Exams June 2020

HOW TO GUIDE

How to upload answers to exams on Moodle

This document should be carefully reviewed by students who are taking:

- **Year 1 exams – Financial Accounting and Taxation ROI/NI**
- **Year 2 exams**

Essential Scanning Software

In order for students to complete their exams, they will need to download a scanning app to their phone/tablet to upload responses to Moodle.

This document demonstrates how this will work using the Adobe Scan app, which is available free on the Apple or Google app store. There are other apps available which provide the same service. It is also possible to scan PDF documents on iPhone. Instructions on how to complete this are here.

This document is summarised in video format here.

Adobe Scan App

To digitalise your handwritten answers, you can use one of the applications available e.g. Adobe Scan App. You can download this application to your phone and sign in with your email address. There are some handy online tutorials available e.g. on YouTube, we have selected one here which might give you a better idea about the application and how it all works.

The application is very intuitive but if you would like to read more about the instructions and the use of the app, please click here.

How to use the Adobe App for your exam

When you download the app and sign in, you will be able to scan your answer sheets. When you open the app, select **Document** and press the circle to take a picture of your answer sheet. Make sure there is plenty of light when you are taking the photo as this might have an impact on the quality and legibility of your document. Prevent shaking or moving your phone when you are taking the photo.

Always check that your scan is legible and retake the picture if necessary.
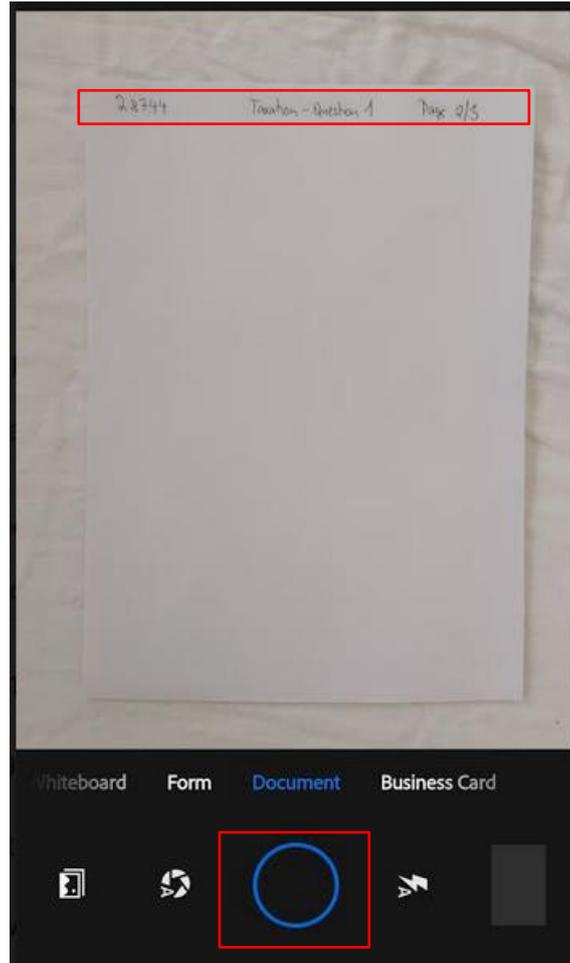
Repeat this process until you take a picture of all your answer sheets for the question. E.g. if you have three answer sheets for Question 1, you need to take a picture of 3 individual sheets and you will be given the indication of the number of scanned sheets on the right side of the app as per the picture below.
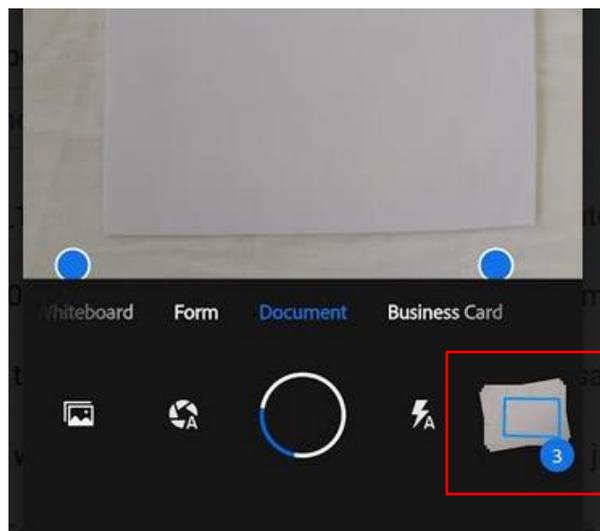
This picture with number 3 on the right side indicates that you have scanned 3 pages. When you click on the icon with number 3, you will be directed to the next step which is **Saving**:

The following screen will appear on top of your mobile phone and this is the time **you rename your document** which will be firstly named as *Scan date year.* To rename the document, click on the little pencil after the 2020 and rename your document as per the naming conventions:
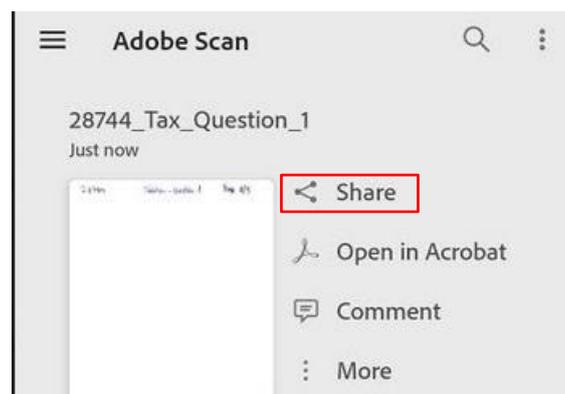
Exam number_Subject_Question_Number:

Example: **284744_Tax_Question_1**

When you have renamed your scan, click on the **Save PDF** (as per the picture above in the right corner).

The following window will appear at the top of the mobile phone screen, click on **Share.**

When you click on Share, you will be able to send a copy of your document to your email address.

At the bottom of your mobile phone screen you will get the following options:

When you click on **Share a Copy**, you will need to select on your phone how you would like to share the copy, please select from your phone, e.g. Gmail:

When you click on the application you would like to use for sharing, in our example Gmail, the copy of the scan will be added automatically to your email and you can type your own email address to the recipient line and click on send. This means that you have sent your copy to your own account and your answer document will be saved in your Sent Items and Inbox as well.

To download your answer scan to a PC/laptop, access your email account through a web browser on your PC/laptop and save your scanned documents to a folder on your desktop which you created already for the exam purposes.

Once you saved your questions to your Exam desktop folder, you will be able to either drag and drop the document to an individual question, or you can select the document in the upload window.