

Instructions for digitisation of handwritten appendices

For certain on-site exams, you have the opportunity to write either parts of or the entire assignment by hand in paper. It is your own responsibility to scan the handwritten parts of the exam and submit them in Digital Exam.

The guide contains the following:

- Digitisation of handwritten appendices
- Submission of handwritten appendices by attaching them as an appendix in Digital Exam
- Submission of handwritten appendices by inserting them in the main document

Digitisation of handwritten appendices

You write either parts of or the entire assignment on a piece of paper. Afterwards you take a picture of the handwritten assignment via the built-in camera in your computer or an external webcam, which you are responsible to bring to the exam. You open the camera on your computer (typically, you can search for “camera” in the start menu).

Take a picture of the paper and remember that it is your responsibility to ensure that the image is clear and readable.

Submission of handwritten appendices by attaching them as an appendix in Digital Exam

Go to “Upload hand-in” in Digital Exam and upload your main document first. If you use this model, you must remember to refer to your appendices in your main document.

1 Exam information 2 Information about the hand-in 3 Upload hand-in 4 Confirm

Main document * My file is smaller than 50 MB
 Yes Typically pdf files, documents or images
 No Typically video or uncompressed audio files

Browse...

Attachments My file is smaller than 50 MB
 Yes Typically pdf files, documents or images
 No Typically video or uncompressed audio files

Browse...

Billede1.PNG 21.0 KB ✕

* The following formats will be accepted: All

Once your main document is uploaded, you can attach your appendices. In order to do this, click “Browse” and select the images you have just taken.

Submission of handwritten appendices by inserting them in the main document

If you use this model, you can simply insert your handwritten appendices in your exam paper/main document. See example below:

