HOW TO SUBMIT EVENING MIDTERM EXAM NEEDS VIA THE MAUI EXAM NEEDS TOOL IN COURSE OFFERINGS
WHY USE THE EXAM NEEDS TOOL?

- Captures all relevant information in one interface
- Course offerings load to the tool, so ADAs will have access to all courses in one place
- All midterm exam requests created through the needs tool will automatically feed into MAUI course offerings when the exam is created by our office
  - This eliminates the possibility we could enter your submitted information incorrectly
- Information is retained in MAUI, so you will always have access to prior session requests
EVENING MIDTERM POLICIES

• Only individuals with Offerings Planner access for your department will be able to submit evening midterm exam needs – instructors likely won’t be able to.
• Evening midterm exams are given on a first come, first serve basis.
• The needs tool becomes available the day the Offerings Planner reopens for that session. You will receive an email informing you that evening midterm exams can be submitted.
• 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 Fall 2018 session must be received by 4:30pm on April 2, 2018).
• We will accept either process (the workflow form or the MAUI exam needs tool) for Spring 2018 evening midterm exams, but will only accept needs entered through the MAUI exam needs tool for all subsequent sessions.
EVENING MIDTERM POLICIES, CONT.

• Please be sure to **communicate** all of your exam needs to us – this includes any special needs, limitations, date restrictions, or other requests.

• Alternative/second choice dates will no longer be collected – if a conflict occurs with your requested date, we will reach out to you for alternative dates or times.

• Daytime/during class midterm exam requests can be made using the **Room Request Form** found on both the Registrar website and the Classroom website.

• For additional midterm exam policy information, visit: [https://registrar.uiowa.edu/midterm-exam-policies](https://registrar.uiowa.edu/midterm-exam-policies)
GETTING TO THE 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 to select the correct **Session**

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**MAUI**

Offerings Planner > Final Exam Needs

- **Academic Unit:**
- **OR**
- **Subject:**

Please choose a course to view or submit final exam needs. Note: courses will only appear under their administrative home.

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**Academic Unit:**

- AGEP Summer Program
- Accounting
- Aerospace Studies
- Aging Studies Program
- Amer Indian & Nav St
- Prg
- American Sign Language
- Anthropology

**OR**

- **Subject:**

Click for a summary of sub...
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 next to the course for which you would like to request an evening midterm exam.
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 Exams
ASSIGNING INDIVIDUAL EXAMS, CONT.

- Indicate the exam date, exam time, classroom need, and any special needs for each exam
- 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
ASSIGNING COMBINED EXAMS, CONT.

- Indicate the exam date, exam time, classroom need, and any special needs for the combined exam
- Click Save (green banner will appear) and then click Return to Course Exam Needs List
MORE THAN ONE EVENING EXAM DATE FOR A COURSE/SECTION

• If a course/section requires more than one evening midterm exam date, select Add Another Exam on the right hand side of the request box
• Additional needs boxes will appear – enter the exam information for each date you need an evening midterm examination
• When you are finished, click Save
LONGER THAN TWO HOUR EXAM NEEDED

- If a course/section exam requires more than the standard 1 1/2 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 6:30pm and will require the approval of the departmental DEO
- When you are finished, click Save.
MAKE A MISTAKE?

- As long as the exam assignment has not been finalized by our office (you will receive notification when it is), your request will remain open and you can make changes.
- You can either edit the submitted information, or you can delete the exam request entirely by selecting **Delete Exam**.
- After editing any information, be sure to click **Save** in order to update your changes.

![Exam Request Form](image-url)
CLASSROOM NEEDS

• Classroom needs include:
  – 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 UCR with one seat for each
    student)
  – Registrar Scheduled Classroom with Double Seating Preferred (a UCR with an empty seat between
each student)
SPECIAL NEEDS

• Special needs may include:
  – Seating type needs (moveable seats, tables, theatre seats)
  – Special technology needs (dual projection, document camera, software programs)
  – Classroom type needs (TILE, computer classroom, chalkboard classroom),
  – Any other additional information you would like for us to know

• Please note:
  • Specific room/building requests will be taken under consideration but are not guaranteed
  • Extended time exams (exams longer than 2 hours) will not be assigned without DEO approval
  • If you know the department classroom the exam will be held in, please include it in the special needs box so it can appear on student and instructor schedules