Online Major Exam Scheduling Procedure
In the **myDLSUD** portal, the Faculty selects the **my.class** icon and view his/her classes.
Within the Schedule Exam column, select a particular class.
Two options are available for the class: one is the Schedule and the other is Alternative Activity.
The faculty first identify the class representative designated during the class consultation. The task of the class representative is to confirm the exam schedule uploaded by the faculty. A drop down menu will appear from which the faculty selects the class representative.
The name of the selected student will be highlighted. The faculty then select the preferred schedule of the class to have the exam.
After selecting the schedule, the window will be redirected to the my.class page. This time, exam schedules appear at the lower part of the page. The uploaded schedule appears with a pending status. A similar exam schedule appears in the portal of the designated class representative for approval.
Once confirmed by the class representative, an **approved** status will appear and the exam schedule is now visible in the my.exam window (student portal) for the whole class.
If alternative activity is chosen, the date and the details boxes should be accomplished following the suggested format. This can also be used for a 3-hour, once a week scheduled. Please indicate the exact time of the exam for the guidance of the attendance checkers. The faculty then clicks the update icon.
The uploaded schedule for the alternative activity also appears in the lower portion of the my class page waiting for approval from the class representative. Once confirmed by the representative, an approved status will be indicated and the schedule will be visible for the rest of the class.
Changing of Schedule

• The Faculty can change the exam details until the expiration of the Major Exam Encoding indicated in the my.class page.

• The latest schedule encoded before the indicated expiration will be the final schedule from which exam monitoring by the OUR will be based from.

• Faculty who failed to accomplish the online major exam scheduling need to manually submit their exam details using the downloadable form at the OUR.