Overview: Student Administration Services (SAS) changes to exams administration 2017

Aligning with recent policy changes by the Academic Board, the administration of the following exams will be centralised from faculties to the SAS professional services unit (PSU) from Semester 1 2017:

- replacement exams
- exams with less than 25 students
- some off campus exams
- current evening exams.

Detailed information, training and support will be provided for directly impacted staff in faculties/schools/SAS PSU to support transition activities occur between March 2017 and June 2017.

When will this change take place?
Change is occurring in three phases:
- 20 February 2017: SAS PSU exams team will start preparation and scheduling of exams in the new exams manager tool
- 13 March 2017: Unit of study coordinators can start to initiate online exam requests and upload exam papers via a new website
- 1 June 2017 – 16 July: The SAS PSU exams team will run all written exams in the formal exam period including, replacement exams, exams with less than 25 students and some off-campus exams.

The SAS PSU exams team are located in the Jane Foss Russell Building (Darlington Campus). Visit the SAS PSU staff intranet: intranet.sydney.edu.au/services/student-admin/processes/examinations.html

Who can I contact to find out more information?
- General enquiries: exams.office@sydney.edu.au or (02) 8627 8690
- Student enquiries: sydney.edu.au/students or 1800 SYD UNI
- Manager/leadership enquiries: Christine Fairchild, Exams Manager, SAS christine.fairchild@sydney.edu.au or (02) 8627 4451
- Transition support: Derek Milham, Senior Business Analyst, SAS Program, derek.milham@sydney.edu.au or (02) 8627 5068

Specific info for unit of study coordinators, SAS PSU staff and students for exam administration transition from 20 February 2017

<table>
<thead>
<tr>
<th>Unit of study coordinators</th>
<th>SAS professional services unit (PSU) staff</th>
<th>Students</th>
<th>Exam supervisors</th>
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<tbody>
<tr>
<td>- New website will be used by unit of study (UOS) coordinators to enter exam information and upload two (formal and replacement) exam papers by <strong>week eight of the semester</strong></td>
<td>- All faculty admin-related tasks for in-scope exams (see left) will be performed by the SAS exams team</td>
<td>- Student exam timetable available via MyUni.</td>
<td>- New online portal used by exam supervisors to complete their availability and view their rosters.</td>
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<td>- Exam session durations now standardised to five durations by the Academic Board, with a set pre-reading time of 10 mins (except Sydney Law School)</td>
<td>- New exams scheduling tool used to create and schedule exam timetables</td>
<td>- Visit the current student website (sydney.edu.au/students) or contact 1800 SYD UNI for all exam-related enquiries</td>
<td>- New exams coversheets and reports.</td>
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<td>- Draft timetables will be produced before the final timetable is published</td>
<td>- New online web portals used for unit of study coordinators and supervisors</td>
<td>- Students with replacement exam will now receive their timetable from the SAS PSU exams team</td>
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<td>- Exam paper coversheets will be automatically generated</td>
<td>- Printing of papers managed online directly with printing services</td>
<td>- Communications and support for exams (see left) administrative tasks will now come directly from the SAS exams team instead of faculties.</td>
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<td>- There is a new peer review section in the new tool to enable quality assurance of exam papers</td>
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28 February 2017