Self¬Scheduled Science Exams Academic Year 2018-2019

Self-Scheduled Exam Steps:

1. **As early as possible in the semester, instructors note which classes they will give self-scheduled exams for and the dates of [the exam in this Google drive sheet.](#)**

2. **Shortly before the exam period, instructors upload exam on Moodle** following Joe Bacal's instructions which will limit the time the exam is available and permit access only from the Seelye B8 computers. Instructions are available for [adding an exam](#) and [restricting access to an exam by date.](#)
It is recommended that faculty note the total number of pages of the exam on the first page so students can be sure they have printed the complete exam. Please include the word "exam" in the filename for exams that your students will print in Seelye. This will make it much easier for us to track and troubleshoot exam queue printing.

   Please contact Joe directly with any questions/problems with the exam upload process (jebacal@smith.edu, x3301)

3. **Prior to the start of the exam period, instructors go to Seeyle and add a label to one of the two the lock box in the hallway outside Seeyle B8 with the course subject.** When we have many exams being given at the same time, with the same subject, you may be sharing a slot in the exam box with your colleagues. There are labels for each course subject that can be reused and lots of blanks stored in a pouch on the side of each drop box (no need to use the back of a crumpled receipt).

4. **During the exam period, students go to Seeyle B8, login to Moodle and print the exam in Seelye B8.** When students print the exam from Moodle, they should be sure to change the printer at the top of the print dialog box to the "ExamPrinting" queue so that they are not charged for printing. Date and time of printing are automatically printed on the exam. Smith Students will need their OneCard to release their print job. See below for further printing details for non-Smith students.

   Exams will print single-sided by default. Please impress upon your students that this printing queue is for exams ONLY and that the Acceptable Use of Computer and Electronic Resources Policy applies. The policy alert dialogue is an indicator that students have selected the correct print queue.
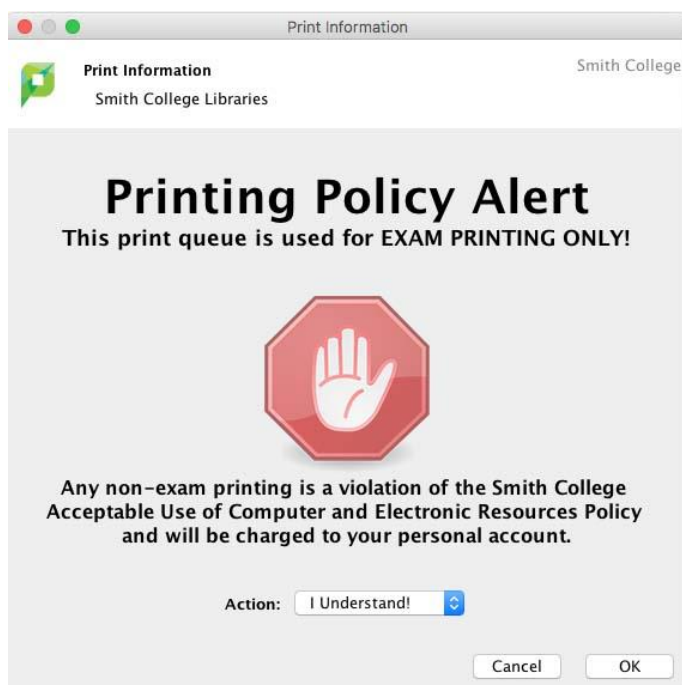
[Student workers are available in Seelye](#) to help with problems or questions Monday through Thursday 8:00 AM to 9:30 PM, Friday 8:30 AM to 4:30 PM, Saturday from 8:00am to 4:30pm, Sunday from 1:00pm to 9:00pm.

They also stock the printers with paper and toner. The building and B8 is accessible 24/7 for Smith students via OneCard and door swipes. See below for further building access details for non-Smith students.

1. **Immediately after printing the exam, students take the exam on the third floor of Seelye** after 5:00 PM Monday through Friday anytime Saturday and Sunday. The 3rd floor classrooms in Seelye (301,302,304,306,308,310,311,312, and 313) have been reserved as a quiet study area during these times. These spaces are not available Monday through Friday between 8:00 AM – 5:00 PM because of regularly scheduled classes; exams may not be taken in these rooms during that time. For Spring 2019 the exception is Seeyle 310 which is reserved for exams Mondays, Tuesdays, and Wednesdays 12:00-4:00 pm and Seeyle 311, Fridays 1:00-4:00pm. Unfortunately there was no space available Thursdays during the day.

5. Students are encouraged to print their exams when student staff are present for troubleshooting.

6. **Immediately upon completion of the exam, students return to the Seelye basement hallway, manually time stamp and staple the exam** (stamp and stapler are attached to the top of the lock box**), and place the exam in the slot labeled with the corresponding course subject.**

7. **As soon as possible at the end of the exam period, instructors pick up exams from the lock box in the hallway**. Masterlock instructional video.

Access to Seeyle B8 for Non-Smith students: **The two exterior doors with card readers at Seeyle Hall are open 6:30am-11:00pm 7 days a week** (excluding observed Holidays when the campus is officially closed Independence day, Labor Day, Monday of Fall Break, Thanksgiving Break, Winter Break, Martin Luther King Day, Memorial Day). **Seeyle B8** is accessible to students without a OneCard for exam printing **Monday-Thursday 5:00pm to 9:30pm, Saturdays 8:00am to 4:30pm and Sundays 1:00pm to 9:00pm excluding the weekend of Fall and Thanksgiving Breaks.** Students should be prepared to show their ID from their home institution.

Exteriors doors with card readers that are open 6:30am-11:00pm 7 days
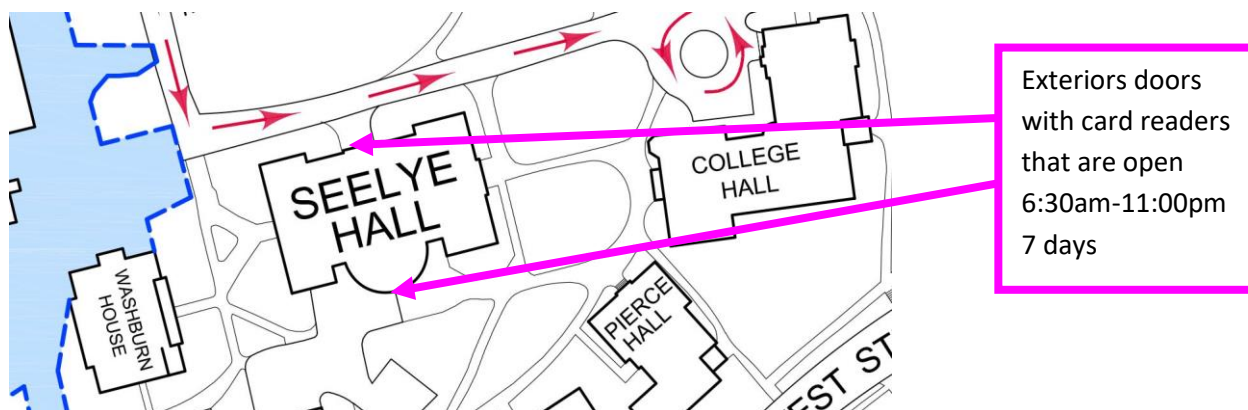
Exam printing for non-Smith Students:

1. Login to a computer in Seeyle B8 with your Smith assigned user name and password. Your Smith assigned user name starts with the first initial of the name of your home institution: a-bjones for Amherst , h-cjones for Hampshire, u-djones for Umass, m-ejones for Mount Holyoke and hs-fjones for High School students. (If you are not sure what that is, call or stop by the Smith IT service center. See their webpage for hours and contact info.)

2. Login to Moodle to get to the course and the exam posted by the instructor

3. Print the job, selecting the ExamPrinting queue (will print single sided by default)

4. Walk over to a printer, on the c-pad reenter the Smith assigned user name and password to release the print job. See pictures of the c-pad dialogue on the next page.
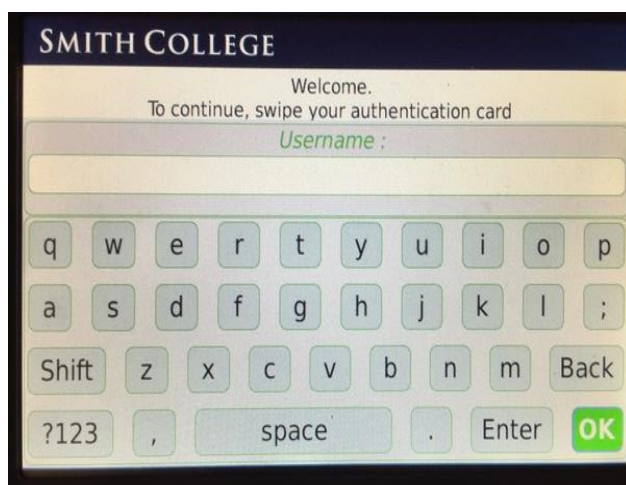
This process will only work for printing exams during the hours when self-scheduled exams are being given. All other printing for 5 College Student and High School students should follow

the same process as "guest" printing. [Information can be found on the ITS website.](#)