

Guide to handing in large files

This guide explains how students should hand in 'large files'. Your exam administrator has the option of making it possible for you to hand in large files. In the Digital Exams system, a large file is defined as a file larger than 50 MB. If you need to hand in a file larger than 50 MB, you need to follow a different procedure than when handing in smaller files.

Who may hand in large files?

If you have the option of handing in large files, this will be shown on the 'Upload hand-in' tab. If this option is available to you, you will be able to choose how you wish to upload both your main document and any appendices.

1 Exam information 2 Upload hand-in 3 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...

* The following formats will be accepted: pdf

Previous Next

Uploading large files

If your file is smaller than 50 MB, you should upload it in the usual way: Click 'browse', find your file and select it.

1. If you wish to upload a large file, click 'No' under either main document or appendices. This will activate a new upload button:

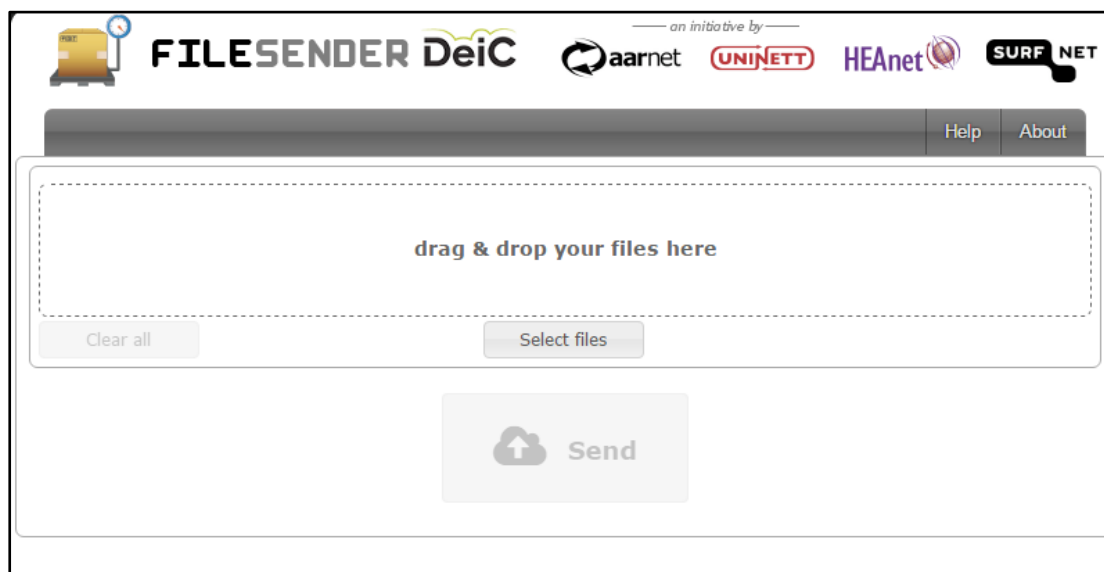
Main document* My file is smaller than 50 MB

No Typically video or uncompressed audio files

Upload large file

2. When you click 'Upload large file', you will see a message informing you that it may take longer to upload a large file. Next, you will be directed to 'Filesender':

Upload via Filesender



3. You can either drag and drop your file into the appropriate field, or you can click the 'Select files' button to locate and select your file.

4. When you have transferred your file to Filesender, click the 'Send' button. Filesender will then upload your file. The length of time this takes depends on your internet connection.

5. When Filesender is through, you will be returned to Digital Exam, which will complete the file. Your uploaded file will be visible in the user interface, as shown here:

