Student Handbook for online examinations

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Before your examination, please ensure that you read through all of the relevant parts of this **guidance** carefully, so you are confident on how to complete these steps during the referred or deferred assessment period.

1. TYPES OF EXAMINATION PAPER

- **Option 1.**

  An open-book non-invigilated paper that must be completed and submitted within a 24 hour period following the examination start time written on your paper and on your examination timetable.

  You can use as much of the available 24 hours as you wish, but we do not expect the paper to take the full 24 hours to complete. An indicative amount of time, and/or a maximum word count(s), will be stipulated in the examination rubric, and on your exam timetable.

  Students will need to download, complete, and upload/submit their paper within the specified 24 hour period.

- **Option 2.**

  An open-book non-invigilated examination that must be completed and submitted within a fixed duration during a specified 24 hour period as defined on your paper and on your examination timetable.

  As soon as you begin the download of your examination paper it will be time stamped, and the fixed duration of the examination will begin.

  The duration will be adjusted, where appropriate, with respect to Individual Learning Plans.

  All students are also allowed an additional 30 minute window for submission to the relevant platforms.

  Please ensure you use the 30 minute window at the end of the fixed duration to upload and submit your work, contacting the Assessment Helpdesk should you have any problems during the examination.

  Students will need to download, complete, and upload/submit their paper within the fixed duration and the specified 24 hour period.

- **Option 3.**

  An extended examination to be taken over a number of weeks. Option 3 extended examinations are designed to be manageable alongside other time pressures, including other assessments. Module convenors could release Option 3 extended examination papers to students from 13 July onwards.

Information on which option each referred or deferred examination will be is available online.

1.1.My Timetable

We will be releasing the examination timetable for the referred/deferred assessment period on **24 July**. Check what time your exam paper will be released in MyTimetable, exam papers are being released at different times during the day. All times listed are British Summer Time (**BST**). If you're currently in a different time zone, make sure you allow for the time difference. If in doubt, use a web site like the time zone convertor.

1.2.Individual Learning Plan provision

If you have an Individual Learning Plan (ILP), and have asked the AccessAbility Service or Wellbeing Services for this to be taken into account by Friday 10th July, then you will have been notified of any specific measures that have been put in place.

If you are undertaking an **Option 2** (fixed duration) examination and have an ILP requiring extra time then you can use this ILP Information table to calculate how much extra time you will be provided. You can find details of your ILP via the Student Record System here.

If you have been allocated any examinations falling under Option 2 (fixed duration), please note that you will be allocated an additional 30 minutes **in addition** to any timed adjustments based on Individual Learning Plans.

For **Option 3** extended examination alternatives, no extra time or extensions will be granted. Students will usually be advised to apply for a deferral should they be unable to complete the assessment, further information can be found on the Mitigation webpages.

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2. DOWNLOADING YOUR EXAMINATION PAPER

Check if you have received any email communications from your module convenor to tell you that you need specific equipment or specialised hardware/software to be able to complete your examination. If you have, make sure that you have downloaded the software and know how to use it. In a small number of cases your assessment submission method may be different from BART: if this is the case, you will receive direct guidance from your college.

Make sure you have read the section on Academic Honesty at the end of this guide.

Guidance on the process for the oral examinations is available online, we have also published a guide on recording audio.

ELE for EXAMS

All **Option 1 and 2 examination papers** will be posted to ELE for Exams, a new area for open book remote examinations.

Navigate to your module page as you would in Core ELE.

On your module page within ELE for Exams, you will find your examination paper along with any specific instructions - exam papers will be available for a period of 24 hours from the start time published on your timetable. Click on the examination paper link to download it, and save it to your hard drive.

We have made two short videos on accessing examinations within ELE for Examinations:

Accessing Option 1 Examinations

Accessing Option 2 Examinations

CORE ELE

Core ELE will be the platform from which we release **Option 3** extended examinations and some coursework items, these assessments could be released from 13 July onwards, dependent on the scheduling of the module and marking. Option 3 extended examination questions will also be emailed to your University of Exeter email account.

We will also release in class tests, multiple choice quizzes and oral examination papers from Core ELE.

You might see your module page changing in Core ELE, don't worry, this is being updated for the next academic year and doesn't impact referred or deferred assessment content.

3. COMPLETING YOUR EXAMINATION

Once you've downloaded your examination, you can begin the paper. Please make sure you have any books or notes you will need available before you download the paper, and a space with minimal distractions if possible.

Don't write your name anywhere on your answer.

Aim to submit your assignment a minimum of 30 minutes before the submission deadline to allow time to resolve any problems you encounter with submitting.

Students undertaking **Option 2 exams** have an additional 30 minutes at the end of the exam to upload/submit the completed paper to BART. This additional 30 minutes is there to support you with your submission process should you experience any technical difficulties. Please do not use this time to continue working. It is your responsibility to ensure that the correct document is uploaded before the end of your examination window, **and to monitor your time to allow you to do so.**

If you have any problems during your examination please contact the **Assessment Helpdesk** as below:

ASSESSMENT HELPDESK

Contact

From Monday 13 July: exams2020@exeter.ac.uk
From Monday 3 August: exams2020@exeter.ac.uk or for an urgent request during an examination on the phone line: +44 (0)1392 72 6800

Phone Line Opening Times (from Monday 3 August to Sunday 16 August)
+44 (0)1392 72 6800

8:00am to 8:00pm BST Monday to Saturday
8:00am to 12:30pm BST Sundays

Outside of these hours please email exams2020@exeter.ac.uk

If necessary, the Helpdesk will escalate issues to the nominated academic module point of contact. **Please do not contact your module lead during your examination.**

Where possible please ensure you have a secure, strong internet connection while completing and submitting your exam.

PLEASE NOTE: Any student can apply for mitigation should you experience technical issues or IT failure during an examination. In the first instance, please contact the Assessment Helpdesk, so they can advise you and log that an issue has occurred.

3.1.Handwriting all or part of an examination

If you handwrite all or parts of your assessment we recommend you scan or photograph your work using a mobile phone.

There are mobile applications which can help you do this, but the simplest method is to photograph your work using your phone camera. Hold your phone over your work and make sure that all of it is in the image. You may find it useful to have the flash turned on. Ensure that the content is in focus.

You can't submit photos to BART, therefore please insert the photos of your handwritten work on to one document, in the correct order for the marker, and then convert it to a pdf. If you have an iPhone you can scan documents directly into the Notes app and then copy them into your work – further information is available on the Apple support site.

If you need to handwrite all or parts of your assessment, please make sure you've tested scanning or photographing and uploading your work, and have the tools for this, in advance of your examination.

Before saving your assignment into PDF format check that you are using one of the recommended PDF writers (see Section 5). This is important to ensure that your exam is printed correctly. Your PDF file size must be below 100MB (see Section 5.8).

- Note: PDF files are generally much smaller than Word files.

If you have followed all formatting requirements and the file upload still fails, try converting your original file again using a different recommended PDF writer.

If you wish to re-save your PDF file, go to your original Word file and re-save the Word file as a PDF. Do not re-save the PDF file in Adobe reader or equivalent as the file might be rejected.

If saving a PDF attachment from an email, right click and 'Save As' to ensure the document saves correctly.

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3.2.Formatting requirements checklist

BEFORE YOU SUBMIT please review the format checklist below. If your paper meets all of the criteria, then you will be ready to submit (see Section 4).

Check	Yes	No
Format - *Is your paper saved in the format specified in BART?* *Often, examinations need to be in a pdf. Make sure you use one of the* ***recommended PDF writers****:* • Microsoft Word 2007, 2010 & 2013 • Mac Office 2008 & 2011 • PDF Creator • CutePDF.com	OK for submission	Please re-save your work in the correct file format, for example PDF or mp3. See Section 5 for information on converting documents into pdf.
A4 format – *Is your paper saved in A4 format?*	OK for submission	Please re-save your work in A4 format. A3 files etc. will not be accepted.
File size - *Is your file size* ***below 100MB?*** For information on how to check your file size, see Section 5.8	OK for submission	Please reduce your file size. If your file contains pictures you can compress these using the 'compress pictures' button on the tools/format bar. If you cannot reduce your file size please contact the Assessment Helpdesk by emailing Exams2020@exeter.ac.uk from 13 July. From 3 August you can telephone the Helpdesk on **01392 72 6800**
Single file submissions – *Is your paper in one single file?*	OK for submission	Combine all your separate files into one single file then recomplete the format checklist. Some assessments require multiple files to be submitted, this must be done using a zip folder. Your module tutor will have advised if this is necessary.
Font - *Have you used the correct font size and style specified in any examination instructions?*	OK for submission	Please change your font to the required size and style.

4. SUBMITTING TO BART

Aim to submit your assignment a minimum of **30 minutes** before the submission deadline to allow time to resolve any problems you encounter with submitting.

If you have any problems during your examination please contact the Assessment Helpdesk as below:

ASSESSMENT HELPDESK

Contact

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From Monday 3 August: exams2020@exeter.ac.uk or for an urgent request during an examination on the phone line: +44 (0)1392 72 6800

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Outside of these hours please email exams2020@exeter.ac.uk

If necessary, the Helpdesk will escalate issues to the nominated academic module point of contact. **Please do not contact your module lead during your examination.**

We have released a short video on submitting work to BART, available online.

PLEASE NOTE: Any student can apply for mitigation should you experience technical issues or IT failure during an examination. In the first instance, please contact the Assessment Helpdesk, so they can advise you and log that an issue has occurred. Then, submit a mitigation application, which must be received before or during the examination, or within 24 hours of sitting.

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4.1.LOCATING YOUR EXAMINATION

STEP 1: Log into BART directly at https://bart.exeter.ac.uk

STEP 2: Locate your assignment from the schedule list. There will be a click-button beside it saying **Submit Online** (see Figure 2). Please ensure you are selecting the correct module code, and correlating online submission point **before** submitting your assessment - check the module title and assessment type.

It is your responsibility to ensure you submit to the correct point in BART, if you submit to the wrong area it will be counted as an incorrect submission (unless you can rectify and submit to the correct BART point before the deadline).

FIGURE 2

2012/3 BART items:

Include past items

Due	Module	Assessment item	Module name	Submit to:	Submitted	Paper submission	Online submission
25th Oct 4:00 pm	HIH3547	First 2000 word essay	Interpretation of the Holocaust	Queens Foyer	25th Oct 15:10		
6th Nov 2:00 pm	ANT3066	First 2000-3000 word essay	Cultures of War A: Transformation of War	Amory Foyer	6th Nov 13:48		
6th Nov 2:00 pm	POL3156	Book/film review	Central Asian Politics	Amory Foyer	6th Nov 13:48		
6th Dec 4:00 pm	HIH3547	Second 2000 word essay	Interpretation of the Holocaust	Queens Foyer	6th Dec 11:43		
11th Dec 2:00 pm	ANT3066	Second 2000-3000 word essay	Cultures of War A: Transformation of War	Amory Foyer	11th Dec 12:35		
22nd Jan 2:00 pm	POL3156	First research essay	Central Asian Politics	Amory Foyer	22nd Jan 13:05		
20th Feb 3:00 pm	CLS2002	2 Linked Assignments	Leadership: Challenges and Practice	Business School Student Services, Building:1	18th Feb 12:47		
27th Mar 3:00 pm	CLS2002	Essay	Leadership: Challenges and Practice	Business School Student Services, Building:1	27th Mar 12:22		
28th Mar 2:00 pm	POL3156	Second research essay	Central Asian Politics	Amory Foyer	27th Mar 14:17		
2nd May 2:00 pm	POL3040	Dissertation	Dissertation	Amory Foyer	1st May 12:14		
5th Aug 2:00 pm	ANT3066	Sarah Test late	Cultures of War A: Transformation of War	Amory Foyer	6th Aug 16:07 L		
9th Aug 2:00 pm	ANT3066	Sarah Test Early	Cultures of War A: Transformation of War	Amory Foyer	6th Aug 16:02		
16th Aug 2:00 pm	ANT3066	Sarah test 2	Cultures of War A: Transformation of War	Amory Foyer	not submitted		Submit online

Submit online

4.2.UPLOADING YOUR EXAMINATION

STEP 3: Click on the '**Submit online**' button. This will take you to a 'Submit assignment online' screen (see Figure 3 below).

FIGURE 3

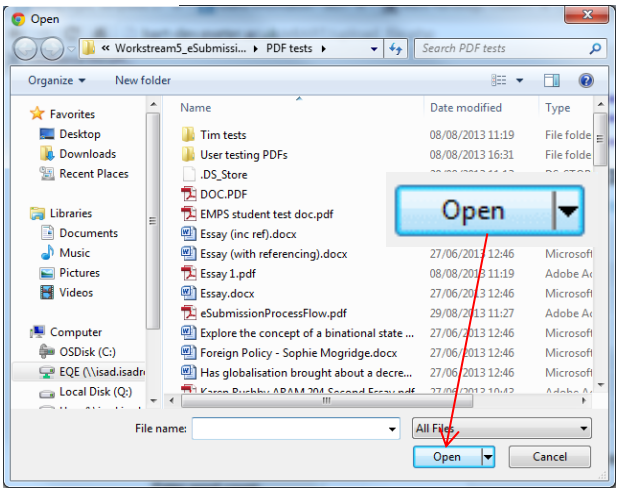
Module code:	LAW1004
Module name:	The Law of Contract
Assignment name:	Examination PDF
To be printed in:	
Deadline:	2021-09-20 14:00:00
Previous submission date:	This is the first submission
***Filename:**	Choose file No file chosen **Files** must be no larger than **100 Mb** and be in the following format: **PDF(.pdf)**.
***Enter word count:**	**PLEASE NOTE:** If your exam does not require you to submit a word count or you are unsure, please enter 0.
	By clicking **Submit assignment** I confirm that I have read, understood, and complied with the below statement: • The work I am submitting is entirely my own work except where otherwise indicated, through appropriate attribution or use of the referencing style, following conventions of my discipline. • It has not been submitted, either wholly or substantially, for another course of this Department or University, or for a course at any other institution. • I have clearly indicated the presence of all material I have quoted from other sources, including any images, diagrams, charts, tables or graphs. • I have clearly signalled the presence of quoted or paraphrased material and referenced all sources. • I have not copied from the work of any other student. • I have not used the services of any agency providing specimen, model or ghost-written work in the preparation of this submitted work. Submit assignment ***Please note that during peak periods, assignments can take up to 2 minutes to submit.***

STEP 4: Input the relevant details into the boxes provided. **Please check the rubric on your examination to see if a word count is specified. If it is, please enter the word count of your paper. If it isn't, you can enter any number in this field.** Then select your assignment by clicking on the '**Choose file'** button.

STEP 5: A pop-up '**Open'** dialogue box will appear (see Figure 4). Select the document you wish to upload and click 'Open'.

- NOTE: Please ensure that your document complies with the formatting requirements checklist (see Section 3.2) otherwise your submission may be rejected.

Figure 4



4.3.SUBMITTING YOUR ASSIGNMENT

STEP 6: Once you have selected and opened your file, click on the '**Submit Assignment**' button.

STEP 7: The submission confirmation message, '**UPLOAD COMPLETE!**', should appear on your screen showing your electronic submission receipt (see figure 5 below).

Figure 5

Submit assignment online

UPLOAD COMPLETE!

Your assignment has been uploaded successfully and received by the University of Exeter.
Further details are below, including your confirmation which has also been emailed to you.

Module code:	ANT3066
Module name:	Cultures of War A: Transformation of War
Assignment name:	Sarah test 2
To be printed in:	Black & white
Deadline:	16.08.2013 14:00:00
Previous submission date:	This is the first submission
Filename:	PDF Test doc1.pdf
File type:	application/pdf
Filesize:	275.315 kB
Submission:	View final submission with cover sheet
Submission date:	13.08.2013 16:22:49 - **You have submitted ON TIME**

View final submission with cover sheet

Your confirmation receipt for submitting this assignment is below:

You will also have the option to view your submitted examination by clicking on the '**View final submission with cover sheet**' link.

- NOTE: It is your responsibility to ensure that the correct document has been uploaded before the submission deadline
- NOTE: If you submit your assignment before the submission deadline, you will have the option to resubmit your assignment, **but you must still make your final submission before the deadline**. See section 4.6 'Resubmission' below.
- NOTE: Your cover sheet will have been added to your submitted document when you view it.
- NOTE: You will have the option to view your assignment at any time after you have submitted it (see Section 4.4)

STEP 8: You should receive a BART receipt via your University email account confirming receipt of your submission (see Figure 6). You should check your University email to make sure that you have received a BART receipt. The submission time logged on your BART receipt is recorded centrally as your final submission time.

Figure 6

UNIVERSITY OF EXETER

BART Receipt

Receipt No. 1405560

Issued: 13.08.2013 16:22:49

To: |

Student number:

Cover sheet ID:

Module: ANT3066

Coursework: Sarah test 2

confirmation email has been sent to sn282@exeter.ac.uk.

- NOTE: If a submission confirmation page appears on your screen but you do not receive an email receipt for some minutes, please email the Assessment Helpdesk on **Exams2020@exeter.ac.uk** to check that your submission has been successful.
- NOTE: You can also check whether your assignment has been submitted by looking at your BART schedule which will have the time and date of submission beside your assignment (see Figure 2).

4.4.VIEWING YOUR EXAMINATION

STEP 9: You will have the option to view your exam at any time after you have submitted it, we recommend you do this to check everything is correct before the deadline. On your BART schedule, a button option will appear beside your assignment labelled **'View submission'** (see Figure 7 below). Click on this to view your assignment. It is recommended that you view your submission to ensure you've uploaded the correct response.

Figure 7

View submission

Due	Module	Assessment item	Module name	Submit to:	Submitted	Paper submission	Online submission
25th Sep 12:00 am	ARC2003	Archaeology Fieldwork project	Archaeological Fieldwork Project	Queens Foyer	12th Sep 11:47		View submission Re-submit online

4.5.UPLOAD FAILED PAGE

If your assignment is not accepted, an '**UPLOAD FAILED!**' page will appear on your screen (see below). It will have 1 of 4 messages underneath stating possible reasons for the failed upload.

If you have a problem uploading a PDF using Firefox, please try a different web browser such as Internet Explorer or Chrome.

a) **File size**

UPLOAD FAILED!

Invalid file - assignment is too large .

For more information on how to reduce your file size, see Section 5.9

b) **Formatting**

UPLOAD FAILED!

ERROR: File not accepted.
Files must be created using the guidance provided by the University of Exeter. Please go back and try again.

For more information on formatting requirements, see Section 2.

c) **Resaving PDF**

UPLOAD FAILED!

ERROR: File not accepted.

The main cause for this is, prior to submitting, you have opened your PDF assignment in Adobe and resaved it.

If you have done this, perhaps if you emailed your assignment to your university account from home, rather than opening the PDF and saving it, simply right click on the PDF icon in the email and choose 'save as'.

More guidance can be found here (insert link to guidance doc).

Alternatively, go back and try again.

For more information on re-saving PDFs, see Section 5.7

You should follow the instructions on the UPLOAD FAILED page and re-check that you have complied with all the formatting requirements listed at the beginning of this document (see Section 3) and then try submitting your assignment again following steps 1-8.

If you have followed all formatting requirements and the upload still fails, try converting your original file again using a different recommended PDF writer.

If your assignment is still not accepted, please **contact the Assessment Helpdesk** for further assistance as soon as possible and before your exam deadline.

ASSESSMENT HELPDESK

Contact

From Monday 13 July: exams2020@exeter.ac.uk
From Monday 3 August: exams2020@exeter.ac.uk or for an urgent request during an examination on the phone line: +44 (0)1392 72 6800

Phone Line Opening Times (from Monday 3 August to Sunday 16 August)
+44 (0)1392 72 6800

8:00am to 8:00pm BST Monday to Saturday
8:00am to 12:30pm BST Sundays

Outside of these hours please email exams2020@exeter.ac.uk

4.6.RESUBMISSION

You have the option to re-submit your assignment as many times as you wish **before** the submission deadline.

For **Option 2** examinations, you may have the option in BART to resubmit after your fixed duration time ends, depending on when you start your paper during the 24 hour examination window. Please note; late submission penalties do apply for **all** examinations, and if you resubmit an **Option 2** examination after your fixed duration, only the most recent submission will go to markers.

To re-submit, log into BART and locate your assignment again on the BART schedule.

There will now be a button labelled '**Re-submit online**' (see Figure 8).

Figure 8

Click on the '**Re-submit online**' button. This will take you to a '**Re-submit assignment online'** screen (see Figure 9 on the next page).

- NOTE: The new assignment you submit will overwrite your previously submitted assignment and this **cannot** be accessed later.

Figure 9

Re-submit assignment online

GUIDELINES FOR SUBMITTING: Quick Guide | Extensive Instructions | Academic Honesty Advice

Firefox users - Firefox can in some cases report the incorrect file type. Refreshing settings can resolve this problem.
Please follow the instructions provided here to refresh Firefox. Alternatively, please try a different web browser.

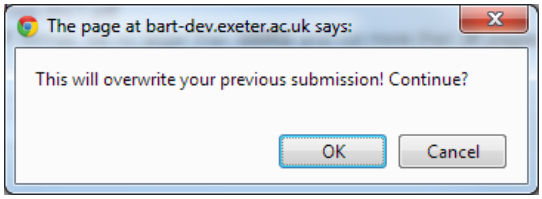
Module code:	ANT1004
Module name:	Introduction to Social Anthropology-Theorising the Everyday World
Assignment name:	Exam
To be printed in:	
Deadline:	2020-04-24 14:00:00
Previous submission date:	2020-04-22 21:16:26 - **WARNING: Submitting again will overwrite your previous submission!**
***Filename:**	Choose file No file chosen **Files** must be no larger than **100 Mb** and be in the following format: **PDF(.pdf)**.
***Enter word count:**	
	By clicking **Submit assignment** I confirm that I have read, understood, and complied with the below statements: • The work I am submitting is entirely my own work except where otherwise indicated, through appropriate attribution or use of the required referencing style. • It has not been submitted, either wholly or substantially, for another course of this Department or University, or for a course at any other institution. • I have clearly indicated the presence of all material I have quoted from other sources, including any images, diagrams, charts, tables or graphs. • I have clearly signalled the presence of quoted or paraphrased material and referenced all sources. • I have acknowledged appropriately any assistance I have received in addition to that provided by my tutor. • I have not copied from the work of any other student. • I have not used the services of any agency providing specimen, model or ghostwritten work in the preparation of this submitted work. Submit assignment ***Please note that during peak periods, assignments can take up to 2 minutes to submit.***

** denotes a mandatory field that must be completed before submitting*

Now follow the steps in Section 4 again as if you were submitting for the first time ensuring that you have complied with the formatting requirements (see checklist, Section 3).

When you click on the '**Submit assignment'** button a warning message will appear reminding you that your new submission will overwrite your previous submission (see Figure 10). If you are happy with this click OK. If not click cancel which will take you back to the '**Re-submit assignment online'** screen.

Figure 10



- NOTE: If the submission deadline has passed and you have already submitted an assignment, you will not be able to re-submit your assignment, unless it is an Option 2 examination and it is still within the 24hour window. The '**Re-submit online'** button in the '**Online submission'** column on your BART schedule, will have been replaced with the message '**Deadline passed.**

5. HOW TO CONVERT A WORD DOCUMENT TO PDF (INCLUDING RECOMMENDED PDF WRITERS)

IN THIS SECTION:

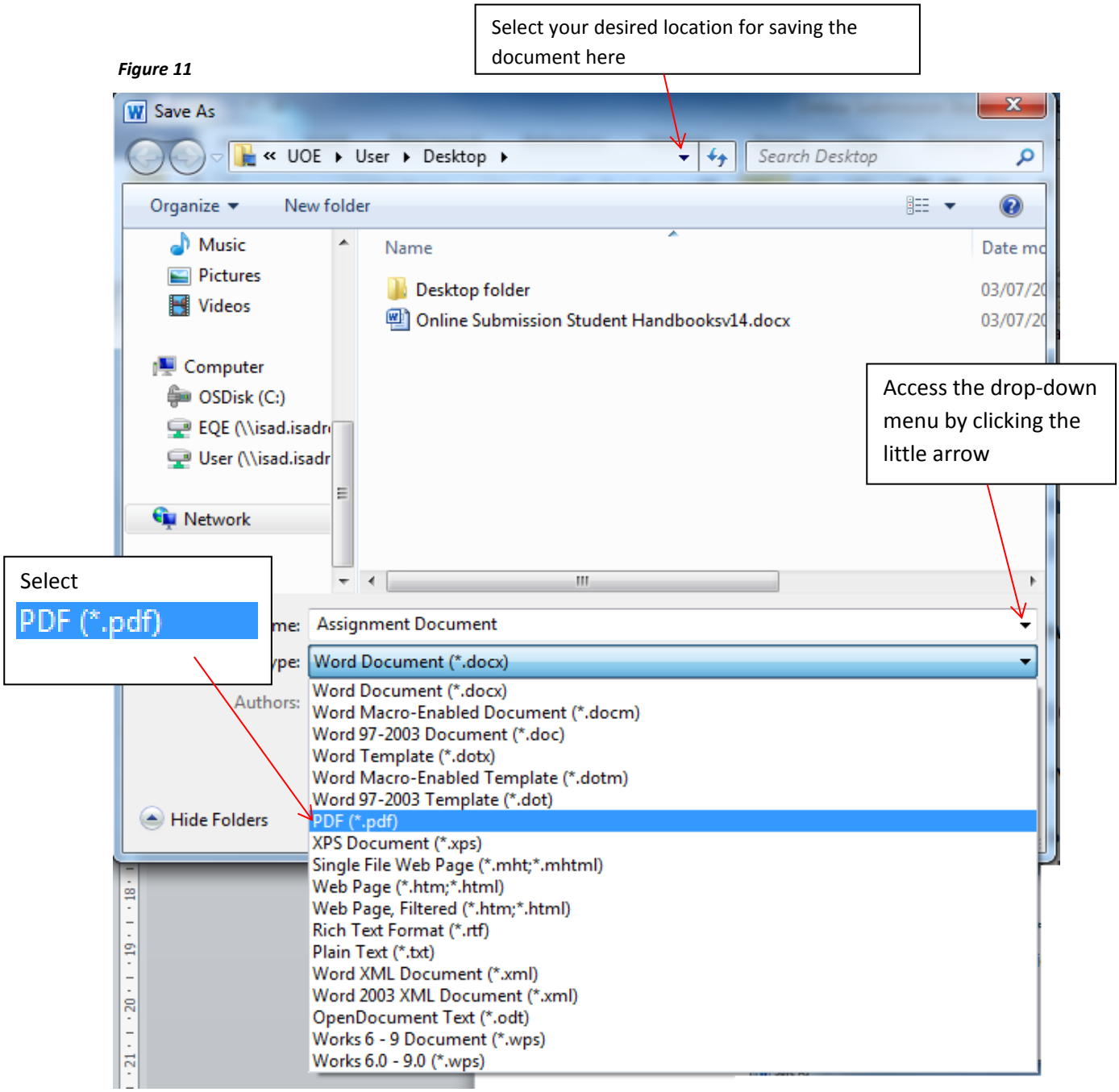
MICROSOFT WORD 2010 ¦ MICROSOFT WORD 2013 ¦ MAC 2008 or 2011 ¦ PDF Creator ¦ CutePDF

- NOTE: Assignments converted to pdf file format using **PrimoPDF creator** will NOT upload

5.1. MICROSOFT WORD 2010

- Open your examination submission file in Microsoft Word.
- In the **File** tab, click on **Save As** in the Navigation pane. Then, in the **Save As** dialogue box, access the **Save as type** drop-down menu by clicking on the little arrow (see Figure 11 below).

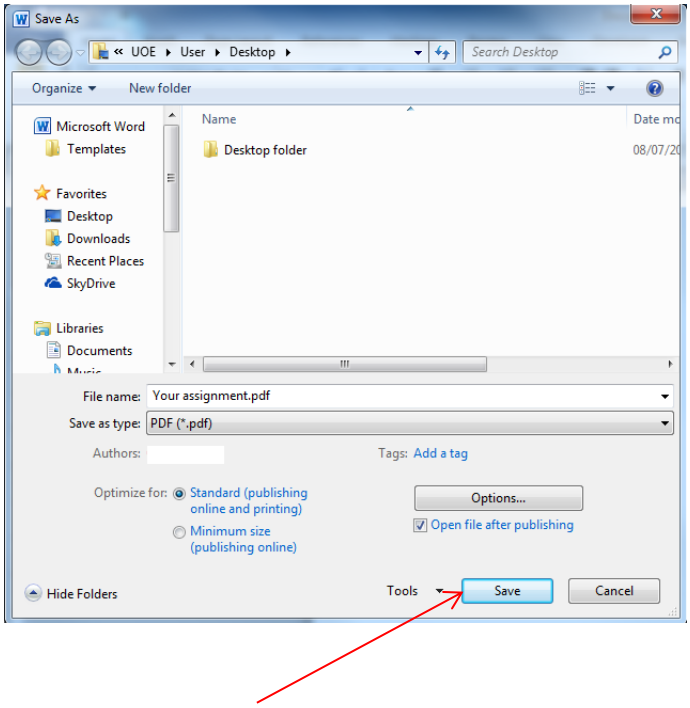
Figure 11



- Select '**PDF (*.pdf)**'

- Select your desired folder location
- Now click the '**Save**' button

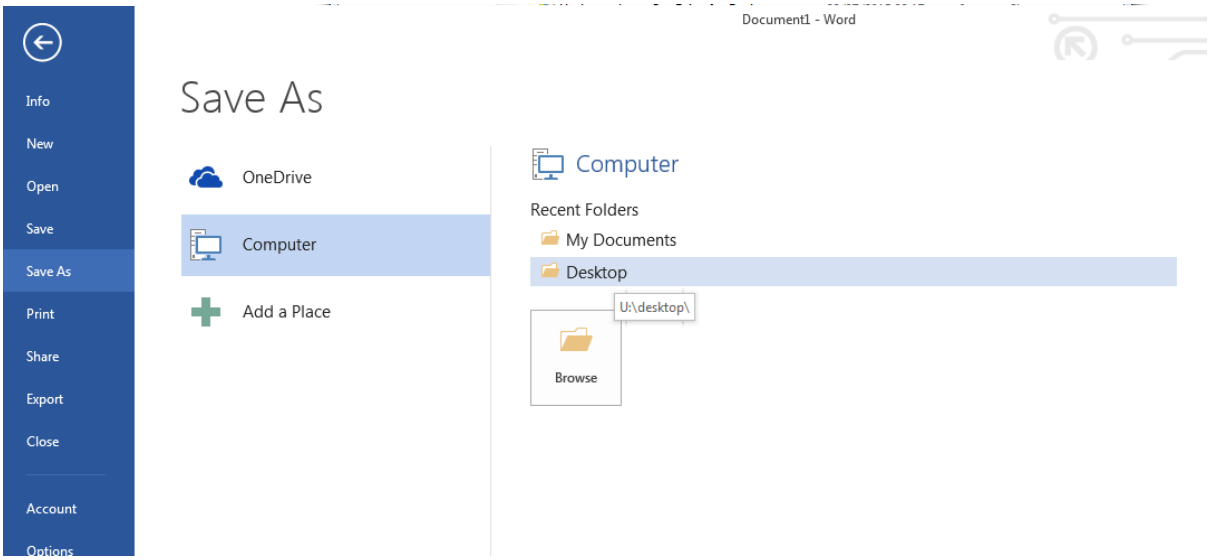
Figure 12



5.2. MICROSOFT WORD 2013

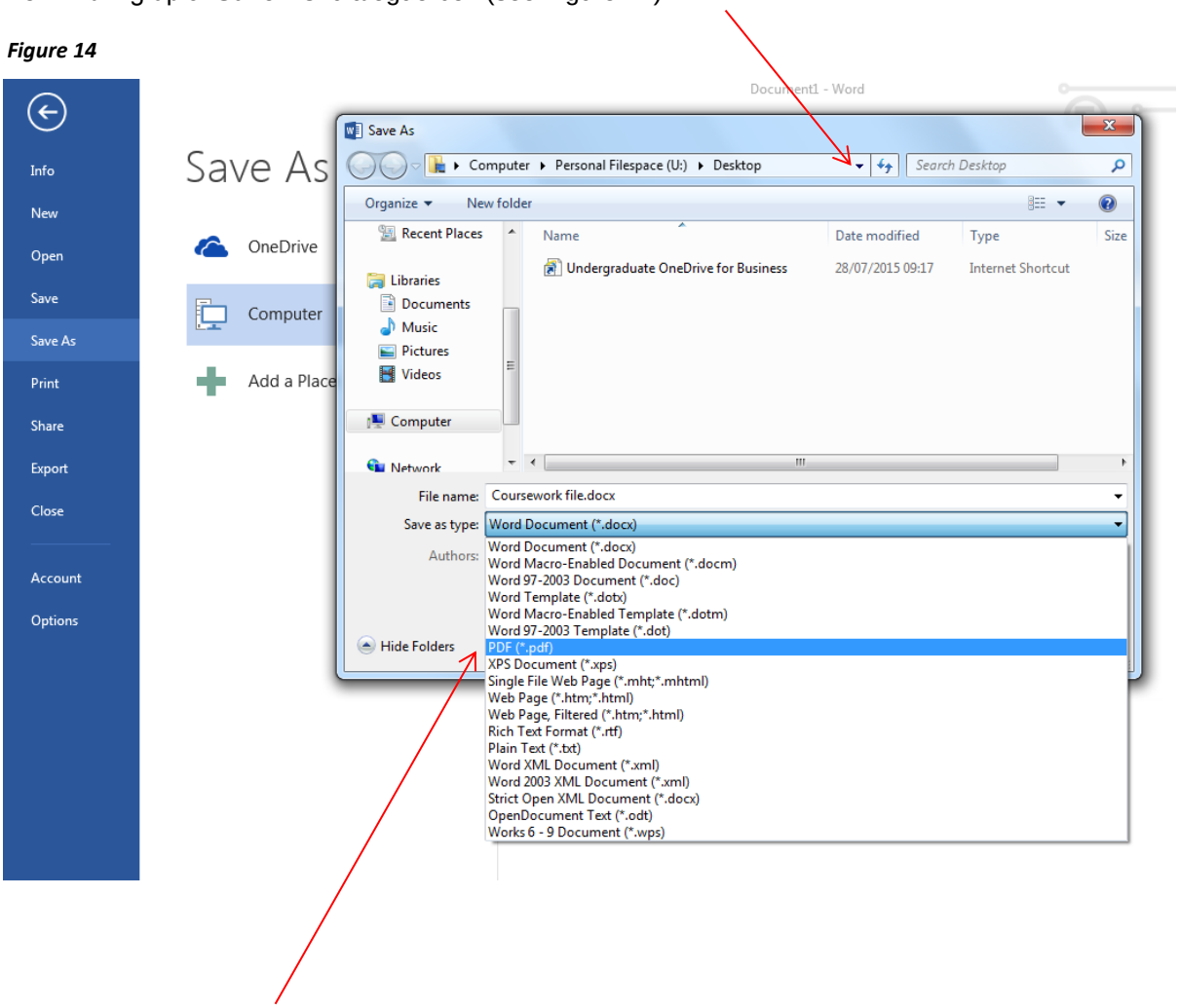
- Open your examination file in Microsoft Word.
- Click on the **File** tab, select a file location in the main pane (e.g. Desktop) (see Figure 13)

Figure 13



- This will bring up a '**Save As'** dialogue box (see Figure 14).

Figure 14

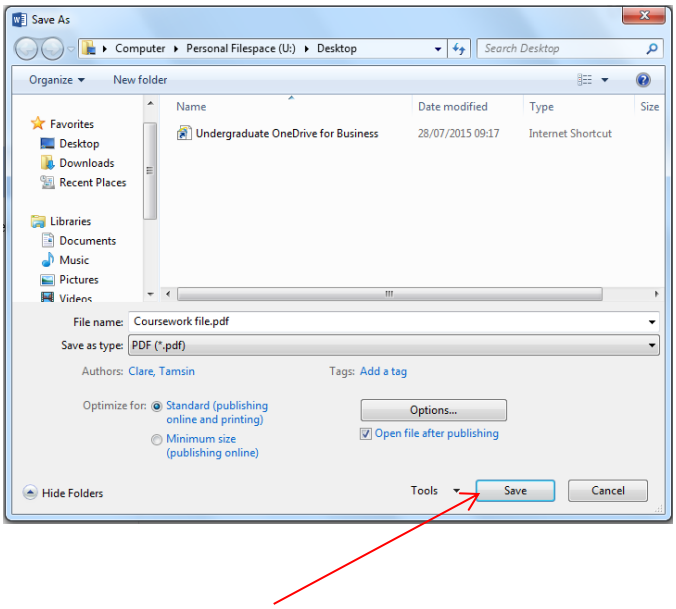


Check the file location in the address bar at the top of the dialogue box. If required, you can change this location by selecting an alternative from the drop-down menu. (Access the menu by clicking on little black downward-pointing arrow at the end of the bar.)

- Next select **PDF (*.pdf)** from the **Save as type** drop-down menu

- Now click the '**Save'** button (see Figure 15). Your file will now be saved as a pdf file in your chosen location.

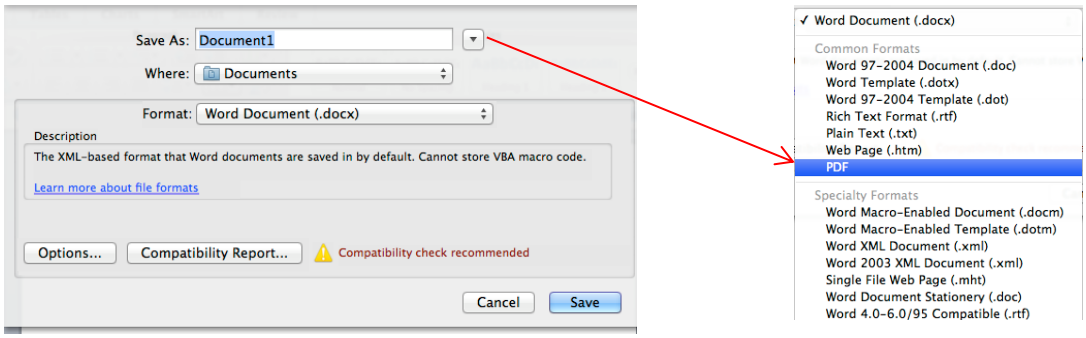
Figure 15



5.3. MAC 2008/2011

- Open up your file in Microsoft Word.
- Click on the '**File'** tab and then '**Save As'** in the navigation pane.
- A dialogue box will appear (see Figure 16).
- Select **PDF** from the format drop-down menu
- Select the desired folder location and then click '**Save'**.

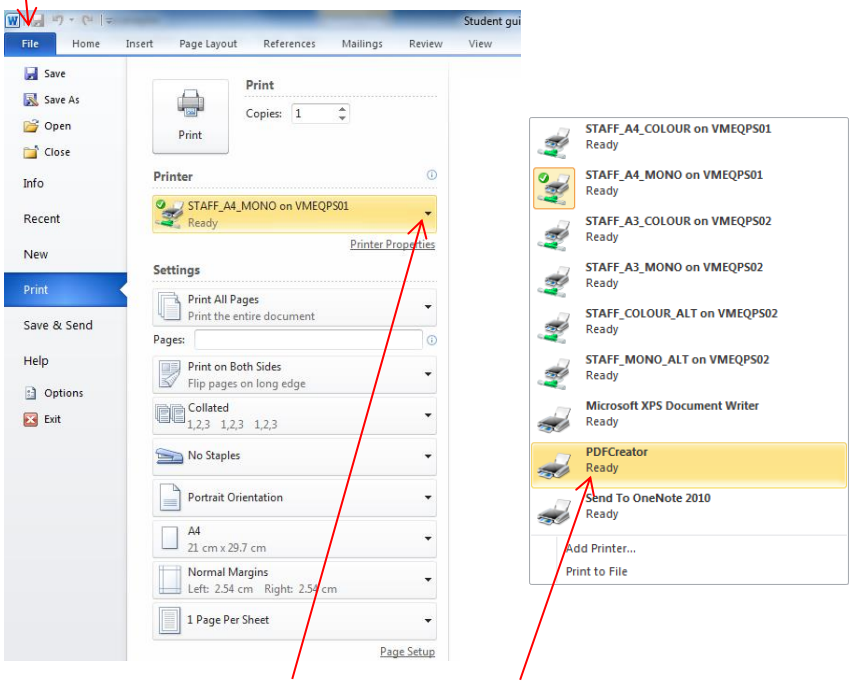
Figure 16



5.4. PDF Creator

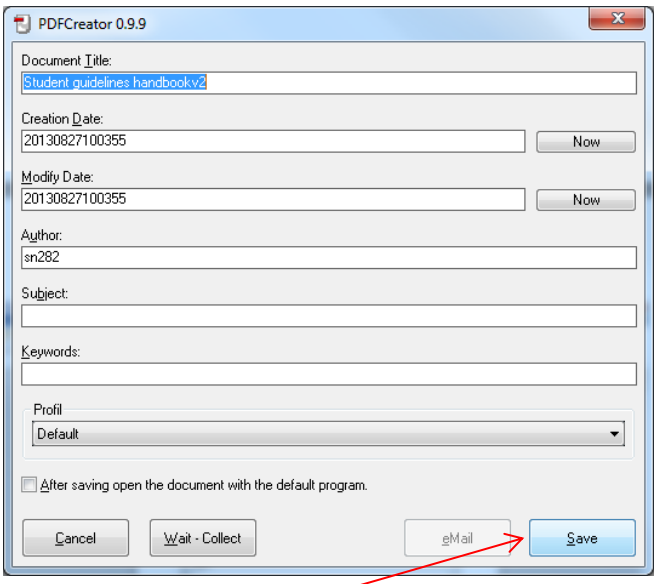
- Open up your file in Microsoft Word.
- Click on '**File'** tab and then '**Print'** in the navigation pane (see Figure 17).

Figure 17



- In the drop-down menu under '**Printer'** select '**PDFCreator**'.
- Click on the '**Print'** button.
- A '**PDF Creator'** dialogue box will appear (Figure 18 on the next page)

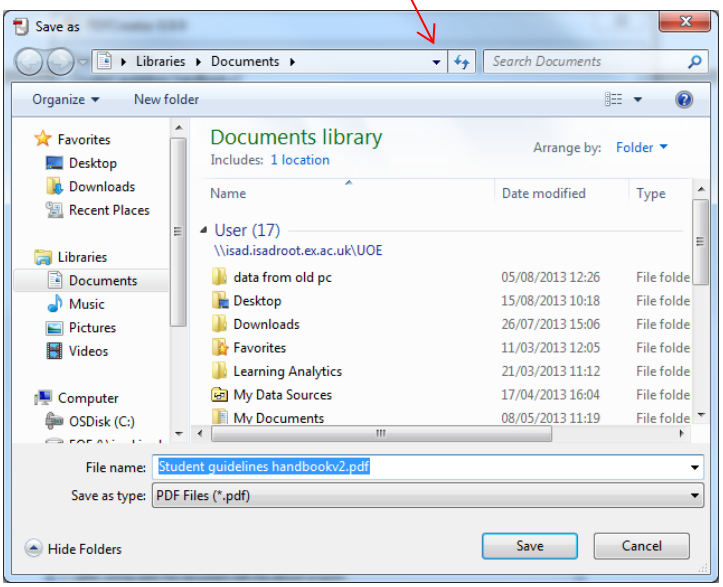
Figure 18



- Click on '**Save**'

- A '**Save as**' dialogue box will now appear (Figure 19). Select the desired folder location from the drop-down menu and click '**Save**'.

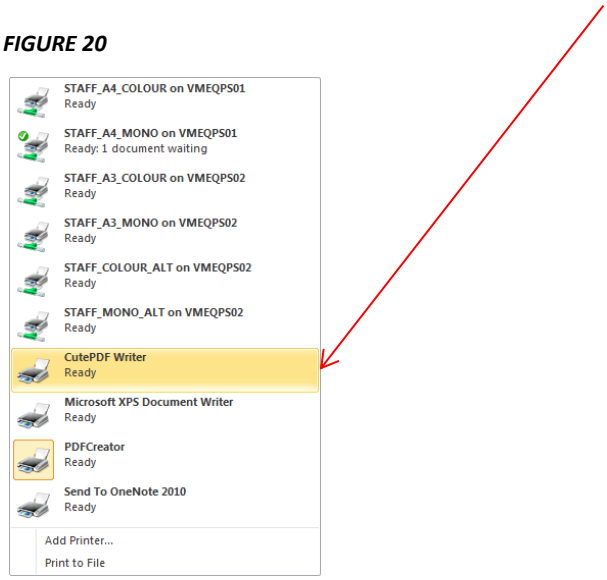
Figure 19



5.5.CutePDF

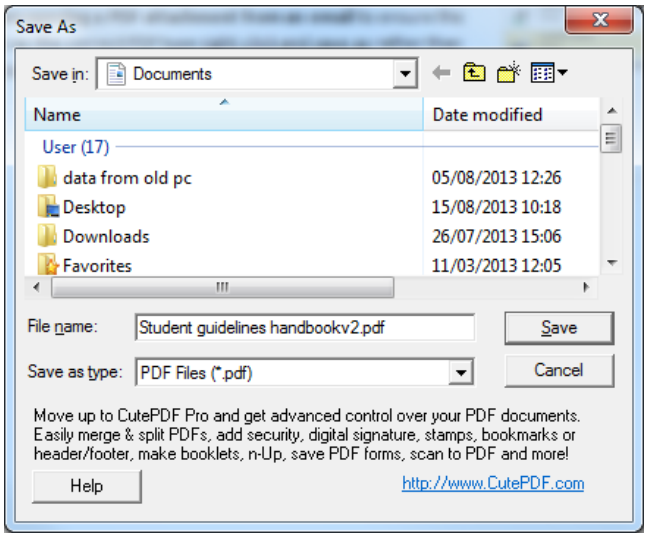
- Open up your file in Microsoft Word.
- Click on the '**File'** tab and then '**Print'** in the left hand column.
- In the drop-down menu under '**Printer'** select '**CutePDF'** (see Figure 20)

FIGURE 20



- Then click on the '**Print'** button
- A '**Save As'** dialogue box will appear (see Figure 21)

Figure 21



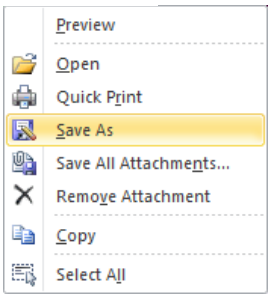
- Select the desired folder location and click '**Save'**.

➢ **NOTE:** CUTE PDF is available here

5.6.SAVING A PDF FROM AN EMAIL

When opening a PDF attachment from an email, ensure that you save it in the correct pdf format. To do this, right click on the file and then select '**Save As'** (see Figure 22) - rather than double clicking on the attachment to open and then save the file.

Figure 22

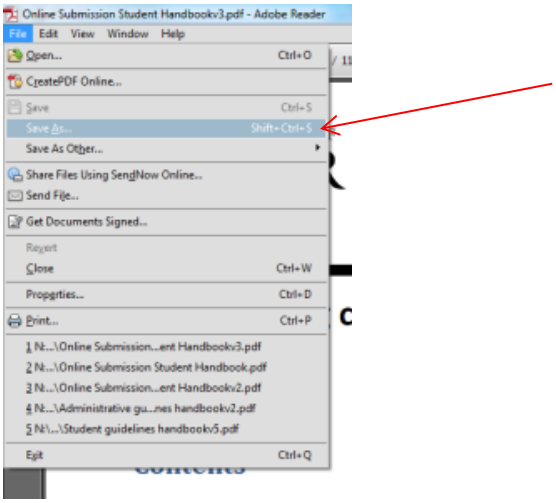


5.7.DO NOT re-save PDFs

Once you have saved your file as a pdf, please **do not re-save the pdf** as the file will be **rejected** when it is uploaded.

If you want to make changes (e.g. save the file with a different file name), please make the changes to the original Word file and then re-save the updated Word file as a PDF. Do not re-save the PDF itself in Adobe (see Figure 23).

Figure 23



DO NOT select the file and click on 'Save As' to re-save your pdf. Close the pdf, go to your original Word file and re-save this as a pdf.

5.8. CHECKING YOUR FILE SIZE

To check your file size of a document click on **'File'** and then select **'Properties'** from the drop down list (see Figure 27). Please be aware, BART cannot accept files over 100MB.

A pop-up **'Document Properties'** dialogue box will appear (see Figure 24). The file size of your document will be shown here under **'File Size'.**

Figure 24

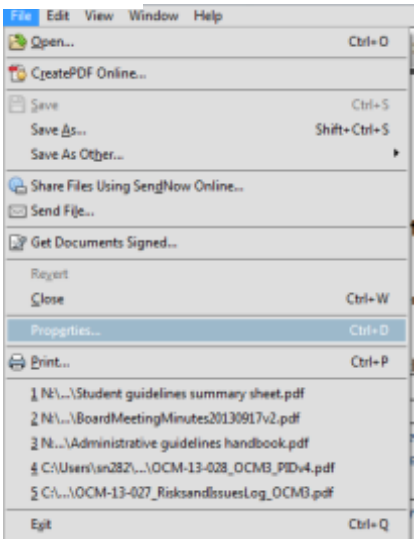
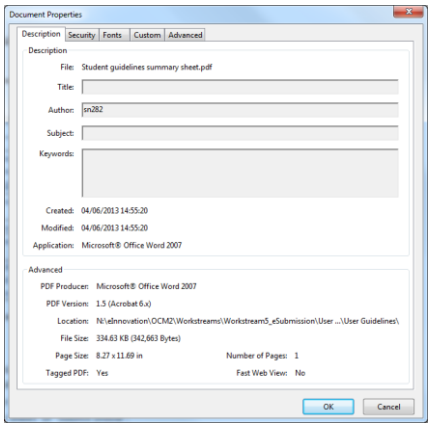


Figure 25



5.9.REDUCING YOUR FILE SIZE

NOTE: PDF files are generally much smaller than Word files, we therefore usually request students upload pdf documents. Make sure you have checked your file size once it is in PDF format.

Compressing pictures

If you have images in your assignment Word document, you can reduce your file size by compressing these images.

Click on the image in your Word file and then in the '**Format'** tab of '**Picture Tools',** select '**Compress pictures'** (see Figure 25).

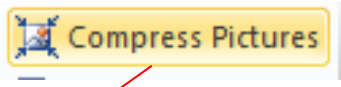


Figure 26

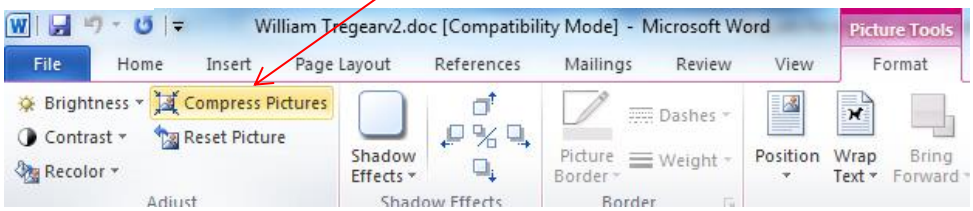


Figure 27

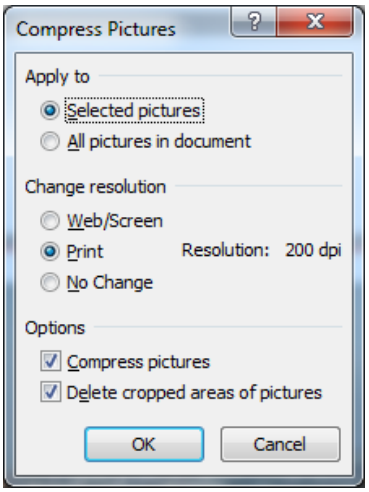
A **'Compress Pictures'** dialogue box will appear (see Figure 26).

Under the '**Change resolution'** Section select '**Print'**.

Under the Section **'Apply to'** you have the option to apply this to **'All pictures in document**' or only '**Selected pictures'**.

Once you have chosen your desired settings click '**OK**'.

Convert your Word file to a PDF and then re-check your file size (see Section 4.8)



Jump to >

TYPES OF EXAM PAPER

DOWNLOADING YOUR PAPER

COMPLETING YOUR EXAM

SUBMITTING TO BART

ACADEMIC HONESTY

6. ACADEMIC HONESTY

In submitting any examination paper, a student will be declaring their acknowledgement of, and compliance with, the University's approach to Academic Conduct and Practice.

The declaration will read as follows:

I declare that:

- The work I am submitting is entirely my own work except where otherwise indicated, through appropriate attribution or use of the referencing style, following conventions of my discipline.
- It has not been submitted, either wholly or substantially, for another course of this Department or University, or for a course at any other institution.
- I have clearly indicated the presence of all material I have quoted from other sources, including any images, diagrams, charts, tables or graphs.
- I have clearly signalled the presence of quoted or paraphrased material and referenced all sources.
- I have not copied from the work of any other student.
- I have not used the services of any agency providing specimen, model or ghost-written work in the preparation of this submitted work.
- I confirm that I have read, understood, and complied with the statement.

The University of Exeter promotes academic honesty which means always giving full credit for any other people's contributions to our own achievements and never falsifying the results of any research. Academic honesty is fundamental to the values promoted by the University and no student should be allowed to obtain for themselves, or for someone else, an unfair advantage as a result of academic dishonesty, whether this is by plagiarism, collusion with another, cheating, or other means.

As with any other assessments, you must not copy and paste information straight from sources such as websites or textbooks without appropriate acknowledgement or referencing; this is plagiarism and you will be penalised for it. Re-submitting or re-using your own work from another assignment, whether this was submitted at the University of Exeter or any other academic institution worldwide, is also plagiarism (self-plagiarism). Similarly, you must not ask anyone else to help you with your examination (collusion); you are expected to do your own work and abide by the University's Code of Academic Conduct and Practice.

You will be expected to do more than reproduce content from your textbooks and lecture slides: you will need to interpret and apply the information in your sources in order to answer the questions. You may have to reference as well, just as you would for any other assignment, so check the referencing requirements of your examinations with module staff. We are aware that the form of the alternative assessments (open book and online timed assessments), presents the potential for an increase in academic misconduct particularly around authorship issues.

The University takes academic misconduct and plagiarism extremely seriously and may use a variety of techniques including the use of plagiarism software. Please note: the University does not use a threshold number as a trigger to investigate specific cases, but rather relies on the academic judgement of markers to determine if an assessment raises any concerns about the originality of the work.

Students on regulated programmes should be aware that in accordance with Regulation E: Policy and Procedures for Fitness to Practise, the report of any individual, Panel or Committee that considers an allegation of academic misconduct will be shared with the Responsible Person for Fitness to Practise for the relevant discipline; notwithstanding the findings contained within that report, separate action may subsequently be taking under that Regulation E. It should be noted that in cases of proven academic misconduct in which a separate fitness to practise investigation does not follow, a duty may still exist on the student or the University to disclose the matter to the relevant registration body.

Viva Voce Examinations

The University will introduce a viva process to support academic staff in marking assignments where they have concerns over the authorship or originality of the work. The implementation of a viva process will allow concerns to be appropriately measured and evidenced before a decision is made as to whether or not these concerns should be pursued through the University's academic conduct procedures. The primary purpose of

the viva voce is to provide the marking team with a means of ascertaining whether the work submitted by a candidate is based on their knowledge. This is achieved by assessing the thoroughness of the candidate's understanding of the submission, and the candidate's ability to explain and justify its contents, with reference to their knowledge of the subject, by way of a video interview as part of the moderation process.

Remember, if you have any technical problems during your examination you must contact the Assessment Helpdesk:

ASSESSMENT HELPDESK

Contact

From Monday 13 July: exams2020@exeter.ac.uk
From Monday 3 August: exams2020@exeter.ac.uk or for an urgent request during an examination on the phone line: +44 (0)1392 72 6800

Phone Line Opening Times (from Monday 3 August to Sunday 16 August)
+44 (0)1392 72 6800

8:00am to 8:00pm BST Monday to Saturday
8:00am to 12:30pm BST Sundays

Outside of these hours please email exams2020@exeter.ac.uk