

# Exam paper portal guidance

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## Logging in

A link to the exam paper portal will be emailed to the Exam Contacts for each School. Only authorised users will have access to the portal and be able to submit exam papers. Users will log-in via Shibboleth (i.e. using staff username and password).

### Exam Paper Portal

You are managing

Biomedical, Nutritional and Sport Sciences

Exam Period

2019\_20 Semester 1

Print

Copy

Excel

PDF

Filter records (separate criteria with a comma):

Show

25

entries

| School                                     | Exam Code  | Exam Date     | Start Time | Status      | Last Update    | Updated By    | Action |
|--|--|---------------|------------|-------------|----------------|---------------|--------|
| Biomedical, Nutritional and Sport Sciences | SES1001 - Principles of Exercise, Nutrition and Health                 | 21 January 20 | 14:00      | Not Started | 18 November 19 | ngh36         | Edit   |
| Biomedical, Nutritional and Sport Sciences | CMB2004 - Cell and Molecular Biology of the Immune System              | 13 January 20 | 09:30      | Not Started | 07 November 19 | nss2069       | Edit   |
| Biomedical, Nutritional and Sport Sciences | NUT2001 - Principles of Nutrition                                      | 20 January 20 | 14:00      | Not Started | 31 October 19  | IDFS Importer | Edit   |
| Biomedical, Nutritional and Sport Sciences | SES3004 - Physical Activity, Exercise and Disease                      | 17 January 20 | 14:00      | Not Started | 14 November 19 | ngh36         | Edit   |
| Biomedical, Nutritional and Sport Sciences | PSC2002 - Membrane Transport and Cell Signalling in Health and Disease | 16 January 20 | 14:00      | Not Started | 14 November 19 | ngh36         | Edit   |

## Viewing exams

Each user will be able to view all the modules requiring an exam paper for their individual School. The list can be filtered using the 'Filter records' field on the right-hand side and the number of modules displayed on the page can also be adjusted.

### 'Missing' Exams:

If there are any exams missing from the list, then it means that the exam has not been scheduled. You will need to contact [exams@ncl.ac.uk](mailto:exams@ncl.ac.uk) to request that the exam is scheduled first before you can submit an exam paper.

### Paired Modules:

For paired modules, both module codes will be listed separately, and an exam paper will need to be submitted for both separate modules. The exam paper should still detail both module codes.

Completing exam paper portal

It's important to get enter the details of the exam on the exam paper portal correctly as this is what we use to produce the instruction sheet given to invigilators to run the exam correctly, information entered incorrectly can result in the exams office rejecting a submission.

We also find that in each exam period there are a small number of exams where some information is omitted from the portal and is only relayed to us after the exam has been approved and been sent to print, which causes a considerable amount of extra work for the exams team to ensure the correct information is added to the instruction sheets for each exam venue. So please ensure you have checked with the module leaders that the information is correct and complete before submitting.

PHA1006 Pharmacy  
In Exam Period 2023\_24 Ad Hoc Semester 2

Start Date: Wednesday, 28 February 2024      StartTime: 10:00      Duration: 1 Hours

1. Contacts For Exam Paper Queries

Administrator and Module Leader must be provided.

Add Exam Contact

| Firstname                   | Surname                   | Extension                   | Email                   | Mobile                      |
|-----------------------------|---------------------------|-----------------------------|-------------------------|-----------------------------|
| <i>* Firstname Required</i> | <i>* Surname Required</i> | <i>* Extension Required</i> | <i>* Email Required</i> | <i>A mobile is optional</i> |

**Add exam contact**  
Enter the contact details of the administrator for the exam(you), the module leader and the nominated contact if the module leader will not be available during the exam.  
**Remind module leaders that they should be available on Teams during the exam, or they must provide details of someone else who can answer exam queries on their behalf if that cannot be available.**

2. Delivery Details For Completed Scripts

| Firstname                   | Surname                   | School   |
|-----------------------------|---------------------------|----------|
| <i>* Firstname Required</i> | <i>* Surname Required</i> | Pharmacy |

**Delivery details for completed scripts**  
The contact who completed exam papers and/or attendance lists should be returned to after the exam (usually the module leader or education manager)

### 3. Uploaded Documents

Add Exam Paper

Add Additional Materials

Upload the exam paper and any other required materials.

#### Create Exam Paper

Please note, only pdf files are allowed. Any other type of file will be rejected.

Upload File  No file chosen

Document Type 

Exam Paper (Written) 

Exam Paper (Written)  
Digital Exam Paper Back-up (10% copied)

#### Adding exam paper

If the exam is a **written** exam, eg every student will need a copy of the exam, select “Exam Paper (Written)”

If the exam is a **digital** exam you should choose “Digital Exam Paper Back-up (10% copied)”

If the exam is **part written** and **part digital** each paper should be uploaded under its relevant category

#### Create Additional Material

Please note, only pdf files are allowed. Any other type of file will be rejected.

Upload File  No file chosen

Document Type 

Data Sheet (Copy for all candidate) 

Data Sheet (Copy for all candidates)  
Data Sheet (Copy for Digital Back-up only)  
Digital Exam Password  
Inspira Blank Sketch Sheet  
Inspira Grid Sketch Sheet  
MCQ Answer Sheet  
Other (Specify in Notes)

Further Details for Data Sheets

#### Adding additional materials

Select the relevant option for additional materials to be uploaded

Please note that the exams office will upload digital exam passwords and sketch sheets (if requested)

| Please select a value |   |   |
|-----------------------|---|---|
| Question              | Notes   |   |
| Size                  | Digital Back-up Papers should be A4   | <div>A4 <input checked="" type="checkbox"/> A5 <input type="checkbox"/> A3 <input type="checkbox"/></div> |
| Single Sided          | Document will be printed double sided unless specified.   | <div>Double Sided <input checked="" type="checkbox"/></div>   |
| Colour                | Document will be printed in black and white unless specified.   | <div>Black &amp; White <input checked="" type="checkbox"/></div>  |
| Hole Punched          | If students write their answer directly onto the exam paper and it needs to be attached to a script book or infosafe cover - hole punch MUST be requested. If data sheets are to be attached to script choose hole punch. | <div>* An answer is required <input checked="" type="checkbox"/></div>                                    |

#### Printing Details

This shows the default setting for printing if you require a different size or require colour instead of black and white, please select the relevant options here.

Please ensure you select the correct option for hole punching – if students will be required to write their answers on the exam paper you must select **yes**.

#### Common mistakes –

When exams are reuploaded after being rejected they are often added as the wrong type of exam despite having been done correctly the first time – ensure that you are checking the “document type” and “printing details” each time an exam is submitted

#### 4. Exam Requirements

| Question  | Response                |
|---|-------------------------|
| Please indicate how many answer books per candidate are required?   | * An answer is required |
| Do students require an Exam Paper Cover instead of an answer book because they are answering questions on the actual exam paper itself? | An answer is optional   |
| Can this exam paper be published on the web next academic year?   | * An answer is required |

#### Exam requirements

In this section you should let us know what basic exam equipment is required and whether you wish for the exam paper to be added to the exam paper repository.

#### Answer books

Please select a value

▼

✓

- No Answer Books Required
- 1 Answer Book Required for all candidates
- 1 Answer Book (For Digital Back Up only)
- 2 Answer Books Required
- 3 Answer Books Required
- 4 Answer Books Required
- 5 Answer Books Required
- 6 Answer Books Required

#### Answer Books

If a **written** exam (or part digital part written) is to be completed in answer books, please choose the correct number of answer books that should be given to each student

If an exam is **digital** and requires an answer book only for students using the backup paper please choose “1 answer book (for digital back up only)”

#### Infosafe covers

Please select a value

al ex

▼

✓

- No, Infosafe Cover not required
- Yes, Infosafe Cover required for all candidates
- Yes, Infosafe Cover needed, but only if Digital Back-up paper used

\* An answer is required

#### InfoSafe Covers

For **written** exams, if students are required to complete their answers on the question paper.

For **digital** exams where students are required to submit notes, graphs or sketch sheets for marking select

“yes, Infosafe cover required for all candidates”

For **digital** exams that have a write on backup paper but otherwise do not require any papers to be submitted select “yes, Infosafe cover needed, but only if digital back-up is used”

#### Common mistakes –

Both infosafe and answer books requested for all students, this is most common in **part digital/part written** exams, the correct option would be an answer books for all candidates and infosafe cover for digital back up only.

## 5. Open or Closed Book

The style of the exam

| Style of Exam  | Extra Information Required | Permitted Materials |
|--|----------------------------|---------------------|
| <div><div>Closed Book</div><div>Open Book</div><div>Specific Books/Materials</div></div> |                            |                     |

| Style of Exam               | Extra Information Required                                | Permitted Materials |
|-----------------------------|---|---------------------|
| <a href="#">Closed Book</a> | No books or written/printed material allowed in the exam. |                     |

| Style of Exam             | Extra Information Required   | Permitted Materials |
|---------------------------|--|---------------------|
| <a href="#">Open Book</a> | Written Exams - Any books or written/printed material allowed in the exam. Digital Exam - any materials allowed plus unrestricted online access. |                     |

| Style of Exam                            | Extra Information Required  | Permitted Materials   |
|--|---|---|
| <a href="#">Specific Books/Materials</a> | Please specify the exact list of permitted materials/websites allowed for this exam | <a href="#">Please specify the exact list of permitted materials/websites allowed for this exam</a> |

Any relevant notes.

Please specify the exact list of permitted materials/websites allowed for this exam

This section lets us, and our invigilators know what a students should have access to during an exam. There are 3 options:

**Closed book** – this means that no notes or printed materials can be brought into the exam and for digital exam it also means that the exam will be in a locked down browser.

**Open book** – This means that any written or printed material can be brought into the exam, with no restrictions and for digital exams the exam will not be in a locked down browser, meaning that have free access to anything on the computer including full internet access – invigilators cannot be responsible for what students access online during an open book exam.

**Specific Books/Materials** – this allows you to add a note to specify what a student can bring with them to an exam. Some examples of when this option should be used:  
If a digital exam will be in a locked down browser but students are allowed to bring written or printed notes  
For written exams, if students are allowed to bring a particular book or one A4 sheet of notes.

### Common mistakes –

Submitting a digital exam as open book when the exam will be completed in a locked down browser

The login instructions and password sheet that we provide, and the setup of the exam is different for an exam in a non-lockdown browser. If an exam is marked as open book in the exam paper portal we may assume that the inspera exam has been set up incorrectly leading to unnecessary additional work trying to resolve this.

## 6. Special Equipment

Add Special Equipment i.e. Graph Paper, MCQ Sheets, if the Exams Office are to provide it.

Add Special Equipment

The type of special equipment

Special Equipment must be selected



Biomed MCQ Sheet (1-150)  
Digital Exam Supplementary Paper (for rough work not to be marked)  
Graph Paper  
Inspira Blank Grid Sheets  
Inspira Blank Sketch Sheet  
Other  
Pharmacy MCQ answer sheet  
Special Equipment must be selected

Notes

Quantity Per Student

Delete

*No answer provided*

1

Delete

Most exams won't require special equipment in which case you can skip this section, however if you require any of the items listed below to be available to students during the exam:

- **Digital Exam Supplementary Paper (for rough work not to be marked)**
- **Graph Paper**
- **Inspira Blank Grid Sheets**
- **Inspira Blank Sketch Sheet**
- **Other**
- **Pharmacy MCQ answer sheet**

### Common mistake -

- We regularly receive emails from PS staff and module leaders shortly before the exam is due to take place asking if students will get note paper in **digital** exams. All students will automatically receive 1 side of A4 for notes, if you know that all students are likely to need more than that in their digital exam then please select this option and let us know how many sheets they will likely need so that we can ensure there is enough note paper available in the exam venue.
- We often find that staff enter information in this section about what materials students can bring with them into exams, that information should be in the previous section "open or closed book", This section is for you to tell us what special equipment the exams office should provide to students in the exam

## 7. Instructions For Invigilators

### Question

Is this a Written or Digital Exam? (Answer should be digital if the main cohort are answering online)

Normal exam rules state approved calculators are allowed. If calculators are NOT allowed in this exam answer this question.

Normal exam rules state bilingual dictionaries are allowed. If they are NOT allowed in this exam answer this question.

Are the students allowed to keep the exam question paper?

Please select a value

This is handwritten exam  
Digital Exam using Inspira - all answers online  
Digital Exam using Inspira, but with a handwritten element requiring answer books  
Digital Exam using NUMBAS - all answers online  
Digital Exam using NUMBAS, but with a handwritten element requiring answer books  
Digital Exam using alternative software (email exams@ncl.ac.uk with details)

An answer is optional

\* An answer is required

### Is this a written or digital exam?

Most exams will be either **written** or **digital** but a small number of exams each period will have both a written component and a digital component and it is important that the invigilators get the right information.

The option “Digital exam but with a handwritten element” does not apply to digital exams where students will submit a sketch sheet or graph

### Common mistakes –

Sometimes we see exams being noted here as “digital exam, but with a handwritten element” when in fact the exam is a fully digital, but the backup paper requires an answer book. This is NOT correct this question should be answered with the assumption that the exam will go ahead as scheduled (eg a digital exam will be completed on the relevant digital platform).



A sample exam paper, an exam paper checklist and deadlines for exam paper submissions can be found here: <https://www.ncl.ac.uk/exams/staff/>

If you have any queries, please contact the exams team on [exams@ncl.ac.uk](mailto:exams@ncl.ac.uk)