

STADS-VIP

*Quick guide -
Register results
online at
Aarhus University*

Registering results in STADS-VIP - Quick guide

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IMPORTANT: It *is* possible to register your results simultaneously, but it is not recommended. It can be confusing because there will be changes on the screen that your co-assessor has made while you are registering your results.

How to register results – short overview

To register results, proceed as follows:

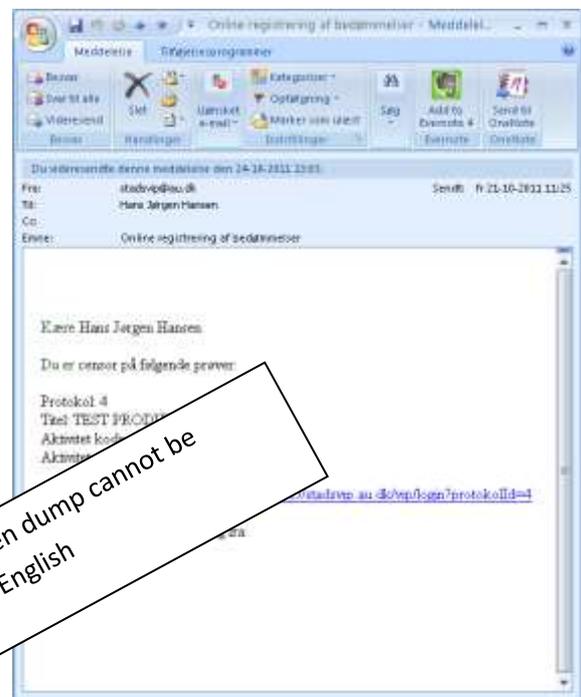
1. Log in to STADS-VIP, either via WAYF or using your NemID.
(WAYF for AU staff, NemID for external examiners)
Result: You will now see your assessment forms.
2. Check the information at the top of the form.
3. If you need to check the form details, click on the "+" sign.
4. Insert the agreed result, the assessment date and the language of the examination for each student.
5. Save your entries regularly.
6. When you have completed your entries, log out.
Note: You must close your browser completely in order to close STADS-VIP.

Access the system

There are two ways to access the system:

- via the e-mail message you have received, or
- via this link: <https://stadvip.au.dk/vip>.

For log-in instructions, see [STADS-VIP login guide](#).



Registration of results in STADS-VIP

If you use the link from the e-mail message you will be taken directly to the assessment form where you can make the relevant registrations.

If you use the link (<https://stadvip.au.dk/vip>) you will be taken to an overview page showing all your assessment forms in the current examinations period.

A sample assessment form overview is displayed to the right.

STADS-VIP

My assessment forms

Assessment form	Examination
Brugertest 6	Entrepreneurship
Brugertest 7	Entrepreneurship
Brugertest 8	Globalization and Market Structure
Jens1	Kens
Stor3	Videregående regnskab, mundtlig prøve
Stor4	Skatteret II
Vejleder	Vejlederudtalelse

Completed assessment forms

Registration of results must be made on the appropriate assessment form. Click on the line for the relevant form to open it.

Here is a sample form ready for the registration of results:

STADS-VIP Version: 11_9_30_1_0 Assessor: Ole Hopp Log out

Entrepreneurship

Internal examiner(s): [Søren Jeschardt](#) Phone: 87444579 [Ole Hopp](#) Phone: 28992190 Grading form: 7-trinsskale
 External examiner(s): [Anders Baggebjerg Hansen](#) Phone: 44778032 [Anette Elmek](#) Phone: 35222862 Evaluation form: Intern censur
 Administrator: [UK1](#) Phone: No. of students: 8 No. of completed results: 0

Assessment form details

Assessment form overview

Examination number	Status	Result	Date of assessment	Examination language	Title	Topic	Final topic(s)	Delete
997084				DK				
997085				DK				
997086				DK				
997087				DK				
997088				DK				
997089				DK				
997090				DK				
997091				DK				
997185				DK				

Assessment form overview

The form shows information about the exam, the assessors/examiners and the administrator along with a list of students attending the exam.

Note: If the "date"-field has already been filled in when you open the form, it means that your co-assessor has already registered his/her results. Two ticks will appear in the "status"-field when you have registered your results and clicked on "Save", showing that the results have been cross-checked and saved correctly.

If you need to return to the assessment form overview, click where shown below:

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Entrepreneurship

Internal examiner(s): Søren Leonhardt Phone:

External examiner(s): Anders Bøgebjerg Hansen Phone:

Administrator: UE1 Phone:

No. of students: 9

+ Assessment form details

[<< Assessment form overview](#) Insert same result/date:

Examination number	Status
997084	

Contact information and help

If you need to contact one of your colleagues, please find the contact information at the top of the form.

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Entrepreneurship

Internal examiner(s): Søren Leonhardt Phone:

External examiner(s): Anders Bøgebjerg Hansen Phone:

Administrator: UE1 Phone:

No. of students: 9

+ Assessment form details

[<< Assessment form overview](#) Insert same result/date:

Examination number	Status
997084	

Status

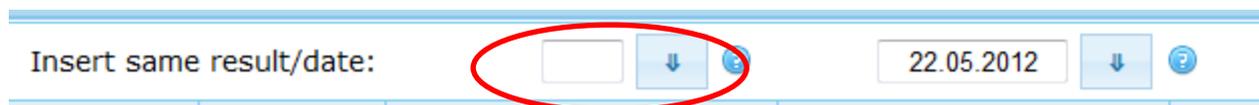
You can always see how far you are in the process in the "Status" field. Click on the question mark or on the status icon itself if you are in doubt as to the meaning of, for example, a single tick.

Student no.	Name	Status	Result	Date of assessment	Examination language
EA92404	Elena Alina Alexandru			13.05.2012	DK
CA92473	Clement Pascal Pierre Alain		10	13.05.2012	DK
KG92522	Kann Alva Ganem			13.05.2012	DK
IB92439	Ioana Balteanu		10	13.05.2012	DK
MC92953	Marie Clausen		10	13.05.2012	DK

Enter the same results and/or dates for all students

It is possible to make two types of common entries for all students. This can be helpful with very large forms containing many students.

You can register a single common assessment date and/or a single common result for all the students on the form. You can then make corrections for individual students if necessary. Register the information and then click on the arrow next to the field.



Insert same result/date:

Assessment date

It is recommended that you normally take the actual date of registering the results as the assessment date. Note, however, that the date registered must be the date that you and your co-assessor have agreed on as the **assessment date** (not the same as the examination date in case of written exams, and not the date that you enter the results). You cannot register a future date. If the field is already filled in when you open the form, it means that your co-assessor has already registered a result.

Note: You and your co-assessor must agree on the assessment date **before** you begin registration of results.

Result

You can only register a single common result for all the students if the assessment type is Passed (B)/Failed (I).

Exam language

The exam language is the language in which the examination is conducted. If no exam language was indicated on the exam enrolment, then by default the exam language will be set to Danish (DK). If the language is set incorrectly, you must correct it.

The examination language, assessment date and the result can all be changed by the second assessor. When the second assessor has registered and saved the results, no further changes can be made in the values registered. Contact the administrator if necessary.

Incorrect registrations

If you make an incorrect entry, this will be indicated as soon as you leave the field in question:

- You will see an error message with a detailed description of the error.
- The field containing the error will be marked in red.

After clicking on "OK" in the error message, you must return and correct the content of the field in question, after which the red marking will disappear. In most instances you will be able to correct the error yourself.

When all results have been registered

You can either save your results as you go along, or after you have entered in all the results. It is always a good idea to save regularly, especially when you are dealing with large assessment forms containing many students.

When you are ready, click "Save".

IMPORTANT: It may take several minutes for the system to save your results. **Do not close your browser** before you are certain that the system has finished working, or you will lose the results. The "status"-column will indicate that your results have been saved correctly with either one or two ticks.

Completed forms

When both examiners have registered the results and the entries agree, the assessment form will move from "My assessment forms" to "Completed assessment forms".