



Registration of an external examiner for an exam at DTU via CensorNet

The registration of external examiners for examinations with external examination is important, as this registration is a prerequisite for a feedback form to be created on CensorNet. The form must be completed by the external examiner in order for him/her to report on the examinations to the educational institution and the Chairmanship of the external examiner corps. The form is compulsory for the examiner to complete, cf. the Examination Order.

The registration is also important in connection with a new four-year round of appointments, as the Chairmanship can check whether an external examiner has been applied during the past term. This is one of the criteria that the Chairmanship considers when re-evaluating external examiners. The current round of appointments runs until March 31, 2022.

1. Go to www.censornet.dk - select "Ansæt - uddannelsessted" and find DTU at the bottom of the 'drop down'. Press 'vælg' and log in via the Portal.
2. Under 'Søg efter beskikkede censorer', find the external examiner to be used for the exam, then press 'anvend'.
3. The user then selects the specific course or project to which the external examiner must be added. As a new functionality, it is possible, in connection with projects, to see both project type as well as the student's name and student number. As a VIP, you will be able to see the courses for which you are responsible and the projects you are supervising. As a study secretary, you see the projects/courses that are associated with your institute. If the field under 'vælg aktivitet' is empty, it is because you do not have a role as VIP or study secretary in the DTU base. In this case, your DTU base administrator must change this.
4. Then 'information om censoranvendelsen' must be completed, ie 'retning' and a personal message to the external examiner. It is also possible on this page to add or remove external examiners for the exam.
5. Press 'send' after filling. Then an email is sent automatically to the external examiner with the following wording:

"Kære [censornavn]

Du er i CensorNet blevet tilføjet som censor på [kursus/projekt] af [opretternavn], [angivelse af mail på opretter].



[Opretternavn] har angivet en kommentar ved tilføjelsen, som lyder:

....[personlig besked til censor fra opretter]

Følgende eksaminatorer er tilknyttet eksamensafholdelsen: [NN]

Du bedes kontakte eksaminator/den, der har tilføjet dig som censor, med oplysning om, hvorvidt du ønsker at påtage dig censuropgaven eller ej.

*Studieordningen for den pågældende uddannelse kan findes på DTU's hjemmeside her: <http://www.dtu.dk/Uddannelse/Studiehaandbog.aspx>
Læringsmål for kurser kan findes i DTU's kursusbase, som også ligger på hjemmesiden: <http://www.kurser.dtu.dk/search.aspx>
Eksamensbekendtgørelserne kan findes på www.censornet.dk eller på hjemmesiden her: <http://www.dtu.dk/Uddannelse/Bekendtgørelser.aspx>*

6. It is important that this automatic mail is followed up by personal contact via telephone, mail or similar.
7. After the examination, the grade is reported electronically via the grade reporting system by the examiner.
8. The grade list is automatically sent to the external examiner, who approves and electronically passes the grade to STADS, the study administrative system.
9. After the exam, the external examiner must complete a feedback form on CensorNet. The feedback form is pre-filled with information about the course/project.
10. After the external examiner has approved the grade(s) and has completed and sent the feedback form, a link to a paycheck at DTU eForms will appear. The paycheck is pre-filled with data on the external examiner and course/project. The paycheck must be printed and signed by the external examiner, whereupon the external examiner sends the paycheck to the Institute; either scanned or with ordinary post. Once the Institute has approved the paycheck it is sent to the department's contact person in the Office for Study Programmes and Student Affairs.

Registration of an external examiner for an exam at DTU via CampusNet

1. On CampusNet, select 'Karakterindberetning' in the top gray menu bar.
2. Next, select the relevant course.



3. In the next screen where the course is displayed in the top menu bar, select 'Oversigt over tilknyttede censorer'.
4. In the next screen, press 'her' and you will be directly linked to CensorNet.
5. Hereafter follow the procedure described above.

Questions about the above can be addressed to: censornet@adm.dtu.dk

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