

# Technical guide to digital exams in Microsoft Teams at RUC.

Below is a A-Z technical guide about exams in Microsoft Teams for external examiners.

## Testing and opening of the exams.

After RUC has scheduled the exam as an online exam, the examiner and external examiner will receive a calendar invitation by email from RUC with links to Team Meetings.

For each exam, individually as well as group, calendar invitations will be created.

You can use the link as soon as you receive it in the email, therefore you can also use it to test that all the equipment is working.

At the start of an exam, please select the specific exam in your calendar.



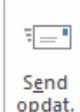
In each of the calendar invitations, there is a link to the specific exam.

The student, examiner and external examiner have received the same link in their calendar.

When clicking on the event, there is information available on "Join Microsoft Team Meeting".

Clicking on the link will open a window in a browser.

**i** Der er ikke modtaget nogen svar på indkaldelsen til dette møde.  
Denne aftale er i konflikt med en anden aftale i kalenderen.

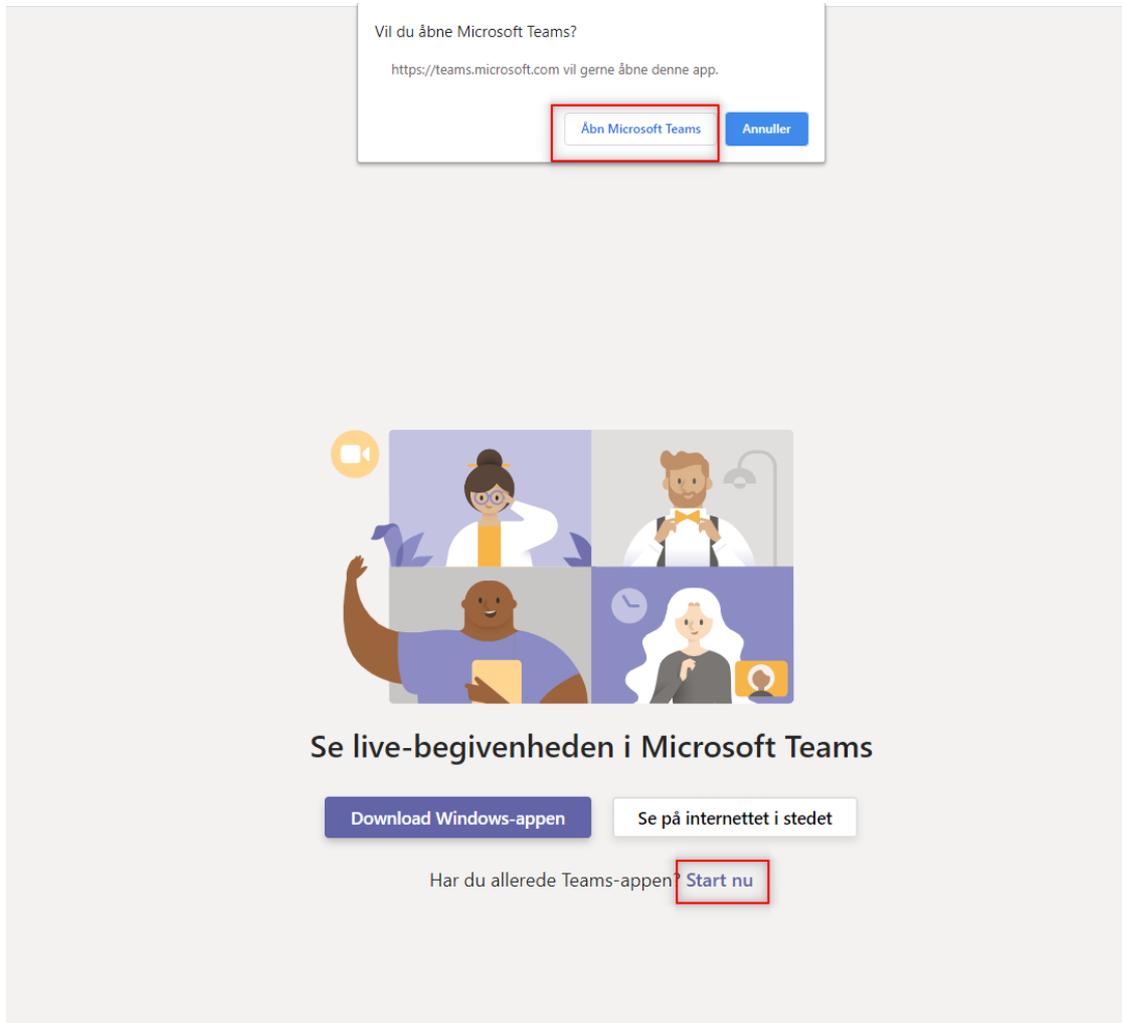
	Tjl...	<input type="checkbox"/> fjernundervisning@rucdk.onmicrosoft.com	
Emne	Eksamen 1		
Sted	Microsoft Teams-møde	<input type="button" value="Lokaler.."/>	
Starttidspunkt	ti 07-04-2020	09:00	<input type="checkbox"/> Hele dagen
Sluttidspunkt	ti 07-04-2020	09:30	

**Deltag i Microsoft Teams-møde**

Få mere at vide om Teams | Mødeindstillinger

In the overall exam guide, it is recommended that Teams is installed on the external examiner's computer if external examiner has a Microsoft account. If you do not have a Microsoft Account, there is also the

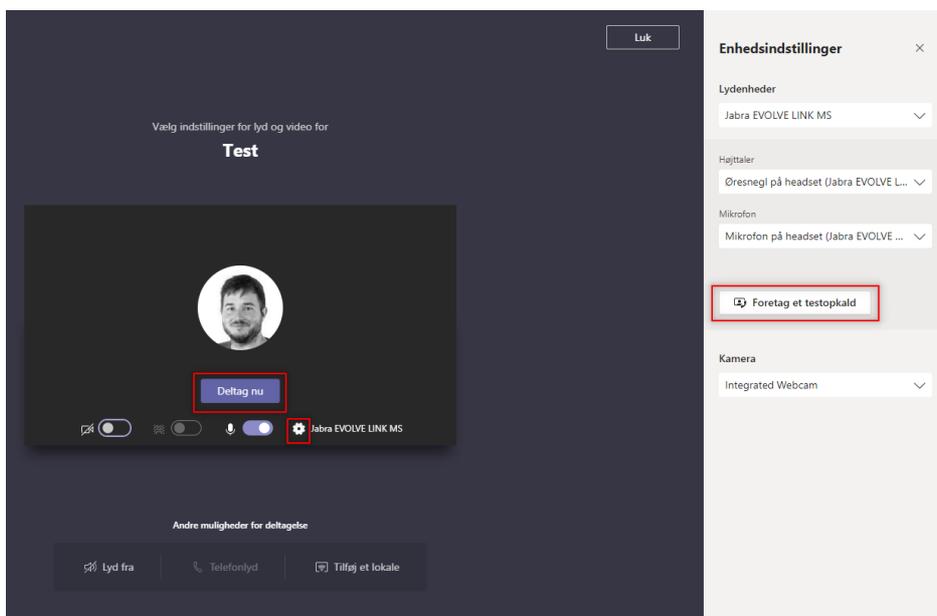
possibility to join in the browser. The browser versions has some limitations, including only viewing the person who is speaking instead of four person in the App.  
If Teams has been installed, select "Open Microsoft Teams". Instructions for installing Teams can be found [here](#)



The Teams program on the computer will then open.  
If this is not the case, it we recommend to open the Teams program on the computer before clicking on the link.  
Teams will open in the relevant examination room.  
Using the browser will send you directly to the meeting.

By clicking on the gear icon there is the opportunity to test sound, microphone and more. - see CHECKLIST  
Camera and audio must be enabled, and when the settings are in place, select "Join Now"

(It is only necessary to test settings at the first exam as Teams will remember the settings for the next meeting).

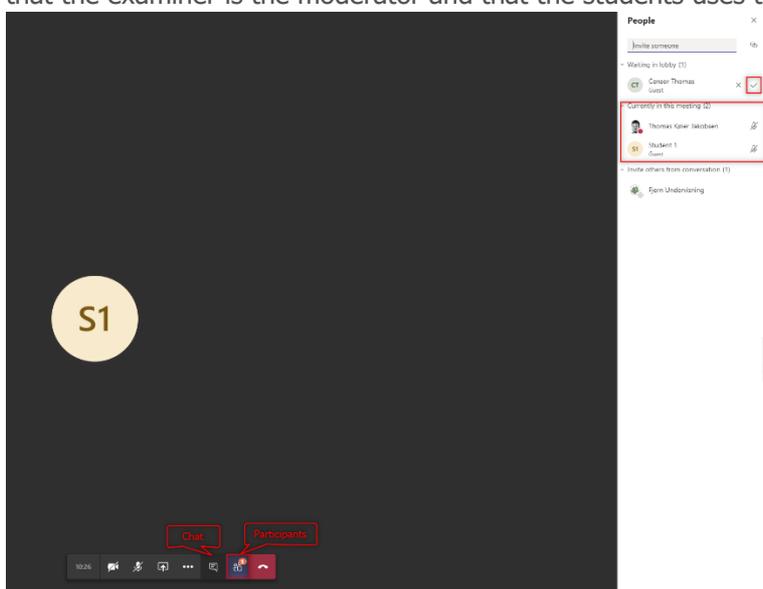


External examiner will have to await that the examiner or student allow them access to the meeting.

By clicking the participant's icon, external examiner can see an overview of all other participants at the exam. It We recommend to keep this overview open during the whole meeting, as it will be clear if the student(s) is a part of the exam or has technical problems.

During the exam, the student(s) have the opportunity to share their screen.

The four who have last spoken will appear with video on a split screen. For group exams, we recommend that the examiner is the moderator and that the students uses the chat for speech order.



## Voting

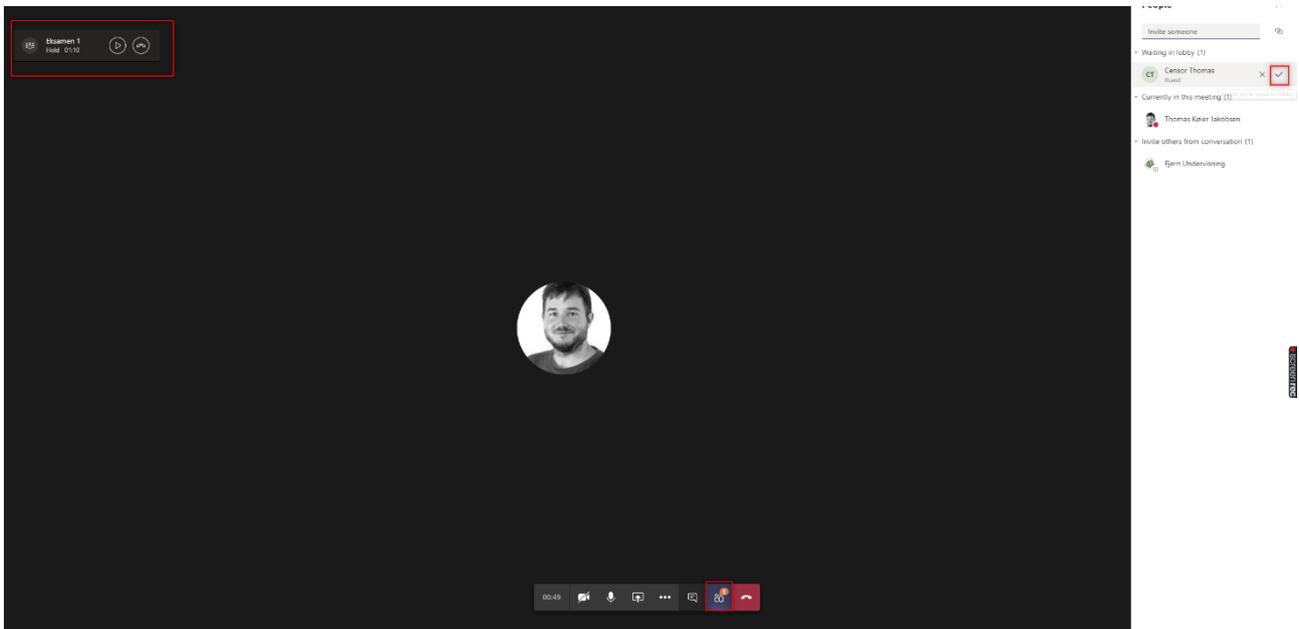
When the time is up, the examiner and external examiner must vote in a separate Team Meeting.

The meeting for voting has also been sent from RUC by email with a link. It will appear in the calendar for the same period as the associated exams.

Click on the link to open the "voting room" and select "Open Microsoft Teams".

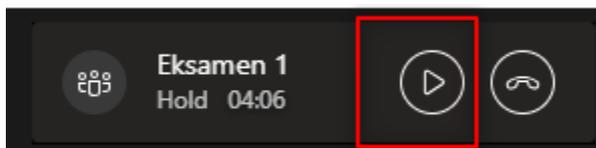
<b>Votering</b> Microsoft Teams-møde Thomas Køier Jakobsen	<b>Eksamen 1; Microsoft Teams-møde; Tho</b>
	Eksamen 2
	Eksamen 3
	Eksamen 4
	Eksamen 5

By attending another meeting, the examination meeting will be paused.  
 At the first voting, the examiner must allow access for the external examiner. We recommend that the examiner and external examiner meet in the voting room before the exam, so this meeting is started before the students' exams.



### Evaluation and end of examination

To return to the examination room, both the examiner and the external examiner must resume the examination meeting.



For individual exams the grade is given and the exam is completed.

During group exams, we recommend that students is given a short time interval to receive their grades, and the other students leave the meeting until it is their turn.

By a unified grade for the whole group, all students stay in the examination room.

The exam is completed by selecting the red telephone - the examiner and external examiner can then select and start the next event in the calendar.

It is recommended that the "voting meeting" is kept open throughout the exam and paused during exams.

