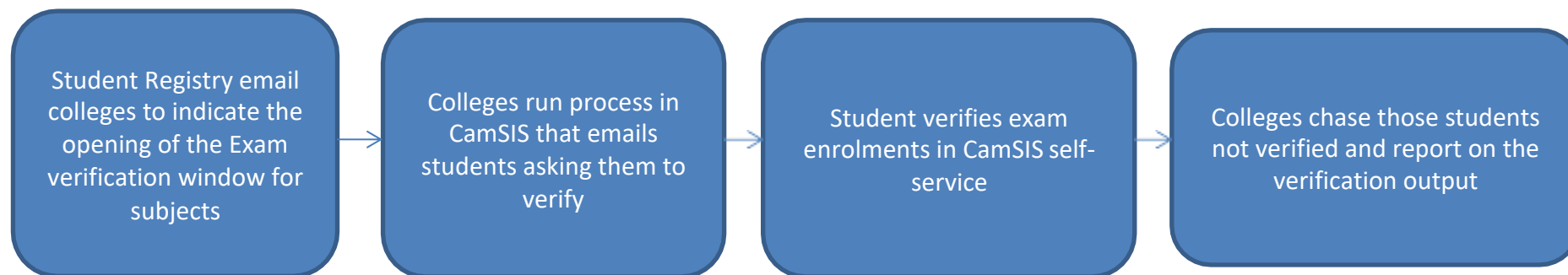


# Online Exam Verification – A Guide for Colleges

## Business process

Students are able to verify their exam enrolments via their CamSIS self-service after a prompt from their college.

An overview of the business process is as follows;



The stages of the enrolment verification process are as follows;

### **1. Student Registry email colleges to indicate the opening of the Exam verification (EV) window for subjects**

As there are examinations happening all year, and dates are not standard across all subjects, the ‘trigger’ for you to start the process will be an email from the Student Registry. The email will give you the details for the subjects for which the EV window has opened for, and the deadline. It may be that in some cases, you don’t have any students that you need to run the process for as none of your students are taking those exams. Running the first step in the process will confirm that for you.

Points to note here;

- There will be times when you receive the email from the student registry but you don’t have any students taking that exam in that term. Running the first step in the process will confirm this for you.
- Some of the dates will overlap, so you may already be running the process for other subjects.

## 2. College runs process in CamSIS that emails students asking them to verify

Colleges can run a process in CamSIS that emails students who haven't yet verified their exam enrolment. The process is run by career and term with an additional option of subject (exam) if desired. The user chooses which parameters to use, inserts the email text and then runs the process. CamSIS then sends that email to the students who meet those parameters and who have not yet verified their exam enrolment.

Points to note here;

- Once a student has verified their exam enrolment, they will not be included in the email next time the process is run.
- Colleges can expect to run the process more than once to chase those students who have not verified their enrolment.
- The text of the email is in the control of the user and good practice would suggest that you set up a number of 'run controls' within the process so that you can reuse text, instead of overtyping each time.

## 3. Student verifies exam enrolments in CamSIS self-service

Students will receive the email from their college and should log into CamSIS self-service. There will be an alert indicating that they have an enrolment to verify and they can either click on this link or on the hyperlink on the page called 'Verify examination enrolment'. Once they have completed the process, the link will disappear from their self-service.

Points to note here;

- If a student doesn't verify their exam enrolment, the hyperlink will remain on their self-service until the verification window is closed.
- **The Verify examination enrolment process does not work if you are accessing CamSIS via the Safari Web browser on Apple products. CamSIS works correctly using IE, Chrome or Firefox, please ask your student to access CamSIS using one of these three web browsers.**

## 4. Colleges chase those students who have not verified/monitor the verification process

Colleges can run the process several times to ensure that students verify their exam enrolment is correct. The process will only email those students who have not yet completed for that enrolment and CamSIS will show each time which students it is contacting.

There is a query (COL\_UGD\_REC\_EXAM\_VERIFY\_ALL) that you can use to monitor verifications, the query gives details of those that have verified, those that have requested a change, and those that have yet to complete the process, further details are shown below.

Points to note here;

- If a student chooses to change their exam enrolment, the 'Verify examination enrolment' link will go from CamSIS once they have saved. Once the change has been made, it won't be possible for them to go back and verify the change. They will be able to see their updated enrolment in self-service in the same way that they currently do and you may choose to invite those students in to view the enrolment together to ensure that it is agreed as correct.

## Training Guide – step by step

1. Once the Enrolment Verification Window opens, navigate to **Records & Enrolment>Enrol Students>Exam Verification Email**  
**Gen** Set up a new run control id if you have not run this process previously
2. Insert parameters as required (you can add extra rows by clicking on the '+' buttons next to the career and term buttons. You should also insert your email text, our example text is:

*Dear Student,*

*You now need to log into CamSIS to verify your examination enrolments for your exams in Easter term. You should log into your CamSIS Self Service page and click on the Verify my exam entry link. This will take you through a series of pages, asking you to check the exams you are entered for.*

*If you are unsure, or wish to make a change to your enrolments, it is very important that you contact the Tutorial Office before saving any changes on CamSIS.*

*Regards,*

This is shown in the screen shot below.

Run Control ID EasterCAB

Report Manager

Process Monitor

Run

**Required Fields**

\*Academic Institution UCAMB University of Cambridge

Personalise   Find   First 1 of 1 Last	
*Academic Career	Description
1 UGRD	Undergraduate

Personalise   Find   First 1 of 1 Last	
*Enrolment Term	Description
1 3371	Easter Term 2019

All Subjects

\*Email Subject Online Verification of your Exam Enrolments

From Email Id cab38@cam.ac.uk

If this email address is incorrect, do not submit the request but contact the CamSIS Helpdesk.

Email Address Verified

\*Email Text

Dear Student,

You now need to log into CamSIS to verify your examination enrolments for your exams in Easter term. You should log into your CamSIS Self Service page and click on the Verify my exam entry link. This will take you through a series of pages, asking you to check the exams you are entered for. If you are unsure, or wish to make a change to your enrolments, it is very important that you come to the Tutorial Office before saving any changes on CamSIS.

Regards,

Insert the Academic Career and term (the Easter term of the current academic year, [for Easter 2023 this code is 3451](#))

3. You will also note that the example above is showing 'All subjects' ticked – this will automatically email all students enrolled for all subjects who need to verify, but haven't. If you only want to email students for a specific subject, they you should untick the box and add in the exam codes as shown below, again using the '+' button to add rows to add all of the required subjects. SEE OVERLEAF

Run Control ID EasterCAB

Report Manager

Process Monitor

Run

## Required Fields

\*Academic Institution UCAMB University of Cambridge

Personalise   Find   First 1 of 1 Last	
*Academic Career	Description
1 UGRD	Undergraduate

Personalise   Find   First 1 of 1 Last	
*Enrolment Term	Description
1 3371	Easter Term 2019

Search

 All Subjects

Personalise   Find   First 1-3 of 3 Last	
*Subject Area	Description
1 AET0	Asian & Middle Eastern Stud IA
2 AET1	Asian & Middle Eastern Stud IB
3 AET2	Asian and Middle Eastern Pt II

\*Email Subject Online Verification of your Exam Enrolments

From Email Id cab38@cam.ac.uk

If this email address is incorrect, do not submit the request but contact the CamSIS Helpdesk.

 Email Address Verified

## \*Email Text





Dear Student,

You now need to log into CamSIS to verify your examination enrolments for your exams in Easter term. You should log into your CamSIS Self Service page and click on the Verify my exam entry link. This will take you through a series of pages, asking you to check the exams you are entered for.

If you are unsure, or wish to make a change to your enrolments, it is very important that you come to the Tutorial Office before

4. When you have completed all of the fields, click on the **'Search'** button. This will return a list of all of the students that meet the parameters you have selected and an 'include in email' field. This allows you to *untick* any students you don't want to receive this email.

Select All      Deselect All

Personalise   Find       First  1-42 of 42  Last								
USN	Last Name	First Name	Exam Term	Subject	Exam Verification From Date	Exam Verification To Date	Include in Email	Email Address
304188710	Blanchard	Laurene	Easter Term 2019	AET0	01/02/2019	05/03/2019	<input checked="" type="checkbox"/>	lb781@cam.ac.uk
304204445	Burke	Thomas	Easter Term 2019	AET0	01/02/2019	05/03/2019	<input checked="" type="checkbox"/>	tb618@cam.ac.uk
304051609	Clark	Benedict	Easter Term 2019	AET0	01/02/2019	05/03/2019	<input checked="" type="checkbox"/>	bac56@cam.ac.uk
304086911	Cooper	George	Easter Term 2019	AET0	01/02/2019	05/03/2019	<input checked="" type="checkbox"/>	gc577@cam.ac.uk
304103713	Delaney	Nicholas	Easter Term 2019	AET0	01/02/2019	05/03/2019	<input checked="" type="checkbox"/>	nd452@cam.ac.uk
304194272	Ferrari Braun	Chiara	Easter Term 2019	AET0	01/02/2019	05/03/2019	<input checked="" type="checkbox"/>	csf32@cam.ac.uk
304189050	Geekie	Georgia	Easter Term 2019	AET0	01/02/2019	05/03/2019	<input checked="" type="checkbox"/>	gg458@cam.ac.uk
304122426	Griffiths	Bethany	Easter Term 2019	AET0	01/02/2019	05/03/2019	<input checked="" type="checkbox"/>	bg394@cam.ac.uk
303813565	Harris	Oliver	Easter Term 2019	AET0	01/02/2019	05/03/2019	<input checked="" type="checkbox"/>	oh274@cam.ac.uk
304130063	Henney	Joanna	Easter Term 2019	AET0	01/02/2019	05/03/2019	<input checked="" type="checkbox"/>	jfh58@cam.ac.uk
303701804	Hilton	Lily	Easter Term 2019	AET0	01/02/2019	05/03/2019	<input checked="" type="checkbox"/>	lh633@cam.ac.uk

5. When ready, click on the 'Run' button at the top of the page. This takes you to a different page where you should click on 'OK'. These two actions set the process running.

## Process Scheduler Request

User ID **cab38** Run Control ID **EasterCAB**

Server Name **PSUNX** Run Date **08/02/2019**

Recurrence  Run Time **11:51:58**

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Exam Verification Email	UCPRC324	Application Engine	Web	TXT	Distribution

6. You can monitor the process by clicking on the 'process monitor' link at the top of the page and clicking the refresh button until the job is set to Success / Posted.

Process List **Server List**

View Process Request For

User ID:   Type:  Last  5 Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Process List Customise | Find | View All |  |  First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5908		Application Engine	UCPRC324	cai24	26/01/2012 9:55:50AM GMT	Success	Posted	<a href="#">Details</a>

To retrieve a CSV file listing those students you have emailed, click on the 'Details' link which takes you to another page, then click on 'View



Log/Trace' and under the file list, select the file that ends in 'csv'. This will open the file in excel, listing those students who have been emailed.

7. This is the end of the process for running the email request / reminder to students. You can run this many times and it is advised that you consider setting up separate run controls for the first then chasing emails so that you don't overtype your text each time. If you would like help with this, please email [student.registry@admin.cam.ac.uk](mailto:student.registry@admin.cam.ac.uk)

## **Reporting / Running Reports**

There are a few ways in which you can report on this process as follows;

1. Each time you run the process, clicking on the 'search' button shows those students you will be emailing. This list can be downloaded into excel by clicking on the spreadsheet icon on the toolbar (shown below). You don't have to run the process to get the list; you can just insert your parameters and click on 'search'. This list shows those that have not yet verified their exam enrolment.

If this email address is incorrect, do not submit the request but contact the CamSIS Helpdesk.

Email Address Verified

**\*Email Text**

Dear Student

You now need to log into CamSIS to verify your exam enrolment for the exams in the Easter term. You should log into CamSIS self-service and click on the 'Verify my exam entry' link. This will take you through a series of pages, asking you to check the exams you are entered for.

If you are unsure, or wish to make a change, it is VERY important that you come to the tutorial office before saving any changes

Select All

Deselect All

USN	Last Name	First Name	Exam Term	Subject	Exam Verification From Date	Exam Verification To Date	Include in Email	Email Address
301478243	Aitken	Helen	Easter Term 2012	AAT2AR	01/01/2012	14/02/2012	<input checked="" type="checkbox"/>	cs_ops@admin.cam.ac.uk
301541097	Alty	Richard	Easter Term 2012	AAT1	01/01/2012	14/02/2012	<input checked="" type="checkbox"/>	cs_ops@admin.cam.ac.uk
301266503	Amar	Hadar	Easter Term 2012	AAT2AR	01/01/2012	14/02/2012	<input checked="" type="checkbox"/>	cs_ops@admin.cam.ac.uk
301779243	Babic	Stefan	Easter Term 2012	AAT1	01/01/2012	14/02/2012	<input checked="" type="checkbox"/>	cs_ops@admin.cam.ac.uk
301750574	Back	Anna	Easter Term 2012	AAT1	01/01/2012	14/02/2012	<input checked="" type="checkbox"/>	cs_ops@admin.cam.ac.uk
301735607	Bath	Millisande	Easter Term 2012	AAT1	01/01/2012	14/02/2012	<input checked="" type="checkbox"/>	cs_ops@admin.cam.ac.uk

2. There is a query that you can run that will return different results as follows;

Query name	What it will return
COL_UGD_REC_EXAM_VERIFY_ALL	All students enrolled for that term and their verification status, shown in Column G: Blank cell indicates that they have not yet verified V indicates that they have verified C indicates that they have requested a change In column H, the date and time of the Action (verify or change request) is shown, where the cell contains #####, this gives further indicates that the student has yet to verify their enrolments.

## **Managing Corrections to entries**

Once you have received an email from a student requesting an examination correction, you should proceed as you have done in previous years.

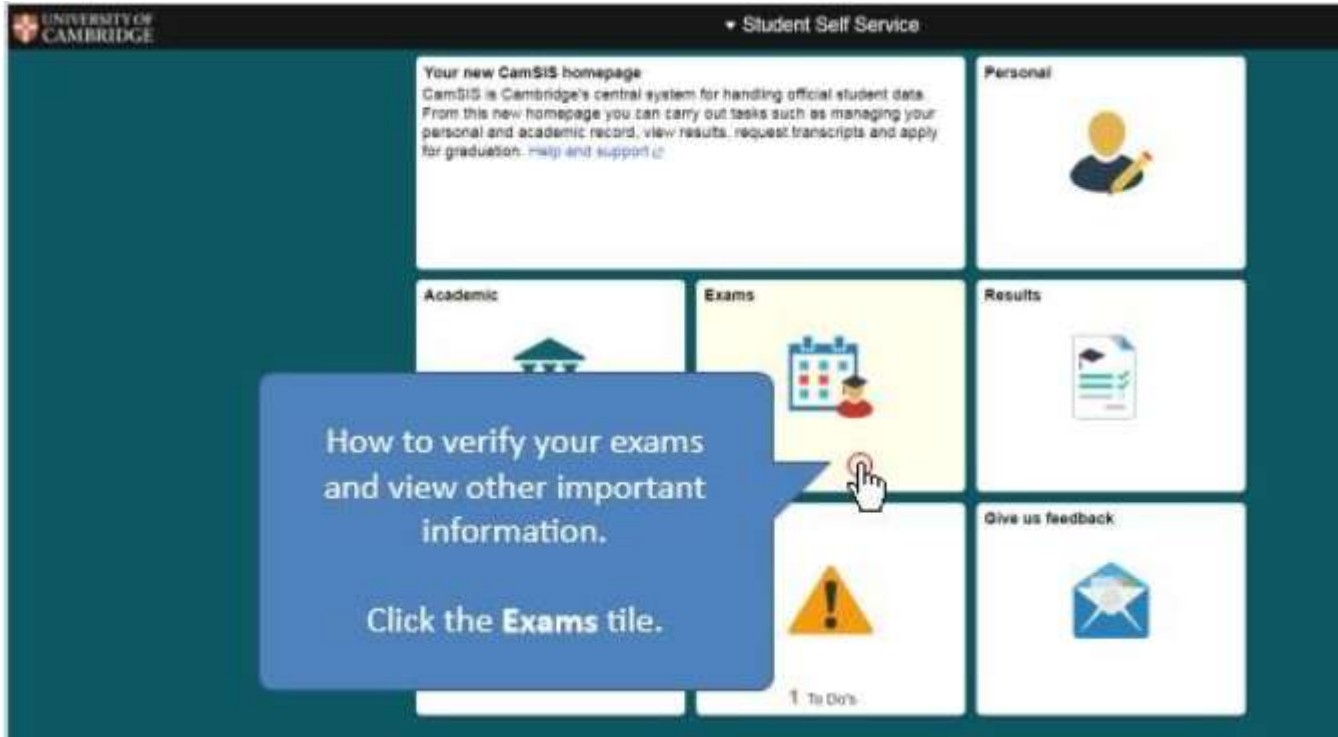
The Student Registry can accept requests for corrections either by email or by completion of a correction form which can be found here - <https://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-entry-procedures>

Please ensure that the correction to be made is clearly stated using the correct paper codes and titles.

Once a correction has been received by the student registry, the student's entry will be amended and you will receive an email confirming when this is complete. The student will not be required to re-verify their entry online in CamSIS; however you may find it useful to ask the student to check their entry in CamSIS. They can do this by selecting 'My results' in self-service and selecting the term, this will show their up to date exam entry.

## Students view in self-service

Once you have run the email process, students will receive the email to their 'preferred' email address. They verify their enrolments as follows:



Student Self Service Exams

- Exam entry rules
- Enrol in an exam
- Verify exam enrolments**
- View exam timetable
- Result publication dates
- My result publication choice
- View results
- Useful information

Exam Search Subject

The link to **'Verify exam enrolments'** will appear after you have enrolled for exams.

The next step is to verify and confirm your exam choices. To do this click the link.

Student Self Service Exam

Verify exam enrolments

Please review and verify your enrolments for the term(s) details, please ask your College Tutorial Office for further details.

Academic Career Undergraduate

Subject
Asian and Middle Eastern Studies Tripos, Part I&B
Paper
MES12 Internat
MES17 The fo
MES19 The fo
MES20 Theme
MES15 Internat
MESPO Persia
MES Middle

06/03/201

Verify

Change

If you want to change one or more exams click 'Change'.

Check carefully the exams for which you are enrolled. If the list is correct click 'Verify'.

Student Self Service Exam

Exam entry rules

Enrol in an exam

Verify exam enrolments

View exam timetable

Result publication dates

My result publication choice

View results

Useful information

Verify exam enrolments

Please review and details, please ask

Academic Career

Subject

Asian and Middle

Paper

MES12 Internet

MES17 The form

MES19 The form

MES20 Themes

MES15 Internet

MESPO Persian

MES Middle E

### Request change

To request a change to your enrolments please complete the form below, including:

- Your College
- Your name
- A list of the papers that you wish to add or remove
- An indication of whether you have already spoken to your DoS about this change

You can add further email addresses to the CC field as long as they are separated by a semicolon.

**Please note that this is just a request at this stage. Once you have submitted these details your College Tutorial Office will be in contact to discuss the change with you.**

College  
Jesus College

CC  
edited\_email\_at\_2018-06-17\_TeWHQ@automation.com

Details of change request  
May I change MESPO Persian oral to ...

Submit Cancel

Enter your college and the details of the change request. Note that this is just a request at this stage. Your request goes to your Tutorial Office.

Updated August 2022