

Preparing and submitting your examination remotely

These instructions will help you to prepare a single multipage PDF file of your work that you can then submit online.

Equipment you will need



Writing on paper

- White or light-coloured paper. This can be blank, lined or squared.
- A blue or black pen.
- A mobile phone or tablet. This guide assumes you are using Android or iOS.



Writing on a tablet

If you have a tablet that you can write on then feel free to do that, provided you end up with a single PDF with A4 pages. Make sure you have a charger for your device. You should also have paper available as a backup.



Step 1: Install a document scanning app

There are many such apps available and most of them are free. Please find the one that suits you best. We recommend **Microsoft Office Lens**.

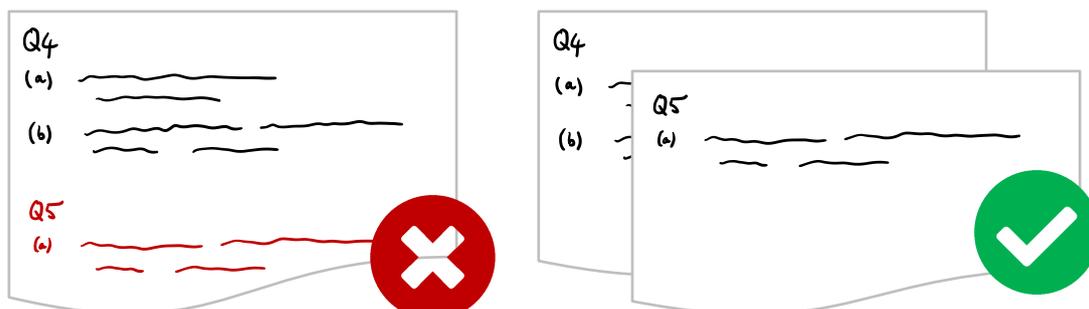


Step 2: Write your work

Write the **question number** at the **top left of each page**.



Start your answer to each question on a fresh sheet of paper.



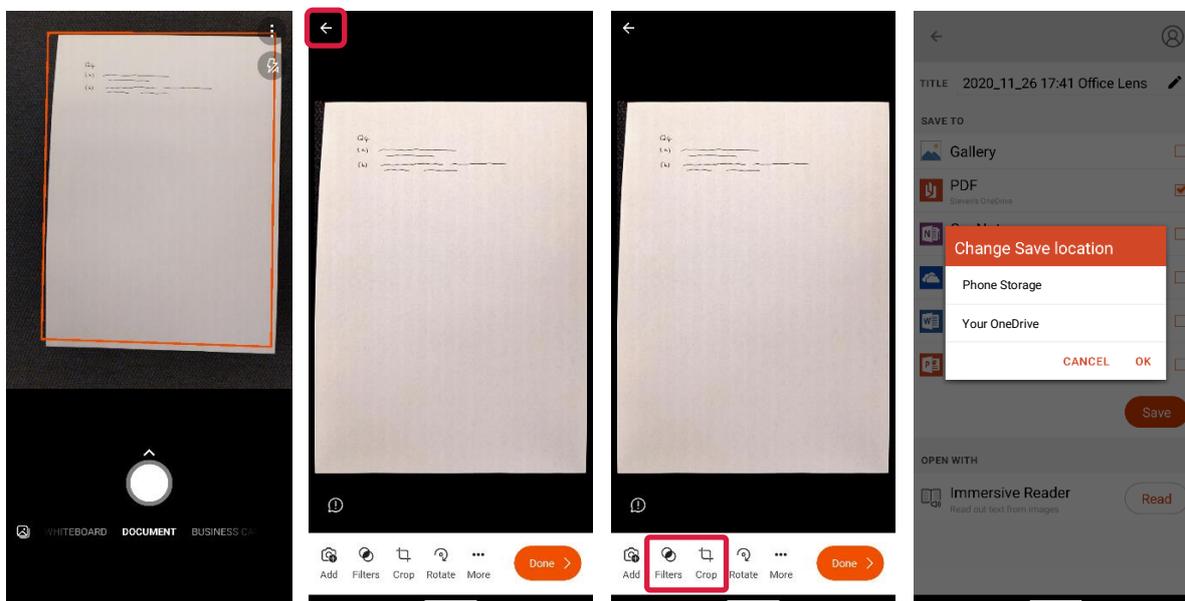
Step 3: Scan your work

Do not just take a picture of your work with your phone's camera app – use a scanning app to create a good quality PDF (see Step 1).

The scanning apps all work in roughly the same way: you take a photo of the page; the app processes it and exports to PDF. On the next page, there is an example of the process in **Microsoft Office Lens**, our recommended app.

- Place each page in a well- and evenly-lit position on a flat surface, ideally of a different colour to the paper you have written on.
- Follow the steps in the app to create a single PDF containing all the pages you wish to submit.
- If needed, rearrange the pages of the PDF so that your work is in the correct order.

Example: Microsoft Office Lens



The app tries to detect the edges of the paper but you can fix these later.

After scanning the first page, use the 'back' button at the top left to add more pages.

You can apply a filter or crop pages to improve the images. Choose 'Done' when you are finished.

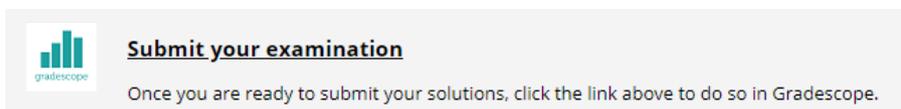
Tick PDF to save a PDF to your device. (Or you can press PDF to save to your OneDrive cloud storage space.)

Step 4: Submit your work

Follow the submission instructions for your course to upload your PDF.

NOTE: We do not recommend the Blackboard mobile app, so if you are using a phone to make your submission then you should use the Learn website www.learn.ed.ac.uk on your phone's web browser.

1. Visit your course's page on Learn and click on **ONLINE EXAM** in the left-hand menu.
2. Locate and click the **Submit your examination** link.



NOTE: you must click **Mark Reviewed** to accept that you have read and agree to the Rules and Own Work Declaration before the link will appear.

3. Within Gradescope, click on **Examination** and follow the prompts to make your submission. After you have submitted your solutions, you will be prompted to tag your pages to indicate where your solutions are located. **You must do this** – you can even do this after the deadline – see <https://youtu.be/u-pK4Gzpld0> for a demo.
4. You should receive a confirmation message that your submission has worked. You should then receive a confirmation email.