

CIVICA

Integris Exam Scheduler Manual



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Exam Scheduler

Introduction

1

1 Introduction

1.1 Integris Exam Scheduler Module

The Exam Scheduler module integrates information entered in the Administration and Timetabling modules of Integris to assist school to produce exam timetables for exam supervisors and students.

You may choose to manipulate information manually, use an automatically generated system solution or use a combination of both to obtain a solution. If the automatic option is selected, the system will produce the best possible timetable given the constraints entered. If the exam timetable does not fit the needs of the school, it may be manipulated manually or the constraints relaxed and the exam scheduler run again.

1.2 Key Benefits

Integris Exam Scheduler Module contributes to school effectiveness in the following ways:

- It helps teachers and managers to carry out their responsibilities
- It improves the use of resources available for exam supervision as it takes into account teachers and rooms freed up by the exams scheduled and also allows the use of relief and external staff for exam supervision
- It identifies classes affected by the use of rooms for examinations and allows the allocation of the affected classes to other available rooms
- It avoids the need for time-consuming manual statistical calculations as a series of reports significantly automates the process for school-based staff.

1.3 Key Features

Integris Exam Scheduler Module includes the following key features:

- Is simple to set up and run
- Supports all aspects of exam scheduling for students, supervisors, sessions, rooms within one simple, easy-to-use interface
- Includes a wide range of standard reports
- Can be configured for and by the people using it, including the descriptions of any codes used
- Has seamless links with the other Integris Management Solutions products, avoiding the need for any re-entering of school, staff or student data.

1.4 Glossary

The terminology used in this Manual is described in the following glossary.

- **DoE** - Department of Education (WA)
- **Exam Schedule** – describes the overall examination timetable and associated data
- **Exam Session** – a specific line, row or band of the exam grid
- **Exam Timetable Management** – describes the specific grid view shown in Examination Timetable Management
- **SIS** – Student Information System (Integris).

1.5 How to Use this Manual

This manual describes the features and facilities available in Integris Exam Scheduler module, a component of the Integris suite of software.

You should refer to this guide if you are responsible for setting up examination timetables and allocating exam supervisors and rooms. It describes how to enter and manage information and print reports. The sections are listed below.

| | |
|---|---|
| Section 1: Introduction to Integris | This section describes the product and its benefits. It also describes the contents of this guide. |
| Section 2: Getting Started | This section explains the basic functions that you need to become familiar as a new user of Administration Manager and the Exam Scheduler Module. It also covers the tasks that need to be carried out before you can start to use the rest of the product effectively. |
| Section 3: Adding and Removing Modules | This section describes how to add new modules to the suite of Integris modules, and how to remove a module. |
| Section 4: Maintaining Parameters | This section details the parameter functions that impact on the Exam Scheduler module. |
| Section 5: Maintaining School Details | This section details how to set up a new academic year in the School Diary, recording events and closed days in the calendar, and how to print term and year views of the school diary. |
| Section 6: Examination Schedule Setup | This section describes how to set up details of your Exam Timetable Schedules |
| Section 7: Examination Timetable Management | This section defines how to manipulate an Exam Timetable grid either manually or automatically by using the generation process. It also describes how to allocate exam supervisors and rooms to an exam timetable. |
| Section 8: Examination Schedule Reports | This section describes how to produce the various standard reports that are supplied with the Exam Scheduler module. |
| Section 9: Index | |
| Section 10: Support | This section provides information on accessing support for using the Exam Scheduler module. |

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Exam Scheduler
Getting Started

2

2 Getting Started

The facilities available in the Exam Scheduler module are covered in this manual. Also included are relevant features of the Administration Manager module which are necessary for using the Exam Scheduler.

2.1 Log On

To log onto the system following the successful installation of the software, either:

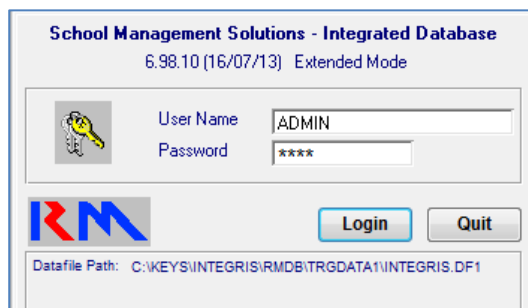


- Double-click on the **Integris** icon on your desktop

OR

- Click on the Windows Start button
- Select **Programs**
- Select RM Management Solutions
- Double-click on **Integris**

If you are using Integris for the first time after its initial installation you will be provided with a user name and password to log onto the software. Should you experience any difficulties please contact the Customer Service Centre. (See Section 0 for Support information.)

A screenshot of the 'School Management Solutions - Integrated Database' login window. The window has a title bar with the text 'School Management Solutions - Integrated Database' and '6.98.10 (16/07/13) Extended Mode'. Below the title bar, there is a small icon of a key. To the right of the icon, there are two input fields: 'User Name' with the text 'ADMIN' and 'Password' with four asterisks '****'. Below these fields, there is a logo with the letters 'RM' in blue and red. To the right of the logo, there are two buttons: 'Login' and 'Quit'. At the bottom of the window, there is a text field labeled 'Datafile Path:' containing the path 'C:\KEYS\INTEGRIS\RMDB\TRGDATA\INTEGRIS.DF1'.

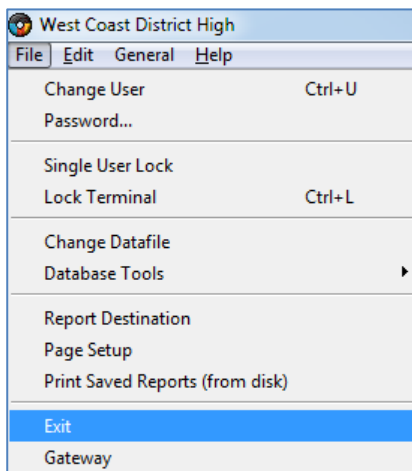
- Enter your User Name and Password
- Click **Login** or press <**Enter**> on the keyboard

If you are using a new data file, the system displays the School Details window. The main details of the school must be completed before any processing can take place. See the Administration Manager manual for further details.

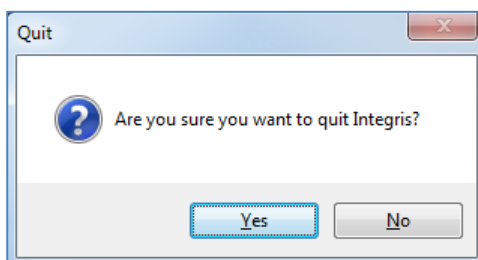
Note: When you log on to the system, a validation routine is automatically run to ensure that the data file you are using is synchronised with its associated partner file. If there is a discrepancy, a warning message is displayed. If this occurs, contact your Customer Service Centre for guidance.

2.2 Exit Integris

- Click on the **File** menu in the top left hand corner of the window



- Click **Exit**



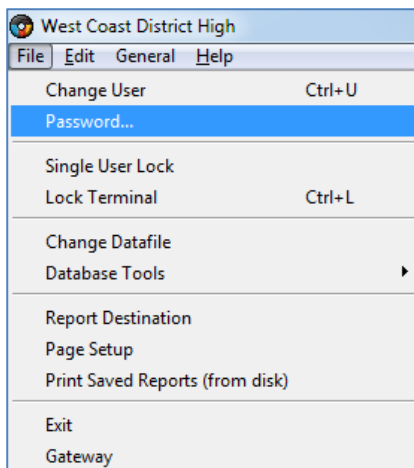
- Click **Yes**

2.3 Change Password

File > Password

You should change your password at regular intervals for security purposes. To change your password:

- Click on **File** menu in the top left hand corner of the window
-



-
- Click on ***Password***

- Enter your Current Password
- <Tab>
- Enter your ***New Password***
- <Tab>
- Enter your new password again
- Click ***OK***

Note: You are warned if the text you enter in the Verification field is not the same as the New Password you entered. If you see the warning message, click OK and re-enter the new password in the New Password and Verification boxes.

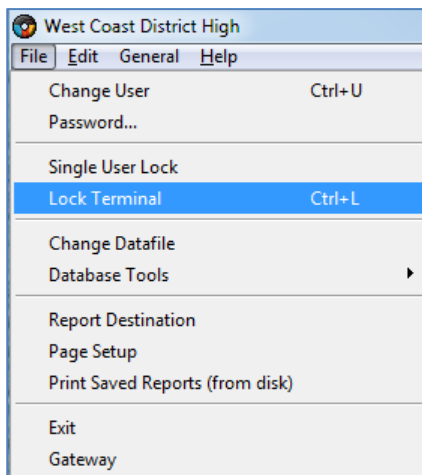
2.4 Lock Terminal

File > Lock Terminal

If you need to leave your work station for a short period of time but do not want to log out of Integris, you can temporarily lock the software to prevent any unauthorised access.

Either:

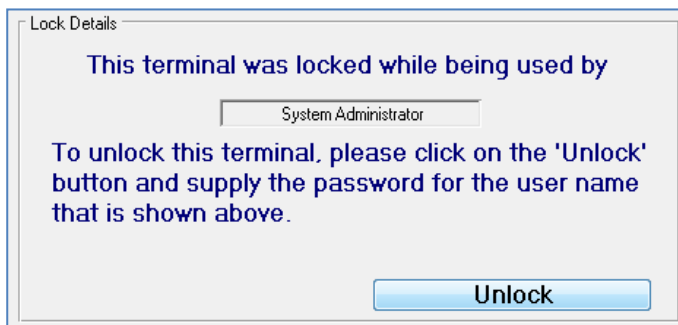
- Click on the **File** menu at the top of the window and select **Lock Terminal**



Or

- Press <Ctrl> + <L>

Whichever method you choose, the system displays the **Lock Details** window.



To unlock the terminal:

- Click on **Unlock**

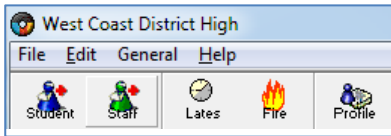


- Enter your password.
- Click **OK**

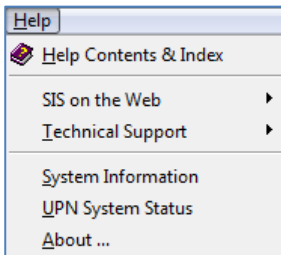
2.5 Integris Help

Help > Help Contents & Index

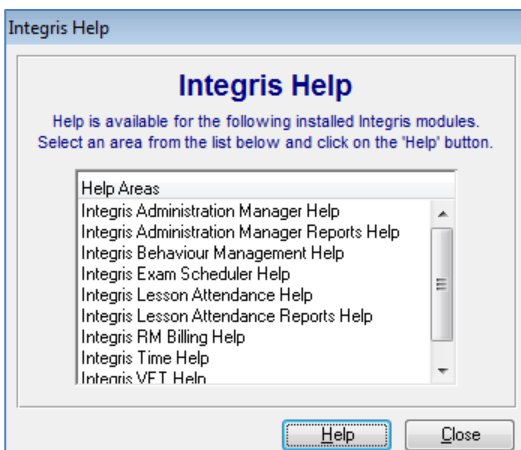
Integris Help is located at the top of the screen.



- Click on **Help**



- Select Help Contents and Index



- Double click on the required file or select the required file and click **Help**

Once the help file has opened:

- use **Search** to locate the required information

2.6 General Sidebar

The core features in Integris are grouped on the General sidebar.

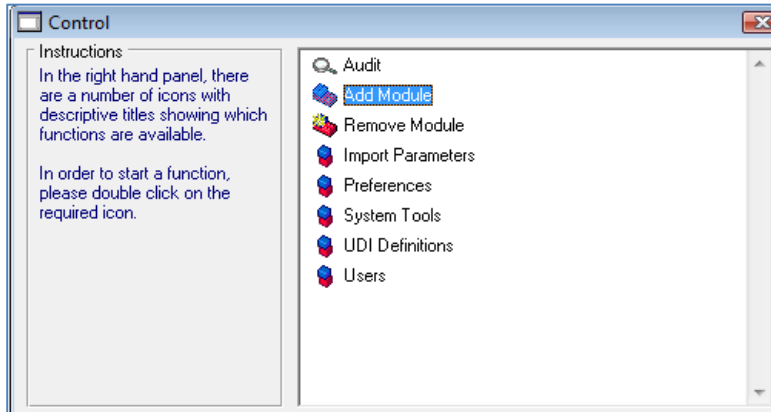


- **School Details** – used to enter and maintain information relating to the school, as well as providing access to the school diary
- **Student Details** – used to enter and maintain information relating to the students associated with the school
- **Staff Details** – used to enter and maintain information relating to the staff associated with the school
- **Groups** – used to enter details of staff and student groups
- **Parameters** – used to set up and maintain a range of fields, codes and descriptions to be used throughout Integris
- **Control** – used to set up options for Integris administration and to import information from other systems

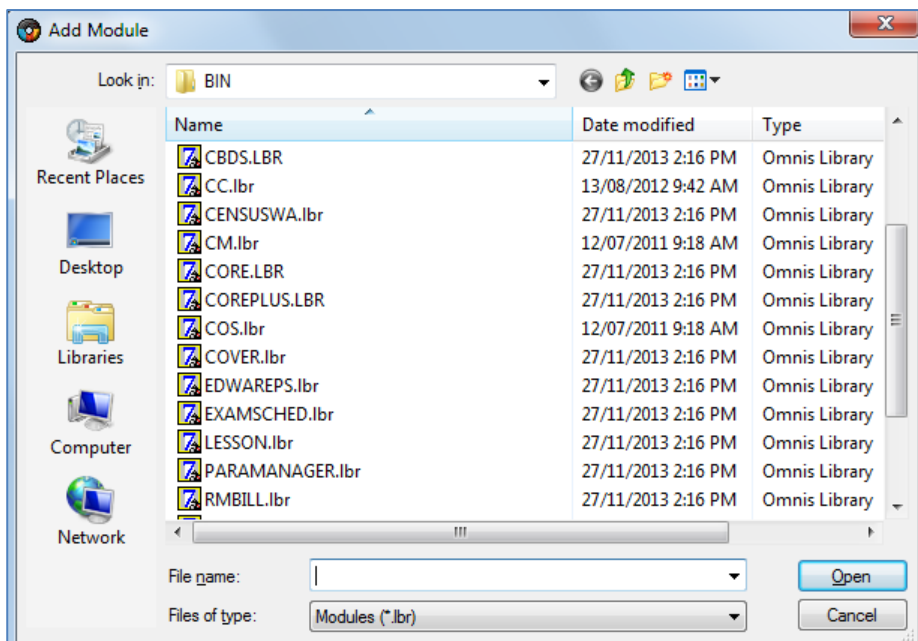
2.6.1 Add Module

General > Control

Before the Exam Scheduler module can be accessed by users in your school, you must add it to the system.

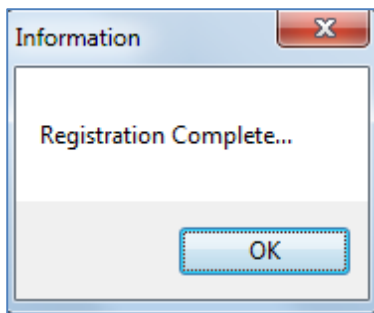


- Double click on **Add Module**



Note: all available modules are located in K:\Keys\Integris\Bin.

- Double click on **EXAMSCHEDED.lbr**

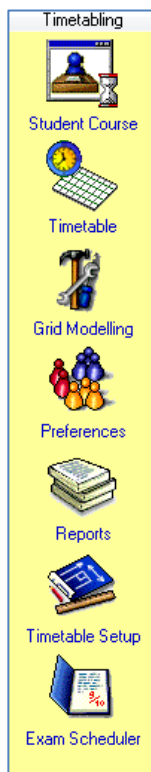


- Click **OK**

The Exam Scheduler icon will now be available from the Timetabling sidebar

2.7 Timetabling Sidebar

The timetabling features of Integrus are grouped on the Timetabling sidebar. The Exam Scheduler module is available from the Timetabling sidebar.



- **Student Course** - displays for each student a list of preferences, the student's timetable and the relevant grid for the student with member teaching sets highlighted
-
- **Timetable** - displays the current whole school timetable that may be filtered by year, cycle, schedule, grid or department
-
- **Grid Modelling** - allows you to manually manipulate the grid or to define constraints and use the auto-scheduler to model the grid
-
- **Preferences** – allows you to entry students' subject preferences individually or in bulk
-
- **Reports** - allows you to access a wide variety of timetable reports
-
- **Timetable Setup** - used to define all aspects of the timetable prior to creation of a new timetable
-
- **Exam Scheduler** – even though this is represented as an icon on the Timetabling sidebar, this is a complete module whose functionality is described in this manual

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Exam Scheduler

Preliminary Setup

3

3 Preliminary Setup

There are specific setup features that will maximise the performance of the Exam Scheduler module. Some features are critical in order to enable certain functionality, whilst other features will enhance module usage.

Note: The Exam Scheduler module is dependent on there being an existing timetable for the period for which the exams are to be scheduled. There are essential parameters which need to be defined for the Timetabling module which, in turn, inform Exam Scheduler.

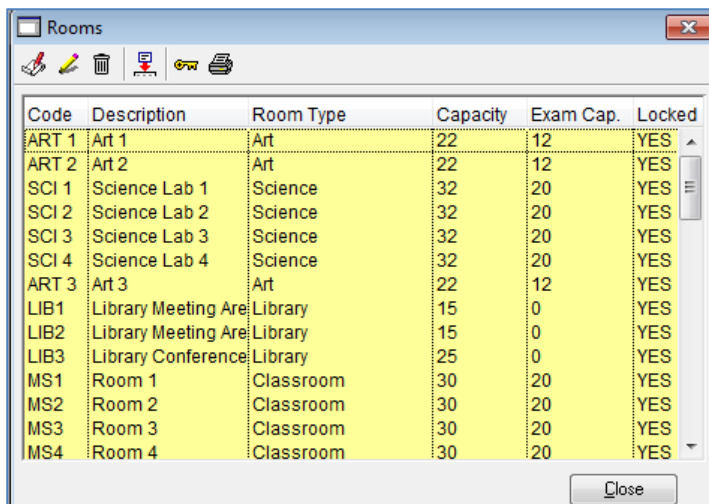
3.1 Parameters related to Exam Scheduler

General > Parameters

Room and Subject parameters relate to Exam Scheduler.

3.1.1 Rooms

General > Parameters > Rooms





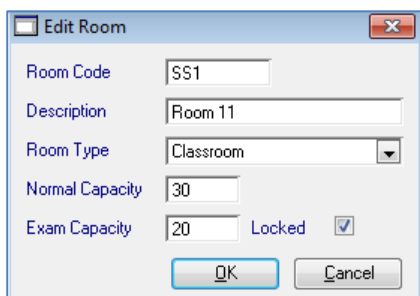
The screenshot shows a window titled 'Rooms' with a table of room parameters. The table has six columns: Code, Description, Room Type, Capacity, Exam Cap., and Locked. The rows list various rooms including Art, Science Lab, Library, and Classroom, each with its respective capacity and exam capacity.

| Code | Description | Room Type | Capacity | Exam Cap. | Locked |
|-------|----------------------|-----------|----------|-----------|--------|
| ART 1 | Art 1 | Art | 22 | 12 | YES |
| ART 2 | Art 2 | Art | 22 | 12 | YES |
| SCI 1 | Science Lab 1 | Science | 32 | 20 | YES |
| SCI 2 | Science Lab 2 | Science | 32 | 20 | YES |
| SCI 3 | Science Lab 3 | Science | 32 | 20 | YES |
| SCI 4 | Science Lab 4 | Science | 32 | 20 | YES |
| ART 3 | Art 3 | Art | 22 | 12 | YES |
| LIB1 | Library Meeting Area | Library | 15 | 0 | YES |
| LIB2 | Library Meeting Area | Library | 15 | 0 | YES |
| LIB3 | Library Conference | Library | 25 | 0 | YES |
| MS1 | Room 1 | Classroom | 30 | 20 | YES |
| MS2 | Room 2 | Classroom | 30 | 20 | YES |
| MS3 | Room 3 | Classroom | 30 | 20 | YES |
| MS4 | Room 4 | Classroom | 30 | 20 | YES |

Each Room parameter has an Exam Capacity field. This value is used when allocating rooms for an exam session. (Refer to Section 4.2.5 for further detail on allocating rooms.)

Edit Exam Capacity

- Select the room to be edited
- If the parameter is locked, click  and **Yes**
- Click Edit 
- Enter a value in **Exam Capacity**
-

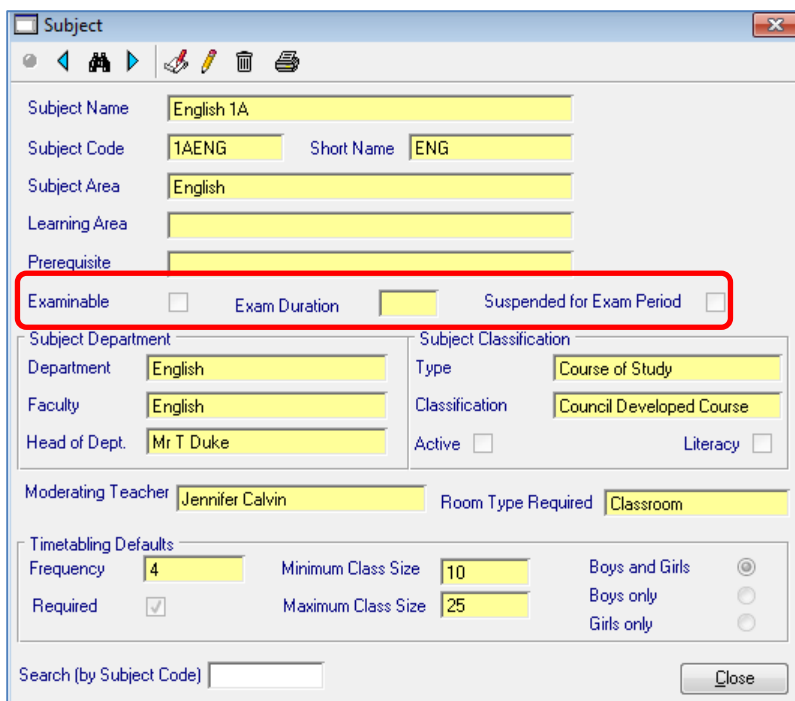


Note: an Exam Capacity greater than 0 makes the room available to Exam Scheduler

- Check **Locked** if required
- Click **OK** to save

3.1.2 Subjects

General > Parameters > Subjects



In the Subject parameters, there are three fields relevant to Exam Scheduler:


- **Examinable** indicates whether or not a subject is to be examined
- **Exam Duration** stores a subject's default exam duration (this is free text field)

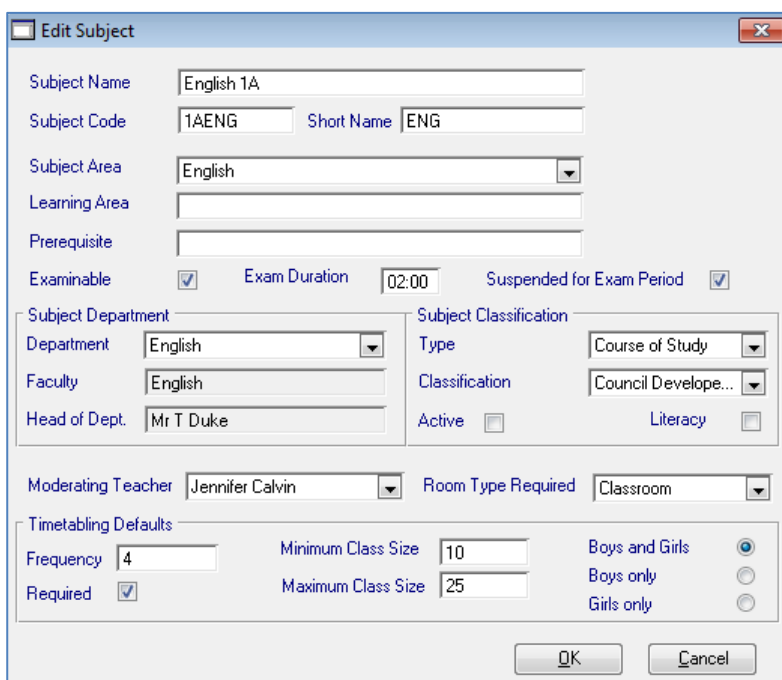
- ***Suspended for Exam Period*** indicates whether or not classes for this subject are to be suspended for the duration of the exam period.

Edit Subject

- Use **Search** to locate the subject to be edited

Search (by Subject Code)

- <Enter>
- Click Edit 
- Enter the required details



Edit Subject

Subject Name: English 1A

Subject Code: 1AENG Short Name: ENG

Subject Area: English

Learning Area:

Prerequisite:

Examinable: ☒ Exam Duration: 02:00 Suspended for Exam Period: ☒

Subject Department:

Department: English

Faculty: English

Head of Dept.: Mr T Duke

Subject Classification:

Type: Course of Study

Classification: Council Develop...

Active: ☐ Literacy: ☐

Moderating Teacher: Jennifer Calvin

Room Type Required: Classroom

Timetabling Defaults:

Frequency: 4 Minimum Class Size: 10 Maximum Class Size: 25

Required: ☒ Boys and Girls: ☒ Boys only: ☐ Girls only: ☐

OK Cancel

- Click **OK**

3.2 Staff Details

General > Staff Details

Staff members can be classified as one of three types: Current, Former or External. Enter external exam supervisors as external staff and check **Active External Exam Supervisor**.

Staff [External] [Icons]

Ms Exam Supervisor (770) **Staff Code - SUPE**
Gender - Female **Staff Type - Exam Supervisor** **ID Number - 987654**

| | | | | |
|---------------------------|---------------------------------|--|------------|-----------|
| Initials | Salutation | Exam | Phone 1 | 9229 2299 |
| Surname Supervisor | Address | 10 Midway St, PINEY WOODS, WA, 6999 | Phone 2 | |
| Legal Surname Supervisor | | | Fax | |
| Former Surname | | | Mobile | |
| First Name Exam | | | | |
| Second Name | | | | |
| Third Name | | | | |
| Preferred Name Exam | | | | |
| Date of Birth 23 JUN 1988 | Active External Exam Supervisor | <input checked="" type="checkbox"/> | E Mail | |
| ID Number 987654 | Join Date 27 NOV 2013 | | Leave Date | |

Contacts NoK - Next of Kin Emrg - Emergency

| Name | Relationship | Phone | Address | NoK | Emrg |
|------|--------------|-------|---------|-----|------|
| | | | | | |

Search []

3.2.1 Add an External Exam Supervisor

General > Staff Details

- Select the **External** roll

Staff [External] [Current] [Former] [External]

- Click Add [Add Icon]
- Enter the staff member's details

Note: only Title, First Name and Surname are mandatory.

- Check Active External Exam Supervisor

- Click **OK** to save

CIVICA

Exam Scheduler

Examination Schedule Setup

4

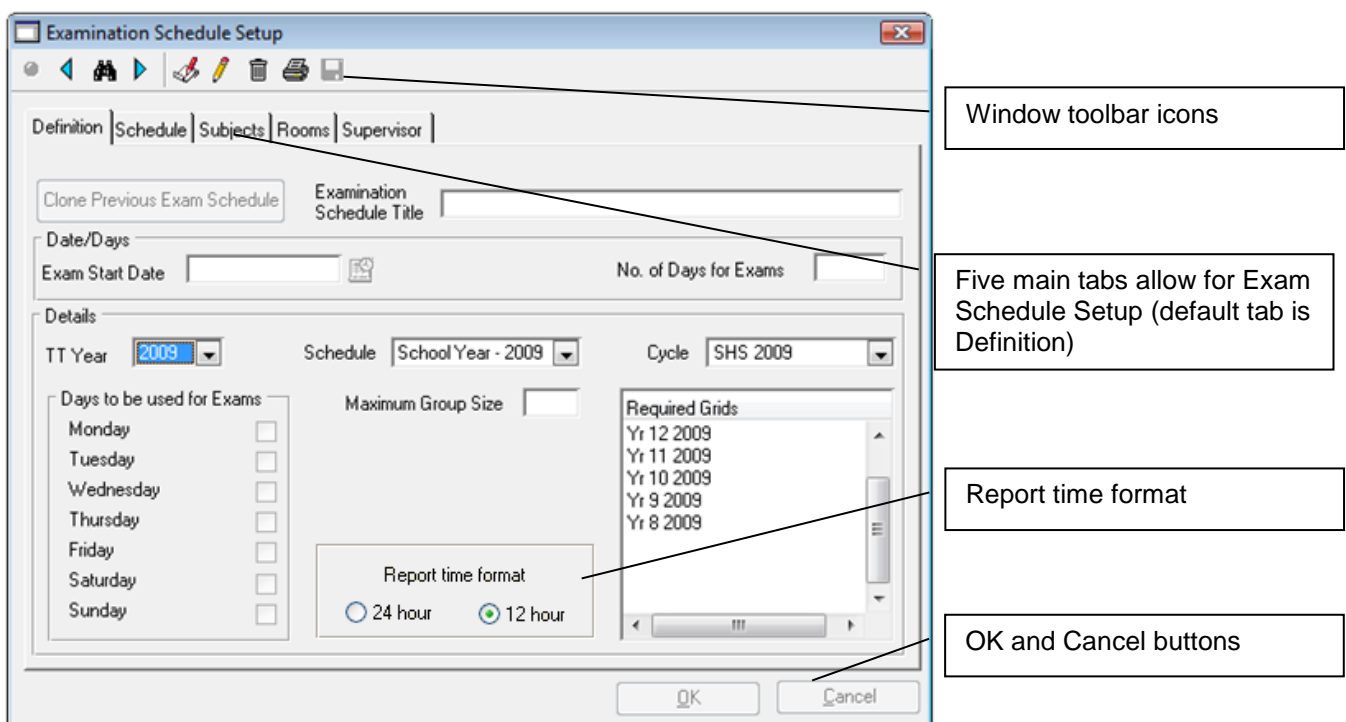
4 Examination Schedule Setup

4.1 Examination Schedule Setup Overview

Timetabling > Exam Scheduler > Examination Schedule Setup

The purpose of Examination Schedule Setup is to setup, view and manage Exam Schedule records. Every exam schedule is created, modified and deleted through this window. The setup window allows the user to create exam schedule records and set up associated details for that exam schedule. For each exam schedule record, the user can set up the name of the exam schedule, on which date the exams start, for how many days the exams are run for and the days which are affected. The timetabling year, semester and timetabling grid(s) for which the exams are scheduled are also specified here.

(Timetabling > Exam Scheduler > Examination Schedule Setup)



4.1.1 View Mode

View Mode is the default mode for the Examination Schedule Setup window. Exam Schedules for the current year will be in the browse list in this mode. Exam Schedules may be selected browsing through or searching for a selected one which includes any from previous years. The window remains in View Mode until the Add or Edit icon is clicked.

4.1.2 Add Mode











Add mode enables you to add a new Exam Schedule by either entering the schedule details from scratch or cloning an existing Exam Schedule.

4.1.3 Edit Mode

In Edit Mode you can make changes to existing Exam Schedules. You will be warned about related data changes if key changes are made.



4.1.4 Toolbar Icons

The following Icons are available in the Examination Schedule Setup window in the top toolbar.

| Toolbar Element | Icon | Hover Text | View Mode | Add/Edit Mode |
|----------------------------------|---|---------------------------------|----------------------------|---------------|
| No Browse set indicator |  | | Visible – disabled | Disabled |
| Browse set indicator |  | Clear Browse Set | Only enabled in Browse set | Disabled |
| Previous Exam Schedule record |  | Previous Record | Enabled | Disabled |
| Next Exam Schedule record |  | Next Record | Enabled | Disabled |
| Find Exam Schedule record button |  | Find Record | Enabled | Disabled |
| Create Exam Schedule button |  | Create New Exam Schedule Record | Enabled | Disabled |
| Edit Exam Schedule button |  | Edit Exam Schedule Record | Enabled | Disabled |
| Delete Exam Schedule button |  | Delete Exam Schedule Record | Enabled | Disabled |
| Print button |  | Print Exam Schedule Record | Enabled | Disabled |
| Save button |  | Save Changes | Disabled | Enabled |

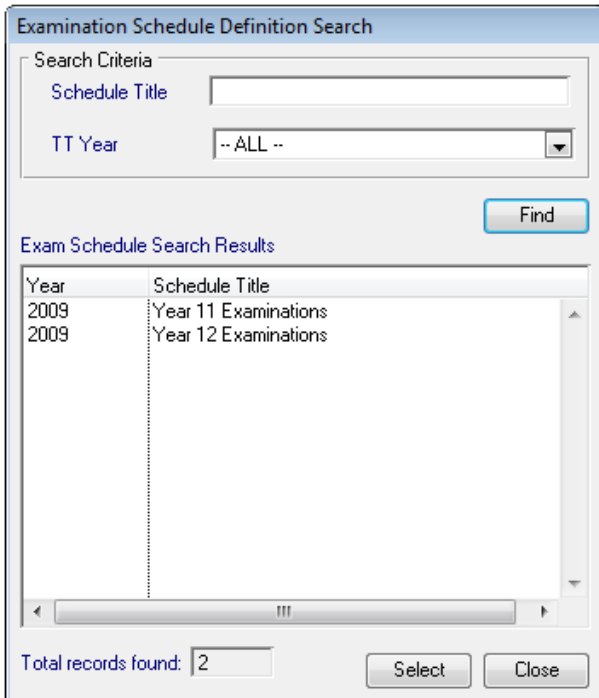
4.1.5 Browse Existing Exam Schedules

The Examination Schedule Setup > Definition window opens in View mode. By default only Exam Schedules for the current year will be in the browse list. The exams will be sorted from newest to oldest creation date.

- Click on  to browse to the next Exam Schedule record.
- Click on  to browse to the previous record.

4.1.6 Search for an Existing Exam Schedule Record

- Click on Find Record 



The dialog box titled "Examination Schedule Definition Search" contains a "Search Criteria" section with a "Schedule Title" text field and a "TT Year" dropdown menu set to "-- ALL --". A "Find" button is located to the right of the search criteria. Below this is the "Exam Schedule Search Results" section, which contains a table with two columns: "Year" and "Schedule Title". The table lists two results: "2009" for "Year 11 Examinations" and "2009" for "Year 12 Examinations". At the bottom of the dialog, it says "Total records found: 2" and includes "Select" and "Close" buttons.

| Year | Schedule Title |
|------|----------------------|
| 2009 | Year 11 Examinations |
| 2009 | Year 12 Examinations |

To populate the Exam Schedule Search results list you can either:

- Enter a title in **Schedule Title** field
- Select All in **TT Year**
- Click on **Find** or press **Enter** on the keyboard.

Or

- Leave the **Schedule Title** blank
- Select All **in TT Year**
- Click on **Find** or press **Enter** on the keyboard

Or




- Enter a Schedule Title
 - Select a **TT Year**
 - Click on Find or press **Enter** on the keyboard
- Once Exam Schedules are successfully listed in the Exam Schedule Search Results window pane:

- Highlight one or more Exam Schedules as required


To select multiple records you can:

- Hold the **<Ctrl>** key down and left mouse click on the required records
- Hold the **<Shift>** key down and use the left mouse click or the keyboard arrow keys
- Hold down the left mouse click and drag the mouse down the list of rows
- Press **<Ctrl + A>** on the keyboard to select all records

- Click **Select**

If multiple schedules are selected, these now becomes the browse set in the Examination Schedule Setup window. The selected Exam Schedule title displays in the Examination Schedule Setup window header and the browse set indicator  button will be enabled. While the browse set is enabled, utilising the previous record  and next record  buttons will function only across the selected Exam Schedules.

To will clear the browse set:


- Click on the active browse set indicator 

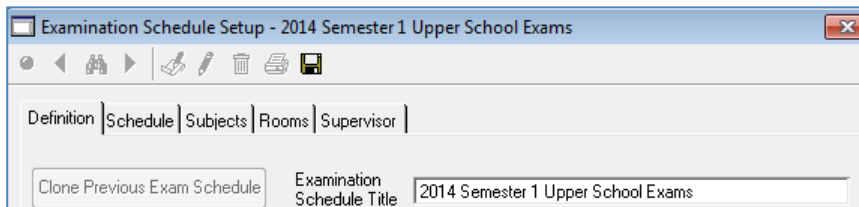
The browse set indicator  button is then disabled.

4.2 Add/Create a New Exam Schedule

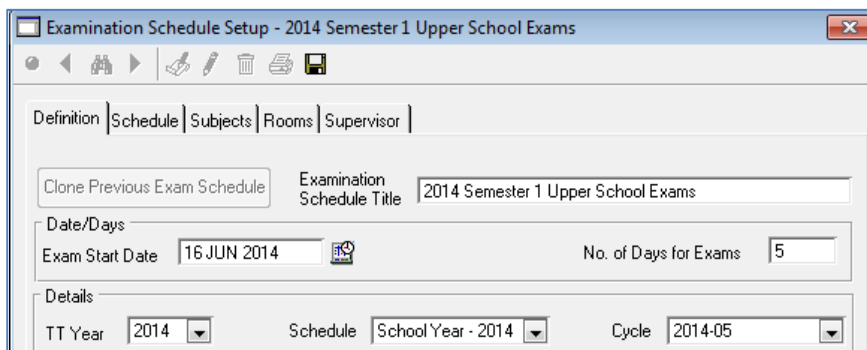
4.2.1 Definition

Timetabling > Exam Scheduler > Examination Schedule Setup

- Click on Create New Exam Schedule Record 
- Enter an Examination Schedule Title



- Enter an Exam Start Date
- Enter a whole number in the **No. of Days for Exams**
- Select the required timetable year from the **TT Year** drop-down menu
- Select the associated Timetabling **Schedule** and **Cycle**



- Check Days to be used for Exams
- Enter a Maximum Group Size
- Highlight one or more grids to be included in the Exam Schedule
- Set the Report time format

Examination Schedule Setup - 2014 Semester 1 Upper School Exams

Definition | Schedule | Subjects | Rooms | Supervisor

Clone Previous Exam Schedule Examination Schedule Title 2014 Semester 1 Upper School Exams

Date/Days
Exam Start Date 16 JUN 2014 No. of Days for Exams 5

Details
TT Year 2014 Schedule School Year - 2014 Cycle 2014-05


Days to be used for Exams
☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☒ Friday
☐ Saturday
☐ Sunday


Maximum Group Size 150

Report time format
☐ 24 hour ☒ 12 hour

Required Grids
 n/s
 08
 09
 10
 US

OK Cancel

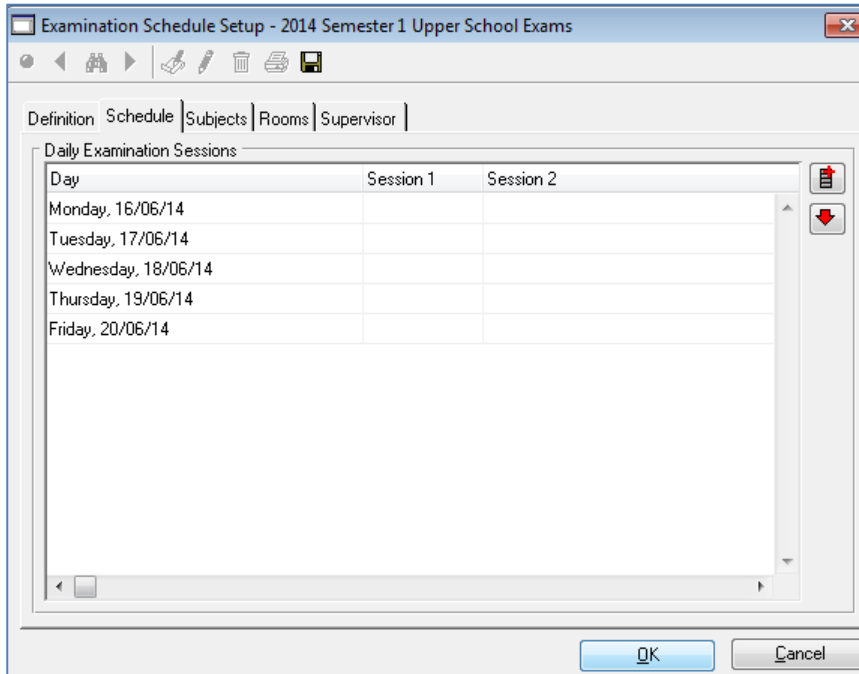
- Save  or click **OK**


Note: Save  saves what you have done but stays in Edit mode. OK saves what you have done but returns to View mode.

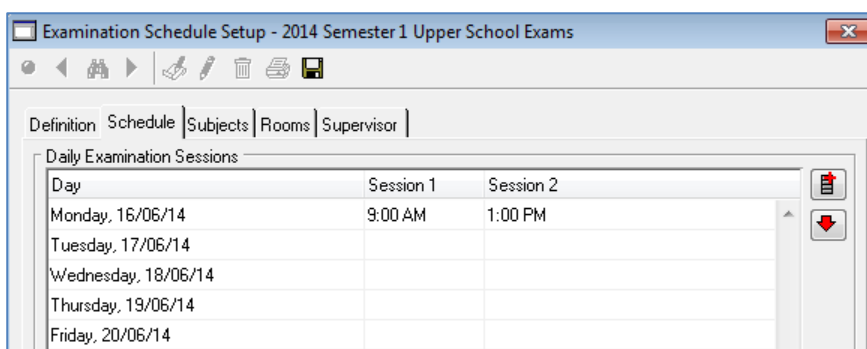
4.2.2 Schedule

Timetabling > Exam Scheduler > Examination Schedule Setup > Schedule


The purpose of this tab is to set up Exam Session start times for all the exam days determined by the days and exam start date specified in the Definition tab.

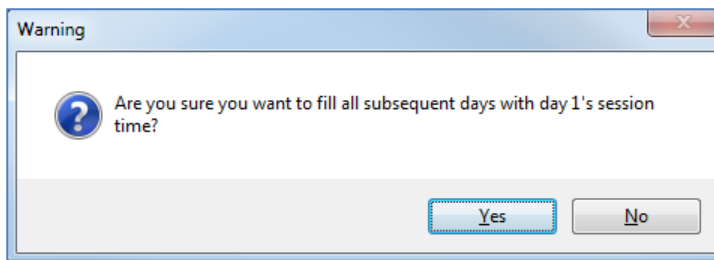


- Locate the required Exam Schedule by using **Browse** or **Search**
- Click on Edit Exam Schedule Record 
- Click in the first session
- Enter the start time for the session in the format hh:mm ranging from 0:00 to 23:59
- **<Tab>** to move to the next cell
- Enter the start time for this session

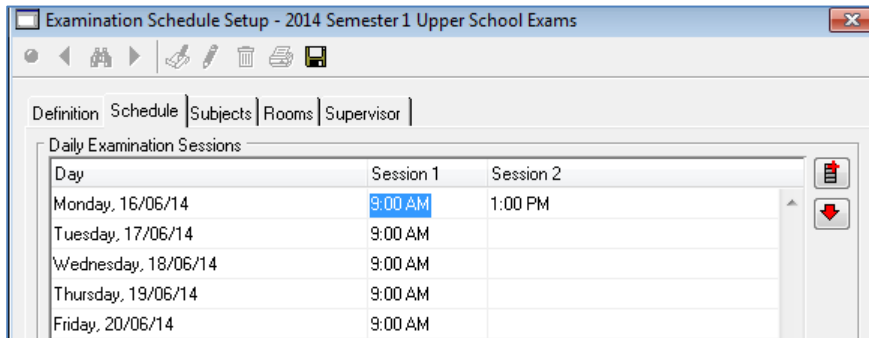



You can continue to enter session times in this way or you can copy the first day's session time to the rest of the days listed

- Put your cursor in the session that you want to copy
- Click on Fill Structure Down 
-




- Click **Yes**



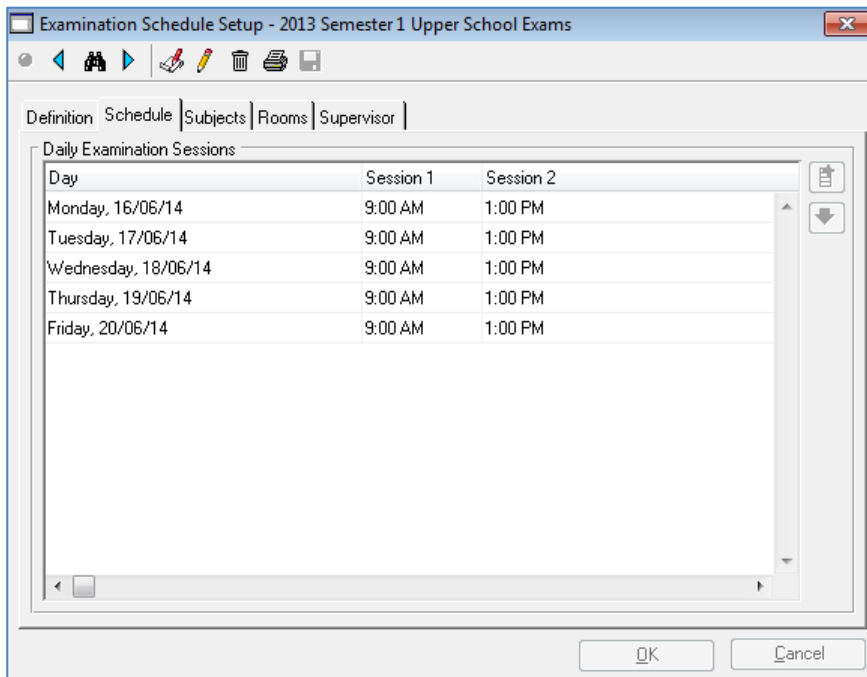
- Repeat for other sessions as required
- Save  or click **OK**

Note: Save  saves what you have done but stays in Edit mode. OK saves what you have done but returns to View mode.

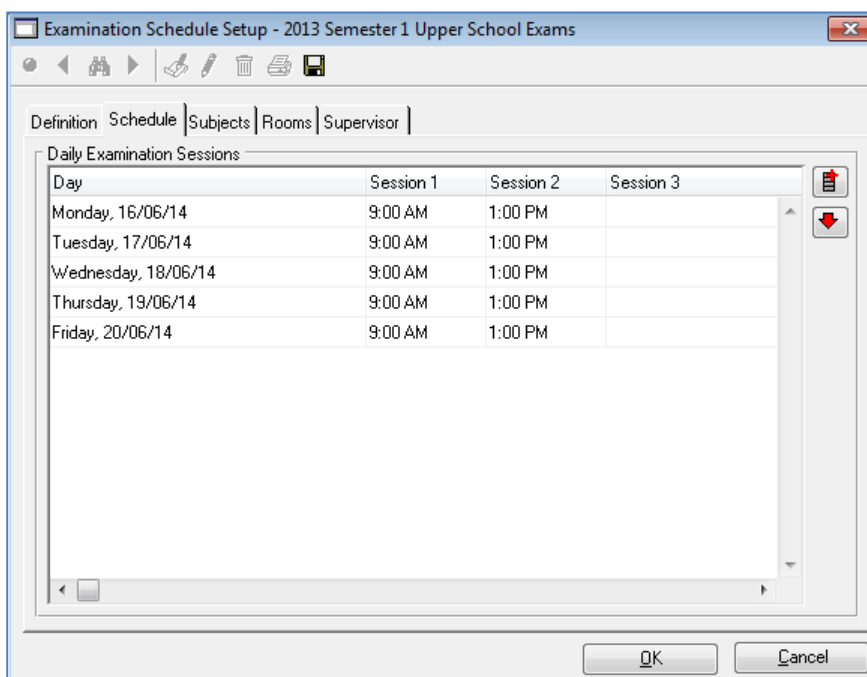
4.2.3 Add Exam Sessions

- Locate the required Exam Schedule by using **Browse** or **Search**
- Click on Edit Exam Schedule Record 

The number of columns for exam sessions defaults to two (Session 1 and Session 2) but additional columns may be added.



- Click on Add a Column 



- Enter the session times

- Save  or click **OK**

Note: Save  saves what you have done but stays in Edit mode. OK saves what you have done but returns to View mode.


This may be repeated as many times required.

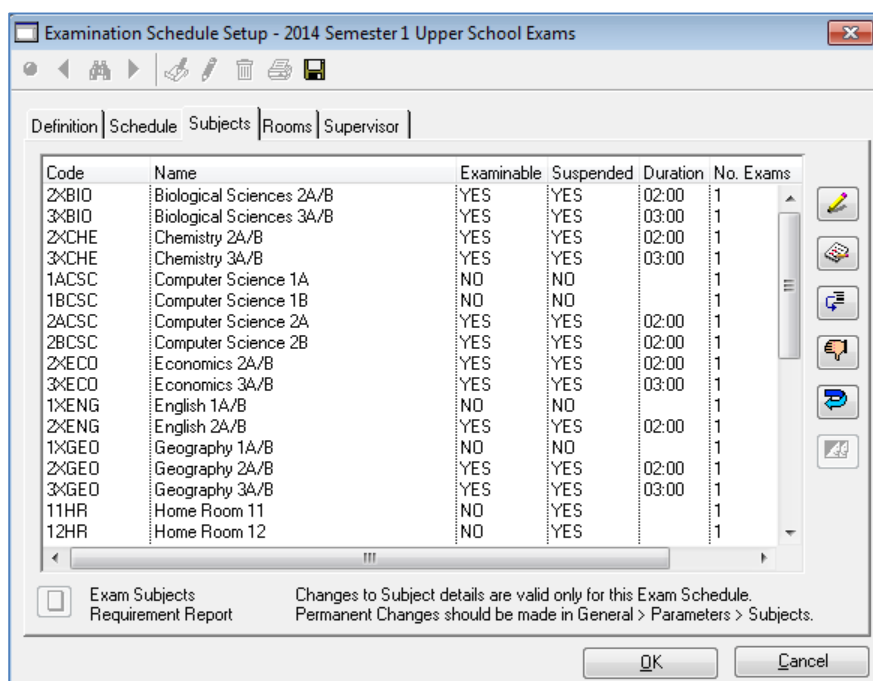
Note: any Session columns, from Session 3 and beyond, which do not have session times entered will be removed when you click Save or OK.

4.2.4 Add Subjects

Timetabling > Exam Scheduler > Examination Schedule Setup > Subjects

On this tab you can identify and manage the subjects to be examined.

- Locate the required Exam Schedule by using **Browse** or **Search**
- Click on Edit Exam Schedule Record 
- Click on the Subjects tab



The screenshot shows a software window titled "Examination Schedule Setup - 2014 Semester 1 Upper School Exams". It has a tabbed interface with "Definition", "Schedule", "Subjects", "Rooms", and "Supervisor" tabs. The "Subjects" tab is active, displaying a table of subjects. Below the table, there are checkboxes for "Exam Subjects" and "Requirement Report", and a note about the validity of changes. At the bottom are "OK" and "Cancel" buttons.







| Code | Name | Examinable | Suspended | Duration | No. Exams |
|-------|--------------------------|------------|-----------|----------|-----------|
| 2XBIO | Biological Sciences 2A/B | YES | YES | 02:00 | 1 |
| 3XBIO | Biological Sciences 3A/B | YES | YES | 03:00 | 1 |
| 2XCHE | Chemistry 2A/B | YES | YES | 02:00 | 1 |
| 3XCHE | Chemistry 3A/B | YES | YES | 03:00 | 1 |
| 1ACSC | Computer Science 1A | NO | NO | | 1 |
| 1BCSC | Computer Science 1B | NO | NO | | 1 |
| 2ACSC | Computer Science 2A | YES | YES | 02:00 | 1 |
| 2BCSC | Computer Science 2B | YES | YES | 02:00 | 1 |
| 2XECO | Economics 2A/B | YES | YES | 02:00 | 1 |
| 3XECO | Economics 3A/B | YES | YES | 03:00 | 1 |
| 1XENG | English 1A/B | NO | NO | | 1 |
| 2XENG | English 2A/B | YES | YES | 02:00 | 1 |
| 1XGEO | Geography 1A/B | NO | NO | | 1 |
| 2XGEO | Geography 2A/B | YES | YES | 02:00 | 1 |
| 3XGEO | Geography 3A/B | YES | YES | 03:00 | 1 |
| 11HR | Home Room 11 | NO | YES | | 1 |
| 12HR | Home Room 12 | NO | YES | | 1 |

☐ Exam Subjects Changes to Subject details are valid only for this Exam Schedule.
☐ Requirement Report Permanent Changes should be made in General > Parameters > Subjects.



OK Cancel

All of the subjects listed come from the grid(s) selected on Definition tab, provided that at least one student has a satisfied preference for that subject. The values for each subject come from **General > Parameters > Subjects** but some fields, **Examinable**, **Suspended**, **Duration** and **No. Exams**, may be edited here for a specific exam schedule. Multiple subjects can be selected for editing

The following icons are available under Subjects tab:



| Icon | Hover Text | View Mode | Add/Edit Mode |
|---|----------------------|-----------|--|
|  | Edit Subject Details | Disabled | Enabled |
|  | Edit Multiple Exams | Disabled | Enabled |
|  | Toggle Examinable | Disabled | Enabled |
|  | Toggle Suspended | Disabled | Enabled |
|  | Keep Together | Disabled | Enabled |
|  | Teaching Sets | Disabled | Enabled when an examinable subject is selected |

To Edit Examinable:


- Select the subject(s) to be edited
- Click Toggle Examinable 
- Save  or click **OK**

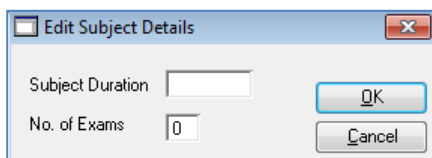
Note: Save  saves what you have done but stays in Edit mode. OK saves what you have done but returns to View mode.


To Edit Suspended:

- Select the subjects(s) to be edited
- Click Toggle Suspended 
- Save  or click **OK**

To Edit Duration and No. Exams:

- Select the subjects(s) to be edited
- Click Edit Subject Details 



- Enter the new required values and click OK
- Save  or click **OK**

Note: If a new value is entered onto only one of these fields, the other will remain unchanged.

Edit Multiple Exams

- If a subject has multiple exams, each of those exam names and durations can be viewed and edited in the Edit Multiple Exams window. The subject name will always be linked to the first multiple exam record.

- Highlight the subject(s) to be edited and click on the Edit Multiple Exams



| Subject Code | Exam No. | Duration | Exam Name |
|--------------|----------|----------|-------------------------|
| 2ACSC | 1 | 02:00 | Computer Science 2A (1) |
| 2ACSC | 2 | 02:00 | Computer Science 2A (2) |
| 2BCSC | 1 | 02:00 | Computer Science 2B (1) |
| 2BCSC | 2 | 02:00 | Computer Science 2B (2) |
| 2XECD | 1 | 02:00 | Economics 2A/B |

This subject has only one exam therefore is disabled for editing.

- Make the required changes and click **OK**

Note: Only Duration and Exam Name may be edited.

| Code | Name | Examable | Suspended | Duration | No. Exams |
|-------|--------------------------|----------|-----------|----------|-----------|
| 2XBIO | Biological Sciences 2A/B | YES | YES | 02:00 | 1 |
| 3XBIO | Biological Sciences 3A/B | YES | YES | 03:00 | 1 |
| 2XCHE | Chemistry 2A/B | YES | YES | 02:00 | 1 |
| 3XCHE | Chemistry 3A/B | YES | YES | 03:00 | 1 |
| 1ACSC | Computer Science 1A | NO | YES | | 1 |
| 1BCSC | Computer Science 1B | NO | YES | | 1 |
| 2ACSC | Computer Science 2A | YES | YES | 02:00 | 2 |
| 2BCSC | Computer Science 2B | YES | YES | 02:00 | 2 |
| 2XECD | Economics 2A/B | YES | YES | 02:00 | 1 |
| 3XECD | Economics 3A/B | YES | YES | 03:00 | 1 |
| 1XENG | English 1A/B | NO | YES | | 1 |
| 2XENG | English 2A/B | YES | YES | 02:00 | 1 |
| 1XGEO | Geography 1A/B | NO | YES | | 1 |
| 2XGEO | Geography 2A/B | YES | YES | 02:00 | 1 |
| 3XGEO | Geography 3A/B | YES | YES | 03:00 | 1 |
| 11HR | Home Room 11 | NO | YES | | 1 |
| 12HR | Home Room 12 | NO | YES | | 1 |

Subjects display in red to indicate changes have been made.

Note: The Duration displayed in this window is that of the first exam.

- Save  or click **OK**

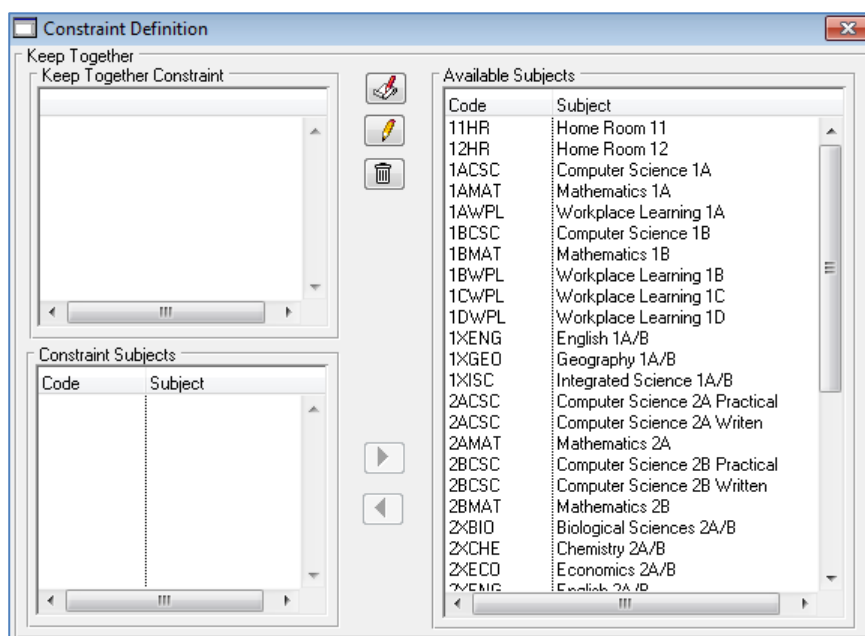
Note: Save  saves what you have done but stays in Edit mode. OK saves what you have done but returns to View mode.

•






Keep Together Constraint

Use **Keep Together** to schedule exams for certain subjects at the same time.

- Click on Keep Together 

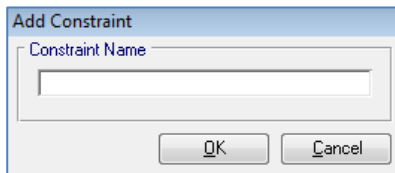


The following icons are available on the Constraint Definition window.


- | | |
|---|------------------------------|
|  | - Create New Constraint |
|  | - Edit Constraint |
|  | - Delete Constraint |
|  | - Remove Selected Subject(s) |
|  | - Add Selected Subject(s) |


To Add a Constraint



- Click on Create New Constraint 



The 'Add Constraint' dialog box has a title bar 'Add Constraint'. Below it is a label 'Constraint Name' followed by a text input field. At the bottom are two buttons: 'OK' and 'Cancel'.


- Enter a **Constraint Name** and click **OK**
- From the **Available Subjects** list highlight the subject(s) that will be part of the constraint
- Click on Add Selected Subject(s)  to move selected subjects from the Available Subjects list to the **Constraint Subjects** list

Note: click on Remove Selected Subject(s)  to move selected subjects from the Constraint Subject list to the Available Subjects list

- Click  to close the Constraint Definition window
- Save  or click **OK**

Note: Save  saves what you have done but stays in Edit mode. OK saves what you have done but returns to View mode.

Exclude Teaching Sets from an Exam Schedule

- There may be instances when only certain teaching sets for a subject are included in an exam. Examinable teaching sets within a subject can be identified using **Edit Available Teaching Sets**.
- Highlight one or more examinable subjects
- Click on Teaching Sets 


Edit Available Teaching Sets


English 2A/B, Mathematics 2A

Available Teaching Sets

| Set Code | Schedule |
|---|----------|
| <input checked="" type="checkbox"/> 2AMAT_1 | 2014 |
| <input checked="" type="checkbox"/> 2AMAT_2 | 2014 |
| <input checked="" type="checkbox"/> 2AMAT_3 | 2014 |
| <input checked="" type="checkbox"/> 2XENG_1 | 2014 |
| <input checked="" type="checkbox"/> 2XENG_2 | 2014 |
| | |
| | |

OK Cancel


- Uncheck the teaching sets that are not to be included in the exam and click **OK**
- Save  or click **OK**

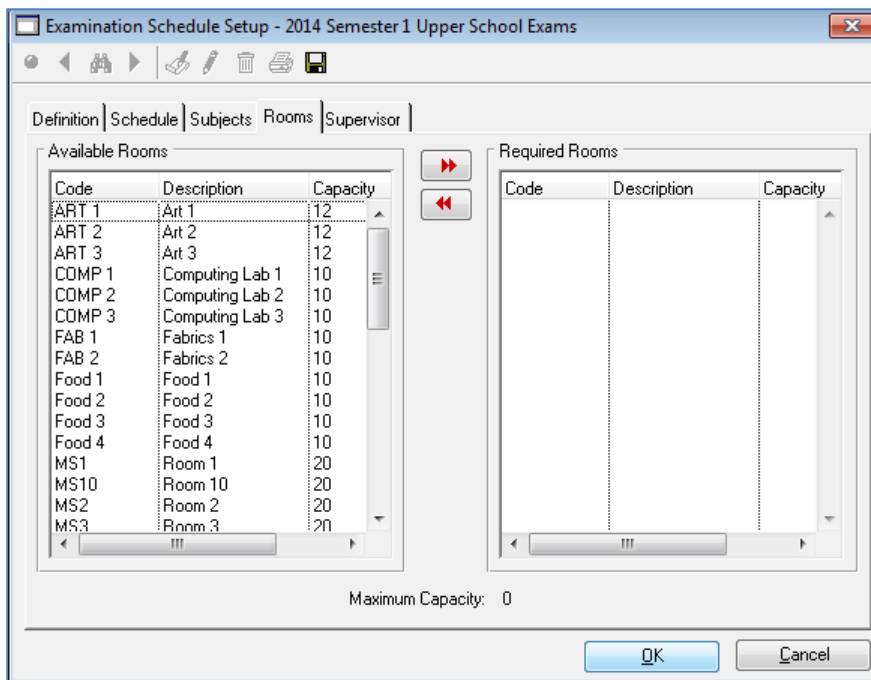
Note: Save  saves what you have done but stays in Edit mode. OK saves what you have done but returns to View mode.

4.2.5 Add Rooms

Timetabling > Exam Scheduler > Examination Schedule Setup > Rooms


Go to the **Rooms** tab is to set up and manage the available rooms to be used for the exams. You are also able to see how many seats in total are available for the exams.

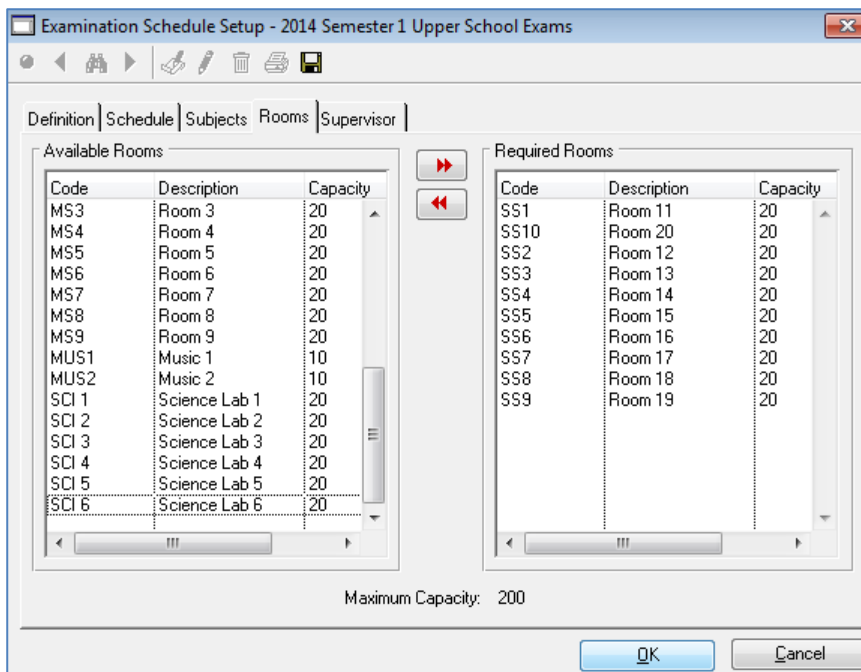
- Locate the required Exam Schedule by using **Browse** or **Search**
- Click on Edit Exam Schedule Record 
- Click on the **Rooms** tab



The **Available Rooms** listed are derived from **General > Parameters > Rooms**. If a room has a capacity of zero in Parameters, it does not appear in the Available Rooms list.

Note: Rooms given an Exam Capacity after the Exam Schedule has been created do not appear in the Required Rooms window pane.

- Highlight the required rooms in the Available Rooms pane
- Click on Add Room(s)... 



- Maximum Capacity** is displayed at the bottom of the window.

Note: click on Remove Room(s) ...  to remove any rooms from the Required Rooms list.


- Save  or click **OK**

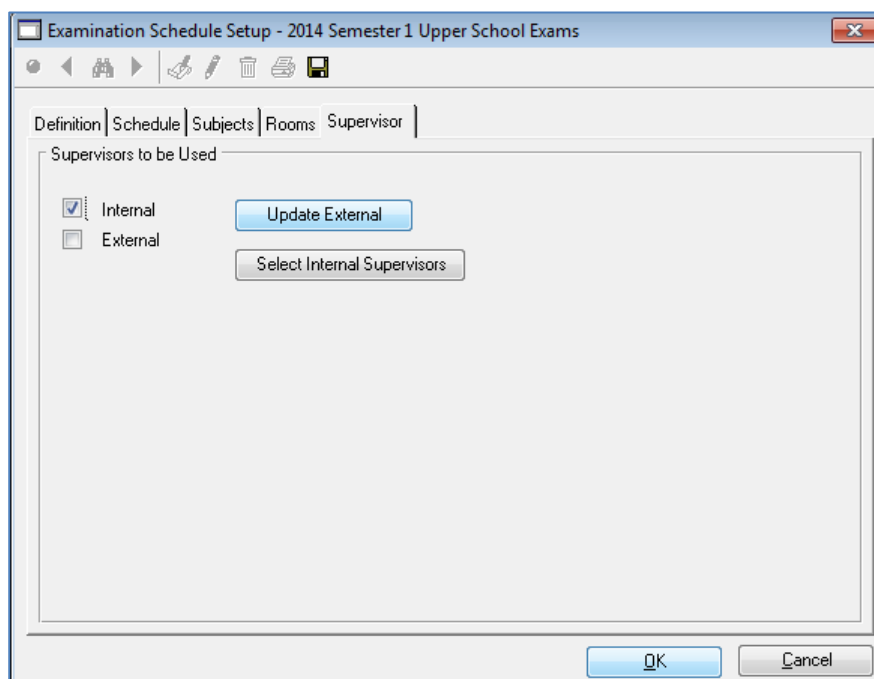
Note: Save  saves what you have done but stays in Edit mode. OK saves what you have done but returns to View mode.

4.2.6 Supervisor

Timetabling > Exam Scheduler > Examination Schedule Setup > Supervisor

In **Supervisor** you can specify who will be responsible for supervising exams. Internal Supervisors are any current school-based teaching staff. External Supervisors are not school-based teachers but they are used by the school to supervise exams.

- Locate the required Exam Schedule by using **Browse** or **Search**
- Click on Edit Exam Schedule Record 
- Select the **Supervisor** tab



Note: Internal is checked by default and can only be unchecked if External has been checked. .

- Uncheck **Internal** to make the current teaching staff unavailable for exam supervision
- Check **External** box to make the external supervisors list available for exam supervision

If you wish to update the records of external exam supervisors:

- Click on **Update External**

Staff

External




Mr John Smith (1209)
Gender - Not Specified

| | | |
|---------------------|---|------------|
| Initials | Salutation | Phone 1 |
| Surname Smith | Address | Phone 2 |
| Legal Surname sMITH | ESPERANCE, WA, 6450 | Fax |
| Former Surname | | Mobile |
| First Name John | | |
| Second Name | | |
| Third Name | | |
| Preferred Name John | | |
| Date of Birth | Active External Exam Supervisor <input checked="" type="checkbox"/> | |
| ID Number | E Mail | |
| | Join Date 24 MAY 2009 | Leave Date |

Contacts

| Name | Relationship | Phone | Address | NoK | Emrg |
|------|--------------|-------|---------|-----|------|
| | | | | | |

Search

- Click Add  or Edit  and enter details as required
- Click **OK** to save
- Click  to return to the Examination Schedule setup window

If you wish to remove some of your teachers from the list of available internal supervisors:

- Click **Select Internal Supervisors**


Select Internal Supervisors

| Staff Code | Name | Internal Supervisor |
|------------|---------------------|---------------------|
| ABBE | Abbott, Elaine | YES |
| ALAM | Alan, Mark | YES |
| ALAT | Alan, Maria Theresa | YES |
| BARH | Barclay, Harris | YES |
| BESC | Best, Carl | YES |
| BRIJ | Brigg, Joseph | YES |
| CALJ | Calvin, Jennifer | YES |
| Chalr | Charlton, Robert | YES |
| CORS | Corner, Sandra | YES |
| CREN | Creed, Nicholas | YES |
| DAVW | Davids, William | YES |
| DUKT | Duke, Tony | YES |
| ELLT | Elliot, Travis | YES |
| EVAL | Evans, Luke | YES |
| EVEE | Everage, Edna | YES |
| FICA | Fisher, Amanda | YES |

☒ Only show active Supervisors

OK Cancel

By default, all current staff members, except those with a Staff Type of Non-Teaching, are flagged as available for exam supervision. To mark any of them as unavailable:


- Highlight their names and click Toggle Active Status 

Select Internal Supervisors

| Staff Code | Name | Internal Supervisor |
|------------|---------------------|---------------------|
| ABBE | Abbott, Elaine | NO |
| ALAM | Alan, Mark | YES |
| ALAT | Alan, Maria Theresa | YES |
| BARH | Barclay, Harris | YES |
| BESC | Best, Carl | YES |
| BRIJ | Brigg, Joseph | YES |
| CALJ | Calvin, Jennifer | YES |
| Chalr | Charlton, Robert | NO |
| CORS | Corner, Sandra | YES |
| CREN | Creed, Nicholas | YES |
| DAVW | Davids, William | YES |
| DUKT | Duke, Tony | YES |
| ELLT | Elliot, Travis | YES |
| EVAL | Evans, Luke | YES |
| EVEE | Everage, Edna | YES |
| FLCA | Flinders, Amanda | YES |

☒ Only show active Supervisors


OK Cancel

- Click **OK**
- Save  or click **OK**

Note: Save  saves what you have done but stays in Edit mode. OK saves what you have done but returns to View mode.











4.2.7 Print an Exam Schedule Definition Report

Timetabling > Exam Scheduler > Examination Schedule Setup

- Locate the required Exam Schedule by using **Browse** or **Search**
- Click on Print Examination Setup Definition Report 

Report Destination

Destination | Parameters | Page sizes

| | | | | | |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| Printer | Preview | Screen | Disk | Clipboard | Port |
|  |  |  |  | | |
| File | HTML | Postscript | RTF | | |

Cancel OK

- Select the required report destination and click **OK**

Sample Examination Setup Definition Report

West Coast District High School

Examination Setup Definition Report



Examination Schedule Title: 2014 Semester 1 Upper School Exams

Start Date: 16 JUN 2014

No. of Days for Exams: 5

TT Year: 2014

Cycle: 2014-05

| Days to be Used for Exams | |
|---------------------------|-------------------------------------|
| Monday | <input checked="" type="checkbox"/> |
| Tuesday | <input checked="" type="checkbox"/> |
| Wednesday | <input checked="" type="checkbox"/> |
| Thursday | <input checked="" type="checkbox"/> |
| Friday | <input checked="" type="checkbox"/> |
| Saturday | <input type="checkbox"/> |
| Sunday | <input type="checkbox"/> |

| Rooms Available for Exams |
|---------------------------|
| SS1 |
| SS10 |
| SS2 |
| SS3 |
| SS4 |
| SS5 |
| SS6 |
| SS7 |
| SS8 |
| SS9 |

| Available Supervisors | |
|-----------------------|-------------------------------------|
| Internal | <input checked="" type="checkbox"/> |
| External | <input checked="" type="checkbox"/> |

Required Grid(s): US

West Coast District High School

Examination Setup Definition Report



Examination Schedule Title: 2014 Semester 1 Upper School Exams

Start Date: 16 JUN 2014

No. of Days for Exams: 5

TT Year: 2014

Cycle: 2014-05

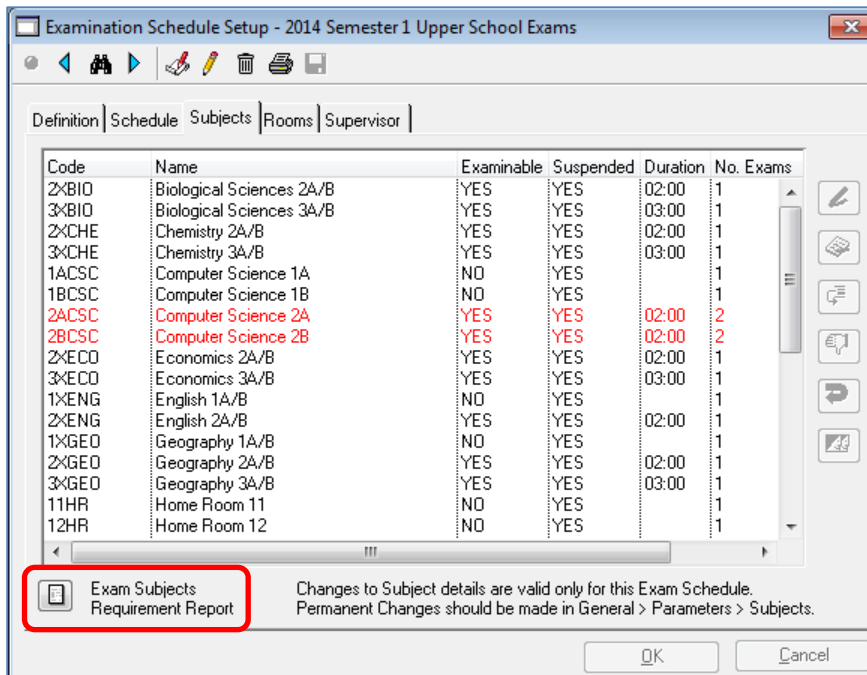
| SUBJECT NAME | SUBJECT CODE | No. Exams | Exam Name | SUSPENDED FOR EXAMS | DURATION | EXAMINABLE STATUS | NOTES |
|--------------------------|--------------|-----------|-------------------------------|---------------------|----------|-------------------|-------|
| Biological Sciences 2A/B | 2XBIO | 1 | | YES | 02:00 | YES | |
| Biological Sciences 3A/B | 3XBIO | 1 | | YES | 03:00 | YES | |
| Chemistry 2A/B | 2XCHE | 1 | | YES | 02:00 | YES | |
| Chemistry 3A/B | 3XCHE | 1 | | YES | 03:00 | YES | |
| Computer Science 1A | 1ACSC | 1 | | YES | | NO | |
| Computer Science 1B | 1BCSC | 1 | | YES | | NO | |
| Computer Science 2A | 2ACSC | 2 | Computer Science 2A Practical | YES | 02:00 | YES | |
| | | | Computer Science 2A Written | YES | 01:50 | YES | |
| Computer Science 2B | 2BCSC | 2 | Computer Science 2B Practical | YES | 02:00 | YES | |
| | | | Computer Science 2B Written | YES | 02:00 | YES | |
| Economics 2A/B | 2XECO | 1 | | YES | 02:00 | YES | |
| Economics 3A/B | 3XECO | 1 | | YES | 03:00 | YES | |
| English 1A/B | 1XENG | 1 | | YES | | NO | |
| English 2A/B | 2XENG | 1 | | YES | 02:00 | YES | |
| Geography 1A/B | 1XGEO | 1 | | YES | | NO | |
| Geography 2A/B | 2XGEO | 1 | | YES | 02:00 | YES | |
| Geography 3A/B | 3XGEO | 1 | | YES | 03:00 | YES | |
| Home Room 11 | 11HR | 1 | | YES | | NO | |
| Home Room 12 | 12HR | 1 | | YES | | NO | |
| Integrated Science 1A/B | 1XISC | 1 | | YES | | NO | |
| Integrated Science 2A/B | 2XISC | 1 | | YES | 02:00 | YES | |
| Literature 2A/B | 2XLIT | 1 | | YES | 02:00 | YES | |
| Literature 3A/B | 3XLIT | 1 | | YES | 03:00 | YES | |

4.2.8 Print Exam Subject Requirements Report

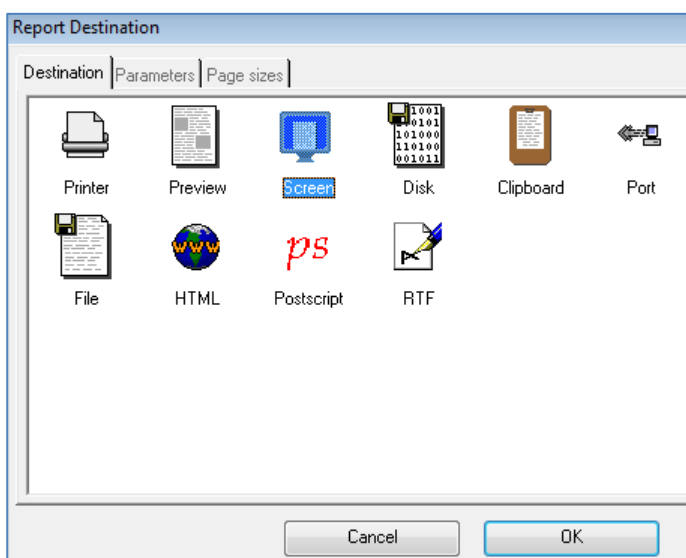
Timetabling > Examination Schedule Setup > Subjects

You can print can print this report when the window is in View mode. This report lists all the examinable subjects, by subject code and subject name, the number of students taking each exam, the exam duration and subject notes that have been entered in Exam Timetable Management. (See Section 5.3.3.)

- Locate the required Exam Schedule by using **Browse** or **Search**
- Select the **Subjects** tab



- Click on Exam Subjects Requirements Report



- Select the required report destination and click **OK**

West Coast District High School



Exam Requirements Report

School Year - 2014

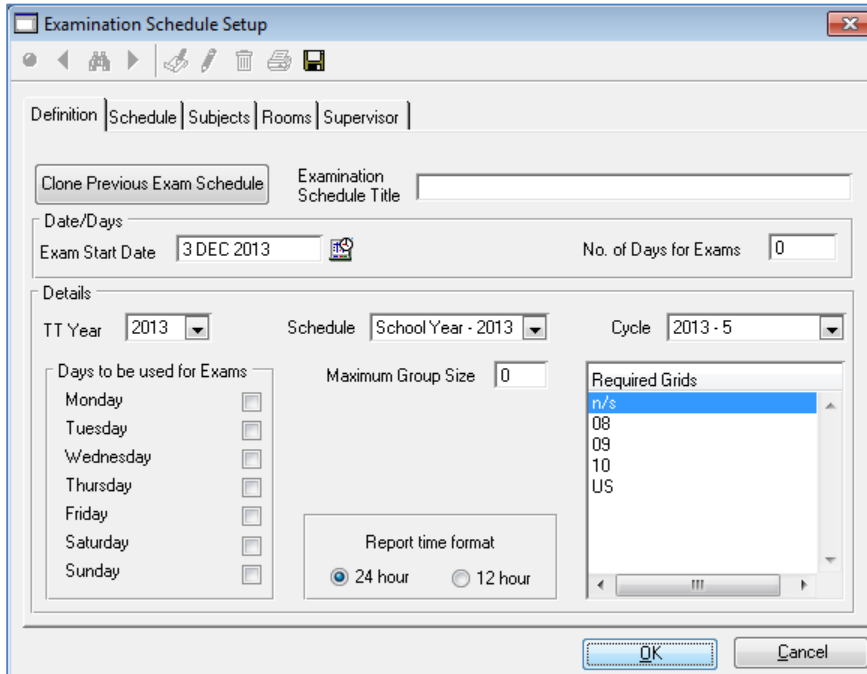
Grid(s): US

| SUBJECT CODE | SUBJECT NAME | STUDENT NUMBERS | REQUIRED? | DURATION | NOTES |
|--------------|--------------------------|-----------------|--------------------------|----------|-------|
| 2ACSC | Computer Science 2A | 88 | <input type="checkbox"/> | 02:00 | |
| 2AMAT | Mathematics 2A | 70 | <input type="checkbox"/> | | |
| 2XBIO | Biological Sciences 2A/B | 20 | <input type="checkbox"/> | 02:00 | |
| 2XCHE | Chemistry 2A/B | 24 | <input type="checkbox"/> | 02:00 | |
| 2XECO | Economics 2A/B | 23 | <input type="checkbox"/> | 02:00 | |
| 2XENG | English 2A/B | 44 | <input type="checkbox"/> | 02:00 | |
| 2XGEO | Geography 2A/B | 42 | <input type="checkbox"/> | 02:00 | |
| 2XHIM | Modern History 2A/B | 46 | <input type="checkbox"/> | 02:00 | |
| 2XISC | Integrated Science 2A/B | 25 | <input type="checkbox"/> | 02:00 | |
| 2XLIT | Literature 2A/B | 24 | <input type="checkbox"/> | 02:00 | |
| 2XPHY | Physics 2A/B | 22 | <input type="checkbox"/> | 02:00 | |
| 3AMAT | Mathematics 3A | 20 | <input type="checkbox"/> | 03:00 | |
| 3XBIO | Biological Sciences 3A/B | 23 | <input type="checkbox"/> | 03:00 | |
| 3XCHE | Chemistry 3A/B | 20 | <input type="checkbox"/> | 03:00 | |
| 3XECO | Economics 3A/B | 20 | <input type="checkbox"/> | 03:00 | |
| 3XGEO | Geography 3A/B | 22 | <input type="checkbox"/> | 03:00 | |

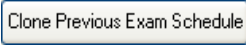
4.3 Clone a Previous Exam Schedule

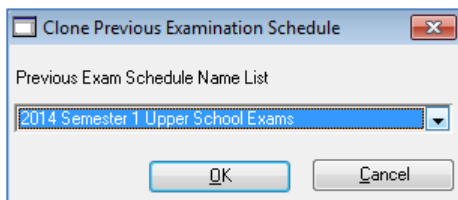
Timetabling > Exam Scheduler > Examination Schedule Setup

- Click on Create New Exam Schedule Record 



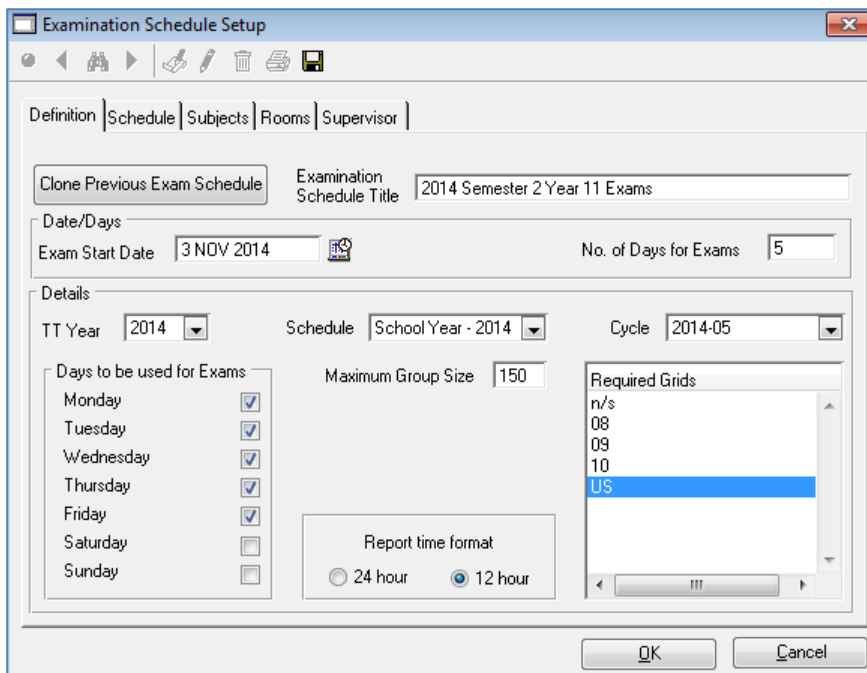
The 'Examination Schedule Setup' dialog box is shown. It has tabs for Definition, Schedule, Subjects, Rooms, and Supervisor. The 'Definition' tab is active. It contains a 'Clone Previous Exam Schedule' button, an 'Examination Schedule Title' text field, and a 'Date/Days' section with 'Exam Start Date' (3 DEC 2013) and 'No. of Days for Exams' (0). Below is a 'Details' section with 'TT Year' (2013), 'Schedule' (School Year - 2013), and 'Cycle' (2013 - 5). There is a 'Days to be used for Exams' list with checkboxes for Monday through Sunday. A 'Maximum Group Size' field is set to 0. A 'Report time format' section has radio buttons for '24 hour' (selected) and '12 hour'. A 'Required Grids' list contains 'n/s', '08', '09', '10', and 'US'. At the bottom are 'OK' and 'Cancel' buttons.

- Click on 



The 'Clone Previous Examination Schedule' dialog box is shown. It has a 'Previous Exam Schedule Name List' section with a drop-down menu. The selected item is '2014 Semester 1 Upper School Exams'. At the bottom are 'OK' and 'Cancel' buttons.

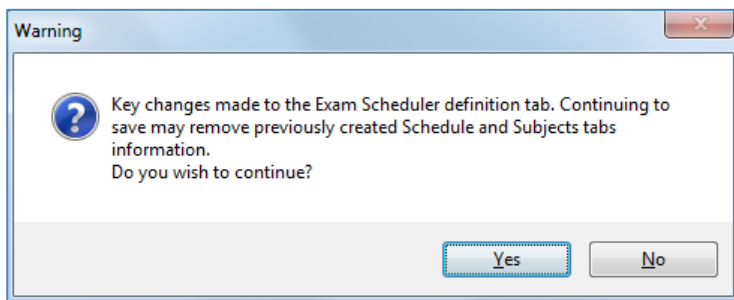
- Click on the drop-down arrow and select the Exam Schedule you wish to clone
- Click **OK**
- Edit the **Exam Schedule Title**, **Exam Start Date** and any other fields as required



The 'Examination Schedule Setup' dialog box has tabs for Definition, Schedule, Subjects, Rooms, and Supervisor. The 'Definition' tab is active, showing a 'Clone Previous Exam Schedule' button and an 'Examination Schedule Title' field with the text '2014 Semester 2 Year 11 Exams'. Below this is a 'Date/Days' section with 'Exam Start Date' set to '3 NOV 2014' and 'No. of Days for Exams' set to '5'. A 'Details' section contains 'TT Year' (2014), 'Schedule' (School Year - 2014), and 'Cycle' (2014-05). There is a list of 'Days to be used for Exams' with checkboxes for Monday through Sunday (Monday-Friday are checked). A 'Maximum Group Size' field is set to '150'. A 'Report time format' section has radio buttons for '24 hour' and '12 hour' (12 hour is selected). A 'Required Grids' list contains 'n/s', '08', '09', '10', and 'US' (which is highlighted). At the bottom are 'OK' and 'Cancel' buttons.

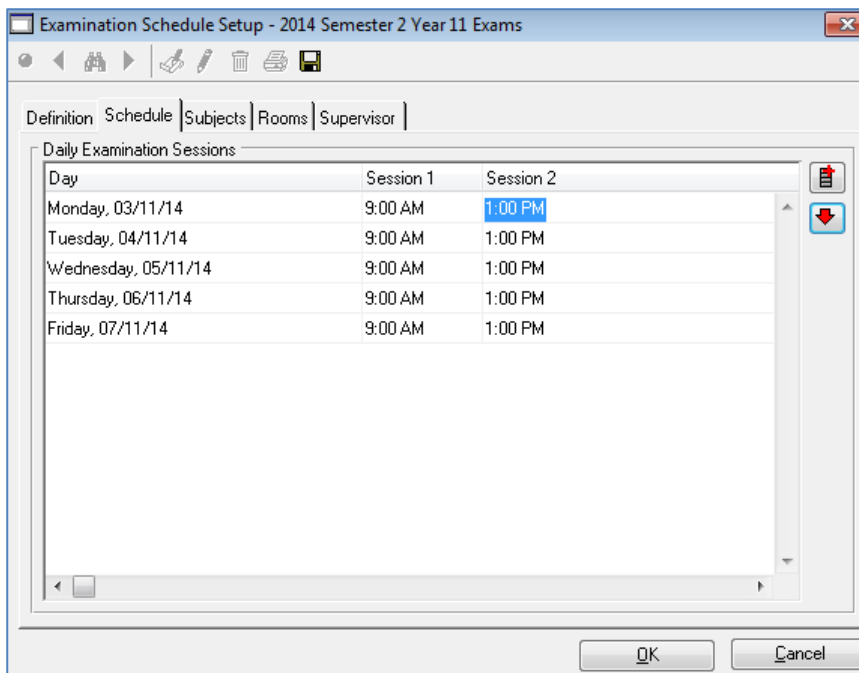
- Save  or click **OK**

Note: Save  saves what you have done but stays in Edit mode. OK saves what you have done but returns to View mode.




A 'Warning' dialog box with a question mark icon. The text inside reads: 'Key changes made to the Exam Scheduler definition tab. Continuing to save may remove previously created Schedule and Subjects tabs information. Do you wish to continue?'. At the bottom are 'Yes' and 'No' buttons.

- Click **Yes**
- On the Session tab, enter the required Session times




- Save  or click **OK**

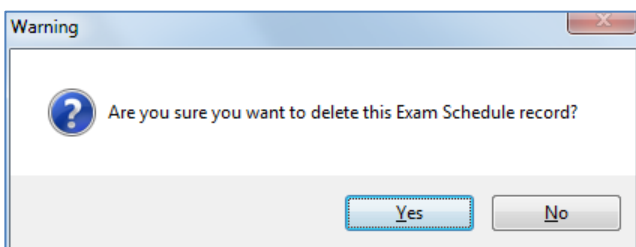
Note: Save  saves what you have done but stays in *Edit mode*. **OK** saves what you have done but returns to *View mode*.

- Edit **Subjects**, **Rooms** and **Supervisor** as required
- Save  or click **OK**

4.4 Delete an Exam Schedule

Timetabling > Exam Scheduler > Examination Schedule Setup

- Locate the required Exam Schedule you wish to delete using **Browse** or **Search**
- Click on Delete Exam Schedule Record 



- Click **Yes**

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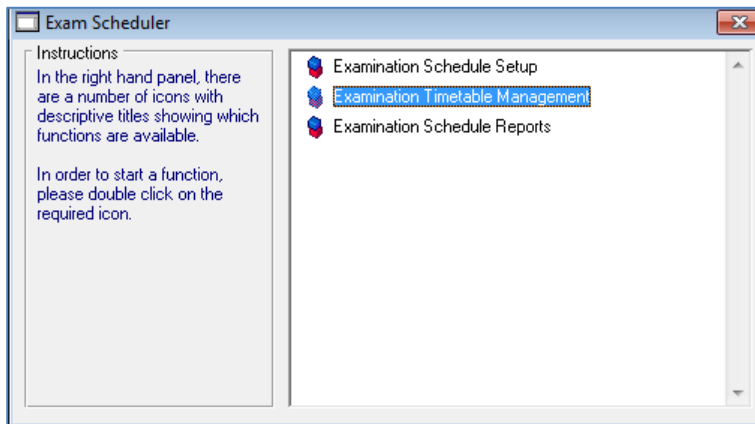
Exam Scheduler

Exam Timetable Management

5

5 Exam Timetable Management

Timetabling > Exam Scheduler > Examination Timetable Management



The Exam Timetable Management window manages all functionality associated with generating, manipulating, staffing, rooming and managing the full exam timetable.

Subjects on the Examination Timetable Management screen can be placed on the grid in one of three ways:

- Manually placing the subjects on the grid and generating nothing (that is, creating a fixed grid)
- Manually placing the subjects on the grid and automatically generating the rest of the subject placements around the fixed subjects
- Automatically generating all subject placements

Once subjects are placed on the grid, rooms, exam timeslots and supervisor detail are all added manually to the grid.

Timetabling > Exam Scheduler > Examination Timetable Management






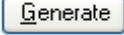





5.1.1 View Mode

5.1.2 Edit Mode

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5.1.3 Examination Timetable Management Toolbar

Timetabling > Exam Scheduler > Examination Timetable Management

| Toolbar Element | Icon | Hover Text | View | Edit |
|---------------------|--|------------------------------------|----------|----------|
| Default |  | Set Exam Schedule as default | Enabled | Disabled |
| Scroll |  | Display/Hide Subjects | Disabled | Enabled |
| Print |  | Print Exam Timetable by Day & Time | Enabled | Disabled |
| Edit Exam Timetable |  | Edit Exam Timetable | Enabled | Disabled |
| Save |  | Save Exam Timetable | Disabled | Enabled |
| Generate |  | Add subjects to the Grid | Disabled | Enabled |
| Reports |  | Reports | Enabled | Disabled |
| Hide Rooms |  | Hide/Display Room Cells | Disabled | Enabled |
| Add Column |  | Add a column | Disabled | Enabled |
| Move Subject left |  | Move Subject Left (Alt + L) | Disabled | Enabled |
| Move Subject right |  | Move Subject Right (Alt + R) | Disabled | Enabled |

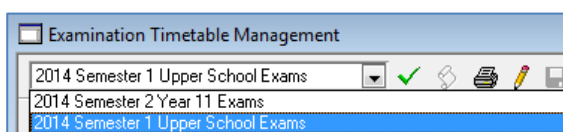
5.2 Place Subjects on an Exam Grid

You can place subjects on an exam grid manually or they can be placed automatically, subject to any constraints you may have entered.

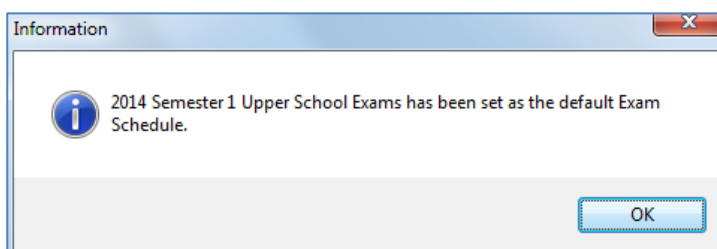
5.2.1 Manual Subject Placement

Timetabling > Exam Scheduler > Examination Timetable Management

- Select the required examination schedule from the drop down list



- If required, click on the Set Exam Schedule as default 



- Click **OK**

- Click Edit  and Display Subjects 

| Examination Timetable Management | | | | | | |
|------------------------------------|------------------|-----------------|-----------------|------------|--|--|
| 2014 Semester 1 Upper School Exams | | | | | | |
| Code | Subject | Day/Date | Time | Group Size | | |
| 2ACSC | Computer Scien | Monday 16/06/14 | Session 1 09:00 | 0 | | |
| 2ACSC | Computer Scien | | | | | |
| 2AMAT | Mathematics 2A | | | | | |
| 2XBIO | Biological Scien | | | | | |
| 2XCHE | Chemistry 2A/B | | | | | |
| 2XECO | Economics 2A/I | | | | | |
| 2XENG | English 2A/B | | | | | |
| 2XGEO | Geography 2A/I | | | | | |
| 2XHIM | Modern History | | | | | |
| 2XISC | Integrated Scier | | | | | |
| 2XLIT | Literature 2A/B | | | | | |
| 2XPHY | Physics 2A/B | | | | | |
| 3AMAT | Mathematics 3A | | | | | |
| 3XBIO | Biological Scien | | | | | |
| 3XCHE | Chemistry 3A/B | | | | | |
| 3XECO | Economics 3A/I | | | | | |
| 3XGEO | Geography 3A/I | | | | | |
| 3XHIM | Modern History | | | | | |
| 3XLIT | Literature 3A/B | | | | | |
| 3XPHY | Physics 3A/B | | | | | |

In the left-hand pane, you will see a list of all the subjects to be examined.


To place subjects on the grid:

- Click on the required subject and drag and drop it into an empty cell on the grid in the required row

Once a subject is placed on the grid, it will turn red in the Subject pane.

| Examination Timetable Management | | | | | | |
|------------------------------------|----------------|-----------------|-----------------|------------|-----------------------|--|
| 2014 Semester 1 Upper School Exams | | | | | | |
| Code | Subject | Day/Date | Time | Group Size | | |
| 2ACSC | Computer Scien | Monday 16/06/14 | Session 1 09:00 | 88 | Computer Science 2A P | |
| 2ACSC | Computer Scien | | | | 2ACSC | |
| 2AMAT | Mathematics 2A | | | | (88) (F) | |

If placing a subject on creates a conflict, you will be warned.

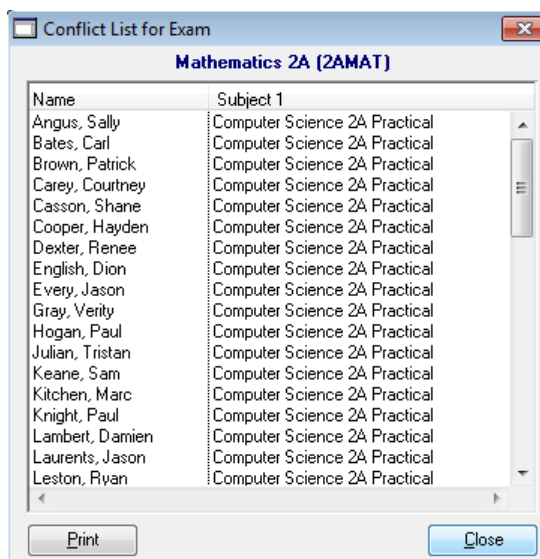


This Subject cannot be placed on this row without causing a clash.
Do you wish to allow this clash?

Yes No View Clash

To see the clash:

- Click View Clash



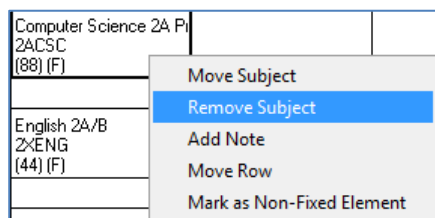
If a subject that is part of a Keep Together Set is placed on the grid), all subjects in that set will be placed on the same grid band.

| | | | | | |
|----------------------------------|--|---------------|-----------------------------------|--------------------------------------|--------------------------------------|
| Monday 16/06/14 | Session 2 13:00 16:00 | 90 | English 2A/B 2×ENG (44) (F) | Literature 2A/B 2×LIT (24) (F) | Literature 3A/B 3×LIT (22) (F) |
| | | Room 1 | | | |

Subjects that are manually placed on the grid are automatically marked as Fixed. This is indicated by an (F) appearing in the subject cell. This means that these subjects will not be removed or repositioned during Automatic Subject Placement

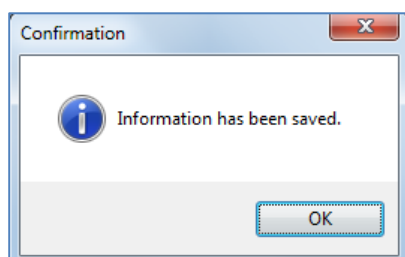
If you wish to move or remove a subject on the grid or mark it as Non-Fixed:

- Right click on the relevant subject and select the required option



When you have completed, manually placing subjects on the grid:

- Click Save ... 

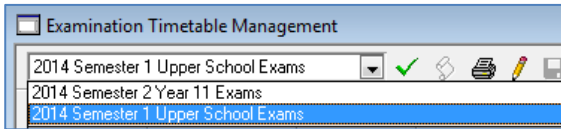


- Click **OK**

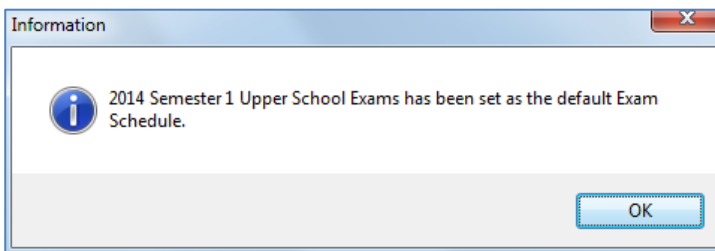
5.2.2 Automatic Subject Placement

Timetabling > Exam Scheduler > Examination Timetable Management

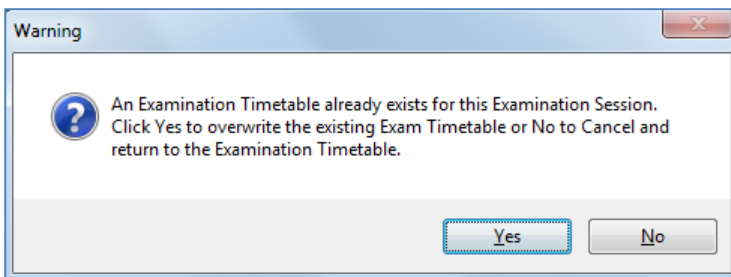
- Select the required examination schedule from the drop down list



- If required, click on the Set Exam Schedule as default 

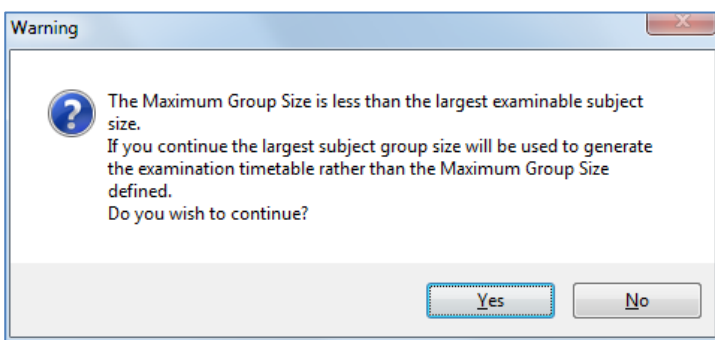


- Click **OK**
- Click Edit  and **Generate**



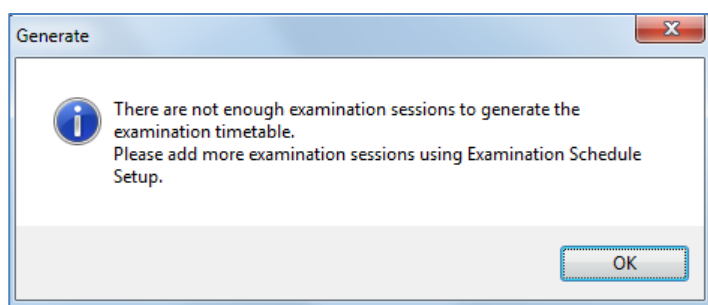
- Click **Yes**

If the Maximum Group Size specified in Exam Schedule Setup is less than group size for the largest examinable subject or largest Keep Together Set or the total size of all the Fixed subjects in any session, then you will see this message:



- Click **Yes** or **No** as required

If there were not enough sessions created in Exam Schedule Setup to place all examinable subjects on the grid, then you will see the following message:

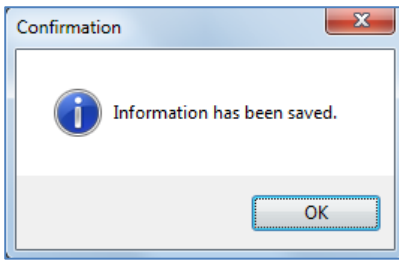


- Click **OK** and go to Exam Schedule Setup to add more sessions

If automatic subject placement was successful, you will see your new exam grid.


| Examination Timetable Management | | | | | |
|------------------------------------|-----------------------------|------------|--|--------------------------------------|---|
| 2014 Semester 1 Upper School Exams | | | | | |
| Generate Hide Rooms | | | | | |
| Day/Date | Time | Group Size | | | |
| Monday 16/06/14 | Session 1 09:00 11:00 | 88 | Computer Science 2A/P 2ACSC (88) (F) | | |
| | | Room 1 | | | |
| Monday 16/06/14 | Session 2 13:00 16:00 | 90 | English 2A/B 2XENG (44) (F) | Literature 2A/B 2XLIT (24) (F) | Literature 3A/B 3XLIT (22) (F) |
| | | Room 1 | | | |
| Tuesday 17/06/14 | Session 1 09:00 10:50 | 88 | Computer Science 2A/W 2ACSC (88) | | |
| | | Room 1 | | | |
| Tuesday 17/06/14 | Session 2 13:00 16:00 | 90 | Mathematics 2A 2AMAT (70) | Mathematics 3A 3AMAT (20) | |
| | | Room 1 | | | |
| Wednesday 18/06/14 | Session 1 09:00 12:00 | 66 | Modern History 2A/B 2XHIM (46) | Economics 3A/B 3XECO (20) | |
| | | Room 1 | | | |
| Wednesday 18/06/14 | Session 2 13:00 16:00 | 89 | Geography 2A/B 2XGEO (42) | Chemistry 2A/B 2XCHE (24) | Biological Sciences 3A/W 3XBIO (23) |
| | | Room 1 | | | |
| Thursday 19/06/14 | Session 1 09:00 12:00 | 68 | Integrated Science 2A/B 2XISC (25) | Economics 2A/B 2XECO (23) | Chemistry 3A/B 3XCHE (20) |
| | | Room 1 | | | |
| Thursday 19/06/14 | Session 2 13:00 16:00 | 64 | Geography 3A/B 3XGEO (22) | Physics 2A/B 2XPHY (22) | Biological Sciences 2A/W 2XBIO (20) |
| | | Room 1 | | | |
| Friday 20/06/14 | Session 1 09:00 12:00 | 40 | Modern History 3A/B 3XHIM (21) | Physics 3A/B 3XPHY (19) | |
| | | Room 1 | | | |
| Friday 20/06/14 | Session 2 13:00 13:00 | 0 | | | |
| | | Room 1 | | | |

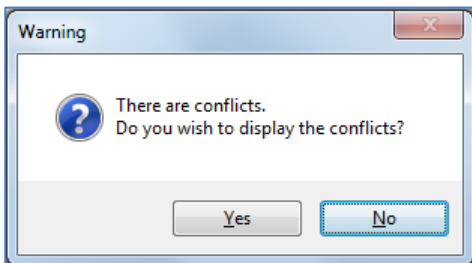
- Click  to save



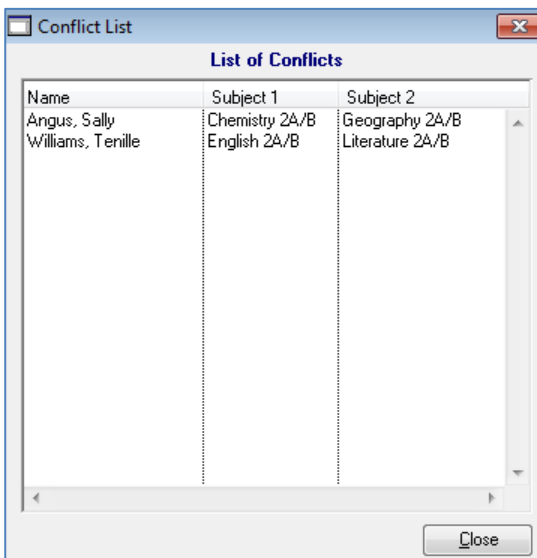
- Click **OK**

5.2.3 Conflict Check

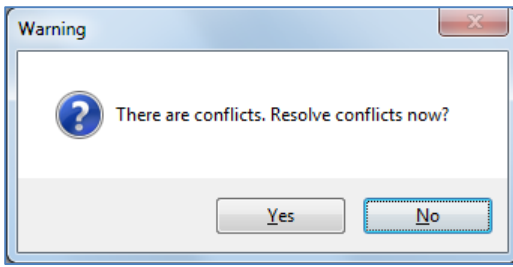
A conflict check is performed whenever Edit  is clicked in the Exam Timetable Management. It examines the students in the subjects placed on the exam timetable grid to determine whether there are any students who have more than one exam scheduled at the same time. If there are, you will see this message.



- Click **Yes** to see the conflict list

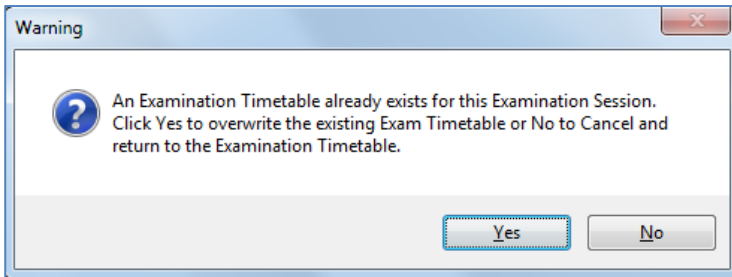


- View, then **Close**



- Click **Yes** or **No** as required

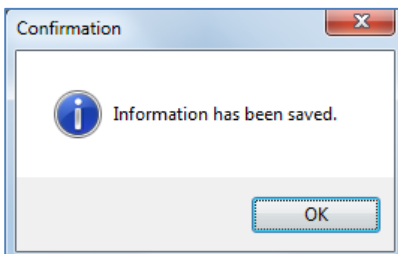
If you click **Yes**, you will see this message.



- Click **Yes** or **No** as required

If you click **Yes**, you will see your new exam grid.

- Click  to save



- Click **OK**

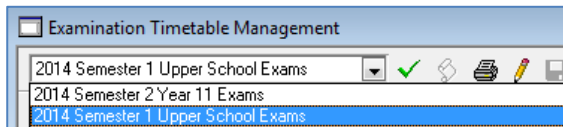
5.3 Grid Manipulation –

Once subjects have been placed on the grid either manually or automatically, they can be manipulated to achieve a required solution. Rooms and Supervisors can also be allocated to the Exam sessions on the Exam Timetable.

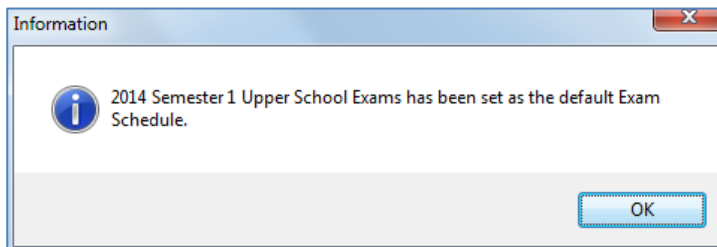
5.3.1 Move Subjects in the same Row on the Grid





Timetabling > Exam Scheduler > Examination Timetable Management

- Select the required examination schedule from the drop down list



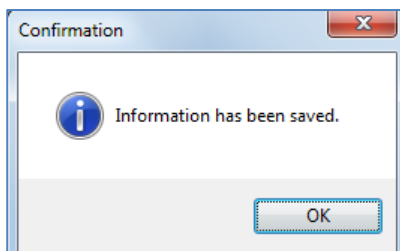
- If required, click on the Set Exam Schedule as default 



- Click **OK**
- Click Edit 
- If a new column is required, click Add a column 
- Select the subject you wish to move by clicking in the cell on the grid
- Click on  to move it to the left or  to move it to the right

Once subjects are placed as you wish:

- Click  to save

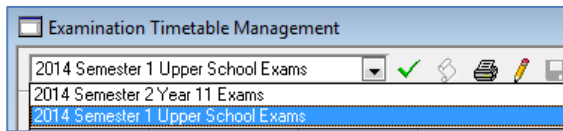



- Click **OK**

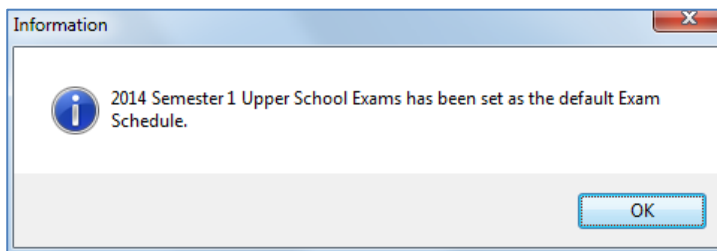
5.3.2 Move Subjects to another Row in the Grid


Timetabling > Exam Scheduler > Examination Timetable Management

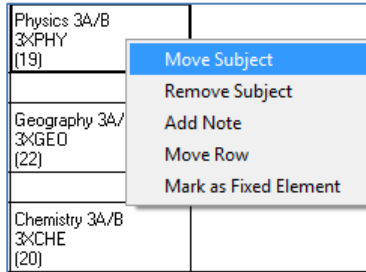
- Select the required examination schedule from the drop down list



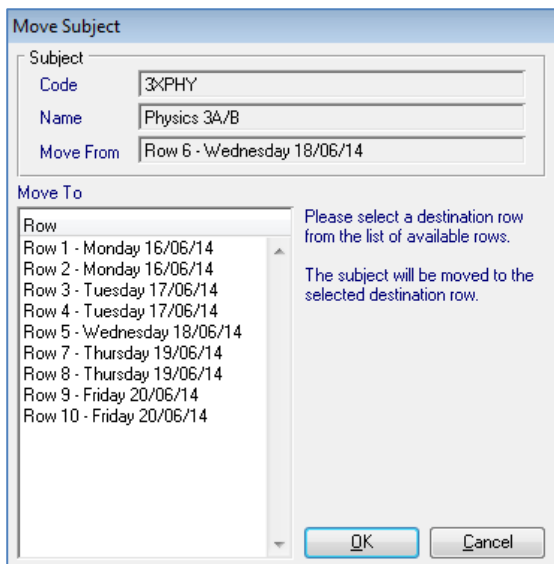
- If required, click on the Set Exam Schedule as default 



- Click **OK**
- Click Edit 
- Right click on the subject cell which contains the subject to be moved



- Select Move Subject



Move Subject

Subject

Code: 3KPHY

Name: Physics 3A/B

Move From: Row 6 - Wednesday 18/06/14

Move To

Row

- Row 1 - Monday 16/06/14
- Row 2 - Monday 16/06/14
- Row 3 - Tuesday 17/06/14
- Row 4 - Tuesday 17/06/14
- Row 5 - Wednesday 18/06/14
- Row 7 - Thursday 19/06/14
- Row 8 - Thursday 19/06/14
- Row 9 - Friday 20/06/14
- Row 10 - Friday 20/06/14

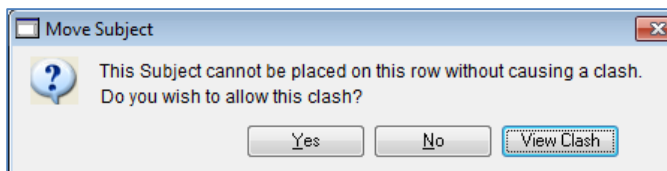
Please select a destination row from the list of available rows.

The subject will be moved to the selected destination row.

OK Cancel

- Select the row you wish to move the subject to

If a conflict results, you will see this message:



Move Subject

?

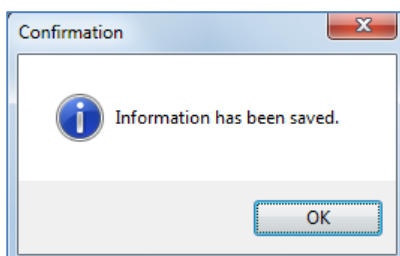
This Subject cannot be placed on this row without causing a clash.
Do you wish to allow this clash?

Yes No View Clash

- Make your preferred selection

Once subjects are placed as you wish:

- Click  to save



Confirmation

i

Information has been saved.

OK

- Click **OK**

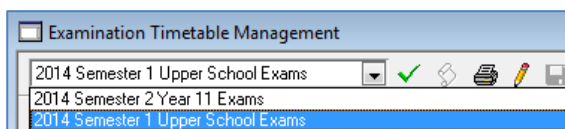
Note: if the subject you wanted to move is part of a Keep Together Set, all subjects in that set are will be moved together.

Note: If rooms have been allocated to a Subject prior to its successful move, the rooms are removed from the subject as these may create clashes, or rooming issues. Therefore rooms will need to be allocated again. Exam Supervisor information is also removed.

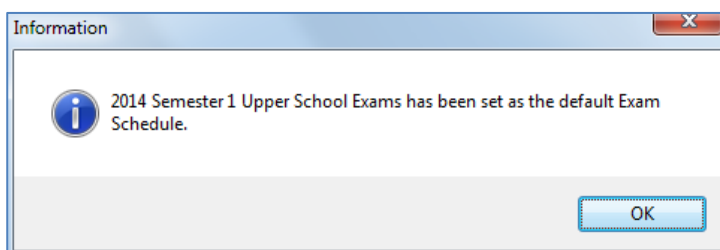
5.3.3 Add Note


Timetabling > Exam Scheduler > Examination Timetable Management

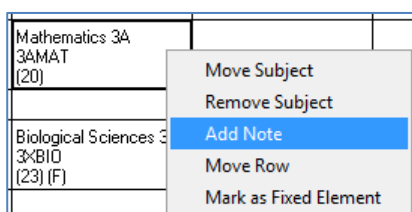
- Select the required examination schedule from the drop down list



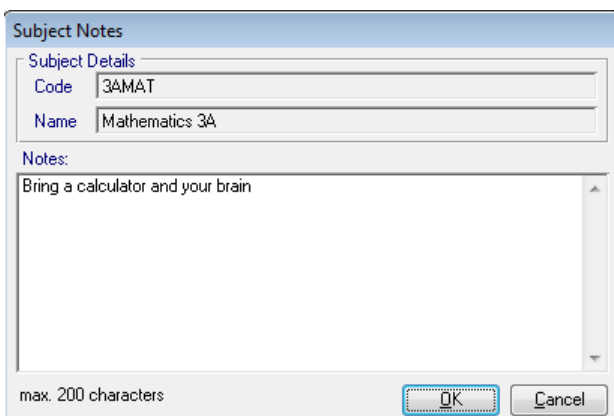
- If required, click on the Set Exam Schedule as default 



- Click **OK**
- Click Edit 
- Right-click in the cell which contains the subject you want to add a note to



- Select Add Note

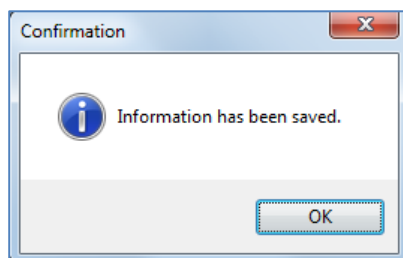


- Type your note and click **OK** will save Notes.

Note: notes are stored universally, that is any changes made to a subject's note are reflected across all Exam Schedules.

When all required notes have been entered:

- Click  to save



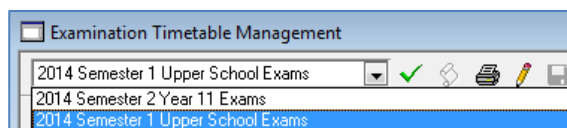
- Click **OK**

5.3.4 Move Row

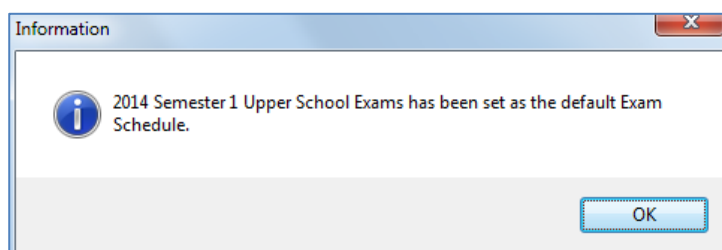
Instead of just moving a single subject from one row to another, you may wish to move all the subjects in a row.


Timetabling > Exam Scheduler > Examination Timetable Management

- Select the required examination schedule from the drop down list



- If required, click on the Set Exam Schedule as default 



- Click **OK**
- Click Edit 
- Right-click in the row you wish to moved

| | | | |
|-------------------------------------|---|-----------------------------------|--|
| Geography 2A/B 2XGEO (42) (F) | Biological Sciences 3A/B 3XBIO (23) (F) | Physics 3A/B 3XPHY (19) (F) | |
| | | | Move Subject Remove Subject Add Note Move Row Mark as Non-Fixed Element |
| Chemistry 2A/B 2XCHE (25) | Integrated Science 2A/B 2XISC (25) | Geography 3A/B 3XGEO (22) | |
| | | | |

- Select Move Row

Move Row

Subject
Move From: Row 6 - Wednesday 18/06/14

Move To

Row

- Row 1 - Monday 16/06/14
- Row 2 - Monday 16/06/14
- Row 3 - Tuesday 17/06/14
- Row 4 - Tuesday 17/06/14
- Row 5 - Wednesday 18/06/14
- Row 7 - Thursday 19/06/14
- Row 8 - Thursday 19/06/14
- Row 9 - Friday 20/06/14
- Row 10 - Friday 20/06/14


Please select a destination row from the list of available rows.

All exams on the selected row will be moved to the destination row.


OK Cancel

- Select the required row and click **OK**

Once subjects are placed as you wish:

- Click  to save

Confirmation

 Information has been saved.

OK

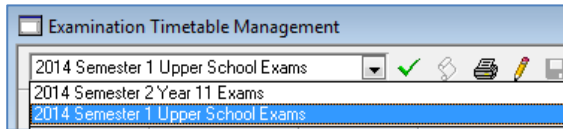
- Click **OK**

5.3.5 Allocate Rooms

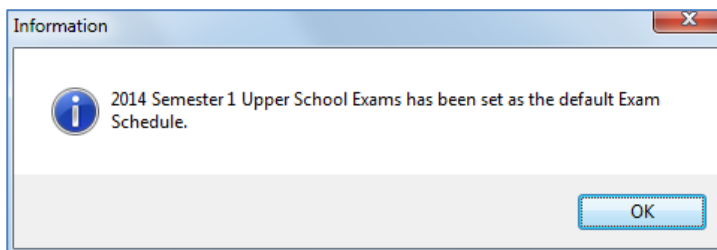
Once subjects have been placed on the exam timetable grid, rooms can be allocated to those exams.

Timetabling > Exam Scheduler > Examination Timetable Management

- Select the required examination schedule from the drop down list



- If required, click on the Set Exam Schedule as default 



- Click **OK**
- Click Edit 

| Group Size | | |
|------------|---|------------------------------------|
| 88 | Computer Science 2A Pt 2ACSC (88) (F) | |
| Room 1 | | |
| 89 | English 2A Pt 2XENG (44) (F) | English 2A Pt 2XLIT (23) (F) |

- Right click on an empty room cell and select **Allocate Room**

Required Rooms

Subject Details

Code: 2ACSC

Name: Computer Science 2A Practical

Begin: 09:00 End: 11:00

| Description | Code | Type | Available Capacity |
|-----------------|--------|------|--------------------|
| Computing Lab 1 | COMP 1 | 10 | 10 |
| Computing Lab 2 | COMP 2 | 10 | 10 |
| Computing Lab 3 | COMP 3 | 10 | 10 |
| Room 11 | SS1 | 12 | 20 |
| Room 12 | SS2 | 12 | 20 |
| Room 13 | SS3 | 12 | 20 |
| Room 14 | SS4 | 12 | 20 |
| Room 15 | SS5 | 12 | 20 |
| Room 16 | SS6 | 12 | 20 |
| Room 17 | SS7 | 12 | 20 |
| Room 18 | SS8 | 12 | 20 |
| Room 19 | SS9 | 12 | 20 |
| Room 20 | SS10 | 12 | 20 |

OK Cancel

Note: the Available Capacity for each room is displayed.

- Select the required room and click **OK**

If the room selected is not large enough for the exam you will see this message:

Room Select

There is insufficient space in this room.
If you proceed, you will need to select additional rooms.
Click OK to continue and select additional rooms or click Cancel to select a different room.

OK Cancel

If you click OK, the **Required Rooms** window remains open.

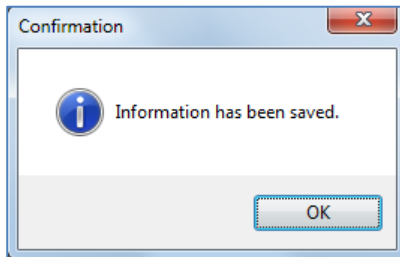
- Make further selections until the insufficient space message is no longer displayed.
- You will see the multiple rooms displayed in the exam grid.

| Group Size | |
|------------|---|
| 88 | Computer Science 2A Pr 2ACSC (88) (F) |
| Room 1 | COMP 1 1. |
| Room 2 | COMP 2 1. |
| Room 3 | COMP 3 1. |
| Room 4 | COMP 4 1. |

- Continue to allocate rooms

When all rooms have been allocated:

- Click  to save



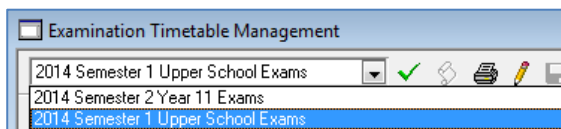
- Click **OK**


5.3.6 Change Rooms

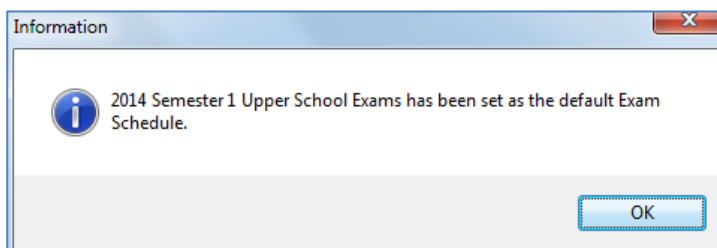
Once rooms have been allocated, they can also be changed.


Timetabling > Exam Scheduler > Examination Timetable Management

- Select the required examination schedule from the drop down list



- If required, click on the Set Exam Schedule as default 



- Click **OK**
- Click Edit 
- Right click in a room cell that contains a room

| | | |
|-----------------------------------|---|--------------------------------------|
| English 2A/B 2xENG (44) (F) | Literature 2A/B 2xLIT (23) (F) | Literature 3A/B 3xLIT (22) (F) |
| SS1 1. | SS3 | SS4 |
| SS2 1. | <div> Change Room Remove Room Show / Edit Allocated Students Show / Allocate Supervisor Allocate Substitute Room </div> | |
| SS3 1. | | |
| | | |
| | | |

- Select Change Room

Required Rooms

Subject Details

Code: Z\ENG

Name: English 2A/B

Begin: 13:00 End: 15:00


| Description | Code | Type | Available Capacity |
|-----------------|--------|------|--------------------|
| Computing Lab 1 | COMP 1 | 10 | 22 |
| Computing Lab 2 | COMP 2 | 10 | 22 |
| Computing Lab 3 | COMP 3 | 10 | 22 |
| Computing Lab 4 | COMP 4 | 10 | 22 |
| Room 14 | SS4 | 12 | 0 |
| Room 15 | SS5 | 12 | 11 |
| Room 16 | SS6 | 12 | 20 |
| Room 17 | SS7 | 12 | 20 |
| Room 18 | SS8 | 12 | 20 |
| Room 19 | SS9 | 12 | 20 |
| Room 20 | SS10 | 12 | 20 |

OK Cancel

- Select a room and click **OK**

If the room selected is not large enough for the exam you will see this message:

Room Select

 There is insufficient space in this room.
If you proceed, you will need to select additional rooms.
Click OK to continue and select additional rooms or click Cancel to select a different room.

OK Cancel

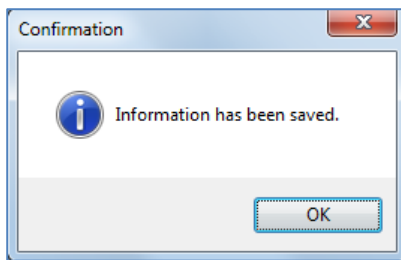
If you click OK, the **Required Rooms** window remains open.

- Make further selections until the insufficient space message is no longer displayed.
- You will see the multiple rooms displayed in the exam grid.

| 89 | English 2A/B Z\ENG (44) (F) | Literature 2A/B Z\LIT (23) (F) | Literature 3A/B 3\LIT (22) (F) |
|---------------|-----------------------------------|--------------------------------------|--------------------------------------|
| Room 1 | SS5 1. | SS3 1. | SS4 1. |
| Room 2 | SS6 1. | SS4 1. | SS5 1. |
| Room 3 | SS2 1. | | |
| Room 4 | SS3 1. | | |

When all rooms have been satisfactorily assigned:

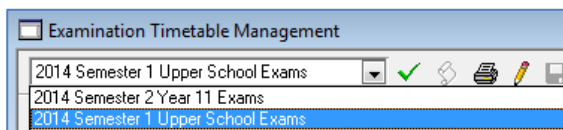
- Click  to save



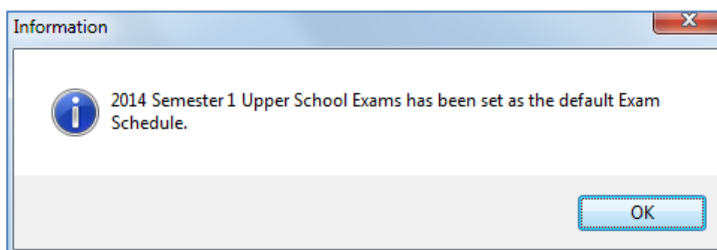
- Click **OK**

5.3.7 Remove Rooms

- Select the required examination schedule from the drop down list



- If required, click on the Set Exam Schedule as default 



- Click **OK**
- Click Edit 

- Right click in a room cell that contains a room

| | | | | |
|--------|---------------------------------|---------------------------------|--|--|
| 90 | Mathematics 2A 2AMAT (70) | Economics 3A/B 3XECO (20) | | |
| Room 1 | SS1 1. | SS5 1. | | |
| Room 2 | SS2 1. | | | |
| Room 3 | SS3 1. | | | |
| Room 4 | SS4 1. | | | |

- Change Room
- Remove Room**
- Show / Edit Allocated Students
- Show / Allocate Supervisor
- Allocate Substitute Room

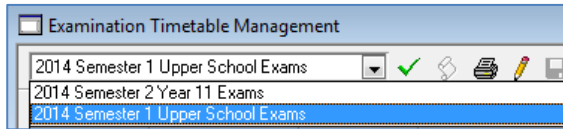
- Select Remove Room

Note: any students allocated to the cleared room will no longer be allocated to a room and any supervisors allocated to the cleared room will also be lost.

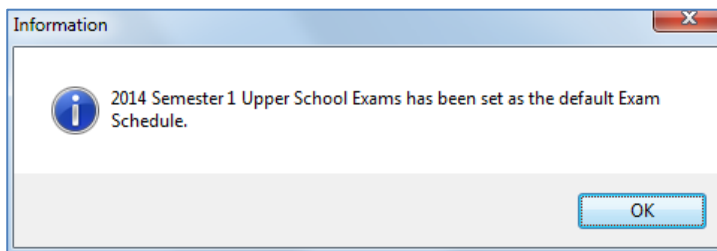
5.3.8 View/Edit Students Allocated to a Room


Timetabling > Exam Scheduler > Examination Timetable Management

- Select the required examination schedule from the drop down list



- If required, click on the Set Exam Schedule as default 



- Click **OK**
- Click Edit 
- Right click in a room cell that contains a room

| 89 | English 2A/B 2XENG (44) (F) | Literature 2A/B 2XLIT (23) (F) | Literature 3A/B 3XLIT (22) (F) | |
|--------|-----------------------------------|--------------------------------------|--------------------------------------|--|
| Room 1 | SS1 1. | SS3 1. | SS4 1. | |
| Room 2 | SS2 1. | SS4 1. | | |
| Room 3 | SS3 1. | | | |
| Room 4 | | | | |

Change Room

Remove Room

Show / Edit Allocated Students

Show / Allocate Supervisor

Allocate Substitute Room

- Select Show / Edit Allocated Students

Examination Room Student Allocation

Room: SS3 Subject: Literature 2A/B

| Student Name | Form | Room | Locked |
|---------------------|------|------|-------------------------------------|
| Campbell, Ashleigh | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| Davies, Caitlin | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| Gold, Stephanie | 11.1 | SS3 | <input checked="" type="checkbox"/> |
| Guthrie, Sean | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| Kent, Clayton | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| Kraft, Chelsea | 11.1 | SS3 | <input checked="" type="checkbox"/> |
| Lam, Chanara | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| Lipton, Livvy | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| Max, Aaron | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| Michael, Daniel | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| Mojo, Kelly-Ann | 11.1 | SS3 | <input checked="" type="checkbox"/> |
| Morarity, Georgina | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| Mungall, Alexandria | 11.1 | SS3 | <input checked="" type="checkbox"/> |
| Nairn, Richard | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| Oliver, Angela | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| Pamment, Louise | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| | | | |

Print Unlock All Close

This window contains a list of locked students and their allocated room for the selected subject.

To view students also allocated to the selected room, but for a different subject:

- Click on the **Subject** drop-down arrow and select a different subject

Examination Room Student Allocation

Room: SS3 Subject: English 2A/B

| Student Name | Form | Room | Locked |
|-------------------|------|------|-------------------------------------|
| Thomas, Alex | 12.3 | SS3 | <input checked="" type="checkbox"/> |
| Vance, Anthony | 12.1 | SS3 | <input checked="" type="checkbox"/> |
| Williams, Tenille | 11.2 | SS3 | <input checked="" type="checkbox"/> |
| Zanadu, Paul | 12.3 | SS3 | <input checked="" type="checkbox"/> |

To change a student's allocated room:

- Click in the **Locked** checkbox for a student

Note:

To unlock all students, click on Unlock All.

Closing the Examination Room Student Allocation window will automatically re-lock any unlocked students.

- Click on the **Room** drop-down arrow for an unlocked student

Examination Room Student Allocation

Room: SS4 Subject: Literature 3A/B

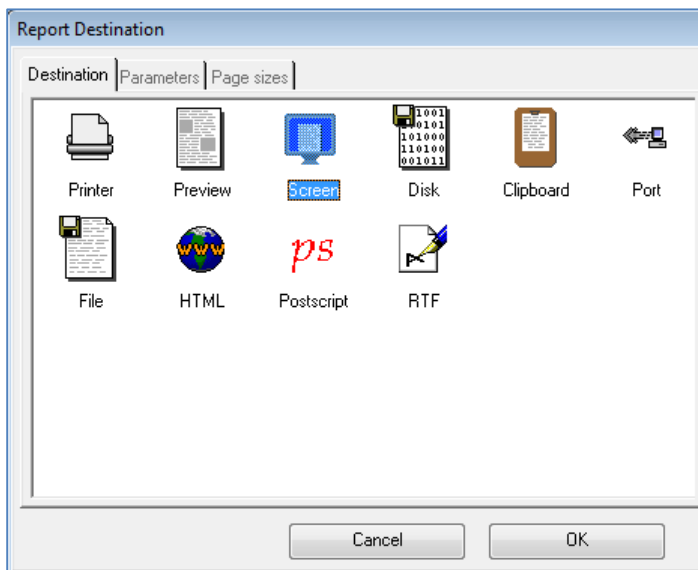
| Student Name | Form | Room | Locked |
|-----------------|------|------|-------------------------------------|
| Bates, Carl | 12.2 | SS4 | <input checked="" type="checkbox"/> |
| Carey, Courtney | 12.2 | SS4 | <input checked="" type="checkbox"/> |
| Dicker, Kerrie | 12.2 | SS5 | <input checked="" type="checkbox"/> |

The list contains all rooms allocated to the same subject that have available space.

- Select an alternative room and click **OK**

To print a list of students allocated to a room:

- Click **Print**



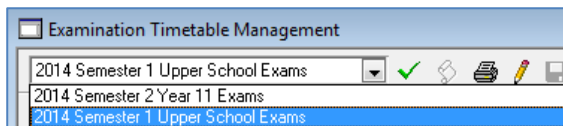
- Select the required **Report Destination** and click **OK**


5.3.9 Allocate Substitute Room

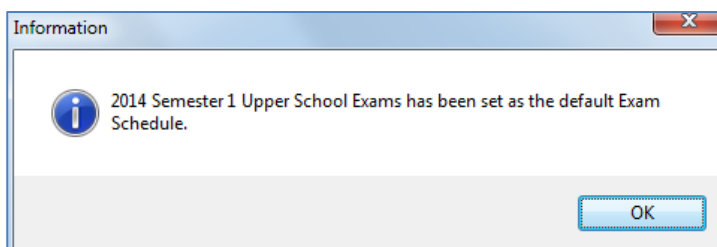
When a room is being used for exams, you need to be able to identify what classes are usually taught in that room and to re-allocate them classes to other rooms.


Timetabling > Exam Scheduler > Examination Timetable Management

- Select the required examination schedule from the drop down list



- If required, click on the Set Exam Schedule as default 

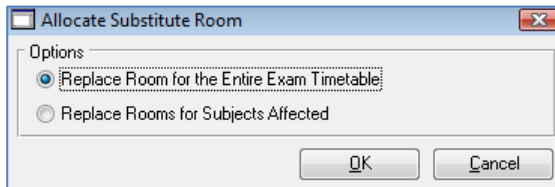


- Click **OK**
- Click Edit 
- Right click in a room cell that contains a room

| | | | |
|---------------|-----------------------------------|--------------------------------------|--------------------------------------|
| 89 | English 2A/B 2XENG (44) (F) | Literature 2A/B 2XLIT (23) (F) | Literature 3A/B 3XLIT (22) (F) |
| Room 1 | SS1 1. | SS2 1. | SS3 1. |
| Room 2 | SS2 1. | | |
| Room 3 | SS3 1. | | |
| Room 4 | | | |

- Change Room
- Remove Room
- Show / Edit Allocated Students
- Show / Allocate Supervisor
- Allocate Substitute Room**

- Select **Allocate Substitute Room**

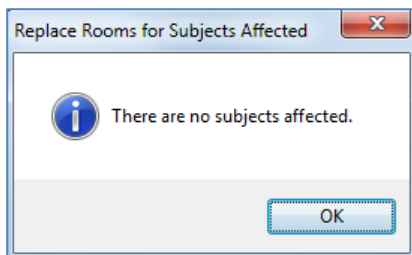


Replace Room for the Entire Exam Timetable

The Entire Exam Timetable option attempts to substitute an alternative room for all occurrences of the chosen room.

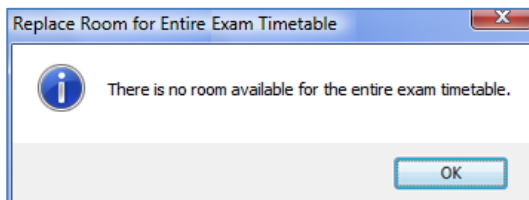
- Select ***Replace Room for the Entire Exam Timetable*** and click **OK**

If no subjects are affected, you will see this message.



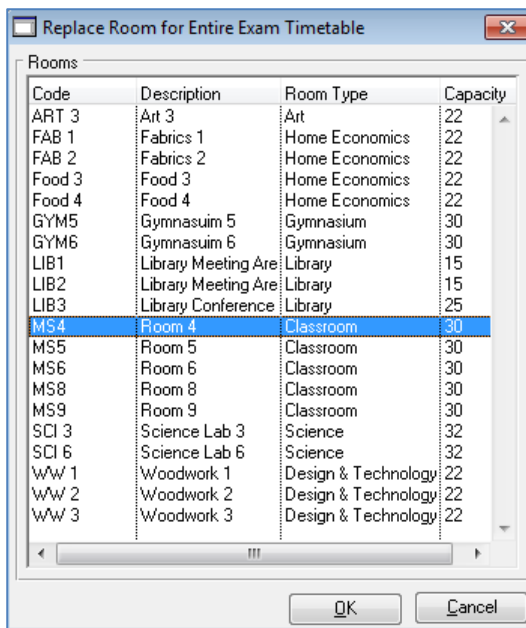
- Click **OK**

If subjects are affected however no room is available to cover for the entire exam timetable, you will see this message.



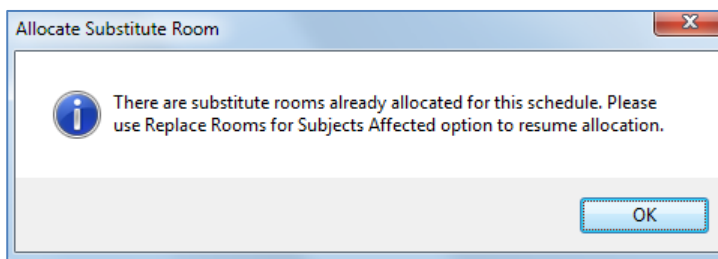
- Click **OK**

If subjects are affected and rooms are available, you will see this window.



- Select an appropriate room and click **OK**

If any of the periods for affected subjects have already had a substitute Room allocated, you will see this message.



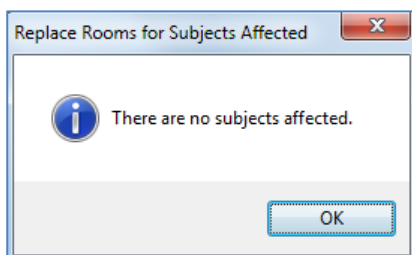
- Click **OK**

Replace Rooms for Subjects Affected

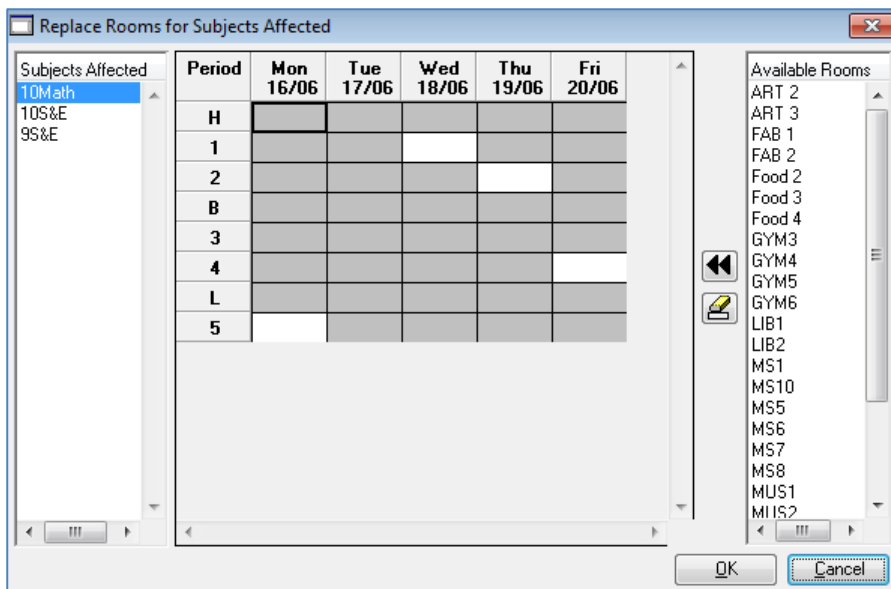
Use this option if, no substitute room is available to cover for the entire exam period.

- Select Replace Rooms for Subjects Affected and click **OK**

If no subjects are affected, you will see this message.



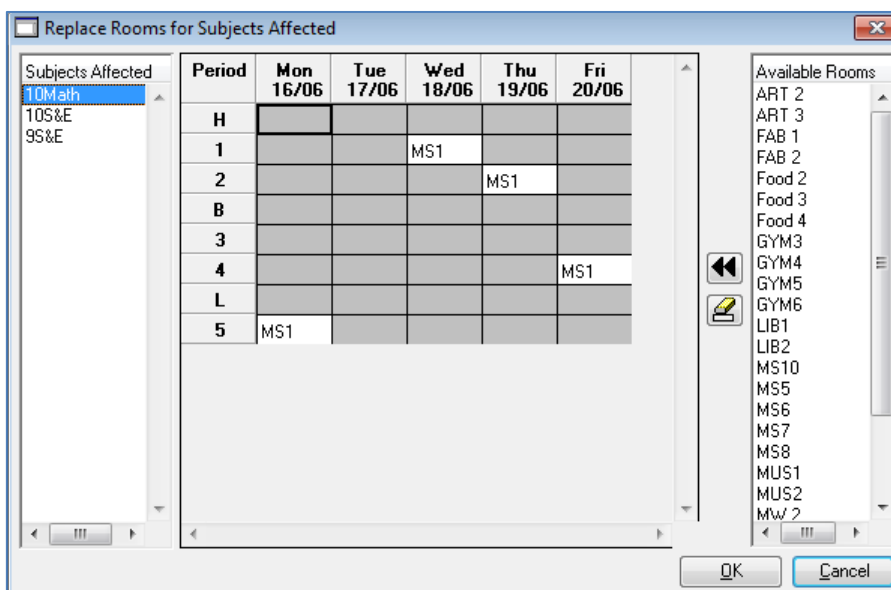
- Click **OK**



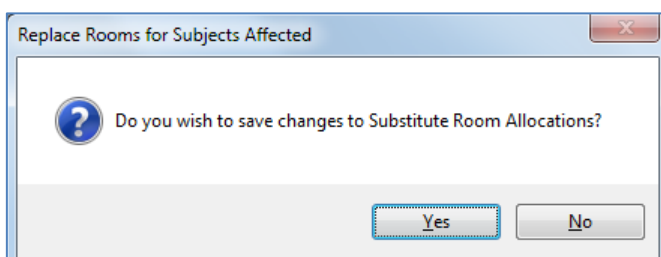
- Select a subject in the **Subjects Affected** pane.

The white cells in the centre pane indicate the periods in which this subject is affected.

- Select a suitable room from the Available Rooms pane and click 



- Select the next subject in the list



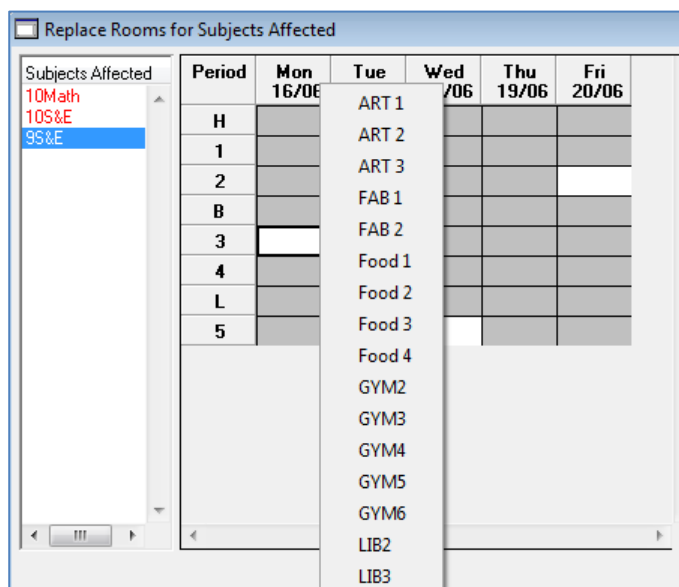
- Click **Yes**

- Repeat these steps until all subjects have been allocated a room
- Click **OK**

Allocate Substitute Rooms to Individual Periods

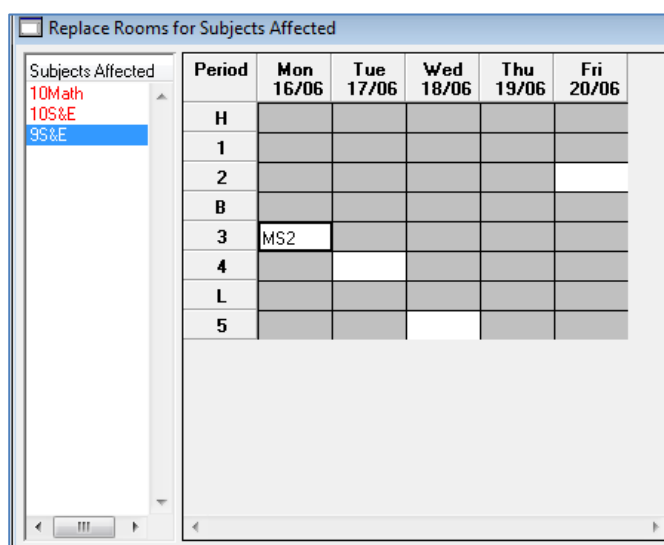
Use this option if, no substitute room is available to cover an affected subject for the entire exam period.

- Right-click in one of the white cells in the centre grid
- A period-specific Available Room selection window appears.



You will see a list of available rooms for that period.

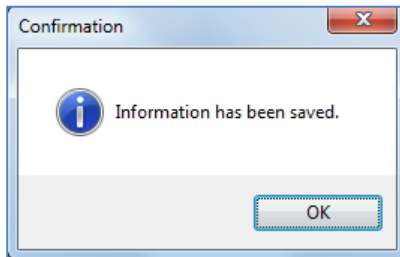
- Select a room from the list



- Repeat for the other periods
- Click **OK**

When all substitute rooms have been allocated:

- Click  to save



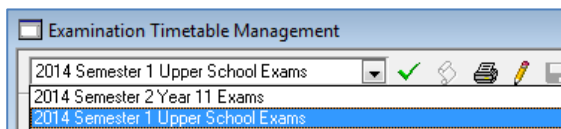
- Click **OK**

5.3.10 Time Slot Definition

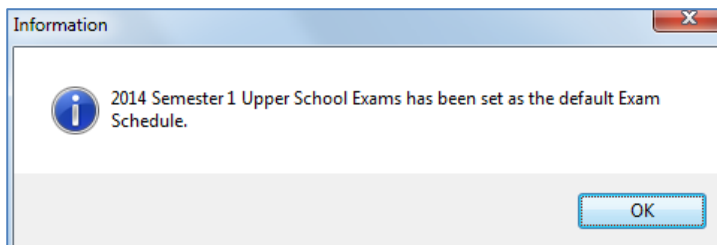
Unless you are planning to assign exam supervisors for the entire duration of an exam, you will need to identify the time slots within an exam session.


Timetabling > Exam Scheduler > Examination Timetable Management

- Select the required examination schedule from the drop down list



- If required, click on the Set Exam Schedule as default 



- Click **OK**
- Click Edit 
- Right-click on the time display for one of your exam sessions

| Time | Examination Supervision Time Slots | | | | | | |
|-----------------------------|---|-----------|-------|--------|---|-------|-------|
| Session 1 09:00 11:00 | No. of supervision session time slots <input type="text" value="1"/> <table border="1"> <thead> <tr> <th>Time Slot</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>09:00</td> <td>11:00</td> </tr> </tbody> </table> | Time Slot | Start | Finish | 1 | 09:00 | 11:00 |
| Time Slot | Start | Finish | | | | | |
| 1 | 09:00 | 11:00 | | | | | |
| Session 2 13:00 16:00 | Copy slots and times to other days? <input type="checkbox"/> | | | | | | |
| | <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | | | | |

- Enter the required number of time slots
- Enter the **Start** and **Finish** times (hh:mm) for each **Time Slot**

| Examination Supervision Time Slots | | |
|---|-------|--------|
| No. of supervision session time slots <input type="text" value="3"/> | | |
| Time Slot | Start | Finish |
| 1 | 09:00 | 10:00 |
| 2 | 10:00 | 11:00 |
| 3 | 11:00 | 12:00 |
| Copy slots and times to other days? <input type="checkbox"/> | | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | |

If the same time slots are required for the same session on other days of the exam period:

- Check Copy slots and times to other days?
- Click **Save**

| Day/Date | Time | Group Size | |
|--------------------|-----------------------------|------------|--|
| Monday 16/06/14 | Session 1 09:00 11:00 | 88 | Computer Science 2A P 2ACSC (88) (F) |
| | | Room 1 | COMP 1 1. 2. 3. ← Time slots |
| | | Room 2 | COMP 2 1. 2. 3. |
| | | Room 3 | COMP 3 1. 2. 3. |
| | | Room 4 | COMP 4 1. 2. 3. |

5.3.11 Show/Allocate Supervisor




- Right click in a cell where a room has been allocated and the session time slots have been defined

| Day/Date | Time | Group Size | | | |
|--------------------|-----------------------------|------------|---|---|--|
| Monday 16/06/14 | Session 1 09:00 11:00 | 88 | Computer Science 2A Pt 2ACSC (88) (F) | | |
| | | Room 1 | COMP 1 1. 2. 3. | Change Room Remove Room Show / Edit Allocated Students Show / Allocate Supervisor Allocate Substitute Room | |
| | | Room 2 | COMP 2 1. 2. 3. | | |

- Select Show / Allocate Supervisor

Supervisor Allocation

Monday, 16/06/14, Session 1

| No. | Names | Edit | Count | Start Time | Finish Time |
|-----|-------|---|-------|------------|-------------|
| 1. | |  | 0 | 09:00 | 10:00 |
| 2. | |  | 0 | 10:00 | 11:00 |
| 3. | |  | 0 | 11:00 | 12:00 |
| | | | | | |
| | | | | | |
| | | | | | |

Room

☐ Copy Supervisor Allocation to all subjects in this room in this session

- Click Edit  for a timeslot

| Selected | Name | Int. Ext. | No. of Periods Freed by Suspended Subjects | No. of Periods Allocated for Supervision | No. of Teaching Sets for Exam Subjects Taught | Primary |
|--------------------------|---------------------|-----------|--|--|---|--------------------------|
| <input type="checkbox"/> | Invigilator, Exam | E | 0 (0 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Supervisor, Exam | E | 0 (0 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Abbott, Elaine | I | 0 (0 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Alan, Maria Theresa | I | 9 (330 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Alan, Mark | I | 0 (0 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Best, Carl | I | 4 (245 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Calvin, Jennifer | I | 4 (250 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Charlton, Robert | I | 0 (0 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Davids, William | I | 6 (380 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Duke, Tony | I | 4 (255 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Evans, Luke | I | 4 (250 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Garden, Jennifer | I | 0 (0 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Greaves, Anna | I | 10 (620 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Guisepppe, Andre | I | 13 (570 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Henry, Shauna | I | 8 (500 min) | 0 (0 min) | 2 | <input type="checkbox"/> |
| <input type="checkbox"/> | Hollis, Christine | I | 4 (250 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Holter, Kate | I | 4 (250 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Ingris, Luke | I | 4 (250 min) | 0 (0 min) | 0 | <input type="checkbox"/> |

External supervisors are listed first, then any current staff, who are free during that time slot. You can also see, for each potential supervisor, how much teaching time has been lost as a result of the exams and how much time has already been allocated to exam supervision.

To select a supervisor either:

- Check **Selected** to the left of the supervisor's name

OR

- Check **Primary** to the right of the supervisor's name if that person is the main exam supervisor

| Selected | Name | Int. Ext. | No. of Periods Freed by Suspended Subjects | No. of Periods Allocated for Supervision | No. of Teaching Sets for Exam Subjects Taught | Primary |
|-------------------------------------|---------------------|-----------|--|--|---|-------------------------------------|
| <input checked="" type="checkbox"/> | Invigilator, Exam | E | 0 (0 min) | 0 (0 min) | 0 | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Supervisor, Exam | E | 0 (0 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Abbott, Elaine | I | 0 (0 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Alan, Maria Theresa | I | 9 (330 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Alan, Mark | I | 0 (0 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Best, Carl | I | 4 (245 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Calvin, Jennifer | I | 4 (250 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Charlton, Robert | I | 0 (0 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Davids, William | I | 6 (380 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Duke, Tony | I | 4 (255 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Evans, Luke | I | 4 (250 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Garden, Jennifer | I | 0 (0 min) | 0 (0 min) | 0 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Greaves, Anna | I | 10 (620 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Guisepppe, Andre | I | 13 (570 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Henry, Shauna | I | 8 (500 min) | 0 (0 min) | 2 | <input type="checkbox"/> |
| <input type="checkbox"/> | Hollis, Christine | I | 4 (250 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Holter, Kate | I | 4 (250 min) | 0 (0 min) | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Ingris, Luke | I | 4 (250 min) | 0 (0 min) | 0 | <input type="checkbox"/> |

- Check **OK**

Supervisor Allocation

Monday, 16/06/14, Session 1

| No. | Names | Edit | Count | Start Time | Finish Time |
|-----|-----------------------------|------|-------|------------|-------------|
| 1. | A. Greaves, E. Invigilator* | | 2 | 09:00 | 10:00 |
| 2. | | | 0 | 10:00 | 11:00 |
| 3. | | | 0 | 11:00 | 12:00 |
| | | | | | |

Room: COMP 1

☐ Copy Supervisor Allocation to all subjects in this room in this session

OK Cancel

Note: Primary supervisors are marked with an asterisk.

- Repeat for the other time slots
- If more than one subject is being examined in the same room at the same time, and the allocated supervisors will be supervising all subjects, check **Copy Supervisor Allocation to all subject in this room in this session**
- Click **OK**

Note: you can only see the primary supervisors in the exam timetable grid

| Monday 16/06/14 | Session 2 13:00 16:00 | 89 | English 2A/B 2XENG (44) (F) | Literature 2A/B 2XLIT (23) (F) | Literature 3A/B 3XLIT (22) (F) |
|--------------------|-----------------------------|---------------|---|---|---|
| | | Room 1 | SS1 1. E. Supervisor* 2. E. Supervisor* 3. E. Supervisor* | SS3 1. E. Invigilator* 2. E. Invigilator* 3. E. Invigilator* | SS4 1. H. Barclay* 2. N. Creed* 3. J. Brigg* |
| | | Room 2 | SS2 1. J. Brigg* 2. E. Everage* 3. A. Greaves* | SS4 1. H. Barclay* 2. N. Creed* 3. J. Brigg* | SS5 1. S. Oswald* 2. A. Fisher* 3. M. Alan* |
| | | Room 3 | SS3 1. E. Invigilator* 2. E. Invigilator* 3. E. Invigilator* | | |

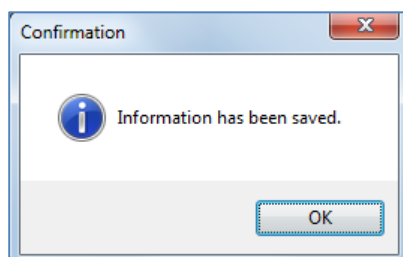
Supervisors allocated to different exams in the same room.

Note: If supervisors have been allocated to all timeslots for a room, the right-click option for Show / Allocate Supervisor is re-titled to Change Supervisor.

| | | |
|--------|--|---|
| Room 1 | COMP 1 1. E. Invigilator* 2. E. Invigilator* 3. E. Invigilator* | Change Room Remove Room Show / Edit Allocated Students Change Supervisor Allocate Substitute Room |
| Room 2 | COMP 2 1. E. Supervisor* 2. E. Supervisor* 3. E. Supervisor* | |
| Room 3 | COMP 3 | |

When supervisors have been allocated to all sessions:

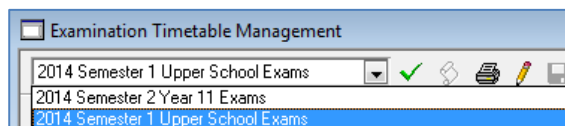
- Click  to save



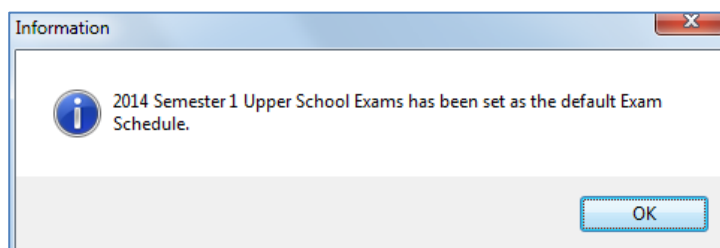
- Click **OK**


5.3.12 Print Exam Timetable by Day and Time Report

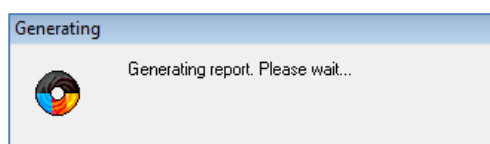
- Select the required examination schedule from the drop down list




- If required, click on the Set Exam Schedule as default 



- Click **OK**
- In View mode, click on Exam Timetable by Day and Time 



If the grid has at least one subject on it, the Exam Timetable by Day and Time report prints as a Word document for the currently selected schedule.

| West Coast District High School Exam Timetable by Day & Time School Year - 2014 (2014 Semester 1 Upper School Exams)  | | | | | | | | | |
|---|-------------------------------|--------------|------|------------|-------------|---------|--|---|--|
| The Primary Supervisor for each Supervision session is marked with an asterisk (*). | | | | | | | | | |
| DAY & DATE | SUBJECT NAME | SUBJECT CODE | SIZE | START TIME | FINISH TIME | ROOM(S) | SUPERVISOR(S) | SUPERVISOR TIME | SUBJECT NOTES |
| Monday 16/06/14 EXAM SESSION 1 | Computer Science 2A Practical | 2ACSC | 22 | 9:00am | 11:00am | COMP 1 | 1. E. Invigilator*, A. Greaves 2. E. Invigilator*, S. Henry 3. E. Invigilator*, N. Creed | 1. 9:00am - 10:00am 2. 10:00am - 11:00am 3. 11:00am - 12:00pm | At the end of the exam, students must save their work onto the thumb drive provided. |
| | | | 22 | 9:00am | 11:00am | COMP 2 | 1. E. Supervisor*, M. Alan 2. E. Supervisor*, J. Calvin 3. E. Supervisor*, W. Davids | 1. 9:00am - 10:00am 2. 10:00am - 11:00am 3. 11:00am - 12:00pm | |
| | | | 22 | 9:00am | 11:00am | COMP 3 | 1. A. Guiseppe*, C. Hollis 2. K. Holter*, L. Ingris 3. J. McLaren*, S. Oswald | 1. 9:00am - 10:00am 2. 10:00am - 11:00am 3. 11:00am - 12:00pm | |
| | | | 22 | 9:00am | 11:00am | COMP 4 | 1. W. Davids*, T. Duke 2. T. Elliot*, L. Evans 3. J. Brigg*, A. Fisher | 1. 9:00am - 10:00am 2. 10:00am - 11:00am 3. 11:00am - 12:00pm | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

- Enter Subject Notes if required
- **Save** and close

CIVICA

Exam Scheduler

Examination Schedule Reports

6

6 Examination Schedule Reports

Timetabling > Exam Scheduler > Examination Schedule Reports

Examination Schedule Reports

Exam Setup Reports

- Exam Requirements
- Exam Setup Definition

Exam Timetable Reports

- Exam Timetable by Day & Time
- Exam Timetable Summary
- Exam Timetable by Subject
- Exam Timetable by Room
- Student Exam Schedule Balance
- Student Exam Timetable
- Individual Supervisor Roster
- Supervisor Time Summary
- Individual Room Change
- Student Listing for Exam by Sub

Titles

Main Title: Student Listing for Exam by Subject

Page Footer:

Select

TT Year: 2014

Exam Schedule: 2014 Semester 1 Upp...

Subject(s)

Remove Find

Print Cancel

6.1 Exam Setup Reports

Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Setup Reports

6.1.1 Exam Requirements Report

Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Setup Reports > Exam Requirements

This report identifies the examinable subjects and any additional information relating to the subject exam.

- If required, edit the **Main Title** and enter a **Page Footer**
- Select the required **TT Year**, **Campus**, **TT Period** and **Grid**

Examination Schedule Reports

Titles

Main Title: Exam Subjects Requirement Report

Page Footer: 2014 S1 US

Select

TT Year: 2014

Campus: 1120 Hay Road

TT Period: School Year - 2014

Grid: 2014 - US

Subjects

Remove Find

Print Cancel

- To load the **Subjects**, click **Find**
- Enter your search parameters and click **Find**

Subject Search

Search Criteria

Subject Code:

Subject Name:

Grid: 2014 - US

Department: All

☒ Find Active Subjects only

Find

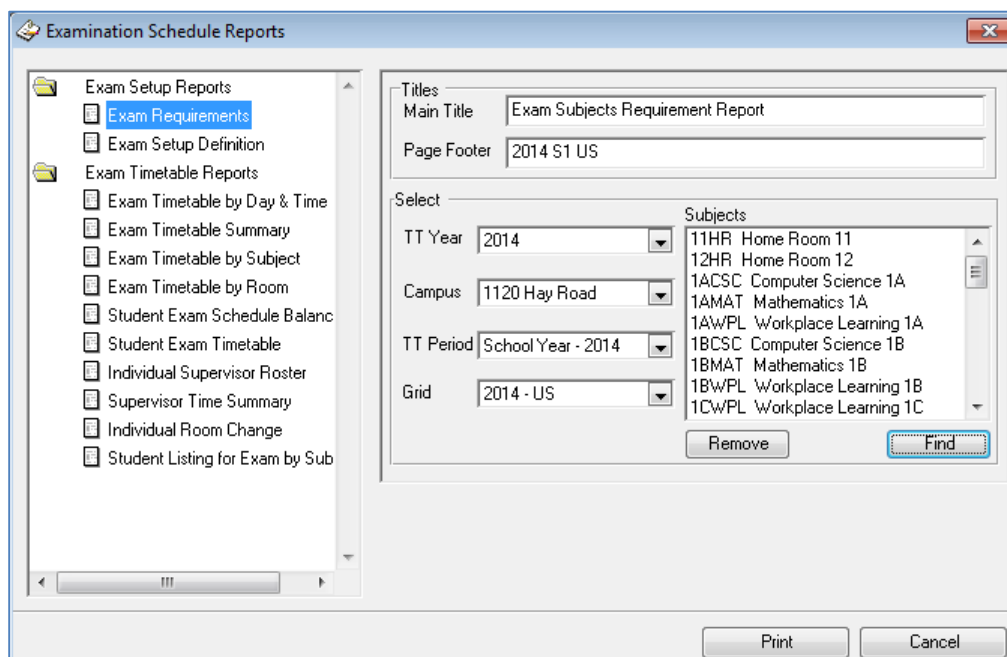
Subject Search Results

| Code | Short Name | Subject Name |
|-------|------------|-----------------------|
| 11HR | HR 11 | Home Room 11 |
| 12HR | HR 12 | Home Room 12 |
| 1ACSC | CSC | Computer Science 1A |
| 1AMAT | MAT | Mathematics 1A |
| 1AWPL | WPL | Workplace Learning 1A |
| 1BCSC | CSC | Computer Science 1B |
| 1BMAT | MAT | Mathematics 1B |
| 1BWPL | WPL | Workplace Learning 1B |
| 1CWPL | WPL | Workplace Learning 1C |
| 1DWPL | WPL | Workplace Learning 1D |
| 1XENG | ENG | English 1A/B |

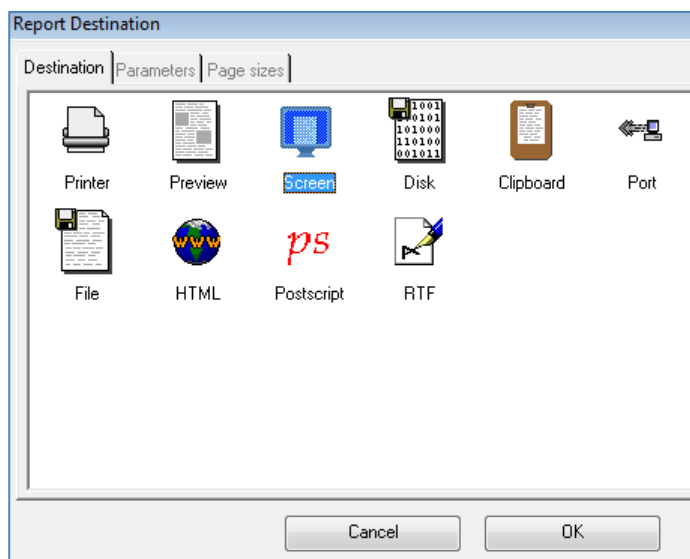
Total records found: 35

Select Close

- Click **Select** and **Yes**



- Remove any unwanted subjects by highlighting them in the **Subjects** list and clicking **Remove**
- Click **Print**



- Select your preferred **Report Destination** and click **OK**

Sample Exam Requirements Report

West Coast District High School



Exam Subjects Requirement Report

School Year - 2014

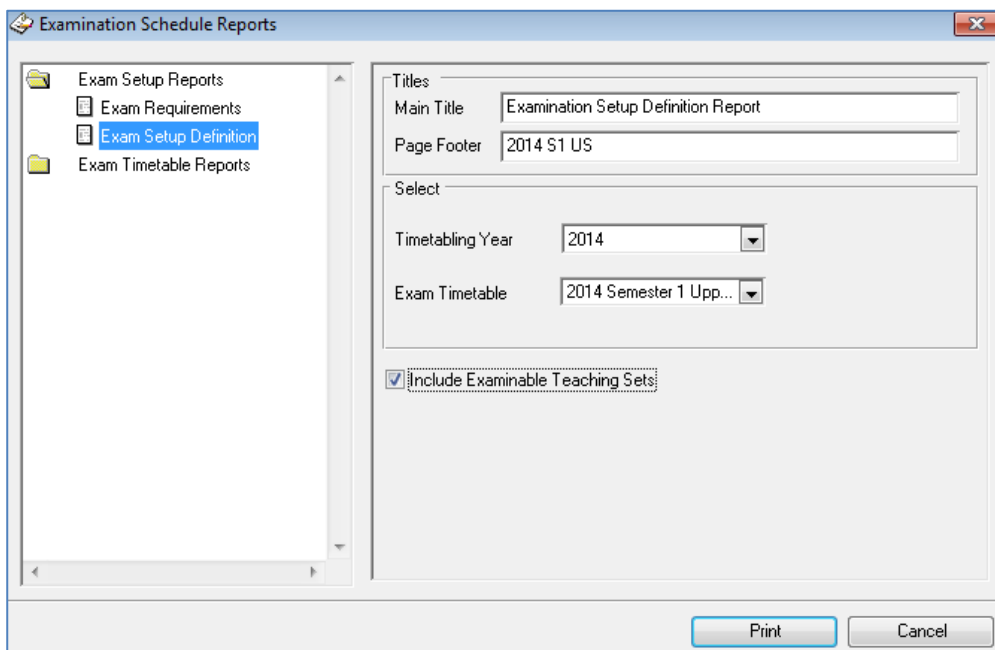
Grid(s): US

| SUBJECT CODE | SUBJECT NAME | STUDENT NUMBERS | REQUIRED? | DURATION | NOTES |
|--------------|--------------------------|-----------------|--------------------------|----------|-----------------------------------|
| 2ACSC | Computer Science 2A | 88 | <input type="checkbox"/> | 02:00 | |
| 2AMAT | Mathematics 2A | 70 | <input type="checkbox"/> | | |
| 2BCSC | Computer Science 2B | 89 | <input type="checkbox"/> | 02:00 | |
| 2BMAT | Mathematics 2B | 69 | <input type="checkbox"/> | 02:00 | |
| 2XBIO | Biological Sciences 2A/B | 20 | <input type="checkbox"/> | 02:00 | |
| 2XCHE | Chemistry 2A/B | 25 | <input type="checkbox"/> | 02:00 | |
| 2XECO | Economics 2A/B | 23 | <input type="checkbox"/> | 02:00 | |
| 2XENG | English 2A/B | 44 | <input type="checkbox"/> | 02:00 | |
| 2XGEO | Geography 2A/B | 42 | <input type="checkbox"/> | 02:00 | |
| 2XHIM | Modern History 2A/B | 46 | <input type="checkbox"/> | 02:00 | |
| 2XISC | Integrated Science 2A/B | 25 | <input type="checkbox"/> | 02:00 | |
| 2XLIT | Literature 2A/B | 23 | <input type="checkbox"/> | 02:00 | |
| 2XPHY | Physics 2A/B | 22 | <input type="checkbox"/> | 02:00 | |
| 3AMAT | Mathematics 3A | 20 | <input type="checkbox"/> | 03:00 | Bring a calculator and your brain |

6.1.2 Exam Setup Definition Report

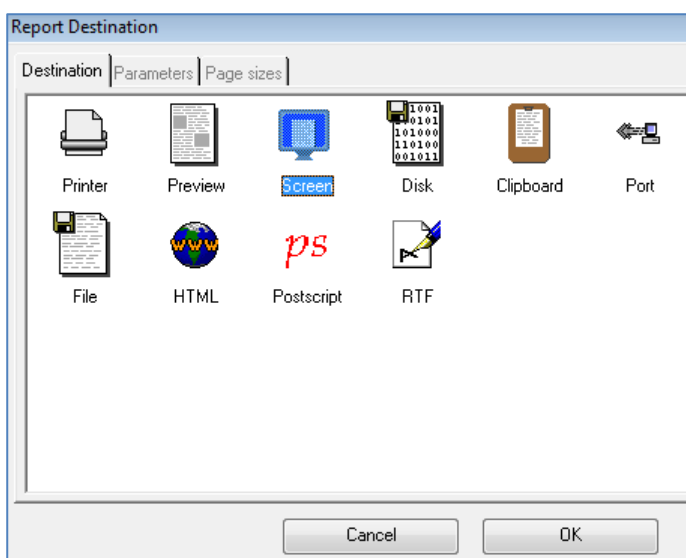
(Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Setup Reports > Exam Setup Definition)

- If required, edit the **Main Title** and enter a **Page Footer**
- Select the required **Timetabling Year** and **Exam Timetable**
- Check **Include Examinable Teaching Sets** if required



The 'Examination Schedule Reports' dialog box is shown. On the left, a tree view contains 'Exam Setup Reports', 'Exam Requirements', 'Exam Setup Definition' (highlighted), and 'Exam Timetable Reports'. On the right, the 'Titles' section has 'Main Title' set to 'Examination Setup Definition Report' and 'Page Footer' set to '2014 S1 US'. The 'Select' section has 'Timetabling Year' set to '2014' and 'Exam Timetable' set to '2014 Semester 1 Upp...'. The 'Include Examinable Teaching Sets' checkbox is checked. At the bottom right are 'Print' and 'Cancel' buttons.

- Click **Print**



The 'Report Destination' dialog box is shown with three tabs: 'Destination', 'Parameters', and 'Page sizes'. The 'Destination' tab is active, displaying icons for 'Printer', 'Preview', 'Screen' (highlighted), 'Disk', 'Clipboard', 'Port', 'File', 'HTML', 'Postscript', and 'RTF'. At the bottom are 'Cancel' and 'OK' buttons.

- Select your preferred **Report Destination** and click **OK**

Sample Exam Setup Definition Report

West Coast District High School

Examination Setup Definition Report



Examination Schedule Title: 2014 Semester 1 Upper School Exams

Start Date: 16 JUN 2014

No. of Days for Exams: 5

TT Year: 2014

Cycle: 2014-05

| Days to be Used for Exams | |
|---------------------------|-------------------------------------|
| Monday | <input checked="" type="checkbox"/> |
| Tuesday | <input checked="" type="checkbox"/> |
| Wednesday | <input checked="" type="checkbox"/> |
| Thursday | <input checked="" type="checkbox"/> |
| Friday | <input checked="" type="checkbox"/> |
| Saturday | <input type="checkbox"/> |
| Sunday | <input type="checkbox"/> |

| Rooms Available for Exams |
|---------------------------|
| COMP 1 |
| COMP 2 |
| COMP 3 |
| COMP 4 |
| SS1 |
| SS10 |
| SS2 |
| SS3 |
| SS4 |
| SS5 |
| SS6 |
| SS7 |
| SS8 |
| SS9 |

| Available Supervisors | |
|-----------------------|-------------------------------------|
| Internal | <input checked="" type="checkbox"/> |
| External | <input checked="" type="checkbox"/> |

Required Grid(s): US

West Coast District High School



Examination Setup Definition Report

Examination Schedule Title: 2014 Semester 1 Upper School Exams

Start Date: 16 JUN 2014

No. of Days for Exams: 5

TT Year: 2014

Cycle: 2014-05

| Subject Name | Subject Code | Examinable Teaching Sets | No. Exams | Exam Name | Suspended For Exams | Duration | Examinable Status | Notes |
|--------------------------|--------------|--|-----------|-------------------------------|---------------------|----------|-------------------|-------|
| Biological Sciences 2A/B | 2XBIO | 2XBIO_1 | 1 | | YES | 02:00 | YES | |
| Biological Sciences 3A/B | 3XBIO | 3XBIO_1 | 1 | | YES | 03:00 | YES | |
| Chemistry 2A/B | 2XCHE | 2XCHE_1 | 1 | | YES | 02:00 | YES | |
| Chemistry 3A/B | 3XCHE | 3XCHE_1 | 1 | | YES | 03:00 | YES | |
| Computer Science 1A | 1ACSC | | 1 | | YES | | NO | |
| Computer Science 1B | 1BCSC | | 1 | | YES | | NO | |
| Computer Science 2A | 2ACSC | 2ACSC_1 2ACSC_2 2ACSC_3 2ACSC_4 | 2 | Computer Science 2A Practical | YES | 02:00 | YES | |
| | | | | Computer Science 2A Written | YES | 01:50 | YES | |
| Computer Science 2B | 2BCSC | | 1 | | YES | 02:00 | NO | |
| Economics 2A/B | 2XECO | 2XECO_1 | 1 | | YES | 02:00 | YES | |
| Economics 3A/B | 3XECO | 3XECO_1 | 1 | | YES | 03:00 | YES | |
| English 1A/B | 1XENG | | 1 | | YES | | NO | |
| English 2A/B | 2XENG | 2XENG_1 | 1 | | YES | 02:00 | YES | |
| | | 2XENG_2 | | | | | | |
| Geography 1A/B | 1XGEO | | 1 | | YES | | NO | |
| Geography 2A/B | 2XGEO | 2XGEO_1 | 1 | | YES | 02:00 | YES | |
| | | 2XGEO_2 | | | | | | |
| Geography 3A/B | 3XGEO | 3XGEO_1 | 1 | | YES | 03:00 | YES | |
| Home Room 11 | 11HR | | 1 | | YES | | NO | |
| Home Room 12 | 12HR | | 1 | | YES | | NO | |
| Integrated Science 1A/B | 1XISC | | 1 | | YES | | NO | |
| Integrated Science 2A/B | 2XISC | 2XISC_1 | 1 | | YES | 02:00 | YES | |
| Literature 2A/B | 2XLIT | 2XLIT_1 | 1 | | YES | 02:00 | YES | |
| Literature 3A/B | 3XLIT | 3XLIT_1 | 1 | | YES | 03:00 | YES | |

6.2 Exam Timetable Reports

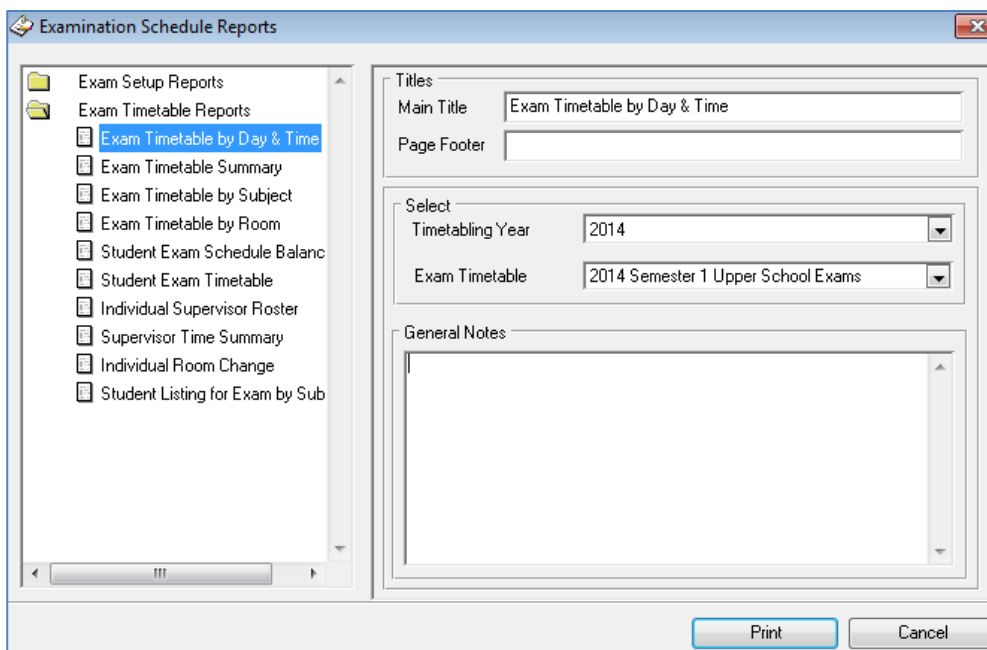
Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Timetable Reports

6.2.1 Exam Timetable by Day and Time Report

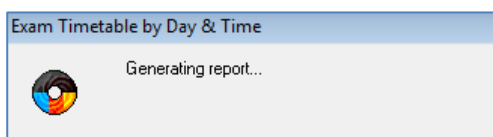
Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Timetable Reports > Exam Timetable by Day & Time

The Exam Timetable by Day and Time report provides a summary of the exam timetable against and includes exam group sizes, subject names and codes, start and finish times, rooms, supervisors and supervision times.

- If required, edit the **Main Title** and enter a **Page Footer**
- Select the required **Timetabling Year** and **Exam Timetable**
- Enter **General Notes** if required




- Click **Print**



The report will open in MS Word.

Sample Exam Timetable by Day and Time Report

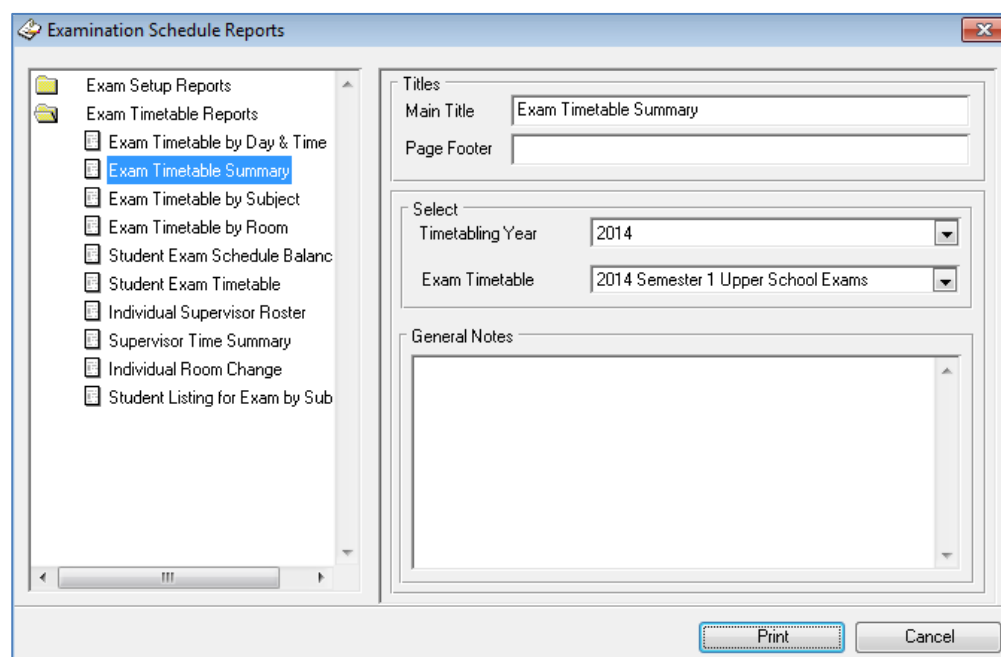
| West Coast District High School Exam Timetable by Day & Time School Year - 2014 (2014 Semester 1 Upper School Exams)  | | | | | | | | | |
|---|-------------------------------------|--------------|------|------------|-------------|---------|--------------------------------|----------------------|---------------|
| The Primary Supervisor for each Supervision session is marked with an asterisk (*). | | | | | | | | | |
| DAY & DATE | SUBJECT NAME | SUBJECT CODE | SIZE | START TIME | FINISH TIME | ROOM(S) | SUPERVISOR(S) | SUPERVISOR TIME | SUBJECT NOTES |
| Monday 16/06/14 EXAM SESSION 1 | Computer Science 2A Practical | 2ACSC | 22 | 9:00am | 11:00am | COMP 1 | 1. E. Invigilator*, A. Greaves | 1. 9:00am - 10:00am | |
| | | | | | | | 2. E. Invigilator*, S. Henry | 2. 10:00am - 11:00am | |
| | | | | | | | 3. E. Invigilator*, N. Creed | 3. 11:00am - 12:00pm | |
| | | | 22 | 9:00am | 11:00am | COMP 2 | 1. E. Supervisor*, M. Alan | 1. 9:00am - 10:00am | |
| | | | | | | | 2. E. Supervisor*, J. Calvin | 2. 10:00am - 11:00am | |
| | | | | | | | 3. E. Supervisor*, W. Davids | 3. 11:00am - 12:00pm | |
| | | | 22 | 9:00am | 11:00am | COMP 3 | 1. A. Guiseppe*, C. Hollis | 1. 9:00am - 10:00am | |
| | | | | | | | 2. K. Holter*, L. Ingris | 2. 10:00am - 11:00am | |
| | | | | | | | 3. J. McLaren*, S. Oswald | 3. 11:00am - 12:00pm | |
| | | | 22 | 9:00am | 11:00am | COMP 4 | 1. W. Davids*, T. Duke | 1. 9:00am - 10:00am | |
| | | | | | | | 2. T. Elliot*, L. Evans | 2. 10:00am - 11:00am | |
| | | | | | | | 3. J. Brigg*, A. Fisher | 3. 11:00am - 12:00pm | |

6.2.2 Exam Timetable Summary Report

Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Timetable Reports > Exam Timetable Summary

The Exam Timetable Summary Report is an abbreviated version of the Exam Timetable by Day and Time report.

- If required, edit the **Main Title** and enter a **Page Footer**
- Select the required **Timetabling Year** and **Exam Timetable**
- Enter **General Notes** if required



Examination Schedule Reports

Titles

Main Title: Exam Timetable Summary

Page Footer:

Select

Timetabling Year: 2014

Exam Timetable: 2014 Semester 1 Upper School Exams

General Notes

Print Cancel

- Click **Print**

Exam Timetable by Day & Time



Generating report...

The report will open in MS Word.

Sample Exam Timetable Summary

| West Coast District High School | | | | | | |
|---|---|--------------|---------|------|------------|-------------|
| Exam Timetable Summary | | | | | | |
| School Year: 2011 | | | | | | |
| Exam Session: Mock WACE 2011 | | | | | | |
| Day & Date | Subject Name | Subject Code | Room(s) | Size | Start Time | Finish Time |
| Wednesday 21/09/11 EXAM SESSION 1 | Mathematics 3A/B | 3XMAT | GYM | 133 | 08:30 | 11:40 |
| | Mathematics 3A/B 12 | 3XMATT | GYM | 74 | 08:30 | 11:40 |
| Wednesday 21/09/11 EXAM SESSION 2 | English 3A/B | 3XENG | GYM | 171 | 12:30 | 15:40 |
| | Literature 3A/B | 3XLIT | GYM | 45 | 12:30 | 15:40 |
| Thursday 22/09/11 EXAM SESSION 1 | Mathematics 2A/B | 2XMAT | GYM | 68 | 08:30 | 11:40 |
| | Mathematics 2C/D | 2YMAT | GYM | 93 | 08:30 | 11:40 |
| | Mathematics 2C/D 12 | 2YMATT | GYM | 63 | 08:30 | 11:40 |
| Thursday 22/09/11 EXAM SESSION 2 | English as an Additional Language 3A/B | 3XELD | F08 | 31 | 12:30 | 15:10 |
| | Engineering Studies 3A/B | 3XEST | GYM | 18 | 12:30 | 15:40 |
| | Modern History 3A/B | 3XHIM | GYM | 25 | 12:30 | 15:40 |
| | Music 3A/B: Western Art Musics | 3XMUSW | A03 | 7 | 12:30 | 15:10 |
| | Design 2A/B: Photography | 2XDESP | GYM | 31 | 08:30 | 11:10 |
| Friday 23/09/11 EXAM SESSION 1 | Physical Education Studies 3A/B | 3XPES | GYM | 15 | 08:30 | 11:10 |
| | Physical Education Studies 3A/B: B/Ball | 3XPESB | GYM | 14 | 08:30 | 11:10 |
| | Mathematics 3C/D | 3YMAT | GYM | 109 | 08:30 | 11:40 |
| Friday 23/09/11 EXAM SESSION 2 | Career & Enterprise 2A/B | 2XCAE | GYM | 10 | 12:30 | 15:40 |
| | Dance 3A/B | 3XDAN | GYM | 9 | 12:30 | 15:10 |
| | Physics 3A/B | 3XPHY | GYM | 103 | 12:30 | 15:40 |
| Monday 26/09/11 EXAM SESSION 1 | Biological Sciences 3A/B | 3XBIO | GYM | 15 | 08:30 | 11:40 |
| | Human Biological Science 3A/B | 3XHBS | GYM | 89 | 08:30 | 11:40 |
| | Mathematics Specialist 3A/B | 3XMAS | GYM | 62 | 08:30 | 11:40 |
| | Mathematics Specialist 3A/B 12 | 3XMAST | GYM | 8 | 08:30 | 11:40 |
| Monday 26/09/11 EXAM SESSION 2 | Psychology 3A/B | 3XPSY | GYM | 39 | 12:30 | 15:40 |
| | Mathematics Specialist 3C/D | 3YMAS | GYM | 35 | 12:30 | 15:40 |
| Tuesday 27/09/11 EXAM SESSION 1 | Chemistry 3A/B | 3XCHE | GYM | 128 | 08:30 | 11:40 |
| | Computer Science 3A/B | 3XCSC | GYM | 3 | 08:30 | 11:40 |
| Tuesday 27/09/11 EXAM SESSION 2 | Applied Information Technology 3A/B: MM | 3XAITM | GYM | 6 | 12:30 | 15:40 |
| | Economics 3A/B | 3XECON | GYM | 30 | 12:30 | 15:40 |
| | French 3A/B | 3XFRE | F08 | 8 | 12:30 | 15:10 |
| Wednesday 28/09/11 EXAM SESSION 1 | Accounting & Finance 3A/B | 3XACF | GYM | 18 | 08:30 | 11:40 |
| | Earth & Environmental Science 3A/B | 3XEES | GYM | 14 | 08:30 | 11:40 |
| | Philosophy & Ethics 3A/B | 3XPPE | GYM | 22 | 08:30 | 11:40 |
| Wednesday 28/09/11 EXAM SESSION 2 | Food Science & Tech 2A/B: Hospitality | 2XFSTH | GYM | 19 | 12:30 | 15:40 |
| | Drama 3A/B | 3XDRA | GYM | 20 | 12:30 | 15:10 |
| | Italian: Second Language 3A/B | 3XITA | F08 | 7 | 12:30 | 15:10 |
| | Politics & Law 3A/B | 3XPAL | GYM | 14 | 12:30 | 15:40 |
| Thursday 29/09/11 EXAM SESSION 1 | Geography 3A/B | 3XGEO | GYM | 12 | 08:30 | 11:40 |
| | Japanese: Second Language 3A/B | 3XJSL | F08 | 11 | 08:30 | 11:10 |
| | Media Production & Analysis 3A/B | 3XMPA | GYM | 19 | 08:30 | 11:10 |
| | Visual Arts 3A/B | 3XVAR | GYM | 13 | 08:30 | 11:10 |
| General Notes: | | | | | | |

6.2.3 Exam Timetable by Subject Report

Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Timetable Reports > Exam Timetable by Subject

The Exam Timetable Report by Subject report provides a listing of subjects being examined and associated information.

- If required, edit the **Main Title** and enter a **Page Footer**
- Select the required **Timetabling Year** and **Exam Timetable**
- Enter **General Notes** if required

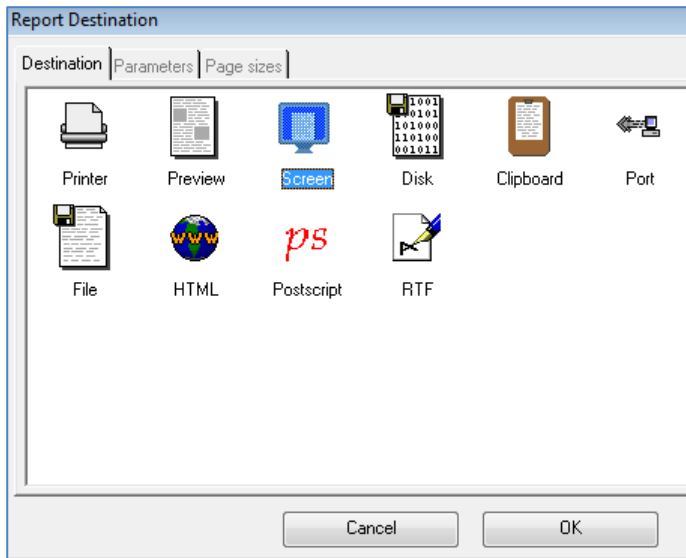
The screenshot shows the 'Examination Schedule Reports' window. On the left, a tree view lists various reports, with 'Exam Timetable by Subject' selected. The main area is divided into sections: 'Titles' with fields for 'Main Title' (set to 'Exam Timetable by Subject') and 'Page Footer'; 'Select | Sort' tabs; 'Timetabling Year' (set to '2014'); 'Exam Timetable' (set to '2014 Semester 1 Upp...'); and a 'General Notes' text area. At the bottom are 'Print' and 'Cancel' buttons.

- Select the **Sort** tab

This screenshot shows the same window with the 'Sort' tab selected. It displays a table for configuring the sort order. The 'Subject Code' list on the left includes 'Day'. The 'Sort Field' table has one entry: '1' for 'Subject Name'. The 'Print' and 'Cancel' buttons are at the bottom.

| Subject Code | Sort Field |
|--------------|----------------|
| Day | 1 Subject Name |

- If you do not wish to sort by subject name, drag **Subject Name** to the pane on the left and double click on your preferred sort
- Click **Print**



- Select your preferred **Report Destination** and click **OK**

Sample Exam Timetable by Subject

West Coast District High School



Exam Timetable by Subject

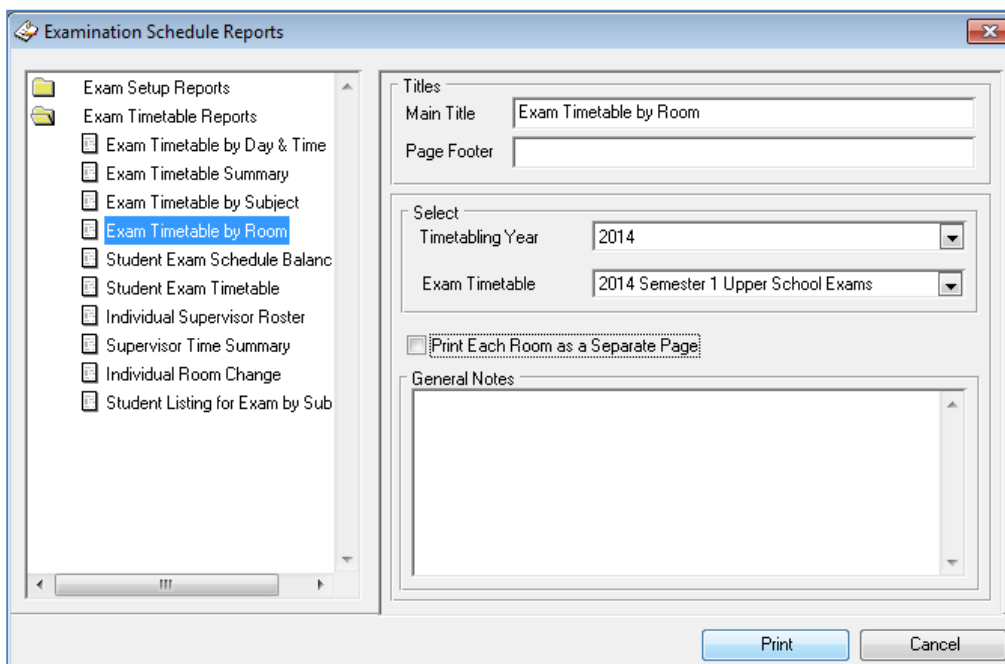
School Year - 2014 (2014 Semester 1 Upper School Exams)

| SUBJECT CODE | EXAM | DAY | DATE | START TIME | FINISH TIME | ROOM(S) | SIZE | SUBJECT NOTES |
|--------------|-------------------------------|-----------|---------------|------------|-------------|--------------------------------------|------|-----------------------------------|
| 2ACSC | Computer Science 2A Practical | MONDAY | 16 June, 2014 | 9:00am | 11:00am | COMP 1 COMP 2 COMP 3 COMP 4 | 88 | |
| 2XENG | English 2A/B | MONDAY | 16 June, 2014 | 1:00pm | 3:00pm | SS1 SS2 SS3 | 44 | |
| 2XLIT | Literature 2A/B | MONDAY | 16 June, 2014 | 1:00pm | 3:00pm | SS3 SS4 | 23 | |
| 3XLIT | Literature 3A/B | MONDAY | 16 June, 2014 | 1:00pm | 4:00pm | SS4 SS5 | 22 | |
| 2ACSC | Computer Science 2A Written | TUESDAY | 17 June, 2014 | 9:00am | 10:50am | SS1 SS2 SS3 SS4 SS5 | 88 | |
| 3XECO | Economics 3A/B | TUESDAY | 17 June, 2014 | 1:00pm | 4:00pm | SS5 | 20 | |
| 2AMAT | Mathematics 2A | TUESDAY | 17 June, 2014 | 1:00pm | 3:00pm | SS1 SS2 SS3 SS4 | 70 | |
| 3XBIO | Biological Sciences 3A/B | WEDNESDAY | 18 June, 2014 | 1:00pm | 4:00pm | SS3 SS4 | 23 | |
| 2XGEO | Geography 2A/B | WEDNESDAY | 18 June, 2014 | 1:00pm | 3:00pm | SS1 SS2 SS3 | 42 | |
| 3AMAT | Mathematics 3A | WEDNESDAY | 18 June, 2014 | 9:00am | 12:00pm | SS4 | 20 | Bring a calculator and your brain |

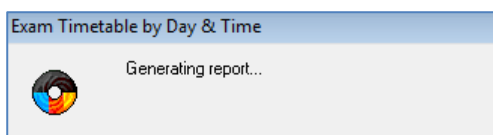
6.2.4 Exam Timetable by Room Report

Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Timetable Reports > Exam Timetable by Room

- If required, edit the **Main Title** and enter a **Page Footer**
- Select the required **Timetabling Year** and **Exam Timetable**
- Check **Print Each Room as a Separate Page**
- Enter **General Notes** if required



- Click **Print**



The report will open in MS Word.

Sample Exam Timetable by Room

West Coast District High School

Exam Timetable by Room

School Year - 2014 (2014 Semester 1 Upper School Exams)



| ROOM | DAY & DATE | SUBJECT NAME | SUBJECT CODE | START TIME | FINISH TIME | SUBJECT NOTES |
|--------|-----------------------|-------------------------------------|--------------|------------|-------------|---------------|
| COMP 1 | Monday 16/06/14 | Computer Science 2A Practical | 2ACSC | 9:00am | 11:00am | |
| COMP 2 | Monday 16/06/14 | Computer Science 2A Practical | 2ACSC | 9:00am | 11:00am | |
| COMP 3 | Monday 16/06/14 | Computer Science 2A Practical | 2ACSC | 9:00am | 11:00am | |
| COMP 4 | Monday 16/06/14 | Computer Science 2A Practical | 2ACSC | 9:00am | 11:00am | |
| SS1 | Monday 16/06/14 | English 2A/B | 2XENG | 1:00pm | 3:00pm | |
| | Tuesday 17/06/14 | Computer Science 2A Written | 2ACSC | 9:00am | 10:50am | |
| | Tuesday 17/06/14 | Mathematics 2A | 2AMAT | 1:00pm | 3:00pm | |
| | Wednesday 18/06/14 | Modern History 2A/B | 2XHIM | 9:00am | 11:00am | |
| | Wednesday 18/06/14 | Geography 2A/B | 2XGEO | 1:00pm | 3:00pm | |
| | Thursday 19/06/14 | Chemistry 2A/B | 2XCHE | 9:00am | 11:00am | |
| | Thursday 19/06/14 | Economics 2A/B | 2XECO | 1:00pm | 3:00pm | |
| | Friday 20/06/14 | Physics 2A/B | 2XPHY | 9:00am | 11:00am | |
| SS2 | Monday 16/06/14 | English 2A/B | 2XENG | 1:00pm | 3:00pm | |
| | Tuesday 17/06/14 | Computer Science 2A Written | 2ACSC | 9:00am | 10:50am | |
| | Tuesday 17/06/14 | Mathematics 2A | 2AMAT | 1:00pm | 3:00pm | |
| | Wednesday 18/06/14 | Modern History 2A/B | 2XHIM | 9:00am | 11:00am | |
| | Wednesday 18/06/14 | Geography 2A/B | 2XGEO | 1:00pm | 3:00pm | |
| | Thursday 19/06/14 | Chemistry 2A/B | 2XCHE | 9:00am | 11:00am | |

6.2.5 Student Exam Schedule Balance Report

Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Timetable Reports > Student Exam Schedule Balance

The Student Exam Schedule Balance report provides information on the number of exams each student has on any given day.

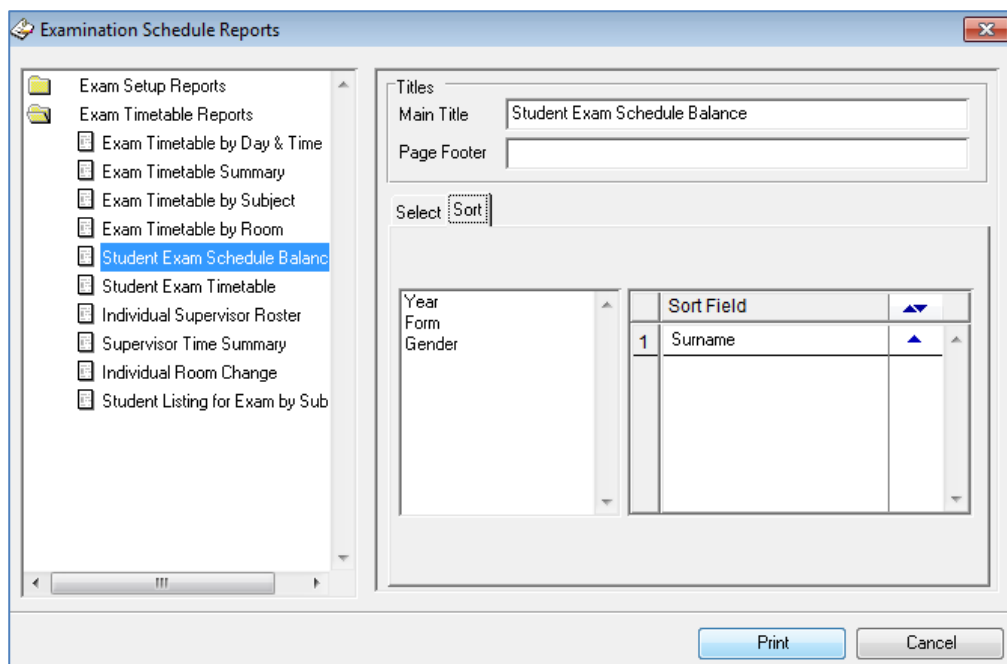
- If required, edit the **Main Title** and enter a **Page Footer**
- Select the required **TT Year** and **Exam Schedule**
- Check **Include all Students** if you want all selected students included in the report

OR

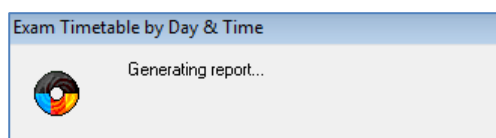
- Edit **Students with less than # Exams**
- Check **Include number of Exams** and **Include Subject Codes** as required
- Click **Find** and select the students you wish to include in the report

The screenshot shows the 'Examination Schedule Reports' dialog box. On the left is a tree view with 'Student Exam Schedule Balance' selected. The main area has two tabs: 'Select' and 'Sort'. The 'Select' tab is active, showing fields for 'Main Title' (Student Exam Schedule Balance), 'Page Footer', 'TT Year' (2014), and 'Exam Schedule' (2014 Semester 1 Upp...). There are three checkboxes: 'Include all Students' (checked), 'Students with less than 10 Exams' (checked), and 'Include number of Exams' (checked). A 'Find' button is at the bottom right. A list of 'Selected Students' is shown on the right, including Andrews, Rachael, Angus, Sally, Bates, Carl, Black, Jenny, Black, Joel, Brown, Patrick, Campbell, Ashleigh, Carey, Courtney, Casson, Shane, Caterer, Jessica, and Cooper, Hayden. 'Remove' and 'Find' buttons are at the bottom of the list. At the very bottom of the dialog are 'Print' and 'Cancel' buttons.

- Select the **Sort** tab



- If you do not wish to sort by Surname, drag **Surname** to the pane on the left and double click on your preferred sort
- Click **Print**



- The report will open in MS Word.

Sample Student Exam Schedule Balance

West Coast District High School

Student Exam Schedule Balance

School Year - 2014 (2014 Semester 1 Upper School Exams)



| STUDENT NAME | FORM | TOTAL EXAMS | MON 16/06/14 | TUE 17/06/14 | WED 18/06/14 | THU 19/06/14 | FRI 20/06/14 |
|-----------------------|------|-------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| Andrews, Rachael | 11.1 | 2 | 1 2ACSC | 1 2ACSC | | | |
| Angus, Sally | 12.1 | 6 | 2 2ACSC 2XENG | 2 2ACSC 2AMAT | 1 2XGEO | 1 2XISC | |
| Bates, Carl | 12.2 | 7 | 2 2ACSC 3XLIT | 2 2ACSC 2AMAT | 1 3XBIO | 1 3XGEO | 1 3XHIM |
| Black, Jenny | 11.1 | 2 | 1 2ACSC | 1 2ACSC | | | |
| Black, Joel | 12.3 | 7 | 2 2ACSC 2XENG | 2 2ACSC 3XECO | 2 3AMAT 3XPHY | 1 3XCHE | |
| Brown, Patrick | 12.1 | 6 | 2 2ACSC 2XENG | 2 2ACSC 2AMAT | 1 2XHIM | 1 2XISC | |
| Campbell, Ashleigh | 11.2 | 4 | 1 2XLIT | | 2 2XHIM 2XGEO | 1 2XBIO | |
| Carey, Courtney | 12.2 | 7 | 2 2ACSC 3XLIT | 2 2ACSC 2AMAT | 2 2XHIM 3XBIO | 1 3XGEO | |
| Casson, Shane | 11.3 | 6 | 1 2ACSC | 2 2ACSC 2AMAT | | 2 2XCHE 2XECO | 1 2XPHY |
| Caterer, Jessica | 12.3 | 7 | 2 2ACSC 2XENG | 2 2ACSC 3XECO | 2 3AMAT 3XPHY | 1 3XCHE | 1 |

6.2.6 Student Exam Timetable Report

Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Timetable Reports > Student Exam Timetable

The Student Exam Timetable report provides a single page per student report summarizing the exam information for that particular student.

- If required, edit the **Main Title** and enter a **Page Footer**
- Select the required **TT Year** and **Exam Schedule**
- Enter a note and check **Include Student Photo** if you wish
- Click **Find** and select the students you wish to include in the report

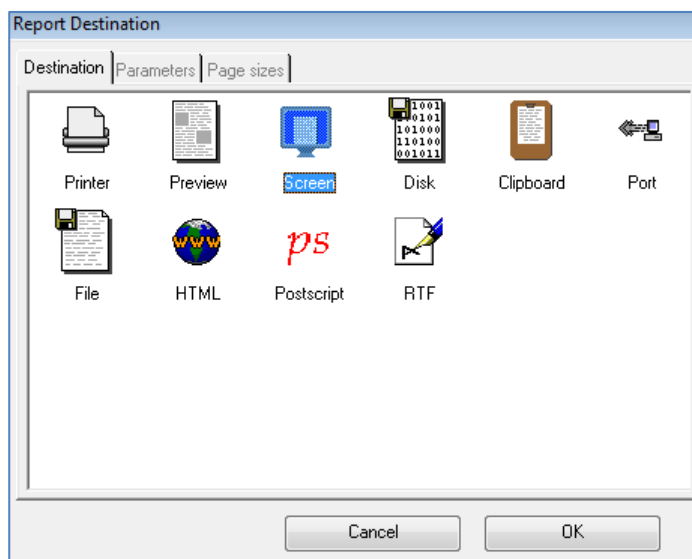
The screenshot shows the 'Examination Schedule Reports' window. On the left is a tree view with 'Student Exam Timetable' selected. The main area has two tabs: 'Select' and 'Sort'. The 'Select' tab is active, showing fields for 'TT Year' (2014) and 'Exam Schedule' (2014 Semester 1 Upp...). Below these is a 'Notes' text area and a checked 'Include Student Photo' checkbox. To the right is a list of 'Selected Students' including Soulis, Kate; Stickman, Leah; Sudholz, Jaala; Sullivan, Elaine; Taleb, Chris; Thomas, Alex; Uifelean, Bradley; Vance, Anthony; Williams, Katie; Williams, Tenille; Yuppy, Travis; and Zanadu, Paul. At the bottom are 'Print' and 'Cancel' buttons.

- Select the **Sort** tab

The screenshot shows the 'Examination Schedule Reports' window with the 'Sort' tab selected. The 'Titles' section remains the same. The 'Sort' tab shows a list of fields (Year, Form, Gender) on the left and a 'Sort Field' table on the right. The table has one row with '1' in the first column and 'Surname' in the second column. At the bottom are 'Print' and 'Cancel' buttons.

| | Sort Field | |
|---|------------|--|
| 1 | Surname | |


- If you do not wish to sort by Surname, drag **Surname** to the pane on the left and double click on your preferred sort
- Click **Print**



- Select your preferred **Report Destination** and click **OK**

Sample Student Exam Timetable

West Coast District High School




Student Exam Timetable

School Year - 2014 Semester 1 Upper School Exams)

Student Name: Joel Black

Form: 12.3

Student Number: 10



| DAY | DATE | SUBJECT CODE | EXAM | START TIME | FINISH TIME | ROOM | SUBJECT NOTES |
|-----------|-------------|--------------|-------------------------------|------------|-------------|--------|-----------------------------------|
| Monday | 16 JUN 2014 | 2XENG | English 2A/B | 1:00pm | 3:00pm | SS1 | |
| Monday | 16 JUN 2014 | 2ACSC | Computer Science 2A Practical | 9:00am | 11:00am | COMP 1 | |
| Tuesday | 17 JUN 2014 | 2ACSC | Computer Science 2A Written | 9:00am | 11:00am | SS1 | |
| Tuesday | 17 JUN 2014 | 3XECO | Economics 3A/B | 1:00pm | 4:00pm | SS5 | |
| Wednesday | 18 JUN 2014 | 3AMAT | Mathematics 3A | 9:00am | 12:00pm | SS4 | Bring a calculator and your brain |
| Wednesday | 18 JUN 2014 | 3XPHY | Physics 3A/B | 1:00pm | 4:00pm | SS5 | |
| Thursday | 19 JUN 2014 | 3XCHE | Chemistry 3A/B | 1:00pm | 4:00pm | SS4 | |

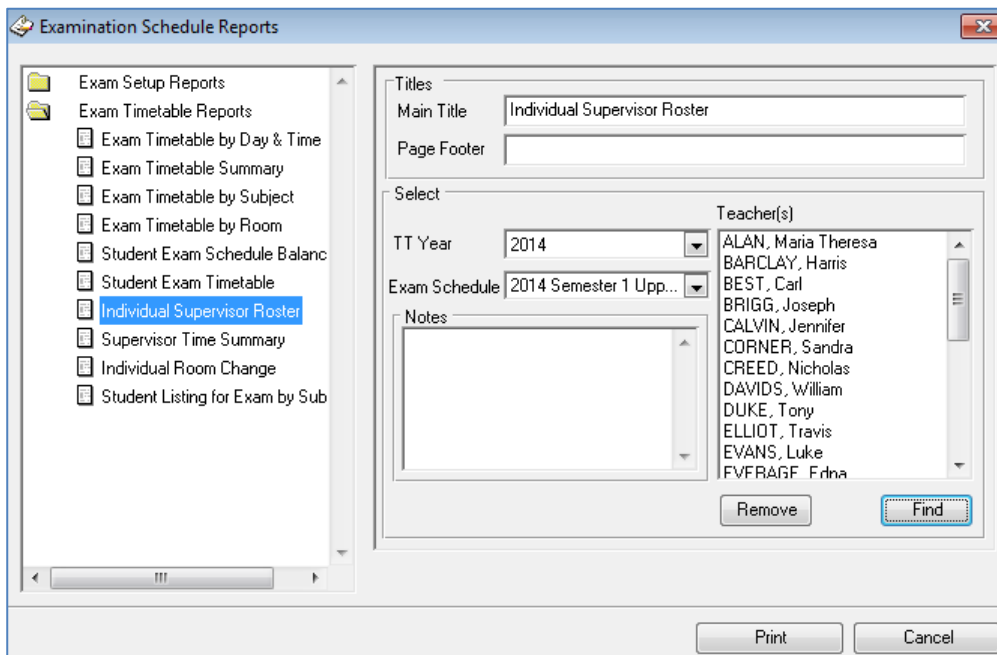
Please note the following:

6.2.7 Individual Supervisor Roster Report

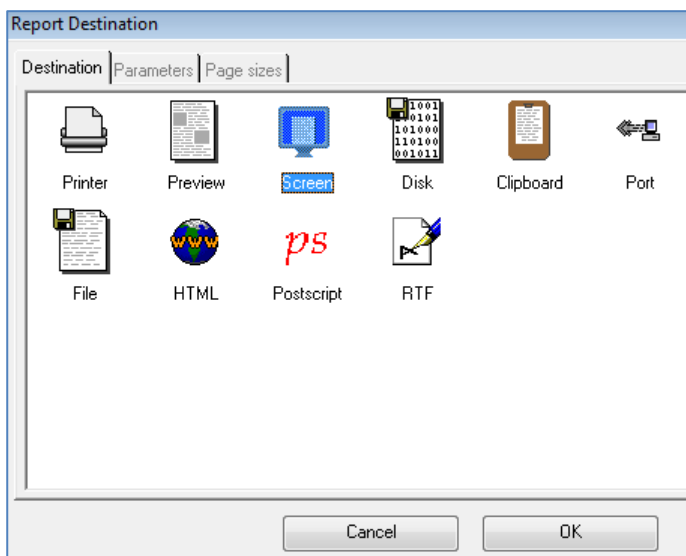
Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Timetable Reports > Individual Supervisor Roster

The Individual Supervisor Roster report provides a single page per supervisor report summarising the exam supervisions for that person.

- If required, edit the **Main Title** and enter a **Page Footer**
- Select the required **TT Year** and **Exam Schedule**
- Enter a note if you wish
- Click **Find** and select the teachers you wish to include in the report



- Click **Print**



- Select your preferred **Report Destination** and click **OK**

Sample Individual Supervisor Roster Report

| West Coast District High School | | | | | | | |
|---|-------------|--------|--------------|-------------------------------------|------------|-------------|---------------|
| Individual Supervisor Roster | | | | | | | |
| School Year - 2014 (2014 Semester 1 Upper School Exams) | | | | | | | |
| STAFF NAME: Mr A. Guiseppe | | | | Total Supervision Time: 120 minutes | | | |
| You are the Primary Supervisor for each Supervision session marked with an asterisk (*) | | | | | | | |
| DAY | DATE | ROOM | SUBJECT CODE | EXAM | START TIME | FINISH TIME | SUBJECT NOTES |
| Monday * | 16 JUN 2014 | COMP 3 | 2ACSC | Computer Science 2A Practical | 9:00am | 10:00am | |
| Monday | 16 JUN 2014 | SS2 | 2XENG | English 2A/B | 2:00pm | 3:00pm | |
| Please note the following: | | | | | | | |

6.2.8 Supervisor Time Summary Report

Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Timetable Reports > Supervisor Time Summary

The Supervisor Time Summary Report summarises the information in the Supervisor Allocation window in a printable format.

- If required, edit the **Main Title** and enter a **Page Footer**
- Select the required **TT Year** and **Exam Schedule**
- Enter a note if you wish
- Click **Find** and select the teachers you wish to include in the report

The screenshot shows the 'Examination Schedule Reports' window. On the left is a tree view with 'Exam Timetable Reports' expanded, and 'Supervisor Time Summary' selected. The main area has fields for 'Main Title' (Supervisor Time Summary) and 'Page Footer'. Below these are 'Select' dropdowns for 'TT Year' (2014) and 'Exam Schedule' (2014 Semester 1 Upp...). A 'Notes' text area is present. To the right is a list of teachers: ABBOTT, Elaine; ALAN, Maria Theresa; ALAN, Mark; BARCLAY, Harris; BEST, Carl; BRIGG, Joseph; CALVIN, Jennifer; CHARLTON, Robert; CORNER, Sandra; CREED, Nicholas; DAVIDS, William; and DIKE, Tony. 'Remove' and 'Find' buttons are at the bottom of the teacher list. At the very bottom of the window are 'Print' and 'Cancel' buttons.

Exam Timetable by Day & Time



Generating report...

The report will open in MS Word.

Sample Supervisor Time Summary

West Coast District High School

Supervisor Time Summary



School Year : 2014

Exam Session : 2014 Semester 1 Upper School Exams

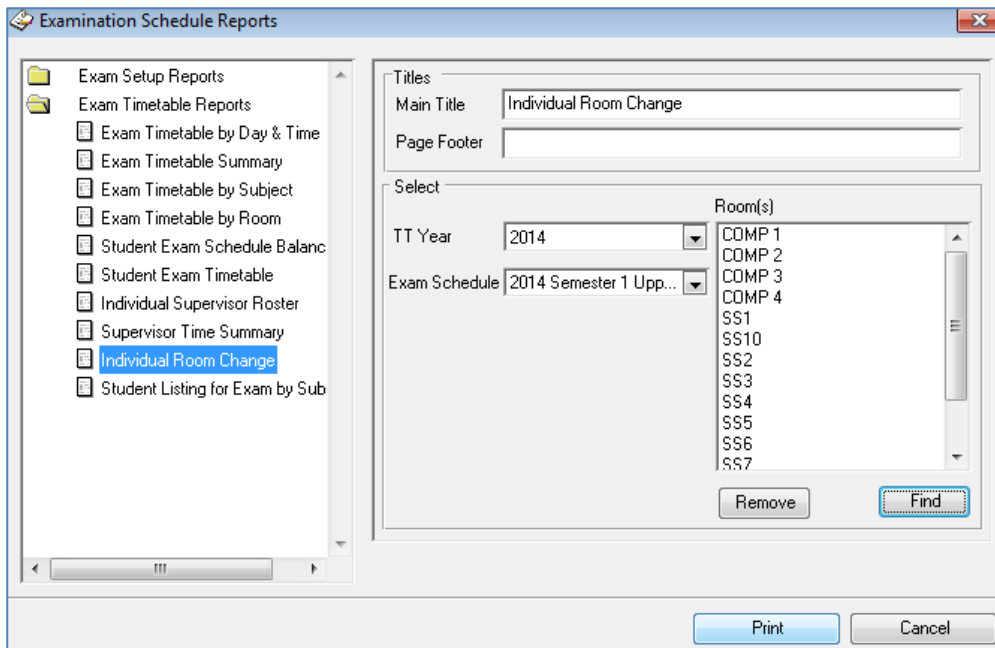
| Name | Number of Teaching Sets Suspended | Total Number of Periods Suspended | Total Time Suspended | Number of Supervisions Allocated | Total Time of Allocated Supervision |
|---------------------|-----------------------------------|-----------------------------------|----------------------|----------------------------------|-------------------------------------|
| Alan, Maria Theresa | 1 | 9 | 330 | 3 | 180 |
| Barclay, Harris | 1 | 9 | 330 | 2 | 120 |
| Best, Carl | 0 | 4 | 245 | 2 | 120 |
| Brigg, Joseph | 2 | 8 | 505 | 3 | 180 |
| Calvin, Jennifer | 0 | 4 | 250 | 1 | 60 |
| Corner, Sandra | 2 | 9 | 320 | 1 | 60 |
| Creed, Nicholas | 1 | 10 | 625 | 3 | 180 |
| Dauids, William | 1 | 6 | 380 | 2 | 120 |
| Duke, Tony | 0 | 4 | 255 | 2 | 120 |
| Elliot, Travis | 1 | 6 | 370 | 3 | 180 |
| Evans, Luke | 1 | 4 | 250 | 1 | 60 |
| Everage, Edna | 1 | 4 | 250 | 1 | 60 |
| Fisher, Amanda | 2 | 8 | 500 | 2 | 120 |
| Greaves, Anna | 1 | 10 | 620 | 2 | 120 |
| Guiseppe, Andre | 1 | 13 | 570 | 2 | 120 |
| Heaven, Tristen | 2 | 8 | 505 | 1 | 60 |
| Henry, Shauna | 2 | 8 | 500 | 2 | 120 |
| Hine, Franka | 1 | 4 | 250 | 0 | 0 |
| Hollis, Christine | 1 | 4 | 250 | 1 | 60 |
| Holter, Kate | 1 | 4 | 250 | 1 | 60 |
| Hughes, Sharyn | 1 | 13 | 570 | 3 | 180 |
| Ingris, Luke | 0 | 4 | 250 | 2 | 120 |
| Invigilator, Exam | 0 | 0 | 0 | 6 | 360 |
| McLaren, Julie | 0 | 5 | 75 | 1 | 60 |
| Richardson, Susan | 1 | 4 | 250 | 0 | 0 |
| Scott, Peter | 1 | 4 | 245 | 1 | 60 |
| Stevens, Simone | 1 | 2 | 125 | 0 | 0 |
| Supervisor, Exam | 0 | 0 | 0 | 6 | 360 |
| Swiderski, Nora | 0 | 2 | 130 | 0 | 0 |
| Swindon, Tabitha | 0 | 2 | 125 | 0 | 0 |
| Trainor, David | 1 | 2 | 125 | 0 | 0 |

6.2.9 Individual Room Change Report

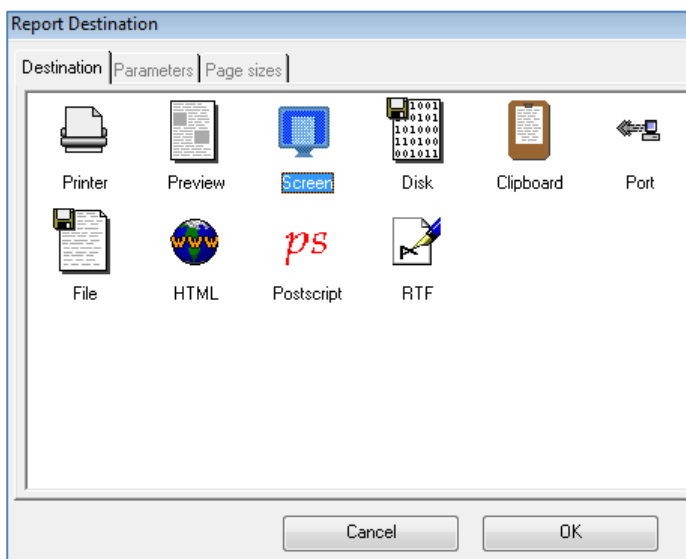
Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Timetable Reports > Individual Room Change

The Individual Room Change report provides a room per page report outlining the days, periods, classes affected and the room to which they have been moved.

- If required, edit the **Main Title** and enter a **Page Footer**
- Select the required **TT Year** and **Exam Schedule**
- Click **Find** and select the rooms you wish to include in the report



- Click **Print**



- Select your preferred **Report Destination** and click **OK**

Sample Individual Room Change Report

West Coast District High School

Individual Room Change

EXAMINATION SESSION: 2014 Semester 1 Upper School Exams



Room: SS3

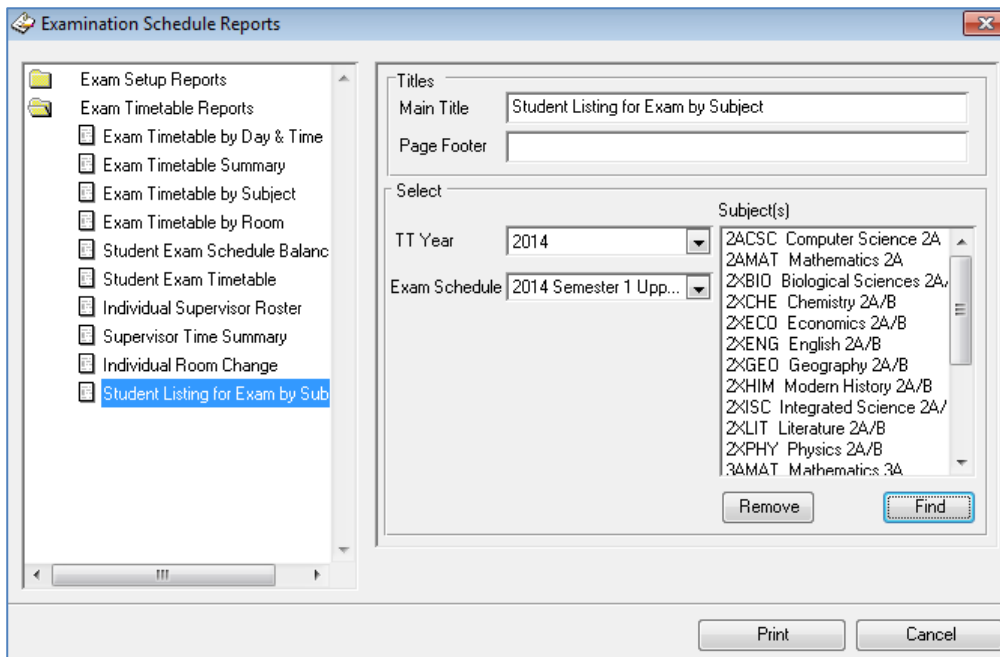
| | MONDAY 16/06/14 | | TUESDAY 17/06/14 | | WEDNESDAY 18/06/14 | | THURSDAY 19/06/14 | | FRIDAY 20/06/14 | | SATURDAY 21/06/14 | | SUNDAY 22/06/14 | |
|---|----------------------|-----|----------------------|-----|-----------------------|-----|----------------------|-----|----------------------|-----|----------------------|----|--------------------|----|
| | CLASS | TO | CLASS | TO | CLASS | TO | CLASS | TO | CLASS | TO | CLASS | TO | CLASS | TO |
| H | | | | | | | | | | | | | | |
| 1 | 8ENG_1 Mr Barclay | MS8 | 10Math_3 Mr Duke | MS8 | | | 9Math_1 Mr Elliot | MS8 | | | | | | |
| 2 | | | 8ENG_1 Mr Barclay | MS8 | 10Math_3 Mr Duke | MS8 | | | 8IND_1 Mr Jones | MS8 | | | | |
| B | | | | | | | | | | | | | | |
| 3 | 8HE_4 Ms Norton | MS8 | | | 8ENG_1 Mr Barclay | MS8 | 10Math_3 Mr Duke | MS8 | 9Math_1 Mr Elliot | MS8 | | | | |
| 4 | 9Math_1 Mr Elliot | MS8 | 8IND_1 Mr Jones | MS8 | | | | | | | | | | |
| L | | | | | | | 8ENG_1 Mr Barclay | MS8 | | | | | | |
| 5 | | | 9Math_1 Mr Elliot | MS8 | 8HE_4 Ms Norton | MS8 | | | 10Math_3 Mr Duke | MS8 | | | | |

6.2.10 Student Listing for Exam by Subject Report

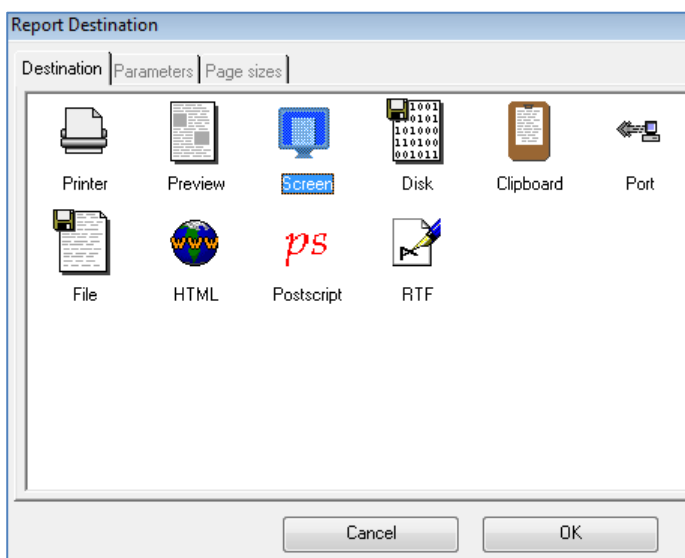
Timetabling > Exam Scheduler > Examination Schedule Reports > Exam Timetable Reports > Student Listing for Exam by Subject

The Student Listing for Exam by Subject report provides a room per page report listing the students taking an exam in a particular room.

- If required, edit the **Main Title** and enter a **Page Footer**
- Select the required **TT Year** and **Exam Schedule**
- Click **Find** and select the subjects you wish to include in the report



- Click **Print**



- Select your preferred **Report Destination** and click **OK**

Sample Student Listing for Exam by Subject

West Coast District High School



Student Listing for Exam by Subject School Year - 2014 (2014 Semester 1 Upper School Exams)

Subject: Computer Science 2A **Room:** COMP 1
Subject Code: 2ACSC **No. of Students Sitting:** 22
Examination Date : Monday, 16/06/14 **Start Time :** 9:00am

| PRESENT | SURNAME | NAME | YEAR | FORM | GENDER | T_SET | COMMENTS |
|---------|----------|----------|------|------|--------|---------|----------|
| | ANDREWS | Rachael | 11 | 11.1 | F | 2ACSC_1 | |
| | BLACK | Jenny | 11 | 11.1 | F | 2ACSC_2 | |
| | CASSON | Shane | 11 | 11.3 | M | 2ACSC_2 | |
| | COOPER | Ryan | 11 | 11.1 | M | 2ACSC_2 | |
| | DEXTER | Renee | 11 | 11.3 | F | 2ACSC_4 | |
| | FULTER | Michael | 11 | 11.3 | M | 2ACSC_4 | |
| | HOGAN | Paul | 11 | 11.3 | M | 2ACSC_2 | |
| | JOHNSTON | Josh | 11 | 11.1 | M | 2ACSC_2 | |
| | ANGUS | Sally | 12 | 12.1 | F | 2ACSC_1 | |
| | BATES | Carl | 12 | 12.2 | M | 2ACSC_2 | |
| | BLACK | Joel | 12 | 12.3 | M | 2ACSC_3 | |
| | BROWN | Patrick | 12 | 12.1 | M | 2ACSC_3 | |
| | CAREY | Courtney | 12 | 12.2 | F | 2ACSC_4 | |
| | CATERER | Jessica | 12 | 12.3 | F | 2ACSC_3 | |
| | COOPER | Hayden | 12 | 12.1 | M | 2ACSC_1 | |
| | DUNNE | Blaire | 12 | 12.3 | F | 2ACSC_3 | |
| | ENGLISH | Dion | 12 | 12.1 | F | 2ACSC_1 | |
| | EVERY | Jason | 12 | 12.2 | M | 2ACSC_2 | |
| | FORKIN | Tara | 12 | 12.3 | F | 2ACSC_3 | |
| | GRAY | Verity | 12 | 12.1 | F | 2ACSC_3 | |
| | IKERING | Stevie | 12 | 12.3 | M | 2ACSC_3 | |
| | JULIAN | Tristan | 12 | 12.1 | M | 2ACSC_1 | |

CIVICA

Exam Scheduler

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Exam Scheduler

Support (WA)

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8 Support

Should you require support please contact the **Customer Service Centre (CSC)** at the Department of Education.

Contact details below:

Phone (CSC)

Metro: 9264 5555
Country: 1800 012 828

Please be prepared to supply your *ID number, contact details* and a *brief description* of the problem.

Fax (CSC)

9264 4701

Please include your *ID number, contact details* and a *brief description* of the problem.

Email (CSC)

customer.service.centre@education.wa.edu.au

Please include your *ID number, contact details* and a *brief description* of the problem.