Computer Science
Canvas Based Digital Exams:
Technical Guide for Students

F27SB Software Development 2
F27CS Introduction to Computer Systems
F27SQ Software Development for Data Scientists 2
F27WD Web Design and Databases
F28DM Database Management Systems
F29OC Operating Systems and Concurrency
F20AA/F21AA Applied Text Analytics
F20AN/F21AN Advanced Network Security
F21DF Database and Information Systems
Purpose of this Guide

The purpose of this Guide is to provide practical information about how to access the and complete your Canvas Based Digital Exam.

This Technical Guide will be available on the End of Semester Canvas Digital Exam Module for each Canvas Course with a Canvas Digital Exam.

Canvas Digital Exams will be Timed and take the format of a Quiz, containing many short questions. The questions could be in the format of multiple choice, multiple answer, short answer and may contain essay style questions. Once you have saved and submitted your answer to a question, you will progress to the next question and will NOT be able to return to previous questions.

Please note there are separate instructions for Timed Take Home Open Book available on the Examinations Website. If you are taking different types of examinations, please refer to the timetable to ensure you are aware of the relevant instructions.

https://www.hw.ac.uk/uk/students/studies/examinations.htm

This Canvas Digital Exams: Technical Guide provides information on:

1. Important information about your Canvas Digital Exam
2. How to access and complete your Canvas Digital Exam
3. Canvas App
4. Top tips
5. Troubleshooting
## Important! Please read these points carefully

<table>
<thead>
<tr>
<th>1. <strong>PLEASE TAKE ACTION NOW!</strong> - Log into Canvas as soon as possible to check that you can access it. If you cannot access Canvas, please contact us right away so we can resolve any issue before the release of your examination.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. <strong>Seven days before your exam date:</strong> Log into Canvas again to check that The Exam Practice Area is available. For Canvas Digital Exams, this will be contained within the main site for the Course. The practice area within your course will be available at least seven days before your exam date and until the day before your examination starts. View exact timings on your Exam Timetable.</td>
</tr>
<tr>
<td>3. <strong>Exam release times</strong> – Your Canvas Digital Exam will begin at the start time specified on the exam timetable on the date of your scheduled exam and will be available until the specified end time. <strong>Please note Canvas operates in UK time (GMT+1)</strong> and that the time zone on Canvas will be defaulted to UK time, <strong>unless</strong> you have updated your local time zone setting (see Appendix 2). Please note if you start the exam late, the duration of the exam will be reduced accordingly.</td>
</tr>
<tr>
<td>4. <strong>Duration</strong> – The standard duration of a Canvas Based Digital Exam is 3 hours. However if you start the exam late the time will be reduced accordingly and must be submitted by the specified due/end time. If you have reasonable adjustments please see note 8 below.</td>
</tr>
<tr>
<td>5. <strong>Mistakes on exam</strong> – If you identify what you consider to be a mistake on your Canvas Digital Exam, please take screen shots and send an e-mail to <a href="mailto:e-exams@macs.hw.ac.uk">e-exams@macs.hw.ac.uk</a> and to your course leader. Any mistakes will be investigated and taking into consideration during the moderation.</td>
</tr>
<tr>
<td>6. <strong>Late Submission of Exam</strong> – No late submissions will be accepted. Once the time for the exam expires your exam will be auto-submitted. Students who are unable to complete their examinations, and who have mitigating circumstances, must follow the MC process as outlined in the updated Student General Information Guide.</td>
</tr>
<tr>
<td>7. <strong>One Attempt Only for Each question</strong> - To protect the integrity of the examination, questions will be presented on screen one-at-a-time in a randomised order, without the ability to backtrack. You will be required to complete the question on screen, and once submitted, it will <strong>NOT</strong> be possible to return to completed or skipped questions.</td>
</tr>
<tr>
<td>8. <strong>Reasonable adjustments</strong> - As part of reasonable adjustments measures, you may have been given additional time to complete your exam. This will be displayed on the exam introduction page. The practice exam will have the adjustments included, so please check the duration of the practice exam and if your additional time has not been added email <a href="mailto:e-exams@macs.hw.ac.uk">e-exams@macs.hw.ac.uk</a> as soon as possible. If you have other adjustments and you have not yet had arrangements made, please contact <a href="mailto:Disability@hw.ac.uk">Disability@hw.ac.uk</a></td>
</tr>
<tr>
<td>9. <strong>Contact us</strong> – If you have any problems accessing Canvas or the Exam Areas of your course e-mail <a href="mailto:e-exams@macs.hw.ac.uk">e-exams@macs.hw.ac.uk</a> stating the course code, your campus and include any relevant screenshots.</td>
</tr>
</tbody>
</table>
Top Tips

1. Make sure you know where your Canvas Digital Exam is located on Canvas
2. Ensure that you have read these exam instructions

How to Access Your Canvas Digital Exam

This guide explains how students can access and upload their Canvas Digital Exam
The guide applies to Windows and Mac users as the process is the same for both.

Accessing the Canvas Course

Note: Please ensure you always use the most current version of your preferred browser. Canvas will work on Chrome, Firefox, Edge or Safari. Please click on the following link for further information on browsers https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66

Step 1: Go to the Student Portal https://portal.hw.ac.uk/

Step 2: Access Canvas

Step 3: Locate Your Course

Your Canvas Digital Exam will appear on the main canvas courses site (please note, other Take Home Exams will have their own separate course sites). Access the course as you normally would via the Dashboard or via the courses link on the left navigation menu.
Within the Dashboard, click on the Course Tile or select the course from the Courses Tab.

This will take you to the Home Page for your Course. Click on Modules and look for the module entitled End of Semester Canvas Digital Exam. There you will see a page entitled Exam Information, an Exam Practice Area, which will become available at least 7 days before the Final Exam and remain open until midnight (UK Time) the day before the Final Exam. The Final Exam will be called F2#XX 2022 Canvas Digital Exam (where F2#XX will be the course code for your exam).

Click on Exam Information to review the exam instructions.
Exam Practice Area

Within Modules, Select the Exam Practice Area.

This will allow you to become familiar with the canvas quiz interface. The practice area will contain at least three questions. Some course may include additional questions or examples of a Past Paper.

Please note this practice area will not be visible to you on the day of the exam.

Click Take the quiz to start the Practice Exam.

Single Attempt at Each Question (No Backtracking)

To protect the integrity of the exam, you will NOT be able to return to a question once you have selected your answer and moved onto the next question. Please note if you skip a question, you will NOT be able to return to it.

When you start the exam you will be presented with this warning message reminding you that “Once you have submitted an answer, you will not be able to change it. You will not be able to view previous questions”.

Click Begin once you have read and understood the attention message.

Fig 5: Exam Practice Area

Fig 6: Attention Message
Quiz Interface

Questions will be presented one at a time on the screen. Depending on the question type, you should select or enter your answer on the screen. Once you have settled on your answer(s) click the Next button to progress to the next question. Remember that you will not be able to return to any question once submitted. On the right-hand side of the screen you will be able to view your progress through the questions and the remaining time.

If you try to submit a question without providing an answer you will receive the warning message “You can’t come back to this question once you hit next. Are you sure you want to leave it blank?”. Click on Cancel to return to the question to provide an answer, or OK to progress to the next question.

Resuming the quiz

If you lose connection during the quiz, navigate back to the Quiz via the Modules or Quizzes area of the course and click on the name of the exam and then click the Resume quiz button. Please note the time will continue to count down.
Submitting the Practice Exam

Once you have completed all the questions click the Submit quiz button to submit the quiz. If you run out of time, the quiz will auto-submit at the scheduled end time.

F2#XX Exam Practice Area

Started: 15 Nov at 10:01
Quiz instructions

<table>
<thead>
<tr>
<th>Question 3</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which countries are in the UK</td>
<td></td>
</tr>
<tr>
<td>☐ Ireland</td>
<td></td>
</tr>
<tr>
<td>☐ England</td>
<td></td>
</tr>
<tr>
<td>☐ France</td>
<td></td>
</tr>
<tr>
<td>☐ Scotland</td>
<td></td>
</tr>
</tbody>
</table>

Saved at 11:14  Submit quiz

Fig 10: Submitting the Practice Exam

Once you have submitted the Practice Exam you will see the screen below. The Practice exam has Unlimited attempts, and you can click to Take the quiz again if you wish to. Please note the Final Exam will be a Single Attempt Only and you will NOT be able to re-attempt it once submitted.

Attempt history

<table>
<thead>
<tr>
<th>Attempt</th>
<th>Time</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>LATEST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attempt 1</td>
<td>61 minutes</td>
<td>2 out of 3</td>
</tr>
</tbody>
</table>

Quiz results are protected for this quiz and are not visible to students.

① Correct answers are hidden.

Fig 11: Re-attempting the Practice Exam
On The Day of Your Exam

Within Modules click on the F2#XX 2022 Canvas Digital Exam (Where F2#XX is the code for your course). You should start the exam at the specified start time as noted on the examination timetable. If you start after this time, the duration will be reduced according. The test is due and will be auto-submitted at the specified end. Note Canvas operates in GMT+1, therefore if you are outwith the above time zones, you should ensure you check the time zone for you location and start the exam at the . If you are outwith the UK, please see appendix 2 which shows how to set up Canvas for your local time zone.

Fig 12: Canvas Digital Exam Module

Once you have submitted the Final Exam you will see the screen below. The quiz scores will not be made available immediately after the exams as the marks need to be approved by the relevant assessment boards.

Fig 13: Submitted Final Exam

Top Tips Continued

3. Make sure you know where your Canvas Digital Exam is located on Canvas
4. Ensure that you have read these exam instructions
5. Ensure you have tried the practice area and are familiar with the quiz interface.
6. Ensure you start the quiz at the specified start time and submit within the duration.
Troubleshooting

If you experience any display issues, please check for local browser issues (try clearing the cache or switching browser). Check out the following guide for further suggestions:

If this doesn’t resolve the issue or if you have any other issues during the exam, you can e-mail e-exams@macs.hw.ac.uk Please include in the e-mail the course code, details of the issue you are having and any relevant screenshots.

You may wish to take a look at the Canvas Help Tab on the left hand side menu.

![Help Tab](Fig 14: Help Tab)
Appendix 1: Canvas Guides for Mobile Apps

If you do not have access to a PC or laptop then you can submit using a mobile device using the Canvas app. You could also submit using the browser instructions above, but it is easier to use the app on a mobile device.

Canvas Student Android Guide

Canvas Student iOS Guide

Canvas Student App Video

Please note it is recommended that you use a PC or Laptop for your Canvas Digital Exams. Whilst it may be possible to use the Canvas Mobile App, it may be more difficult to read the questions and answers on a smaller screen. If the question requires typed answers, this could be more difficult from a mobile device.
Appendix 2

Instructions to change the default time zone on Canvas to your local time

Select Account and Settings from the menu on the left-hand side. You will see that the Time Zone is set to Edinburgh:

You can select the time zone you require from the drop-down menu.

For Example, here I have changed my time zone to Malaysia time:

All times in Canvas will now be displayed to you in local time.