**Guidance for students**

**Exam with physical presence with delivery and hand-in of assignment via Digital Exam at the Faculty of Health Sciences**

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| **Subject and name of the test:** | Modul B9 – Diagnostiske Metoder – written exam with physical presence.  |
| **Date and time of event:** | March 12, at 11.00 - 12.00 |
| **Aids:** | Example: Calculator or simple calculatorExample 2: NoneExample 3: All aids allowed, except use of the Internet |
| **System:** | The exam is conducted in **Digital Exam** |
| **ExamMonitor:** | Exam Monitor code: [insert EN code here]You can read more about ExamMonitor here: https://sdu.exammonitor.dk/ExamMonitor must be turned on throughout your exam. |

**Before the exam**

1. Meeting time is 1 hour before the exam. The doors close 30 minutes before the start of the exam, after which you cannot access the room and it counts as a used exam attempt.
2. Bring your student card and place it next to your seat so that it is always visible to the exam invigilator.
3. Mobile phones, digital watches/smartwatches and other non-required equipment (e.g. music players) may not be used during the exam and must be switched off. Mobile phones must be visible on the examinee's table. Other non-required equipment must not be carried or it must be placed in a bag.
4. Check your network connection. You must be on Eduroam.
5. Check that the sound on your computer is turned off.
6. Download ExamMonitor via https://sdu.exammonitor.dk and use the ExamMonitor code [[1]](#footnote-1) so that you are logged in during the entire exam.
7. Log in to Digital Exam: https://digitaleksamen.sdu.dk/ and find the exam.
8. You are **not** allowed to switch off the wireless internet during the exam!

**During the exam**

1. When the exam begins, you must start by entering the PIN code for the exam[[2]](#footnote-2). You then get access to the relevant exam files.
	1. Start by writing your exam number in the upper right corner of the watermark template
	2. Start by writing your exam number in the header of your document
	3. Save the file on your computer - name it your exam number
2. Make sure to save continuously.

**After the exam**

1. When the exam is over, you must save your assignment answer in PDF format
2. Log in to Digital Exam: https://digitaleksamen.sdu.dk/, find the exam and follow the submission steps
3. You must hand in your entire exam answer as one combined PDF file, i.e. you do not have to upload any attachments separately.
4. **It is your own responsibility to check that your file is not defective and that it is the correct file you are submitting, so remember to check your file before submitting. You submit by finally pressing "Check out and finish the exam".**
5. You will receive a receipt on the screen as documentation for your delivery. You must show this receipt to the exam invigilator.
6. Only when the exam invigilator has seen your receipt, can you switch off ExamMonitor and pack up quietly.
7. If you leave the exam before it is over, you must not take your computer, mobile phone, assignment formulation or other items out of the room. You can pick them up when the exam is over.
8. The room must be left in a calm manner so that students with extended examtime are disturbed as little as possible.
1. Is listed at the top of this document [↑](#footnote-ref-1)
2. Written on the board by the exam invigilators shortly before the start of the exam [↑](#footnote-ref-2)