

# Exam form guidelines

## Exam Form A: Portfolio

Students work on a series of individual written assignments throughout the teaching period. During the course, the assignments are uploaded in draft form to Brightspace for feedback (both individual, group-based or peer feedback are acceptable options). Students submit a finalized version for grading through WISEflow after the teaching is complete.

For 5 ECTS courses, the portfolio should consist of at least two assignments and for 10 ECTS courses it should consist of at least three assignments (corresponding to one assignment per week of teaching). In the course descriptions, teachers should specify the maximum length of the final portfolio.

Grading is based exclusively on the final submitted portfolio.

## Exam Form B: Prerequisite Activities and Written 4-Hour Take-Home Exam

Students participate in a number of compulsory activities throughout the course. These could be for instance group projects, small essays, programming exercises or oral presentations.

Teachers should specify the requirements for each activity in broad terms (i.e. the length of a written exercise or oral presentation) in the course descriptions. The activities are not graded – and do not form part of the overall assessment for the course – but students must complete them in order to participate in the final exam. The final exam will be a time-constrained take-home paper of 4 hours.

Grading is based exclusively on the final 4-hour take-home exam.

### Retake Exam

Danish students have a legal right to three exam attempts and we must therefore offer them the opportunity to a retake exam if they fail or are unable to participate in the ordinary exam.

The retake exam format is a one-week written take-home exam (max. 36.000 characters including spaces). The format for the second retake (3rd attempt) is the same as for the retake (2nd attempt).

The dates for the first retake are 13 October 2023 12.00 noon – 20 October 2023 12.00 noon. The dates for the second retake are 1 February 2024 12.00 noon – 8 February 2024 12.00 noon.

### Attendance Requirement

For both exam form A and exam form B, students should be present for at least 80 % of classes. It is therefore very important to take attendance.