FILL IN THE MISSING INFORMATION, REMOVE THE INSTRUCTION TEXT AND ADAPT THE TEXT IN ITALICS TO YOUR EXAM. COPY THE FINISHED COVER PAGE TO THE QUESTION SET IN INSPERA USING THE QUESTION TYPE “DOCUMENT”.

**Department of (department)**

**Examination paper for (course code) (course title)**

**Examination date:**

**Examination time (from-to):**

**Permitted examination support material:** A / All support material is allowed

**Academic contact during examination:
 Phone:**

**Technical support during examination:** Orakel support services
 **Phone:** 73 59 16 00

**OTHER INFORMATION**

WE RECOMMEND THAT YOU INCLUDE INFORMATION REGARDING THESE POINTS. THE TEXT IN ITALICS IS INTENDED FOR THE COURSE COORDINATOR AND MUST BE ADAPTED TO FIT EACH INDIVIDUAL EXAM.

**Make your own assumptions:** If a question is unclear/vague, make your own assumptions and specify them in your answer. Only contact academic contact in case of errors or insufficiencies in the question set.

**Saving:** Answers written in Inspera Assessment are automatically saved every 15 seconds. If you are working in another program remember to save your answer regularly.

**Cheating/Plagiarism:** The exam is an individual, independent work. Examination aids are permitted. All submitted answers will be subject to plagiarism control. [*Read more about cheating and plagiarism here.*](https://innsida.ntnu.no/wiki/-/wiki/English/Cheating%2Bon%2Bexams)

**Citations:** *INFORM THE STUDENTS ABOUT WHAT YOU EXPECT FROM THEM REGARDING CITATIONS. KEEP IN MIND THAT THE STUDENTS HAVE A LIMITED AMOUNT OF TIME WHEN WRITTEN SCHOOL EXAMS ARE CONVERTED TO HOME EXAMS WITH THE SAME EXAMINATION TIME.*

**Notifications:** If there is a need to send a message to the candidates during the exam (e.g. if there is an error in the question set), this will be done by sending a notification in Inspera. A dialogue box will appear. You can re-read the notification by clicking the bell icon in the top right-hand corner of the screen. All candidates will also receive an SMS to ensure that nobody misses out on important information. Please keep your phone available during the exam.

**Weighting:** *HOW THE QUESTIONS ARE WEIGHTED SHOULD BE SHOWN ON THE COVER PAGE OR ON EACH QUESTION.*

**ABOUT SUBMISSION**

IF THE QUESTION SET CONTAINS ONE OR MORE FILE UPLOAD QUESTIONS, ONE OF THE TWO OPTIONS BELOW MUST BE INCLUDED ON THE COVER PAGE. REMOVE THE OPTION THAT DOESN’T FIT YOUR EXAM. IF FILE UPLOAD ISN’T RELEVANT, REMOVE **BOTH** OPTIONS.

***OPTION 1****: SIMPLE FILE UPLOAD*

**File upload**: All files must be uploaded before the examination time expires.

[*How to create PDF documents*](https://innsida.ntnu.no/wiki/-/wiki/English/How%2Bto%2Bcreate%2BPDF%2Bdocuments)

[*Remove personal information from the file(s) you want to upload*](https://innsida.ntnu.no/wiki/-/wiki/English/How%2Bto%2Bremove%2Bpersonal%2Binformation%2Bfrom%2Bdocuments%2B-%2Bfor%2Bstudents)

NB! You are responsible to ensure that you upload the correct file(s) for all questions. Check the file(s) you have uploaded by clicking “Download” when viewing the question. All files can be removed or replaced as long as the test is open.

***OPTION 2****: FILE UPLOAD USING SKETCHES/CALCULATIONS AND/OR THIRD-PARTY SOFTWARE*

**File upload**: All files must be uploaded before the examination time expires. 15 minutes are added to the examination time to manage the sketches/calculations/files. (The additional time is included in the remaining examination time shown in the top left-hand corner.)

[*How to digitize your sketches/calculations*](https://innsida.ntnu.no/wiki/-/wiki/English/Home%20Exam%20with%20hand%20drawings)

[*How to create PDF documents*](https://innsida.ntnu.no/wiki/-/wiki/English/How%2Bto%2Bcreate%2BPDF%2Bdocuments)

[*Remove personal information from the file(s) you want to upload*](https://innsida.ntnu.no/wiki/-/wiki/English/How%2Bto%2Bremove%2Bpersonal%2Binformation%2Bfrom%2Bdocuments%2B-%2Bfor%2Bstudents)

*OTHER IMPORTANT INFORMATION REGARDING SOFTWARE, FILE TYPES ETC.?*

NB! You are responsible to ensure that you upload the correct file(s) for all questions. Check the file(s) you have uploaded by clicking “Download” when viewing the question. All files can be removed or replaced as long as the test is open.

**Your answer will be submitted automatically when the examination time expires and the test closes**, if you have answered at least one question. This will happen even if you do not click “Submit and return to dashboard” on the last page of the question set. You can reopen and edit your answer as long as the test is open. If no questions are answered by the time the examination time expires, your answer will not be submitted.

**Withdrawing from the exam:** If you become ill, or wish to submit a blank test/withdraw from the exam for another reason, go to the menu in the top right-hand corner and click “Submit blank”. This cannot be undone, even if the test is still open.

**Accessing your answer post-submission:** You will find your answer in Archive when the examination time has expired.