

Registration of examination results - Arts

This document outlines the current rules for registering results for Arts exams.

It is both a guide for relevant academic and administrative staff and an introduction for new staff.

It is intended to ensure common practice.

1. Two kinds of exam results can be registered

Academic assessment

Administrative registration

Academic assessment

Only examiners and co-examiners may carry out academic assessments.

Academic assessment of an exam paper or oral performance – result categories:

Graded	From -3 to 12	7-point grade scale
Pass or Fail	B Passed	(<i>Bestået</i> in Danish)
	I Failed	(<i>Ikke bestået</i> in Danish)

Administrative registration

If there is no exam work that can be evaluated, Arts Studier Administration registers the result.

BF	Used attempt	(<i>Brugt Forsøg</i> in Danish)
U	Absentee	(<i>Udeblevet</i> in Danish)
FE	Withdrew from exam	(<i>Forladt Eksamen</i> in Danish)
F	Thesis not submitted	(a computer-generated registration)

2. Class participation as a prerequisite for sitting the exam

Many exams require class participation. If a student did not fulfil the prerequisite, they are not permitted to sit the exam. Result registration:

- Before the exam date, the lecturer sends the names of students who did not fulfil the prerequisite to Arts Studier Exam Administration
- Exam Administration gives each student who did not fulfil the requirement the result **BF**.

3. Result registration guide

Class participation

	Result	Result given by
Student never attended classes or did not attend enough	I	Examiner

Written home assignments

	Result	Result given by
Student did not hand in an exam paper	U	Arts Studier Admin
Student accessed the exam online but did not submit any work	FE	Arts Studier Admin
Student clicked the 'blank submission' button, thus registering that they chose not to sit the exam	FE	Arts Studier Admin
Student submitted a paper/file but it was a blank document	FE	Examiner/co-examiner
Formal requirements were not met (e.g. minimum/maximum scope)	BF	Examiner/co-examiner
Requirements for individualising work were not met	BF	Arts Studier Admin
Student was expelled from the exam (Disciplinary case)	BF	Arts Studier Admin
Exam paper was handed after the deadline	BF	Arts Studier Admin
Student did not submit Master's thesis	F	Auto-registration Arts Studier

On-site exams

	Result	Result given by
Student did not turn up	U	Arts Studier Admin
Student turned up but did not hand in any work	FE	Arts Studier Admin
Student clicked the 'blank submission' option, thus registering that they chose not to sit the exam	FE	Arts Studier Admin
Student handed in a paper/file but it was a blank document	FE	Examiner/co-examiner

Oral exams

	Result	Result given by
Student did not turn up	U	Examiner/co-examiner
Student had submitted the written exam work but did not turn up for the oral	FE	Examiner/co-examiner
Student withdrew from the exam/left after getting the exam question	FE	Examiner/co-examiner