*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:**

**Academic 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.

**Get an overview of the question set** before you start answering the questions.

**Read the questions carefully** and 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. Address an invigilator if you wish to contact the academic contact. Write down the question in advance.

**InsperaScan:***IF THE TEST IS SET UP FOR THE CANDIDATES TO SUBMIT HAND DRAWINGS, THIS INFORMATION MUST BE INCLUDED ON THE COVER PAGE. (NOTE! REQUIRES ACTIVATION IN THE TEST SETUP.)* For question **[X, Y, Z]** it is possible to submit the entire/some parts of the answer as handwritten sheets. At the bottom of the question you will find a seven-digit code. Fill in this code in the top left corner of the sheets you wish to submit. We recommend that you do this during the exam. If you require access to the codes after the examination time ends, click “Show submission”.

**Weighting:** *IF THE QUESTION SET CONTAINS QUESTIONS/SECTIONS WITH A SPECIFIC WEIGHT, YOU MAY WANT TO SUGGEST EXPECTED TIME SPENT PER QUESTION OR SPECIFY THE MAXIMUM ACHIEVABLE SCORE.*

**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.

**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.

**Access to your answers:** After the exam, you can find your answers in the archive in Inspera. Be aware that it may take a working day until any hand-written material is available in the archive.