
The following outlines steps to view the Final Examination Scheduling Request Once you have completed entering your exam requests, department/faculty administrators can access exam scheduling reports to run a summary report that lists the final examination requests submitted to Enrolment Services for a specific term.

There are four ways to view the Final Examination Schedule Request; .pdf, Excel, from the Report Manager and you can also email the schedule.

Viewing the Scheduling Request in .PDF:

link.

2. Click the [Exam Scheduling Reports](#) link.
3. Click the [Examination Request List](#) link.
- 4.

Viewing Final Examination

Scheduling Requests

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- Optional: Include CSV File will produce a report in .CSV format that can be downloaded to Excel.

Click the [Include CSV File](#) option.

- If desired, optional criteria may be used (e.g. UGRD Undergraduate Programs).

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

8. Click the [View Log/Trace](#) link.
[View Log/Trace](#)

9. The File List contains the Examination_Request_List.xls. Note also that a .PDF file has been created.

Click the [Examination_Request_List.xls](#) link.

Viewing Final Examination

Scheduling Requests

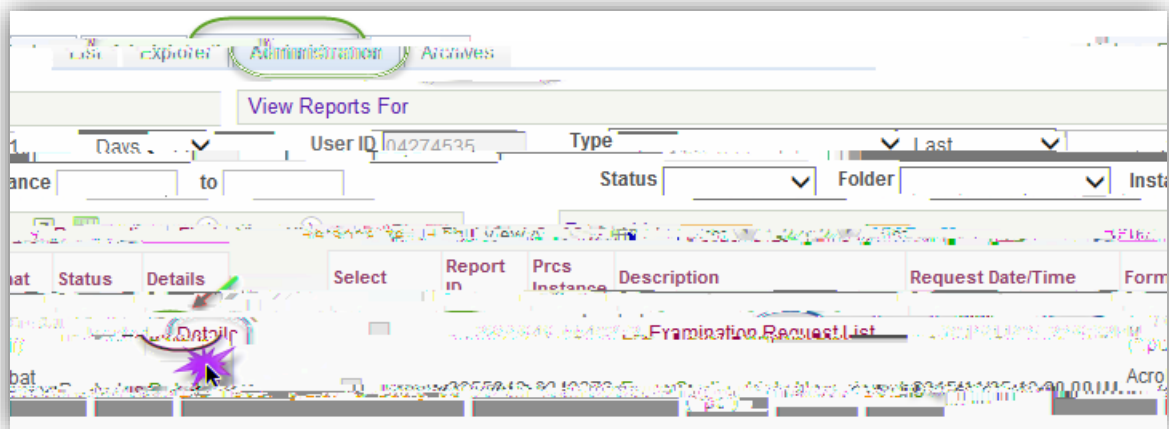
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- Click the [Administration](#) tab.

[Administration](#)

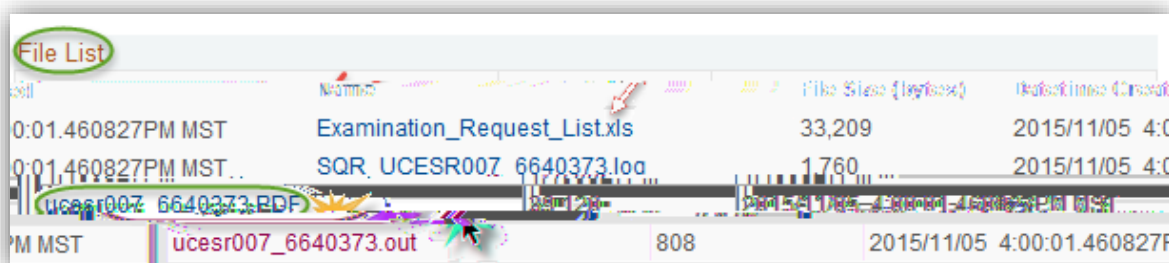
- Click the [Details](#) link.

[Details](#)



- On Report Detail, the File List will display the .PDF document. Note the Examination_Request_List.xls is also available for download to Excel. Click the [.PDF](#) object.

[ucesr007_6640373.PDF](#)



- The .pdf displays the details of the examination requests that were entered on the Exam Info Tab (Curriculum Management > Schedule of Classes).

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