

Student Technical Guide to UG and PGT Take-Home Exams, August 2020

Before reading this guide, please read the points in this table carefully

1. **PLEASE TAKE ACTION NOW!** - log into Vision as soon as possible to check that you can access the VLE. If you cannot access Vision, please contact us right away so we can resolve any issue before the release of your examination.
2. **ONE WEEK BEFORE YOUR EXAM: Take Home Exam Course and Exam Practice Area –**
One week before your exam, log into Vision again to check that your take home exam area is appearing. If you can't view your take home exam area, please contact us right away so we can resolve any issue before the release of your examination.

A practice area has been set up for each take home exam. It is important that you try out downloading and uploading files in the week before your first exam. The practice area within your take home exam course will be available one week before your exam and until the day before your examination starts. Each take home exam course has its own exam practice area under the '**Check Your Connection in Advance**' section.
3. **Exam paper release times –** Your exam paper will be released at **10am UK time (GMT +1), 1pm Dubai time, 5pm Malaysia time** on the date of your scheduled exam and will be available for 24 hours. Your exam paper will not be visible until the date and time of release. **Please note Blackboard operates in GMT.** [A few "time exams" have a different release time - please check the [Exams Timetable](#) for these exams].
4. **Mistakes on exam paper –** If you identify a mistake in your take home exam paper once released, please add any comments you have on this to the '**Add Comments**' box in the upload assignment area of your take home exam paper before submitting your take home exam.
5. **Late Submission of Exam –** You have 24 hours to complete and upload your exam. No late submissions will be accepted. Student who are unable to complete their examinations, and have mitigating circumstances, must follow the MC process as outlined in the updated [Student General Information Guide](#). [A few exams are designated as "timed exams" (please check the [Exams Timetable](#) for these exams): you will have the normal exam duration to complete your exam (2 or 3 hours) plus 30 minutes to upload your exam]
6. **Common mistakes -** Remember to read the exam instructions first, and then use the exam checklist before uploading your answers. Ensure you have uploaded the:
 - Correct exam answer file for the exam you are sitting
 - All of your answers and not a partially completed exam answer file
7. **Audio-Visual Guide –** Listen to/view our short [audio-visual presentation](#) for a brief overview of the important points related to take home exams.
8. **Contact us –** If you have any problems accessing Vision or the Take Home Exam Area, take a look at the 'Trending FAQs' on the student portal. If you're still stuck, please log an enquiry immediately on the 'Ask HWU' system and a staff member will assist you. Or contact your local campus – Edinburgh campus (+44) 0131 451 8899, Malaysia campus +603-8894-3617/3609, Dubai campus +971 (0) 4 561 0311/0312.

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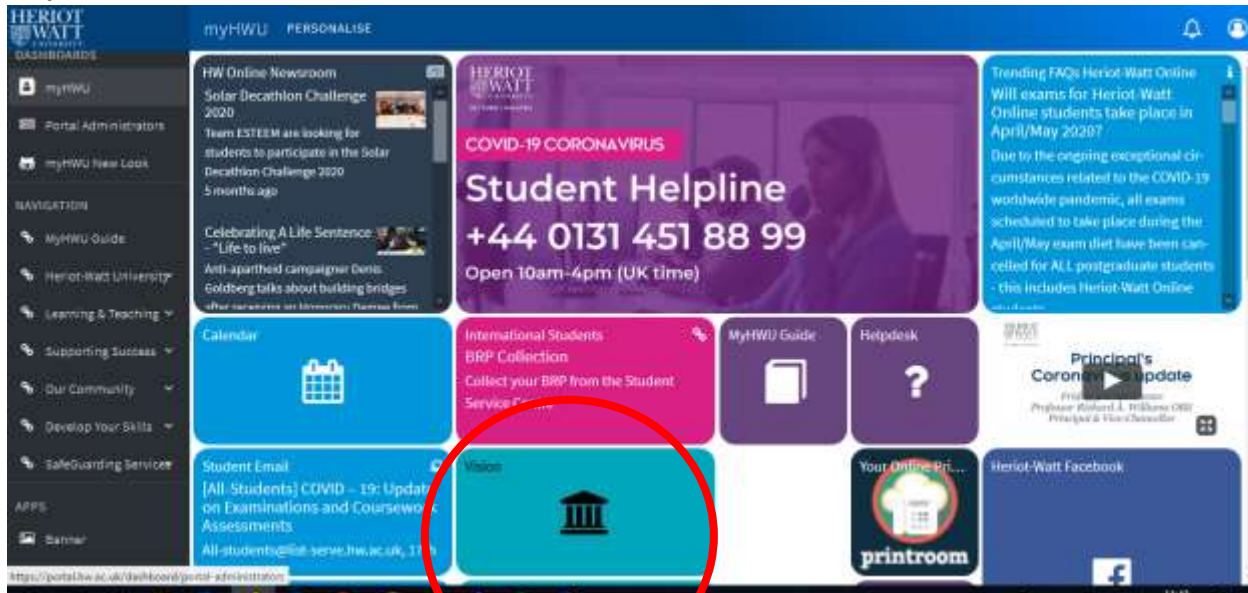
How to access and submit your take-home exams

This guide explains how students can access and submit their take-home exam through Vision.
The guide applies to Windows and Mac users as the process is the same for both.

How to access your exam paper

Note: It is important that you use Chrome as your browser as you may experience problems with other browsers (this applies to Mac users too). Chrome: <https://www.google.com/chrome/> (Mac links can be found under “Other Platforms” at the foot of that web page)

Step 1: Go to the Student Portal.

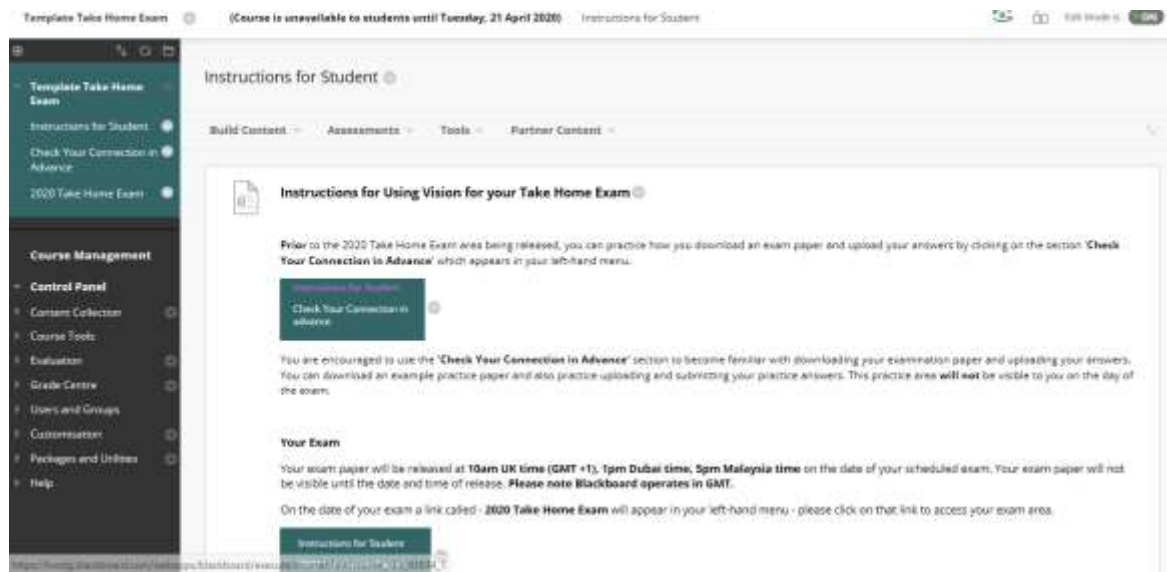


Step 2: Access Vision.

How to upload and submit your take-home exam

Step 1: Locate your take-home exam

Locate the take-home exam within the take-home exams course page on Vision. You will see a link in the left-hand menu named **'Instructions for Students'**. This will display the page below and give further instructions on checking your connection in advance of the release of your take home exam paper as well as further details about your take home exam paper.



Step 2: The **'Check your Connection in Advance'** section allows you to practice downloading a practice exam paper as well as practice uploading your answer. Please note this practice area **will not** be visible to you on the day of the exam. You can upload a range of file types including MS Word files, PDF files and image files.

Check Your Connection in Advance

Build Content - Assessments - Tests - Partner Content

Check your Connection

In this test area you are able to practice downloading exam papers and uploading your answers. This will allow you to see how the process will work ahead of the release of your Take Home Exam paper.

Remember to read the Exam Instructions first, and then use the exam checklist before uploading your answers.

Exam Instructions

Drafted - Submits Tracking

Attached File: [Take Home Exam Instructions.docx](#) (24.138 KB)

Please read these instructions before beginning your mark.

Exam Checklist

Drafted - Submits Tracking

Attached File: [Take Home Exam Checklist.docx](#) (20.759 KB)

Please use this checklist before uploading your answers.

[Click Here to Submit your Practice Exam](#)

Drafted - Submits Tracking

Attached File: [Practice Test paper.pdf](#) (25.171 KB)

Please download the Attached File - Practice Test Paper by clicking the link and saving a copy.

Please create a New DocumentFile, and Save that DocumentFile as your answer paper with the following naming convention -

"CourseCode_StudentID_CourseName_Exam" example "BPXXXX_H02XXXXX_AdvancedScience_Exam"

Please note you are able to submit multiple files/documents if required. If you do have multiple files to upload then please add ".1", ".2", etc. to the end of your documentfile name to order them e.g. "BPXXXX_H02XXXXX_AdvancedScience_Exam1"

Please note file sizes must be less than 100MB in size.

For information on uploading multiple file types, please refer to your Student Exam Technical Guide on the [HSJ Student Examination Web Page](#).

Once you have completed your answers please save your work and Submit your file using the Main Link above.

****PLEASE NOTE THIS IS A TEST AREA****

Step 3: Upload your take-home exam answers

When you click on the link ‘**Click Here to Submit your Take Home Exam Paper**’, you will see a screen like the one below. You will also find exam instructions as well as an exam checklist. **Remember to read the exam instructions first, and then use the checklist before uploading your answers.** You can upload a range of file types including MS Word files, PDF files and image files.

ASSIGNMENT INFORMATION

Primes Practise

100

Please download the Attached Exam Paper File - by clicking the link and save a copy.

Please create a New DocumentFile, and Save that DocumentFile as your answer paper with the following naming convention -

"CourseCode_StudentID_CourseName_Exam" example "BPXXXX_H02XXXXX_AdvancedScience_Exam"

Please note you are able to submit multiple files/documents if required. If you do have multiple files to upload then please add ".1", ".2", etc. to the end of your documentfile name to order them e.g. "BPXXXX_H02XXXXX_AdvancedScience_Exam1"

Please note file sizes must be less than 100MB in size.

For information on uploading multiple file types, please refer to your Student Exam Technical Guide on the [HSJ Student Examination Web Page](#).

Once you have completed your answers please save your work and Submit your file using the Main Link above.

[Text Exam Paper.pdf](#)

ASSIGNMENT SUBMISSION

Text Submission

Attach File

ADD COMMENTS

Comments

When finished, make sure that you click Submit.

[whapps/blackboard/content/cstContentEditable.jsp?content_id=3052992_1&course_id=936347&...](#)

The Upload Assignment page will appear. This is broken down into sections:

- **Assignment Information:** including due date and tutor instructions.
- **Assignment Submission:** with options for text submission or uploading a file.
- **Add Comments.**

In the Assignment Submission section, click the **'Browse My Computer'** button (highlighted in the screenshot below). Choose the file(s) that you will be submitting for the assessment and click **'Open'**.

Note: You should ensure that your file is named as follows **"CourseCode_StudentID_CourseName_Exam"** example **"F7XXXX_H00XXXXXX_AdvancedScience_Exam"**.

Please note you are able to submit multiple files/documents if required. If you do have multiple files to upload then please add '1', '2', etc. to the end of your document/file name to order them e.g.

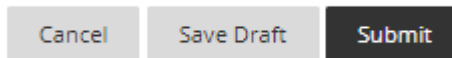
"F7XXXX_H00XXXXXX_AdvancedScience_Exam1"



The uploaded take-home exam file(s) will then be listed at the bottom of the **'Assignment Submission'** section.

Step 3: Submit or save your take-home exam

You will then need to save this file as a draft or submit your take-home exam. Click on the appropriate button



to save your draft or submit your document.

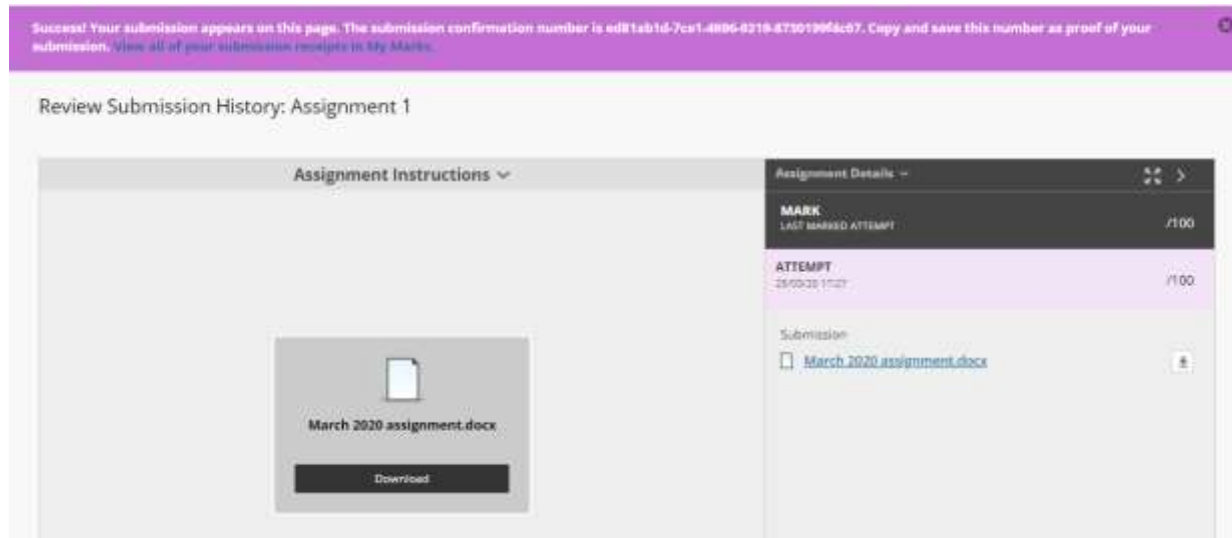
The **'Save Draft'** option will save a copy of the take-home exam but will **not** submit the take-home exam. This copy can then be downloaded and worked on by you at another time or location.

Once you are ready to submit your take-home exam, click on **'Submit'**.

Click on this button **once only** and wait until the transfer finishes otherwise the file may not be uploaded correctly. Bear in mind that your internet speed may be slower at home than on campus.

Step 4: Check that your submission has been successful

Once you have submitted, you will see the successful submission screen.



- At the top of the screen, next to the success message, you will see a **submission confirmation number**.
- Take a copy of this number and put this into a document or somewhere else safe.
- This receipt can be used to prove that you submitted your take-home exam.

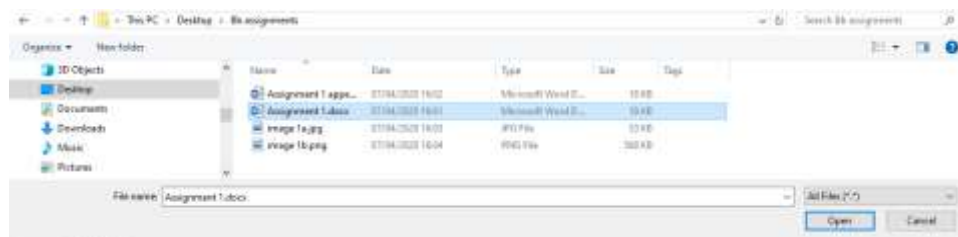
You can download a copy of your take-home exam by clicking the **'Download'** button in the document window within **'Assignment Instructions'**. You can also download it using the download icon in the right-hand side of the document link under the heading **'Submission'**.

Examples of how to upload files

Below are some examples of the types of files that you can upload for your assignment. You can upload a range of file types including MS Word files, PDF files and image files. If you have handwritten your answers, you can take photos of your work and convert them to a single PDF file using a freely available mobile app such as CamScanner.

Uploading a text file

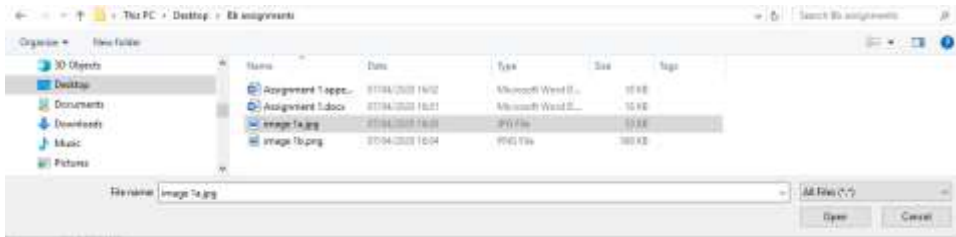
To upload a text file, browse your computer and select the file to upload. The filename will be listed in the text box next to the option to **'Open'** (see image below).



Uploading an image file

If you have handwritten your answers, you can take photos of your work and convert them to a single PDF file using a freely available mobile app such as CamScanner. Alternatively, follow the steps below to upload an image file.

To upload an image file (e.g. photos of a hand-written exam script), again browse your computer, select the file to upload and check the filename is correct before selecting **'Open'** (see image below).



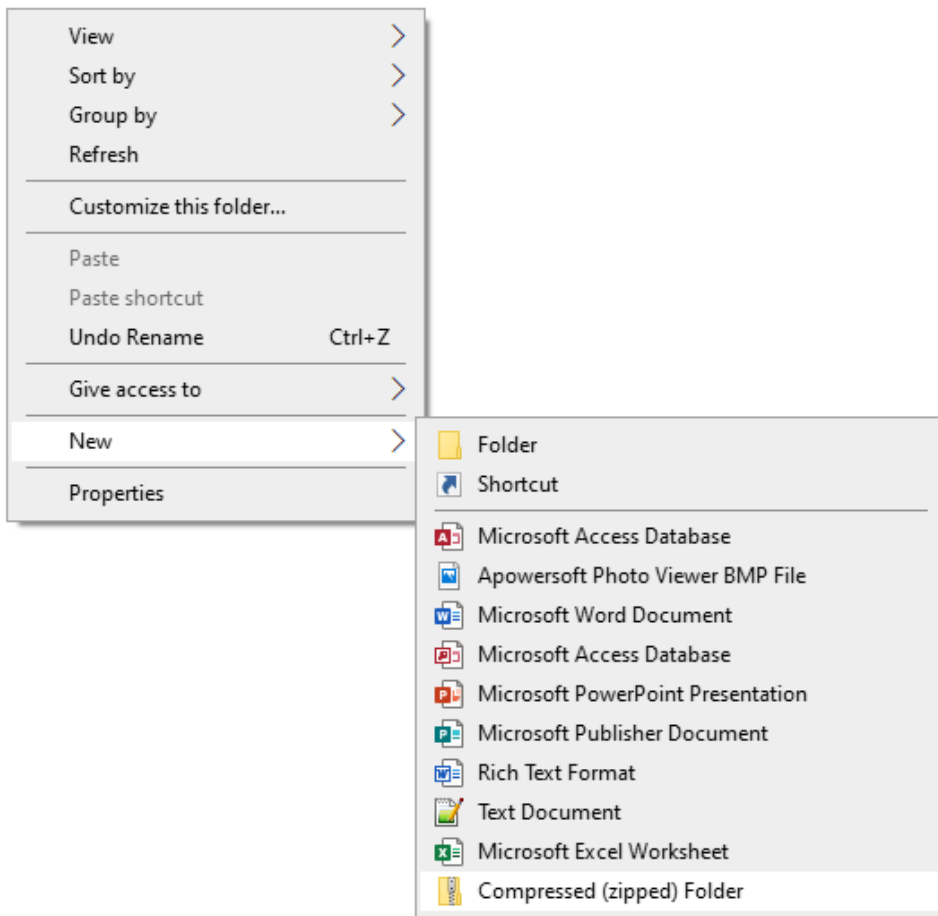
Uploading multiple image files

If you have handwritten your answers, you can take photos of your work and convert them to a single PDF file using a freely available mobile app such as CamScanner. Alternatively, follow the steps below to upload multiple image files.

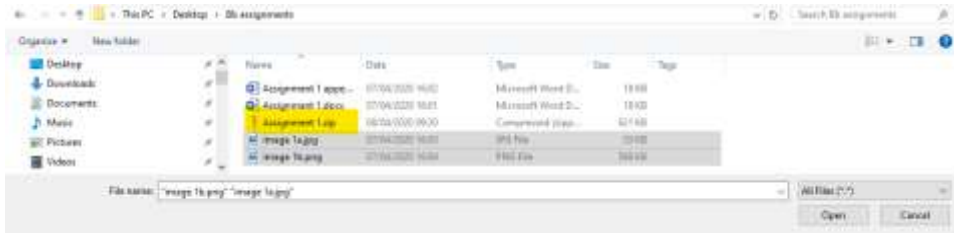
To upload multiple image files, there are two methods: (1) copy your images into a zipped folder and (2) paste your images into a Word document.

1. Copy your images into a zipped folder

Create a zipped folder by browsing to the folder with your assignment files in Windows Explorer. Right- click on white space within the folder, select **'New'** and then select **'Compressed (zipped) Folder'** (see image below).



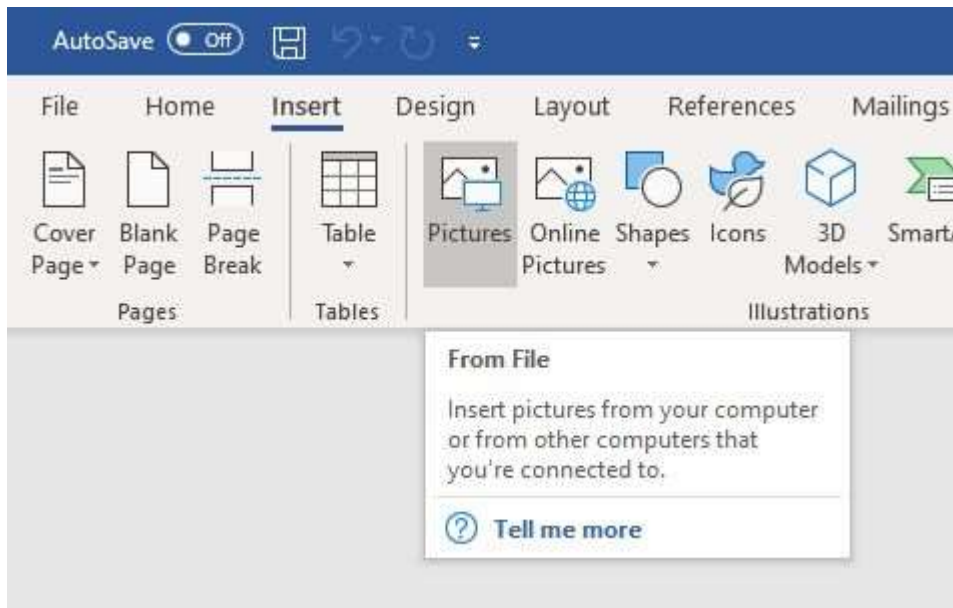
Select the files for your assignment. Select more than one file on a PC by holding down the **'Ctrl'** key, or the **⌘** key on a Mac device, and select each file to be uploaded. Copy or drag the files into the zipped folder (see screenshot below).



To upload a zipped file, follow the same procedure as for uploading a text or image file.

2. Paste your images into a Word document

Alternatively, you can copy your images into a Word document, using **'Insert' > 'Pictures'** and selecting the images from your folder.



Uploading a combination of image and text files

To upload a combination of image and text files, follow the same procedure as uploading multiple image files (above). Ensure that all the files to be uploaded are contained in your zipped file before uploading.

Submitting take-home exams via the Blackboard App

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

Download and install the Blackboard app

Step 1: To download and install the Blackboard app from your tablet or phone, access the appropriate app store for your device.

Step 2: Click the links below, or search for Blackboard in your app store.

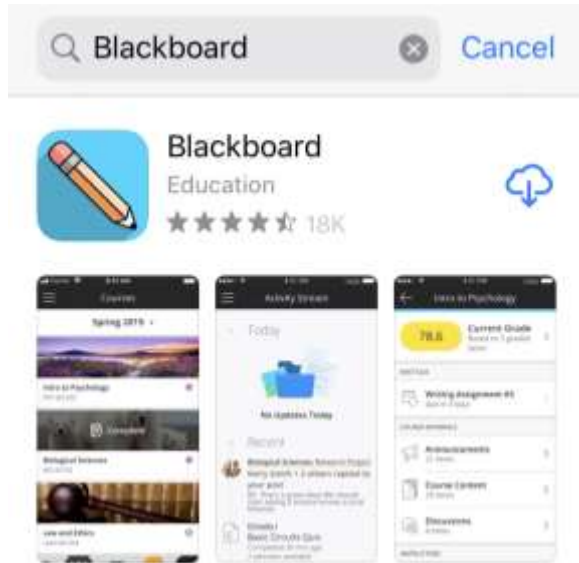
[Download to your Apple® device](#)



[Download to your Android™ device](#)



Step 3: Alternatively, search for Blackboard in your app store. You should see a screen like the one below (taken from the Apple App Store).



Step 4: To install the Blackboard app, click on the download icon on your mobile device (e.g. the cloud icon down arrow in the screenshot above). Once the download is complete, click **'Open'**.

Step 5: You may be asked whether to allow or don't allow notifications. Select **'Allow'**.

Step 6: Type in Heriot-Watt University in the search field. You should notice the name of the university appearing as you type.

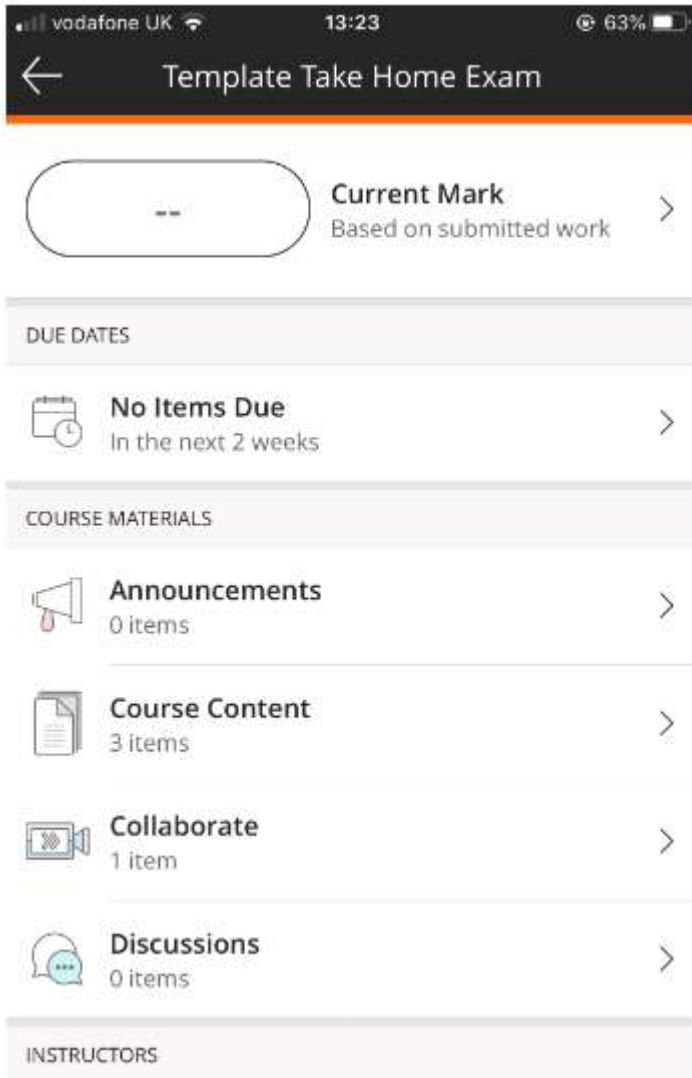
Step 7: Log in with your Vision username and password (see screenshot below).



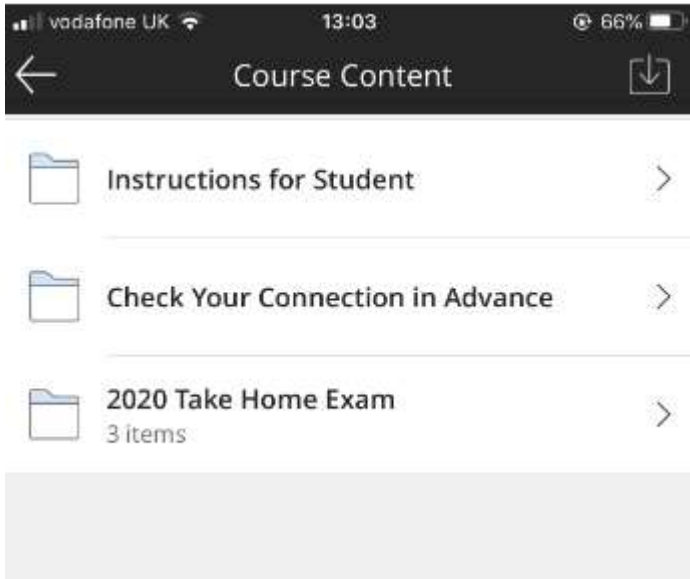
Step 8: Click on 'Agree' on the Blackboard Terms of Use screen.

Submitting your take-home exam on the Blackboard app

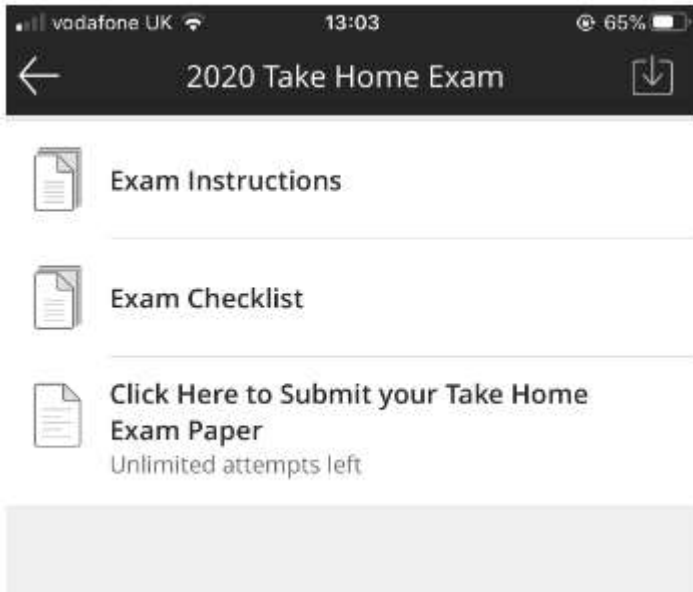
Step 1: Navigate to the take-home exams page in your list of courses in the app and then click on 'Course Content' to access the screen below.



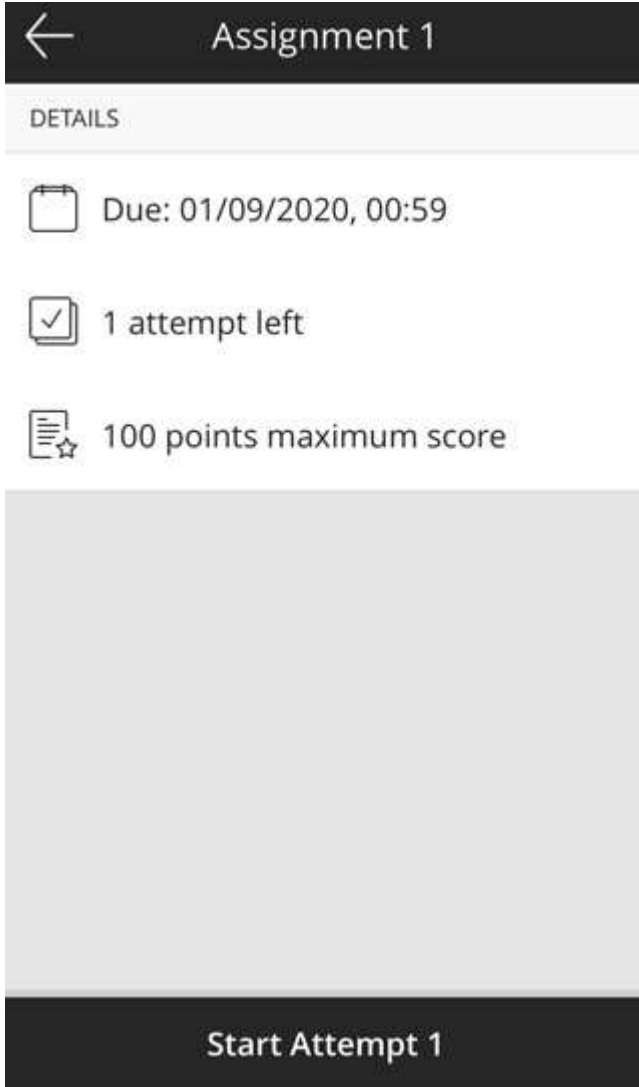
Step 2: Click on '2020 Take Home Exam' as shown in the screenshot below.



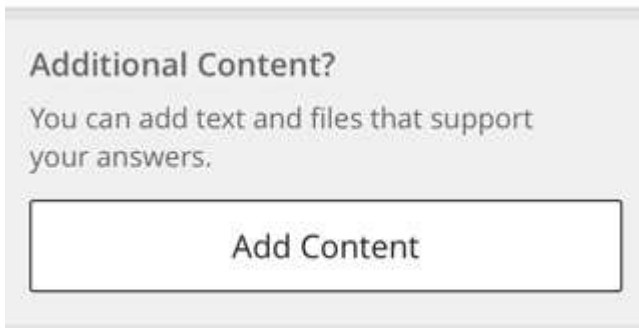
Step 3: Click on 'Click Here to Submit your Take Home Exam Paper'.



Step 4: Click **'Start Attempt'** (see screenshot below).



Step 5: Click the **'Add Content'** button (see screenshot below) and select the file from your network.



Step 6: Click **'Submit'**. An alert box will appear asking **'Submit Test?'** (see screenshot below).



Step 7: Click **'Submit'** to confirm that this is the test you will be submitting.

Top tips
1. Make sure you know where your take-home exam is located and when it should be submitted.
2. Ensure that your take-home exam is in the correct format, as specified in the take-home exam instructions.
3. Make sure you submit the correct file(s). You can check this by opening the file and proof-reading it just before sending.
4. If you have multiple handwritten files, you can convert photos of your work to one PDF file using a scanning app such as CamScanner.
5. If you are submitting a zipped file, make sure that you have attached all the files that are required for the assignment.
6. Keep your receipt for the submission in a safe place.

Troubleshooting

If you have any problems accessing Vision or the Take Home Exam Area, take a look at the 'Trending FAQs' on the student portal. You can also check other FAQs by entering "exam help" into the "Ask HWU" tile on the portal. If you're still stuck, select the most relevant FAQ and then use the "Log an Enquiry" button. Enter the details of the issue and submit. A staff member will assist you.

Alternatively, you can contact your local campus and speak to a member of the student support team who will help resolve your query – Edinburgh campus (+44) 0131 451 8899, Malaysia campus +603-8894-3617/3609, Dubai campus +971 (0) 4 561 0311/0312.