

## **User Guide for educational institutions concerning registration of external examiners for an exam on CensorNet**

Registration of external examiners for exams with external grading is important as a prerequisite for a feedback form being made for the external examiner on CensorNet. The form must be completed by the external examiner in order that s/he can submit his/her account of the examination process to the educational institution and the external examiners' chairmanship. Completion of the form by the external examiner is mandatory; cf. the Examination Order.

Registration is also important in the context of a new four-year appointment round so the external examiners' chairmanship can check whether an examiner has been used in the previous appointment period. This is one of the criteria that the chairmanship will look at in connection with the reappointment of external examiners. The current appointment round runs until 31 March 2014.

### ***To register an external examiner for an exam via CensorNet:***

1. Go to [www.censornet.dk](http://www.censornet.dk) - select "Ansæt - uddannelsessted" [Employed - educational institution] and specify which educational institution you are employed at.
2. If you are employed at DTU or AU School of Engineering you will then have to use your password to CampusNet in order to log on. If you are employed at one of the other educational institutions, you can get the password from the person responsible for external examiners at the institution or the secretariat for external examiners (see contact information on CensorNet).
3. Now you come to a page where in the left bar you see "Søg efter beskikkede censorer" [Search for external examiners].
4. Below is the external examiner to be used for the exam.
5. Then, enter the internal examiner information and click "anvend" [apply].

Please note: It is important for that the internal examiner is correctly indicated. A program secretary may not be entered as the internal examiner! Otherwise, the secretary will appear further in the process as the internal examiner – also on the feedback form.

6. After the exam, the external examiner must fill out a feedback form on CensorNet. The form is automatically generated by the institution's registration. The feedback form is pre-filled with data on course/project and internal examiner.
7. If after the exam, the external examiner cannot find a feedback form on CensorNet, s/he contacts the educational institution, which then must re-register the external examiner for the specific exam.