

Computer exam check list

Prior to the start of the exam, the exam invigilators will provide the students with the necessary information.

Check list

Prior to the day of the exam:

- Check up on the date, time and room of the exam.
- Check up on which aids are allowed at the exam in question – see the relevant course description in the course catalogue (kursuskatalog.cbs.dk). If it is stated that all written and all electronic aids are allowed, see the [list of aids](#).
- Make sure you have familiarised yourself with Digital Exam. You will find an FAQ on the [DE info site](#).
- Test your username and password before the day of the exam; you can check whether you can log in to my.cbs.dk.
 - a. Please note that it is possible to update your password at help.cbs.dk, and that it expires every three months.

On the day of the exam:

- Bring your CBS student ID.
- Bring your user name and password.
- Please be at the right room early.

Check before the exam starts:

- Your computer - your entire work station.
- Your access to all allowed exam aids (internet, CBSLearn, S-drive, etc.)
- Is MS Office in Danish or English? Change your language settings here: Start >All Programs >Microsoft Office >Microsoft Office 2016 Tools> Microsoft Office 2016 Language Preferences.

DE Digital Exam - digital submission of exam answers:

- Upload of exam answers in Digital Exam must be complete before the official exam time has expired. That means that if the exam takes place from 9.00 a.m. till 1.00 p.m., upload must be complete at 1.00 p.m. It is recommended that all files are ready for upload 5-10 minutes before the exam time expires, so that you can begin uploading then.
- Make sure that you have looked over your exam submission before then, and make sure that you are uploading the correct files. It is not possible to alter or change documents after the exam time has expired.
- Check that you have stated your student number in all documents you plan to upload, and in all file names. The student number is stated in the forum for the specific exam in Digital Exam under *Exam information*. It is four to six digits with *DE* in front. The file names of uploaded files should not contain your civil registration number, date of birth, full name or part of your name – the identification is made solely on the basis of your student number.
- When you have uploaded your exam submission in Digital Exam, you will see a receipt on the screen, which confirms your submission. In addition, you will receive an e-mail with a link to your exam answers.
- After your submission, you will see the text *Hand-in submitted* under the exam on the front page of Digital Exam.
- IMPORTANT: You have to verify and confirm that you have uploaded your file correctly by clicking and opening your submitted file(s) through the *Confirmation of exam submission* window. In case of issues or questions, do not hesitate to contact the invigilators.

- It is always possible to see your uploaded documents under the exam.
- When you have seen the confirmation message on the screen after upload, your exam answers are submitted and accessible in Digital Exam. If you wish to see the exam questions or answers at a later stage, you can log in to Digital Exam and access the documents.

IT:

- Danish and English keyboard is installed on the computers; change between the languages by pressing *Alt+Shift*.
- If relevant, set Microsoft Office to a Danish version: Start > All programs > Microsoft Office 2016 > Tools > Microsoft Office 2016 Language Preferences
- If you are allowed to bring any equipment (laptop, tablet), please keep in mind that there is no power supply available.
 - You are not allowed to use your own laptop, tablet etc. for writing your exam answers.
 - The IT Support does not support the student's own equipment - including USBs, external hard drives etc.
 - If you are a MAC user, please check that your hard drive/USB is compatible with CBS' equipment.
- It is the student's own responsibility to familiarise him-/herself with Excel, if this program is used at the exam. This includes both layout and change of unit display.

General

Save your exam answer in the Exam folder on the C-drive (C:\Exam) at least every 15 minutes during the exam. It is advised that you use changing file names.

At each exam, templates in Word and Excel will be available. These can be found in the *Exam* folder on the C-drive.

If you are unsure about how the PCs in the exam hall on Amager work, you can log in to a PC in the Learning Resource Center in the library, as they are set up as the ones in the exam hall. It is always possible to get in touch with the IT Support - contact information available at <https://my.cbs.dk>.

Before, during and after the exam, IT supporters will always be present to answer any technical questions regarding the use of the CBS computers. Questions regarding the use of specific applications or programmes will not be answered, e.g. problems with understanding correct syntax in Excel, problems with presenting tables in the exam answers, or a similar problem where the IT supporter assesses that the ability to solve such problem is part of the exam.