



Campus exams spring 2020 – guide for examiner and censor

To ensure that the exams that you will soon be attending are of high quality and provide the best framework for full-time students at the Department of Business and Management to demonstrate their knowledge, skills and competencies, we have developed these guidelines.

We would like to ask you to familiarise yourself with these guidelines well in advance of the exam. Reach out to us if you have any questions or comments so we can create a stimulating environment for our students' final exams.

Before the exam

1. If the examiner and/or the censor participate digitally, you must inform the study secretary and the students about this in a timely manner.
2. The examiner and the censor must have prepared a strategy prior to the exam on how the exam is to be conducted. This strategy must be shared with the students before the exam starts.
3. During the exam, the student's PC/mac will be used if the examiner and/or the censor participate digitally. But please make sure that audio, video, share-screen function and the internet connection work optimally on your end.
4. Stay up to date on the latest health guidelines by the National Health Authorities and AAU.
5. No meals will be served during physical exams on campus in the spring of 2020, so please bring your own lunch. There will be an opportunity to take hot and cold drinks from the staff lunchroom. There will also be info signs on current regulations in the lunchroom.
6. Make sure you have a strategy for taking exam notes and checking learning goals along the way. Have the grade scale within reach.
7. If you experience any signs of illness, please inform your study secretary as soon as possible and stay away from campus.
8. On campus, there will be guidelines for being in the hallways, in the examination room and other rooms. You must follow these guidelines.

During the Exam

1. Please make sure that the students wear tags with their names stated clearly on them.
2. If you are on campus, follow the health guidelines for conduct on AAU's premises during the exam.
3. Before starting the exam, ask students if there are any special considerations to take into account.
4. Match expectations/ask how the students imagine the examination process before the exam starts. Align on your actions in case of technical breakdowns, if any of you participate digitally.
5. Suggest to take a timeout along the way and check in with the students whether they feel the exam is progressing well or whether changes need to be made.
6. Ask if students prefer an individual or a group grade for the exam.
7. When discussing the grade and students' performance, the examiner and censor must be alone. Agree with the students on when and how to meet again.

After each exam

1. Please make sure to follow cleaning guidelines before the next exam.