Online Examination Information for Staff

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INTRODUCTION

The purpose of this guide is to support Academic Staff in utilising the **Examination Management System (EMS)** to request a central examination for the main and deferred/supplementary examination periods. The process of requesting a central exam and uploading the examination paper is completed online and this guide will step you through the processes in detail and provide helpful tips along the way.

HOW TO ACCESS THE EXAMINATION MANAGEMENT SYSTEM (EMS)

1. Login to EMS via the link on the <u>Examination Information for Staff page</u> using your single sign-on ACU username and password.

2. If you are denied access to EMS, please complete the following:

   - If you **<u>do not</u>** have primary instructor access to your unit, submit the Service Central Request for <u>Student Connect Access</u>. Once primary/secondary instructor access has been granted, you can then submit the Service Central Request for <u>Exam Management System (EMS) Access</u>.

   - If you **<u>have</u>** been granted primary or secondary instructor access to your unit, please submit a Service Central Request for <u>Exam Management System (EMS) Access</u>

3. Once logged in to EMS, the homepage will appear with the Main menu.
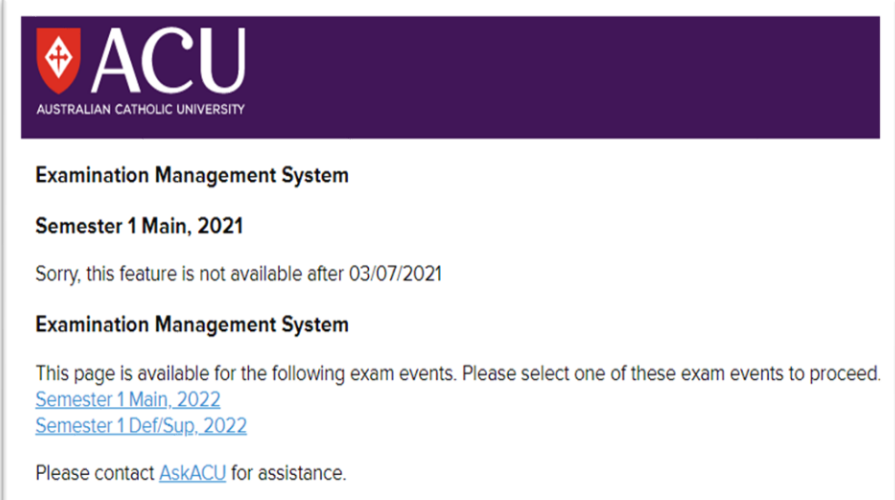
Exam Events Landing Page

When you initially click on the link to login to EMS, you will be directed to select the appropriate **exam event**.

The exam events allow you to change between the main exam block and the deferred /supplementary exam block.

After selecting the correct exam event, you will be prompted to login, please login using your single sign-on ACU username and password.

Please note in some instances you will be asked twice to select the correct exam event, and login. Once you have done this step, you should then be directed to the EMS homepage and main menu.

Examination Management System

Semester 1 Main, 2021

Sorry, this feature is not available after 03/07/2021

Examination Management System

This page is available for the following exam events. Please select one of these exam events to proceed.
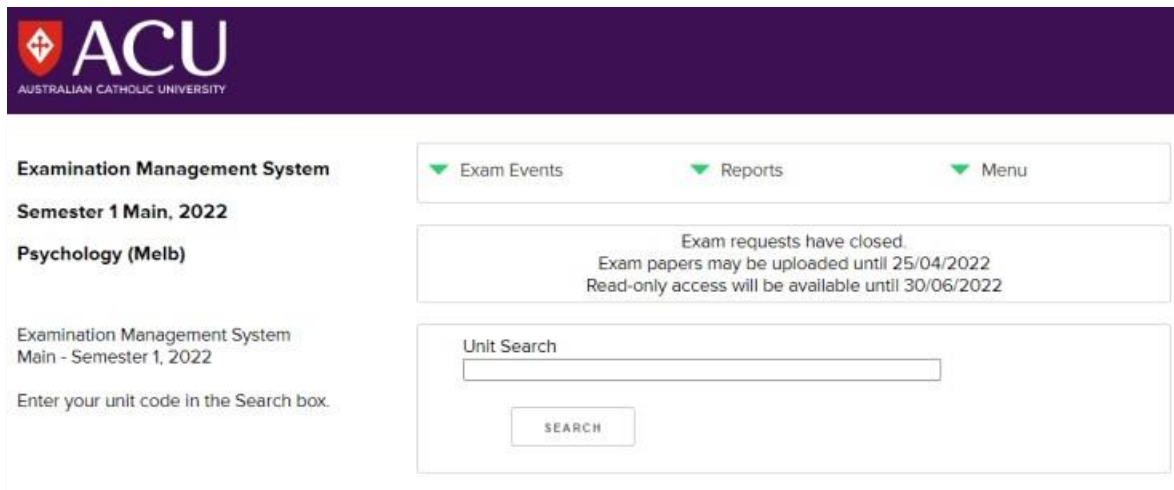Semester 1 Main, 2022
Semester 1 Def/Sup, 2022

Please contact AskACU for assistance.

EXAMINATIONS MANAGEMENT SYSTEM (EMS) HOMEPAGE

When you initially login to EMS you will see the homepage. On the homepage there are several features which can be utilised by lecturers and administrative staff.

Exam Events

The **Exam Events** drop down lets lecturers and administrative staff navigate between the main and deferred/supplementary exam events.

Reports

The **Reports** drop down allows you to see the following options:

Report: List of Units- This menu feature allows staff to view and download the list of units attached to their school and the exam paper file name that has been attached to that unit. You will not be able to access the exam paper file.

Report: Exam Request Summary- This menu features allows staff to view the information they requested on their exam request.

Menu

The **Menu** drop down allows staff to change between schools they have access to, view their profile and log out. Schools are listed by code, not name, so if you are unsure which code corresponds with which school, you can contact Examinations, or click on the school code and the school's name will be shown on the home page of that school.

Unit Search

The **unit search** box allows staff to search for individual units within their school. Type the unit code in the Search bar to find your unit and press Search.

PLEASE NOTE: If you are unable to find your unit while searching, double check that you are looking under the correct School.

HOW TO REQUEST AN EXAMINATION

1. Login to EMS from the [Examinations Information Page](#) with your ACU username and password.

2. Navigate to the search bar and type in the unit code. Click on search or hit enter to find your unit.
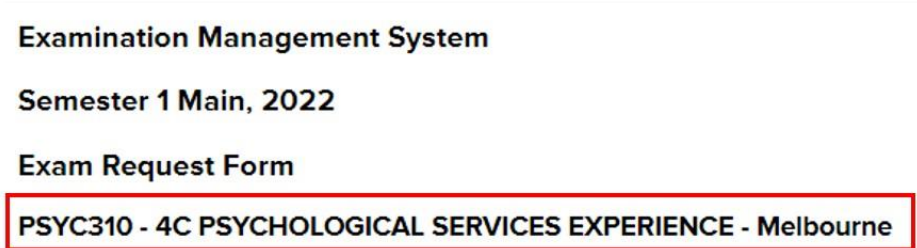
    Unit Search
    PSYC310

    SEARCH

    When your unit is displayed click Request Exam.

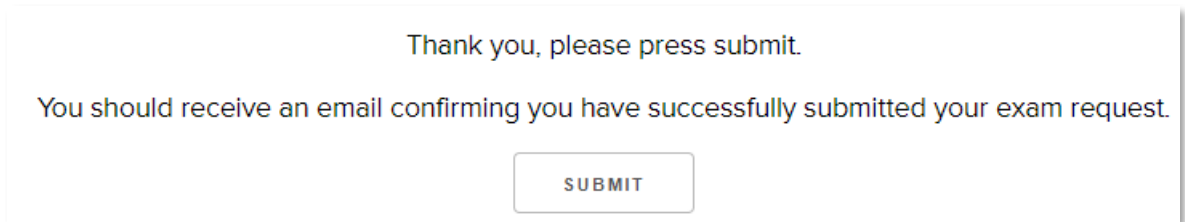 | UNIT | EXAM | |
    | --- | --- | --- |
    | PSYC310 - 4C PSYCHOLOGICAL SERVICES EXPERIENCE - Melbourne (33 students) | ⊕ Request Exam | ⊖ No Exam Needed |

3. Check the Unit Code and Title shown at the top the **Exam Request Form** to ensure this is the exam you are wanting to submit the request for. This information is imported from Banner.

    Examination Management System

    Semester 1 Main, 2022

    Exam Request Form

    PSYC310 - 4C PSYCHOLOGICAL SERVICES EXPERIENCE - Melbourne

4. Select which exam type you require from the available options:
    *   Practical Exam (OSCE)
    *   Proctorio (Please note Proctorio requests require approval by completing [this form](#) prior to submitting your exam request.)
    *   Safe Exam Browser
    *   LEO Quiz
    *   LEO Assignment
    *   LEO Quiz & Assignment

5. Once you click on your exam type, please complete the **Exam Request Form**. Please note each Exam Request Form is tailored to the exam type that you selected and may contain different questions. Please ensure you read and answer the questions within the form carefully.

6. Each exam type (excluding OSCE) will ask for:
   - **Instructions to Students:** These instructions will display on students timetables and will be added to the LEO Examination Unit (if applicable).
   - **Scheduling requests:** This is to assist the Examinations Team with scheduling the exams. E.g., please run this exam in the first week.
   - **Miscellaneous section:** This is where you may be asked if the same exam paper will be used on multiple campuses, if you would like a centrally managed supplementary exam, and to include any other information you would like exams to know. In this section you will also be required to provide contact details for the examination. You will be asked to include:
     - **Lecturer in Charge (LIC) details**, including contact phone number AND ACU email account *(please display as "3367 2111; name@acu.edu.au")*
     - **Alternative Contact details**, including contact phone number and ACU email account. The nominated alternative contact must be an academic staff member, **not** the school administration officer. The alternative contact should be familiar with the exam content. The LIC should provide a copy of the examination to the person nominated as the alternative contact.
     - **Head of School (HOS) details,** including contact phone number

7. Once you have completed the **Exam Request Form** click Submit.

Thank you, please press submit.

You should receive an email confirming you have successfully submitted your exam request.

SUBMIT

If you have successfully submitted the form, the below message will appear on your **Exam Request Form.**
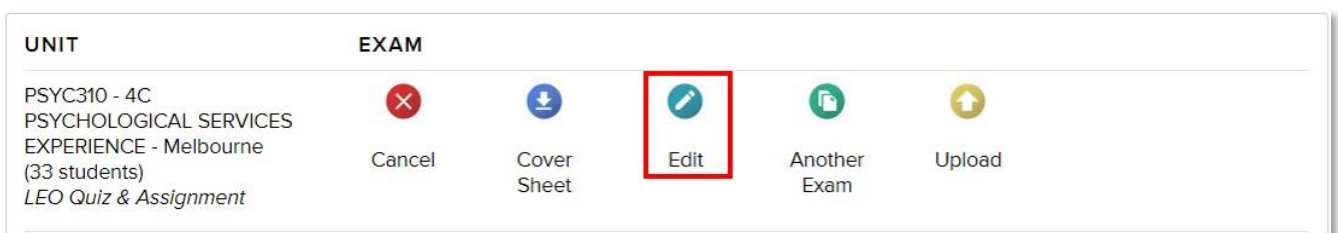
Thank you, your record has been submitted.
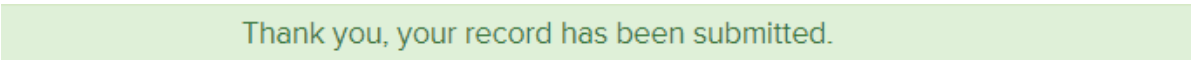
8. You will receive an email confirming the submission of your exam request. Please review details in the email and adjust your request if required.

HOW TO EDIT/CANCEL EXAMINATION REQUEST/S

Edit Exam Request

1. Login to the EMS from the Examinations Information Page webpage using ACU username and password.

2. Using the search function find your unit and click on edit.

UNIT	EXAM				
PSYC310 - 4C PSYCHOLOGICAL SERVICES EXPERIENCE - Melbourne (33 students) *LEO Quiz & Assignment*	❌ Cancel	🔵 Cover Sheet	✏️ Edit	📋 Another Exam	⬆️ Upload

3. Make the necessary adjustments to your exam request.

4. Submit the updated form.

5. Once you have edited all relevant exams you can log out of the System.

6. You will receive an email confirming an update to your exam request. The details will be available for your review.

Please note exam requests can only be edited while the exam request portal is open. After this time, you will need to contact the Examinations Team if you wish to make changes.

Cancel Exam Request.

1. Login to the EMS from the [Examinations Information Page](#) using your ACU username and password.

2. Using the search function find your unit and select Cancel.

3. Confirm the cancellation of exam request on the screen. You will then receive the below notification and your exam will show as being cancelled.

4. Once you have cancelled all required exams you can log out of the System.

5. You **will not** receive email notification of your cancelled exam.

UPLOADING AN EXAM PAPER
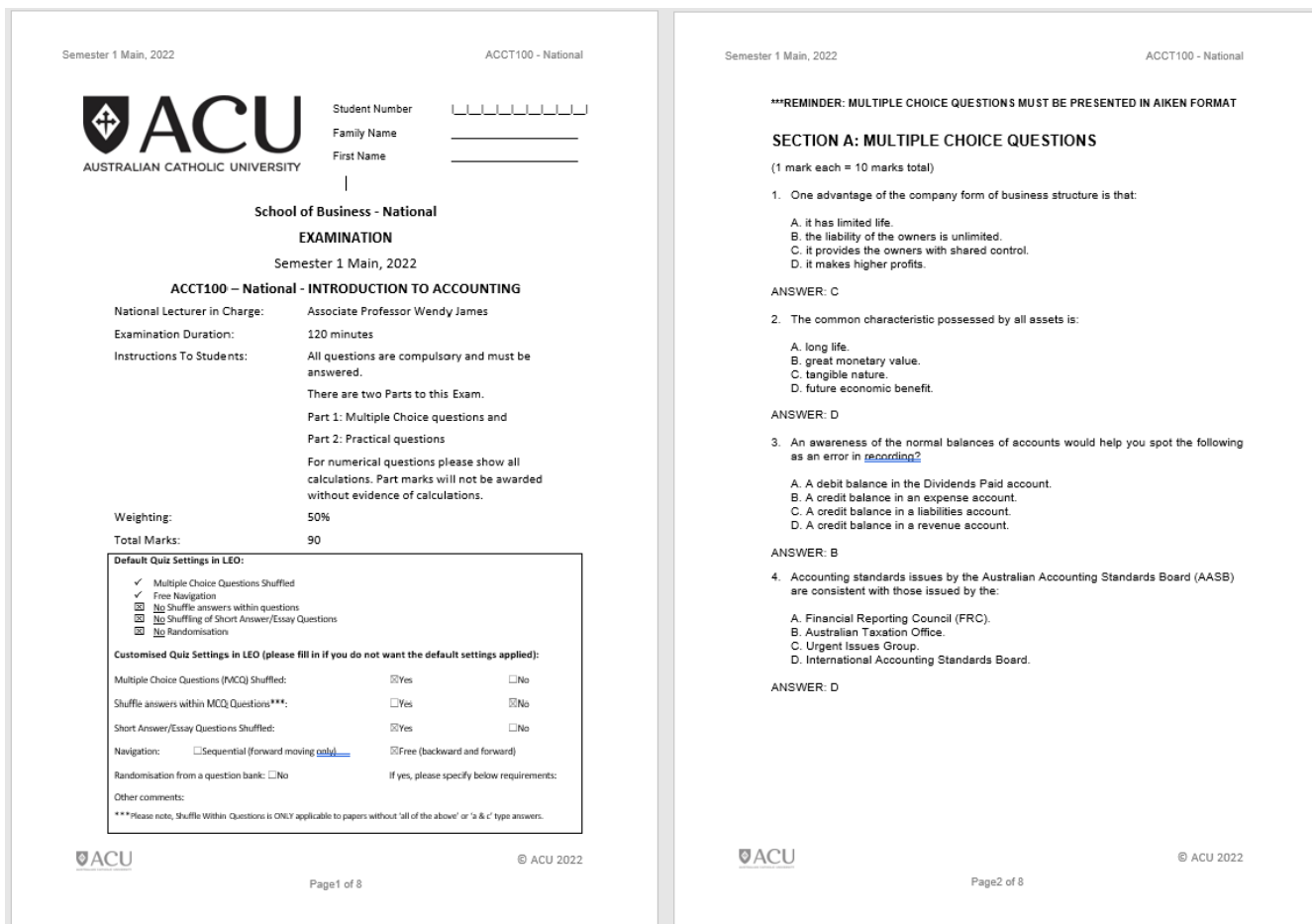
How to prepare the Exam Paper.

A coversheet will need to be downloaded from the Examination Management System (EMS).

The benefit of using EMS for this ensures that the coversheet will have the correct details for your examination displayed such as exam code and name, exam duration and the relevant exam block (main, deferred/supplementary).

1. Login to the EMS from the Examinations Information Page with your ACU username and password.

2. Using the search function find your unit and click on Cover Sheet.
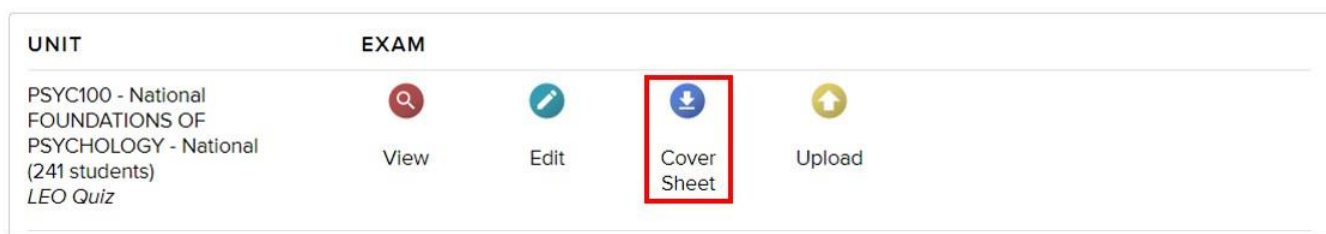
3. This will automatically start to download the coversheet.

4. To access the coversheet, navigate to the **Download** tab on your browser, or your downloads folder on your computer. Click on the file, which will open in Microsoft Word.

5. **Enable Editing** of the document.

6. Whilst the file is open in Word take a moment to review the information on the cover sheet for accuracy. The details on the coversheet should match the selections made in the **Exam Request.**

7. Ensure all data is correct – including campus name, exam code and title.

8. Check Default Quiz Settings or provide customised settings if default is not suitable
   Default Quiz Settings in LEO:
   ✓ Multiple Choice Questions Shuffled
   ✓ Free Navigation
   ☒ <u>No</u> Shuffle answers within questions
   ☒ <u>No</u> Shuffling of Short Answer/Essay Questions
   ☒ <u>No</u> Randomisation

9. Remove the sample questions from the cover sheet and insert your own exam questions on page 2 (see image on page below)

10. Ensure that you save the coversheet as a Word document and label the file so that it is easily distinguishable (e.g., PSYC100-4M Main or PSYC100-4M Deferred/Supplementary)

ACU
AUSTRALIAN CATHOLIC UNIVERSITY

Student Number |_|_|_|_|_|_|_|_|_|_|
Family Name _____
First Name _____

School of Business - National

EXAMINATION

Semester 1 Main, 2022

ACCT100 – National - INTRODUCTION TO ACCOUNTING

National Lecturer in Charge:	Associate Professor Wendy James
Examination Duration:	120 minutes
Instructions To Students:	All questions are compulsory and must be answered.
	There are two Parts to this Exam.
	Part 1: Multiple Choice questions and
	Part 2: Practical questions
	For numerical questions please show all calculations. Part marks will not be awarded without evidence of calculations.
Weighting:	50%
Total Marks:	90

Default Quiz Settings in LEO:

✓ Multiple Choice Questions Shuffled
✓ Free Navigation
☒ No Shuffle answers within questions
☒ No Shuffling of Short Answer/Essay Questions
☒ No Randomisation

Customised Quiz Settings in LEO (please fill in if you do not want the default settings applied):

Multiple Choice Questions (MCQ) Shuffled:	☒Yes	☐No
Shuffle answers within MCQ Questions***:	☐Yes	☒No
Short Answer/Essay Questions Shuffled:	☒Yes	☐No
Navigation: ☐Sequential (forward moving only)	☒Free (backward and forward)	
Randomisation from a question bank: ☐No	If yes, please specify below requirements:	
Other comments:		

***Please note, Shuffle Within Questions is ONLY applicable to papers without 'all of the above' or 'a & c' type answers.

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***REMINDER: MULTIPLE CHOICE QUESTIONS MUST BE PRESENTED IN AIKEN FORMAT**

SECTION A: MULTIPLE CHOICE QUESTIONS

(1 mark each = 10 marks total)

1. One advantage of the company form of business structure is that:

    A. it has limited life.
    B. the liability of the owners is unlimited.
    C. it provides the owners with shared control.
    D. it makes higher profits.

ANSWER: C

2. The common characteristic possessed by all assets is:

    A. long life.
    B. great monetary value.
    C. tangible nature.
    D. future economic benefit.

ANSWER: D

3. An awareness of the normal balances of accounts would help you spot the following as an error in recording?

    A. A debit balance in the Dividends Paid account.
    B. A credit balance in an expense account.
    C. A credit balance in a liabilities account.
    D. A credit balance in a revenue account.

ANSWER: B

4. Accounting standards issues by the Australian Accounting Standards Board (AASB) are consistent with those issued by the:

    A. Financial Reporting Council (FRC).
    B. Australian Taxation Office.
    C. Urgent Issues Group.
    D. International Accounting Standards Board.

ANSWER: D

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11. Please ensure all multiple-choice questions are presented in AIKEN format.
    - Question on one line
    - Answers start with uppercase letter followed by full stop/right parenthesis & a space e.g., A. Green
    - Answer line must start with the word 'ANSWER:' and the answer in an uppercase letter e.g., ANSWER: D

What colour are strawberries?
A. green
B. yellow
C. black
D. red
ANSWER: D

What does the A stand for in ACU?
A) Australian
B) Antarctic
C) Australasian
D) Angola
ANSWER: A

12. Once you have finished inputting your exam content, please ensure you end the exam by inserting the words **END OF EXAMINATION**.

13. Save the examination with coversheet as a Word or PDF file.

14. Once your examination with coversheet is complete, ensure it is uploaded to EMS for online conversion prior to the closing date for exam paper upload.

15. Repeat this process for every one of your **Main** and **Deferred/Supplementary** examinations by accessing the correct exam period from the login or homepage.

Uploading the Exam Paper

It is assumed that LICs have done the usual peer review, quality assurance checks and saved examination with coversheet in Word or PDF format prior to this point.

Checklist before uploading.
- Does the exam have a coversheet containing the correct unit code and name?
- Are multiple choice questions in AIKEN format?
- Are you uploading to the correct exam block (main or deferred/supplementary)?

Please note at the login page there are links for the two exam blocks – Main and Deferred/Supplementary. You can select the correct exam block from here or via the EMS homepage.

1. Navigate to each of your exams by searching unit code on the EMS homepage and select Upload.

2. Scroll down to the **Exam Paper Upload** section on the screen.

3. Click **Choose File** to select the exam paper file saved on your computer and click open.

4. This will attach your Exam paper. Click submit.

5. Check the confirmation of upload on the screen. Your exam paper has now been uploaded.

6. If you are unsure if you have uploaded an exam paper for a unit, you can do a search for the unit on the EMS homepage, you will see that 1 Upload has been attached for your unit.

Cancellation of upload.

1. If the LIC uploads the wrong paper by mistake, this can be immediately cancelled by selecting the Cancel icon on the confirmation screen. This will remove the exam paper that was just uploaded.

Your file 'FOUNDATIONS_OF_PSYCHOLOGY___National.doc.docx' has been uploaded.

The following files have been uploaded

All of these files will be printed and provided to your students.

File Name/URL	No. of Pages	Date Uploaded	Author	Cancel
FOUNDATIONS_OF_PSYCHOLOGY___National.doc.docx		1 April 2022 14:07		❌

The maximum number of papers has been uploaded. Before you can upload a new paper an existing paper must be cancelled.

2. If an incorrect paper is uploaded by mistake, you can cancel this at any time via EMS. Using the Search function, search for the unit with the incorrect paper. Once the unit is located you will see that 1 upload has been made. Click on this icon.

UNIT	EXAM			
PSYC100 - National FOUNDATIONS OF PSYCHOLOGY - National (241 students) *LEO Quiz*	🔍 View	✏️ Edit	⬇️ Cover Sheet	⬆️ 1 Upload

3. This will bring you to the uploaded files summary page where you can see the uploaded file. Click Cancel.

PSYC100 - National FOUNDATIONS OF PSYCHOLOGY - National

LEO Quiz

The following files have been uploaded

All of these files will be printed and provided to your students.

File Name/URL	No. of Pages	Date Uploaded	Author	Cancel
FOUNDATIONS_OF_PSYCHOLOGY___National.doc.docx		1 April 2022 14:14		❌

The maximum number of papers has been uploaded. Before you can upload a new paper an existing paper must be cancelled.

4. The confirmation of the cancelled exam will appear on the screen. You can now upload the correct exam using the *Uploading Exam Paper* steps above.

PSYC100 - National FOUNDATIONS OF PSYCHOLOGY - National

LEO Quiz

The specified paper has been cancelled. Please make sure the papers listed below are correct.

The following files have been uploaded

All of these files will be printed and provided to your students.

File Name/URL	No. of Pages	Date Uploaded	Author	Cancel
~~FOUNDATIONS_OF_PSYCHOLOGY___National.doc.docx~~		~~1 April 2022 14:14~~		cancelled