How to register results in STADS-VIP

How to log in to the system

At SDU, you have the choice between 2 different log-in options:

1. Use the link in the email we sent you with assessment form details. This will take you via the log-in page, directly to the assessment form in the system.
2. Go to the web address **https://stadsvip.sdu.dk/vip**. This will take you via the log-in page, to your assessment form list. The assessment form list is a list of all the assessment forms that are awaiting your assessment.

Regardless which log-in option you choose, you will be directed to the log-in page. It looks like this:
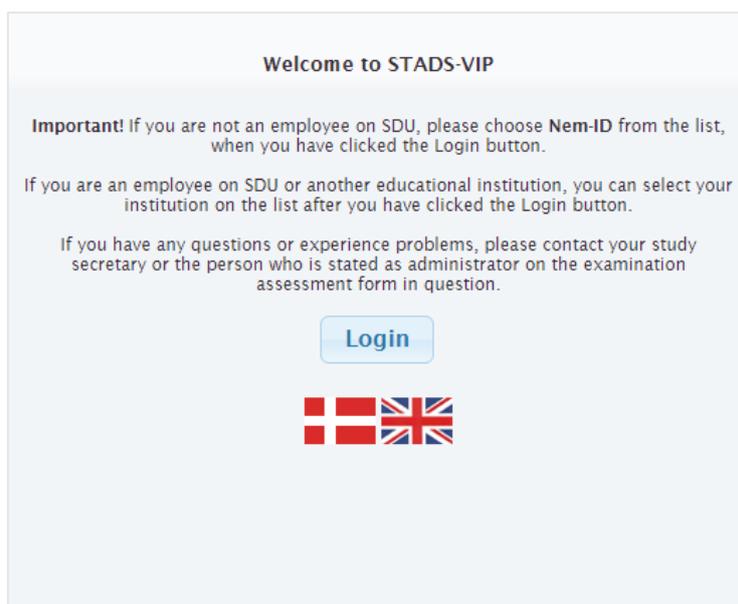
When you have clicked the "Login" button, you have to choose "NemID" from the list of institutions. Do NOT choose "University of Southern Denmark", unless you are permanently employed at SDU. If you are permanently employed at SDU, you will be able to log in using your SDU user credentials, when you choose "University of Southern Denmark" from the list.
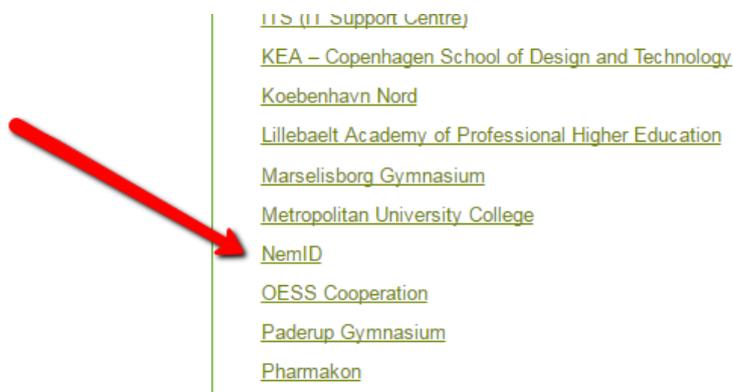
When you have logged in, you will be taken to the assessment form, or the assessment form list, depending on which log-in option you have chosen. If you have chosen the list-option, you will see the list of

assessment forms that are "open" for you. Click the assessment form you wish to use to get to the page where you can register your assessments.

Who should register assessments, and in which order?

A digital assessment form may contain two different kinds of adjudicators:

- Internal examiners. This is all adjudicators that are not external censors. Internal censors are also considered internal examiners. The assessment form can have up to two internal examiners.
- External examiners. This is the same as external censors. The assessment form can have up to two external examiners.

There is a difference in who can, and should register results in a digital assessment form, depending on whether there are only internal assessments of a protocol, or if there are both internal and external assessments of the Protocol.

If there are only internal examiners on the assessment form

If two internal examiners are connected to the same assessment form, only one of the examiners will be able to register a result for each student.

Registration & Legality will approve the assessment form when results for the students have been registered. When the assessment form has been approved by Registration & Legality, the results will be published to the students.

If there are both internal examiners and external examiners on the assessment form

When both internal examiners and external censors are present on the assessment form, both the examiner and the censor has to register a result for each student. It does not matter who registers the result first, but the two registrations must be identical.

The second adjudicator to enter a result for a student will not be able to see what the first adjudicator has registered, but a pop-up box will be warning you if the two results are not identical.

When both the internal examiner and the external censor have registered the result for a student, the result will immediately be published to the student.

How to register a result in Stads-VIP

When you have successfully logged in to the system, you will see the digital assessment form. It looks like this:

Microeconomics - part 1

Internal examiner(s): ✉ Sofus Ryge Petersen   Phone: 26291871   ✉ ▮▮▮▮▮▮   Phone: ▮▮▮▮   Grading form: 7-point grading scale
External examiner(s):   Phone: Evaluation form: Internal examiner
Administrator: ✉ ▮▮▮▮▮▮   Phone:
No. of students: 8   No. of completed results: 0

⊕ **Assessment form details**

| << Assessment form overview | Insert same result/date: | [ ] ⬇ ❓ | 29.12.2016 ⬇ ❓ | | | | | Save |

Examination number	Status ❓	Result ❓	Date of assesment ❓	Examination language ❓	Title	Topic	Fixed topic(s) ❓	Delete ❓
320835		[ ]	[ ]	GB				
330214		[ ]	[ ]	GB				
415415		[ ]	[ ]	GB				
415568		[ ]	[ ]	GB				
425738		[ ]	[ ]	GB				
84929301		[ ]	[ ]	GB				
84929853		[ ]	[ ]	GB				
84930347		[ ]	[ ]	GB				

| << Assessment form overview | | | | | | | | Save |

- The contact information for internal examiners, external examiners and the assessment form administrator will appear in the top part of the assessment form. The assessment form administrator is the person who made the assessment form.
- Additional information on the assessment form is shown if you click the + to the left of the text "Assessment form details."
- The button "<<Assessment form overview" will take you to the list of all the assessment forms that you have to fill in.
- The little blue buttons marked with an **?** will, when clicked, produce a pop-up with help on the field that the button appears in connection to.

As a starting point, you have to fill in the field "Result" and "Date of assessment". "Examination language" must be corrected if the default language is wrong.

It is advisable to save the results frequently. It is not possible to recover lost registrations if the system accidently fails before the registrations are saved!

Result column

An examination can be assessed using the 7-point grading scale or the Pass/Not Pass grade option. It is only possible to use the grading scale that is defined by the assessment form administrator. Click the little blue button with an **?** to see the grades that can be used.

If using the Pass/Not Pass option, it is possible to fill in all fields automatically. Fill in the field above the Result column with the chosen grade (B or IB), and click the down-arrow to fill in all fields in the column with the chosen grade. It is still possible to change the grade in the individual fields.

No. of students:	8	No. of completed results: 0

⊕ Assessment form details		

<< Assessment form overview	Insert same result/date:	[ ] ⇩ ②	29.12.2016 ⇩ ②

Examination number	Status ②	Result ②	Date of assesment ②	Examination language ②	
320835		[ ]	[ ]	GB	
330214		[ ]		GB	

To save the registered results, click the "save" button in the right side of the screen. When the result is saved, a little green check-mark will appear in the "Status" column.

It is advisable to save the results frequently. It is not possible to recover lost registrations if the system accident fails before the registrations are saved!

⊕ Assessment form details								
<< Assessment form overview	Insert same result/date:	[ ] ⇩ ②	29.12.2016 ⇩ ②					Save
Examination number	Status ②	Result ②	Date of assesment ②	Examination language ②	Title	Topic	Fixed topic(s)	Delete ②
320835		[ ]	[ ]	GB				
330214		[ ]	[ ]	GB				
		[ ]	[ ]					

If you want to change or delete a saved result, you have to click the trashcan that appears in the "Delete" column. You are only able to delete results that you have registered and saved. It is not possible to change or delete a result that has been confirmed by the other adjudicator, if both internal and external examiners are linked to the assessment form.

Date of assessment

The fields beneath "Date of assessment" must be filled in with the date of assessment. It is possible to register different dates for the different students on the assessment form if they are being assessed over multiple dates. The column can be filled in automatically with a given date. Just fill in the field that appears over the "Date of assessment" text with a given date, and click the down-arrow button. All fields will then be filled in with the same date. Individual fields can be altered afterwards.

Examination language

Examination language is pre-registered with the language that is set for the specific examination activity. If the language is incorrect, please enter the correct language instead. Permitted examination language codes can be found by clicking the blue **?** button.

How do I see that my result is registered correctly?

In the "Status" column, different icons can appear. One green check-mark means that the result is registered. Two green check-marks mean that the result is registered and re-registered by the other examiner, or in case of internal examiners only, approved by the Registration & Legality office. If you see a red **i**, it means that the result has already been registered by another examiner of the same type as yourself (internal/external), and therefore you cannot register a result for the student. An exclamation mark means that some problem has occurred. If you click the exclamation marks, you will get an explanation as to what the problem is.

What do I do if i suspect cheating?

If you suspect cheating, you must enter EU in the results-field, and then contact the study secretary for the exam.

What do I do if the assignment does not meet the requirements and has to be rejected?

If you have to reject an assignment due to requirements that are not met, you must enter AV in the results-field, and then contact the study secretary for the exam.

I can't register a result for a student?

If you can't register a result for a student, it's probably caused by one of the following reasons:
- You are an internal examiner, and your co-examiner has already registered a result for the same student.

   This will be shown with a red **i** in the Status column.
- The student has already had a result for the same activity registered in the same semester. This will be shown with an exclamation mark in the status column. Click the exclamation mark to get an explanation. Contact the secretary for the exam if this is the case.

The student does not appear on the assessment form?

If you don't see the student on the assessment form, it can be caused by one of the following reasons:
- The student has not been approved to take the exam.
- The student has been registered ill during exam.
- The student is no longer enrolled to the exam.

Contact the secretary for the exam to find out if the student ought to appear on the assessment form.

I haven't received assignments from all the students that appear on the assessment form?

If you haven't received an assignment from a student that appears on the assessment form, you must enter a U (for absent). Registration & Legality will be able to make corrections if it later appears that the missing assignment was due to an error in the transmitting process of the assignment.

When will the student be able to see the result I have entered?

The student will be able to see the result, when the result is entered in the system by an internal examiner, and re-entered by an external censor, or, if in the case of no external censor, approved by the Registration & Legality office.

Who do I contact if I have problems with the assessment form?

You should always contact the secretary of the exam. If the secretary is not able to help you, she/he will redirect you to someone who can.