

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.



10. Optional: Include CSV File will produce a reportin .CSV format that can be downloaded to Excel.

Click the Include CSV File option.

11. 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.



2. <u>Click the Administration</u> tab.

Administration

3. Click the Details link. Details

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4. On Report Detail, the File List will displaythe .PDF document. Note the Examination_Request_List.xls is also available for download to Excel. Click the PDF object

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5. 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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Viewing Final Examination Scheduling Requests SA-Exam Scheduling