

Online Invigilated Examinations - Submission Instructions

Please follow the steps below to submit your answer sheets of the Online Invigilated Examination:

- 1) Fill in the required information clearly at the upper part 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.:	12345678A
Subject Code	SEHH1000	Subject Group:	201
Page No.:	1	Total no. of pages:	5

Question No.	For Examiner's Use	For Office Use
Total		

Put your answer here:

[2]

Part A

Q1.

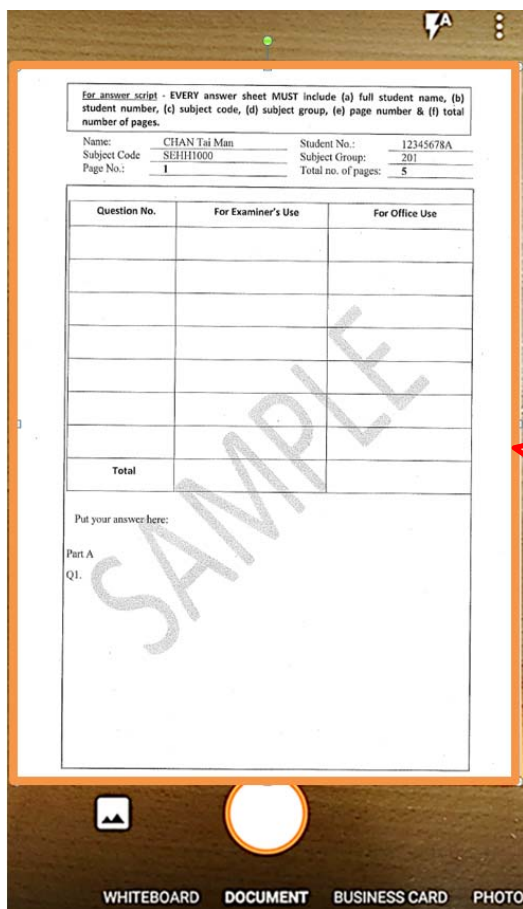
Online Invigilated Examinations - Submission Instructions

3) Before submitting the file, double check the accepted file type, maximum file size and the requirement of the answers (i.e. handwritten answers). You may use either one of the following methods to convert your answers to the accepted file type:

- 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”:

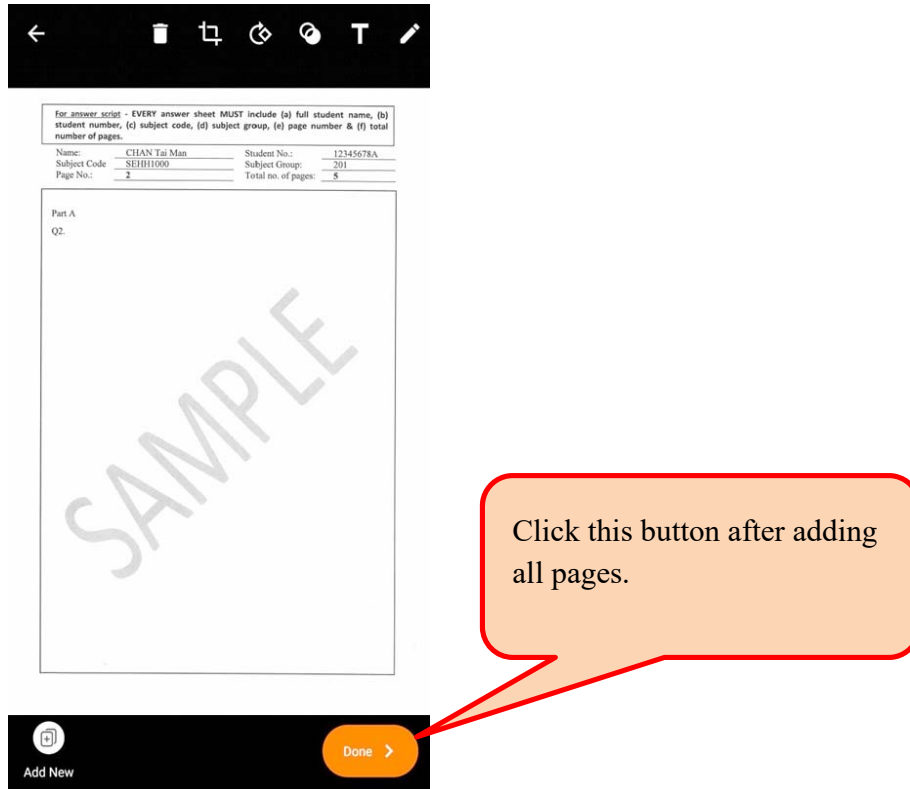
Step 1 – Open the app on your mobile phone and take clear photo of EACH of your answer sheet.



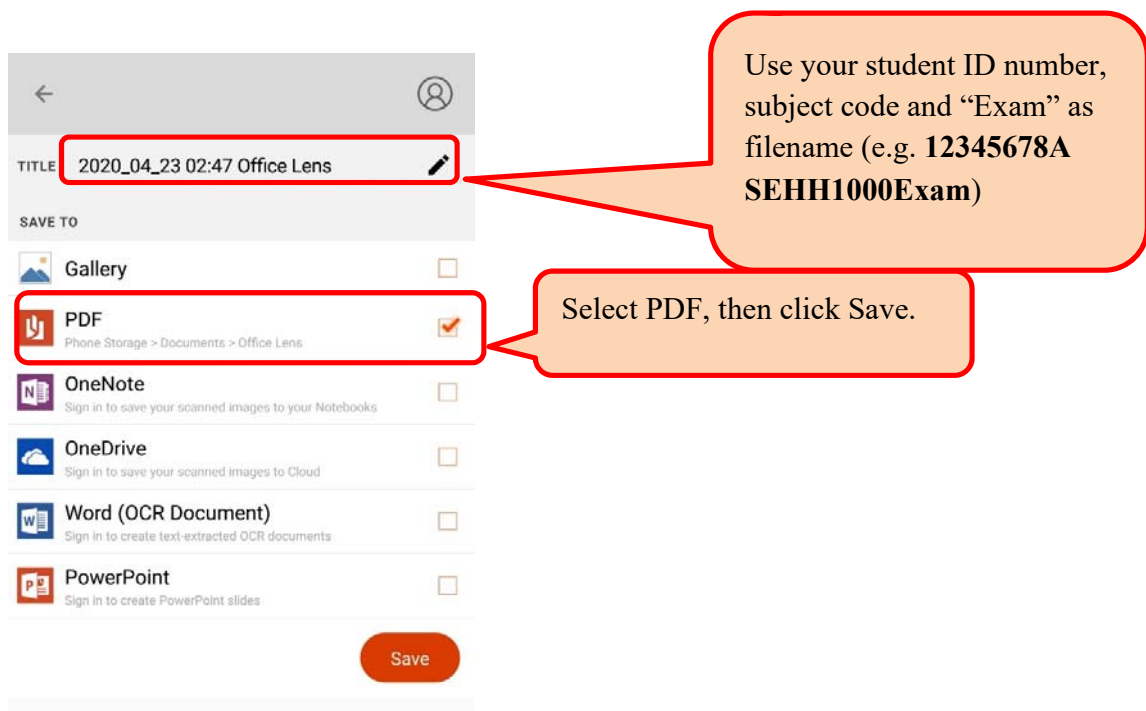
- Each of your answer sheet must be photographed **within this area**;
- Photograph all pages according to the order of the page number.

Online Invigilated Examinations - 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.



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

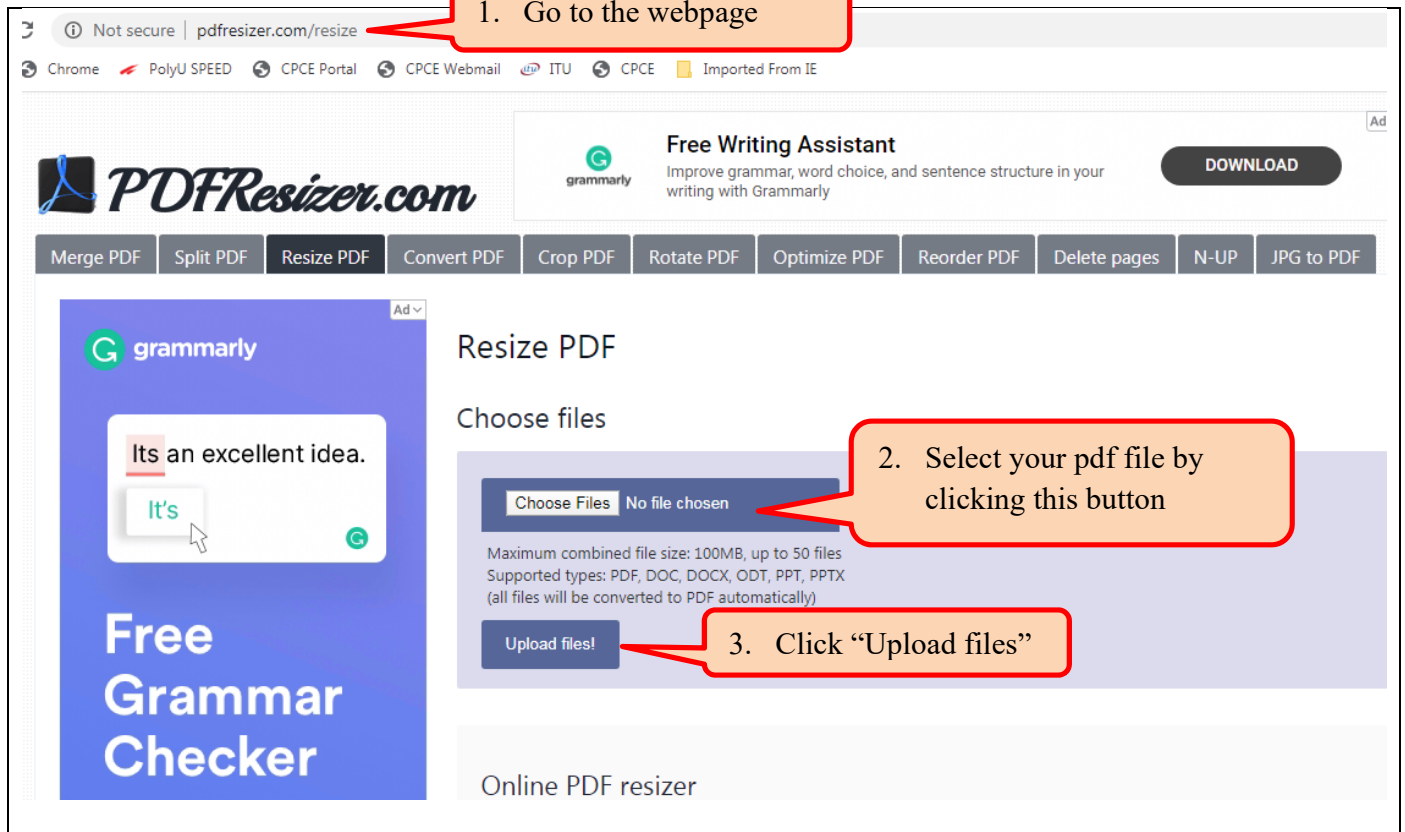


Online Invigilated Examinations - Submission Instructions

- 4) If the 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 the PDF Resizer website interface. The browser address bar displays "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 and an "Upload files!" button. Three callouts are present: 1. "1. Go to the webpage" points to the browser address bar. 2. "2. Select your pdf file by clicking this button" points to the "Choose Files" button. 3. "3. Click 'Upload files!'" points to the "Upload files!" button.

Online Invigilated Examinations - 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 toolbar with icons for split, resize, convert, crop, rotate, optimize, and pages. A file named "2020_04_23 02_59 Office Lens.pdf" is shown with a size of 580.85 KB and 2 pages. The "Resize PDF to resolution:" section has three options: "low 72dpi", "med 150dpi" (which is selected), and "high 300dpi". Below this, the "Set paper size:" section has a dropdown menu set to "Keep unchanged". A blue button labeled "Looks good, do the magic!" is visible. On the right, a "Download" button shows the file size being reduced from 580.85 KB to 215.25 KB, a 62.94% reduction. A "Secure Your Site" advertisement is visible on the left side of the page.

4. Your uploaded pdf file (e.g.size: 580KB)
5. Select resolution "150dpi" to reduce the file size.
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.)

Online Invigilated Examinations - 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. **12345678A SEHH1000Exam**).

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, including a header section with student information, a table for examiner and office use, and a section for answers. A large 'SAMPLE' watermark is visible across both pages. A red speech bubble at the top right points to the resized file with the instruction 'Rename your downloaded pdf file.' Below each page is a red-bordered box containing the file size: 'Original pdf file (580KB)' on the left and 'Resized pdf file (215KB)' on the right. At the bottom center, a red-bordered box states 'Quality is the same after resizing.'

Original pdf file (580KB)

Resized pdf file (215KB)

Quality is the same after resizing.

Online Invigilated Examinations - Submission Instructions

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

Step 1 – After login Moodle, select “Online Invigilated Examination / Test” → Academic Year and Semester (e.g. 2021/22 Summer Term) → Subject Code (e.g. SEHH1000) → “Group Online Invigilated Examination” to enter the page of Online-invigilated Exam of the subject.

CPCE Moodle 3.5

My courses in current semester

- [Go to previous semesters](#)

[▼ Collapse all](#)

▼ Online Invigilated Examination / Test

▼ 2021/22 Semester 1


▼ SEHH1000 DEMO COURSE


[Group Online Invigilated Examination](#) 1


Online Invigilated Examinations - Submission Instructions

Step 2 – Click “Submission Link”.

Online Invigilated Examination

 [Zoom Meeting Link for the Online Invigilated Examination](#)

 [Question Paper](#)

 [Answer Sheet](#)


Submission of Online Invigilated Examination

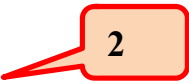
Declaration of Original Work

- 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 College/School.
- If necessary, you may be invited to provide more information on your submission.

Important Notes

- You are only allowed to access materials instructed by your Subject Lecturer/ Invigilator such as using your computer **solely** to view the question paper and submit answer sheets via Moodle.
- Complete the online invigilated examination by **handwriting** in blue/ black ink.
- The Submission Link is available for use starting from the examination date and start time.
- **Late submission is not allowed.**
- Only the **last submission** you made before the submission deadline will be marked.
- User Guides are available below for reference:
 - i. [Student Guide](#)
 - ii. [Technical Guide](#)
 - iii. [Submission Instructions](#)
- 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 50MB** will be accepted.

 [\[Examination 27 Oct 2:30:00PM - 4:30:00PM\] Submission Link \(Deadline 27 Oct 4:45:00PM\)](#)



Online Invigilated Examinations - Submission Instructions


Step 3 – Click “Add Submission”.

[Examination 27 Oct 2:30:00PM - 4:30:00PM] Submission Link (Deadline 27 Oct 4:45:00PM)

Submission status


Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 27 October 2021, 4:45:00 PM
Time remaining	26 mins 17 secs
Last modified	-
Submission comments	+ Comments (0)

[Add submission](#)



Online Invigilated Examinations - 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”

[Examination 27 Oct 2:30:00PM - 4:30:00PM] Submission Link (Deadline 27 Oct 4:45:00PM)

File submissions Maximum size for new files: 50MB, maximum attachments: 1

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

5   Files


You can drag and drop files here to add them.

Accepted file types:
PDF document .pdf



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Online Invigilated Examinations - Submission Instructions

Step 7 – You can view your submission status.

[Examination 27 Oct 2:30:00PM - 4:30:00PM] Submission Link (Deadline 27 Oct 4:45:00PM)

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, 27 October 2021, 4:45:00 PM
Time remaining	Assignment was submitted 24 mins 43 secs early
Last modified	Wednesday, 27 October 2021, 4:20:17 PM
File submissions	 12345678A_ITU1234Exam.pdf
Submission comments	 Comments (0)

[Edit submission](#)

