



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

Answering Quantitative Exams Procedure May 2021

Objective- Using a method that will ensure that students are able to complete their assessment in two hours and thirty minutes (2:30 minutes) at the most.

Scope- Students **must** use either of the two methods for answering and submitting quantitative tests as outlined in the following sections.

Method 1- Using Microsoft Word

Those who choose to submit their work using MicroSoft Word should follow the steps below:

- 1) Write all your answers on clean paper. Be sure to number the pages. Write your name and student ID number on each page.
- 2) Take clear pictures of all pages in your answer script in an ascending order (i.e. begin from page 1, etc.).
- 3) Group all images taken in a folder on your computer.
- 4) Copy and paste each image into a MicroSoft Word document beginning from page 1. Make sure to give some space between images. An image should occupy a page.
- 5) Name the MicroSoft Word Document using your student name and student number.
- 6) Upload the document to the Examination Moodle page.
- 7) This completes your submission.

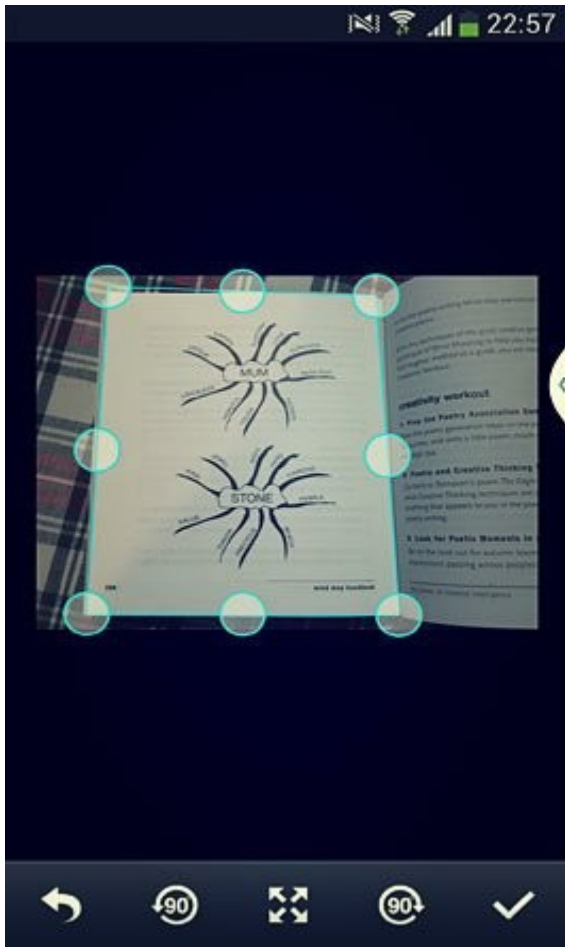
Method 2- Using CamScanner

The **CamScanner** (*Free*) lets you take a photo of your document, identifying the outline of the document and then saving it on your phone.

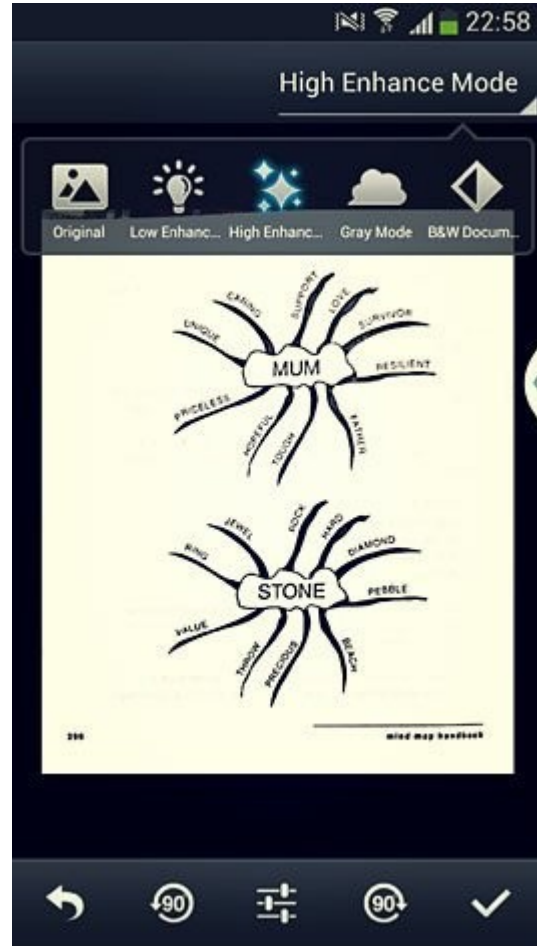
Other features include annotation, Optical Character Recognition (*OCR*) to convert words on images to searchable text, cloud storage and sync service.

▪ CamScanner Instruction for Android App: CamScanner can be downloaded from Google PlayStore if you are using Android or App Store if you are using an iPhone

1. On the main menu of CamScanner, tap the **Camera** icon to enter the *capture* mode.
2. Next, take a photo of each page of the document with your answers.
3. The app will automatically identify the outline of the document. To adjust the cropping outline, tap and drag on any of the small circles found around the outline's perimeter. Once done, tap the **Tick** icon (*at lower right corner*).
4. Next, you can select the mode that will enhance the clarity of the image. Once done, tap the **Tick** icon to save it on your phone.



Adjust the cropping outline by tapping and drag on any of the small circles

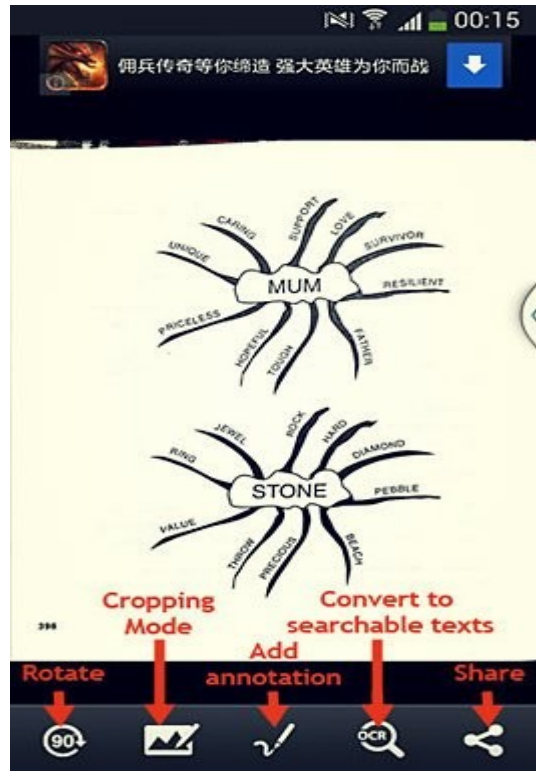


Select the mode that will enhance the clarity of the image

5. On the next screen, you can tap the thumbnail to view the PDF file, edit the title, share and upload to Moodle or other cloud storages, set the tag and etc.
6. On the PDF viewing screen, you can rotate the image, make annotation via **InNote** app and convert the words on the image to searchable text with Optical Character recognition (OCR).



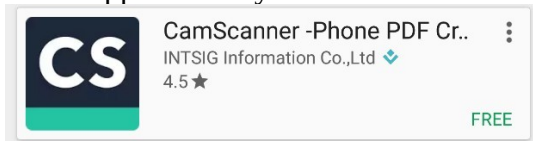
Tap the thumbnail to view the PDF file, edit the title, share and upload



Rotate the image, make annotation

CamScanner Instructions for iPhone Users

1. Go to App store on your mobile device and search for CamScanner and install the free app.



2. Once installed open the app. You will need to set up an account if you do not already have one. Press register and follow the instructions to create your account.
3. ~~When you are ready~~ To scan your documents, press on the camera icon in the bottom middle of the screen. This will start your device's camera, allowing you to take pictures of your documents.
4. You will see option for 'single' or 'batch'. 'Batch' will group several pictures together into one file for uploading.
5. Line up the edges of the pages with the camera frame on your phone. Press the camera icon, to take the picture.

6. Once the picture is captured, CamScanner will look for the edges of the page, allowing you to crop out any unwanted background in the photo. Line up the green lines/circles with the edges of your paper. Press the check mark when you have everything in place.
7. CamScanner will then automatically enhance the photo. If you are satisfied with the results, hit the check mark to continue. Or adjust as needed.
8. The photo will save as a new document. CamScanner will prompt you to rename the document. Press rename if you would like to, otherwise press anywhere else to continue. To add multiple pages to the same document, press the Add (camera icon) button in the bottom left corner of the screen. Repeat steps 4 through 6. Continue this until all pages have been captured and saved.
9. After you have scanned/captured the last page of your document, press “More” (three horizontal dots) in the bottom right corner of your screen. You can either save the document to your photo albums as individual photo files or you can upload it to a storage app.
10. After the document has either been saved as photos or saved to a storage app, you can now upload that document or photos as an attachment(s) through the ExpertCarePortal.
11. To remove old or unwanted documents, go to your “My Doc” folder. In the top right hand of your screen is a check box, select this. Then select the documents you wish to delete and press the trash can. Please note, this will not remove the document from your device if you downloaded the document directly to your device or saved it to a storage app. To remove it from your device or storage app, you will need to go to your download folder or the storage app and delete it from there.