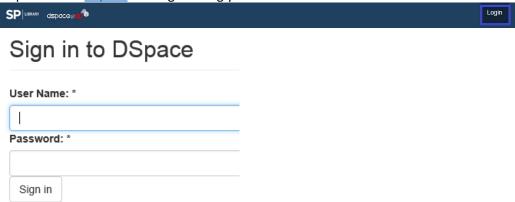
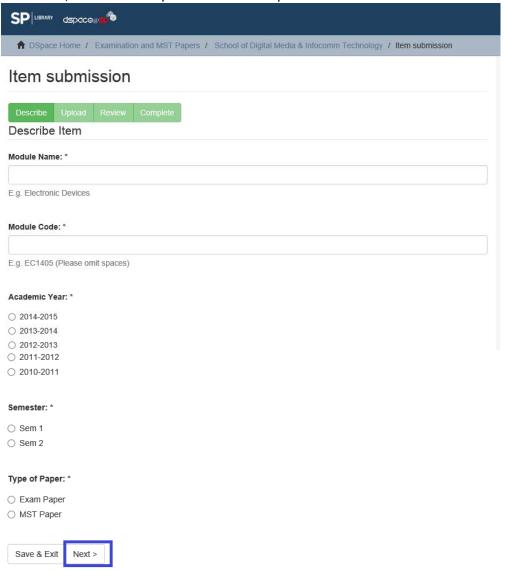
Step 1: Access <u>Dspace</u> and log in using your SPICE ID.

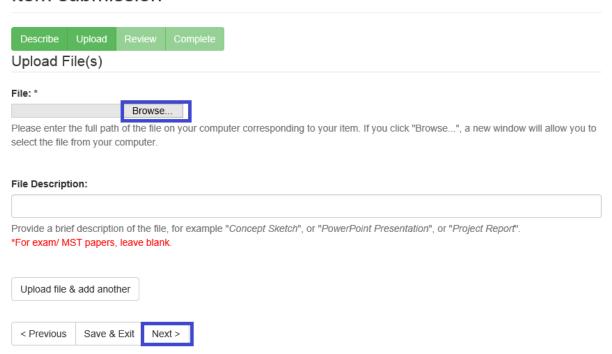


Step 2: Enter Module Name, Code. Select relevant Academic Year, Semester, and Type of Paper. Once done, click "Next" to proceed to next step or click "Save & Exit" to resume later.



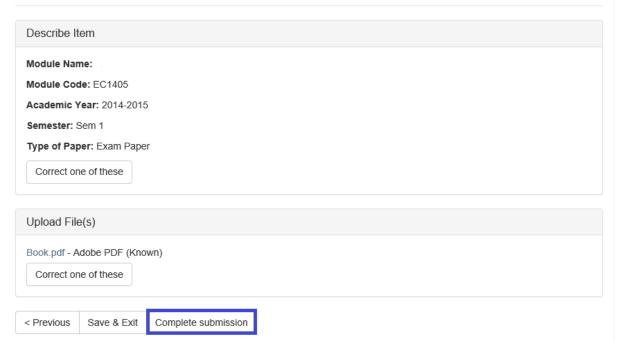
Step 3: Upload the Exam / MST paper and leave file Description blank for Exam/ MST paper. (Please upload the document in PDF format.) Once done, click "Next" to proceed to next step or click "Save & Exit" to resume later.

Item submission

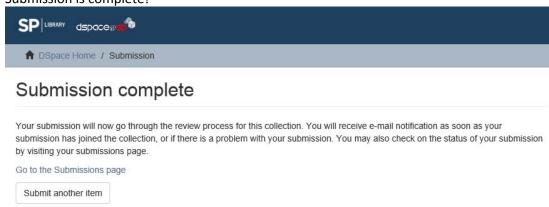


Step 4: Review your submission. Once done, click "complete submission" or click "Save & Exit" to resume later.*

*Note: the submission will be sent to the administrator for approval to be uploaded into DSpace. Review Submission



Submission is complete!



To review your submissions, Click on "Submissions" under My Account.

