THE FINAL EXAM SCHEDULING PROCESS

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Why Schedule Final Exams in EMS?

• Know what rooms are booked during finals
• Finals are added to the course reservation as the last booking, making them easily visible in the Navigator
• Replace a manual process with a more efficient automatic process
Prerequisites and Templates

Prerequisites
• Exam schedules follow a standard exam template
• No more than 2 exam weeks
• Academic term published in EMS
• Excluded final exam dates when publishing the term
• Final exam event type parameter set

Creating a Template
• Import From a Term (typically the most efficient)
• Create manually in EMS
Final Exam Settings

Academic Browser

• Final Exam Not Required (e.g., Labs)
• Require Current Room
• Exceptions to the Template:
  • Common Exams
  • Specific Exams
Creating and Publishing Final Exams

- Academic Planning > Courses > Final Exam Sessions
  - Create a new session
  - Indicate the Start Date and the rooms eligible to hold final exams (Tip: Configure a View of rooms for Final Exams)
  - Highlight Session > Publish
  - Select the Final Exam Template from the dropdown list
  - If you want to review any courses with (or without) a final exam date for accuracy, highlight the meeting pattern and click Courses. If you need to override the final schedule, use Set Date.
  - Click Next to continue – this is when the final exam bookings are created as the last booking on the course with an event type of “Final Exam”
- Review results in the pop-up window and/or run the Final Exam report (Academic Planning > Reports > Final Exam Schedule) for a list of all final exam assignments.
Final Exam Tips

• Exceptions are published to the TBD building/room; use the browser to find those courses and manually assign a room in EMS

• Final exam bookings and room assignments are not written back to SIS

• Publish exams after changes are no longer being made to course schedules to avoid making manual updates or running session again
Final Exam Tips

• If needed, you can delete final exam bookings by deleting the Final Exam Session
• Post Final Exam Schedule or Display on Web App
Questions?
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Thank You!

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