



# **OPEN-BOOK EXAMS GUIDE FOR CANDIDATES**

**MICHAELMAS TERM 2020**

# OPEN-BOOK EXAMS GUIDE FOR CANDIDATES

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## INTRODUCTION

The University has introduced online open-book exams for a number of exam papers in response to the coronavirus. Whilst the content and academic effort will be the same as your conventional exams, the way you prepare for and sit these exams may be different to what you are familiar with. This Guide contains essential information so you can prepare practically and mentally – please read it very carefully before taking your exams.

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## 1. Open-book exams, in a nutshell...

When you take your open-book exams, you will be sat alone, remotely – in your college room or perhaps in your own home outside Oxford. You will use an internet-connected computer to log in to the Weblearn system to download the exam paper. You will type your exam response and have access to your own textbooks, notes, and other resources. You will upload your response in Weblearn once you have completed the writing part of your exam. Some students may need to handwrite their exam response, for example, as part of specific courses, or due to personal circumstances (we have included advice in this Guide).

## 2. Create your own exam conditions

As you will be taking your exams in your college room or in your own home, you will need to create your own exam conditions. Please take the necessary practical steps to be ready beforehand. We recommend that you have:

- A space which is quiet and free from interruptions, with:
  - A desk
  - A comfortable chair
  - Adequate lighting
  - An internet-connected computer with Microsoft Word or equivalent
  - Heating or cooling depending on the weather where you are, as far as this is practicable
- A way to monitor your time, e.g. regular alarms to alert you
- Your books, notes, and other resources
- Your candidate number, single sign on (SSO) and password
- Drinking water and snacks, etc.

## 3. Practise taking an open-book exam

To ensure you are ready for open-book exams, it is vital that you become familiar with the technology and process involved. Please take the time to navigate the practice exam site in Weblearn and rehearse downloading and submitting a response to a past paper.

To access the exam practice site, log in to [Weblearn](#) with your Oxford Single Sign-On. Click Sites (top right) and, from the drop-down list, select 'Open-book Exam Practice Site.' If you cannot access the practice site, please try this [alternative link to the practice site](#).

In the practice site, use the Quick Reference Guide (in the Appendices section of this Guide) to make sure you can:

- Read the Open-book exam instructions
- Save an Exam Response Template (Word document) available from 'Assignments' (left-hand menu)
- Click to open or download an exam paper (PDF) - on the practice site, this will be a past paper, although usually not one related to your own course. In a real exam, once you click on the exam paper, your exam will officially start.
- Type in the exam response (answers) in a Response Template (write anything you like for practice purposes). Alternatively, you can visit [www.oxam.ox.ac.uk](http://www.oxam.ox.ac.uk) to find a past paper related to your course. Now you can time yourself as you type a response to a relevant paper. Remember to save your work as you go along
- When finished, save your Word document (exam response) as a PDF
- Check the size of your PDF before submitting your response (40MB or less)
- Upload your exam response in Weblearn

## Practise scanning content (if needed)

If you will have a need to submit exam notes, sketches or diagrams, etc. as part of your exam response (and you cannot copy and paste these into your document), you should also practise scanning such artefacts into a dummy response. We recommend you use the Microsoft Office Lens app for scanning purposes; the app is available (for free) via the App Store or Play Store. Please refer to the [Quick Reference Guide](#) about scanning in the Appendices section.

If you need any help whilst using the practice site, please contact the support team via: [it.ox.ac.uk/open-book-exams-help](https://it.ox.ac.uk/open-book-exams-help). For queries about your single sign-on, please phone the IT Helpdesk on 01865 612345.

## 4. Materials for your exams

Materials required for the paper (for example, textbooks or case studies) will either have been provided to you by the department in advance or will be available as part of the examination paper document.

## 5. Study for your exams

Your academic team will provide any required specific guidance before your exams. As a general rule, ensure you revise as you would normally for any exam.

During open-book exams you will have access to your own textbooks, notes, and other resources. Therefore, it is important to make sure any revision documents or notes clearly identify what is your own work, and what derives from other sources. In an in-person invigilated exam format, the fact that you had made revision notes in which you had copied out your source material directly and had not sufficiently paraphrased it would not have a negative impact on your exam, as your notes would only have been made and used for you to learn and revise from. However, in an open-book exam, where these notes are available to you for reference, you may inadvertently end up including verbatim secondary source material within your exam answers, because you did not check your paraphrasing at the note-taking stage. Make sure you remain aware of this as part of your preparations for any open-book exam. It is also important that any revision notes or reference documents developed collaboratively, for example in study groups, clearly identify all of the authors and secondary sources to which you refer. Your exam answers cannot include any text that is not paraphrased in your own words or direct quotations which are not attributed and referenced (following the minimal referencing required for open-book exams). You should also bear in mind that referring to your own textbooks, notes, and other accessible resources may not be the best use of your time during your exam timeslot. Instead, do your best to memorise and learn your notes as you would for any conventional exam.

## 6. The Honour Code for open-book exams

The University has an honour code for open-book exams:

<https://www.ox.ac.uk/students/academic/exams/open-book/honour-code>

When you submit your exam answers at the end of your open-book exam, you will be asked to agree to the following pledge:

***I acknowledge the University Honour Code and I hereby confirm that the submitted work is entirely my own and I have not (i) used the services of any agency or person(s) providing specimen, model or ghostwritten work in the preparation of the work I submit for this open book examination; (ii) given assistance in accessing this paper or in providing specimen, model or ghostwritten work to other candidates submitting for this open-book examination.***

Please take the time now, before your first exam, to read and understand the honour code, as well as the following key policies and regulations which interact with the honour code:

- the [University's disciplinary regulations concerning conduct in examinations](#);

- the [University Student Handbook](#), in particular sections 9 and 10; and
- the [Education Committee's information and guidance on academic good practice and plagiarism](#).

The University views cheating, acting dishonestly and/or collusion in an examination as serious disciplinary offences that may result in disciplinary actions, with the most severe penalty being expulsion from the University without a qualification. In the context of open-book examinations:

- the University considers that accessing the question paper via any other means than directly, via the designated online platform, and/or sharing the question paper with other students, falls within its definition of cheating and of acting dishonestly.
- the University reserves the right to use software applications, such as Turnitin, to screen submitted work for matches either to electronic sources or to other submitted work.

### Expected Standards of Behaviour

Students are expected to act as responsible members of the University's community. In the context of open-book examination, this means students are:

- (a) Permitted to:
  - refer to their own course and revision notes; and
  - access offline or online resources, for example textbooks or online journals.
- (b) Expected to:
  - submit work which has not been submitted, either partially or in full, either for their current Honour School or qualification, or for another Honour School or qualification of this University (except where the Special Regulations for the subject permit this), or for a qualification at any other institution; and
  - indicate clearly the presence of all material they have quoted from other sources, including any diagrams, charts, tables or graphs. Students are not expected to reference, however if you provide a direct quote, or copy a diagram or chart, you are expected to make some mention of the source material as you would in a typical invigilated exam.
  - paraphrase adequately all material in their own words
- (c) Required to confirm as part of each submission:
  - that the work they are submitting for the open-book examination is entirely their own work, except where otherwise indicated; and
  - that they have not copied from the work of any other candidate, nor consulted or colluded with any other candidate during the examination.

## 7. Know how long you will have to complete your exams

Your exam timetable will be sent to you a few weeks before your first exam and will be accessible through Student Self Service at any point. It will include the new open-book exam durations and you will also receive email reminders before each of your exams. The duration will also be included on the front page of the exam paper. You might notice that some durations have changed from their original length, even accounting for additional time to deal with technology. This is because exam boards have made the decision to amend or reduce the content of some papers.

You are expected to spend the same amount of time as you would for an invigilated in person exam to read the exam paper, plan your answers, and type (or handwrite) your response. The technical time allowance must be reserved to work with the new format and technological steps involved such as reading the instructions in Weblearn, opening or downloading the exam paper at the start, and then submitting your response.

**Do not wait until the very end of your exam time to start submitting your response as you may go over your allocated time and incur a penalty as detailed further in this guide**

**The exact amount of technical time will depend on the standard 'writing' duration of your exam:**

Exam length	Technical time allowance
up to and including 75 minutes	15 minutes technical time
76 minutes to 179 minutes	30 minutes technical time
180 minutes or more	60 minutes technical time

*Note: For exams taking place before 28 September 2020, there is a standard 60 minutes technical time allowance regardless of exam length.*

## 8. If you have approved alternative exam arrangements already in place

Additional time will be provided for students who have **approved** alternative exam arrangements such as extra writing and/or rest time. You will know already if you have this approval. You'll be able to submit your exam response in Weblearn later than the 'standard' stated duration.

The Weblearn open-book exam site is currently unable to differentiate additional time or later start times and as such you will be alerted by the system that you have submitted your exam response late. Providing you have approved arrangements in place, please disregard this alert.

If you have been granted **beyond** 15 minutes per hour extra writing and/or rest time, the duration that you have to complete the paper and upload your exam response file will be as specified in the confirmation email you have received from your College or department for non-matriculated courses.

**Please ensure that you have checked your approved exam duration before you open the exam paper.**

The following table illustrates the approved alternative arrangements of up to 15 minutes per hour additional writing and/or rest time combined:

Open-book exam duration, for all students <i>(Open book exam duration including technical time allowance)</i>	Open-book exam duration for students with approved standard time adjustments
4hrs	5hrs
2hrs50	3hrs50
2hrs30	3hrs30
2hrs	3hrs
1hr25	2hrs25
1hr15	2hrs15

## 9. If you need to **handwrite** your exam response

If you need to **handwrite** all or some of your exam response, you will need to scan each page that you would like to submit as part of your overall response. Compile all your content into one document so you can submit all your content as a **single** exam response document (as a PDF). Please ensure you check that all pages are included as expected as part of the PDF before you submit the document.

**Full instructions** on using Microsoft Office Lens – our recommended app for scanning - are included at the end of this guide. Please read these instructions carefully and **practise using the app well in advance of your exams**. If you are familiar with an alternative app or software for scanning and combining images, you can use that instead; just make sure you practise in advance of your exam so that you are confident it will work.

## 10. Know when to start your exam on the day

Exams will start at 09.30 and 14.30 UK time.

If you are in the UK (or in a country where the UK exam time is aligned with your local working day – see exam timings below), you will begin the exam at the UK start time.

If the UK exam time is outside of the local working day where you are, you should follow the guidance below.

Please note these specific exam timings:

### Exams starting in the *morning* in the UK

- **If you are in the UK, or in the time zones GMT+2 to +7**  
You should begin your exam at 09.30 **UK time** (and no later than 10:00 UK time)
- **If you are in any other time zone**  
You can start your exam at any point from 09.30 UK time but must start no later than 10:00 **local time** (i.e. the country you are in when you take the exam) - (*this may be the day after the UK start time if your time zone is **ahead** of GMT*). This flexibility is to allow you to sit during daytime hours, if that is your preference.

### Exams starting in the *afternoon* in the UK

- **If you are in the UK, or in the time zone GMT+2**  
You should begin your exam at 14:30 **UK time** (and no later than 15:00 UK time)
- **If you are in any other time zone**
  - You can start your exam at any point from 14:30 UK time but must start no later than 10:00 **local time** (i.e. the country you are in when you take the exam) - (*this may be the day after the UK start time if your time zone is **ahead** of GMT*). This flexibility is to allow you to sit during daytime hours, if that is your preference.

The existing alternative exam arrangement process remains in place for students needing to request an adjustment to their exam start time outside the scope of the policy above, for example if you have caring responsibilities which cannot be rearranged for your exams. Please contact your college for support with the alternative arrangements process.

A very small number of students, resident outside the UK, may experience a timetable clash, for example when starting a UK afternoon exam on the morning of the next day local time, followed by a subsequent exam scheduled for the morning UK time. If such clashes cannot be accommodated by the flexibility in the policy above, you may request an adjustment to your exam start time through the existing alternative arrangements process.

Note: The UK will be in British Summer time (BST – also known as GMT+1) until 2am on Sunday 25 October 2020, at which point the UK will switch over to GMT (Greenwich Mean Time). To find out what time zone you are currently in, please use the [Greenwich Mean Time website](#).

## Penalties for late exam responses

**IMPORTANT:** You must not leave it until the last minute to submit your exam response in WebLearn. You have additional time added to your exam duration to enable you to download your exam paper at the start and submit your exam response at the end without encroaching on your writing time.

**Penalties will be applied if you submit your exam response later than the times detailed above (beyond the relevant grace period) and including later than specified in agreed alternative arrangements.**



You should upload your exam response within the time allowed. If you access the exam paper later than the published start time (and you do not have an agreed alternative start time) you will *still* need to finish and submit your exam response within the published timeframe or be considered to have submitted late.

If you access the paper on time but upload your exam response after the published timeframe (and you do not have an agreed alternative arrangement in place), you will also be considered to have submitted late.

If you believe you have a good reason for submitting late including difficulties related to downloading your exam paper or uploading your response, you should submit a [mitigating circumstances notice to examiners](#) to explain this. The Exam Board will use the mitigating circumstances form to consider whether to waive penalties.

**The penalties for late exam responses are as follows; please note that they vary by year of assessment:**

**FOR 2019-20 OPEN-BOOK EXAMS, INCLUDING THOSE POSTPONED FROM TT2020 to MT2020**

Time	Penalty
<b>First 15 minutes</b>	No penalty
<b>16 minutes – 30 minutes</b>	5 marks or 5% of the marks available (if not marked on 100 mark scale)
<b>31 minutes – 45 minutes</b>	10 marks or 10% of the marks available (if not marked on 100 mark scale)
<b>Up to an hour</b>	15 marks or 15% of the marks available (if not marked on 100 mark scale)
<b>After one hour</b>	Fail mark (0)

**FOR 2020-21 OPEN-BOOK EXAMS**

Time	Penalty
<b>First 5 minutes</b>	No penalty
<b>6 minutes – 20 minutes</b>	5 marks or 5% of the marks available (if not marked on 100 mark scale)
<b>21 minutes – 40 minutes</b>	10 marks or 10% of the marks available (if not marked on 100 mark scale)
<b>Up to an hour</b>	15 marks or 15% of the marks available (if not marked on 100 mark scale)
<b>After one hour</b>	Fail mark (0)

## 11. On the day of your exam: key points to understand in advance

As you will not be sitting an in-person exam, any support systems that you might be used to (such as walking to the Examinations Schools with your friends or meeting up before the exams) will not be available in the usual way. Therefore, you will need to consider this when preparing for the exam, as you will need to be self-reliant and entirely responsible for being punctual and organised beforehand.

To **start your exam**, you will need to download the following documents by clicking on each of them in Weblearn:

- The examination response template document available in Weblearn (see Quick Reference Guide for instructions). It is a good idea to download the response template and have it ready before the exam.
- When you are ready to begin your exam, the examination paper.

**It is very important that you understand that your exam time will start as soon as you click on the link to your examination paper. Please don't click on the link to open or download your paper until you are ready to start. This will be the equivalent of an invigilator saying 'You may turn over the exam paper now.'**

You can now work offline, referring to the examination paper you have downloaded and typing your examination answers into the examination response template document.



## Before you submit your exam response

**Before submitting your examination response document**, you must first make sure your work meets each of the requirements in the list below:

- You may only submit **ONE** document. Any scanned images, diagrams or handwriting must be included in the same document. **Please make *absolutely* sure you upload the correct document and that all pages are included as you expect them to be as you will *not* be able to change this once it has been submitted.**
- Your exam response must be submitted within the duration (hours and minutes) stated in the individual timetable email sent to you. If you have approved alternative examination arrangements, please refer to the duration already communicated to you.
- Your exam response must be submitted within 24 hours of the paper being available according to the time in the UK, unless you have approved alternative arrangements in place to submit at a later point.
- Your exam response should be identified **ONLY** by your candidate number (which can be found by visiting Student Self-Service). Your candidate number does **NOT** appear on your University card.
- Your exam response should not contain any other pieces of information that could identify you to the marker of your paper.
- Save your exam response as a PDF document. If you're unable to submit as a PDF, you may submit in the existing Microsoft Word format, but note that this may lead to formatting issues.
- The file name should follow the format: *Candidate Number\_PaperNumber.pdf*, e.g. 1023456\_A15947W1.pdf.

## How to submit your exam response

Remember: **You can only submit your exam response once.** You will be unable to submit an additional or amended version in Weblearn.

Once you are ready to submit, you can follow the instructions in the [quick reference guide](#) in this Guide, making sure that you have worked through the submission checklist above before you do this. After you submit your exam response, you will receive an email confirmation. You should save this email for reference.

## 12. Your wellbeing during exams

Navigating exams can be difficult, but the University is committed to supporting you as you engage with the process. Your particular exam-related issues and challenges may be the same as those of your peers or they may be different. But whatever it is that makes the exam experience difficult for you, we would like to support you to address the challenges of exams as effectively as you can, so that you can feel proud of yourself and positive about how you approached the process.

You can find advice on the University's Exam Wellbeing page:  
<https://www.ox.ac.uk/students/academic/guidance/skills/revision>.

The page has been updated to account for open-book exams and has been developed together with the Counselling Service, and in line with [Wellbeing at Oxford](#) - the University's campaign focused on student mental health and wellbeing.

## 13. Getting help

The IT Service Desk and the Open-book Exams Service Desk are working together to support open-book exams.

Before contacting the Service Desk, please check this guide to see if it answers your query. Also, check the [Status Page](#) to see if there is a known problem with the service, in this case WebLearn. If your query or issue has not been addressed by this Open-Book Exams Guide for Candidates, you can get help in a number of ways:

## Open-book Exams Service Desk

The Service Desk can be contacted in the following ways:

- If you have internet access and can login with your SSO, then the main method of contacting us for help is online via [it.ox.ac.uk/open-book-exams-help](https://it.ox.ac.uk/open-book-exams-help) (SSO required).
- If you do not have internet access OR if you require help during outside of the core hours\*, you can contact us by phone - call +44 (0)1865 6 12345 to reach the Service Desk team 24/7.
- If you don't have an SSO you can [email the Service Desk](#) (link opens in your default mail client). Please include details such as whether you are currently sitting an open-book exam, the exam paper code and paper name, any browser information you have, and any error messages. **You should never include passwords in a message.**

\*The core hours of the Open-book Exams Service Desk are 8:30am to 5pm UK BST, Monday to Friday.

The Service Desk team will aim to help you resolve your query or issue straightaway, but it may be necessary to forward your query or issue to another team. Your query or issue will be logged and shared with those who need to know that you have had an issue which may have affected your open-book exam(s).

## 14. What if...

### *What if I have technical problems on the day?*

Please check that you can access the relevant Weblearn site for each of your exam papers well in advance of the exam day; you should have access to these at least a week before the exam, although you will not be able to see the exam paper until the start time on the exam date.

On the day of your exam, if you are unable to download or open your exam paper at this point, or you are having technical problems submitting your exam response, please contact the support team as soon as possible via: [it.ox.ac.uk/open-book-exams-help](https://it.ox.ac.uk/open-book-exams-help) (SSO required) and state explicitly that you are in the middle of an exam – please include your exam paper number so the team can help you quickly.

If you have an urgent technical problem outside the core hours of 8.30am to 5pm UK time, especially when submitting your exam answers, please contact the support team via: [it.ox.ac.uk/open-book-exams-help](https://it.ox.ac.uk/open-book-exams-help) (SSO required) or call the number in the section above immediately and before your exam time ends, attaching your exam answer document so that we can help you as soon as possible on the next working day.

Similarly, if you cannot open or download your exam paper outside support desk hours, please contact the support team via: [it.ox.ac.uk/open-book-exams-help](https://it.ox.ac.uk/open-book-exams-help) (SSO required) or call +44 (0)1865 6 12345 as soon as the issue arises and we will contact you as soon as possible on the next working day to identify the best course of action.

## OPEN-BOOK EXAMS: NEED TECHNICAL HELP?

- 1** **Before** contacting us, check the Open-Book Exams Guide for Candidates to see if your issue is already covered.
- 2** *UK office hours:* Mon to Fri 08:30–17:00 UK BST  
**Contact the support team via the help form:**  
**[it.ox.ac.uk/open-book-exams-help](https://it.ox.ac.uk/open-book-exams-help)** (SSO required)  
Or email [weblearn@it.ox.ac.uk](mailto:weblearn@it.ox.ac.uk)
- 3** If it is outside UK office hours, or you have no internet connection:  
Phone +44 (0)1865 612345 (have your exam paper number and name ready) Lines open 24/7

### *What if I have mitigating circumstances?*

If you believe your academic performance has been seriously affected by COVID-19 situation and/or any medical or personal issue please refer to the [mitigating circumstances guidance online](#).

### *What if I have an emergency or I am ill on the day?*

If your circumstances change and you are too unwell or otherwise unable to sit your exams, please contact your College office immediately for further advice (or your department if you do not have a college).

### *What if I miss my exam?*

If you miss your exam time (according to the start times for your local time zone), it will not be possible to sit the exam late and penalties may be applied (see the 'Penalties for late exam responses' section in this Guide).

You will need to [apply for exam excusal from the Proctors](#) and it will only be possible to do this if you have not started your exam. **You are considered to have started your exam if you have clicked on your exam paper** in the relevant exam site in WebLearn. Please contact your college office immediately for further advice on next steps (or your department if you do not have a college).

### *What if I submit my exam response after the end of my exam duration?*

If you submit your exam response late, penalties may be applied (see the Penalties for late exam response section in this Guide). If you believe you have a good reason for submitting late including difficulties related to downloading your exam paper or uploading your response, you should submit a mitigating circumstances [notice to examiners](#) to explain this. The Exam Board will use the mitigating circumstances form to consider whether to waive penalties.

### *What if I upload the wrong attachment?*

Please contact the support team immediately and before the end of your exam via: [it.ox.ac.uk/open-book-exams-help](https://it.ox.ac.uk/open-book-exams-help) (SSO required) if you realise that you have submitted a document which is not your exam response. Our support desk staff will be able to help you submit the correct document. Remember that if you submit this after the end of your exam duration, you may incur a late penalty. It will not be possible to accept your correct document if you simply wish to submit an edited version of your originally submitted exam response document.

### *What if I think there is a factual error in the content of the exam paper?*

It will not be possible to query the content of the exam paper during the exam. If you think that there is an error or mistake in your exam paper then you should state what you consider the error or mistake to be at the start of your answer for that question and if necessary, you should state your understanding of the question. You should then try to complete the paper as best you can.



# APPENDICES



## TAKING YOUR OPEN-BOOK EXAMS



On the day of your exam, log in to Weblearn from wherever you are.

Before taking your exams, please read the 'Open-Book Exams Guide for Candidates' (PDF) – available at: [ox.ac.uk/open-book-exams](https://ox.ac.uk/open-book-exams)



In Weblearn, click on the 'Sites' drop-down menu (top right corner) and select the paper number for the exam you are about to take. This will take you to your exam site.

Click 'Assignments' (left menu) to see a page with a link to your exam paper – you will only see this after the start time of your exam.

Read the Open-book exam instructions before proceeding.



Before clicking the exam paper, open the 'Open-book Exam Response Template' document and save it on your computer. You must use this for your exam response (answers).

When you're ready to start your exam, click the link to download your exam paper (PDF). This is the equivalent of 'turning over your exam paper.' **Your time starts now.**



On the first page of your response template, remember to fill in your candidate number, paper number, and paper title.

Type your exam response. Include the question number next to each of your answers. **Save your work regularly.**



When you're ready to submit your response, save your document as a PDF. Use the filename format: candidateNumber\_paperNumber e.g. 01234567\_A15947W1.pdf

Double-check that you are uploading the correct exam response.



Back in Weblearn, upload your exam response PDF. It is only possible to submit one PDF (maximum file size is 40 MB).

If your response includes any graphs or images, please insert these into your body text just as you would when writing any report or assignment.



You will receive an auto-generated email confirming receipt of your response.



You will need to be online for this part.

You do not need to be online for this part.  
Continue to save your work and monitor your time.



You will need to be online for this part.

### NEED TECHNICAL HELP ON THE DAY?

**1** Before contacting us, check the Open-Book Exams Guide for Candidates to see if your issue is already covered.

**2** UK office hours: Mon to Fri 08:30–17:00 UK BST  
**Contact the support team via the help form:**  
[it.ox.ac.uk/open-book-exams-help](https://it.ox.ac.uk/open-book-exams-help) (SSO required)  
Or email [weblearn@it.ox.ac.uk](mailto:weblearn@it.ox.ac.uk)

**3** If it is outside UK office hours, or you have no internet connection:  
Phone +44 (0)1865 612345 (have your exam paper number and name ready) Lines open 24/7



## Summary infographic – handwritten responses

### TAKING YOUR OPEN-BOOK EXAMS FOR HANDWRITTEN RESPONSES



On the day of your exam, log in to Weblearn from wherever you are.



In Weblearn, click on the 'Sites' drop-down menu (top right corner) and select the paper number for the exam you are about to take. This will take you to your exam site.



When you're ready to start your exam, click the link to download your exam paper (PDF). This is the equivalent of 'turning over your exam paper.' **Your time starts now.**



If you need to handwrite your response, use a ballpoint pen and write on A4 paper.

On the first page, remember to write your candidate number, paper number, and paper title. Include the question number next to each of your answers.



When finished, scan your response using the Microsoft Office Lens app (free to download online from iOS, Android, or Google Play).

Number each page and scan all sheets (including any images, notes, etc.) as one document and export as a PDF.



Send the PDF to your computer. Review your PDF to make sure all scanned items have been inserted correctly. Use the filename format: candidateNumber\_paperNumber e.g. 01234567\_A15947W1.pdf

Double-check that you are uploading the correct exam response.



Back in Weblearn, upload your exam response PDF. It is only possible to submit one PDF (maximum file size is 40 MB).



You will receive an auto-generated email confirming receipt of your response.

Before taking your exams, please read the 'Open-Book Exams Guide for Candidates' (PDF) – available at: [ox.ac.uk/open-book-exams](https://ox.ac.uk/open-book-exams)

Click 'Assignments' (left menu) to see a page with a link to your exam paper – you will only see this after the start time of your exam.

Read the Open-book exam instructions before proceeding.



You will need to be online for this part.

You do not need to be online for this part.



You will need to be online for this part.

#### NEED TECHNICAL HELP ON THE DAY?

**1** Before contacting us, check the Open-Book Exams Guide for Candidates to see if your issue is already covered.

**2** UK office hours: Mon to Fri 08:30–17:00 UK BST  
**Contact the support team via the help form:**  
[it.ox.ac.uk/open-book-exams-help](https://it.ox.ac.uk/open-book-exams-help) (SSO required)  
Or email [weblearn@it.ox.ac.uk](mailto:weblearn@it.ox.ac.uk)

**3** If it is outside UK office hours, or you have no internet connection:  
Phone +44 (0)1865 612345 (have your exam paper number and name ready) Lines open 24/7



## Quick Reference Guide: Step-by-Step Guide for using Weblearn for Open-book Exams

### Introduction

This Quick Reference Guide (QRG) will help you to log in to Weblearn to download the exam response template, the exam paper, and upload your PDF response back into Weblearn as part of your Open-Book Exams in Trinity Term 2020.



Ahead of your exam you can use the Open-book Exams practice site:

1. Log into Weblearn -<https://weblearn.ox.ac.uk/>
2. Click on the Sites dropdown menu
3. Then under Submission, click on Open-book Exam Practice Site.

Although you cannot view the 'real' paper ahead of time, you can view a dummy example and follow the steps in this QRG in the practice site to familiarise yourself with the process, exam instructions and make sure you do not have any technical difficulties.

If you will be incorporating handwritten notes or diagrams, do also download and practice using Microsoft Office Lens ahead of time. See the Using Microsoft Office Lens to PDF your handwritten Examination Response later in this Guide for help if needed.

### Logging into Open-book examination area of Weblearn

On the day of the examination login into Weblearn wherever you are.

1. Click on the link for Weblearn: <https://weblearn.ox.ac.uk/>
2. Click the Oxford Account Login link at the top right of the screen.



3. Type in your Oxford Username and password.

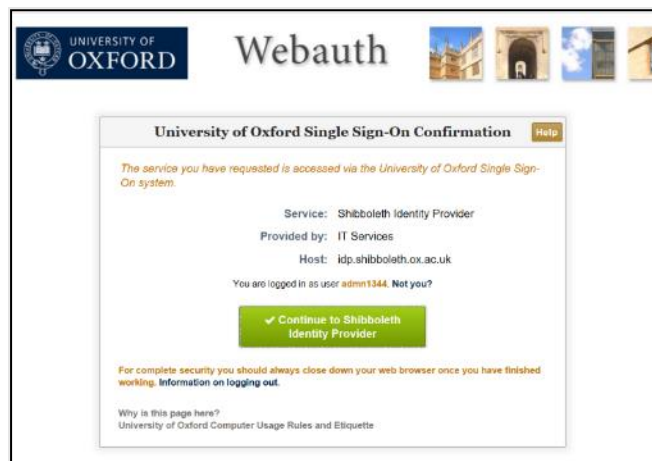


If you are unsure of your login details (Single Sign On (SSO) username and password) please contact the IT Services helpdesk (call (6)12345).

4. Click the Login button.

Login

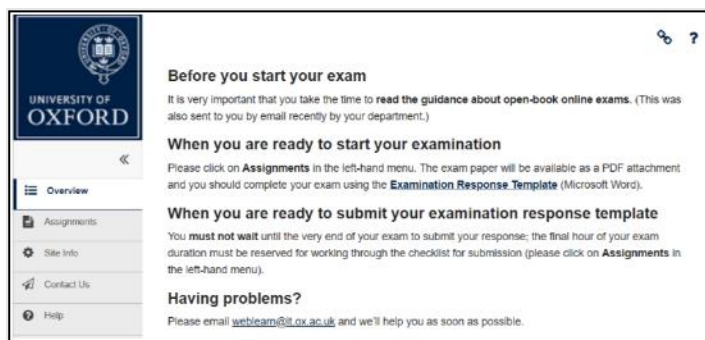
5. Click the Continue to Shibboleth Identity Provider button



6. Click on the Sites dropdown menu at the top right of the screen.



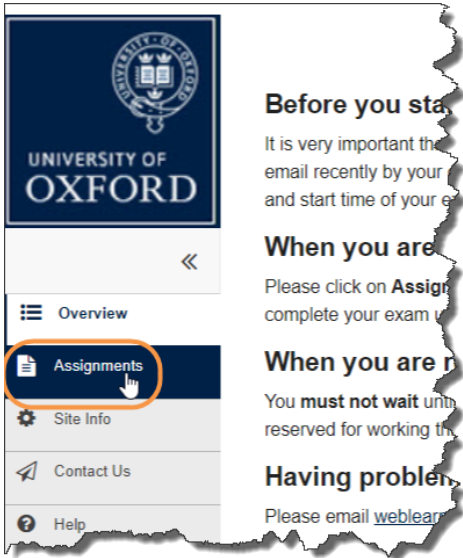
7. Each site is identified by the Paper Number + Paper Title.
8. You should now be logged into the correct area of Weblearn for your Open-book exam.



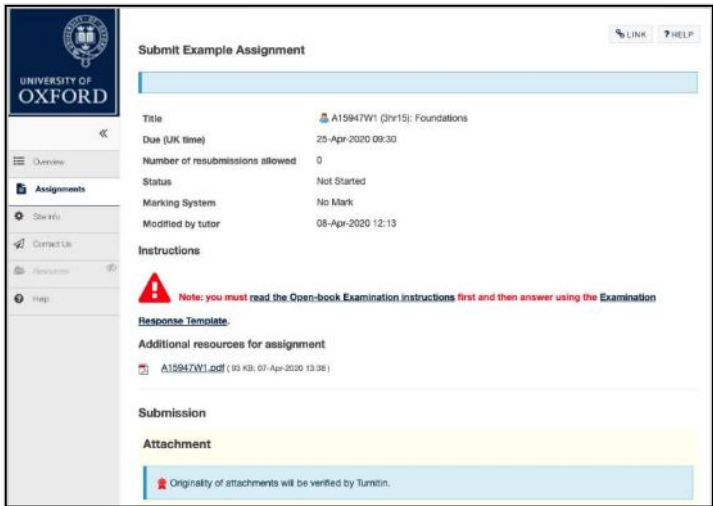
Quick Reference Guide: Step-by-Step Guide for using Weblearn for Open-book Exams

Downloading your examination paper and response template from Weblearn

1. Click on Assignments option on the left-hand menu.



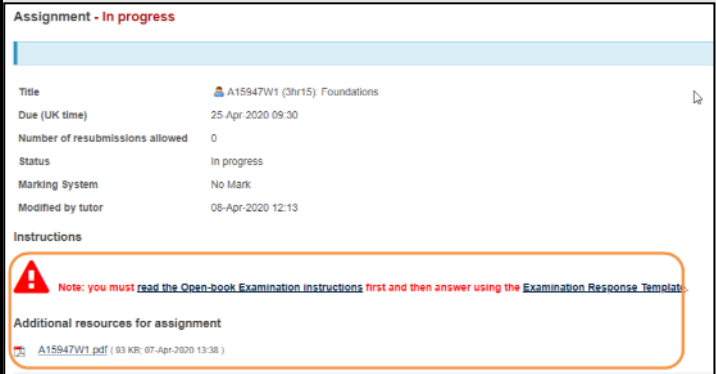
2. You are now in the Assignment List area of Open-book examinations area of Weblearn.
3. Click the title of the assignment which is the Paper Number.



	The Assignment will not be listed until the Open time and you will therefore not be able to view the examination paper before the Open time. The Status of the Examination will either be 'Open' (to indicate the exam is open) or 'Not marked' will be displayed after you have submitted your answers.
	Your examination time will start as soon as you click on the link of your examination paper and this is recorded in

Weblearn! Please do not click your examination paper until you are ready to start.

4. Click the 'read the open-book examination instructions' link to see the detailed assignment instructions and make sure you carefully read these before the examination.



5. The assignment instructions page contains a link to an Open-Book Exam Response Template which you need to download. Use this template to type your responses to the exam questions and save it on your computer (i.e. make sure the file name is in the correct format of [Candidate Number] + [Paper Number] (e.g. 1023456\_A12345W1.pdf).
6. Once you have read all of the guidance and downloaded the examination response template, you are ready to start your examination.
7. When you are ready to begin, click the Paper Number (PDF document) to download the exam paper, underneath the Additional resources for the assignment. Remember your time starts now!
8. You can now work offline, referring to the examination paper you have downloaded and typing your examination answers into the examination response template document.
9. You must use the Open-Book Exam Response Template document, if you have typed your answer into another word document then please carefully copy your text and paste into the supplied response template. On the first page, remember to write your candidate number, paper number, and paper title. Include the question number next to each of your answers.

Handwritten notes and sketches

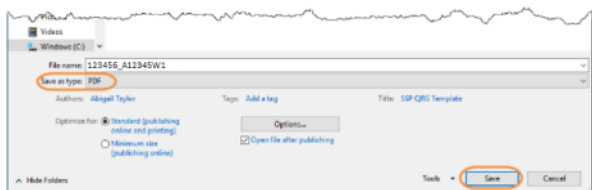
	If there are a few sketches or handwritten notes to be incorporated as part of your response, then insert them as an image in your Word document before saving as a PDF. (See the Using Office Lens to PDF your handwritten Examination Response section for further information). Microsoft Office Lens should only be used where it is necessary in order to complete your examination e.g. sketch, formulas or in other exceptional circumstances where the full exam response needs to be handwritten. If for some reason, you are unable to use this tool then please contact the support team via: <a href="https://it.ox.ac.uk/open-book-exams-help">https://it.ox.ac.uk/open-book-exams-help</a> for guidance.
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## Quick Reference Guide: Step-by-Step Guide for using Weblearn for Open-book Exams

### Uploading your saved PDF file into Weblearn

1. Make sure your Examination Response document is saved as a PDF before submission.

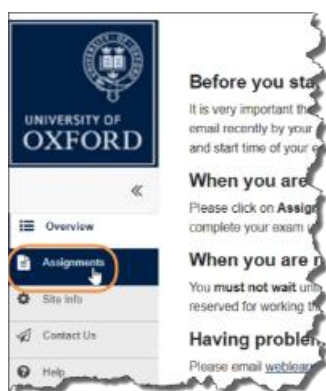
To save a Word document as a PDF, go to the File menu in Word, click Save As, select where you want to save your PDF document and make sure the file name is in the correct format of [Candidate Number] + [Paper Number] (e.g. 1023456\_A12345W1.pdf). Change the Save as type to PDF and click the Save button.



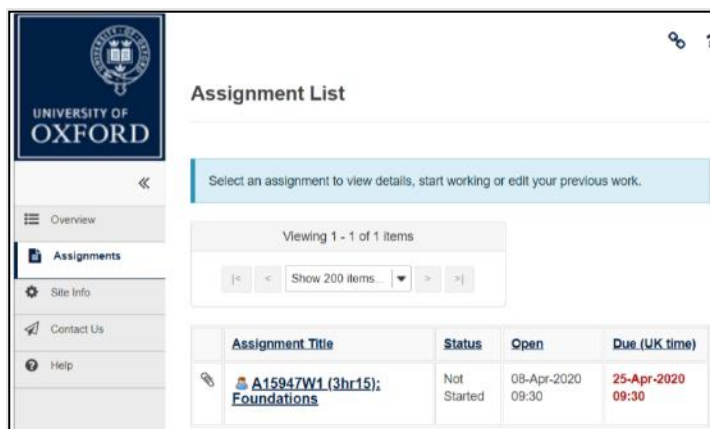
If you're unable to submit as a PDF, you may submit in the existing Microsoft Word format, but note that this may lead to formatting issues. If you encounter any issues, please contact the support team via: <https://it.ox.ac.uk/open-book-exams-help>.

2. Before submitting your examination response document, you must first make sure your work meets each of the requirements. You may only submit ONE document, up to 40MB. Please ensure you have checked the file size before attempting to upload. Any scanned images, diagrams or handwriting must be included in the same document. See the Exam Instructions for full information.

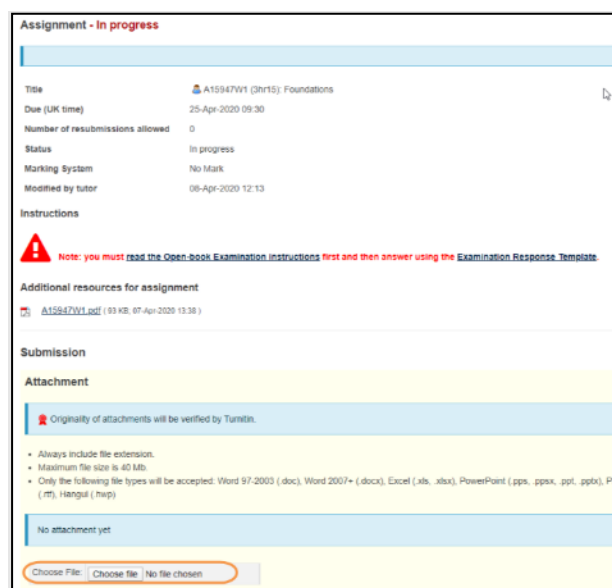
2. If you have closed your browser or specifically logged out of Weblearn, then then you will need to log back into Weblearn (see the section on Logging into the Open-Book area of Weblearn).
3. Click on Assignments option on the left-hand menu.



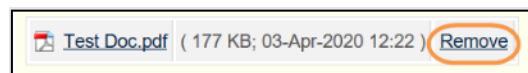
4. Click on the Assignment Title Examination Paper.



5. Click on the Browse button to choose your PDF



6. You can only submit your exam response once. You will be unable to submit an additional or amended version. However, before you submit your PDF, if you need to remove and replace the PDF file, just click the Remove link.



To check it is the correct document then you can click the document name (e.g. Test Doc.pdf) and it will download a copy of the file which you can check it is the correct version.

If you have accidentally submitted the wrong PDF file, contact the support team via: <https://it.ox.ac.uk/open-book-exams-help> immediately and reference your paper number.

6. Please ensure you have read Honour Code, especially the section regarding examinations.

## Quick Reference Guide: Step-by-Step Guide for using Weblearn for Open-book Exams

7. Tick the Declaration of Authorship after reading the Honour Code.
8. Click the Submit button.

If the file is very large then it may take a few minutes to upload. The maximum file size is 40MB. To improve your uploading speed ensure you have the sole use of the internet connection while you are uploading. If you are using a mobile or wireless connection ensure you have the strongest signal you can achieve.

9. Once you have submitted your response document, you will see a submission confirmation page.

10. After you submit, you will receive an auto-generated email confirming receipt of your response (if you have chosen to receive one). Please ensure you save this for reference.

11. If you are unsure if you have submitted then check the Assignment List screen and the status will state Submitted.

### Further help and support

If you are unable to download or open your examination paper or have issues submitting please contact the support team via: <https://it.ox.ac.uk/open-book-exams-help>. Please include the Paper Number in your email.

Any Single Sign On (SSO) username difficulties should be directed to the IT Services helpdesk ([help@it.ox.ac.uk](mailto:help@it.ox.ac.uk)).



Useful webpages:

<https://www.ox.ac.uk/students/academic/exams/open-book>  
<https://www.ox.ac.uk/students/coronavirus-advice>

## Quick Reference Guide: Using Office Lens to PDF your handwritten Examination Response

### Introduction

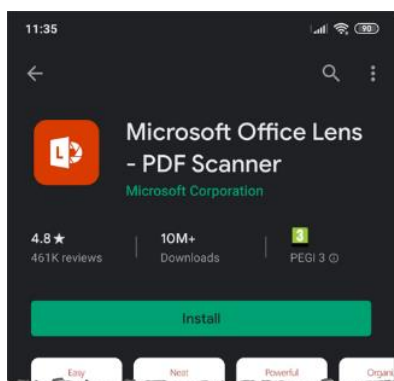
This Quick Reference Guide will help you install and use Microsoft Office Lens to prepare to upload your handwritten work to Weblearn as part of your Open-Book Examinations in Trinity Term 2020. This may be in the case of your whole submission being handwritten or where some handwritten notes need to be incorporated into your Open-Book Exam Response Template document in Word.

	<p>Microsoft Office Lens should only be used where it is necessary in order to complete your examination e.g. sketch, formulas or in other exceptional circumstances. Please use a ballpoint pen and write on white A4 paper and number your pages.</p>
	<p>Adobe Scan may be used as an alternative to Microsoft Lens. See <a href="#">Scanning more than 30 pages</a>. Further guidance on using Adobe Scan can be found on the <a href="#">Adobe website</a></p>

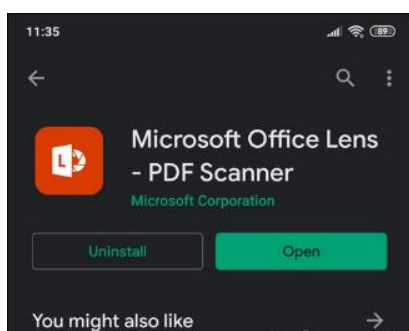
### Installing and Setting up Microsoft Office Lens

First you need to install the Office Lens app on your mobile or tablet in the usual way you do for other apps. It is free to download online from iOS, Android or Google Play. The steps below are from an Android phone.

1. Search in the Play Store or App Store for Microsoft Office Lens – PDF Scanner.
2. Click the Install button.



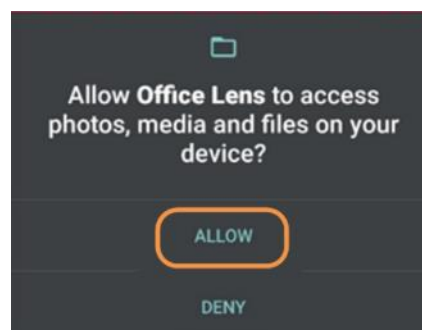
3. Once Office Lens has been installed click Open button.



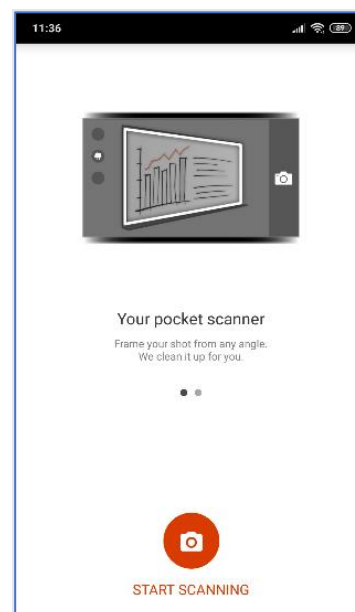
4. To allow Office Lens to take pictures choose Allow.



5. To allow Office Lens to access your photos and files on your device choose Allow.



6. You are now ready to start scanning your work for your open-book submission.

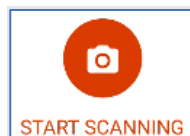




## Quick Reference Guide: Using Office Lens to PDF your handwritten Examination Response

### Using Office Lens to PDF your work

1. Open Microsoft Office Lens on your device.
2. Click Start Scanning icon



3. Make sure the Microsoft Office Lens app is in Document mode.



4. Line up the first page of your work within the orange outline appearing in the Microsoft Office Lens app.



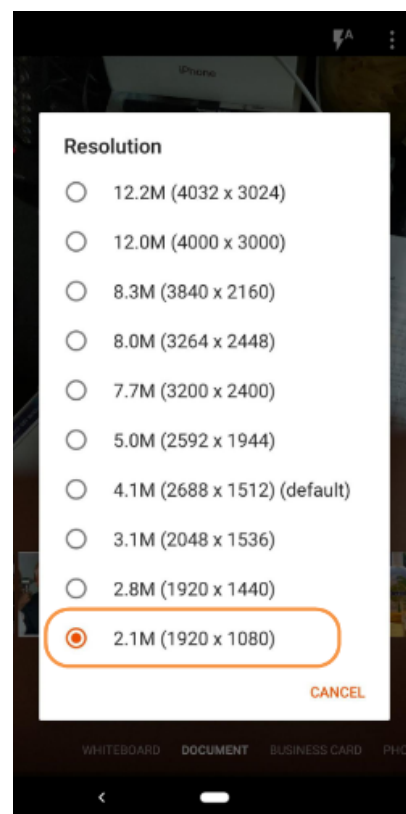
#### Reducing size of your images (Android users)

The total size of your file should be no more than 40MB.

To reduce the size of your photos click the vertical ellipsis in the top right hand corner of the screen. This will give you the option to choose a lower resolution to reduce the size of your images.

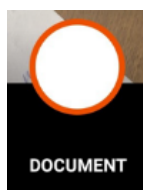


The **2.1 (1920 x 1083)** should be adequate, but do check that the image is easily readable before including it in your submission.



## Quick Reference Guide: Using Office Lens to PDF your handwritten Examination Response

5. Click the white Capture button to capture page one of your work.



6. You will then see the first page of your work has been captured



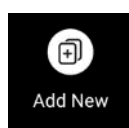
- i** If you are unhappy with the image, click the Back Arrow at the top left of the screen to re-take the image again.



Do not click on the Close (x) icon on at the top of the screen unless you want to delete all images.



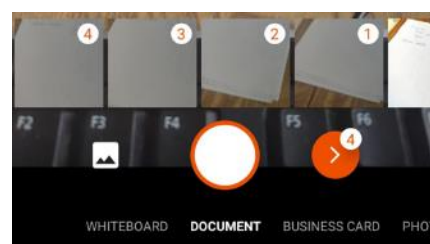
7. Once you are happy with the image, click the Add New icon in the bottom left of the screen to add another page.



- i** If there is only one page you need to capture then go to step 10 instead. If you are needing to insert this as an image into your Word document, read the note beneath step 12 before saving.

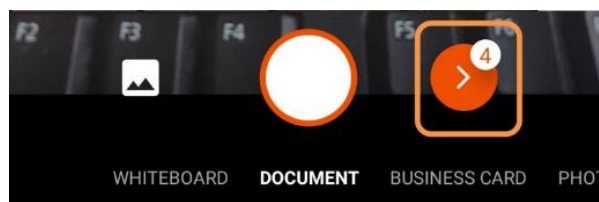
8. Repeat steps four to six for page two of your work and continue following these steps until all pages of your work have been captured.

The camera roll at the bottom of the screen will display all of the pages you have captured so far.

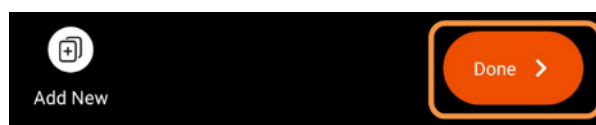


To change the order of the images, tap of the images in the camera roll in the order you want them to be displayed in the PDF.

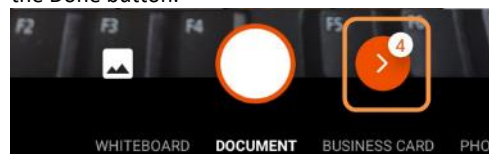
9. Once you are happy with the images you have captured and the order they appear in, click the orange Next icon (the number of images selected appears by it).



10. Click the orange Done button to save your images.




- i** If you accidentally click the Add New icon after your final image is captured, click on the icon showing the number of images you have captured. This will return you to the screen with the Done button.



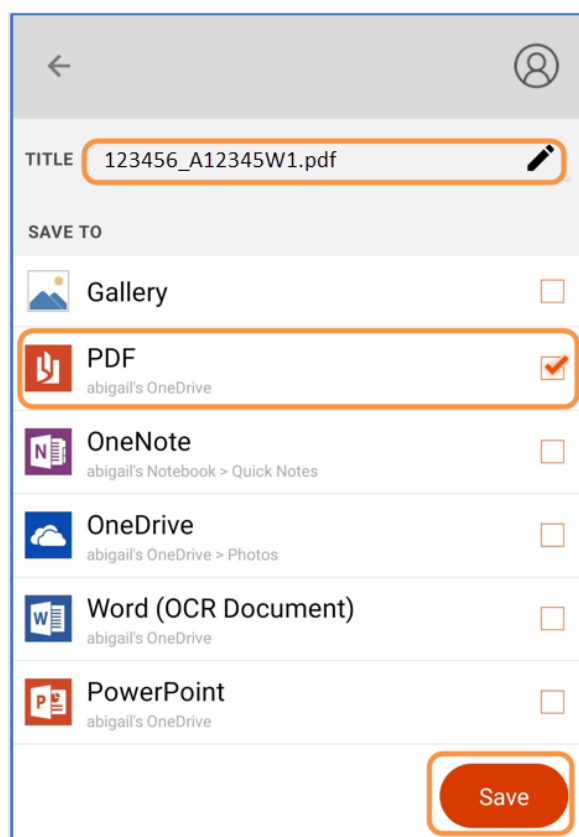


## Quick Reference Guide: Using Office Lens to PDF your handwritten Examination Response



11. Rename your document by clicking the pencil icon. Use the naming convention [candidate number] + [Paper Code ] e.g. 123456\_A12345W1.pdf.
12. Choose the PDF option (unless you need to insert it as an image into your Word document – see note below).

	<p>Inserting an image into your Word document. If you are including these handwritten notes as part of your wider response in the Open-Book Exam Response Template then you should choose Photo Library or Gallery (and not PDF). Once you have saved your captured images to the usual location on your device you should email the image to yourself. If your device gives the option on what size of image you want to send in the email (e.g. iPhones and iPads), choose either 'medium' or 'large' to reduce the size of the image. The options available to you may vary according to your device. Then insert this image into the appropriate place in the Open-Book Exam Response Template.</p>
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13. Click the Save button



## Uploading your Scanned PDF into Weblearn

	<p>The steps below are only necessary if the images you have captured are forming the entirety of your Open-Book Exam Response Template rather than an image(s) you are inserting into the template. Once you have inserted the image(s) into your Open-Book Exam Response Template, then follow the steps covered in the Downloading your Examination Paper and Uploading your PDF Examination Response in Weblearn quick reference guide if you require guidance uploading your response into Weblearn.</p>
	<p>Before submitting your examination response document, you must first make sure your work meets each of the requirements, such as the 40MB maximum file limit. Full details are in the 'read the exam instructions' link in Weblearn.</p>

1. The PDF is now stored in your device's storage and so you may want to email it to yourself so that you can access it from the same device as you will use to access to Weblearn.
2. You are now ready to upload your work into the Open-book examinations Weblearn site.
3. Then follow the steps covered in the Step-by-Step Guide for using Weblearn for Open-book Exams section if you require guidance uploading your response into Weblearn.

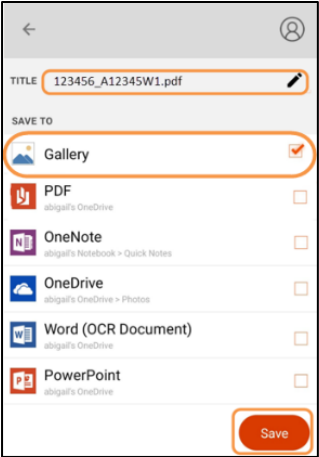
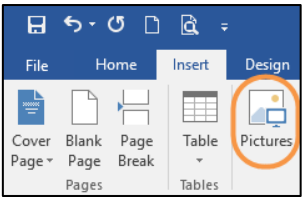
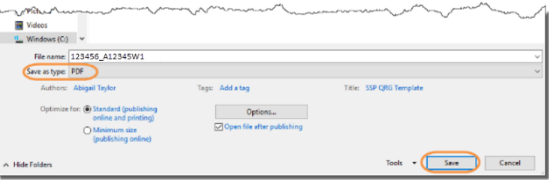
## Quick Reference Guide: Using Office Lens to PDF your handwritten Examination Response

### ADDITIONAL GUIDANCE IF YOU NEED TO SCAN MORE THAN 30 PAGES IN YOUR EXAM RESPONSE

**Microsoft Lens has a 30-page maximum limit per PDF document.**

**Adobe Scan may be used as an alternative to Microsoft Lens.** Guidance can be found on the [Adobe website](#)

- If you need to scan more than 30 pages of your work, please save your first 30 pages as an image to your **Photo Library** or **Gallery** at point 12 (see image below) and not as a PDF.
- Then repeat the capture process again for any additional pages (i.e. 31-60) and again save them to your **Photo Library** or **Gallery**
- Once you have saved your captured images of each page of your work to the usual location on your device you should email the images to yourself. If your device gives the option on what size of image you want to send in the email (e.g. iPhones and iPads), choose either 'medium' or 'large' to reduce the size of the image. The options available to you may vary according to your device.
- Open up the images from your email and save them somewhere securely and where you can access them from the device you will use to upload your response into Weblearn.
- In Word, insert these images into the appropriate place, in the correct order, in the Open-Book Exam Response Template.
- Save your Word document as a PDF by going to the **File** menu, click **Save As**, select where you want to save your PDF document and make sure the file name is in the correct format of **[Candidate Number] + [Paper Number]** (e.g. 1023456\_A12345W1.pdf). Change the Save as type to **PDF** and click the **Save** button.
- You can then follow the steps to upload your PDF file into Weblearn.

## Further help and support

If you are unable to open or download your examination paper or have issues submitting please contact the support team via: [it.ox.ac.uk/open-book-exams-help](https://it.ox.ac.uk/open-book-exams-help) (SSO required). Please include the Paper Number in your email.

Any Single Sign On (SSO) difficulties should be directed to [help@it.ox.ac.uk](mailto:help@it.ox.ac.uk)

### Useful webpages:

- <https://www.ox.ac.uk/students/academic/exams/open-book>
- <https://www.ox.ac.uk/students/coronavirus-advice>

### General Guidance on Using Microsoft Office Lens

- For Android: <https://support.office.com/en-gb/article/microsoft-office-lens-for-android-ec124207-0049-4201-afaf-b5874a8e6f2b>
- For iOS: <https://support.microsoft.com/en-us/office/microsoft-office-lens-for-ios-fbdca5f4-1b1b-4391-a931-dc1c2582397b>

## OPEN-BOOK EXAMS: NEED TECHNICAL HELP?

- Before** contacting us, check the Open-Book Exams Guide for Candidates to see if your issue is already covered.
- UK office hours:** Mon to Fri 08:30–17:00 UK BST  
**Contact the support team via the help form:** [it.ox.ac.uk/open-book-exams-help](https://it.ox.ac.uk/open-book-exams-help) (SSO required)  
Or email [weblearn@it.ox.ac.uk](mailto:weblearn@it.ox.ac.uk)
- If it is outside UK office hours, or you have no internet connection:  
Phone +44 (0)1865 612345 (have your exam paper number and name ready) Lines open 24/7

