Setting Up Your Final Evaluation Schedule

For each of your eLearning courses, you will be responsible for indicating whether or not there is a final evaluation that requires a proctor. For those that do, you need to indicate if a school-provided proctor is required OR a student-provided proctor. For those that require a school-provided proctor, you will be responsible for providing date/time options (as per the following OeLC policy) from which each student's GC can choose.

OeLC Policy 3040 Final Evaluations Scheduling requires Boards to provide AT LEAST TWO (2) separate dates/times during which students can complete the final evaluation for each eLearning course they host. Students must complete the final evaluation during one of these specified dates/times. Students unable to complete the final evaluation during one of the specified dates/times due to a scheduling conflict that cannot be resolved otherwise must formally request an alternative date/time through their eTeacher to the Principal of the school hosting the course OR the ePrincipal of the Host Board at least one week prior to the first specified date/time.

To do complete the so, please:

PART 1: PROVIDING THE OPTIONS

For each of your classes, go to Classes – [action button] View and click the Proctoring Requirements tab.

Select Yes or No for Is there a final evaluation that requires proctoring?

If 'No', you are done… Click Update.

If 'Yes', select School or Student for Is it the expectation of the student or the student's school to provide a proctor?

If 'Student', you are done… Click Update.

If 'School', please complete all of the fields, providing at least two separate dates/time options… Click Update.

>   NOTE: Dates do not have to be consecutive.

>   NOTE: Some Boards may choose several days/times to allow each student to complete their eLearning final evaluation on the actual day/time it would fall within their school's evaluation schedule as per their timetable.

>   NOTE: Entering specific times of day is optional and can either be left blank (indicating that any time during the specified date is permissible) or may contain general times of day (e.g., AM, PM, Morning, Afternoon, 1:00 PM to 4:00 PM, etc.)

GCs of your students will have access to the options in PRISM and will be instructed to make their selections.

As per OeLC Policy 3040 Final Evaluations Scheduling, a GC may request an alternative date/time for their student to complete their final evaluation in instances in which BOTH of the following apply:

>   1. The student is unable to complete the final evaluation during any of the specified dates/times due to a scheduling conflict that cannot otherwise be resolved.

>   2. The date today is not within one week of the earliest date option provided.

PART 2: MONITORING SELECTIONS AND ADDRESSING REQUESTS FOR ALTERNATE DATES/TIMES

To see GC selections and requests for alternative dates/times, please monitor your email and the Proctored Final Evaluations – Select Date, Time and Proctor page.

When an alternate date/time has been requested but you have not yet made a decision and assigned an

alternate date/time, you will see an info icon in the Selected Date column… You can hover over the icon to see the details of the request.

Date/Time Options	Selected Date	Selected Time	Proctor Email	Return Deadline
ℹ	2020-01-21	09:00am	proctor@email.com	Jan 23 2020
ℹ	ℹ		proctor@email.com	Jan 23 2020
ℹ				Jan 23 2020
ℹ				Jan 23 2020

NOTE: An empty cell in this column denotes that the student's GC has not yet made a selection or requested an altermate date(s)/time(s).

To assign an alternate date/time for the student to complete their final evaluation, please click the action button next to the student's name, and then click Choose Date/Time.

Review the request and option(s) detailed in the Alternate Info dialogue box and decide on the best alternative.

> NOTE: Should none of the options provided be acceptable, you will need to contact the student's GC outside or PRISM to arrange a date and time, then go back into PRISM and enter.

Under the Alternate Date, use the date picker to indicate the date on which the student will complete their final evaluation, then, under Time/Email, enter the time the student will complete the final evaluation (ensuring you enter AM or PM) and, finally, click Save.

Selected Date
- ○ 2020-01-21 (9:00 AM)
- ○ 2020-01-22 (9:00 AM)
- ○ Clear
- ◉ Alternate Date

Time/Email

Selected Time
01:00 PM

Proctor Email
proctor@email.com

Alternate Info

Suggested Dates/Times and Reason for Request
January 22 1:00 PM
January 23 9:00 AM
Demo2 Student has final evaluation on both January 21 and 22 at 9:00 AM

Alternate Date
2020-01-22

SAVE   CANCEL

Once Save is clicked, an email is automatically sent to the student's GC and student containing details of the assigned date/time.

To export all of the details of all of your students' school-provided proctor final evaluations, go to Proctored Final Evaluations – Proctored Final Evaluations Schedule – Export to CSV.