Warwick Assessment (WAS) Frequently Asked Questions

Taking your exam

How many questions will there be in the exams? Will it be the same as the mock exam?
Please check the Exam Rubric for your module(s) to see how many questions you will have to answer; the exams are different to the mock exams.

Are we able to copy and paste our notes into WAS or will this count as academic misconduct?
Please explain your answers in your own words. If you copy text or graphs from any other source, including lecture notes, this will constitute plagiarism. Please also be aware that pasted text in WAS can be readily identified because it appears with formatting errors that may not be visible to you but can be seen by the markers. You are permitted to include graphs that you have drawn yourself. Colluding or being in contact with other students during the exam window would also constitute a breach of academic integrity.

Are we able to copy and paste equations from another document into WAS?
This is not permitted. Pasting symbols, text or coding into WAS causes formatting issues and the marker will not be able to read your work. You can type short equations using the formula keypad or the keyboard shortcuts (PC and MAC). Alternatively, you can handwrite equations and insert them as images within your answer.

How can I download the exam paper as a PDF file?
The paper can be downloaded once reading time starts by clicking on the blue URL link, which will appear directly below the exam rubric in the Student Instructions section. The link is circled in red in the screenshot below. Please note that the green "Download paper" does not download a PDF version of the question paper and you should disregard this tab.


Can I use a phone or tablet to complete my exam?
The University strongly advises students not to use phones or tablets to complete their exam in WAS as they have limited functionality. However, if you have to use a phone or tablet, you must have an external keyboard as shortcuts do not work within onscreen keyboards.

How can I enter formulae or mathematical symbols in the answer box?
This can be done using the button shown below. We have provided keyboard shortcuts for the main symbols in WAS for PC and MAC users on the exam resources webpage. We recommend you practice using these shortcuts during a mock exam to become familiar with the functionality.

(a) Derive the Marshallian demands $x_i\,(p,\,m)$, $i = 1,\,2$. are the goods Marshallian complements or substitutes? (8 marks)
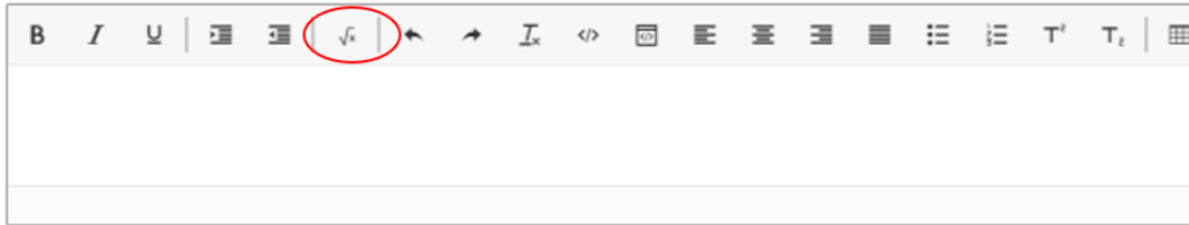
How can I submit my exam in WAS?
Please refer to the WAS Student Guidance for instructions on how to do this (4: Completing the exam in WAS).
Remember: you must log into WAS before each exam, the system will not allow you to submit your work if the browser has been open for longer than eight hours.

What if I accidentally close the WAS window before submitting my answers?
WAS has an autosave feature; if you close the window by mistake then you will be able to open the system again to continue your exam.

Why am I getting an error message when submitting my work?
Your browser may have timed out if you have been logged into the WAS system for more than eight hours. Please download a copy of your paper and then log back into WAS to submit your work. You should also ensure you log into WAS before starting any exams to avoid this issue in the future.

Dealing with images

Why am I getting an error message when I insert my image?
To upload an image, you need to click on the image icon and select an image to upload from your device (please see below). Set the image display to 'Full size'.

You cannot copy and paste an image that you have already uploaded; if you want to use the same image again, you must upload it again (even if it looks like a copy and paste will work, it will not be saved as your answer). Any images that you want to upload should be saved on the device from which you're trying to upload them; please don't try to add them directly from another device. For example, if you are taking images on your phone and answering the exam questions in your laptop, transfer the images to your laptop before trying to upload them. You can only upload one image at a time.
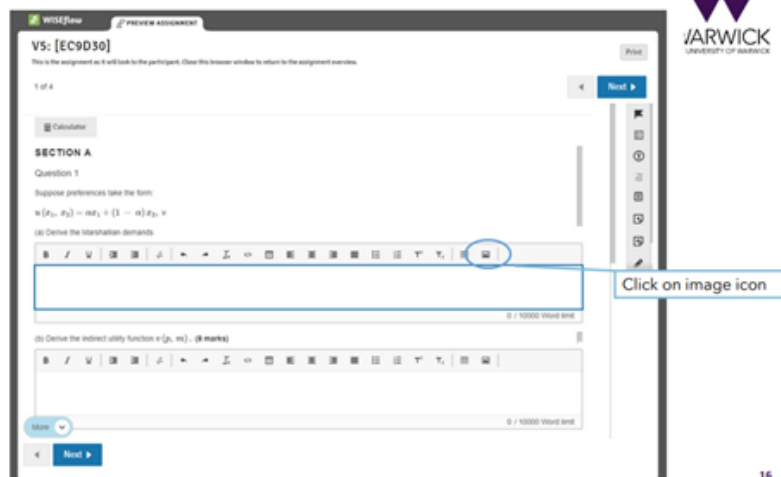
Can we write everything on paper or on an iPad and just insert our images into WAS?

You can draw your diagrams and mathematical expressions on an iPad and then insert this as an image, but any other text must be typed directly into WAS. Please looks at the Exams Briefing presentation to see examples of maths typesetting.

What sort of file type should I use for my images?

We recommend using JPEG, which can be selected as the file type when you are creating your images. Please keep your image as full size when you are uploading it to WAS.

Can I upload my images as a PDF file?

No, it is not possible to upload PDF files in WAS. Please save your images as JPEG files.

Do I need to compress the size of my images before inserting them?

No, there is no requirement to compress your image in WAS.

Do you recommend uploading all images at the end of as we go?

This will be different for everyone. You should do whatever works best for you. Make sure you clearly label your images, so you know which goes into which question and part of the text. Save enough time at the end of the exam to make sure you have included all your images; we will not be able to mark any images that you have forgotten to include.

How can we transfer pictures from our phones to our computer in the quickest way?

Please do not email images to yourself because this is too slow. We have listed below some other ways you can transfer images from your phone to laptop, and we recommend that you try different approaches when practicing the mock exam and see what works best for you:

- Plug phone to laptop/PC with a USB cable and upload images using file transfer
- Compose an email to yourself in draft on your phone, add the images as attachments, but do not send the email. Then log onto your email on the laptop/PC and access the draft outgoing messages
- Upload images to OneDrive (app available) from phone and access files from OneDrive on laptop/PC
- Upload images to Teams (app available) from phone and access files from Teams on laptop/PC

- Airdrop (iPhone to Mac)
- Discord/Dropbox
- Google photos
- Photograph your work using the laptop camera

Support

How can I contact the invigilator if I have a question about the exam paper?
If you have an academic query during the exam, you will first need to exit the question screen, using the 'Exit button' at the top left of the screen. A box with a red header will appear, asking you whether you want to exit without submitting. Tick 'I want to exit without completing my submission'. You will be able to go back in to continue with your answer(s) once you have contacted the invigilator or technical support. Navigate to the right-hand side on the Flow Information page and click on the link 'Contact the invigilator. When you click the link to log an issue with the invigilator, you will be taken to a simple form where you can log your question which will be seen promptly by the invigilator. Please be aware that two-way communication in WAS is not possible.

How do I get technical support if I am having a problem with the WAS system itself?
If you are having trouble accessing the system, guidance can be found online: technical support for WAS.

What should I do if I have technical mitigating circumstances immediately before or during an exam?
The Warwick Assessment System (WAS) will automatically submit your work at the end of the exam if you have not already submitted it. If you have no internet connection when the exam finishes, please leave the WAS browser open and it will submit automatically once your connection is reinstated (you will not be able to amend your work during this period).

If you encounter technical or mitigating circumstances during an exam, such that you are not able to finish your paper, then:

> (a) inform us before the end of the exam by emailing our resource account (economics.pgoffice@warwick.ac.uk). The Postgraduate Office will extend your deadline by 15 minutes to allow you to complete your work. We will not be able to extend your deadline if you contact after the end of the exam.

> (b) submit a mitigating circumstances application via Tabula, providing a detailed clear context of the problem you encountered and specifying exactly which part of the paper you have problems completing. This application MUST include relevant evidence on the nature of the problem and include a timestamp from within the window of the exam.

> (c) the Department will only mark a late exam paper if an accompanying mitigating circumstances application has been made and is successful. Late exam papers will receive a mark of zero, and you will have to resit the module in September for a capped mark of 50, unless your claim for mitigating circumstances is accepted.

Please read our technical mitigating circumstances guidance for further information.