

How to register grades/marks

After you have read and assessed the students' exam papers, you must assign grades/marks in the Digital Exams system. To do so, follow these steps:

1. Click the small arrow in the 'Grade' field for a list of grades/marks.
2. Select the grade/mark you wish to assign to the student.

Note: The status field will now indicate that you have assessed the exam paper and are ready to register the mark/grade if you agree with your co-examiner's assessment. You can also check the status of your co-examiner.

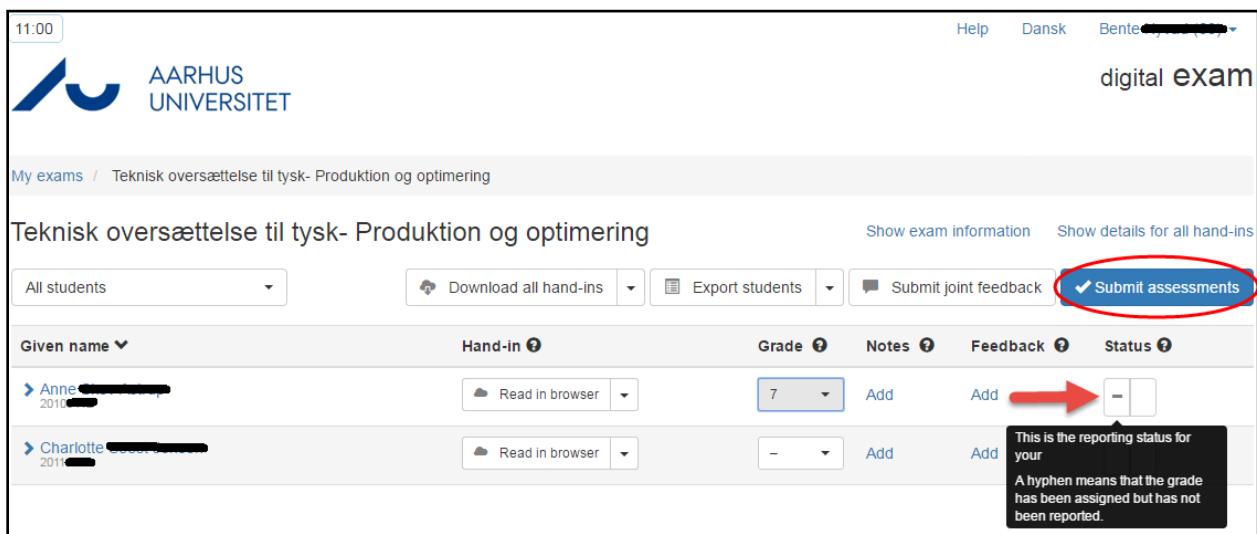
The screenshot shows a digital exam software interface for Aarhus University. The top navigation bar includes the university logo, 'AARHUS UNIVERSITET', and the word 'digital exam'. The main page title is 'Teknisk oversættelse til tysk- Produktion og optimering'. Below the title, there are buttons for 'Show exam information', 'Show details for all hand-ins', and 'Submit assessments'. A dropdown menu titled 'All students' is open, showing a list of student names: Anne [REDACTED] 2011 and Charlotte [REDACTED] 2011. For each student, there is a 'Hand-in' button, a 'Grade' button (with a dropdown arrow), a 'Notes' button, a 'Feedback' button, and a 'Status' button. The 'Grade' button for Anne is circled in red, and a dropdown menu is open, listing various grade options: -, U Failed to appear, FE Deserted Exam, F Failed, BF Failed attempt, -3, 00, 02, 4, 7, 10, and 12. The 'Add' button is visible at the bottom of the dropdown menu.

How to submit marks/grades

Once you have assigned marks/grades, you must submit them. To do so, follow these steps:

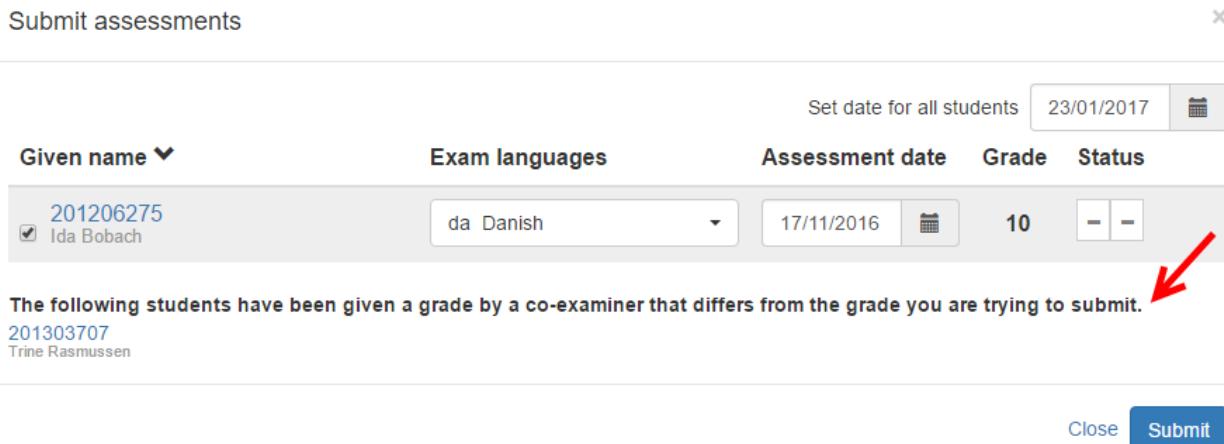
1. Click the blue 'Submit assessments' button.
- Result:* A new screen will appear in a pop-up window where you can remove the students for whom you do not wish to report grades by unticking the box next to 'Given name'.
2. If you wish to change the examination language, you can do this here for each student. You must change the language if the exam language next to the student's name is incorrect.
 3. After you have checked to make sure that the marks/grades reported are correct, click 'Submit'. The marks/grades for the students you have selected will be forwarded to the STADS studies administration system.

Note: This means that the marks/grades are locked, and you can no longer change them.



The screenshot shows the 'digital exam' interface for Aarhus University. The top navigation bar includes 'Help', 'Dansk', and a user profile. The main page displays a list of students for an exam titled 'Teknisk oversættelse til tysk- Produktion og optimering'. The 'Submit assessments' button is circled in red at the top right of the toolbar. Below it, a tooltip explains the reporting status for a student: 'This is the reporting status for your [student name]. A hyphen means that the grade has been assigned but has not been reported.' A red arrow points to the status field for the second student, which contains a hyphen.

If there is an inconsistency between one or more of the marks/grades assigned and the marks/grades assigned by any co-examiner(s), the last person to submit marks/grades will receive an error message including the name(s) of the student(s) who have been assigned inconsistent marks/grades.



The screenshot shows a 'Submit assessments' dialog box. It includes fields for 'Set date for all students' (23/01/2017) and a table with columns for 'Given name', 'Exam languages', 'Assessment date', 'Grade', and 'Status'. A student named 'Ida Bobach' has a grade of '10' and a status of '-' (hyphen). A red arrow points to this row. An error message at the bottom states: 'The following students have been given a grade by a co-examiner that differs from the grade you are trying to submit.' Another red arrow points to this message. At the bottom right are 'Close' and 'Submit' buttons.

When all examiners and co-examiner(s) has reach an agreement the examiners or co-examiners whose submitted grade did not match the actual grade will have to change the grade to the agreed upon grade.

The screenshot shows a 'Submit assessments' dialog box. On the left, there's a list of students under 'Given name': '2010 [REDACTED] Anne' (selected) and '2011 [REDACTED] Charlotte'. In the center, there's a table with columns 'Exam languages', 'Grade', and 'Status'. For the first student, 'da Danish' is selected in the dropdown, circled in red. For the second student, 'da Danish' is also listed in the dropdown, which is also circled in red. At the bottom right of the dialog box, there are 'Close' and 'Submit' buttons, both circled in red.

How to register grades with a spreadsheet

It is possible to download a spreadsheet (a .csv file) on which you can register marks/grades for the students assigned to you. To do so, follow these steps:

1. Click 'Export students'.
2. Register marks/grades on the spreadsheet on the 'Grades' tab.
3. Save the file on your computer.
4. Click 'Import students' to import the spreadsheet to Digital Exams.

Result: All of the assigned marks/grades will be visible next to the names of the students under 'Grades'.

5. After you and your co-examiner have agreed on marks/grades, the marks/grades must be submitted as described above.

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AARHUS
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digital exam

My exams / Teknisk oversættelse til tysk- Produktion og optimering

Teknisk oversættelse til tysk- Produktion og optimering

All students ▾

Download all hand-ins ▾

Export students ▾

Submit joint feedback

✓ Submit assessments

Given name ▾

Hand-in ⓘ

Notes ⓘ Feedback ⓘ Status ⓘ

1 Export students

2 Import students

Read in browser ▾

7 Add

Read in browser ▾

4 Add

Help Dansk Bente [dropdown]

Download a list of the names of your students taking the exam as a .csv file. You can save the file to your computer, enter the grades in the file, and subsequently import the list again here. Remember only to assign a grade/mark that is appropriate for the specific exam. The relevant marking/grading scale for the exam is included at the end of the .csv file.