

New Paper Upload Process

Prepare your paper

<https://www.brookes.ac.uk/Staff/Student-support/Exams/Exam-paper-preparation>

Please download and complete the appropriate Microsoft Word template from the webpage linked above.

Please use the template to produce your exam paper and any additional documents such as formula sheets.

The exam paper should be saved as a PDF. Please also save a local Microsoft Word copy in case any corrections are needed.

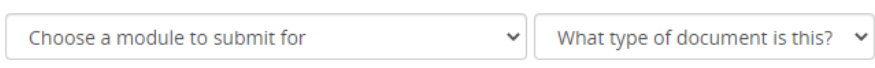
Each additional document should be saved as a separate file.

Upload your paper

Files should be smaller than 10MB in size. If your document is larger than this then please contact us at exams@brookes.ac.uk for advice on how to submit your exam paper.

To upload your paper and any additional materials files you must go to:

https://generalssb-prod.ec.brookes.ac.uk/BannerExtensibility/customPage/page/exam_upload.



Choose your module from the dropdown. You should see all modules for which you are a module leader in the list.

Choose the document type. The exam paper for the main session is for the first attempt. The exam paper for the resit session is for the second resit attempt in the resit session. The additional materials are for any files you wish to use alongside the paper such as formula sheets. There are 5 slots as that is the maximum number of additional materials we have required for a single exam paper.

The screen will update with extra fields to complete.

ACAD4002_S1_1 - Semester 1 Exam paper (main session)

Uploading for ACAD4002_S1_1

Semester
Semester 1

Faculty
Oxford Brookes Business School

Additional Modules
Does this upload relate to multiple modules? If so, please select them.

- ACAD4001_S1_1
- ACAD4001_S2_1
- ACAD4002_S1_1
- ACAD4002_S2_1
- ACFI4001_S1_1
- ACFI4001_S1_2
- ACFI4002_S12_2

Version
Please provide text pertaining to the version for reference

Choose the semester of the exam session you wish to provide the paper for from the dropdown (semester 1, 2 or 3).

Choose your faculty from the dropdown.

The majority of modules have a single run so you will not need to use the additional modules box in most cases. Except as described below.

If your paper is used for more than one module run or more than one module then please tick the other module runs in the list so you only have to submit a single paper. For example module HESC5012 runs in Oxford and Swindon so has two runs HESC5012_S1_1 and HESC5012_S1_2 with different students but will use the same paper for both runs so you would tick the other run in the additional modules

list. If the paper uses any additional materials then please tick the extra module runs when uploading the additional materials as well.

If you have an additional material that is shared across modules, for example a mathematical data book for several engineering modules then you only upload it once but ensure that you tick all the modules that will use it that session in the additional modules list.

Version

Additional Information

Paper has been approved by the external examiner and is ready for checking.

Your Upload

Please add your file. Documents must be in PDF or *Microsoft Word* format. We **will not** accept linked documents or zip files.

Please submit files less than 10MB in size. If you must submit a larger file please contact us at exams@brookes.ac.uk for advice on how to submit your exam paper.



0 files added.

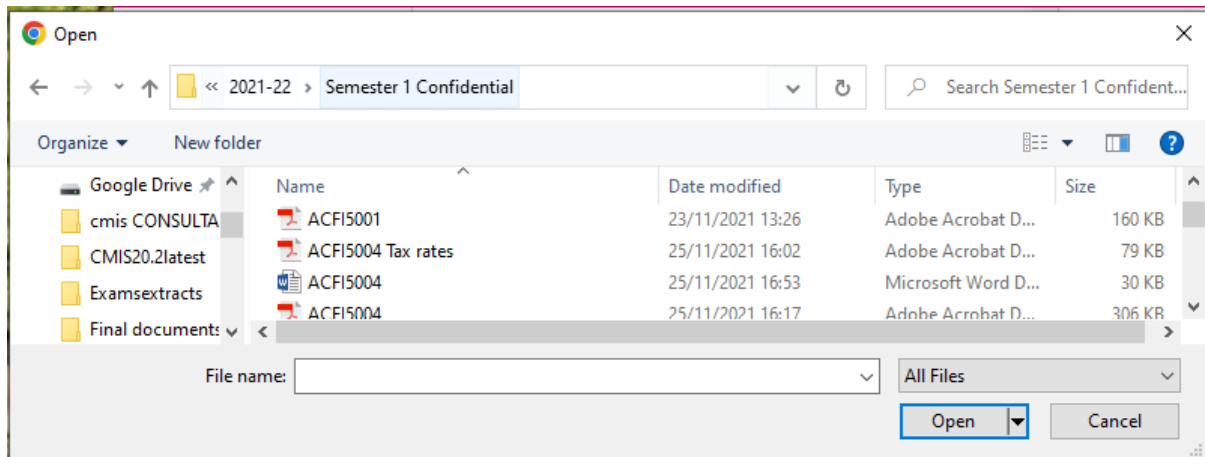
Clear

Submit

Please use single numbers to label your versions of the paper and increment if you upload a new version. Start with 1. You will see if you have made any previous submissions on the right of the screen.

Please use the additional information box to add any useful notes for the exams team.

Click the upload button.



Navigate to where you have saved your file and double click the pdf or word document to upload it.

Your Upload

Please add your file. Documents must be in PDF or *Microsoft Word* format. We **will not** accept linked documents or zip files.

Please submit files less than 10MB in size. If you must submit a larger file please contact us at exams@brookes.ac.uk for advice on how to submit your exam paper.

1 file added.

Uploaded: ACFI5004 Tax rates.pdf



Clear

Submit

Check you see the expected file on the upload page and then press submit.

Exam Upload for Module : ACAD4002_S1_1 - Semester 1

Hello, Hannah O'Toole (P0077576)

ACAD4002_S1_1 - Semester 1

Exam paper (main session)

Submitted!!!

New Submission

You should see a success page.

You can then submit any other documents in the same way.

After uploading

You will receive an email to your Brookes email address to confirm the file submission.

The exams team will see the submission and will do their usual paper checking work.

If they find any issues with the paper then you will receive an email asking you to make another submission. Make the requested adjustments. Resave the file and repeat the process above to resubmit the paper. If you need help with the adjustments then please email the exams team for advice exams@brookes.ac.uk.

Once the exams team are happy with the paper, you will be invited to come to the office (BCK.1.08) to check a printed paper copy of the exam and ensure that it is correct and suitable for use.

Once the paper copy has been signed off the team will send it to be printed and packed for the exam.