Guide for assessors – Digital Exams

Contents

Exam overview

When you log on to the Digital Exam systems, you will see an overview similar to this example:

1. Here you can select either 'Exams under assessment' or 'Assessed exams'.

2. Here you can see the names and EKA codes of the exams you are assigned to as assessor.

3. Here you can see the assessment start and assessment end times and dates for each exam. You can sort the list of exams by clicking on either of the two headings.

4. Here you can see how many students you are assigned to assess for each exam.

The exam

The information appearing here will depend on the type of exam. Oral exams in Digital Exams contain fewer elements, as students do not turn in anything in connection with these exams. This is a screen shoot from a typical take-home exam:
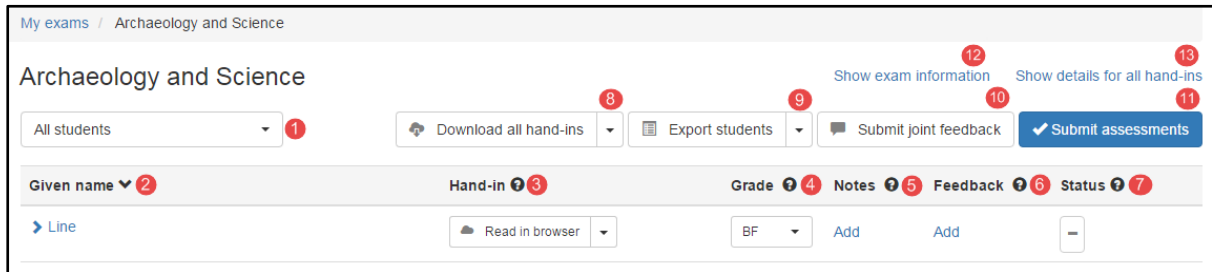
1. Here you can select the relevant student from the drop-down menu. You have the following options:

   - All students
   - Students without assessment
   - Students with co-assessors [name] only

2. The names and student registration numbers of each student are displayed unless the student has been anonymised. You can sort the list by clicking the heading 'Given name'.

3. Open or download the student's exam paper and any extra material here. If you choose to annotate the exam paper in an annotation tool of your own choice, you can upload the annotated exam paper here.

4. Enter your preliminary assessments of the students' exams here.

5. Here you can write notes about the exam which you can choose to share with your co-examiners.

6. Here you can give the student feedback.

7. Here you can see the student's assessment status. The first column shows the status of your assessment for each student. The remaining columns show the status of your co-examiners' assessments.

8. Download all of your assigned students' exam papers in a .zip file here. If you choose to include notes in the exam paper with an annotation tool of your own choice, you can upload the annotated exam paper here.

9. 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/marks 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 file.

10. Here you can give all of the students who are assigned to you joint feedback.

11. Submit your assessments here. When you have submitted your assessments (and your co-examiners have reported theirs), the assessments will be made available to the students, and you will no longer be able to edit the grades.

12. Click here for more details about the exam.

13. Click here for more details about the students' exam papers.

Note: The column regarding students' exam papers will not be visible in connection with oral exams, as students do not hand in papers in connection with exams of this type.

Download and upload exam papers

If you prefer to mark exam papers in a different program, you can download the exam papers of each group or student. Use the upload function to upload an annotation version if you have used an external annotation tool. It is also possible to download all exam papers submitted for a specific exam at once.

Download and upload all exam papers
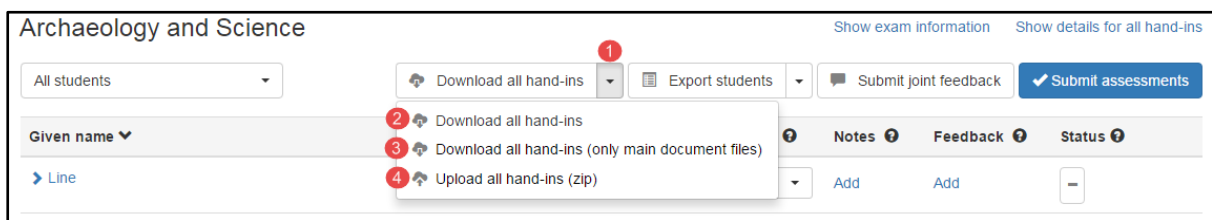
1. Click the arrow next to 'Download all hand-ins' to open a dropdown menu of additional options.
2. Click 'Download all hand-ins' to download all material submitted by the students, including extra material and cover pages.
3. Click 'Download all hand-ins (only main document files)' to download all exam papers, excluding extra material and cover pages.
4. Click 'Upload all hand-ins (zip)' to upload the annotated exam papers.
   Important: The files must have the same name when they are uploaded as they had when they were downloaded.

Download and upload a single exam paper

1. Click the arrow to the right of 'Download all hand-ins' to open a dropdown menu of additional options.
2. Click 'Read in browser' to open a dropdown menu of additional options.
3. Click 'Read in browser' to download all exam materials, including the cover page and additional material.
4. Click 'Coverletter' to download the cover page only.
5. Click 'Opgave.pdf (Main document)' to download the exam paper only.
6. In the example above, the additional material is a file named 'Tegning.png (Bilag)'. Click the file name to download this extra material only. Each extra file connection to the exam will appear on a separate line and can be downloaded individually.
7. Click 'Upload (Main document)' to upload an copy of the exam paper with any annotations. Please note that the name of the file must be the same as when you downloaded it.

The annotation tool

If you open the exam paper by clicking 'Read in browser', you open the file in the online annotation tool.

The annotation dashboard gives you the following options:

1. You can use 'Highlight', which works like a highlighter pen.
2. You can select 'Sticky note', which works like a post-it note.
3. You can create a 'Free-hand sketch'.

   Select the tool you want by clicking the relevant button. To erase an annotation, right-click the annotation and select 'delete annotation'.
4. Save your work by clicking 'Save annotations'.
5. You can show or hide the content overview by ticking and unticking the box.
6. You can show or hide the annotation summary by ticking and unticking the box.

7. You can adjust the zoom level by clicking this button.

8. You have the option of submitting a provisional grade/mark using this dropdown menu.

9. You can return to the previous exam paper or forward to the next exam paper here. Remember to save any changes to the current exam paper before doing so.

10. internal co-examinerYou can view details about the exam paper, for example information about the hand-in and co-examiner contact information by clicking the name or group number here. You can also download the exam paper, the cover page or extra material here.

Notes and feedback

Notes

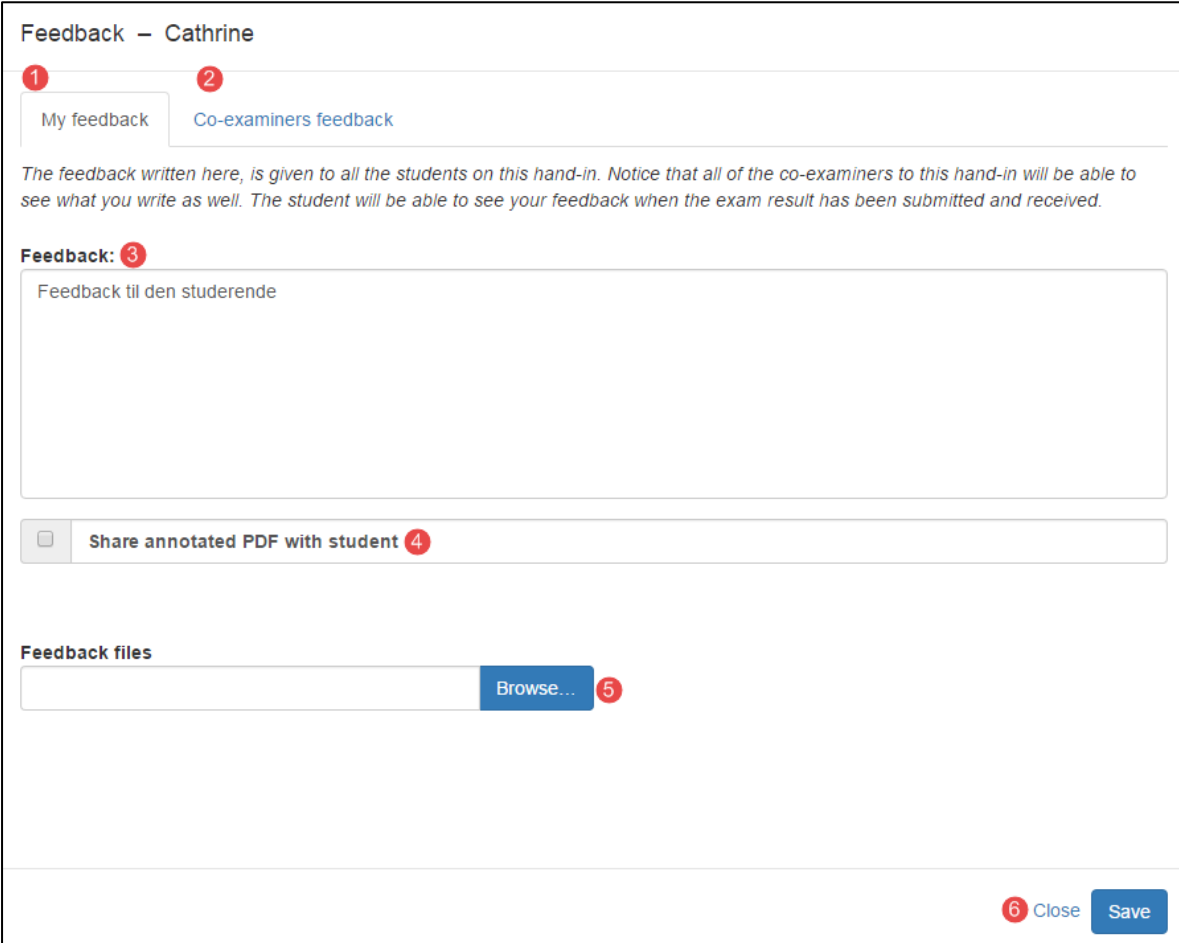Click 'Add' next to the student's name in the 'Notes' column to open a screen where you can create and share notes:

1. Here are your notes. No one else can se what you write here unless you actively choose to share your notes with your co-examiner.
2. Here are your co-examiner's notes. The notes will only be visible if your co-examiner has chosen to share his or her notes with you.
3. You can write your own notes here.
4. Here you decide whether you want to share your notes with your co-examiner.
5. Here you decide whether you want to make your annotated version of the student's exam paper available to your co-examiner.
6. Here you can share other files with your co-examiner. You must still select 'Share my notes with co-examiners' in order for your co-examiner to access the file.

7. This is an overview of the annotations you have made on the student's exam paper. If you click on the heading of the individual annotation, the browser will open the student's exam paper at the location of the annotation.

8. Save your work by clicking the 'Save' button.

Feedback

Click 'Add' next to the student's name in the 'Feedback' column to open a screen where you can create and share feedback:

1. This is where you record your feedback. What you write here can be seen by the student(s) who have handed in the exam paper(s).

2. Your co-examiner's feedback is recorded here.

3. Write the feedback you want to give to the student(s) who have handed in the exam paper(s) here.

4. You can share your annotated version of the student's exam paper with the student here.

5. You can share other files with the student here.

6. Save your work by clicking the 'Save' button.