Log on

You can log on to the Digital Exam platform at https://eksamen.au.dk/ by choosing "Student" followed by logging in using either WAYF or Nem ID.

You must use two-step authentication when logging into the system using WAYF. If your AU-account is not set up for two-step authentication, you can find a guide on how to do so here: https://studerende.au.dk/en/it-support/two-step-authentication

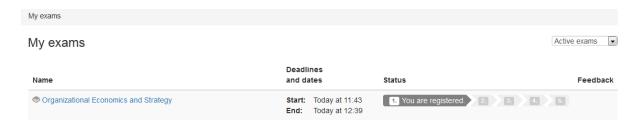
Should you encounter any problems when logging on to the Digital Exam platform or setting up the two-step authentication, please contact your local IT support: https://medarbejdere.au.dk/en/administration/it).

Please note that the two-step authentication must be set up before the **25th of October 2022**.

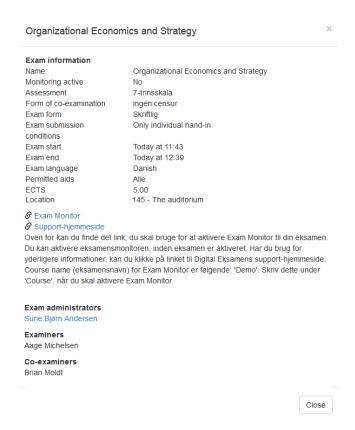
You will need your phone regardless of which login option you make use of (both WAYF and Nem ID).

Overview of your examinations

You can see a list of the exams you are registered for when you are logged on to the system:



Click on the name of the exam for more information:



You will see various information about your exam, including when your exam is and contact information for the administration of your exam.

When the exam starts, the status of the exam in the overview changes from 'You are registered' to 'Exam in progress':



You can now access the exam by entering the exam PIN code:

My exams / Organizational Economics and Strategy

Organizational Economics and Strategy

The exam you are about to enter is a written exam with invigilation requering a pin code before you can continue.

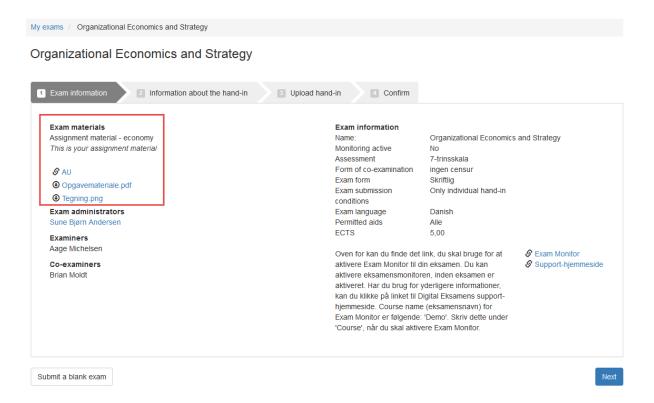
Enter pin code

You will receive a PIN code before the exam which you must use in order to access to your exam in the system.

Submit

The exam materials

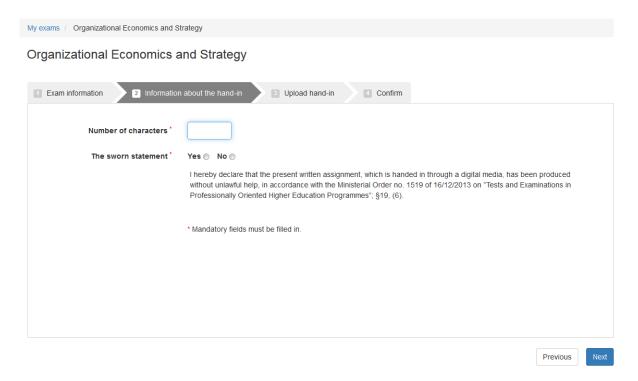
After your exam has started, click the name of the exam to open a new window with various information about the exam as well as the exam materials:



Submission

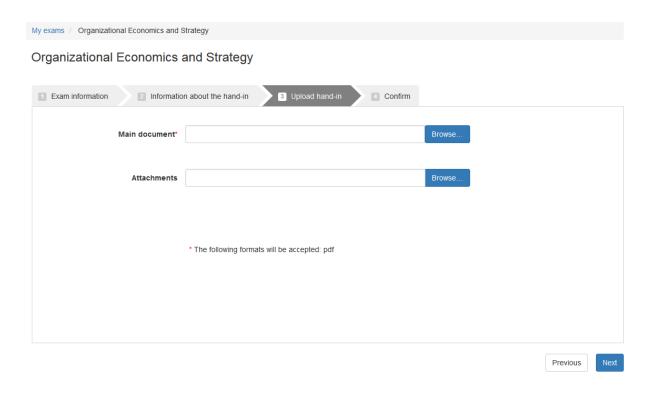
There are three steps to submitting your exam paper: Information about the hand-in, upload and submission.

When you proceed from the screen containing your exam materials, you will be prompted to provide information about your exam paper.



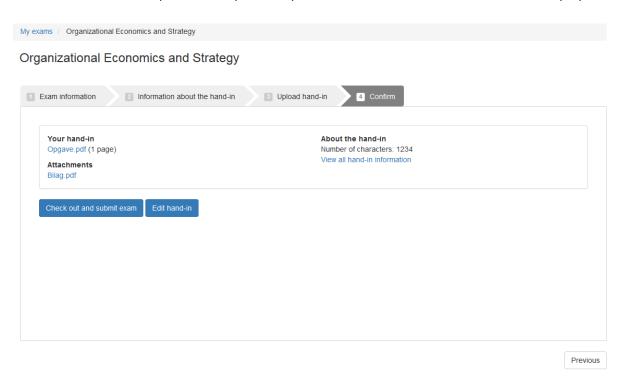
Fill in the required fields.

The next step in the process is uploading your exam paper:



Click 'Browse' next to the 'Main document' field to upload your exam paper. You can also upload attachments if you like.

The last and most important step in the process is the submission of the exam paper:

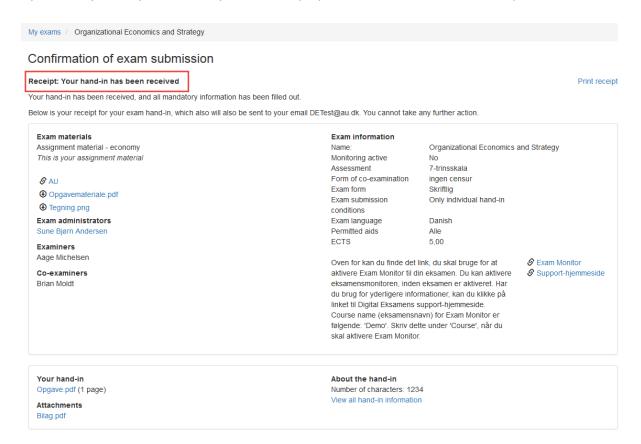


Before clicking 'Check out and submit exam', you should click your paper a final time to check that everything is in order. If you wish to make changes to your paper

before submitting it, click 'Edit hand-in', make the desired changes and repeat the exam submission workflow. If you are ready to submit your paper, click 'Check out and submit exam'. After you have done this, you will no longer be able to edit your exam paper, and the system will prompt you to confirm that you wish to submit:

Check out and submit exam You are about to check out and submit this exam. When you have submitted the exam, you will no longer be able to edit or delete your hand-in. Are you sure you want to continue? No Yes

By clicking 'Yes', you submit your exam paper. You will receive a receipt:



If the status on the receipt is 'Your hand-in has been received', everything is as it should be. The receipt will also be sent to your AU mail.

Important: Before you are allowed to leave the written on-site examination, the exam supervisor must check your submission receipt.