

Delivery form for digital school exam (NV)

The form is to be filled out by the course coordinator/author and sent by e-mail to your administrative contact at the latest 7 days (5 working days) prior to the exam.

Course code:

Course coordinator/author:

Date for delivery:

DECLARATION FOR DELIVERY

I have informed the students that the exam is to be held digitally, in a lecture and on Blackboard.

I have approved all compulsory assignments (must be delivered to the department office within 9 days prior to the exam).

The question set has a cover page that follows the principles in this [template](#).

The question set has been translated to all desired languages and/or written standards of Norwegian (bokmål/nynorsk).

The question set has the correct settings for the design (read [here](#) for explanations)

I want the students to be able to deliver handwritten answers (Scantron) under this exam.

The question set has been thoroughly checked and proof read by all authors.

All questions have a guide/marking scheme available for the graders

The guide/marking scheme is available in Inspira

The guide/marking scheme is sent by e-mail together with this form.

The question set has been assigned a name of the type «COURSE CODE+SEMESTER+YEAR»

I have shared the question set in Inspira with the administrative contact.

This is the final version of the question set and I acknowledge that any changes made by me after this date should be avoided, and if carried out, must be clearly communicated to the administrative contact.

GRADING PROCESS

I have informed the administrative contact about who will be the internal graders.

I have reported all external graders to the administrative contact within the deadline (April 1st).

I want all notes written in connection to the grading process in Inspira to be *private* (the alternative is that *the student* can view the comments made in the answered exam after the evaluation is completed).

Post address

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Org.no. 974 767 880**E-mail:**

postmottak@nv.ntnu.no

Visiting address

Hovedbygningen

Høgskoleringen

1 Gløshaugen

Website

<https://www.ntnu.no/nv>

I want all graders to actively confirm the joint assessment in Inpera (not recommended in the case that certain graders may be difficult to contact).

I want each question to be evaluated with points for a more finely tuned assessment (not just a grade per question).

If points are to be utilized, then the grades calculated by Inpera should be based upon personally defined cut-off points, as given below (if this box is not ticked then the grades will be calculated based on [NTNU's percentage points](#)). Note that these cut-off points may be adjusted, if necessary, at a later time.

A: \geq

B: \geq

C: \geq

D: \geq

E: \geq

The grader(s) should assess the candidate and their answered exams in the following manner:

Total number of graders

In the case of more than one grader, should *all* graders assess *all* candidates (partially or completely)?

Yes →

Should the graders divide each *answered exam* between themselves?

No (see example 1)

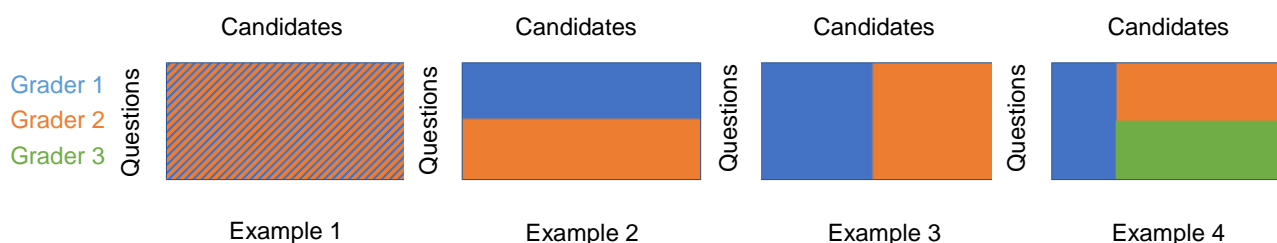
Yes, specify (see example 2):

No →

Should any *answered exams* be divided up between several graders?

No, specify (see example 3):

Yes, specify (see example 4):



Insert a comment here if you wish to provide more details, or if the provided alternatives do not describe your desired grading process with enough precision:

Please direct any questions regarding this form to the administrative contact in your department.