Taking 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. 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:

- Adobe Scan;
- Microsoft Office Lens.

Step 2: Write your work

At the **top of each page**, write the **question number** at the top left, and **your exam number** at the top right:

Start your answer to each question on a fresh sheet of paper.
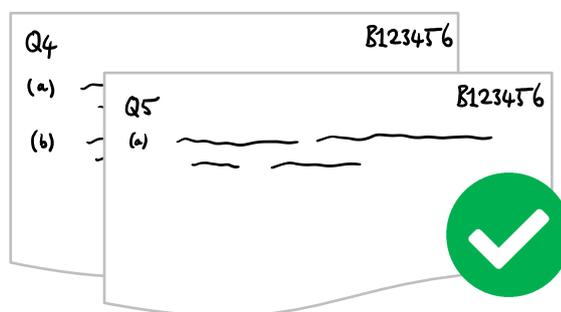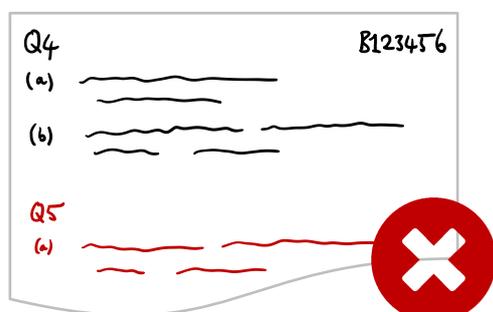
Step 3: Scan your work

Do not just take a picture of your work with your phone's camera app – the apps listed above should create a good quality PDF.

Place each page on a flat surface, ideally of a different colour to the paper you have written on and create a single PDF (see examples below) containing all the pages you wish to submit.

Make sure you order the pages of the PDF so that the solutions correspond to a strictly increasing sequence of question numbers.

The apps all work in largely the same way: you take a photo of the page; the app processes this; you export to PDF.

Example 1: Adobe Scan
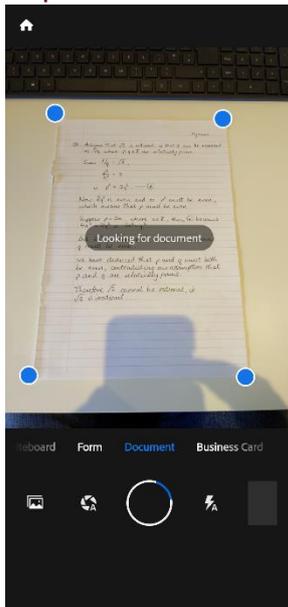
The app tries to detect the edges of the paper but you can fix these later.
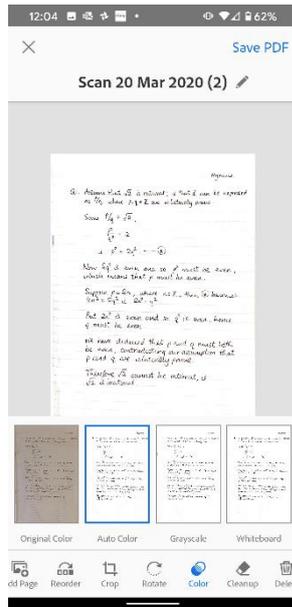
After you have photographed all the pages, you can then crop and apply filters to improve the images.
Then choose 'Save PDF'
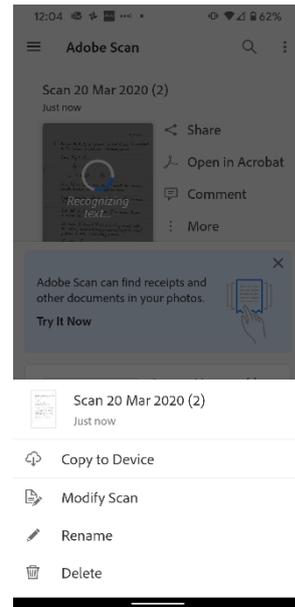
In the 'More' menu, choose Copy to Device to save a copy to your device.

Example 2: Microsoft Office Lens
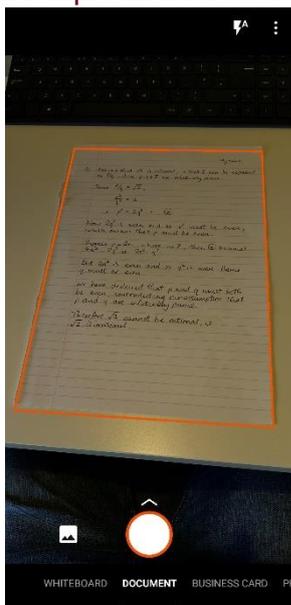
The app tries to detect the edges of the paper but you can fix these later.
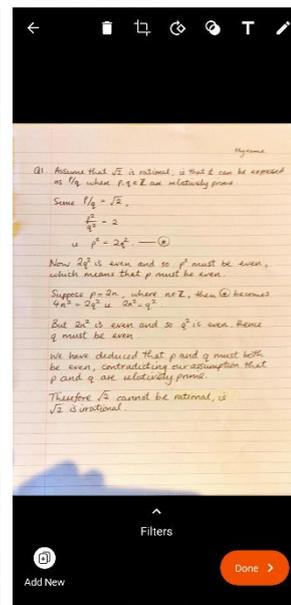
Use 'Add New' to add more pages.
Then choose 'Done'.
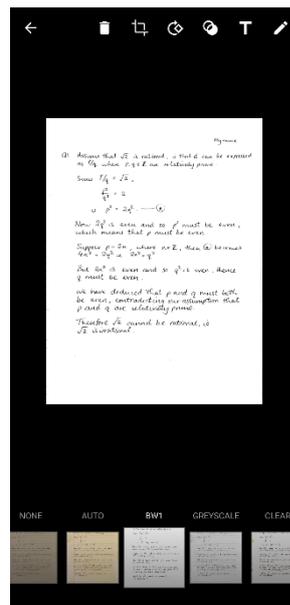
You can apply a filter to improve the images.
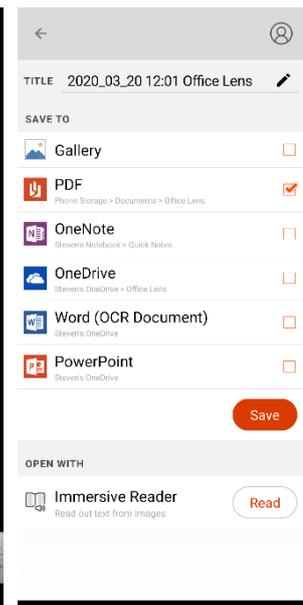

Choose PDF to save a PDF to your device.

THE UNIVERSITY of EDINBURGH
School of Mathematics

Step 4: Submit your work

NOTE: This function does not work correctly on the Blackboard mobile app, so if you are using a phone then you will need to do this through the Learn website, which you can access via MyEd or directly at 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 the examination. Click on the **Examination** heading (not the file name):

   Examination

   Attached Files: DummyExamination.pdf (39.714 KB)

   The password for the password-protected PDF is ▮▮▮▮▮▮▮
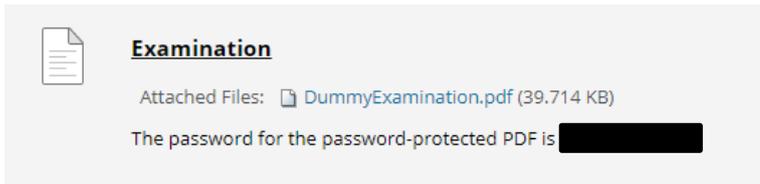
3. In the ASSIGNMENT SUBMISSION section, choose 'Browse My Computer' or 'Browse Cloud Storage', depending on where you have saved your PDF.

   ASSIGNMENT SUBMISSION

   Text Submission   Write Submission

   Attach Files   Browse My Computer   Browse Content Collection   Browse Cloud Storage

4. After selecting the PDF you wish to submit, click 'Submit'. You should receive a confirmation message that your submission has worked. You should then receive a confirmation email.

   Success! Your submission appears on this page. The submission confirmation number is . Copy and save this number as proof of your submission. View all of your submission receipts in My Grades.

5. You can check the file you have just uploaded by viewing in the preview window or downloading it.

   Submission
   MySubmission.pdf

   OK   Start New