How to Request an Assessment on Exam Central

NON-FINAL ASSESSMENTS

**Recommendation**: use Google Chrome to enter your request as other browsers may cause issues.

**Step 1**: Log into Extranet and select Exam Central (https://www.extranet.uwo.ca/)

**Step 2**: Select the “Assessments” tile

This will take you to the landing page where you can find information on Non-Final Assessments, Final Assessments, and Remote Proctoring Guidelines/Language for instructors.

To enter your assessment request, click on the ‘Continue to Assessment’ button.

**Step 3**: Select the correct **Term** from the top of the page

Selected Term: 1219 1218 1216 1215 1211 1209 1208
Step 4: Find the class and select the blue addition sign (➕)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Section</th>
<th>Term</th>
<th>Acad Career</th>
<th>Enrollment</th>
<th>Does the Course HAVE A FINAL Exam?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AH 1644A</td>
<td>650</td>
<td>1219</td>
<td>UGRD</td>
<td>108</td>
<td></td>
</tr>
</tbody>
</table>

Step 5: Select the Assessment Type/Title and Number of Students Writing

For definitions outlining each assessment type, click on the Definitions Legend button in the top right-hand corner of your page.

Step 6: Indicate the following information using the available drop-down boxes and toggles:

**Assessment Delivery Method** (In-person option only available to courses with the delivery method set to “in-person” and “blended”)

**Remote Proctoring Method** (If you require remote proctoring select “Proctorio (available for Fall/Winter 2021)”, please note that in-person and blended courses require approval for use of remote proctoring)

**Assessment Platform** (In person automatically selects: Paper copy)

**Synchronous vs. Asynchronous** (In-person assessments will be exclusively synchronous)
<table>
<thead>
<tr>
<th>Step 7: Assessment Availability</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Final Assessment - Synchronous</strong></td>
<td><strong>Non-Final Assessment - Asynchronous</strong></td>
</tr>
<tr>
<td>Indicate the:</td>
<td>Indicate the:</td>
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<tr>
<td>Assessment Available/Start Date</td>
<td>Assessment Available/Start Date</td>
</tr>
<tr>
<td>Assessment Available/Start Time</td>
<td>Assessment Available/Start Time</td>
</tr>
<tr>
<td>Assessment Submission Due Time</td>
<td>Assessment Submission Due Date</td>
</tr>
<tr>
<td>Assessment Duration</td>
<td>Assessment Submission Due Time</td>
</tr>
<tr>
<td><strong>Is this Assessment Synchronous or Asynchronous?</strong></td>
<td><strong>Is this Assessment Synchronous or Asynchronous?</strong></td>
</tr>
<tr>
<td>○ This is a Synchronous assessment</td>
<td>○ This is a Synchronous assessment</td>
</tr>
<tr>
<td>○ This is an Asynchronous assessment</td>
<td>○ This is an Asynchronous assessment</td>
</tr>
<tr>
<td>Assessment Available/Start Date</td>
<td>yyyy-mm-dd</td>
</tr>
<tr>
<td>Assessment Available/Start Time</td>
<td>AM/PM required</td>
</tr>
<tr>
<td>Assessment Submission Due Time</td>
<td>AM/PM required</td>
</tr>
<tr>
<td>Assessment Duration</td>
<td>hh:mm</td>
</tr>
</tbody>
</table>
Step 8: Room booking request ** Only for MAIN CAMPUS, IN-PERSON assessments **

Indicate the following information using the available toggles and text box field:

- Room Booking Required
- Multiple Section Numbers
- Confirmation Contact

- Is a room booking required?
  - Yes (this triggers central scheduling done by Sue Williams)
  - No (this assessment will take place during regular class time and room)

- Will all Lecture sections write at the same time?
  - Yes
  - No

- Who is the room booking confirmation contact?
  - Instructor
  - Other

Step 9: Assessment Details ** The Office of the Registrar (Accommodated Exams and Remote Proctoring) require the details below to schedule rooms/proctors to host any students with assessment accommodations. **

Indicate the following information using the available drop-down boxes, toggles, and text box fields:

- Assessment Format
- Assessment Tools
- Lab/Tutorial Sections
Step 10: Indicate any ‘Special Instructions’ for the Accommodated Exams and Remote Proctoring support staff

e.g. Course is cross-listed with __________.

Step 11: Indicate Contact Email/Preferred Method of Contact

Step 12: Hit the Save NEW Assessment button
Step 11: Editing/adjusting your request

If you have entered your assessment request and wish to update the details, you can do so by clicking on the pencil button next to the course.

If you have any questions, please email us at examcentral@uwo.ca.

Frequently Asked Questions

What if I have a blended class and will offer an assessment both in-person and online?

In this scenario, please enter the request twice. Once as assessment type “Test/Quiz” for the in-person offering and the second request as assessment type “Test/Quiz - additional assessment option” for the online offering.

What if I want to run my assessment during a lab or tutorial?

Enter one assessment request using the start date and time of the first lab or tutorial of the week and ensure to select YES under “Are students writing this Assessment during a scheduled Lab or Tutorial time?”.