

Regler ved stedprøver – WOAI/WOA

1. Følg altid eksamensvagtens anvisninger.
2. Al kontakt til eksamensvagterne skal ske ved håndsoprækning.
3. Alle former for kommunikation eller forsøg på kommunikation med andre eksaminander i eksamenslokalet eller med personer uden for eksamenslokalet er forbudt. Det betyder også, at alle kommunikationstjenester og fildelingstjenester (e-mail, Messenger, Skype, Dropbox, etc.) SKAL være lukket under hele opholdet i eksamenslokalet.
4. Der skal være stille i eksamenslokalet og mobiltelefoner, musikafspillere, iPads, tablets, smart watches og lignende digitalt udstyr skal opbevares slukket i din lukkede taske.
5. Det er ikke tilladt at låne noget fra andre eksaminander under eksamen.
6. Det er ikke tilladt at forlade eksamenslokalet for at ryge.
7. Ingen må forlade eksamen den første time og de sidste 15 minutter af eksamen.
8. Der er tre trin i afleveringsprocessen i WISEflow. Husk at komme igennem alle tre trin og bed om en digital afleveringskvittering til slut.
9. Din eksamensbesvarelse skal være afleveret, inden eksamenstiden er overskredet. Eksamensflowet lukker præcis ved eksamenstidens udløb. Det er derfor vigtigt, at du i god tid, ca. 10 minutter inden eksamenstidens udløb, får genereret en pdf-fil og påbegynder afleveringen.
10. Ønsker du at aflevere tidligere end 15 minutter før eksamensafslutning, skal du kontakte tilsynet, der vil registrere dit afleveringstidspunkt.
11. Hvis det er tilladt at aflevere noget på papir, skal du også være klar til at aflevere dette, når eksamen er slut. Du skal huske at skrive flow-løbenummer **eller** studienummer på alle sider, du afleverer. Tjek eksamensomslaget for, hvilket af numrene du skal bruge ved denne eksamen.
12. Ønsker du at aflevere blankt, skal du trykke på "Aflever blank"-knappen og **ikke** uploade noget.

Overtrædelse af ovenstående vil medføre øjeblikkelig bortvisning fra eksamen og vil blive rapporteret til den ansvarlige enhed for beslutning om yderligere sanktioner.

Regler ved stedprøver – WOMC/WO

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4. Der skal være stille i eksamenslokalet og mobiltelefoner, musikafspillere, iPads, tablets, smart watches og lignende digitalt udstyr skal opbevares slukket i din lukkede taske.
5. Det er ikke tilladt at låne noget fra andre eksaminander under eksamen.
6. Det er ikke tilladt at forlade eksamenslokalet for at ryge.
7. Ingen må forlade eksamen den første time og de sidste 15 minutter af eksamen.
8. Aflevering af eksamensbesvarelsen skal ske senest ved eksamenstidens udløb. Når eksamenstiden udløber, kan du ikke skrive mere, men skal gå til aflevering af din besvarelse.
9. Hvis du ønsker at aflevere din besvarelse inden eksamenstidens udløb, skal du kontakte tilsynet, der skal indtaste en kode på din computer. Aflevering er, af hensyn til de andre studerende, derfor ikke tilladt de sidste 15 minutter af eksamen. Her skal du i stedet vente til eksamensafslutningen, hvor eksamensvagterne vil offentliggøre koden, du skal anvende ved aflevering.
10. Ønsker du at aflevere blankt, skal du trykke på "Aflever blank"-knappen og **ikke** uploade noget.

Overtrædelse af ovenstående vil medføre øjeblikkelig bortvisning fra eksamen og vil blive rapporteret til den ansvarlige enhed for beslutning om yderligere sanktioner.

Rules at on-site examinations – WOAI/WOA

1. Always observe the instructions given by the exam supervisors.
2. All contact to exam supervisors must be done by raising your hand.
3. Any kind of communication or attempts to communicate with other examinees in the room or with any persons outside the examination room is not allowed. This also means that all communication services and file sharing services (email, Messenger, Skype, Dropbox etc.) must be closed during the entire exam.
4. Silence in the examination room is required and mobile phones, music players, iPads, tablets, smart watches and similar forms of digital equipment must be switched off and kept in your closed bag.
5. You are not permitted to borrow anything from other examinees during the exam.
6. You are not permitted to leave the examination room to smoke.
7. No one is allowed to leave the exam during the first hour and during the last 15 minutes of the exam.
8. The submission procedure in WISEflow consists of three steps. Remember to go through all three steps and request a digital receipt at the end.
9. You must submit your exam paper within the exam deadline. The exam flow will be closed immediately when the exam deadline expires. It is therefore important that you generate a PDF file and start submitting your exam paper approximately 10 minutes in advance of the exam deadline.
10. If you wish to hand in your exam paper earlier than 15 minutes before the end of the exam, you must contact an exam supervisor, who will take note of the time.
11. At exams where handwritten attachments are allowed, you should also be ready to hand these in at the end of the exam. Remember to write your flow ID number **or** your student number on all handwritten pages. Check the cover sheet in WISEflow to see which of these numbers you should use at this exam.
12. If you wish to hand in blank, you should just press the "Hand in blank" button. Please do NOT upload a blank paper.

Violations of the above-stated rules will lead to immediate removal from the examination room and will be reported to the responsible authorities for decisions on further sanctions.

Rules at on-site examinations – WOMC/WO

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5. You are not permitted to borrow anything from other examinees during the exam.
6. You are not permitted to leave the examination room to smoke.
7. No one is allowed to leave the exam during the first hour and during the last 15 minutes of the exam.
8. Your paper must be submitted by the exam deadline. When the deadline expires, you will no longer be able to write, but you may proceed to submit your paper.
9. If you wish to hand in your paper before the deadline of the examination, you must ask a supervisor to enter a code on your computer. It is, for the sake of the other students in the room, therefore not possible to hand in your paper during the last 15 minutes of the exam. Instead, you should wait until the end of the exam, where the exam supervisors will publish the code, you must enter on your computer to finish the submission of your paper.
10. If you wish to hand in blank, you should just press the "Hand in blank" button. Please do NOT upload a blank paper.

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