

# STUDENT HANDBOOK FOR ONLINE EXAMINATIONS

[Visit the Examinations  
webpage](#)



# EXAMINATIONS 2021

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## 1. HOW WILL EXAMS OPERATE IN JANUARY?

All of the examinations for the January 2021 exam period will take place online. They will be delivered in one of three formats, called Options. A full description of the options is overleaf, on page 4.

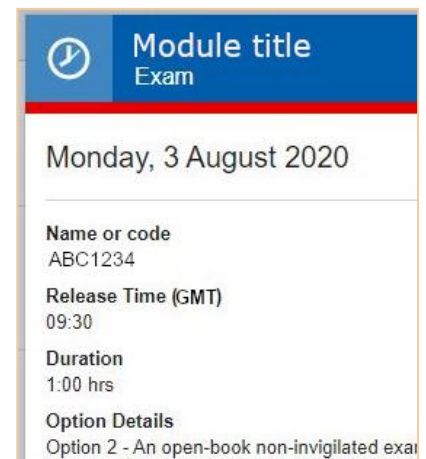
You can find out which option your examination will take on [these webpages](#).

Please read through this handbook carefully in advance of your examinations.

### My Timetable

We will be releasing the January examination timetable on **25<sup>th</sup> November 2020**. Look out for an email notifying you that your timetable has been released on this day.

Check the time your exam paper will be released in [MyTimetable](#), exam papers are being released at different times during the day. All times listed are Greenwich Mean Time (**GMT**). 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](#).



Module title
Exam
Monday, 3 August 2020
<b>Name or code</b> ABC1234
<b>Release Time (GMT)</b> 09:30
<b>Duration</b> 1:00 hrs
<b>Option Details</b> Option 2 - An open-book non-invigilated exam

### Individual Learning Plan provision

If you have an [Individual Learning Plan](#) (ILP) agreed and updated by the AccessAbility Service or Wellbeing Services by Monday 9th November, you should have been, or will be, 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](#). The central Exams team will send you an email within 7 days of the timetable being released, to confirm the duration of an Option 2 examination.

If your Option 2 (fixed duration) examination must be submitted to BART, please note that you will be allocated an additional 30 minutes for technical submission time in addition to any timed adjustments based on Individual Learning Plans. Don't use the technical submission time to continue completing your answer.

For Option 3 extended examinations, 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](#).

- **Option 1:**

An open-book non-invigilated examination 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.

Students are allowed an additional 30 minute window where submission is to BART. If your Option 2 paper must be submitted through BART (not submitted directly within ELE), 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.

It is your responsibility to note the time you access your Option 2 examination paper, and keep track of when you will need to submit.

- **Option 3:**

An extended non-invigilated examination to be taken over a maximum of two weeks. Option 3 extended examinations are designed to be manageable alongside other time pressures, including other assessments.

Option 3 extended examinations will be released to students from Monday 4th January 2021 and will have a submission deadline no later than Monday 18th January 2021.

Please be aware, during the January assessment period you will **not** be able to apply for an extension to an option 3 extended examination. This is because option 3 assessments are still to be treated as examinations. Therefore students will have to apply to defer should they not be able to complete the assessment in the allocated weeks.

## 2. BEFORE YOU START

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Follow these steps before you find and start your paper:



### ➤ Step One

Make sure you have read through this handbook carefully, including the section on Academic Honesty in section 7.

Review your [examination timetable](#), released on 25<sup>th</sup> November 2020, noting when your paper will become available and from where (Exams ELE/ELE). The next section in this document has further information on Exams ELE and ELE, page 6.

### ➤ Step Two

Check if you have received any email communications from your module convenor, stating:

- Whether you need specific equipment or hardware/software to complete your examination. If you do, make sure that you have downloaded the software and know how to use it.
- Whether your submission method is different from BART, this is only the case for a small number of assessments: if this is the case, you will receive direct guidance from your College or module tutor.

### ➤ Step Three

Please make sure you have any books or notes you need available **before** you download the paper, and a space with minimal distractions if possible.

When your examination session opens, and you choose to begin your paper, visit the relevant platform (Exams ELE/ELE) and find your module page, to download your exam or start your quiz. Please note, as soon as you click 'Attempt Quiz' within Exams ELE, your paper start time will be recorded (Option 1 and 2 examinations). It's your responsibility to make sure you keep track of the time and submit within your examination session, or fixed duration for Option 2 examinations.

#### Click to download your examination paper

Your Examination paper is located within this quiz. Once you open the quiz your Examination will start. As soon as you open the quiz your start time will be logged.

Grading method: Average grade

[Attempt quiz now](#)

## 3. ELE PLATFORMS FOR EXAM PAPER RELEASE

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### Exams ELE

All Option 1 and 2 exam papers will be posted to [Exams ELE](https://exams.exeter.ac.uk), a platform for open book remote examinations. **You can find Exams ELE by typing <https://exams.exeter.ac.uk> into your browser.**

#### To get your paper:

Find the module of the exam in Exams ELE, in the same way you would ELE.

You will then be able to find your examination paper along with any specific instructions on the relevant module page in Exams ELE.

Exam papers will be available for a period of 24 hours from the start time published on your timetable.

Click on the exam paper link to download it, and save it to your hard drive. Please note, **as soon as you click 'Attempt Quiz'** within ELE, your paper start time will be recorded. It's your responsibility to make sure you keep track of the time - submitting within your examination session, or fixed duration for Option 2 examinations.



### ELE

ELE will be the platform from which we release **Option 3** extended examinations. You can also access your course and revision materials here. You may also have had in class tests, mid-terms, most coursework items and oral examination papers released from [ELE](#) during Term 1.



To make it as clear as possible, you will be able to see in [MyTimetable](#) whether your January exam will be released from Exams ELE or ELE.

## 4. HOW DO I COMPLETE MY EXAM PAPER

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If you have any problems during your examination please contact the Assessment Helpdesk as soon as possible from when the issue arises. If necessary, the Helpdesk will escalate issues to the nominated academic module point of contact. Please do not contact module tutors during an examination.

**PLEASE NOTE:** Any student can apply for mitigation should you experience technical issues or IT failure during an examination. You must submit an application for mitigation, usually taking the form of a deferral to the next available assessment period, within one working day of the assessment. In the first instance, please always contact the Assessment Helpdesk, so they can advise you and log that an issue has occurred.

### Pdf papers downloaded from Exams ELE



Most examinations will be downloaded from [Exams ELE](#), with your answer then submitted to BART.

Once you've downloaded your exam, you can begin the paper, often in a programme such as Microsoft Word.

Don't write your name anywhere on your answer sheet. You won't need to write your student or candidate number on your paper, BART automatically records this with your answer when you submit, as you will have logged into the system with your University credentials.

Once you have finished your answer you will likely need to convert your work to the format specified within BART, often pdf.

Aim to submit 30 minutes before the deadline to allow time to resolve any problems you encounter with submitting. We call this the *technical upload time*, don't use this time to continue working on your answer.

There is a full instruction manual on submitting to BART, including converting documents to pdf, how to resubmit within the window of an assessment and how to find the correct 'submit online' button [available here](#). This guidance is relevant to all examinations, coursework items and oral examination recordings that must be submitted to BART. It also has answers to technical difficulties you may experience when using BART. We have made a short video on BART submission [here](#).

Please be aware that BART does not support annotations on documents and they are removed during the submission process. If you must include annotations on your work, please photograph the document and follow the guidance on page 9 to submit.

## ELE Quizzes

Some examinations will need to be completed entirely within Exams ELE, as online quizzes. You won't need to download your paper, just navigate to the quiz and begin. You won't need to enter your name, student or candidate number, as Exams ELE automatically records this. Note that there is **no** additional 30 minutes upload time for Option 2 ELE quizzes because you aren't required to submit to BART. You complete the quiz entirely in ELE.



## Handwriting all or part of an examination

Where possible all students should complete their work on a computer or laptop unless they have a specific reason not to. Some modules may require you to handwrite parts of your exam; in this instance please refer to your individual discipline guidance for more information. If you must handwrite all (or parts) of your assessment we recommend you scan or photograph your work using a mobile phone. The image must show your work as flat as possible and in good light, with no shadows overhead.

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.

Information on converting documents to pdf is [available in the BART manual here](#).



## Your work must be your own

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. Please be aware that all examinations submitted to BART will automatically be put through TurnItIn. You must not upload the examination paper, or your answers, to any external digital platform (including Turnitin and Studiosity) either during the examination or subsequently.

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.

Full information on academic honesty is available **in section 7 of this guide**.

## 5. HOW DO I SUBMIT MY EXAM PAPER

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### Submitting to BART

Most exam paper answers will need to be submitted to [BART](#). A full document of guidance on submitting to BART, including converting to pdf, how to resubmit and how to find the correct 'submit online' button, [is available here](#). This guidance is relevant to all examinations that must be submitted to BART, coursework items and oral examination recordings.

When completing an examination that is submitted to **BART**, you **don't** need to click 'Finish Quiz' in ELE, BART records your finish time and ELE records your start time.



Aim to submit your assignment a minimum of 30 minutes before the deadline - to allow time to resolve any problems you may encounter when uploading to BART. Don't use this time to continue working on your answer.

We have released a short video on submitting work to BART, [available online](#).

If the rubric on your examination paper says that a word count is needed, you'll need to enter this when you submit to BART. If it **doesn't** stipulate that a word count is needed, enter **0** into the word count box.

You should check that you've uploaded the correct document before the submission deadline. If you submit your assignment before the submission deadline, you will have the option to resubmit, **but you must still make your final submission before the deadline**.

**Once submitted**, a BART receipt will be sent to your University email account confirming receipt of your submission. The submission timestamp logged on your BART receipt is recorded centrally as your final submission time.

If a submission confirmation page appears on your screen but you do not receive an email receipt to your inbox, or junk folder, for some minutes - please email the Assessment Helpdesk to check that your submission has been successful.

You can also check whether your assignment has been submitted by looking at your BART homepage, which will have the time and date of submission beside your assignment.

## Viewing your examination in BART

You will have the option to view your exam at any time after you have submitted it, we **strongly recommend** you do this before the final deadline, to check everything is correct. On your BART page, a button will appear beside your assignment labelled '**View submission**'. Click on this to view your examination and make sure you have uploaded the correct work.

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		<a href="#">View submission</a> <input type="button" value="Re-submit online"/>

If the deadline has passed and you have already submitted an assignment, you will not be able to re-submit your assignment, the '**Re-submit online**' button in the 'Online submission' column on your BART page will update to the message '**Deadline passed**'. If you are completing an Option 2 examination and you are still within the 24hour window, you will be able to resubmit, but remember your work will be classed as late if you are outside of your fixed duration period.

## BART formatting requirements checklist



**BEFORE YOU SUBMIT** please review the formatting checklist below:

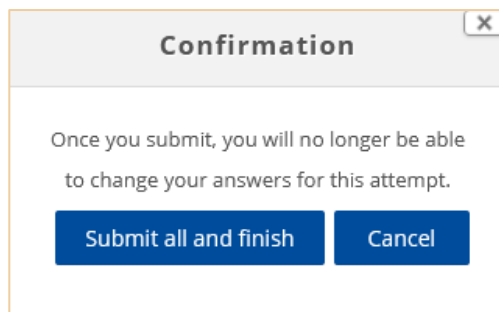
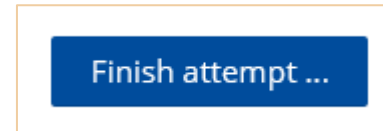
Check	Yes	No
<p><b>Format - Is your paper saved in the format specified in BART?</b></p> <p><i>Often, examinations need to be in a pdf. Make sure you use one of the recommended PDF writers:</i></p> <ul style="list-style-type: none"> <li>• Microsoft Word 2007, 2010, 2013, 2019</li> <li>• Mac Office 2008 &amp; 2011</li> <li>• PDF Creator</li> <li>• CutePDF.com</li> </ul>	OK for submission	<p>Please re-save your work in the correct file format, for example <b>PDF, mp3 or m4a</b>. <b>The format your work needs to be in will be specified within the BART submission screen.</b></p> <p>Many examinations will need to be submitted as a pdf.</p>

<p><b>A4 format – Is your paper saved in A4 format?</b></p>	<p>OK for submission</p>	<p>Please re-save your work in A4 format. A3 files etc. will not be accepted.</p>
<p><b>File size - Is your file size <u>below 100MB?</u></b></p> <p>For information on how to check your file size, see Section 5.8</p>	<p>OK for submission</p>	<p>Please reduce your file size. If your file contains pictures you can compress these using the ‘compress pictures’ button on the tools/format bar.</p> <p>If you cannot reduce your file size during an exam please contact the Assessment Helpdesk by emailing <a href="mailto:examshelp@exeter.ac.uk">examshelp@exeter.ac.uk</a>. From 4<sup>th</sup> January you can telephone the Helpdesk on <b>01392 72 6800</b></p>
<p><b>Single file submissions – Is your paper in one single file?</b></p>	<p>OK for submission</p>	<p>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. This will be listed within BART on the submission screen.</p>
<p><b>Font - Have you used the correct font size and style specified in any examination instructions?</b></p>	<p>OK for submission</p>	<p>Please change your font to the required size and style.</p>

## Submitting an ELE Online Quiz

If your examination is in the form of an ELE Online Quiz, you'll need to complete the following steps:

Click **'finish attempt'** when you have completed your answers:



Then, select **'Submit all and finish'**. You'll get the opportunity to go back to your answer before this screen if you haven't quite finished – unless you have reached the end of your allocated time window.

Keep an eye on the time to ensure you don't go over your allocated time window, as the quiz will auto complete, and submit, if you reach the maximum time offered to complete the assessment.

## For all submission types

If you have any problems during your examination please contact the Assessment Helpdesk by emailing [examshelp@exeter.ac.uk](mailto:examshelp@exeter.ac.uk). From 4<sup>th</sup> January you can telephone the Helpdesk on +44 (0) 1392 72 6800.

The Helpdesk is open between:

8am - 8pm Monday to Saturday

8am - 1:30pm on Sunday

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.

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.



## 6. SUPPORT

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### The Assessment Helpdesk – tailored help during exams

The Assessment Helpdesk is run by a support team who are able to respond to queries on all examinations (options 1, 2 and 3) whilst they are taking place and open.

You can email the Helpdesk on [examshelp@exeter.ac.uk](mailto:examshelp@exeter.ac.uk) and from Monday 4<sup>th</sup> January by telephoning +44 (0) 1392 72 6800

The helpdesk is open between **8am - 8pm Monday to Saturday** and **8am - 1:30pm on Sunday**.

If you have enquiries about a dissertation or coursework items please speak to your relevant [Hub Info Point](#).

The Helpdesk can advise on queries about the examination question or rubric, along with IT-related queries during your examination, liaising directly with the IT Helpdesk if necessary. They will also log that you have experienced an issue during an examination and been in touch.

### Study Zone

Student Services, including the Study Zone, are available to support you as you prepare for exams and assessments. Visit the Study Zone for guidance on revising and undertaking exams, including techniques to help tackle exam stress, practical advice and exercises to help promote better sleep, and how to approach remote open book exams. You can also book a 1:1 appointment with a Study Skills Adviser if you require further help with your studies or revision.

Find out more [online](#).

### Mitigation – how to defer an examination

If you feel illness or other adverse personal circumstances may affect your ability to undertake an assessment you may be able to apply for a deferral through what the University calls the 'Mitigation Process'.

Find out more about the Mitigation Process [online](#).

## Wellbeing

We've created a webpage to help you find the support and information you need to take care of your mental health and wellbeing. Look online at our [Wellbeing information page](#) for staff and students.

For further information and support, you can always contact the [Wellbeing Service](#) (Exeter students), or [Living Support](#) and [The Compass](#) (Cornwall students).

## 7. 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 must not upload the examination paper, or your answers, to any external digital platform (including Turnitin and Studiosity) either during the examination or subsequently.

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.





## Platforms for examination, revision and submission

### ELE

[vle.exeter.ac.uk](http://vle.exeter.ac.uk)

ELE will be the platform from which we release: Option 3 extended examinations, coursework items, mid-terms, multiple choice quizzes and oral examination papers.

You can access all your course materials, including **revision** materials, here.

A white rectangular box with the word 'ELE' in blue capital letters.

### Exams ELE

All **Option 1 and 2 examination papers** will be released from Exams ELE. We will also release January examinations taking the form of Online Quizzes from Exams ELE.

We will post a link to Exams ELE closer to the start of the January exam period.



### BART

[bart.exeter.ac.uk](http://bart.exeter.ac.uk)

Submit your coursework, completed Option 1, 2 and 3 examination papers and oral recordings here.

You will also be able to access the feedback on your submissions directly from BART.

A blue rectangular box with the text 'BART Assessment Tracking' in white.

# 8. USEFUL LINKS

### USEFUL LINKS

Link	Note
<a href="#">Exams Webpage</a>	The central webpage for all things exams
<a href="#">Exams Frequently Asked Questions</a>	Some commonly asked questions on exams have been answered here
<a href="#">Exams ELE</a>	Option 1 and 2 examinations (including quizzes) will be released from here
<a href="#">ELE</a>	The University's virtual learning environment
<a href="#">BART</a>	BART is a University submission platform for assignments
<a href="#">Hub Contact details</a>	Find the contact details for your Hub Team
<a href="#">My Timetable</a>	Your examination timetable will be released on 25 November
<a href="#">Student Record System</a>	Your current personal and academic details
<a href="#">Study Zone</a>	Guides on preparing for exams as well as one to one tailored support
<a href="#">Technical Guidance on using BART</a>	Find out how to submit and see some important technical information
<a href="#">Mitigation</a>	Apply for mitigation and find out more about the process