

# *Searching the OPAC for* **Online Examination Papers**

## **By folder ("directory"):**

- In order to improve ease and speed of access, exam papers from 2007 onwards are now uploaded to OPAC records representing each faculty.
- Search by keyword.
- Searching by title or by subject takes users within a single click of the relevant records. (In the list of results, click on "Search as Words".)
- Each OPAC record includes links to groups of papers, organised by period (e.g. 2007, 2008) and then by course code.
- *Examples:*
  - dit exams
  - mountjoy exams
  - applied arts exams

## **Older papers may still be found by the following means.**

### **By title:**

- Search by course/award.
- In the interests of user-friendliness, a decision was taken to omit punctuation from awards (e.g. BA was used rather than B.A.)
- Brackets, however, have been used as necessary, but the search will ignore these whether or not the user bothers with them, finding the record either way.
- From the results, specific years of a course may be chosen.
- *Examples:*
  - Certificate in hotel and catering supervision
  - BA (culinary arts)
  - BSc (communications) (broadcasting)
  - BSc (communications) (film and journalism)

### **By course code:**

- Opt for the title search.

- Where a figure signifying the year of a course seems to have been formally appended to the code, the same has been done in the catalogue.
- *Examples:*
  - FT403
  - FT403/1 (*for first year only*)

## By module code:

- Opt for the title search.
- *Examples:*
  - TFAC9001
  - CHEM3303

## By subject:

- Subject headings have been added for the course/award both within the relevant site and within the relevant faculty.
- All records also have less detailed subject headings which enable the user to readily bring up a complete list of all papers of a specific site or faculty.
- The punctuation visible in the OPAC (i.e. "--") is automatically generated as a result of the use of subfields in the catalogue record, and may be ignored by users making searches.
- *Examples:*
  - Examination papers -- DIT -- Cathal Brugha Street -- Certificate in hotel and catering management supervision
  - Examination papers -- DIT -- Faculty of Tourism and Food -- Certificate in hotel and catering management supervision
  - Examination papers -- DIT -- Faculty of Tourism and Food
  - Examination papers -- DIT -- Modules

## By keyword:

- *Examples:*
  - culinary arts examination
  - catering supervision examination papers

## **By class number:**

- Search for 378.
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## **Notes:**

- The year of publication of, for example, 2002 signifies the academic year 2001-02.
- Like punctuation, capitalisation may be ignored by users.
- These files are on the DIT student intranet. Access from within the DIT is straightforward and shall appear to be seamless. For remote access, users shall require the standard student intranet username and password as provided to students by academic staff.