



AALBORG UNIVERSITY  
DENMARK

## Transfer grades to co-examiners

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**When enabled, this functionality lets you transfer the grades you have registered to your co-examiner. As a result, your co-examiner simply needs to click “Submit” to finalize the grades.**

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**Please note:** If a study intends to use this functionality, assessors are notified directly by the study.

This guide should be accompanied by the general guide “Submit assessments”:

[http://files.portal.aau.dk/filessharing/download/aau/adm/studieforvaltningen/2009/~pub/Digital\\_Eksamen/EN/08\\_SubmitAssessment.pdf](http://files.portal.aau.dk/filessharing/download/aau/adm/studieforvaltningen/2009/~pub/Digital_Eksamen/EN/08_SubmitAssessment.pdf)

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## Transfer grades to your co-examiner

In the pop-up "Submit assessments", you will now find the option "Transfer grades to co-examiners". If the option is not enabled, it will not be visible.

A check mark in the box means that the grades you registered are automatically transferred to your co-examiner when you click "Submit".

If the box does not have a check mark, you can simply mark the box to enable the transfer.

Please note that your co-examiner still needs to login to Digital Exam and submit the grades in order for them to be final.

Submit assessments ×

Set date and language for all students 18/09/2018 Language

Given name	Exam languages	Assessment date	Grade	Status
	DK Danish	18/09/2018		-

Transfer grades to co-examiners

Close Submit

### **I made a mistake in the grades that I transferred to my co-examiner!**

As long as your co-examiner has not submitted the grades, you can change them. Simply make your correction and resubmit the grades by clicking "Submit".

Please note that your co-examiner is not notified of any changes you make, so please inform him/her if necessary.



## Your co-examiner transferred grades to you

You can tell that your co-examiner has transferred grades to you when you open an exam and the message “**Attention: [...]**” is displayed (see below). The column “Grade” already contains grades.

If the grades are correct, simply click “Submit” to finalize and report the grades.

**Attention:** A co-examiner has transferred one or more grades to the exam.

All students Export students Submit joint feedback Submit assessments

Given name, Family name, Student number	Grade ?	Notes ?	Feedback ?	Status ?
		Add	Add	- ✓