



# The overview 'My exams'

Once logged in to Digital Exam, you will see the start page/overview 'My exams', which automatically shows you all "active" exams that you are connected to, and that have not yet been assessed. This includes both exams that are ready for assessment, and those with a future assessment date.

From 'My exams', you can access exams where the hand-ins are ready for assessment. If you click on an exam that is not yet open for assessment, a pop-up window will show general data about the exam.

**Assessment start** = the date + time when the exam is accessible to you.

**Assessment end** = the date + time when all assessments for the particular exam should be typed in and submitted.

Click anywhere on the bar to access the exam

To view previously assessed exams, choose 'Assessed exams' from the drop-down menu.

The column **Students** tells you how many students each exam contains, and, if relevant, how many hand-ins they are divided between.

'Planned' refers to the planned, or 'expected', number of students, who will participate in the exam. Once the date for 'Assessment start' has passed, 'planned' will turn into 'students'.

The icons inform you about the type of exam. Hold your cursor over the icons for further explanation.

- **The house** indicates that the test is a so-called 'exam without invigilation' (written take-home exam or project)
- **The speech bubble** indicates that the exam is an 'exam without submission', meaning a digitised grading protocol.
- **The eye** indicates that the exam is a 'written exam with invigilation'. To you as an assessor, there is no difference between exams with or without invigilation.

Exam name	Assessment start	Assessment end	Student
SRA140076S - Kursus 15. maj 2017 - Valgfag 2 <small>You are internal co-examiner and co-administrator on this exam</small>	15th nov. 2017 at 13:40	19th nov. 2017 at 13:40	5 students
SRA140077C - Kursus 17. maj 2017 - Projekt <small>You are internal co-examiner and co-administrator on this exam</small>	11th maj. 2017 at 11:30	29th maj. 2017 at 12:00	6 students <i>(assigned on 5 hand-ins)</i>
NEF440004L - RLJ - Fysik B 12. oktober 2017 <small>You are examiner on this exam</small>	10th aug. 2018 at 08:00	13th aug. 2018 at 18:00	4 planned



# Exam overview

Når du tilgår en prøve, kan du fra dette oversigtsbillede udover at åbne eller downloade besvarelsene (forside og hoveddokument er flette sammen), også se status på plagiattjek, samt tilgå detaljer for besvarelses og eksamensinformation.

When you access an exam, the overview gives you several options:

- download hand-ins (front page and the main document are merged)
- see status of plagiarism
- view details for hand-ins
- view general exam information

To show details about all hand-ins at once, click '[Show details for all hand-ins](#)'.

## Kursus 15. maj 2017 - Valgfag 2

[Show exam information](#) [Show details for all hand-ins](#)

All students

Family name <input type="button" value="v"/>	Plagiarism status <input type="button" value="?"/>	Hand-in <input type="button" value="?"/>	Grade <input type="button" value="?"/>	Notes <input type="button" value="?"/>	Feedback <input type="button" value="?"/>	Status <input type="button" value="?"/>
<a href="#">Fornavn115650 Efternavn115650</a> 115650 <i>This student has a note from administrator</i>	Awaiting plagiarism check	<input type="button" value="Read in browser"/>	7 <input type="button" value="v"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="✓"/> <input type="button" value="✓"/>

## Show exam information

Show exam information

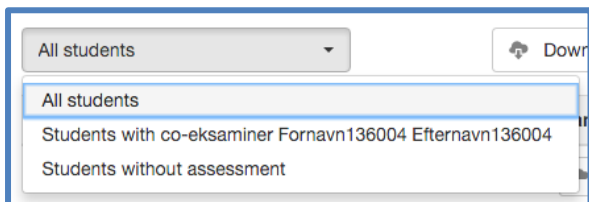
Click **Show exam information** to expand the page and view the exam's 'master data' (e.g. STADS data), as well as the assessors and exam administrator(s) (study secretaries) connected to the exam. You will also be able to view and download any exam materials/assignments. Click **Hide exam information** to shrink the page again.

Show details for all hand-ins

Click **Show details for all hand-ins** to see any notes from the administrator or co-assessors. Click **Hide details for all hand-ins** to close and hide the information again.

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## All students

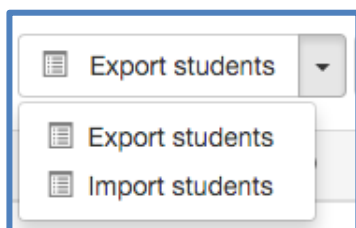


In the drop-down menu **[All students]**, you have the option to limit the number of shown students. For instance, if you are assessing a large number of students, you can reduce the number of shown students as you assess them, by choosing "Students without assessment".

You can always return to view all of the students by choosing "All students".

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## Export students



The button **[Export students]** gives you the option to download a list of all students in the format .csv, which is opened in Excel. You can use this list to get an overview of your students. Use the list to register the students' grades, and upload the file to Digital Exam again using **[Import students]**. Remember to save the file with the exact same name; otherwise, Digital Exam will not allow importing it.

Now, the grades you registered in the file will appear in the exam, and you only need to click the blue button **[Submit assessments]** to make the grades final.

**TIP!** It might be an advantage to use this method at **oral exams**, so you don't have to log in to Digital Exam after each individual examination has ended. Instead, you can register the grades in the downloaded document. Remember to save.