# Digital exams for students – home assignments

## Contents

## 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.



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 ▮▮▮▮▮▮▮▮▮▮▮

### Examiners
Aage ▮▮▮▮▮▮

### Co-examiners
Brian ▮▮▮▮

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'.



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



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.



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.



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 <u>not</u> 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.



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.



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.
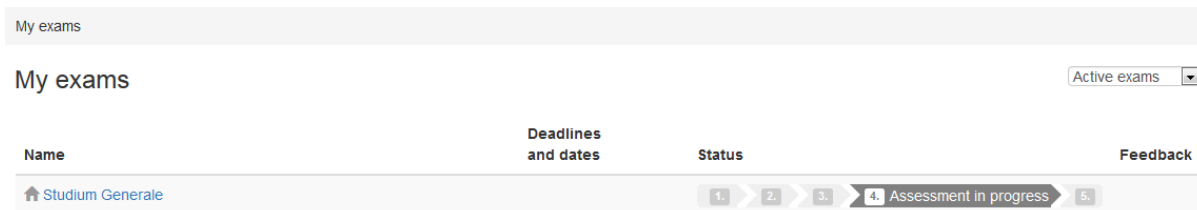
## If you want to withdraw your submission

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.

## If you want to withdraw your submission

## 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'.
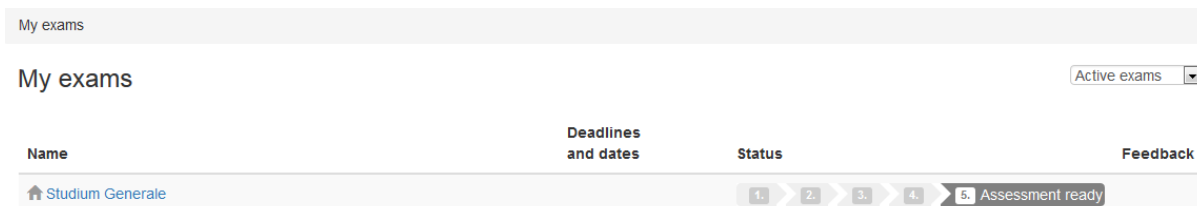


 You can also see the deadline for the assessment if provided by your exam administrator. You cannot see your mark in the Digital Exam system. You can see your mark in the Stads self-service system.

## Assessment ready

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



'Assessment ready'.

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