HAND-WRITTEN WORKINGS SUBMISSIONS IN VUWS
GUIDE FOR STUDENTS

BEFORE the exam - preparation

Please ensure you have the following items prepared before the exam:

1. Clean white A4 paper (preferably without lines) (number of pages will differ depending on the exam)

2. If permitted for use in the exam a charged mobile phone/tablet which will allow you to take photos of your workings pages

3. If you have access to a printer and scanner at home, this is also a great option (using library facilities is not recommended due to COVID-19). You will need to familiarise yourself with how to transfer photos & documents to your computer.

4. Plan to submit by the finish time indicated in your exam conditions, leaving the extra 30 minutes for photographing your workings pages. DO NOT use the extra time to finish writing the exam as you will likely end up submitting late.

5. Practice making a submission to a Mock Exam link by following the instructions in the section 'Steps for submitting photos for the workings'. The link for the mock submission will be provided in your final exam folder.

DURING the exam

1. Begin your exam

2. Answer all questions on white A4 paper pages (showing workings and solutions)

3. Paginate your workings pages by writing the page number at the top of your paper (e.g. **Page 1**)

4. Clearly indicate the exam section and question number for each problem (e.g. **Part A: Q1(a)**, etc.)

Estimated upload times for images

Avg. Photo Size	12 Photos	Upload Bandwidth	Upload Time
2 MB	24 MB	1 Mbit (ADSL)	3:20 minutes
		5 Mbit	40 seconds
		10 Mbit (NBN/4G)	20 seconds
5 MB	60 MB	1 Mbit (ADSL)	8:20 minutes
		5 Mbit	1:40 minutes
		10 Mbit (NBN/4G)	50 seconds

END of the exam - finalisation

Once the exam time has finished, use the extra time specified in the Final Exam folder to submit your solutions in vUWS.

Steps for submitting photos of the workings

Please consider your individual set-up (internet bandwidth, device, photo size) and refer to the 'Estimated upload times for images' table with rough estimates of how long it will take to upload your work to vUWS.

1. Arrange your workings pages in order

2. Prepare a surface/workspace with adequate lighting to place your pages

3. Using a phone or tablet, take a photo of all pages first and then of each page individually

4. Frame the workings page to fill the entire photo, make sure you do not cut any of your page out

5. After taking a photo, pinch-to-zoom on your photo to check that the image is not blurry

6. If you took the photos on a mobile device (phone or tablet), open up the mobile web browser (preferably Chrome/Safari) on your mobile device (do not use the Blackboard app),

    i. **Login to vUWS** and navigate to the final examination assessment area

    ii. Click on **Submit Exam**

    iii. Click on the **Browse My Computer** button to upload your files

    iv. Navigate to the photos on your device and select all the photos of the pages you wish to include and confirm by clicking **Done/Open**.

    v. Finally, click the **Submit** button in the browser.

7. Once you click the Submit button, you will need to wait for the files to upload (This can take up to several minutes depending on your internet connection speed and the size of your files - see the table 'Estimated upload times for images' for some estimates). Do not press the submission button multiple times.

8. Please keep all the hand-written sheets in case you need to provide evidence that you have submitted them to vUWS