

Exam guidance

1. **You are about to sit an online assessment.** You have a set period to complete this exam. It is not expected that you will use the whole of this time. The unadjusted exam duration is *half* this time. The additional time allows for downloading the paper, uploading your answers and for any adjustments you might normally receive if you are registered with the University's Disability Service.
2. **Enlarging the text.** In case you should need to enlarge the text of a .pdf document: use your PDF viewer software to change to the desired magnification/zoom level.
3. **Advice on the contents of the exam and technical support.** In case you should have questions about the contents of this paper or you require technical assistance, please contact our virtual invigilation team at the University of Glasgow Helpdesk <https://www.gla.ac.uk/help>. An academic member of staff will be available to answer questions about the examination, as they would normally, at the beginning of the exam. Technical support will be available 24 hours per day. To ensure timely responses and to ensure that all students receive the same information, you should not contact academic staff directly but always use the Helpdesk.
4. **Submitting your answers.** You must upload your answers in a single .pdf file. In case you are unable to upload your answers to Moodle you must contact

`maths-stats-exams@glasgow.ac.uk`

immediately, and upload your solutions via file transfer <https://transfer.gla.ac.uk/>. Use the above email address as recipient.

5. **How to write your exam and upload your solutions.**
 - Use a black pen and write your solutions on white paper.
 - You must number the pages sequentially and write your matriculation number and the course code of the exam in the top left of every page.
 - You must leave a margin of at least 2cm on the left hand side of every page.
 - Photograph or scan the pages, one by one.
 - Check that the images are clear enough for us to read.
 - Combine pages in order. For example, use a smartphone app like Microsoft Office Lens or Adobe Scan, which do this automatically.
 - Save your solutions as a .pdf file on your device.
 - Name the file with the convention: XXXXXYYYY-ZZZZZZZz.pdf. Here XXXXX = "STATS" or "MATHS"; YYYY = course code number; ZZZZZZZz = matriculation number including final letter. For example: STATS5999-9876543s.pdf. Do **not** include your name in the file name.
 - Upload that file to Moodle inside the exam Assignment.
 - You can word-process your answers if you wish, although this might be inefficient.
6. **Declaration of Academic Integrity.** Your answers must entirely be your own work. During the period of time that this exam is active, you must not for any reason communicate or collude with other students taking this exam. Note that your exam papers may be processed through Turnitin for plagiarism checking. We may also conduct a further oral examination to check your knowledge and establish that the exam answers are your own. This declaration incorporates the University's Declaration of Originality which applies to all academic work. **Note** that screenshots from lecture notes or uploading sections of lecture notes as answers are not appropriate submissions.
7. **Declaring that the work is your own.** In order to view the exam paper, you must have checked the box in Moodle to agree to both this declaration and the University's Declaration of Originality.

WARNING: Not following the above guidance may result in your solutions not being accepted.