



UPDATED ON MAY 14, 2020

**SIMPLE GUIDELINES FOR UPLOADING  
FILES ON LONG ANSWER QUESTIONS**  
[ONLINE EXAMINATIONS]

**CHANG MEI MEI**  
EXAM OFFICER, REGAL CITY COLLEGE  
LOT2765, BLOCK 10, JALAN TUN AHMAD ZAIDI ADRUCE, 93150 KUCHING, SARAWAK.

## SIMPLE GUIDELINES FOR UPLOADING FILES ON LONG ANSWER QUESTIONS

1. You have to **alert** with this kind of title as you may require to submit your own calculations or workings by uploading photo(s) or document(s).

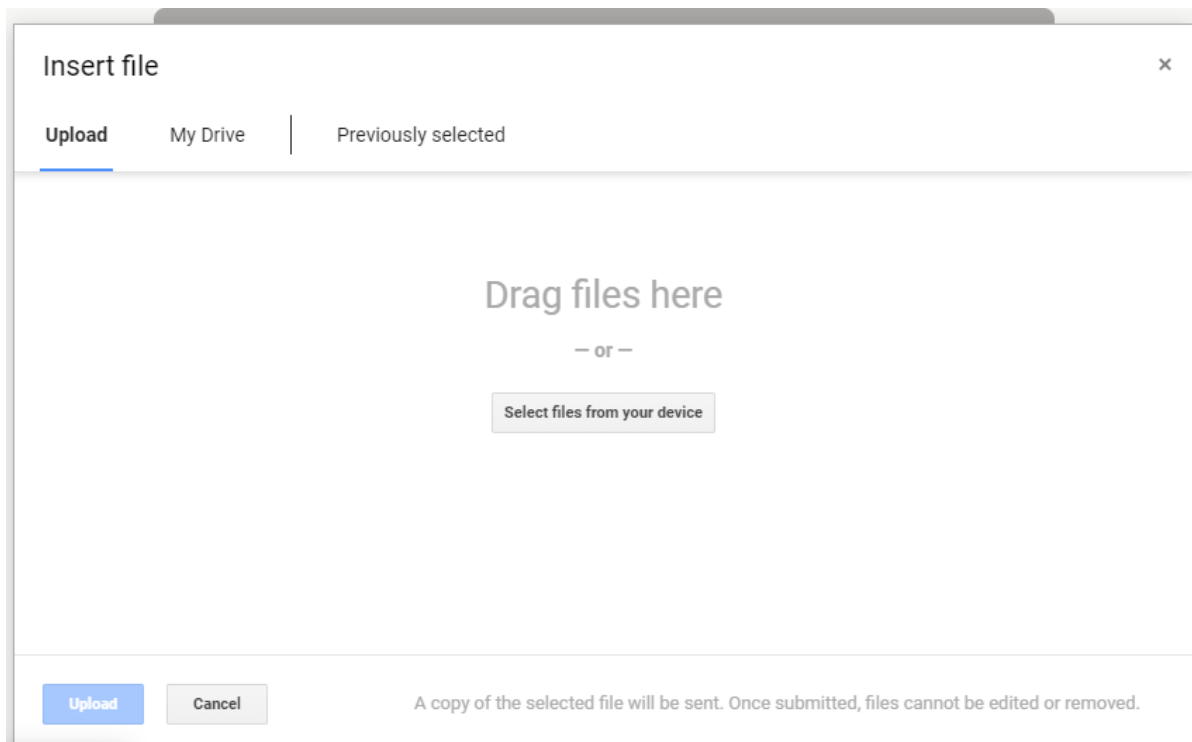
### Part C: SHORT STRUCTURED QUESTIONS (35 MARKS)

*\*sample only*

2. You will then see this button under the question. **Don't panic.**

A rectangular button with rounded corners, a light blue border, and a white background. It contains a blue icon of an upward-pointing arrow inside a square, followed by the text "Add File" in a blue, sans-serif font.

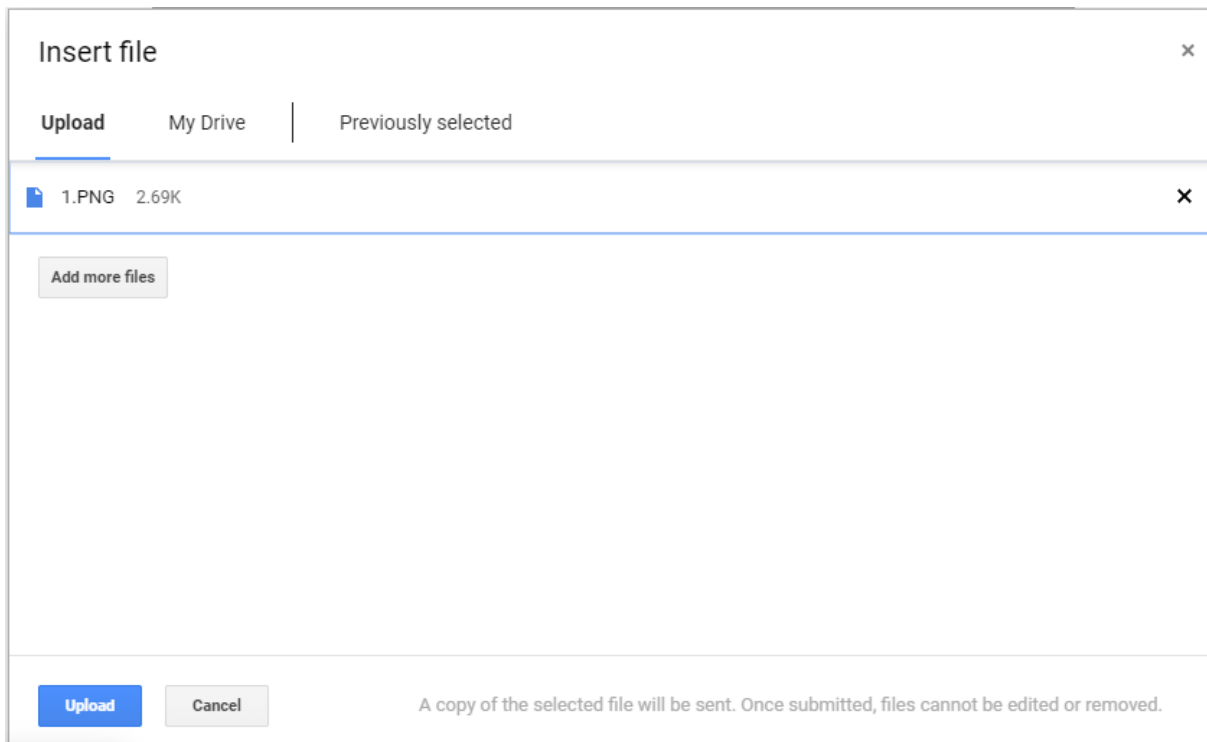
3. Click [Add File](#), an interface will pop up and display a similar interface. It may vary from laptop to computer, but they are more or less the same.



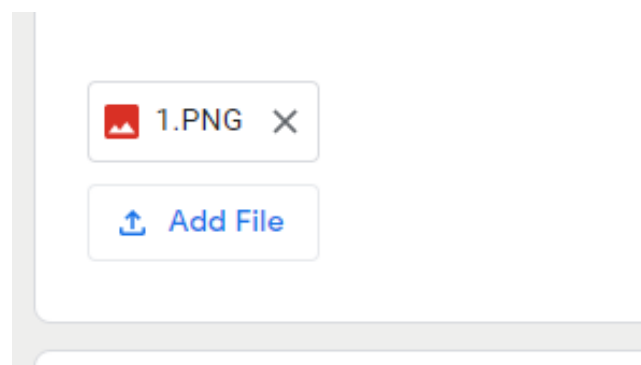
4. Either insert files or upload files, the same should be true for the next interface. At this point, you may want to know where the picture came from. Yes, you **need a phone** to assist you in this stage! Take a photo of your workings or calculations and send it to your own WhatsApp, then open WhatsApp on your laptop to download the image.

*You may use other applications, but I recommend WhatsApp Web, which is one of the features of WhatsApp. You can search on Google: "How to use WhatsApp Web".*

*However, if you think WhatsApp Web is too complicated, Bluetooth or SHAREit is a good choice.*



5. After the upload is complete, the uploaded file is displayed above the "Add File" button. If you want to **resubmit** a new one, you can **click the cross** to delete the file.



**I wish you a smooth exam! Good luck!**