

## Preparing to take a computer-based exam

Find a scanning app that works for you. Practise scanning a multiple page document, save it as a single PDF file, and upload it to our test site: [Eng/Inf Exam Download/Upload Test Site](#) You can check your uploaded file on this site. Instructions for using suggested app, MS Lens, are available in the links. Alternatively, you can use a scanning app of your choice. Be sure to try out your chosen app before your first exam.

## Exam timetable

Refer to your Exam timetable on Sussex Direct:

### Assessment Deadlines & Exam Timetable

Pages:  **Course** Syllabus Timetable Module Resources

Show me:  Assessment Deadlines & Exam Timetable

## Taking the exam

Go to the quizzes section on the Canvas site for the module.

You will have **a single session of two hours and 30 minutes duration** to complete the exam. All students are required to begin the exam at the published start time. The start time of the quiz will be the same for all students.

During the **exam** you will: access the exam paper, write your answers on A4 paper, and then scan and upload your answers as **a single PDF file**.

**For exams requiring text only answers, you may type your answers.**

The **session of two hours and 30 minutes duration** includes your scanning and uploading time. You should spend 2 hours answering the questions and allow 30 minutes for scanning and uploading. Bear in mind that a submission started in the last few minutes may fail if you have not allowed enough time for the file upload. **You cannot upload your answers to Canvas once the 2.5-hour session has finished.**

You must:

- ✓ Include candidate number & page number on each sheet
- ✓ Clearly indicate the number and section of each question you are answering
- ✓ Name your PDF file: your candidate number\_module name
- ✓ Submit a single PDF file containing all your answer pages. (Check you have not missed any pages). **Do not upload multiple files.**
- ✓ Check your file upload on Canvas once you have submitted. See instructions on how to do this here: [how to check you have submitted the correct file for CEX assessments](#)
- ✓ Save your file to your University OneDrive account as a back-up. <http://www.sussex.ac.uk/its/onedrive> (Please do not use a shared folder on OneDrive to store coursework and exam submissions to ensure your work is not generally accessible)

Do not write your name on your work.

### **Problems during the exam**

If you think you have found an error in the exam question paper, you should email the module convenor directly. (Name and email address will be provided in the quiz instructions for each exam).

For *ANY OTHER ISSUES* you must follow the instructions in the **exam problem flowchart**.

### **Extra time**

If you have extra time due to Reasonable Adjustments, this has been added to your CEX and/or MCQ assessment on Canvas. Your additional time is calculated as a percentage of the duration permitted for taking the assessment (two hours) and not the time allowed for scanning and uploading your work.

There is information about eligibility for Reasonable Adjustments here: <https://student-stage.sussex.ac.uk/assessment/reasonable-adjustments>

### **Academic Integrity Statement**

You may access online materials, notes etc. during this examination. You must complete this assessment on your own and in your own words. By submitting this assessment, you confirm that your assessment includes no instances of academic misconduct, for example plagiarism or collusion. Any instance of academic misconduct will be thoroughly investigated in accordance with our [academic misconduct regulations](#).