



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

Fostering Leadership & Innovation

**Answering Quantitative Exam
Procedure, May 2021
Last Revised December 2021**

**Academic Affairs Division
Undergraduate and Graduate Programmes**



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**University of the Commonwealth Caribbean
Policy Approval and Revision Form**



Policy/Procedure Title:	Answering Quantitative Exam Procedure
Policy/Procedure Number:	AAQ-05-2021
Date Developed/Revised:	May 2021, Revised Oct 2021, Nov 2021, Dec 2021
Date Approved by Academic Council:	December 7, 2021
Date Approved by Executive Council:	December 9, 2021
Date of Next Revision:	December 2023
Contact:	Head of Department, Department of Information Technology and Mathematics
Appendices:	
Related Policies/Procedures:	<ul style="list-style-type: none"> ▪ Examination Policy ▪ Guidelines for Internal Moderation/Vetting of Examination Scripts ▪ Faculty Examination Infringement Procedure ▪ Final Exam Revision Guide ▪ Assessment Strategy Policy
Position(s) Responsible for Adherence to Policy:	Heads of Department, Examinations Manager, Academic Dean, Graduate and Undergraduate Studies, Associate Vice President of Academic Affairs (AVPAA)
<p>APPROVED BY: UCC Academic Council</p> <p>Name: Dr. Yvonne Dawkins Associate Vice President of Academic Affairs</p> <p>Signature: </p> <p>Date: December 7, 2021</p>	<p>APPROVED BY: UCC Executive Council</p> <p>Name: Professor Dennis J. Gayle, University President</p> <p>Signature: </p> <p>Date: December 9, 2021</p>

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Answering Quantitative Exams Procedure May 2021, Last Revised December 2021

Objective- To use a method that will ensure that students are able to complete their assessment(s) in a maximum of two hours and thirty minutes (**2 hours 30 minutes**) at the most.

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

Segregation of Duties for Responsible Authority

Authority	Responsibilities
Head of Department (HOD) Department of Information Technology and Mathematics	The HOD is the main responsible authority for drafting and updating the policy.
Department of Student Affairs (DSA)	The DSA Team is responsible for recommending updates and communicating the policy to students.
Examinations Manager	The Examinations Manager and Exam Team are responsible for the execution and communication of the policy.
Heads of Department	Maintain full awareness of the policy and share the information with Lecturers for reinforcement.
Online Department, Director	Sets technical parameters for the exams conducted on the VLE. Provide technical support where possible. Check veracity of complaints and determine measures to be carried out for technical complaints. Provide detailed findings of other challenges to the Examination Department to determine the way forward.
Examination Committee	Receive reports on examination irregularities and make appropriate decisions as pertains to Policy Regulations.

Procedure WARNING

Students are not allowed to send examination scripts directly to lecturers as this action will be considered a breach of examinations rules and procedures and is punishable by the regulations of the University.

Chrome Browser is required

Students who wish to be proctored using ULearn must use the Google Chrome Browser. The ULearn platform will not work with any other browser

Login and Authentication

In order to be ready for the examination on the ULearn platform, it is advisable to log in at least 15 minutes before the exam. This is to enable you log and get properly authenticated by the ULearn system to prevent any delays.

Minimum Machine Specifications

To be proctored on the ULearn platform, it is advisable to use a PC or laptop running a Chrome browser. The system cannot work properly on tablets or mobile phones

Speed of Processor

The speed of your PC or laptop processor should be at least 1.8Ghz and the students will need a RAM specification of about 4GB

Phone or Tablet Not Allowed

Phones and tablets are not to be used.

Submitting Work- 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) Convert the Microsoft Word document you have named to a PDF file**
- 7) Upload the document to the Examination Moodle page.
- 8) This completes your submission.

Submitting Work- 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:

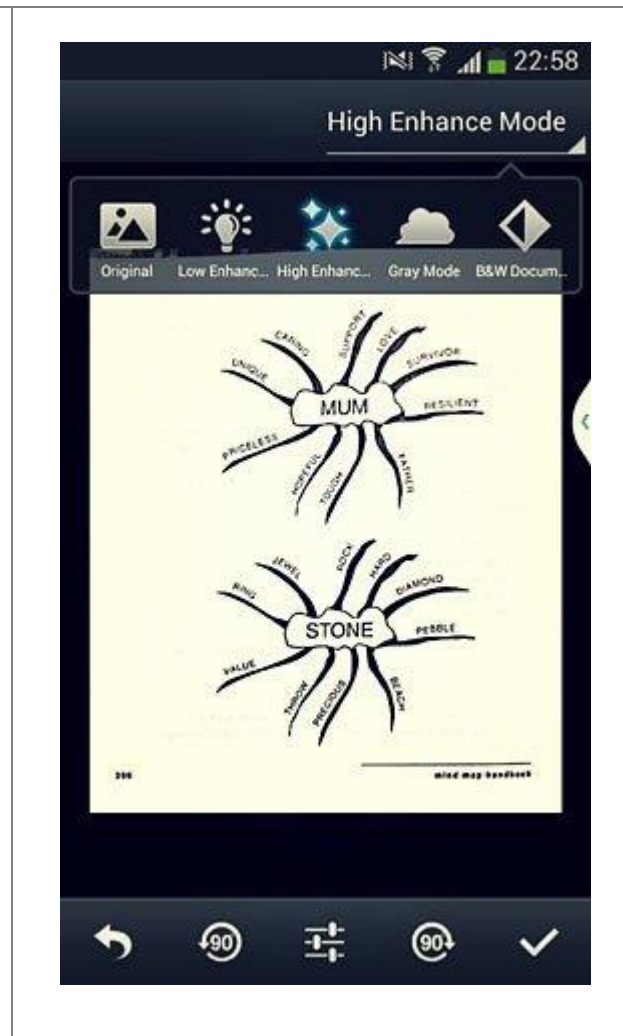
CamScanner can be downloaded from Google PlayStore if you are using Android or App Store if you are using an iPhone

1. On the main menu of CamScanner, tap the **Camera** icon to enter the *capture* mode.

- Next, take a photo of each page of the document with your answers.
- 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*).
- 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.




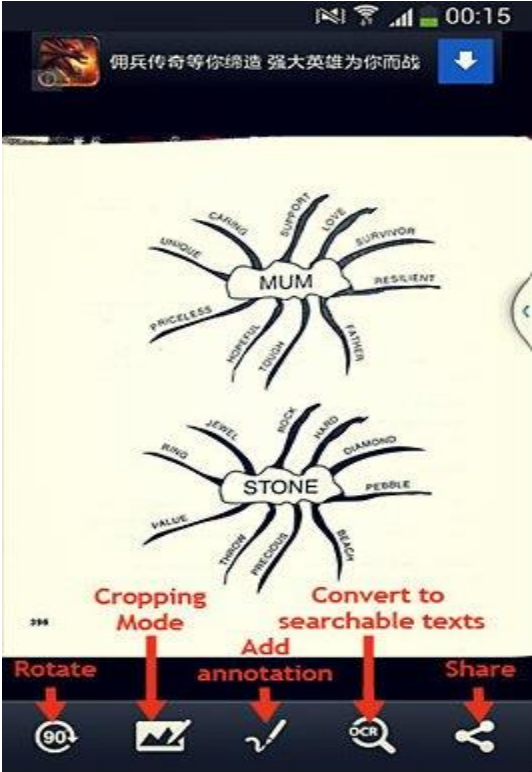
Adjust the cropping outline by tapping and drag on any of the small circles



Select the mode that will enhance the clarity of the image

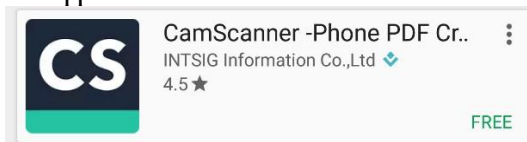
- On the next screen, you can tap the thumbnail to view the PDF file, edit the title, share and upload to Moodle or other cloud storages, set the tag and etc.

- 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).

	
<p>Tap the thumbnail to view the PDF file, edit the title, share and upload</p>	<p>Rotate the image, make annotation</p>

CamScanner Instructions for iPhone Users

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



- 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.
- 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.