Uploading an Examination Lodgement Form

The Examinations Office requires that an Exam Paper Lodgement Form (in PDF format) and the Exam Paper (in PDF *and* Word format) are submitted for all timetabled examinations. For each examination, the Examination Offices creates two **document records** in HPRM with titles in the format as per the examples below:

School of Chemical Engineering - Semester 1 - 2016 - 102750 - Transport Processes in the Environment - PG - CHEM ENG 7027 - **Lodgement Form** *- Session 10*
School of Chemical Engineering - Semester 1 - 2016 - 102750 - Transport Processes in the Environment - PG - CHEM ENG 7027 - **Exam Paper** *- Session 10*

These document records are located in a **file record** in HPRM with titles in the format as per the example below:

STUDENT ADMINISTRATION – Examination management – *School of Chemical Engineering – Chemical Engineering – Semester 1 – 2016*

To upload the lodgement form:

1. Locate a Subject Area file record for your school in your **Favorites – Records** shortcut, or by searching for the Subject Area in the title, e.g.:

   Record Number: 2016/4

   Title: STUDENT ADMINISTRATION – Examination management – School of Chemical Engineering – Chemical Engineering – Semester 1 – 2016

2. Expand the file to see the document records contained inside, and locate and select the required Lodgement Form document record.
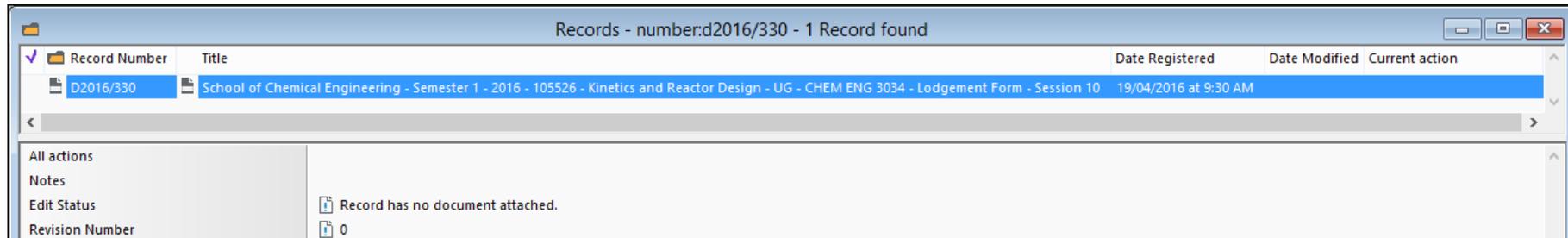
3. In Windows Explorer, navigate to the appropriate Lodgement Form PDF document you have saved on your network/computer.

4. Select the PDF document, and drag and drop it from Windows Explorer onto the document record in HPRM. When you drop the document, the **Check In an Electronic Document** dialogue box is displayed:
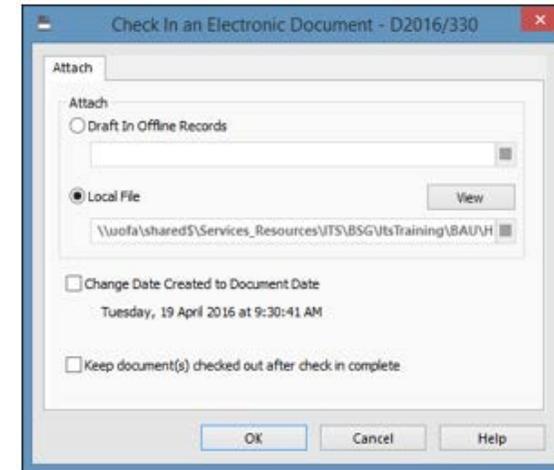
5. Select **Local File** and click **OK**. The Lodgement Form is uploaded to the document record.

   Note: The document type is *PDF*, **Edit Status** is *Checked In*, and, **Revision Number** is *1*.
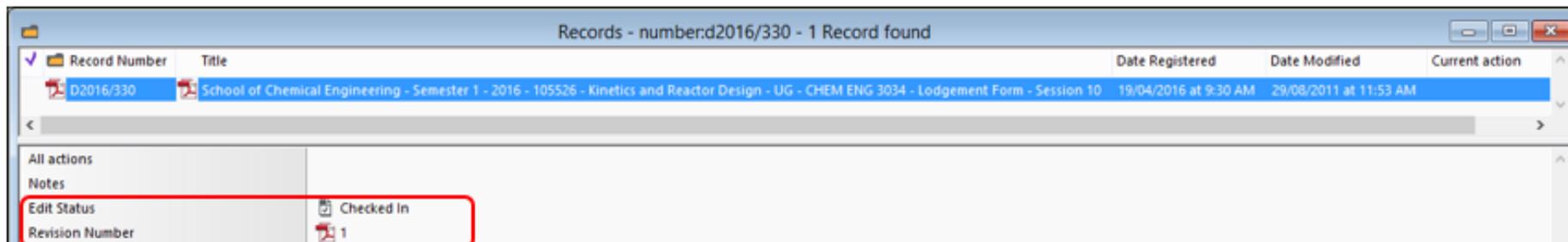
Contact Us

For further support or questions, please contact Records Services on 831**3 5334** or records.services@adelaide.edu.au