

Digital exams for students – home assignments

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Information about the exam

If the exam you are going to take is digital, you will be informed of this in a mail that will also include information about when your exam starts and how you get access to it.

You will also receive a mail when your exam administrator has released the exam, which means that you will be able to see it in your exam overview.

My exams			
My exams			Active exams ▾
Name	Deadlines and dates	Status	Feedback
Studium Generale	Start: Today at 10:37 End: Today at 11:00	1. You are registered 2. 3. 4. 5.	

If you click on the name of the exam, a dialog box will open that contains the information about the exam from your exam administrator, such as:

Studium Generale



Exam information

Name:	Studium Generale
Assessment	bestået/ikke bestået
Form of co-examination	ingen censur
Exam form	Hjemmeopgave
Exam submission conditions	Only individual hand-in
Exam start	Today at 10:37
Exam end	Today at 11:00
Exam language	Danish
ECTS	10,00

Exam administrators

Sune [REDACTED]

Examiners

Aage [REDACTED]

Co-examiners

Brian [REDACTED]

Close

- form of co-examination
- details on submission
- the names of the examiner and co-examiner (where relevant)
- The names of the examination administrator(s) responsible for the exam. To find out the email address of an exam administrator, you can click his or her name.

Note: If you are taking an oral or practical exam, you do not need to do anything in the Digital Exam system.

Exam in progress

As soon as the exam starts, the status of the exam changes to 'Exam in progress'.

My exams

My exams Active exams ▾

Name	Deadlines and dates	Status	Feedback
Studium Generale	Start: Today at 10:37 End: Today at 11:00	<div style="display: flex; justify-content: space-between; width: 100%;"> 1. 2. Exam in progress 3. 4. 5. </div>	

If you click the name of the exam once the exam has started, you will see a window like this:

My exams / Studium Generale

1 Exam information
2 Upload hand-in
3 Confirm

<p>Exam materials Opgavesæt - Studium Generale <i>Dette er dit opgavesæt</i></p> <p>au</p> <p>Opgave.pdf 1</p> <p>Exam administrators Sune [redacted]</p> <p>Examiners Aage [redacted]</p> <p>Co-examiners Brian [redacted]</p>	<p>Exam information</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Name:</td> <td>Studium Generale</td> </tr> <tr> <td>Assessment</td> <td>bestået/ikke bestået</td> </tr> <tr> <td>Form of co-examination</td> <td>ingen censur</td> </tr> <tr> <td>Exam form</td> <td>Hjemmeopgave</td> </tr> <tr> <td>Exam submission conditions</td> <td>Only individual hand-in</td> </tr> <tr> <td>Exam language</td> <td>Danish</td> </tr> <tr> <td>ECTS</td> <td>10.00</td> </tr> </table>	Name:	Studium Generale	Assessment	bestået/ikke bestået	Form of co-examination	ingen censur	Exam form	Hjemmeopgave	Exam submission conditions	Only individual hand-in	Exam language	Danish	ECTS	10.00
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Exam language	Danish														
ECTS	10.00														

Submit a blank exam
Next

You will find various information about the exam here.

1. This is where you can access your exam materials where relevant.

This is also where you can submit a blank exam if you wish to do so.

Filling out information about the hand-in

If you click on the next tab, you will see a screen with information about the hand-in you must fill out.

My exams / Studium Generale

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

The sworn statement * Yes No

I hereby declare that the present written assignment, which is handed in through a digital media, has been produced without unlawful help, in accordance with the Ministerial Order no. 1519 of 16/12/2013 on "Tests and Examinations in Professionally Oriented Higher Education Programmes"; §19, (6).

Title *

Number of characters *

* Mandatory fields must be filled in.

Previous Next

You may be asked to

- Click 'Yes' to confirm that you accept a sworn statement
- State the title of your exam paper
- State the number of characters in your exam paper.

The information you provide here is part of your official cover sheet, which will be generated automatically by the system. This cover sheet replaces the cover sheets used before the transition to Digital Exam.

Upload hand-in

When you are ready to submit your exam paper, you do so by uploading it to the system. You can upload your paper on the 'Upload hand-in' tab.

The screenshot shows a web interface for uploading exam papers. At the top, there is a breadcrumb trail: "My exams / Studium Generale". Below this is a progress bar with four steps: "1 Exam information", "2 Information about the hand-in", "3 Upload hand-in" (which is the active step), and "4 Confirm". The main content area contains two file upload sections. The first is labeled "Main document*" and has a text input field followed by a blue "Browse..." button. The second is labeled "Attachments" and also has a text input field followed by a blue "Browse..." button. Below these sections, a red asterisk indicates that only PDF files are accepted: "* The following formats will be accepted: pdf". At the bottom right of the form, there are two buttons: a grey "Previous" button and a blue "Next" button.

You should upload your exam paper and any attachments or extra material. Please note that the tab includes information about what formats are acceptable for exam papers. Attachments or extra material will be accepted in all formats.

Click the 'Browse' button to select the file you want to upload.

Important: The file(s) you upload here are not submitted yet. To submit your exam paper, you must complete all workflow steps. Each time you any changes to your submission, you must complete the workflow again.

How to submit your exam paper

To finalise the submission of your exam paper, select the 'Confirm' tab.

The screenshot shows a web interface for submitting an exam paper. At the top, there is a breadcrumb trail: "My exams / Studium Generale". Below this is a progress bar with four steps: "1 Exam information", "2 Information about the hand-in", "3 Upload hand-in", and "4 Confirm". The "Confirm" step is currently selected and highlighted in a darker grey. The main content area is divided into two columns. The left column, titled "Your hand-in", lists two files: "Opgave.pdf (1 page)" and "Attachments" which includes "Bilag.pdf" and "Tegning.png". Below this list is a blue button labeled "Submit hand-in". The right column, titled "About the hand-in", displays the following information: "The sworn statement: Accepted", "Title: My assignment", and "Number of characters: 12345". A link "View all hand-in information" is provided at the bottom of this column. At the bottom right of the interface, there is a "Previous" button.

Here you have a chance to review the files you have uploaded and make sure that you have filled out the information about the hand-in correctly (click 'View all hand-in information'). To review a files you have submitted, click the name of the file.

To submit your exam paper, click 'Submit hand-in'.

Confirmation of exam submission

When you have successfully submitted your exam paper, you will see a receipt like this one. The receipt will also be sent to your email.

[My exams](#) / Studium Generale

Confirmation of exam submission

Receipt: Your hand-in has been received 2

[Print receipt](#)

Your hand-in has been received, and all mandatory information has been filled out.

Below is your receipt for your exam hand-in, which also will also be sent to your email DETest@au.dk. Before the deadline of the exam, you can choose to cancel your exam hand-in and resubmit a new hand-in. Only the last hand-in submitted within the deadline will count.

<p>Exam materials Opgavesæt - Studium Generale <i>Dette er dit opgavesæt</i></p> <p>au Opgave.pdf</p> <p>Exam administrators Sune [REDACTED]</p> <p>Examiners Aage [REDACTED]</p> <p>Co-examiners Brian [REDACTED]</p>	<p>Exam information</p> <table> <tbody> <tr> <td>Name:</td> <td>Studium Generale</td> </tr> <tr> <td>Assessment</td> <td>bestået/ikke bestået</td> </tr> <tr> <td>Form of co-examination</td> <td>ingen censur</td> </tr> <tr> <td>Exam form</td> <td>Hjemmeopgave</td> </tr> <tr> <td>Exam submission conditions</td> <td>Only individual hand-in</td> </tr> <tr> <td>Exam language</td> <td>Danish</td> </tr> <tr> <td>ECTS</td> <td>10,00</td> </tr> </tbody> </table>	Name:	Studium Generale	Assessment	bestået/ikke bestået	Form of co-examination	ingen censur	Exam form	Hjemmeopgave	Exam submission conditions	Only individual hand-in	Exam language	Danish	ECTS	10,00
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[Edit hand-in](#) [Delete hand-in](#) 3

The receipt includes exam information, exam material, your exam paper and hand-in information.

2. If you see the text 'Receipt: your hand-in has been received', everything is in order, and your exam paper has been submitted successfully. If you submitted your exam paper after the deadline, this will also be stated on your receipt.

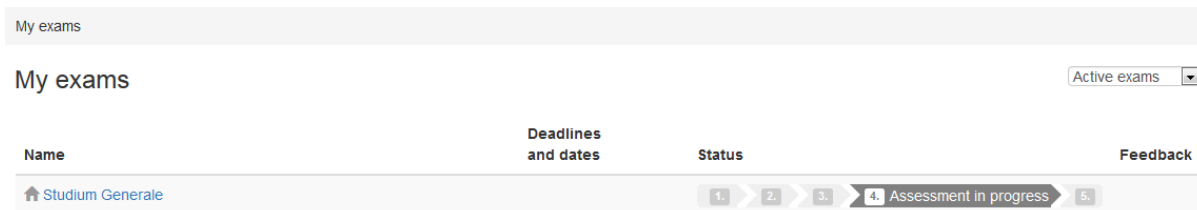
If you want to withdraw your submission

3. If for any reason you decide that you want to make changes to your exam paper after you have submitted it, you can always either edit or delete your submission. Select either Edit hand-in or Delete hand-in.

Important: Each time you edit your exam paper, you must repeat the submission workflow and receive a new receipt confirming your submission. If you do not receive a receipt when you resubmit your exam paper, you have not successfully submitted your paper.

Assessment in progress

After you have successfully submitted your exam paper and are waiting for your paper to be marked, the status of your exam will be shown on your overview as 'Assessment in progress'.



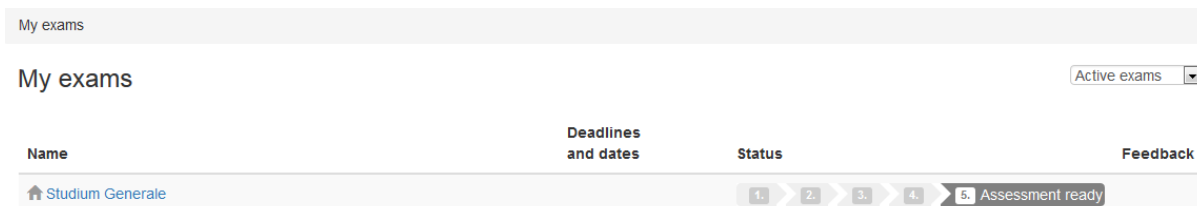
The screenshot shows a user interface for 'My exams'. At the top, there is a header 'My exams' and a dropdown menu labeled 'Active exams'. Below this is a table with columns: 'Name', 'Deadlines and dates', 'Status', and 'Feedback'. The first row shows an exam titled 'Studium Generale'. In the 'Status' column, there is a progress indicator with five steps: 1, 2, 3, 4, and 5. Step 4 is highlighted and labeled 'Assessment in progress', while step 5 is labeled 'Feedback'.

Name	Deadlines and dates	Status	Feedback
Studium Generale		1. 2. 3. 4. Assessment in progress 5.	

You can also see the deadline for the assessment if provided by your exam administrator. You cannot see your mark in the Digital Exam system. You can see your mark in the Stads self-service system.

Assessment ready

When the assessment is completed, the status of the exam will change to



The screenshot shows the same 'My exams' interface as above. In this case, the status of the 'Studium Generale' exam has changed. The progress indicator now shows five steps, with step 5 highlighted and labeled 'Assessment ready'.

Name	Deadlines and dates	Status	Feedback
Studium Generale		1. 2. 3. 4. 5. Assessment ready	

'Assessment ready'.

If you receive feedback from your assessor in the system, you will be able to access it in the 'Feedback' column.