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## IMPORTANT DATES & SCHEDULING DEADLINES

**November 24:**  
Exam scripts due for  
courses writing December  
7-13

**November 25:**  
Spring & Summer course  
collection will close

**December 1:**  
Exam scripts due for  
courses writing December  
14-20

**December 1:**  
Last day of Fall Term  
Makeup day for  
Thanksgiving  
Monday Schedule

**December 7-20:**  
December Exams

**December 12:**  
Teacher Education  
Winter Classes Begin

**January 9, 2012:**  
Classes Resume

**January 31, 2012:**  
Fall/Winter 2012 course  
collection will close

**February 1, 2012:**  
BUFA Accommodation  
Requests Due

## December Exams

December exams have been posted online. Please check the timetable to ensure that all courses having exams have been scheduled.



Students can now see their exam timetable through the portal!

**More information about exams on pages 3 & 4....**

## BUFA Accommodations

The deadline for **new and renewed** requests for BUFA accommodations to be received by the Registrar is **February 1, 2012**. While the memo will be sent out in early December, request can be made early.

## Thinking to the future...

Now that Fall term 2011 has begun it's time to start thinking to the future.

We are about to embark on yet another course timetable data collection and class schedule construction cycle for Spring and Summer sessions 2012 and Fall and Winter session 2012-13.

Course collection for all three sessions will open on **Monday October 24**. The system will remain open for data editing until November 25 for Spring and Summer and until January 31, 2012 for the Fall and Winter session.

The data preparation process and class schedule construction will occur in December for Spring and Summer 2012 and preliminary timetables will be released back to departments for review early in the new year. The data preparation and class schedule construction for Fall/Winter session will occur during the months of February and March, with release of the preliminary timetable back to departments in early April. Generally speaking, Spring and Summer timetables are published in March and the Fall/Winter timetable is published in early June. More detailed information on timetable construction, department/program review periods, and registration ready publication will appear in the January/February newsletter.

## Need Access to Course Collection?



If you are newly responsible for the update and management of course collection you will need to request a level of security which will allow your access to update your course and timetable information. Please advise our office in writing with as much advanced notice as possible as it could take time for your request to be processed with Information Technology Services.

## Gone is the guess work on your room...

For those who attach department space to their course components in course collection we are excited to announce that we have upgraded this function with a new feature which will calculate the number of hours per week and per term that are assigned to each room in the department's dedicated space inventory. The purpose of the calculation is to give departments a running total of hours requested in spaces to prevent them from being over-subscribed in any term or at any time of day. The table calculates hours for the primary component (normally a lecture) and any secondary seminars, labs, and tutorials. It will also include hours posted for courses in shared spaces being assigned across departments or within Faculties.

In order for a department or faculty classroom to appear in Assign Department Space we must set up ownership.

An example of our new feature...

TH269J
Assign Department Space

**The Maximum amount of hours available for each Time of Day are:**

- Day : 45 - total weekly available hours
- Evening : 12 - total weekly available hours
- Late Afternoon : 8 - total weekly available hours
- Not Applicable : Not Applicable
- Saturday : Not Currently Available

### Stay tuned, we have more exciting adjustments planned!

Room Number	Description	Room Capacity	Term 1 Day	Term 1 Late Afternoon	Term 1 Evening	Term 2 Day	Term 2 Late Afternoon	Term 2 Evening
→ MCA223		15	0.00	0.00	0.00	0.00	0.00	0.00
→ TH269C	Department Lab	27	24.00	6.00	5.00	29.00	9.00	0.00
→ TH269G	Department Lab	24	8.00	0.00	2.00	7.00	0.00	0.00
→ TH269H	Department Lab	28	9.00	0.00	0.00	20.00	6.00	0.00
→ TH269J	Department Lab	34	18.00	8.00	9.00	16.00	6.00	9.00

**1 Total Records: 5**

## Furniture Rearranging

We know that sometimes the default furniture setup in your room isn't always the best layout for your course. Instructors often move furniture around to suit their needs, however this makes it difficult for the next course coming in as they then have to take time to reset the furniture. If you do rearrange the furniture, please take a minute to reset it at the end of class.



## Submitting your exam scripts:

- The Registrar is responsible for printing, and bearing the cost of printing examination scripts. Papers should be hand-delivered to Decew 218 no later than 4:30pm on the deadline (see the red column on the right). Due to security issues we cannot accept papers sent through email or fax.
- Please wait while the paper is briefly checked.
- You will need to initial the sign-in sheet for each exam script.

All exam scripts must be submitted *single sided*, they will be printed *double sided*, unless requested otherwise.

If special printing is required, please ensure to provide clear instructions.

## A couple important items:

- Our office does not provide scantron sheets, but these can be ordered by your department.
- Exam booklets are provided by the scheduling office.
- If you do not intend for your script to be placed on reserve at the end of the exam period, you must include the note 'this exam will not be placed in the Library reserve' on your exam title page. A standard exam title page is available on our website, under the 'Examinations' section:

<http://www.brocku.ca/registrar/faculty-staff-resources>

- Exams currently available through the library reserve can be found on the library website:

<http://exams.library.brocku.ca/>

## Printing Your Own Exams?

If you or your department decide to print the exam script, or if you have missed our deadline, please be aware of the following:

- Please hand deliver a copy to our office (Decew R218) by no later than **24 hours** prior to the exam
- You will need to bring all printed copies of your exam script to either the gym or classroom location on the day of exam.
- Our office will provide you with exam booklets if required, as well as attendance cards and a copy of the class list

## IMPORTANT DATES FOR DECEMBER EXAMS

November 24:  
Exam scripts due  
for courses writing  
December 7-13

November 24:  
Proctor Lists &  
Random Seating  
requests due

December 1:  
Exam scripts due  
for courses writing  
December 14-20

December 7-20:  
Fall examination  
period



## For instructors – On the day of the Exam!

- **Arrive at least 30 minutes early** - Faculty Handbook regulations require that instructors arrive at their exam location no later than one half hour prior to the commencement of their exam, for examinations of all student sizes. This regulation is in place to allow time for instructors and proctors to set out materials, and more importantly, to resolve any unexpected problems to ensure the exam period begins and ends on time.
- **Make sure you have 1 proctor per 50 students** - At least one instructor (not a Teaching Assistant) must be present for the duration of the examination. The ratio of proctors to students per room is 1 proctor per 50 students. Faculty Handbook rules state that Chairs must provide our office with a list of proctors who will be in attendance at each examination. This list is due on the first exam script deadline, **November 24**.
- **Need equipment?** - For instructors who book classroom space for their exam, please ensure you pre-book the use of the equipment in the room by contacting Telecommunications at x 3588, or via e-mail at [audiovisual@brocku.ca](mailto:audiovisual@brocku.ca). Also note that access to lecterns that control computer/video projection must be unlocked based on prior request.
- **Random Seating?** - Our office can provide random seating assignments for exams running in the two gymnasiums, if required. Each student will receive a card as they enter the gym, which will randomly assign them to a seat number. If you would like this option, please submit your request no later than **November 24**.
- **What if I am late for the start of my exam?** - It is important you be on time for your examination set up. Registrar's staff are not responsible for this task, and they have other duties to perform during this time. Examinations staff will not wait on your arrival to admit students to the gyms. Your students will be seated, without their exam paper in anticipation of your arrival. If the examination is running during normal office hours, we will make every attempt to contact you or, failing that, a member of your department or your Dean to advise of the situation and to locate someone who can attend and proctor the examination. In the evening and on Saturday, we do not have contact resources available. We will dismiss the students if you or someone designated as a proctor does not arrive within **45 minutes** of the commencement of the examination. Depending on the circumstances, you may need to be prepared to move completion of a late-start exam to another location in order to allow students the required extended time to finish writing.
- **What do the exam staff do?** - Each exam period is attended by one Chief Invigilator and several Assistant Invigilators. The staff will perform several duties including: delivering examination printed papers and other materials to the instructor; making announcements at the start of exams (in the gyms); assisting with washroom duties for instructors/proctors; assisting instructors and Campus Security in case of an emergency; documenting all examination irregularities at the request of the instructor, and collecting all unused materials at the conclusion of the exam.

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