

Exam checklist

Before the exams:

- ✓ Check the exam plan and fill in the necessary information (e.g. external examiner and appeal examiner)
- ✓ 3 weeks before the exam you will receive a course approval list from your exam coordinator
- ✓ The course approval list must be submitted to your exam coordinator 14 calendar days before the exam

Create and submit question sets in Inspera:

- ✓ Upload question sets in Inspera, [home exam and/or school exam](#)
- ✓ All exams must have an updated cover page, use [Cover Page Templates](#)
- ✓ Remember [Bokmål, Nynorsk and English](#) versions where necessary
- ✓ Send the grading guidelines to ISL-eksamen@hf.ntnu.no or upload directly in Inspera. The grading guidelines must be published in Blackboard after the publication of the grades. A template for the grading guidelines can be found on T:\hf\isl\Alle ansatte\Undervisning\Kvalitetssikring av utdanning\Sensurveiledning
- ✓ The deadline for uploading question sets in Inspera is **10 working days before the exam date**.

Information on oral exam, including guidelines for digital oral exams: <https://i.ntnu.no/wiki/-/wiki/English/Digital+oral+exam+-+for+employees>

During the exam:

- ✓ The examination room for the written exam is published three days before the exam on [exam info on the course page](#)
- ✓ The lecturer or representative must be available by phone during the exam
<https://i.ntnu.no/wiki/-/wiki/English/Presence+of+teaching+staff+during+exams>

After the exam:

- ✓ Exam answers are made available immediately after the exam ends in Inspera. ~~Note When using SCANTRON/hand drawings, upload delays may occur~~
- ✓ [Grading in Inspera Assessment](#)
- ✓ Check exam answers for [plagiarism](#)
- ✓ Do you suspect cheating? Notify your exam coordinator

Grading:

- ✓ The deadline for grading is 3 weeks. The deadline for grading can be found in the exam plan
- ✓ Read about [explanation of grades and appeals](#) for students
- ✓ Read about [grades and appeals in Inspera](#) for academic staff

Finally, some tips and reminders:

- ✓ Recommended web browsers for using Inspera are Google Chrome and Firefox
- ✓ If there is significant grade discrepancy after the appeal, a third, additional assessment must be made in accordance with the stipulated guidelines. This applies in cases where the grade has changed by two or more grades.
- ✓ Students can request an explanation of the new grade after the appeal.