

Online Exams

Student instructions

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Introduction

In this document you will find instructions on how to access and complete your online exams.

Students are responsible for ensuring that their answer sheets are legible, including any pictures, diagrams, graphs or other content.

If you have questions that are not addressed in this document, please visit the [Covid-19 Exams webpage](#) or view the [Frequently Asked Questions](#).

Mock Exam Practice Course

We have set up a [Mock Exam Practice Course](#) in Moodle, where you can practise accessing online exams, including viewing exam papers and additional materials, downloading answer sheet templates and submitting answers. You will need to enrol yourself on the course to participate by clicking on the "Enrol Me" button.

The Mock Exam Practice Course also includes a link to the list of modules with an exam, including details of which option each exam will use. Please see the section below on exam types.

Exam options

There are five exam options. Options 2-5 (Time-limited written or multiple choice exams) will usually only apply to modules which have restrictions due to Professional, Statutory and Regulatory Body (PSRB) requirements. A list of modules with details of which option each exam will use can be found on the [Mock Exam Practice Course](#) in Moodle (self-enrolment required).

Option 1: Standard written or multiple choice exam

Students will have a 24 hour window in which to complete and submit the exam. The 24 hour window for completion is to accommodate technical issues, international time differences and permitted extra time/rest breaks.

Option 2: Time-limited written exam (10am start time)

This option mainly relates to modules in the following subject areas:

ACFI	MATH	SOFT
COMP	MCEL	STAT
ENGR	NETW	TECM

For these modules, your exam will start at 10am UK time (the time displayed in your Google Calendar), and you will have the stated exam length (usually 2 or 3 hours), plus an additional hour to account for any technical issues. If you are entitled to extra time or rest breaks as part of an approved Inclusive Support Plan (ISP), this will be added to the time you have to complete your exam.

Option 3: Time-limited written exam (24 hour window)

Students will have a 24 hour window in which to start the exam. Clicking to view the exam will start a timer which will determine the student's end time. The timer will allow students the stated exam length plus 1 hour to accommodate technical issues. Students with Inclusive Support Plans (ISPs) will have their Wellbeing-agreed extra time/rest breaks included.

Option 4: Time-limited multiple choice exam (10am start time)

This option mainly relates to modules in the following subject areas:

ACFI	MATH	SOFT
COMP	MCEL	STAT
ENGR	NETW	TECM

For these modules, your exam will start at 10am UK time (the time displayed in your Google Calendar), and you will have the stated exam length (usually 2 or 3 hours), plus an additional hour to account for any technical issues. If you are entitled to extra time or rest breaks as part of an approved Inclusive Support Plan (ISP), this will be added to the time you have to complete your exam.

Option 5: Time-limited multiple choice exam (24 hour window)

Students will have a 24 hour window in which to start the exam. Clicking to view the exam will start a timer which will determine the student's end time. The timer will allow students the stated exam length plus 1 hour to accommodate technical issues. Students with Inclusive Support Plans (ISPs) will have their Wellbeing-agreed extra time/rest breaks included.

Accessing your online exam

On the day of your exam, log in to the Moodle course for the module. The link to the paper and any additional materials will be made visible at 10am (UK time). If you have logged into Moodle before 10am, you will need to refresh your browser to be able to click the link and access your exam.

The link to your exam may vary in appearance, depending on how your Module Leader has set up the Moodle page. If you are unable to locate the link to your exam, make sure you are on the main course page in Moodle, press Ctrl+F in your browser and search for "Exam".

The title of the link to the exam will include the length of time you have to complete the exam (e.g. "Exam 3 hours"). You will need to make sure that you have a way to check the time, as you will not be able to submit your answer sheet after the deadline.

When the link becomes available, click on it. Follow the instructions to access your exam paper, additional materials and answer sheet templates. Make sure you read and understand all of the instructions, in particular the section on Academic Conduct. If you need to attach a blue card to your answer sheet, make sure you are familiar with how to do this. More information on blue cards can be found on the [Wellbeing website](#).

Answer sheet templates

If your exam includes written answer questions, you will be able to download an answer sheet template to use. Templates are provided for Microsoft Word and Google Docs:

[MS Word template](#)

[Google Doc template](#) (click the "Make a copy" button)

If you prefer to hand write your answers, you are allowed to do this. You can then paste pictures of your handwritten answers into the answer sheet template.

Please note, **Turnitin will not accept any submissions with fewer than 20 words of typed text.** If you try to submit a document without 20 words of typed text, Turnitin will reject it. Therefore it is recommended that you do not delete the text on the first page of the template you are using. There are instructions at the end of this document on including pictures, graphs, formulae and diagrams in your answer sheet.

Turnitin submission for online exams (Options 1 and 2)

Important: If you used Apple Pages on a Mac to write your submission, **you must export to PDF before you submit.** Turnitin does not accept *.pages files.

1. Make sure that the document you want to submit includes at least 20 words of typed text. **If you take photographs of your work and insert these into your answer sheet, without including at least 20 words of text, Turnitin will reject the file.**
2. Make sure that the file you want to submit is in Microsoft Word or PDF format.
3. Make sure the file is 100MB or less in size.
4. Save the file you want to submit and close the software (e.g. Microsoft Word) you used to write your submission on your computer.
5. Use a stable, secure internet connection.
6. Start the submission as early as possible.
7. If you experience any problems, try a using different browser and/or device.
8. To submit your file, click on the link to the exam as described in the “Accessing your online exam” section above.
9. Click the **Submit Paper** icon at the bottom of the page.

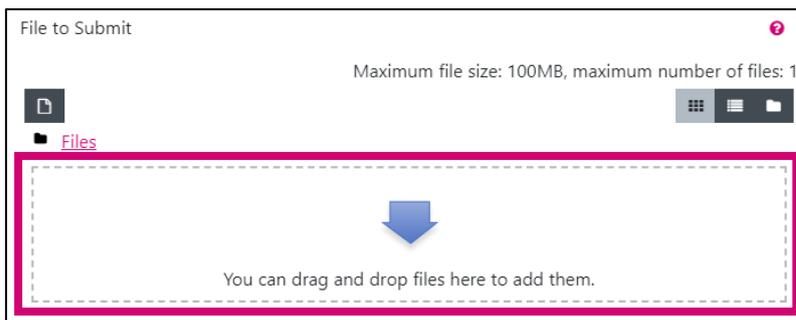


10. Enter a **Submission Title**.



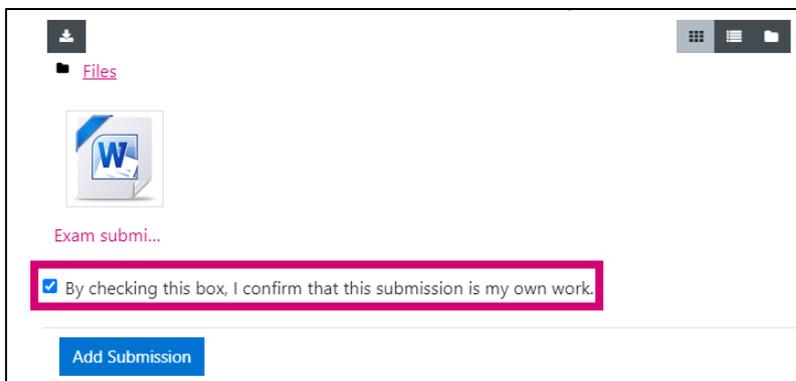
A screenshot of a web form titled "Submit Paper". The form has two main sections: "Submission Title" and "File to Submit". The "Submission Title" section contains a text input field with the text "Exam submission" and is highlighted with a red rectangular box. To the right of this section are two small circular icons, one red and one purple. The "File to Submit" section is located below and has a purple question mark icon to its right.

11. Drag and drop your file into the **submission area**.



A screenshot of the "File to Submit" interface. At the top, it says "File to Submit" and "Maximum file size: 100MB, maximum number of files: 1". Below this is a "Files" section with a dashed red border. Inside this dashed border is a blue downward-pointing arrow and the text "You can drag and drop files here to add them.".

12. **Check the box** to confirm that this submission is your own work.



A screenshot of the submission confirmation step. It shows a "Files" section with a Microsoft Word document icon labeled "Exam submi...". Below the icon is a checkbox that is checked, with the text "By checking this box, I confirm that this submission is my own work." highlighted by a red rectangular box. At the bottom of the form is a blue "Add Submission" button.

13. Click **Add submission**.



A screenshot of the submission confirmation step, focusing on the bottom part. The checkbox "By checking this box, I confirm that this submission is my own work." is checked. Below it, the blue "Add Submission" button is highlighted with a red rectangular box.

14. After a few seconds, you will see the message "Your submission has been successfully uploaded". Click **Close** (top right).

- 15. The Moodle page will refresh and the Turnitin Paper ID will appear next to the submission title.

	Submission Title	Turnitin Paper ID	Submitted	Grade	
View Digital Receipt	Exam submission	145412267	24/02/21, 13:36	--	--

Blue card submissions

Students who are eligible for a blue card submission need to follow the instructions here:

[Blue marking cards](#).

How do I know that I successfully submitted?

Check your Brookes Gmail inbox for a digital receipt of your submission from Turnitin. **You must keep this email, as this provides proof that you made the submission.**

If a Turnitin Paper ID has appeared in your Moodle page and you have received the digital receipt (which also includes the Turnitin Paper ID) of your submission in your Brookes Gmail inbox, then your submission has been successfully uploaded to Turnitin.

Alternatively, check in Moodle that a 'View Digital Receipt' link has appeared on the left of the submission title, as shown:

	Submission Title	Turnitin Paper ID	Submitted	Grade	
View Digital Receipt	Exam submission	145412267	24/02/21, 13:36	--	--

Converting your submission file to PDF

Convert to PDF in Microsoft Word (Windows)

1. Click the **File** tab
2. Click **Save As**. To see the Save As dialog box, you may need to choose a location to save to by clicking **Browse**.
3. In the **File Name** box, enter a name for the file, if you haven't already.
4. In the **Save as type** list, click **PDF (*.pdf)**. If you want the file to open in the selected format after saving, select the **Open file after publishing** check box.
5. Click **Save**.

Convert to PDF in Microsoft Word (Mac)

1. Click **File**.
2. Click **Save As**.
3. Click **File Format** towards the bottom of the window.
4. Select **PDF** from the list of available file formats.
5. Give your file a name, if it doesn't already have one.
6. Click **Export**.

Convert to PDF in Apple Pages (Mac)

1. Click **File** (from the menu at the top of your screen).
2. Choose **Export to**.
3. Select **PDF**.

Convert to PDF in Apple Pages on iPhone/iPad (iOS)

1. Tap More 
2. Tap **Export**.
3. Choose and tap **PDF**.

Convert to PDF in Microsoft Word on iPhone/iPad (iOS)

To export your Word document or Excel workbook to PDF format on iOS:

1. Tap the **File** icon (at the top left).
2. Choose and tap **Export**.
3. Choose and tap **PDF**.

Guidance on the University’s Academic Conduct Regulations

There are many different ways that work can be assessed as an alternative to traditional invigilated examinations. For example, you might be given an essay title where you have to write the essay and submit it within a few days, or you might be given a 24 hour period in which you have to spend a specific number of hours completing an online exam.

As a general rule, the University’s academic conduct regulations will **always** apply and your work will normally be put through Turnitin, so unless you have specifically been told about a variation to the conduct rules, follow the below guidance to keep within the regulations:

You should:

- always write your answers yourself, in your own words. Upgrade have some [tips about paraphrasing](#);
- if you need to use other people’s words, figures, pictures or ideas, (e.g from a book or another source,) for part of your examination answer, properly reference them using the correct referencing style. Upgrade have some [tips about avoiding plagiarism](#);
- work on your own without getting help from anyone else;
- submit your own work via Moodle;

You should not:

- help other people complete their exam or share your exam with anyone else – this is a breach of the conduct regulations and you would be penalised;
- make contact with anyone else taking the same exam as you during the exam period – this may look like an attempt to cheat. If you have an issue with the exam paper itself, contact the Exams Team, the Module Leader, or read the “Technical Issues” guidance on [the Covid-19 Exams webpage](#);

- copy previous work you have submitted for other assignments or exams, this will be deemed duplication and is a breach of the regulations;
- gain access to any unauthorised material relating to the assessment before the information is released;
- take copies or images of questions and upload them for the purposes of sharing with others who may not have taken the exam yet;
- use custom writing services.

If the assessment is an online exam, check what information you are allowed to consult during the exam period, e.g. written or printed material, or electronic information.

The full set of regulations can be found at the below link. All potential breaches of the [Academic Misconduct Regulations](#) will be investigated and may be subject to a penalty.

Variations

Sometimes, module teams will decide that one or more of the regulations will not be applied to the specific assessment that you have to do. If they do, **this will be communicated to you in writing in advance, and the information should be available on the module's Moodle page**. For example, you might be allowed to consult specific resources such as books or websites during the exam, or you might be permitted to discuss other people's ideas without including an in-text citation and reference list.

We understand that it can be confusing to know which academic conduct rules apply in relation to each format. This guidance is intended to help.

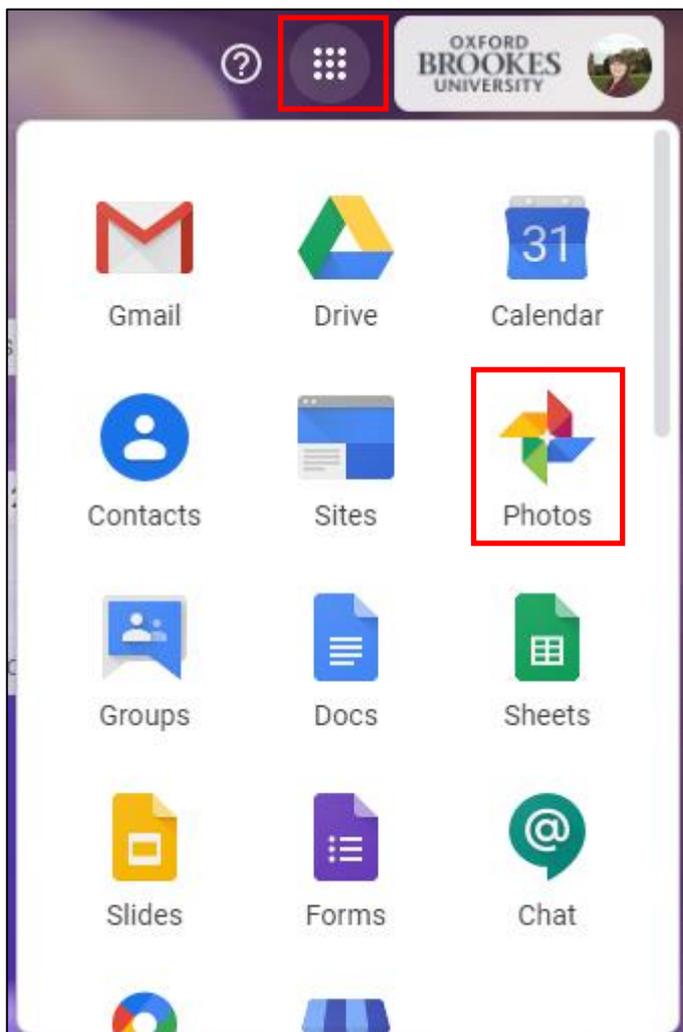
The academic conduct regulations are designed to ensure fairness for all students, so any breaches of them are treated very seriously and will undergo an investigation just like a breach for any other assessment. Therefore, if you are not sure whether you'll be allowed to do something, you should check the information on the Moodle course page, and ask your Module Leader for clarification.

How to include photographs or pictures in your answer

Google Photos

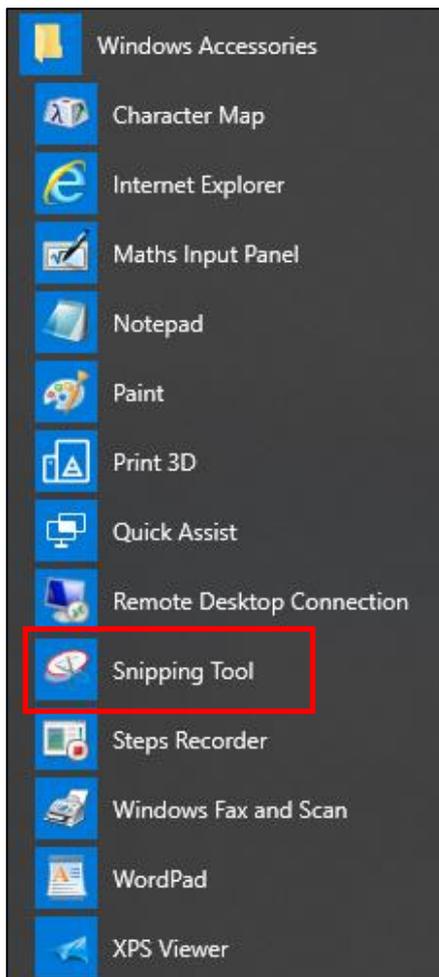
Your Google@Brookes account includes access to Google Photos, which can be configured to automatically sync photographs taken with a mobile phone to your Google account. To set this up, you need to have the Google Photos app installed on your phone through the Play Store (for Android) or the App Store (for iPhone).

Once you have installed Google Photos, you need to set it to [sync photographs to your Google@Brookes account](#). Once you have done this, you can access and download your photographs via the Google Apps menu:

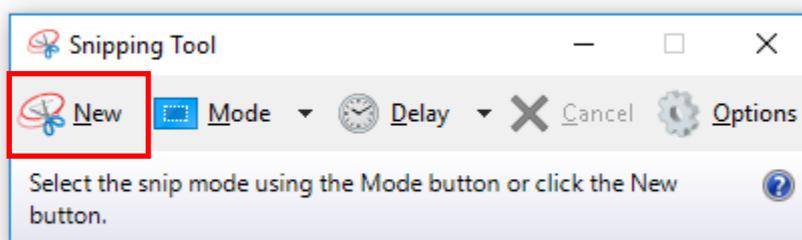


Snipping Tool

If the picture you want to include is available on your PC, you can use the **Snipping Tool** to take a screenshot, and then following the instructions below on how to insert it into a Word document or Google Doc. The Snipping Tool can be found in the **Windows Accessories** folder in the Start menu:



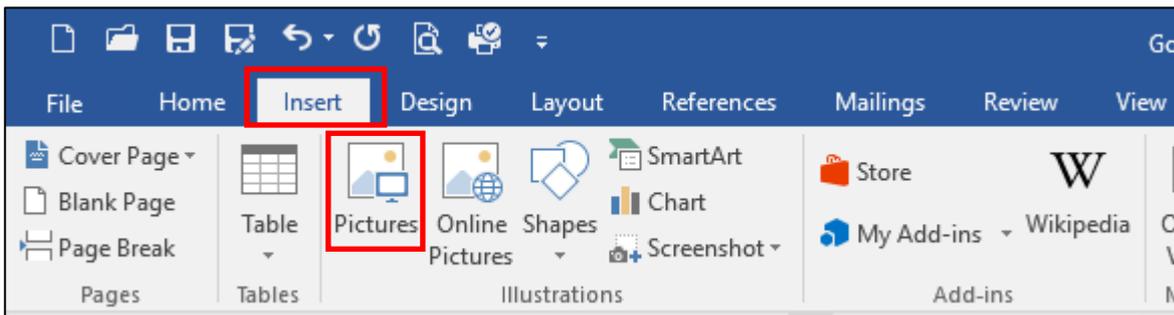
Navigate to the window you want to take a screenshot of, then open the Snipping Tool and click **New**:



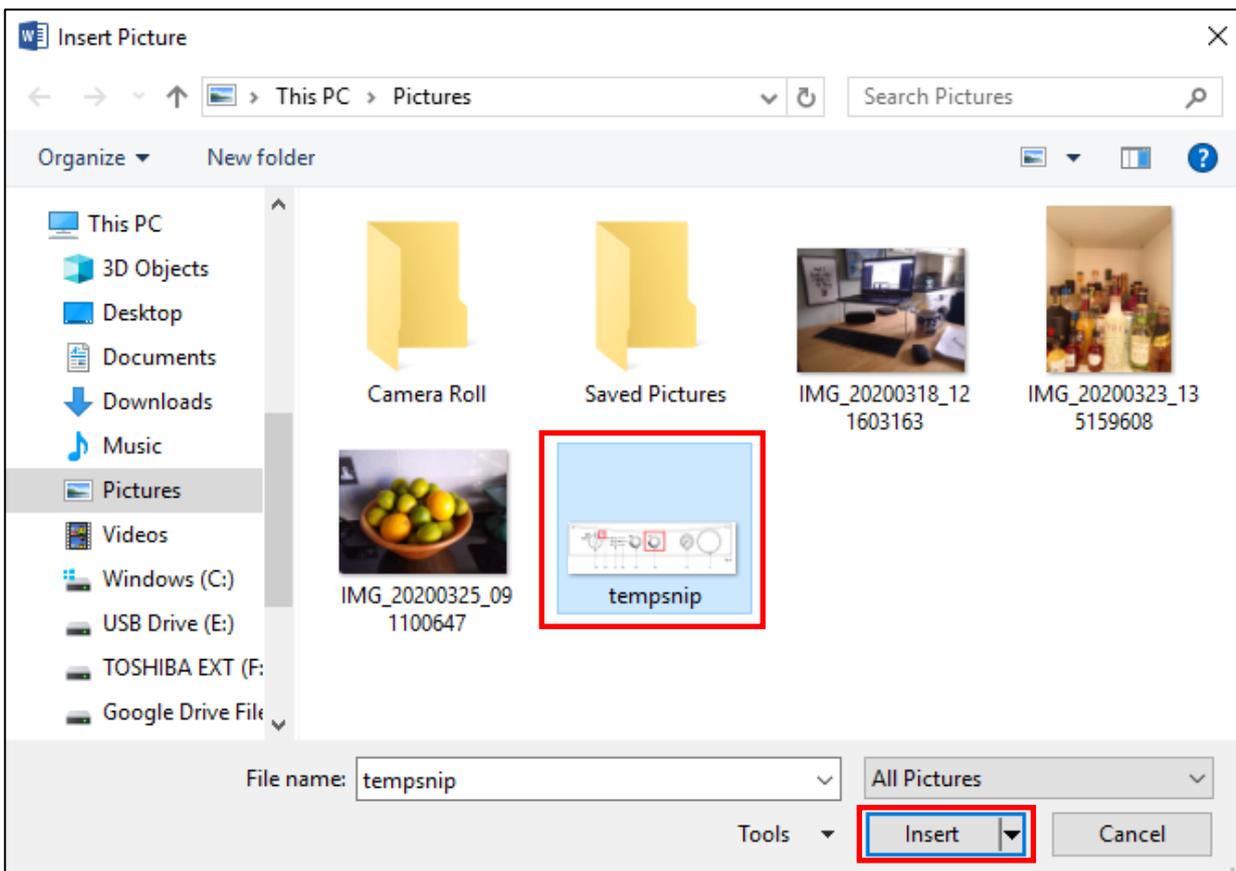
Drag the cursor around the area of the screen you want to capture. You can then copy and paste the screenshot into your answer sheet.

Microsoft Word

Select the location in the document where you want to insert a photo or picture. Click on the **Insert** tab, and then on **Pictures**:

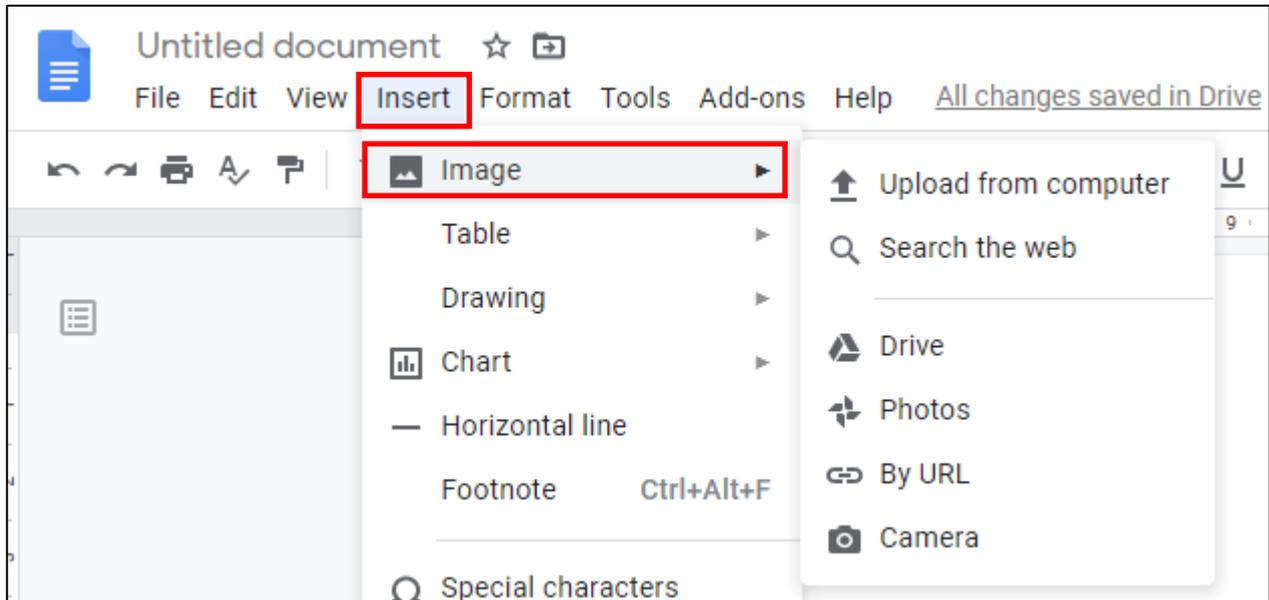


Navigate to the folder on your PC where your photos/pictures are saved, and select the picture you want to insert, then click **Insert**:



Google Docs

Select the location in the document where you want to insert a photo or picture. Click on the **Insert** tab, and then on **Image**:



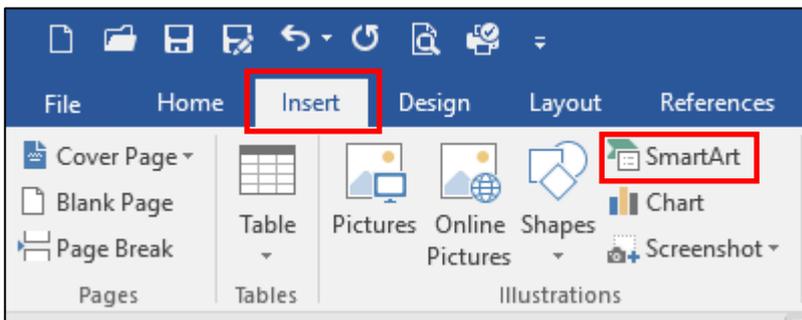
Then select where the picture is stored (e.g. **Upload from computer** if it is on your PC, or **Photos** if it is in your Google Photos), click on the picture you want to insert and click **Insert**.

How to include diagrams in your answer

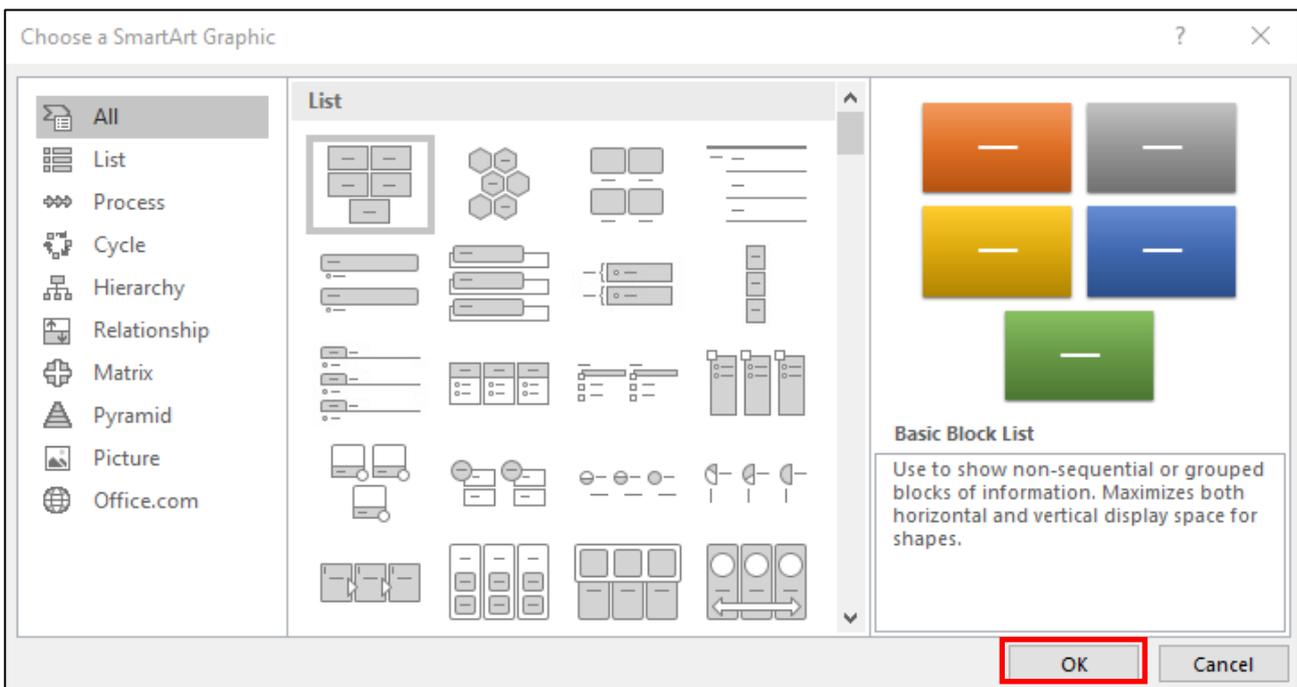
The simplest method for including diagrams in your answer would be to hand draw them and then take a photograph, which can be inserted into your answer paper – see the instructions above on including photographs and pictures.

Microsoft Word

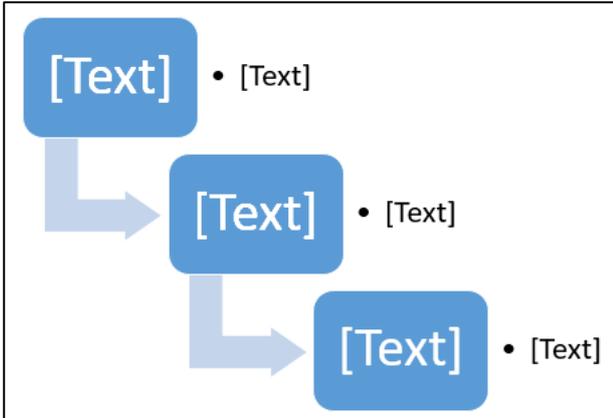
You can create graphics using the SmartArt option within Microsoft Word. Select the location in the document where you want to insert the graphic. Click on the **Insert** tab, and then on **SmartArt**:



Select the type of SmartArt graphic you want to include, and click **OK**:

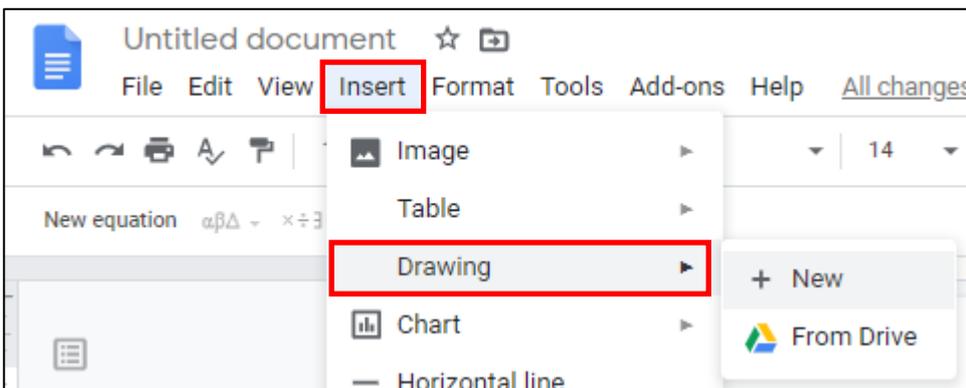


Edit the fields to create the graphic you want to include:



Google Docs

Select the location in the document where you want to insert a diagram. Click on the **Insert** tab, and then on **Drawing**:



Click **New**, and a dialog box will appear where you can create a graphic using Shapes and Connectors. Click **Save and Close** to insert the graphic into your answer sheet:



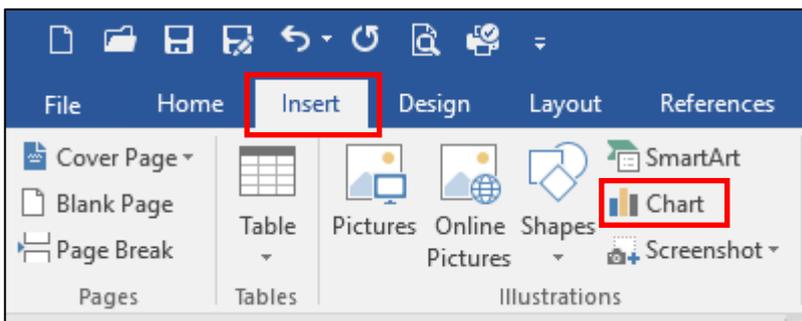
How to include graphs in your answer

The simplest method for including graphs in your answer would be to hand draw them and then take a photograph, which can be inserted into your answer paper – see the instructions above on including photographs and pictures.

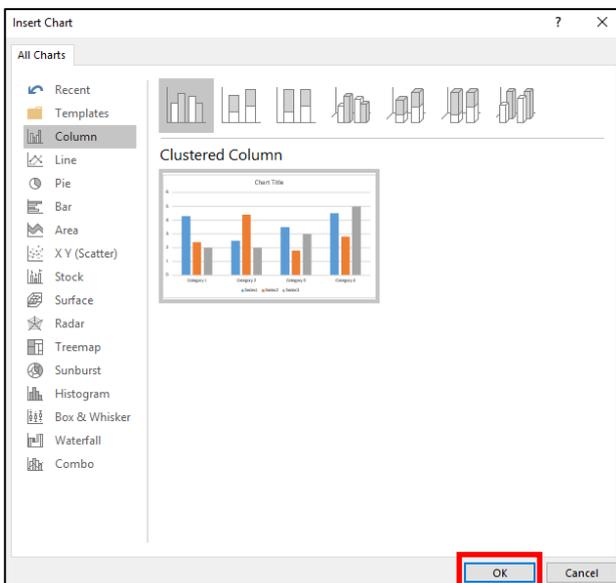
There are also a number of websites that provide electronic graph paper, such as print-graph-paper.com/virtual-graph-paper (straight line graphs only) and fillable-grid-online.pdfFiller.com/.

Microsoft Word

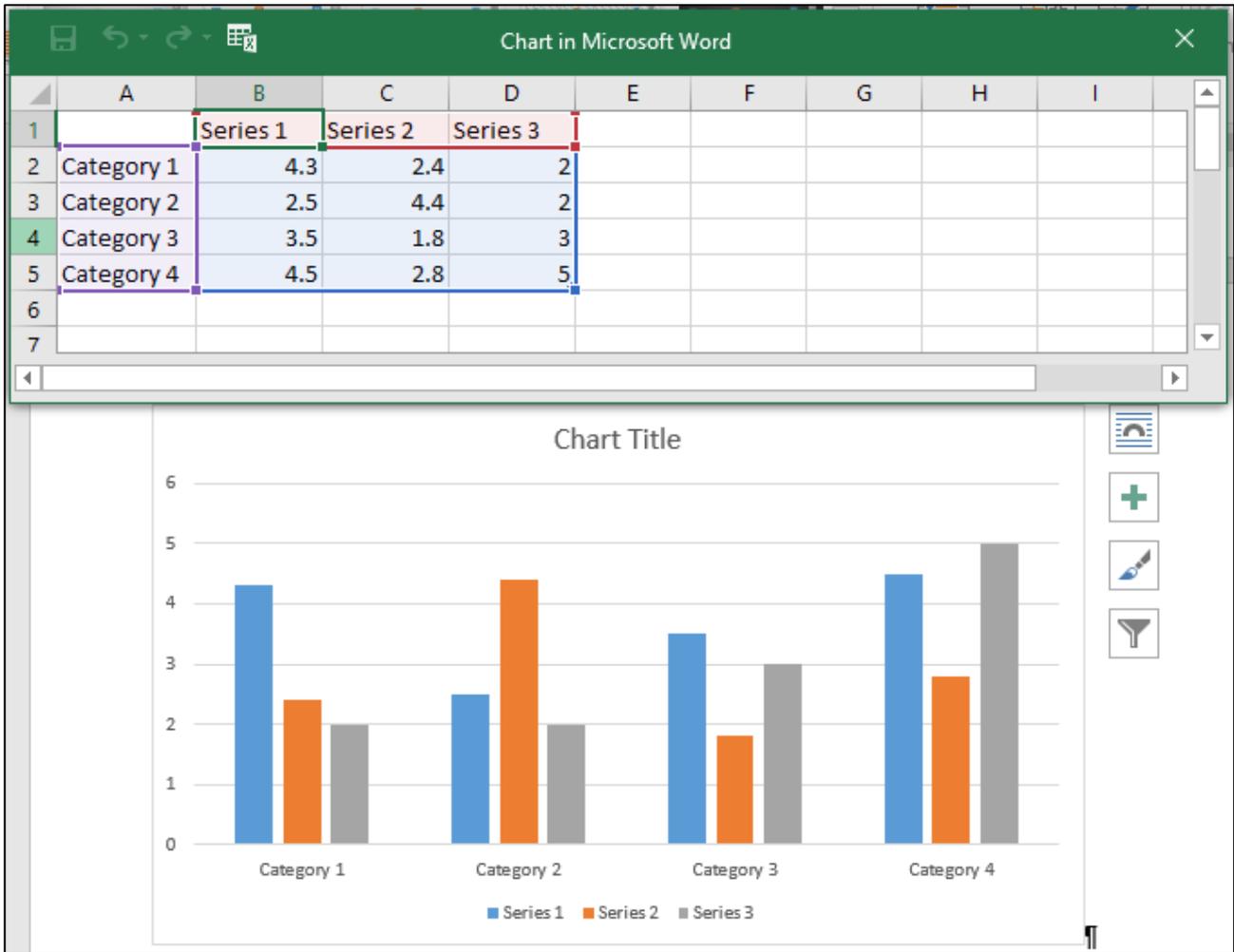
You can create graphs within Microsoft Word. Select the location in the document where you want to insert the chart. Click on the **Insert** tab, and then on **Chart**:



Select the type of graph you want to include, and click **OK**:

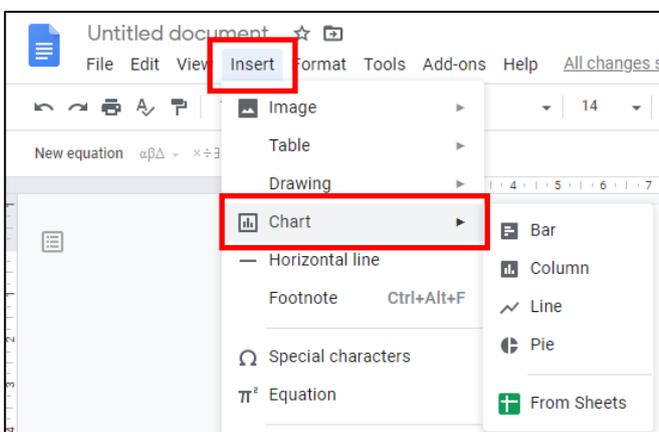


Edit the fields to create the graph you want to include:

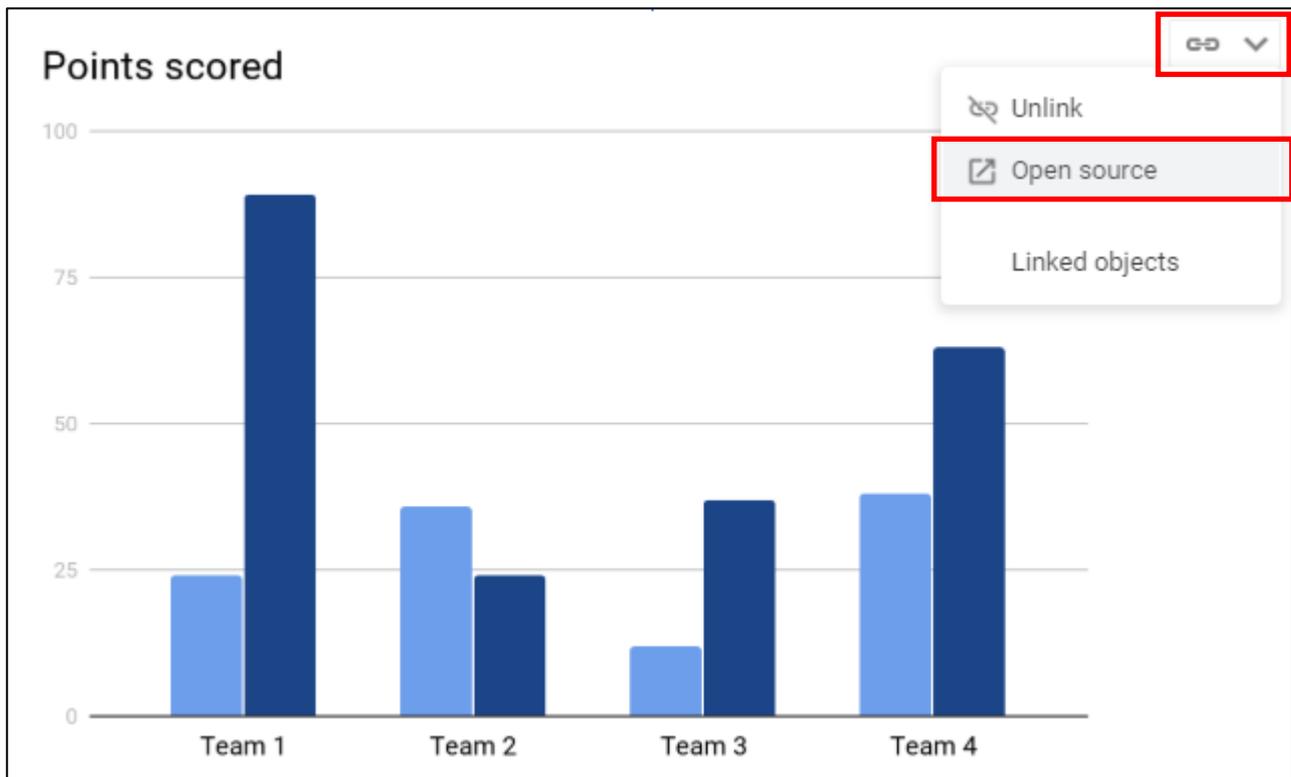


Google Docs

Select the location in the document where you want to insert a graph. Click on the **Insert** tab, and then on **Chart**, then select the type of graph you want to include:



To edit the fields to create the graph you want to include, click to select the graph and then click the **Link** symbol in the top right corner and select **Open source**:



This will open a Google Sheet where you can amend values and other information:

	A	B	C	D
1		Period 1	Period 2	
2	Team 1	24	89	
3	Team 2	36	24	
4	Team 3	12	37	
5	Team 4	38	63	

How to type in Japanese

Microsoft Word

Please see these instructions on [how to type in Japanese](#) in Microsoft Word. There are also instructions on [how to install a Japanese keyboard](#).

Google Docs

To access the Japanese Input Method Editor in Google Docs, follow the instructions below.

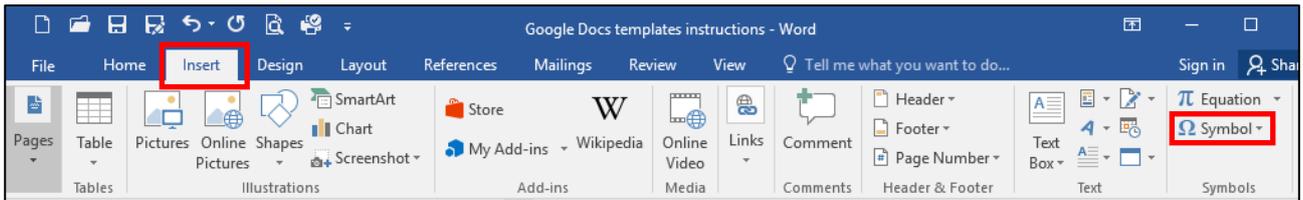
1. Go to myaccount.google.com/.
2. Go to **Data and personalisation > General preferences for the web**.
3. Click on **Input Tools**, and then click **Add Language**.
4. Add the languages that you need and select **Input Method Editor**.
5. Scroll down and under **Options** tick the box for **Keep dictionary synchronised between Google services**.

In Google Docs, go to **File > Language** and select the language you need. Once you have it set up under Input Tools in myaccount.google.com/ as outlined above, you should be able to easily switch between languages, including the dictionary.

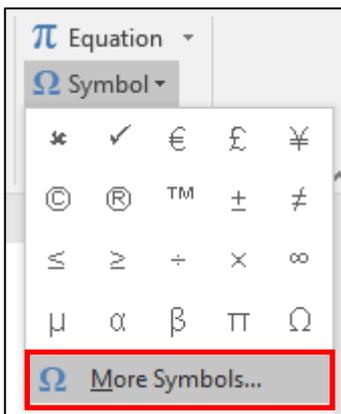
How to type in other languages that use accents (e.g. French or Spanish)

Microsoft Word

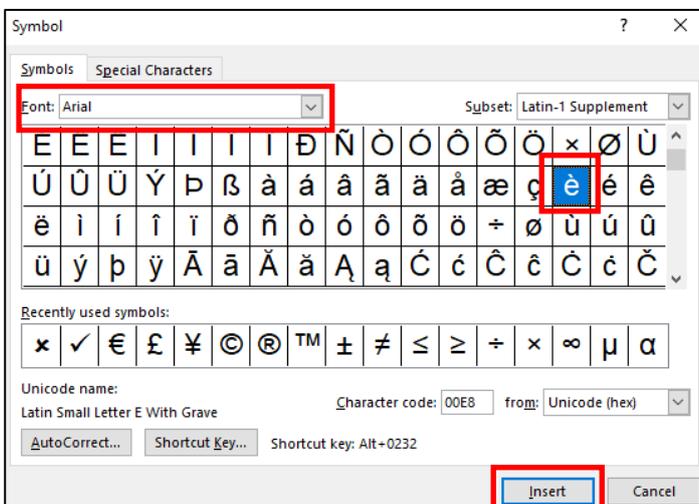
Select the location in the document where you want to insert the accented letter. Click on the **Insert** tab, and then on **Symbol**:



Click on **More Symbols**:



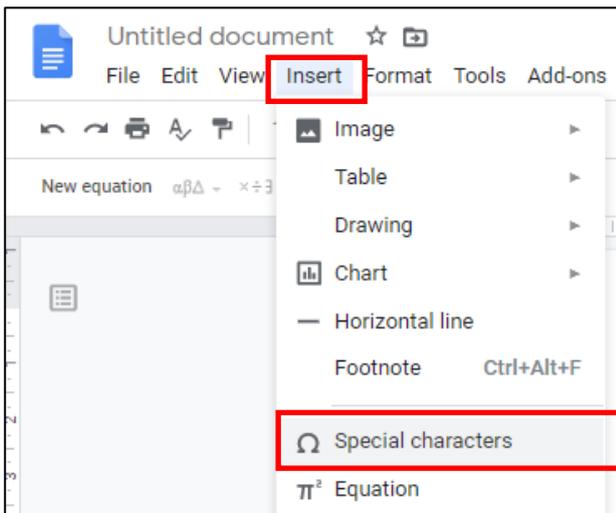
Select the correct font, then select the accented letter you want to use and click **Insert**:



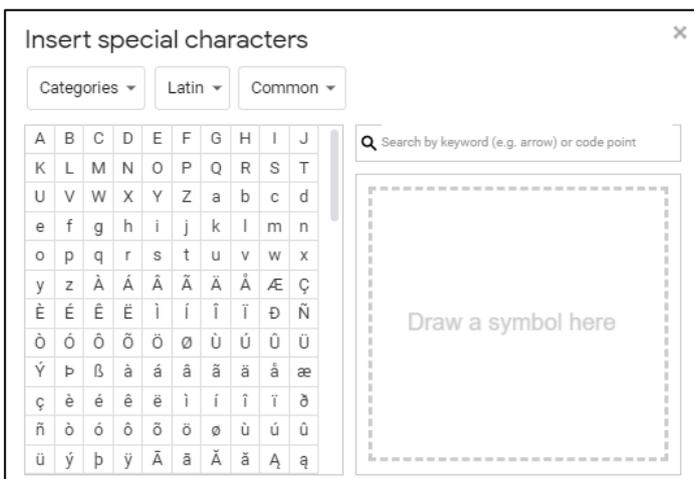
You can keep the Symbol menu open and continue typing as normal, to save having to reopen it every time you want to insert an accented letter.

Google Docs

Select the location in the document where you want to insert the accented letter. Click on the **Insert** tab, and then on **Special characters**:



The **Insert special characters** dialog will appear – click to select the accented letter you want to insert into your document:



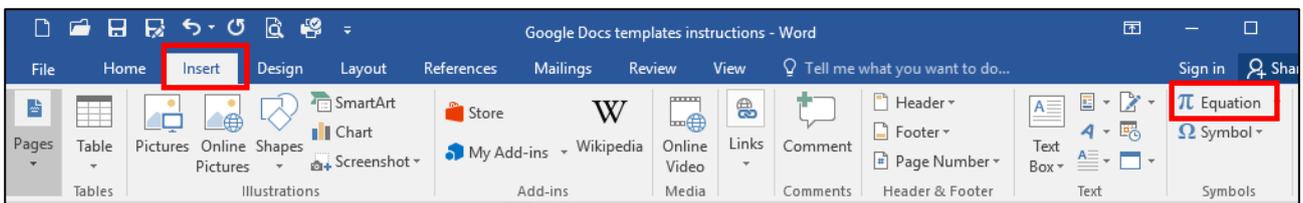
You can keep the Special Characters menu open and continue typing as normal, to save having to reopen it every time you want to insert an accented letter.

How to include mathematical formulae and calculations

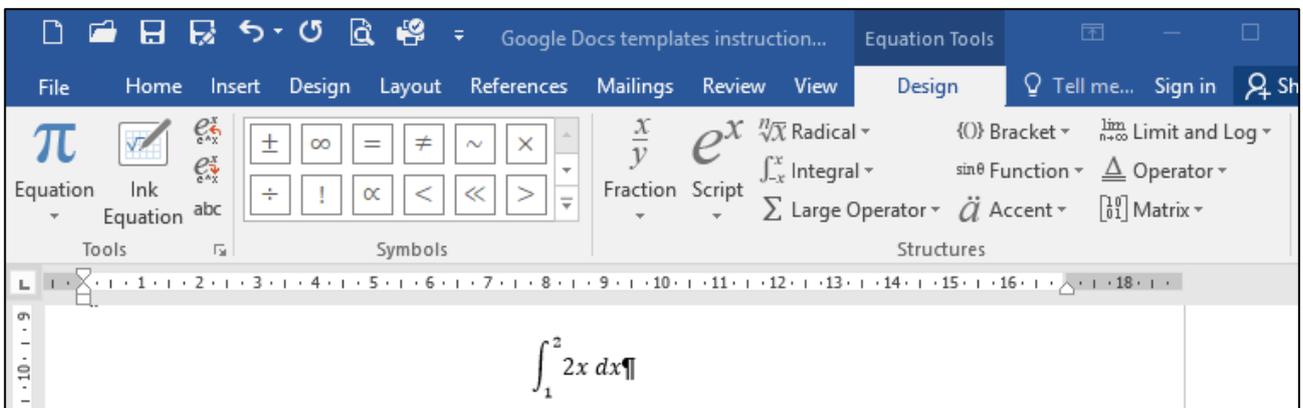
The simplest method for including mathematical formulae and calculations in your answer would be to hand write them and then take a photograph, which can be inserted into your answer paper – see the instructions above on including photographs and pictures.

Microsoft Word

To type an equation in Word, select the location in the document where you want to insert the equation. Click on the **Insert** tab, and then on **Equation**:

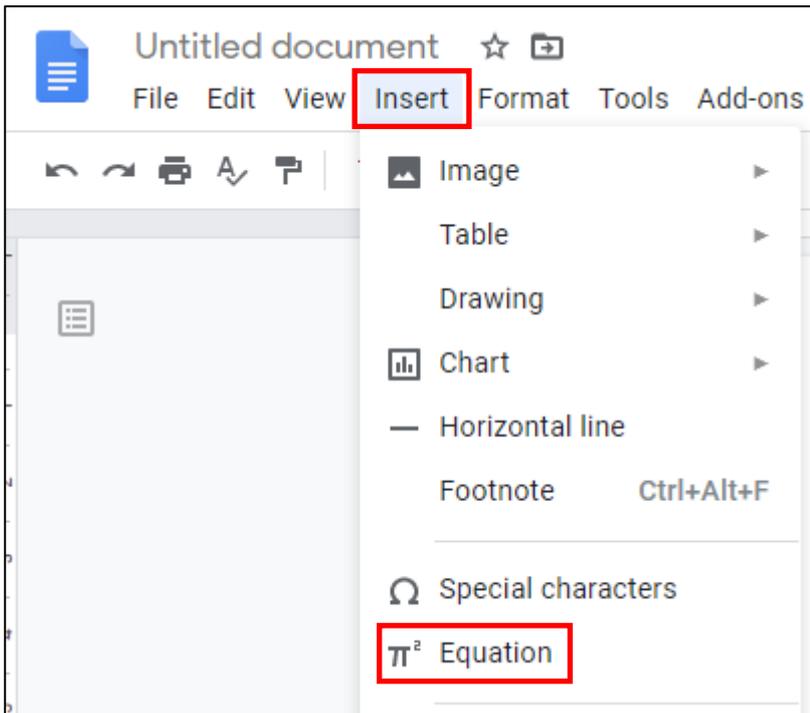


Use the **Equation Tools Design** menu to create your equation:



Google Docs

To type an equation in Google Docs, select the location in the document where you want to insert the equation. Click on the **Insert** tab, and then on **Equation**:



Use the **Equation toolbar** to create your equation:

