Instructions for digital exams at the School of Business and Economics

The student exam list and the door sign (see page 2) are available at the administration office. Recommendation: Start the exam setup procedure about 30 minutes before the exam starts.

The students can access the room after all computers are ready. (See image below.)
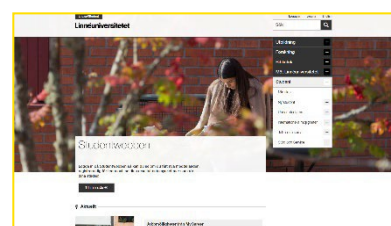
Preparations in the computer room

1. Put up the sign on the door. (See page 2)

2. Start the computers and login:

User name: nyguest01

Password: Examadmin6

Note. Click [Yes] in the dialog box regarding Teamviewer. It might take some minutes for the Student start page to load. See image to the right.

Note. If the number of students exceed the number of computers the students are usually grouped in exam groupings with different timings in time slots. To save time restart the computers after each of the students has finished.

Recommendation: Open projector (teachers computer) instructions at https://ekonomihogskolan.lnu.se/tentamen/instructions.pptx

3. Let the students in when all the computers are ready. See image above.

4. When the students are ready: Check their ID using the student exam list. Inform the students about the exam preceding and the exam rules. Timings and other exam settings are available on the course page in MyMoodle.

Note. If the link does not show or is not available, press the F5 key.

After the exam

5. When the student has finished, restart the computer. Login for the new student exam grouping if necessary. See item 2 above.

6. Return the door sign to the administration office.

Technical support or when the student is cheating

If the student is having technical problems, try first to restart the computer, then if the problem persist, contact the IT department, 0480 – 44 67 00, press 2.

If the student tries to cheat, follow the Lnu procedures.

Datorsalen upptagen för digital tentamen.

The Computer room is occupied for digital exam.