

In case of system trouble or errors

At any time, if you encounter a technical issue that prevent you from working efficiently, raise your hand to call for attention and remain in your seat. Technical issues do not include questions regarding the course or exam questions. Examples of technical issues are a bad key on your keyboard, mouse stop working, frozen programs, errors saving files or errors starting a program.

Log on

When instructed to log on, enter your LiuID (usually 5 letters and 3 digits) and your private password to log on. You should enter a desktop resembling figure 1.

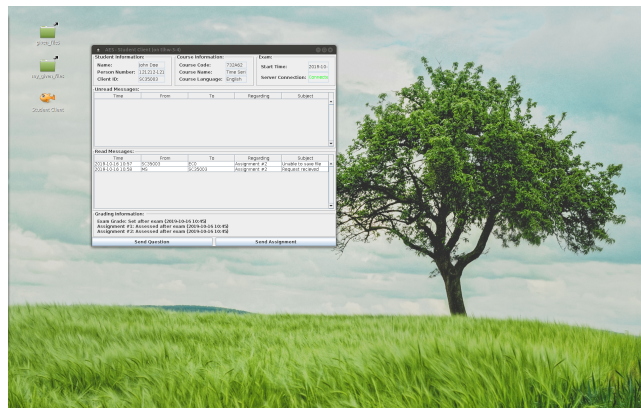


Figure 1: Exam session desktop

Given files

The exam and any related files will appear in the “given_files” folder on your desktop. Be aware that folder is unreadable before exam start, and read-only for the remainder of the exam. If you where allowed to submit personal help files before the exam they will appear in the folder “my_given_files”.

Saving files

Save all your work on your desktop. Be aware most other folders are read-only. You may create folders for your own convenience but any problem you encounter as a result is your responsibility.

Log off

When you have submitted/handed in all solutions you intend and got the confirmation message “request received” for each of them to you should log out. The safest procedure is to save all files and close every open application window one by one until all are closed. Then log out from the main menu and wait until you see the normal login screen. Now you can leave.

Student client

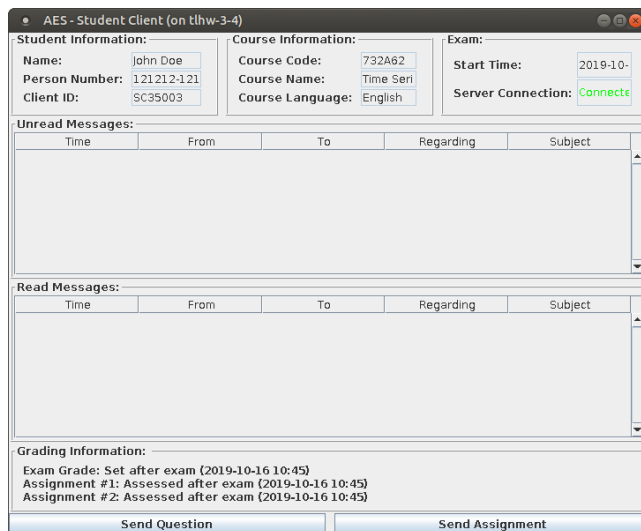


Figure 2: Student Client

Your Student Client (figure 2) should start automatically. If you close it and need to start it again, double-click the fish icon on your desktop (see figure 1). You use the student client to:

- find your Client ID to use as AID on paper hand-ins
- receive information from your examiner
- ask questions regarding exam assignments (not all examiners use this, some will visit the room at certain times instead)
- submit your solutions

Client ID (Anonymous ID / AID)

In your student client you are identified by your Client ID found in the “Student Information” area in the top left corner of your student client. This is the ID your examiner will see when assessing your solutions, and this is the ID you should use when you hand in on paper to remain anonymous during assessment. Students have Client ID starting with “SC” and examiners have Client ID starting with “EC”.

Hand in on paper

Write the digits of your Client ID in your “AID” field on the front page before you log off. Bring your hand-in to the exam invigilator. The invigilator will check that your hand in is complete and write down the Client ID from their list. Verify that the ID’s match and are clearly legible.

Messages to you

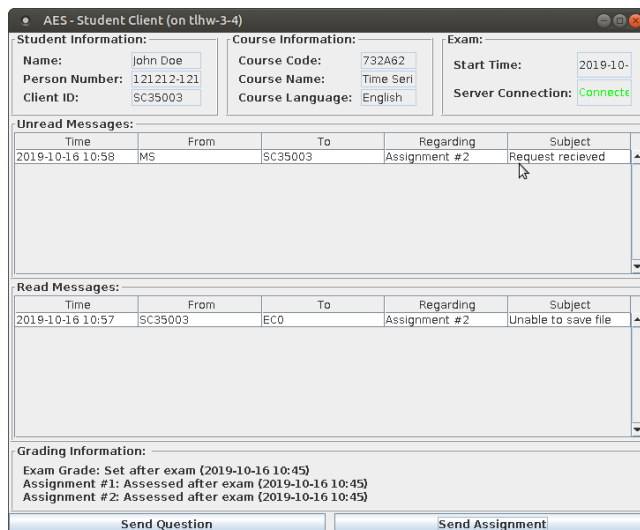


Figure 3: One unread and one read message

Messages to you will appear as a new line in the “Unread Messages” area (figure 3). Double click a line to read the message. Once read, the message is moved to the “Read Messages” area. **Keep an eye out for incoming messages during the exam.**

Asking questions

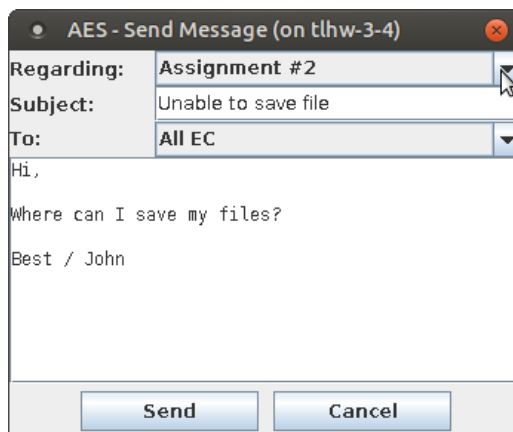


Figure 4: Send message dialog

Some examiners choose not to monitor the client, but instead to visit the room in person at certain hours. If your examiner monitor the client for questions you should use it to send any questions regarding the course or exam questions. Click the “Send Question” button, select assignment, write a clear subject and your question, click “Send” (see figure 4). Your sent messages are available for later review in the “Read Messages” area.

Submit a solution

Check in your exam how your examiner want you to submit each question. To submit a solution for digital assessment, click the “Send Assignment” button. Select assignment and attach files (figure 5). You can select multiple files by holding “Shift” or “Control”. If your file do not appear, check your file extension and that you are looking in correct folder. Only send solutions you want assessed. If assessment occur after the exam only your last submission of each assignment will be regarded. You will get an immediate confirmation message “request received” when your submission is safe (figure 6). **Check that you receive “request received” for each submission!** Restart your client and try again if you have issues. If you exam is assessed after exam end you can submit several times. All versions are saved, but only your last version is assessed. If your exam is assessed live you should wait for a response before submitting again.

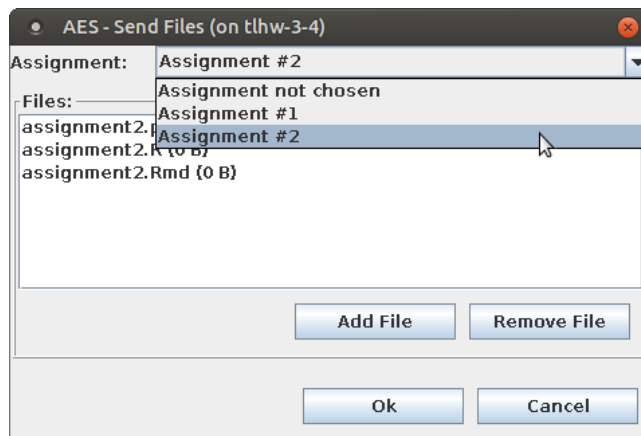


Figure 5: Send assignment dialog

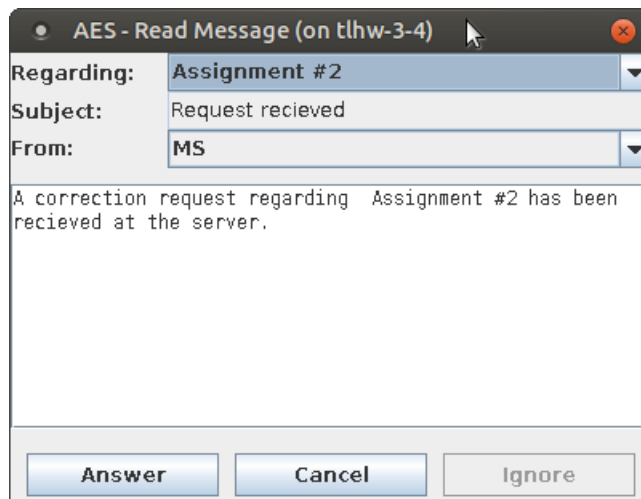


Figure 6: Confirmation message

Web resources

Use the “Web access” icon on your desktop to get access to web resources configured for your exam. The start page will list available links.