

TE Exam for requesters



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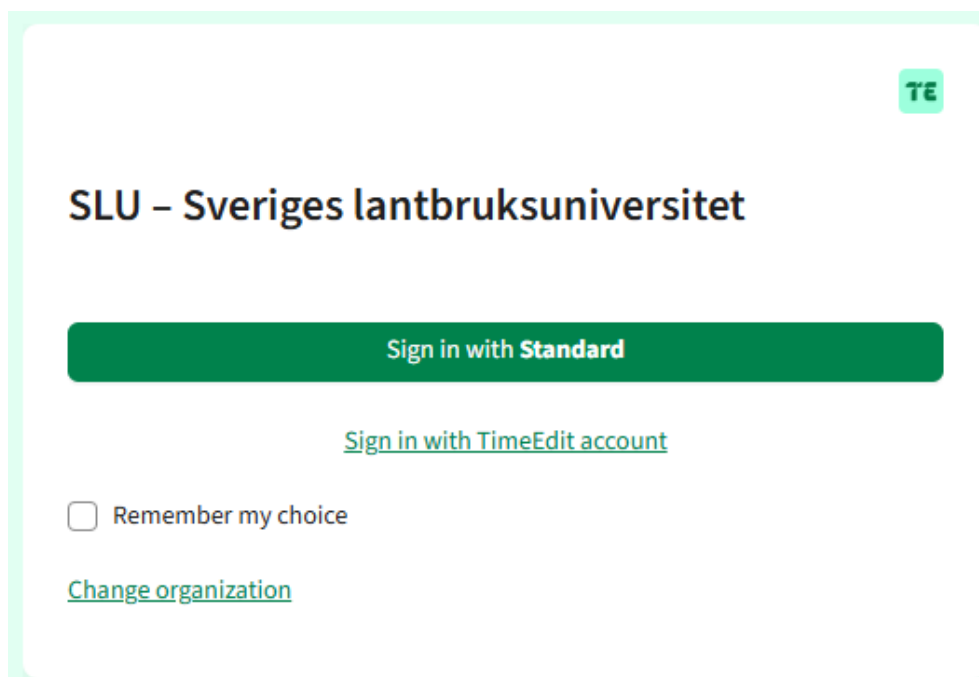
TE Exam is the TimeEdit tool for planning and scheduling exams. This guide is intended for anyone who requests and books exams.

Log in to TE Exam

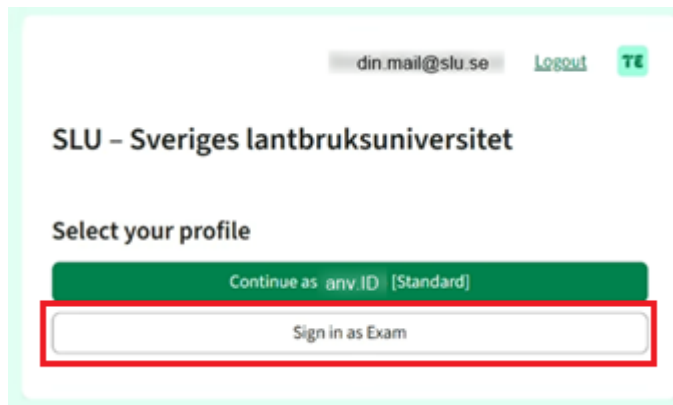
To submit and manage exam requests, you must first log in to SLU TimeEdit to create an account. Then contact timeedit@slu.se to get TE Exam permissions. The email should specify what institution and faculty you need to order exams for.

Important! Firefox and Chrome are the recommended web browsers. Do not use Internet Explorer or Microsoft Edge.

When you have confirmation your Exam permissions are set, you go to <https://www.timeedit.net/slu> to log in.



Click the big green button and log in using your SLU credentials. Choose the profile named Exam.



TE Exam starts up and you can start working.

Main menu

The main menu has one submenu and five pages.

SLU – Sveriges lantbruksuniversitet | Home

HOME

Room bookings Exams

Untitled Room booking view Save view as

Dates 2025-10-17 ~ 2025-11-14

Objects Filters Supervisors Exams

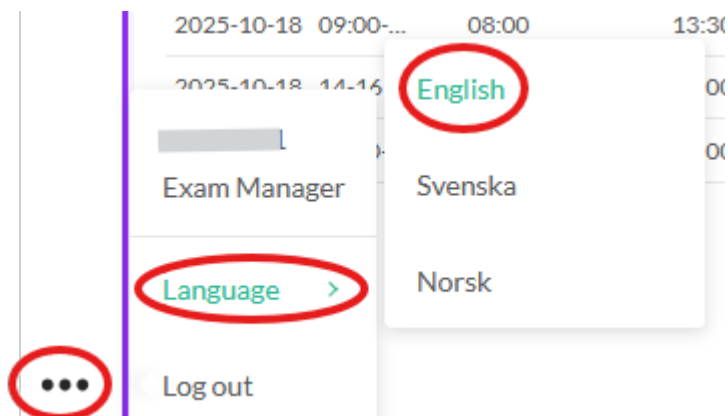
Date	Exam slot	Prep time starts	Clean-up end	Room	Supervisors	Exams	Planned	Registered	Utilization	Action
2025-10-20 08:00-...	07:00	12:30	Skörden	3/3/3	1	13	NaN	16/13/25	...	
2025-10-27 13:00-...	12:00	18:00	Bolskogen	3/3/3	1	40	17	17/40/25	...	
2025-10-17 08:00-...	07:00	11:00	Tentamenssal 1	2/2/2	1	46	NaN	48/46/52	...	
2025-10-17 08:00-...	07:00	11:00	Tentamenssal 2	3/3/3	1	80	NaN	78/80/91	...	
2025-10-17 08:00-...	07:00	11:00	Tentamensrum A1	2/2/2	1	6	NaN	6/6/7	...	
2025-10-30 08:00-...	07:00	15:00	Bolskogen	3/3/3	1	20	0	0/20/25	...	
2025-10-28 08:00-...	07:00	13:00	Bolskogen	1/2/2	1	15	7	7/15/25	...	
2025-10-18 09:00-...	08:00	13:30	Tentamenssal 2	2/2/2	2	55	12	12/55/91	...	
2025-10-18 14-16 (...)	13:30	17:00	Tentamenssal 1	2/2/2	1	20	4	4/20/52	...	
2025-11-03 13:00-...	12:30	17:00	Tentamenssal 1	0/0/2	1	49	NaN	0/49/52	...	

1-10 of 79 objects < 1 2 3 4 5 6 7 8 > 10 / page

Submenu - Language and log out

You open the submenu by clicking the three dots in the bottom left corner. Here, you can change the language. Please note that only parts of the

interface are available in English. This is also where you find the "Log out" option.



Page – Home

The first page you will see is the "Home" page.

This page has two tabs:

- **Room bookings**

SLU - Sveriges lantbruksuniversitet | Home

HOME

Room bookings Exams

Untitled Room booking view Save view as

Dates: 2025-10-17 ~ 2025-11-14

Objects: Filters: Supervisors Exams

Date	Exam slot	Prep time starts	Clean-up end	Room	Supervisors	Exams	Planned	Registered	Utilization	Action
2025-10-20	08:00-...	07:00	12:30	Skörden	3/3/3	1	13	NaN	16/13/25	...
2025-10-27	13:00-...	12:00	18:00	Bokskogen	3/3/3	1	40	17	17/40/25	...
2025-10-17	08:00-...	07:00	11:00	Tentamenssal 1	2/2/2	1	46	NaN	48/46/52	...
2025-10-17	08:00-...	07:00	11:00	Tentamenssal 2	3/3/3	1	80	NaN	78/80/91	...
2025-10-17	08:00-...	07:00	11:00	Tentamensrum A1	2/2/2	1	6	NaN	6/6/7	...
2025-10-30	08:00-...	07:00	15:00	Bokskogen	3/3/3	1	20	0	0/20/25	...
2025-10-28	08:00-...	07:00	13:00	Bokskogen	1/2/2	1	15	7	7/15/25	...
2025-10-18	09:00-...	08:00	13:30	Tentamenssal 2	2/2/2	2	55	12	12/55/91	...
2025-10-18	14-16 (...)	13:30	17:00	Tentamenssal 1	2/2/2	1	20	4	4/20/52	...
2025-11-03	13:00-...	12:30	17:00	Tentamenssal 1	0/0/2	1	49	NaN	0/49/52	...

1-10 of 79 objects < 1 2 3 4 5 6 7 8 > 10 / page

As a default, bookings for the next 4 weeks are displayed. You can set different start and end dates.

- Exams

SLU | Home

HOME

Room bookings Exams

Untitled Exam view Save view as

Scheduled date Start date ~ End date Id Interval Between Min ~ Max Free text search Type here to search...

Objects

Filters Status Is re-exam Exam type

Id	Name	Status	Checklist	Owner	Kurstillfälle	Type	Professors	Date	Time
+ S 17547	2021-03-17 HO0125 Ridk...	Scheduled	0/0	Anders Andersson	HO0125-30...	Praktisk examination	Hannah Jaco...	2021-03-17	13:00 - 16:15
+ S 18503	2021-03-17 HO0125 Ridk...	Pending	0/0	Pia Persson	HO0125-30...	Praktisk examination	Hannah Jaco...	-	N/A
+ S 17549	2021-03-25 VM0121 Livs...	Scheduled	0/0	Anders Andersson	VM0121-30...	Papperstentamen	Emma Berge...	2021-03-25	13:00 - 16:00
+ S 18505	2021-03-25 VM0121 Livs...	Pending	0/0	Pia Persson	VM0121-30...	Papperstentamen	Emma Berge...	-	N/A
+ S 17550	2021-05-28 BI1337 Mikro...	Pending	0/0	Pia Persson	BI1337-401...	Papperstentamen	Mikael Pell	-	N/A

1-5 of 5 items < 1 > 10 / page

The “Home” page is an overview page where you can see all the room bookings made and the exam requests submitted by your part of the organisation. This means you can see the bookings you have made yourself, but also those done by your colleagues at the department or faculty.

There are filters that allow you to only display your own bookings or to search for an object, or search using free text.

You can return to this page from anywhere by clicking the first symbol in the main menu on the left.

Each tab on the page is formatted as a table with bookings on separate rows and a number of columns.

On the “Home” page, you can define which columns to display. You do this by clicking the small plus sign to the right of each row (see screenshot below).

Utilization	Actions	+
0/22/48	...	
0/6/15	...	
0/0/10	...	

This will open a dialogue box where you select the columns you want to display by checking or unchecking the corresponding check box.

You can also choose the number of bookings to display on a page. You do this under “Pagination”, where you choose how many bookings to display on a page.

Save your column settings by clicking the “Save and close” button

Dialog box titled "Edit columns" with a close button (X) in the top right corner.

Columns

☒ Grouping Status	☒ Id	☒ Name	☒ Campus
☒ Status	☒ Checklist	☒ Owner	☐ Duration
☒ Course	☒ Kurstillfälle	☒ Cost Center	☒ Admin
☒ Type	☒ Kursledare	☒ Date	☒ Time
☒ Exam slot	☒ Room	☒ Priorities	☒ Utilization
☒ Supervisors	☒ Students	☒ Linked exam	☒ Inbound links
☒ Published	☐ Comment	☐ Created	☐ Updated
☒ Action			

Pagination 10 / Page in pagin... ▾

Close without saving Save and close

Page – Room bookings overview

This page shows the same information as the “Bookings” tab on the “Home” page.

ROOMBOOKINGSOVERVIEW

Untitled Room booking view Save view as

Dates: 2025-10-17 ~ 2025-11-14

Objects:

Filters: Supervisors Exams

Date	Exam slot	Prep time starts	Clean-up end	Room	Supervisors	Exams	Planned	Registered
2025-10-20	08:00-...	07:00	12:30	Skörden	3/3/3	1	13	18
2025-10-27	13:00-...	12:00	18:00	Bokskogen	3/3/3	1	40	17
2025-10-17	08:00-...	07:00	11:00	Tentamenssal 1	2/2/2	1	46	133
2025-10-17	08:00-...	07:00	11:00	Tentamenssal 2	3/3/3	1	80	133
2025-10-17	08:00-...	07:00	11:00	Tentamensrum A1	2/2/2	1	6	133
2025-10-30	08:00-...	07:00	15:00	Bokskogen	3/3/3	1	20	0
2025-10-28	08:00-...	07:00	13:00	Bokskogen	1/2/2	1	15	7
2025-10-18	09:00-...	08:00	13:30	Tentamenssal 2	2/2/2	2	55	12
2025-10-18	14-16 (...)	13:30	17:00	Tentamenssal 1	2/2/2	1	20	4
2025-11-03	13:00-...	12:30	17:00	Tentamenssal 1	0/0/2	1	49	0

1-10 of 79 objects < 1 2 3 4 5 6 7 8 > 10/page

Page – Overview of exams

This page shows the same information as the “Exams” tab on the “Home” page. There is also an “Actions” submenu (see screenshot).

OVERVIEW OF EXAMS

Untitled Exam view Save view as

Scheduled date: Start date ~ End date

Id Interval: Between Min ~ Max

Free text search:

Filters: Status Resit exam Exam type

Id	Name	Campus	Status	Checklist	Owner	Course
854	VM0117 Idisslarmedicin	Ultuna	Past	0/0	Magdalena Hydman	-
1887	DO0115 Dodos 2 (omtent...	Ultuna	Past	0/0	Katarina Nordström	-
2012	HV0166 ordinarie	Ultuna	Past	0/0	Annikka Melin	-
2013	HV0158/HV0144 omtent...	Ultuna	Past	0/0	Annikka Melin	-
2014	LB0105, LB0107 Animalie...	Ultuna	Past	0/0	Åsa Wengström	-
2015	LB0107, LB0113 Livsmede...	Ultuna	Past	0/0	Åsa Wengström	-
2016	HV0163 omtentamen 1	Ultuna	Past	0/0	Annikka Melin	-
2017	LB0105, LB0113 Växtprod...	Ultuna	Past	0/0	Åsa Wengström	-
2018	HV0175 omtentamen 2	Ultuna	Past	0/0	Annikka Melin	-

1-10 of 4296 objects < 1 2 3 4 ... 430 > 10/page

Action ▼

- Create new exam request
- Batch import exam requests
- Export exams

The “Actions” submenu has the following options:

- **Actions – Create new exam request**

When you click this, a request form for exams will open with the following sections:

- **Exam title**

Start by entering an exam title. This is a free-text field but the following format is recommended for titles:

Course code + Course title + module if applicable, e.g. “HV0170 Produktionsbiologi” (see screenshot).

- **Basic information**

Under this heading, you enter the planned number of students, the length of the exam in hours and minutes and if it is a regular exam or a resit (see screenshot).

- **Scheduling priorities**

Enter the date and time you would like to book. Please note that you must select at least one date/time option before you can save your request.

Click the “Add new” button to open a dialogue box where you enter the date and period you would like to book (see screenshot). The available periods are “Förmiddag” (morning), “Eftermiddag” (afternoon) and “Kväll (endast för kvällskurser)” (evening, only for evening courses).

The screenshot displays the 'Scheduling priorities' section. At the top, it says 'Priorities added: 2' next to an 'Add new' button. Below this, there are two priority entries. Each entry has a numbered circle (1 and 2), a 'Date' field with a calendar icon, and an 'Interval' field with a dropdown arrow. For priority 1, the date is 2025-11-06 and the interval is 'Eftermiddag'. For priority 2, the date is also 2025-11-06, and the interval dropdown is open, showing three options: 'Kväll (endast för kvällskurser)', 'Eftermiddag', and 'Förmiddag'. Each entry has a red trash icon to its right. Below the priorities section is a section titled 'Exam objects'.

You can select up to 5 priorities for an exam.

○ **Exam objects**

The next step is to enter the exam objects. Some objects are compulsory, others are optional.

The following objects are compulsory:

- **Exam type** – for example “Papperstentamen” (paper exam)
- **Exam language** – Swedish or English
- **Campus** – Ultuna or Alnarp
- **Kursledare** – the courseleader responsible for the exam
- **Admin** – the administrator who creates the activity in Ladok
- **Kurstillfälle** – the course instance the exam refers to

The following are optional exam objects:

- **Modul** – the course components covered by the exam
- **Linked exam** – use this option if an exam needs to be scheduled together with another exam that has already been registered. Search for the exam id or title.

You choose an object by clicking the row you want to fill in (e.g. “Campus”). Then click one of the objects in the list underneath the rows. You can also search for an object using the search box (see screenshot below).

✓ Exam objects

Type	Selected objects
Exam type*	Digital salstentamen ⓘ
Exam language*	Engelska ⓘ
Campus*	
Kursledare*	
Admin*	
Kurstillfälle*	
Modul	
Linked exam	

🔍 Filter properties...

+ Select Campus

Name
Alnarp
Umeå
Ultuna
Skinnskatteberg

< 1 >

☒ Show relations

For the object types “Ansvarig person”, “Kurstillfälle” and “Modul”, you can select more than one object in the corresponding list.

○ Additional information

✓ Additional information

External reference:

External exam reference

Information to the students:

Comments, permitted resources, ..

Information to the supervisors:

Comments, permitted resources, ..

Information to the administrators: *Only administrators and the exam owner will see this*

Comments, permitted resources, ..

Under this heading, you fill in the following fields (see screenshot above):

- **External reference** – not in use, leave empty
- **Information to the students** – for example which aids students are allowed to bring to the exam This information will be displayed for students in the web schedule.
- **Information to the supervisors** – not in use, leave empty
- **Information to the administrators** – This information is only visible to the Exam Services team. Use it for any other important information about the exam.

When you have completed the order form, click the “Save exam request” button (see screenshot below).

The screenshot shows the SLU (Sveriges lantbruksuniversitet) Exams / New exam request form. The form is divided into sections: 'Exam information' and 'Basic information'. The 'Exam title' field is visible, with the text 'Namnge tentamensbeställninge' and 'Produktionsbiologi' below it. The 'Save exam request' button is highlighted with a red rectangle. The left sidebar contains icons for a menu, a checklist, a document, and a location pin.

If you forget to fill in one of the mandatory fields, an error message will be displayed telling you which field(s) you need to fill in.

Exam title cannot be empty.

Exam Type cannot be empty.

Exam Language cannot be empty.

Campus cannot be empty.

Kursledare cannot be empty.

Admin cannot be empty.

Kurstillfälle cannot be empty.

If everything is correctly filled in, you will return to the “Overview of exams” page and your request will be displayed at the bottom of the list.

If you need to make changes to one of your exam requests, click the three dots in the “Actions” column and select “View & edit” (see screenshot below).

You can delete an exam request provided it has not yet been scheduled.

exit exam	Exam type	My exams
ks	Published	Action
	Not published	TE Exam
	Not published	View & edit
	Not published	Duplicate exam
	Not published	Delete exam

- Actions – Batch import exam requests**

This function doesn’t work with SLUs exam setup. It is not supported and not used.

- **Actions - Export exams**

This function is used to export information about the exams that have been registered.

Start by clicking one of the category tabs “Pending exams”, “Scheduled exams”, “Past exams” or “Cancelled exams”. Then check the exams you want to export.

Then open “Export settings” and select the information to include in the export.

Finish by clicking the “Export exams” button (see below). Information for the exams you selected will be exported to an Excel file.

Page – All rooms

This page displays all the rooms available to book for exams. You can sort by name, size, building, campus and type of room by clicking the different column headings (see below). Clicking the green “View” button to the right of each row displays more detailed information about a particular room.

Name	Capacity	Floor	Building	Campus	Address	Room Type	Information	Action
Boka intel - Fysik-Geologilabb Tentamen MVM	0	0		Ulfuna		Tentamensrum		View
Fiktiv Alnarp	200	0		Alnarp		Tentamensrum	Används för bokning av vårdar vid roddiga dagar	View
Fiktiv Uppsala	200	0		Ulfuna		Tentamensrum	Används för bokning av vårdar vid roddiga dagar	View
gamla Spiltan - BOKA INTE	10	1	Articum/havet	Alnarp		Video konferens, Mötesrum		View
Garderob	0	2	Undervisningshuset	Ulfuna		Föreläsningssal		View
MAU, Kranen	200	0	Utomhus	Alnarp		Tentamensrum	Används för bokning av tentamen vid Malmö Universitet i TE Exam	View
Seminarium 1A Tentamen VHC	30	0		Ulfuna		Tentamensrum	Används för bokning av vårdar vid roddiga dagar	View
Seminarium 1B Tentamen VHC	30	0		Ulfuna		Tentamensrum	Används för bokning av vårdar vid roddiga dagar	View
Seminarium 3 Tentamen VHC	30	0		Ulfuna		Tentamensrum	Används för bokning av vårdar vid roddiga dagar	View
UMU Östra paviljongen	200	0	Utomhus	Umeå		Tentamensrum	Används för bokning av tentamen vid Umeå Universitet i TE Exam	View

Page - Profile

This page contains information about your TE Exam user account.



SLU - Sveriges lantbruksuniversitet | Profile



evax0001
TE_EXAM::dec

About

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