

## Exams - A short FAQ about exams for teaching staff

All locations for exams are final 1 week before the exam takes place

### In which room is my exam scheduled?

Method 1:

Via Blackboard

Step 1: Go to My Staff Info > Osiris Staff

Staff Info Osiris Staff Staff Resources Online Teacher Training

**Osiris TU Delft**  
*What is Osiris?*  
Osiris is a Student Information System used by more than 21 Higher Education Institutes in the Netherlands.  
*My course is not listed in Osiris!*  
If your course is not listed in OSIRIS please contact the student administration (SSC-O&S).  
BK-TBM-IO 015 27 89825  
TNW-EWI 015 27 89826  
CITG-LR-3mE 015 27 89827

Attention! Please look at the new functionalities for all Staff!

**Start OsirisD**

- [Functionele aanpassingen OSIRIS 5112-02 SelfService Docenten.pdf](#)
- [Functionele aanpassingen OSIRIS 5112-02 SelfService OS-facultair.pdf](#)
- [Daily renewed pdf with all the registrations for exams and their locations](#)
- [Daily renewed excelsheet with all the registrations for exams and their locations](#)

Method 2:

Via MyTimetable

Step 1: Go to <http://mytimetable.tudelft.nl>

Step 2: Choose *Add Timetable*. Choose the correct academic year and choose *Staff Member*.

For questions concerning MyTimetable please contact E-Learning Suppot ([els@tudelft.nl](mailto:els@tudelft.nl)).

< Today > Add timetable Export

Fri 14 Nov 2013/2014

Course 2014/2015

Programme of study

Student

Staff member

Import from Blackboard...

Method 3:

Via Blackboard OSIRIS

Step 1: Go to tab *My Staff Info* > *OSIRIS Staff*

Step 2: Start OSIRIS

Step 3: In OSIRIS go to tab *Schedule(Rooster)* and select a week.

Afspraken/actiepunten Begeleider **Rooster** Resultaten Zoek student Overzichten

Appointments/action items Tutor **Schedule** Results Search student

[Weekroosteroverzicht](#) [Totaalroosteroverzicht](#) [Help](#) **Rooster**

[Weekly schedule overview](#) [Total schedule overview](#) [Help](#) **Schedule**

Kies een weekrooster: 44 - (1 November 2010 t/m 7 November 2010)

Choose a weekly schedule: 44 - (1 November 2010 to 7 November 2010)

**Rooster**

Schedule

Er zijn geen gegevens aanwezig.

No records found.

Aan deze gegevens kunnen geen rechten worden ontleend.

No rights can be derived from this information.

## How many students have registered for an exam?

Step 1: Go to tab *My Staff Info* > *OSIRIS Staff*

Step 2: Start OSIRIS

Step 3: In OSIRIS go to tab *Results(Resultaten)* and select a course

Step 4: Select the exam (= test in OSIRIS)

Test result Course result

Select the test for which you want to register test results.

Show only tests for which results can be registered at this moment.

Present tests for this course module:

Test	Starting block	Block	Test date	Opportunity	Weight
Flight Mechanics Flight Test (TOETS-00)	1	1	01/11/2010 14.00 - 17.00	1	Fulltime

If the date of the exam/test is in the future you will get a warning. You can deny this warning by selecting 'OK'.

The test date is in the future.  
The test results cannot be changed.

1. Start 2. Select test 3. Register results 4. Send results

Previous Next Save Add Delete Export file Import file Print Export Help Register test results

Course module AE2104P Flight Mechanics Flight Test Academic year 2010 Starting block 1 Fulltime  
Test Flight Mechanics Flight Test Opportunity 1 Block 1 Weighting 1  
Result scale Integers with 1 decimal

Display students from group:  
Student group  Instructional mode  Group   
Surname  Name (as known by)  Building  Room

Fill result with this value  Copy Fill test date with this value 01/11/2010

Registered students:

Previous 1-25 of 74 Next 25

Student ID	Name	Result	Test date	Send date	Lecturer	Submitted by
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After this you can see how many students have registered for the exam\test. (In this example 74).

Step 5: To get a printed list of the registered student choose for *Print/Afdrukken*.