

# Respondus Exam Request in Databee

1. Search for your subject code in the Subject Search window, and select "Request Exam":

**Exams Portal**  
**SP3 Formal Exams, 2023**  
**College of Arts, Society & Education NEW**  
Hello Lindsay



On this page you are able to search for your unit (subject) to request an exam. You can do this by typing the subject code in the search field and clicking SEARCH. Please select 'no exam needed' where applicable.

Exam requests may be entered until 03/02/2023  
Exam papers may be uploaded until 06/02/2023  
Read-only access will be available until 28/02/2023

Subject Search  
ED0195  
[Your Exams](#)

SEARCH

Displaying 'ED0195': 1 Subjects.

SUBJECT	EXAM
ED0195 Bridging Science for Teachers (1 students)	 Request Exam  No Exam Needed

2. Locate the relevant exam type, in this case *Respondus Exam* and select "REQUEST":

**Exams Portal**  
**SP3 Formal Exams, 2023**  
**Exam Request Form**  
ED0195 Bridging Science for Teachers

What type of assessment would you like to request?

**Hard Copy Paper Exam**  
This option includes the following exam types: \* On Campus Hard Copy Paper exam

REQUEST

**Respondus Exam**  
This option includes the following exam types: \* Online Respondus exam \* Online Respondus with Monitor exam \* On Campus Online Respondus exam

REQUEST

**Online Learn JCU Exam**  
This option includes the following exam types: \* Online LearnJCU exam

REQUEST

**Practical / Oral Exam**  
This option includes the following exam types: \* On Campus Practical exam \* On Campus Oral exam \* Online Oral exam

REQUEST

**Assignment**  
This option includes the following exam types: \* Assignment

REQUEST

3. Complete all fields according to the exam conditions you'd like to request:  
**Read all descriptions carefully to ensure you're making the correct selections**

**Campuses**

This is the enrolment location from SMS. Please select all that apply. Please consider your Exam type if you have External cohorts.  
**REQUIRED**

Townsville near Distance (EXT TSV) (Distance) (1 students)

**Description**

Please leave this question BLANK unless you have multiple exam requests for the same subject. If so please add description here. (eg. Paper 1 or Paper 2). Note: This description will populate at the end of the Subject Code and Title on the timetable and coversheet.

**Staff**

Examiner/staff members JCxxxxxx number. This person must be registered in databee for it to submit.  
**REQUIRED**

ADD ANOTHER EXAMINER

**Exam Duration**

Writing Time Duration:  
**REQUIRED**

- 1 hour
- 1 hour and 30 minutes
- 2 hours
- 2 hours and 30 minutes
- 3 hours
- 3 hours and 20 minutes

**Exam Conditions**

Please select one of each of the following options:

What type of Respondus Exam is this?  
**REQUIRED**

- On Campus Online Respondus Exam
- Online Respondus Exam
- Online Respondus Exam with Monitor

Permitted Materials:  
**REQUIRED**

- Any materials are permitted (excluding electronic devices)
- No materials are permitted (except standard stationary ie, pen/pencil) - no calculators, no dictionaries, no electronic devices.
- This is a Restricted materials exam - you can only bring items listed under Permitted Materials and standard stationary ie. pens/pencils

### Exam Materials

- Materials Permitted:
- Any materials permitted
  - No materials permitted
  - Calculator - Any
  - Calculator - Non Programmable
  - Calculator - Scientific with display
  - Dictionary - Bilingual
  - Dictionary - English
  - Notes - 1 x page A4 notes (2 sided)
  - Notes - 2 x pages A4 notes (2 sided)
  - Notes - Any notes

Other specific permitted materials not listed above eg: protractor, specific text book/s. Please Note: The following items are permitted in all JCU exams and do NOT need to be listed: pencils, pens, erasers, whiteout, highlighters, rulers and a water bottle.

### Scheduling

What Venue Type does this exam require?(Refer to your Exam Type to select the correct venue)  
REQUIRED

- Computer Lab
- Online at Home
- Prac / Oral On Campus
- Standard Exam Room

Concurrent Exam: Enter here the Subject Code of any exam that has a different exam paper to your current request but needs to be scheduled at the same time. Note: you still need to submit a separate exam request for the subject you enter here.

If you have an essential scheduling request please list here. ie Please schedule before 10th June due to students going on placement. Please ensure you list the reason for this request and refer to Important Notes at the end.

### Exams for Multiple Subjects

Slash Exam: Enter the Subject Code of any exam that has the exact same paper AND needs to be scheduled at the same time. Only list the additional subject/s you want to join to this exam request. This will create a "slash" paper (eg: BU1002/BU1902 you would only enter BU1902 in subject code 1)

Subject code 1

Subject code 2

Subject code 3

### Miscellaneous

Name of examiner, mobile no. and extension number for the day of exam (this is for exam staff only not given to students)  
**REQUIRED**

Alternate name, mobile no. and extension number if examiner cannot be reached (this is for exam staff only not given to students)  
**REQUIRED**

#### 4. Read through the important notes and tips:

Thank you, please press submit.

##### IMPORTANT NOTES AND TIPS

##### STUDENT PUBLISHED TIMETABLE

The student published timetable, when released will show the Assessment Type, Exam Subject Code & Title, date, time, venue, duration, and only if applicable, reading time, exam conditions and permitted materials.

##### DRAFT TIMETABLE

This is released to STAFF ONLY and is for you to confirm that the details provided in the Examination Request match the details to be published in the student timetable.

##### SCHEDULING

You must list a reason for your scheduling request

An essential request includes:

Students on placement during exam period.

Specific software requirements.

Order in which Papers/Sections are required.

Specific room already booked by College (Prac/Oral).

No other Scheduling requests will be actioned

##### INSTRUCTIONS TO STUDENTS

Instructions to students will not be included in the Exam request, and therefore not visible on the timetable. Any instructions to students can be added to the Exam Paper Cover sheet on page 2 or embedded within the exam content when the exam paper is uploaded.

##### INSTRUCTIONS FOR STUDENTS IN LEARNJCU

For on Campus hard copy exams this option will not be available. Please note if an exam has to change from Online to On campus (for an AccessAbility student) the exams team must be made aware of any permitted materials or other instructions relevant for the examination invigilator.

Please ensure any instructions in LearnJCU are not conflicting to details from this exam request that will be published on the student timetable.

##### ONLINE EXAM DURATION

Reading time is not an option for online exams, please include any time you would allow for reading in your overall exam duration. You may want to consider a buffer added to your duration of your online exam to allow for delays in accessing and/or submitting the exam.

##### EXTERNAL EXAM AVAILABILITY

You may be requested (at short notice) to change an on campus hard copy exam to an online exam if lockdown/restrictions occur.

##### STUDENTS OVERSEAS

If you have an Internal or External student who is overseas during the exam period, an Online exam option will need to be provided by the Subject Coordinator.

##### ON CAMPUS SEAT FOR ONLINE EXAMS

Students will be provided the link to apply for a seat on campus in their final timetable if their home environment is not suitable for online exams.

COVERSHEETS - Hard copy exams

Once you have checked all details are correct, click Submit. This will allow you to download your Exam paper coversheet (for hard copy paper exams only). Please ensure you download a new coversheet each exam period, including for sup/def. Please do not change any details or formatting on the 1st page of the coversheet other than including a marking box if required. You can enter any instructions to students on the second page. If there are any issues with the coversheet please contact exams team urgently.

Once you have checked all details are correct, CLICK SUBMIT

If you require assistance or clarification, please phone the exams team on 16309 or email [exams.staff@jcu.edu.au](mailto:exams.staff@jcu.edu.au)

5. Select "SUBMIT":



6. Once you have submitted your request, you will receive an email receipt of submission, and the below thank you message. There will also be a hyperlink to download your coversheet immediately:

Thank you, your record has been submitted.

An email was sent to "Lindsay.mcgininity@jcu.edu.au"

ED0195 Bridging Science for Teachers

Respondus Exam

You can [download the coversheet for this exam here.](#)

7. Download your cover sheet and save it in your subject folder, and you can now complete/begin writing your formal exam.