

How to submit an exam paper as a group in the Digital Exams system

This guide explains how submitting group exams in the Digital Exams system works.

Forming groups before the exam starts

If students have the option of forming their groups before the exam starts, this will be indicated in the 'status' column:

Name	Deadlines and dates	Status	Feedback
Bachelor project	Start: Today at 09:50 End: Today at 10:00	1 You are registered. <i>Group forming is possible</i>	2 3 4

Click the name of the exam in blue, and proceed to the following window:

Bachelor project ✕

Exam information

Name: Bachelor project
 Period: Summer examination 2015 - Ordinær
 Assessment: 7-trinsskala
 Form of co-examination: ekstern censur
 Exam form: Hjemmeopgave
 Exam submission conditions: Free groups allowed
 Exam start: Today at 09:50
 Exam end: Today at 10:00
 Exam language: Danish
 ECTS: 10,00

Conditions for submission: Indicate group affiliations if any

If you are part of a group, you can invite members to join the group here. Members must confirm group affiliation. All members are authorised to submit the hand-in and associated material on behalf of the group.

Group status 1

I will submit individually (the hand-in will be completed by me alone)

I am part of a group (the hand-in will be completed jointly with others)

Group members

Member	Status
Anders Kristoffer Nielsen	Member
Andreas Brogaard Ottosen	Invited ✕

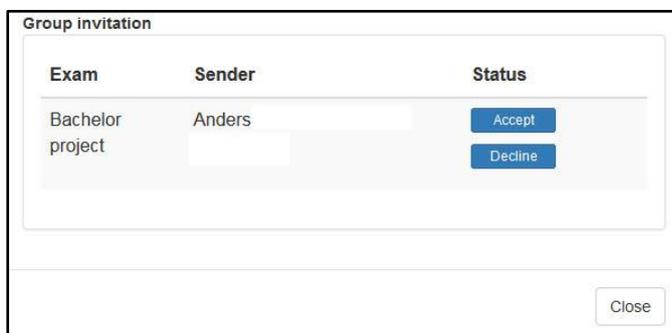
Search 2 + 3

Close

To add members to your group, follow this procedure:

1. Choose the group status 'I am part of a group'
2. Click the search field and write the name of another member of your group. Click the name when it appears.
3. Add this person to the group by clicking the plus symbol. The person selected will now receive an invitation to the group.

Important: All invited members must log in and accept the invitation. To accept an invitation, members must log in, click the name of the exam and accept the invitation, as shown here:



Make sure that all the members of the group log in and accept the invitation prior to submission of the exam, such that all members receive a receipt containing confirmation of exam submission. Members who accept the invitation after submission of the exam will not receive a receipt via e-mail but can still log in to the exam system and view the receipt there.

Deadline for forming groups

Where a deadline for forming groups has been set, the deadline will be the same as the deadline for submission of the exam. This means that all invitations to join groups must be accepted before this deadline. Otherwise it is not possible to participate in a group submission. If a deadline has been set, it will be indicated in your overview, as shown here:

Name	Deadlines and dates	Status	Feedback
Bachelor project	Start: Today at 09:52 End: Today at 10:00 Deadline for forming groups: Today at 10:00	1 You are registered. You are part of a group	2 3 4

Forming groups after the exam has started

If it is not possible for you to form your groups before the exam starts or if you have not taken advantage of the possibility of doing so, you must form groups in the following way:

1 Exam information 2 Exam submission conditions 3 Upload hand-in 4 Confirm

Conditions for submission: Indicate group affiliations if any

If you are part of a group, you can invite members to join the group here. Members must confirm group affiliation. All members are authorised to submit the hand-in and associated material on behalf of the group.

Group status

I will submit individually (the hand-in will be completed by me alone)

I am part of a group (the hand-in will be completed jointly with others)

Group members

Member	Status
Casper	Member
Hans	Invited

Search +

Previous Next

Click the name of the exam in the exam overview and open the 'Exam submission conditions' tab. The person responsible for forming the group should then do as follows:

1. Choose the group status 'I am part of a group'
2. Click the search field and write the name of another member of your group. Click the name when it appears.
3. Add this person to the group by clicking the plus symbol. The person selected will now receive an invitation to the group.

Important: All invited members must log in and accept the invitation. To accept an invitation, members must log in, click the name of the exam and accept the invitation, as shown here:

Group invitations		
Exam	Sender	Status
Bachelor project	Casper	<input type="button" value="Accept"/> <input type="button" value="Decline"/>

Make sure that all the members of the group log in and accept the invitation prior to submission of the exam, such that all members receive a receipt containing confirmation of exam submission. Members who accept the invitation after submission of the exam will not receive a receipt via e-mail but can still log in to the exam system and view the receipt there.

Only one submission

In connection with group submissions in the Digital Exam system, only one of the group's members uploads and submits an exam paper and any additional material. The other members of the group only need to accept the invitation to confirm that they are members of the group.