



**Final exam scheduling software
to ensure a fair, balanced, and
conflict-free schedule**



Create the optimal examen schedules



Use Exam Rooms Efficiently

Simplify the complexity of exam scheduling with INFOSEM Exam

Automated construction of the exam schedule

Infosem Exam uses student registration data to create the final exam schedule. Our algorithm takes the guesswork out of exam placement by applying scheduling rules, considering student needs and instructor wishes.

Let Infosilem Exam take the complexity out of exam scheduling

While meeting your institution's examination goals and **promoting student success**, Infosilem Exam also simultaneously finds the best-fit rooms for each exam **ensuring efficient use of examination space**.

About us

Infosem | Berger-Levrault is a suite of scheduling software recognized by higher education institutions for over 30 years. Our software enables colleges and universities to produce better student and faculty schedules, while optimizing campus operations and resources. The solutions enable an automated and simplified creation of course and exam schedules while efficiently managing all event bookings throughout the campus.

Find out more  berger-levrault.com

Save time creating the optimal exam schedules by assigning times and rooms in a single step

Infosilem Exam **automatically creates the exam schedule** for you based on institutional guidelines and student needs. Highly flexible and **adaptable to any requirements**, Infosilem Exam takes the complexity out of the exam scheduling process, **shortening production time** and producing a quality schedule.

Robust algorithm that leverages actual student registration information to select exam times that best suit the students

Infosilem Exam is designed to use the **conflict matrix** generated by individual student's registration data to keep the focus on the **quality of the schedule** produced for each student. Efficiently manage your inventory of exam space and let Infosilem Exam find the **best-fit room** for all your exams.



Eliminate direct conflicts and minimize alternate exams

- ➔ Manage your institution's rules and student constraints.
- ➔ Minimize exam overload.
- ➔ Maintain academic standards.
- ➔ Schedule multi-section, common exams and cross-listed classes easily.
- ➔ Ensure fair and balanced distribution.

Optimize room and seat utilization

- ➔ Determine preferred room assignment.
- ➔ Use "striping" to allow multiple exams in the same room.
- ➔ Create seating plans and assign students to seats.
- ➔ Allow for student and instructor travel time between exam locations.

Shorten production time

- ➔ Create an exam schedule prior to the 'drop/add' date and refine it afterwards with finalized student registrations.
- ➔ Provide academic departments with draft schedules within the first month of classes.
- ➔ Allows more time for unforeseen changes or other necessary adjustments prior to publication.

Reschedule individual exams without regenerating the entire schedule

If exams are added after schedule completion, use the tools available to place it within the existing schedule rather than rescheduling everything.

Easily refresh the data with new information as it comes in

Whether there are last minute changes in student registrations, or if you wish to refresh data after the course withdrawal date, the data can easily be imported to refresh the existing schedule.

Apply special rules for keystone or freshman classes

- ➊ Some exams may be more important than others, and to improve student success in their first year or for requisite courses these can be flagged, and special rules created to spread out the exams.
- ➋ Have visibility through graphic schedules to ensure that the distribution of these exams is appropriate.

Include regular, deferred, or supplementary exams within the same schedule

Import the complete set of exam data to include exams and students writing deferred or supplementary exams as well as regular exams.

Facilitate scheduling common multi-section exams

Support academic integrity and reduce exam paper creation effort by offering common exams.

Features

Fully automated time and room selection

Schedule times and rooms simultaneously, **quickly and efficiently**. By considering space availability while choosing the time for the exam you are assured of a **quality assignment**.

Customizable scheduling constraint settings

Set preferences and limits for exams per day, consecutive exams for both students and instructors alike.

Exam slot weighting within the exam period

Control the distribution throughout the exam period to either spread out exams or condense the schedule.

Exam “move screen” to visually display time selection quality

A **live and interactive** exam placement screen, the move screen, shows all relevant information and the impact of choosing a time or moving an exam. This visibility, right down to the individual students affected by a placement allows you to **work with complete information** and to make the best decision.

Live validations on data entry and manual scheduling

As data is entered and saved, **quick validations report** the impact on students, instructors and rooms warning the user if preferences or limits are being exceeded.



Configurable room file, including seat maps and virtual rooms

Create or import a room file that reflects the **needs of an exam schedule**, adjust the configuration and capacity to suit. Create **seat maps** in large rooms and divide your large testing facilities into subrooms as needed.

Sequencing of exams

Create relationships between exams to guide the scheduling so that exams fall on the same day or consecutively as needed.

Analytical and statistical reporting on schedule data and quality of results

In addition to the expected validation reports, also **measure the quality of the schedule** as well as relevant statistics. Show the impact of policy/guideline changes on exam schedules and report to upper management.

Ensure close proximity for multi-room exams

If there are large exams and no large testing facilities, accommodate those large exams by scheduling them in multiple rooms that are near each other. This “**Zone” concept** simplifies the administration of these high enrolment exams.



Support for time-based or slot-based exam period definitions

Infosilem Exam supports the traditional examination period slots and additionally can be **adapted to use a more free-form**, time-based approach in which exams do not follow set scheduled times. The **flexibility of varied start times and exam durations** means that Infosilem Exam can be used regardless of your exam period definition.

Professional Services

Berger-Levrault’s professional services team is there to support you: from helping to define your needs, to configuring the software, to ensuring it is fully adopted by users. Our subject matter experts are ready to help you drive efficiency, and give you better control and greater visibility over your operations.

TO LEARN MORE Contact us