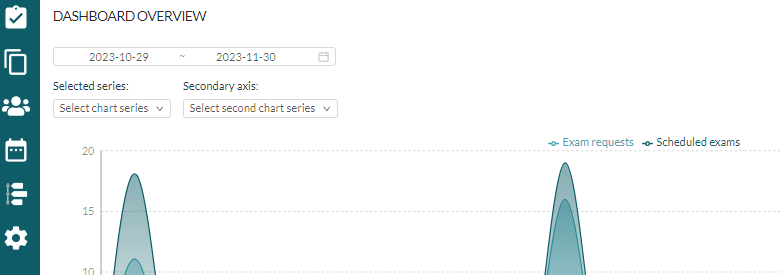
**Examination order for SLU at Umeå University**

Order examination seats in TimeEdit Exam: <https://exam.timeedit.com>

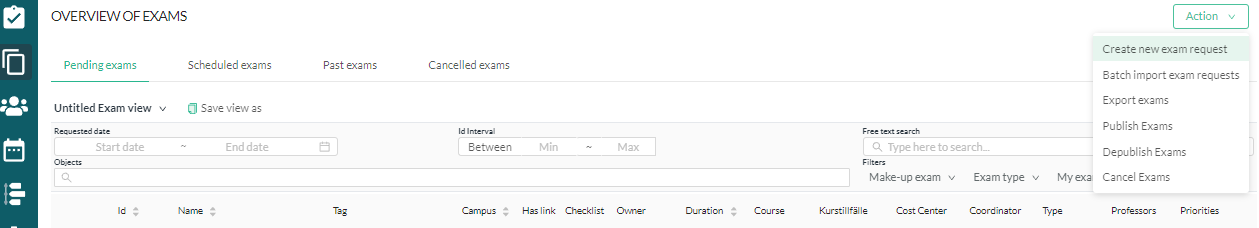
You still order special aids through the web form: <http://www.printomediatest.service.umu.se/skrivningssalar/bestallning-av-sarskilda-hjalpmedel/>

**Manual for requesting exams in TimeEdit (TE) Exam**

1. Log in to[**TE Exam**](https://exam.timeedit.com/).
2. To come to the exam request, click on ***Overview*** ***of the*** ***Exams*** - the two squares on the left.



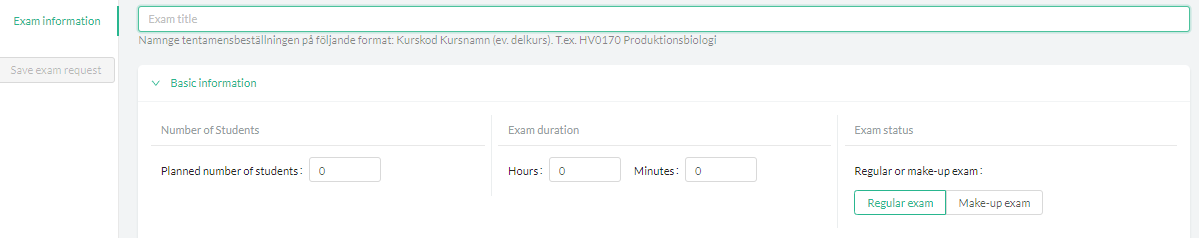
1. Hover your mouse over the ***Actions button*** at the top right and then click on ***Create a new exam request.***



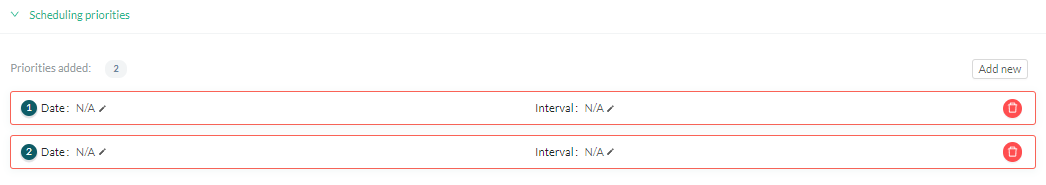
1. You are now in the view for the actual exam request:

Fill in the ***Exam Title***. Name the order with the course code and course name/module name.

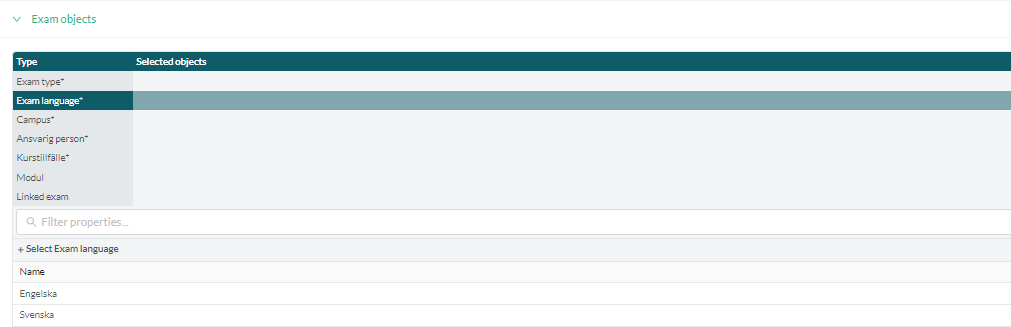
Fill in the ***Planned number of students***, ***the Number of hours/minutes*** the exam should last, and whether it's an ***Ordinary*** or ***Reexamination***



To fill in ***scheduling preferences***, click ***Create*** twice. You must specify at least TWO different dates. For each date, indicate if you prefer morning, afternoon, or all day. All day means that either morning or afternoon is acceptable.



If you are putting in a request for a specific Wednesday afternoon as determined by SLU, specify a Sunday as the second option. This provides a note to the Examination Service at Umeå University that Wednesday is a fixed date. Note! This can only be used for these Wednesday afternoons. Also, clarify this further in ***Information to the Administrator***.

Under ***Exam Objects***, select ***Exam type***, ***Exam Language***, ***Teacher***, ***Course*** ***Occurrence***, and ***Organizational*** ***Unit***. You make your selection by clicking on the appropriate type in the list below the search box. It automatically proceeds to the next choice.

***Teacher***: SLU's teachers are not in the system. You should enter **TSOBJEKT1**. This leaves the teacher field empty.

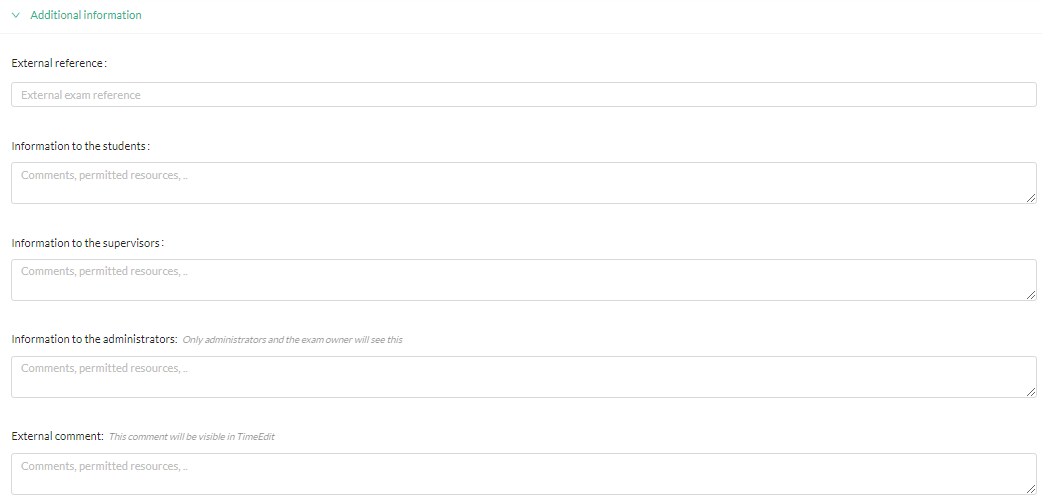
***Course*** ***Occurrence***: Here you use SLU and the numbers that belong to your institution, e.g., SLU210 for the Forestry School. This makes the course name SLU Exam and the name of the institution.

***Organizational*** ***Unit***: Here you write **TENTAMEN\_SLU**.

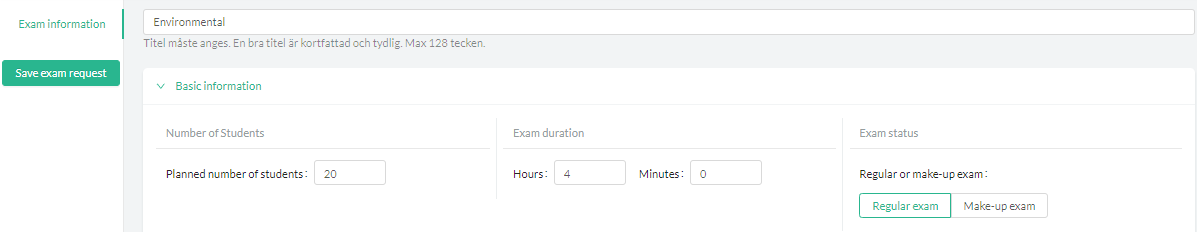
Under Additional Information, fill in External Reference and Information to the Administrators:

***External*** ***reference***: Enter your invoice reference, e.g., ABM123.

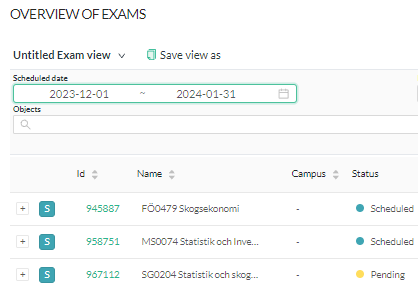
***Administrator*** ***Information***: Fill in important information that the Examination Service at Umeå University needs to be aware of, e.g., if there is a specific date that must be used.



When everything is filled in, scroll to the top of the page and click ***Save Exam Order***. If it's still gray, it means that mandatory information is missing



Now the order is complete, and the Examination Service can see it in TE Exam. You can follow the scheduling on the ***Overview of the exams*** page (the two squares to the left).



If there is a yellow mark under the status heading, the order is placed but not yet processed by the Examination Service. A green mark indicates that it is scheduled. Red stands for a canceled exam request.

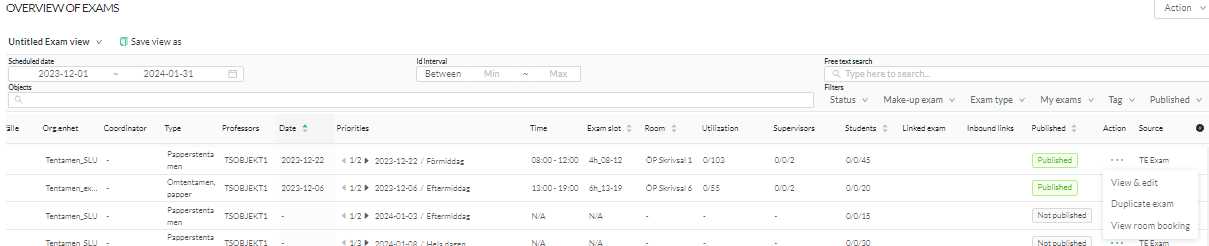
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Copy a previous order**

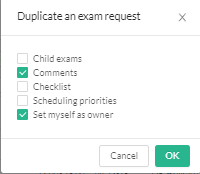
If you want to avoid filling in everything for each order, you can copy a previously placed order to use as a template.

1. Go to ***Overview* *Exam*** (the two squares on the left). Find the order you want to copy.

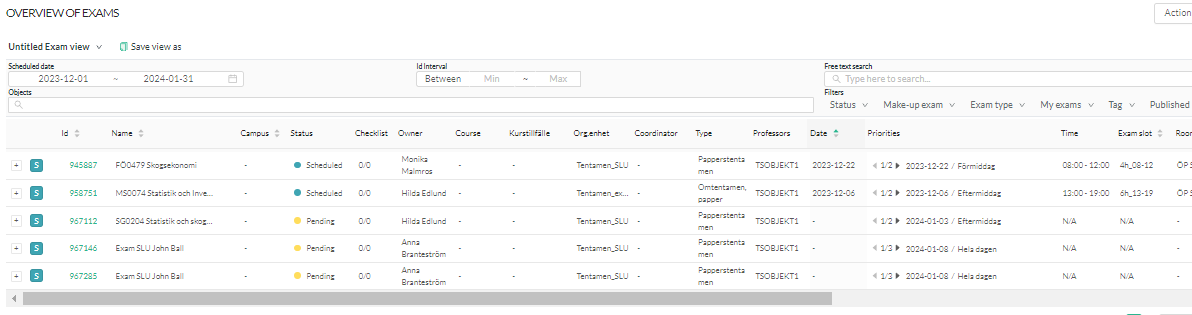
2. In the ***Actions*** ***column***, click on the dots to open the menu. Select ***Copy Exam***.



3. Check ***Comments*** and ***Make*** ***me*** ***the*** ***owner***. Then click ***OK*** to save the copied order



4. The new order now appears in ***Overview Exam***. Open the copied order by clicking on the ***numbers*** in the ID column



5. Add new date preferences and any other corrections. Then press ***Save*** in the upper right corner.

