NYP NANYANG
THE INNOVATIVE POLYTECHNIC

e-SUPERVISED ASSESSMENT (eSA)
A STEP-BY-STEP GUIDE FOR LEARNERS

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e-SUPERVISED ASSESSMENT (eSA) A STEP-BY-STEP GUIDE FOR LEARNERS

CHANGE LOG

Version	Changes	Effective Date	By
3.1	1. Revised para 4 in section "Important Reminders for Taking eSA" to disallow use of unauthorised applications during eSA. 2. Added para 2c in section "Before Commencement of eSA".	5 Feb 2024	RGO
3.0	3. Updated introduction. 4. Changed LMS used from Blackboard to Brightspace. 5. Changed app to use from Blackboard app to Brightspace Pulse app.	20 Oct 2021	ASFWG
2.2	1. To facilitate return to campus for On-Campus Proctored e-Assessment (OPeA) on a Bring-Your-Own-Device basis, only laptops will be allowed for eSA.	20 Oct 2021	ASFWG
2.1	1. Section 4.1, point 10d: Change from • "If no declaration is made before the Invigilator's announcement of the eSA Password, you will be deemed fit to sit for the assessment." to • "Once the password is released, you will be deemed to have attempted the assessment." 2. Section 4.2, point 7 and 8: Additional instructions to use Lockdown Chat application to check battery level, and to inform invigilator if charging of laptop is necessary. 3. Added Section 4.4: eSA on-campus for all learners. 4. Modified FAQs to include possible questions raised for eSA on-campus.	21 Aug 2020	ASFWG
2.0	1. Replacement of Padlet with Lockdown Chat application 2. Removal of Respondus Monitor 3. Allowing candidates to exit from Zoom after 1st sitting of eSA with 2 sittings 4. Amendment to instructions to suspend admitting candidates to eSA Zoom session 15 minutes before start of eSA to ensure the paper can start on time	27 July 2020	ASFWG
1.1	1. Amendment of instructions for Padlet	7 July 2020	ASFWG
1.0	1. Creation of document	1 July 2020	ASFWG

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1.   INTRODUCTION

It is important that NYP continues to support all learners to progress with their learning through using assessment approaches that are responsive to a full/partial home-based learning mode. In view of the fluid and dynamic environment that we are currently facing, the plan is to prepare all learners for e-Supervised Assessment (eSA) that can be conducted via remote supervision using various infocomm technology. If the COVID-19 situation improves to the point that NYP can bring all/some of the learners back to campus, then the assessment could be conducted on-campus.

You will be informed by your lecturers or Personal Mentor (PEM) for eSA(s) that is/are to be administered for the semester. All personal information collected, recorded and stored at the end of an eSA is done in accordance with NYP Data Protection Policy.

This document provides you step-by-step guidance to ensure you are fully prepared for eSA and have a smooth experience during the conduct of any eSA. It is important that you read the eSA instructions and guidelines – learn it, test it and ask questions. Approach your lecturers/PEM to clarify your doubts prior to an eSA.

2.   WHAT IS eSA AND IMPORTANT REMINDERS

2.1   OVERVIEW OF eSA

All eSAs will be conducted via Brightspace LMS (NYP LMS) using Respondus Lockdown Browser (LDB), as well as using Zoom to provide live invigilation of assessment condition. Therefore, you would need to prepare two devices – a laptop with webcam and microphone installed with Respondus Lockdown Browser, and a phone or tablet with camera for Zoom.

Some eSA will require you to respond using keyboard while others will require you to respond using pen-and-paper. For assessment that requires pen-and-paper responses, a Pic-to-PDF App like CamScanner will need to be downloaded onto your phone. This will allow you to scan your pen-and-paper responses into a PDF file and submit the file to NYP LMS using your phone. In addition, you will be using a Lockdown Chat application to allow you to ask questions during eSA.

All these setups are required to ensure we can continue to meet academic integrity and requirements. It is therefore compulsory for you to attend Mock eSA sessions to get yourself familiar with the process of preparing for and participating in eSA.

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2.2   IMPORTANT REMINDERS FOR TAKING eSA

1. Candidates are to ensure that their environment are ready for eSA
    a. Lighting must be sufficient to discern candidate's face, surrounding, and Student ID/Access card.
    b. Desk and wall around the candidate's workspace must be clear and without unauthorised materials.
2. Prior to the scheduled eSA, candidates are to ensure they are familiar with the
    a. Steps to activate Respondus Lockdown Browser on the laptop.
    b. Use of Zoom App and NYP LMS in the phone.
    c. Use of Pic-to-PDF App (for pen-and-paper response) (refer to Annex for guide on CamScanner App).
3. Candidates are to ensure that their hardware and software are ready for eSA.
    a. Electronic devices are in working condition and fully charged before the scheduled eSA.
    b. Internet connection for all devices is stable throughout eSA.
    c. Previously scanned files in the phone should be cleared to ensure sufficient storage space.
4. During the eSA, candidates must be in proper attire. No caps are allowed. Electronic devices such as headsets/earpiece/smartwatches are also not allowed, and must not access to any unauthorised applications, websites and materials.
5. Candidates are to log in to the system at least **45** minutes before the scheduled eSA time to do the necessary identity verification and environment check. For eSA with two sittings, candidates are to log in to the system least **30** minutes before the start of the 2nd sitting.
6. Identification and environment check will be suspended **15 minutes before** the start of the eSA for leanres who log in late. This is to allow time for invigilators in the Breakout rooms to finish checking ID and environment for learners who had logged in on time.
7. Once candidates who had logged in on time had their id and environment checked, the ID and environment check for learners who logged in late (**15 minutes or less before the start of eSA**) would resume. The eSA will start on time and candidates who logged in late for the ID and environment check will **not be given any extra time**.
8. Candidates are given a grace period to rectify technical problems, if any, in order to be allowed to continue the eSA. No extra time will be given to complete the eSA for the grace period consumed:
    a. **15** minutes when the technical problems occur at the start of the eSA.
    b. **10** minutes when the technical problems occur during the eSA after the initial 15 minutes.
9. Candidates who log in to the system later than 15 minutes after the start of the eSA will not be allowed to take the eSA.
10. Candidates are to note that there is no break allowed during the sitting of an eSA session (maximum 1 hour 45 minutes including check-in time). Candidates must sit through the

entire duration of eSA sitting and cannot leave their location/desk until the end of the eSA sitting.

11. Candidates need to log out of the Zoom session and redo the ID and environment check should they need to leave their location/desk after the completion of identity verification and environment check and before the start of the eSA.

12. Candidates are to declare to the Invigilators if they are on Medical Leave or unwell after successful login to Zoom before the release of eSA password. If no declaration was made before the Invigilator's announcement of the eSA password, candidates will be deemed fit to sit for the assessment.

13. Candidates should face the webcam at all time. If there are evidence of acts that contravene academic integrity during the eSA, the school will convene an investigation on the recorded videos in the Zoom sessions. Disciplinary actions will follow once the case is confirmed.

14. If the assessment is conducted on-campus for all learners,
    a. Candidates should bring their laptop PC to campus as physical assessment papers will not be printed.
    b. Candidates are to note that for eSA with two consecutive sittings, there will be no break and the assessment will start from the timing of the 1st sitting.

2.3   MOCK ESA

1. You will need to attend at least one Mock eSA session to ensure that you are "eSA-Ready" before the actual eSA sitting. Your lecturer/PEM will inform you about the Mock eSA session(s).

2. Before the Mock eSA session, you would have
    a. read the "Important Reminders for Taking eSA" (see Section 2.2).
    b. followed the step-by-step guide on "Preparation for eSA" to get ready (see Section 3).

3. Follow the step-by-step guides "On the Day of eSA" to take the Mock eSA (see Section 4).

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3. PREPARATION FOR ESA

For eSA to take place, you will need to prepare the hardware, install the software on your laptop and your phone, as well as identify a proper workspace at home at least **1** week before the scheduled eSA (including Mock eSA).

3.1 HARDWARE AND SOFTWARE PREPARATION

1. You need to have the following hardware:
    a. Laptop with webcam, microphone, and battery.
    b. Phone with camera, battery and access to internet.
2. You need to do the installation of the following software on your:
    a. Laptop – Use the link below to install Respondus Lockdown Browser to access eSA in NYP LMS
       https://download.respondus.com/lockdown/download.php?id=758358826

    b. Phone – Zoom App for live invigilation of assessment activities

    c. Phone – BS Pulse App for Pen-and-Paper responses.

    d. Please uninstall any unauthorised applications from your laptop, for example language or grammar conversion applications.

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3.2   PREPARING WORKSPACE

You need to prepare a proper workspace for you to take eSA. If you do not meet the requirements for any items listed below, you need to inform your lecturers/PEM and he/she will advise you accordingly.

1. A quiet and well-lit workspace at home.
2. The phone must be placed in a stable position (see examples on the right).
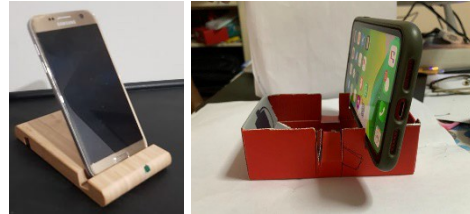
Examples of placing a phone in a stable position using a phone holder or DIY cardboard

3. A "cleared workspace" with no unauthorised materials within sight (e.g. notes, books, second monitor, etc.).
4. The phone must be placed in a location that can show your workspace clearly.

5. An "eSA-Ready" workspace from the Invigilator's view in Zoom that is activated via your phone.

6. For the webcam (built-in or external), you should position it to allow the Invigilator to have an "eSA-Ready" view from Zoom that is activated via your laptop.

4.   ON THE DAY OF THE ESA

4.1   BEFORE THE COMMENCEMENT OF THE SCHEDULED eSA

1. You are to ensure that your hardware and software are ready for eSA:
    a. Electronic devices are in working condition and fully charged.
    b. Internet connection for all devices is stable throughout eSA.
    c. Unauthorised applications on your laptop should be uninstalled, if you have not done so earlier.
    d. Previously scanned files in your phone should be cleared to ensure you do not exceed the limit of number of scanned pages.
2. You are to ensure that your workspace is ready for eSA (refer to Section 3 Preparation for eSA):
    a. Lighting must be enough to discern your face, surrounding, and Student ID/Access Card.
    b. Desk and wall around your workspace must be clear and without unauthorised materials.
    c. Your laptop for eSA must not be installed with unauthorised applications, e.g. language/grammar conversion apps.
    d. The phone must be placed in a stable position.
    e. All other electronic devices other than laptop and phone, must be turned off.
3. You must be in proper attire. No caps are allowed. Electronic devices such as headsets/earpiece/smartwatches are also not allowed.
4. You must get ready your Student ID/Access Card for identity verification and ensure that your Zoom display name is the same as your NRIC name.
5. You are to note that there is no break allowed during the sitting of an eSA session (maximum **1 hour 45 minutes** including check-in time). You must sit through the entire duration of eSA sitting and cannot leave your location/desk until the end of the eSA sitting. Go for your washroom-break before logging in to the system.
6. You are to log in to the systems at least **45** minutes before the scheduled eSA time to do the necessary identity verification and environment check. For eSA with two sittings, you are to log in to the system at least **30** minutes before the scheduled eSA time for the 2nd sitting.
7. If you are sitting for eSA paper that requires pen-and-paper responses:
    a. Prepare **at least 10** blank foolscap papers (A4).
    b. All answers are to be written on a single side of the paper for easy scanning at the end of eSA.
    c. Write your Admin Number on the top right-hand corner of every page.
8. You are to perform the following steps on your laptop:
    a. Log into NYP LMS.
    b. Click on your eSA Zoom link to obtain the Zoom Meeting ID and password.
    c. Click on the scheduled eSA module.

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d. Access the eSA test on Brightspace.

e. Launch the test in Respondus Lockdown Browser.

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Link to install LDB

Link to launch LDB

9. You are to perform the following steps on your phone:
   a. Launch the Zoom App and select Join Meeting.
   b. Key in the Zoom Meeting ID and password (refer to 8c).
   c. Join the Zoom Meeting and your Invigilator will allocate you to a Breakout Room.
   d. In the Breakout Room in Zoom:
      i. You are not allowed to turn on virtual background.
      ii. You are to face your phone and show your Student ID/Access Card to the Invigilator. The Invigilator will do the verification and confirm your attendance against your Student ID/Access Card.
      iii. You are to show the surroundings of your workspace to the Invigilator using your phone. These include the tabletop, the front, the back and the sides of your workspace. The invigilator will check to ensure that you only have access to authorised materials.

"eSA-Ready" Position

      iv. You are to place your phone in "eSA-Ready" position according to the request of the Invigilator (see picture).
      v. For pen-and-paper responses, you are to show both sides of the paper to the Invigilator.

10. You are to perform the following steps on your laptop:
    a. Click on the link for the eSA test.
    b. Read the "**Academic Integrity Declaration**" shown before launching the test in the Lockdown Browser:

    During this eSA, I shouldn't access other resources (another phone, tablet, notes, books) or communicate with other people. I will stay in my seat and focus on the computer screen of the paper until the eSA is completed. If an interruption occurs, I will inform the invigilator via the Lockdown Chat or by raising my hand in front of my phone. I will not exit the eSA and/or Lockdown Browser until I am told to do so.

    By clicking to start this test, I agree that I will observe the NYP instructions to candidates during the eSA. I declare that the work of this assessment is MY own and complies with all the regulations and guidelines for assessments as set by NYP.
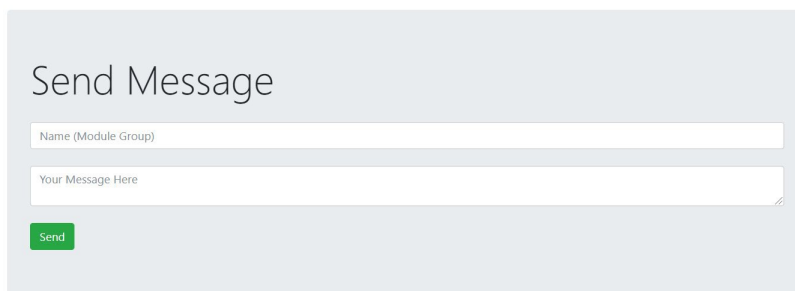
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    c. Launch the eSA using the Lockdown Browser. ***Note: launching the eSA in Lockdown Browser means that you acknowledge the Academic Integrity Declaration, and accepts any penalty that may be enforced if you choose to infringe the rules set forth.***

    d. You are to declare to the Invigilator if you are on Medical Leave or unwell before the release of eSA password. Once the password is released, you will be deemed to have attempted the assessment.

    e. Wait for the Invigilator to release the eSA password via Zoom on your phone.

    f. Key in the eSA password when you are prompted in the Lockdown Browser.

    g. Once you have entered the eSA password, you can start the eSA.

    h. Follow the steps to access the Lockdown Chat to communicate with the Invigilator.

       i. At the top of every question, you will see a link to open the Lockdown Chat Room for this eSA. Click on it to open the Lockdown Chat Room in a new tab.
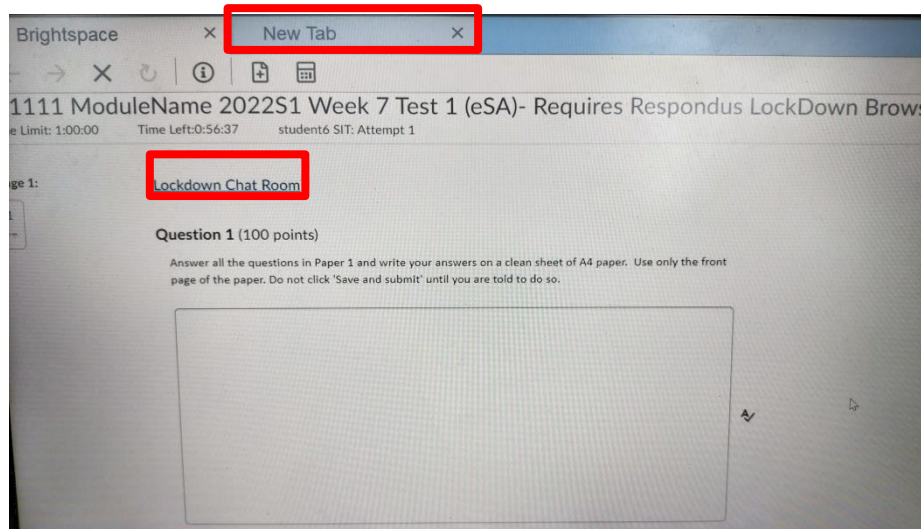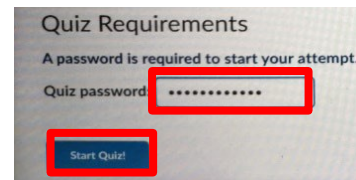
       ii. Note: You only need to open the Lockdown Chat in a single tab in the lockdown browser for the entire eSA sitting.

       iii. You can now post questions or read messages posted on the Lockdown Chat Room. You have to enter your name (module group) for each message that you post. Your message will be moderated and if the instructor deems that it is proper and necessary, he will respond to it.

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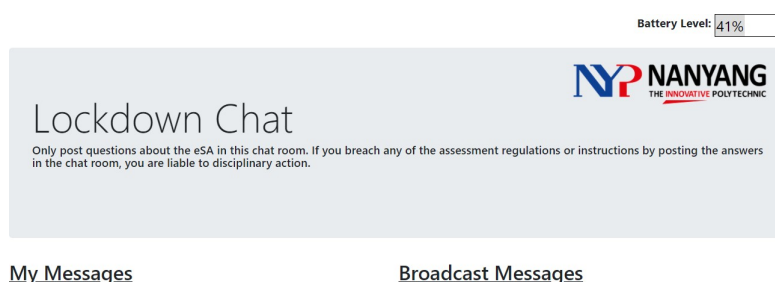
Send Message

Name (Module Group)

Your Message Here

Send

CAUTION: Only post questions about the eSA in the Lockdown Chat. If you breach any of the Assessment Regulations or instructions by posting the answers in the Lockdown Chat, you are liable to disciplinary action.

h.   You may now start answering the questions.

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4.2   DURING THE eSA

1. The Invigilator will monitor the progress of eSA using Zoom.
2. You cannot leave your workspace until the end of eSA and you must sit through the entire sitting (maximum **1 hour**).
3. If you have a question, communicate with the Invigilator using the Lockdown Chat. Type your name and indicate your Module Group (e.g. 01, 02, A4, B5, etc…) in the Lockdown Chat, as well as your question.
4. Your message will be moderated, and if the instructor deems that it is proper and necessary, he will respond to it, either privately or through a broadcast message for the whole chat room.
5. If it is too lengthy to type your question, type "**I have a question" in the message box** in the Lockdown Chat. The Invigilator will bring you to the Zoom Breakout Room on your phone to answer your queries verbally.
6. If there is a need, the invigilator will make an audio announcement in the main Zoom room.
7. Check your battery level using the battery level indicator on the top-right hand corner of the chatroom to ensure you have sufficient power for the remaining duration of the eSA.
8. If you need to charge your laptop, let the invigilator know either by using the Lockdown Chat for remote eSA, or by telling the invigilator face-to-face for on-campus eSA.

Battery Level: 40%

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Lockdown Chat

Only post questions about the eSA in this chat room. If you breach any of the assessment regulations or instructions by posting the answers in the chat room, you are liable to disciplinary action.

My Messages

Tim (02)
Hello
20 August 2020, 14:46:37

Tim (02)
Can I use pen for drawing diagrams?
20 August 2020, 14:46:54

Tim (02)
Is there something wrong with Q3?
20 August 2020, 14:47:55

Ms Lim
No, there is no problem with Q3
20 August 2020, 14:48:20

Broadcast Messages

Tim (02)
Can I use pen for drawing diagrams?
20 August 2020, 14:46:54

Mr Tan
Please use only pencil for drawing diagrams
20 August 2020, 14:47:32

Send Message

Name (Module Group)

Your Message Here

Send

4.3   AT THE END OF THE eSA

1. For eSA that only use keyboard (no pen-and-paper)
   a. Click the "Submit Quiz" button and the assessment will end on the laptop, log out of NYP LMS in LockDown Browser.
   b. For eSA with only 1 sitting or the 2nd sitting of eSA with 2 sittings
      i. You are not allowed to exit Zoom on your phone until you are told by the Invigilator.
      ii. You will exit Zoom when you hear the announcement from the Invigilator via Zoom – "You may leave now".

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    c. For the 1st sitting of eSA with 2 sittings

        i. You will be allowed to go for your break when you hear the announcement from the invigilator via Zoom – "You may leave now".

        ii. You may exit Zoom on your phone when you go for your break.

2. For eSA that only use pen-and-paper:

    a. Click the "Submit Quiz" button.

    b. If there are any input fields to fill up, type "Done on paper" in the input fields.

    c. End the assessment on the laptop and log out of NYP LMS in LockDown Browser.

    d. Remember to write your Admin Number and the total number of pages submitted at the top right-hand corner of every single-sided page.

    e. Remember to write the question number clearly on every single-sided page.

    f. Log in to NYP LMS using a normal (non-lockdown) browser on the laptop, click on your eSA Zoom link and log in to the Zoom session on the laptop.

    g. Do not take your phone to scan your solutions until you are told to do so when you hear the announcement from the invigilators via the Zoom session on your laptop.

    h. When instructed, log out of Zoom on your phone.

    i. In front of the webcam on the laptop, take your phone and launch the Brightspace Pulse on your phone.

    j. Locate the assignment link of your eSA paper. Use your phone to scan every page of your answers as the assignment submission file(s) (see Annex for reference).

    k. You are to scan every page including blank page(s) for the question(s) that you do not attempt.

    l. You are to ensure the readability of the scanned image files before submission.

    m. You must complete the upload within **10** minutes. You have a maximum of 2 attempts to upload the file, so take care to upload the correct file(s).

    n. Do not exit the Zoom Room on your laptop and wait for announcement from the Invigilator via Zoom to confirm receipt of all submissions.

    o. Once you hear the announcement from the invigilator via Zoom – "You may leave now", log out of Zoom and NYP LMS on the laptop.

    p. For eSA with 1 sitting or the 2nd sitting of eSA with 2 sittings, log out from Zoom App and NYP LMS on your phone.

    q. After the 1st sitting of eSA with 2 sittings, you can exit Zoom on your phone, but you must log into Zoom at least 30 minutes before the start of the 2nd sitting. Log out of NYP LMS on your phone and go for your break.

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4.4 ON-CAMPUS PROCTORED E-ASSESSMENTS FOR ALL LEARNERS

1. If the situation permits all candidates to undergo on-campus proctored e-assessments, these are the following differences from a remote eSA that you have to take note:

   a. No Zoom is required as the assessment will be proctored by invigilators physically. Hence, you will not be allowed to bring in your phone, or any other electronic devices like headphone/earpiece/smartwatch into the test venue.

   b. You will be using your own laptop to take the eSA.

   c. You should bring your own laptop's power cord with you to your seat at the assessment venue. Leave the power cord below your seat while you take the eSA.

   d. Disable the power saver mode on your laptop. This is because if your laptop goes into power saver mode in the Lockdown Browser, the Lockdown Browser will deem the switching of application has an attempt to cheat and will prevent you from continuing the test.

   e. Password to the eSA will be released via the Lockdown Chat application. After the password is released, you have to remember the password to key in to start the test. This is because all other tabs will be closed once you start a test in the Lockdown Browser.

   f. Once you have begun the test, open the Lockdown Chat by clicking on the link provided. Regularly check your device's battery level at the top right-hand corner of the Lockdown Chat window.

   g. If your device's battery level is low and you need to charge it at the charging point, raise your hand to inform the invigilator. Time will not be compensated by walking to the charging point.

   h. Switch off the Wi-Fi of your phone to decrease the load on the school network.

   i. If the on-campus eSA has two papers, they will be conducted one after another with no break provided. However, if you missed paper one, you are still allowed to enter the test venue to attempt paper two.

   j. You have **45** mins to come for each 1-hour paper before you are considered late. As such, no learner can leave the test venue until **45** minutes has passed after the start of a paper.

   k. For pen-and-paper submission, you will be provided with paper, but you must bring your own writing material. You will submit your responses to the invigilators at the test venue at the end of the eSA. There is hence no need for scanning the responses using your phone.

2. In addition to the points above, take note of any other instructions given by your own lecturer.

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ANNEX

A.1   FREQUENTLY ASKED QUESTIONS (FAQ)

CAN I USE MY IPAD TO TAKE ESA?

No. You will need to use a laptop with webcam and microphone, and Respondus LockDown Browser must be installed on the laptop.

However, you may use iPad instead of phone to launch the Zoom session. The NYP LMS App and Pic-to-PDF App (for pen-and-paper responses) must be installed and working on the iPad.

AM I ALLOWED TO SIT FOR ESA IF I AM LATE?

For remote eSA, you are allowed to sit for the eSA only if you log in no later than **15** minutes after the start of the eSA sitting. For on-campus eSA for all learners, you are allowed to sit for the eSA if you arrive at the test venue within **45** minutes of the start of each 1-hour paper.

However, in both circumstances, you will not be given additional time to complete the eSA.

WHAT IF I HAVE NETWORK ISSUES, COMPUTER HANGS OR ELECTRONIC DEVICES FAILURE DURING THE FIRST 15 MINUTES AFTER THE START OF A REMOTE ESA?

Inform your lecturers immediately via WhatsApp. You are allowed **15** minutes to rectify the issue, failing which you will not be allowed to continue the eSA. If you are able to rectify the issue, do note that the disruption time will not be compensated.

If you are unable to continue with the eSA, you will be informed by the invigilator to fill in an Incident Report. An alternative assessment will be arranged for you after the evaluation of the incident report.

WHAT IF I HAVE NETWORK ISSUES, COMPUTER HANGS OR ELECTRONIC DEVICES FAILURE DURING THE ESA SITTING AFTER THE INITIAL 15 MINUTES FROM THE START OF A REMOTE ESA?

For remote eSA, inform the Invigilator immediately via WhatsApp. You are allowed **10 minutes** to rectify the issue, failing which you will not be allowed to continue the eSA. If you are able to rectify the issue, do note that the disruption time will not be compensated.

If you are unable to continue with the eSA, you will be informed by the invigilator to fill in an Incident Report. An alternative assessment will be arranged for you after the evaluation of the incident report.

WHAT IF I REALLY NEED TO GO TO THE TOILET DURING THE A REMOTE ESA?

You will need to submit your responses and end the eSA sitting. You will not be allowed to continue the eSA sitting after the washroom-break.

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WHAT IF I HAVE NETWORK ISSUES, COMPUTER HANGS OR ELECTRONIC DEVICES FAILURE DURING THE ESA SITTING FOR ON-CAMPUS ESA FOR ALL LEARNERS?

Inform the invigilator immediately by raising your hand. The invigilator will attempt to assist you to resume the test.

If you are unable to continue with the eSA, you will be informed by the invigilator to fill in an Incident Report. An alternative assessment will be arranged for you after the evaluation of the incident report.

AM I ALLOWED TO WEAR A CAP, HEADPHONE/EARPIECE/SMARTWATCH DURING ESA?

No, your face must be clearly shown at all times during eSA sitting. You are also not allowed to wear any headphone/earpiece/smartwatch during the eSA sitting.

AM I ALLOWED TO TURN ON MY MICROPHONE DURING THE ZOOM SESSION?

You are to unmute your microphone when you join the Zoom session. The invigilators will give further instructions to mute/unmute if necessary, during the course of the eSA. Do not change the microphone setting without instructions from the invigilators.

CAN I TURN ON MY MICROPHONE TO ASK QUESTION DURING ESA?

No. You should first key in your questions in the Lockdown Chat and the invigilator will reply you. Type "I have a question" in the Lockdown Chat if it is too lengthy to type your question. Your invigilator will bring you to the Breakout room to answer your queries.

WHAT IF MY WEBCAM/MICROPHONE OR PHONE DOESN'T WORK?

A Mock eSA session will be conducted before the actual eSA sitting for you to test your webcam/microphone or phone. Please inform your lecturers if your device is not working before the actual eSA sitting.
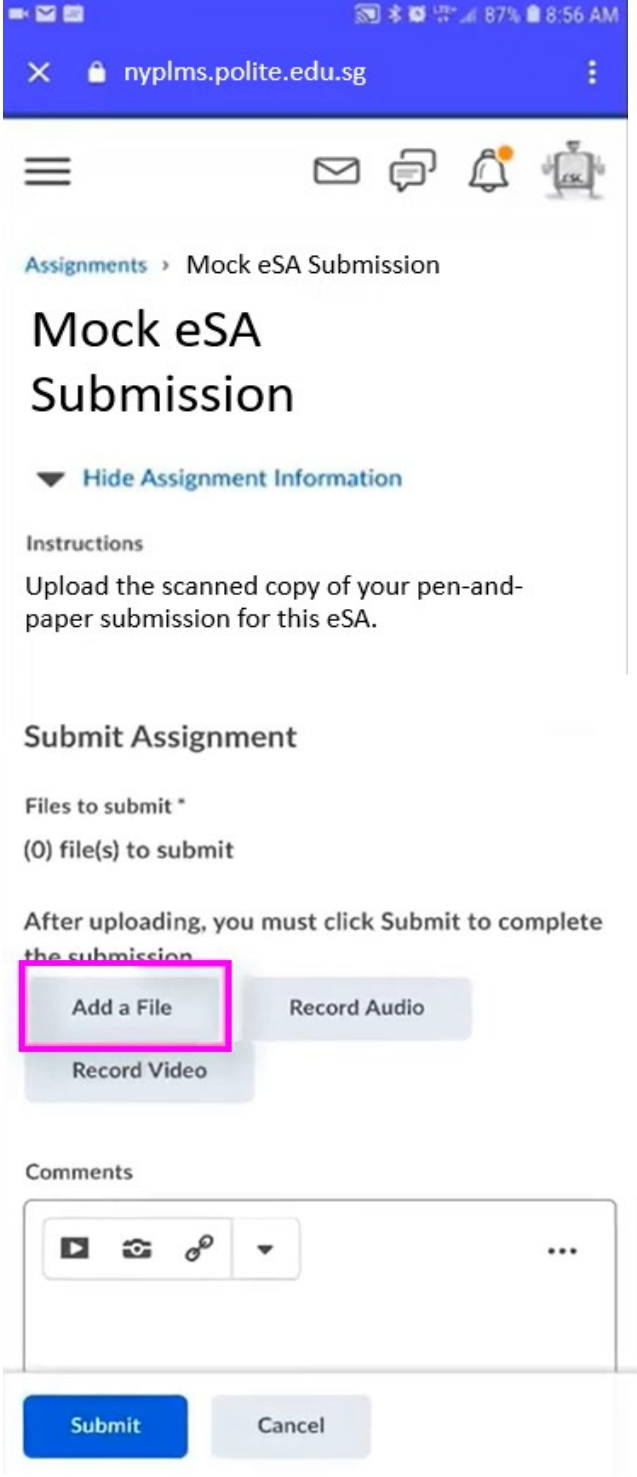
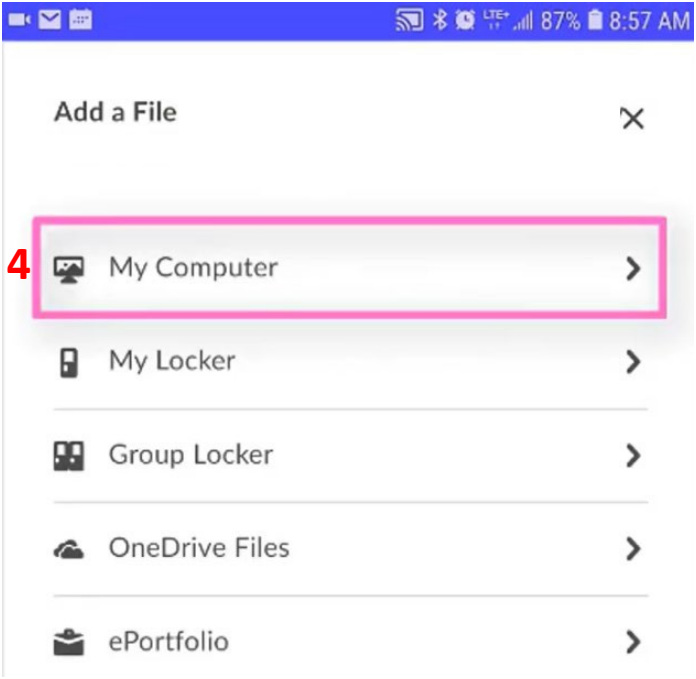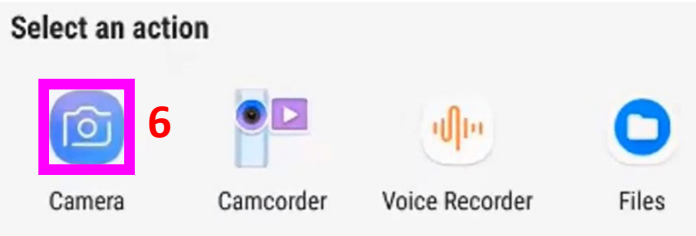### CAN I USE A LAPTOP ON THE DAY OF ESA THAT IS DIFFERENT FROM THE ONE I USE FOR MOCK ESA?

If there is a need to change, you are advised to inform your lecturers and go through another Mock eSA before the actual eSA.
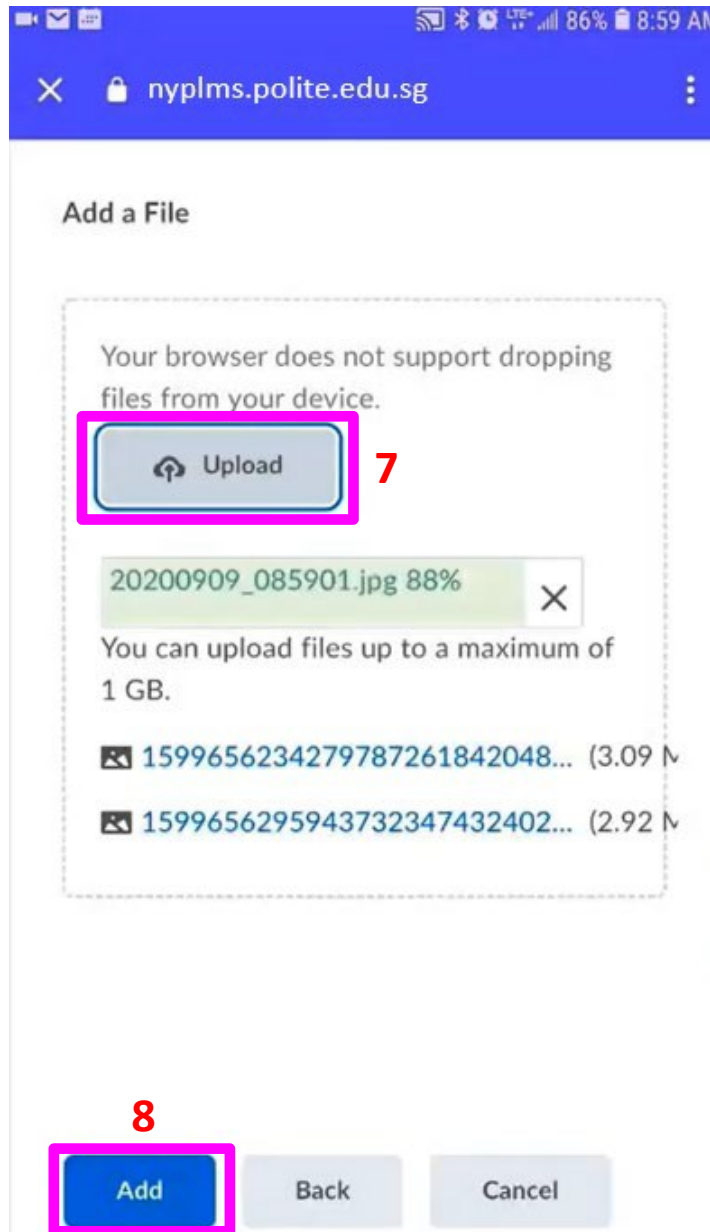
CAN I TAKE PAPER 2 IF I MISSED PAPER 1?

Yes, you can proceed to take Paper 2 as the two papers are treated as different sittings.

e-SUPERVISED ASSESSMENT (eSA) A STEP-BY-STEP GUIDE FOR LEARNERS

A.1 UPLOADING PDF FILE TO NYP LMS USING THE PHONE

1. Launch the Brightspace Pulse App in your phone.	**1**
2. Locate the module and the respective assignment link for submission. 3. Click on the "Add a File" button.	

e-SUPERVISED ASSESSMENT (eSA) A STEP-BY-STEP GUIDE FOR LEARNERS

4. Select "My Computer".	**Add a File** ✕ **4** 🖼 My Computer › 📱 My Locker › 🗄 Group Locker › ☁ OneDrive Files › 💼 ePortfolio ›
5. Click on the "Upload" button.	**Add a File** Your browser does not support dropping files from your device. ☁ Upload **5** You can upload files up to a maximum of 1 GB.
6. Select to upload using the phone camera.	**Select an action** 📷 **6** Camera Camcorder Voice Recorder Files

e-SUPERVISED ASSESSMENT (eSA) A STEP-BY-STEP GUIDE FOR LEARNERS

7. Upload as many files as your actual working necessitate.	
8. Click on the "Add" button after you have finished uploading all the pictures of your working.	

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9. Check that the number of files uploaded correspond to the number of pages you wish to upload.	**Submit Assignment** Files to submit * (3) file(s) to submit **9** After uploading, you must click Submit to complete the submission. **10**
10. If you have additional file to upload, click on the "Add File" button again to upload more files.	Add a File Record Audio Record Video 📄 15996562342797872618420480330650.jpg (3.09 M Source: My Computer 📄 15996562959437323474324029207021.jpg (2.92 M Source: My Computer 📄 20200909_085901.jpg (2.97 MB) Source: My Computer **Comments** ▷ 📷 🔗 ▾ Paragraph ⌄
11. Finally, click on the "Submit" button to commit your files.	A⁄ 👁 </> 🔍 🔳 **11** Submit Cancel

e-SUPERVISED ASSESSMENT (eSA) A STEP-BY-STEP GUIDE FOR LEARNERS

12. Click on "Done" to finalize the submission.	Submitted By Student Name Total File Size 8.98 MB Email Status Confirmation Email Sent Successfully Instructions Upload the scanned copy of your pen-and-paper submission for this eSA. **12** Done View History Upload More Files