## **Uploading Written Essay Responses**

- 1. Multiple choice questions must be answered in Examplify.
- 2. Ensure to write legibly.
- 3. Write in black or blue ink.
- 4. Write on every other line.
- 5. Write your exam number at the top of every page.
- 6. Write on the front side of each page ONLY (writing on the back of the page may be seen from the other side).
- 7. When you have finished testing:
  - a. Scan or take pictures of written essay responses.
  - b. Save as PDF file.
  - c. Title the file with your exam number followed by the course name (*example:* 123456 Texas Pretrial Procedure A).
  - d. If you do not have a personal scanner, download **Adobe Scan Digital PDF Scanner** or a scanning application similar to it to your mobile device to convert your written essay responses into .pdf.



## Adobe Scan: PDF Scanner, OCR for PC

Convert paper to digital. Scan notes, documents, receipts,

Published by Adobe

130,981 Ratings 46,670 Comments

- e. Once downloaded, click <u>link</u> for instructions on how to use app.
- f. Click share icon it is send saved .pdf to registrar@stcl.edu
- 8. Written essay responses must be submitted to registrar@stcl.edu as a **.pdf** immediately after completing and submitting your exam in Examplify