



King Abdulaziz University

Deanship of e-Learning & Distance Education

User Guide for Electronic Exams Management Platform

**For Scheduling Electronic Exams on the
Questionmark System**



1. How to Access the Electronic Exam Management Platform:

Access Link: <https://dlms.kau.edu.sa/portal>

Sign In

Username

Password

☐ Remember me on this computer

Sign In

OR

Sign In With Nafath

Enter your login details for the university's electronic services and then click on Sign In

© 2026 King Abdulaziz University

2. Steps for scheduling the electronic exam.

KAU Portal UNIFIED

Home

EXAMS

Reservation

TEACHER

Teacher Dashboard

Teacher Courses

FINANCIAL

My Contracts

Logout

لوحدة التحكم

Semester [202701] الفصل الدراسي الأول 2027

Number of entries 0

Count of Support Requests 0

Last System Login 9/15/2026 10:49:25 AM

Click on the Reservation tab to schedule the exam

Overview

Academic Calendar

Today's Lectures

Tuesday, September 15

No upcoming events

Free Day!

No lectures scheduled for today.

© | All rights reserved for King Abdulaziz University.



Reservations Log Manage and track reservations, student distributions, and periods
Home > Reservations

Click on New Reservation to start scheduling

2 + New Reservation

Search by any info... course, date, system, type

All Courses

No Reservations
No scheduled reservations found. You can create a new reservation.

Create New Reservation

© | All rights reserved for King Abdulaziz University.

Create New Reservation Step 1: Selection Course and System
Home > Reservations > Create New

1. Course and System Data

3 Click on the Questionmark icon next to the required course

[ELIS-110] - (1) لغة الإنجليزية - علمي

[ELIS-120] - (2) لغة الإنجليزية - علمي

[ELIH-111] - 1 صحي لغة الإنجليزية - علمي

[ELIH-112] - 2 صحي لغة الإنجليزية - علمي

Ques QuestionMark

Ques QuestionMark

Ques QuestionMark

Ques QuestionMark

Summary

Course Data
Selecting course...

Selected Exam
Selecting exam...



Create New Reservation Step 1: Selection Course and System
Home > Reservations > Create New

MAIN MENU
Home
EXAMS
Reservation
TEACHER
Teacher Dashboard
Teacher Courses
FINANCIAL
My Contracts
Logout

[ELIM-101] - اللغة الإنجليزية الأكاديمية
Ques
QuestionMark

[ELIM-102] - اللغة الإنجليزية في التمدين
Ques
QuestionMark

[ELCA-101] - لغة الإنجليزية - آداب (1)
Ques
QuestionMark

[ELCA-102] - لغة الإنجليزية - آداب (2)
Ques
QuestionMark

Cancel Next →

© | All rights reserved for King Abdulaziz University.

Create New Reservation Step 2: Selection Exam
Home > Reservations > Create New

2. Available Exams from Platform ✓ Verified

Exam Selection Step
Exams have been fetched from the selected platform. Click on the exam you want to add to the reservation to continue.

Choose the exam you want to schedule

Available Exams List

IS110 Final Exam # 770000000077	ELIS110	60 دقيقة	20	Verified
------------------------------------	---------	----------	----	----------

Previous Cancel Next →

Summary
Course Data
Course: [ELIS 110] لغة انجليزية-علمي (1)
System: QuestionMark
Selected Exam
Selecting exam...

This ensures that the exam meets the requirements. If it does not meet the requirements, the necessary modifications must be made to the Questionmark

© | All rights reserved for King Abdulaziz University.



KAU Portal
UNIFIED

3. Target Audience

Targeting Students for Exam
Choose the appropriate method to add students. You can either select specific sections or enter university IDs directly.

Selection Method:

☒ Specific Sections ☐ Student IDs

Select Sections

☒ Male ☒ Female

Available Sections

☐ Select All **SELECTED:** 0 Male Sections 0 Female Sections 0 Total

#	CRN	SECTION CODE	GENDER	CAMPUS	NUMBER OF STUDENTS IN CATEGORY	TOTAL NUMBER OF STUDENTS IN SECTION
				-	26	
				-	26	
				-	26	
				-	26	

Summary

Course Data
Course: [ELIS 110] لغة الإنجليزية علمي (1)
System: QuestionMark

Selected Exam
Exam Name: ELIS110 Final Exam
Number of Exams: 1
Exam Duration: 60 Minutes

Target Category
Selecting target category...

KAU Portal
UNIFIED

3. Target Audience

Targeting Students for Exam
Choose the appropriate method to add students. You can either select specific sections or enter university IDs directly.

Selection Method:

☒ Specific Sections ☐ Student IDs

Select Sections

☒ Male ☒ Female

Available Sections

☒ Select All **SELECTED:** 8 Male Sections 4 Female Sections 12 Total

#	CRN	SECTION CODE	GENDER	CAMPUS	NUMBER OF STUDENTS IN CATEGORY	TOTAL NUMBER OF STUDENTS IN SECTION
				-	26	
				-	26	
				-	26	
				-	26	
				-	26	
				-	26	
				-	26	
				-	26	
	48822	MR2	مذكر	-	26	390
				-	26	

Navigation:

© | All rights reserved for King Abdulaziz University.



Create New Reservation Step 4: Reservation Settings
Home > Exams > Reservations List > Settings

4. Reservation Settings

Determine Exam Time and Details
Please specify the date and start time of the exam accurately.

Schedule Name
ELIS110 -Final Exam

Date
2026-17 سبتمبر

Start Time
08:00

Auto-grade
Do you want to enable auto-grade?
☒ Yes ☐ No

Exam Category *
First Exam / Midterm Exam

Required grade for grading *
30

Summary

- Course Data
Course: [ELIS 110] لغة الإنجليزية علمي (ELIS 110 English Language)
- System: QuestionMark
- Selected Exam
Exam Name: ELIS110 Final Exam
Number of Exams: 1
Exam Duration: 60 Minutes
- Target Category
Type: شعب محددة (Specific Departments)
Campus: طاب و طابات (Campus and Branches)
Female Student Count: 922 طالبات (Female Student Count: 922 Students)
Male Student Count: 390 طالب (Male Student Count: 390 Students)
Estimated Total Student Count: 1312 طالب/طالبة (Estimated Total Student Count: 1312 Students)

Annotations:

- 11: Enter the Schedule Name that will appear to the student before start the exam, specifying the course code and number, and exam type
- 12: Set the exam date
- 13: Specify the exam start time, and the end time will be automatically determined based on the exam duration in the Questionmark system
- 14: Select "Yes" if you want to enable automatic grading on the ODUS+ system, then select the Exam Category and enter the Required grade for grading
- 15: Next

Create New Reservation Step 4: Building and Lab Selection
Home > Reservations > Create New

5. Building Selection

TOTAL CAPACITY REQUIRED
MALES: 390 MALE
FEMALES: 922 FEMALE

Timing Data
Start Time: 08:00
Expected End Time: 09:00 AM (60 minutes)

تنبيهة النظام للذكى المطلوبة:
All students will take the exam at the same time. You must provide labs with a capacity of 390 for (Males) and 922 for (Females) as a minimum. It is preferable to provide backup seats for emergencies.

Male Buildings
11 Available

Female Buildings
16 Available

Shared Buildings
8 Available

Summary

- Course Data
Course: [ELIS 110] لغة الإنجليزية علمي (ELIS 110 English Language)
- System: QuestionMark
- Selected Exam
Exam Name: ELIS110 Final Exam
Number of Exams: 1
Exam Duration: 60 Minutes
- Target Category
Type: شعب محددة (Specific Departments)
Campus: طاب و طابات (Campus and Branches)
Female Student Count: 922 طالبات (Female Student Count: 922 Students)
Male Student Count: 390 طالب (Male Student Count: 390 Students)
Estimated Total Student Count: 1312 طالب/طالبة (Estimated Total Student Count: 1312 Students)
- Appointment Settings
Schedule Name: ELIS110 -Final Exam
Date: 2026-09-17
Start Time: 08:00
Duration: 60 Minutes
Auto Grade: نعم (Yes)
Score Of Grade: 30
- Building Selection
Selecting buildings...

Annotation:

- 16: Select the exam Buildings, noting that only available (unreserved) buildings will be displayed



MAIN MENU

[Home](#)

EXAMS

[Reservation](#)

TEACHER

[Teacher Dashboard](#)

[Teacher Courses](#)

FINANCIAL

[My Contracts](#)

[Logout](#)

Create New Reservation

Step 4: Building and Lab Selection

Home > Reservations > Create New

معهد اللغة الإنجليزية - مبني 534

شطر الطلاب

مبنى رقم 534

LABS

14

TOTAL CAPACITY

383

AVAILABLE CAPACITY

383

معهد اللغة الإنجليزية - مبني 535

شطر الطلاب

مبنى رقم 535

LABS

10

TOTAL CAPACITY

411

AVAILABLE CAPACITY

411

Female Buildings

16 Available

Search in this group...

مبنى معهد اللغة الإنجليزية لشؤون الفروع 237

مبنى رقم 237

LABS

8

TOTAL CAPACITY

321

AVAILABLE CAPACITY

321

مباني السنة التحضيرية 235

مبنى رقم 235

LABS

20

TOTAL CAPACITY

664

AVAILABLE CAPACITY

664

Shared Buildings

8 Available

Search in this group...

Previous

Cancel

Next

Start Time: 08:00

Duration: 60 Minutes

Auto Grade: نعم

Score Of Grade: 30

Building Selection

Selecting buildings...

© | All rights reserved for King Abdulaziz University.

MAIN MENU

[Home](#)

EXAMS

[Reservation](#)

TEACHER

[Teacher Dashboard](#)

[Teacher Courses](#)

FINANCIAL

[My Contracts](#)

[Logout](#)

Create New Reservation

Step 5: Student Periods Distribution

Home > Reservations > Create New

5. Student Periods Distribution

Capacity is sufficient

The selected buildings can accommodate all students in a single period. You can choose to distribute periods as an additional option.

Student Metrics (Male)

Selected Students: 390

Selected Buildings Capacity: 794

Student Metrics (Female)

Selected Students: 922

Selected Buildings Capacity: 985

Period Distribution

Do you want to distribute periods?

☐ Yes ☒ No

Previous

Cancel

Next

If the specified buildings can accommodate all students in one period, the default option will be "no periods," but you can change this and select "yes" if you want to distribute

Summary

Course Data

Course: [ELI5110] لغة الإنجليزية علمي (أ)

System: QuestionMark

Selected Exam

Exam Name: ELI5110 Final Exam

Number of Exams: 1

Exam Duration: 60 Minutes

Target Category

Type: شعب محددة

Campus: طاب و طابات

Female Student Count: 922

Male Student Count: 390

Estimated Total Student Count: 1312

Appointment Settings

Schedule Name: ELI5110 - Final Exam

Date: 2026-09-17

Start Time: 08:00

Duration: 60 Minutes

Auto Grade: نعم

Score Of Grade: 30

Building Selection

بناء على الاختيار تم حجز 4 مبني

المساحة الإجمالية: 1779

Period Distribution

Distribute Periods: لا

Page 7 of 12



KAU Portal
UNIFIED

MAIN MENU

Home

EXAMS

Reservation

TEACHER

Teacher Dashboard

Teacher Courses

FINANCIAL

My Contracts

Logout

Create New Reservation

Step 5: Student Periods Distribution

Home > Reservations > Create New

5. Student Periods Distribution

Warning: Insufficient Capacity

The number of selected students exceeds the capacity of the selected buildings in a single period. You must enable 'Period Distribution' to accommodate all students.

Student Metrics (Male)

Selected Students: 4046

Selected Buildings Capacity: 1797

Shortage per Period: -(2249)

Student Metrics (Female)

Selected Students: 1942

Selected Buildings Capacity: 1957

Period Distribution

Do you want to distribute periods?

☒ Yes ☐ No

* Period distribution is automatically enabled due to insufficient single-period capacity.

Number of required periods *

3

Summary

Course Data

Course: [ELUSTIO] لغة الإنجليزية علمي (1)

System: QuestionMark

Selected Exam

Exam Name: ELUSTIO Final Exam

Number of Exams: 1

Exam Duration: 60 Minutes

Target Category

Type: شعب مختصة

Campus: طالب و طالبات

Female Student Count: 1942

Male Student Count: 4046

Estimated Total Student Count: 5988

Appointment Settings

Schedule Name: ELUSTIO - Final Exam

Date: 2020-09-17

Start Time: 08:00

Duration: 60 Minutes

Expected End Time: 11:20 AM

Auto Grade: نعم

Score Of Grade: 30

Building Selection

بناء على اختيارك، تم حجز 19 مبنى

الأسعة الإجمالية: 3754

Period Distribution

Distribute Periods: نعم (3 فترات)

Entry Mode: حر

If the number of selected students exceeds the capacity of the selected buildings in a single period, the distribution of periods will be activated automatically

KAU Portal
UNIFIED

MAIN MENU

Home

EXAMS

Reservation

TEACHER

Teacher Dashboard

Teacher Courses

FINANCIAL

My Contracts

Logout

Create New Reservation

Step 5: Student Periods Distribution

Home > Reservations > Create New

Period Distribution

Do you want to distribute periods?

☒ Yes ☐ No

* Period distribution is automatically enabled due to insufficient single-period capacity.

Number of required periods *

3

Minimum required to cover students: 3 periods

Note: Students will be distributed evenly across the chosen periods.

Buffer time between periods (minutes) *

10

Additional time between each period (in minutes).

Periods Timetable

PERIOD	START TIME	END TIME
الفترة 1	08:00 AM	09:00 AM
الفترة 2	09:10 AM	10:10 AM
الفترة 3	10:20 AM	11:20 AM

Exam entry mode *

☒ Free entry (any period)

The student can take the exam at any time within the available periods.

☐ Restricted entry (section period only)

The student is required to take the exam only in their specified section period as mapped below.

Summary

Score Of Grade: 30

Building Selection

بناء على اختيارك، تم حجز 19 مبنى

الأسعة الإجمالية: 3754

Period Distribution

Distribute Periods: نعم (3 فترات)

Entry Mode: حر



KAU Portal
UNIFIED

MAIN MENU
Home

EXAMS
Reservation

TEACHER
Teacher Dashboard
Teacher Courses

FINANCIAL
My Contracts

Logout

Create New Reservation Step 5: Student Periods Distribution
Home > Reservations > Create New
Maximum required to cover students: 3 periods
Note: Students will be distributed evenly across the chosen periods.

Buffer time between periods (minutes) *
10
Additional time between each period (in minutes):

Periods Timetable

PERIOD	START TIME	END TIME

Exam entry mode * 20

☒ **Free entry (any period)**
The student can take the exam at any time within the available periods.

☐ **Restricted entry (section period only)**
The student is required to take the exam only in their specified section period as mapped below.

Choose the exam entry mode:
1. Free entry: Students can take the exam at any time within the available periods.
2. Restricted entry: Students are required to take the exam only during their assigned section's period.

Previous Cancel Next 21

© | All rights reserved for King Abdulaziz University.

KAU Portal
UNIFIED

MAIN MENU
Home

EXAMS
Reservation

TEACHER
Teacher Dashboard
Teacher Courses

FINANCIAL
My Contracts

Logout

Create New Reservation Step 5: Student Periods Distribution
Home > Reservations > Create New

Exam entry mode *

☐ **Free entry (any period)**
The student can take the exam at any time within the available periods.

☒ **Restricted entry (section period only)**
The student is required to take the exam only in their specified section period as mapped below.

Map Sections to Periods

If you choose restricted entry, you must distribute the students across periods

Auto Distribute

You can select the Auto Distribution option if you want

Male Sections

CRN	SECTION INFO	PERIOD
48822	48822 - (البرق) - طالب - 26	1
48822	48822 - (البرق) - طالب - 26	2
48822	48822 - (البرق) - طالب - 26	2
48822	48822 - (البرق) - طالب - 26	3
48822	48822 - (البرق) - طالب - 26	-
48822	48822 - (البرق) - طالب - 26	-
48822	48822 - (البرق) - طالب - 26	-



King Abdulaziz University
UNIFIED

7. Review & Confirm
Step 6: Review and Submit Request
Home > Reservations > Create New

Please review all reservation details below before final confirmation. Once approved and created, you should not rely only on the scheduling summary sent to your email.

1. Course & Exam Info

Reservation Title: **ELIST10 -Final Exam**
Course: **[ELIS 110] لغة الإنجليزية-علمي (1)**
Exam System: **QuestionMark**

Selected Exams: **ELIST10 Final Exam**

2. Target Audience

Selection Type: **شعب محددة** Total Target Students: **5988**

CRN	DESCRIPTION	GENDER	STUDENTS
48822		مذكر	26
48822		مذكر	26
48823		مذكر	0
48823		مذكر	0
48825		مذكر	22
48825		مذكر	22

Logout

King Abdulaziz University
UNIFIED

Create New Reservation Step 6: Review and Submit Request
Home > Reservations > Create New

Distribution Status: **مخطط** Periods Count: **3 فترات** Entry Mode: **در (يمكن للطلاب الدخول بأي فترة)** Buffer Time: **10 دقيقة**

Periods Details:

Period	Start Time	End Time
Period 1	08:00	09:00
Period 2	09:10	10:10
Period 3	10:20	11:20

شروط وأحكام الحجز

- يمكن التغيير على الجدولة قبل موعد الاختبار بـ (48) ساعة.
- بعد إنشاء موعد الاختبار (QuestionMark) عدم التغيير على الاختبار على نظام.
- التأكد من اختيار جميع الفئات أو الشعب المستهدفة وذلك لعدم إمكانية التعديل عليها من قبل عمادة التعلم الإلكتروني والتعليم عن بعد.

Terms and Conditions

- Changes to the schedule can be made up to 48 hours before the exam date.
- Do not make changes to the exam on the (QuestionMark) system after the exam date has been set.
- Be sure to select all target categories or sections, as the Deanship of E-Learning and Distance Education cannot modify them.

☒ I agree to all the terms and conditions mentioned above

Confirm & Create Reservation

Logout



KAU Portal
UNIFIED

Home

EXAMS

Reservation

TEACHER

Teacher Dashboard

Teacher Courses

FINANCIAL

My Contracts

Logout

Reservations Log
Manage and track reservations, student distributions, and periods

Home > Reservations

Success
Reservation created successfully

+ New Reservation

Search by any info... course, date, system, type

ELIS110 -Final Exam

First Exam / Midterm Exam

ELIS 110

2026/09/17

08:00:00 - 11:00:00

Male Students

Female Students

QuestionMark

Bldg 471 Bldg 112 Bldg 534 Bldg 535 Bldg 91

Bldg 97 Bldg 981 Bldg 227

Details

You can Cancel the reservation from here

Click here to view reservation details

© | All rights reserved for King Abdulaziz University.

KAU Portal
UNIFIED

Home

EXAMS

Reservation

TEACHER

Teacher Dashboard

Teacher Courses

FINANCIAL

My Contracts

Logout

Reservation Details
Reservation Details and distribution of students and periods

Home > Reservations > Details

Basic Information

Reservation Title

ELIS110 -Final Exam

Course

ELIS 110

Supervisor

Organization

King Abdulaziz University

Settings & System

Exam System

QuestionMark

Assessment Type

First Exam / Midterm Exam

Duration

60 Min

Auto Grade Transfer

Enabled

RESERVATION STATUS

Active

067

EXAM DATE

2026/09/17

CREATED AT

2026/09/15 13:04

Assigned Supervisors

No additional supervisors assigned

Danger Zone

Cancelling the reservation will release all labs and periods reserved for students.

Cancel Entire Reservation

Clicking on the details icon will display your reservation details

From here you can return to the schedule summary

The data of the supervisors of the Deanship of e-Learning and Distance Education will appear here regarding the progress of the exam after their appointment by the Deanship

You can Cancel the reservation from here



Page 12 of 12