

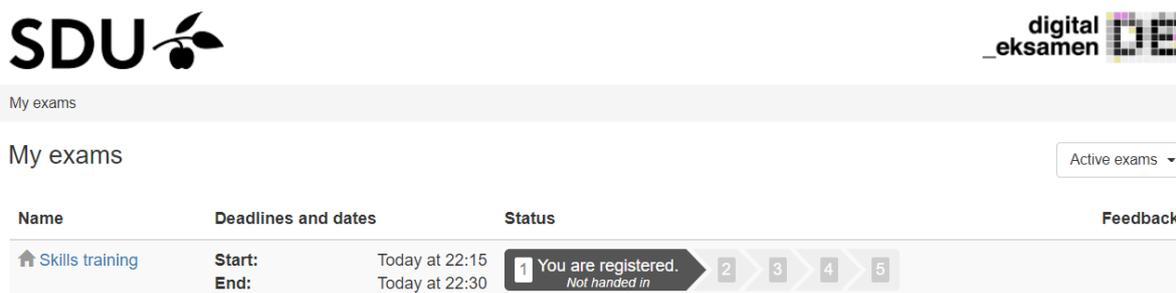
Digital exam for students – take home assignments

Indhold

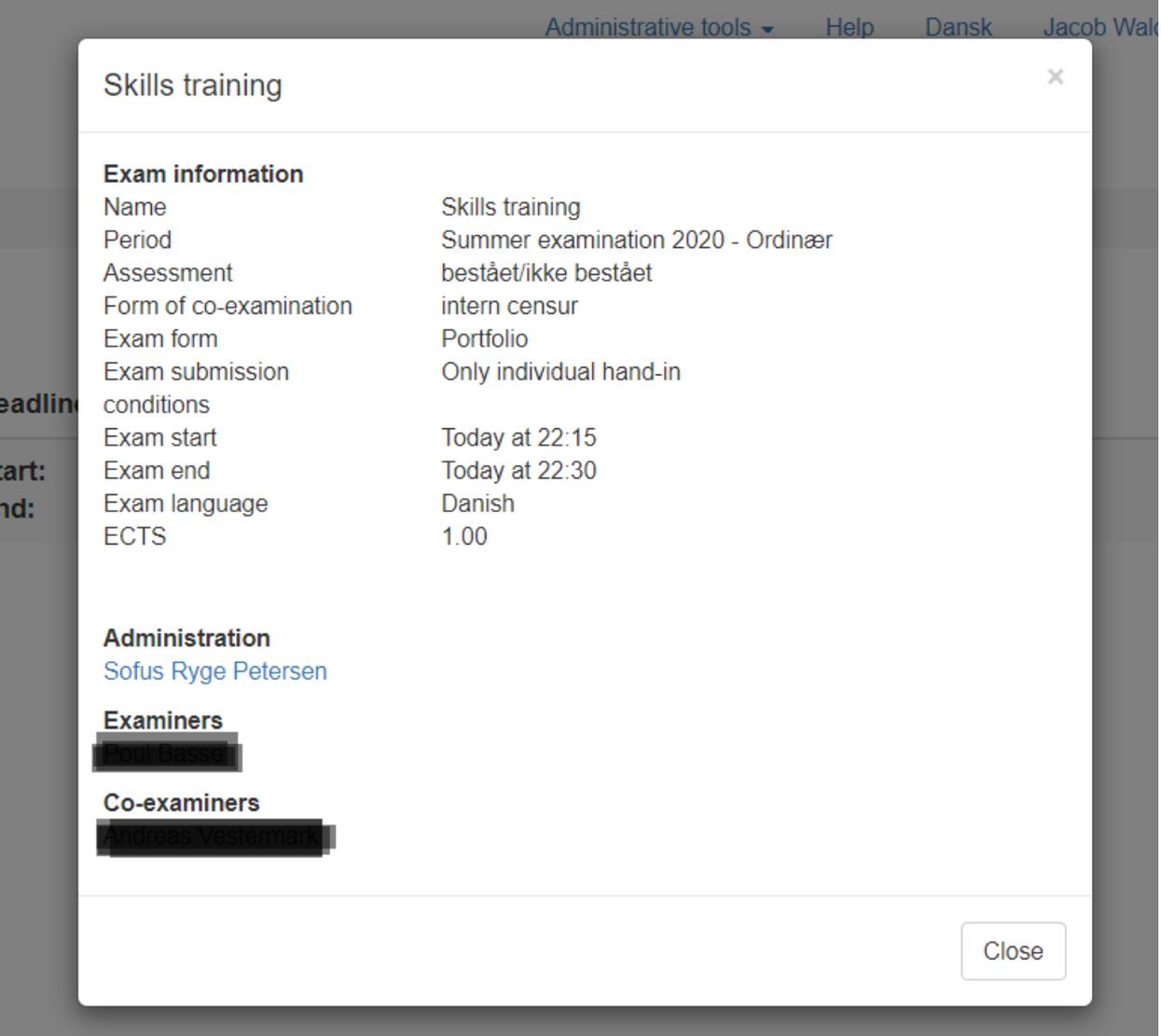
- Digital exam for students – take home assignments 1
 - Information about exams 1
 - The exam is in progress 3
 - Filling out assignment information 4
 - Upload assignment 5
 - How to hand in 6
 - Receipt for assignment 7
 - Changing your mind on handing in 7
 - Grading is in progress 7
 - The grade is ready 8

Information about exams

When an exam in digital Exam is made visible by your exam administrator, you will receive an e-mail from the system. Then you will be able to see the exam in question in your overview in Digital Exam:



By clicking the exam, you will open a view of the exam information which your exam administrator has prepared for you:



The screenshot shows a 'Skills training' dialog box with the following content:

Skills training [Close]

Exam information

Name	Skills training
Period	Summer examination 2020 - Ordinær
Assessment	bestået/ikke bestået
Form of co-examination	intern censur
Exam form	Portfolio
Exam submission conditions	Only individual hand-in
Exam start	Today at 22:15
Exam end	Today at 22:30
Exam language	Danish
ECTS	1.00

Administration
[Sofus Ryge Petersen](#)

Examiners
[Redacted]

Co-examiners
[Redacted]

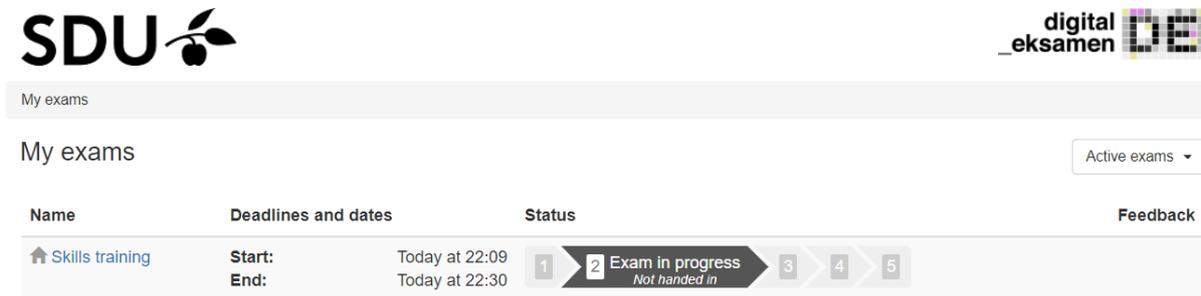
[Close]

Here, you will be able to see some information about the exam, such as:

- Grading type
- Conditions for handing in
- Which examiner and censor will be examining you
- The exam administrator for the exam. By clicking the name, you can see the person's e-mail address.

The exam is in progress

As soon as the exams starts, the status of the exam is changed to "Exam in progress":



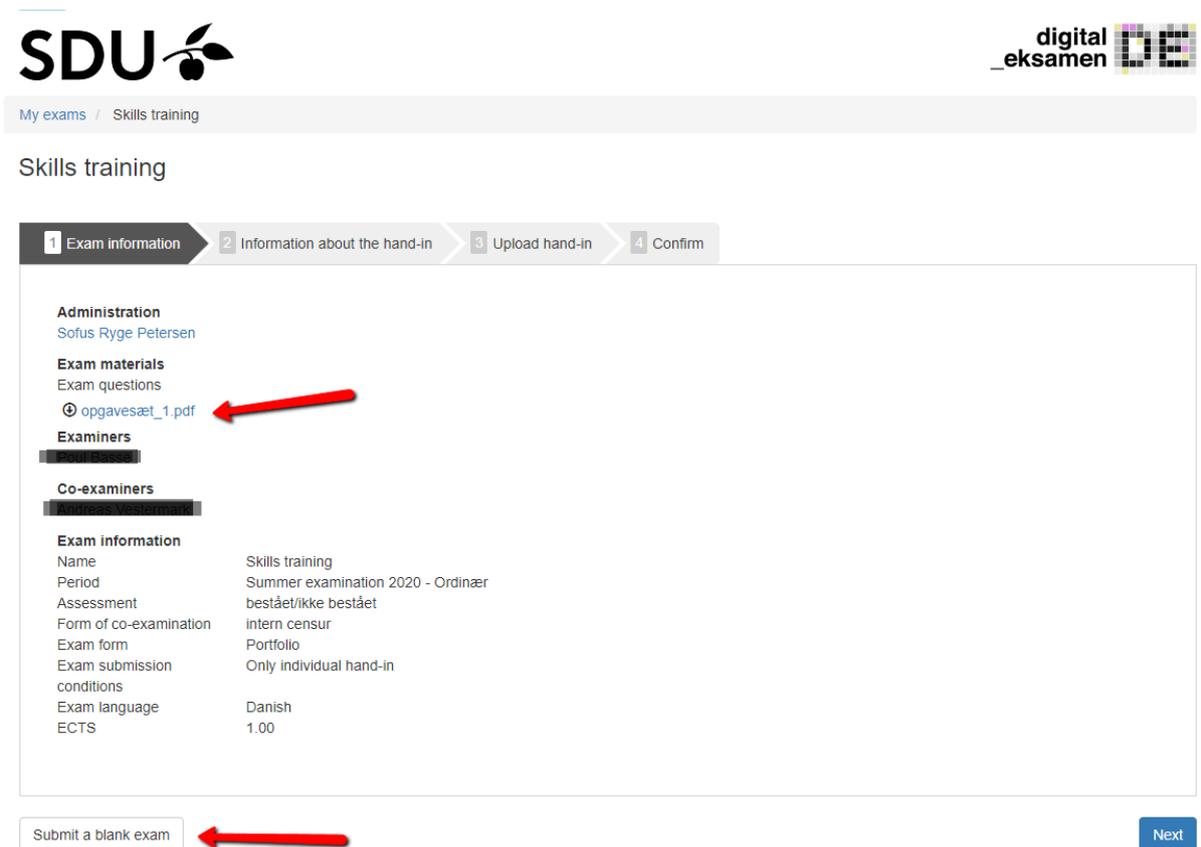
SDU  digital eksamen 

My exams

My exams Active exams ▾

Name	Deadlines and dates	Status	Feedback
Skills training	Start: Today at 22:09 End: Today at 22:30		

Clicking the exam while it is in progress will produce this screenview:



SDU  digital eksamen 

My exams / Skills training

Skills training

1 Exam information 2 Information about the hand-in 3 Upload hand-in 4 Confirm

Administration
Sofus Ryge Petersen

Exam materials
Exam questions
[opgavesæt_1.pdf](#) 

Examiners
[Redacted]

Co-examiners
[Redacted]

Exam information

Name	Skills training
Period	Summer examination 2020 - Ordinær
Assessment	bestået/ikke bestået
Form of co-examination	intern censur
Exam form	Portfolio
Exam submission conditions	Only individual hand-in
Exam language	Danish
ECTS	1.00



Here, you can access information on the exam.

You can access your exam questions, if this is relevant for your exam.

This is also where you can hand in a blank exam, in case you wish to do so.

Filling out assignment information

By clicking the next tab, you will access a screenview in which you must fill out information on your assignment:

SDU 

digital eksamen 

My exams / Skills training

Skills training

1 Exam information 2 Information about the hand-in 3 Upload hand-in 4 Confirm

Number of characters *

Title *

Title, english

* Mandatory fields must be filled in.

Previous Next

Some examples:

- Noting the "title" of an assignment
- Noting "number of characters".

Some information may be obligatory, meaning that you cannot hand in unless you have filled them out.

Upload assignment

When you are ready to hand in, you must upload your assignment. This is done in the tab "Upload hand-in":



My exams / Skills training

Skills training

1 Exam information 2 Information about the hand-in 3 Upload hand-in 4 Confirm

Main document* My file is smaller than 50 MB

Yes Typically pdf files, documents or images

No Typically video or uncompressed audio files

[Browse...](#)

Attachments My file is smaller than 50 MB

Yes Typically pdf files, documents or images

No Typically video or uncompressed audio files

[Browse...](#)

* The following formats will be accepted: .pdf

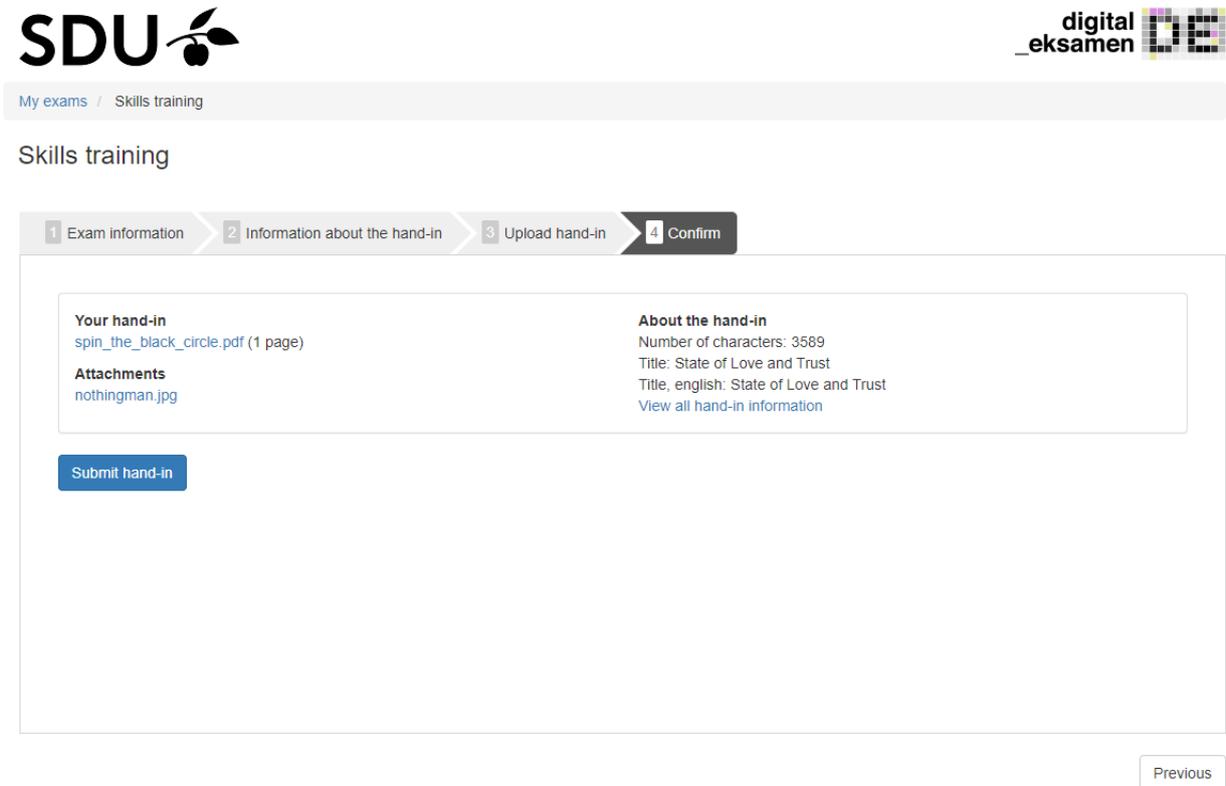
[Previous](#) [Next](#)

Here, you must upload your assignment as well as any attachments. Please note the mention of which format your assignment must be. Attachments can be handed in in any format. Click the 'Browse' button and find the file you wish to upload.

Important: Uploaded files are not handed in. In order to hand in, you must complete the entire flow, and you must do this every time you edit your assignment.

How to hand in

When you wish to hand in your assignment, you must proceed to the "Confirm" tab:



The screenshot shows the SDU digital exam interface. At the top left is the SDU logo. At the top right is the 'digital eksamen DE' logo. Below the logos is a breadcrumb trail: 'My exams / Skills training'. The main heading is 'Skills training'. A progress bar at the top of the content area shows four steps: 1 Exam information, 2 Information about the hand-in, 3 Upload hand-in, and 4 Confirm (which is the active step). The main content area is divided into two columns. The left column is titled 'Your hand-in' and lists 'spin_the_black_circle.pdf (1 page)' and 'Attachments' with 'nothingman.jpg'. Below this is a blue 'Submit hand-in' button. The right column is titled 'About the hand-in' and shows 'Number of characters: 3589', 'Title: State of Love and Trust', and 'Title, english: State of Love and Trust', with a link to 'View all hand-in information'. A 'Previous' button is located at the bottom right of the content area.

Here, you have the option of clicking your assignment and browsing the files you have uploaded as well as checking that you have provided the right answers to the assignment information.

To hand in your assignment, click "Submit hand-in":

Receipt for assignment

You have handed in when you see and receive the below receipt:

22:28 Administrative tools Help Dansk Jacob Waldemar (jawal17@student.sdu.dk)

SDU digital eksamen DE

My exams / Skills training

Confirmation of exam submission [Print receipt](#)

Receipt: Your hand-in has been received

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

Below is your receipt for your exam hand-in, which will also be sent to your email jawal17@student.sdu.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.

Administration	
Sofus Ryge Petersen	
Exam materials	
Exam questions	
opgavesæt_1.pdf	
Examiners	
[Redacted]	
Co-examiners	
[Redacted]	
Exam information	
Name	Skills training
Period	Summer examination 2020 - Ordinær
Assessment	bestået/ikke bestået
Form of co-examination	intern censur
Exam form	Portfolio
Exam submission conditions	Only individual hand-in
Exam language	Danish
ECTS	1.00

Your hand-in	About the hand-in
spin_the_black_circle.pdf (1 page)	Number of characters: 3589
Attachments	Title: State of Love and Trust
nothingman.jpg	Title, english: State of Love and Trust
	View all hand-in information

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

On the receipt, you can see exam information, assignment materials, your assignment and your assignment information.

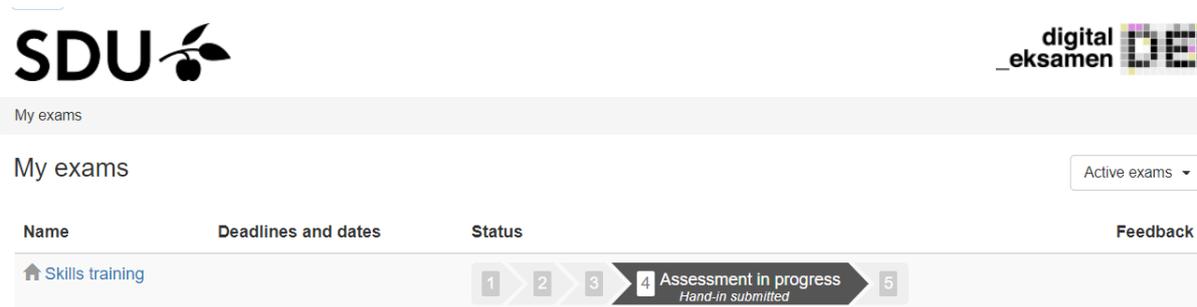
If it says that "Your hand-in has been received", all is well, and your assignment has been received. If you have handed in late, this will be evident from the receipt.

Changing your mind on handing in

If you have handed in, but change your mind, you always have the option of either editing your assignment or deleting it. This is done by either clicking 'Edit hand-in' or 'Delete hand-in'. Important: Every time you edit your assignment, you must run the assignment flow all the way through and receive a new assignment receipt, otherwise you have not rightfully handed in.

Grading is in progress

When you have handed it and are waiting for grading, your overview will look as follows:

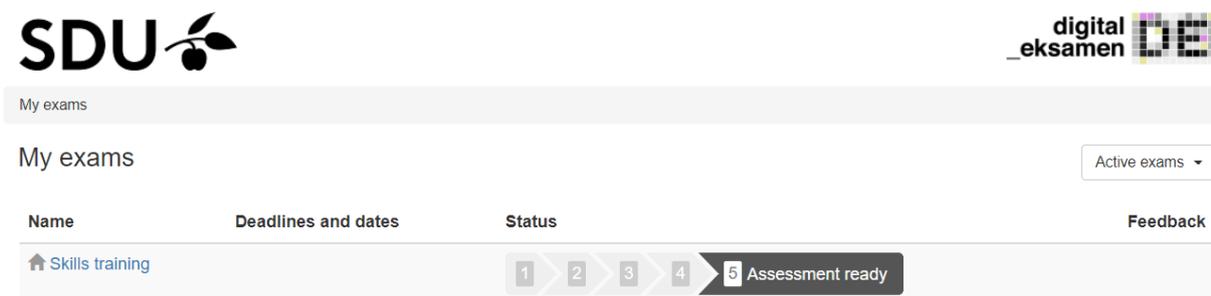


The screenshot shows the SDU Digital Exam (DE) interface. At the top left is the SDU logo, and at the top right is the digital_eksamen DE logo. Below the logos is a header bar with 'My exams' and a dropdown menu for 'Active exams'. The main content area is a table with columns: Name, Deadlines and dates, Status, and Feedback. The first row shows an exam titled 'Skills training' with a status indicator showing a progress bar from 1 to 5, with step 4 highlighted and labeled 'Assessment in progress' and 'Hand-in submitted'.

Status for the exam is 'Assessment in progress'. If the exam administrator makes it available, you will be able to see the deadline for grading. The grade itself cannot be found in Digital Exam. You must find it in your Student Self Service.

The grade is ready

When your grade is ready, the exam status changes:



The screenshot shows the SDU Digital Exam (DE) interface. At the top left is the SDU logo, and at the top right is the digital_eksamen DE logo. Below the logos is a header bar with 'My exams' and a dropdown menu for 'Active exams'. The main content area is a table with columns: Name, Deadlines and dates, Status, and Feedback. The first row shows an exam titled 'Skills training' with a status indicator showing a progress bar from 1 to 5, with step 5 highlighted and labeled 'Assessment ready'.

It will now say "Assessment ready".

If you receive feedback from your examiner in the system, you will be able to access it under the column 'Feedback'.