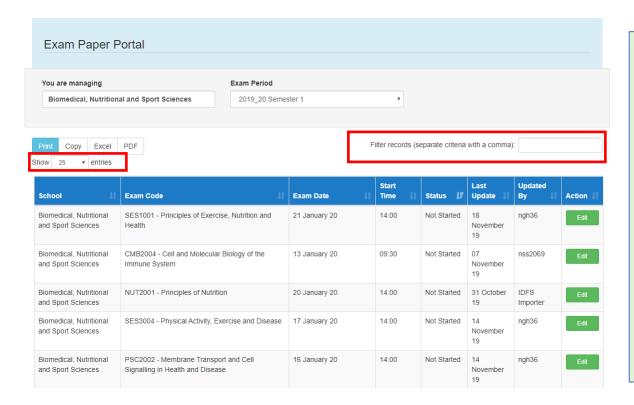
# Exam paper portal guidance

•	Loging in and finding your exam	Page 2
•	Contacts for exam paper queries	Page 3
•	Uploaded documents	Page 4
•	Exam requirements	Page 5
•	Open or closed book	Page 6
•	Special equipment	Page 7
•	Instructions for invigilator	Page 8
•	Contact	Page 9

### Logging in

Link: https://apps.ncl.ac.uk/ExamsSubmission

Only authorised users will have access to the portal and be able to submit exam papers. Users will log-in via Shibboleth (i.e. using staff username and password).



# Viewing exams

Each user will be able to view all the modules requiring an exam paper for their individual School. The list can be filtered using the 'Filter records' field on the right-hand side and the number of modules displayed on the page can also be adjusted.

# 'Missing' Exams:

If there are any exams missing from the list, then it means that the exam has not been scheduled. You will need to contact <a href="mailto:exams@ncl.ac.uk">exams@ncl.ac.uk</a> to request that the exam is scheduled first before you can submit an exam paper.

# **Paired Modules:**

For paired modules, both module codes will be listed separately, and an exam paper will need to be submitted for both separate modules. The exam paper should still detail both module codes.

### Completing exam paper portal

It's important to get enter the details of the exam on the exam paper portal correctly as this is what we use to produce the instruction sheet given to invigilators to run the exam correctly, information entered incorrectly can result in the exams office rejecting a submission.

We also find that in each exam period there are a small number of exams where some information is omitted from the portal and is only relayed to us after the exam has been approved and been sent to print, which causes a considerable amount of extra work for the exams team to ensure the correct information is added to the instruction sheets for each exam venue. So please ensure you have checked with the module leaders that the information is correct and complete before submitting.

# PHA1006 Pharmacy

In Exam Period 2023\_24 Ad Hoc Semester 2

Start Date: Wednesday, 28 February 2024

StartTime: 10:00

Duration: 1 Hours

# 1. Contacts For Exam Paper Queries

Administrator and Module Leader must be provided.

Firstname	Surname	Extension	Email	Mobile
* Firstname Required	* Surname Required	* Extension Required	* Email Required	A mobile is optional

#### Add exam contact

Enter the contact details of the administrator for the exam(you), the module leader and the nominated contact if the module leader will not be available during the exam.

Add Exam Contact

Remind module leaders that they should be available on Teams during the exam, or they must provide details of someone else who can answer exam queries on their behalf if that cannot be available.

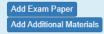
#### 2. Delivery Details For Completed Scripts

Firstname	Surname	School
* Firstname Reguired	* Surname Required	Pharmacy

# **Delivery details for completed scripts**

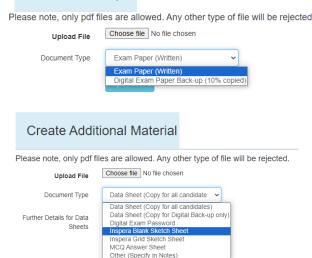
The contact who completed exam papers and/or attendance lists should be returned to after the exam (usually the module leader or education manager)

#### 3. Uploaded Documents



Upload the exam paper and any other required materials.

#### Create Exam Paper



#### Adding exam paper

If the exam is a written exam, eg every student will need a copy of the exam, select "Exam Paper (Written)"

If the exam is a digital exam you should choose "Digital Exam Paper Back-up (10% copied)"

If the exam is part written and part digital each paper should be uploaded under its relevant category

# **Adding additional materials**

Select the relevant option for additional materials to be uploaded

Please note that the exams office will upload digital exam passwords and sketch sheets (if requested)

Please select a value

Question	Notes	A4 <b>~</b>	×
Size	Digital Back-up Papers should be A4	A5 A3	A4
Single Sided	ngle Sided Document will be printed double sided unless specified.		Double Sided
Document will be printed in black and white unless specified.		Black & White	
Hole Punched  If students write their answer directly onto the exam paper and it needs to be attached to a script book or infosafe cover - hole punch MUST be requested. If data sheets are to be attached to script choose hole punch.		* An answer is required	

#### **Printing Details**

This shows the default setting for printing if you require a different size or require colour instead of black and white, please select the relevant options here.

Please ensure you select the correct option for hole punching – if students will be required to write their answers on the exam paper you must select **yes**.

# Common mistakes -

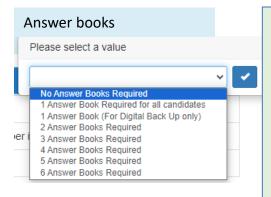
When exams are reuploaded after being rejected they are often added as the wrong type of exam despite having been done correctly the first time – ensure that you are checking the "document type" and "printing details" each time an exam is submitted

#### 4. Exam Requirements

Question	Response
Please indicate how many answer books per candidate are required?	* An answer is required
Do students require an Exam Paper Cover instead of an answer book because they are answering questions on the actual exam paper itself?	An answer is optional
Can this exam paper be published on the web next academic year?	* An answer is required

# **Exam requirements**

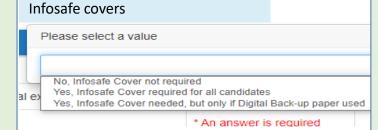
In this section you should let us know what basic exam equipment is required and whether you wish for the exam paper to be added to the exam paper repository.



#### **Answer Books**

If a written exam (or part digital part written) is to be completed in answer books, please choose the correct number of answer books that should be given to each student

If an exam is **digital** and requires an answer book only for students using the backup paper please choose "1 answer book (for digital back up only)"



#### InfoSafe Covers

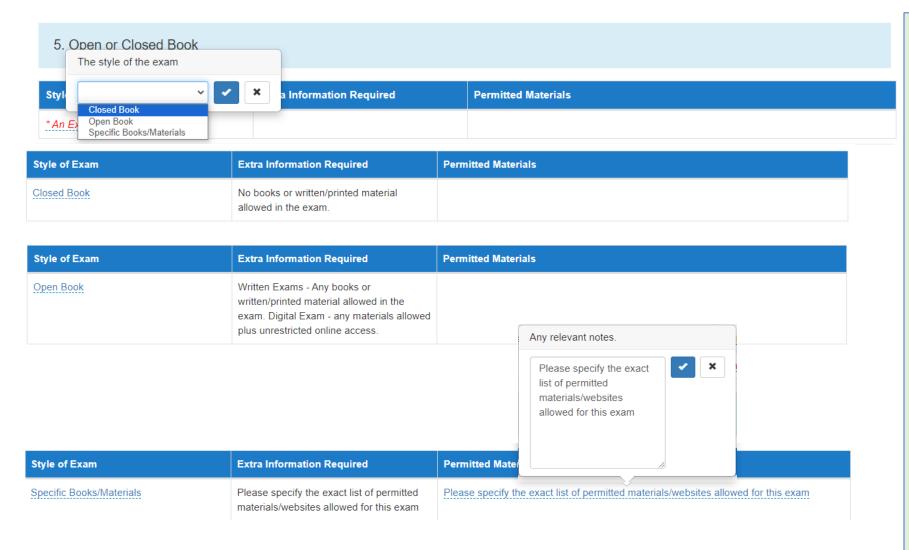
For **written** exams, if students are required to complete their answers on the question paper.

For **digital** exams where students are required to submit notes, graphs or sketch sheets for marking select "yes, Infosafe cover required for all candidates"

For **digital** exams that have a write on backup paper but otherwise do not require any papers to be submitted select "yes, Infosafe cover needed, but only if digital back-up is used"

#### Common mistakes -

• Both infosafe and answer books requested for all students, this is most common in **part digital/part written** exams, the correct option would be an answer books for all candidates and infosafe cover for digital back up only.



#### Common mistakes -

Submitting a digital exam as open book when the exam will be completed in a locked down browser

The login instructions and password sheet that we provide, and the setup of the exam is different for an exam in a nonlockdown browser. If an exam is marked as open book in the exam paper portal we may assume that the inspera exam has
been set up incorrectly leading to unnecessary additional work trying to resolve this.

This section lets us, and our invigilators know what a students should have access to during an exam. There are 3 options:

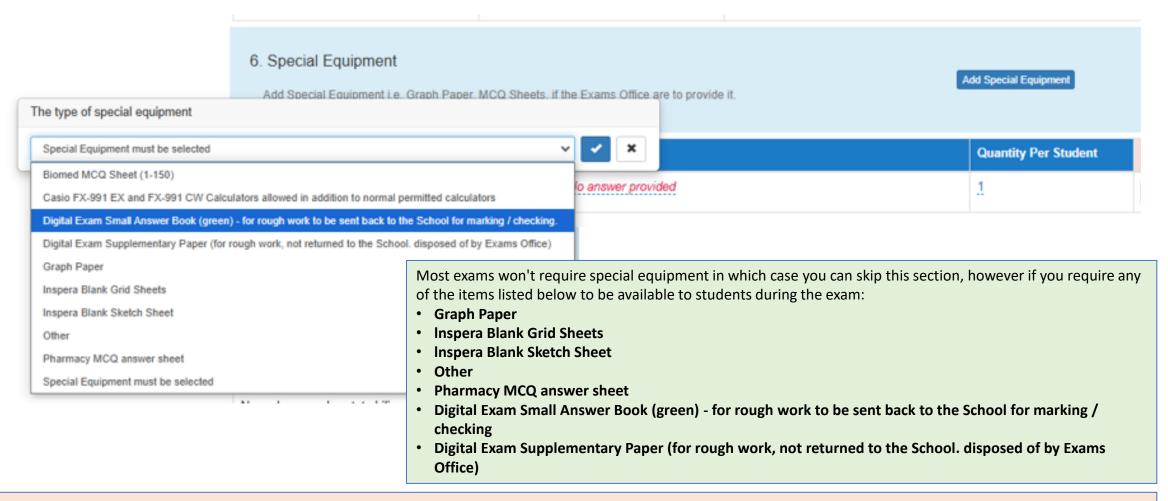
Closed book – this means that no notes or printed materials can be brought into the exam and for digital exam it also means that the exam will be in a locked down browser.

Open book – This means that any written or printed material can be brought into the exam, with no restrictions and for digital exams the exam will not be in a locked down browser, meaning that have free access to anything on the computer including full internet access – invigilators cannot be responsible for what students access online during an open book exam.

**Specific Books/Materials** – this allows you to add a note to specify what a student can bring with them to an exam. Some examples of when this option should be used:

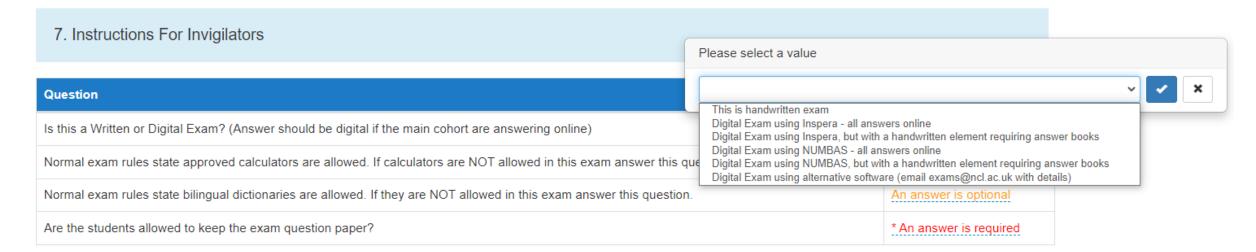
If a digital exam will be in a locked down browser but students are allowed to bring written or printed notes

For written exams, if students are allowed to bring a particular book or one A4 sheet of notes.



#### Common mistakes -

- We often find that staff enter information in this section about what materials students can bring with them into exams, that information should be in the previous section "open or closed book", This section is for you to tell us what special equipment the exams office should provide to students in the exam
- We regularly receive emails after instructions have been printed asking if students will get note paper in digital exams. All students will automatically receive 1 side of A4 for notes, if you know that all students are likely to need more than that or if you require notes from a digital exam to be submitted for marking then please select one of the supplementary paper options



# Is this a written or digital exam?

Most exams will be either **written** or **digital** but a small number of exams each period will have both a written component and a digital component and it is important that the invigilators get the right information.

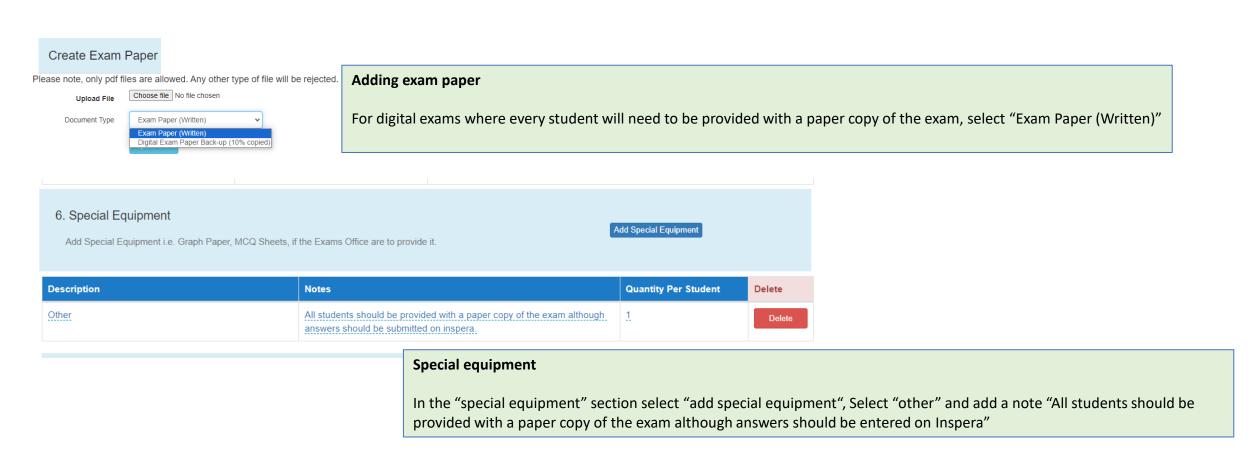
The option "Digital exam but with a handwritten element" does not apply to digital exams where students will submit a sketch sheet or graph

#### Common mistakes -

Sometimes we see exams being noted here as "digital exam, but with a handwritten element" when in fact the exam is a fully digital, but the backup paper requires an answer book. This is NOT correct this question should be answered with the assumption that the exam will go ahead as scheduled (eg a digital exam will be completed on the relevant digital platform.

A sample exam paper, an exam paper checklist and deadlines for exam paper submissions can be found here: <a href="https://www.ncl.ac.uk/exams/staff/">https://www.ncl.ac.uk/exams/staff/</a>
If you have any queries, please contact the exams team on <a href="mailto:exams@ncl.ac.uk">exams@ncl.ac.uk</a>

# Adding exam papers where all students require a paper copy



All other sections should be completed as per normal exam paper portal guidance