MEMORANDUM

Re: Exam results registration

For the sake of the legality of the registration of the exam results, it is very important that the grades in Digital Exam (DE) are registered correctly and unambiguously.

All examiners must state one of the following assessments (registration of illness occurs subsequently in the exam administration).

**Oral exams (assessment: Pass/Fail)**
- I: Not passed / B: Passed / U: No show
- I: If the student chooses not to be examined after having received a question
- U: If the student do not show up

**Oral exams (assessment: 7-point scale)**
The grade is stated: -3, 00, 02, 4, 7, 10, 12 / U: No show
- -3: If the student chooses not to be examined after having received a question
- U: If the student do not show up

**Written exams (assessment: Pass/Fail)**
- I: Not passed / B: Passed
- I: If the formal requirements are not met

In case of suspicion of cheating, the exam paper must not be assessed.
**Written exams (assessment: 7-point scale)**

The grade is stated: -3, 00, 02, 4, 7, 10, 12

-3: If the formal requirements are not met

In case of suspicion of cheating, the exam paper must not be assessed

**Administrative assessment for written exams**

U (No show): If the exam has not been accessed in DE, and the assignment has not been submitted

-3 / I: If the exam has been accessed in DE, and the assignment has not been submitted

-3 / I: If the assignment has been submitted after the deadline

The examiner and censors only see students in DE who have submitted

**Formal requirements for written assignments**

It is the responsibility of the examiner and censor to ensure that the regulations of the curriculum regarding formalities are complied with. Formal requirements are not respected if:

- the syllabus has not been approved by the examiner
- the scope of the syllabus does not correspond to the regulations of the curriculum
- the scope of the assignment does not correspond to the regulations of the curriculum

Study Curriculum for the programme can be found on the website https://teol.ku.dk/cas/studentinformation/study_curricula/

**Cheating**

If you observe plagiarism or otherwise suspect cheating, contact the head of studies Carsten Selch Jensen csj@teol.ku.dk tel. 3532 3781 / 6171 1890.

The exam paper must not be assessed.