The Office of Scheduling and Examination Services (SES) at Carleton University provides several critical services to the university community:

- We are the stewards of the university-wide space management system with responsibility for academic ad-hoc bookings;
- We build the centrally constructed class timetable;
- We schedule and administer exams held during formal exam periods;
- We operate the McIntyre Exam Centre for students with disabilities;
- We provide external proctoring services for professional organizations, universities, colleges and the private sector.

Visit carleton.ca/ses for quick-tips and detailed information regarding room bookings, course timetabling and exams.

**Space Management**

There are five main booking agents:

**SES**
Stewards of the space management system ENTERPRISE™ and responsible for academic ad-hoc bookings. Bookings created on this system are reflected on the PORTAL™. Using the PORTAL™, faculty and staff can view and request bookable classrooms and departmental space.

**Conference Services**
Manages non-academic events and conferences on campus.

**Student Affairs**
Manages student clubs and societies bookings.

**Academic units/Library**
Manage their departmental space and approve requests for their space through WEB SCHEDULER™.

**Students**
Self-service booking of library rooms and ACVS labs through the PORTAL™.
Ad hoc requests must be submitted through the ENTERPRISE™ Space Booking PORTAL™.

Quick Tips: Requesting SES Bookable Classroom Space via the PORTAL™
1. Go to booking.carleton.ca/Portal and Log-In with your MyCarleton1 credentials. There are two ways to book a room: Find a Room or Request a Specific Room.
2. Under Requests, choose Find a Room to locate a room on a specific date/time. Enter the Date/Start time/End time then click on Verify Availability. All available rooms will be listed. Click on the room you wish to request and click on Proceed. Complete the Requested Information Form. Media Equipment response is a required field (choose yes or no). Click on Submit, then OK. You will see Request Saved with the Request #. Click OK. You will see your request on the My Bookings screen. You are able to cancel your request from this screen. A confirmation will be sent to you once the request has been approved.
3. Under Requests, choose Request a Specific Room when you know the specific room required. Highlight the room, then Enter the Date/Start Time/End Time. Click on Verify Availability. Click on Request and completed the Request Information Form. Media Equipment response is a required field (choose yes or no). Click Submit, then OK and a message Request Saved Successfully will be displayed. The Request # will appear. Lastly, click OK. View your portal request under My Bookings. You are able to cancel your request from this page. A confirmation will be sent to you once the request has been approved.

WEB SCHEDULER™ is a tool provided for departmental staff to help them manage their departmental space more efficiently. It is a user-friendly, intuitive web product that can be used from any device at scheduler.carleton.ca.

Find more helpful information by visiting the SES website at carleton.ca/ses/2720-2
• ENTERPRISE™ PORTAL™ Requesting Guide
• WEB SCHEDULER™ Quick Reference Guide and accompanying videos
• Ad Hoc Priorities
• Booking Policy
• FAQs
For further information, please contact scheduling@carleton.ca or call us at 613-520-2600 ext. 3610.

Carleton University has 2 timetabling cycles: summer and fall/winter.
• The summer cycle begins in October and the fall/winter cycle begins in November/December.
• Your departmental administrator will contact you in November/December regarding your course requirements (e.g. teaching format, technology requirements).
• The summer course offerings will be available in Carleton Central late December. The fall/winter timetable is released to departments for review in early May.
• Any time or room change requests should be directed to your departmental administrator who will submit the request to SES.
• Please refer to the Acceptable Changes to Timetable – Rooms and Timeslots document for information on legitimate reasons for room changes (carleton.ca/ses/content-timetabling-instructor) before submitting your request.
Find your Exam Schedule (and other relevant exam documentation):

- To check the dates for upcoming formal exam periods, go to calendar.carleton.ca/academicyear.
- To check your personalized exam schedule once the dates are posted, login to Carleton Central and click on 'Summary Class List & Exam Details' under the 'Faculty Services' tab. Full schedules are posted at carleton.ca/ses/exams/exam-schedule.
- Exam locations for formally scheduled midterm and final examinations will be available in Carleton Central and at carleton.ca/ses/exams/exam-schedule 2 weeks prior to the first day of the exam period for fall and winter terms and 1 week prior to the first day of the exam periods for the summer term and for all deferred exams.
- For information on exam overloads and other examination policies and procedures, go to carleton.ca/ses/exams-2.
- Information on academic accommodation based on disabilities, family status, or religious observance is available at carleton.ca/equity/accommodation/academic/guide-to-academic-accommodation-for-instructors.
- To see Carleton’s Academic Integrity Policy, go to carleton.ca/senate/wp-content/uploads/Academic-Integrity-Policy1.pdf (Section VI-12 refers to Tests and Examinations).
- Visit the Office of the Vice President (Students and Enrolment) to learn more about how you can provide students with support! carleton.ca/studentsupport/student-mental-health-framework/yellowfolder.
- Other questions? Call 613-520-4454 or email examinations@carleton.ca.

Examination Scheduling Questions

1. Requests for special scheduling
   - Course instructors who because of religious obligation would be unable to be present during part of the examination period can request that exams in their courses be scheduled to fall outside the time(s) of obligation. Any such request should be identified as being based on religious obligation and be accompanied by a list of the specific date(s) (and times if appropriate) that must be avoided. Please note that examination periods may include day and evening timeslots Monday through Sunday.
   - Requests for specific scheduling (e.g. exams to fall on or avoid a certain day) for any other reason must be supported by the Dean or an Associate Dean of the Faculty offering the course. Fulfillment of such requests cannot be guaranteed.

2. Changes to posted dates and times
   - Once the exam schedule has been posted, any changes must be approved by the Dean or Associate Dean of the Faculty offering the course. Written notice of any such change, accompanied by the Dean’s or Associate Dean’s approval, must be given to Examination Services.
The McIntyre Exam Centre (MEC) offers a Proctoring Service built on exceptional customer service and an unwavering commitment to ensuring all students have access to a comfortable, quiet, and accommodating test-taking environment.

Proctoring Services are provided to non-Carleton test-takers, with a specialization in computer and paper-based language assessments as well as accommodated tests. At MEC, we offer a quiet writing environment with several different types of settings, including quiet rooms for no more than five (5), ten (10) or 15 students, a computer lab, cubicles with access to laptops, and private single-person rooms with computer access. Our staff are fully trained in AODA compliance, mental health and emergency procedures, and are more than able to assist students who require accommodations based on a documented need.

Please visit carleton.ca/proctoring-services to learn how to book our writing facility and the services we offer.

Useful links:
- Campus Map carleton.ca/campus/map
- The Academic year (Graduate and Undergraduate) calendar.carleton.ca/academicyear
- Instructional Media Services carleton.ca/ims/contact-us
- cuLearn Support: carleton.ca/culearnsupport

Steps to booking an exam for your students during the term:
1. Visit the “Exam Room Booking” form under the Faculty Services tab on http://central.carleton.ca to reserve space for your students. This must be done at least 2 weeks before the test/exam date and time.
2. Deliver a hardcopy of your exam to UC 133 at least 3 business days before the test/exam date.

Visit the MEC website carleton.ca/SES/PROCTORING-SERVICES for important instructor information including:
- The Request Form
- Dropping off a Test/Exam
- MEC Delivery Services

If you miss the 2 week advance booking deadline and no space is available at the time you request, you may choose to accommodate the student yourself or contact MEC to arrange for space at another date and time.

For formally scheduled end-of-term exams, MEC makes all the arrangements for students who have registered with PMC by the deadline set out in the Academic Year (see calendar.carleton.ca/academicyear). You do not need to book space for your students, the paper submission is handled through the department; however, you may be required to provide an electronic copy of your exam if there is an adaptive technology requirement or multi-media component.

Coming soon: Paperless exams… the functionality to both upload your exam paper and receive the completed exam electronically. And…we are planning to pilot the use of a mobile card reader to replace the traditional signing process at in-class tests and exams.

For more information on MEC services, please visit carleton.ca/SES/PROCTORING-SERVICES. For our FAQs and to contact the MEC office directly, email MECinstructorinquiries@carleton.ca or phone 613-520-2600 ext. 1571.