BUSINESS SCHOOL
AALBORG UNIVERSITY

Digital exams: guide for students

The Department of Business and Management have developed the following guidelines in order to ensure that the exams you and your fellow students will shortly participate in are of high quality, and create the best possible conditions for you to demonstrate your knowledge, skills and competences.

We would like to ask you to familiarize yourself with these guidelines well in advance of the exam. Share your experiences and align expectations with fellow students, supervisors and examiners, so that we can jointly secure that the exams are inspiring and beneficial for you and your fellow students.

For all written and oral exams

1. Be sure that you have submitted the solemn declaration latest by 12.00 on the last working day before the exam. If you have not done this, you cannot participate in the exam.
2. If you have questions for the exam, you must have contacted your university instructor or secretary well in advance so that they have sufficient time to answer them.
3. Check that audio, video, screen sharing function and internet connection are working optimally. Both, on your PC/mac and mobile, in case one of the devices should fail.
4. Make sure that the permitted help materials are within reach.

Particularly for oral exams

1. Carry a clear nametag and have your student card ready to show if the examiner or censor requests it.
2. Be prepared to film around the room where you are sitting and share your screen during the exam if the examiner or censor asks you to.
3. If you intend to use power points or other presentation material, you must have sent it to the examiner and censor well in advance - at least 24 hours before the exam.
4. Exchange telephone numbers with the examiner and censor before the start of the exam.

5. Be sure to inform the examiner or censor before the exam starts if there are special considerations to be taken into account.
6. Match you expectations/ask how the examiner and censor imagine the examination process before the exam starts. Ask what the guidelines are in any case of technical breakdowns.
7. Be prepared for a timeout during the course of the exam, where you, the examiner and censor evaluate whether the exam is progressing well or whether changes need to be made.
8. Leave Microsoft Teams or Skype for Business during the time when the examiner and censor are discussing the grade. Agree with the examiner and censor, when and how to reconnect.

Particularly for oral group exams

1. Agree in good time in the group how you will make sure that everyone is contributing to presentation, answering questions and participating in discussion; also agree on this with the examiner and censor before the exam starts.
2. Make sure - well in advance - that you and fellow students have discussed what role the chat function should have during the exam. Make sure these expectations match those of examiner and censor prior to the exam.
3. Be clear about whether you want an individual or a group exam grade, and inform the examiner and censor about this before the exam.

**We wish you and your fellow students a good learning experience
and success with the exams via digital media!**