

Module Exam Requirements Data Collection System (MERCs)

This system allows the module leader to provide exam requirements information for the modules they are assigned to for the relevant semester. The information entered in this system is then used to generate the semester exam timetable.

How to access MERCs:

To log on to the web based module exam requirements collection system, go to <https://beta2.ul.ie:4443/pls/ascs/f?p=200>

You will see the following screen:

The screenshot shows the University of Limerick logo and the text "UNIVERSITY of LIMERICK OLLSCOIL LUIMNIGH" and "Module Exam Requirements Collection System". Below this is a login form with a "Login" button. The form has two input fields: "Username" and "Password".

- Username = your UL network user name (e.g. martina.osullivan)
- Password = your UL network password
- Click on the Login Button

From your login details the system will automatically pick up the modules you are assigned to for that particular semester. The following screen will be displayed showing the modules you are assigned to for the relevant semester.

The screenshot shows the "List of Modules" screen with a navigation bar containing "Module List", "Exam Requirements", and "Report". Below the navigation bar is a table titled "Active Modules".

Dept.	Module	Title	Last Updated	Submitted
BUSACF	AC4001	PRINCIPLES OF ACCOUNTING	04-10-2013	04-10-2013
BUSACF	AC4007	ADVANCED FINANCIAL REPORTING	20-09-2013	20-09-2013

1 - 2

By clicking on the "Reports" tab at the top right hand side of the screen you can see the full details of the requirements currently in the system for your modules.

The screenshot shows the "Report" screen with a navigation bar containing "Module List", "Exam Requirements", and "Report". Below the navigation bar is a table with columns: Mod Code, Exam, Dur, Loc, Rooms, Rules, Material, Cosched, Cs Mods, Link, Rpt, Rpt Same, Last Upd, Submitted.

Mod Code	Exam	Dur	Loc	Rooms	Rules	Material	Cosched	Cs Mods	Link	Rpt	Rpt Same	Last Upd	Submitted
AC4001	Y	2.5	SAA	-	Calculator:Scripts:Collect Question Paper	-	-	-	-	Y	-	04-10-2013	04-10-2013
AC4007	Y	2.5	SAA	-	Calculator:Dictionary:Scripts	-	-	-	-	Y	-	20-09-2013	20-09-2013

1 - 2

You should review the requirements in the system for each of your modules. If you wish to change any of these requirements please click the Module List tab and click on the Module Code for the module. The Exam Constraints Screen for the module you selected will then be displayed as per the screen shot below.

Module Details

Module: AC4007 - ADVANCED FINANCIAL REPORTING
Lecturer: MAEVE LAVIN

Formal End of Semester Yes
Exam Required? No

*Last Submitted: 20-09-2013

End of Semester Exam Requirements

Exams run at 09h00, 12h30 and 16h00 each day

Duration? 2hr30mins

* If you wish to run a 3hr exam you must get written permission from VPA&R to do so - this must be forwarded to SAA

SAA Exam Venue
The module must be scheduled in: ITD Lab(s)
 Departmental Lab(s)

Please indicate which of the following rules apply to your exam:
Move required items from box on left to box on right

Bubble Sheets required (these are NOT provided by SAA)
Answers to be written on Question Paper
All Question Papers to be collected after exam
Open Book Exam
MCQ - 100% MCQ Exam
MCQ - Contains an MCQ Section

Calculators allowed (non-programmable calculators only)
Dictionaries allowed for all students (paper copies only)
Scripts required

Which materials do you require SAA to provide:
Move required items from box on left to box on right

Engineering Tables
Log Tables
Statistics Tables
Steam Tables
Graph Paper

Is this module Co-scheduled?
Is this a link to learn module with NUIG?

Save for Later

On this screen you can change the exam requests currently in the system for the module. At the top left of this screen you are asked if a Formal End of Semester Exam is Required? Please answer this question before continuing. Above these tick boxes there are 2 options "List of Modules" and "Exam Constraints" that you can use to scroll between this screen and the previous screen.

NOTE: When you make changes you need to click 'Save for Later' but to actually submit the exam requirements to Academic Registry Division (ARD) you need to click the 'Submit Requirements' button at the top of the page under Module Details.

Module Details

Module: CS4004 - SOFTWARE TESTING AND INSPECTION
Lecturer: MARTINA O'SULLIVAN

Formal End of Semester Yes
Exam Required? No

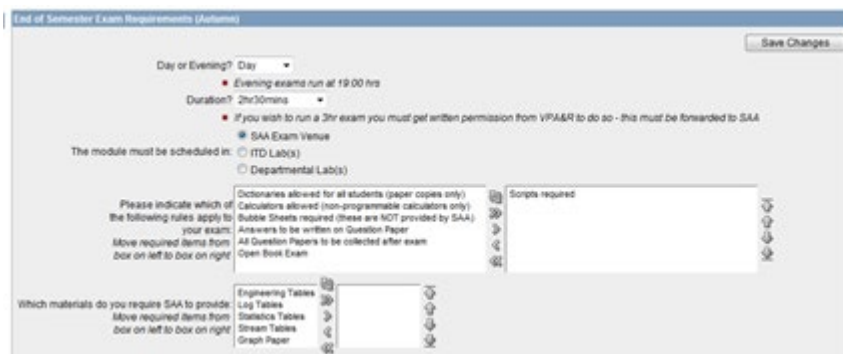
*Last Submitted: 03-10-2012

Submit Requirements
Please click to confirm the exam requirements are correct

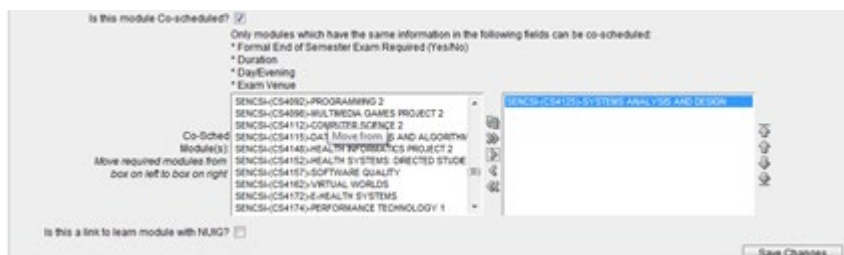
How to change information on the Exam Constraints screen

- Duration: 2hrs30mins is the standard length, but other lengths can be selected. See note in system re. 3hr exams.
- The module must be scheduled in:
 - o Select "SAA Exam Venue" if your exam needs to run in a general exam hall.

- Select "ITD labs" to view a list of the 7 ITD labs. Select the lab room/s you wish your exam to run in by moving these from the left shuffle box to the right shuffle box.
- Select "Departmental labs" to view a list of your department lab rooms. Select the lab room/s you wish your exam to run in by moving these from the left shuffle box to the right shuffle box.
- **Rules:** Select any/all the rules which apply to your exam by moving these from the left shuffle box to the right shuffle box.
- **Materials:** Select any/all the materials which apply to your exam by moving these from the left shuffle box to the right shuffle box.



- **Is this module Co-scheduled:** If the module is to be scheduled for an exam at the same time as another module and all students will take the same exam question paper, select YES here.
- **Co-scheduled (modules):** If you have selected YES to indicate that the module is Co-scheduled, you will be presented with a list of all modules running for the relevant semester across the whole university. You should select the module/s from the left hand box that are to be co-scheduled, with the main module, and move these to the right hand box. Only modules which have the same information in certain fields (see note in system), can be co-scheduled. If you get an error message it may be because one or more of these fields are different on the modules you are trying to co-schedule.
- **Is this a link to learn module with NUIG:** If you select YES here, ARD will be in contact with you to discuss exam requirements.



Formal Repeat Exam Required: If you select YES you are indicating that you require ARD to schedule a Repeat Exam during the August repeat exam week if deficient grades should occur in the module. If you select NO you do not need to enter any more information in relation to Repeat Exams.

Are Repeat Exam Requirements the same as Main Exam Requirements entered above: If Yes then tick the box and click 'Save for Later'. If No then do not tick this box and proceed to provide the information requested in relation to the repeat exam. Once complete Click 'Save for Later'.

Repeat Requirements

Formal Repeat Exam Required? No (if deficient grades occur) Yes

Are Repeat exam requirements the same as main exam requirements entered above?

Save Changes

- **Duration:** 2hrs30mins is the standard length, but other lengths can be selected. See note in system re. 3hr exams.
- **The module must be scheduled in:**
 - Select "SAA Exam Venue" if your exam needs to run in a general exam hall.
 - Select "ITD labs" to view a list of the 7 ITD labs. Select the lab room/s you wish your exam to run in by moving these from the left shuffle box to the right shuffle box.
 - Select "Departmental labs" to view a list of your department lab rooms. Select the lab room/s you wish your exam to run in by moving these from the left shuffle box to the right shuffle box.
- **Rules:** Select any/all the rules which apply to your exam by moving these from the left shuffle box to the right shuffle box.
- **Materials:** Select any/all the materials which apply to your exam by moving these from the left shuffle box to the right shuffle box.
- **Is this module Co-scheduled:** If the module is to be scheduled for an exam at the same time as another module and all students will take the same exam question paper, select YES here.
- **Co-scheduled (modules):** If you have selected YES to indicate that the module is Co-scheduled, you will be presented with a list of all modules running for the relevant semester across the whole university. You should select the module/s from the left hand box that are to be co-scheduled, with the main module, and move these to the right hand box. Only modules which have the same information in certain fields (see note in system), can be co-scheduled. If you get an error message it may be because one or more of these fields are different on the modules you are trying to co-schedule.

Repeat Requirements

Formal Repeat Exam Required? No (if deficient grades occur) Yes

Are Repeat exam requirements the same as main exam requirements entered above?

Save Changes

REPEAT Exam Requirements

Duration: 2.5 hr

The module must be scheduled in:

SAA Exam Venue

ITD Lab(s)

Departmental Lab(s)

Please indicate which of the following rules apply to your exam:

Move required items from box on left to box on right

Which materials do you require SAA to provide: Move required items from box on left to box on right

Is this module Co-scheduled?

Only modules which have the same information in the following fields can be co-scheduled:

- * Formal End of Semester Exam Required (Yes/No)
- * Duration
- * Day/Evening
- * Exam Venue

Co-Sched Module(s):

Move required modules from box on left to box on right

ANSHS-(01511)-READING THE LANDSCAPE: SOURCE...
 ANSHS-(02032)-ORAL HERITAGE AND MEMORY: PRN...
 ANSHS-(02042)-RESEARCH SEMINAR MODULE
 ANSHS-(02102)-HISTORY OF FAMILY & MIGRATION AN...
 ANSHS-(02132)-RESEARCH METHODS
 ANSHS-(04062)-COURT POLITICS AND CULTURE IN THE...
 ANSHS-(04072)-EUROPE: BIFURCATION AND DECIDING...
 ANSHS-(04077)-METROPOLIS: THE GERMAN URBAN EX...
 ANSHS-(04082)-EUROPE: SOCIETY AND GOVERNANCE
 ANSHS-(04102)-IRELAND: REVOLUTION AND REPERN...

SENC5-(C5412)-SYSTEMS ANALYSIS AND DESIGN

Save Changes

NOTE: When you make changes you need to click 'Save for Later' but to actually submit the exam requirements to ARD you need to click 'Submit Requirements' at the top of the page under Module Details.

It is possible to access this system from off-campus by setting up **Secure Remote Access to UL Internal Websites**. The link below outlines how to connect to UL resources from off-campus.

<https://ulsites.ul.ie/itd/external-access>