Agenda

• Office of the Registrar Exam Scheduling
• MAUI Exam Needs Tool
• Final Exams
  – How to submit
  – Policies, Procedures, and FAQs
  – Questions?
• Midterm Exams
  – How to submit
  – Policies, Procedures, and FAQs
  – Questions?
• Resources
Office of the Registrar
Exam Scheduling
Who are we?

Exam Scheduling is a team within the Office of the Registrar Classroom Scheduling area. We create and publish the official final exam schedule according to university policies to minimize student conflict. We also assist departments in scheduling evening midterm examinations.

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PLEASE EMAIL → reg-exams@uiowa.edu
A few fun stats

Each semester, the Office of the Registrar schedules approximately:

- 900 Final Exams for 1,200 Courses in 100 Departments with 675 Instructors and 20,500 Students
- 360 Evening Midterm Exams for 170 Courses in 30 Departments
MAUI Exam Needs Tool
Why do we use the MAUI Exam Needs tool?

- All relevant information is captured in one interface
- Course offerings automatically load to the tool, so no course will be missed or overlooked
- Information is retained in MAUI indefinitely, so you will always have access to prior session requests
- All information captured through the needs tool automatically loads to UniTime
Getting to the Exam Needs tool

• Log into MAUI
• Click on the Registrar tab at top of page
• Under Course Management, click on Offerings Planner
• Click on Exam Needs in the Planner Menu
Accessing your courses

• You can enter needs only for the courses you have access to in Offerings Planner
• Find your courses by Academic Unit or by Course Subject
• Be sure the select the correct session
Final Exams

How to submit needs, policies and procedures, and FAQs
How to submit final exam needs
Notification of submission period

- You will receive an email the day the final exam needs tool opens informing you that exam needs can be submitted

- For fall/spring:
  - the needs tool becomes open ~ 5 weeks before the first day of classes
  - the tool remains open for about 4 weeks
  - a reminder email is sent ~ 1-2 weeks before the submission period ends

- For summer:
  - the needs tool opens in mid-April
  - the tool remains open for about 2 weeks
  - a reminder email is sent ~ 5 days before the submission period ends

This message is intended for those academic departmental administrators, chairs, directors, and DEOs offering fall 2022 courses. If you are with a professional college that does not follow the final exam schedule set by the Office of the Registrar, please scroll down for the appropriate information regarding final exams.

Submit Fall 2022 Final Exam Needs →
Entering final exam needs

- After you select Academic Unit or Subject and click Go, a list of courses will appear.
- A red X means that final exam needs have not yet been fully submitted for the course.
- Click on the Final Exam Needs link to enter final exam needs for the course.
Entering final exam needs, cont.

- After you select a course, a list of course sections for that course will appear
- Select the check box to the right of the section(s) you want to enter needs for
- You can create individual exams (a course section will test alone), combined exams (two or more sections will test at the same time/location), or indicate that no final exam assignment is needed
Individual, combined, and no exam needed

**Individual Exams**
Each section will have its own date and time assignment and classroom location, if requested.

**Combined Exams**
Multiple sections will share a date and time assignment and classroom location, if requested.

**No Exam Needed**
The section will not have a final exam, the exam will be scheduled by DOE, or an alternative assessment (paper, presentation, etc.) will be given.
Classroom needs

- **No Registrar Scheduled Classroom Needed**: only a date and time assignment are needed
  - The department may be using a departmental classroom, the exam may be a take-home exam and the date/time will be the deadline to turn the exam in, etc.

- **Registrar Scheduled Classroom with Single Seating Preferred**: a University Classroom (UCR) with one seat for each student

- **Registrar Scheduled Classroom with Double Seating Preferred**: a University Classroom (UCR) with an empty seat between each student
Special needs

- Special needs should include any additional information we will need to know to schedule the final exam.
- Special needs may include seating type needs (tables and chairs), special technology needs, classroom type needs (TILE, computer lab, room with chalkboards), combined exams with different course numbers, department room (if known), or anything else related to the physical classroom space.
- Please note:
  - Specific room/building requests will be taken under consideration but are not guaranteed.
  - Specific time/date requests will not be taken under consideration unless there are special extenuating circumstances (DEO and dean's office approval will be required). This information should be included in the exam needs with approval being emailed to reg-exams@uiowa.edu.
  - Extended time exams (exams longer than 2 hours) will not be assigned without DEO and dean’s office approval.

<table>
<thead>
<tr>
<th>Section Number(s)</th>
<th>Classroom Needs</th>
<th>Special Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 000A</td>
<td>Registrar-Scheduled Classroom with Single Seating Preferred</td>
<td>Special needs go here</td>
</tr>
</tbody>
</table>
Things that are not special needs*

- Not being a morning person
- Not being a night person
- Perceived difficulty of the course
- Vacation plans
- Wanting an exam to be at the same time as the regular course meeting
- Not being a Monday person
- Not being a Friday person

*That being said, just be reasonable and up front and we will do our best to work with the instructors!
Remember

- Be sure to click on **Save** before you leave the screen – look for the green banner just below the course information!

  Fall 2022
  CHEM:1110-Principles of Chemistry I

  Your exam needs have been saved.

- If you mess up, just click the red X and start over

No Final Exam Assignment Requested

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Primary Instructor</th>
<th>Section Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>000D</td>
<td>Shepherd, James</td>
<td>Lecture</td>
</tr>
</tbody>
</table>

Office of the Registrar – Classroom Scheduling
Completed exam needs for one course

• A combination of exam needs can occur for each course

Office of the Registrar – Classroom Scheduling
Completed exam needs for one subject

- A green check means final exam needs have been fully submitted for the course
- A red X means that needs are not fully submitted for the course
- It is very important to submit needs for ALL undergraduate level courses, including courses where no final exam assignment is needed – please!

<table>
<thead>
<tr>
<th>Subject:Course</th>
<th>Title</th>
<th>Final Exam Assignment Needs Fully Submitted</th>
<th>Final Exam Needs</th>
<th>Midterm Exam Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM:1000</td>
<td>First-Year Seminar</td>
<td>✔</td>
<td>Final Exam Needs</td>
<td>Midterm Exam Needs</td>
</tr>
<tr>
<td>CHEM:1050</td>
<td>Chemistry of Our World</td>
<td>✔</td>
<td>Final Exam Needs</td>
<td>Midterm Exam Needs</td>
</tr>
<tr>
<td>CHEM:1070</td>
<td>General Chemistry I</td>
<td>✗</td>
<td>Final Exam Needs</td>
<td>Midterm Exam Needs</td>
</tr>
<tr>
<td>CHEM:1080</td>
<td>General Chemistry II</td>
<td>✔</td>
<td>Final Exam Needs</td>
<td>Midterm Exam Needs</td>
</tr>
<tr>
<td>CHEM:1090</td>
<td>Supplemental Chemistry Lab</td>
<td>✔</td>
<td>Final Exam Needs</td>
<td>Midterm Exam Needs</td>
</tr>
<tr>
<td>CHEM:1100</td>
<td>Chemistry in Industry and the Economy</td>
<td>✔</td>
<td>Final Exam Needs</td>
<td>Midterm Exam Needs</td>
</tr>
<tr>
<td>CHEM:1110</td>
<td>Principles of Chemistry I</td>
<td>✔</td>
<td>Final Exam Needs</td>
<td>Midterm Exam Needs</td>
</tr>
</tbody>
</table>
Policies and procedures
FAQs
Scheduling software

• We use a scheduling program called UniTime to schedule final exams.
• When the schedule of courses is loaded into UniTime, student and instructor schedules are also brought over.
• The software algorithm schedules final exams in such a manner as to reduce student and instructor conflict and best use limited classroom resources.
  – We try to minimize the use of the 7:30 am time period, but sometimes it is the only option due to student conflicts and room availability (especially with large auditoria).
  – An instructor’s exam assignments in previous semesters in no way influences current semester scheduling.

Office of the Registrar – Classroom Scheduling
There are 6 final exam periods each day during fall/spring finals week:

- 7:30 am – 9:30 am
- 10:00 am – 12:00 pm
- 12:30 pm – 2:30 pm
- 3:00 pm – 5:00 pm
- 5:30 pm – 7:30 pm
- 8:00 pm – 10:00 pm

The final two exam periods on the Friday of finals week are reserved for makeup exams. We do not schedule any regular exams during these periods.

We can only schedule final exams according to this time model. We cannot schedule an exam during the regular course time, for a range of dates, or outside of final exam week.
**DEO and dean’s office approval**

- DEO and dean’s office approval is required for the following:
  - Extended time exams (exams lasting more than 2 hours)
  - Special date/time requests that have a valid pedagogical reason
  - Any final exam assignment requests or changes made after the publication of the official final exam schedule (there is a faculty review period where new requests/change requests can be made without approval)

- It is the department’s responsibility to request approval from the DEO and dean’s office. Approval should be emailed to reg-exams@uiowa.edu
When no information is submitted

- We will automatically create an exam assignment at single seating if no information is submitted.
- This applies to courses numbered 0000-4999 that belong to the Colleges of Business, Education, Engineering, Liberal Arts, Nursing, Public Health, Graduate, and University and are not extension, off-campus, or arranged. This can tie up limited classroom space and final exam time periods where a final exam assignment is not actually needed. This creates more work for our office, which can result in a delay of the publication of the official final exam schedule. These assignments will appear on student schedules and may result in confusion.

- **PLEASE** submit your needs and indicate “no final exam assignment needed” for all courses that do not need a final exam assignment.
Extension and online courses

- Please indicate “no exam assignment needed” for any exams that are being handled by Distance and Online Education
- Our office does not schedule proctors or DOE classrooms
- For more information, visit the DOE website:

  distance.uiowa.edu/learning-online/exams
Combining exams

- The needs tool makes it possible to combine exams for sections within the same course.
- If courses with different course numbers want to test together, be sure to note this in the special needs field.
- We attempt to catch all co-existing courses and have them test together, but a note in the special needs field will help us to not miss these.
- In most situations, we can schedule two courses to test during the same date/time period but in different rooms.
  - For example, an instructor may want a course with multiple sections to test in different rooms but minimize the opportunity for cheating by having all students test at the same time.
Faculty review period / official exam schedule

• Once the exam needs submission period has ended, we import the needs and enrollment data into UniTime and create the final exam schedule based on reduction of student conflicts and best use of classroom space

• Exams will be imported to MAUI for the five-day faculty review period (for fall/spring semesters only) - an email will be sent to ADAs and instructors informing them of the review period

• We will make changes to the exam schedule during the faculty review period as we are able. No change is guaranteed

• The official final exam schedule will be published mid-September for fall, mid-February for spring, and the first day of the session for summer
If you would like to request a change to a final exam assignment, please use our Workflow form to submit the information: https://workflow.uiowa.edu/entry/new/1461

- Change requests made during the faculty review period do not require DEO and dean’s office approval
- Change requests made after the publication of the final exam schedule (with the exception of cancelling a final exam assignment) will require DEO and dean’s office approval
  - Please have both the DEO and the dean’s office representative email approval to reg-exams@uiowa.edu
  - No changes will be made until approval has been received
  - It is the instructor's responsibility to notify students of any exam assignment changes
Student conflicts

- Students qualify to request a make-up exam if they have:
  - A “direct” conflict (two or more final exams scheduled for the same exam period)
  - A “≥2 in a day” conflict (3 or more final exams scheduled for the same exam day)
    - This conflict applies to one calendar day and not one 24-hour period
  - It is the students’ responsibility to contact the instructor to request make-up exams
  - Instructors have access to student conflicts on their instructor final exam schedule in MAUI
Exam precedence rules

• During FALL semesters, courses having lower subject alpha characters or lower course numbers when the conflict is within a subject will take precedence. If the conflict is within the same subject and course then the lower section number will take precedence.
  – CHEM takes precedence over SOC
  – CHEM:1100 takes precedence over CHEM:4431

• During SPRING semesters, courses having higher subject alpha characters or higher course numbers when the conflict is within a subject will take precedence. If the conflict is within the same subject and course then the higher section number will take precedence.
  – SOC takes precedence over CHEM
  – CHEM:4431 takes precedence over CHEM:1100
SDS and makeup exam requests

• SDS and makeup exam requests for final exams should be emailed to reg-exams@uiowa.edu
• These can be requested at any point in the semester and do not require special approval
• These exams will not appear on the official final exam schedule or on student schedules – it is the instructor’s responsibility to communicate directly with the students regarding when and where SDS and makeup exams will be held
• Some departments schedule common makeup exam times in larger classrooms for all courses in their discipline instead of individual makeup exams for each course section – we are more than happy to help with this!
Questions?
Midterm Exams

How to submit needs, policies and procedures, and FAQs
How to submit evening midterm exam needs
Notification of submission period

- You will receive an email the day the evening midterm exam needs tool opens informing you that evening midterm exams can be submitted.
- The needs tool becomes available the day the Offerings Planner reopens for that session.
- The tool remains open until the last day of the semester; however, there are deadlines for evening midterm exam assignments if you want them to be viewable on MyUI for early registration. The deadline is typically about one week before courses load to MyUI.

Office of the Registrar

Spring 2023 evening midterm exam requests

This email is being sent to all academic department administrators and deans on campus.

The spring 2023 course offerings are currently available on MyUI. We are now scheduling university classroom spaces for spring 2023 evening midterm exam room requests.

Submit Spring 2023 Evening Midterm Exam Needs →
Entering evening midterm exam needs

- After you select Academic Unit or Subject and click Go, a list of courses will appear.
- Click on Midterm Exam Needs link to enter needs for the course.

<table>
<thead>
<tr>
<th>Subject/Course</th>
<th>Title</th>
<th>Final Exam Assignment Needs</th>
<th>Fully Submitted</th>
<th>Final Exam Needs</th>
<th>Midterm Exam Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHET:1000</td>
<td>First-Year Seminar</td>
<td>✓</td>
<td></td>
<td>Final Exam Needs</td>
<td>Midterm Exam Needs</td>
</tr>
<tr>
<td>RHET:1010</td>
<td>Writing for Academic Success</td>
<td>✓</td>
<td></td>
<td>Final Exam Needs</td>
<td>Midterm Exam Needs</td>
</tr>
<tr>
<td>RHET:1030</td>
<td>Rhetoric</td>
<td>✓</td>
<td></td>
<td>Final Exam Needs</td>
<td>Midterm Exam Needs</td>
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<tr>
<td>RHET:1040</td>
<td>Writing and Reading</td>
<td>X</td>
<td></td>
<td>Final Exam Needs</td>
<td>Midterm Exam Needs</td>
</tr>
<tr>
<td>RHET:1060</td>
<td>Speaking and Reading</td>
<td>✓</td>
<td></td>
<td>Final Exam Needs</td>
<td>Midterm Exam Needs</td>
</tr>
</tbody>
</table>
Entering evening midterm exam needs, cont.

- After you select a course, a list of course sections for that course will appear.
- Select the check box to the right of the section(s) you want to enter needs for.
- You can create individual exams (a course section will test alone), and combined exams (two or more sections will test at the same time/location).
Assigning individual exams

- Select all course sections that you want to assign an individual exam to
- Click on Assign Individual Exam
Assigning individual exams, cont.

- Indicate the exam date, exam time, classroom need, and any special needs for each exam
- Add additional exams as needed
- Click **Save** (green banner will appear) and then click **Return to Course Exam Needs List**
Assigning combined exams

- Select all course sections that need to be combined into one exam
- Click on Assign Combined Exam

Offerings Planner > Midterm Exam Needs - Fall 2022

Midterm Exam Assignment Requests

Note: All requests for Registrar-Scheduled classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as is possible in as few rooms as possible and as close together as is possible. Careful consideration should be taken when requesting double seating (two seats per student) as multiple classroom facilities will more likely be assigned given the available classroom pool and their seating capacities.

Lecture and Stand-alone Sections Eligible for Assignment

<table>
<thead>
<tr>
<th>Select All</th>
<th>Section Number</th>
<th>Primary Instructor</th>
<th>Section Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6003</td>
<td>Guayara Sanchez, Consuelo</td>
<td>Stand-alone</td>
</tr>
<tr>
<td>✔</td>
<td>6004</td>
<td>Larson, Zane Helas</td>
<td>Stand-alone</td>
</tr>
<tr>
<td></td>
<td>6006</td>
<td>Williams, Charles Francis</td>
<td>Stand-alone</td>
</tr>
</tbody>
</table>
Assigning combined exams, cont.

- Indicate the exam date, exam time, classroom need, and any special needs for each exam
- Add additional exams as needed
- Click Save (green banner will appear) and then click Return to Course Exam Needs List
Longer than two-hour exam needed

- If a course/section exam requires more than the standard 1 ½ or 2 hour time period, select **More than two hours needed** from the **Exam Time** drop down list
- Enter the duration of your evening midterm exam in minutes (not hours)
- Please note: Exams lasting longer than two hours will begin at 6:30 pm and will require the approval of the DEO and dean’s office
- When you are finished, click **Save**
Remember

- Be sure to click on Save before you leave the screen – look for the green banner just below the course information!

- If you mess up or need to make changes, just click the red Delete Exam and start over.
Classroom needs and special needs

- Classroom needs and special needs are the same for both final exams and evening midterm exams
Evening Midterm Exam Assignments

• Once the exam needs submission period has ended, we will assign all exams for all courses requested through the needs tool
• Exams will be entered in MAUI and MyUI and we will send the requester an email confirmation with the room assignment (if applicable)
Policies and procedures
FAQs
Evening midterm exam policies

- We will only accept needs submitted through the MAUI exam needs
- Please be sure to communicate all of your exam needs to us – this includes any special needs, limitations, date restrictions, or other requests
- After the initial submission period, evening midterm exams are given on a first-come, first-served basis
Evening midterm exam time model

- There are 3 approved evening midterm exam periods:
  - 6:30 pm – 8:00 pm
  - 6:30 pm – 8:30 pm
  - 8:45 pm – 10:15 pm

- These periods allow instructors the ability to choose either a 1 1/2 hour or 2 hour time period.
- Evening exams needing less than 1 1/2 hours or more than 2 hours will be scheduled to begin at 6:30 pm
- Any evening exam lasting longer than two hours OR with a start time other than 6:30pm or 8:45pm will require department DEO and dean’s office approval
Exam precedence rules

• During FALL semesters, courses having lower subject alpha characters or lower course numbers when the conflict is within a subject will take precedence. If the conflict is within the same subject and course then the lower section number will take precedence.
  – CHEM takes precedence over SOC
  – CHEM:1100 takes precedence over CHEM:4431

• During SPRING semesters, courses having higher subject alpha characters or higher course numbers when the conflict is within a subject will take precedence. If the conflict is within the same subject and course then the higher section number will take precedence.
  – SOC takes precedence over CHEM
  – CHEM:4431 takes precedence over CHEM:1100
Student conflicts

- Students qualify to request a make-up exam if they have a conflict between two or more exams scheduled outside their regular class times
  - Makeup exams should be assigned according to exam precedence rules
- When there is a conflict between an exam scheduled outside of regular class time and a regularly scheduled course, the regularly scheduled course will take precedence
- When there is a conflict between an exam scheduled outside of class time and other scheduled and required course activities (e.g., performances, meetings, lectures), the required course activity will take precedence
- When there is a conflict between an exam scheduled outside of class time and other scheduled, non-required course activities or personal obligations, the exam will take precedence.
  - However, exams not scheduled and announced in class at least 14 days in advance will not have priority under this policy
As long as the exam assignment has not been finalized by our office (you will receive an email notification when it is), your request will remain open and can be edited or deleted.

Requests for new or additional exams can be submitted via the Exam Needs tool in MAUI throughout the semester and will be scheduled on a first-come, first-serve basis.

If you would like to request a change to an evening midterm exam assignment after it has been created, please email reg-exams@uiowa.edu.

It is the instructor's responsibility to notify students of any exam assignment changes.
During class midterm exams
SDS and makeup exams

• During class midterms
  – Some instructors may wish to give their midterm exams during their regular class meeting – this is perfectly fine!
  – Please reach out if a larger classroom is needed for double seating purposes

• SDS and makeup exams
  – These can be requested after Jan 1 for spring semester and after Aug 1 for fall semester
  – Instructors will communicate this information directly to students

Room requests can be made:

⇒ using the Room Request Form found on both the Classroom and Registrar websites: https://workflow.uiowa.edu/entry/new/667/
⇒ or via email to reg-exams@uiowa.edu
Questions?
Resources

Websites and other useful links
Websites and other useful links

- Registrar Exam Information: https://registrar.uiowa.edu/exam-information
- MAUI Help Site: https://help.maui.uiowa.edu/exams-administration
- MAUI Reports:
  - MAUI Exams by Session and Type
  - Midterm Exam Needs Summary Report
  - Weekly Student Schedule Heatmap by Course
  - Final Exam Assignments Report
  - Final Exam Needs Summary Report
Websites and other useful links, cont.

• Workflow forms:
  – Final Exam Assignment Needs Change Request Form: https://workflow.uiowa.edu/entry/new/1461/
  – Room Reservation Form: https://workflow.uiowa.edu/entry/new/667/
• Classroom website for photos/tech info: https://classrooms.uiowa.edu/
• Auditoria layouts: https://classrooms.uiowa.edu/auditoria-seating-layouts
• Distance and Online Education: https://teachonline.uiowa.edu/services/exams
• Student Disability Services: https://sds.studentlife.uiowa.edu/
Office of the Registrar – Classroom Scheduling

Thank you

→ registrar.uiowa.edu

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Kristen Becker
Registrar Services Coordinator

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