



Uploading an exam paper – for school staff

Timetabling, Examinations & Results Section – Student Administration Australian Catholic University

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Introduction

The purpose of this guide is to support Academic Staff in the preparation of examination papers for the main and deferred/supplementary examination periods. This guide will demonstrate the process of downloading the coversheet for your unit, and the required steps to merge with the examination paper.

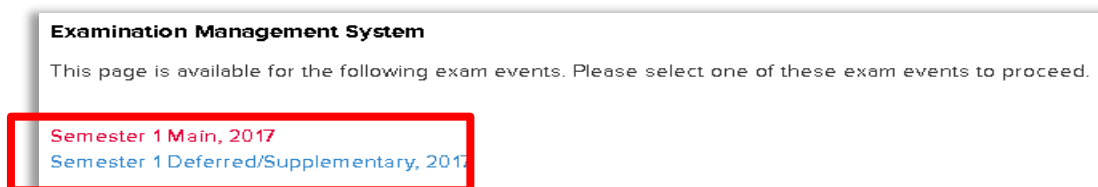
How to prepare the Exam Paper

Download and attach the coversheet to the paper

A coversheet will need to be downloaded from the Examination Management System (EMS). The benefit of using EMS for this ensures that the coversheet will have the correct unit with year/term codes, details such as exam duration and the period (main, deferred/supplementary). The coversheet will also have the current ACU styles and formatting.

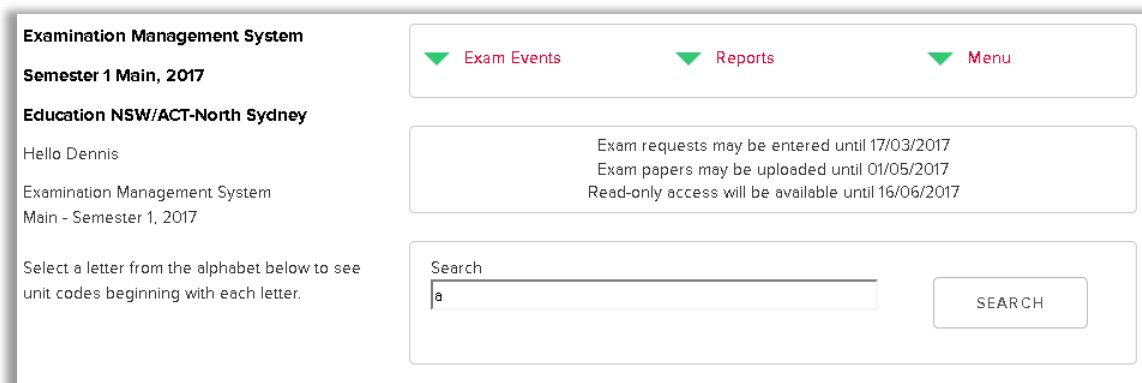
It is important to ensure that the examination content that you will merge with the coversheet is in the correct format; all pages will need to be in portrait format. **Landscape** pages are not able to be printed, so please ensure that tables/diagrams and images etc. are in portrait orientation.

1. Login to the EMS from the [Examinations Information Page](#) with your ACU username and password.



NOTE: The login page has links to two exam periods – **Main** and **Deferred/Supplementary**. **You will need to login to each period in turn to download the relevant cover sheets.**

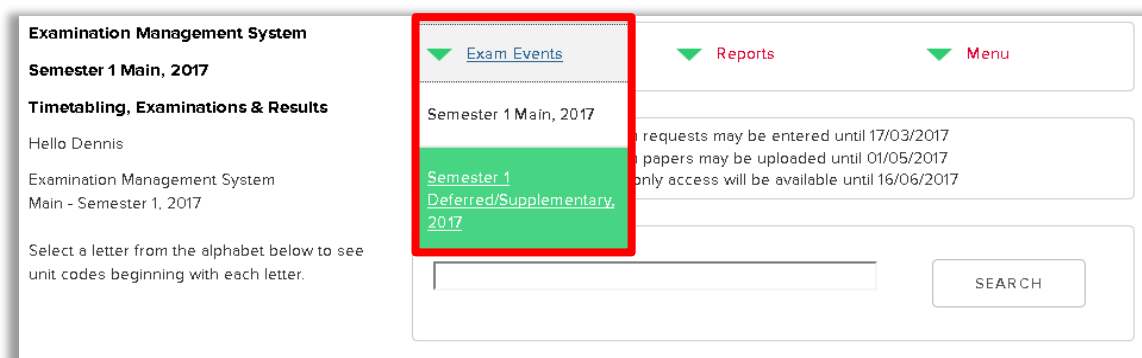
2. The homepage will appear as per below



The **Menu** tab will allow you view your profile and to select a different School should you have access to multiple departments.

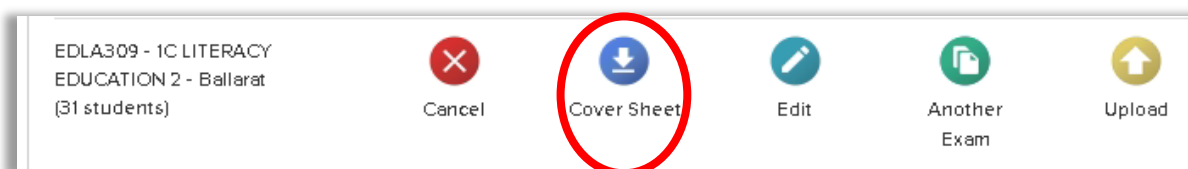
The **Reports** tab is used to view a summary of uploaded papers for your School.

The **Exam Events** tab allows you to navigate between the different exam periods, main and deferred/supplementary for the particular semester.

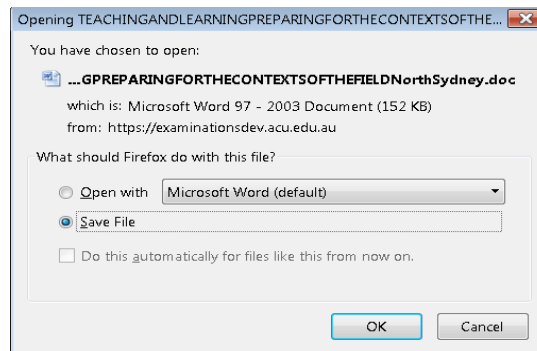


There is a search bar to help you find your units by code or description.

3. Navigate to each of your exams by unit code; there is a button to download your **Cover Sheet**.

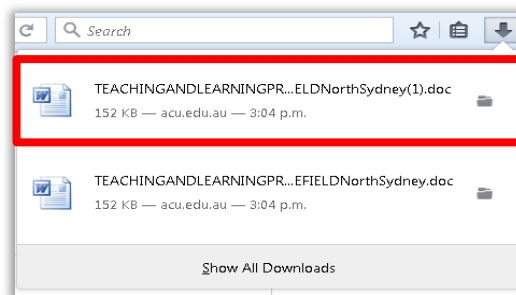


4. Click the **Cover Sheet** button and when prompted, select **Save File** and click **OK**.

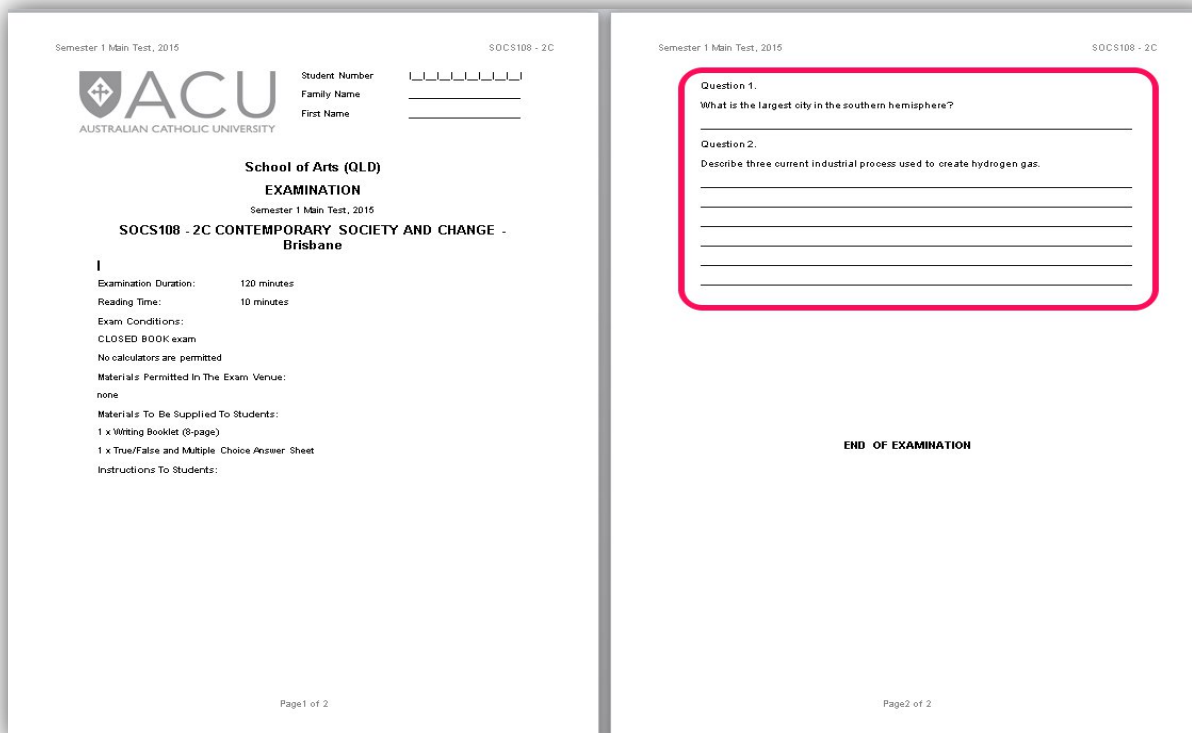


NOTE: The save file images are applicable to Mozilla Firefox, a browser such as Internet Explorer will have different save as options.

5. Access your **Download** tab on your browser. Click on the file, which will open in Microsoft Word.



6. **Enable Editing** of the document.
7. Whilst the file is open in Word take a moment to review the information on the cover sheet for accuracy. The details on the coversheet should match the selections made in the **Exam Request**.
8. Ensure all data is correct – including campus name, exam code and title.
9. Ensure that you save the coversheet as a Word document and label the file so that it is easily distinguishable (e.g. SOCS108-2C Main or SOCS108-2C Deferred/Supplementary)
10. Remove the sample questions from the cover sheet (see image below)
11. Insert your actual examination questions on page 2.
12. Ensure you end your insertion prior to the words **END OF EXAMINATION** and Save.



Semester 1 Main Test, 2015 SOCS108 - 2C

ACU AUSTRALIAN CATHOLIC UNIVERSITY

Student Number: _____
Family Name: _____
First Name: _____

School of Arts (QLD)
EXAMINATION
Semester 1 Main Test, 2015
SOCS108 - 2C CONTEMPORARY SOCIETY AND CHANGE - Brisbane

I

Examination Duration: 120 minutes
Reading Time: 10 minutes

Exam Conditions:
CLOSED BOOK exam
No calculators are permitted
Materials Permitted in The Exam Venue:
none

Materials To Be Supplied To Students:
1 x Writing Booklet (8-page)
1 x True/False and Multiple Choice Answer Sheet

Instructions To Students:

Page1 of 2

Semester 1 Main Test, 2015 SOCS108 - 2C

Question 1.
What is the largest city in the southern hemisphere?

Question 2.
Describe three current industrial processes used to create hydrogen gas.

END OF EXAMINATION

Page2 of 2

13. Save the examination with coversheet as a PDF file.
14. Check the PDF version as the formatting can sometimes change when converted from Word. **This will be the final opportunity to review your examination before it is uploaded for printing and distributed at the examination.**
15. Once your examination with coversheet is complete, ensure it is uploaded for printing by the due date.
16. **Repeat this process for every one of your Main and Deferred/Supplementary examinations by accessing the correct exam period from the login page.**

IMPORTANT Please do not include landscape pages in the document, as these will not print. Examination papers are all printed in portrait orientation. Please pay particular attention to sections with diagrams, tables and images etc. for the correct formatting.

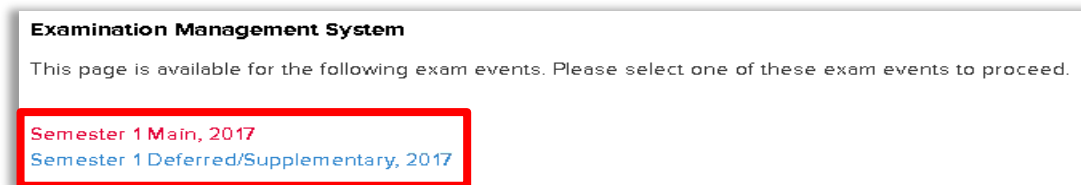
How to upload examination papers online

It is assumed that LICs have done the usual peer review, quality assurance checks and saved examination with coversheet in PDF prior to this point.

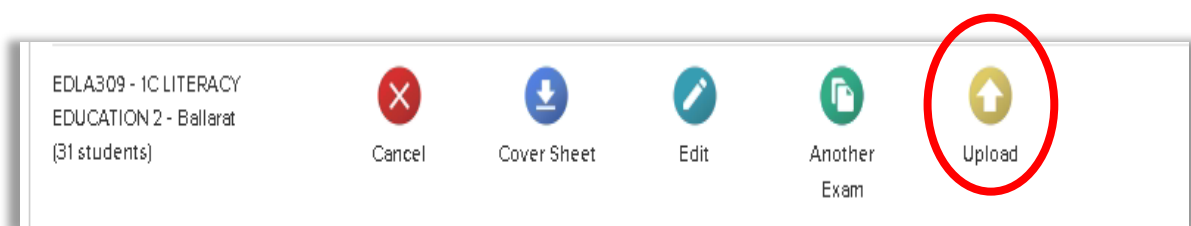
Checklist before uploading;

Task	Completed
Is the paper in portrait orientation only	
Does the coversheet have the correct unit code, campus code and school name	
Have you mentioned reading time anywhere on the coversheet? If so, remove first	
Have you saved the paper in pdf format	
Are you uploading to the correct exam block (main or Deferred/Supplementary)	

- Note at the login page that there are links to two exam periods – Main and Deferred. You **will need to navigate to each period in turn to upload** the relevant examination paper.



- Navigate to each of your exams by unit code and select **Upload**.



- Scroll down to **Exam Paper Upload** section on the screen.
- Click **Browse** to select the exam paper file and **Open**.

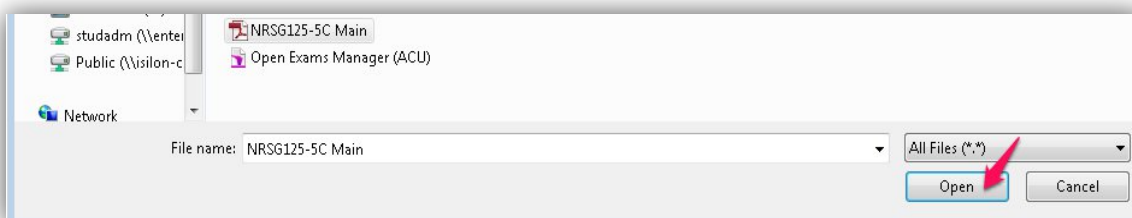


Exam Paper Upload

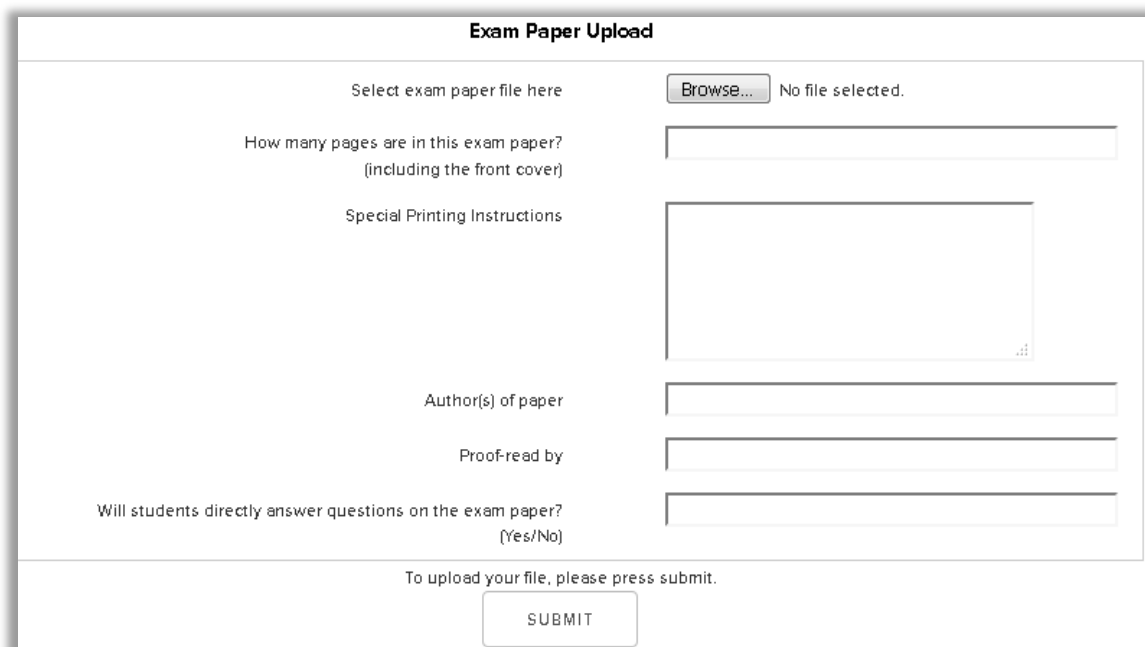
Select exam paper file here

How many pages are in this exam paper?
(including the front cover)

5. **Attach** the Exam paper as shown below, ensuring you choose the .pdf version.



6. Answer the mandatory questions required for printing and press **submit**.



Exam Paper Upload

Select exam paper file here No file selected.

How many pages are in this exam paper?
(including the front cover)

Special Printing Instructions

Author(s) of paper

Proof-read by

Will students directly answer questions on the exam paper?
(Yes/No)

To upload your file, please press submit.


7. Check the confirmation of upload on the screen.

HLSC122 - 3C_A INQUIRY IN HEALTH CARE - Canberra

Your file 'HLSC122 - 3C Main.pdf' has been uploaded.

The following files have been uploaded

All of these files will be printed and provided to your students.

File Name	No. of Pages	Date Uploaded	Author	Proof Read By	Cancel
HLSC122 - 3C Main.pdf	10	27 July 2016 12:02	Jennifer Huang	Agnes Kil	

Cancellation of upload


1. If an incorrect paper has been uploaded by mistake, LICs can cancel the uploaded exam by selecting the **Cancel** icon. This will remove the exam paper previously uploaded.

HLSC122 - 3C_A INQUIRY IN HEALTH CARE - Canberra

Your file 'HLSC122 - 3C Main.pdf' has been uploaded.

The following files have been uploaded

All of these files will be printed and provided to your students.

File Name	No. of Pages	Date Uploaded	Author	Proof Read By	Cancel
HLSC122 - 3C Main.pdf	10	27 July 2016 12:02	Jennifer Huang	Agnes Kil	

2. Confirm the cancelation of upload on the screen.

HLSC122 - 3C_A INQUIRY IN HEALTH CARE - Canberra

The specified paper has been cancelled. Please make sure the papers listed below are correct.

The following files have been uploaded

All of these files will be printed and provided to your students.

File Name	No. of Pages	Date Uploaded	Author	Proof Read By	Cancel
HLSC122 - 3C Main.pdf	10	27 July 2016 12:02	Jennifer Huang	Agnes Kil	cancelled

3. Repeat the above steps on page 5 for uploading the correct paper.