Approve Exams

Academics - Approve or Change Exam Choices

Approving exam choices made by a student

Click the Outstanding To-dos tile.

The number in the bottom right of the tile indicates how many items there are on the list.
You'll see a list of students and their enrolment status, e.g. 'Enrolments to approve', or 'Enrolment not completed'. The list can be filtered top-left.

Click one of the 'Enrolments to approve' rows.
The student has already completed most of the steps on the left. Step 5 shows the choices made by the student.

Have a look at their choices, making any changes as needed, then click Approve enrolments.

To finish, click Submit.
The student will be removed from your To-do list.
Step 6 of 6: Submit exam enrolment

You have added or dropped the following exams for this subject area:
You have approved all enrolments.

Please click the 'Submit' button to complete this task.
Approving all exam choices made by a group of students in one go

Click the Outstanding To-dos tile.

The number in the bottom right of the tile indicates how many items there are on the list.

You'll see a list of students and their enrolment status, e.g. 'Enrolments to approve', or 'Enrolment not completed'. The example below shows only two students with enrolments to approve.

To see the enrolments for each student directly in the list, click the 'Enrolments to approve' filter on the top left.
Click **Enrolments**.
The enrolments for each student will then be shown in the list.

On the left of the list, tick the students you wish to approve, then click **Approve selected**.
You can select all in the list by clicking the green arrow at the top.
To finish, confirm your choices by clicking Yes.
The students will be removed from your To-do list.

![image of CamSIS for Academics interface](image_url)
Enrolling and approving on behalf of a student

Usually the students will make their own choices, leaving you the task of approving. You can instead make the yourself on behalf of a student.

Click the Outstanding To-dos tile.

The number in the bottom right of the tile indicates how many items there are on the list.

You'll see a list of students and their enrolment status, e.g. 'Enrolments to approve', or 'Enrolment not completed'. You can filter the list on the left.

Choose a student by clicking their row.
From this point you can move through the steps on the left, or click the Next button top-right, following the on-screen instructions as you go.

After you've read the introduction, click Next.

**Step 1 of 6: Introduction**

Exam enrolment should take less than 10 minutes.

Use the buttons in the black header or the numbered sections to the left to navigate through each page. Do not use your browser navigation buttons.

If you need help completing exam enrolment, we recommend visiting the student help pages where you can download various training materials.

When you are ready to start please navigate to the next page.

**Instructions for academic staff:**

Please work your way through to step 5 where you will be able to add and approve the enrolments for this student.
Step 2: Select Programme

Step 2 of 6: Select programme
Select your programme from the list below, then navigate to the next page.
Programmes which are completed, cancelled or still admissions will not be displayed.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>(not selected)</td>
</tr>
</tbody>
</table>

Programme of study

Undergraduate

Step 3: Select Subject Area

Step 3 of 6: Select subject area
Select your subject area from the list below, then navigate to the next page.

If no subject areas are displayed, click the Add a new subject area button. If your particular subject area is not displayed, click the + button to add it. Once you have added a new subject area you will need to select it to navigate to the next page.

You can check which subjects are available for self-service enrolment on the Student Registry website.

Subject

1. Preliminary Examination for Part I of the English
2. English Tripos, Part II

View entry rules
Delete
**Step 4: Select Term**

In the image, you can see the following steps:

1. **Introduction**
   - In Progress
2. **Select programme**
   - Complete
3. **Select subject area**
   - Complete
4. **Select term**
   - Complete
5. **Select exams**
   - Not started
6. **Submit exam enrolment**
   - Not started

The page also includes a table titled **Step 4 of 6: Select term**.

<table>
<thead>
<tr>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easter Term 2019</td>
</tr>
<tr>
<td>Easter Term 2020</td>
</tr>
</tbody>
</table>

The table indicates that the system has options for two terms: Easter Term 2019 and Easter Term 2020. The user needs to select one of these terms to proceed.
Step 5 is where you choose the enrolments and approve them.

Step 5 of 6: Select exams

Select the exams that you wish to add or drop for this subject area. A tick symbol □ indicates the parts of the exam that you have selected.

Please note that you may not necessarily qualify to take some of the exams so you should refer to the exam entry rules if they are available.

When you have finished, navigate to the next page.

Instructions for academic staff:

If you are happy with what the student has chosen, simply click the 'Approve enrolments' button.
You can also use the 'Add' or 'Drop' buttons to make changes to the enrolments prior to approving them.

Examination Enrolment Window: October to 2 November

View exam entry rules

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Component</th>
<th>Enrol status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Practical criticism and critical practice II</td>
<td>Examination</td>
<td>Pending Add</td>
</tr>
<tr>
<td>2</td>
<td>Tragedy (Group A, Compulsory)</td>
<td>Examination</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>3</td>
<td>Consultancy Dissertation (Group A)</td>
<td>Dissertation</td>
<td>Not Enrolled</td>
</tr>
</tbody>
</table>

Add all | Drop all | Approve enrolments
Step 6 shows you a summary of all the enrolments. To finish, click **Submit**. The students will be removed from your To-do list.

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**Step 6 of 6. Submit exam enrolment**

You have added or dropped the following exams for this subject area:

- Add class:
  - Practical criticism and critical practice II
  - Tragedy (Group A, Compulsory)
  - Add class:
    - Compulsory Dissertation (Group A)
  - Add class:
    - Optional Dissertation (Group B)
  - Add class:
    - Chaucer (Group B)

You have approved all enrolments.

Please click the **Submit** button to complete this task.
Checking existing exam enrolments

Click the My Students tile.

Choose a student by clicking their row.
Click the Exam Results tab.

This page shows all previous exam results, and future exam enrolments.
### Easter Term 2020

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
<th>Catalogue no</th>
<th>Mark / Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT2</td>
<td>Practical criticism and critique practice II</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ELT2</td>
<td>Tragedy (Group A, Compulsory)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ELT2</td>
<td>Compulsory Dissertation (Group A)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ELT2</td>
<td>Optional Dissertation (Group B)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ELT2</td>
<td>Chaucer (Group B)</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

### Easter Term 2019

### Easter Term 2016
Emailing students and other Student Advisers

Sending an email to a student

Start by clicking the My Students tile.

Click on a student row that you want to send an email to.

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>To-do</th>
<th>College / Course</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Emmanuel College</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Architecture Tripos</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Emmanuel College</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Architecture Tripos</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Emmanuel College</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Asian &amp; Middle Eastern Studies</td>
<td></td>
</tr>
</tbody>
</table>
On the Student Details page, click the envelope under the photo.

An email form will appear: enter the email subject and message text, then click Send.
Sending an email to a group of students

Start by clicking the My Students tile.

Use the Filter and/or Group features to choose who to send to. In the example below, the user has grouped the students by 'My role', and ticked the students to whom he/she is a Principal Supervisor.
### My current students

**Group students by:**

<table>
<thead>
<tr>
<th>Name</th>
<th>My role</th>
<th>College</th>
<th>Department</th>
<th>Tripos</th>
<th>Advisers</th>
<th>Startterm</th>
<th>Course</th>
<th>Residency</th>
</tr>
</thead>
</table>

**Other Supervisor**

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>To-do</th>
<th>College</th>
<th>Course</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Woodrow College</td>
<td>PhD Public Health and Primary Care</td>
<td>Active</td>
</tr>
</tbody>
</table>

**Principal Supervisor**

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>To-do</th>
<th>College</th>
<th>Course</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Peabody College</td>
<td>PhD Public Health and Primary Care</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Downing College</td>
<td>MPhil</td>
<td>Epidemiology (Cardiovascular)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Horntor College</td>
<td>PhD Public Health and Primary Care</td>
<td>Active</td>
</tr>
</tbody>
</table>

**College Graduate Tutor**

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>To-do</th>
<th>College</th>
<th>Course</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Darwin College</td>
<td>PhD Psychiatry (MPh)</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Darwin College</td>
<td>PhD Clinical Biochemistry</td>
<td>Active</td>
</tr>
</tbody>
</table>
To select all students under a group heading click the green button and choose 'Select All'.

Alternatively, tick the required students separately.

Once you've made your choice, click the 'Send an email' button.

An email form will appear: enter the email subject and message text, then click Send.
Sending an email to another Student Adviser

Start by clicking the My Students tile.

Click on a student row to see more about that student.

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>To-do</th>
<th>College / Course</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Emmanuel College Architecture Tripos</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Emmanuel College Architecture Tripos</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Emmanuel College Asian &amp; Middle Eastern Studies</td>
<td>Active</td>
</tr>
</tbody>
</table>
Click the Student Record tab. This tab includes a list of all of the student's advisers, including yourself. Click the relevant envelope button.

### Student details

Darwin College - NOTAF -

- USN
- CRSid
- Gender
- Date of Birth

### Course term dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Admit term</th>
<th>Expected graduation term</th>
<th>Admit date</th>
<th>Term end date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michaelmas Term 2018</td>
<td>01/10/2018</td>
<td>Easter Term 2022</td>
<td>30/09/2022</td>
<td></td>
</tr>
</tbody>
</table>

### Research details

### Submission dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Information</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify of Submission Info</td>
<td>Submission deadline</td>
<td>30/09/2022</td>
</tr>
<tr>
<td>Submission deadline</td>
<td>Maximum registration period</td>
<td>30/09/2022</td>
</tr>
</tbody>
</table>

### Academic relationships

<table>
<thead>
<tr>
<th>Role</th>
<th>Primary</th>
<th>Details</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Advisor</td>
<td></td>
<td></td>
<td>01/10/2018</td>
<td></td>
</tr>
<tr>
<td>College Graduate Tutor</td>
<td></td>
<td></td>
<td>13/09/2018</td>
<td></td>
</tr>
<tr>
<td>Principal Supervisor</td>
<td></td>
<td></td>
<td>01/10/2018</td>
<td></td>
</tr>
</tbody>
</table>

List of student's advisers

Email an adviser

- Graduate Advisor
- College Graduate Tutor
- Principal Supervisor

- [Email Graduate Advisor]
- [Email College Graduate Tutor]
- [Email Principal Supervisor]
An email form will appear: enter the email subject and message text, then click Send.

Further information on these processes can be found on the CamSIS for Academics Moodle site:

- **How to find CamSIS**
- **Overview of CamSIS for Academics** [printable guide & video]
- **Common tasks** emails, exams, supervision reports
- **What do students see?**