Take-Home Examinations (Semester Two, 2019/20) - Submission Instructions

Please follow the steps to submit your answer sheets of the take-home examinations:

1)   Fill in the required information clearly at the upper part of on EVERY answer sheet.
2)   Put your answers and state the question number within the border on the answer sheet.

For answer script - EVERY answer sheet MUST include (a) full student name, (b) student number, (c) subject code, (d) subject group, (e) page number & (f) total number of pages.

(1)

Name:	Chan Tai Man	Student No.:	123456785
Subject Code	SEHS4577	Subject Group:	201
Page No.:	1	Total no. of pages:	2

Put your answer here:

(2)

Sample

Take-Home Examinations (Semester Two, 2019/20) - Submission Instructions

3) Before submitting the file, double check the accepted file type and file size. This information can be found on the Take-Home Examination Schedule, cover page of the question paper and the submission page on Moodle. Below are the submission methods for reference:

(i) If the accepted File Type is Word Format:
Type your answers on the answer sheets in Microsoft Word and submit the Word file via Moodle.

(ii) If the accepted File Type is pdf Format:
Use either <u>one</u> of the following methods:
- Type your answers on the answer sheets in Microsoft Word and save in pdf format; OR
- Write your answers using appropriate iPad/tablet computer application and save in pdf format; OR
- Use scanner to scan your handwritten answer sheets; OR
- Use mobile phone to CLEARLY capture your handwritten answer sheets by "**Microsoft Office Lens**" app.
(iOS: https://apps.apple.com/us/app/microsoft-office-lens-pdf-scan/id975925059
Android: https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&hl=en)

Steps of using "Microsoft Office Lens":
**Step 1** – Open the app on your mobile phone and take clear photo of EACH of your answer sheet.
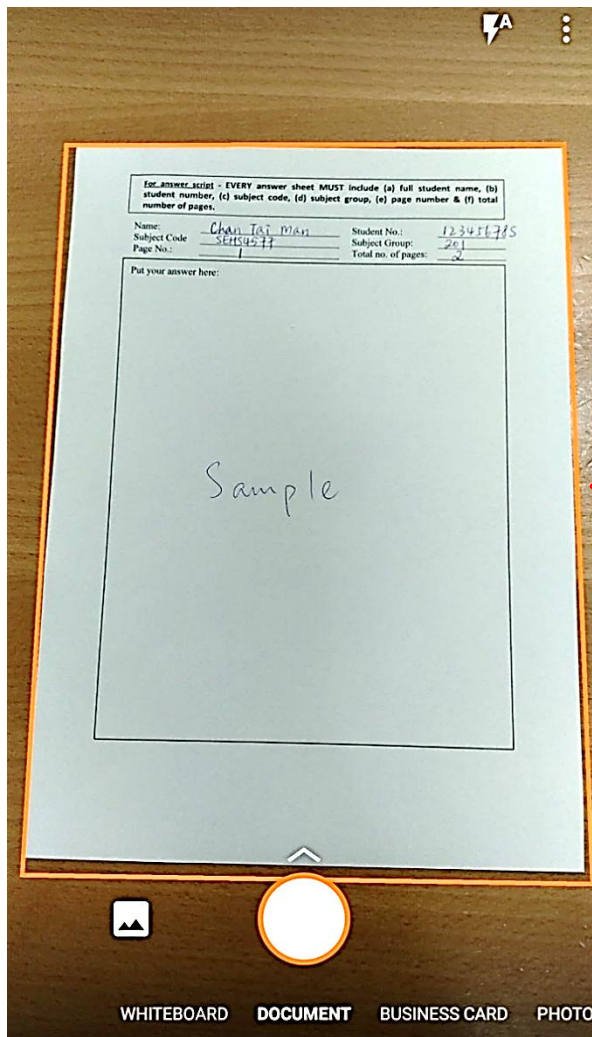
- Each of your answer sheet must be photographed **within this area**;

- Photograph all pages according to the order of the page number.

Take-Home Examinations (Semester Two, 2019/20) - Submission Instructions

Step 2 – After taking photograph of Page 1, add Page 2 to the app by taking photos as follows:
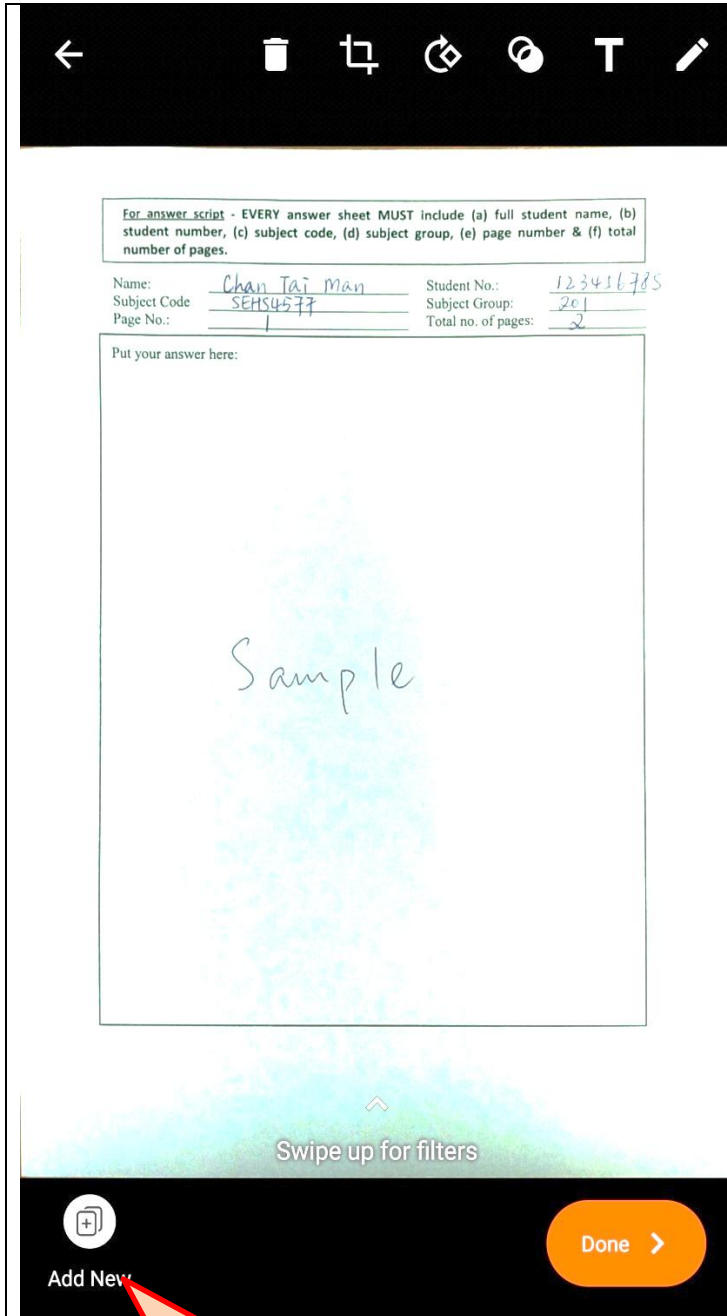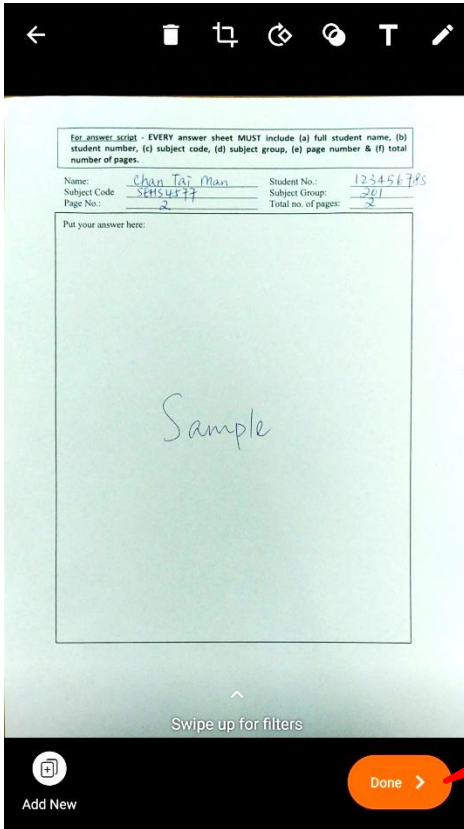

Click this button for adding Page 2.
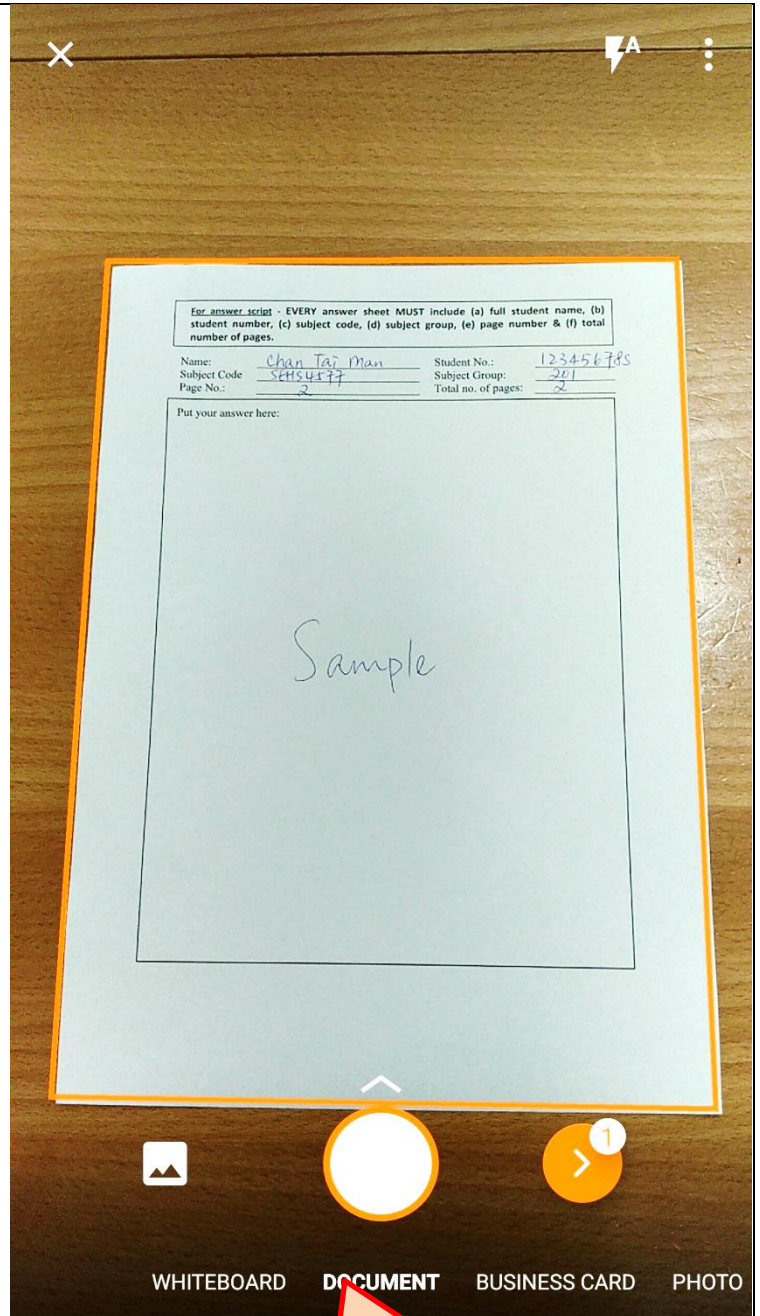
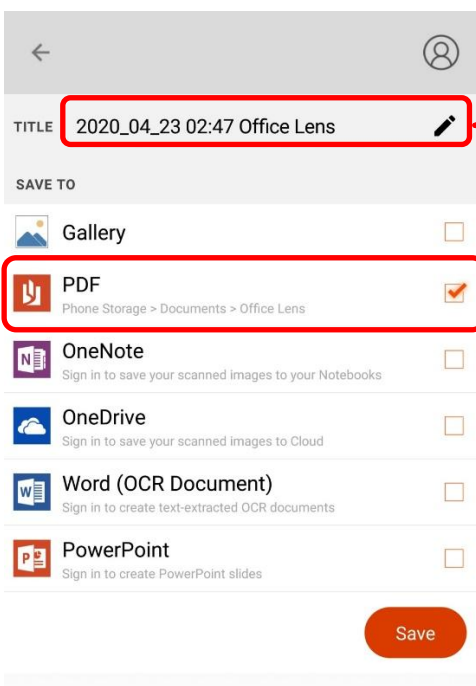Click this button for taking photograph for Page 2.

Step 3 – After taking photograph of Page 2, repeat Step 2 until all pages are added onto the app. Then, click "Done" button.

Click this button after adding all pages.

Step 4 – After taking photographs of all pages, revise the filename and the file save as pdf file.

Use your student ID number, subject code and "Exam" as filename (e.g. **12345678S SEHS4577Exam**)

Select PDF, then click Save.

4) If file size of your pdf file is larger than the accepted file size, use "pdf file resize" method to reduce the file size of your pdf file. (Suggested webpage: PDF Resizer - https://pdfresizer.com/resize)

Steps of using "PDF Resizer":
Step 1 – Go to the webpage using web browser and upload your pdf file.

Step 2 – After your pdf file has been uploaded, follow the below steps to resize and download your pdf file.

4. Your uploaded pdf file (e.g.size: 580KB)

5. Select resolution "150dpi" to reduce the file size.

6. Click this button to resize your pdf file.

7. Download your resized pdf file (e.g. The size has been reduced from 580KB to 215KB.)

Take-Home Examinations (Semester Two, 2019/20) - Submission Instructions

Step 3 – After downloading your resized pdf file, rename your downloaded pdf file by using student ID number, subject code and "Exam" as filename (e.g. **12345678S SEHS4577Exam)**

Rename your downloaded pdf file.

Original pdf file (580KB)

Resized pdf file (215KB)

Quality are the same after resizing.

Take-Home Examinations (Semester Two, 2019/20) - Submission Instructions

5) Upload the file of your answer sheets onto Moodle via the designated submission link.

   (A) For Submission Link with Moodle Assignment Setting

   Step 1 – After login Moodle, select Division (e.g. Science, Engineering and Health Studies (SEHS))
   → Subject (e.g. SEHS0001) → 2019/20 Semester 2 → Centralized Group

   Step 2 – Click "Submission Link".

SEHS0001 TAKE-HOME EXAMINATIONS SAMPLE COURSE (Centralized Group) [2019 2]

Home / My courses / SEHS0001 (Centralized Group) [2019 2]

Your progress ?

News and Announcements

Take-Home Examinations

Question Paper
Restricted Available from 4 May 2020, 9:00 AM
Answer Sheet

Submission of Take-Home Examination

Declaration of Original Work
• By clicking the box of "(Declaration of Original Work)" on the next page of Submission Link, you hereby declare that the work in the answer sheet is completely your own work. No part of the answer sheet is taken from other people's work without giving them credit. All references have been clearly cited. You understand that an infringement of this declaration leaves you subject to disciplinary actions such as mark deduction, disqualification or even expulsion by the School.

Important Notes
• The Submission Link is available for use starting from the examination date and start time.
• Late submission after the designated grace period is not allowed.
• **Submission Instructions of Take-Home Examinations:** : click to open
• Make sure that you have submitted the correct and entire file for the subject concerned.
• Make sure there is no missing page in your submission.
• You MUST include (a) full student name, (b) student number, (c) subject code, (d) subject group, (e) page number and (f) total number of pages on EVERY answer sheet.
• If necessary, students may be invited to provide more information on their submission.
• Only a single PDF file less than 20MB will be accepted.

Submission Link (Deadline 6 May 11:59PM) ← **2**

Calendar

◄ April 2020
Sun Mon Tue Wed Thu Fri
            1   2   3
5   6   7   8   9   10
12 13 14 15 16 17
19 20 21 22 23 24
26 27 28 29 30

👁 🌐 Hide global events
👁 Hide category events
👁 🏛 Hide course events
👁 Hide group events
👁 Hide user events

CPCE Libraries
All contents will be linked to CPCE Libraries Website
Past Examination Papers
Resources by Programme
Self-learning Language Center (SLLC)

View myRecord

Search Library Catalogue
Keywords ▼ [____] Search

Activities

Take-Home Examinations (Semester Two, 2019/20) - Submission Instructions

Step 3 – Click "Add Submission".

SEHS0001 TAKE-HOME EXAMINATIONS SAMPLE COURSE (Centralized Group) [2019 2]

Home / My courses / SEHS0001 (Centralized Group) [2019 2] / Take-Home Examinations - Moodle Assignment / Submission Link (Deadline 6 May 11:59PM)

Submission Link (Deadline 6 May 11:59PM)

Submission status

Submission status	No attempt
Grading status	Not marked
Due date	Wednesday, 6 May 2020, 11:59 PM
Time remaining	8 days 8 hours
Last modified	-
Submission comments	➕ Comments (0)

3

Add submission

You have not made a submission yet

Take-Home Examinations (Semester Two, 2019/20) - Submission Instructions

Step 4 – Check the box of "Declaration of Original Work".

Step 5 – Click [ ] and upload the file of your answer sheets.

Step 6 – Click "Save changes"

Step 7 – You can view your submission status.

SEHS0001 TAKE-HOME EXAMINATIONS SAMPLE COURSE (Centralized Group) [2019 2]

Home / My courses / SEHS0001 (Centralized Group) [2019 2] / Take-Home Examinations - Moodle Assignment / Submission Link (Deadline 6 May 11:59PM)

Submission Link (Deadline 6 May 11:59PM)

Submission status

Submission status	Submitted for grading
Grading status	Not marked
Due date	Wednesday, 6 May 2020, 11:59 PM
Time remaining	8 days 8 hours
Last modified	Tuesday, 28 April 2020, 3:13 PM
File submissions	🔴 testing 1.pdf
Submission comments	➕ Comments (0)

7

Edit submission

You can still make changes to your submission

(B) <u>For Submission Link with Turnitin Assignment Setting</u>

Step 1 – After login Moodle, select Division (e.g. Science, Engineering and Health Studies (SEHS))
→ Subject (e.g. SEHS0002) → 2019/20 Semester 2 → Centralized Group

Step 2 – Click "Submission Link".

Take-Home Examinations (Semester Two, 2019/20) - Submission Instructions

Step 3 – If it is your first time to use Turnitin, click the box under "My Submission".

CPCE Moodle 3.5

Home / My courses / SEHS0002 (Centralized Group) [2019 2] / Take-Home Examinations - Turnitin Assignment / Submission Link (Deadline 6 May 11:59PM)

My Submissions

3 ⚠

You must accept the latest Turnitin User Agreement before you can make a submission. Please click here to read and accept the Agreement.

Take-Home Examination

Title	Start Date	Due Date	Post Date	Marks Available
⊖ Submission Link (Deadline 6 May 11:59PM) - Take-Home Examination	23 Apr 2020 - 09:00	6 May 2020 - 23:59	6 May 2020 - 23:59	100

Summary:

Note: Starting from 17 Jan 2018, the Originality Report generation from the **4th re-submission** (after first submission plus 3 re-submissions) will subject to a 24-hour delay. You may refer to the Turnitin V2 User Guide for Students for details.

↻ Refresh Submissions

▲	Submission Title	▲	Turnitin Paper ID ⇕	Submitted ⇕	Similarity ⇕	Grade ⇕	⇕
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Step 4 – Read the Turnitin End-User License Agreement and click "I agree".

Take-Home Examinations (Semester Two, 2019/20) - Submission Instructions

Step 5 – Click "Submit Paper" to upload the file of your answer sheets.
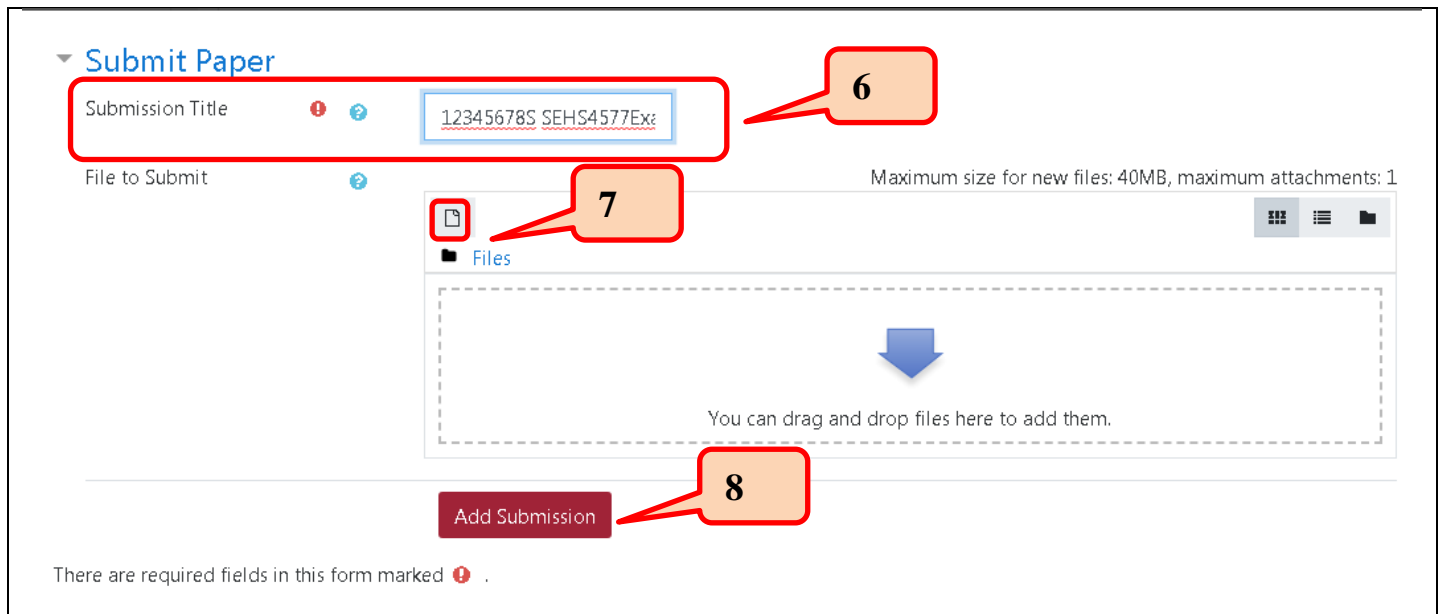
Take-Home Examinations (Semester Two, 2019/20) - Submission Instructions

Step 6 – Use filename of your answer sheet (e.g. 12345678S SEHS4577Exam) as "Submission Title".
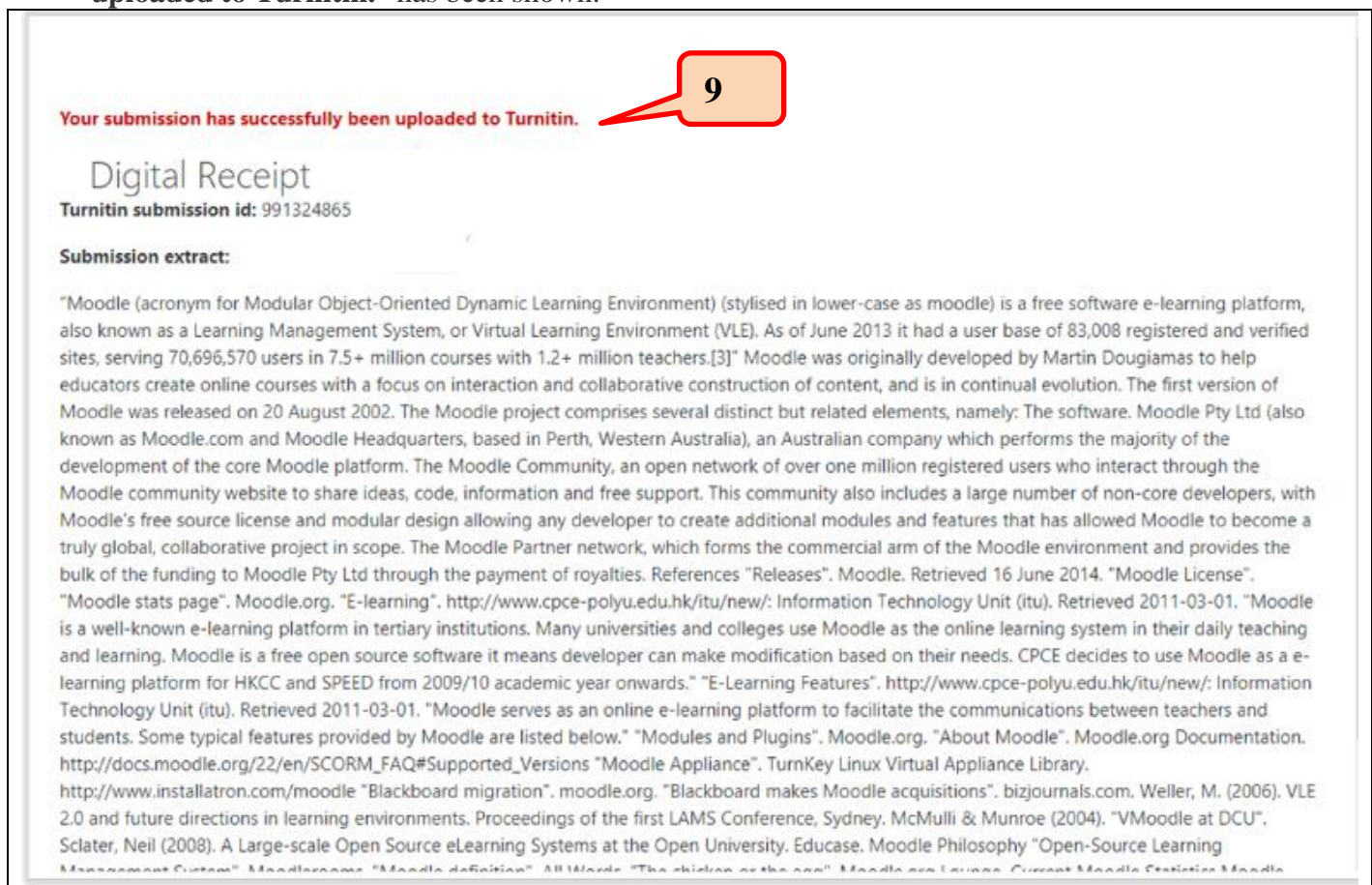
Step 7 – Click 　　　 and upload the file of your answer sheets.
Step 8 – Click "Add Submission".

Step 9 –Wait for uploading the file to Turnitin until a message "**Your submission has successfully been uploaded to Turnitin.**" has been shown.