

Going Paperless with
Electronic Exam Scripts
using **ADOBE ACROBAT DC**

by **Aidi Ahmi**

Issues?



1 Unstandardised scripts

2 Troublesome marking

3 Prefer hard-copy

4 Printing cost

5 Calculating issues

6 Team marking

7 Need to type one-by-one to Excel

8 Underutilised technologies

How?

Script can be filled...

Name

IC No.

--	--	--	--	--	--	--	--	--	--	--	--	--

Gender

Male

Female

Group

Lecturer

Marks can be given...

Question 1: What is SQL?

Answer	Marks

Question 2: Define Normalization.

Answer	Marks

and automatically calculated...

Question 3: Identify and explain **THREE (3)** types of relationships of database.

Answer		Marks
1		
2		
3		

No.	Marks
1	
2	
3	
TOTAL	

Digital signature...

A digital signature is a specific type of e-signature that complies with the strictest legal regulations – and provides the highest level of assurance of a signer's identity.

Signature

<https://www.adobe.com/lt/sign/digital-signatures.html>

Learning outcomes...



- 1 able to create a digital fillable scripts
- 2 distribute and collect script
- 3 marks the scripts
- 4 transfer the marks and answer to Excel

Contents...

- 1 Get Adobe Acrobat DC
- 2 Prepare the script
- 3 Convert the scripts
- 4 Setting the form
- 5 Distribute and collect
- 6 Compile the script
- 7 Marking the script
- 8 Export the marks & answers



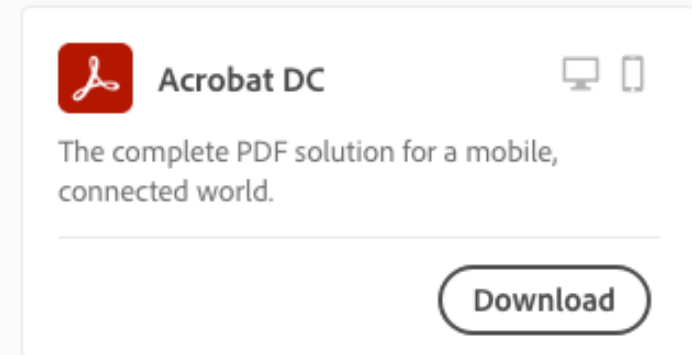


1. Getting Adobe Acrobat DC



Adobe Acrobat DC

- 1 Go to <https://www.adobe.com>
- 2 Sign in using your UUM's email
- 3 View Account → Download
- 4 Find Acrobat DC, download & install.






2. Prepare your scripts (or forms) in MS Word




Answer Scripts



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TAKE – HOME EXAMINATION
UNIVERSITI UTARA MALAYSIA



Pusat Pengajian Perakaunan
Tunku Puteri Intan Safinaz
TUNKU PUTERI INTAN SAFINAZ SCHOOL OF ACCOUNTANCY
Universiti Utara Malaysia

Semester Sesi
Course Name
Lecture group
Student Name
Task description

MATRIC NO. : _____

I/C NO. / PASSPORT NO. : _____

COURSE CODE/NAME : _____

LECTURE GROUP : _____

LECTURER'S NAME : _____

EXAMINATION DATE : _____

EXAMINATION TIME : _____


QUESTION NO.	MARKS

ANSWER SHEET

INSTRUCTIONS TO THE CANDIDATE

- Answers must be typed or hand written or provided.
- Please use the new page to answer the next question.

Organization	Poor (0 – 3)	Presentation
Organization	Presenter does not follow logical sequence and no elaboration.	sequence
Idea delivery	Able to deliver some ideas and require further improvements.	clearly
Multimedia Support and Visual Aids	Student uses inappropriate multimedia support and visual aids.	improvement
Non- Verbal Skills	Student makes no eye contact with inappropriate gestures, posture and appearance.	Student
Verbal Skills	Student does not interact with the audience, incorrectly pronounces terms, makes major grammatical errors and voice cannot be heard.	



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Reference No.:

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A) PERSONAL INFORMATION

Name (as in Identity Card/Passport):	
Matric No.:	Identity Card/ Passport No.:
Date of Birth :	Place of Birth:
Gender :	<input type="checkbox"/> Male <input type="checkbox"/> Female
Religion :	Race: Nationality :
Marital Status (single/married/widow) :	
Address :	
Postal Code :	Tel :



3. Save the script as PDF and prepare form





4. Setting the form



5. Distribute the script and collect





6. Compile the script



7. Marking the script





8. Export the answers and marks into MS Excel





Thank You!