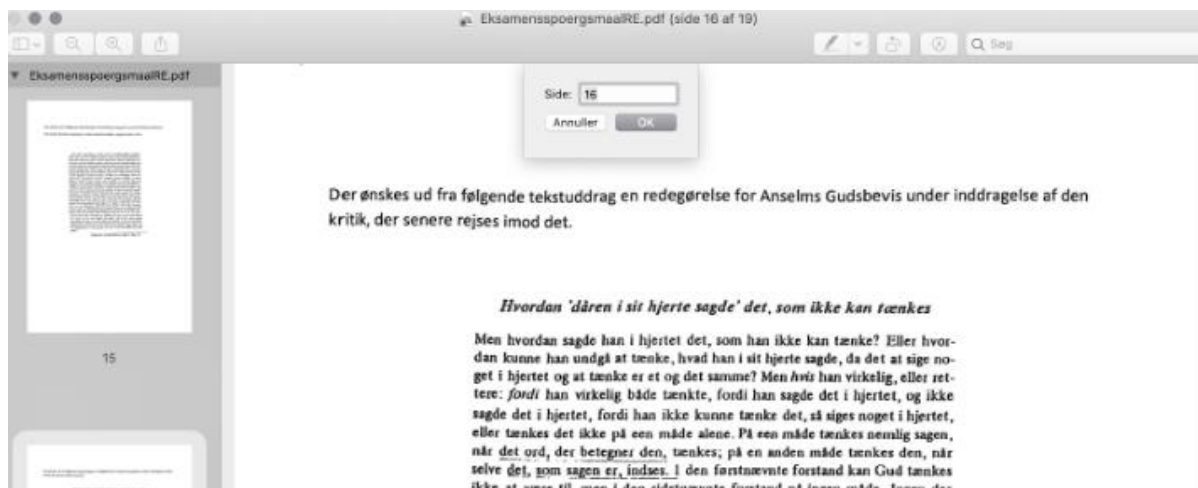# Zoom guide: Draw exam questions

Scenario 1: Draw question via PDF document

1. Examiner has prepared a PDF document with all the exam questions in advance.
   a. Make a neutral front page
   b. Have one question on each page - then the lottery number can correspond to the page in the document.
   c. You can possibly make different versions of this document so that you can change the order of the exam questions, e.g. halfway.
   d. In addition, you should also divide the questions into individual documents, which can be sent to the student when they pull the specific question.
2. The examiner, external examiner and the student access the room as usual (see more about the process for online oral examination).
3. Examiner shares the screen via **'Share Screen'** and finds the assignment document with a neutral front page.
4. The student chooses a number.
5. The examiner finds the assignment in the document corresponding to the number chosen by the student. This ensures transparency in the exam situation.
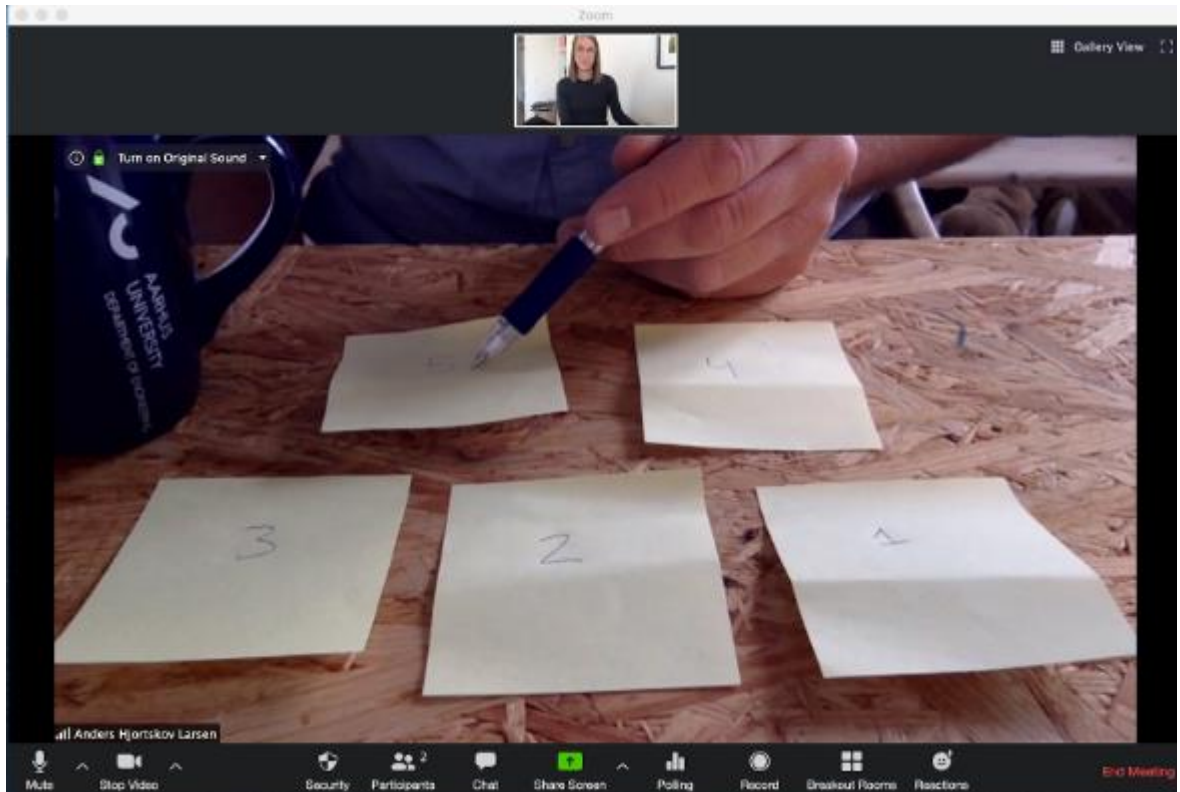
   Example: *The student has chosen number 16 between options 2-20 (page 1 is neutral). Each page of the examiner's PDF document contains an assignment. Assignment on page 16 is given to the student, who can see via screen sharing which assignment the number corresponds to.*

Scenario 2: Draw via choice of post-it with numbers
The

1. examiner has prepared papers in advance with the exam questions on one side and numbers on the other.
2. The examiner, external examiner and the student access the room as usual (see more about the process for online oral examination).

3. The examiner points the camera at his desk, where the prepared exam questions are ready.
4. The student chooses a number.

5. The examiner turns over the paper corresponding to the number and shows the student which assignment has been drawn.
6. The assignment is shared with the student via the chat. Remember to send as a **private message** by selecting the student in question after "Two:". Select **File** and find the file with the exam question, which you then send to the student. You can also send by **mail** or **Blackboard**.

From Me to Mathilde Andersen: (Privately)

Eksamensspørgsmål 16.pdf
12 KB

To: Mathilde Andersen ▾ (Privately)   File   ···

Type message here...

7. Depending on whether preparation time has been entered or not, the exam continues as usual. See more about online oral exam.