EXAM SCHEDULING

Exams: From Setup through Final Exam Week

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University of Notre Dame | Assistant Registrar

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#EMSLive16
What’s on tap?

• Leveraging SIS and EMS to better identify and schedule final exams
  • Build a better exam
  • Customizations
• Faculty and Academic Units
  • Communicating information regarding exams early in the term
• Students
  • Providing an exam week-at-a-glance
  • Submissions of exam conflict requests
Build a Better Exam
Step 1: Information Gathering

- Looked at current exam schedules and room listings. Who used them?
  - Academic departments
  - Faculty
  - Students
Step 2: Identify Problem Areas

- Interpreting Exam Schedules
- Final Exam room assignments
- Not all courses required a room to hold a written exam
- Limited communications
- Faculty directed to URLs
- Students reliant upon faculty

### University of Notre Dame
Fall 2016 Final Exam Schedule

<table>
<thead>
<tr>
<th>Exam Time Slot</th>
<th>Days</th>
<th>Courses which meet at the regularly scheduled time slot shown below:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, December 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30 AM - 10:00 AM</td>
<td>MWF</td>
<td>(or combination) class meeting pattern, which starts between 4:50PM and 5:55PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additionally: Section exams: All sections of the following language courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ELAR-1011, 10121, 20211, 30311, 40411</td>
</tr>
<tr>
<td>10:30 AM - 12:30 PM</td>
<td>TR</td>
<td>(or combination) class meeting pattern, which starts between 1:05PM and 3:15PM</td>
</tr>
<tr>
<td>1:45 PM - 3:45 PM</td>
<td></td>
<td>Section exams: All sections of the following courses (except where section numbers noted)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BAUV-20150</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CE-30125</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ECON-30331</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN-30220, 40500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH-10123, 10255, 10565, 10655, 10560, 10650, 20550, 25500</td>
</tr>
<tr>
<td>4:15 PM - 6:15 PM</td>
<td>MWF</td>
<td>(or combination) class meeting pattern, which starts between 10:20AM and 11:20AM</td>
</tr>
<tr>
<td>7:30 PM - 9:30 PM</td>
<td></td>
<td>Section exams: All sections of the following courses (except where section numbers noted)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BAENG 30305/BAUG 30305</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BAUG-20150</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EE-40421</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN-30210</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGTCTC 40410/BAET 40410</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additionally: MWF (or combination) class meeting pattern, which starts after 6:00PM</td>
</tr>
<tr>
<td>Tuesday, December 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 AM - 10:00 AM</td>
<td>MWF</td>
<td>(or combination) class meeting pattern, which starts between 8:00AM and 9:15AM</td>
</tr>
<tr>
<td>1:45 PM - 3:45 PM</td>
<td>TR</td>
<td>(or combination) class meeting pattern, which starts between 10:50AM and 12:10PM</td>
</tr>
<tr>
<td>4:15 PM - 6:15 PM</td>
<td>MWF</td>
<td>(or combination) class meeting pattern, which starts between 11:25AM and 12:20PM</td>
</tr>
<tr>
<td>7:30 PM - 9:30 PM</td>
<td></td>
<td>Section exams: All sections of the following courses (except where section numbers noted)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT-30210</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBE-20266</td>
</tr>
</tbody>
</table>
Step 3: Finding Solutions

- eTUSC (Homegrown)
- Banner (SIS)
- EMS
- SharePoint (Microsoft)
- Business Objects (Custom Reports)
- InfoBurst (Scheduler)
- eFORMS (Homegrown)
- Student Portal
Making it Happen Through Customizations
eTUSC: Tentative Upcoming Schedule of Classes

Used by academic departments to build courses

- Crosslisting(s) added and parent records identified
- Course attribute added if Final Exam is required
Banner (SIS)

eTUSC data is uploaded to corresponding Banner fields
  • Identify which classes need a final exam through a course attribute
    • (SCADETL/SSADETL) = ZTST
  • Identify Parent/Child crosslistings
    • SSBSECT_SESS_CODE = P
    • SSAXLST_XLST_GROUP
Banner (SIS)

Customize script for final exams

- Courses which carry an attribute of Final Exam, update the corresponding EMS field to “N” (Final exam not required).
- Identify Parent/Child crosslistings – if parent record has Final Exam as an attribute, the entire crosslist is needed.
- Multiple meeting rows – Primary meeting pattern is the one that meets most often (MW or R) to accurately identify which day the exam should take place
  - If days pattern match, default to the MW pattern
- Courses that end 7 days prior to the end of the term are ignored
Using SharePoint to Deliver Data to EMS

Oracle package extracts course information; stored in a table.

• A SQL stored procedure takes advantage of a linked server, executes the remote Oracle package, reads the table and updates the courses table in SQL server with a flag that indicates whether a final exam is required or not.
• An MS Reporting Services Report invokes the T-SQL stored procedure.
• A Sharepoint page accepts the parameter and invokes the MSRS report.
• EMS is updated.
Using SharePoint to Deliver Data to EMS

• A term prompt in SharePoint updates EMS records
- Departmental exams inserted as a new meeting.
- Final exam sessions to schedule/insert final exam meetings.
• Ready for final exam scheduling as normal.
• Audits to track cross listings.
• Departmental (midterm) exams are also inserted into the course record.
• Instructors teaching multiple sections, use shared status on other sections.
EMS

- EMS easily identifies the exam records, making moving courses without affecting the exam locations easy.
What Just Happened?

✓ Leveraging SIS and EMS to better identify and schedule final exams
✓ Build a better exam
✓ Customizations help in accuracy of data
Getting the Message Out
What’s Next?

• Faculty and Academic Units
  • Communicating information
• Students
  • Providing an exam week-at-a-glance
  • Submissions of exam conflict requests
Communicating to Faculty and Academic Units

Historically
- Final exams were scheduled late in the semester
  - Information released 2 weeks prior to final exam week

Now
- All exams scheduled prior to the start of the term, proving a *provisional schedule* in advance of the term
- *Official exam schedules* provide dates and exam locations 30 days before exam week
Faculty: Business Objects

• From EMS, we pull:
  • All active courses with meeting patterns for each faculty member who is teaching on the Main Campus.

• Designed the report so that exam information is imbedded directly into the customized email.
Dear Professor Ye,

Provisional exam information for the Fall 2016 (201610) is ready for your review. Information is considered provisional at this time as course times, locations, and statuses are all subject to change.

Course(s) marked as needing a final exam are listed below, with the tentative exam dates and times. Following that, is information on any course(s) marked as not requiring a final exam. Please contact me at roomreq@nd.edu with any missing exams or if no exam is needed.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Exams</th>
<th>Exam Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EALC 2021 01</td>
<td>Second-Year Chinese I</td>
<td>Final</td>
<td>December 12 8:00 AM-10:00 AM</td>
</tr>
<tr>
<td>EALC 4141 01</td>
<td>Fourth Year Business Chinese I</td>
<td>Final</td>
<td>December 12 10:30 AM-12:30 PM</td>
</tr>
</tbody>
</table>

The following course(s) were marked as not needing a final exam:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>EALC 2121 01</td>
<td>Second Year Chinese I Drill</td>
<td>No final scheduled at this time</td>
</tr>
<tr>
<td>EALC 2121 02</td>
<td>Second Year Chinese I Drill</td>
<td>No final scheduled at this time</td>
</tr>
</tbody>
</table>

Approximately 30 days prior to exam week, you will receive official final exam information, which will contain the confirmed exam dates as well as location information for your exams.
Provisional Exam Information Sent in Advance of Term

• EMS –
  • Update courses with common exam times
    • Must update cross-listings also
  • Build the exam timetable
  • Refresh the Final Exam Not Required field
  • Publish the exams
    • Ignore room assignments as location of TBD is not critical at this time
Dear Professor Barber,

Exam information for the Fall 2016 (201610) is now official and finalized for the term. The times of your final exam will have changed if the meeting pattern of your course was altered. If you require a larger room that what has been provided, please email me at roomreq@nd.edu; if larger rooms are still available, the location will be adjusted. If the exam location is followed by a notation of Shared Room, the location(s) listed is being used by multiple sections of the same course. For detailed information, visit our website http://registrar.nd.edu/students/exams.php and select Final Exam Rooms by Course.

Course(s) marked as not requiring a final exam are also listed; if this is incorrect, email roomreq@nd.edu so that an exam may be set up for this course.

- **PCLS 13181 01 (12414) Soc Science University Seminar**
  - Exams: Final: Monday, December 12 10:30 AM-12:30 PM -120 DeBartolo Hall

- **CNST 30413 01 (20818) Constitutional Leadership**
  - Exams: Final: Tuesday, December 13 10:30 AM-12:30 PM -310 DeBartolo Hall

- **POLS 30640 01 (20817) Constitutional Leadership**
  - Exams: Final: Tuesday, December 13 10:30 AM-12:30 PM -310 DeBartolo Hall

The following course(s) were marked as not needing a final exam:

- **POLS 66900 03 (10198) Directed Readings**
  - No final scheduled at this time

Academic Code now states that all review sessions must take place prior to final exam week. Review sessions may be held throughout Reading Days, you may schedule rooms for review sessions online at http://scheduling.nd.edu.
Official Exam Information Sent 30 Days Prior to Exam Week

- EMS – before release of this information
  - Un-publish the exam records
    - Removes the existing final exam records off the course
    - Leaves the common exam information and timetable intact
  - Refresh the Final Exam Not Required field
- Re-Publish the exams
  - Clean-up room assignments, assign large exams as needed
  - Always check cross-listed courses
- Location information will be shared at this time
Dear Professor Evens,

At this time, I would like to share with you information regarding departmental exams for your Fall 2016 (201610) courses:

The following course(s) were approved by the exam committee and will be listed as part of the official University exams. A notation of Shared Room indicates that multiple sections of this course will be using the same room(s). For detailed information, visit our website http://registrar.nd.edu/students/exams.php and select Department Exam Rooms by Course. The approved dates and locations include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Date and Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 10550 02 (12119) Calculus I</td>
<td>Exams- Departmental: Tuesday, September 20 8:00 AM-9:15 AM 101 DeBartolo Hall Shared Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 10550 02 (12119) Calculus I</td>
<td>Exams- Departmental: Tuesday, September 20 8:00 AM-9:15 AM 102 DeBartolo Hall Shared Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 10550 02 (12119) Calculus I</td>
<td>Exams- Departmental: Thursday, October 13 8:00 AM-9:15 AM 101 DeBartolo Hall Shared Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 10550 02 (12119) Calculus I</td>
<td>Exams- Departmental: Thursday, October 13 8:00 AM-9:15 AM 102 DeBartolo Hall Shared Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 10550 02 (12119) Calculus I</td>
<td>Exams- Departmental: Thursday, November 17 8:00 AM-9:15 AM 101 Stepan Center Shared Room</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please contact me at roomreq@nd.edu with any missing exams or if no exam is needed. Any changes to the dates and times listed for these exams should be vetted through your deans' office.
Similar information Provided on Section Exams

• EMS – opted to insert the exam information on the course record
  • Not needed to achieve communication, but eases locating exam information
  • Carry the record forward to crosslistings.
Faculty Improvements

- Provide all exam dates (section exams during the term and finals) prior to the start of term
  - Faculty can now add exam dates to syllabus
  - Provides us with feedback on the need for finals
- Eliminates the need to decipher the exam schedule
Students: Final Exam Schedule/insideND

- Provide a complete list of exam dates and times, based on the student schedule.
- Made available after fall/spring break.
Students: eFORM

- Student Exam Conflict eForm
- Request a make-up exam
- Vetted by Deans
- Made available after fall/spring break week
What Have We Accomplished?

✓ Leveraging SIS and EMS to better identify and schedule final exams
  ✓ Build a better exam
  ✓ Customizations

✓ Faculty and Academic Units
  ✓ Communicating information regarding exams in advance of the term

✓ Students
  ✓ Providing an exam week-at-a-glance
  ✓ Submissions of exam conflict requests
What’s Next?

Identify types of finals

• Written exams
• Project/group presentations
• Papers

Exam date = due date

Critical to Deans when assessing exam conflict information
QUESTIONS?
Exams: From Setup through Final Exam Week

Linda Martellaro
University of Notre Dame | Assistant Registrar

September, 2016

#EMSLive16
EXAM SCHEDULING

Thank You!

Linda Martellaro
University of Notre Dame | Assistant Registrar

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