



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.

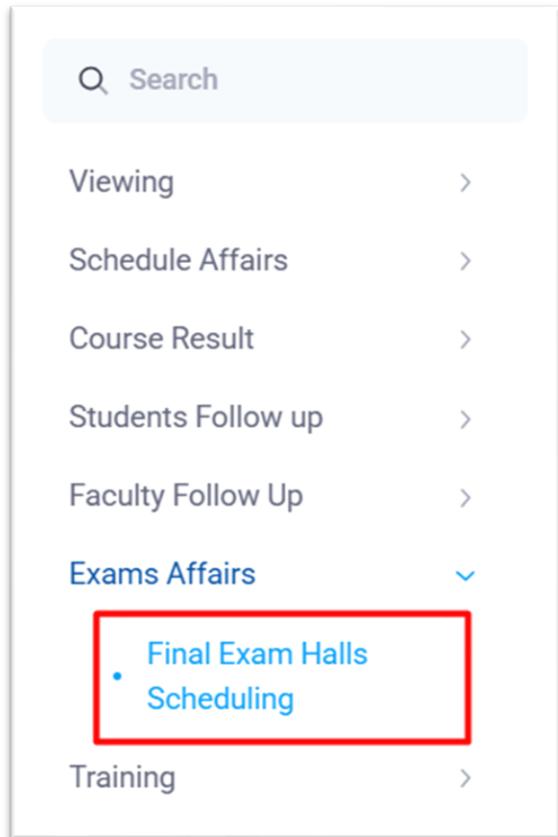


Figure 1: Final Exam Halls Scheduling

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” .

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! 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	<input type="checkbox"/> No Room check	<input type="checkbox"/> Only Incomplete Students	<input type="button" value="Search"/>	<input type="button" value="Preview"/>

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	Exam Cap : 9000 Hall Remain : 8939	<input type="button" value="Add"/>
<input type="button" value="Save"/>			

Sections And Rooms

5 Record

<input type="checkbox"/>	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"/>
<input type="checkbox"/>	ENGL240	3	0	-	--777-CLASS ROOM	9000	26	26	<input type="checkbox"/>
<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	Room	Exam Cap : 30	Hall Remain : 30
26	26-101-OFFICE	<input type="button" value="Add"/>	

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

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 : 0 Total Remain Selected : 8969

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

--777-CLASS ROOM 26 - 26-101-OFFICE 1

3 Save

Sections And Rooms

5 Record

2	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.

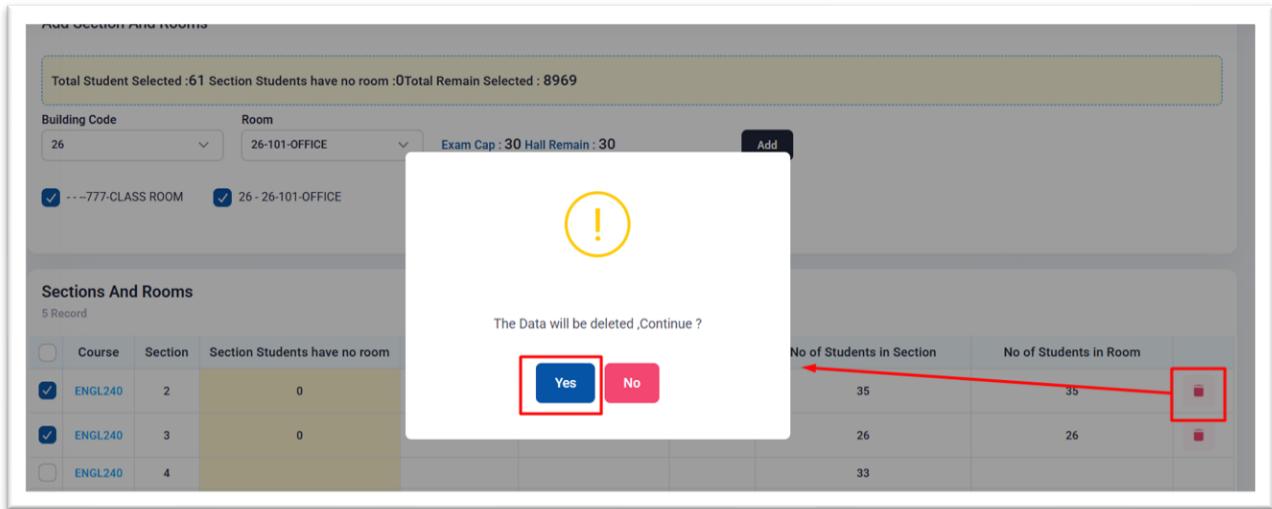


Figure 5: Delete Room

5. Preview Report :

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

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Academic Year 2025/2026	Semester First	College College of Arts	Department English Language and Literatures	Date * 12-20-2025
Time * 8:30AM - 10:30AM <input type="checkbox"/> No Room check <input type="checkbox"/> Only Incomplete Students				
<input type="button" value="Search"/> <input style="border: 2px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="Preview"/> <input type="button" value="Reset"/>				
Available Courses : ENGL240-(Count :122) , LING413-(Count :35) ,				

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

Print Date 11/25/2025

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Figure 6: Preview Report