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.)
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 mainframe each night and refreshed to this web site by the MAUI web interface.

Class Lists
- Class List (All In One)
- Class List Query Tool

Classroom Scheduling
- Classroom Inventory
- General Assessment Classrooms
- Initial Course Schedule Preferences

Data Warehouse
- College, Class & SFC Glossary
- College, Class & SFC Glossary Admin
- Data Dictionary
- Data Dictionary Administration
- Data Glossary
- Data Glossary Administration
- Date Warehouse Table Information

Degrees
- Degree Applicants
- Degree Reporting Tool
- Graduation and Retention
- Summary of Degrees Granted

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 Schedule Review OPP Report
- Personal Final Exam Schedule
- Registrar Admin: Final Exam Needs Report
- Registrar Admin: Personal Final Exam Schedule

Examining
- Board of Regents
- Four Year Plan
- GPA Percentile Information
- Grade Distribution
- Students By Minors (old)

Miscellaneous Reports
- Board of Regents
- Four Year Plan
- GPA Percentile Information
- Grade Distribution
- Students By Minors (old)

Examinations
- Evening Exam Room Request Form
- Final Exam Assignment Needs Reporting Tool
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Instructor Numbers
- Instructor Number Lookup
- Instructor Number Management
- Instructor Number Reports

Documents
- Course Re-Numbering Project Documents
- Documents for Public User
- Honor Designation Admin
- Identification Number Change Request Form

Registrar Administration
- Academic Calendar Administration
- Course Approval
- File Upload
- Financial Delinquency Database
- Five Year Delinquency Database
- Identification Number Change Admin
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.
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.

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.

**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 and 0002 of ACCT:2200 will be giving a combined exam. 
   **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.
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.

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

**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

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 located at the bottom of this page.

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

### Final Exam Assignment Needs Reporting Tool Summary

<table>
<thead>
<tr>
<th>Session</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Primary Instructor</th>
<th>No Info for Submitted by Department</th>
<th>No Data/Time Assignment Needed</th>
<th>Individual Assignment Requested</th>
<th>Combined Assignment Requested</th>
<th>No General Assignment Requested</th>
<th>General Assignment Classroom with Preferred Seating</th>
<th>Special Notes</th>
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<td>0001</td>
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</table>

Thank you for submitting your final exam assignment needs request!
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.

**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.