

Guide for creating semester-dependent examinations for examiners, examination administrators and campo administrators

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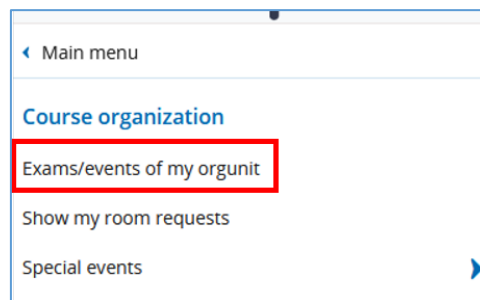
1. How to find examinations in Campo

In contrast to courses, which you can create and edit freely as a ‚Lecturer‘ or ‚Campo administrator‘, the semester-independent parts of an examination, such as ECTS points, type of examination, type of grade, number of attempts, etc., are managed by the central modeling in the L2 Campus Management unit on the basis of the examination regulations.

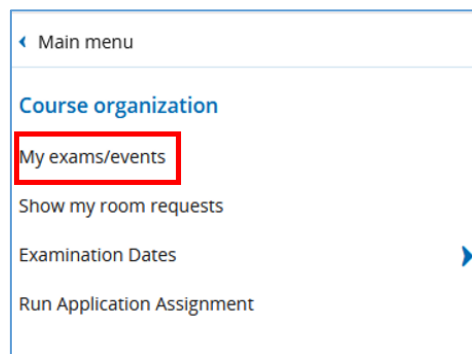
As an ‚Examiner‘, ‚Examinations administrator‘ or ‚Campo administrator‘ you can only create or edit semester-dependent data of exams, the so-called exam dates:

- As a Campo administrator, you can create or edit semester-dependent exam dates for all exams for which your institution's organizational unit is entered in the semester-independent exam data.
- As an Examiner, you must be entered by name for a semester-dependent exam in order to be able to edit it.
- As an Examinations administrator, you can see all exams of the examiner(s) for which you have been granted substitute access via the IdM portal.

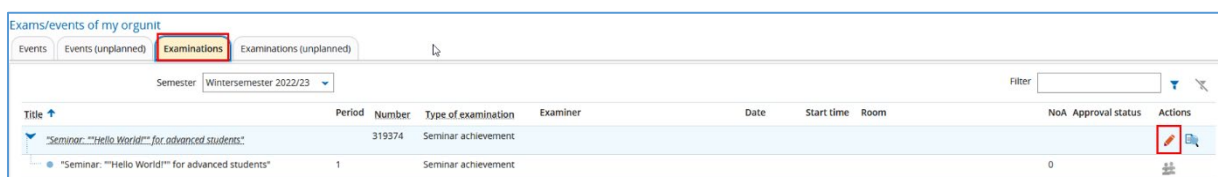
You can open the exam organization by going to the ‚Course organization‘ section in the main menu and for Campo administrators the correct task is as follows:



As an Examiner or Examinations administrator, the function is named as follows:



Here you switch to the ‚Examinations‘ tab:



In the Campo administrator role, in addition to the ‚Examinations‘ tab, you will also see the ‚Events‘, ‚Events (unplanned)‘ and ‚Examinations (unplanned)‘ tabs. In the latter tab, all semester-independent

exams of their own organizational unit are displayed for which no semester-dependent exam dates exist in the selected semester. This allows Campo administrator, in contrast to examiners and examinations administrators, to create exam dates for new exam numbers that have never been offered before.

Click on the pencil icon next to the desired exam. You are now in the area of editing the semester-dependent exam data.

2. How to add examination dates

As an ,Examiner', ,Examinations administrator' and ,Campo administrator' you can create new semester-dependent exam dates and edit existing exam dates.

Examiners can only edit or create examination dates of examinations for which they are registered as examiners. Once you have been entered as an examiner in a semester-dependent exam date, you can also create semester-dependent exam dates for this exam in future semesters.

Click ,Create new examination date' to add an examination date:

The screenshot shows the 'Create new examination date' button highlighted with a red rectangle. The interface includes a dropdown for 'Semester' set to 'Wintersemester 2022/23', a navigation bar with 'Edit examination appointments', 'Periods', 'Modules and degree programmes', 'Linked courses', and 'Internal note', and a table of examination periods. The first row of the table is highlighted, showing details for 'Seminar: "Hello World!" for advanced students'.

If you would like to enter an individual exam date, select ,Add date announcement':

The screenshot shows the 'Create new examination date' form. The 'Add date announcement' button is highlighted with a red rectangle. The form includes a header with the exam title and ID, a table of examination dates, and a footer with 'Save' and 'Cancel' buttons. The table has columns for 'Examination date', 'Time from / to', 'EP*', 'Form of examination*', 'Semester-dependent examination title*', 'Examination language', 'Max. Att.', 'Ges. To.', 'Hours per week', and 'Actions'.

A new line will appear where you can enter the details:

The screenshot shows the 'Create new examination date' form with a new line added for data entry. The 'Add date announcement' button is highlighted with a red rectangle. The table now has one row with the following data: 'Examination date' (empty), 'Time from / to' (empty), 'EP*' (1), 'Form of examination*' (Seminar achievement), 'Semester-dependent examination title*' (empty), 'Examination language' (german), 'Max. Att.' (empty), 'Ges. To.' (empty), 'Hours per week' (0.0), and 'Actions' (trash icon). The 'Save' and 'Cancel' buttons are at the bottom.

If the date and time of the examination has already been confirmed, you can add these details here. Please enter 1 for the examination period (EP) if you are adding the first examination date in the current semester or if the examination is a resit examination from the previous semester, which students can also attend if they have not yet attempted the examination (1). If a resit examination for the previous semester is only open for candidates who have already attempted the examination, please enter 2 instead. If you are offering additional examination dates in the current semester, please enter examination period 2 for the second date or examination period 3 for the third date.

The field 'Form of examination' is not editable because the information there comes from the semester-independent examination data and can only be changed there by the employees of the Campo support.

In the field 'Semester-dependent examination title' (3) you can add a title for the examination, for example similar to the course title. Generally, the maximum number of participants field (4) should be left empty but it can be used for creating an examination planning grid, which is explained later in this guide. Click 'Save' when you are finished.

3. How to edit examination dates

Editing of the individual examination dates is done via the ‚Actions‘ column.

The screenshot shows the 'Edit examination appointments' interface. At the top, there are tabs for 'Periods', 'Modules and degree programmes', 'Linked courses', and 'Internal note'. Below these, there are links for 'Create new examination date', 'Edit examination appointments', and 'Edit approval status'. The main table has columns for 'Semester-dependent examination title and details', 'Examination date', 'Room / request state', 'Examiners', 'Occupancy', and 'Actions'. The first row shows an examination titled '1. PG "Seminar: "Hello World"" for advanced students' with a date of 't.b.a.'. The 'Actions' column for this row contains six numbered icons (1-6) in red circles.

I. Edit basic data

You can edit the basic data using the first action (1). You can also change the approval status of the examination which affects whether the examination is displayed in the examinations registration section. Only if an exam date is released, it is visible and registerable for students at exam registration times!

Enter the details of the examination date and then click 'Save':

The screenshot shows the 'Edit examination appointment data' form. It has a title bar with a close button. Below the title bar, there is an 'Information' section with a note: 'Limited data authorizations: some inputs may not changeable'. The form is divided into two main sections: 'Basic data' and 'Date data'. The 'Basic data' section includes fields for 'Exam period' (1), 'Approval status' (In progress), 'Semester-dependent examination title' (Seminar 'Hallo Welt' für Fortgeschrittene), 'Form of examination' (Seminar achievement), 'Examination language' (german), 'Examination procedure', 'Maximum attendee', 'Geschätzte Anzahl Teilnehmer/-innen', and 'Hours per week' (0.0). The 'Date data' section includes fields for 'Appointment organisation' (Decentralised), 'Examination date', 'Time from / to', 'Set up time', 'Follow up time', 'Enrollment starting from', 'Registration until', and 'Withdrawal until'. There is also a 'Recalculate registration deadlines' button. At the bottom, there are 'Save' and 'Cancel' buttons.

II. Organizational commentary

The second action ‚Edit organizational commentary‘ (2) calls up a text field. Here you can enter additional information for students, for example permitted aids or information on when to inspect examinations. Please click on ‚Save‘ after making an entry or change.

III. Editing basic data and organizational commentary in a table

You can also edit data from the 'Basic data' and 'Organizational commentary' actions in a table.

The screenshot shows the 'Edit examination appointments' window. At the top, there are tabs: 'Edit examination appointments' (active), 'Periods', 'Modules and degree programmes', 'Linked courses', and 'Internal note'. Below the tabs, there are three buttons: 'Create new examination date', 'Edit examination appointments' (highlighted with a red box), and 'Edit approval status' (highlighted with a red box). The main area displays a table of examination periods. The table has columns: 'Semester-dependent examination title and details', 'Examination date', 'Room / request state', 'Examiners', 'Occupancy', and 'Actions'. Two rows are visible, both with 't.b.a.' in the 'Examination date' column. The first row is for '1. PG Begleitseminar mit Referat zur Masterarbeit' by 'Fuchs, Stefanie Anja'. The second row is for '2. PG Begleitseminar mit Referat zur Masterarbeit' by 'Arndt, Christian Reinhard'. Each row has a 'Released' status, 'Decentralised' type, 'Referat' format, 'german' language, and '0.0' grade. The 'Occupancy' column shows a circular progress indicator with 'ZUV 0', 'ZU 2', 'TN 2', and 'NE 0' for the first row, and 'ZUV 0', 'ZU 3', 'TN 1', and 'NE 0' for the second row. The 'Actions' column contains icons for editing, deleting, and other actions.

To do this, click 'Edit examination dates'. You can change between 'Basic data', 'Dates/deadlines' and 'Organizational commentary' at the top of the window. Via mass edit you can edit several examination dates in parallel.

The screenshot shows the 'Edit examination appointments' window with the 'Basic data' tab selected. The window title is 'Edit examination appointments'. Below the title bar, there is a subtitle '1. Klausur zur Übung für Fortgeschrittene: Bürgerliches Recht | 181511 | Teilleistung'. The main area is divided into three tabs: 'Basic data' (active), 'Termin / Fristen', and 'Organizational commentary'. Below the tabs, there is a 'Mass edit' button (highlighted with a red box) and a 'Translate: english' button. The main table has columns: 'Group / Examiners', 'EP*', 'Semester-dependent examination title*', 'Form of examination*', 'Examination language', 'Examination procedure', 'Max. Att.', 'Ges. Tn.', and 'Actions'. One row is visible for '1. PG Prof. Dr. Klumpp, Steffen' with '1' in the 'EP*' column, '1. Klausur zur Übung für Fortgeschrittene im Zivilrecht' in the 'Semester-dependent examination title*' column, 'Written' in the 'Form of examination*' column, 'german' in the 'Examination language' column, 'On-campus examination' in the 'Examination procedure' column, and empty cells for 'Max. Att.' and 'Ges. Tn.'. The 'Actions' column contains an icon for editing. At the bottom, there are 'Save' and 'Cancel' buttons.

You can edit the approval status for all examination dates at once by clicking 'Edit approval status'.

The screenshot shows the 'Edit approval status' dialog box. The title bar says 'Edit approval status'. Below the title bar, there is a subtitle 'Begleitseminar mit Referat zur Masterarbeit | 1997 | Teilleistung'. The main area contains a label '* Approval status' followed by a dropdown menu.

IV. Editing examiner assignment

Campo administrators can use the action 'Edit examiner assignment' (3) to add one or more users as examiner(s) for the examination.

Reihenfolge ändern

Henschel, Irini

Prüfer/-in Konfliktprüfung aktiv

Bezeichnung, Nachname, Vorname ODER Einrichtung

Scharfe Suche durchführen Vorbelegung: In Kunstge., In Kunstge., Strunck, PhilFak | Archäologische Wissenschaften | Bach

Personen Suchen

Name \ Bezeichnung	Organisationseinheiten	Aktionen
Arndt, Jens Ulrich	In Kunstge.	+
Dietrich, Achim	In Kunstge.	+
Dietrich, Almuth	In Kunstge., Strunck	+
Dietrich, Jens Ulrich	In Kunstge., Strunck	+
Droldner, Sylwester	In Kunstge., Strunck	+
Ernst, Heinrich Martin	In Kunstge., Stein-K.	+
Heimann, Ilka Yvonne		+
Heinemann, Hilde Kristin	In Kunstge., Strunck	+
Henschel, Irini	In Kunstge., Strunck	+
Johannsen, Van	In Kunstge., Strunck	+

Suchergebnis: 28 Ergebnisse | Seite 1 von 3 | Zeilen pro Seite (Max:50) 10

Schließen

On the left, you can see all users that are assigned to the examination date. You can find a user by entering a name into the search field on the right and clicking the 'Search' button. The list under this section will be updated with the results. Click the plus icon to add a user. The user will be displayed on the left. Then you have to define the role of the examiner. Important: Only examiners who are entered as 'Prüfer/in' can enter grades for this examination. 'Zweitprüfer/in' and all other roles cannot do this.

As examiners do not have to be physically present during examinations, for example when invigilators are used in written examinations with many candidates, you can decide whether you want to check conflicting appointments for examiners added to the current examination and other course and examination dates by enabling the 'Check conflicts' checkbox.

V. Assign a room

To learn how to assign rooms for an examination (4), please refer to the guide '[Assigning rooms for courses and examinations](#)'.

VI. Examination planning grid

You can create an examination planning grid (5) for each examination date. This is required when students need to be allocated to different time slots for oral examinations or if the examination is to be held in several rooms such as for written examinations with many candidates.

Click 'Generate planning grid' to create a new planning grid. By clicking 'Add raster appointment' you can later add additional rows to the planning grid.

For examinations with many candidates that need to be held in several rooms, enter the date and time of the examination and the number of rooms required and change the order to 'Parallel'. Please leave the right section of the window empty:

To create a planning grid for oral examinations, enter the date and time of the first examination date. Enter the number of appointments that you need and change the order to 'Consecutive'. You can enter breaks between slots if you need to allow an interval between appointments. You can allow time for lunch or comfort breaks under 'Fixed breaks'. If examinations are being held over several days, you will need to set the start and end date.

This example includes five one-hour appointments on a single day with a one hour break between them. Clicking on ‚Save‘ creates five raster appointments for your examination date.

Create examination planning grid

Advanced systems programming | 650143 | Teilleistung

Add raster appointment
Generate planning grid
Import appointments
Export appointments

Examination date*	Time from / to*	Max. Att.	Actions
02/08/2022	9:00 F - 10:00		
02/08/2022	11:00 - 12:00		
02/08/2022	1:00 F - 2:00 F		
02/08/2022	3:00 F - 4:00 F		
02/08/2022	5:00 F - 6:00 F		

Search result: 5 records | Row count (Max:300) 20

Save
Cancel

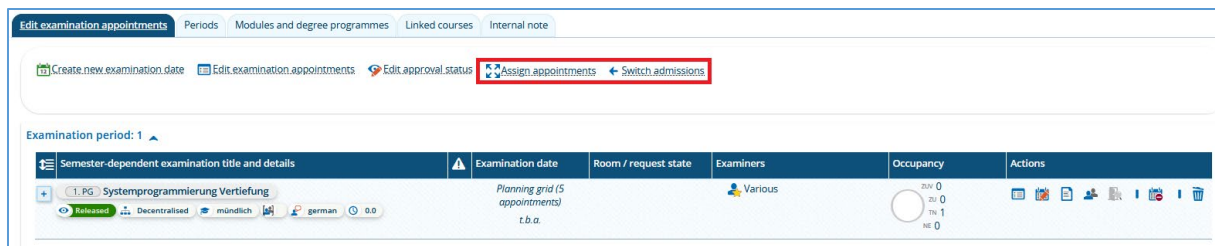
The approval status is set to 'In progress'. Two new icons are now displayed under 'Actions'. You can use the 'Edit examination planning grid' (1) to change to a table view, where you can, for example, approve all raster appointments in the grid. To delete the planning grid, click 'Restore original examination' (2).

Semester-dependent examination title and details		Examination date	Room / request state	Examiners	Occupancy	Actions
1. PG - Systemprogrammierung Vertiefung In progress Decentralised mündlich german 0.0	Planning grid (5 appointments) t.b.a.			Various	<div> <div>0</div> <div>0</div> <div>1</div> <div>0</div> </div>	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> </div>
	Advanced systems programming	Tue, 2/8/22	9:00 AM - 10:00 AM	Various	<div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> </div>	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> </div>
	Advanced systems programming	Tue, 2/8/22	11:00 AM - 12:00 PM	Various	<div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> </div>	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> </div>
	Advanced systems programming	Tue, 2/8/22	1:00 PM - 2:00 PM	Various	<div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> </div>	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> </div>
	Advanced systems programming	Tue, 2/8/22	3:00 PM - 4:00 PM	Various	<div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> </div>	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> </div>
	Advanced systems programming	Tue, 2/8/22	5:00 PM - 6:00 PM	Various	<div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> </div>	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> </div>

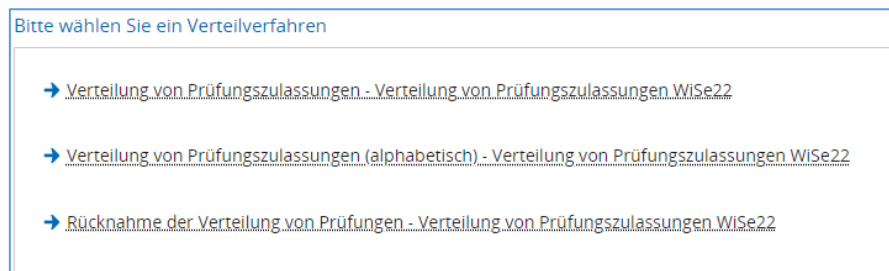
i. Assign raster appointments automatically via distribution procedures

After the planning grid has been generated, you will need to assign candidates that have been admitted to the examination to the available raster appointments. You can do this with the 'Assign appointments' and 'Switch admissions' functions. The function 'Switch admissions' is not available to Campo administrators and allows Examiners and Examinations administrators to move candidates that have been assigned to the raster appointments manually between them.

Click on ‚Assign Appointments‘:

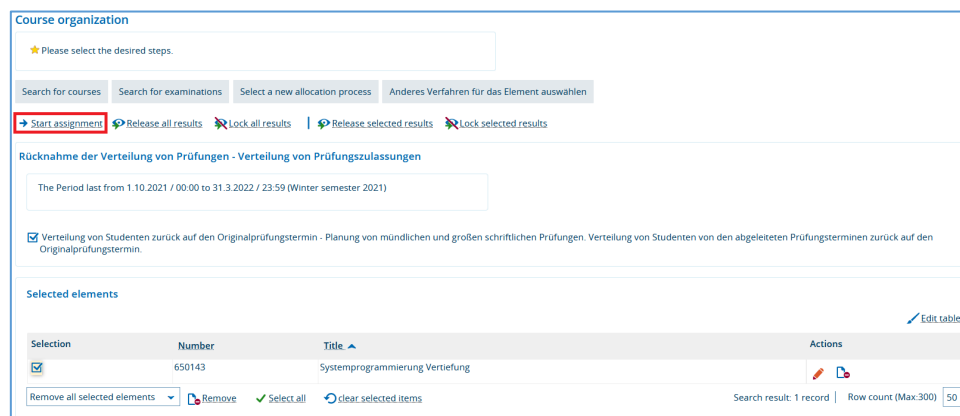


You have three options within this function:



- The first method for distributing examination admissions distributes the admissions to the individual grid appointments by lot numbers.
- The second procedure for distributing exam admissions distributes admissions alphabetically by last name to the individual grid appointments.
- The third procedure moves all distributed admissions back to the original date.

In addition to a brief description of the procedure, you can select the examination(s) for the distribution in the lower section. Then click on "Start assignment":



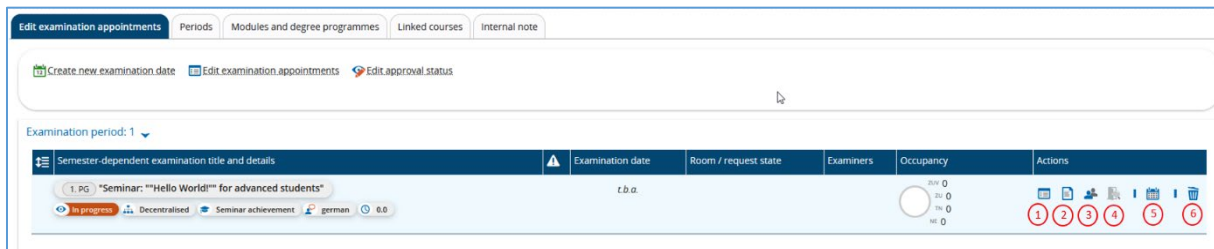
ii. Assign raster appointments manually

If you want to manually edit the distribution of students to the various raster appointments, you can do this as an Examiner or Examinations administrator using the "Switch admissions" function. In this function you can manually adjust the distribution of students to the individual examination raster appointments. An overview of the raster appointments and the possibility to filter the displayed students according to their study program and semester are available to you for this purpose.

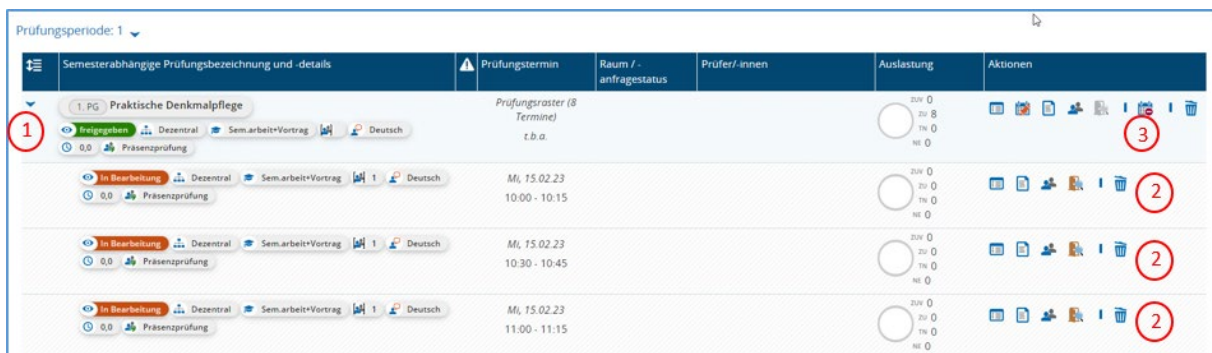
In the editing view, one examinee is displayed per row, one raster appointment per column, and by checking the box at the corresponding raster appointment, the allocation is made accordingly after clicking 'Save'.

VII. Delete raster appointment date/ examination date

With the last action (6) in the overview of semester-dependent exam dates you can remove an exam date. After clicking on the recycle bin, a message appears that you have to confirm. Afterwards your exam appointment is finally deleted. This is only possible if no students have been admitted to the exam date yet.



You can delete raster appointments by clicking the arrow in the first column of the examination date and thus expanding the grid appointments (1). If you have already distributed the admitted students to the grid appointments, you must first undo the appointment assignments (see function 'Assign appointments') so that no more students are assigned to the raster appointments but to the original exam date instead. Then you can delete the raster appointments individually via the recycle bin icon (2) or collectively via the button "Restore original examination" (3).



4. Create participant lists

Examiners and Examinations administrators can create an participant list of students who have registered for their exam. To do this, you need to go to ‚My events/exams‘. In the row of the exam date, in the right column ‚Actions‘, is the button "Participant list" (1 & 2). This function is not available for Campo administrators.

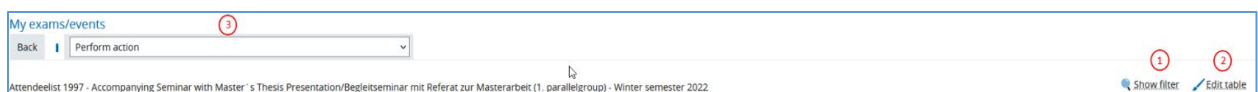
- Number 1 on the screenshot shows the total attendance list of an exam appointment without grid appointments.
- Number 2 shows the total attendance list of a planning grid with 8 raster appointments. In the eight lines above you can create a participation list per grid appointment.

Title	Period	Number	Type of examination	Date	Start time	Room	NoA	Approval status	Actions
Accompanying Seminar with Master's Thesis Presentation		1997	Presentation						1
Begleitseminar mit Referat zur Masterarbeit	1		Presentation				2		2
Ausgewählte Kapitel aus dem Übersetzerbau		381033	Oral						3
Ausgewählte Kapitel aus dem Übersetzerbau	1		Oral	03/15/2023	08:00		1		4
Ausgewählte Kapitel aus dem Übersetzerbau	1		Oral	03/15/2023	08:40		1		5
Ausgewählte Kapitel aus dem Übersetzerbau	1		Oral	03/15/2023	09:20		1		6
Ausgewählte Kapitel aus dem Übersetzerbau	1		Oral	03/15/2023	10:00		1		7
Ausgewählte Kapitel aus dem Übersetzerbau	1		Oral	03/20/2023	11:20		1		8
Ausgewählte Kapitel aus dem Übersetzerbau	1		Oral	03/20/2023	10:40		1		9
Ausgewählte Kapitel aus dem Übersetzerbau	1		Oral	03/20/2023	09:20		1		10
Ausgewählte Kapitel aus dem Übersetzerbau	1		Oral	03/20/2023	10:00		1		11
Ausgewählte Kapitel aus dem Übersetzerbau	1		Oral				8		12

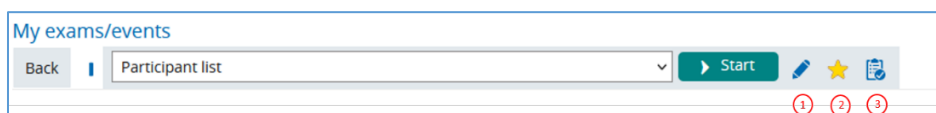
In the upper right corner of the participant list is the option ‚Show filter‘ (1) which allows to filter the view by status.

The option ‚Edit table‘ button (2) next to it can be used to control the number of columns displayed.

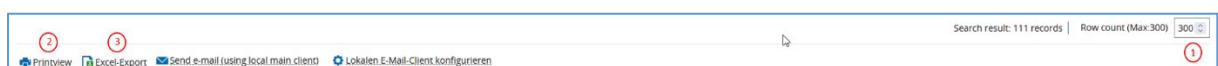
You can get a PDF participation list via the option ‚Participant list‘ in the drop-down menu which is labeled ‚Perform action‘ (3):



The PDF file can be configured via the pencil icon (1). The configurations can also be saved and marked as default via the star symbol (2), then it will appear in the dropdown menu. Furthermore, one can request a protocol of the last execution via the notepad symbol (3). By clicking on ‚Start‘, the PDF file is generated:



If you scroll all the way down, you can control how many participants are displayed per page by entering a numerical value ≤ 300 in the field on the right (1). In addition, you can trigger a print view (2) and an Excel export (3).

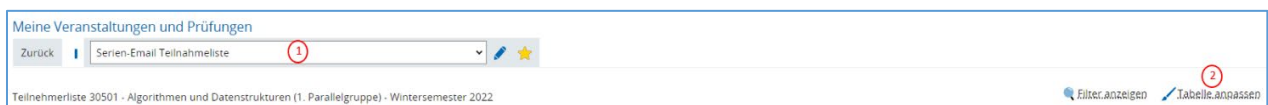


5. Send serial e-mail to examinees

Examiners and Examinations administrators can send a serial e-mail to up to 300 examinees at once via Campo. The function is not available for Campo representatives.

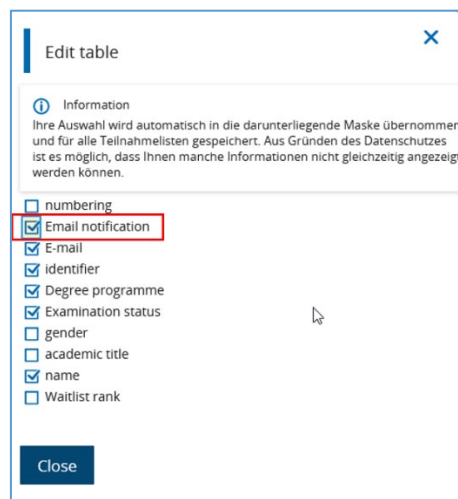
Important: The number of participants that is displayed per page, which can be adjusted by entering a numerical value ≤ 300 , determines which examinees are included as recipients in the mail. This means that if not all participants are displayed on one page, only the participants showed on page one will be included as recipients in the e-mail dispatch. No matter if you write the mail from Campo or export a participant list to your local e-mail program. The number of recipients is always controlled by the number of participants displayed per page!

Go to the drop-down menu and select the option "Series email participation list" (1). An e-mail mask will open in Campo where you can compose your mail to the participants.

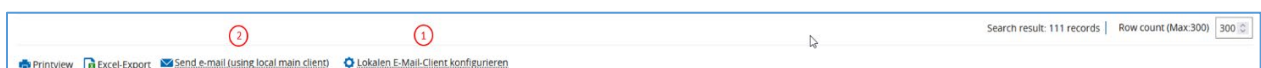


Once you have composed your e-mail, you can send the serial e-mail by clicking on the button 'Submit'. You do not need a local e-mail program to send serial e-mails with Campo.

Alternatively, you can use your local e-mail program to send a serial e-mail. To do this, go to 'Edit table' (2) and check the option "Email notification". This will cause another column to appear on the far left in the table view of the test items, in which you can select whether this person should be included in the mail recipient list.



By adding this column, two more options have appeared at the very bottom of the table: 'Configure local e-mail client' (1) and 'Send e-mail (using the local mail client)' (2).



In option 2, you can specify whether the e-mail addresses are to be loaded into your local e-mail program separated by commas or semicolons. You should do this configuration first to make sure that your local e-mail program recognizes the different e-mails. Afterwards, click button 1. If the merged e-mail addresses of the participation list do not exceed a maximum length of 2000 characters, they will be loaded directly into the 'Bcc' field of your e-mail program. If not, a Campo window will open from which you can copy the e-mail addresses manually.

Note that the limit is only 100 e-mails if you send a serial e-mail using the the RRZE mail server with your FAU e-mail address and your local e-mail program. Thus, if exams have more than 100 participants it is definitely worthwhile to send the serial e-mail directly from Campo, because 300 recipients can be contacted at once this way.