INTRODUCTION TO DIGITAL EXAM AND ITX FLEX

SUMMER 2023
These slides will be available after the meeting on the study portal under the Exam → Digital Exam section.

Who are we?
We are from the Nat-Tech study administration and IT

We apologise that many of the screenshots throughout these slides are in Danish – we hope, you can understand the images and general content anyway.
1. WHAT IS DIGITAL EXAM?
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Digital Exam is the official AU exam platform. You can find it through this link: www.eksamen.au.dk

Here you will be able to see all your exams. A lot of the exams also take place on this platform, especially written exams and take home assignments.

If your written exam does not take place in Digital Exam, for instance if it’s a paper exam, this will be specified in the course description in the Course Catalogue.
2. WHAT IS ITX FLEX?
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ITX Flex is a monitoring tool that will monitor your computer during your written exam. We need to be able to make sure that you are not communicating with others during the exam. So even if your exam allows all aids, you need to run ITX Flex.

If ITX Flex is required, it is your responsibility to ensure the program is running throughout the exam.

To download ITX Flex, follow this link: https://itxflex.arcanic.dk

Make sure to download the program and verify that it works in good time before your exam.
2. WHAT IS ITX FLEX?

You can find a short guide to ITX Flex [here](#).

When you load ITX Flex, the system will check if all permits and accesses are in order.

In case you see one or more red x’s:

- Before the exam: contact IT helpdesk
- At the exam: contact IT support in the exam room
2. WHAT IS ITX FLEX?

When ITX Flex is running, you will see a red line at the edge of your screen:

If at some point during the exam you no longer see this red line, you need to notify the exam supervisors immediately and then re-load the program.

You can uninstall the program after the exam.
3. SOME GOOD ADVICE AND COMPUTER SPECS
3. SOME GOOD ADVICE

• Check that you can connect to AU’s wireless network. eduroam is the preferred network, but you can also try AU Guest. Learn more on www.eduroam.au.dk

• Check what is permitted to bring to your exam. For instance, you may only bring one computer (and not a tablet unless it says otherwise in the course description). You may not bring an extra screen, your own chair etc., unless you have been granted an exemption. Learn more here (only in Danish).

• Contact helpdesk in due time before the exam, if you need help. You can see their opening hours and contact details here.

• Prepare two different browsers that you know how to use – if Digital Exam should fail on one browser, it could solve the problem to open in another browser.
3. SOME GOOD ADVICE

- Check that you can convert into PDF. Most written exams are submitted as PDF files.

- If you know you will need to digitize handwritten material, practice how to do so beforehand.
  - Click [here](#) to read more about the permitted digitalization tools on the study portal – you may not use your phone or tablet.

- If you use OneNote or another file sharing tool, please turn off synchronization/sharing during the exam to ensure that you are not suspected of using your notes to communicate with others.
3. SOME GOOD ADVICE

- Turn off notifications on your computer to ensure that you do not receive pop-ups from SMS, Messenger etc.
  - For Mac, enable 'Forstyr ikke' / 'Do not disturb'
  - For PC, enable 'Fokushjælp' / 'Focus Assist'
3. ANONYMISED EXAMS

- From the winter exams 2023/2024, all exams at AU must if possible be anonymised.
- However, we will begin implementing this already now wherever possible.
- You will be able to see under "Exam information" on your exam in Digital Exam, whether your exam is anonymised.
  - There will be a link called "This exam is anonymous" if relevant – this link will lead to this page at the study portal: "Important information about exams"
- **If your exam is anonymised:**
  - Exams in Digital Exam: you need no longer write your name or study number in your exam paper (e.g. in the header/footer). The system will generate an exam number.
  - Analogue paper exams: you must write your exam number on your exam paper. You can find your exam number on your student ID card in the bottom right corner.
3. COMPUTER SPECs

- PC: Windows 10 (version 21H2)
- Mac: OSX 11 (Big Sur)
- Linux is not supported by ITX Flex. If you have a Linux computer, you need to notify the exam supervisors when you arrive at your exam. In this case, you will be placed under increased supervision.

- Your computer needs at least 2 GB free space.
- ITX Flex needs permission to access the internet.
- Your computer should be able to access a wireless network.
4. AT THE EXAM
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How to log on to Digital Exam:

• Go to www.eksamen.au.dk
• Choose 'Student'
• Choose 'Log in with WAYF'
• You will be re-directed to WAYF-login. Use your AU-ID (au123456@uni.au.dk)
• You need your mobile phone to log in with two-step verification.
  • Afterwards, your phone should be turned off and placed in your bag.
  • Contact the exam supervisors if you need to use your phone to log back on again.
4. AT THE EXAM – EXAM OVERVIEW

Once you are logged in, you will see an overview of all your exams.

The exams marked with an eye + camera symbol, are written exams with exam supervisors present.

Before the exam starts, your status will be: '1 – Du er tilmeldt' / '1 – You are registered'
If you click on an exam before it starts, a pop-up box will show you a lot of useful links and information.

You can also see who the examiner and exam administrator are.
EXAM INFORMATION

Once the exam begins, the status will change to stage '2 – Prøven er aktiv' / '2 – The exam is active'.

When clicking the exam name, you will be directed to a page where you need to enter a pin code.

This pin code will be visible in the exam room.
After entering the pin code, you will see this page.

At the bottom of the page, you'll find your code for ITX Flex ('Personlig kode' / 'Personal code') and the exam assignment.

At the top left corner, you can see what the time is and how much time is left before the exam ends.
ITX FLEX

ITX Flex should be started before the exam begins.

When you load ITX Flex, the system will check if all permits and accesses are in order.

In case you see one or more red x’s, you need to contact IT support, who will be present in the exam room.
ITX FLEX

Enter your personal code in the next window. This code will be available on the overview page in Digital Exam 45 minutes before the exam starts.

You may not lend your code to another student or borrow someone else’s.

If is no personal code available, contact the exam supervisors.
ITX FLEX

You will now see this window

The green bar is a count down to the exam start.

If you log in after the exam has started, the green bar will be full and you will be able to press the 'Start the exam" button straight away.
When the exam starts, you will need to enter the pin code again (will be visible in the exam room).
Now the exam has started.

You may now use your computer and all the allowed exam aids.

You can access the exam directly through the blue button on this page, or you can log into Digital Exam directly in your browser.
UPLOAD YOUR SUBMISSION

When you have finished your assignment and want to upload your answers, go back to Digital Exam – you may have been logged out in the meantime and will need to log back in again.

Make sure you have sufficient time to convert into PDF or to digitalize handwritten material if needed.

Give your submission an easily recognisable name – for instance the name of the exam – so you are sure that you upload the correct file.

- Check with your examiner beforehand, if they have specific requirements for file naming.
UPLOAD YOUR SUBMISSION

Choose your exam and you will be directed back to the window where you found your personal code.

You have two options:

• 'Next' will direct you to the upload window. You can upload your submission here.

• 'Afleve r blankt' / 'Submit a blank exam', where you submit a blank exam. You will receive an administrative grade, 'FE', which is a failed grade – you will not get a -3, 00 or anything else.
Choose 'Next' to upload your paper.

You have to upload at least one main document. You may also add attachments.

The main document should in general be a PDF file, while all other file types can be added as attachments.

For some exams, the main document should be another file format than PDF – in this case, you should be able to see which file types are permitted here.
UPLOAD YOUR SUBMISSION

Once you have uploaded your files, click 'Next' and you will see the final window (3) before your document is submitted.

At the bottom of the page, you have three options:
• 'Forrige' / 'Back' will lead you back to the previous page (2)
• 'Tjek ud og afslut eksamen' / 'Check out and finish the exam' will submit your exam paper
• 'Redigér besvarelse' / 'Edit submission' allows you to edit your paper
If you choose 'Tjek ud og afslut eksamen' / 'Check out and finish the exam', you will see this pop-up window asking if you are sure you want to submit your paper.

Press 'Aflevér' / 'Submit' to finally submit.
UPLOAD YOUR SUBMISSION

After submitting your exam paper, you will get a receipt with these informations.

The receipt will also be sent to your AU e-mail.
CLOSE ITX FLEX

After submitting, ITX Flex will automatically go to the final step.

By pressing 'Exit the program' / 'Afslut programmet', ITX Flex shuts down and the monitoring stops.

If you forget to exit the program, it will automatically stop monitoring your computer 15 minutes after you submitted your paper or after the exam is over.
5. LEARN MORE
TO LEARN MORE ABOUT DIGITAL EXAM

• **A guide to taking written exams**

• Go to your study portal [here](#) ➔ find your education ➔ find the exam section (to the left)
  • There are many useful information in the section ‘Important Information about Exams’ – for instance on how to digitize handwritten material.
  • In the ‘Digital Exam’ section you can find FAQs, videos and other useful information.

• You can also try a demo exam here: [Digital Exam](#). At the top of the page, click 'Prøv en demoeksamen' / 'Try a demo exam'

• Find opening hours and more about the IT support here: [IT-support for students](#)
6. QUESTIONS?

About the academic content of the exam: your teacher
About technical or IT specific issues: the Nat-Tech IT Support
About aids or general rules: your programme coordinator