

## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

Please follow the steps to submit your answer sheets of the take-home examinations:

- 1) Fill in the required information clearly at the upper part of on EVERY answer sheet.
- 2) Put your answers and state the question number within the border on the answer sheet.

For answer script - EVERY answer sheet MUST include (a) full student name, (b) student number, (c) subject code, (d) subject group, (e) page number & (f) total number of pages.

(1) Name: Chan Tai Man Student No.: 123456785  
Subject Code: SEHS4577 Subject Group: 201  
Page No.: 1 Total no. of pages: 2

Put your answer here:

(2)

Sample

## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

3) Before submitting the file, double check the accepted file type, maximum file size and the requirement of the answers (i.e. handwritten answers or typing answers). This information can be found on the Take-Home Examinations Schedule, cover page of the question paper and the submission page on Moodle. Depending on the requirement of the answers and file type, use either one of the following submission methods:

(i) **“Typing Answers”** and accepted File Type: **“Word Format”**

Type your answers on the answer sheets in Microsoft Word and submit the Word file via Moodle.

(ii) **“Typing Answers”/ “Handwritten Answers”** and accepted File Type: **“pdf Format”**

For **“Typing Answers”**:

- Type your answers on the answer sheets in Microsoft Word and save in pdf format.

For **“Handwritten Answers”**:

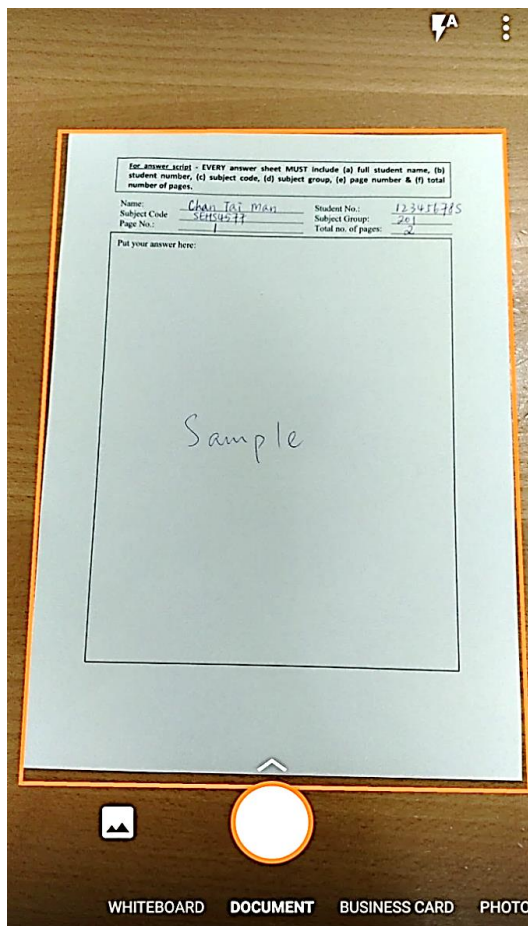
- Write your answers using appropriate iPad/tablet computer application and save in pdf format; OR
- Use scanner to scan your handwritten answer sheets; OR
- Use mobile phone to CLEARLY capture your handwritten answer sheets by **“Microsoft Office Lens”** app.

(iOS: <https://apps.apple.com/us/app/microsoft-office-lens-pdf-scan/id975925059>)

Android: <https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&hl=en>)

Steps of using “Microsoft Office Lens”:

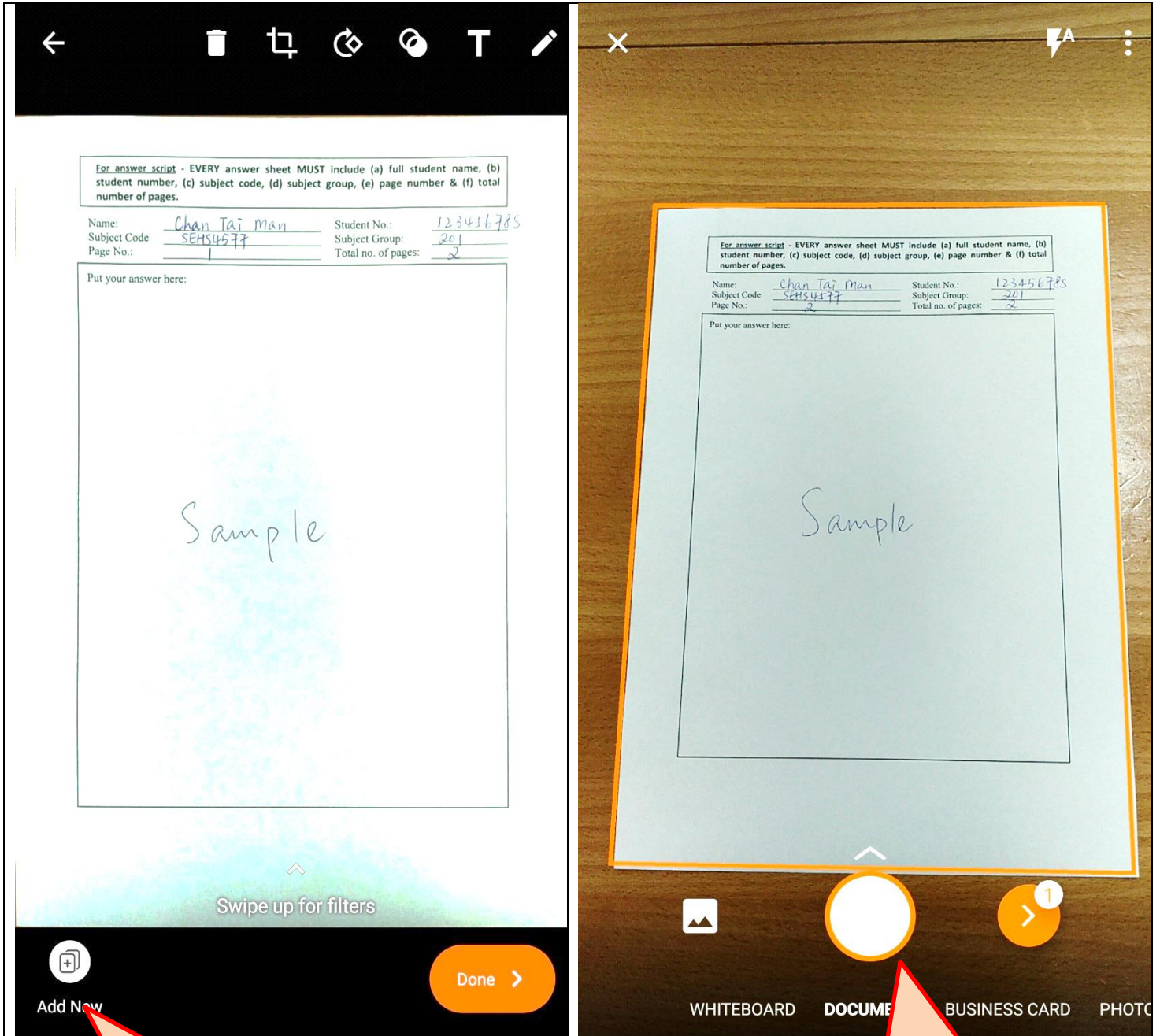
**Step 1** – Open the app on your mobile phone and take clear photo of EACH of your answer sheet.



- Each of your answer sheet must be photographed **within this area**;
- Photograph all pages according to the order of the page number.

## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

**Step 2** – After taking photograph of Page 1, add Page 2 to the app by taking photos as follows:

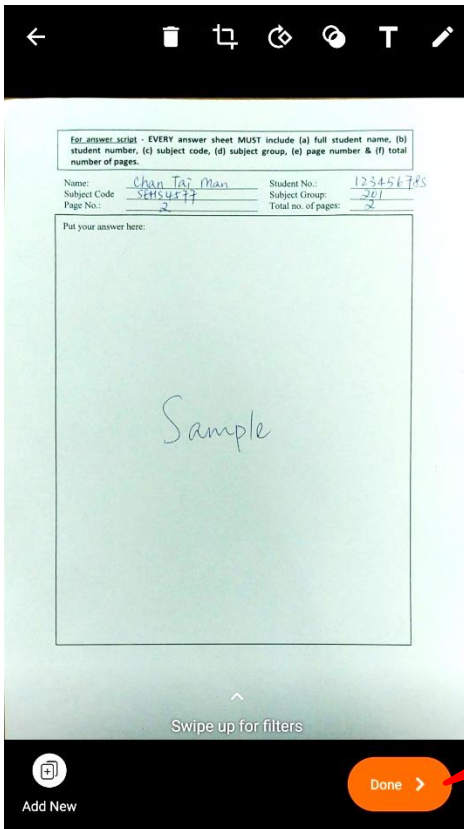


Click this button for adding Page 2.

Click this button for taking photograph for Page 2.

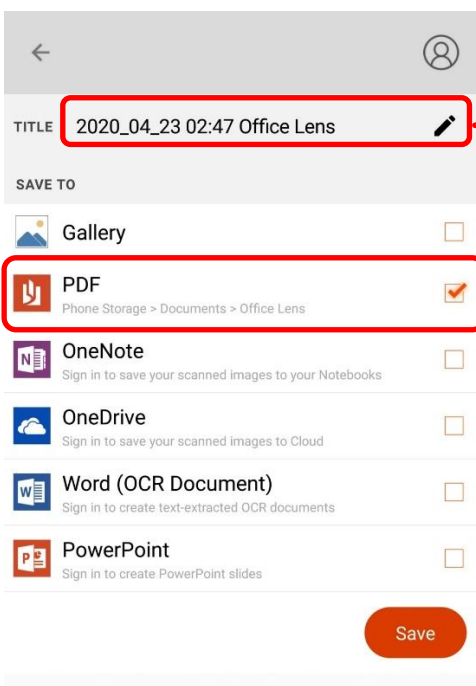
## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

**Step 3** – After taking photograph of Page 2, repeat Step 2 until all pages are added onto the app. Then, click “Done” button.



Click this button after adding all pages.

**Step 4** – After taking photographs of all pages, revise the filename and the file save as pdf file.



Use your student ID number, subject code and “Exam” as filename (e.g. **12345678S SEHS4577Exam**)

Select PDF, then click Save.



## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

- 4) If file size of your pdf file is larger than the accepted file size, use “pdf file resize” method to reduce the file size of your pdf file. (Suggested webpage: PDF Resizer - <https://pdfresizer.com/resize>)

### Steps of using “PDF Resizer”:

**Step 1** – Go to the webpage using web browser and upload your pdf file.

The screenshot shows a web browser window at the URL [pdfresizer.com/resize](https://pdfresizer.com/resize). The page features a navigation menu with options: Merge PDF, Split PDF, Resize PDF, Convert PDF, Crop PDF, Rotate PDF, Optimize PDF, Reorder PDF, Delete pages, N-UP, and JPG to PDF. A prominent advertisement for Grammarly is visible on the left. The main content area is titled "Resize PDF" and includes a "Choose files" section with a "Choose Files" button (labeled "No file chosen") and an "Upload files!" button. Three red callout boxes with white text provide instructions: "1. Go to the webpage" points to the browser address bar; "2. Select your pdf file by clicking this button" points to the "Choose Files" button; and "3. Click 'Upload files'" points to the "Upload files!" button.

## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

**Step 2** – After your pdf file has been uploaded, follow the below steps to resize and download your pdf file.

The screenshot shows the PDFResizer.com website interface. At the top, there is a navigation bar with various PDF tools: Merge PDF, Split PDF, Resize PDF, Convert PDF, Crop PDF, Rotate PDF, Optimize PDF, Reorder PDF, Delete pages, N-UP, and JPG to PDF. The main content area is titled "Resize PDF" and features a sidebar on the left with a "Secure Your Site" advertisement. The central workspace displays a list of uploaded files, with "2020\_04\_23 02\_59 Office Lens.pdf" selected, showing its original size of 580.85 KB and 2 pages. Below this, there are options to "Resize PDF to resolution:" with buttons for "low 72dpi", "med 150dpi" (which is selected), "high 300dpi", and "high+ 300dpi". There is also a "Set paper size:" dropdown menu currently set to "Keep unchanged". A blue button labeled "Looks good, do the magic! »" is positioned at the bottom of the workspace. On the right side, a preview of the resized PDF is shown with a download link and updated statistics: "Download 580,85 KB » 215,25 KB -2.94% Actions".

5. Select resolution “150dpi” to reduce the file size.

4. Your uploaded pdf file (e.g.size: 580KB)

6. Click this button to resize your pdf file.

7. Download your resized pdf file (e.g. The size has been reduced from 580KB to 215KB.)

## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

**Step 3** – After downloading your resized pdf file, rename your downloaded pdf file by using student ID number, subject code and “Exam” as filename (e.g. **12345678S SEHS4577Exam**)

Rename your downloaded pdf file.

The image shows a side-by-side comparison of two PDF files. On the left is the original PDF file, and on the right is the resized PDF file. Both files contain the same content: a header with instructions, a form with student details, and a large text area with the word 'Sample' written in the center. The original file is 580KB, and the resized file is 215KB. A red callout box at the top right points to the resized file with the text 'Rename your downloaded pdf file.' A red callout box at the bottom center states 'Quality are the same after resizing.'

For answer script - EVERY answer sheet MUST include (a) full student name, (b) student number, (c) subject code, (d) subject group, (e) page number & (f) total number of pages.

Name:	Chan Tai Man	Student No.:	12345678S
Subject Code:	SEHS4577	Subject Group:	201
Page No.:	1	Total no. of pages:	2

Put your answer here:

Sample

Original pdf file (580KB)

Resized pdf file (215KB)

Quality are the same after resizing.

## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions


5) Upload the file of your answer sheets onto Moodle via the designated submission link.


(A) For Submission Link with Moodle Assignment Setting

**Step 1** – After login Moodle, select Division [e.g. Science, Engineering and Health Studies (SEHS)] → “2021/22 Semester 2” → Subject Code (e.g. SEHS4577) → “Centralized Group” to enter the page of Take-Home Examinations of the subject.

**Step 2** – Click “Submission Link”.

### Take-home Examination

 Question Paper  
**Restricted** Available from **12 December 2020, 9:30:00 AM**

 Answer Sheet  
**Restricted** Available from **12 December 2020, 9:30:00 AM**



#### Submission of Take-Home Examination

**Declaration of Original Work**

- By clicking the box of “(Declaration of Original Work)” on the next page of Submission Link, you hereby declare that the work in the answer sheet is completely your own work. No part of the answer sheet is taken from other people’s work without giving them credit. All references have been clearly cited. You understand that an infringement of this declaration leaves you subject to disciplinary actions such as mark deduction, disqualification or even expulsion by the School.
- If necessary, you may be invited to provide more information on your submission.

**Important Notes**

- The Submission Link is available for use starting from the examination date and start time.
- **Late submission after the designated submission deadline is not allowed.**
- **Submission Instructions of Take-Home Examinations:** : [click to open](#)
- Make sure that you have submitted the correct and entire file for the subject concerned.
- Make sure there is no missing page in your submission.
- You **MUST** include (a) full student name, (b) student number, (c) subject code, (d) subject group, (e) page number and (f) total number of pages on **EVERY** answer sheet.
- Only a **single PDF file less than 20MB** will be accepted.

 Submission Link (Deadline 12 Dec 12:45:00PM) 



## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

**Step 3** – Click “Add Submission”.

Submission Link (Deadline 12 Dec 12:45:00PM)

Submission status

Submission status	No attempt
Grading status	Not marked
Due date	Saturday, 12 December 2020, 12:45:00 PM
Time remaining	2 hours
Last modified	-

Submission comments

[+](#) Comments (0)


Add submission

3

You have not made a submission yet

## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

**Step 4** – Check the box of “Declaration of Original Work”.






**Step 5** – Click  and upload the file of your answer sheets.

**Step 6** – Click “Save changes”


Submission Link (Deadline 12 Dec 12:45:00PM)

**4**  Declaration of Original Work) This assignment is my own work, except where I have acknowledged the use of the works of other people.

File submissions Maximum size for new files: 20MB, maximum attachments: 1

**5**     

Files

  
You can drag and drop files here to add them.


Accepted file types:  
PDF document .pdf

**6** Save changes Cancel

## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

**Step 7** – You can view your submission status.

Submission status

Submission status	Submitted for grading
Grading status	Not marked
Due date	Saturday, 12 December 2020, 12:45:00 PM
Time remaining	Assignment was submitted 9 mins 30 secs early
Last modified	Saturday, 12 December 2020, 12:35:30 PM
File submissions	 <a href="#">12345678S SEHS4577Exam.pdf</a>
Submission comments	<a href="#">+ Comments (0)</a>

[Edit submission](#)

You can still make changes to your submission

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## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions


### (B) For Submission Link with Turnitin Assignment Setting

**Step 1** – After login Moodle, select Division [e.g. Science, Engineering and Health Studies (SEHS)] → “2021/22 Semester 2” → Subject Code (e.g. SEHS4577) → “Centralized Group” to enter the page of Take-Home Examinations of the subject.

**Step 2** – Click “Submission Link”.

### Take-home Examination

 Question Paper  
**Restricted** Available from **12 December 2020, 9:30:00 AM**

 Answer Sheet  
**Restricted** Available from **12 December 2020, 9:30:00 AM**



#### Submission of Take-Home Examination

**Declaration of Original Work**

- By submitting your work, you hereby declare that the work in the answer sheet is completely your own work. No part of the answer sheet is taken from other people’s work without giving them credit. All references have been clearly cited. You understand that an infringement of this declaration leaves you subject to disciplinary actions such as mark deduction, disqualification or even expulsion by the School.
- If necessary, you may be invited to provide more information on your submission.

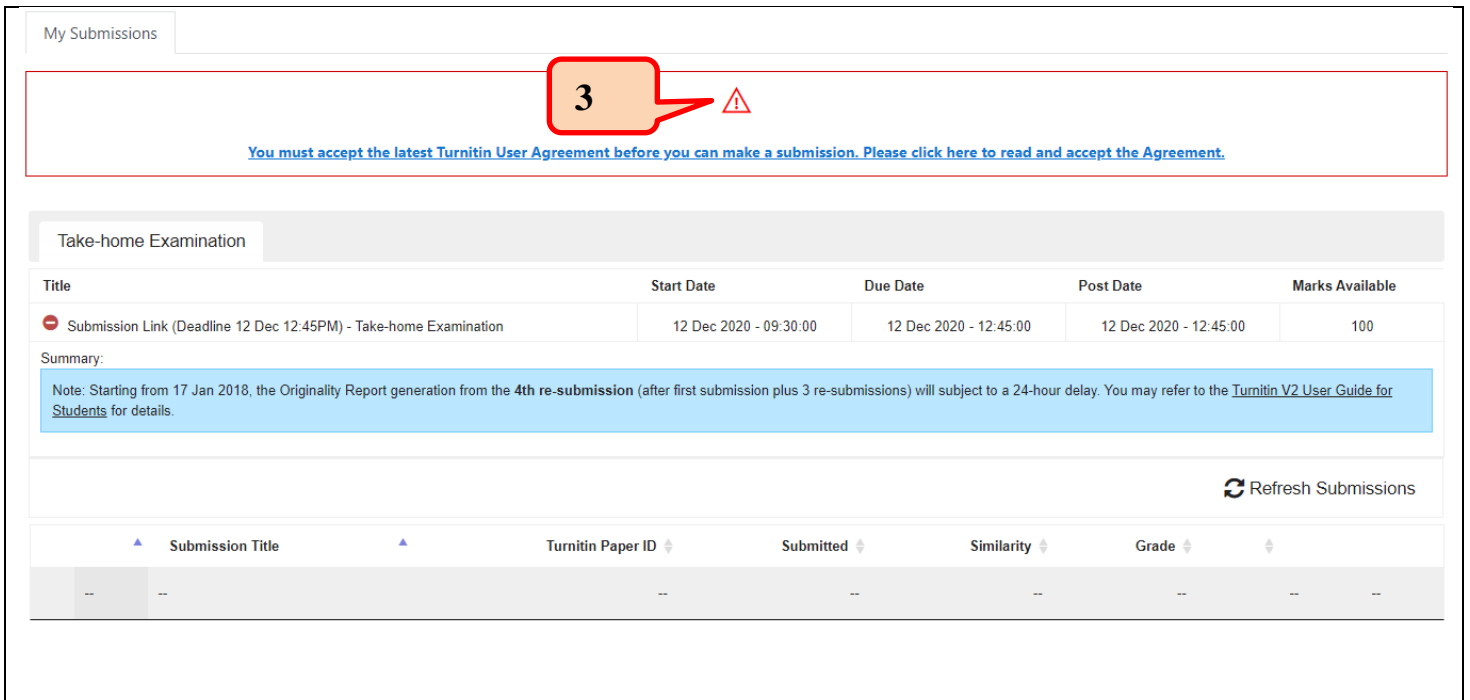
**Important Notes**

- The Submission Link is available for use starting from the examination date and start time.
- **Late submission after the designated submission deadline is not allowed.**
- **Submission Instructions of Take-Home Examinations:** : [click to open](#)
- Make sure that you have submitted the correct and entire file for the subject concerned.
- Make sure there is no missing page in your submission.
- You **MUST** include (a) full student name, (b) student number, (c) subject code, (d) subject group, (e) page number and (f) total number of pages on **EVERY** answer sheet.
- Only a **single WORD file less than 40MB** will be accepted.

 [Submission Link \(Deadline 12 Dec 12:45:00PM\)](#) 

## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

**Step 3** – If it is your first time to use Turnitin, click the box under “My Submission”.



The screenshot shows the Turnitin submission interface. At the top, there is a "My Submissions" tab. A red box highlights a warning message: "3 You must accept the latest Turnitin User Agreement before you can make a submission. Please click here to read and accept the Agreement." Below this, there is a "Take-home Examination" section with a table of submissions. The table has columns for Title, Start Date, Due Date, Post Date, and Marks Available. A summary note is displayed below the table, stating: "Note: Starting from 17 Jan 2018, the Originality Report generation from the 4th re-submission (after first submission plus 3 re-submissions) will subject to a 24-hour delay. You may refer to the [Turnitin V2 User Guide for Students](#) for details." A "Refresh Submissions" button is located to the right of the table. Below the table, there is a list of submission details with columns for Submission Title, Turnitin Paper ID, Submitted, Similarity, and Grade.

Title	Start Date	Due Date	Post Date	Marks Available
Submission Link (Deadline 12 Dec 12:45PM) - Take-home Examination	12 Dec 2020 - 09:30:00	12 Dec 2020 - 12:45:00	12 Dec 2020 - 12:45:00	100

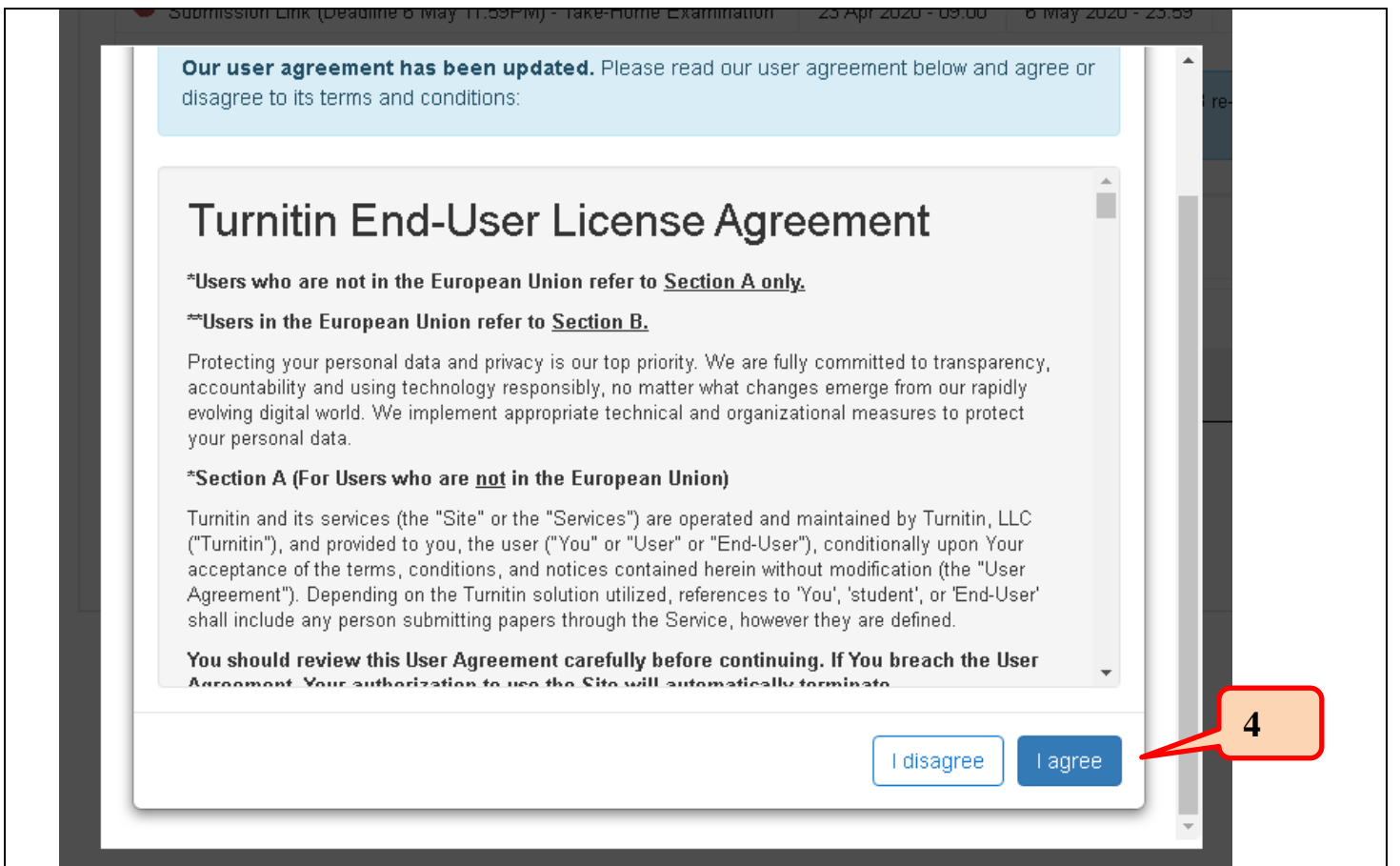
Summary:

Note: Starting from 17 Jan 2018, the Originality Report generation from the 4th re-submission (after first submission plus 3 re-submissions) will subject to a 24-hour delay. You may refer to the [Turnitin V2 User Guide for Students](#) for details.

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
--	--	--	--	--

**Step 4** – Read the Turnitin End-User License Agreement and click “I agree”.



The screenshot shows the Turnitin End-User License Agreement dialog box. At the top, there is a blue banner that reads: "Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:". Below this, the title "Turnitin End-User License Agreement" is displayed. The text of the agreement is as follows:

**\*Users who are not in the European Union refer to [Section A](#) only.**

**\*\*Users in the European Union refer to [Section B](#).**

Protecting your personal data and privacy is our top priority. We are fully committed to transparency, accountability and using technology responsibly, no matter what changes emerge from our rapidly evolving digital world. We implement appropriate technical and organizational measures to protect your personal data.

**\*Section A (For Users who are not in the European Union)**

Turnitin and its services (the "Site" or the "Services") are operated and maintained by Turnitin, LLC ("Turnitin"), and provided to you, the user ("You" or "User" or "End-User"), conditionally upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). Depending on the Turnitin solution utilized, references to 'You', 'student', or 'End-User' shall include any person submitting papers through the Service, however they are defined.

**You should review this User Agreement carefully before continuing. If You breach the User Agreement, Your authorization to use the Site will automatically terminate.**

At the bottom of the dialog box, there are two buttons: "I disagree" and "I agree". A red box highlights the "I agree" button with the number "4".



## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

**Step 5** – Click “Submit Paper” to upload the file of your answer sheets.

The screenshot shows the 'My Submissions' page for a 'Take-home Examination'. It includes a table with columns for Title, Start Date, Due Date, Post Date, and Marks Available. Below the table is a 'Summary' section with a note about the Originality Report generation. At the bottom, there is a table with columns for Submission Title, Turnitin Paper ID, Submitted, Similarity, and Grade. The 'Submit Paper' button is highlighted with a red box, and a callout box with the number '5' points to it.

**Step 6** – Use filename of your answer sheet (e.g. 12345678S SEHS4577Exam) as “Submission Title”.

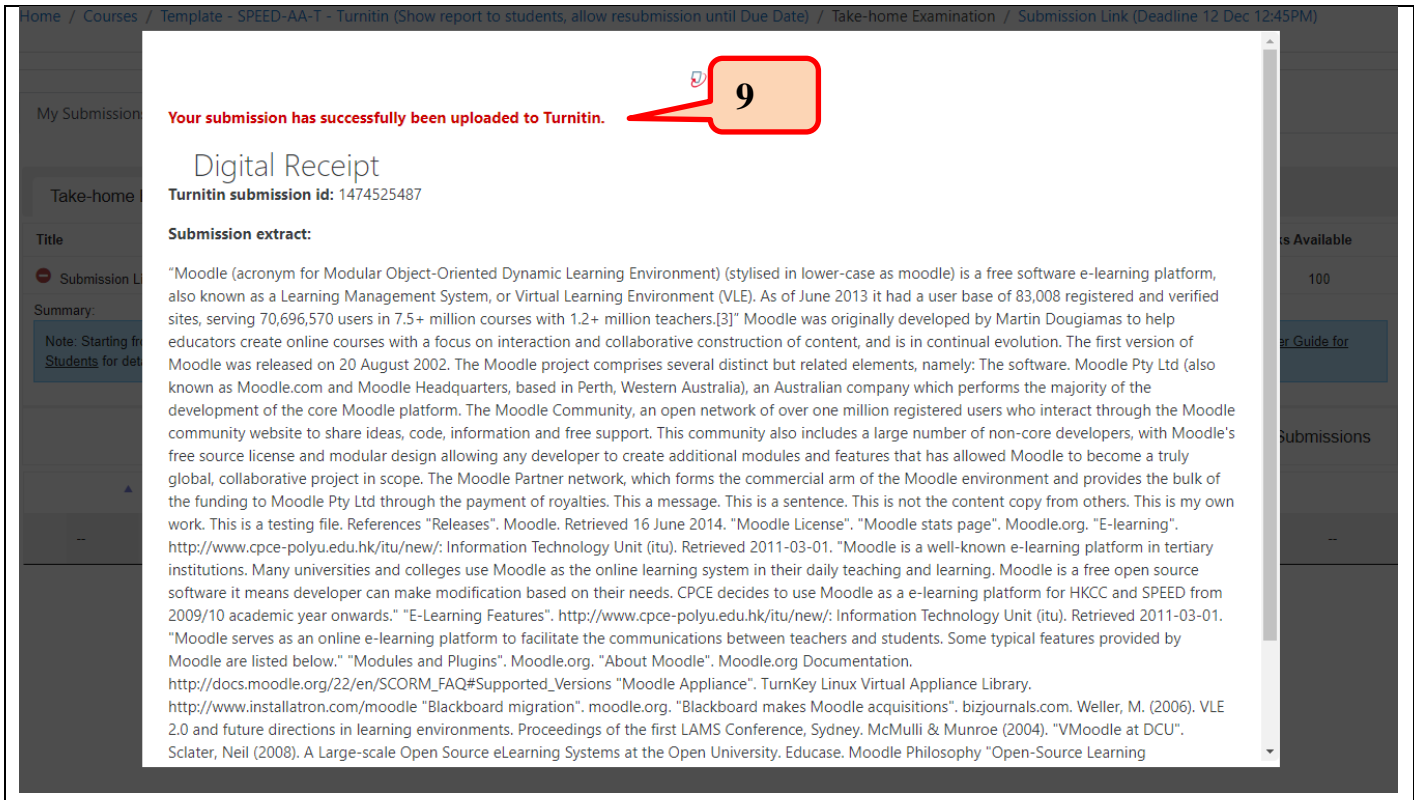
**Step 7** – Click  and upload the file of your answer sheets.

**Step 8** – Click “Add Submission”.

The screenshot shows the 'Submit Paper' form. The 'Submission Title' field is highlighted with a red box and a callout '6'. The 'File to Submit' section has a file upload icon highlighted with a red box and a callout '7'. The 'Add Submission' button is highlighted with a red box and a callout '8'. The form also includes a note about the maximum size for new files (40MB) and maximum attachments (1). At the bottom, there is a message: 'There are required fields in this form marked [red icon]'.

## Take-Home Examinations (Semester Two, 2021/22) - Submission Instructions

**Step 9** – Wait for uploading the file to Turnitin until a message “**Your submission has successfully been uploaded to Turnitin.**” has been shown.



Home / Courses / Template - SPEED-AA-T - Turnitin (Show report to students, allow resubmission until Due Date) / Take-home Examination / Submission Link (Deadline 12 Dec 12:45PM)

My Submission

Take-home

Title

Submission L

Summary:

Note: Starting fr  
Students for det

**Your submission has successfully been uploaded to Turnitin.**

**9**

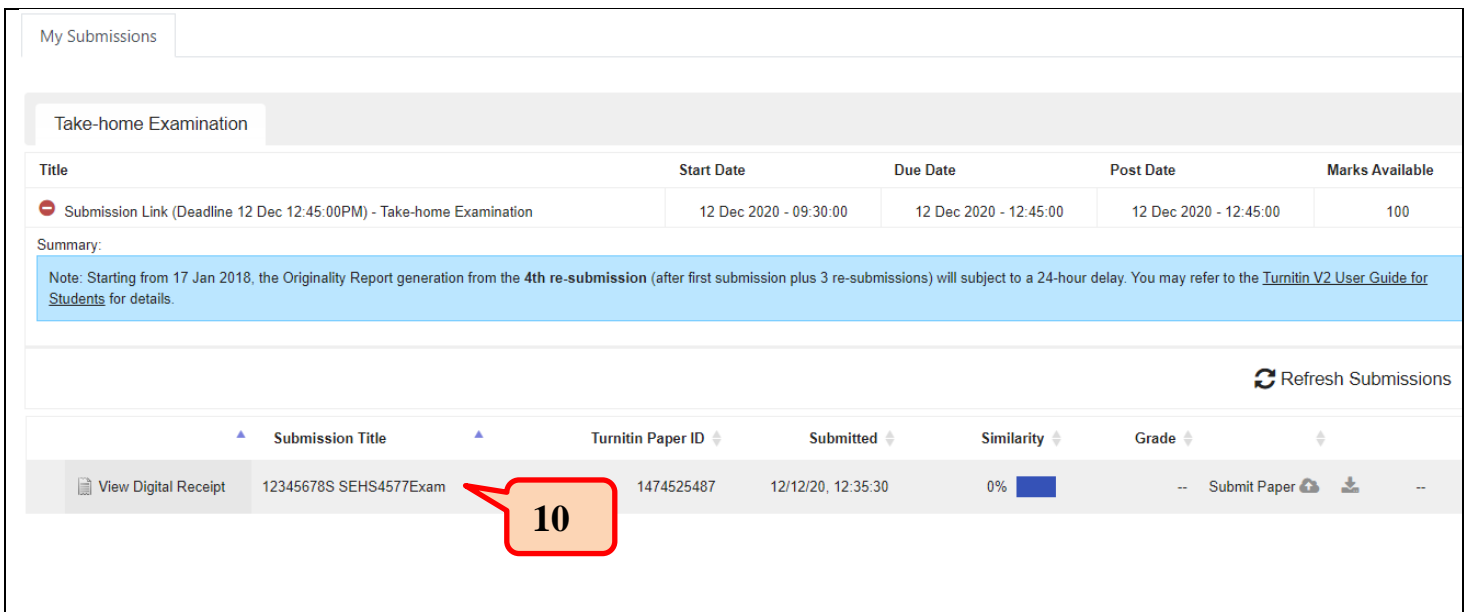
Digital Receipt

Turnitin submission id: 1474525487

Submission extract:

"Moodle (acronym for Modular Object-Oriented Dynamic Learning Environment) (stylised in lower-case as moodle) is a free software e-learning platform, also known as a Learning Management System, or Virtual Learning Environment (VLE). As of June 2013 it had a user base of 83,008 registered and verified sites, serving 70,696,570 users in 7.5+ million courses with 1.2+ million teachers.[3]" Moodle was originally developed by Martin Dougiamas to help educators create online courses with a focus on interaction and collaborative construction of content, and is in continual evolution. The first version of Moodle was released on 20 August 2002. The Moodle project comprises several distinct but related elements, namely: The software. Moodle Pty Ltd (also known as Moodle.com and Moodle Headquarters, based in Perth, Western Australia), an Australian company which performs the majority of the development of the core Moodle platform. The Moodle Community, an open network of over one million registered users who interact through the Moodle community website to share ideas, code, information and free support. This community also includes a large number of non-core developers, with Moodle's free source license and modular design allowing any developer to create additional modules and features that has allowed Moodle to become a truly global, collaborative project in scope. The Moodle Partner network, which forms the commercial arm of the Moodle environment and provides the bulk of the funding to Moodle Pty Ltd through the payment of royalties. This a message. This is a sentence. This is not the content copy from others. This is my own work. This is a testing file. References "Releases". Moodle. Retrieved 16 June 2014. "Moodle License". "Moodle stats page". Moodle.org. "E-learning". <http://www.cpce-polyu.edu.hk/itu/new/>: Information Technology Unit (itu). Retrieved 2011-03-01. "Moodle is a well-known e-learning platform in tertiary institutions. Many universities and colleges use Moodle as the online learning system in their daily teaching and learning. Moodle is a free open source software it means developer can make modification based on their needs. CPCE decides to use Moodle as a e-learning platform for HKCC and SPEED from 2009/10 academic year onwards." "E-Learning Features". <http://www.cpce-polyu.edu.hk/itu/new/>: Information Technology Unit (itu). Retrieved 2011-03-01. "Moodle serves as an online e-learning platform to facilitate the communications between teachers and students. Some typical features provided by Moodle are listed below." "Modules and Plugins". Moodle.org. "About Moodle". Moodle.org Documentation. [http://docs.moodle.org/22/en/SCORM\\_FAQ#Supported\\_Versions](http://docs.moodle.org/22/en/SCORM_FAQ#Supported_Versions) "Moodle Appliance". TurnKey Linux Virtual Appliance Library. <http://www.installatron.com/moodle> "Blackboard migration". moodle.org. "Blackboard makes Moodle acquisitions". bizjournals.com. Weller, M. (2006). VLE 2.0 and future directions in learning environments. Proceedings of the first LAMS Conference, Sydney. McMulli & Munroe (2004). "VMoodle at DCU". Sclater, Neil (2008). A Large-scale Open Source eLearning Systems at the Open University. Educase. Moodle Philosophy "Open-Source Learning

**Step 10** – Close the message of Step 9. The submitted file will be shown.



My Submissions

Take-home Examination

Title	Start Date	Due Date	Post Date	Marks Available
Submission Link (Deadline 12 Dec 12:45:00PM) - Take-home Examination	12 Dec 2020 - 09:30:00	12 Dec 2020 - 12:45:00	12 Dec 2020 - 12:45:00	100

Summary:

Note: Starting from 17 Jan 2018, the Originality Report generation from the 4th re-submission (after first submission plus 3 re-submissions) will subject to a 24-hour delay. You may refer to the [Turnitin V2 User Guide for Students](#) for details.

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
<a href="#">View Digital Receipt</a> 12345678S SEHS4577Exam	1474525487	12/12/20, 12:35:30	0%	--

**10**

Submit Paper