

## Instructions for Creating the Digital examination Solution

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The following explanations refer to the case that you have to prepare a handwritten solution that is to be digitized. The following description is essentially independent of the exam platform used.

1. You prepare the solution for the exam questions handwritten on your own paper (the exam questions only contain the questions itself, there is no additional space for the solutions). **The solution must not be created with a word processing program or similar!** The paper must be white, but may be squared or lined; in the jurisprudence exams the format template for jurisprudence exams (lined with margin) must be used. Write with a dark pen so that the contrast is as strong as possible. On the top of each sheet, write the student number, the exam name (the name of the course), and the page number. Make the appropriate sheets for your solution before the exam. Label your solution sheets on one side only, otherwise the back side may show through.
2. After the end of the processing time, create a **single PDF** document from your handwritten solution; other file formats (such as jpg, doc, zip will not be accepted by for upload later). The name of the document must be assigned according to the scheme "[matriculation number]-[exam title]", for example "1234567-Macroeconomics I". In detail, we recommend the procedure described below.
3. Scan your handwritten solution in the order of the page numbering. If you do not have a scanner, use the camera of your smartphone. However, when doing so, do not simply photograph the solution sheets as individual images, but use a special scanner app (e.g. Adobe Scan, CamScanner, Fast Scanner, Free PDF Scan). These apps are available in a free version and create a single PDF document from multiple scanned pages.
4. If you can set a resolution for the scan in the scan app (but this is not always possible), then even a low resolution is sufficient to be able to read the document clearly later. If you use a special scanner device, then a resolution of 300 x 300 dpi (dots per inch) is sufficient. Note that the finer the resolution of the scan, the higher the storage requirement for the document and thus the later upload time.
5. If the scan app is set to automatically save the scanned document to cloud storage (e.g. Google Drive, Amazon Cloud, DropBox), then you should disable this feature before you start. (If you have an Internet connection with only a slow transfer speed, then this additional upload will cost valuable time). Instead, you should save the scanned solution to your smartphone.
6. Then you should transfer the PDF document from your smartphone to your computer. You can use a cable to connect the smartphone to the computer and transfer the file, or you can use a memory stick or memory card. There is the possibility to send the file from the smartphone to the computer via Bluetooth or WiFi Direct. You could also save the file to a NAS drive, that is inside your WLAN and that you can access from the smartphone as well as from the computer.

The simplest way may be to send the solution to yourself via email and download the solution on your computer. But in this case the solution must be sent twice through the Internet. Therefore, you should choose this approach only if you have a sufficiently fast Internet

connection. Furthermore, it is often prevented by e-mail providers that e-mails with an attachment larger than 20 MB can be sent at all.

7. If you have transferred the file to your computer, then you could print the file with a PDF printer driver (e.g. "Adobe PDF, "Microsoft Print to PDF"). This can significantly reduce the file size and later the time to upload your solution. (You could also use a special compression program; but note that zip-files are not accepted.) You should do this in any case if the file size is larger than 20 MB, because in in ECON, the size of a file you can upload is limited to 20 MB; the same holds if you send your solution per e-mail (see above).
8. Finally, if you have not already done so, you should rename the solution document according to the scheme "[matriculation number]-[exam title].pdf".
9. In which way you submit the solution depends on the exam platform you use.
10. You should practice, practice, practice before the exam so that you don't lose valuable time during the exam. You should scan documents with multiple pages, not just a single page.
11. You should practice transferring the solution file from your smartphone to your computer. Again, you should practice with large documents (multiple pages, large file size). If you practice with a document of only one page, you may underestimate the time needed in the exam. Note that it takes longer to transfer a file from the smartphone to the computer than it does to copy or move a file from one directory to another directory on ONE computer.