How to submit an exam paper as a group in the Digital Exams system

This guide explains how submitting group exams in the Digital Exams system works.

Forming groups before the exam starts

If students have the option of forming their groups before the exam starts, this will be indicated in the 'status' column:

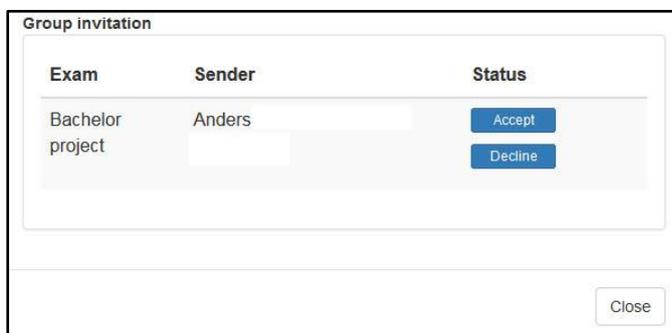Click the name of the exam in blue, and proceed to the following window:

To add members to your group, follow this procedure:

1. Choose the group status 'I am part of a group'

2. Click the search field and write the name of another member of your group. Click the name when it appears.

3. Add this person to the group by clicking the plus symbol. The person selected will now receive an invitation to the group.

Important: All invited members must log in and accept the invitation. To accept an invitation, members must log in, click the name of the exam and accept the invitation, as shown here:

Make sure that all the members of the group log in and accept the invitation prior to submission of the exam, such that all members receive a receipt containing confirmation of exam submission. Members who accept the invitation after submission of the exam will not receive a receipt via e-mail but can still log in to the exam system and view the receipt there.

Deadline for forming groups

Where a deadline for forming groups has been set, the deadline will be the same as the deadline for submission of the exam. This means that all invitations to join groups must be accepted before this deadline. Otherwise it is not possible to participate in a group submission. If a deadline has been set, it will be indicated in your overview, as shown here:

Forming groups after the exam has started

If it is not possible for you to form your groups before the exam starts or if you have not taken advantage of the possibility of doing so, you must form groups in the following way:

Click the name of the exam in the exam overview and open the 'Exam submission conditions' tab. The person responsible for forming the group should then do as follows:

1. Choose the group status 'I am part of a group'

2. Click the search field and write the name of another member of your group. Click the name when it appears.

3. Add this person to the group by clicking the plus symbol. The person selected will now receive an invitation to the group.

Important: All invited members must log in and accept the invitation. To accept an invitation, members must log in, click the name of the exam and accept the invitation, as shown here:

Make sure that all the members of the group log in and accept the invitation prior to submission of the exam, such that all members receive a receipt containing confirmation of exam submission. Members who accept the invitation after submission of the exam will not receive a receipt via e-mail but can still log in to the exam system and view the receipt there.

Only one submission

In connection with group submissions in the Digital Exam system, only one of the group's members uploads and submits an exam paper and any additional material. The other members of the group only need to accept the invitation to confirm that they are members of the group.