

## Online Exams Instructions

### How to prepare for the exam:

Please make sure to:

- Have a quiet environment where you can sit your exam
- Have your credentials to access Moodle
- Have a laptop or desktop PC or Mac
- Have access to internet connection

### On the day of the exam:

- Log in to Moodle as normal
- Locate the Moodle page of the relevant module
- Identify the Online Exam section on the Moodle page and click to open the pdf of the exam paper
- Click on the Exam Answers Template link to download this Word document template
- Save this document to your computer
- Write your answers to the questions in this document
- When you have finished, upload this file to the EXAM submission link in the Online Exam section of your Moodle page
- Check that you have submitted your work and the status says 'Submitted for grading'. Click on the link to your uploaded document to check that it is correct.
- **You Must SUBMIT your work!**
- For more information on how to upload your exam, please review the *Guide to Uploading Your Exam Answers to Moodle* available in the Online Exam section of your Moodle page.

Please note:

- You do not have to answer the questions in order, but you must ensure they are clearly numbered
- Your lecturer will be available to answer queries during the first 15 minutes of the exam. If you have any questions, please contact IT Support phone number on: 00 353 1 417 7573.
- The answers to your questions will be posted in the **Exam Announcements** section in your Moodle page (under the Exam submission link). Please check it periodically during the exam time
- Save your work regularly. **Do not rely on Autosave**
- You are allowed to upload only one document. Please make sure that all your answers are listed in the same document
- As part of DBS Quality Assurance procedures, Urkund, an online text-matching tool, will provide the lecturer with a text-matching report.

**If you need help or have any queries please contact the IT Support phone number on: 00 353 1 417 7573**

**Leave a message if the line is busy and you will be called back immediately.**