

How to Upload your Exam in Databee

You will be required to upload all hard copy Formal Examinations into Databee, as per the deadlines provided via the [Exams Resources for Staff](#) webpage. Please refer to the below steps on instructions on how to complete task, remembering that you will need to complete this step in both the main exam portal, and supp/def exam portal. There is a file upload limit of 1, therefore any additional pages (graph paper, formula sheets etc.) must be included with your exam file.

Please do note, you do not need to complete this step for online exams, however it is important to remember that if you have an AccessAbility registered student who requires a hard copy paper, you **will** need to follow these steps to upload a hardcopy paper.

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

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)
Hard Copy Paper Exam



Cancel



Cover
Sheet



Edit



Another
Exam



Upload

2. Review to the information provided including your checklist prior to upload, and refer to the information around AccessAbility examinations (as mentioned above):

THE INFORMATION BELOW HAS BEEN FINALISED READY TO PUBLISH TO THE STUDENT TIMETABLE AND CANNOT BE CHANGED.

Checklist PRIOR to uploading your Exam paper:

1. You **MUST** download the COVER SHEET from this exam request (return to Home page to download)
2. The downloaded COVER SHEET must be the **FIRST PAGE** of your exam.
3. Have you requested answer booklets or left space in your exam paper for students to answer. If you have Multiple choice questions ensure you have requested a scanner sheet or provided instructions to answer on the paper.
4. Ensure Academic Head or relevant approver has signed off on the exam paper before uploading.

If you have re-used an old coversheet your exam paper will be Rejected.

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The following details on the cover sheet CANNOT BE CHANGED:

Header which displays the the Subject Code and Title

Exam Period

Exam Conditions

Materials Permitted in the Exam Venue

Materials to be Supplied to Students.

Details that CAN BE CHANGED:

Instructions to Students on Page 2 of coversheet

You can ADD any information here that is useful to the student when presented with the Exam paper.

For ACCESSABILITY exams, please ensure this is in WORD and you tick the relevant box.

If you have any questions please contact the exams team: x 14246 or exams.staff@jcu.edu.au

3. Review your exam request details, this will pull from your original Databee request and will also reflect the conditions listed on your coversheet:

ED0195 Bridging Science for Teachers

Hard Copy Paper Exam

Exam Request Details

Please check that your paper matches your exam request, below.

ED0195 Bridging Science for Teachers

Hard Copy Paper Exam

Campuses

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

No students were selected for this exam.

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.

jc589392

Exam Duration

Reading Time duration: Students may take notes on the exam paper or rough paper supplied, but not on the answer book or scanner sheet.

15 minutes

Writing Time Duration:

2 hours

Answer Books

15pg Answer book/s required

1

Exam Materials

Materials to be supplied by Exams Office. Note: Rough paper is supplied to any student upon request

Scanner Sheet - TES

Materials Permitted:

- Any materials permitted

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.

Exam Conditions

Permitted Materials:

Any materials are permitted (excluding electronic devices)

Exams for multiple Subjects

Scheduling

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.

Miscellaneous

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

Test 0412 345 678

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

Test 0412 345 678

4. You will need to reach each section carefully and complete the *Exam Paper Upload* information below.

If this is an AccessAbility paper, please indicate via the check box.

If you require your paper to be printed in colour, please indicate via the free text field.

There is a file upload limit of 1, therefore any additional pages (graph paper, formula sheets etc.) must be included with your exam file.

Exam Paper Upload

Is this an AccessAbility exam paper?

Yes

If this is an AccessAbility exam paper, please describe this file.
Eg. "Larger Font", "For a specific student"

REQUIRED

Select exam paper file here

No file chosen

Single-Sided or Double-Sided Printing?

Double

REQUIRED FOR FILE UPLOADS

Single

Does your exam paper need to be printed in colour? Please answer YES or NO

Please confirm who has approved this exam paper. NOTE:
Authorised approvers include: Academic Head of Discipline or
the relevant Dean if there is no Academic Head of Discipline
overseeing the subject or the Academic Head is the Examiner.
Please ensure the correct approvals have been completed prior
to upload.

REQUIRED

5. Select "SUBMIT"

SUBMIT