

THESE INSTRUCTIONS SHOULD PREFACE ALL TIMED ASSESSMENTS

1. Advice on the contents of the exam and technical support

If you 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> or on +44 (0)141 330 4800.

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 that all students receive the same information, you should not contact academic staff directly but instead use the Helpdesk.

2. You are about to sit an online assessment

The standard duration of this exam is **1 hour**. Additional time of **1 hour** will be given to begin and complete this exam. 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 (see section 3).

3. Time adjustments for students with disabilities

If you have in the past been granted adjustments to your exam time, e.g. through the University's Disability Service or at School or College, allowance is made for these since you have TWICE the normal time usually allowed in which to complete this exam (exam duration +100%).

4. Enlarging the text

If you need to enlarge the text of a PDF document: open Adobe Acrobat; click on the VIEW tab; click on ZOOM and then ZOOM TO; select the desired magnification level.

5. Planning your time

When planning your time, you should allocate time to download the exam paper and to upload your answers to Moodle at the end of the exam. For students instructed to do so, you should allow time to submit your exam script on Turnitin within the exam period. Please report any technical difficulties experienced as soon as possible via <https://www.gla.ac.uk/help>.

6. Submitting your answers

Please submit your answers in **PDF format**. For **Physics 2T** you may submit typed answers. If you choose to handwrite your answers please read the image capture guidance carefully.

Please check that you have uploaded the CORRECT FILE, that it is readable and is the version that you want to be marked.

Lastly please ensure you upload files to the correct course Moodle assignment.

7. Declaration of Academic Integrity

The following information is very important – your degree may be at risk if you do not adhere to these instructions:

- You must not communicate with any other person about these examination questions during the period in which you can submit your answers
- You must follow any instructions on your examination paper regarding use of resources such as internet sources, books, notes or any other material that would not normally be allowed in examinations on campus.
- The work you submit must be entirely your own effort and must demonstrate your understanding rather than reproduce text from notes, slides, books, or online sources (which is plagiarism)
- You must not submit answers you have discussed with or copied from others, and you must not copy from notes you have prepared with or shared with others. If your answers are similar to those of any other candidate(s) you will both/all be suspected of collusion and referred to Student Conduct
- This declaration incorporates the University's Declaration of Originality which applies to all academic work (see below).

8. Declaring that the work is your own

Before viewing the exam paper, you must check the box below to agree to both this declaration and the University's Declaration of Originality.

[By ticking this box, I declare the originality of my work.]