

How to... – The ultra short guide to ITX Flex

(For a more detailed guide, see the backside of this paper)

Before the exam

IMPORTANT: MAC users with Catalina or newer versions of MAC OS, has give ITX Flex permission to record the screen. See www.de.aau.dk for instructions or contact IT support - before the exam - if you are unsure about this.

- Log on to digitaleksamen.aau.dk
 - Click the exam
 - Find and copy your Personal code (the code is available from 45 minutes before the exam begins)
- Open ITX Flex.
 - Click "Start exam"
 - Enter your personal code
 - Verify the placement of the Exam directory. Click "edit" if you want to change it. *(The Exam Directory contains 2 subfolders – one for the assignment and one for your Exam paper. You can't see the folders until the exam begins)*

Working directory - Subfolders for Assignment and Submission will be visible when the exam begins (Mandatory)

C:\Users\mad\OneDrive - Aalborg Universitet\Documents\FlexTest exam 18-12-2019

Edit...

When the exam begins

- Unlock the assignment
- Enter the pin code - given to you by the invigilators or displayed in the room.
- Find and open your assignment in the folder named "Exam Assignment"
- **Always save your submission document in the "Exam Paper" folder. If you write your answers directly in the assignment document, copy the document to the Exam paper" folder before you begin working.**
Remember to save your work often (Ctrl + "s")

Submission

- ITX Flex will tell you how to submit your paper. Simply follow the instructions.
- You will get a receipt once you submission has been completed. Make sure you receive a Hand-in receipt before you shut down ITX Flex.

Supervised written exams ('stedprøve')

This is a short guide explaining how to attend a supervised written exam ('stedprøve') with digital invigilation. Since the system handling the digital invigilation, ITX Flex, is new, additional help will be available during your exam. Should any questions or doubts arise, simply raise your hand, and ask for help.

Minimum requirements when using ITX Flex

Your computer must comply with the following requirements. If in doubt ask your study secretary or IT Services before the exam.

- PC: Windows 7 or newer
- Mac: OSX 10.10 (Yosemite) or newer
- *Linux and Chrome OS (Chromebooks) are not supported, and cannot be used.*
- You must be able to access the internet, and cannot block ITX Flex from internet access/ITX Backend
- You need at least 2 GB available storage on your computer
- Make sure that ITX Flex can edit the folder it's been installed in
- MAC users must grant ITX FLEX permission to record the screen upon installation of the program

Before the exam

- Login to Digital Exam: (<https://digitaleksamen.aau.dk/>)
- Click on the exam, and download ITX Flex via the link (see image below)

Written exam application

Exam code
Download ITX Flex client

[Download ITX Flex client here](#)

- Install the program (you may need to right-click on the program's icon to open it).
- Start ITX-Flex
 - Do you see one or more red X's? Fix the issue, or contact IT-support for help.
 - Do you see three green check marks? Everything's working as intended:

Now, click [Start the exam] and enter your personal pin code from the exam in Digital Exam. Then click "Continue"

Next, identify the location your ITX Flex "working directory". This directory contains two sub-folders: one for the exam assignment, and one to place your hand-in in.

The subfolder will be created once the exam begins. To change the location, click "Edit"

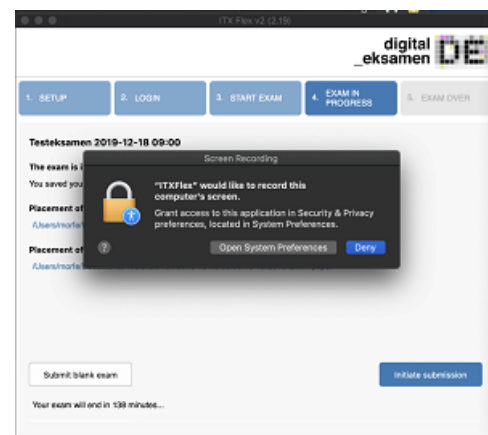
Working directory - Subfolders for Assignment and Submission will be visible when the exam begins (Mandatory)

C:\Users\mad\OneDrive - Aalborg Universitet\Documents\FlexTest exam 18-12-2019

Edit...

During the exam

- Once the exam begins, the invigilators/supervisors will display a pin code in the room.
- **Important: if asked to grant ITX Flex permission to record the screen, do not click "Deny" but follow the system instructions to allow this. If in doubt ask a Supporter.**
- Use the pin code to unlock the exam assignment in ITX Flex. Then, you will be ready to start your hand-in. Please note that unlocking the exam assignment can take a little while. Remember to save your hand-in in the correct folder.
- When the exam begins, ITX Flex begins taking screenshots. The program is running if there is a red frame around your screen. ITX Flex must run during the whole exam. If you are in doubt, ask for help IT-support for help.
- Once you've finished your hand-in, first upload your documents, and then click "submit"



After the exam

- Once you've submitted your hand-in in Digital Exam, you'll see a "Confirmation of exam submission". It will appear whether or not you submitted in time. After you have uploaded your hand-in to Digital Exam, ITX Flex takes a few moments to register that you have now submitted. Once you see the confirmation in ITX Flex, you can close down the program.

