wise **timetable** · Wise Timetable student modules

Exam lists

Guide for examiners

October 2026

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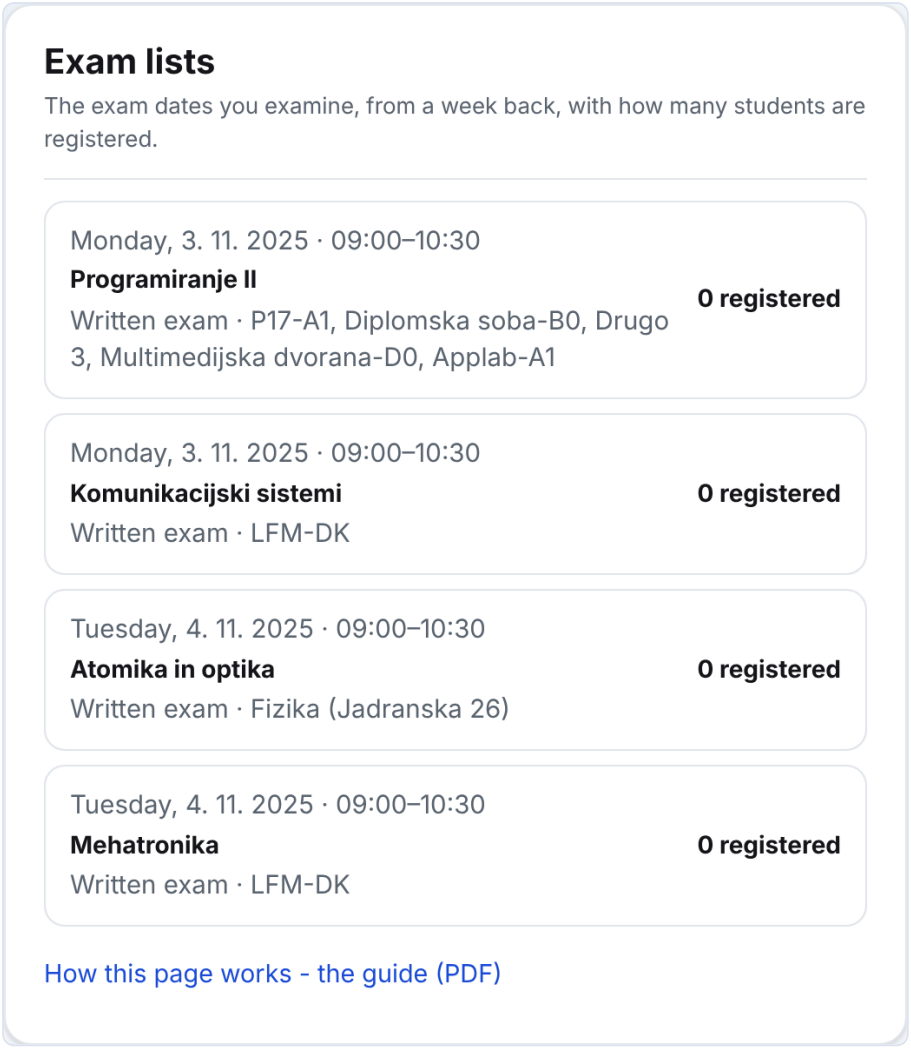
When your school plans its exams in Wise Timetable, you can propose exam dates for your own courses; where it also registers students for exams, you see who is registered for each exam you examine, print the list with a signature column, and take presence with the attendance code you already use for lessons.

Your exam dates

Sign in on your school's timetable web as for booking or attendance, and open /exams (for example wise-tt.com/web/<school>/exams). **Exam lists** lists every date that names you as an examiner, from a week back, with how many students are registered. Signed in, you also find the page in the menu on the left: **My exams**.

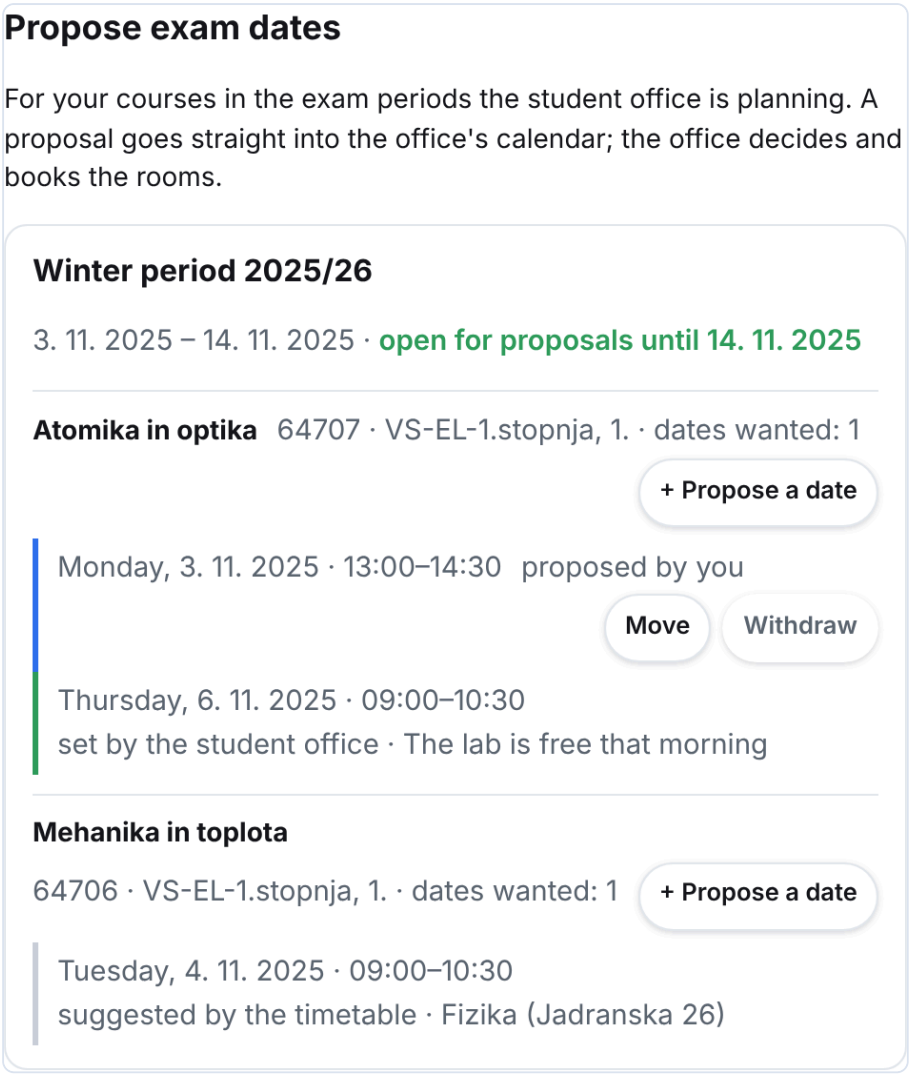


Your exam dates with the number registered.

Proposing exam dates

Where your school lets lecturers propose, the same page shows each exam period that takes proposals, with your courses - those you examine or teach - how many dates each needs, and every date already there with who put it there.

1. **Propose a date**: choose the day and the start time from the period's own, and add a note for the student office if you wish.
2. Before saving you see, in words, what the date would clash with - the same year, students who sit another exam, an examiner or a room already taken. You decide.
3. Your own proposals have **Move** and **Withdraw** while the period takes proposals - until the day the student office set, and never after publishing.

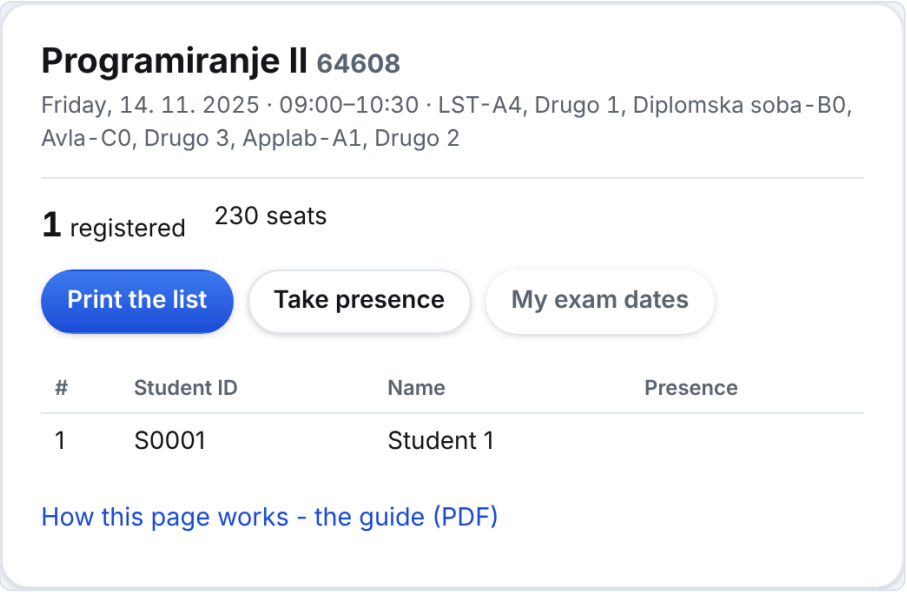


A period that takes proposals: your courses and their dates.

> **When the office takes it over**
> Once the student office moves your proposal, it is theirs: the page says so and you can no longer change it. Generating the dates keeps your proposals where you put them.

One exam's list

- Open a date: the registered students with their enrolment numbers, how many seats the rooms have, and who withdrew.
- **Print the list** opens a sheet with a column to sign in and three empty lines for anyone who comes without registering - the student office decides about them afterwards.
- **Take presence** takes you to attendance: open the exam there like any lesson and show the code. Afterwards the list shows who was present, late or did not attend.



One date's list.

The list by e-mail the day before
Where your school switches it on, you get the list by e-mail the day before the exam, at the time the school chose, to the address on your lecturer record. If it does not arrive, ask the student office whether that address is right - and you can always open the list here. Registering or withdrawing a student is the student office's; tell them if a list looks wrong.

When a date you examine changes
When the student office tells people about a changed date, you get a letter at the address on your lecturer record - and, if you follow your own timetable in the Wise Timetable app, a notification on your phone.