wise **timetable** · Wise Timetable student modules

Exam periods, exam dates and registration

Guide for the student office

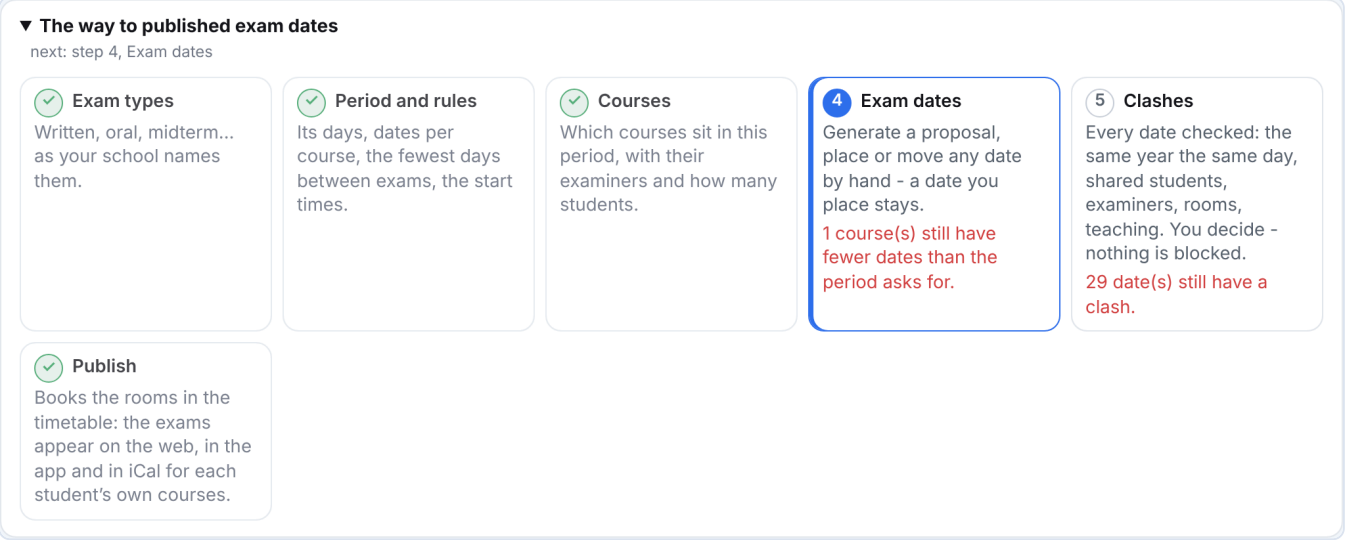
October 2026

Contents: The six steps · The calendar and the clashes · Publishing · Lecturers propose dates · Telling people about changes · Registrations · The rules and the student records

One screen for the whole exam season: set up a period and its rules, let the generator propose the dates, see every clash in words, move what you want by hand, publish - which books the rooms in the timetable - and, where your school has exam registration, follow who registered and give the examiners their lists.

In the administration, left rail, **Student affairs**: **Exam periods**. Tabs: **Exam dates**, **Registrations** (only with exam registration), **Courses**, **Period and rules**, **Settings**, **Changes and log**.

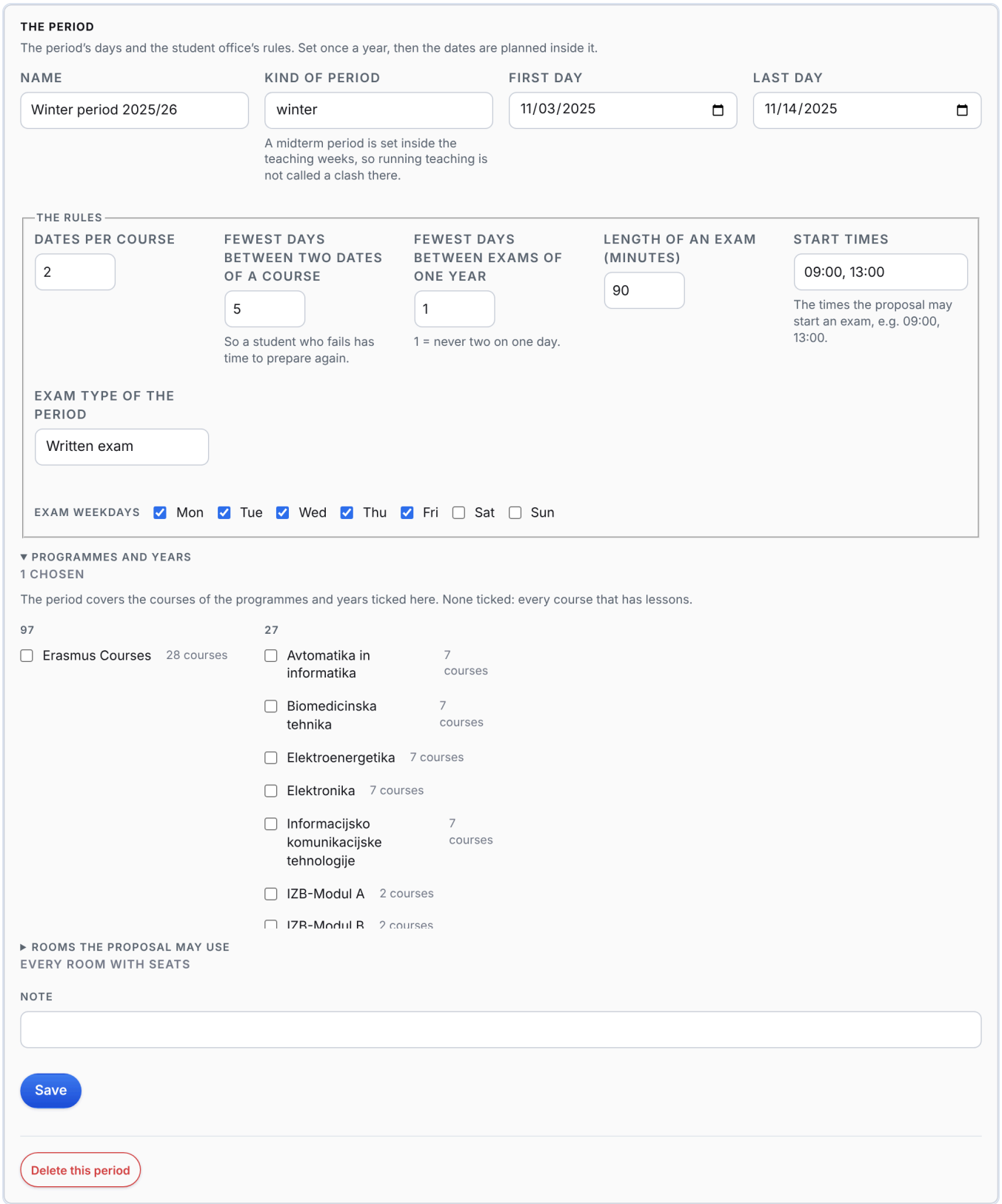
The six steps



The way to published exam dates: what is done, what is next, what is missing.

1. **Exam types** (**Settings**) - written, oral, midterm, as your school names them.
   Start with the usual types adds the usual three. A midterm type does not count running teaching as a clash.
2. **Period and rules** - **New period**: the first and last day, how many dates each course gets, the fewest days between two dates of one course and between two exams of the same year, the start times (e.g. 09:00, 13:00), the weekdays, the programmes and years it covers, the rooms it may use.
3. **Courses** - the period's courses, each with its examiners (from the timetable unless you choose), expected students (counted from the groups) and length. Leave a course out, or change any of these.
4. **Exam dates** - **Generate a proposal** places every course's dates; **Place a date** places or moves one by hand (it is then locked and the next proposal keeps it).

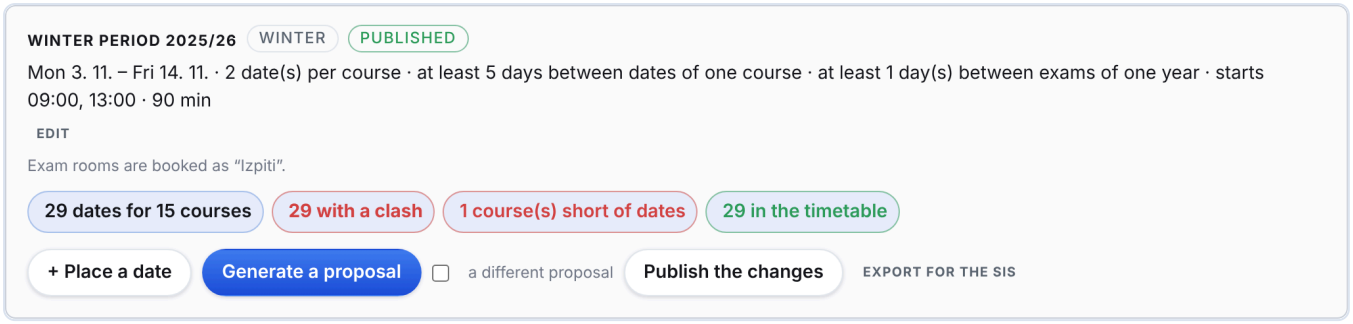
5. **Clashes** - every date is checked; nothing is blocked, you decide.
6. **Publish** - **Publish** books the rooms in the timetable: the exams appear on the web, in the app and in iCal for each student's courses.



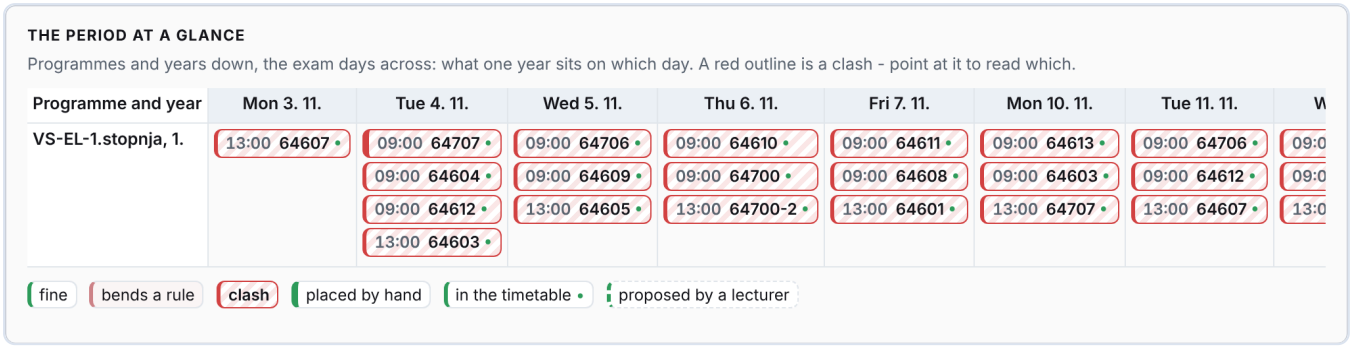
The period and its rules.

The calendar and the clashes

The period card sums it up: how many dates for how many courses, how many with a clash, courses short of dates, how many are in the timetable. Below, **The period at a glance**: programmes and years down, the exam days across - what one year sits on which day. A chip outlined in red has a clash; point at it to read which. **Every date** repeats every date with its reasons in words.

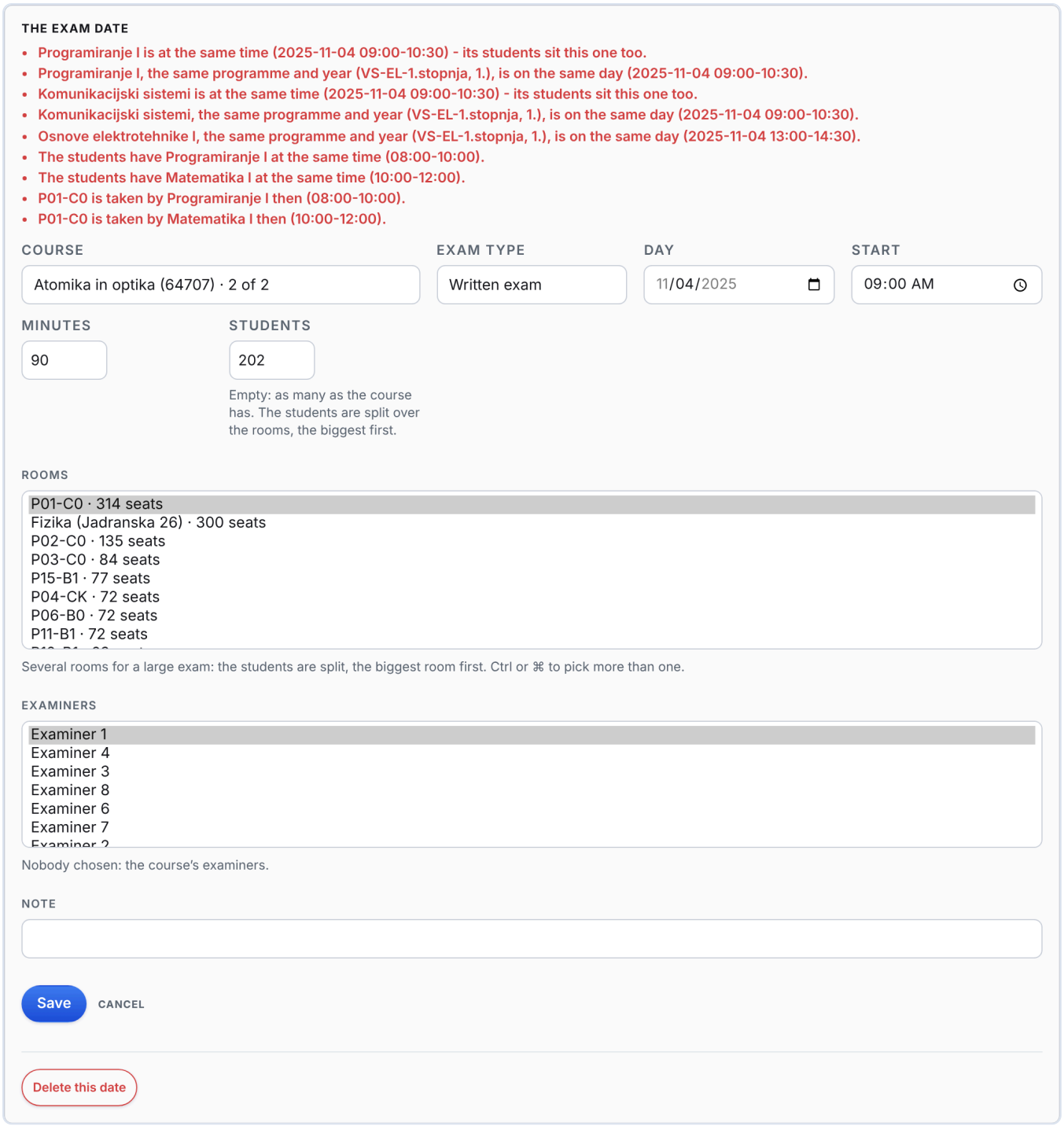


The period card: the counts and the actions.



The period at a glance.

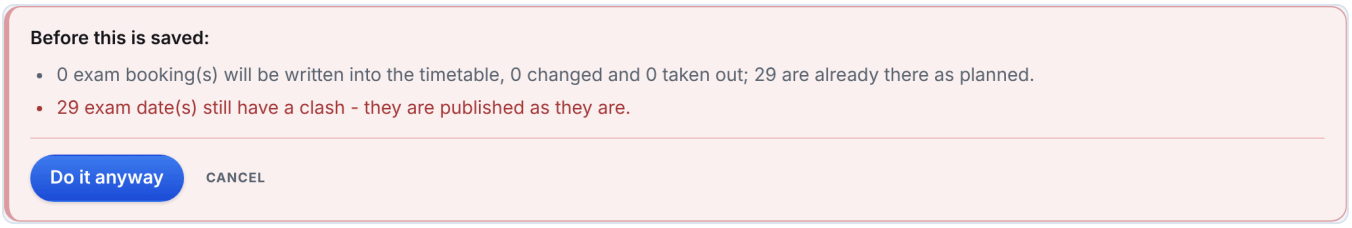
The checks: the same year on the same day or too close; students who sit both exams (at the same time or too close); the same course too close; an examiner or a room already taken; a room too small for the expected students; teaching still running for those students; a holiday or a day outside the period or the timetable's year; a time not on the bell schedule.



One date: its reasons in words, the course, day, time, rooms and examiners.

Publishing

Publish first says what it will write, change and take out, and how many dates still have a clash; **Do it anyway** goes ahead. Each date becomes one approved booking in the exam booking type, with all its rooms, the examiners and the course's groups. Publishing again changes only what changed. After the first publish every change is kept on **Changes and log** with how many people it touches; from there you tell them (below).



Asked before anything is written.

Which booking type, and is it public?
Settings names the booking type exams are written as and why it was chosen; change it there. Whether exams appear on the public timetable or only for signed-in users is that type's own switch, on the school settings' bookings tab (the link is beside it). **Export for the SIS** gives the SIS a CSV of every date.

Lecturers propose dates

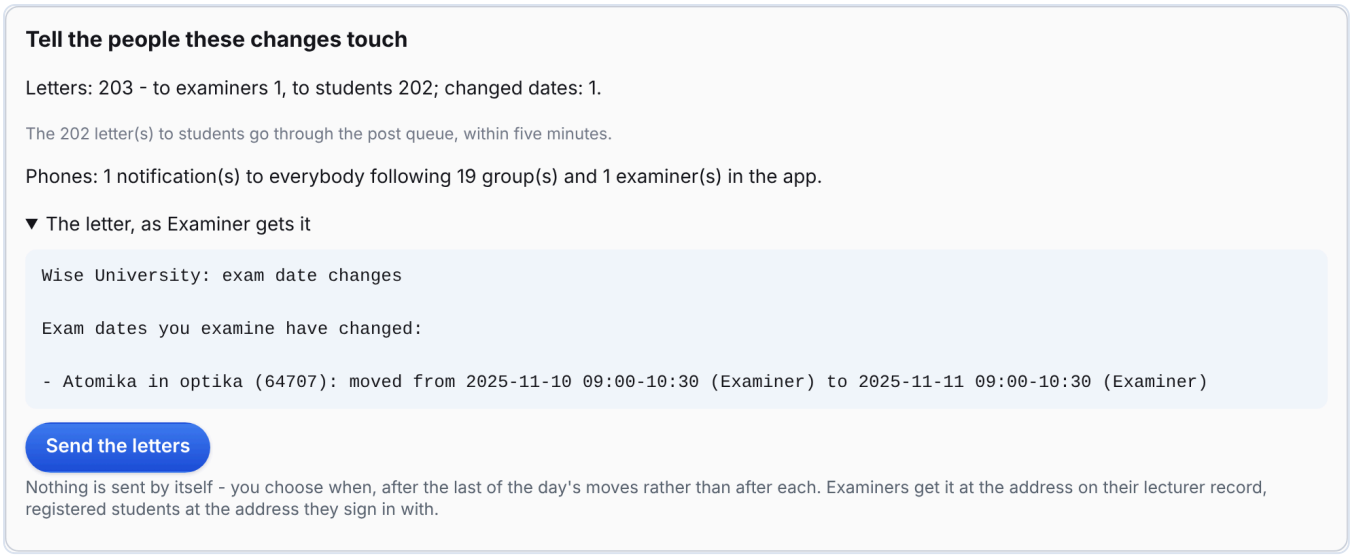
Where your school lets lecturers propose (**Who proposes exam dates**, on **Settings**), lecturers propose dates for their own courses on their page "My exams" on the public web - from the moment a period exists until the day in the period's form, **Lecturers propose until** (empty: while the period is being planned). Publishing closes proposals.

- A proposal is marked "**proposed by a lecturer**" in the list and the calendar, with who proposed it, and counted on the period card.
- It is checked like every other date, and **Generate a proposal** keeps it where the lecturer put it.
- Once you move it, it is yours: the lecturer sees that the office has it and can no longer change it.

Telling people about changes

When a published period changes, **Changes and log** lists the changes nobody has been told about yet and, under "**Tell the people these changes touch**", what telling them would send. A date moved twice is told once - from where it was to where it is now; a date added and taken out again is told to nobody.

- Examiners get a letter at once, at the address on their lecturer record.
- Students as **Students written to about changed dates** (on **Settings**) says: those registered for the date (the default), every student of the course - its groups and their subgroups, registered or not - or none. Students' letters go through the post queue, within five minutes and a few hundred at a time; the line under the changes shows what waits, went and did not arrive.
- Phones (**Phones in the Wise Timetable app**): everybody who follows one of the course's groups or one of its examiners in the Wise Timetable app gets a notification - students without a registration too. Only where exam bookings are on the public timetable.

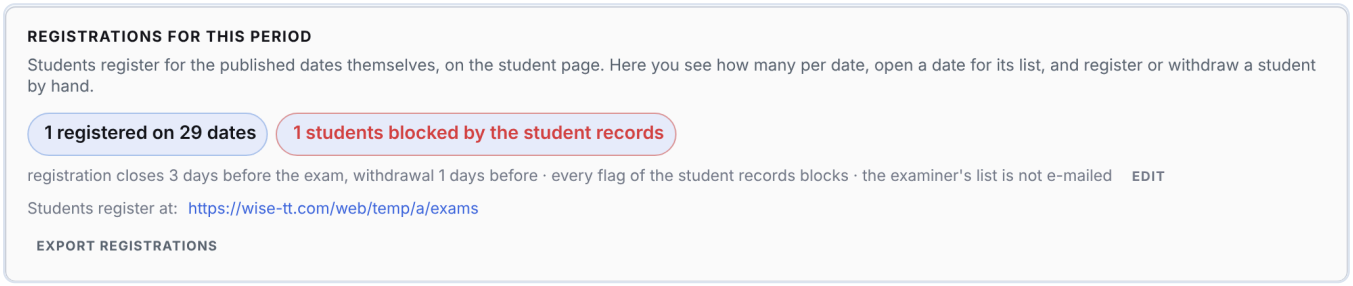


What telling the changes would send - letters, the post queue, the phones - and the button.

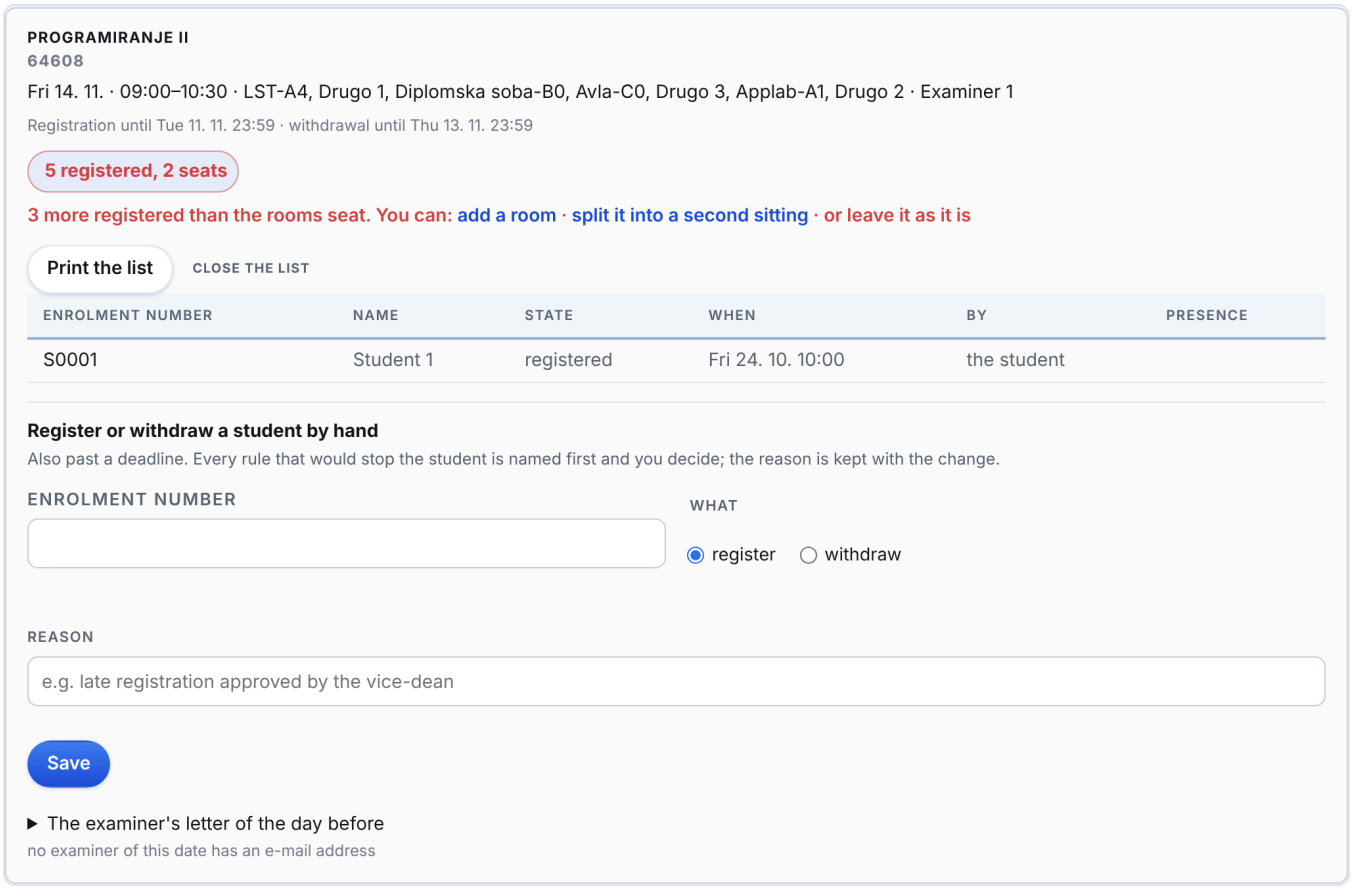
> **Nothing goes by itself**
> **Send the letters** asks first, with the numbers. Send after the last of the day's moves rather than after each. Who has no e-mail address is named (examiners, registered students) or counted (students of the course) - tell them another way.

Registrations

Where your school has exam registration, students register for the published dates themselves, on their page (the address is on the **Registrations** tab). The tab shows, per date, how many registered against the rooms' seats, how many withdrew, when registration closes and - after the day - presence. **List** opens one date.

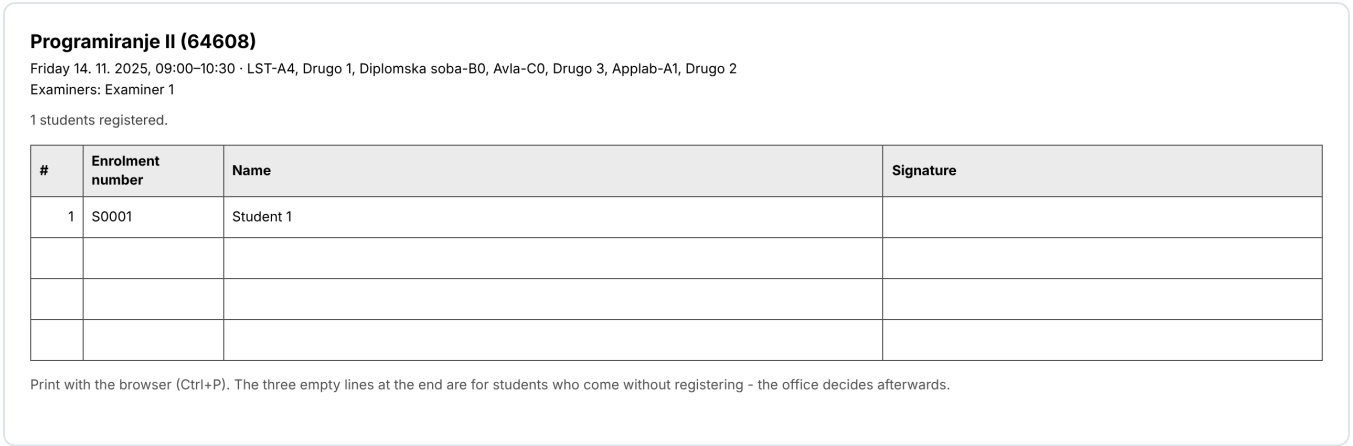


Registrations for the period, the rules in one line, the students' address.



One date: over the seats, with the three ways out; the list; the office's own hand.

- Over the seats: you are warned with the count, never refused. Add a room (the date's own form), split it into a second sitting (a new date of the course), or leave it.
- **Register or withdraw a student by hand**: type the enrolment number, choose register or withdraw, and give the reason - it is required and kept. Also past a deadline: every rule that would have stopped the student is named first, and **Do it anyway** goes ahead.
- **Print the list** gives a sheet with the registered students and a column to sign in, plus three empty lines for anyone who comes unregistered.
- **Export registrations** gives the SIS every student on every date, withdrawn ones too, with presence once taken.

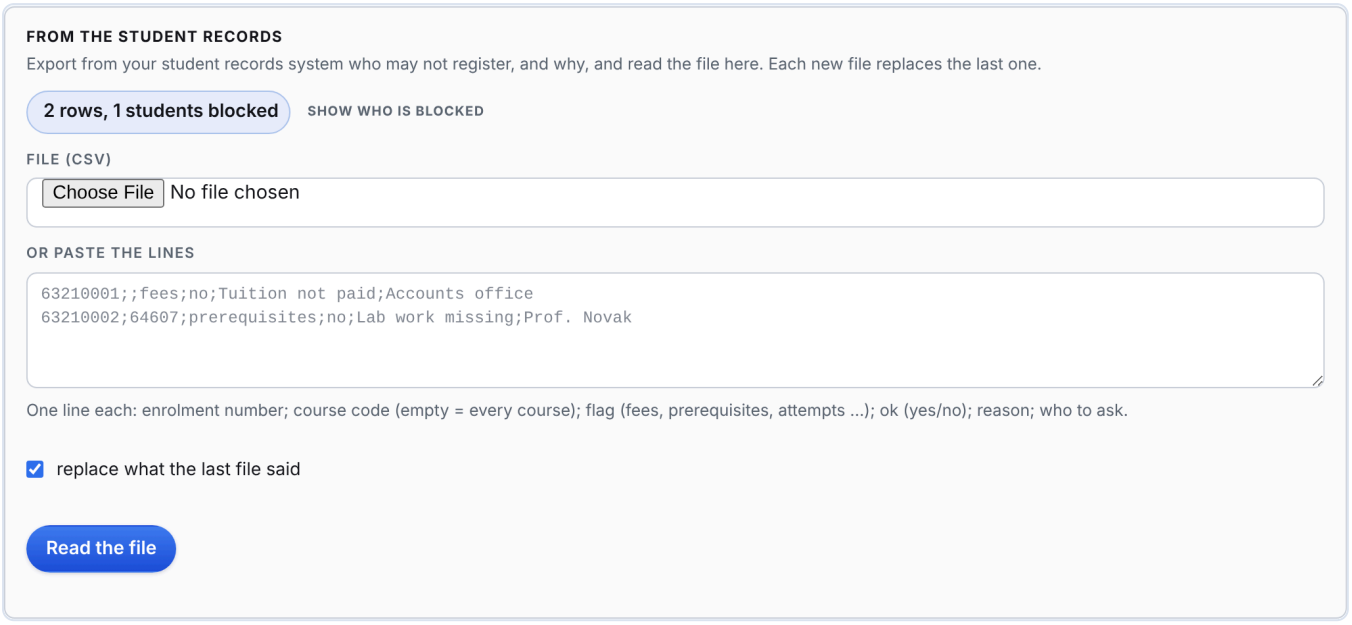


The printed list.

The rules and the student records

The rules: registration closes so many days before the exam (default 3), withdrawal so many days before (default 1), both at the end of that day; which flags of the student records block; whether the examiners get their list by e-mail the day before, and at what time (off by default). Once a time is set, each examiner gets the list of tomorrow's exam within five minutes of it, once per exam date, at the address on their lecturer record - an examiner with no address gets nothing, so check the addresses first. The same rows are in the school settings (configAdmin).

From the student records: we do not compute fees, prerequisites or attempts - we read them. Export from your SIS one line per student (enrolment number; course code or empty for every course; flag; yes/no; reason; who to ask), and **Read the file**. A flag saying no stops that student's registration and shows them the reason and who to ask.



Reading the flags of the student records.

When a date with registrations moves

Moving or deleting a date that students registered for is asked first, with how many. On a moved date they stay registered; a deleted date is shown to them as cancelled. Generate warns when it would place again dates that have registrations - lock a date to keep it.