UNIVERSITY OF
EXETER

Technical Guide for saving and submitting examinations

Contents

1. Downloading your Examination Paper

Option 1 & 2 examinations

Examination papers for Option 1&2 examinations can be found at [University of Exeter Exams ELE](#).

The site will look just like ELE, so navigate to your module page as you would in ELE.

On your module page, you will find your examination paper along with any specific instructions. Click on the examination paper link to download it, and save the examination paper to your hard drive. For option 2 papers, your exam time will start when you click on the 'Attempt quiz now' button. As soon as you open the quiz your start time will be logged and the duration of your exam will begin. Please make sure you are ready and have everything you need before you click on the quiz. You will then be taken to a page to download your examination paper. Please close ELE once you have downloaded your examination paper.

For Option 1 examinations, you must submit your paper within 24 hours of the release time. For Option 2 examinations, you must submit your paper within the total completion time: this includes the academic writing time specified on your rubric, plus any Individual Learning Plan (ILP) time if applicable, plus 30 minutes of upload time.

Option 3 assessments

Option 3 assessments will be on your usual [module page on ELE](#).

If you have any problems finding your paper **contact the Assessment Helpdesk on (+44) 01392 726800.**

2. Uploading your Examinations

When undertaking Option 1 examinations or Option 3 assessments, aim to submit your completed work a minimum of 20 minutes before the submission deadline to give you time to resolve any problems you encounter in the submission process. When undertaking Option 2 examinations that have a fixed duration, you have been allocated an additional 30 minutes of time for this purpose, in addition to your actual examination time. This additional 30 minutes is there to support you with your submission process should you experience any technical difficulties. Please do <u>not</u> use this time to continue working on your answers. It is your responsibility to ensure that the <u>correct </u>document is uploaded before the end of your examination time window, **and to monitor your time to allow you to do so.**

If you have any problems during your examination you can **contact the Assessment Helpdesk on (+44) 01392 726800**.

The Assessment Helpdesk will operate at the following times:
- From 8am to 8pm Monday to Friday and 8am to 12.30pm Saturdays British Summer Time (BST).

Additionally, the Helpdesk will have extended hours on the following dates to account for weekend examinations:
- Saturday 16th and Saturday 23rd May: 8am - 8pm
- Sunday 17th and Sunday 24th May – 8am – 1230pm

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

Where possible please ensure you have a secure, strong internet connection before submitting online.

If you handwrite all or parts of your assessment we recommend that you scan or photograph your work using a smartphone camera, digital camera or equivalent device - you can only submit a single PDF into BART therefore the hand written content must be scanned or photographed and then inserted into a single document before saving as a PDF.

There are numerous 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 your work is in the image. Propping your elbow(s) on the table may help to steady the hand(s) holding he camera. You may also find it useful to have the flash turned on or off, depending on the room lighting and the make/model of your device. Ensure that the content is in focus, and capture the picture. It is advisable to practise doing this in advance.

Once taken, transfer the image(s) to your computer and insert the image(s) into your examination submission document. 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](#) on how this works. Similar functions may be available for other devices, so please check for guidance online 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 examination is saved correctly. You can use other PDF writers but you will need to check that you assignment submits correctly in BART.

Please note your PDF file size must be below 50MB (see Section 5.8).

 ➢ Note: PDF files are generally much smaller than Microsoft 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 MS Word file and re-save the MS Word file as a PDF. Do not re-save the PDF file in Adobe reader or equivalent as the file will be rejected by BART.

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

PLEASE NOTE Any student can apply for mitigation should you experience technical issues or IT failure during an examination. Requests must be received either before the examination or within 24 hours of sitting.

3. 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
PDF format *- Is your paper saved in PDF format using one of the <u>recommended PDF writers</u>?* **Recommended PDF writers**: • Microsoft Word 2007, 2010 & 2013 or later • Mac Office 2008 & 2011 or later • PDF Creator • CutePDF.com	OK for submission	Please re-save your work using one of the recommended PDF writers (see Section 5). <u>If you do not use one of the recommended PDF writers we cannot guarantee your submission will be formatted correctly.</u>
A4 format *– Is your paper saved in A4 format?*	OK for submission.	Please re-save your work in A4 format. A3 etc files will not be accepted.
File size *- Is your file size <u>below 50MB?</u>* For information on how to check your file size, see Section 5.8	OK for submission	Please reduce your file size in the software you are using to complete your examination. If your file contains pictures you can compress these using the 'compress pictures' button on the tools/format bar in MS Word (see section 5.9) If you cannot reduce your file size please contact the Assessment Helpdesk on **(+44) 01392 726800.**
Single file *– Is your paper in one single file?*	OK for submission	Combine all your separate files into one single file, making sure they are in the right order so the marker can navigate your answers. Then recomplete the format checklist.
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 Online

4.1.LOCATING YOUR EXAMINATION

STEP 1: Log into BART.

STEP 2: Locate your examination (assessment item) from the schedule list. There will be a click-button beside it saying **Submit Online** (see Figure 2).

FIGURE 2

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:	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:	This is the first submission
*Filename:	Choose file No file chosen *(Files must be in PDF format and be no larger than 50Mb)*
*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.*

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, please enter a zero in this field: successful completion relies on a number being entered 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'.

Figure 4
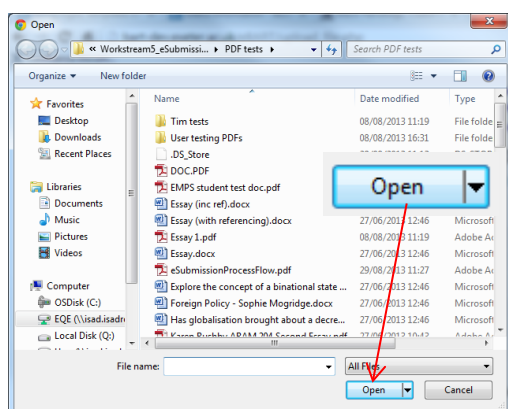
➢ NOTE: Please ensure your file complies with the formatting requirements checklist (see Section 3) otherwise your submission may be rejected. SUBMITTING YOUR EXAMINATION

STEP 6: Once you have selected and opened your file, click on the '**Submit Assignment**' button. Please be patient, it may take a few minutes for your submission to upload to BART. If there are any issues with the system we will let you know by email on the day of your examination.

STEP 7: A submission confirmation message, '**UPLOAD COMPLETE!**', should appear on your screen showing your electronic submission receipt (see figure 5 below). BART will automatically add your name and student number to your submission.

Figure 5

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, so long as you do so before the submission deadline. See the 'Resubmission Section' 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)
- ➤ NOTE: You do not need to go back in to ELE to click 'finish' on your assessment. ELE timestamps the start of your examination and BART records the finish time

STEP 8: You should also 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.

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, please contact the Assessment Helpdesk on **(+44) 01392 726800** 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).

4.3. VIEWING YOUR EXAMINATION

STEP 9: You will have the option to view your uploaded examination file at any time after you have submitted it. 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.

Figure 7

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

4.4. UPLOAD FAILED PAGE

If your assignment submission 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. It may be useful to ensure two or more of these are accessible to you in advance of the examinations.

a) **File size**

UPLOAD FAILED!

Invalid file - assignment is too large .

For more information on how to reduce you file size, see Section 4.9

b) **PDF format**

UPLOAD FAILED!

Invalid file - assignments must be in PDF format, created using the guidance supplied by the University of Exeter.

For more information on saving PDFs, see Section 4

c) **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.

d) **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 examination file 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 examination is still not accepted, please **contact the Assessment Helpdesk on (+44) 01392 726800** for further assistance.

4.5.RESUBMISSION

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

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

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

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

➢ **NOTE: The new assignment you submit will overwrite your previously submitted assignment.**

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 in PDF format and be no larger than 50Mb)*
*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 the 'OK' button. If not, click the 'cancel' which will take you back to the '**Re-submit assignment online**' screen.
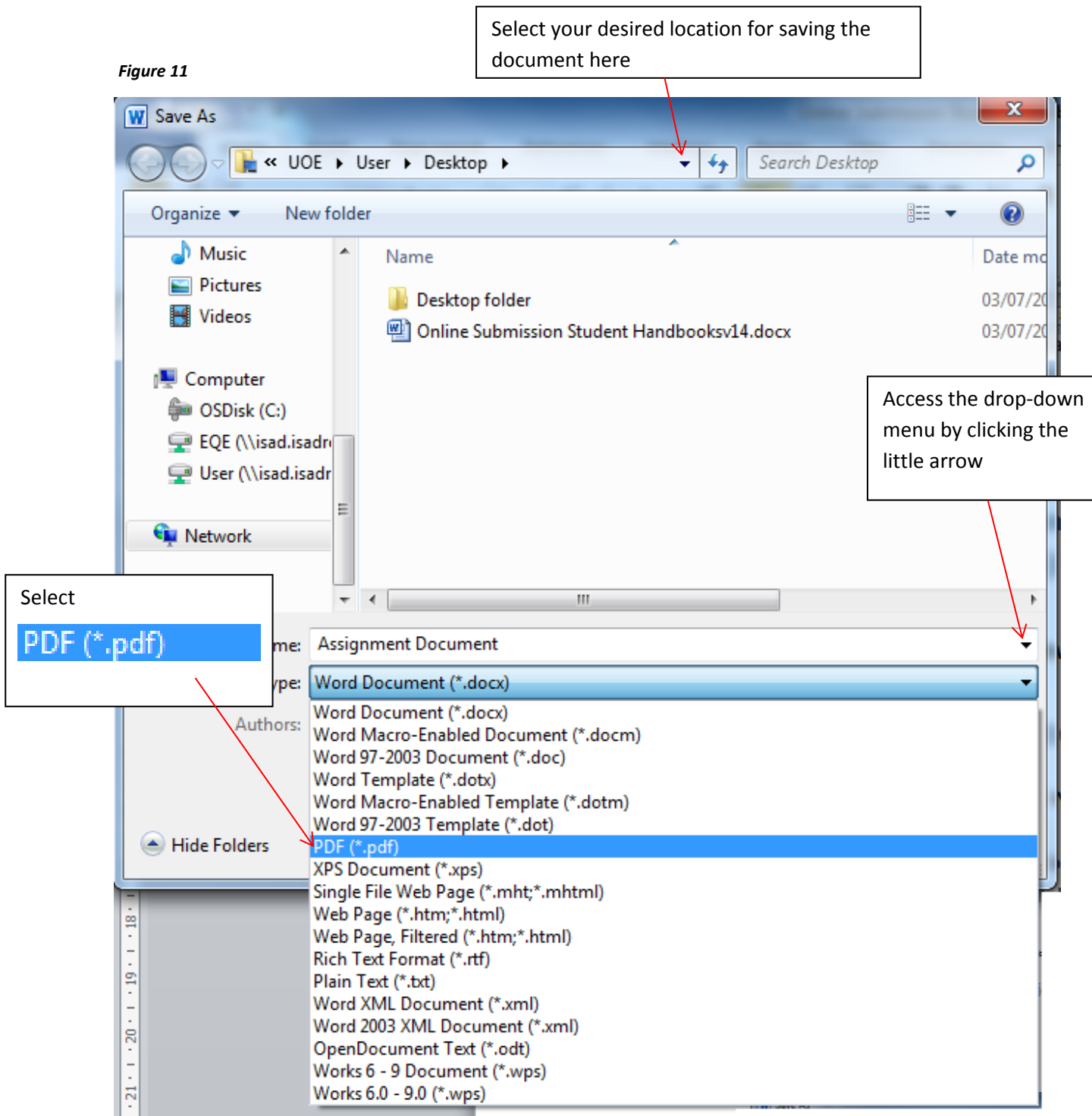
Figure 10

The page at bart-dev.exeter.ac.uk says:

This will overwrite your previous submission! Continue?

OK   Cancel
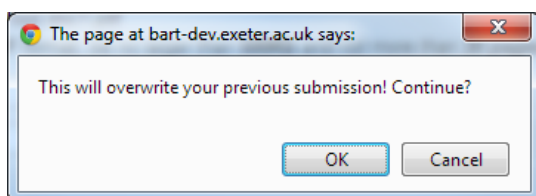
> NOTE: If the submission deadline has passed and you have already submitted an assignment, you will not be able to re-submit your assignment. The '**Re-submit online**' button in the '**Online submission**' column on your BART schedule will have been replaced with the message '**Deadline past**'.

5. How to save your examination in PDF format (including recommended PDF writers)
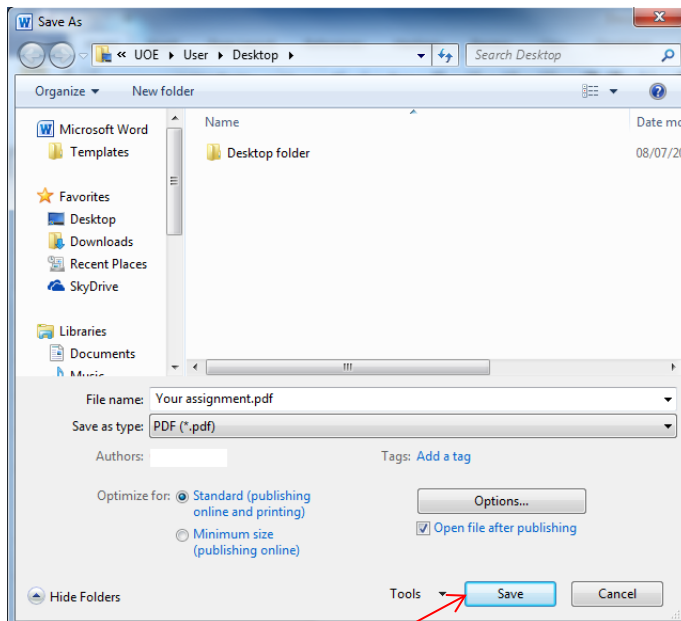
5.1. MICROSOFT WORD 2010

- 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 your desired location for saving the document here

Access the drop-down menu by clicking the little arrow

Select

PDF (*.pdf)

- Select '**PDF (*.pdf)**'
- Select your desired folder location

Figure 12

- Now click the '**Save'** button.

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).
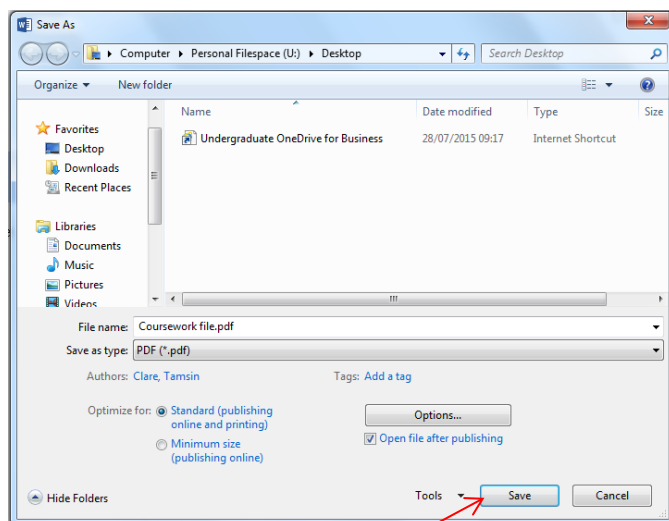
Figure 13
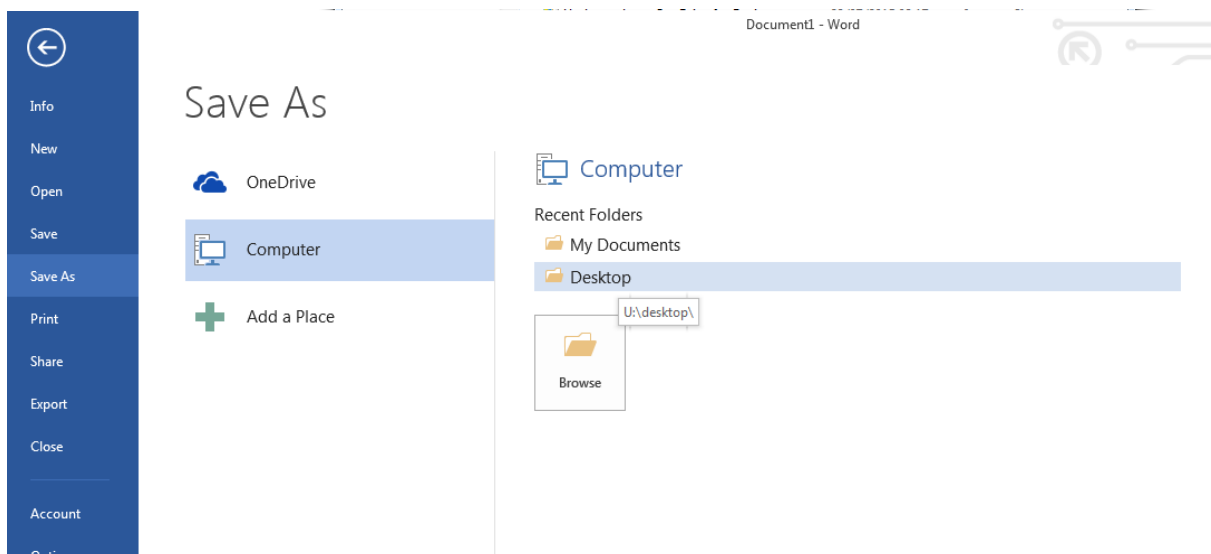
- This will bring up a '**Save As'** dialogue box (see Figure 14).

Figure 14
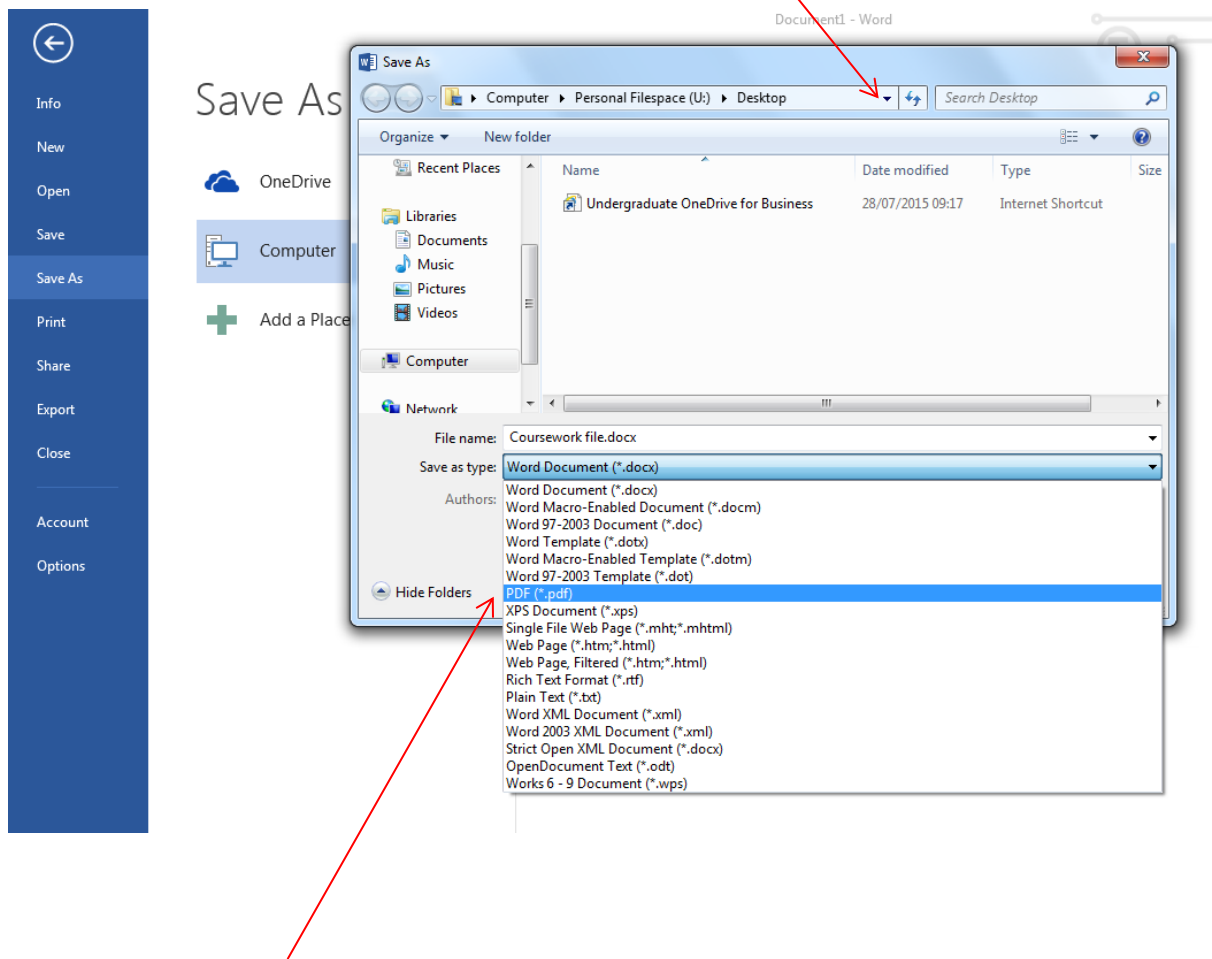
Check the file location in the address bar at the top of the dialogue box. If required, you can change this location by selecting an alternative from the drop-down menu. (Access the menu by clicking on little black downward-pointing arrow at the end of the bar.) Next select **PDF (*.pdf)** from the **Save as type** drop-down menu.

Figure 15

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

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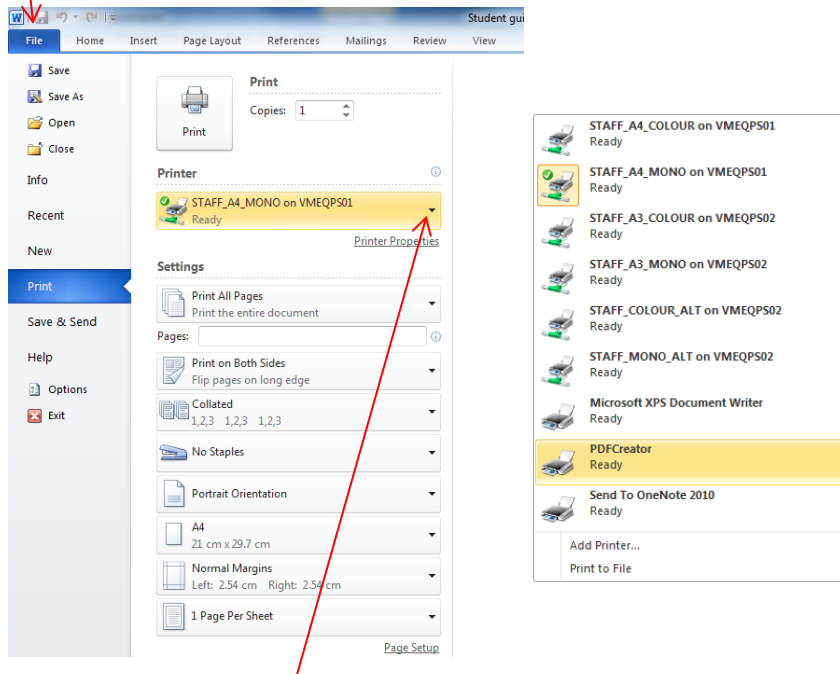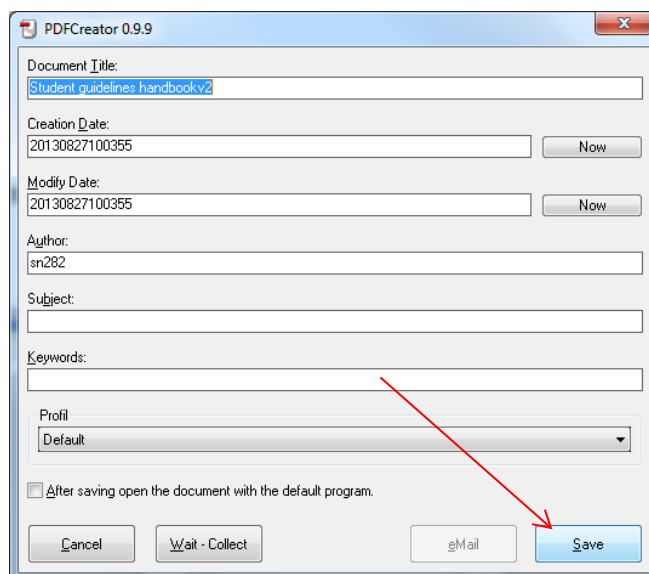- Select the desired folder location and then click '**Save**'.

Figure 16
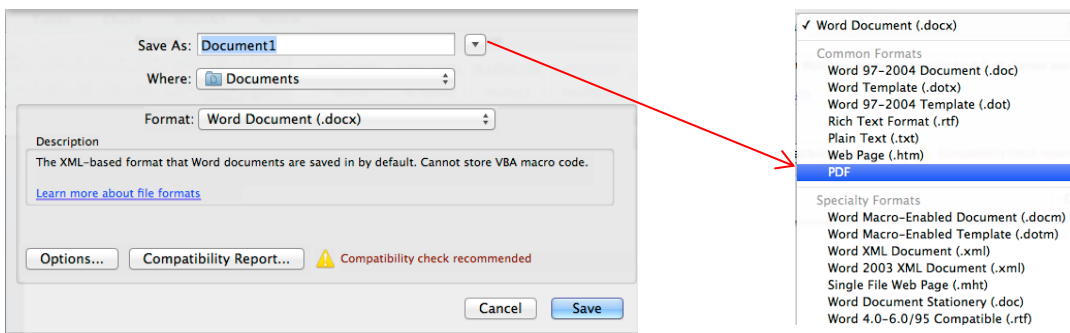
5.4.PDF Creator

- Open up your file in Microsoft Word.

Figure 17

- Click on '**File'** tab and then '**Print'** in the navigation pane (see Figure 17).
- In the drop-down menu under '**Printer'** select '**PDFCreator'**.
- Click on the '**Print'** button.
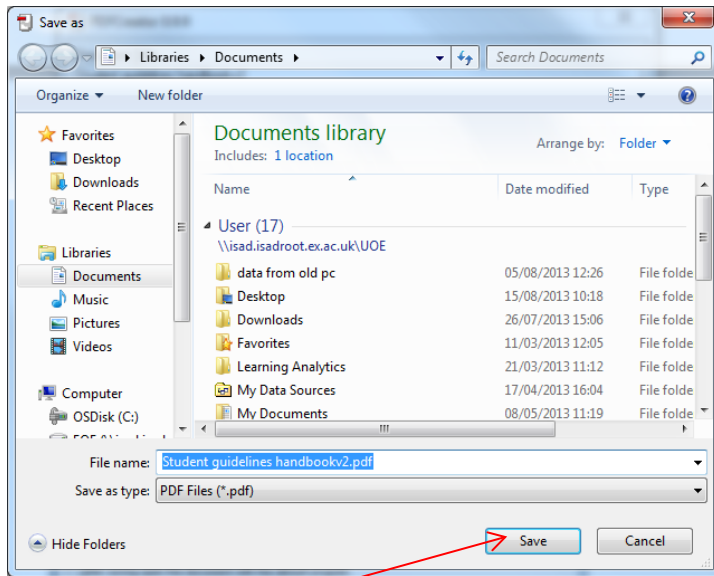- A '**PDF Creator'** dialogue box will appear (Figure 18)

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**'.
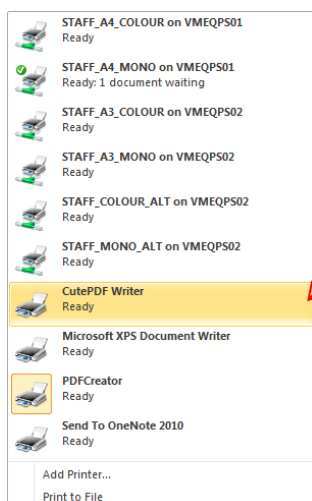
Figure 19

5.5. CutePDF

- Open up your file in Microsoft Word.
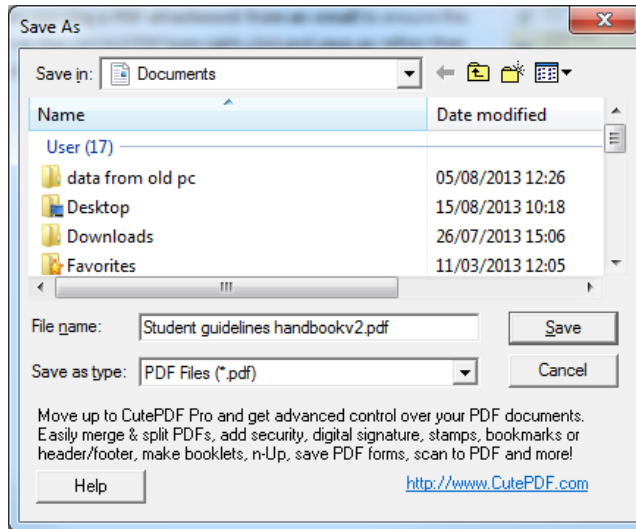- Click on the '**File'** tab and then '**Print'** in the left hand column.

FIGURE 20

- In the drop-down menu under '**Printer'** select '**CutePDF'** (see 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 website](http://www.CutePDF.com)
- ➢ **NOTE: Assignments converted to pdf file format using PrimoPDF creator will NOT upload**

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.
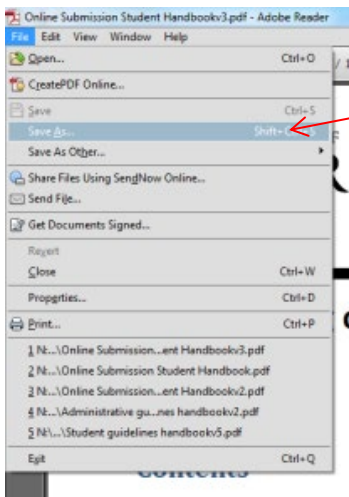
Figure 22
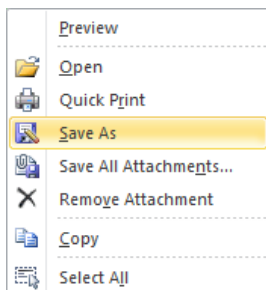
5.7. DO NOT re-save PDFs

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).

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 PDF click on **'File'** and then select **'Properties'** from the drop down list (see Figure 27).

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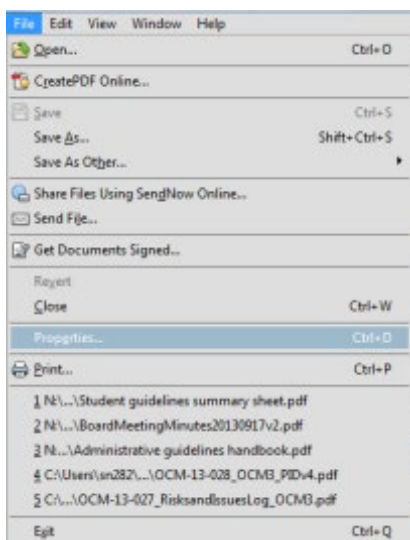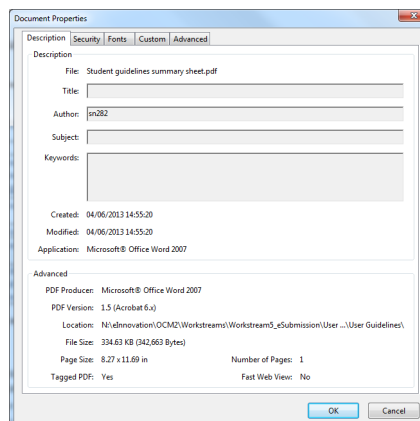
Figure 24

Figure 25

5.9.REDUCING YOUR FILE SIZE

NOTE: Make sure you have checked your file size once it is in PDF format. PDF files are generally much smaller than MS Word files.

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 MS Word file and then in the '**Format'** tab of '**Picture Tools',** select '**Compress pictures'** (see Figure 25).
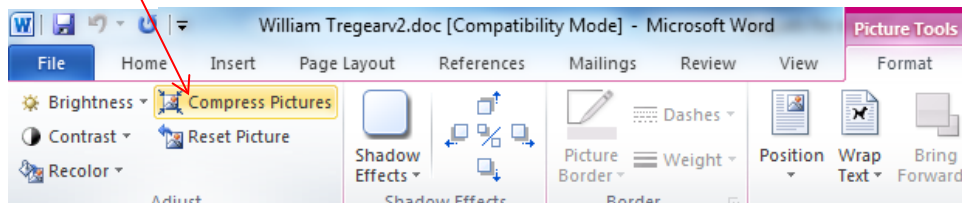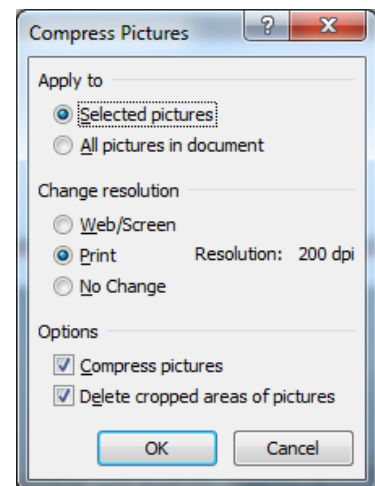
Figure 26

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

Remember, if you have any technical problems during your examination you can **contact the Assessment Helpdesk on (+44) 01392 726800.**