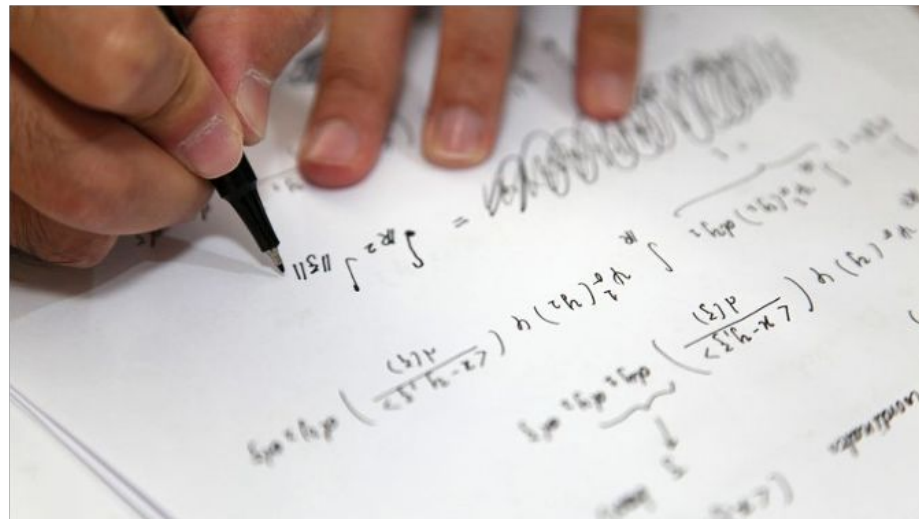# Guide for students

Remote open-book or take-home exams

Center for Digital Education (CEDE) and Teaching Support Center (CAPE)

Introduction

This might be the first time that you will need to take a remote open-book exam. This guide aims to help you familiarise yourself with the technical aspects, so that you can sit your exam under the best possible conditions.

The technical aspects of the examination covered in this guide are as follows:
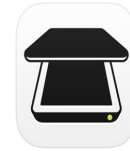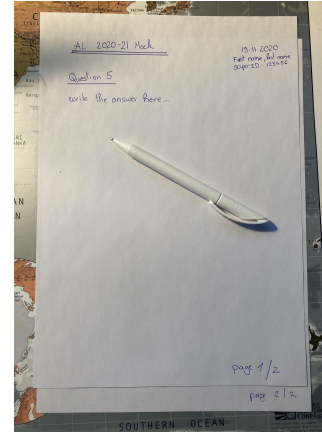
- Exam process on **Moodleexam.epfl.ch** (Do not use the EPFL Campus app, as it does not have the appropriate functionality).

Exams requiring answers submitted as .pdf files
- Using word processing or other required software
- Based on hand-written responses

Trying out Moodleexam

In order to ensure the smooth running of your exam, and to get used to the technical aspects, you have the possibility of trying out the process in advance using this procedure.

If the exam will require the submission of hand-written responses:

- You can follow this guide.
- Take note of the instructions.
- If you do not have access to a document scanner, we suggest that you install one of the apps recommended in this document and try using it.
- If you are registered for a remote open-book exam, try submitting a pdf document on the appropriate Moodleexam.epfl.ch page.
- Once you have reached the "check its legibility" stage and successfully managed to upload a pdf, please delete it by clicking on the "Remove submission" button.

EPFL | MOODLEEXAM

Test upload PDF

Dashboard › My courses › TST-102

Tester votre open book exam depuis un smartphone ou une tablette

📄 Tester votre open-book ou take-home exam depuis un smartphone ou une tablette

1. Lire la documentation sur comment prendre de photos avec votre smartphone, le convertir en PDF et les uploader sur Moodle.

2. Ecrivez en ancre noir ou bleu foncé et sur une feuille de papier blanc, la réponse à une question. Vous pouvez inscrire des informations tels que: nom, prenom sciper, date et tire de l'examen en haut de la page.

3. Inscrivez le numéro de la page et le nombre totale de pages

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Sitting your examination on Moodleexam

Accessing your examination

N.B. Do **not** use the EPFL Campus app, it was not developed for this purpose.
Write down the phone number of the contact person given to you by your lecturer in case of **technical difficulties** and keep it safe.

1. Log in to Moodleexam.epfl.ch at the date and time given for your exam.

2. From your Dashboard, select the course on which you will be examined.

3. The exam will be available under the Assignment tab. 📄
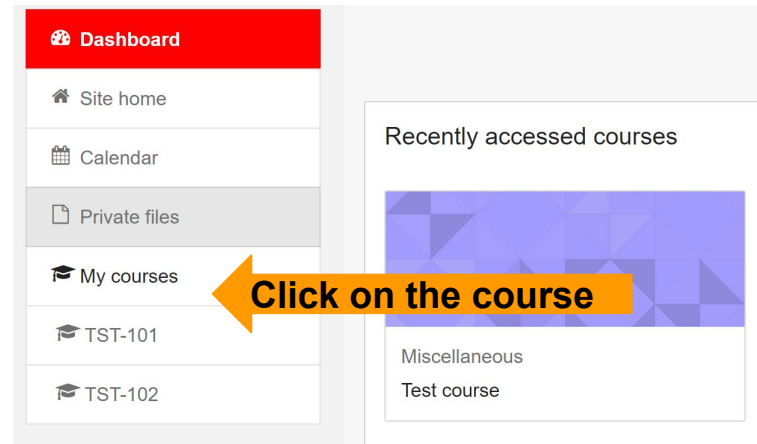
4. ⚡Choose the correct version of the exam.

   Pay attention, it is possible that different versions of the exam will be given to different groups of students.

1

EPFL | MOODLEEXAM

2

- 🏁 Dashboard
- 🏠 Site home
- 📅 Calendar
- 📄 Private files
- 🎓 My courses
- 🎓 TST-101
- 🎓 TST-102

Recently accessed courses

Click on the course

Miscellaneous
Test course

EXAMEN A

3

📄 Examen A, merci de lire les indications prescrites.

EPFL

Submitting your answer

1. Read the exam instructions to confirm what has to be submitted
2. Click on the button "Add submission"
   a. Use a word processor or other authorised software to create the pdf(s) of your response(s)
   b. Refer to the next section if handwritten responses are required
3. Click on the drag and drop zone
4. Click on the "Choose File" button
5. Choose your pdf and click on "open"
6. In the "Save as" field, name the pdf according to the instructions given by your lecturer (if required)
7. Upload the pdf by clicking on "Upload a file"
8. Go to the next stage by clicking on "Save changes"
9. Your exam answer has been submitted

Submission status

Add submission

You have not made a submission yet.

Upload a file
Private files
Wikimedia

Attachment
Choose File   ABC tutorat des exercices.doc

Save as
EXAM_QUESTION_SCIPER_DATE

Author
Elvis Presley

Choose licence
Licence not specified

Finish

Upload this file

EPFL

Check the legibility of your answer

10.   Click on the overview (Submission status) and check your document by clicking on its name under "File submissions".

If your pdf is unreadable

- Click on "Edit submission"
- Click on the pdf that you have just uploaded under "File submissions"
- Click on "Delete"
- And start the procedure again from stage 5

10.   Submission status

Attempt number	This is attempt 1 (5 attempts allowed).
Submission status	Submitted for grading
Grading status	Not graded
Due date	Saturday, 30 January 2021, 12:00 AM
Time remaining	46 days 6 hours
Last modified	Monday, 14 December 2020, 5:45 PM
File submissions	MTA-432_q2_IDxxxxx_2020.doc

Check

Edit submission   Remove submission

EPFL | MOODLE

Enonce_exam.pdf

Edit answer_student_Math-110.pdf   ×

File submissions

Download   Delete   **Delete**

Name	answer_student_Math-
Author	student
Choose license	All rights reserved
Path	/

Update   Cancel

Hand-written responses
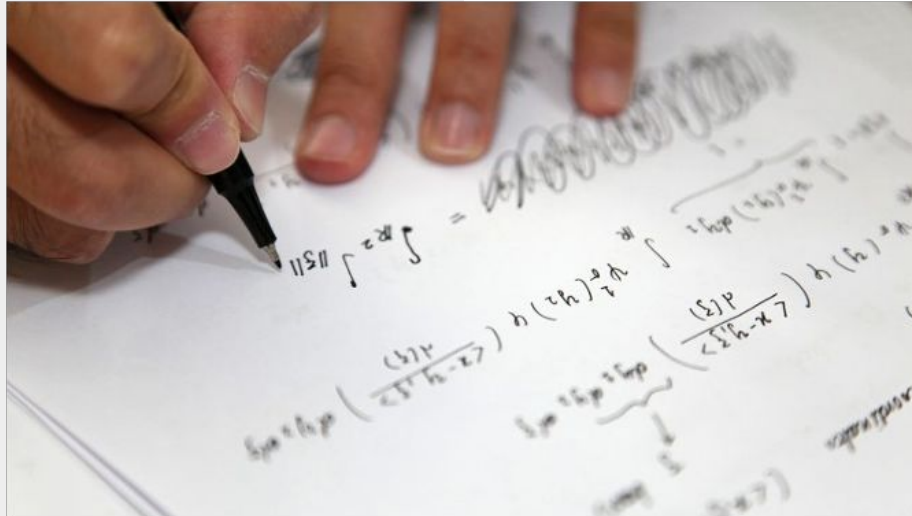
Instructions for ensuring that hand-written responses on paper are legible

Timing
- Generally, **one hour** of the exam duration has been calculated as time for taking photos, conversion to pdf and submission via Moodle. Plan ahead to ensure you submit your work within the set deadline.

Ink
- Write only in dark (blue or black) ink. Do not use lighter ink or pencil.

Paper
- Write only on one side of a white paper sheet (avoid coloured, lined or squared paper if possible).
- If you have to write double-sided (to save paper), you must check that the paper is sufficiently thick and not translucent.

Information you should provide
- You must **identify yourself** at the top of the first page by indicating your surname, first name, Sciper ID number, the name of the examination and the date and time.
- Write down the **number** and **title** of the question
- Add the **page number** to every page of your answer. Also indicate the **total number of pages**.

Taking pictures
- Take your photos in a well-lit area.
- Check that your photos are readable (not blurred, not too light or too dark (balanced contrast)).
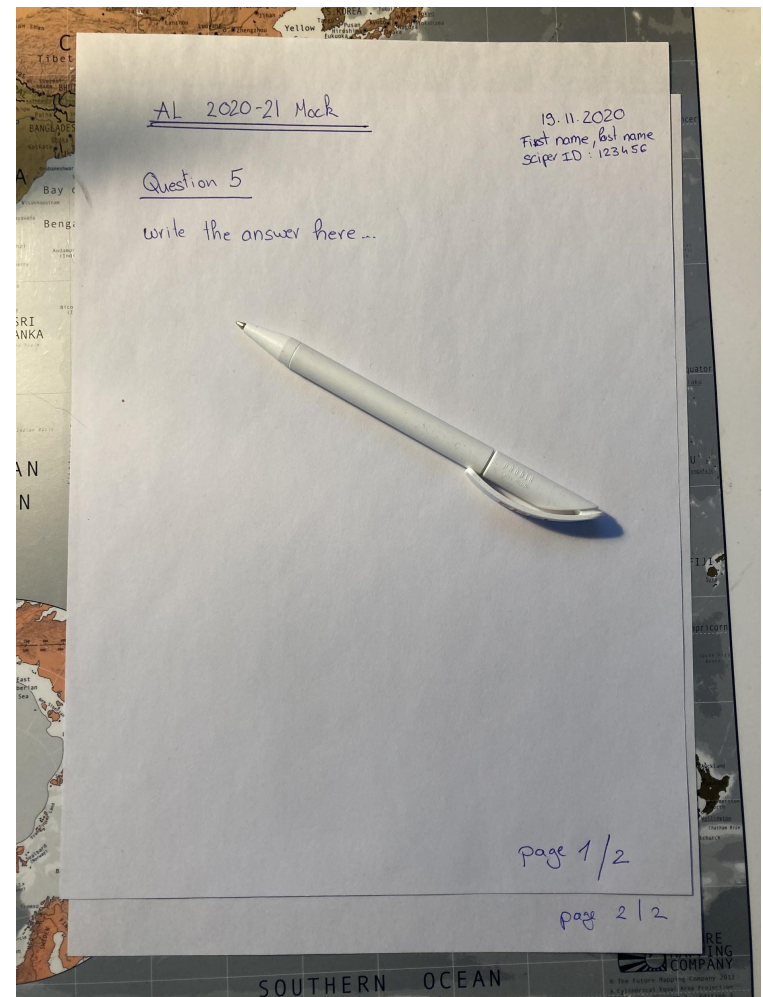
Option 1

Convert your photos to pdf format using your computer and then submit your exam answer

EPFL

Converting to pdf format on your computer

N.B. Some smartphones have HD cameras built in, we recommend that you set the maximum file size for your photos to **2MB** in advance in the phone settings.

1. Write your answer in dark blue or black ink on a sheet of white paper. Identify yourself at the top of the first page by indicating your surname, first name, Sciper ID number, as well as the date and time of the exam.
2. Write the number and title of the question.
3. Mark the page number and the total number of pages.
4. Write your response to the question.
5. Take a photograph of your sheet(s).
6. Transfer the photo(s) from your phone to your computer (using a cable or phone app), or send the photo(s) to yourself at your @epfl.ch e-mail address. Note the size limit of 25MB per message. If necessary, send the photos in separate e-mails..
7. Find the photo(s) in your inbox using your computer's e-mail client.
8. Convert the photo(s) to pdf format.
9. Connect yourself to Moodle using an internet browser at the following URL: https://moodleexam.epfl.ch/
10. Navigate to the question for which you wish to upload the answer.
11. Upload your response.
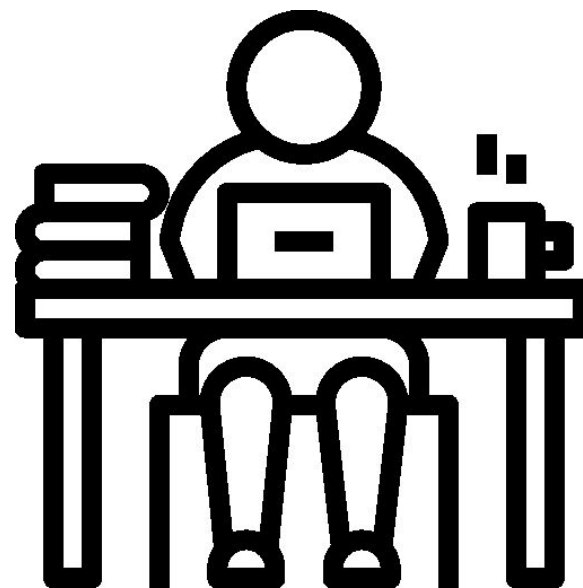
Option 2
Convert your photos to pdf format on your smartphone and submit your response

Smartphone App

Iscanner (iOS)

Application with limited functions on the free version, but upgradable.

This application allows you to easily convert photos into PDF.

iOS : [iScanner on App Store](#)

EasyPDF (Android)

Free application available for Android.

This application allows you to easily convert photos into PDF files but does not allow you to rearrange the order of the pages (keeps images in the order in which the photos are added).

Android : [EasyPDF on Google Play](#)

Books app (iOS): Beware of its limits!

Used to read e-books and audiobooks. This application allows you to convert photos to PDF files easily. It does not allow you to move or rearrange the order of the pages (the images are kept in the order in which the photos were taken).

Important: Books does not compress pdf files so may take long time to upload the PDF(s). We recommend that you limit the size of the photos taken by your smartphone to **2MB** in advance in the phone's settings.

iScanner - Scanner document

Numériser un document en...

OUVRIR

EasyPDF - images to PDF converter - JPG to PDF

Arypex Initiative

Contains ads

Apple Books

Apple

OUVRIR

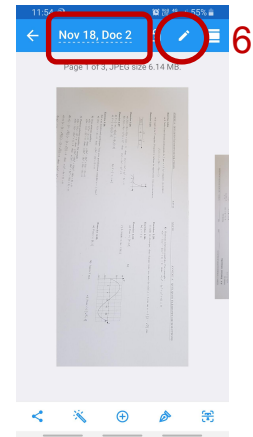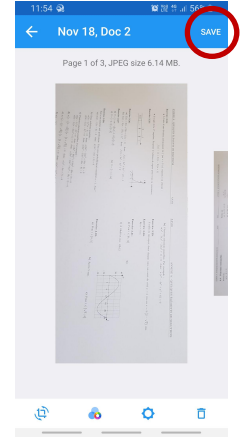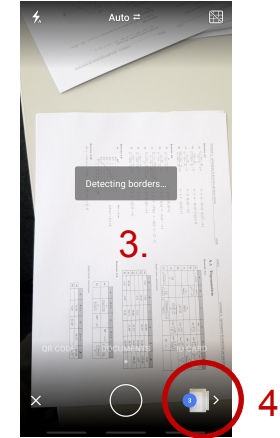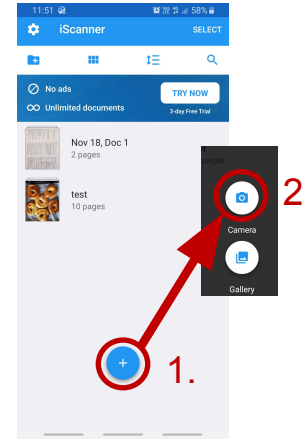# Convert to pdf with iScanner

For iOS :

1. Open iScanner and press on ⊕
2. Select "camera"
3. In "auto" mode, pictures will be taken automatically each time borders are detected. So be careful not to stay on the same page for too long (3 seconds) or you will record the same page several times.
4. Press on "save", then press on "finish".
5. To add a page: press on [icon] and repeat steps 2 and 3.
6. To reorganize the pages, long press on a page and drag and drop up or down.
7. Press on [icon] to save your pdf
8. Select "PDF". Rename the pdf: long press on the name of the pdf and write the name (for example : 'SciperID _QuestionNumber_ CourseCode' (e.g. '123456_Q1_ENG624')).
9. select a folder on your smartphone to save it to.

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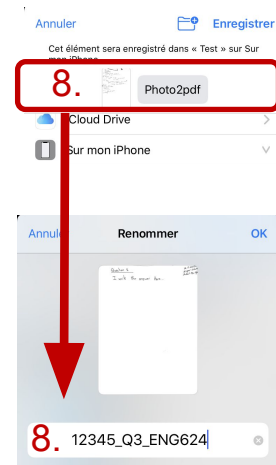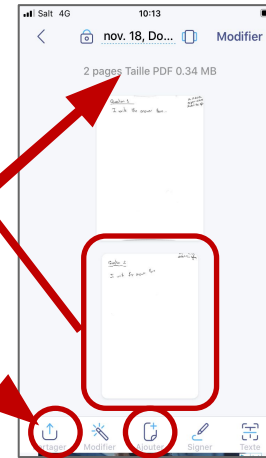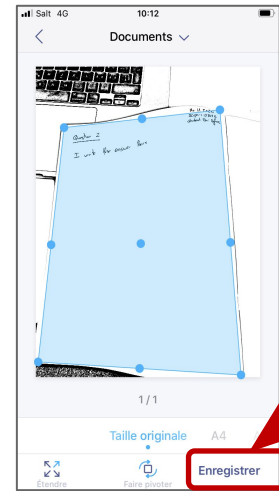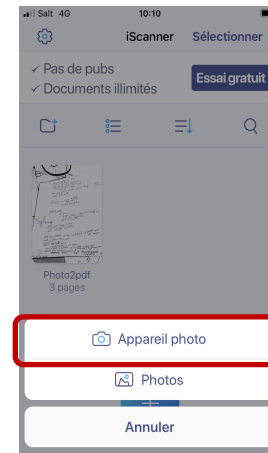
Convert to PDF with iScanner

For Android :

1. Open iScanner and press on

2. Select "camera"

3. In "auto" mode, pictures will be taken automatically each time borders are detected. So be careful not to stay on the same page for too long (3 seconds) or you will record the same page several times.

4. Press on the icon at the bottom right to finish

5. Press on if you want to add pictures

6. To reorganize the pages, press on and then drag and drop using the four bars icon
   Rename the pdf: long press on the name of the pdf and write the name (for example : 'SciperID _QuestionNumber_ CourseCode' (e.g. '123456_Q1_ENG624')).

7. To save your pdf:
   a. press on
   b. select
   c. press on
   d. and choose where you want to save the file.
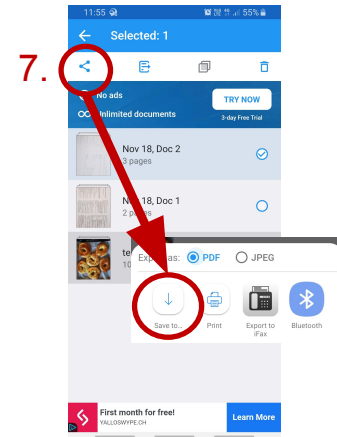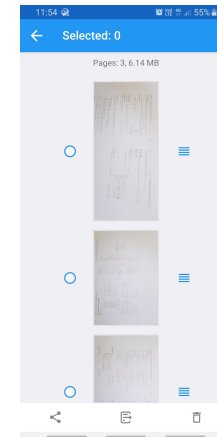
Convert to PDF with EasyPDF

For Android :

1. Open EasyPDF and click on Add Media
2. Select the pictures you want to convert and then click Apply(…)
3. Select HIGH IMAGE QUALITY and then click on CREATE PDF
4. Enter file name

   (For example :
   'SciperID _QuestionNumber_ CourseCode'
   (e.g. '123456_Q1_ENG624')).

   and then click OK
5. The pdf file will be generated and the location displayed at the top of the screen
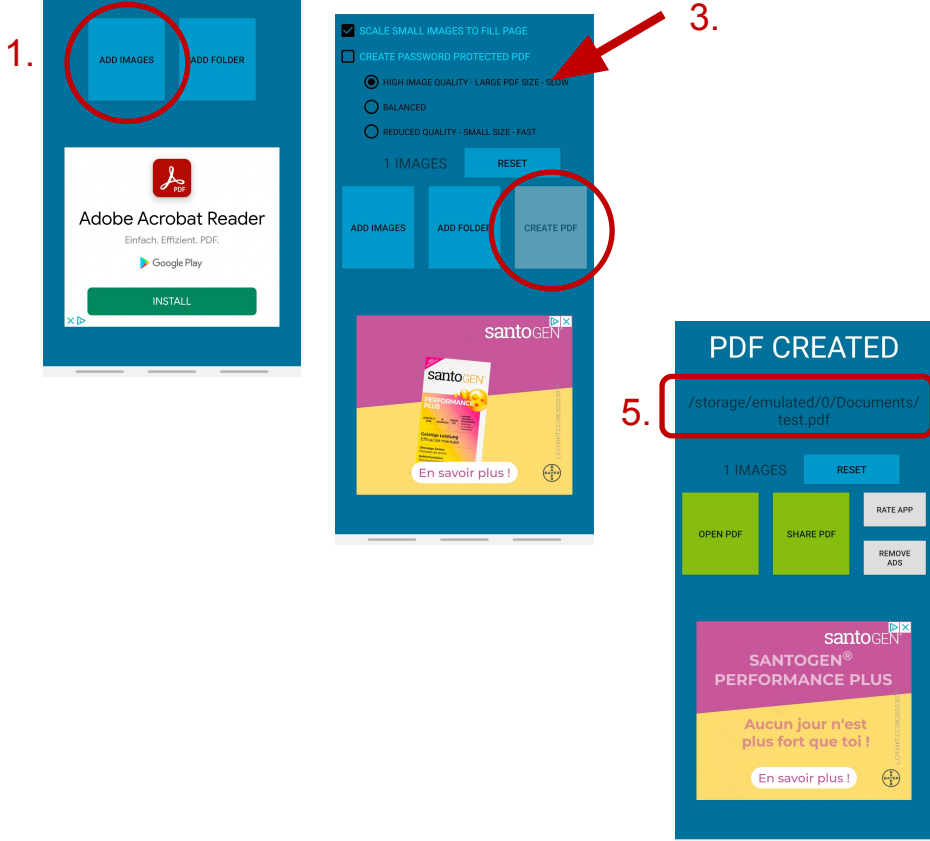
Convert to PDF with Book App

For iOS only :

1. Take photos of your answers on paper with your smartphone
2. From the Photo app 🌸
3. Press on select (to select several photos) or long-press the pictures that you want to convert. On the context menu, select Share.
4. Select Book App 📖
5. In the Books app, tap the Library tab, then find the pdf that you want.
6. Tap ••• the More Options button in the lower-right corner below the pdf.
7. Select save to files
8. Rename the pdf
(For example :
'SciperID _QuestionNumber_ CourseCode'
(e.g. '123456_Q1_ENG624')).
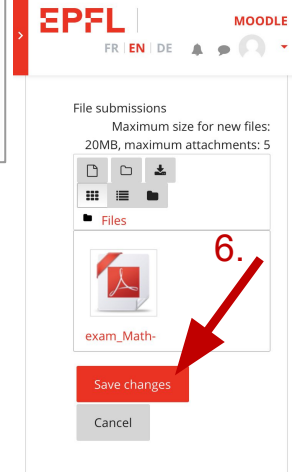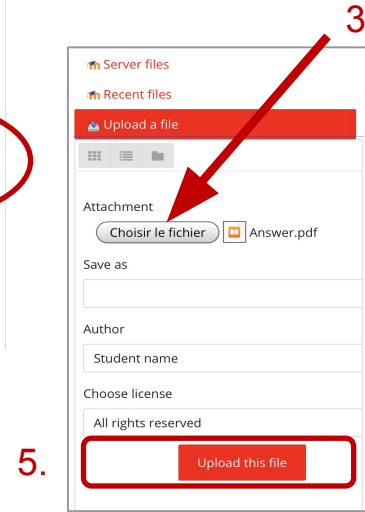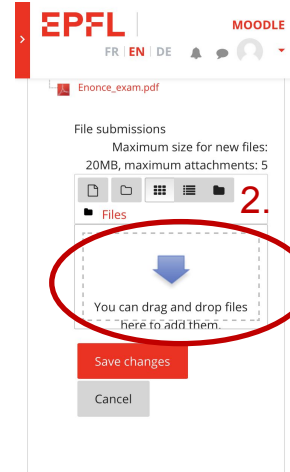9. Select a folder to save your pdf to.
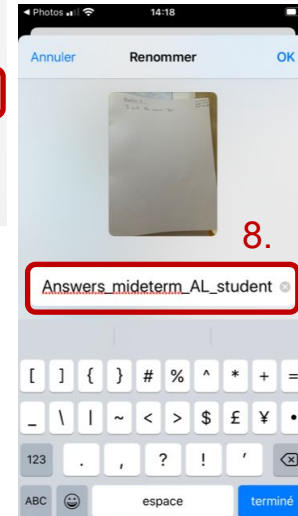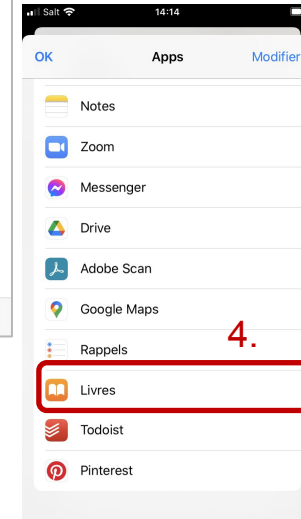
Upload the pdf(s) on Moodle Assignment

Info: to upload files in Moodle Quiz open questions. The steps are similar to the following.

1. From your smartphone: use **your internet browser** and connect to your EPFL Moodle account (You will find the same question as on your computer)
2. Press on the drag and drop field
3. Press on Choose a file
4. Select your pdf file from your folder
5. Press on Upload this file
6. Press Next page

You can then go back to your computer and refresh the page to check that the file has been correctly uploaded.

Support

https://go.epfl.ch/faq-exams-winter-2021