



Information/deadlines regarding the written exams in December 2024

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Dear teaching staff,

The planning of the written exams in December 2024 is well underway, and in relation to that, there are a number of matters which we would like to draw special attention to and which are the following:

- **Note:** When uploading an exam assignment in DE, you, as a course responsible, must be extra aware that the answers is not uploaded at the same time or that the answers appears as a part of the exam questions
- Exam answers are anonymized and therefore only the study number and table number is applied
- The written exams with all aids allowed are expected to be held digitally unless there is a special reason
- Contact person during the exam must be able to be at the exam room within 10 minutes when summoned.

For more information about listed items, see sections 5., 6. and 13.

In addition, you will find in this letter the usual information such as important deadlines, upload of assignments, aids, mandatory assignments, etc.

1. Important deadlines / information

4 November: Deadline for submission of exam reports,
<http://eksamensindberetning.dtu.dk/>

22 November: Deadline for changing the evaluation form

The time for the written exams will be released around one week before the exam period starts at www.eksamensplan.dtu.dk

The participant lists can be seen at <http://deltagerlister.ait.dtu.dk/deltagerlister.asp>

Deadline for submission the names of the students who are Not approved for taking exam (IG) is no later than five working days before the exam date

Deadline for uploading the exam assignment is no later than five working days before the exam date.

Deadline for submission the grades electronically is no later than 20 working days after the examination

2. Contact information for the Exam Team before and during the exam

Please contact us from today and until 28 November at eksamen@adm.dtu.dk or 45 25 73 00.

From 29 November, please contact us by phone 45 25 73 00, eksamens@adm.dtu.dk or physically at the exam office S08, building 101 between 9.00-14.00.

3. Dates of exams December 2024

Date	Date of exam/course number	Grading deadline
7/12 2024	E1-A	14/1 2025
8/12 2024	01001, 01003, 01005, 01006, 01015, 01016, 01025, 01034, 01035, 01037	14/1 2025
9/12 2024	E1-B	15/1 2025
10/12 2024	E2-A	16/1 2025
11/12 2024	E2-B	17/1 2025
12/12 2024	E3-A	20/1 2025
13/12 2024	E3-B	21/1 2025
14/12 2024	01915, 01920, 10060, 10063, 10065, 10916, 10935	21/1 2025
15/12 2024	01901, 02323, 02402, 02403	21/1 2025
16/12 2024	E4-A	22/1 2025
17/12 2024	E4-B	23/1 2025
18/12 2024	E5-A	24/1 2025
19/12 2024	E5-B	27/1 2025
20/12 2024	02002, 02003, 02450	28/1 2025
21/12 2024	E-7 Re-exam of 3-weeks course from August	28/1 2025
23/12 2024	Replacement exam for exams held 7/12-21/12 2024	29/1 2025

4. Registration/withdrawal period for exams

Registration period	15/10 2024 - 1/11 2024
Deadline for withdrawal from exams	15/11 2024

5. Submitting exam form

We request that you submit the exam information for all the written exams as soon as possible and no later than **4 November**.

Exam placement

The written exams will only be held physically at DTU, Ballerup and Lyngby Campus respectively.

Aids

Please note that aids mentioned in the course database must correspond with the aids stated in the exam form and on the exam assignment itself.

Courses with all aids allowed, please see the section “Digital exam”

Note: The exam form will automatically obtain data from the course description, and therefore the original information about aids will be provided. Make a note in the comments field if something does not match.

Change of evaluation form

Ordinary exam, less than ten students registered

If less than ten students register for an ordinary written exam, you are entitled to change assessment form to an oral exam up until one week after the exam registration deadline. This means until **22 November**. This must be done with due regard the fact that the students were expecting a written exam. You are responsible for notifying the students in the event of a change in the assessment form. If you and all registered students agree, another assessment form can be applied.

Re-exam

The evaluation form for a re-exam may be different from the ordinary examination of the course. If you wish to change this, you must notify the registered students of the change no later than one week after the exam registration deadline. That means no later than **22 November**.

Please inform the exam office either by email eksamen@adm.dtu.dk or by the exam form.

Digitized exam

In compliance with DTU's digitalization strategy, it has been decided that written exams with all aids allowed are expected to be held digitally. If this is experienced as problematic, we enter into a dialogue on this. This is done by adding special reason by choosing the combination "the assignment is set both digitally and as a paper version" and the answer is handed in "digitally with the option of handing in on paper" we will then contact course responsible for further process. That is, for courses where all aids are permitted, the following must be stated in connection with the submission of the exam report:

If all aids are allowed during the exam, please choose among the following options:

How the exam questions should be released

- Only digital release
- Both digital release and paper version should be distributed*

How the exam answers should be submitted

- Digitally
- Digital. But it is always possible to submit on paper*

*Special reason for election must be completed.

Access to internet during the exam

Please note that access to internet mentioned in the course database must correspond with the access to internet stated in the exam form.

Digital platform

For the coming exam period, only the Digital Exam (DE) will be used as a digital platform.

Multiple Choice in DE or two-part exam in DE

If you want to use:

- Multiple Choice in DE
- Two-part exam with an multiple choice part and an assignment part (essay) or need of submission of intermediate results in DE

Please state this in the exam report in the dialog box around DE Digital Exam.

In the case of a two-part examination, it must be stated in the comment box in the exam report whether the two part assignments must be completed simultaneously or in extension of each other.

Note: remember to inform the registered students about which digital platform will be used for the exam.

Guidelines for using digitized exam and the digital platform (DE) can be found here:

<https://www.inside.dtu.dk/da/undervisning/administration/vejledninger/digitaleksamenhelp>

<https://www.inside.dtu.dk/da/undervisning/administration/procedurer/digital-eksamen>

Attention: PIN code that appears in DE, which must be used by the students to access the exam, must not be disclosed to the students. The code will be announced by the investigators just before the exam starts.

Contact person throughout the exam

Please note both mobile number as well as local office number at the exam form.

Other remarks

Please mention in the comment field if you have special requirements for the exam, such as:

- If there are courses where the exam time on the relevant day has to be the same time
- If the students must have special access to software programs. Please note that this also requires access to the internet.

Where to find the exam form

You will find the exam form online at the link:

<http://eksamensindberetning.dtu.dk>

You can also access this form via DTU Inside; choose “toolbox” and “Exam reporting”

When you have sent the form, you will receive an auto-generated receipt. The receipt will also be sent to the person(s) defined as the on-call lecturer(s) for the course.

Please note that the information submitted cannot be changed once it has been saved. If you have any corrections to make to the information submitted, you will need to email these to eksamen@adm.dtu.dk

6. Contact person during the exam

Contact persons have a duty to stay at or near DTU during the entire exam, as a maximum of ten minutes must pass from the time you are called to the time you are in the examination room. The contact person must not stay at the exam room during the exam, unless you are summoned, as this can create unnecessary unrest among the students.

You must be aware that there may be students with extra time for the exam.

7. Mandatory assignments

If your course involves mandatory assignments that are a precondition for sitting for the exam and the student has failed to comply with these requirements, you must report this to eksamen@adm.dtu.dk no later than five working days before the exam date. It is assumed that the students have been told by the teacher that they do not meet the conditions for taking the exam.

When you submit the grades please note, that students who are not eligible to attend the exam should be graded EJ MØDT (EM). We will change this to IG once the grades are submitted.

8. Participant list

You can see the participant list at <http://deltagerlister.ait.dtu.dk/deltagerlister.asp>
Please remember to choose your institute, "exam" or write the course number.
You will be able to see the participant list from about one week before the exam period starts. Please note that participants list can change until the day before the exam date.

9. Deadline for submission of exam assignments

You must hand in the assignments at the exam office or/ and upload the exam assignment no later than **five working days** before the exam date. If you are unsure how to upload the exam assignment, please contact CampusNet support by phone at 69 17 22 70.

Remember: If the exam paper has been submitted to the exam office and/or uploaded digitally and you want to edit the assignment, the exam team **MUST** be contacted as soon as possible.

10. Setup of exam assignment – both paper and digital version

The layout of the front page of the assignment must be arranged as shown in the attached template or in appendix 1. Unless arranging at multiple choice exam. In that case, please add as much information as possible. It is important to fill in the information contained in the template, as the assignment is not otherwise approved. Please add additional information if this is useful.

11. Printing/copying of the exam paper

If the exam assignment for some special reason must be distributed one paper, it is the individual department responsibility for copying the exam assignments. There must be copied and handed in fifteen more assignments than there are registered students. In cases where there are less than twenty enrolled students, only five additional copies must be handed in. The printing can be given to an external company.

If you hand in both a Danish and English version of the exam paper, these must be stapled together, with a note on the front page that the assignment contains both a Danish and English version.

The exam assignment is printed on white paper, unless it consists of two assignments. In this case, one set must be on colored paper.

12. Extra time for the exam

There may be students who have been granted extra time for the exam. This will be evident on www.eksamensplan.dtu.dk

13. Anonymization of exam answers

DTU has decided to work towards a solution with anonymous written exams. This means that the students do not have to write their name on their written exam answers, but only their study number and table number.

14. Rescheduled exams on 23 december.

As part of DTU's exam contingency plan, DTU's Executive Board has found it necessary to establish – as a permanent scheme – extra days in which to hold any rescheduled exams. A rescheduled exam is only to be used as an absolute emergency procedure if, in exceptional cases, a written exam (on-site exam) on a course cannot be held as planned. Use of a rescheduled exam is a last resort which will not be used until all other options for holding the exam as planned have been exhausted.

When assessing whether a written exam cannot be held as planned, it must also be considered whether the exam can be held by handing out a hard copy version of the exam paper or by handing out USB sticks.

The consequence of the introduction of rescheduled exams is that lecturers with written exams must be prepared for the possibility of having to hold a rescheduled exam. The individual lecturer must either have an extra set of exam papers ready for use or be ready to prepare a new set of exam papers before the date of the rescheduled exam. This choice is up to the department/lecturer.

The rescheduled exam is an offer for the students, which lapses if they decide not to take advantage of it, and the students may participate, at the earliest, in a new exam next time a (re)exam in the course is offered. If the students do not take advantage of the offer of the rescheduled exam, the students have not used an exam attempt.

15. Deadline for submission of grades

The grades must be submitted electronically no later than 20 working days after the examination, to the Study Administration Office via the following link:

<https://karakterindberetning.dtu.dk/default.aspx>

Please remember, if there is an external examiner, the examiner must approve the grades/assessments. Remember that the examiner must be 'registered' before the exam, via www.censornet.dk You can read more about registering the examiner for the exam at DTU Inside [here](#).

If you have any questions, you are more than welcome to contact the exam team or the Study Administration Office by eksamen@adm.dtu.dk

Best Regards

Office for Study Administration
The Exam Team

Appendix 1 – Frontpage of the assignment

Technical University of Denmark

Skriftlig prøve/dato / Written examination date:

Side x af Y sider: / Page x of x pages

Kursusnavn: / Course title:

Kursusnummer: / Course number:

Hjælpemidler: / Aids allowed:

Varighed: / Exam duration:

Vægtning: / Weighting: