

## A guide to taking written exams

This is a quick guide to taking a digital exam with online monitoring. If you have questions or problems with the online monitoring program while you are sitting in the exam room, you should raise your hand and ask for help.

### Minimum computer requirements

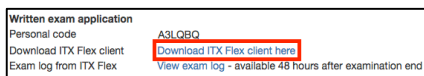
- PC: Windows 7
- Mac: OSX 10.10 (Yosemite)

### Additional requirements for running the ITX Flex program

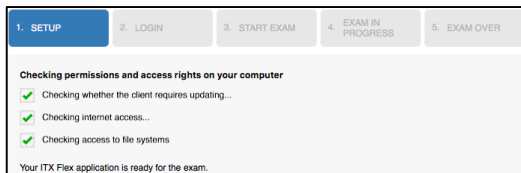
- You must have internet access, and you must make sure that ITX Flex has access to the internet/ITX Backend.
- You must have at least 2GB of free disk space.
- You must make sure that the program can write to the folder it is installed in.

### Before the exam

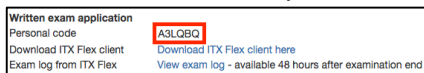
- Log on to Digital Exam – <https://eksamen.au.dk/>
- Click on the exam and download ITX Flex via the link.



- Install and start the program. (You may need to right-click on the link to start the program)
- Start ITX Flex – if you see three green tick marks, this means that everything is working properly.



- If you see one or more red cross marks, this means there is a problem. If you cannot fix the problem yourself, you should ask the IT supporter for help if you are in the examination room. Otherwise, contact your local IT helpdesk.
- Before the exam starts you will need to retrieve your personal code. To retrieve your personal code, log on to the Digital Exams system and click on your exam. You will find your personal code right above the link where you downloaded ITX Flex.



- In ITX Flex, click 'Start the exam' and enter your personal code from your exam in the Digital Exams system.
- Select a location on your computer for your working directory. Your working directory is a folder which contains two subfolders: one is for the exam assignment you download and the other is for your own exam paper, which you should save at regular intervals during the exam. Once the exam starts, the folders will be automatically created and you will be able to access them.

### During the exam

- When the exam starts, the exam supervisor will hang a pincode up in the room. After you unlock your exam assignment in ITX Flex using this pincode, you are ready to start the exam. Remember to save your exam paper in the exam paper subfolder.
- When you are finished with your exam paper, log on to the Digital Exams system and follow the submission work flow. You must use the pincode from the room to access your exam in the Digital Exams system. Remember that you must both upload your exam paper **and** submit it. You can only submit your paper once.

### After the exam

- After you have submitted your exam paper in the Digital Exams system, the system will generate a receipt which states whether you have submitted your exam on time.
- After you have submitted your exam paper in the Digital Exams system, ITX Flex will register your submission after just a few moments. You can then shut down the program.