17 December 2015

Information concerning the introduction of examiner's reports

The universities have agreed with the Chairmen's Committees of External Examiners serving programmes in business administration and business languages, in the HD programmes and in Business Communication and Language to implement examiner's reports. The purpose of the reports is to assure the quality of the work of the external examiners and the Chairmen's Committees.

Reporting will have effect for exams from 4 January 2016 and onwards.

The reports are filled in after each examination in Censor IT, where also the external examiners' report are available to examiners, exam administrators, the external examiners and the external examiners' secretariat.

Like the external examiners' reports the examiners' report will be collected every three months and sent to a central point of contact in the university, which will distribute them in the university's own systems.

To ensure the utility of the reports on an executive level it is important that a report is filled in each time an examination has taken place. The system will remind the examiner of missing reports by way of automatic mails approximately every two weeks.

The external examiners' secretariat is at the disposal of examiners with regard to technical questions, whereas more general questions are referred to the local management or administration.

A comprehensive guide to the system can be found at censor-it.censorerne.dk. On the following page the login and creation of an examinator's report are described.

On behalf of Chairmen's Committees of External Examiners

The offices of
External Examiners for Business Economics and Administration
External Examiners for Business Communication and Languages

Guide

Login

You log in to Censor IT with your user number and password.

- The first time you click '*glemt adgangskode*' on censor-it.censorerne.dk.
- The field is filled with the mail address created by your local exam administration.
- You will then receive a mail with your user number and a link to a page, where you can create your password.
- If you do not receive a mail in a few minutes, you may check your spam filter or contact the exam administration and ask for the email address created for you.

Creating an examiner's report (after login)

- In the right hand menu click '*Opret ny eksaminatorrapport*' (see example below). It will make the list of exams lacking reports appear.
- Under the relevant exam you click '*Opret rapport*'
- The report is filled in like this:
  - If you have no remarks to the exam check '*Eksamen, bedømmelse mv. er forløbet tilfredsstillende. (Vurderingen er hermed afsluttet - klik på 'Indsend')*' and click '*Indsend*' at the bottom of the page.
  - If you have remarks to one or more points in the assessment mark the relevant point with '*Ikke tilfredsstillende*' and make a remark concerning the problem.
- General remarks (including laudatory remarks) can be added in the last field.
- Finish by clicking '*Indsend*' at the bottom of the page.