*WHEN THE COVER PAGE IS COMPLETE, COPY THE TEXT AND PASTE IT TO THE QUESTION TYPE “DOCUMENT” IN INSPERA.*

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:** A / All support material is allowed

**Academic contact during examination:  
 Phone:**

**Administrative contact during examination:**   
 **Phone:**

**OTHER INFORMATION**

THE RED TEXT IS DIRECTED AT THE TEACHER/COURSE COORDINATOR, AND MUST BE ADAPTED TO FIT EACH INDIVIDUAL EXAM.

WE RECOMMEND INLCUDING INFORMATION ON ALL THE FOLLOWING POINTS, BUT YOU ARE FREE TO REMOVE OR ADD INFORMATION IF NEEDED.

**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.

**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:** [*Information on using and citing sources are available at Innsida.*](https://innsida.ntnu.no/wiki/-/wiki/English/Using+and+citing+sources)

**Notifications:** RECOMMENDED SOLUTION: If the need to contact the candidates during the exam should arise (e.g. in case of an error in the question set), notifications will be given via e-mail. You should therefore check your inbox from time to time during the exams. YOU AS TEACHER/COURSE COORDINATOR CAN CONTACT THE ADMINISTRATION AT THE DEPARTMENT TO GET ASSISTANCE IN DISTRIBUTING E-MAILS VIA FS. THIS TO ENSURE THAT ALL CANDIDATES RECEIVE IDENTICAL INFORMATION. THERE COULD BE CANDIDATES WHO ARE ONLY REGISTERED FOR THE EXAM. NOTIFICATIONS SHOULD NOT BE GIVEN IN BLACKBOARD.

**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, THIS MUST BE MADE CLEAR ON THE COVER PAGE. IF FILE UPLOAD IS NOT RELEVANT, REMOVE THE INFORMATION ABOUT FILE UPLOAD.

**How to answer questions:** All question types other than Upload assignment must be answered directly in Inspera. In Inspera, your answers are saved automatically every 15 seconds. **NB!** We advise against pasting content from other programs, as this may cause loss of formatting and/or entire elements (e.g. images, tables).

**File upload**: When working in other programs because parts of/the entire answer should be uploaded as a file attachment – make sure to save your work regularly.

All files must be uploaded before the examination time expires.

The file types allowed are specified in the upload assignment(s).

NB! You are responsible to ensure that the file(s) are correct and not corrupt/damaged. 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.

[*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.?*

**Automatic 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. This is considered as “did not attend the exam”.

**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.