

Once the final examination schedule has been produced for a given term, it is the responsibility of the department/faculty to provide their instructors with the seating lists for exams held in current classrooms (excludes the gymnasiums) The following outlines the steps necessary to create a .pdf document for instructor distribution. Note :

# Final Exam Seating Lists - Unassigned

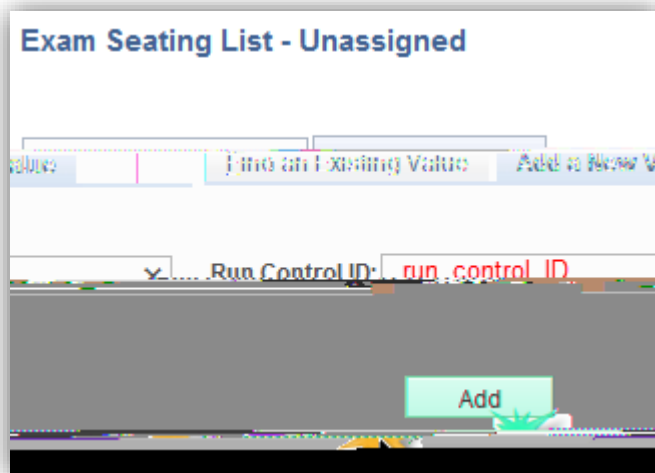
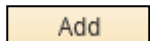
SA – Exam Scheduling



- The Run Control ID is a short description of the report. It must be one word with no spaces otherwise the process will not run. The name of the run control is not relevant to the success of the report.

Tip: Use underscores to join words for a run control ID e.g.: name\_of\_run\_control

Click the [Add](#) button.



- Enter the Academic Org for the department or faculty or use the Look up tool.

Click the [Look up Academic Org](#) button.



7. Enter part of the name in the search by field and press Enter or Look Up (e.g. search for Science by entering “sc” into the begins with field.

Click the [Look Up](#) button.

S k o o Z.

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10. If desired, optional criteria may be used to refine the report output, except Class Number. Click the [Run](#) button.

14.