EXAMINATIONS - STUDENT INSTRUCTIONS FOR ONLINE AEP EXAMS

1. READ ALL INSTRUCTIONS CAREFULLY. We recommend you read through the entire paper at least once before writing.

2. We strongly recommend you use Google Chrome or Mozilla Firefox to access the Alternative Exams Portal.

3. Each paper will contain a specific rubric which will contain details regarding the number of questions in each Section, how many marks each question is worth and instructions regarding how many questions need to be answered. Exam rubrics can be found on the Exam Resources webpages: (Department of Economics - Exams Resources)

4. You must complete the assessment within the allocated time period. You will be granted an additional 30 minutes beyond the stated duration of this exam to allow for downloading and uploading your assessment, your files, and any technical delays. Submissions beyond the additional 30 minutes will be deemed late.

5. You should not submit answers to more than the required number of questions. If you do, we will mark the questions in the order that they appear, up to the required number of questions in each section.

6. The number of marks available for a question will be stated at the end of each question.

7. Students **must** type their answer for each question into the Word document. Under each question, there is a text box which will expand as you type. Once you have completed your assessment, save the document, and upload your file to AEP.

8. MCQs (Multiple Choice Questions) – some papers will include a Section containing MCQ questions. These questions will need to be completed using QMP system. There will be a link included in the paper which will take you directly to QMP. Please ensure that you have your login details ready to enter the system.

9. When completing your answers in the Word document, you are advised to save your work as you go along. If you are inserting images, please ensure that you compress the images you upload to the Word document.

   Steps for compressing images in a Word document:

   a) For Windows, select the image.
   b) From the toolbar at top of the page, select 'picture format'.
   c) Select 'compress pictures'.
   d) From the options, select 'delete cropped areas' and 'E-mail (96 ppi)' and untick the 'apply only to this picture', click 'OK'.
   e) For MacOS click 'Reduce File Size'.
   f) Save the document.

10. If you need to include figures or mathematical equations/expressions etc., in your answer, you should draw them by hand: this does NOT apply to individual symbols within your typed text as these should be incorporated into your text using equation editor/ math type or via inserting symbols. Where you have produced a handwritten figure, you should only use short handwritten labels or titles to accompany it – longer text should be typed. Hand-written figures/ equations etc. must then be scanned or photographed and the images inserted into the Word document in the correct place. For each image, you are advised to include a reference to the question number and check that you have inserted it in the text box for the correct question.

11. Where you write anything by hand, please ensure you write legibly, preferably in dark blue or black ink. If you use a pencil, please ensure it is not too faint to be captured by scan or photograph. It is your responsibility to ensure your work can be read.

12. Add your student number to all uploaded files.

13. Calculators are permitted. You are allowed to access module materials, notes, resources, references, and the internet during the assessment. Students should remember that all work must still be their own. You are not permitted to copy any material without referencing as this will constitute plagiarism and penalties will be applied accordingly.

14. You must **not** communicate with any other student during the assessment period unless instructed to do so as part of the assessment requirement(s). To ensure academic integrity, we will put every document through Turnitin. The Department may also use other means to ensure academic integrity.

15. By starting this assessment, you are declaring yourself fit to undertake it. You are expected to make a reasonable attempt at the assessment by answering the questions in the paper.

16. If you are unable to submit your assessment, you can record Mitigating Circumstances and the Board of Examiners will consider your case. Please submit your claim via Tabula.

17. Students with approved Alternative Exam Arrangements (Reasonable Adjustments) that permit extra time and/or rest breaks will have this time added on to the stated duration.

SUPPORT DURING THE ASSESSMENT

Operational Support

- Use the Alternative Exams Portal to **seek advice immediately during the assessment period if:**
  - you cannot access the online assessment
  - you believe you have been given access to the wrong online assessment

  Operational support will be available between 09:00 and 17:00 GMT for each examination (excluding Sunday).

Technical Support

- If you experience any technical difficulties with the Alternative Exam Portal please contact helpdesk@warwick.ac.uk
- If you experience technical difficulties with Moodle please contact moodle@warwick.ac.uk
- If you experience technical difficulties with Questionmark Perception (QMP) please contact eassessment@warwick.ac.uk
- If you experience technical difficulties with myWBS, please contact exams@wbs.ac.uk

  Technical support will be available between 09:00 and 17:00 GMT for each examination (excluding Sunday).

Academic Support

- If you have an academic query, contact the invigilator (using the 'Contact an Invigilator' tool in AEP) to raise your issue. Please be aware that two-way communication in AEP is not possible. An invigilator may choose to make an announcement that all candidates can see on AEP or advise the Exams Team to email you individually to your university email account.
- Academic support will normally be provided for the duration of the examination (i.e. for a 2 hour (+30 min) exam starting at 09:00 GMT/BST, academic support would normally be provided between 09:00 and 11:30 GMT/BST). Academic support beyond this time is at the discretion of the department.

Other Support

- Contact your **department immediately via the Tabula** mitigating circumstances portal **if you cannot complete your exam by the submission deadline. You must upload your exam paper to your claim.** This might include any of the following reasons:
  - you lose your internet connection
  - your device fails
  - you become unwell and are unable to continue
  - you are affected by circumstances beyond your control