*Fill in the missing information*

**Department of (department)**

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

**Examination date:**

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

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

**Academic contact during examination:  
 Phone:**

**Technical support during examination:** [Orakel support services](https://innsida.ntnu.no/wiki/-/wiki/English/Orakel+Support+Services)  
 **Phone:** 73 59 16 00

**OTHER INFORMATION**

*We recommend that you include information regarding these bullet points. The text in italics is intended for the course coordinator and must be adapted to fit each individual exam.*

* If a question is unclear/vague – make your own assumptions and specify in your answer the premises you have made. Only contact academic contact in case of errors or insufficiencies in the question set.
* **Saving:** Answers written in Inspera 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+on+exams)
* **Citations:** *Inform the candidates about what you expect from them regarding citations. Keep in mind that they have a limited amount of time compared to ordinary home exams/submissions.*
* **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.*

*IN CASE OF A SIMPLE 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+to+create+PDF+documents)
  + [*Remove personal information from the file(s) you want to upload*](https://innsida.ntnu.no/wiki/-/wiki/English/How+to+remove+personal+information+from+documents+-+for+students)

*IN CASE OF FILE UPLOAD USING SKETCHES/CALCULATIONS AND/ORD THIRD-PARTY SOFTWARE*

* 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+to+create+PDF+documents)
  + [*Remove personal information from the file(s) you want to upload*](https://innsida.ntnu.no/wiki/-/wiki/English/How+to+remove+personal+information+from+documents+-+for+students)
  + *Other important information regarding software, file types etc.?*

**ABOUT SUBMISSION**

* **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 wish to submit a blank test/withdraw from the exam, go to the menu in the top right-hand corner and click “Submit blank”. This can not 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.