

HOW TO SUBMIT YOUR EXAM PAPER IN “DIGITAL EXAMS”

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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.

Name	Deadlines and dates	Status	Feedback
🗨 Oral examination in Computing	Start: Tomorrow at 10:00 End: Tomorrow at 10:30	1. You are registered. 2. 3. 4. 5.	
🏠 Oral examination on the basis of a project report	Start: 8th dec. at 12:00 End: 18th dec. at 12:00	1. 2. 3. Submitted 4. 5.	
🏠 Written examination (without supervision)		1. 2. 3. 4. 5. Assessment ready	
👁 Written examination (with supervision)	Start: Today at 12:00 End: Today at 17:00	1. 2. Exam in progress 3. 4. 5.	
🏠 Internal written examination in optional course A		1. 2. 3. 4. Assessment in progress 5.	

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.

The screenshot shows a web interface for a digital exam. At the top right, it says "digital exam". Below that, there's a breadcrumb trail: "My exams / Internal examination". The main heading is "Internal examination". There are three tabs: "1 Exam information" (selected), "2 Upload hand-in", and "3 Confirm".

Exam materials
Exam questions
Please answer two of the questions

[Attachment](#)
[exam questions.docx](#)

Exam information

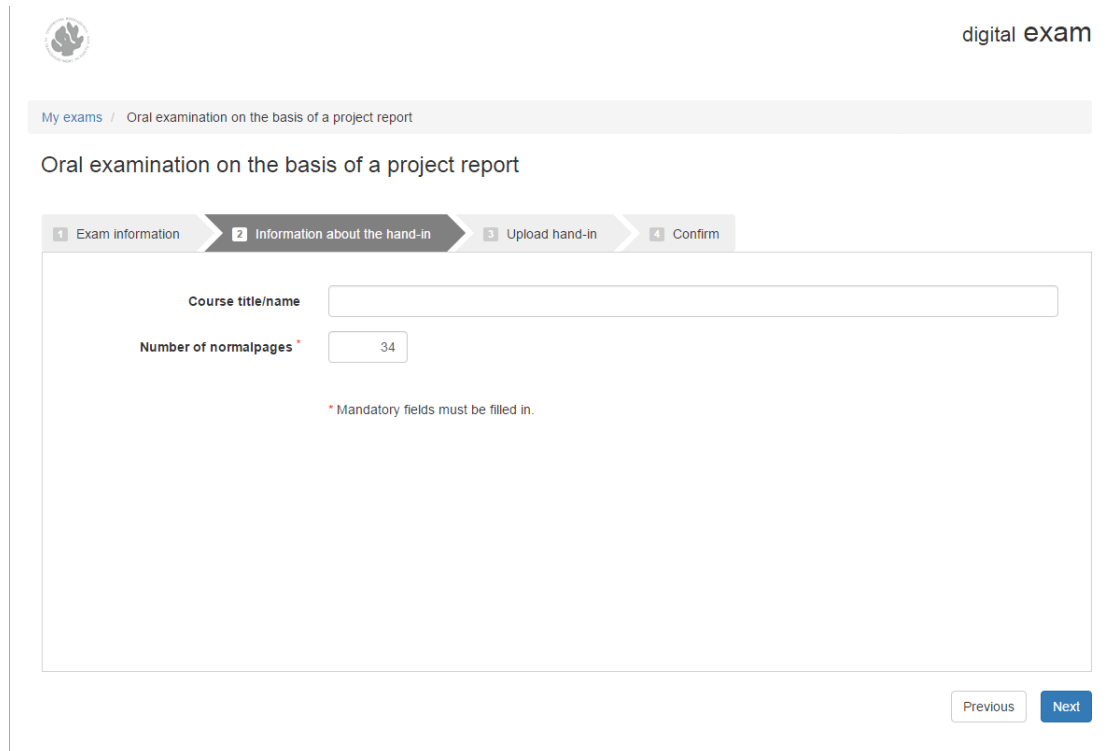
Name:	Internal examination
Assessment	7-trinsskala
Form of co-examination	intern censur
Exam form	Intern
Exam submission conditions	Only individual hand-in
Exam language	English
ECTS	5,00

At the bottom left, there is a button "Submit a blank exam". At the bottom right, there is a blue button "Next".

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.



The screenshot shows a web interface for a digital exam. At the top left is a logo, and at the top right is the text "digital exam". Below this is a breadcrumb trail: "My exams / Oral examination on the basis of a project report". The main heading is "Oral examination on the basis of a project report". A progress bar at the top of the form area shows four steps: 1 Exam information, 2 Information about the hand-in (which is the active step), 3 Upload hand-in, and 4 Confirm. The form contains two input fields: "Course title/name" with an empty text box, and "Number of normalpages" with a text box containing the number "34". A red asterisk is next to the "Number of normalpages" label. Below the form is a note: "* Mandatory fields must be filled in." At the bottom right of the form area are two buttons: "Previous" and "Next".

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.

My exams Graduate module 1: Internal examination in graduate core course

1 Exam information 2 Exam submission conditions 3 Upload hand-in 4 Confirm

Conditions for submission: Indicate group affiliations if any

If you are part of a group, you can invite members to join the group here. Members must confirm group affiliation and provide information about the hand-in. All members are authorised to submit the hand-in and associated material on behalf of the group.

Group status

I hereby confirm that I have completed the exam by myself, and that I have not received unauthorised help in doing so.

I am part of a group (the hand-in was completed jointly with other students)

Group members

Member	Status
Jens Jensen	Member
Andrea Andreassen	Invited

Add member

Previous Next

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.

The screenshot shows a web interface for uploading a hand-in. At the top left is a logo, and at the top right is the text "digital exam". Below this is a breadcrumb trail: "My exams / Oral examination on the basis of a project report". The main heading is "Oral examination on the basis of a project report". A progress bar below the heading has four steps: "1 Exam information", "2 Information about the hand-in", "3 Upload hand-in" (which is highlighted), and "4 Confirm". The main content area contains a "Main document*" field with the file "Project_report.pdf" (1 page) and a "Browse..." button. Below this is an "Attachments" section with a "Browse..." button and a file "Attachment.xlsx". A note at the bottom states: "* The following formats will be accepted: pdf". At the bottom right of the form area are "Previous" and "Next" buttons.

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 screenshot shows the 'digital exam' interface. At the top right, it says 'digital exam'. Below that, a breadcrumb trail reads 'My exams / Oral examination on the basis of a project report'. The main heading is 'Oral examination on the basis of a project report'. A progress bar at the bottom of the page shows four steps: 1 Exam information, 2 Information about the hand-in, 3 Upload hand-in, and 4 Confirm (which is currently selected). The main content area is divided into two columns. The left column, titled 'Your hand-in', lists 'Project_report.pdf (1 page)' and 'Attachments' with 'Attachment.xlsx'. Below this is a blue 'Submit hand-in' button. The right column, titled 'About the hand-in', shows 'Course title/name: Not supplied' and 'Number of normalpages: 34', with a link 'View all hand-in information'. At the bottom right of the page is a 'Previous' button.


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.

The screenshot shows the 'Confirmation of exam submission' page. At the top right, it says 'digital exam'. Below that, a breadcrumb trail reads 'My exams / Oral examination on the basis of a project report'. The main heading is 'Confirmation of exam submission'. Below the heading, it says 'Receipt: Your hand-in has been received' with a 'Print receipt' link. The text reads: 'Your hand-in has been received, and all mandatory information has been filled out. Below is your receipt for your exam hand-in, which also will also be sent to your email cfunch@ruc.dk. Before the deadline of the exam, you can choose to cancel your exam hand-in and resubmit a new hand-in. Only the last hand-in submitted within the deadline will count.' The main content area is divided into two columns. The left column, titled 'Exam information', lists: Name: Oral examination on the basis of a project report; Assessment: 7-trinsskala; Form of co-examination: ekstern censur; Exam form: Projekt; Exam submission conditions: Exam group from STADS allowed; Exam language: Danish; ECTS: 15,00. The right column, titled 'About the hand-in', shows 'Course title/name: Not supplied' and 'Number of normalpages: 34', with a link 'View all hand-in information'. Below this are two buttons: 'Edit hand-in' and 'Delete hand-in'.

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.

digital exam

My exams / Internal examination

Confirmation of exam submission

Receipt: Your hand-in has been received

[Print receipt](#)

Time of hand-in: 10-12-2015 16:41:59

Note: You have handed in your exam after the deadline for this exam has passed.

In order for your hand-in to be assessed, you must submit an application for a dispensation to your exam administrator, who then will process your hand-in.

Your hand-in has been received, and all mandatory information has been filled out.

Below is your receipt for your exam hand-in, which also will also be sent to your email cfunch@ruc.dk. Before the deadline of the exam, you can choose to cancel your exam hand-in and resubmit a new hand-in. Only the last hand-in submitted within the deadline will count.

Exam materials Exam questions <i>Please answer two of the questions</i> Attachment exam questions.docx	Exam information Name: Internal examination Assessment: 7-trinsskala Form of co-examination: intern censur Exam form: Intern Exam submission conditions: Only individual hand-in Exam language: English ECTS: 5,00
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Your hand-in
[Project_report.pdf](#) (1 page)

Attachments
No files

[Edit hand-in](#) [Delete hand-in](#)

HOW TO SUBMIT 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.

The screenshot shows a web interface for a digital exam. At the top right, it says "digital exam". A warning dialog box is open in the center, with the text: "Warning: You are submitting a empty hand-in. If you choose to continue the empty hand-in will be submitted, ending the exam. You will still be able to reactivate and resubmit a hand-in before the deadline for the exam. Do you want to continue?". The dialog has "No" and "Continue" buttons. Below the dialog, there is a breadcrumb trail: "My exams / Oral examination on the b". The main content area has a title "Oral examination on the b" and a progress bar with four steps: "1 Exam information", "2 Information about the hand-in", "3 Upload hand-in", and "4 Confirm". The "Exam information" section contains the following details:

Exam information	
Name:	Oral examination on the basis of a project report
Assessment	7-trinsskala
Form of co-examination	ekstern censur
Exam form	Projekt
Exam submission conditions	Exam group from STADS allowed
Exam language	Danish
ECTS	15,00

At the bottom left, there is a button labeled "Submit a blank exam". At the bottom right, there is a blue button labeled "Next".

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.