

## 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.

**(1)**

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.

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

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 one of the following methods:

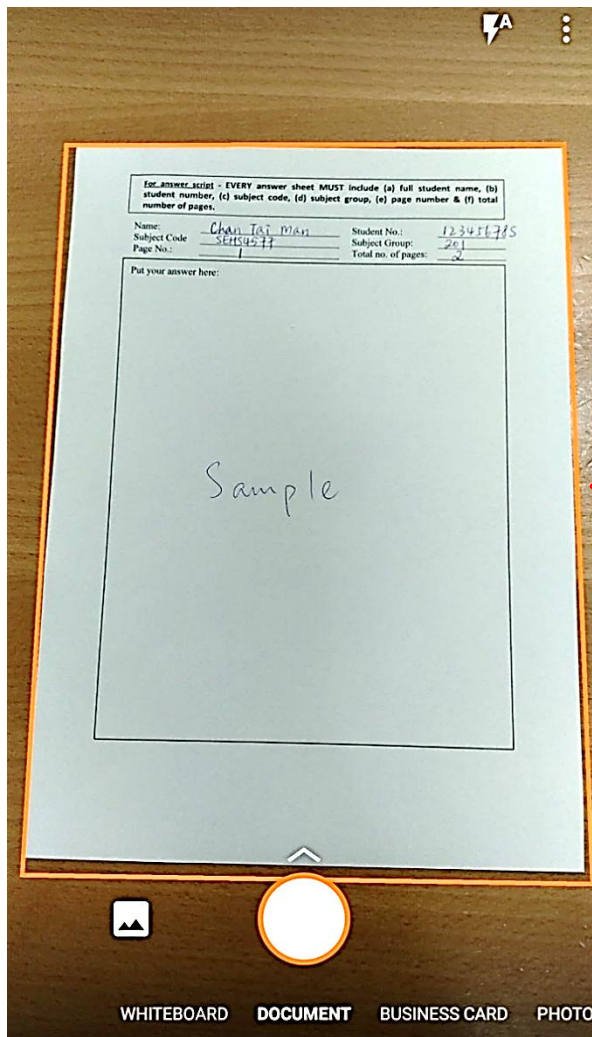
- Type your answers on the answer sheets in Microsoft Word and save in pdf format; OR
- Write your answers using appropriate iPad/tablet computer application and save in pdf format; OR
- Use scanner to scan your handwritten answer sheets; OR
- Use mobile phone to CLEARLY capture your handwritten answer 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”:

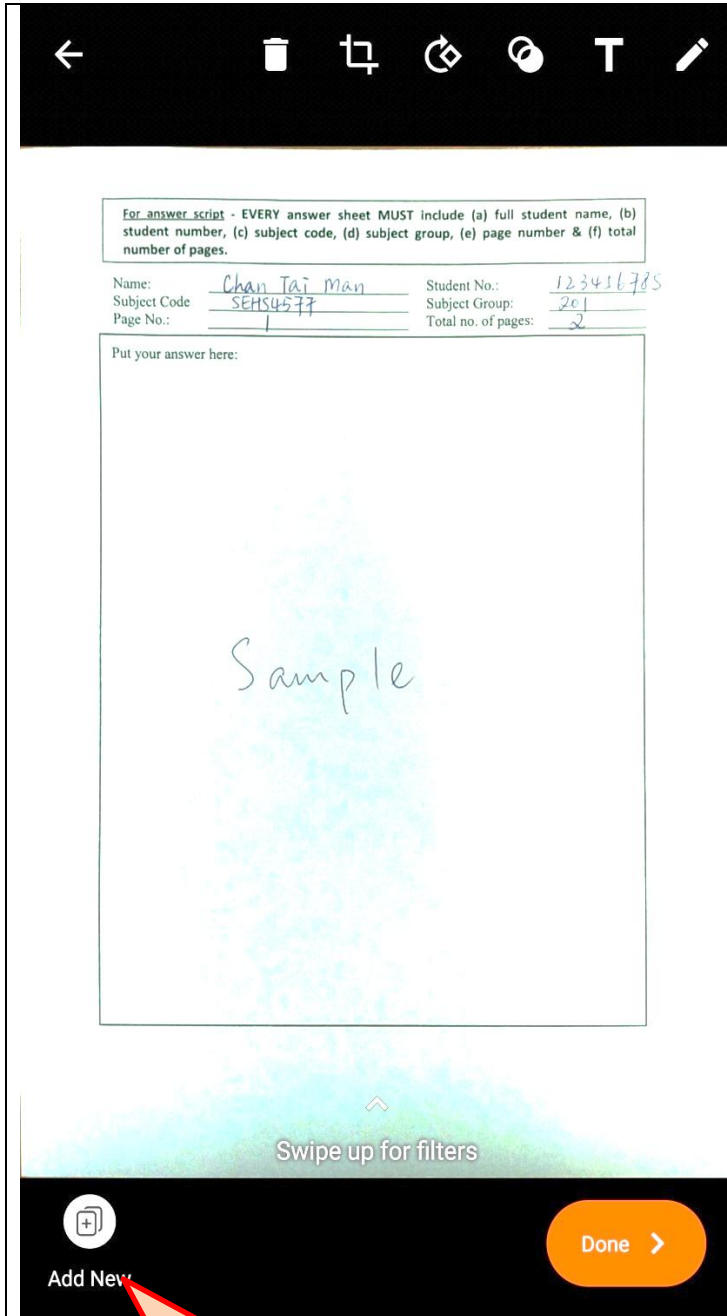
**Step 1** – Open the app on your mobile phone and take clear photo of EACH of your answer sheet.



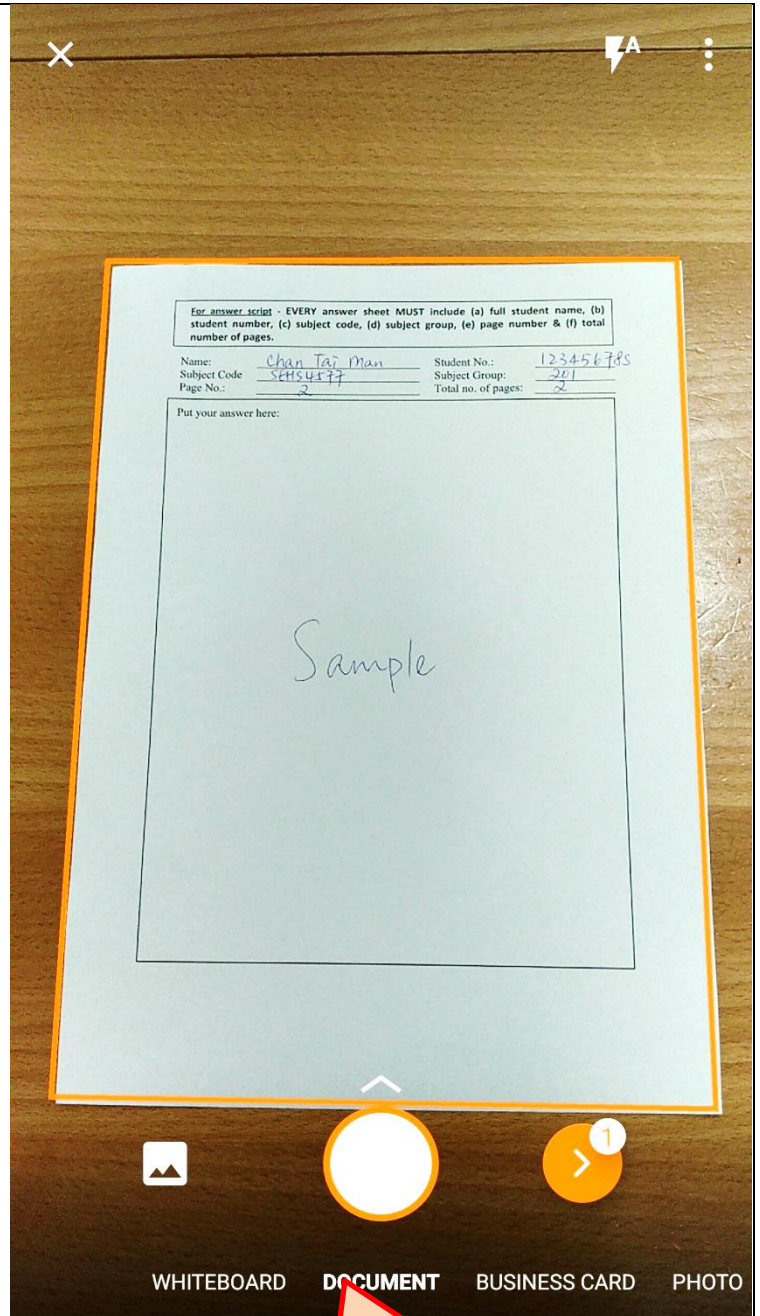
- Each of your answer sheet must be photographed **within this area**;
- Photograph all pages according to the order of the page number.

## 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:



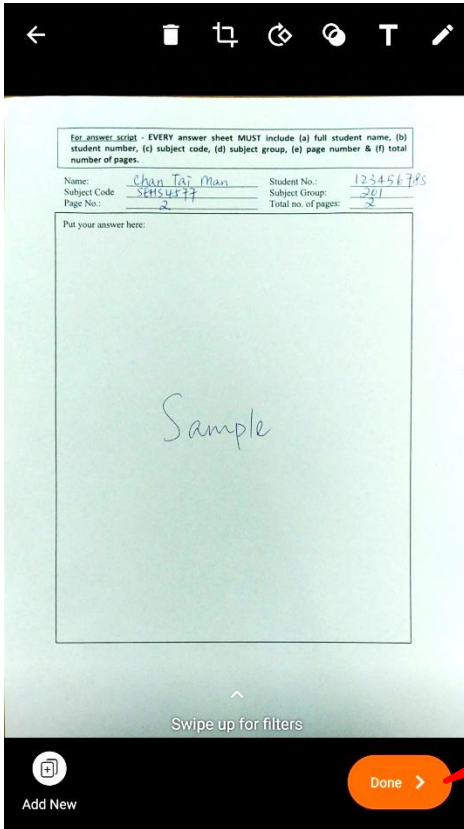
Click this button for adding Page 2.



Click this button for taking photograph for Page 2.

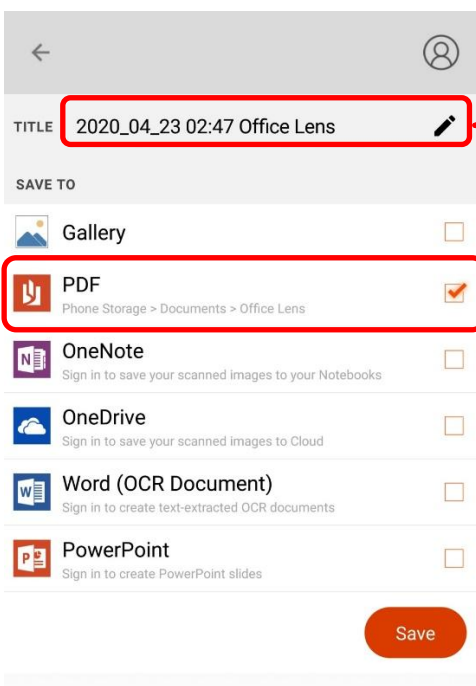
## Take-Home Examinations (Semester Two, 2019/20) - Submission Instructions

**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.

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

- 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.

The screenshot shows a web browser window at the URL [pdfresizer.com/resize](https://pdfresizer.com/resize). The browser's address bar and tabs are visible at the top. The website header includes the PDF Resizer logo and a navigation menu with options like Merge PDF, Split PDF, Resize PDF, Convert PDF, Crop PDF, Rotate PDF, Optimize PDF, Reorder PDF, Delete pages, N-UP, and JPG to PDF. A Grammarly advertisement is present at the top right. The main content area is titled "Resize PDF" and features a "Choose files" section with a "Choose Files" button and an "Upload files!" button. A Grammarly advertisement is also visible on the left side of the page.

1. Go to the webpage

2. Select your pdf file by clicking this button

3. Click “Upload files”

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

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

The screenshot shows the PDFResizer.com website interface. At the top, there is a navigation bar with various PDF tools: Merge PDF, Split PDF, Resize PDF, Convert PDF, Crop PDF, Rotate PDF, Optimize PDF, Reorder PDF, Delete pages, N-UP, and JPG to PDF. The main content area is titled "Resize PDF" and features a toolbar with icons for split, resize, convert, crop, rotate, optimize, and pages. A file named "2020\_04\_23 02\_59 Office Lens.pdf" is shown with a size of 580.85 KB and 2 pages. Below this, there are options to "Resize PDF to resolution:" with buttons for low 72dpi, med 150dpi (selected), high 300dpi, and high+ 300dpi. There is also a "Set paper size:" dropdown menu set to "Keep unchanged". A blue button labeled "Looks good, do the magic! »" is visible. On the right side, a download button is shown with the text "Download 580,85 KB → 215,25 KB -62,94% Act as ⬆". A "Secure Your Site" advertisement is visible on the left side of the interface.

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.

The image shows two side-by-side screenshots of a PDF document. The left screenshot shows the original PDF file, which is 580KB. The right screenshot shows the resized PDF file, which is 215KB. Both documents contain the same content, including a header with instructions, a form with student information, and a large text area with the word 'Sample' written in the center. A red callout box points to the right screenshot with the text 'Rename your downloaded pdf file.' Below the two screenshots, a red callout box states 'Quality are the same after resizing.'

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.

Name:	Chan Tai Man	Student No.:	12345678S
Subject Code	SEHS4577	Subject Group:	201
Page No.:	1	Total no. of pages:	2

Put your answer here:

Sample

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	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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

#### 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 \(0\)](#)


[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”

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 \(Deadline 6 May 11:59PM\)](#) / [Edit submission](#)


---

Submission Link (Deadline 6 May 11:59PM)

**4**  Declaration of Original Work This assignment is my own work, except where I have acknowledged the use of the works of other people.


File submissions Maximum size for new files: 20MB, maximum attachments: 1

**5**   Files

  
You can drag and drop files here to add them.

Accepted file types:  
PDF document .pdf

**6**

There are required fields in this form marked .

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



**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

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

### (B) For Submission Link with Turnitin Assignment Setting

**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”.

## SEHS0002 TAKE-HOME EXAMINATIONS SAMPLE COURSE (Centralized Group) [2019 2]

[Home](#) / [My courses](#) / [SEHS0002 \(Centralized Group\) \[2019 2\]](#)

---

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 submitting your work, 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 WORD file less than 40MB** will be accepted.

[Submission Link \(Deadline 6 May 11:59PM\)](#) 2

Your progress

#### 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

Activities


## 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
--	--	--	--	--

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

**Step 4** – Read the Turnitin End-User License Agreement and click “I agree”.

Take-Home Examination

Title	Start Date	Due Date	Post Date
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

**Our user agreement has been updated.** Please read our user agreement below and agree or disagree to its terms and conditions:

### Turnitin End-User License Agreement

**\*Users who are not in the European Union refer to [Section A only](#).**

**\*\*Users in the European Union refer to [Section B](#).**

Protecting your personal data and privacy is our top priority. We are fully committed to transparency, accountability and using technology responsibly, no matter what changes emerge from our rapidly evolving digital world. We implement appropriate technical and organizational measures to protect your personal data.

**\*Section A (For Users who are not in the European Union)**

Turnitin and its services (the "Site" or the "Services") are operated and maintained by Turnitin, LLC ("Turnitin"), and provided to you, the user ("You" or "User" or "End-User"), conditionally upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). Depending on the Turnitin solution utilized, references to 'You', 'student', or 'End-User' shall include any person submitting papers through the Service, however they are defined.

**You should review this User Agreement carefully before continuing. If You breach the User Agreement, Your authorization to use the Site will automatically terminate.**

4

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

**Step 5** – Click “Submit Paper” to upload the file of your answer sheets.

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

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		
--	--	--	--	--	Submit Paper	--

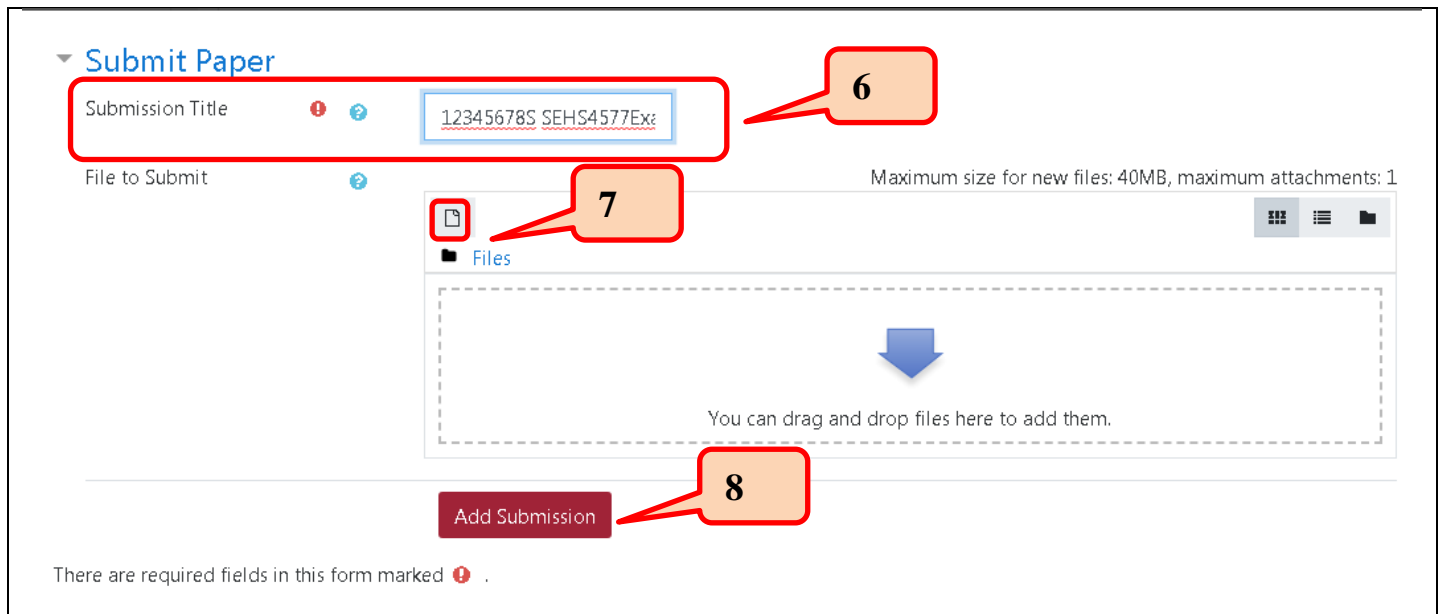
**5**

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

**Step 6** – Use filename of your answer sheet (e.g. 12345678S SEHS4577Exam) as “Submission Title”.

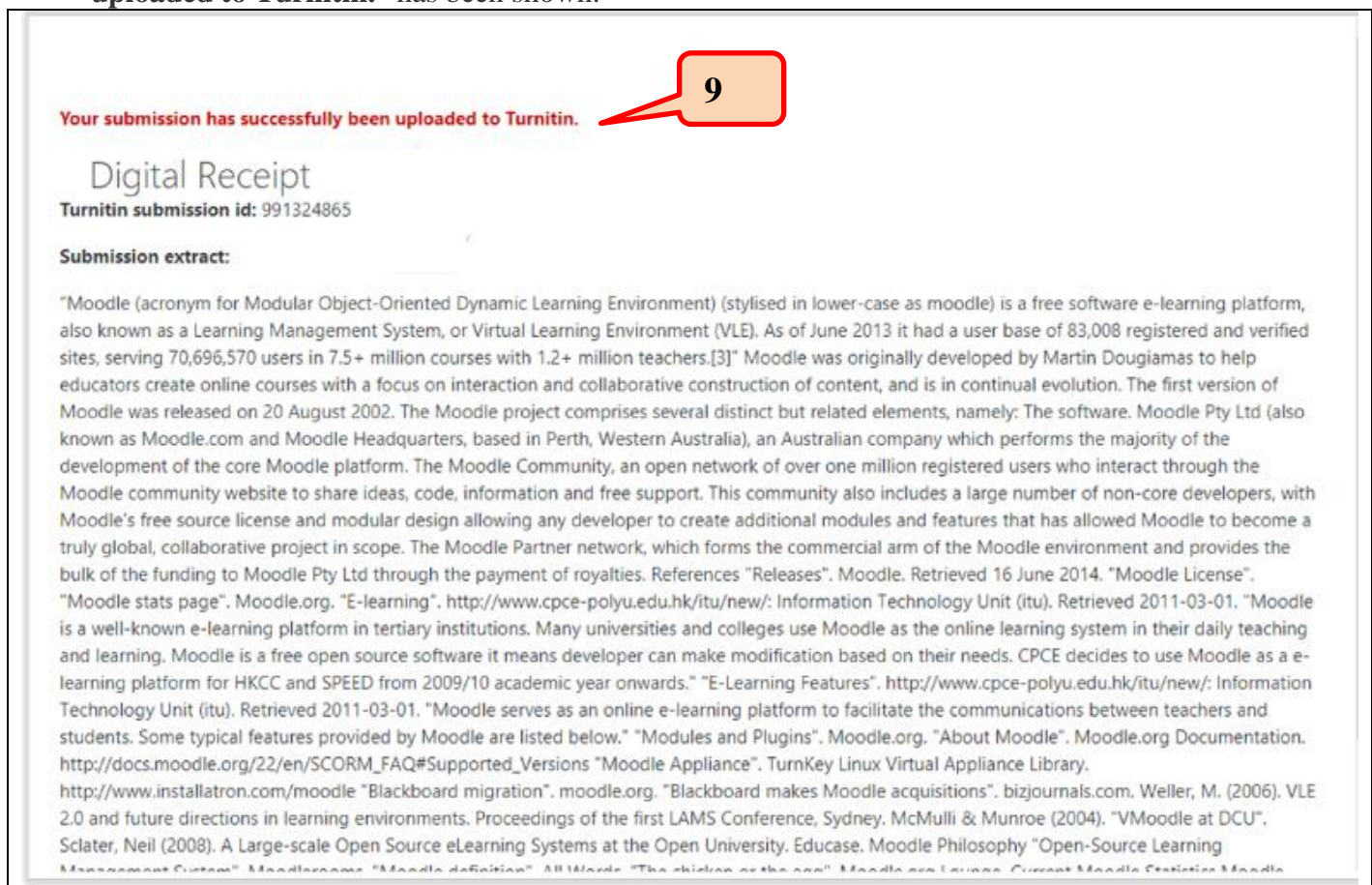
**Step 7** – Click  and upload the file of your answer sheets.

**Step 8** – Click “Add Submission”.



The screenshot shows the 'Submit Paper' form in Moodle. A red box highlights the 'Submission Title' field, which contains the text '12345678S SEHS4577Exa'. A callout bubble with the number '6' points to this field. Below the title field is a 'File to Submit' section with a callout bubble '7' pointing to the file upload icon. A large dashed box below contains the text 'You can drag and drop files here to add them.' with a blue arrow pointing down. At the bottom of the form is a red 'Add Submission' button, with a callout bubble '8' pointing to it. A note at the bottom left states: 'There are required fields in this form marked [red exclamation mark icon]'.

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



The screenshot shows a 'Digital Receipt' from Turnitin. A red callout bubble with the number '9' points to the message: 'Your submission has successfully been uploaded to Turnitin.' Below this is the 'Digital Receipt' header and the 'Turnitin submission id: 991324865'. The 'Submission extract:' section contains a large block of text starting with 'Moodle (acronym for Modular Object-Oriented Dynamic Learning Environment) (stylised in lower-case as moodle) is a free software e-learning platform, also known as a Learning Management System, or Virtual Learning Environment (VLE). As of June 2013 it had a user base of 83,008 registered and verified sites, serving 70,696,570 users in 7.5+ million courses with 1.2+ million teachers.[3] Moodle was originally developed by Martin Dougiamas to help educators create online courses with a focus on interaction and collaborative construction of content, and is in continual evolution. The first version of Moodle was released on 20 August 2002. The Moodle project comprises several distinct but related elements, namely: The software. Moodle Pty Ltd (also known as Moodle.com and Moodle Headquarters, based in Perth, Western Australia), an Australian company which performs the majority of the development of the core Moodle platform. The Moodle Community, an open network of over one million registered users who interact through the Moodle community website to share ideas, code, information and free support. This community also includes a large number of non-core developers, with Moodle's free source license and modular design allowing any developer to create additional modules and features that has allowed Moodle to become a truly global, collaborative project in scope. The Moodle Partner network, which forms the commercial arm of the Moodle environment and provides the bulk of the funding to Moodle Pty Ltd through the payment of royalties. References "Releases". Moodle. Retrieved 16 June 2014. "Moodle License". "Moodle stats page". Moodle.org. "E-learning". http://www.cpce-polyu.edu.hk/itu/new/: Information Technology Unit (itu). Retrieved 2011-03-01. "Moodle is a well-known e-learning platform in tertiary institutions. Many universities and colleges use Moodle as the online learning system in their daily teaching and learning. Moodle is a free open source software it means developer can make modification based on their needs. CPCE decides to use Moodle as a e-learning platform for HKCC and SPEED from 2009/10 academic year onwards." "E-Learning Features". http://www.cpce-polyu.edu.hk/itu/new/: Information Technology Unit (itu). Retrieved 2011-03-01. "Moodle serves as an online e-learning platform to facilitate the communications between teachers and students. Some typical features provided by Moodle are listed below." "Modules and Plugins". Moodle.org. "About Moodle". Moodle.org Documentation. http://docs.moodle.org/22/en/SCORM\_FAQ#Supported\_Versions "Moodle Appliance". TurnKey Linux Virtual Appliance Library. http://www.installatron.com/moodle "Blackboard migration". moodle.org. "Blackboard makes Moodle acquisitions". bizjournals.com. Weller, M. (2006). VLE 2.0 and future directions in learning environments. Proceedings of the first LAMS Conference, Sydney. McMullin & Munroe (2004). "VMoodle at DCU". Sclater, Neil (2008). A Large-scale Open Source eLearning Systems at the Open University. Educase. Moodle Philosophy "Open-Source Learning Management System" Moodle.org. "Moodle definition". All Words. "The chicken or the egg". Moodle.org. Moodle.org. Current Moodle Statistics Moodle.org.