

# ITS Service of the Month

## EXAM SUBMISSION SYSTEM

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The Exam Submission System was developed to address the security concerns from using e-mail as a means of sending exams to Central Services for printing. The ESS uses a standard web browser to provide a secure upload facility which meets the requirements of both King's and Western for electronic dissemination of exams.

3,749 Exams Submitted To Date!



That's 1249.667 per year since the system was launched in April of 2015.

### ACCESS

The Exam Submission System can be accessed on the faculty information page located at:  
<https://kings.uwo.ca/extranet/faculty-information>.

### FEATURES

#### Exam Types

The ESS can accommodate two different exam upload formats, "Standard Exams" and "Friday Make-up Exams".

#### Secure Access

The exam retrieval interface is only accessible by authorized individuals to retrieve and print submitted exams. For even greater security, a second factor of authentication is required when downloading exams for printing.

#### Auditing

Event logging tracks exam uploads and downloads should auditing be required. Log files are only accessible off-line.

King's University College  
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