HOW TO SUBMIT YOUR EXAM PAPER IN "DIGITAL EXAMS"

Overview 1

Submitting your paper 2

Exam information 2

About the exam submission 3

Exam submission conditions 4

Upload your hand-in 5

Confirmation 6

Exam submission after the deadline 7

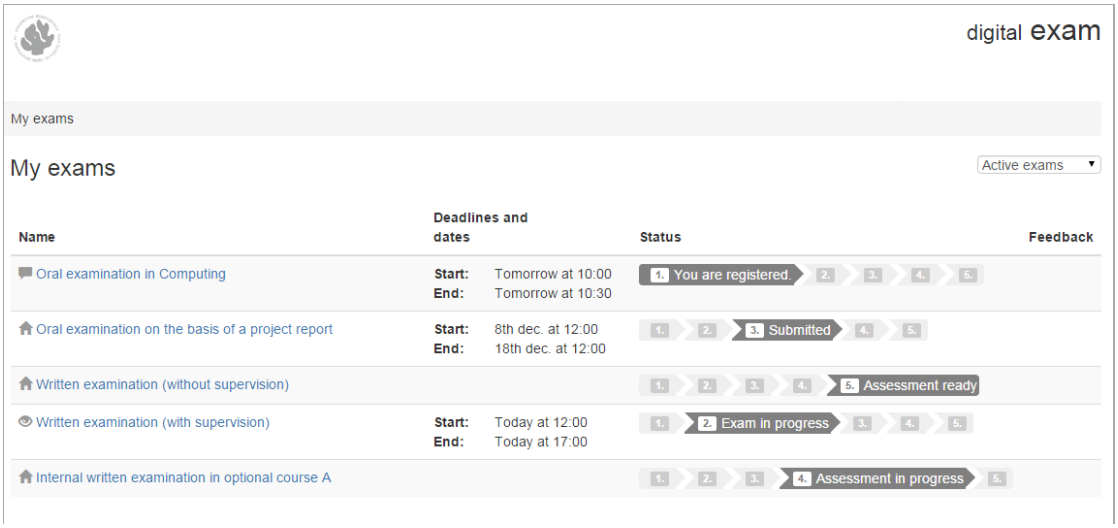
How to sumbit an empty hand-in 8

How to view the evaluation 9

OVERVIEW

The first thing you will see when you log into *Digital Exams* is a list containing your *active exams*. You are able to see your previous exams by switching to *Archived exams.* This is done via the drop down menu at the top right corner.

You will find the exams displayed with: name, deadlines, the status of the exam and a link to possible feedback from the assessment.



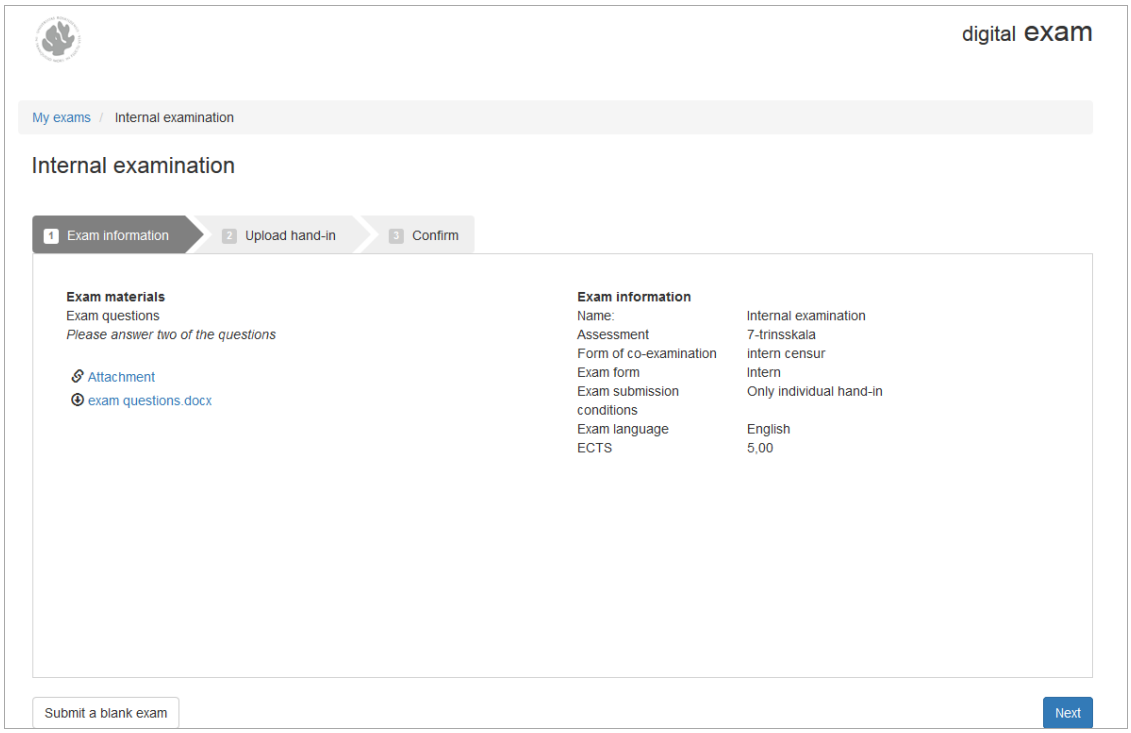
Before the exam starts you can see that you are registered and the start and end dates for the exam. If the exam is active and open for exam submission, this will be indicated in the status, which will also show when you have submitted. The evaluation begins after the deadline for exam submission. Finally, an indication is provided when the assessment is ready.

SUBMITTING YOUR PAPER

When you are ready to submit your exam, click on the exam you want to submit In *My exams*.

EXAM INFORMATION

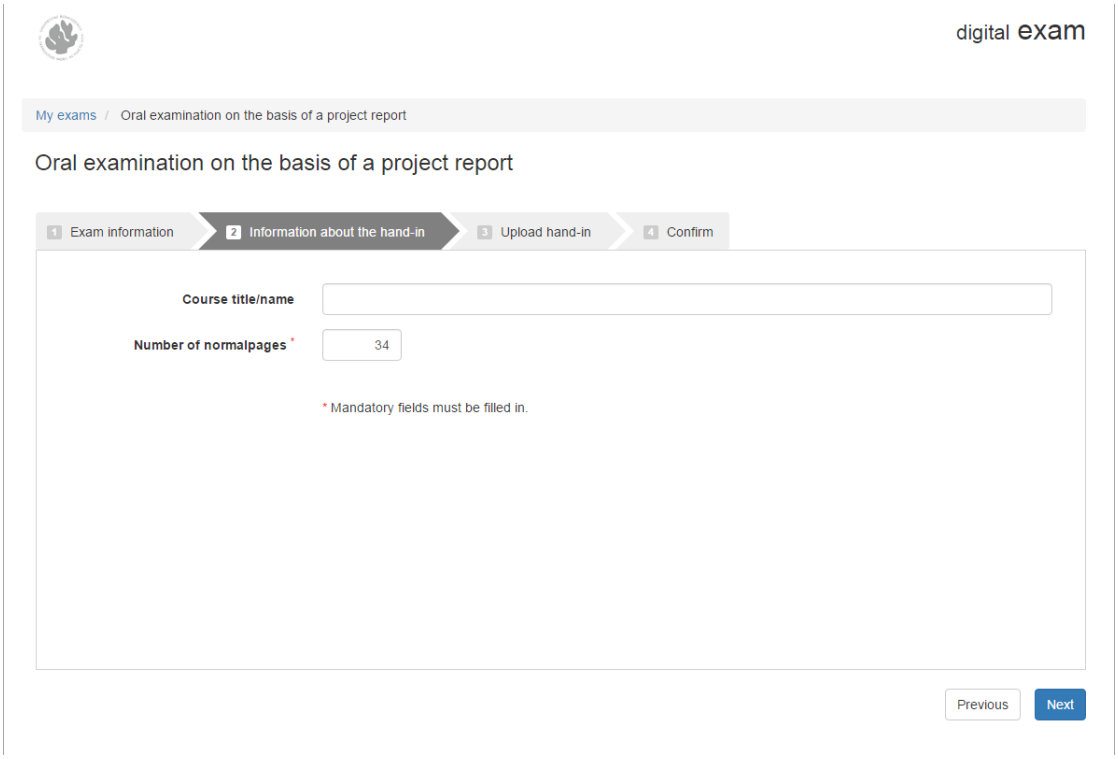
You will find all information regarding the exam on the first page under the tab *Exam Information.* Here you will be able to see details about the evaluation, the form of marking used, how many ECTS points the subject gives etc. and exam materials, if any.



Click on *Next*.

ABOUT THE EXAM SUBMISSION

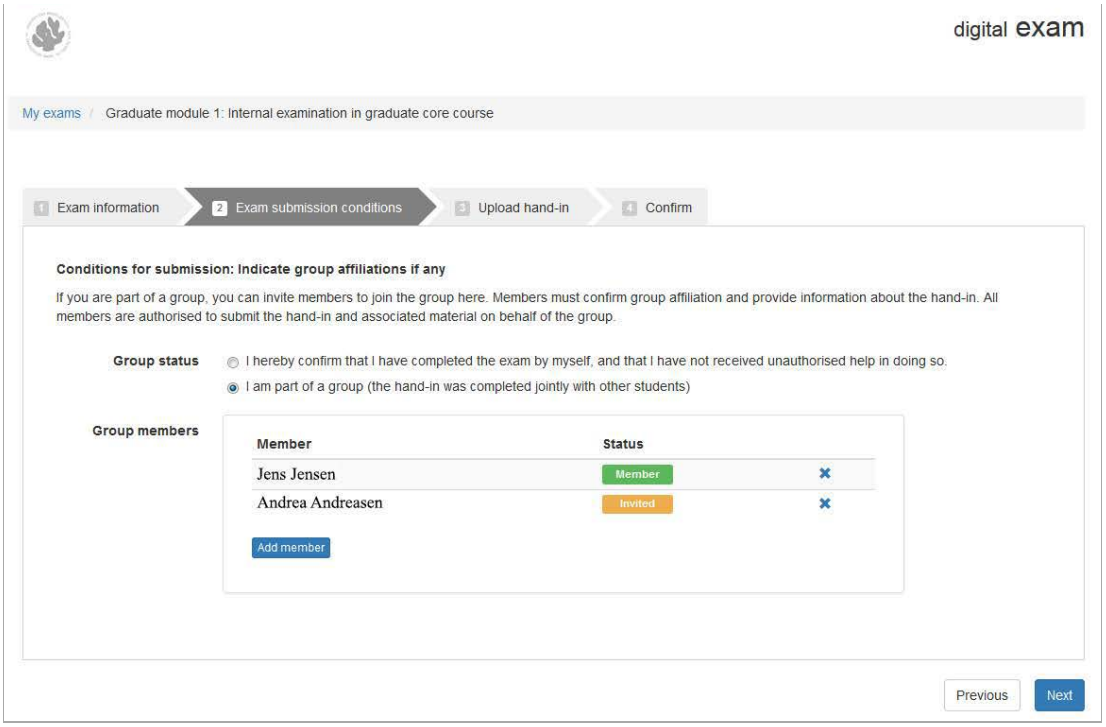
Some exams require that additional information is added under the tab *Information about the hand-in.* This is done here.



Click *Next* when the form is completed. Mandatory forms must be completed in order to continue.

EXAM SUBMISSION CONDITIONS

The tab *Exam submission conditions* is displayed if the exam allows the free formation of groups (not STADS project groups). Here you can choose whether to submit alone or as part of a group. If you choose group status, you will be given the option to add the other group members to the exam submission, allowing you to only have to submit one response.



Click on *Add member* to add group members, and then click *Next* to continue.

The group members you invite must confirm the invitation on their own exam page. Otherwise they will be recorded as not having submitted.

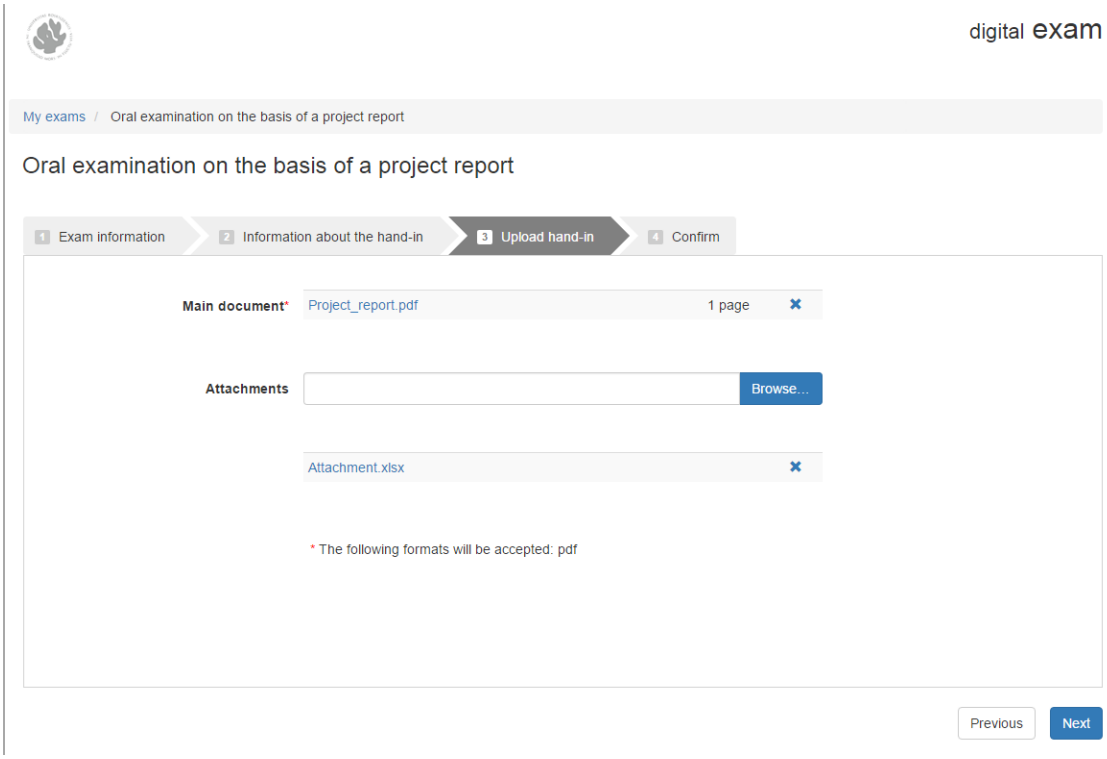
If you change your mind and wish to submit alone instead of as part of a group, tick the box for *I have completed the exam by myself* under *Group status.* The box with group members will then be removed.

UPLOAD YOUR HAND-IN

You are now able to submit your hand-in under the tab *Upload hand-in.* Click on *Browse* to the right of the *Main document* field. It is mandatory to upload a main document.

Find the document you wish to submit on your computer and attach it. Make sure that it conforms to the required file type.

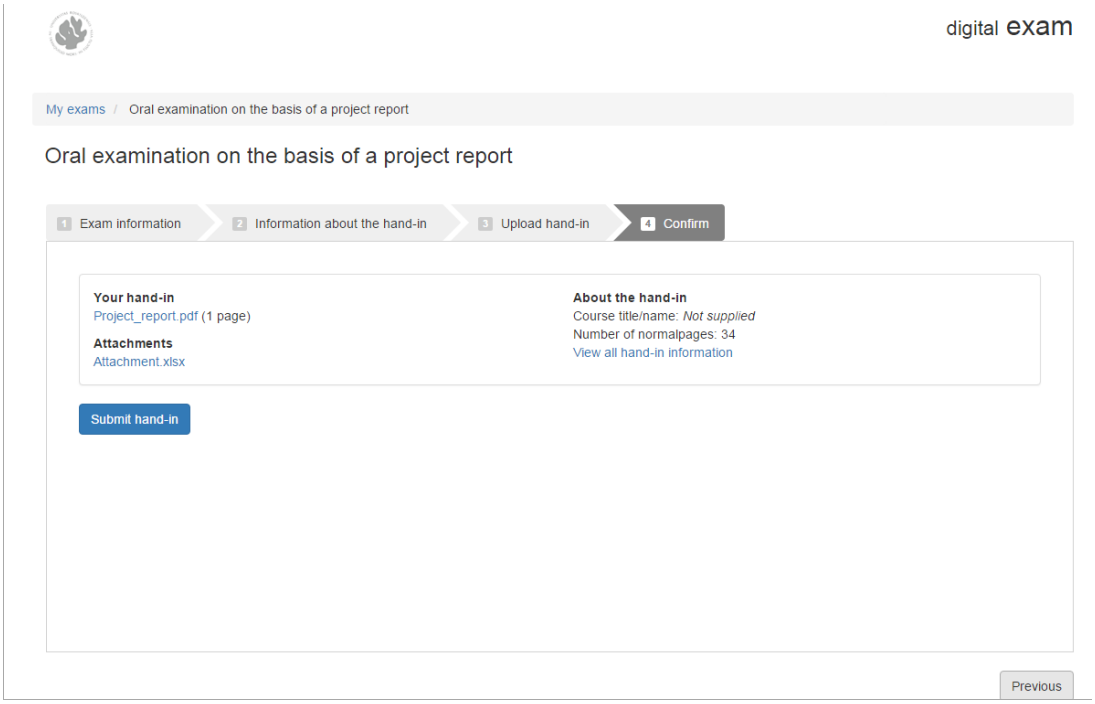
Attach additional attachments to the hand-in in the same way.



Then click *Next*.

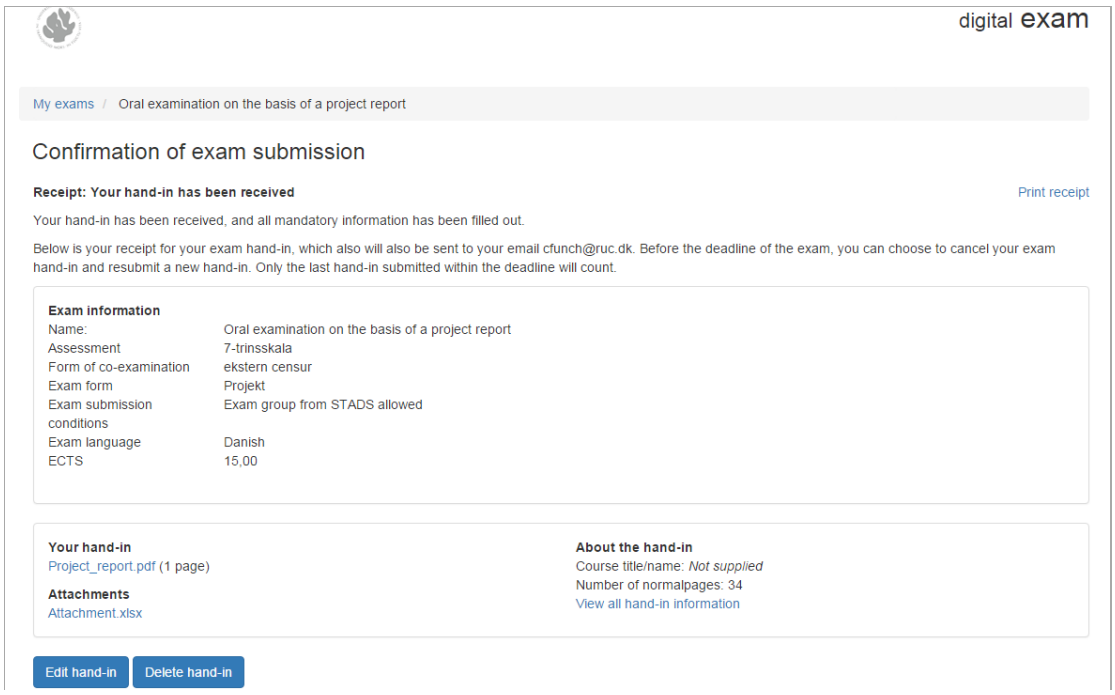
CONFIRMATION

On the last page, under the tab *Confirm,* you must confirm your exam submission by clicking the button *Submit hand-in.* Only then is the hand-in submitted.



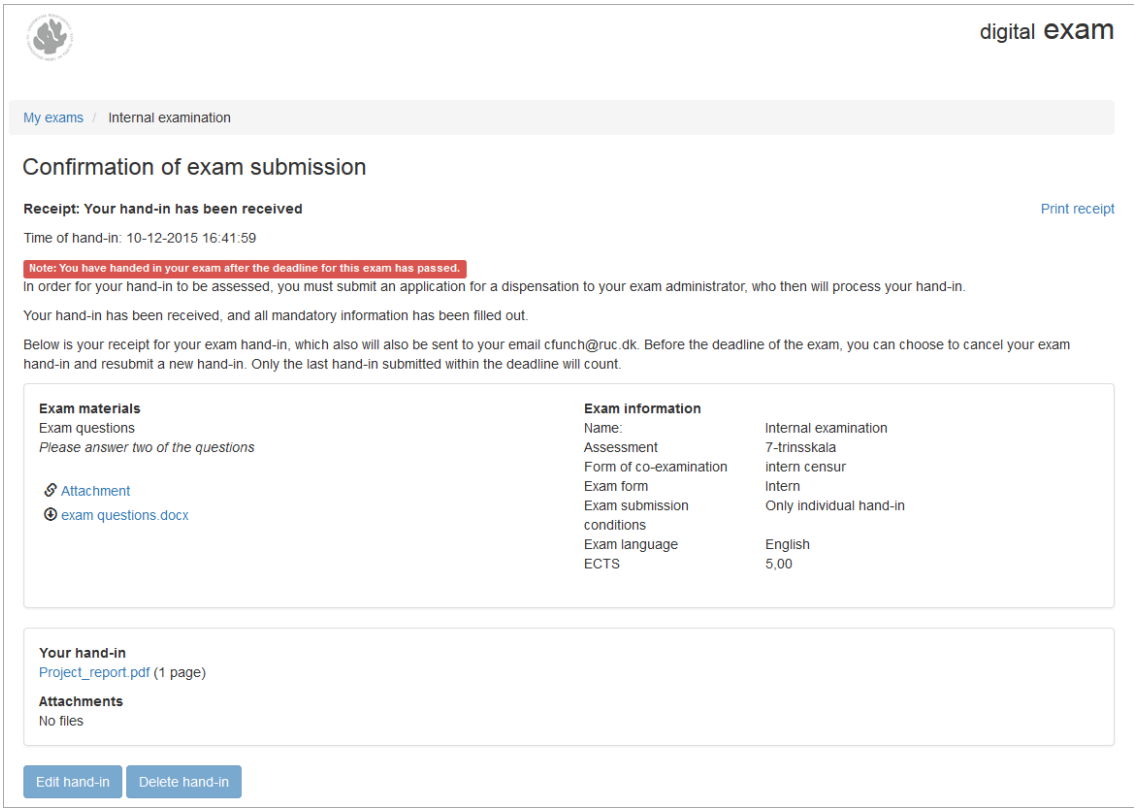
The following confirmation of exam submission will also be sent to your RUC e-mail address. Remember to check in your inbox that you have received the e-mail, to be certain that the exam submission was correctly registered.

You can change your hand-in at any time within the exam period. At the bottom of the page you can either edit your hand-in using the *Edit hand-in* button or delete it using the *Delete hand-in* button.



EXAM SUBMISSION AFTER THE DEADLINE

If the exam submission is after the deadline, you must submit a separate dispensation application to your exam administrator, for a possible assessment.



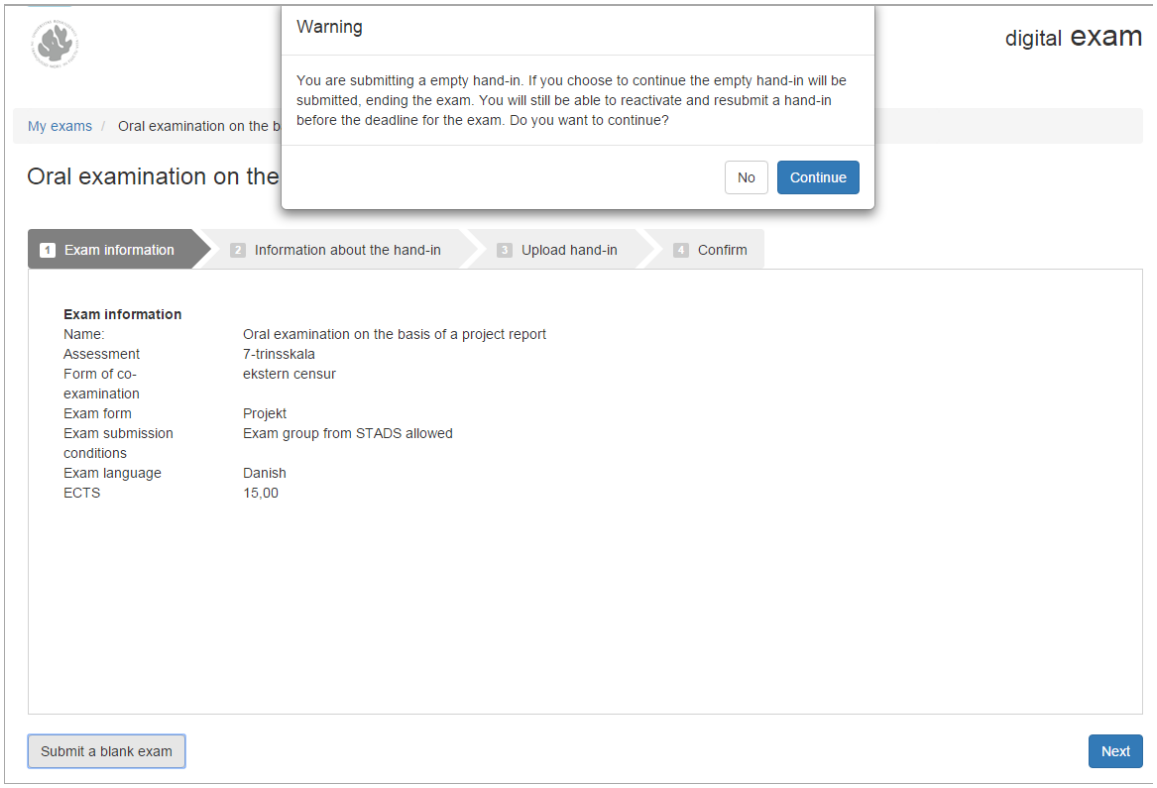
HOW TO SUMBIT AN EMPTY HAND-IN

In *My exams*, click on the exam you want to submit.

You will find all information regarding the exam on the first page under the tab *Exam Information.* Here you will be able to see details about the evaluation, the form of marking used, how many ECTS points the subject gives etc. and exam materials, if any.

Click on *Submit a blank exam* in the bottom left corner, and then click *Next*.

Note: You can change your hand-in at any time within the exam period.



HOW TO VIEW THE EVALUATION

The evaluation begins when the exam deadline is reached.

Click on the specific exam at any time to view the receipt for your exam submission. However, you cannot edit your exam submission once the deadline has passed.

When the evaluation is ready, you can view the grade in STADS.