

Exam guide – Faculty of Business and Social Science

Make sure you keep up-to-date on your exams both in the examination plan on your study page at MySDU and in Digital Exam. Then you have the full overview.

Have you read your course descriptions? Here you will find important information about e.g. the learning objectives, form of examination and permitted examination aids.

Digital Exam

You can see your exams in [Digital Exam](#) as soon as they are ready. You will receive a notification on your student email when your exam is available in the system.

If you are going to take the exam on campus (oral or written), you will be able to find information about your exam time and exam room in the distribution list on the test in Digital Exam no later than three days before the exam.

Contact the Student Administration or Student Service if your exam is not visible in Digital Exam no later than 1 week before the start of the exam.

Exam Monitor

When taking written campus-based exams, you must always use Exam Monitor. Exam Monitor monitors your screen while you solve your assignment to prevent cheating during the exam. Remember to switch off Exam Monitor after finishing the exam.

It is your responsibility to install and test [Exam Monitor](#) on your computer a few days before your exam. If you cannot get the program to run on your computer, you can contact the [Service Desk](#).

Written exam

Written exams are completed digitally via Digital Exam. This is where the exam assignment is handed in and where you must also hand in your answer. Some exams may be exempt. This will appear in the Digital Exam.

Written exam on Campus

When you arrive, you must set up your computer yourself. You are responsible for your own IT equipment during the exam. Read more about [requirements for IT equipment](#) at mySDU under The written campus-based exam.

 <p>PREPARATION</p> <hr/> <p>1 WEEK</p> <p>BEFORE THE EXAM</p> <ul style="list-style-type: none">▪ LOG ON DIGITAL EXAM▪ TEST EXAM MONITOR▪ READ EXAM RULES	 <p>ARRIVE</p> <hr/> <p>1 HOUR</p> <p>BEFORE THE EXAM</p> <ul style="list-style-type: none">▪ BEE ON TIME▪ BRING STUDENT CARD▪ SETTING UP EQUIPMENT	 <p>DOORS CLOSING</p> <hr/> <p>30 MIN</p> <p>BEFORE THE EXAM</p> <p>IF YOU ARE LATE, YOU WILL NOT BE ABLE TO ATTEND THE EXAM</p>
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Avoid exam cheating

Good academic practice and scientific integrity are fundamental building blocks of a university – also for you as a student.

It is important that you familiarize yourself with the rules for academic practice so that you avoid exam cheating. Cheating can have serious consequences for you – even if you break the rules by mistake.

At MySDU, you can read more about the [rules for exam cheating](#), so that it doesn't happen to you.

Seek help if you are under pressure

If you are under such pressure for personal, study or family reasons that you are considering cheating on the exam - don't. Get help and act differently. You can write to the [General Study Counselling at SDU](#) or contact your [academic student advisor](#).

Would you like to know more?

Get to grips with the exam rules at MySDU. You can find more information here:

- [SDU's regulations for examinations](#)
- [Additional regulations for examination at the Faculty of BSS](#)

Contact the Study Administration or Student Service if you have any questions about your exam.

We wish you the best of luck with your exam!

