

Exam Paper Portal Guidance

Updated Sept 2025



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Completing exam paper portal



It's important to ensure that all information relating to each exam is added to the exam paper portal correctly as this is what we use to produce the instruction sheet given to invigilators to run the exam, information entered incorrectly can result in the exams office rejecting a submission, or if the mistake is not picked up on review it can result in the confusion for invigilators and students in the exam room.

In each exam period there are a number of exams where information is omitted from the portal and is only relayed to us after the exam has been approved and sent to print. Whilst we will endeavour to add any late instructions to the exam packets, this does cause a significant amount of extra work for the exams team, and there is a chance that late instructions could be missed from some venue's exam packets. So please ensure you have checked with the module leaders that the information is correct and complete before submitting the exam to the portal.

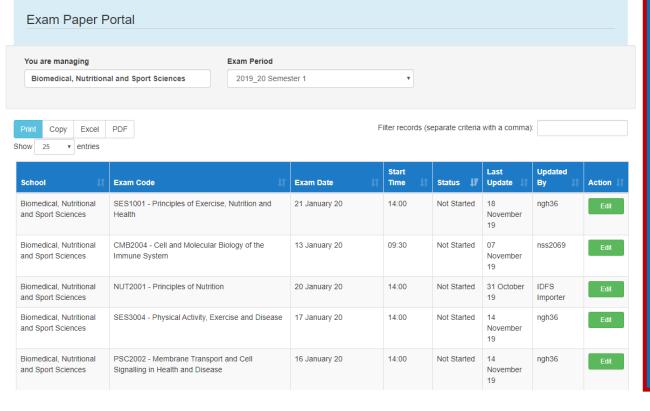
Logging in and finding your exam



Logging in

Link: https://apps.ncl.ac.uk/ExamsSubmission

Only authorised users will have access to the portal and be able to submit exam papers. Users will log-in via Shibboleth (i.e. using staff username and password).



Viewing exams

Each user will be able to view all the modules requiring an exam paper for their individual School. The list can be filtered using the 'Filter records' field on the right-hand side and the number of modules displayed on the page can also be adjusted.

'Missing' Exams:

If there are any exams missing from the list, then it means that the exam has not been scheduled. You will need to contact to request that the exam is scheduled first before you can submit an exam paper.

Paired Modules:

For paired modules, both module codes will be listed separately, and an exam paper will need to be submitted for both separate modules. The exam paper should still detail both module codes.

Contacts for exam paper queries



PHA1006 Pharmacy

In Exam Period 2023 24 Ad Hoc Semester 2

Start Date: Wednesday, 28 February 2024 StartTime: 10:00 Duration: 1 Hours

1. Contacts For Exam Paper Queries

Administrator and Module Leader must be provided.

Add Exam Contact

Firstname	Surname	Extension	Email
* Firstname	* Surname	* Extension	* Email Required
Required	Required	Required	

Add exam contact

Enter the contact details of the administrator for the exam (you), the module leader and the nominated contact if the module leader will not be available during the exam.

Remind module leaders that they should be available on Teams for the duration of the exam, if they can't be available at that time, they must provide details of someone else who can answer exam queries on their behalf.

2. Delivery Details For Completed Scripts

Firstname	Surname	School
* Firstname Required	* Surname Required	Pharmacy

Delivery details for completed scripts

The contact who completed exam papers and/or attendance lists should be returned to after the exam (usually the module leader or education manager)

Upload documents

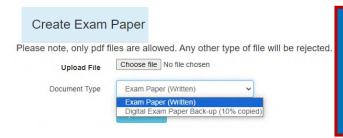


3. Uploaded Documents

Add Exam Paper

Add Additional Materials

Select the relevant document type to be uploaded



Adding exam paper

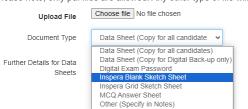
If the exam is a written exam, eg every student will need a copy of the exam, select "Exam Paper (Written)"

If the exam is a digital exam there will be no exam paper to be submitted

If the exam is part written and part digital the written paper should be uploaded as above

Create Additional Material

Please note, only pdf files are allowed. Any other type of file will be rejected.



Adding additional materials

Select the relevant option for additional materials to be uploaded

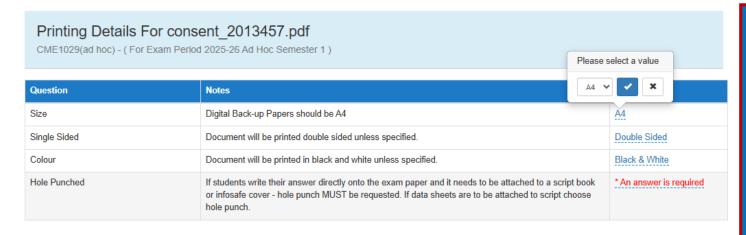
Please note that the exams office will upload digital exam passwords and sketch sheets (if requested)

Common mistakes -

Exam Papers are often uploaded with incorrect instructions for student or the wrong font size, please check the exam paper you are submitting against the sample exam paper before submitting to ensure they meet the expected requirements.

Print Requirements





<u>Printing Details for Exam Papers and Additional</u> Materials

This screen shows the default setting for printing, which is

Size A4

Colour black and white

If you require a different size or require colour instead, please select the relevant options here.

Hole punched – if the exam paper or additional material is to be attached to an Infosafe cover or answer book for submission you must select **Yes**

If the exam paper or additional material is not to be attached to for submission you must select **no**

Common mistakes -

When exams are reuploaded after being rejected they are often added as the wrong type of exam despite having been done correctly the first time – ensure that you are checking the "document type" and "printing details" each time an exam is uploaded

Confirm

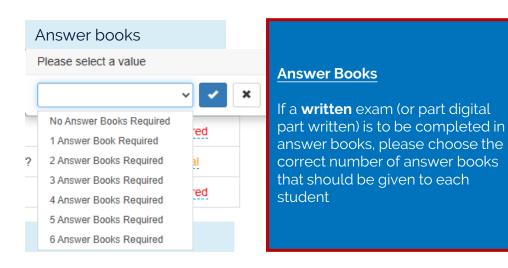
Exam requirements

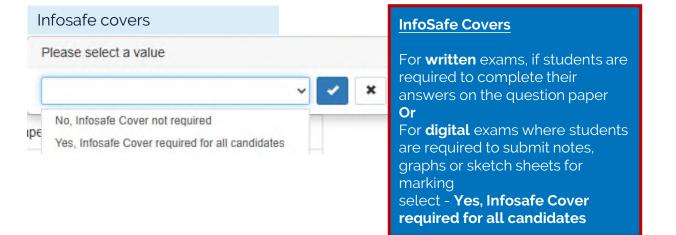


4. Exam Requirements Question Response Please indicate how many answer books per candidate are required? Do students require an Exam Paper Cover instead of an answer book because they are answering questions on the actual exam paper itself? An answer is optional *An answer is required *An answer is required

Exam requirements

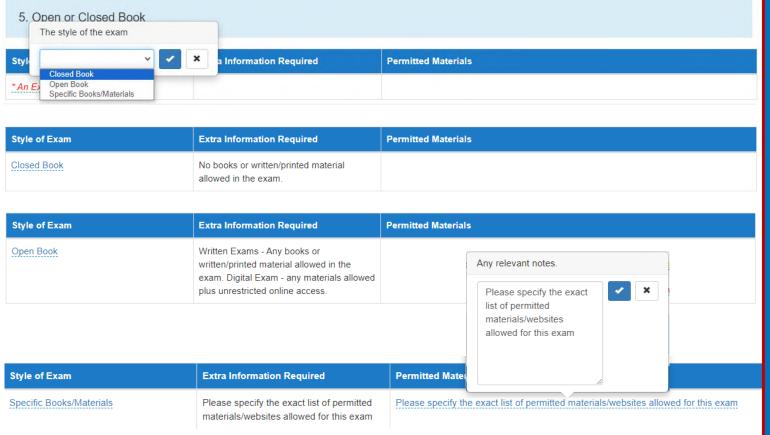
In this section you should let us know what basic exam equipment is required and whether you wish for the exam paper to be added to the exam paper repository.





Open or Closed Book





This section lets us, and our invigilators know what a students should have access to during an exam. There are 3 options:

Closed book – this means that no notes or printed materials can be brought into the exam and for **digital** exams it also means that the exam will be in a locked down browser.

Open book – This means that all written or printed material can be brought into the exam, with no restrictions and for digital exams the exam will not be in a locked down browser, meaning that students have free access to anything on the computer including full internet access – invigilators cannot be responsible for what students access online during an open book exam.

Specific Books/Materials – this allows you to add a note to specify what a student can bring with them to an exam. Some examples of when this option should be used: If a digital exam will be in a locked down browser but students are allowed to bring written or printed notes For written exams, if students are allowed to bring a particular book or one A4 sheet of notes.

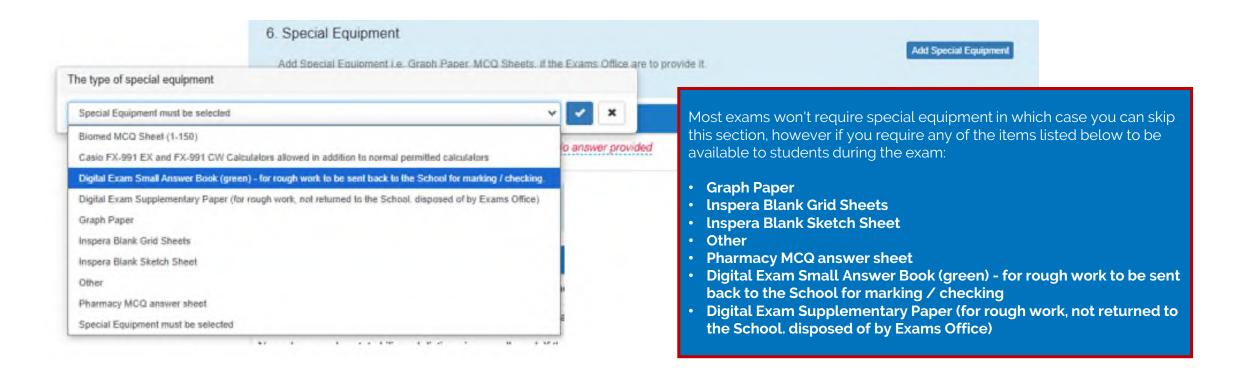
Common mistakes -

Submitting a digital exam as open book when the exam will be completed in a locked down browser

The login instructions and password sheet that we provide, and the setup of the exam is different for an exam in a non-lockdown browser. If an exam is marked as open book in the exam paper portal we may assume that the inspera exam has been set up incorrectly leading to unnecessary additional work trying to resolve this.

Special Equipment





Common mistakes -

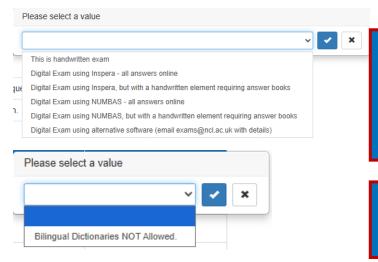
We often find that staff use this section to state what materials students can bring with them into exams, that information should be in the previous section "open or closed book", This section is for you to tell us what special equipment the exams office should provide to students in the exam

We regularly receive emails after instructions have been printed asking if students will get note paper in digital exams. All students will automatically receive 1 side of A4 for notes, if you know that all students are likely to need more than that or if you require notes from a digital exam to be submitted for marking then please select one of the supplementary paper options

Instructions For Invigilators



Question	Response
Is this a Written or Digital Exam? (Answer should be digital if the main cohort are answering online)	* An answer is required
Normal exam rules state approved calculators are allowed. If calculators are NOT allowed in this exam answer this question.	An answer is optional
Normal exam rules state bilingual dictionaries are allowed. If they are NOT allowed in this exam answer this question.	An answer is optional
Are the students allowed to keep the exam question paper?	* An answer is required



Is this a written or digital exam?

Most exams will be either **written** or **digital** but a small number of exams each period will have both a written component and a digital component and it is important that the invigilators get the right information.

The option "Digital exam but with a handwritten element" does not apply to digital exams where students will submit a sketch sheet or graph

Are Bilingual dictionaries allowed?

If the exam is a translation exam that specifically prohibits the use of bilingual dictionaries, this should be noted here, for all other exams this should be left blank.

Common mistakes -

Schools enter "Bilingual Dictionaries are NOT allowed", University policy allows students to bring a bilingual dictionary into any exam other than those in which language translation itself is being assessed, if your exam is **NOT** a translation exam this should be left blank.



Additional Information and Contact

A sample exam paper, an exam paper checklist and deadlines for exam paper submissions can be found here: https://www.ncl.ac.uk/exams/staff/

If you have any queries about, please contact the exams team on exams@ncl.ac.uk