

## Setting Up the Final Evaluation Schedule (Guidance Counsellors)

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**.

For each of your students taking an eLearning course that requires a school-provided proctor, you will be responsible for selecting the date/time during which the student will complete the final evaluation... To do so, please:

### PART 1: SELECTING FROM THE OPTIONS

Go to **Proctored Final Evaluations – Select Date, Time and Proctor**. Filter by **Semester** and select the proper semester. Listed are all of eLearning students in your school for whom the school is required to provide a proctor for their final evaluation.



Please ensure that you repeat this process for the Term semesters as well.

By hovering over an info icon  in the **Date/Times Options** column, you will see the choices that are available for the student.

Click the action button  next to a student's name, then click Choose **Date/Time**.

Under the **Selected Date**, select 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, under **Proctor Email**, enter the email address of the person who will be proctoring the final evaluation. Click **Save**.

CHOOSE PROCTORING DATE/TIME

Demo3 Student : DEMO - Semester 1 - Regular

Selected Date

2020-01-21 (9:00 AM)

2020-01-22 (9:00 AM)

Clear

Alternate Date

Time/Email

Selected Time

Proctor Email

SAVE CANCEL

Note: If you make an error, you can simply select **Clear**, then click **Save**.

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: REQUESTING AN ALTERNATE DATE/TIME

To request an alternate date/time, click **Alternate Date**, click **OK** after you have read the warning message, then enter dates/times (from which the Host Board can choose), followed by a reason for the request, then **Save**.

Alternate Date

Proctor Email

Alternate Info

Suggested Dates/Times and Reason for Request

SAVE CANCEL

Once **Save** is clicked, an email is automatically sent to the Host Board containing details of the requested dates/times. The Host Board will then be able to make a decision regarding an acceptable date/time and enter it into PRISM. Once entered, you will receive a notification via email.

To see the updated final evaluation schedule for your students, go to **Proctored Final Evaluations – Select Date, Time and Proctor**

NOTE: When an alternate date/time has been requested but a selection has not yet been made by the Host Board,

you will see an info icon  in the **Selected Date** column... You can hover over the icon to see the details of the request you previously entered.

NOTE: Empty columns denote that you have not yet made selections for the student(s) or requested alternate date(s)/time(s).

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

## PART 3: GENERATING THE FINAL EVALUATION SCHEDULE FOR ALL STUDENTS

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**.