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 <u>one</u> 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)

<u>Steps of using "Microsoft Office Lens":</u>
Step 1 – Open the app on your mobile phone and take clear photo of EACH of your answer sheet.
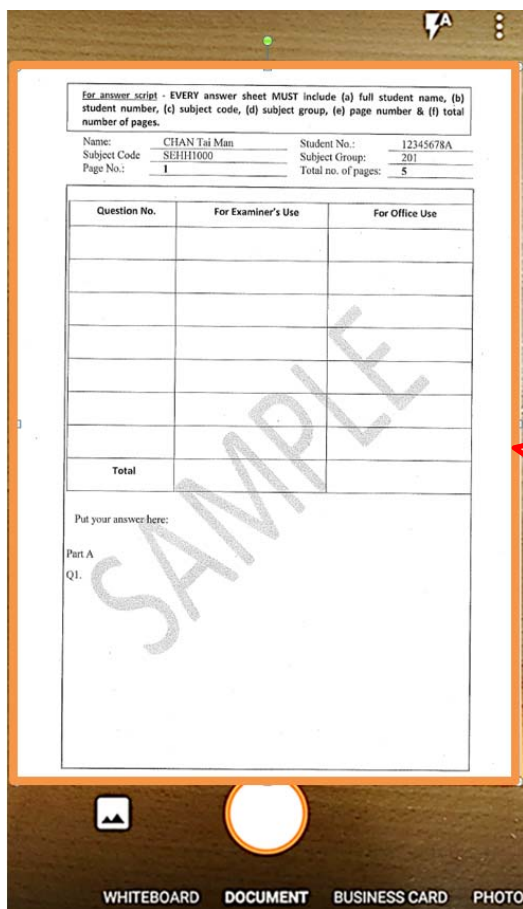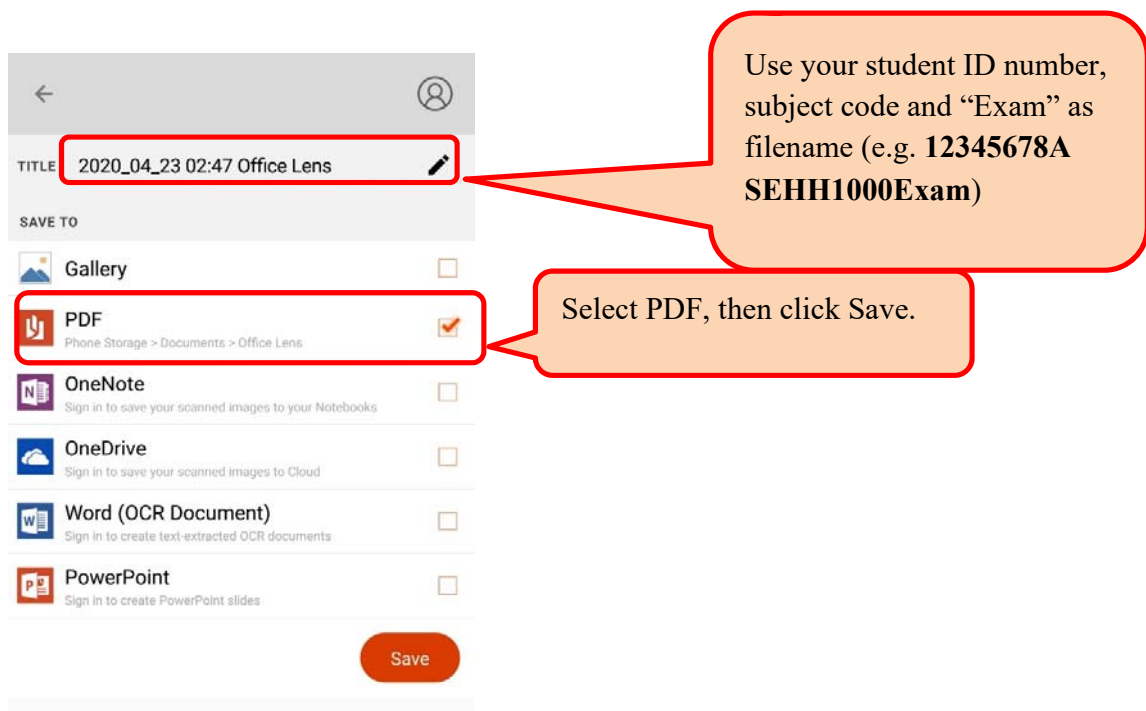

- Each of your answer sheet must be photographed **within this area**;

- Photograph all pages according to the order of the page number.

Online Invigilated Examinations - Submission Instructions

Step 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.

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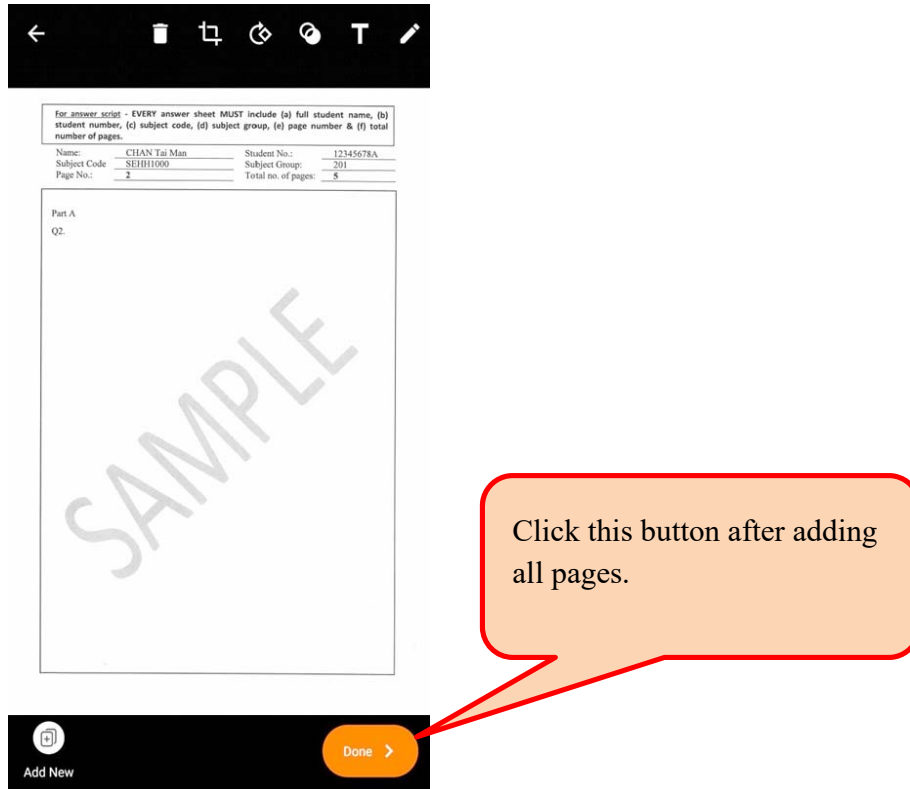
Step 4 – After taking photographs of all pages, revise the filename and save the file in pdf format.

Use your student ID number, subject code and "Exam" as filename (e.g. **12345678A SEHH1000Exam**)

Select PDF, then click Save.
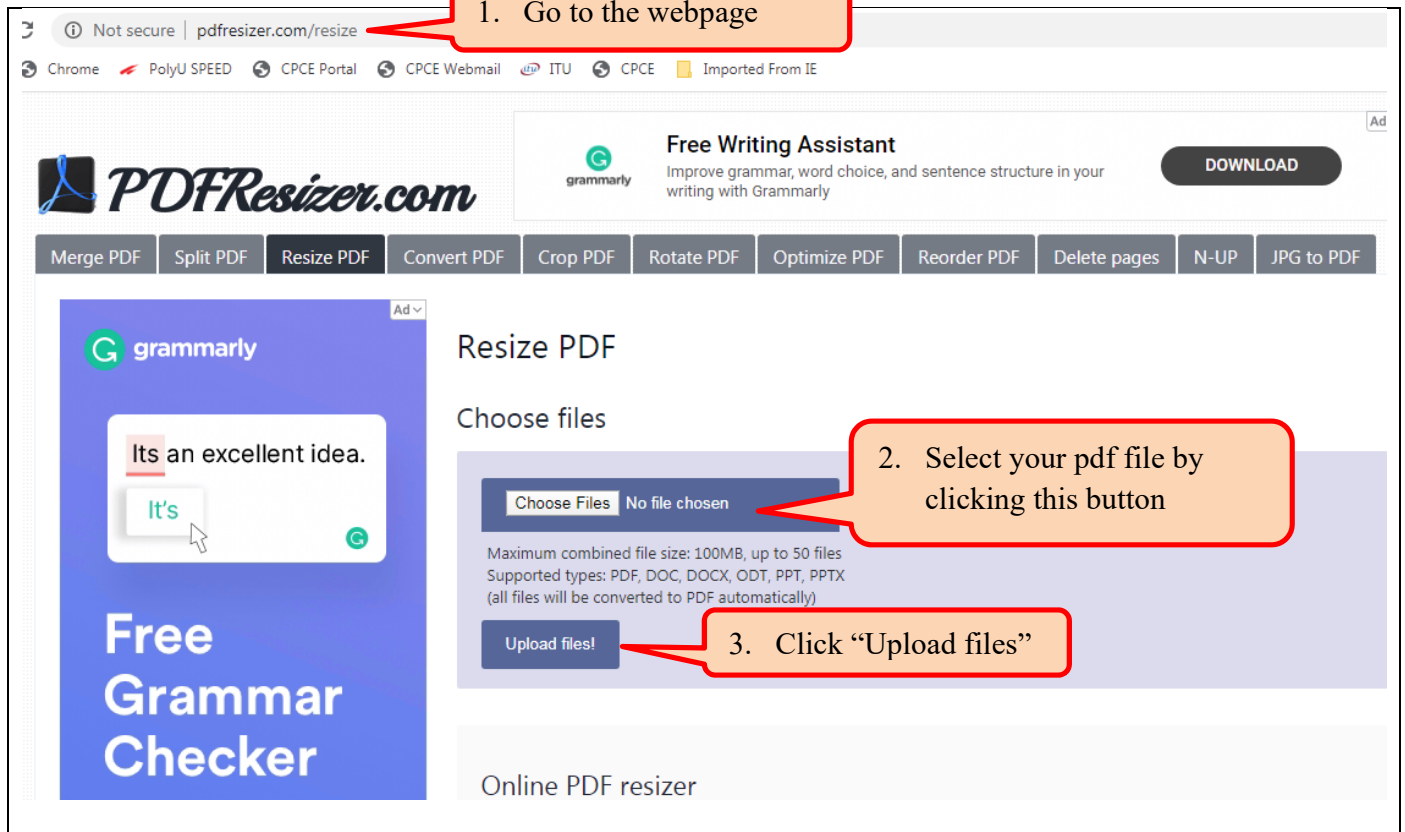
Online Invigilated Examinations - Submission Instructions

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.

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.

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.

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.

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

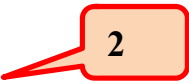### Submission of Online Invigilated Examination

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)

2

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)

3

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)

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: 50MB, 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]

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