

# INTRODUCTION TO DIGITAL EXAM AND ITX FLEX

## WINTER 2023



AARHUS  
UNIVERSITET  
ADMINISTRATIONSCENTER NAT-TECH

1. DECEMBER 2023

SARA LASSEN  
UDDANNELSESKOORDINATOR



# CONTENT

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1. What is Digital Exam?
2. What is ITX Flex?
3. Some good advice + computer specs
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We apologise that many of the screenshots throughout these slides are in Danish – we hope, you can understand the images and general content anyway.

This presentation is only about written exams in Digital Exam.

If you have any written exams in **WISEflow** this winter, you have received an invitation to a separate WISEflow introduction.

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



# 1. WHAT IS DIGITAL EXAM?



# 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](http://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?



## 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.**

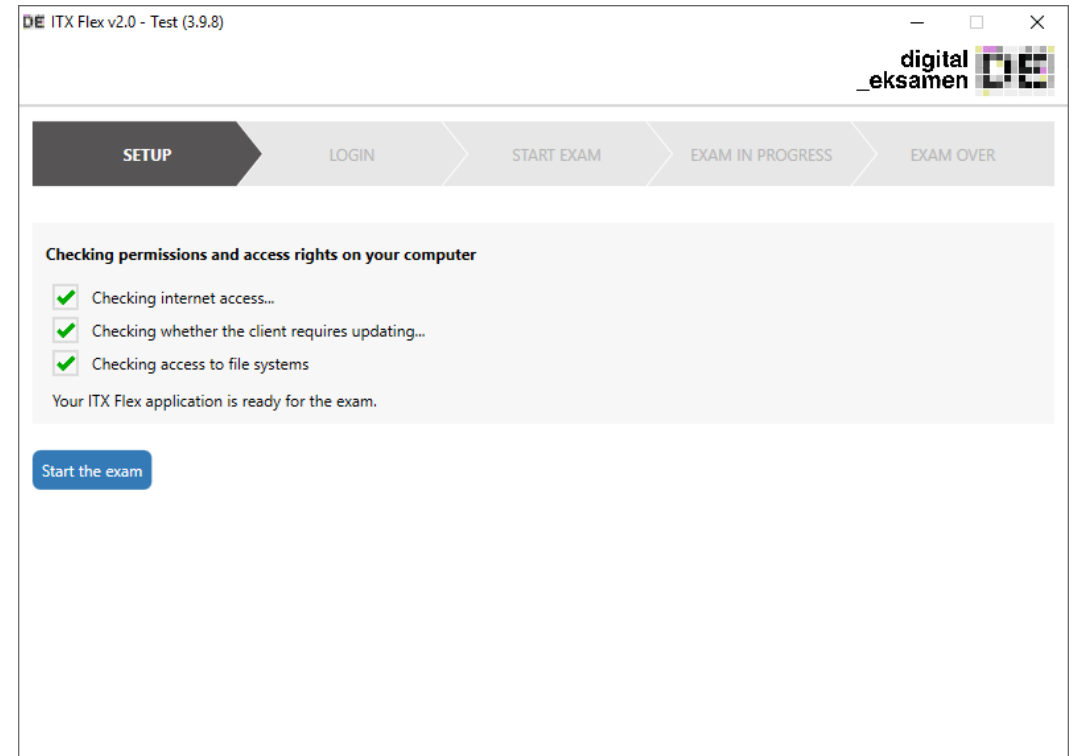
## 2. WHAT IS ITX FLEX?

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



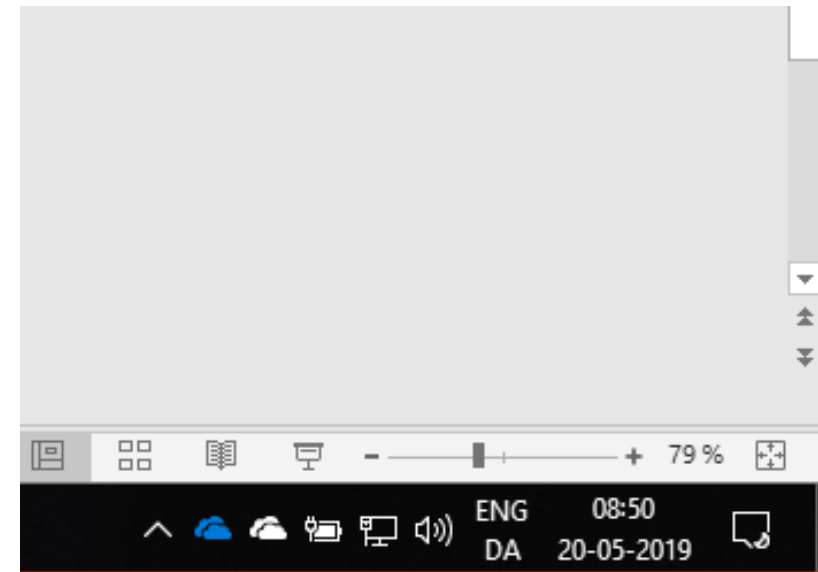
## 2. WHAT IS ITX FLEX?

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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

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- 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](http://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 in one browser, it could solve the problem to open in another browser.



# 3. SOME GOOD ADVICE

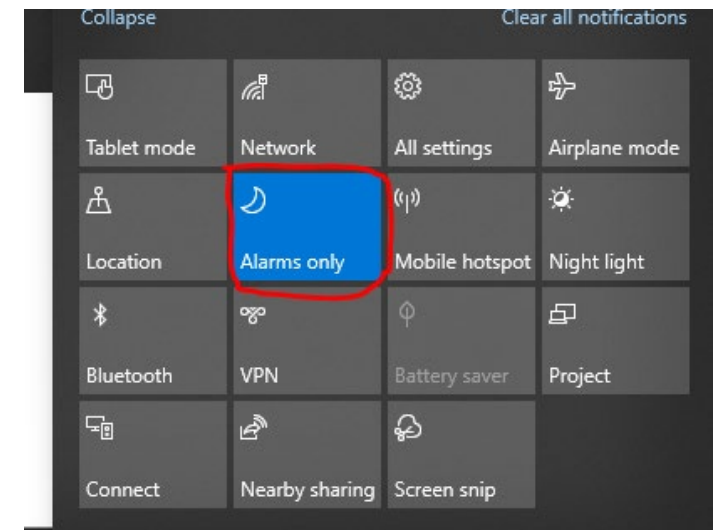
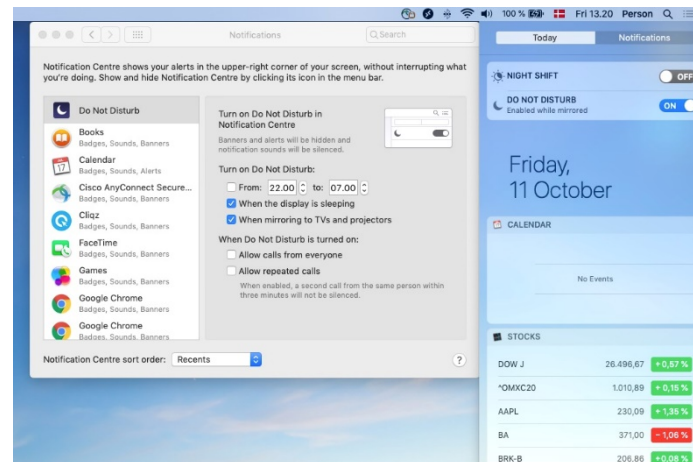
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- Check that you can convert into PDF. Most written exams are submitted as PDF files.
- If you know you will need to digitize handwritten material, practice how to do so beforehand.
  - Click [here](#) to read more about the permitted digitalization 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

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- 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

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- From the winter exams 2023/2024, all exams at AU must if possible be anonymised.
- 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 titled "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

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- PC: Windows 10 (version 21H2)
- Mac: macOS 12 (Monterey)
- 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.
  - **Please note:** New requirements that your computer must be able to access AU's exam systems will be put into effect when WISEflow is implemented as the new exam platform in the spring.
- 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



# 4. AT THE EXAM

How to log on to Digital Exam:

- Go to [www.eksamen.au.dk](http://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](mailto: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.

15:16



Digital Exam

Aarhus Universitet

Choose your role below

**Student**

*Students can access and complete assignments*

**Assessor**

*Assessors can access the students' answers and submit assessments*

**Administrator**

*Administrators can set up exams and submit administrative assessments*

**Invigilator**

*Supervisors can register presence and assign extra time at exams*





# 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'



Mine prøver								
Mine prøver				Aktuelle prøver ▾				
Navn	Frister og datoer		Status		Feedback			
Grundlæggende almen kemi			1 2 3 4 5 Bedømmelse klar Karakter afgivet...					
Anatomi og cytologi	Start:	21.12.2022 09:00	1 Du er tilmeldt. Der er ikke afleveret		2	3	4	5
	Slut:	21.12.2022 12:00						
Fysisk biokemi	Start:	10.01.2023 13:00	1 Du er tilmeldt. Der er ikke afleveret		2	3	4	5
	Slut:	10.01.2023 17:00						
Calculus alpha	Start:	21.01.2023 09:00	1 Du er tilmeldt. Der er ikke afleveret		2	3	4	5
	Slut:	21.01.2023 13:00						



# EXAM INFORMATION

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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.

Biologisk bekæmpelse

**Eksamensinformation**

Navn

Periode

Bedømmelse

Censurform

Prøveform

Afleveringsforhold

Afholdelsestart

Afholdelseslut

Eksamenssprog

ECTS

Biologisk bekæmpelse

Sommereksamen 2023 - Ordinær

7-trinsskala

intern censur

Skriftlig

Kun individuelle besvarelser

16.06.2023 09:00

16.06.2023 12:00

Engelsk

5,00

[Important information about exams and guides to Digital Exam](#)

[Guide to and information about ITX Flex](#)

**Applikation til afvikling af stedprøve**

Personlig kode

Download ITX Flex klient

Eksamenslog fra ITX Flex

Personlig kode offentliggøres kl. 08:15

[Download ITX Flex klient her](#)

[Se eksamenslog](#) - der kan gå op til 48 timer før loggen er klar.

**Administration**

[Sara Lassen](#)

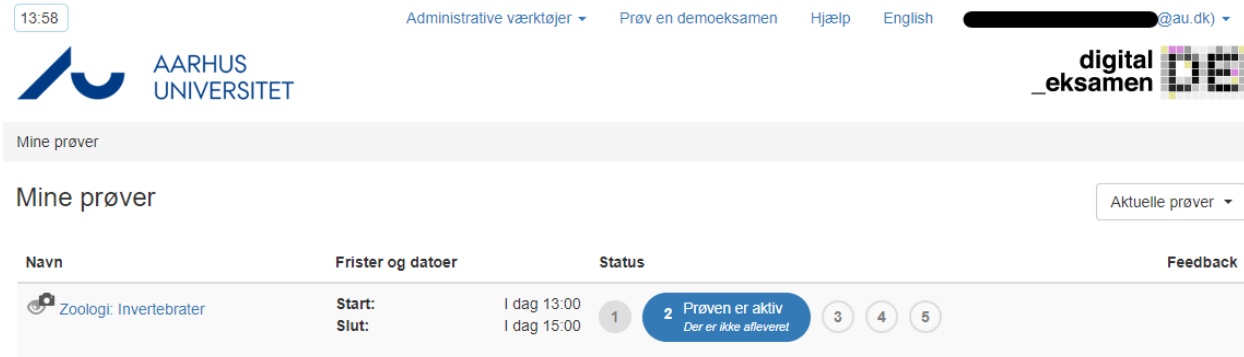
Luk

# 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.



13:58


Administrative værktøjer ▾ Prøv en demoeksamen Hjælp English @au.dk ▾

**AARHUS UNIVERSITET**

digital eksamen DE

Mine prøver

Mine prøver Aktuelle prøver ▾

Navn	Frister og datoer	Status	Feedback
 Zoologi: Invertebrater	Start: I dag 13:00 Slut: I dag 15:00	1 2 <b>Prøven er aktiv</b> Der er ikke afleveret 3 4 5	



13:20

Administrative værktøjer ▾ Prøv en demoeksamen

**AARHUS UNIVERSITET**

Mine prøver / Zoologi: Invertebrater

## Zoologi: Invertebrater

Prøven du er ved at tilgå er en stedprøve, og derfor kræves en pinkode før du kan komme videre.

Indtast pinkode

Indsend

# EXAM INFORMATION

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.

14:20

39 minutter tilbage


Administrative værktøjer ▾


Prøv en demoeksamen

Hjælp

English

██████████@au.dk ▾

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UNIVERSITET

digital  
\_eksamen 

Mine prøver / Zoologi: Invertebrater

Zoologi: Invertebrater

1 Eksamensinformation

2 Upload besvarelse

3 Aflever

**Administration**

**Opgavemateriale**

Zoologi\_Invertebrater\_S2016\_Eksamensopgave

**Eksamensinformation**

Navn	Zoologi: Invertebrater
Periode	Sommereksamen 2016 - Ordinær
Bedømmelse	7-trinsskala
Censurform	ekstern censur
Prøveform	Skriftlig
Aflæveringsforhold	Kun individuelle besvarelser
Eksamenssprog	Dansk
ECTS	5,00

**Applikation til afvikling af stedprøve**

Personlig kode	A3NMPK
Download ITX Flex klient	<a href="#">Download ITX Flex klient her</a>
Eksamenslog fra ITX Flex	<a href="#">Se eksamenslog</a> - der kan gå op til 48 timer før loggen er klar.

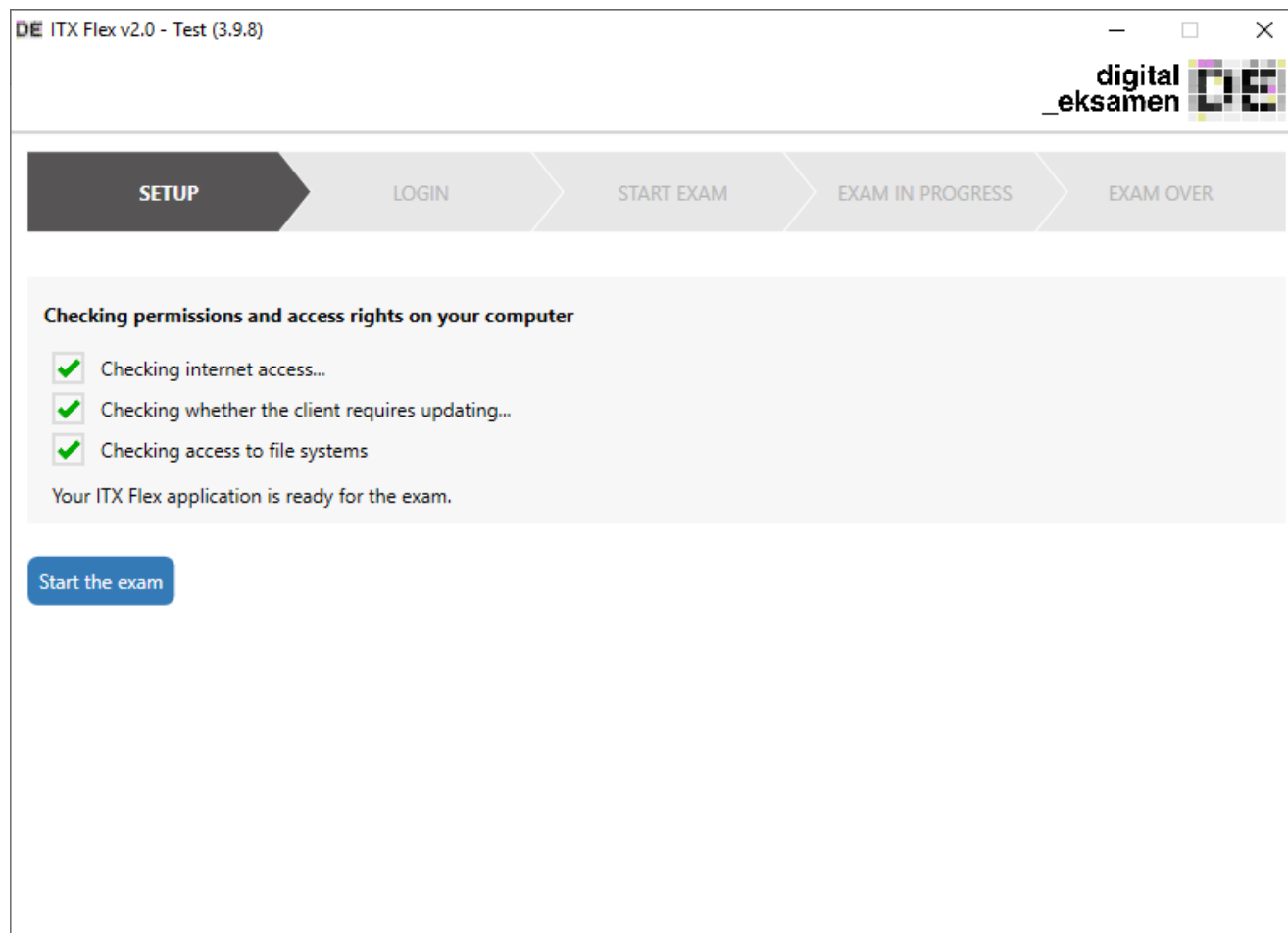


# ITX FLEX

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 v2.0 - Test (3.9.8)

digital \_eksamen

SETUP LOGIN START EXAM EXAM IN PROGRESS EXAM OVER

Enter your personal code

*(The personal code is provided to you by the Digital Exam system)*

Continue >>



# ITX FLEX

You will now see this window

The green bar is a countdown 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.

DE ITX Flex v2.0 - Test (3.15.36)

digital  
\_eksamen DE



## Eksamenstitel

Økofysiologi

ITX Flex bruges alene til overvågning af din computer.

Når du trykker "Start eksamen" får du en knap, der fører dig direkte til prøven.



Start eksamen



# ITX FLEX

When the exam starts, you will need to enter the pin code again (will be visible in the exam room).

DE ITX Flex v2.0 - Test (3.15.36)

digital  
\_eksamen DE

SELVDIAGNO-  
STICERING

LOGIN

KLARMELD DIN  
COMPUTER

EKSAMEN ER I GANG

EKSAMEN ER  
AFSLUTTET

## Eksamenstitel

Økofysiologi

ITX Flex bruges alene til overvågning af

Når du trykker "Start eksamen" får du e



Start eksamen

Indtast Pinkoden, du har fået i eksamenslokalet, for at  
få adgang til opgavesættet

Start eksamen



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1. DECEMBER 2023

SARA LASSEN  
UDDANNELSESKOORDINATOR





# ITX FLEX

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The exam has now begun.

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.

DE ITX Flex v2.0 - Test (3.15.36)

digital  
\_eksamen DE

SELVDIAGNO-  
STICERING

LOGIN

KLARMELD DIN  
COMPUTER

EKSAMEN ER I  
GANG

EKSAMEN ER  
AFSLUTTET

## Eksamenstitel

Økofysiologi

Du skal aflevere din besvarelse i Digital Eksamen:

Gå til opgaven

# UPLOAD YOUR SUBMISSION

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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.
- 'Aflever 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.

15:18

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UNIVERSITET

Administrative værktøjer ▾ Prøv en demoesamen Hjælp English @au.dk ▾

digital  
eksamen 

Mine prøver / Zoologi: Invertebrater

Zoologi: Invertebrater

1 Eksaminsinformation

2 Upload besvarelse

3 Aflever

**Administration**  
**Opgavemateriale**  
Zoologi\_Invertebrater\_S2016\_Eksamensopgave  
**Eksamensinformation**

Navn	Zoologi: Invertebrater
Periode	Sommereksamen 2016 - Ordinær
Bedømmelse	7-trinsskala
Censurform	ekstern censur
Prøveform	Skriftlig
Afleveringsforhold	Kun individuelle besvarelser
Eksamenssprog	Dansk
ECTS	5,00

  
**Applikation til afvikling af stedprøve**

Personlig kode	A3NMPK
Download ITX Flex klient	<a href="#">Download ITX Flex klient her</a>
Eksamenslog fra ITX Flex	<a href="#">Se eksamenslog</a> - der kan gå op til 48 timer før loggen er klar.

# UPLOAD YOUR SUBMISSION

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.

The screenshot shows the Aarhus University digital exam portal. At the top, there is a navigation bar with a clock showing 15:22, the Aarhus University logo, and links for 'Administrative værktøjer', 'Prøv en demoeksamen', 'Hjælp', and 'English'. A user profile icon with '@au.dk' is also present. Below the navigation bar, the page title is 'Zoologi: Invertebrater'. The main content area has three steps: '1 Eksamensinformation', '2 Upload besvarelse' (which is the active step), and '3 Aflever'. Under step 2, there are two file upload fields: 'Hoveddokument' and 'Bilag'. Each field has a 'Browse...' button. Below these fields, a note states: '\* Følgende formater er tilladte: .pdf'.

# 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

The screenshot shows the Aarhus University digital exam submission page. At the top, there is a header with the Aarhus University logo, a timer showing 15:38 and 1 time og 21 minutter tilbage, and navigation links for Administrative værktøjer, Prøv en demoeksamen, Hjælp, and English. A user profile icon with @au.dk is also present. Below the header, the page title is 'Zoologi: Invertebrater'. A progress bar shows three steps: 1 Eksamensinformation, 2 Upload besvarelse, and 3 Aflever. The main content area displays 'Din besvarelse' with a list of uploaded files: 'Zoologi\_\_V22\_\_Sara\_Lassen.pdf (1 side)' and 'Bilag Billede1.png'. At the bottom, there are three buttons: 'Forrige', 'Tjek ud og afslut eksamen', and 'Redigér besvarelse'.

# UPLOAD YOUR SUBMISSION

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 'Aflever' / 'Submit' to finally submit.

The screenshot displays the Aarhus University exam submission page. At the top, a timer shows 15:46 and 1 time og 13 minutter tilbage. Navigation links include Administrative værktøjer, Prøv en demoeksamen, Hjælp, English, and a user profile for Asger Buur Jensen (545003@au.dk). The page title is 'AARHUS UNIVERSITET'. Below the title, there's a breadcrumb trail: Mine prøver / Zoologi: Invertebrater. The main heading is 'Zoologi: Invertebrater'. A pop-up window titled 'Tjek ud og afslut eksamen' is centered, asking: 'Du er ved at tjekke din besvarelse ud og afslutte denne eksamen. Når du har tjekket ud kan du ikke længere redigere eller slette din besvarelse. Er du sikker på at du vil tjekke ud?'. It has two buttons: 'Nej' and 'Aflever'. Below the pop-up, there's a progress bar with three steps: 1 Eksamensinformation, 2 Upload besvarelse, and 3 Aflever (highlighted). The main content area shows 'Din besvarelse' with a link to 'Zoologi\_\_V22\_\_Sara\_Lassen.pdf (1 side)' and 'Bilag' with a link to 'Billede1.png'. On the right side, there's a 'digital eksamen DE' logo.

# 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.

15:47

Administrative værktøjer ▾ Prøv en demoeksamen Hjælp English 

@au.dk ▾

 AARHUS  
UNIVERSITET

digital  
eksamen 

Mine prøver / Zoologi: Invertebrater

Afleveringskvittering 

Print kvittering

**Kvittering: Besvarelsen er modtaget**  
Din besvarelse er modtaget og alle obligatoriske oplysninger er udfyldt.  
Nedenfor er din kvittering som også vil blive sendt til din e-mail, 

@au.dk

. Du kan ikke foretage dig yderligere.

**Administration**  
**Opgavemateriale**  
Zoologi\_Invertebrater\_S2016\_Eksamensopgave  
**Eksamensinformation**

Navn	Zoologi: Invertebrater
Periode	Sommereksamen 2016 - Ordinær
Bedømmelse	7-trinsskala
Censurform	ekstern censur
Prøveform	Skriftlig
Afleveringsforhold	Kun individuelle besvarelser
Eksamenssprog	Dansk
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**Applikation til afvikling af stedprøve**

Personlig kode	A3NMPK
Download ITX Flex klient	<a href="#">Download ITX Flex klient her</a>
Eksamenslog fra ITX Flex	<a href="#">Se eksamenslog</a> - der kan gå op til 48 timer før loggen er klar.

**Din besvarelse**  
[Zoologi\\_\\_V22\\_\\_Sara\\_Lassen.pdf](#) (1 side)  
**Bilag**  
[Billede1.png](#)

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UDDANNELSESKOORDINATOR

# 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.

DE ITX Flex v2.0 - Test (3.15.36)

digital  
eksamen DE

SELVDIAGNO-  
STICERING

LOGIN

KLARMELD DIN  
COMPUTER

EKSAMEN ER I GANG

EKSAMEN ER  
AFSLUTTET

Din besvarelse er modtaget.

Du behøver ikke at foretage dig yderligere. Log på Digital Eksamen for at se din afleveringskvittering.

Link til Digital Eksamen: <https://autestprod.digitaleksamen.arcenic.dk/studerende/proeve/13463/besvar/FlexDeepLink?pincode=#pin#>

Overvågningen kører indtil du afslutter programmet, 15 min efter aflevering eller din eksamens sluttid overskrides med 15 min.

Afslut programmet





# 5. LEARN MORE



AARHUS  
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1. DECEMBER 2023

SARA LASSEN  
UDDANNELSESKOORDINATOR





# 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?

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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](#)





# SEE YOU IN WISEFLOW NEXT SUMMER!

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AU will get a new exam platform in the spring.

A few exams will be done in a soft launch this winter. So some of you may get to know the system a bit before then 😊



# WISEflow





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