Referee, Reviewer have all done their allotted tasks, **MUST** accompany the exam paper when submitted to STAR.

A screen dump is not acceptable.

Where an exam paper does not conform to the data displayed on the Certificate, we will take the Certificate data to be the “correct” version...