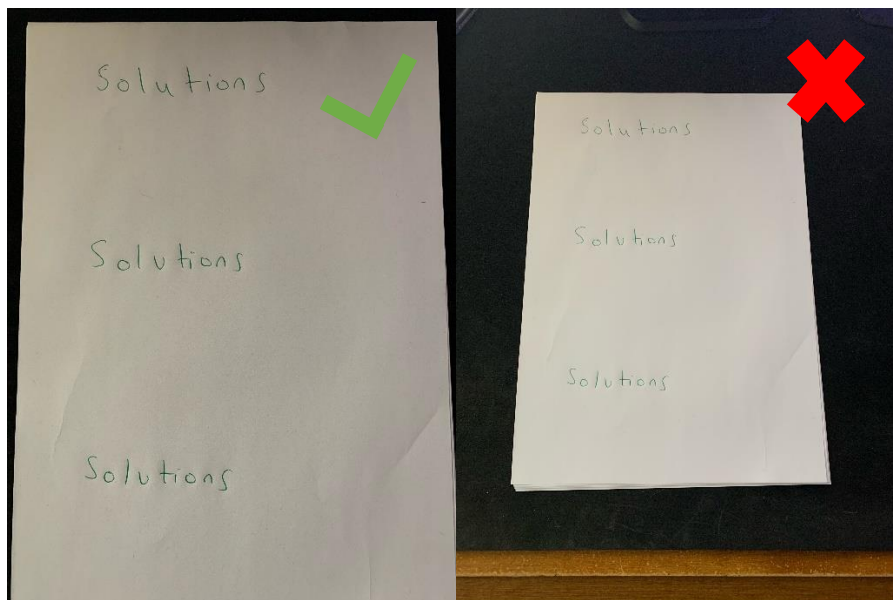


ONLINE EXAMINATION SUBMISSION GOOD PRACTICE

- Please ensure that you are online and ready to sit the exam in advance of the examination time.
- The majority of exams will be supplied via Moodle. They will be available inside the particular module page that you are being examined in (e.g. Analytical Methods). Your submissions will also need to be uploaded to a submission link in the same module page (you will get 30 mins at the end of the exam to do this). *Please check with your lecturer for instructions on how your exam will be supplied and held.*
- Please make sure that each page of your submission has the following written at the top – **Name, student number, module name and code, date, page number (page X of Y)**. The page numbers are particularly important to help the marker navigate your answers. These can be written on your sheets of paper in advance of the exam starting, to save time.
- Make sure that mathematical/analytical solutions have their final answer indicated clearly (draw a box around it or highlight it).
- You will be able to submit multiple pictures of your solutions to Moodle, however some lecturers may request that you put them in a Word document before uploading. **Please make sure that your solutions are legible and are not blurred.** The 30 minutes submission time at the end of the exam is to ensure that your submissions are presentable and easily readable by the marker.
- When taking pictures of your solutions, make sure that your solutions fill the whole picture and do not take the picture from a far distance:



- If you are submitting via a single Word document, please ensure that you have one page/picture of solutions per page on Word. Make sure that these are all in the same orientation and not a mixture of portrait and landscape (unless the particular exam solution necessitates this).