

Final Exam Assignment Needs Reporting Tool

Instructions for Academic Department Administrators

- 1.) Go to Infobank (*The Registrar's Office Data Resource Site*) at <http://infobank.registrar.uiowa.edu>
- 2.) Login using your HawkID and password (*An active Academic Departmental Admin role in MAUI is required in order to access this tool.*)
- 3.) Located under the section heading "Examinations", select the "Final Exam Assignment Needs Reporting Tool" link.
(*This is the reporting tool where an administrative home department may indicate the final examination assignment needs for the course sections which they administrate.*)

 THE UNIVERSITY OF IOWA

Office of the Registrar

MAUI | UIowa Home | Registrar Public Web Site | Wednesday April 17, 2013

The Registrar's Office Data Resource Site

Access Information
This site contains restricted data. Users with a valid HawkID may gain access to the unrestricted areas of Infobank by entering their HawkID and password.
To apply for access to restricted areas, you must complete Online FERPA training and submit an **Access Request Form**.
To complete the online FERPA training module: Use your HawkID and password to log into Employee Self Service. Click the **Personal tab**, then **My Training** (under Learning and Development), then **Available Online Icon Courses**, then **FERPA Training**, then **Enroll in this ICON Course**.
For more information please contact us at 335-0238 or email us at registrar@uiowa.edu.

I Already Logged In, Why Am I Back Here?
If you have been redirected to this page automatically, it is for one of the following reasons:

1. Your session has expired after a period of inactivity. Please log back in.
2. You logged out from our home page.
3. You tried to go directly to an internal URL either with a bookmark or by typing in the URL. You need to log in via this page to use this site.

A Note on Browser Compatibility
This site uses active server pages and cascading style sheets. Older browsers will not be able to use our web applications. We do not support technical problems due to using an outdated browser. You must also have your browser set to accept cookies (either globally or from this site). Our pages have been optimized for a display resolution of 800 x 600 or higher.
This site has been tested with *both* Mozilla 1.0 + and Internet Explorer 5 or newer.
You may download Mozilla at <http://www.mozilla.org>, or Internet Explorer at <http://www.microsoft.com/downloads/>.
Additionally, some documents require the use of Adobe's Acrobat reader 4.0+. Please visit <http://www.adobe.com> to download a free version of Adobe's Acrobat Reader.

IOWA HawkID Login

HawkID :

Password:

Links to Common Questions

- [Don't know your hawkid?](#)
- [Forgot your password?](#)
- [More hawkid information...](#)



InfoBank is the Registrar's self-service view of our data warehouse. These applications do not display live data, but rather warehoused data. Our warehouse data is updated from the main frame each night and refreshed to this web students via the MAUI web interface.

Class Lists » Class List (All In One) » Class List Query Tool	Classroom Scheduling » Classroom Inventory » General Assignment Classrooms » Initial Course Schedule Preferences	Courses » Course Database » Course Renumbering: Course Admin » Course Renumbering: Course Numbers » Course Renumbering: Department Admin » Course Renumbering: departments
Data Warehouse » College, Class & SPC glossary » College, Class & SPC glossary Admin » Data Dictionary » Data Dictionary Administration » Data Glossary » Data Glossary Administration » Data Warehouse Table Information	Degrees » Degree Applicants » Degree Reporting Tool » Graduation and Retention » Summary of Degrees Granted	Documents » Course Renumbering Project Documents » Documents for public user » Honor Designation Admin » Identification Number Change Request Form
Enrollment » Census Reports » Class Counts » Daily Count » Early Counts » Enrollment Summary » Historical Enrollment » Iowa Enrollment Reports » Official Count Data » Profile of Students	Examinations » Evening Exam Room Request Form » Final Exam Assignment Needs Reporting Tool » Exam Database Admin » Final Exam Assignment Change Request Form » Instructor Final Exam Schedule Review Opportunity » Comp Instructor Final Exam Sched Review Opp Report » Personal Final Exam Schedule » Registrar Admin: Final Exam Needs Report » Registrar Admin: Personal Final Exam Schedule	Instructor Numbers » Instructor Number Lookup » Instructor Number Management » Instructor Number Reports
Majors » Advisor's Student List » Madd » Students By Department Major » Students By Department Major (old) » Students by Program of Study	Miscellaneous Reports » Board of Regents » Four Year Plan » GPA Percentile Information » Grade Distribution » Students By Minors (old)	Registrar Administration » Academic Calendar Administration » Course Approval » File Upload » Financial Delinquency Database » Five Year Calendar Administration » Identification Number Change Admin


Examinations

- » [Evening Exam Room Request Form](#)
- » [Final Exam Assignment Needs Reporting Tool](#)
- » [Exam Database Admin](#)
- » [Final Exam Assignment Change Request Form](#)
- » [Instructor Final Exam Schedule Review Opportunity](#)
- » [Comp Instructor Final Exam Sched Review Opp Report](#)
- » [Personal Final Exam Schedule](#)
- » [Registrar Admin: Final Exam Needs Report](#)
- » [Registrar Admin: Personal Final Exam Schedule](#)

Instructions for Completing the “Final Exam Assignment Needs” Report:

Step 1: Select the subject for which you are the administrative home department. Only the administrative home department may indicate the final exam assignment needs of a course section.

Important Notes:

- The course section data displayed in this tool is not real time data. It originates from a warehoused source which is updated from MAUI overnight. Any course section changes completed in MAUI today will not be reflected in this tool until tomorrow.
- In those unique situations where a department has more than one administrative staff member who may be submitting final exam assignment needs requests, those staff members should be sure to carefully coordinate their efforts. It is possible for more than one person to access the same subject at the same time and subsequently overlay changes on top of their co-workers entries.
- Any selections or changes in selections are automatically saved. Appropriate adjustments are automatically generated throughout the tool when certain changes occur. Please be patient as this happens. Departments should only submit their needs request once it has been fully completed.
- Departments may view a summary of their requested final exam assignment needs for either the current session by selecting the “View Summary” button found at the bottom of the tool or for past sessions by selecting the “Click to view a summary of past session data” button found at the top of the tool.

Final Exam Assignment Needs Reporting Tool

[Final examination policies](#) may be found on the Office of the Registrar's website.

- Session: **Summer 2015**
- User: **Insert name (last, first) of staff member logged in**
- Final exam assignment needs last saved as of: **xx/xx/2014 - xx:xx am/pm, hawkid**

Summer 2015 final exam assignment needs may be submitted by departments from April 15 - May 1, 2015, 4:30pm.

Instructions: Complete the following form to indicate final exam week/day assignment needs. Any selection or selection change is automatically saved by this tool. Appropriate adjustments are also automatically generated throughout the tool and saved when certain changes occur. Additional [reporting tool instructions](#), including the scheduling criteria which will be used in the event a department submits incomplete or no information, may be found on the Office of the Registrar's website.

Caution: Please be aware this application does not display real time data. The course section data used in this tool originates from a warehoused source which is updated from MAUI overnight. Any course section changes completed in MAUI today will not be reflected in this tool until tomorrow.

Click to view a summary of past session data

Step 1: Select Administrative Home Subject
Select the subject for which you are the administrative home department. Only the administrative home department may designate the final exam assignment needs for a course section.

< Subject >

Select Subject

Caution: In those unique situations where a department has more than one administrative staff member who may be submitting final exam assignment needs requests, those staff members should be sure to carefully coordinate their efforts. It is possible for more than one staff person to access the same subject at the same time and subsequently overlay changes on top of their coworkers' entries.

Step 2:

Part I - Designate those courses with and without any final exam date/time needs.

- 1.) If none of the sections scheduled for a course will be administering a final assessment on their session's designated final exam week/day, select no.
Example: Neither section 0001 or 0002 of ACCT:4100 will be giving a final assessment so the answer "no" should be selected.
- 2.) If any section(s) scheduled for a course will be administering a final assessment during their session's designated final exam week/day, select yes. Selecting "Yes" will generate a list of scheduled sections for that particular course in Step 2.
Example 1: Section 000A and 000B of ACCT:3300 will both be giving a final exam assessment so the answer "yes" should be selected.
Example 2: Section 0001 only of ACCT:2200 will be giving a final exam assessment so the answer "yes" should be selected.

Important Note:

- Final exam assignments may be used to administer written or oral examinations, course project presentations or discussions, paper/project/take-home exam due dates, course evaluations or other discipline appropriate cumulative assessment methods as determined by the administrative home department in accordance with college and university policies.

Step 2: Indicate Final Exam Date/Time Assignment Needs

Part I - Designate both those courses with and without any final exam date/time needs.

Note: Final exam assignments may be used to administer written or oral examinations, course project presentations or discussions, paper/project/take-home exam due dates, course evaluations or other discipline appropriate cumulative assessment methods as determined by the administrative home department in accordance with college and university policies.

Subject:Course (Legacy)	Lecture or Stand-Alone Course Sections Scheduled	Course Title	Will this course require any final exam date/time assignments?
ACCT:2100 (06A:001)	0001, 0002, 0003	Introduction to Financial Accounting	<input type="radio"/> No <input type="radio"/> Yes
ACCT:2200 (06A:002)	0001, 0002, 0003	Managerial Accounting	<input type="radio"/> No <input type="radio"/> Yes
ACCT:3300 (06A:131)	000A, 000B	Valuation of Financial Claims	<input type="radio"/> No <input type="radio"/> Yes
ACCT:4100 (06A:144)	0001, 0002	Auditing	<input type="radio"/> No <input type="radio"/> Yes

Suggestion:

- A department may find it helpful to have additional course section data such as meeting dates and patterns while completing their assignment needs request. If so, there is a Registrar report called "Course Offering - Course Sections for Final Exams" available to all academic users in MAUI located under the Registrar area of the Reports dashboard.

Step 2:

Part II - Indicate the type of final exam date/time assignment needed for the identified course sections. The creation of an individual or combined exam will generate a corresponding exam entry in Step 3 where classroom accommodation needs may be indicated for it.

Part II - Indicate the type of final exam date/time assignment needed for the identified course sections. Please note, in order to change a requested assignment(s) you must delete and rebuild it.

ACCT:2100 (06A:001), Introduction to Financial Accounting, Course Supervisor: First name Last name

Section(s) scheduled for course		Requesting final exam date/time assignments for:	
<input type="radio"/> Section 0001, Primary Instructor: First name Last name	< Assign Individual Final Exam >		
<input checked="" type="radio"/> Section 0002, Primary Instructor: First name Last name	< Assign Combined Final Exam >		
<input type="radio"/> Section 0003, Primary Instructor: First name Last name	< No Final Exam Date/Time Needed >		

ACCT:2200 (06A:002), Managerial Accounting, Course Supervisor: First name Last name

Section(s) scheduled for course		Requesting final exam date/time assignments for:	
Section 0001, Primary Instructor: First name Last name	< Assign Individual Final Exam >	Exam for sections: 0001, 0002	< Delete Exam >
Section 0002, Primary Instructor: First name Last name	< Assign Combined Final Exam >	Exam for sections: 0003	< Delete Exam >
Section 0003, Primary Instructor: First name Last name	< No Final Exam Date/Time Needed >		

ACCT:3300 (06A:131), Valuation of Financial Claims, Course Supervisor: None

Section(s) scheduled for course		Requesting final exam date/time assignments for:	
Section 000A, Primary Instructor: First name Last name	< Assign Individual Final Exam >	Exam for sections: 000A, 000B	< Delete Exam >
Section 000B, Primary Instructor: First name Last name	< Assign Combined Final Exam >		
	< No Final Exam Date/Time Needed >		

ACCT:4100 (06A:144), Auditing, Course Supervisor: None

Section(s) scheduled for course		Requesting final exam date/time assignments for:	
Section 0001, Primary Instructor: First name Last name	< Assign Individual Final Exam >	No exam for sections: 0001	< Delete >
Section 0002, Primary Instructor: First name Last name	< Assign Combined Final Exam >	Exam for sections: 0002	< Delete Exam >
	< No Final Exam Date/Time Needed >		

Important Notes:

- In order to change a requested exam assignment(s) you must delete and rebuild it.
- Departments requesting to have an extension section, 0EX_, given a final exam assignment by the Office of the Registrar should make sure to notify the Division of Continuing Education (384-4800) of their intentions.

If the particular course section will:

- 1.) test individually by itself, select the section and click "Assign Individual Final Exam". An individual exam entry for the section will be created under the "Requesting final exam date/time assignments for" column. More than one section at a time may be indicated as testing individually by selecting all of those sections and clicking "Assign Individual Final Exam". *Example: Section 0003 of ACCT:2200 will be testing individually by itself.*
- 2.) be combined with another section(s) of the same course number so they may test together at the same time and location, select each of those sections and click "Assign Combined Final Exam". A single exam entry including those sections will be created under the "Requesting final exam date/time assignments for" column. *Example: Section 0001 and 0002 of ACCT:2200 will be giving a combined exam.*
- 3.) be combined with another section(s) of a different course number so they may test together at the same time and location, select the section(s) and click "Assign Individual Final Exam" if only one section of the course chosen will be included or "Assign Combined Final Exam" if more than one section of the course chosen will be included. In the "Special Notes" field created for that exam in Step 3, indicate the subject:course:section(s) of the other course which will be tested with it. *Example: Section 0001 & 0002 of ACCT:2200 and section 0002 of ACCT:4100 will be giving a combined exam together. Section 0001 & 0002 of ACCT:2200 should be indicated as giving a combined exam. Section 0002 of ACCT:4100 should be indicated as giving an individual exam. In the "Special Notes" field in Step 3 for the ACCT:2200:0001, 0002 exam, place a special note that it should test together with ACCT:4100:0002. Similarly, in the ACCT:4100:0002 exam place a special note that it should test together with ACCT:2200:0001, 0002. ** Courses with different subjects may request a combined final exam assignment using this same method. ***
- 4.) not be giving an assessment, select the section and click "No Final Exam Date/Time Needed". If this is the only section scheduled for the particular course it will automatically disappear from Step 2-Part II and the course will be updated to indicate "No" final exam date/time assignment is needed in Step 2-Part I. *Example: Section 0001 of ACCT:4100 will not be giving a final assessment.*

Step 3: Indicate the classroom needs preferred for those course sections requesting a final exam date/time assignment. Be aware these are preferences only and cannot be guaranteed. General assignment classroom accommodations will be made as classroom resources allow.

Important Notes:

- When requesting double seating, given the available general assignment classroom pool and their seating capacities, multiple classroom facilities will more than likely be assigned. 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 given when requesting double seating for a course with limited proctoring resources.
- To assist faculty with their exam arrangements, general assignment classrooms with an actual seating capacity of 100 or more have been outfitted with seat and row number identifications. [Seating layout plans](#) for these rooms are available online. Some faculty have found it possible to employ the use of single seating by using these layouts to create an assigned seating chart for their exam.
- Requests to use specific general assignment classrooms will only be given consideration in those situations where specialized equipment is required, such as TILE classroom usage.

- 1.) If the use of a general assignment classroom *will not* be needed for the requested exam, select “This exam does not need to use a general assignment classroom”. This would include situations where either no classroom of any kind is needed, such as for a project deadline, or if a departmentally controlled location to be secured by the instructor or course administrative home department will be used.
- 2.) If the use of a general assignment classroom *will* be needed for the requested exam, select the preferred exam seating type of either single seating (*one seat per student*) or double seating (*two seats per student*).
- 3.) Special classroom or scheduling needs for the requested exam may be included in the “Special Notes” field. This would include items such as the exam should be given a combined assignment with a different subject:course:section; the exam will be open book and prefers table and chair seating if possible; no room is needed as students will be turning in projects to their instructor’s office; or a department room will assigned for the exam.

Step 3: Indicate Classroom Needs

Indicate the classroom needs preferred for those course sections requesting a final exam date/time assignment. Be aware these are preferences only and cannot be guaranteed. General assignment classroom accommodations will be made as classroom resources allow.

Note: Be aware when requesting double seating (two seats per student), given the available general assignment classroom pool and their seating capacities, multiple classroom facilities will more than likely be assigned. 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 given to courses with limited proctoring resources when indicating a double seating preference.

Course section(s) to be included in final exam assignment	Primary Instructor(s)	This exam <u>does not</u> need to use a General Assignment Classroom	This exam <u>does</u> need the use of a General Assignment Classroom with a preferred seating type of:	Special Notes
ACCT:2200:0001 ACCT:2200:0002	First name Last name (0001) First name Last name (0002)	O	O Single seating O Double seating	< Insert text >
ACCT:2200:0003	First name Last name (0003),	O	O Single seating O Double seating	< Insert text >
ACCT:3300:000A, ACCT:3300:000B	First name Last name (000A), First name Last name (000B)	O	O Single seating O Double seating	< Insert text >
ACCT:4100:0002	First name Last name (0002)	O	O Single seating O Double seating	< Insert text >

Final Step: Submit your completed final exam assignment needs to the Office of the Registrar. Departments may change their requested final exam assignment needs and resubmit them any time prior to the submission deadline indicated at the top of the tool.

View Summary

Submit Completed Final Exam Assignment Needs Request

Scheduling questions should be addressed to Michelle Davenport (reg-exams@uiowa.edu , 384-3263) in the Office of the Registrar.

Final Exam Assignment Needs Reporting Tool

[Final examination policies](#) may be found on the Office of the Registrar's website.

- Session: **Summer 2015**
- User: **Insert name (last, first) of staff member logged in**
- Final exam assignment needs last saved as of: **xx/xx/2014 - xx:xx am/pm, hawkid**

Thank you for submitting your final exam assignment needs request!

You may change your requested final exam assignment needs and resubmit them any time prior to the submission deadline indicated below. A summary of your final exam assignment needs may be viewed at any time by clicking the "View Summary" button found at the bottom of this page.

Summer 2015 final exam assignment needs may be submitted by departments from April 15 - May 1, 2015, 4:30pm.

Important Notes:

- After the submission deadline has been passed, a department will only be able to view a summary of their requested final exam assignment needs.

Final Exam Assignment Needs Reporting Tool Summary										
Session	Subject/Course	Section	Primary Instructor	No Information Submitted by Department	No Data/Time Assignment Needed	Individual Assignment Requested	Combined Assignment Requested	No General Assignment Classroom Requested	General Assignment Classroom with Preferred Seating Type Requested	Special Notes
Summer 2015	ACCT:2100	0001	First Name Last Name (0001)	✓						
Summer 2015	ACCT:2100	0002	First Name Last Name (0002)	✓						
Summer 2015	ACCT:2100	0003	First Name Last Name (0003)	✓						
Summer 2015	ACCT:2200	0001	First Name Last Name (0001)				0002		Single	
Summer 2015	ACCT:2200	0002	First Name Last Name (0002)				0001		Single	
Summer 2015	ACCT:2200	0003	First Name Last Name (0003)			✓			Single	
Summer 2015	ACCT:3300	000A	First Name Last Name (000A)				000B		Double	
Summer 2015	ACCT:3300	000B	First Name Last Name (000B)				000A		Double	
Summer 2015	ACCT:4100	0001	First Name Last Name (0001)		✓					
Summer 2015	ACCT:4100	0002	First Name Last Name (0002)			✓		✓		Final project will be submitted to instructors office.

Important Note:

- The final exam assignment needs for all course sections within an administrative home subject must be indicated in order to successfully submit the completed request form. In the event, the form has not been fully completed by the deadline, the criteria indicated below will be used to schedule final exam assignments where incomplete or no information has been submitted for a course section(s).

Final Exam Assignment Needs Reporting Tool

[Final examination policies](#) may be found on the Office of the Registrar's website.

- Session: **Summer 2015**
- User: **Insert name (last, first) of staff member logged in**
- Final exam assignment needs last saved as of: **xx/xx/2014 - xx:xx am/pm, hawkid**

**Attention:** One or more courses were either not given any exam assignment indications or were indicated to need an exam assignment but no details were provided. Please complete the highlighted entries and resubmit your completed needs.

Summer 2015 final exam assignment needs may be submitted by departments from April 15 - May 1, 2015, 4:30pm.

Final Exam Assignment Scheduling Criteria used by the Office of the Registrar in the Event Incomplete or No Information is received by the Submission Deadline

The following criteria pertains to the Business, Education, Engineering, Graduate, Liberal Arts and Sciences, Nursing, Public Health and University Colleges.

In the event we receive incomplete information or do not receive any information from a department by the submission deadline, final examination assignments will be automatically assigned to lecture and stand-alone course sections by the Office of the Registrar using the following criteria:

- 1.) *Final examination assignments will only be given to course sections whose administrative home department belongs to one of the following: Business, Education, Engineering, Liberal Arts and Sciences, Nursing, Public Health, Graduate or University Colleges.*
- 2.) *Final examination assignments will not be given to course sections whose administrative home department belongs to one of the following: Colleges of Dentistry, Law, Medicine or Pharmacy*
- 3.) *Undergraduate level courses (those course sections with course numbers below 5000 in the new numbering system or below 6000 in the case of the College of Engineering) only will be given a date and time assignment. A general assignment classroom will only be assigned to those course sections which are scheduled to regularly meet throughout the semester in a general assignment classroom and will only be assigned single seating (one seat per student).*
- 4.) *Graduate level courses (those course sections with course numbers of 5000 and above in the new numbering system or 6000 and above in the case of the College of Engineering) will not be given a date, time or location assignment.*
- 5.) *Extension or off campus course sections will not be given a date, time or location assignment.*
- 6.) *Course sections with arranged (ARR) meeting patterns will not be given a date, time or location assignment.*
- 7.) *Course sections with scheduled meeting patterns and arranged (ARR) locations will only be given a date and time assignment. No location will be assigned.*
- 8.) *Course sections with scheduled meeting patterns and scheduled to meet in a college or departmentally controlled location will only be given a date and time assignment. No location will be assigned.*

Have Questions?: Questions regarding how to use the reporting tool or scheduling questions in general should be addressed to Michelle Davenport (reg-exams@uiowa.edu or 384-3263) in the Office of the Registrar.