



Exam Scheduler 3.5.0

Release Notes

Document summary

Written by	Date	Issue	Status	History
DH / SP	29/01/2016	1.0	Approved	Approved for release

Support

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1 About this release

1.1 About Exam Scheduler

Exam Scheduler 3.5 is a set of components that enable users to easily and efficiently create an examination timetable. Exam Scheduler can schedule the students, staff, and invigilators that are taking or supporting each exam into the rooms where the exams can take place. Manual, semi-automatic or automatic scheduling provides the flexibility to create a timetable that meets all delivery requirements while optimising the use of exam room space and invigilator time.

1.2 Reasons for this release

Exam Scheduler 3.5 includes functional improvements and addresses a number of problems identified in preceding releases.

The principal changes introduced at this release are:

- Improved support for the scheduling of “same time” examinations.
- Using partitioned room spaces in a fixed sequence.
- The ability to define roles for invigilators and then allocate invigilators to exam sessions by those roles.
- Being able to take invigilator zone preferences into account when allocating invigilators to exam sessions.
- Setting a maximum weekly working hours limit for invigilators, and having it taken into account when allocating invigilators to exam sessions.
- The ability to choose whether to balance workload across invigilators or optimise (minimise) the number of invigilators used when allocating invigilators to exam sessions.
- Additional reports.

1.3 Supported platforms

For supported platforms, see the *Exam Scheduler 3.5 Installation Guide*.

2 Release details

This section contains the following information about this release:

- A summary of the functionality that has been added or changed since the previous release.
- A summary of the problems that are resolved in this release. Only problems that were present in a previous full release are listed.
- A summary of previously discovered problems that have not been resolved in this release. Although recently reported, these problems might have been introduced in any prior version of this software. If you encounter any of these problems, contact your local support team to add your experiences to the investigation (see *Support* on page ii).

Functional changes at this release:

ID	Description
US1054	<p>Improved scheduling of “same time” exams</p> <p>It is possible in Exam Scheduler 3.5 to mark an exam as having to take place at the same time as some other exams. Manual scheduling of exams now takes all “same time” relationships into account when calculating when an exam could be scheduled, and provides scheduling constraint information on all exams in the group.</p> <p>The Schedule Exam screen now contains 2 additional columns in the home list:</p> <ul style="list-style-type: none"> • Same Time Activity Group Size contains a count of the exams in a “same time” relationship with the currently selected exam • Same Time Activity Group Name provides a filtering or grouping ID for exams in a unique “same time” group.
US871	<p>Using partitioned room spaces in a fixed sequence</p> <p>Where a larger space is either physically or logically divided into portioned spaces, it is now possible to control the sequence in which those partitioned spaces are used.</p> <p>This allows users to ensure, for example, that if a larger space is divided into logical blocks of seats then exams that use more than one block will always be scheduled into adjacent sequentially numbered blocks.</p>

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ID	Description
US1101	<p>New “Paper” object for grouping exam requirements</p> <p>It is common for students from different courses to sit the same physical exam paper, even if the “exam” has a different name for each course. It is now possible to create a paper and associate a number of exam requirements with it.</p> <p>For example, this enables institutions to ensure that all students sitting a paper can be reported on, and also enables the Scientia Exam Management System (available separately) to manage the exam paper production and printing process based on accurate student and paper numbers.</p>
US397	<p>Choice of invigilator allocation models</p> <p>Auto-allocation of invigilators to exam sessions can now be done in a way that either minimises the required number of invigilators used over the exam period OR spreads the invigilation workload across a larger number of invigilators (to ensure all invigilators get some work). This is a configuration setting shared by all users.</p>
US1117	<p>Invigilator’s preferred zones</p> <p>Institutions often have multiple campuses or buildings that are geographically separated. Invigilators are often willing to work in one but not another, usually because of the distance to travel. It is now possible in Exam Scheduler to model these as zones and to record both a list of zones the invigilator will work in and which is their preferred zone(s) to work in. The lists are taken into account when allocating invigilators to exam sessions.</p>
US1372	<p>Maximum weekly working hours for invigilators</p> <p>It is common for invigilators to only be willing to work a set number of hours or to be contractually restricted on the hours they can work in any one week. This is different from their calendar showing them to be available. For example, they might be available to work all week, but the number of hours that they want to or are allowed to work might be capped at 20. It is now possible to set a maximum weekly hours value for all invigilators; this limit is taken into account when allocating invigilators.</p>

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US1176	<p>Support for invigilator roles</p> <p>This release includes support for the roles that invigilators carry out during an exam session. For example, supervising the session, general invigilation duties, and monitoring student breaks. Roles can be defined by the institution, and invigilators can identify the roles they are prepared to perform.</p> <p>For each exam session, the user can specify a set of roles to be carried out, and the number of people needed for each role. The auto-allocation process will match the desired roles (and numbers) for each session with the available staff then allocate staff accordingly.</p>
US1053	<p>More options for filtering the Exam Session home list</p> <p>The new Assigned Invigilators column contains a concatenated list of all invigilators allocated to each exam session. This allows a user to filter the list by invigilator (using a “like” comparison), for example to find all exam sessions allocated to a particular invigilator.</p>
US1005	<p>Usability improvements to manual scheduling</p> <p>In the Schedule Exam window, if the user selects a date/time cell that contains a blue diamond and then right-clicks, the menu now includes a Schedule item. If the user clicks Schedule, the selected exam(s) will be scheduled at that time. Similarly if the user selects a cell where an exam is currently scheduled, the right-click menu contains an Unschedule item, which unschedules the activity/activities.</p>
US1006	<p>Additional objects for room layouts/floorplans</p> <p>To make room layouts more realistic, it is now possible to place objects such as walls, doors, pillars and windows in the room layout.</p>
US1057	<p>More seat labelling options</p> <p>The Student HostKey is available as a choice when defining seat labels.</p>
US870	<p>New reports</p> <p>Exam Scheduler 3.5 includes new standard reports, including:</p> <ul style="list-style-type: none">• Room layout report• Room utilisation report

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ID	Description
US1081	New menu structure After careful consideration, the opportunity has been taken to re-arrange the menu structure and drop-down menus to make them more logical and to aid efficient working.

Problems that are resolved in this release:

ID	Description
US21	Usage preferences not taken into account during automatic allocation of invigilators.
PRB17494	Rooms can be overfilled without causing a scheduling violation.
PRB17977	Calculation of the duration for “needs extra provision” (NEP) exam activities not taking additional reading time into account.
PRB22187	Unable to print the location home list (no “Print” option on right-click menu).
DE674	Incorrect calculation of Maximum Allowed Locations when manually scheduling exams.
DE283	Needs Special Provision field is not ticked for NEP SOFER imports linked to serial exams.
US1269	Exam Sessions screen: In the Suitabilities, Exclusive Invigilators and Floating Invigilators panes, the horizontal scroll bar is disabled.
DE364	EMIT not updating an existing student’s graduation date during an import.
DE489	EMIT warning message when failing during a multi-stage operation is unclear as to the real cause.
DE218	EMIT generates an ambiguous error message when unable to export a Teaching Period.

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Problems that are not resolved in this release:

ID	Description	Workaround
US408	If exam periods overlap and exams are scheduled in each exam period for the same room at the same time, duplicate sessions are generated.	Avoid overlapping exam periods.
PRB18493	The required number of invigilators is not updated if another exam is added to an existing session in a room	The session is marked as “Needs review” and this should be monitored. Note the required number of invigilators attribute is not regarded as the definitive number required if invigilator roles are used.

3 Install and upgrade

3.1 Installing the software

For information on installing Exam Scheduler 3.5, please refer to the *Exam Scheduler 3.5 Installation Guide*.

3.2 Upgrading an installation of a previous version

Existing installations of Exam Scheduler 3.4 can be upgraded to Exam Scheduler 3.5. For more information about this process, see the *Exam Scheduler 3.5 Installation Guide*.

Installations of Exam Scheduler 3.3 or earlier must be upgraded to Exam Scheduler 3.4 before they can be upgraded to Exam Scheduler 3.5. See the *Exam Scheduler 3.4 Installation Guide* for more information.