

Exam Paper Portal Guidance

Updated Sept 2025

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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

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).

Exam Paper Portal

You are managing

Exam Period

Biomedical, Nutritional and Sport Sciences

2019_20 Semester 1

Print

Copy

Excel

PDF

Filter records (separate criteria with a comma):

Show

25

entries

School	Exam Code	Exam Date	Start Time	Status	Last Update	Updated By	Action
Biomedical, Nutritional and Sport Sciences	SES1001 - Principles of Exercise, Nutrition and Health	21 January 20	14:00	Not Started	18 November 19	ngh36	Edit
Biomedical, Nutritional and Sport Sciences	CMB2004 - Cell and Molecular Biology of the Immune System	13 January 20	09:30	Not Started	07 November 19	nss2069	Edit
Biomedical, Nutritional and Sport Sciences	NUT2001 - Principles of Nutrition	20 January 20	14:00	Not Started	31 October 19	IDFS Importer	Edit
Biomedical, Nutritional and Sport Sciences	SES3004 - Physical Activity, Exercise and Disease	17 January 20	14:00	Not Started	14 November 19	ngh36	Edit
Biomedical, Nutritional and Sport Sciences	PSC2002 - Membrane Transport and Cell Signalling in Health and Disease	16 January 20	14:00	Not Started	14 November 19	ngh36	Edit

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.

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
<i>* Firstname Required</i>	<i>* Surname Required</i>	<i>* Extension Required</i>	<i>* Email Required</i>

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
<i>* Firstname Required</i>	<i>* Surname Required</i>	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)

3. Uploaded Documents

Add Exam Paper
Add Additional Materials

Select the relevant document type to be uploaded

Create Exam Paper

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

Upload File No file chosen

Document Type

Exam Paper (Written) ▾

Exam Paper (Written)

Digital Exam Paper Back-up (10% copied)

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.

Upload File No file chosen

Document Type

Data Sheet (Copy for all candidate) ▾

Data Sheet (Copy for all candidates)

Data Sheet (Copy for Digital Back-up only)

Digital Exam Password

Inspira Blank Sketch Sheet

Inspira Grid Sketch Sheet

MCQ Answer Sheet

Other (Specify in Notes)

Further Details for Data Sheets

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.

Printing Details For consent_2013457.pdf
CME1029(ad hoc) - (For Exam Period 2025-26 Ad Hoc Semester 1)

Question	Notes	
Size	Digital Back-up Papers should be A4	A4
Single Sided	Document will be printed double sided unless specified.	Double Sided
Colour	Document will be printed in black and white unless specified.	Black & White
Hole Punched	If students write their answer directly onto the exam paper and it needs to be attached to a script book or infosafe cover - hole punch MUST be requested. If data sheets are to be attached to script choose hole punch.	* An answer is required

Confirm

Printing Details for Exam Papers and Additional 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

4. Exam Requirements

Question	Response
Please indicate how many answer books per candidate are required?	* An answer is 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
Can this exam paper be published on the web next academic year?	* 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.

Answer books

Please select a value

☒ ☐

No Answer Books Required

1 Answer Book Required

2 Answer Books Required

3 Answer Books Required

4 Answer Books Required

5 Answer Books Required

6 Answer Books Required

Answer Books

If a **written** exam (or part digital part written) is to be completed in answer books, please choose the correct number of answer books that should be given to each student

Infosafe covers

Please select a value

☒ ☐

No, Infosafe Cover not required

Yes, Infosafe Cover required for all candidates

InfoSafe Covers

For **written** exams, if students are required to complete their answers on the question paper
Or

For **digital** exams where students are required to submit notes, graphs or sketch sheets for marking
select - **Yes, Infosafe Cover required for all candidates**

5. Open or Closed Book

The style of the exam

Style of Exam: ☒ ☐

* An Ex

Style of Exam	Extra Information Required	Permitted Materials
Closed Book	No books or written/printed material allowed in the exam.	
Open Book	Written Exams - Any books or written/printed material allowed in the exam. Digital Exam - any materials allowed plus unrestricted online access.	
Specific Books/Materials	Please specify the exact list of permitted materials/websites allowed for this exam	Please specify the exact list of permitted materials/websites allowed for this exam

Any relevant notes.

Please specify the exact list of permitted materials/websites allowed for this exam

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.

6. Special Equipment

Add Special Equipment i.e. Graph Paper, MCQ Sheets, if the Exams Office are to provide it.

[Add Special Equipment](#)

The type of special equipment

Special Equipment must be selected

- Biomed MCQ Sheet (1-150)
- Casio FX-991 EX and FX-991 CW Calculators allowed in addition to normal permitted calculators
- Digital Exam Small Answer Book (green) - for rough work to be sent back to the School for marking / checking.**
- Digital Exam Supplementary Paper (for rough work, not returned to the School, disposed of by Exams Office)
- Graph Paper
- Inspira Blank Grid Sheets
- Inspira Blank Sketch Sheet
- Other
- Pharmacy MCQ answer sheet
- Special Equipment must be selected

no answer provided

Most exams won't require special equipment in which case you can skip this section, however if you require any of the items listed below to be available to students during the exam:

- Graph Paper
- Inspira Blank Grid Sheets
- Inspira Blank Sketch Sheet
- Other
- Pharmacy MCQ answer sheet
- Digital Exam Small Answer Book (green) - for rough work to be sent back to the School for marking / checking
- Digital Exam Supplementary Paper (for rough work, not returned to the School, disposed of by Exams Office)

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.

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

Please select a value

This is handwritten exam

Digital Exam using Inspira - all answers online

Digital Exam using Inspira, but with a handwritten element requiring answer books

Digital Exam using NUMBAS - all answers online

Digital Exam using NUMBAS, but with a handwritten element requiring answer books

Digital Exam using alternative software (email exams@ncl.ac.uk with details)

Please select a value

Bilingual Dictionaries NOT Allowed.

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