1. Approve Exams

1.1 Academics - Approve or Change Exam Choices

1.2 Your To do list
1.3 Batch approval

1.4 Select all students
1.5 Review and approve all

1.6 Check your students' exam choices
1.7 View exam rules 1

You can view the exam rules to check that the choices are acceptable.

1.8 View exam rules 2

You can print the rules, and close the box.
1.9 Changes to exam choices

1.10 Approve those that are correct

Select those that you want to approve, and leave unchecked the student needing a change of exam.
1.11 Approve Selected students

1.12 Approve or cancel
2. Change Exam

2.1 To-do list

2.2 View and approve
2.3 Step through the guide

Next, work through the steps on the left that lead you through the process. These are the same steps that your students use when they enrol for their exams. Click step 2, “Select programme”.

2.4 Programme of study

Turn the button to green to select the relevant programme. There may be more than one programme of study listed if the student has studied at Cambridge before.

Then click “Select subject area”.
2.5 Select subject

2.6 Select term
2.7 Drop all exams

You can see the current list of exam choices. Click “Drop all”.

2.8 Add each exam

Now click “Add” for each of the exams in turn.
2.9 Approve enrolments

2.10 Approve the exams

Click “Yes” to continue. Note that you cannot make changes after you submit the exams at the end of Step 6.

Go to “Submit exam enrolment”.
2.11 Submit your approval

A list of the changes is displayed.
Lastly, click "Submit".

2.12 Return to your to-do list

You are returned to your to-do list.
2.13 Sources of help

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The virtual learning environment for the University of Cambridge

Sources of Training Help

CamSIS Training:
Monday - Friday 08:30 - 17:00
camsis.training@admin.cam.ac.uk

Restart the course

Online resources - click the image or go to:
https://www.vle.cam.ac.uk/course/view.php?id=157662