

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:

 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 - Support of Chamical Engineering - Chamical Engineer

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.

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🗸 📹 Record Number	Title		Date Registered	Date Modified	Current action		^
D2016/330	💾 School of Chem	ical Engineering - Semester 1 - 2016 - 105526 - Kinetics and Reactor Design - UG - CHEM ENG 3034 - Lodgement Form - Session 10	19/04/2016 at 9:30 AM				
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All actions							~
Notes							
Edit Status		E Record has no document attached.					
Revision Number		i o					



- 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:

Attach			
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Local File		View	1
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Tuesday.	19 April 2016 at 9:30:41 AM		
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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.

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	Revision Number 📁	§1					

Contact Us

For further support or questions, please contact Records Services on 8313 5334 or records.services@adelaide.edu.au