



EXAM MEETING AUTUMN 2017

METTE KASTBERG LILLEMOSE
INTERNATIONAL COORDINATOR
AARHUS BSS INTERNATIONAL



SCHOOL OF BUSINESS AND SOCIAL SCIENCES
AARHUS UNIVERSITY

PROGRAM

- Practical Information
- Preparing for exams
- Academic Guidelines



EXAM ATTENDANCE

You are automatically signed up for exams in all your courses and you cannot cancel participation in exams.

The form or date of an exam/re-exam cannot be changed unless an exemption is granted (typically medical reasons – never practical reasons).

Do not book return flights or make other plans until the exam period has ended or until after your exam dates are released (please note that these are subject to change....)

EXAM DATES

Exam dates will be available in **November** on your Study Portal *(Cand.merc exams are scheduled)*

- [BA/MA programmes \(Corporate Communication\)](#)
- [HA/BscB/Cand.merc programmes \(Economics and Business Administration\)](#)
- [Oecon programmes \(Economics and Management\)](#)

Do not rely on the dates listed in your personal timetable.

Use the study portal and find the **Chronological exam schedule**.

EXAM DATES

- **Last possible exam date where attendance is required: December 21 ***
- *Exams may take place up until January 31, but these will not require your attendance, unless specifically indicated in the course list. All Oecon exams can take place in January.
*Exam dates have been available for Master students at Business (*Cand.merc.*) from September 1. Please find the schedule on your Study Portal. Please note that exams may require your attendance in January.
- **The date, time and form of an exam cannot be changed.**

ATTENDING EXAMS

Most exams will be digital exams using Wiseflow.

In the Chronological exam schedule you can find out which type of Wiseflow exam:

- ▶ **WHAI:** Take-home assignment with upload of the exam paper in WISEflow
- ▶ **WOAI:** On-site written exam with upload of the exam paper in WISEflow (internet allowed)
- ▶ **WOA:** On-site written exam with upload of the exam paper in WISEflow (no internet allowed)
- ▶ **WO:** On-site written exam with upload of the exam paper in WISEflow (*FLOWlock browser must be installed before the exam*)
- ▶ **WOMC:** Multiple-choice on-site written exam with upload of the exam paper in WISEflow (*FLOWlock browser must be installed before the exam*)

ATTENDING EXAMS

- ▶ Bring your own computer. There will not be a computer provided for you.
- ▶ Information at <http://bss.au.dk/WISEflow> (select relevant study portal) – Use the Guidelines and FAQ!
- ▶ Exam info is also available in the Course Catalogue and the Chronological exam schedule (please check both places).
- ▶ And get help at the IT Service desk well in advance before your exam (bss.it@au.dk)

CHECKLIST FOR WISEFLOW-EXAMS

- ✓ Can you connect to the wireless network Eduroam?
- ✓ Have you updated your computer operating system?
- ✓ Have you installed and updated your browser? Firefox or Chrome is recommended
- ✓ Can you make a pdf file from Word and/or Excel to hand in from FLOWassign?
- ✓ Have you tried out the demo exams (Demoflow) in WISEflow? There are Demoflows for the different types of exams
- ✓ Have you read the guideline for the exam type in question [here](#)?
- ✓ Do you have access to the flow connected to your exam, approx. 1 week before?

CHECKLIST FOR FLOWLOCK-EXAMS

If you are attending a FLOWlock-exam:

- ▶ Have you installed the newest version of the FLOWlock-browser?

NB! You must click **HAND IN** to hand in your assignment (All exams in WISEflow)
You must click "Get receipt" to get a receipt.
Go back to your flow to check your hand-in.

THE GRADING SYSTEM



7-point grading scale

Grade	Description	ECTS
12	For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.	A
10	For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.	B
7	For a good performance displaying good command of the relevant material but also some weaknesses.	C
4	For a fair performance displaying some command of the relevant material but also some major weaknesses.	D
02	For a performance meeting only the minimum requirements for acceptance.	E
00	For a performance which does not meet the minimum requirements for acceptance.	Fx
-3	For a performance which is unacceptable in all respects.	F

GRADES & AVERAGES

- ▶ -03 and 00 are failing grades
- ▶ 02 to 12 are passing grades
- ▶ Failing grades will not appear on your transcript unless specifically requested
- ▶ Every performance is evaluated individually
- ▶ Passed exams cannot be retaken
- ▶ Grades cannot be changed by contacting the professor

Average grades

- ▶ BA – Business Communication: **7.40**
- ▶ MA - Business Communication: **8.00**
- ▶ BSc – Business Administration: **6.03**
- ▶ MSc – Business Administration: **6.99**

RESULTS

- ▶ Results for written exams will be available on Self Service within 1 month
- ▶ Results for oral exams are given right away and available on Self Service within 1 month
- ▶ All results will be in by February 5

Feedback

If you do not understand the grade you were given, you should contact your professor as soon as possible to have him/her explain the grade. Please note that your professor is not obligated to provide feedback.

Formal complaint

You must *academically argue* why the grade should be changed.

Complaints must be submitted within **14 days** of the announcement of the grade.

TRANSCRIPT OF RECORDS

- Your official Transcript of Records will be sent to you and your home university via email in March 2018.
- You do not need to request the ToR or to email us an address.
- You can always print a transcript from Self Service.

RE-EXAMS: SIGN UP BY 8

If you fail an exam, you can sign up for the re-exam by **February 8** by sending an email to the relevant contact person at Aarhus BSS:

- ▶ HA / BScB / BA: Gitte Nielsen (giln@au.dk)
- ▶ MA: Marianne Petersen (mp@au.dk)
- ▶ Oecon bachelor: Louise Rasmussen (lobr@au.dk)
- ▶ Oecon master / Cand.Merc, MSc: Runa Kortsen (runa@au.dk)



Preparing for exams



EXAM TYPES

Prepare according to the course description/evaluation criteria as well as exam type! Different ways of studying, preparing may be preferable depending on the exam form.

VARIATIONS OF

- Written exams
- Oral exams
- Synopsis with defense/presentation

FIND YOUR EXAM TYPE in the course catalogue: <http://kursuskatalog.au.dk/en/>

Read the course description thoroughly - exam type and evaluation criteria are at the bottom of the course description

WRITTEN EXAMS: OPEN BOOK

General advice/suggestions from former students

- Prepare by gathering all your notes in one document – divide into topics
- Prepare as much as possible, e.g. writing descriptions in your own words that can be used in the exam. This way, you can spend most of the exam time applying and analyzing.
- Do not expect to have much time to read in the books – even during week exams. Books are mostly for consulting.
- Internet: often useless, except for fact checking, as most exam questions are very specific.

WRITTEN EXAMS: CLOSED BOOK

General advice/suggestions from former students

- Prepare by making flip cards / models you can remember
- It is not only about memorizing, you must also be able to apply (theory to cases)

ORAL EXAMS

Typically, you will be asked to give a short presentation answering the exam question and then the professor will ask you further questions. The censor tends to be more on the "sideline" observing.

With preparation

- You draw an exam question and then you have approx. 20-30 minutes preparation time (in a separate room).
- You will usually be allowed to bring in notes made during preparation (special paper)
- You can bring everything (books, pc) to the preparation
- Prepare by gathering all notes in one document – divide into topics (same as written, open book)

ORAL EXAMS

Without preparation/aid

- You will draw a question and then the examination will begin
- Prepare beforehand by making flip cards / models you can remember
- Remember it is not only about memorizing, you must also be able to apply (theory to cases)

PREPARATION CLASS

- Sometimes professors or teaching assistants will arrange an exam preparation class, use them and ask! Better to ask and get a "no" than not to ask.
- You might get very helpful answers (e.g. what is important to know, what is not that important, what is completely irrelevant)

ON THE DAY OF/ DAY BEFORE

- ▶ Check and double check date and time on your Study Portal (may change up to 1 day prior to exam)
- ▶ Arrive 30 minutes before oral exams and 15 minutes before written exams
- ▶ Bring your student ID (or other ID)
- ▶ Check material allowed (see course description)
- ▶ Leave mobile phone at home or hand in before exam (if required)
- ▶ Make sure that you are well prepared for your Wiseflow-exams (especially Flowlock exams!)

NOTES ON CONTENT

You are expected to demonstrate your ability to:

- ▶ think critically
- ▶ analyse and evaluate critically
- ▶ work independently
- ▶ identify and access relevant data sources
- ▶ collect and compare data
- ▶ write clearly and in an appropriate style
- ▶ construct coherent arguments

Remember not just to describe or provide definitions, but also to analyse and discuss!

EVIDENCE-BASED ARGUMENTS

Use evidence-based arguments:

You should find relevant sources of information and use these sources to write a well-argued paper, i.e. your explanations are logical and coherent and based on the information found in your sources.

Using evidence-based argumentation and discussion you prove that you:

- ▶ Have found reliable sources in your search for information.
- ▶ Have gained knowledge from the sources.
- ▶ Have found evidence from the sources showing that what you say is reasonable.



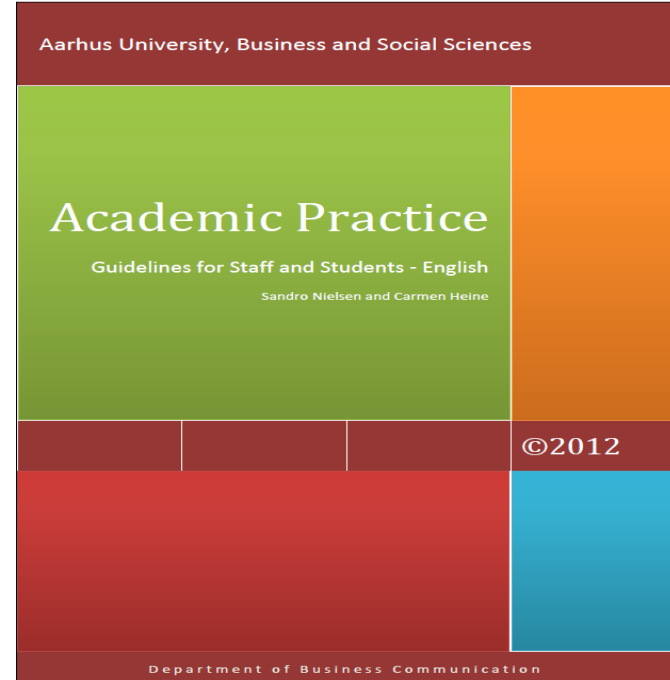
Form / Plagiarism



FORM

Good academic practice = compliance with generally accepted rules and principles that ensure proper citation, proper referencing and the non-occurrence of plagiarism.

Plagiarism = presenting someone else's ideas, words or work, in whole or in part, as one's own.



AVOID PLAGIARISM

Whenever you copy or rewrite a concept, a piece of text, an idea, a theory or an opinion you need to acknowledge the source.

- ▶ If you are caught plagiarising, you risk your exchange being cancelled, all exams being assessed as failed. We will also notify your home university.
- ▶ All papers submitted electronically will be processed in the detection system URKUND.
- ▶ Plagiarism/cheating can be intentional or unintentional – does not matter

WHEN TO CITE?

Generally, assignments with:

- ▶ **No aids = no referencing necessary**
- ▶ **With aids = reference!**

“When you describe or discuss a model, theory, example or practice associated with particular writers or when you use their work to explain examples in your text” (Neville 2010: 162).

You **must always** give a reference of the source of:

- Direct quotations
- Definitions
- Diagrams
- Statistics
- Tables
- Photographs /illustrations

HOW TO CITE

In the text: In general, a citation consists of the surname of the author(s), the year of publication, and page number(s), e.g.:

Jones (2010: 56) claims that this approach is better than the one traditionally used.

The first approach is better than the one traditionally used (Jones 2010: 56).

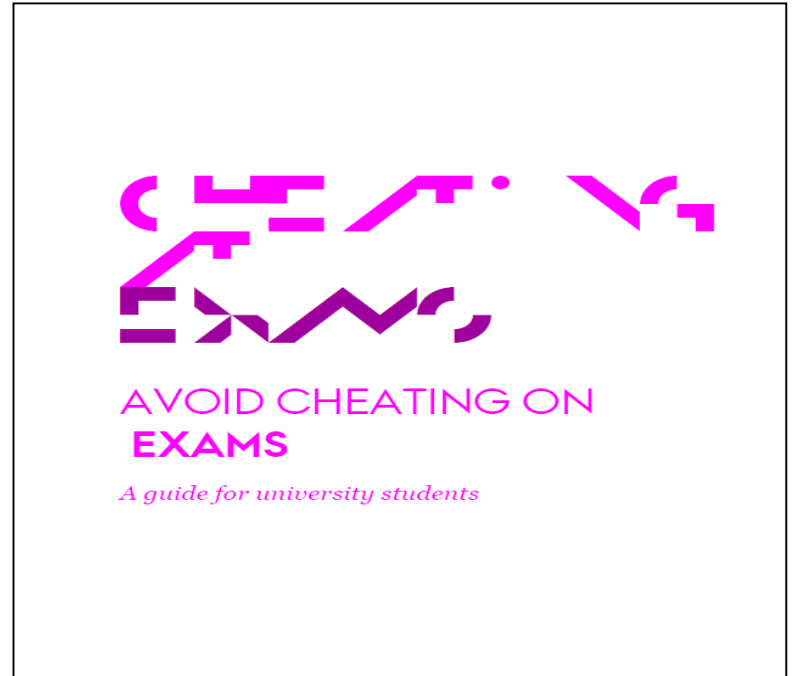
Reference list: Make an alphabetical list of all your sources using the *Academic Practice Guidelines for Staff and Students*

AVOID CHEATING AT ATTENDANCE EXAMS

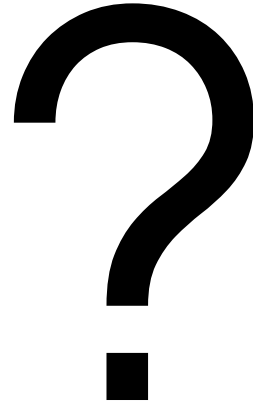
- ▶ Do not talk or signal to anyone during a written exam
- ▶ Only bring the allowed materials to the exam
- ▶ Always remember to cite the work of others - webpages and interviews must also be cited
- ▶ Do not use/copy former written assignments
- ▶ Do not use sources that are not available to the teachers and censors/examiner
- ▶ If requested – you may have to present your sources in English (If written in another language)

ANTI CHEATING GUIDELINES

- ▶ AU Folder: [Avoid pitfalls at exams.](#)
- ▶ AU Web: [Exam cheating is not a solution](#)
- ▶ Avoid cheating on Exams folder (PDF)



QUESTIONS?



DON'T FORGET

- ▶ Exam dates are released in November (Study Portal, not personal timetable)
- ▶ Last day of exams is January 31, 2018 (or December 21, 2017 where attendance is required).
- ▶ Exam date and form cannot be changed
- ▶ To pass your exams (especially if credits are needed)
- ▶ Sign up for re-exams: by February 8, 2018
- ▶ Re-exams are in February (complicated...). And it's your responsibility to sign up.
- ▶ Use your study portal, the course catalogue and Blackboard to prepare
- ▶ When in doubt, always ask your lecturer!



GOOD LUCK!



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FIRST NAME SURNAME
TITLE

13 APRIL 2015