


Handing in as a group in Digital Eksamen

This is a guide on how you as a student can hand in as part of a group in Digital Eksamen.

Forming the group before the start of the exam

If your exam administrator has made it possible for students to form groups ahead of the exam start, the option of forming groups will come up in connection with the exam status:

Name	Deadlines and dates	Status	Feedback
 Makroøkonomi Del 2, Dittes test	Start: Tomorrow at 13:58 End: Tomorrow at 14:58	<div><div>1 You are registered. Group forming is possible</div><div>2</div><div>3</div><div>4</div><div>5</div></div>	

Click the name of the exam (written in blue), and you will access the following screen display:

Makroøkonomi Del 2, Dittes test

Exam information

Name

Makroøkonomi Del 2, Dittes test

Period

Summer examination 2020 - Ordinær

Assessment

7-trinsskala

Form of co-examination

intern censur

Exam form

Skriftlig

Exam submission conditions

Free groups allowed

Exam start

Tomorrow at 13:58

Exam end

Tomorrow at 14:58

Exam language

Danish

ECTS

9.00

Administration

[Ditte](#)

Conditions for submission: Indicate group affiliations if any

If you are a part of a group, you can invite members here. Members must confirm their affiliation to the group. In case of a written hand in, all members of the group can hand in the answer and other material on behalf of the group.

Group status

☐ I will take the exam alone

☒ I will take the exam as part of a group

Group name

Fri-202-1

Save

Group members

Member	Status
Hanne	Member
Michael	Invited

Search

Close

2

Here, you must do the following to add members to the group:

1. Choose group status 'I will take the exam as a part of a group'.
2. Click the search bar and write the name of someone else from the group. When the name comes up in the search, click it.
3. Add the person to the group by clicking the large plus icon. The chosen person has now been invited to the group.

Important: All invited users must log in and accept the invitation. This is done by logging in, clicking the name of the exam and finally accepting the invitation as shown below:

Exam	Sender	Status
Makroøkonomi Del 2, Dittes test	Hanne	<div>Accept</div> <div>Decline</div>

Close

Make sure that all group members accept the invitation before hand-in, so everyone receives an e-mail receipt. If a member does not accept the invitation until after hand-in, this person will not receive an e-mail receipt. However, they can still log in to Digital Eksamen and access their receipt there.

Deadline for forming groups

If a deadline for forming groups is set, it will always be identical with the deadline for hand-in. This means that all groups must be formed, and thus all group invites accepted, before this deadline. Otherwise it is not possible to be part of a group. If such a deadline applies, it will be shown in the overview as seen below:

Name	Deadlines and dates	Status	Feedback
Makroekonomi Del 2, Dittes test	Start: Tomorrow at 13:58 End: Tomorrow at 14:58 Deadline for forming groups: Today at 19:24	1 You are registered. <i>Group forming is possible</i>	2 3 4 5

Forming groups after the start of the exam:

If it has not been made possible for you to form groups ahead of the exam start, or if you have not made use of this opportunity, you must form groups this way:

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

Conditions for submission: Indicate group affiliations if any

If you are a part of a group, you can invite members here. Members must confirm their affiliation to the group. In case of a written hand in, all members of the group can hand in the answer and other material on behalf of the group.

Group status

☐ I will take the exam alone

1 ☒ I will take the exam as part of a group

Group name

Fri-202-1 **Save**

Group members

Member	Status
Michael	Member x
Hanne	Member x

Search **2** **3** **+**

Previous **Next**

Click the exam in the exam overview and navigate to point 2, 'Exam submission conditions'. Here, the person who is forming the group must do the following:

1. Choose group status, 'I will take the exam as a part of a group'.
2. Click the search box and write the name of someone else in the group. When the name comes up, click it.
3. Add the person to the group by clicking the big plus icon. The chosen person has now been invited to the group.

Important: All invited users must log in and accept the invitation. This is done by logging in, clicking the name of the exam and finally accepting the invitation as shown below:

Group invitations		
Exam	Sender	Status
Makroøkonomi Del 2, Dittes test	Hanne	Accept Decline

Make sure that all group members accept the invitation before hand-in, so everyone receives an e-mail receipt. If a member does not accept the invitation until after hand-in, this person will not receive an e-mail receipt. However, they can still log in to Digital Eksamen and access their receipt there.

Only one hand-in

For group assignments in Digital Eksamen, only one group member needs to upload and hand in a product and any appendices. The remaining group member must only accept the invitation in order to be part of the group.