



New Student Information System User Manual

User Account: Head of Department

Function: Final Exam Halls Scheduling

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A. System Overview

- From the Exams Affairs menu, the head of department can select the screen “**Final Exam Halls Scheduling**” to preview the halls schedules for final exams and assign exam rooms for sections without exam rooms.

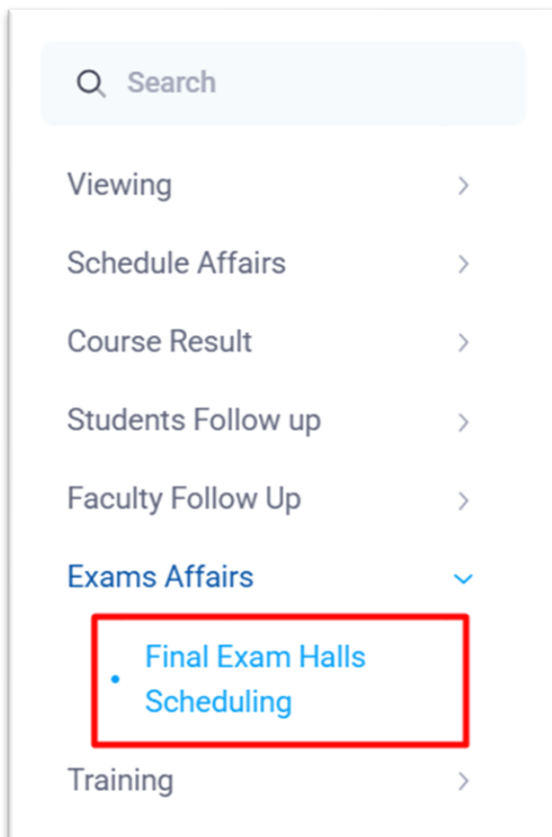


Figure 1: Final Exam Halls Scheduling

B. Instructions

This screen allows the Head of Department to assign exam rooms for sections without exam rooms and preview the halls schedules for final exams.

1. Search for Sections and Rooms:

- Select Date and Time then press on search button.
- System loads the Available Courses.
- System loads the “add section and room “.
- System load the available “sections and rooms”.

Home / Exams Affairs / Final Exam Halls Scheduling

Screen working periods according to the University of Bahrain calendar Between date: (07.08.2025 - 07.01.2026) and time: (12:01AM - 11:59PM)

Academic Year: 2025/2026 Semester: First College: College of Arts Department: English Language and Literatures Date *: 12-20-2025

Time *: 8:30AM - 10:30AM ☐ No Room check ☐ Only Incomplete Students

Search Preview Reset

Available Courses : ENGL240-(Count :122) , LING413-(Count :35) ,

Add Section And Rooms

Total Student Selected : Section Students have no room :Total Remain Selected :

Building Code: - Room: --777-CLASS ROOM Exam Cap : 9000 Hall Remain : 8939 Add

Save

Sections And Rooms

5 Record

	Course	Section	Section Students have no room	Building Code	Room	Exam Cap	No of Students in Section	No of Students in Room	
<input type="checkbox"/>	ENGL240	2	0	-	--777-CLASS ROOM	9000	35	35	
<input type="checkbox"/>	ENGL240	3	0	-	--777-CLASS ROOM	9000	26	26	
<input type="checkbox"/>	ENGL240	4					33		

2. Add Section And Rooms :

- HOD can select from the "**Building Code**" list, and the "**Room**" list, as the system display the exam capacity number and the hall remain capacity number.
- Press "**Add**" link to add the selected room.

Add Section And Rooms

Total Student Selected : Section Students have no room :Total Remain Selected : 8969

Building Code: 26 Room: 26-101-OFFICE Exam Cap : 30 Hall Remain : 30 Add

☒ ---777-CLASS ROOM ☒ 26 - 26-101-OFFICE Save

Figure 3: Add Section and Rooms

3. Save Rooms for Sections:

HOD can select the sections from the “**Sections and Rooms**” and press “Save” button.

Add Section And Rooms

Total Student Selected :61 Section Students have no room :0Total Remain Selected : 8969

Building Code: 26 Room: 26-101-OFFICE Exam Cap : 30 Hall Remain : 30

☒ ---777-CLASS ROOM ☒ 26 - 26-101-OFFICE

Sections And Rooms

5 Record

	Course	Section	Section Students have no room	Building Code	Room	Exam Cap	No of Students in Section	No of Students in Room	
<input checked="" type="checkbox"/>	ENGL240	2	0	-	--777-CLASS ROOM	9000	35	35	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ENGL240	3	0	-	--777-CLASS ROOM	9000	26	26	<input type="checkbox"/>
<input type="checkbox"/>	ENGL240	4					33		

Figure 4: Save Rooms for Sections

4. Delete Room:

Also the HOD can delete the room added for section.

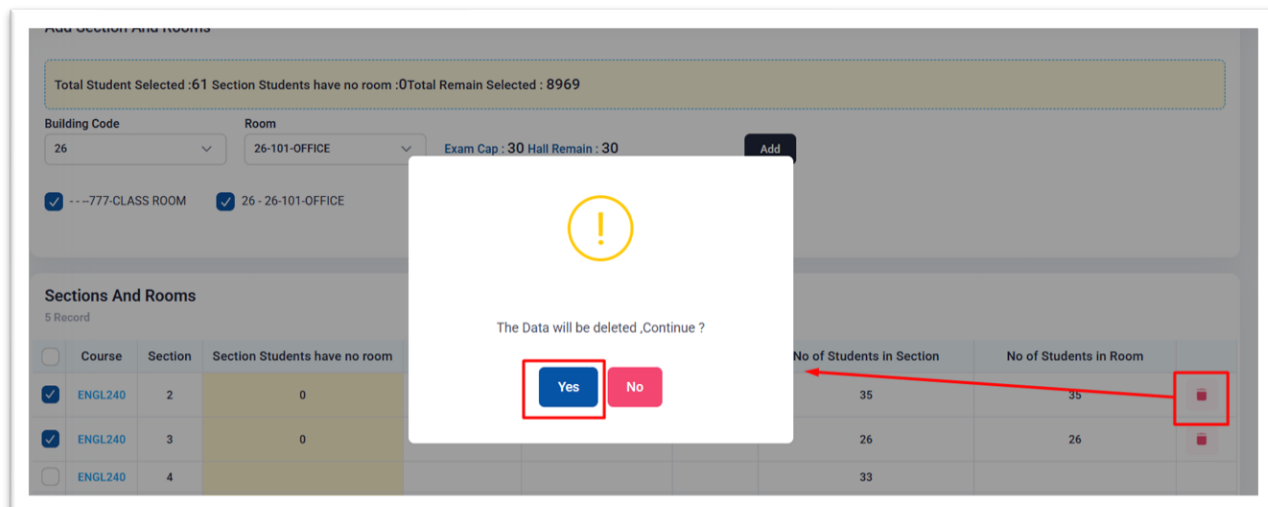


Figure 5: Delete Room

5. Preview Report :

- Head of Department can preview a report for the Halls scheduled for final exams.

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Search Preview Reset

Available Courses : ENGL240-(Count :122) , LING413-(Count :35) ,

1 of 1 Find | Next

University of Bahrain
Head of Department

Final Examination Timetable
Academic Year 2025/2026, Semester First

Saturday - 20/12/2025 - 8:30AM - 10:30AM

Course Code	Course	Student Count	SEC	Student Count	Exam Size	Exam Size %	Exam Size %	Room
ENGL240	INTRODUCTION TO LINGUISTICS I	61	3	26	9000	2700.00	3600.00	--777
			2	35	9000	2700.00	3600.00	--777

Total Student Count = 61

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Figure 6: Preview Report