

## Instructions for submitting as a group in Digital Exam

This is a guide to how you form a group in Digital Exam. The guide contains the following:

- Group formation before the start of the exam
- Group formation after the start of the exam
- Deadline for group formation
- Acceptance of a group invitation
- Submitting only one assignment

### Group formation before the start of the exam

If it is possible to form a group before the start of the exam, it will be stated when you enter Digital Exam:

Name	Deadlines	Status	Feedback
Studiestartsprøve Filosofi	<b>Start:</b> 11.12.2021 14:00 <b>End:</b> 20.12.2021 14:00 <b>Deadline for forming groups:</b> 11.12.2021 14:00	1 You are registered. Group forming is possible	2 3 4 5

Click on the exam (in blue writing) and you will see the following:

**Exam information**

Name	Studiestartsprøve Filosofi
Period	Winter examination 2017-18 - Ordinær
Assessment	bestået/ikke bestået
Form of co-examination	ingen censur
Exam form	Hjemmeopgave
Exam start	11.12.2021 14:00
Exam end	20.12.2021 14:00
Exam language	Danish
ECTS	0.00

**Conditions for submission: Indicate group affiliations if any**

If you are a part of a group, you can invite members here. Members must confirm their affiliation to the group. In case of a written hand in, all members of the group can hand in the answer and other material on behalf of the group.

**Group status**

I will take the exam alone

I will take the exam as part of a group

**Name**

**Group members**

Member	Status
Student name	<input type="button" value="Member"/>
<input type="text" value="Search"/>	<input type="button" value="+"/>

The student, who form the group, must do the following:

1. Choose group status: 'I will take the exam as part of a group'
2. Click in the search bar and type the name of a group member. Click on the name when it appears
3. Invite the person to the group by clicking the plus sign. The person is now invited to the group

### Group formation after the start of the exam

If you have to form a group after the start of the exam, you must do it the following way. Click on the exam (in blue writing) and navigate to 'Exam submission conditions':

The student, who form the group, must do the following:

1. Choose group status: 'I will take the exam as part of a group'
2. Click in the search bar and type the name of a group member. Click on the name when it appears
3. Invite the person to the group by clicking the plus sign. The person is now invited to the group

### Deadline for group formation

It is important to be aware of the deadline for group formation. All groups must be formed and accepted within the deadline. The deadline will be visible when you enter Digital Exam:

name	deadlines	status	feedback
<a href="#">Studiestartsprøve Filosofi</a>	<b>Start:</b> Today 14:00 <b>End:</b> 22.12.2021 14:00 <b>Deadline for forming groups:</b> 20.12.2021 14:00	1 <b>2 Exam in progress</b> <i>Not handed in</i> 3 4 5	

**Acceptance of a group invitation**

When you form a group in Digital Exam, all invited group members must accept the invitation. If a fellow student has sent you a group invitation, it will be visible for you when you click on the exam:

Exam	Sender	Status
Studiestartsprøve Filosofi	Name of a fellow student	<input type="button" value="Accept"/> <input type="button" value="Decline"/>

Click 'Accept' if you wish to accept the group invitation. It is important that all group members accept the invitation before you hand in your assignment to make sure all group members receive a receipt by mail.

**Submitting only one assignment**

When you submit an assignment as a group in Digital Exam, only one of the group members must upload and submit the assignment and any appendices. The remaining group members shall simply make sure that the group invitation is accepted so that they are formally part of the group.