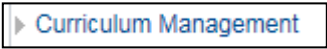


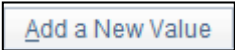

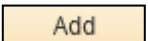
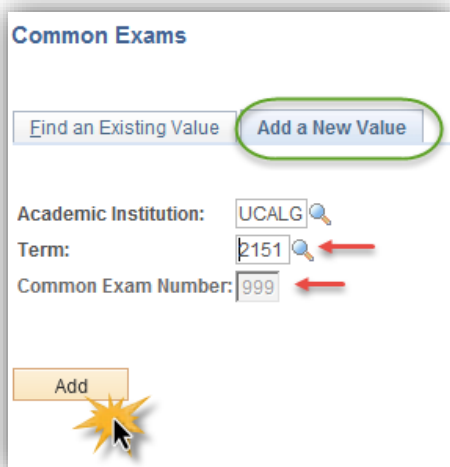


Relevant calendar section: [G.12](#) - **Scheduling Common Final Examinations**

The following outlines the steps for scheduling classes that have a common exam. Common exams are intended for courses or sections with identical content and can be requested if departments wish to schedule identical exams at the same time. The largest common exam capacity that can be accommodated is 1200 students. Prior to scheduling a common exam ensure the final exam request information (duration, preferred location, etc.) has been entered on the *Exam Info* in *Maintain Schedule of Classes* (consult the online learning and/or job aid). The individual exam request must be identical for all courses in order to submit a common exam request. Once this has been completed, follow these steps to schedule the common exam.

Select Classes that have a Common Exam:

1. Click the **Curriculum Management** link.

2. Click the **Common Exams** link.

3. Click the **Define Common Exams** link.

4. Click the **Add a New Value** tab.

5. Click the **Look up Term** button or enter it directly (e.g. 2151 Winter 2015).

6. The common exam number will auto populate. Click the **Add** button.




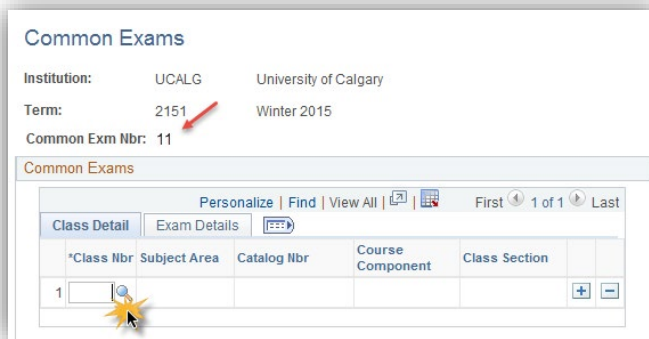
The screenshot shows the 'Common Exams' form interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted by a green oval. Below the tabs, there are three input fields: 'Academic Institution' with the value 'UCALG', 'Term' with the value '2151', and 'Common Exam Number' with the value '999'. Red arrows point to the search icons in the 'Term' and 'Common Exam Number' fields. At the bottom left, there is an 'Add' button with a mouse cursor clicking on it.

Scheduling Common Exams

SA – Exam Scheduling

- The Common Exam Number will be automatically created (e.g. 11). Begin adding all classes that have a common exam. Click the **Look up Class Nbr** button.

Alternatively, input the class number and continue to step 9.



Common Exams

Institution: UCALG University of Calgary

Term: 2151 Winter 2015

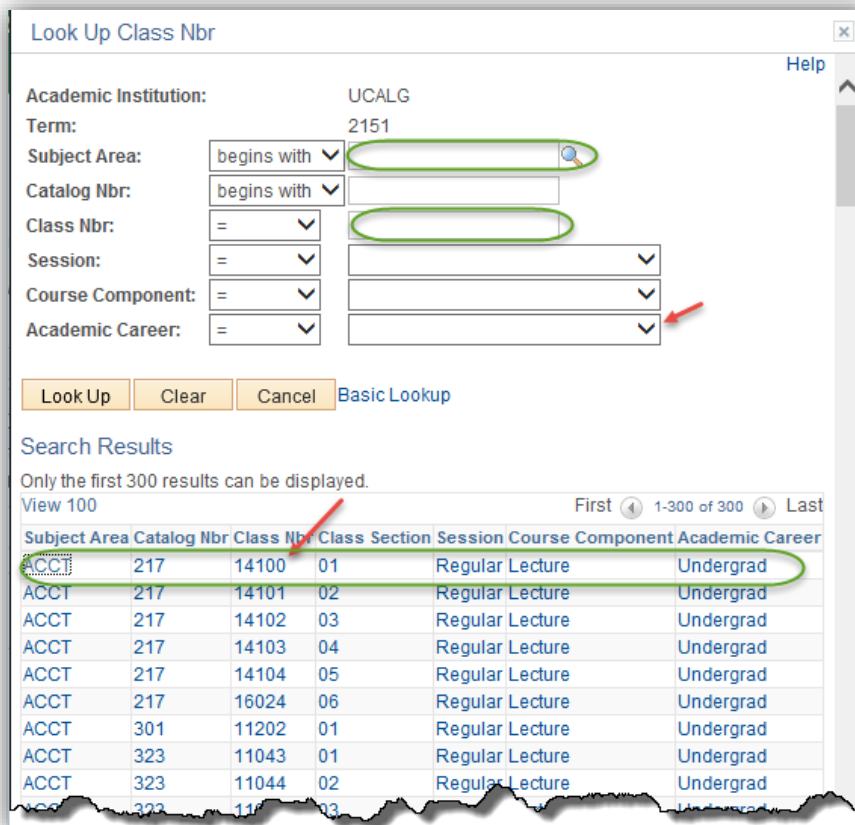
Common Exam Nbr: 11

Common Exams

Personalize | Find | View All | First 1 of 1 Last

Class Nbr	Subject Area	Catalog Nbr	Course Component	Class Section
1				

- Enter criteria for the classes to be included as a common exam (e.g. Acct 217 14100).



Look Up Class Nbr

Academic Institution: UCALG

Term: 2151

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: =

Session: =

Course Component: =

Academic Career: =

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course Component	Academic Career
ACCT	217	14100	01	Regular Lecture		Undergrad
ACCT	217	14101	02	Regular Lecture		Undergrad
ACCT	217	14102	03	Regular Lecture		Undergrad
ACCT	217	14103	04	Regular Lecture		Undergrad
ACCT	217	14104	05	Regular Lecture		Undergrad
ACCT	217	16024	06	Regular Lecture		Undergrad
ACCT	301	11202	01	Regular Lecture		Undergrad
ACCT	323	11043	01	Regular Lecture		Undergrad
ACCT	323	11044	02	Regular Lecture		Undergrad

9. The class number will be included on the Common Exams list. Click the **Add a new row** button to continue selecting classes to be included as a common exam.



Common Exams

Institution: UCALG University of Calgary

Term: 2151 Winter 2015

Common Exm Nbr: 11

Common Exams

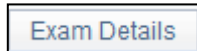
Personalize | Find | View All | First ◀ 1 of 1 ▶ Last

Class Detail | Exam Details

	*Class Nbr	Subject Area	Catalog Nbr	Course Component	Class Section		
1	14100	ACCT	217	Lecture	01		



10. Repeat adding the classes that have common exam. For this example there are 6 classes that have a common exam scheduled. To view the details for the exam select Exam Details. Click the **Exam Details** tab.



Common Exams

Personalize | Find | View All | First ◀ 1-6 of 6 ▶ Last

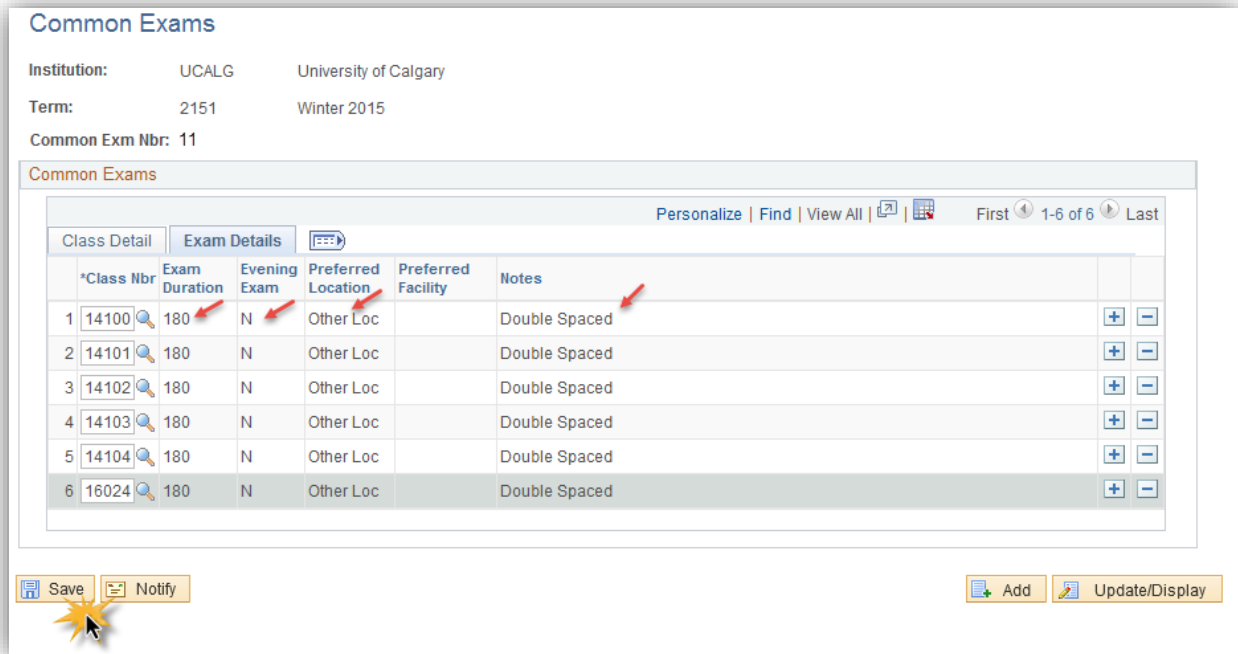
Class Detail | **Exam Details**

	*Class Nbr	Subject Area	Catalog Nbr	Course Component	Class Section		
1	14100	ACCT	217	Lecture	01		
2	14101	ACCT	217	Lecture	02		
3	14102	ACCT	217	Lecture	03		
4	14103	ACCT	217	Lecture	04		
5	14104	ACCT	217	Lecture	05		
6	16024	ACCT	217	Lecture	06		

Scheduling Common Exams

SA – Exam Scheduling

- Exam Details lists the details of the exam from Exam Info; exam duration (180 minutes), evening exam (N=no); preferred location (Other Loc) and any notes (Double Spaced). Once all the common classes have been selected save the common exam. Click the **Save** button.



Common Exams

Institution: UCALG University of Calgary
Term: 2151 Winter 2015
Common Exam Nbr: 11

Common Exams


Personalize | Find | View All | First 1-6 of 6 Last

Class Detail	Exam Details						
*Class Nbr	Exam Duration	Evening Exam	Preferred Location	Preferred Facility	Notes		
1 14100	180	N	Other Loc		Double Spaced	+	-
2 14101	180	N	Other Loc		Double Spaced	+	-
3 14102	180	N	Other Loc		Double Spaced	+	-
4 14103	180	N	Other Loc		Double Spaced	+	-
5 14104	180	N	Other Loc		Double Spaced	+	-
6 16024	180	N	Other Loc		Double Spaced	+	-

Save Notify Add Update/Display

Confirm Setup of the Common Exam:

Follow these steps to confirm the setup of the common exam.

- Click the **Curriculum Management** link.
[Curriculum Management](#)
- Click the **Schedule of Classes** link.
[Schedule of Classes](#)
- Click the **Maintain Schedule of Classes** link.
[Maintain Schedule of Classes](#)
- Select the applicable term (e.g. 2151 Winter 2015).
Enter the desired information into the **Term** field.
- Enter the subject or use the Look up tool to search for the subject.
Click the **Look up Subject Area** button (e.g. Acct Accounting).


6. If desired, enter any other search criteria. Click the **Search** button.

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

[Basic Search](#)

7. Depending on the search criteria a grid of information may display (e.g. Introductory Financial Acct). Click the **Introductory Financial Acct** link.

[Introductory Financial Acct](#)

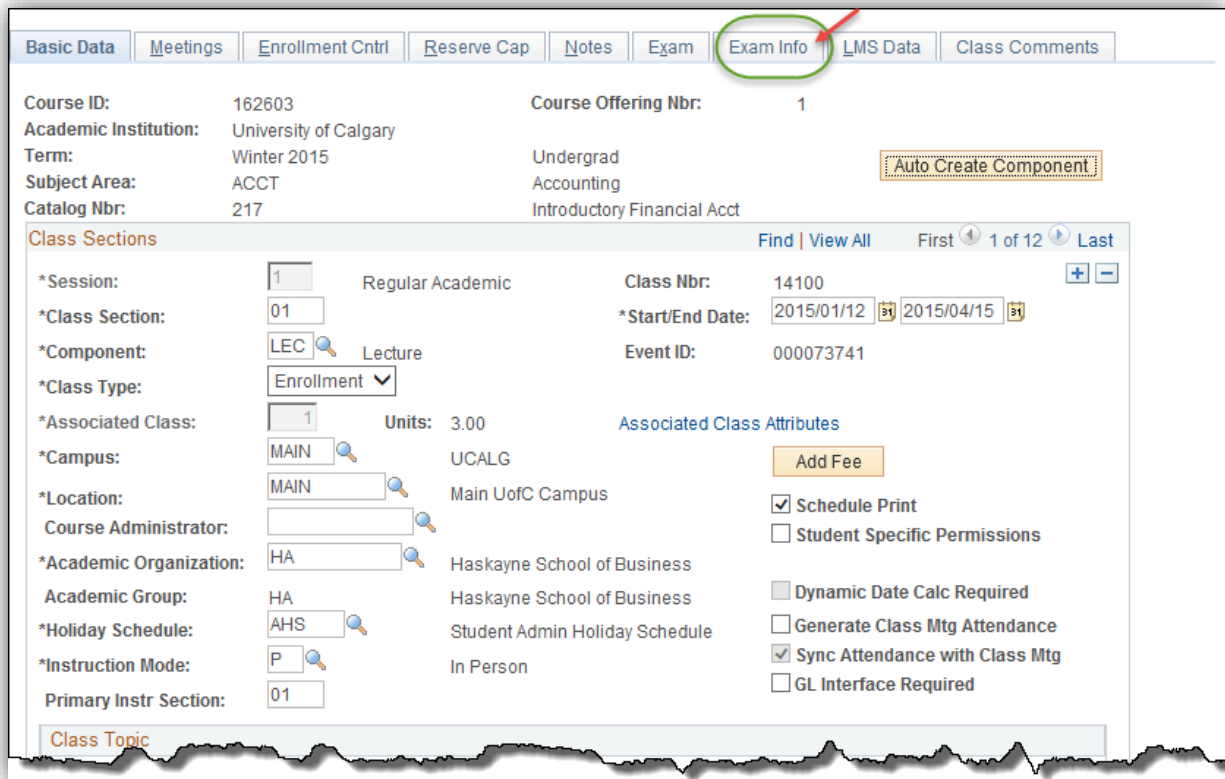
Search Results									
View All							First	1-27 of 27	Last
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr	
UCALG	2151	ACCT	217	Undergrad	MAIN	Introductory Financial Acct	162603	1	
UCALG	2151	ACCT	301	Undergrad	MAIN	Accounting Principles	100013	1	
UCALG	2151	ACCT	323	Undergrad	MAIN	Introductory Managerial Acct	100019	1	
UCALG	2151	ACCT	341	Undergrad	MAIN	Intermediate Financial Acct I	100021	1	
UCALG	2151	ACCT	343	Undergrad	MAIN	Intermediate Financial Acct II	100022	1	
UCALG	2151	ACCT	361	Undergrad	MAIN	Cost Accounting	100025	1	
UCALG	2151	ACCT	421	Undergrad	MAIN	Taxation	100032	1	

Scheduling Common Exams

SA – Exam Scheduling

8. The course will display on the Basic Data tab.
Click the **Exam Info** tab.

Exam Info



Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | **Exam Info** | LMS Data | Class Comments

Course ID: 162603 Course Offering Nbr: 1
Academic Institution: University of Calgary
Term: Winter 2015 Undergrad
Subject Area: ACCT Accounting
Catalog Nbr: 217 Introductory Financial Acct

Auto Create Component

Class Sections Find | View All First 1 of 12 Last

*Session: 1 Regular Academic Class Nbr: 14100
*Class Section: 01 *Start/End Date: 2015/01/12 2015/04/15
*Component: LEC Lecture Event ID: 000073741
*Class Type: Enrollment
*Associated Class: 1 Units: 3.00 Associated Class Attributes
*Campus: MAIN UCALG Add Fee
*Location: MAIN Main UofC Campus Schedule Print
Course Administrator: Student Specific Permissions
*Academic Organization: HA Haskayne School of Business Dynamic Date Calc Required
Academic Group: HA Haskayne School of Business Generate Class Mtg Attendance
*Holiday Schedule: AHS Student Admin Holiday Schedule Sync Attendance with Class Mtg
*Instruction Mode: P In Person GL Interface Required
Primary Instr Section: 01

Class Topic

9. Since a common exam is setup for this final exam the Common Exam link displays. Note the Common Exam Number (e.g. 11). Click the **Common Exam** link.

[Common Exam](#)

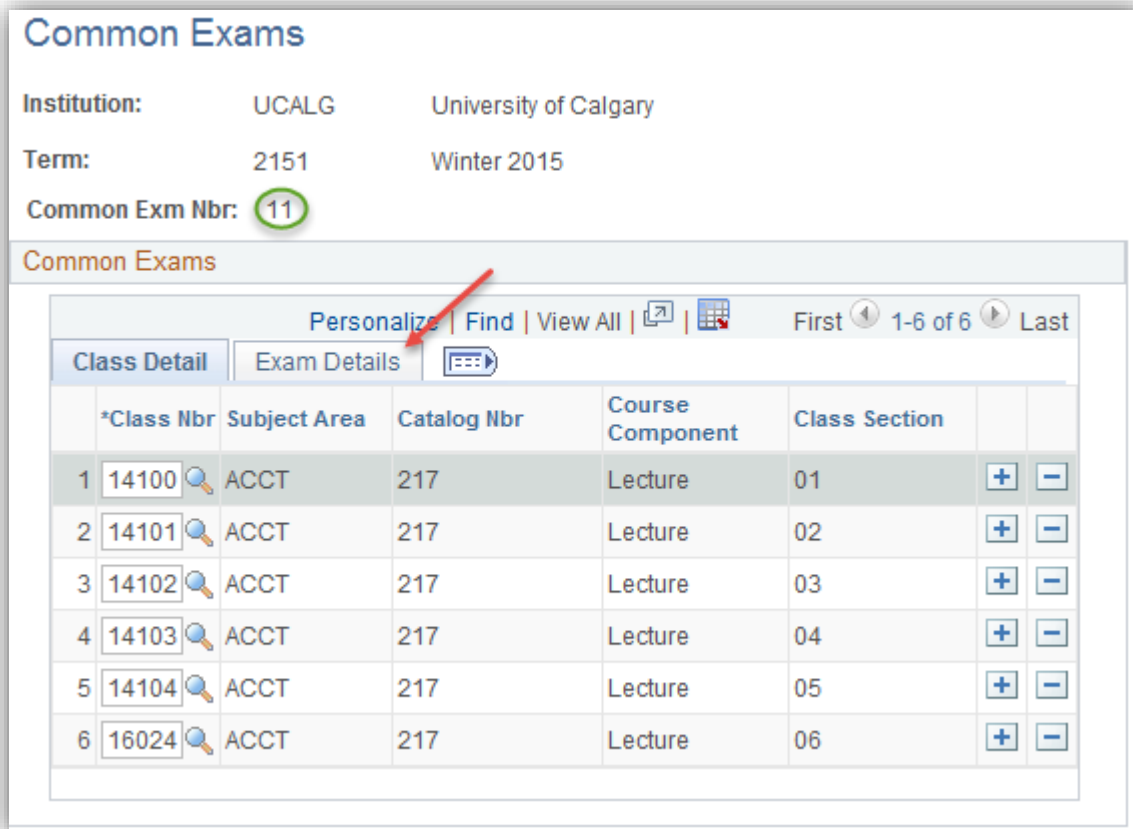
Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	Exam Info	LMS Data
Course ID:	162603	Course Offering Nbr:	1				
Academic Institution:	University of Calgary						
Term:	Winter 2015	Undergrad					
Subject Area:	ACCT	Accounting					
Catalog Nbr:	217	Introductory Financial Acct					
Class Sections							Find View All First 1 of 12 Last
Session:	1	Regular Academic	Class Nbr:	14100			
Class Section:	01	Component: Lecture	Event ID:	000073741			
Associated Class:	1	Total Sections: 6	Total Enrollment:	292			
Personalize Find View All [Print] [Refresh]							First 1 of 1 Last
Instructor ID	Inst Role	Instructor Name					
1							
Final Examination							
Duration (in minutes):	180	Preferred Location					
Final Exam:	Yes	<input type="radio"/> Current Classroom <input type="radio"/> Gymnasium <input checked="" type="radio"/> Other Location					
Evening Exam:	<input type="checkbox"/>	Common Exam	Facility ID: <input type="text"/>				
Common Exam Number:	11						
Notes:	Double Spaced						
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/>							

Scheduling Common Exams

SA – Exam Scheduling

10. The classes selected for the common exam display. Click the **Exam Details** object.

Exam Details



Common Exams

Institution: UCALG University of Calgary
Term: 2151 Winter 2015
Common Exm Nbr: 11

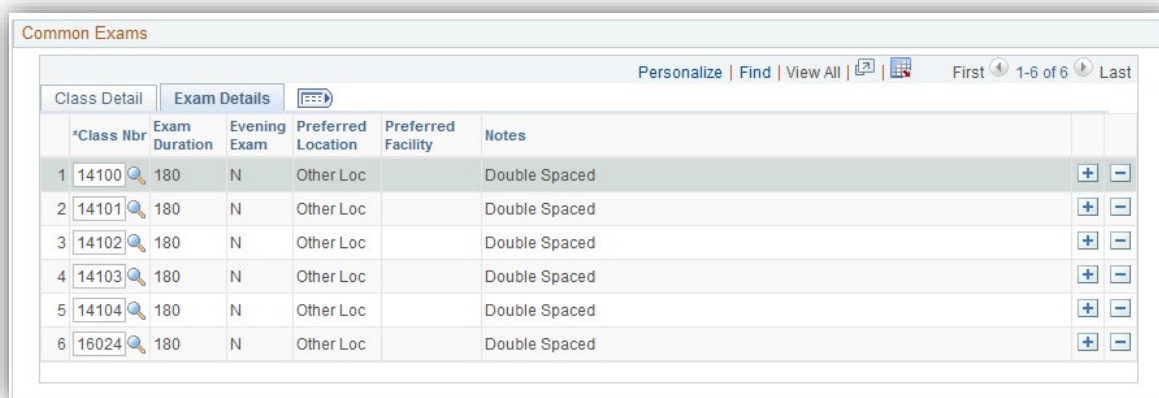
Common Exams

Personalize | Find | View All | [?] | [] | First 1-6 of 6 Last

Class Detail | Exam Details

	*Class Nbr	Subject Area	Catalog Nbr	Course Component	Class Section		
1	14100	ACCT	217	Lecture	01	+	-
2	14101	ACCT	217	Lecture	02	+	-
3	14102	ACCT	217	Lecture	03	+	-
4	14103	ACCT	217	Lecture	04	+	-
5	14104	ACCT	217	Lecture	05	+	-
6	16024	ACCT	217	Lecture	06	+	-

11. Exam Details list specifics for the common exam setup on the Exam Info tab.



Common Exams

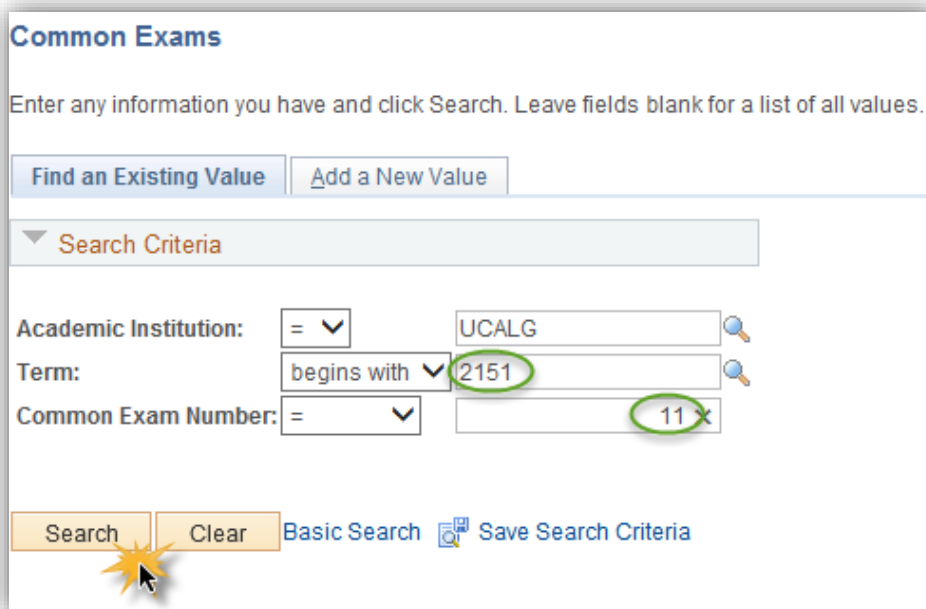
Personalize | Find | View All | [?] | [] | First 1-6 of 6 Last

Class Detail | Exam Details

	*Class Nbr	Exam Duration	Evening Exam	Preferred Location	Preferred Facility	Notes		
1	14100	180	N	Other Loc		Double Spaced	+	-
2	14101	180	N	Other Loc		Double Spaced	+	-
3	14102	180	N	Other Loc		Double Spaced	+	-
4	14103	180	N	Other Loc		Double Spaced	+	-
5	14104	180	N	Other Loc		Double Spaced	+	-
6	16024	180	N	Other Loc		Double Spaced	+	-

View the Common Exam:

1. Click the **Curriculum Management** link.
[Curriculum Management](#)
2. Click the **Common Exams** link.
[Common Exams](#)
3. Click the **Define Common Exams** link.
[Define Common Exams](#)
4. Enter the desired term (e.g. 2151 Winter 2015) and if desired, enter the Common Exam Number (e.g. 11). Click the **Search** button.



Common Exams

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Academic Institution: = ▼ UCALG 🔍

Term: begins with ▼ 2151 🔍

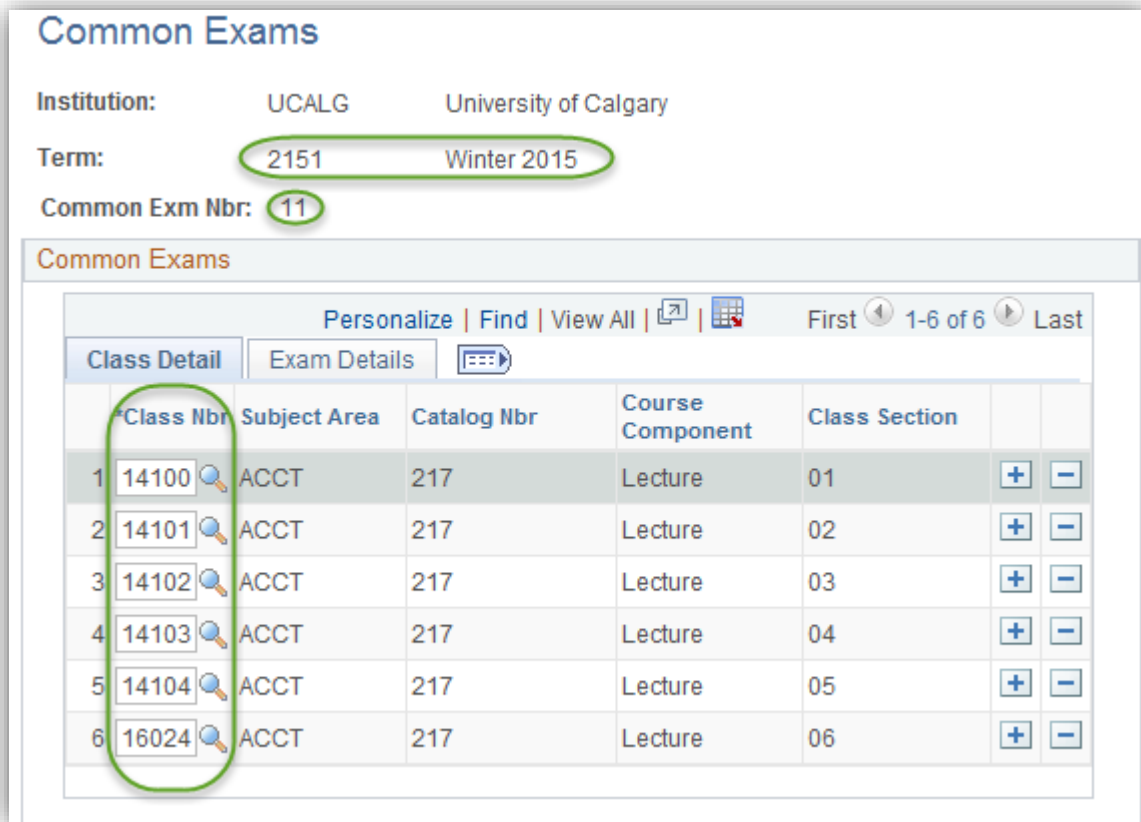
Common Exam Number: = ▼ 11 ✕

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Scheduling Common Exams

SA – Exam Scheduling

5. The classes included in the common exam will display based on the search criteria.



Common Exams

Institution: UCALG University of Calgary

Term: 2151 Winter 2015

Common Exm Nbr: 11

Common Exams

Personalize | Find | View All | First 1-6 of 6 Last

Class Detail	Exam Details	Class Nbr	Subject Area	Catalog Nbr	Course Component	Class Section		
1		14100	ACCT	217	Lecture	01	+	-
2		14101	ACCT	217	Lecture	02	+	-
3		14102	ACCT	217	Lecture	03	+	-
4		14103	ACCT	217	Lecture	04	+	-
5		14104	ACCT	217	Lecture	05	+	-
6		16024	ACCT	217	Lecture	06	+	-

End of Procedure.

Consult www.ucalgary.ca/registrar/training for the corresponding online learning.