



Campus exams spring 2020 – guide for students

To make sure that the exams on campus, that you and your fellow students will soon participate in, are of high quality and create the best possible conditions for you to demonstrate your knowledge, skills and competences, we at the Department of Business and Management have developed these guidelines.

We would like to ask you to thoroughly familiarise yourself with these guidelines well in advance of the exam and to exchange experiences and expectations with your fellow students, supervisors and instructors so that we can jointly create conditions for inspiring and stimulating final exams for you and your fellow students.

Before the exam

1. Find out where and when you have to meet up on campus.
 2. Inform your family and relatives that they do not have access to campus or other areas of AAU.
 3. Make sure you have sent your presentation (if applicable) to the examiner at least 24 hours before the exam, if the examiner and/or the censor are participating via digital media.
 4. During the exam, the student's PC/mac is to be used if the examiner and/or the censor participate digitally. Therefore, check that audio, video, sharing screen function and internet connection work optimally.
 5. If you have questions for the exam, you should have contacted your examiner or study secretary well in advance so that they have sufficient time to answer.
 6. Stay up to date on the latest health guidelines by the National Health Authorities and AAU.
 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.
2. Follow the health guidelines for conduct on AAU premises during the exam.
 3. If the examiner, censor and/or group members are not present on campus, connect a PC/Mac to the camera and speaker set in the room and open the assigned digital exam room.
 4. Be sure to inform the examiner or censor before the exam begins if there are special considerations to take into account.
 5. Match your 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, if the examiner, censor and/or group members participate digitally.
 6. Be clear about whether you want an individual or a group grade for the exam and inform the examiner and the censor about it at the beginning of the exam.
 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. When discussing the grade, the examiner and censor are to be left alone. Agree with the examiner and censor, when and how to meet again/reconnect.

During the exam

1. Wear a nametag where your name can be seen clearly and have your student card ready to show if the examiner or censor requests it.

After the exam

1. Leave campus immediately after the exam and make sure you celebrate well.

We wish you and your fellow students good learning experience with the exams on campus!