

## Handwritten Resit examinations – 2020/21

This guidance is intended to help you prepare for the technical aspects of taking written examinations off-campus. It covers what you need to do before your examination, how to access the paper, write out your solutions by hand and submit your answers via Myplace.

**Note:** Myplace is used for downloading the exam paper and uploading solutions. Therefore, it is not necessary to be online or logged into Myplace throughout the exam period.

### 1. Before the exam period starts

- Make sure that you **know the day and timings of all your exams**, and what format they will take. For technical reasons, it is likely that your exams will not show on the Strathclyde app, and it is your responsibility to be ready for them all.
- Check that **you have enough A4 paper** (either lined or unlined, the choice is yours) to be able to write out solutions to all of your exams – you may use more sheets of paper in an exam than you expect. Do not run out of paper part way through an exam!
- Check that **you have enough suitable pens (blue or black)** to be able to write out your solutions clearly. Photos or scans of your answers must be easy for the marker to read.
- Practice photographing or scanning sheets of paper (for example, using a phone app or scanner) as described in Section 4, well before the day of your exam. You must be able to **submit your exam solutions as a single PDF file**.
- To ensure that you have easy access to everything you will need, **download copies of tables or any other material from Myplace in advance of each exam**.
- **Note:** an extra 1 hour has been factored into every written exam to give you enough time to convert your solutions into a single PDF file and submit them via Myplace. The extra time must not be used to continue working on the paper. **Late submissions will not be accepted** if you do not use the 1 hour to prepare your solutions for submission, only to encounter IT issues close to the submission deadline.
- If you encounter severe technical problems then use the contact information supplied on the Myplace exam page for advice.

## 2. At the start of the exam period: downloading the exam paper

Go to the Myplace page for your module. A highlighted text box will become visible at the time the exam is due to open (you may need to refresh your browser page to see it). This will contain a link to your exam paper – click on the link to **download the paper** so you have easy access to it throughout the exam. If for any reason you have not been able to download the paper 10 minutes after the start of the exam, then use the contact information supplied on the Myplace exam page for advice.

Make sure that **you know when you are due to stop writing** – noting that the last 1 hour of the exam period is to allow you to scan and upload your exam solutions.

## 3. During the exam period – writing your solutions by hand

- To allow for anonymous marking, **do not put your name or registration number on your exam answer sheets**. Myplace allows staff to mark uploaded student answers without revealing student identities.
- After you have downloaded the exam paper, you will not need to access Myplace again until you are ready to submit your answers at the end.
- Use **clean sheets of blank or lined white A4 paper**. To help with photographing/scanning, it is best to use separate pieces of paper rather than pages bound together in a notebook.
- **Use a pen** (do not use pencil) that writes well with a good quality black or dark blue line - thin writing is harder to read in an image.
- Write **on one side of the paper only**, in case your answers show through on the other side.
- Start **a new page for each new question** and label the question you are answering (as 1a, 2b, etc.). Do not waste time by writing out the text of the question.
- **Leave a margin** on either side of your answers so that no information is lost if the photograph/scan of your answer does not cover 100% of the page.
- If you make a mistake just cross it out – there is no need to use correction fluid (this just wastes your time). You are **not** expected to write out your solutions “neatly” again at the end – there will not be time to do this.
- At the end of the exam working time (i.e. 1 hour before the submission link closes), sort **your written solutions into the correct page order** and write the page number (e.g. “page 1 of 5”) clearly at the top of each page.

## 4. Producing a single PDF file to submit

To allow staff to mark assessments submitted electronically, avoiding file conversion issues, we ask that handwritten solutions are submitted

**combined into a single A4 PDF document\*\* with each page in portrait format.**

So, for example, if you have 6 sheets of paper, these need to be photographed/scanned and combined into a single file of the correct format so that the text can be read easily on each page.



\*\* While we strongly encourage students to submit their work in a single A4 PDF document, we recognise that this may not be possible for some students due to I.T. and other restrictions. Section 5 provides more information on alternative file formats.

**To take photographs or scans of your answers on paper, you need access to one of:**

- a smartphone or tablet with a digital camera, possibly using an app such as Adobe Scan (see below)
- a separate digital camera
- a webcam with a photograph facility
- a scanner.

**Tips for taking photographs of written answers:**

- If you are using a smartphone or tablet to photograph your answers, you may find the following apps very useful for combining into a single A4 PDF file. (All are available for Apple and Android devices).
  - **Adobe Scan** (a how-to video is available: <https://youtu.be/9yFOAkINRp8>)
  - **MS Office Lens**
  - **Cam Scanner**
- Online tools can also combine multiple image files into a single PDF document, for example:
  - **Smallpdf**                      [smallpdf.com](https://smallpdf.com)
  - **JPG to PDF**                      [jpg2pdf.com](https://jpg2pdf.com)
  - **Combine PDF**                      [combinepdf.com](https://combinepdf.com)
- On a laptop or PC, image files can be combined using the Print facility. (For example, on Windows: highlight the files to be combined, select “Print” in the popup menu, then select “Microsoft Print to PDF” from the printer drop-down list.)
- Ensure that your images are **rotated correctly** when uploaded so that the text can be read easily.

Many smartphones will do this automatically if you take photographs in  portrait, not  landscape mode.

- Use good lighting so that the paper is evenly lit without any shadows. Natural daylight is often best – camera flashes can make the writing illegible.
- If using photographs, take one photograph of each sheet of paper (e.g. if you use 8 sheets of paper, take 8 photographs).
- Hold the camera lens directly over the paper and not at an angle.
- Try to fill the image in the camera viewfinder/screen with the written answers.
- Use high resolution/quality photographs or scans as low resolution/quality images may not be legible.
- **View your PDF file!** The images must be in focus and the document legible before uploading via Myplace.
- Do not use any apps/software that convert your handwritten answers into digital characters, i.e. OCR (Optical Character Recognition).

## 5. Alternative file formats

Students are strongly encouraged to upload exam paper answers **combined into a single PDF file**. If you are unable to combine images or scans of your work into a single PDF file, we may be able to accept individual images. If this is the only option available to you, you **MUST** follow the guidelines below, otherwise we may be unable to mark your script.

Myplace can accept most common types of file format, for example:

**.jpg, .pdf, .gif, .png, .docx**

- Ensure that each individual file has a file extension,  
e.g. file1.jpg or file2.png, not simply file1 or file2

**NOTE: if submitting a jpeg image, DO NOT use the file extension .jpeg**

**All jpeg images must be submitted with the extension .jpg**

- Avoid spaces and special characters in the name of the files. Ideally, name the pages with an obvious structure, e.g. page1.jpg, page2.jpg, ...
- Attach all the files you want to submit in a single assignment submission.
- If you are submitting images for each page, attach the images in page order.

## 6. Submitting images or scans of written answers via Myplace

Once you have completed the exam and photographed/scanned your answers into one PDF file, you are ready to submit it via the exam textbox on the module's Myplace page. To do this, follow the "Submit Your Written Answers Here" link and then click on the **Add submission** button highlighted in Image 1. You will then be asked to upload your file, see Image 2.

**\*\* SUBMIT YOUR WRITTEN ANSWERS HERE \*\***

Submit images or scans of your exam paper written answers via this link.

**Feedback and marks return**

**Submission status**

Attempt number	This is attempt 1 ( 1 attempts allowed ).
Submission status	No atten
Grading status	Not marl
Due date	Saturday
Time remaining	10 days
Last modified	-
Submission comments	► Comments (0)
Feedback Manager	Extensio
Late submissions	

**Submit answers here**

**Add submission**

You have not made a submission yet.

Image 1: **Add Submission** page

**\*\* SUBMIT YOUR WRITTEN ANSWERS HERE \*\***

Submit images or scans of your exam paper written answers via this link.

File submissions

Maximum file size: 1000MB, maximum number of files: 20

**Add File icon**

Files

You can drag and drop files here to add them.

**Save changes** **Cancel**

Image 2: Choosing and submitting your PDF file

**Note:** the page layout can depend on the browser or device used, so may differ from the images shown in certain aspects. Also, we are using the Assignment activity feature on Myplace, so there may be some references to “Assignment” on-screen.

A PDF file containing images or scans of your written answers can be added by

- dragging and dropping into the central rectangle in Image 2 **or** by clicking the **Add File** icon and choosing file(s) in your local directory/photo gallery.
- Once you have uploaded your file, **Save changes**.
- You will still have the opportunity to edit your return via an **Edit submission** link.
- Once you are satisfied that everything has been uploaded correctly, submit your response via **Submit assignment**.
- Finally, you will be asked to complete the submission statement confirming that the work is your own, etc., see Image 3. After clicking **Continue**, the submission status will be confirmed as “Submitted for grading” and the process is complete.

**Confirm submission**

\* ☐ By submitting to this activity:

1. I confirm the submitted assessment is my own work.
2. I understand that copying the work of another person to pass as my own is considered an act of academic dishonesty and is subject to investigation under the University's disciplinary procedures.
3. I understand that the assessment I submit may also be submitted to electronic comparison software that will compare my work with sources on the internet and the work of other students.
4. I confirm that I have checked that the submitted assessment is the file I wish to submit.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

**Continue** **Cancel**

There are required fields in this form marked \*.

**Image 3: Submission Statement**

## **7. Submitting files directly from a mobile phone or tablet device**

This may be the simplest way to submit images or a scan as you can upload directly from the device. However, please be aware that if your device is not connected to the internet by wifi, it will use some of your mobile data allowance to submit your files. So, if available, we advise that you use a wifi connection.

## **8. Submitting files using a laptop/desktop computer**

You will need to transfer the photographs/scan to the laptop/desktop computer.

There are many ways to transfer photographs from a smartphone, tablet device or digital camera (e.g. memory card, USB connection, via a cloud service or emailing to yourself). It will depend what specific devices you are using. Practice transferring photographs to your laptop/desktop prior to the exam.