

FAQ OM RESULTATREGISTRERING – FAQs ABOUT GRADING

(English version – see below)

GENERELLE OPMÆRKSOMHEDSPUNKTER		
EMNE	SPØRGSMÅL	SVAR
Karakterer – 7-trinskala	Hvordan noteres karaktererne?	"12", "10", "7", "4", "02", "00" og "-3" Bedømmelsen noteres enkeltvis for hver studerende
Bestået/Ikke bestået	Hvordan noteres bestået og ikke bestået?	"B" og "IB" Bedømmelsen noteres enkeltvis for hver studerende.
Godkendt/Ikke godkendt	Hvordan noteres godkendt og ikke godkendt?	"G" og "IG". Bedømmelsen noteres enkeltvis for hver studerende. Denne bedømmelsesform kan f.eks. anvendes ved vejlederkontrakter og lignende
Andre bedømmelsesmuligheder	Hvornår gives AV --- Hvornår gives EU	Afvist – eksamen kan ikke bedømmes da den studerendes arbejde ikke lever op til gældende formalia AV bruges også som en administrativ bedømmelse, der gives af Uddannelsesjura & Registratur til studerende, der ikke har bestået en forudsætningsprøve --- Eksamensuregelmæssighed – den studerende er under mistanke om eksamenssnyd
Mistanke om eksamensuregelmæssighed	Hvordan noteres mistanke om eksamensuregelmæssighed?	Skriv "EU" på i DE/protokollen for <i>eksamensuregelmæssighed</i> . Eksaminator/censor er ansvarlig for at indberette mistanke om eksamensuregelmæssigheder til studielederen. Læs mere herom på SDUnet (Undervisning – Eksamen - Eksamenssnyd)
Udfyldelse af protokol	Hvornår er en protokol færdigudfyldt	Alle studerende, der står på i DE/protokollen skal have et resultat registreret. Der må ikke være tomme felter.
Studerende ønsker at melde fra før eksamen	En studerende har meddelt, at vedkommende ikke vil gå til eksamen, men navnet står stadig på i DE/protokollen. Skal det slettes?	Nej, der bruges "U" for udeblevet. Studerende må jf. studiefremdriftsreformen ikke længere afmelde sig eksamen og de bruger dermed et forsøg ved at udeblive. I DE noteres U'er administrativt.
Sygdom	En studerende, der står på i DE/protokollen, har forud for eksamen meddelt at han/hun er syg. Hvad skriver jeg i DE/protokollen/?	Skriv "U" i DE/protokollen for <i>udeblevet</i> . Når den studerende har sendt lægeerklæring til Uddannelsesjura & Registratur, ændrer de "U" til "syg".
	En studerende møder op til eksamen, men kan ikke gennemføre grundet sygdom. Hvad skriver jeg på	Skriv "U" i DE/protokollen for <i>udeblevet</i> . Når Uddannelsesjura & Registratur modtager lægeerklæring fra den studerende, ændrer de "U" til "syg" Den studerende og eksaminator/en eksamensvagt skal underskrive en erklæring om at prøven er afbrudt på grund af sygdom. Denne bekræftelse er afgørende for at Uddannelsesjura & Registratur senere kan registrere "syg"

MUNDTLIGE PRØVER

EMNE	SPØRGSMÅL	SVAR
Fremlægger intet	En studerende er mødt op til en mundtlig eksamen, men fremlægger intet. Hvad noterer jeg i DE/protokollen?	Skriv "IB" eller "-3" afhængig af, om eksamen i faget bedømmes efter 7-trinskala eller B/IB.

SKRIFTLIGE STEDPRØVER

EMNE	SPØRGSMÅL	SVAR
Blank aflevering	Den studerende har afleveret blankt. Hvad noterer jeg i DE/protokollen?	Da gives bedømmelse "IB" eller "-3", afhængig af, hvordan eksamen i faget skal bedømmes. Den studerende har afleveret et produkt, er dermed påbegyndt prøven og skal have en karakter.
Udeblevet	Den studerende er udeblevet fra den skriftlige stedprøve eller har ikke afleveret.	Udeblevet og ikke afleveret noteres med "U". Der må ikke være et tomt felt eller en streg i protokollen – alle studerende skal have registreret et resultat. I DE afgives U'et administrativt.
Afvist	Den studerendes opgave opfylder ikke de formelle krav og kan derfor ikke bedømmes	Afvist noteres med "AV" af eksaminator.

HJEMMEOPGAVER

EMNE	SPØRGSMÅL	SVAR
Blank aflevering	Den studerende har afleveret blankt. Hvad noterer jeg i DE/protokollen?	Da gives bedømmelse "IB" eller "-3", afhængig af, hvordan eksamen i faget skal bedømmes. Den studerende har afleveret et produkt, er dermed påbegyndt prøven og skal have en karakter.
Ikke afleveret	Den studerende afleverer ikke eksamensopgaven	Ikke afleveret noteres med "U". Der må ikke være et tomt felt eller en streg i protokollen – alle studerende skal have registreret et resultat I DE afgives U'et administrativt
Afvist	Den studerendes opgave opfylder ikke de formelle krav og kan derfor ikke bedømmes	Afvist noteres med "AV" af eksaminator.

ANDRE EKSAMENSFORMER

EMNE	SPØRGSMÅL	SVAR
<p>Eksamen består af en skriftlig aflevering og en mundtlig prøve</p>	<p>En studerende afleverer ikke den skriftlige opgave --- En studerende afleverer blankt --- En studerende afleverer blankt til en prøve hvor der i fagbeskrivelsen er angivet formelle krav til opgaven --- En studerende afleverer den skriftlige opgave, men møder ikke op til den mundtlige prøve. En studerende afleverer den skriftlige opgave, møder op til den mundtlige prøve, men fremlægger intet.</p>	<p>Bedømmelsen 'U' gives og den studerende kan ikke deltage i den mundtlige prøve --- Bedømmelsen -3/IB gives, da den studerende er påbegyndt prøven. Den studerende kan ikke deltage i den mundtlige prøve. --- Bedømmelsen AV (afvist) gives, da den studerende har påbegyndt prøven, men denne lever ikke op til de formelle krav. Den studerende kan ikke deltage i den mundtlige prøve --- Bedømmelsen -3/IB gives, da den studerende har påbegyndt prøven, men ikke fuldført den.</p>

SÆRLIGT FOR STADS-VIP PROTOKOLLER

EMNE	SPØRGSMÅL	SVAR
Den studerende er ikke på protokollen	Hvad gør jeg, hvis den studerende ikke er i DE/protokollen?	Kontakt Uddannelsesjura & Registratur
Rettelser i en karakter	Hvad gør jeg, hvis jeg skal foretage rettelser på protokollen?	Hvis protokollen allerede er tastet i STADS-VIP, skal eksaminator/fagansvarlig og censor sende en mail til Uddannelsesjura & Registratur med angivelse af eksamensnavn, eksamenskode, dato for rettelser og hvilke/-n studerende der skal rettes.
Eksterne censorers underskrift	Skal alle eksterne censorer underskrive protokollen før indlevering?	Ved STADS-VIP protokoller skal det aftales at én af mange eksaminatorer/censorer registrerer resultaterne.

SÆRLIGT FOR PAPIRPROTOKOLLER

Rettelser i en karakter	Hvad gør jeg, hvis jeg skal foretage rettelser på protokollen?	Hvis protokollen allerede er indsendt til Uddannelsesjura & Registratur, skal eksaminator/fagansvarlig og censor sende en mail til Uddannelsesjura & Registratur med angivelse af eksamensnavn, eksamenskode, dato for rettelser og hvilke/-n studerende der skal rettes.
Eksterne censorers underskrift	Skal alle eksterne censorer underskrive protokollen før indlevering?	Ja
Scanning af protokol og underskrifter	Er indscannede protokoller og underskrifter gyldige?	En scannet protokol eller underskrift er lige så gyldig som papirprotokollen
For mange censorer eller eksaminatorer på protokollen	Der står for mange censorer eller eksaminatorer på protokollen. Hvad gør jeg?	Streg de ekstra navne ud
Blanke navnefelt til eksaminator eller censor	Der er intet navn anført på censor/eksaminator på protokollen. Hvad gør jeg?	Føj navnet til med blokbogstaver og underskrift
Datering og underskrift	Skal samtlige sider på protokollen dateres og underskrives?	Ja – og med den dato hvor bedømmelsen fandt sted.
Udeblevet eller ikke afleveret	Den studerende er udeblevet eller har ikke afleveret	Udeblevet og ikke afleveret noteres med "U". Der må ikke være et tomt felt eller en streg i protokollen – alle studerende skal have registreret et resultat

GENERAL ATTENTIONS

SUBJECT	QUESTION	ANSWER
Grades	How do I write the grades?	“12”, “10”, “7”, “4”, “02”, “00” and “-3” The assessment should be registered individually for each student.
Pass/Fail	How do I write pass and fail?	“B” and “IB” (<i>bestået/ikke bestået</i> – for pass/fail) The assessment should be registered individually for each student.
Approved/Not Approved	How do I write approved/not approved?	“G” and “IG”. The assessment should be registered individually for each student. This method of assessment can be used in connection with e.g. contracts for Master’s thesis projects.
Other assessments options – rejected or suspicion of examination irregularity (cheating)	When is AV given? --- When is EU given	Rejected - the assignment does not meet with the formal requirements and therefore cannot be assessed, give the assessment AV AV is also used administratively by Educational Law & Registration, when a student has not passed the prerequisite course for participation in an examination --- Examination irregularity – is used if the student is under suspicion of cheating.
Suspicion of examination irregularity (cheating)	How do I write that the student is under suspicion of cheating?	“EU” examination irregularity. Examiner/external examiner is responsible to report his or her suspicion to the Head of Studies.
Completing a protocol	When is a protocol completed	All students presented on a protocol must have an assessment
The student deregisters from the exam	A student has informed us that he or she does not want to take the exam, but he or she still figures in the protocol. Should he/she be deleted?	No, “U” is registered for <i>udeblevet</i> (absent). Due to the Study Progress Reform the students can no longer deregister from an exam, and by not showing up to the exam the student has used an attempt.
Registration of illness	A student who is on the protocol/in DE is ill. Which assessment do I give?	Write “U”. When Educational Law & Registration receive a doctor’s certificate from the student, they will change the result to “syg” (ill). The student must sign a statement that the exam has been interrupted because of illness. This statement is of vital importance to Educational Law & Registration who need it in order to change the result.
	A student falls ill during an exam and cannot complete. What do I write in the protocol/in DE?	Write “U”. When Educational Law & Registration receive a doctor’s certificate from the student, they will change the result to “syg”. The student and the examiner/guard must sign a statement that the exam has been interrupted because of illness. This statement is of vital importance to Educational Law & Registration who need it in order to change the result to “syg”.

ORAL EXAMS

SUBJECT	QUESTION	ANSWER
Nothing is presented	A student attends an oral exam but presents nothing. What do I write in the protocol/in DE?	Either “-3” or “IB” is registered depending on how the exam is assessed (with a grade or pass/fail).

WRITTEN EXAMS

SUBJECT	QUESTION	ANSWER
Blank submission	The student has submitted a blanc exam paper. What do I write in the protocol?	Either “-3” or “IB” is registered depending on how the exam is assessed (with a grade or pass/fail). As the student has delivered a product, they have started the examination and should therefore receive a grade.
Absent or not submitted	The student did not attend the exam or has not submitted anything.	Non-attended and not-submitted exams are marked “U” (absent). There must not be any empty fields or dashes: all students must have a result registered.
Rejected	Rejected - the assignment does not meet with the formal requirements and therefore cannot be assessed	“AV” (rejected) is registered at the protocol by examiner.

HOME ASSIGNMENTS

SUBJECT	QUESTION	ANSWER
Blank submission	The student has submitted a blanc exam paper. What do I write in the protocol?	Either “-3” or “IB” is registered depending on how the exam is assessed (with a grade or pass/fail). As the student has delivered a product, they have started the examination and should therefore receive a grade.
Not submitted	The student has not submitted anything	Non-submitted exams are marked “U” (absent). There must not be any empty fields or dashes; all students must have a result registered
Rejected	Rejected - the assignment does not meet with the formal requirements and therefore cannot be assessed	“AV” (rejected) is registered at the protocol/in DE by examiner.

OTHER EXAMINATION FORMS		
The exam consists of both a written assignment and an oral examination	<p>The student does not hand in the written assignment ---</p> <p>The student has submitted a blanc exam paper ---</p> <p>The student has submitted a blanc exam paper to an exam where the course description has stated formal requirements to the paper. ---</p> <p>The student hand in the written assignment but does not show up to the oral examination ---</p> <p>The student hand in the written assignment, attend the oral exam, but presents nothing</p>	<p>U" is registered, and the student cannot participate in the oral exam. ---</p> <p>"IB/-3" is registered as the student has started the examination. The student cannot participate in the oral exam. ---</p> <p>"AV" is registered, as the student has started the examination, but the paper does not fulfill the formal requirements. The student cannot participate in the oral exam. ---</p> <p>"IB/-3" is registered as the student has started but not completed the examination. ---</p> <p>"IB/-3" is registered as the student has started but not completed the examination.</p>
ESPECIALLY FOR STADS-VIP PROTOCOLS		
SUBJECT	QUESTION	ANSWER
The student is not listed in the protocol	What do I do if the student is not listed in the protocol?	Contact Educational Law & Registration
Correcting a grade	What do I do if I need to make corrections in the protocol?	If the protocol has already been registered in STADS-VIP then the examiner/ the person responsible for the course and the external examiner must send an email to Educational Law & Registration specifying the name of the exam, exam code, date, which student/students result/results must be corrected and the new results.
External examiner's signature	Should all external examiners sign the protocol before submission?	With STADS-VIP protocols it can be arranged, that only one of many examiners/external examiners register the results.
ESPECIALLY FOR PAPERPROTOCOLS		
SUBJECT	QUESTION	ANSWER
Correcting a grade	What do I do if I need to make corrections in the protocol?	If the protocol has already been sent to Educational Law & Registration then the examiner/ the person responsible for the course and the external examiner must send an email to Registration & Legality specifying the name of the exam, exam code, date, which student/students result/results must be corrected and the new results.
External examiner's signature	Should all external examiners sign the protocol before submission?	Yes

Scanning the protocol and signatures	Are scanned protocols and signatures valid?	A scanned protocol or signature is just as valid as the paper protocol
Too many internal or external examiners in the protocol	There are too many internal or external examiners listed in the protocol. What do I do?	Delete the extra names.
No external or internal examiners listed	There is no name under internal/external examiner in the protocol. What do I do?	Enter the name in block letters under the signature line and sign on the line.
Dating and signature	Should all pages in the protocol be dated and signed?	Yes – and with the date the grading took place
Absent or not submitted	The student did not attend the exam or has not submitted anything.	Non-attended and non-submitted exams are marked “U” (absent). There must not be any empty fields or dashes: all students must have a result registered.