

LYNX Exam Creation Rules

Once you have an [exam creation extract set](#), you're ready to set up the rules that specify when each section's exam should occur. (It's possible to create more than one exam per section; see "Exams and multiple meeting patterns" below for more information.)

Before you define exam creation rules in LYNX, it's best to [map out](#) exactly how you plan to schedule exams. It's also good to understand the different parts of a rule. Use the sidebar links to find information about each topic.

How Do Exam Creation Rules Work?

Exam creation rules in LYNX are "if-then" statements: "if a section looks like X, then its exam is Y". The exam date is always very simple, but the conditions for what a section looks like can be as broad or narrow as you need them to be.

You can also set **exceptions** for your exam rules by specifying individual sections. These sections will have the designated exam date, overriding any other rules which may apply. These exceptions are particularly useful with [Common Exam Groups](#), which often have unique exam times.

Fall exams

Exam week begins Monday, December 16

Exam Rules ↻

Actions	Start Time From	Start Time To	End Time From	End Time To	Days of Week	Exam Date	Start Time	End Time	State
Edit • Clone • Delete	10:00AM	11:00AM	12:00AM	11:59PM	MWF MW WF MF M W F	12/17/2019	10:00AM	11:00AM	Active
Edit • Clone • Delete	10:00AM	11:00AM	12:00AM	11:59PM	TR T R	12/18/2019	10:00AM	11:00AM	Active

[Add New Rule](#) [Copy Rules to Another Extract Set](#) [Back](#)

Exceptions ↻

Actions	Meeting Patterns	Exam Date	Start Time	End Time	State
Edit • Delete	ACCT 311 01 2019WHFA 26404 MWF 0935-1040 - 09/04/2019	12/16/2019	10:00AM	11:00AM	Active

[Select Meetings](#) [Back](#)

Image: Exam creation rules and exceptions for Fall.

All exam creation rules have these parts:

- Section start time
- Section end time
- Section meeting days
- Exam date and start/end times

The **section start time and end time** are defined as ranges so that you can have one rule that covers multiple times. For example, if your start time range is from 9:00 am to 9:30 am, the rule will apply to sections with a start time anywhere within that half-hour. This is very useful for irregular departments who schedule classes at 9:00 am, 9:05 am, and 9:15 am as part of the "same" time block.



Section End Time Range

Because most schools only care about the start time when defining exam rules, the default end time range is 12:00 am - 11:59 pm (all day). This means fewer clicks for you since you don't have to change anything. As long as a section fits the start time and meeting days, it is covered by the rule.

The **section meeting days** are a list of day combinations that allow you to group several meeting patterns into the same rule. For example, you could set up a rule with meeting days of "TR | T | R" and it would apply to Tuesday/Thursday classes as well as ones that meet just on Tuesday or Thursday.

The **exam date and time** are exactly what you think. If a section starts and ends within the specified ranges and meets on one of the designated day patterns, then its exam will be at the designated date with a specific start and end time.



Exams and Multiple Meeting Patterns

A section with multiple meeting patterns (MMP) can generate multiple exams from a single set of rules, one for each meeting pattern that fits into an exam creation rule. Depending on your SIS, you have different options in the [LYNX Settings - Exam Creation](#) area for disabling this behavior:

- Only create an exam for the first (or last) meeting pattern on a section
- Exclude meeting patterns with certain types (e.g. LAB)
- Exclude meeting patterns with certain Banner session indicators

These options apply universally and are not limited to a specific extract set.

Defining Exam Creation Rules

Adding an exam rule allows you to define all the parts described above. There are three ways to add rules to an extract set:

- Starting from scratch
- Copying an existing rule in the same extract set
- Copying all rules from another extract set

As you get started you'll need to spend some amount of time with the first method, but with planning and consistency, you can reduce your workload with the other two.

The screenshot shows a dialog box titled "Add New Exam Rule" with a close button (X) in the top right corner. The dialog is organized into several sections:

- Meeting Pattern Start Time Between:** Two time pickers, both set to 11:00 AM.
- Meeting Pattern End Time Between:** Two time pickers, both set to 11:50 AM.
- Meeting Pattern Days of the Week:** An "Edit" button with a calendar icon, a text field containing "Matching Any", and a text field containing "MWF".
- Exam Date:** A date picker set to 05/28/2019.
- Exam Start Time:** A time picker set to 09:00 AM.
- Exam End Time:** A time picker set to 11:00 AM.
- Active?:** Radio buttons for "Yes" (selected) and "No".

At the bottom right, there are "Submit" and "Cancel" buttons. A footer bar at the bottom of the dialog contains the text: "Image: Defining an exam creation rule."

Creating Rules From Scratch

1. From the LYNX Utilities menu, choose **Exam Creation**.
2. On the Extract Sets for Exam Creation page, select an extract set and then click **Exam Creation Rules**.
3. Click **Add New Rule** to open the Add New Exam Rule window. You must fill out all fields.
 - Enter the range for the meeting pattern start time.
 - Enter the range for the meeting pattern end time. The default is 12:00 am - 11:59 pm so you can choose to leave this alone if you don't need to be more specific.
 - Click the **Edit** icon on Meeting Pattern Days of the Week to select the weekday combinations this rule applies to.
 - Enter the date, start time, and end time for the exam that will be generated by this rule.
4. If you don't want the rule to be active now, click No. You can always activate it later by editing the rule. Inactive rules will not generate exams when you import the extract set.
5. Click **Submit**.
6. Repeat these steps as needed to create additional exam creation rules for this extract set.

Copying Existing Rules

Once you've already created a rule, you can copy it to get a head start on defining the next one.

1. Define a rule using the steps above.

2. Click **Clone** in the Actions column next to that rule.
3. Click **Edit** to open the Edit Exam Rule window.
4. Change the fields as desired and click **Submit**.

Copying Rules From Another Term

If you have the same exam schedule from term to term, you don't need to reinvent the wheel with each new extract set. You can copy rules from one extract set to another.



Pitfalls When Copying Exam Rules

Keep these in mind when you copy exam rules from one extract set to another:

- Copying rules will wipe out ones that you previously created. Only copy rules from another extract set if you want to replace what's already there.
- If you are copying rules from a different term, you'll need to update the exam dates so that they are during the correct finals week.

1. From the LYNX Utilities menu, choose **Exam Creation**.
2. On the Extract Sets for Exam Creation page, select the extract set whose exam creation rules you want to copy, then click **Exam Creation Rules**.
3. Click **Copy Rules to Another Extract Set**.
4. On the Copy Exam Rules page, select the extract set you want to copy the rules to.
5. Click **Submit**.
6. Go back to the exam creation extract set list and select the one you copied to, then click **Exam Creation Rules**.
7. Edit or delete the rules as needed. Make sure that the exam date is in the correct month and year!

Copy Exam Rules

From Extract Set Spring Last Year

To Extract Set Spring Next Year

Submit Cancel

Image: Copying exam rules from Spring Last Year to Spring Next Year.

Defining Exceptions

If you know exactly when a specific section should have its exam, you can set up an exception. An exception behaves like a rule which applies only to one section rather than a range of meeting patterns. It overrides any other rules which may apply to that section.



Use Exceptions With Common Exam Groups

[Common Exam Groups](#) are groups of sections that all share the same exam; for example, MATH 101 01 and MATH 101 02 are scheduled with a combined exam at the same place and time. The first section in the group determines how the exam is created. You can set a normal rule which encompasses that section, or you can use an exception.

Exceptions are useful for common exam groups because those often require special exams which don't fit the same pattern as other classes.

Adding an Exam Exception

1. On the Exam Rules page, click **Select Meeting** below the list of exceptions.
2. Use the **Meetings Section Identifier** field to type the course record number of the section you're looking for. LYNX will automatically search as you type.
3. After selecting a meeting pattern on your desired section, complete the rest of the fields for the exam date and time.
4. Click **Submit** to save your exception.

The screenshot shows a 'Select Meetings' dialog box with the following fields and options:

- Term Code:** Edit icon, Matching Any, 2019WHFA
- Meetings Section Identifier:** Input field containing '2640', dropdown menu showing:
 - 2019WHFA 26404 MWF 0935-1040 - 09/04/2019
 - 2019WHFA 26405 TR 0955-1135 - 09/05/2019
 - 2019WHFA 26406 R 1730-2115 - 09/05/2019
 - 2019WHFA 26407 M 1730-2115 - 09/09/2019
 - 2019WHFA 26408 TR 1525-1700 - 09/05/2019
 - 2019WHFA 26409 TR 1525-1700 - 09/05/2019
- Exam Date:** (Empty)
- Exam Start Time:** (Empty)
- Exam End Time:** (Empty)
- Active?:** Yes No

Buttons: Submit, Cancel

Image: Filling out fields for an exam exception.