


# Digital Exam at the Royal Danish Academy

## Guide for external examiners

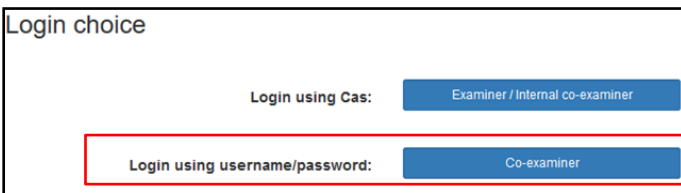
First time you log in to Digital Exam as an external examiner.

1. Log in from <https://eksamen.kglakademi.dk>. Choose **Log in as assessor**.



Log in as administrator  
**Log in as assessor**  
 Log in as student  
 Log in as invigilator

2. Choose Login using username/password: **Co-examiner**.

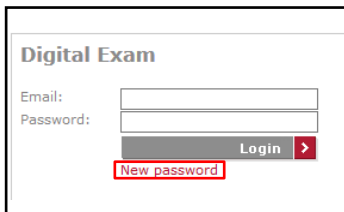


Login choice

Login using Cas: Examiner / Internal co-examiner

**Login using username/password: Co-examiner**


3. First time you log in, you must click on **New password**.



Digital Exam

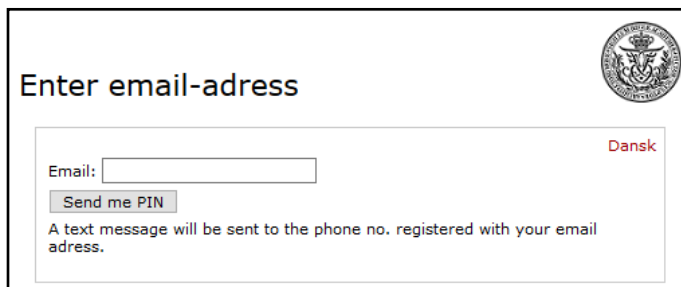
Email:

Password:

Login 

**New password**

4. Enter email address and click on **Send me PIN**.



Enter email-address

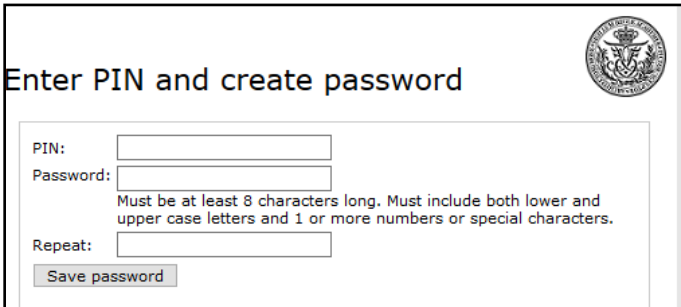
Email:

**Send me PIN**

A text message will be sent to the phone no. registered with your email address.

NOTE: You will receive a text message with a PIN code.

5. Enter PIN from text message and create password.



Enter PIN and create password

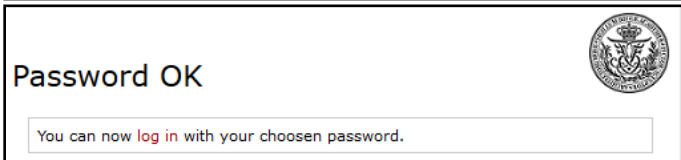
PIN:

Password:

Must be at least 8 characters long. Must include both lower and upper case letters and 1 or more numbers or special characters.

Repeat:

**Save password**



Password OK

You can now **log in** with your chosen password.

You can now log in with your new password by clicking the red letters.

Next time you enter the system, simply enter your email address and password.

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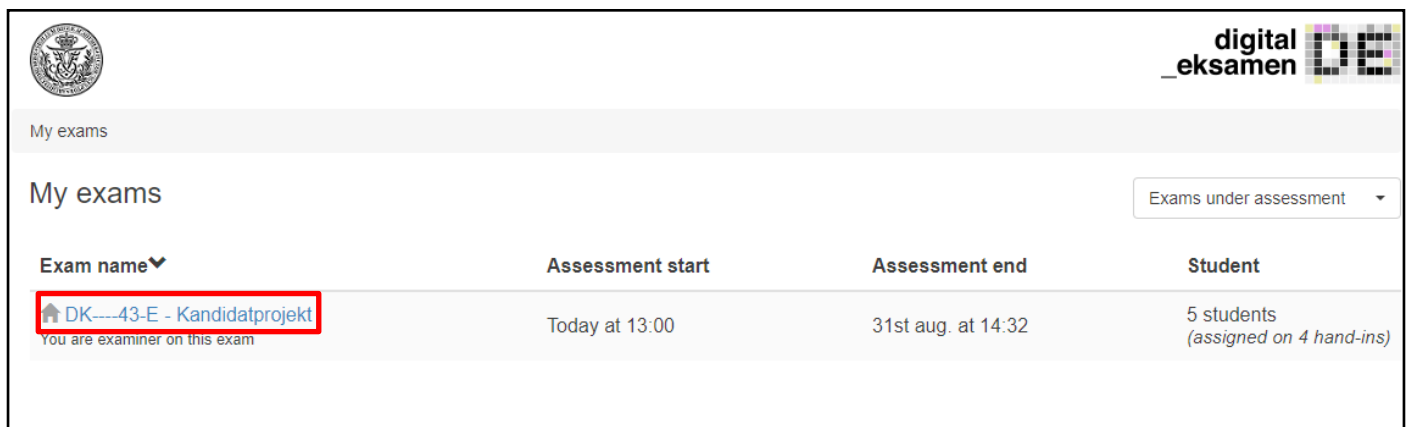
## Guide for external examiners

Digital Exam is the Academy's portal for submission of written exam papers.  
As assessor, this is where you download assignments.

### How to access Digital Exam

#### Overview - My exams

Once you are logged in to the system, you are presented with a list of the exams that you will assess.



My exams

My exams Exams under assessment

Exam name	Assessment start	Assessment end	Student
<a href="#">DK---43-E - Kandidatprojekt</a> <small>You are examiner on this exam</small>	Today at 13:00	31st aug. at 14:32	5 students <i>(assigned on 4 hand-ins)</i>

Click on the exam that you wish to open for assessment.

## How to read and download written assignments

### Exam information

Click on **Show exam information** to see details about the assignment that you are about to assess, such as ECTS points, form of co-examination and exam language.

### Read written assignments

You can download all responses for a current exam on your device by clicking on **Download all hand-ins** or you can open individual responses in your browser by choosing **Read in browser** under the tab **Hand-in**. Reading in browser also allows you to scroll between multiple responses.

## Grading

The Academy is using Digital Exam for grading.

My exams / Kandidatprojekt

Kandidatprojekt

[Show exam information](#) Show details for all hand-ins

All students Download all hand-ins Export students Submit joint feedback Submit assessments

Group name	Plagiarism status	Hand-in	Grade	Notes	Feedback	Status
<a href="#">Fri-41-1</a> Student <small>Student ID number</small>	Awaiting plagiarism check	<span>Read in browser</span>		Add	Add	
Student <small>Student ID number</small>	Awaiting plagiarism check	<span>Read in browser</span>		Add	Add	
Student <small>Student ID number</small>	Awaiting plagiarism check	<span>Read in browser</span>		Add	Add	
Student <small>Student ID number</small>	Awaiting plagiarism check	<span>Read in browser</span>		Add	Add	

## How to take notes and give the student feedback

### Notes

You may comment directly in the responses hereby creating an annotated copy. You may also take notes under the tab **Notes**. You can choose to share these notes with your co-examiner. The student cannot see your notes.

### Feedback

Under the tab **Feedback** you and your co-examiner can give feedback to the student. You can also choose to share the annotated copy with the student.

## Support

If you need help with Digital Exam, please contact the study administration at the Royal Danish Academy at [eksamen@kglakademi.dk](mailto:eksamen@kglakademi.dk).

## How to assess grades in Digital Exam

At the button with the arrow below **Grade** you can choose from the possible grades.

Kandidatprojekt [Show exam information](#) [Show details for all hand-ins](#)

All students Download all hand-ins Export students Submit joint feedback Submit assessments

Group name	Plagiarism status	Hand-in	Grade	Notes	Feedback	Status
Student <small>Student ID number</small>	Awaiting plagiarism check	Read in browser	-	Add	Add	<input type="checkbox"/>
Student <small>Student ID number</small>	Awaiting plagiarism check	Read in browser	-	Add	Add	<input type="checkbox"/>
Student <small>Student ID number</small>	Awaiting plagiarism check	Read in browser	-	Add	Add	<input type="checkbox"/>

There will now be a - next to your submission-status.  (in this case your co-assessor has given his/her assessment.

Now you must report the grade by clicking "Submit assessment" and confirm on the window that appears.

Submit assessments ✕

Set date and language for all students 26/05/2020 Language

Given name	Exam languages	Assessment date	Grade	Status
Studerende <small>Studienummer</small>	GB English	26/05/2020	4	-

Close Submit

You will now get a confirmation from the system

Grades submitted

The grades were submitted successfully.

OK

And there will appear a tick next to your submission status

The grade is registered when all assessors have given their assessment.