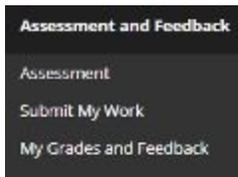


## Timed Online Exam - Gradescope

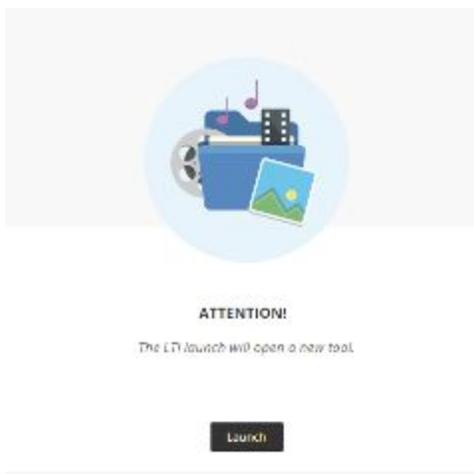
To start your exam, go to the relevant module on Minerva and click on Submit my Work from the left hand module menu.



Click on the Gradescope Link.



The Gradescope Launch screen will appear – click Launch.



You will see available exams listed for the module. Click on the relevant one. Please note that you **will not** be able to access an exam that hasn't yet opened or has now closed.

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NAME	STATUS	RELEASED	DUE (BST)
Open Book Exam	No Submission	APR 20	20 hours, 7 minutes left APR 21 AT 8:00AM

Once you click on the exam, you will see a screen that provides you with information around the start date/time, end date/time and how long you have to complete the exam once you start it.

## Open Book Exam

**RELEASE DATE (BST)** Apr 20 at 8:00AM      **DUE DATE (BST)** Apr 21 at 8:00AM

**MAXIMUM TIME PERMITTED**  
150 minutes

This is a timed assignment. You can start the assignment any time until the due date and have at most 150 minutes to finish. You should start by Apr 21 at 5:30AM (BST) to have the full time available to you. Submissions will not be accepted after the time expires or after the due date.

During the submission period, you can submit any number of times. You will be graded based on your final submission.

[Start Assignment](#)

Click Start Assignment.

Once the exam has started, a timer will show in the top right of the window to indicate the time remaining as you complete the exam.

The exam will auto-save as you work through it, and will give an indication of the last saved time at the top left of the window.

1/2 Questions Answered  
Saved at 3:45 PM

TIME REMAINING  
2 hrs 44 mins

Once you are ready to submit the exam, click on Submit & View Submission at the bottom of the exam window.

A rectangular button with a teal background and rounded corners. The text "Submit & View Submission" is written in white, sans-serif font, followed by a white right-pointing chevron symbol. The button is centered within a light gray rectangular frame.

Once you have submitted, you will see a review window where you see your questions and answers on the left hand side. Note that the paper is ungraded at this stage – the points noted against each question on the right hand side are only an indication of the mark available for each question.

Close the web browser once you are happy with your submission.

## **IMPORTANT**

You can go back to the exam and make changes to your answers as many times as you want to within the time period allowed for your exam by clicking on Resubmit (bottom right of the screen). You will not be able to make changes once the timer expires.

If you get to the end of the time limit and you haven't clicked Submit, Gradescope will submit whatever has been auto-saved up to that point.

If you accidentally close the exam window whilst taking a timed exam, you can navigate back to the exam and reopen it. Your answers will have been auto-saved, and you'll need to click Resubmit at the bottom of the screen to continue. The timer will not have paused.

If you lose connection to the internet during your exam, the test will remain open for you to continue answering questions. When you reconnect, any answers you have entered will auto-save. **Make sure you keep checking the auto-save indicator at the top right of the screen whilst taking your exam.**

