

Uploading past examination papers using e:vision

This guide provides a quick overview of how to upload past examination papers in e:vision. If you encounter any problems, please email infodir-digital@york.ac.uk. Once uploaded, the examination papers will be made available through York Digital Library (dlib.york.ac.uk) before the following academic year.

***** Please note: secure examination papers must not be uploaded to e:vision *****

Uploading documents

1. Please ensure the files you submit are in PDF format and are no greater than 5MB. For instructions on how to create or convert a document to PDF, please see: www.york.ac.uk/library/collections/yorkdigitallibraryodl/exam
2. Go to <https://e:vision.york.ac.uk> and log in with your University username and password.
3. From under the **Examinations** heading select **Upload Past Examination Papers**.
4. The system works by searching for modules which you want to attach an exam paper to. For example, if you wanted to upload past papers for all Law modules sat in the 2011/2012 academic year, you would select **2011/2012** from the **Academic Year** dropdown and **The York Law School** from the **Department** dropdown. You can also narrow your search by adding **Term** or **Level** information.

PAST Exam Papers	
Enter your search criteria using the fields below and click the "Search" button	
Academic Year	2011/2012
Term	
Occurrence	A
Department	The York Law School
Level	
Save Profile Load Profile Clear Search Delete Profile Search	

5. Once you've entered your search criteria, click **Search**.
6. In the following screen you will see a list of all the modules that match your search criteria.

Applying International Human Rights Law (1040015)

Module Details					
Term	Autumn Term (T1)	Year	2011/2	Occurrence	A

Module Assessments			
Name	Sequence	Uploaded Documents	Upload Paper
Applying International Human Rights Law-Partially Closed Exam	003	No Documents Uploaded	<input type="button" value="Upload"/>

7. Locate the module you wish to upload a past exam paper for and click the **Upload** button.
8. In the following screen, select **Browse** and locate the paper you wish to upload.

Please note: the document must be a PDF and no greater than 5MB.

The screenshot shows the 'e:vision' interface for The University of York. The header includes the university logo and navigation links. The main content area is titled 'Find Document' and shows a selected assessment: 'Protecting Human Rights'. Below this, there are 'Upload Guidelines' and a 'Please Note' box. The bottom section contains a form with fields for 'Find document', 'Supply brief description (max 50 chars)', and 'Notes (max 250 chars)', along with a 'Browse...' button and a 'Save & Upload' button.

9. You must also provide a **Brief description** for the paper, for example: Applying International Human Rights Law, paper 1
10. Once you've uploaded your file click **Save/Upload**

11. In the following screen you will be given the option to upload any additional files for the same module. These might include answer booklets or additional information that was supplied with the exam paper.

You have a total of 1 uploads which have been saved against this Assessment record

Do you wish to add another Document?

Do you wish to add another document?

****Please Select**** ▼

Next

12. If you wish to upload an additional file, select **YES** from the drop down, if not, select **No** and click **Next**.
13. The exam paper upload is complete at this stage. If you want to carry on adding past papers to modules from your previous search, click **Search Results**, if you want to perform a new search for other modules, click **Search Again**. If you do not wish to add any more papers, logout from e:vision by clicking **Logout Information** in the top right of the screen. You will need to close your browser to logout of e:vision completely.

Protecting Human Rights from Assessment Pattern "Protecting Human Rights"

Documents Uploaded

Your document has been uploaded and has been saved against this Assessment record

Search Results Search Again

Deleting documents

1. If a document is uploaded incorrectly or needs to be deleted and replaced, for example, because of inaccuracies in the exam paper, you can delete the document from the search results screen. You will need to enter the same search criteria for the module and click **Delete** from next to the module.

Corporate Finance & Corporate Insolvency (1040017)

Module Details					
Term	Autumn Term (T1)	Year	2010/1	Occurrence	A

Module Assessments				
Name	Sequence	Uploaded Documents		Upload Paper
Corporate Finance and Corporate Insolvency	002	View	Uploaded	Upload
		CF and CI	2 Jul 2011	Delete?

2. You will be prompted to confirm you want to delete the document and provide a reason for doing so. **Please state explicitly why the document has been deleted and if you intend to upload a replacement document. This message will then be sent to the Digital Library team, who will remove the document within five working days.**