

MMS Student Guide: Online Exams

1 Introduction

This guide will cover using the MMS online exam tool. This guide has the following sections:

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2 Accessing the Online Exam

To access the online exam:

1. Access MySaint: <https://mysaint.st-andrews.ac.uk/>
2. Select the **Sign in** link in the top right of the MySaint home page.
3. Sign in using your university username and password.
4. Select **My courses** from the navigation panel on the left of MySaint (Select the three lined hamburger icon in top left to open the navigation if it is closed).
If the **My courses** link is not appearing, Select the **Student** link at the top of the navigation panel to open the student options.
5. Locate the appropriate module in the **My modules** portlet.
6. Select on the **Online Exam** link under the module.

3 Starting the exam

Once you have selected the Online Exam link and accessed the Online exam tool:

1. Read the instructions available at the top of the page, including the download time, your exam allowance, any extra time, and the upload allowance. If you have any issues or concerns contact examoff@st-andrews.ac.uk.
2. **If prompted**, sign the Turnitin End User License Agreement (EULA) (you will only be asked to do this once):
 - a. select the **Go To EULA** button.
 - b. review the terms and conditions.
 - c. select the **Sign EULA** button to be returned to the Online Exam.
3. **Select the checkbox** to confirm you want to start the exam, and to activate the start button.
4. Select the **Start exam** button.

5. Read the additional information on the next page. Countdown timers are provided to indicate how long you have left:
 - In total
 - To download the paper and prepare for the exam
 - To complete the paper
 - To submit your script
6. The exam papers are in the **Exam Papers** section.
7. Select the links to download the paper(s) and any additional information.
8. The papers and additional documents will download to your Downloads folder. Open the papers and ensure you can read the questions and additional information.
9. You can close MMS, or leave it open, depending on preference. Be aware that if you close MMS you will be required to keep track of the time via another mechanism.

4 Uploading your exam script

You will be able to upload a copy of your script at any time during the exam and resubmit as often as necessary until the end of the upload allowance time, after that you will not be able to change the uploaded script. Any submissions uploaded after the end of the upload allowance may not be marked.

Only the most recent submission will be available for marking.

There is advice on preparing your script, and creating a PDF here: <https://www.st-andrews.ac.uk/exams/submit/>

To upload your exam script:

1. Access the online exam tool.
2. Scroll down to the Upload/Submit exam scripts section.
3. Select the **Browse** button.
4. Select your submission.
5. Select the **Upload** button.
6. MMS will email you a copy of your upload receipt to your St Andrews email address.

A message indicating that MMS has received notification of an upload will appear with a green border in the Upload/Submit exam scripts section.

5 Optional questions

Some schools may ask students to indicate which optional questions they have answered. To indicate the optional questions you have answered:

1. Access the online exam tool.
2. Scroll down to the **Questions answered** section.
3. Select the questions you have answered by checking the corresponding tick box.

This will save automatically.

The Questions answered section will only appear if required, some exams will not require you to indicate which questions you have answered.

6 Ending your exam

To end your exam:

1. Access the online exam tool
2. Check the **Upload/Submit exam scripts** section of the Online exam tool to ensure you have uploaded a submission.
3. Scroll down to the **End the exam** section of the Online exam tool
4. Select the checkbox labelled **I am ready to end the exam**
5. Select the **End Exam** button
6. If you have not uploaded a submission MMS will ask you to confirm you want to end the exam without uploading a submission.

If you would like to leave a comment regarding the exam:

1. Select the category relating to your comment.
2. Enter the comment in the box provided.
3. Select the **Submit comment** button to save.
4. To enter another comment repeat steps 1 -3 as often as necessary

No further actions are required. You can leave the Online Exam tool by closing your browser or navigating away from the page.

Version	Date	Author	Note
0.1	14 th April 2020	Vad1	Initial version.
0.2	24 th April 2020	Vad1	Updated text changes.
0.3	24 th April 2020	Vad1	Updates based on feedback from Head of Learning Technology.
0.4	24 th April 2020	Vad1	Updates based on feedback from Business Relationship Support Officer
1.0	24 th April 2020	Vad1	Uploaded for approval
1.1	24 th April 2020	Vad1	Updated with comments from Exams Officer
1.2	12 th Nov 2020	Vad1	Updated to reflect additional functionality
2.0	18 th Nov 2020	Vad1	Version approved by SUE
2.1	23 rd April 2021	Vad1	Removed references to Turnitin
2.2	6 th May 2021	Vad1	Add instructions regarding Turnitin EULA