Staff: Managing past papers

Past papers in Moodle are stored in the same way as they were in ORB, with the same naming convention and folder structure.

Naming your files

Past exam papers should be named following this general structure (case insensitive):

yearmoduletype.pdf

year (required)	module (required)	type (optional)
Either: ■ The four digit year the exam paper was used (e.g. *2018*) ■ The text *none* to indicate the module has no examination	The module portion **must** start with the five character short code, and **may** optionally include the module level and variant. For example: ■ EC111 ■ CE202-4-FY	Paper type can either be left out, or one of the following: ■ **r** Indicates a *resit* paper ■ **a** Indicates an *alternative* paper

For example:

- **2018JM101.pdf** - The main examination paper in 2018 for JM101

- **2018JM101-4-SP.pdf** - Main examination paper in 2018 for the JM101-4-FY variant

- **2018lt220r.pdf** - Resit paper for LT220 in 2018

- **2016LT220-5-FYa.pdf** - Alternative paper for LT220-5-FY in 2016

- **noneCE302.pdf** - Indicates that there is no examination paper for the CE302

module

> You can upload past papers in any format you wish, but we recommend using .pdf (Portable Document Format) files to ensure that students will be able to view the paper regardless of what device they're using.

Past papers should be uploaded to the relevant department folder in the exampapers repository. If in doubt, look at the first two letters of the module code and upload files to the folder with the same name.

What files are displayed?

Moodle courses are created automatically for each five character module code (CE302, LT220 etc.). For each of these courses the Past Exam Papers block will display all the exam papers for that module and any of its variants.

If a Moodle course was created for a specific module variant (e.g. LT220-5-FY) the Past Exam Papers block will only display exam papers for that variant.

Courses created for a specific academic year won't affect what papers the block displays; it will still list all the available papers for the relevant module.

Managing Files

To upload or delete past papers for your department you'll need to use the exampapers repository. You can add this as a network location in Windows to copy files across the same as you would any other folder.
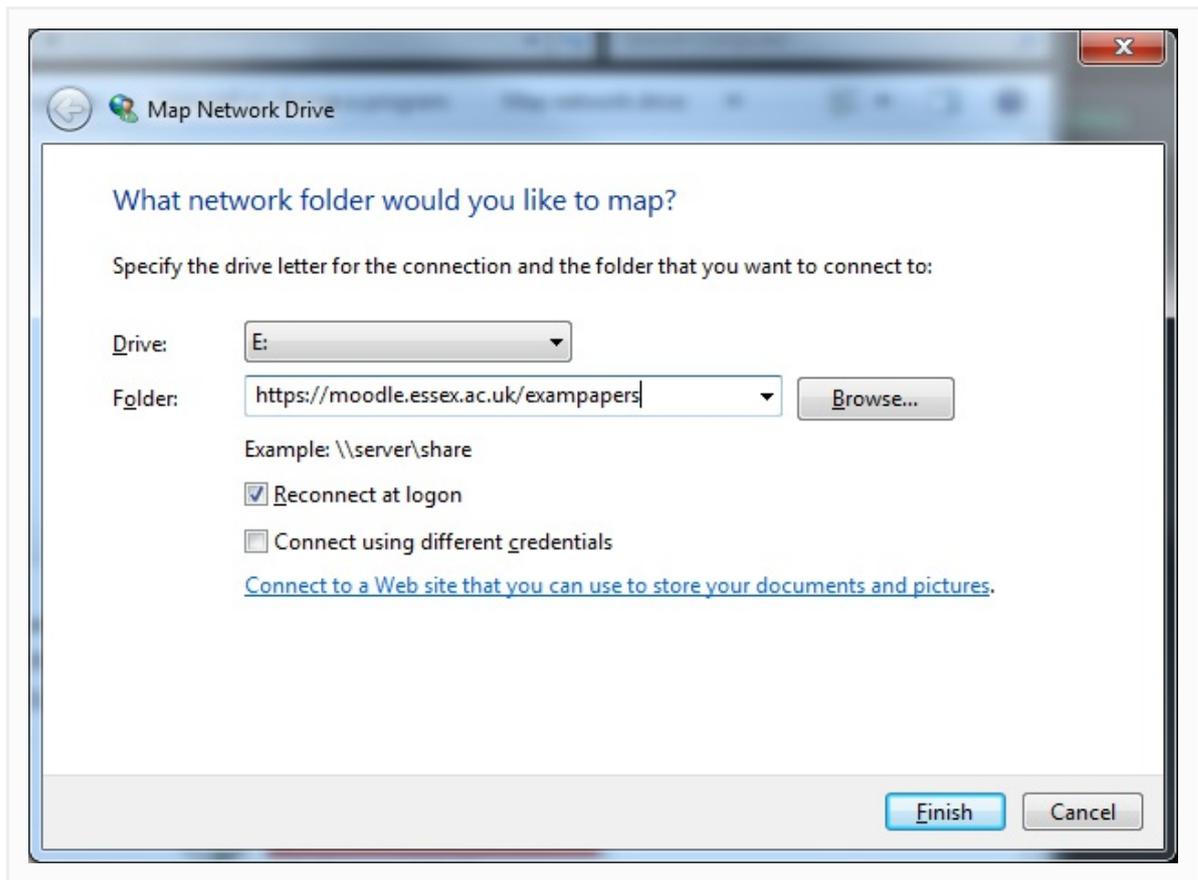
> The exampapers repository is for past exam papers **only**. Uploaded files that aren't past exam papers will be deleted without warning.

Windows 7, 10

1. Open Windows Explorer from the start menu and select *This PC* from the left-hand pane (*Computer* on Windows 7)

2. Click *Map Network Drive*

Map network drive button in Windows 10

Map Network drive button in Windows 7
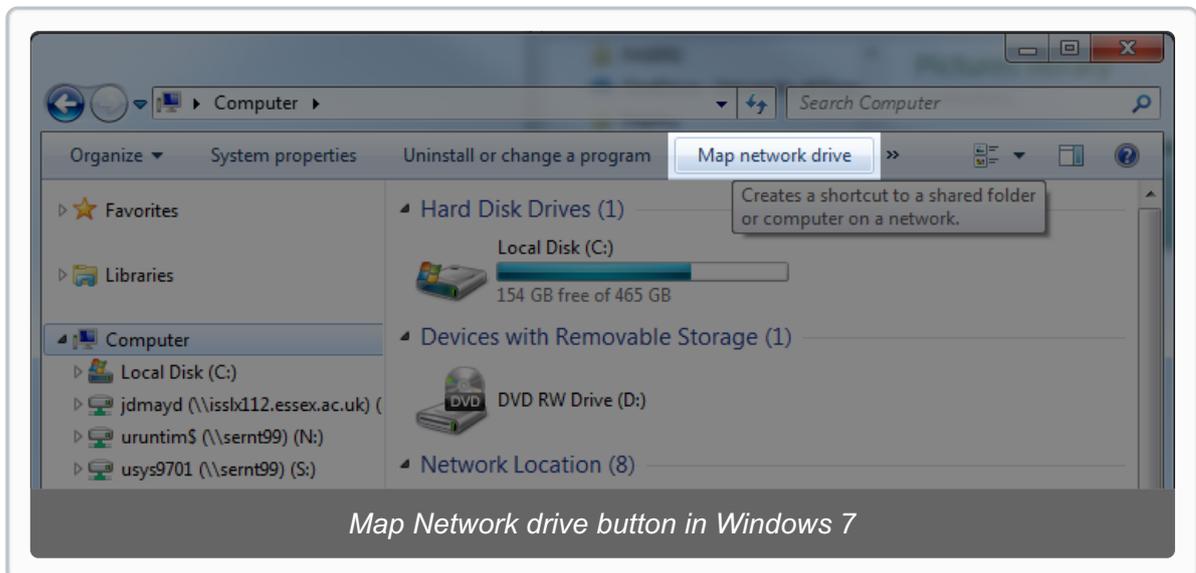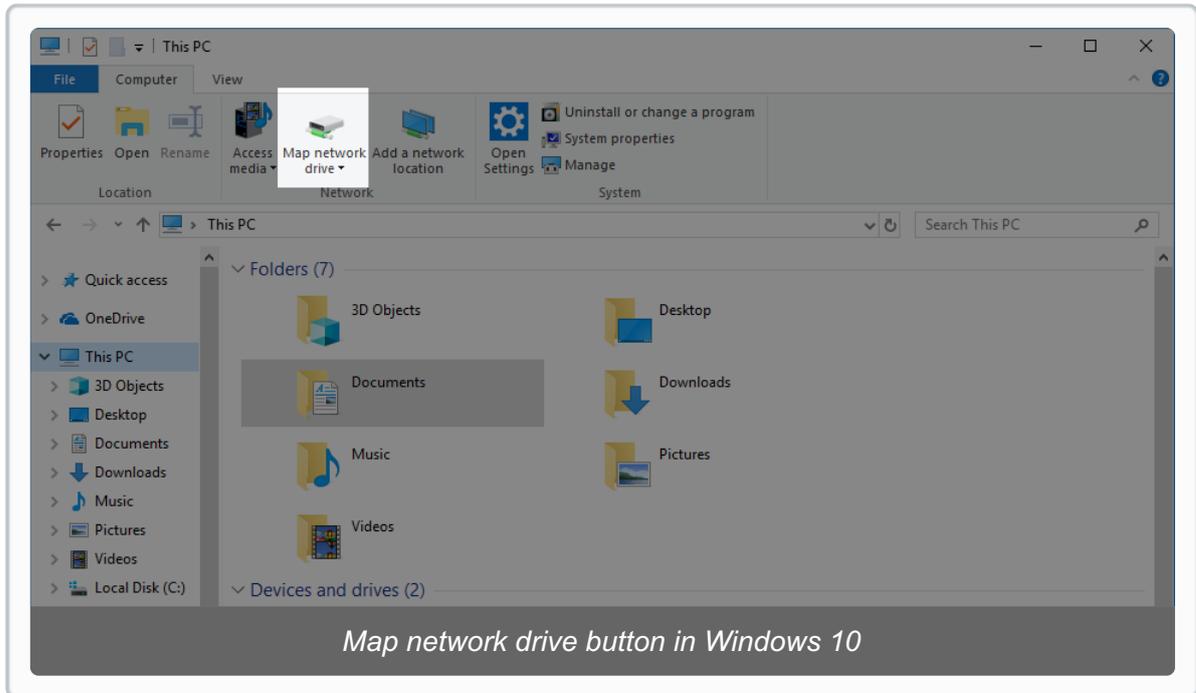
3. Choose an un-used drive letter, enter *https://moodle.essex.ac.uk/exampapers* as the *Folder* and click *Finish*
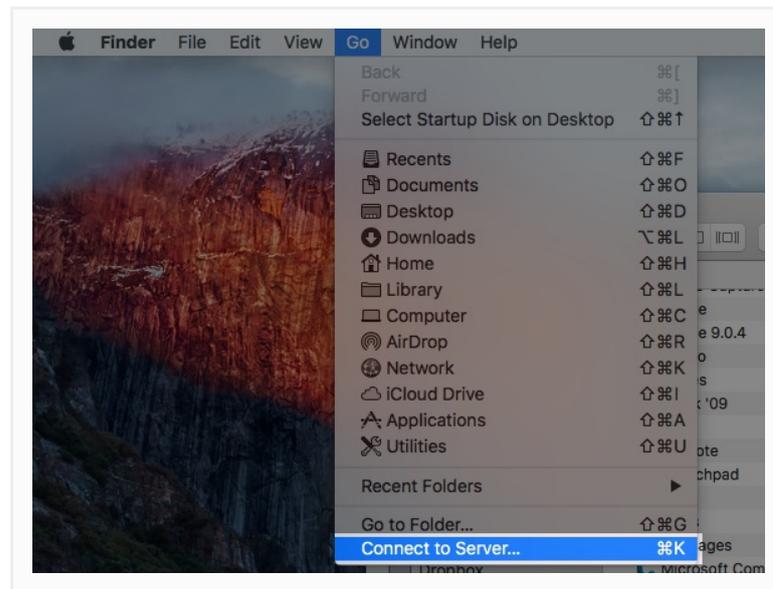
4. Enter your username and password when prompted

You don't need to include @essex.ac.uk or campus\ in your username

Mac OS X

1. Open Finder from the dock or desktop
2. Select *Go -> Connect to Server* (⌘ K)

3. In *Server Address* enter https://moodle.essex.ac.uk/exampapers and click *Connect*

4. Select *Connect As: Registered User* and enter your Essex username and password when prompted, and click *Connect*
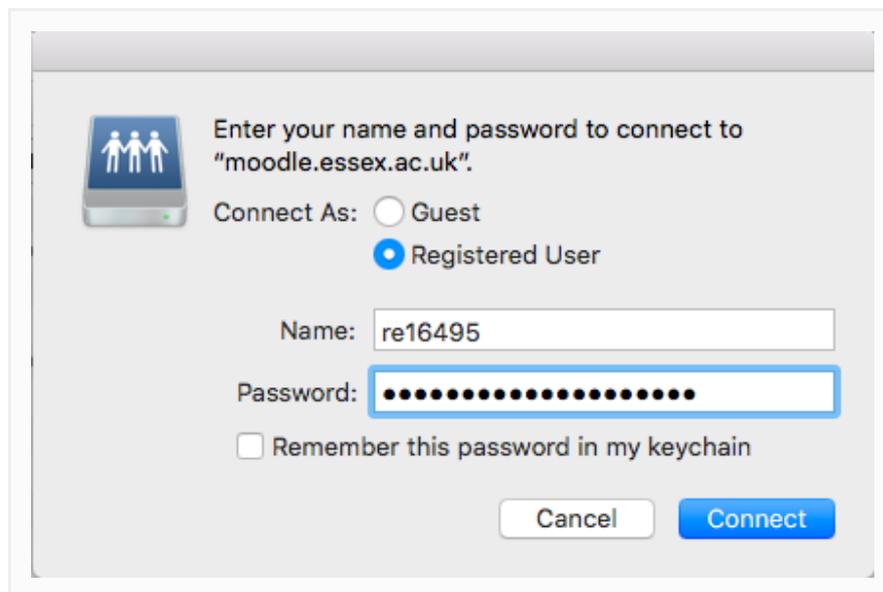
You don't need to include @essex.ac.uk or campus\ in your username

5. The exampapers repository can be found in the left hand pane of the Finder, under *Shared*
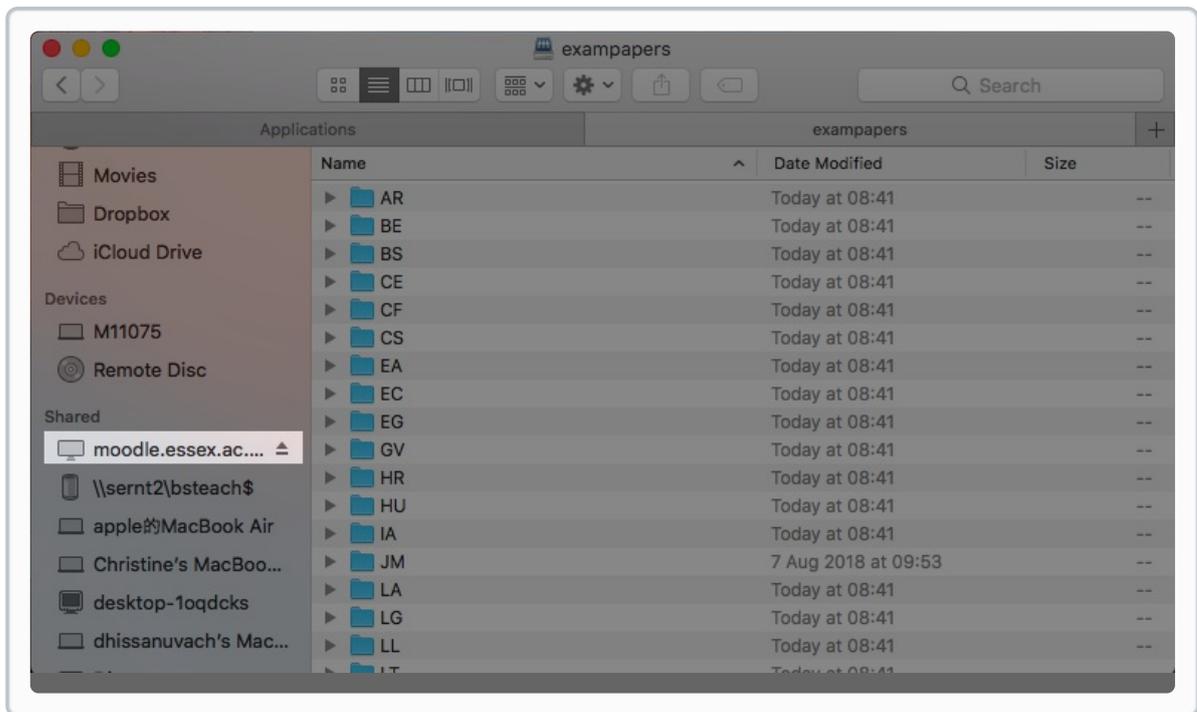
A shortcut will also be placed on your desktop