

Online Assignment 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 *Assignment 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)

Staff

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

ADD ANOTHER EXAMINER

Exam Conditions

Please select one of each of the following options:

How many hours do students have to submit their assignment?
REQUIRED

- Your assignment will be available for 4 hours from the above date and time. You must submit your assignment within this time.
- Your assignment will be available for 6 hours from the above date and time. You must submit your assignment within this time
- Your assignment will be available for 8 hours from the above date and time. You must submit your assignment within this time
- Your assignment will be available for 12 hours from the above date and time. You must submit your assignment within this time
- Your assignment will be available for 24 hours from the above date and time. You must submit your assignment within this time

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

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.mcginny@jcu.edu.au"

ED0195 Bridging Science for Teachers

Assignment

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.