**Arrangements for the Physics 1 end of semester exam**

**The Exam**

The final exam for the Physics 1 module will become available on Moodle at **9:15 pm** on **Monday, 11th January**. The time allocated for the exam is **2 hours** **with an additional ½ hour** for **accessing the exam, scanning your solutions and submitting these via Moodle**. The exam will be available in the forms of a pdf document and a Word document. In case you run into problems with your internet connection during the test, you should download the exam to your device once you have access to it. Students registered with Student Life and Learning (SLL) will be given extra time to complete the exam.

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| --- | --- | --- | --- | --- |
|  | Exam Duration | Additional Time | Time for upload | Total |
| General Students | 2 hours | 0 | 0.5 hours | 2.5 hours |
| Reasonable Accommodation Students (SLL) | 2 hours | 0.5 hours | 0.5 hours | 3 hours |
| Students who normally have a scribe (SLL) | 2 hours | 1 hour | 0.5 hours | 3.5 hours |

**Exam Preparation**

This will be an **open book** exam and you are welcome to use any notes that you may have to aid you in answering questions. However, you must use your own words in your answers – any direct lifting of text from your notes (or partial rewording of same) will not gain you a good mark. It is however ok to quote your notes where definitions are asked. Direct lifting of text from online sources will be penalised. My strong advice is that you study for the exam as if it is being carried out under the usual circumstances. The fact that it is open book should give you extra reassurance but if you spend all the exam time hunting through your notes, you are not likely to perform well.

**During the Exam**

Throughout the exam I’ll be available to answer any queries you may have on 085 1500633 or 051 390086 – make sure you have these numbers with you when attempting the exam. On the day of the exam, if you have a question about the exam or if you run into problems submitting your answer document, then please get in touch with me directly.

You should handwrite all your answers on lined paper. If anyone feels that they need to type their exam then that is fine too (I would simply ask you to email me at [ggallagher@wit.ie](mailto:ggallagher@wit.ie) to let me know that this is what you intend doing.) Remember that you need to **show how you worked out your answer** for all calculations – if you simply write down a numerical answer to a calculation without showing how it was worked out then you will not receive any marks for that part of the question.

You have been allocated extra time to facilitate the uploading of your answers to Moodle. I would suggest that you start this process **in good time** to ensure that you submit your document before the submission deadline.

Many of you may not have been through this process before so I have set up a **trial submission process** in Moodle so that you can practice scanning your work and uploading it. I would suggest that you go through this a few times so that you get a feel for how long the process is likely to take you (and the more often you practice this, the faster you’ll get).

**Scanning**

There are a wide range of Scanning apps available for free for your smartphone – they all seem to work fairly well. You should download and practice using one of these apps well before your exam. When you have scanned in your work, you need to **check that the pages have been scanned correctly**. I have found that black pen will show up well while other pen colours may not appear as clearly. Similarly when drawing diagrams use a black pen or a very dark pencil.

**Submission**

Before submission, check:

* Are your scanned pages in focus?
* Can all your text be read clearly?
* Have you scanned in every page?
* Are the diagrams visible?
* Is each question section clearly labelled?

Please note that it is much easier for a lecturer to mark a script where all the parts of Q1 are answered together and in order followed by Q2 etc. You don’t necessarily have to take this approach and if you don’t please ensure that you clearly label each question subsection that you are answering i.e. Q1(c)(iii)

Please note that it is your responsibility to ensure that the document you submit contains all your work for the exam.

Moodle will accept submissions after the deadline but a penalty may be applied.

**Afterwards**

You should **retain your original handwritten sheets** until after you have received your final results. After you have completed the exam, I will look through the submissions to ensure that everything is legible. I will be back in touch as soon as possible to let you know if there is an obvious problem with the legibility of what has been submitted. However, more subtle problems may not come to light for a few days, which is why I’d suggest that you retain your originals.

**Mistakes** that Students have Made

* Didn’t include all pages in the scanned document
* Included the same page a number of times
* Pages out of focus
* Scanned image didn’t cover the full page
* Coloured text/diagram wasn’t visible in scanned document
* Uploaded the wrong document
* Stated an answer without showing how it was worked out.

Remember, on the day of the exam, you’ll need:

* My telephone numbers
* Plain or lined paper
* Module notes
* At least three working pens (in case 1 or 2 run out of ink)
* Calculator and ruler
* Smart phone for scanning
* Tippex might also be handy!