TAKING YOUR OPEN-BOOK EXAMS
FOR HANDWRITTEN RESPONSES

UNIVERSITY OF OXFORD

On the day of your exam, log in to Weblearn from wherever you are.

Before taking your exams, please read the 'Open-Book Exams Guide for Candidates' (PDF) – available at: ox.ac.uk/open-book-exams

In Weblearn, click on the 'Sites' drop-down menu (top right corner) and select the paper number for the exam you are about to take. This will take you to your exam site.

Click 'Assignments' (left menu) to see a page with a link to your exam paper – you will only see this after the start time of your exam.

Read the Open-book exam instructions before proceeding.
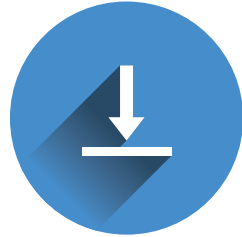
When you're ready to start your exam, click the link to download your exam paper (PDF). This is the equivalent of 'turning over your exam paper.' **Your time starts now**.
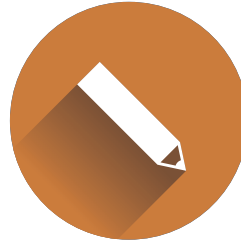
If you need to handwrite your response, use a ballpoint pen and write on A4 paper.

On the first page, remember to write your candidate number, paper number, and paper title. Include the question number next to each of your answers.
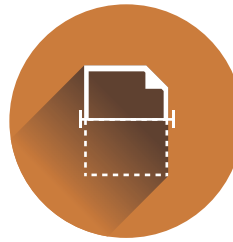
When finished, scan your response using the Microsoft Office Lens app (free to download online from iOS, Android, or Google Play).

Number each page and scan all sheets (including any images, notes, etc.) as one document and export as a PDF.
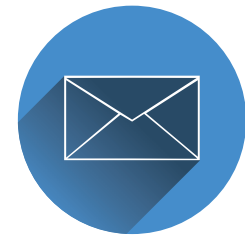
Send the PDF to your computer. Review your PDF to make sure all scanned items have been inserted correctly. Use the filename format: candidateNumber_paperNumber e.g. *01234567_A15947W1.pdf*

Double-check that you are uploading the correct exam response.
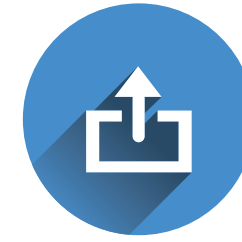
Back in Weblearn, upload your exam response PDF. It is only possible to submit one PDF (maximum file size is 40 MB).

You will receive an auto-generated email confirming receipt of your response.

You will need to be online for this part.

You do not need to be online for this part.

You will need to be online for this part.

NEED TECHNICAL HELP ON THE DAY?

1 **Before** contacting us, check the Open-Book Exams Guide for Candidates to see if your issue is already covered.

2 *UK office hours*: Mon to Fri 08:30–17:00 UK BST
Contact the support team via the help form: it.ox.ac.uk/open-book-exams-help (SSO required)
Or email weblearn@it.ox.ac.uk

3 If it is outside UK office hours, or you have no internet connection:
Phone +44 (0)1865 612345 (have your exam paper number and name ready) Lines open 24/7