

*Exam Scheduler:* manages assessment requirements, scheduling, invigilator allocation, seating assignment, and extra provisions for equity.

*Exam Management System (EMS)—Invigilator Rostering:* manages invigilator communications for collection of availability and distribution of rosters.

*EMS—Invigilator Recruitment:* manages invigilator recruitment and training.

*EMS—Needs Extra Provision (NEP) Student Management:* manages the collection and authorisation of extra provisions for equity exam adjustments.

*EMS—Session Management:* manages the recording of incidents occurring during the exam event.

*Publish:* timetable delivery and adjustment notification.

# Exam Solutions

## Enhancing students' exam experience

### Introduction

Assessment Planning in Higher and Further Education institutions is a critical function that must balance the needs and user experience of the student, academic integrity, and effective resource utilisation. Scientia's Exam Solutions provide a holistic means of managing the examination event.

### Student wellbeing and experience



Exam Scheduler enables the support of extra provisions for student wellbeing, a balanced timetable, and inclusion of practical exams into a personalised timetable.

An easily accessible timetable view where any changes, if necessary, are promptly communicated instills confidence and composure.

### Efficient planning for the Examination Event

Scientia Exam Solutions provide an integrated suite of tools to assist the efficient management of assessment. These tools enable:

- Scheduling for the wellbeing of students and staff
- Upholding equity considerations
- Requirements gathering and constraint adjustment
- Support of flexible academic programs
- Competency serial examinations capability
- Efficient resource utilisation
- Effective invigilator management
- Paper collection, printing, and paper assembly management
- Examination incident management

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## Enhancing students' exam experience

### Key features and benefits



#### Return on investment

Scientia Exam Solutions enables efficient exam event planning, reducing the cost of administration, space utilization and invigilation. Efficient management of all processes within one integrated suite of applications ensures integrity, efficiency and agility.



#### Enhanced student experience

The powerful scheduling engine optimises for designated service outcomes, for example, controlling the spread of a student's exams throughout the exam period. The requirements for student and staff experience, resource optimization and academic integrity can all be built into the scheduling process.



#### Support for flexible and varied exam requirements

The higher education sector has experienced a significant increase in program flexibility, putting pressure on exam management. Exam Scheduler supports the management of multiple examination periods across many campuses, including overlapping exam periods. The support of competency based assessment is included with serial examinations.



#### Students with equity considerations supported

Exam Solutions enable the collection and approval of requirements for extra provisions for exams where students require consideration for equity purposes. These exams are efficiently managed in Exam Scheduler providing the students with a personalised timetable that supports their requirements and is delivered in the same manner as other students. The Needs Extra Provision Student Management module enables the efficient collection and approval of adjustments.



#### Publishing exam timetables

Personalised timetables can be delivered back to Student Management Systems or can be accessed via Publish. All students and staff, including those requiring extra provisions, can access their personal timetable with notification of scheduling changes via Publish.

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### Invigilator management

The recruitment and training processes can be tracked in the EMS Invigilator Rostering module, culminating in the approved invigilator being made available in Exam Scheduler. The Invigilator Rostering module facilitates the communications and collection of availability from invigilators, directly inserting data into Exam Scheduler. Invigilator allocation is automated using Roles according to pre-defined constraints. Finally, the communication and acceptance of the roster is achieved via the EMS Rostering Module.



### Exam paper collection, quality assurance and logistics

The EMS Paper Management Module expedites the secure collection of exam papers and supplementary material electronically, with an institutionally designed quality assurance workflow. Full audit functionality is available for every paper with every version of paper stored, available for download. Printing instructions are collected and printing progress can be monitored. Automated communication of deadlines and reminders is facilitated. Finally, inventory management and assembly instructions are provided with assembly progress monitored.



### Exam incident reporting

Incidents that occur during exams can be recorded by the invigilators assigned to the session and then reviewed via a workflow for quality assurance and substance prior to the automated dissemination of the incident report to appropriate departments. Files can be loaded for evidence, such as statutory declarations, photographs and recordings. Categories of incident are configurable for each institution with automated reporting.



### Ease of use

Cloud technologies are utilised for the EMS modules, which provide simplified, intuitive interfaces for diverse user groups to interact with the solutions. Data entered into these modules is distributed as required throughout the modules without requirement for double entry.





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*"Exam Scheduler has enabled us to create transparent student exam schedules with accurate resource utilisation at a glance. The multi-user environment that we have been able to run has been achieved through integrated dataflow between this exam planning tool, other Scientia software at use at the University, and our student record system."*

**Carsten Meng Smidt**  
University of  
Copenhagen



## Integration

Integration services can be applied to bring data from third party systems into Exam Scheduler as well as to receive information from Exam Scheduler.

## Reporting

A number of standard reports are available, which are intended as example reports. These can be individualised for each institution. Data from Exam Scheduler is openly available to institutions for their use.



## Security

Exam Scheduler, EMS and Publish all integrate with an institution's authentication systems. Data security is maintained with encryption at rest and in transit.