

Censor IT instructions for examiners

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How to log in to Censor IT

When the exam administrators create an account for you in [Censor IT](#), you will receive an email with your user number and a link, where you can create your password.

In Censor IT, you can change your profile information, view information about your exams with external examiners, and enter examiner's reports.

To log in to Censor IT do the following:

- Enter your user number and password on the right side of the page, where it says 'Medlemsområde'.
- Click on 'log ind'.

If you have forgotten your password or username, do the following:

- Press the light blue 'Glempt brugernr. og/eller adgangskode' button.
- Enter the email address that your exam administration has used to create your profile. Most often it is your university email.
- In a couple of minutes you will receive an email with a your user number and a link to create a new password.
- If you do not receive an email after a few minutes, check your spam filter or contact the exam administration to find out which email address was used when creating your profile on Censor IT.

If you want to change your password do the following:

- Log in to Censor IT.
- Press 'Min profil' in the menu on the right.
- Enter your new password in the box where it says 'Evt. ny adgangskode'.
- Press the blue 'gem ændringer,' button located at the top and bottom of the page.

How to change your profile information

After you have logged in to Censor IT, you can see the profile information that is registered about you on the site. You access the information by pressing 'Min profil' in the menu on the right. To update profile information, do the following:

- Access 'Min Profil'
- Find the information you want to update on the page e.g. phone number
- Enter the new information
- Press the blue 'gem ændringer', button located at the top and bottom of the page

How to see your exams with external examiners

In Censor IT you can see an overview of your exams with external examiners. By each exam, you can see information regarding it and who the external examiner is. To do so do the following:

- Log in to Censor IT.
- Press 'Prøver' in the menu on the right.

In the overview, you can also see the examiner's report and external examiner's reports (censorrapport) that are associated with each exam. They are visible when you and the external examiner have completed the reports.

How to fill out an examiner report

Examiner's reports are evaluations of the external examiners you collaborate with during exams. You are advised to fill out an examiner's report after each exam with an external examiner. The objective of the examiner's report is to assure the quality of the external examiners and to help the external examiners improve his or her abilities as external examiner. The report deals with the following areas:

- The external examiner's professional match
- The external examiner's preparation
- The external examiner's behavior
- The external examiner's deliberation in relation to the assessment criteria and contribution when given feedback to students

You can fill out an examiner's report from the last day of the exam or the last date set to discuss the examinee's performance, which is registered in Censor IT. The system automatically sends reminders if you do not complete the report.

To fill out an examiner's report, do the following:

- Log in to Censor IT.
- Press 'Indtast Eksaminatorrapport' in the menu on the right.
- Select the relevant exam from the overview of missing examiner's reports.
- If you have no comments about the exam, press '*Tilfredsstillende (ingen bemærkninger)*' i.e. '*Satisfactory (no comments)*' and press '*Indsend*' at the bottom of the page. Alternatively, you can press the blue '*Intet at bemærke*' button i.e. '*Nothing to notice*' at the top of the page.
- If you have comments on one or more of the areas, you are asked to assess in the report indicate this by choosing '*Ikke tilfredsstillende*' i.e. '*Not satisfactory*' by the relevant area. When you have done so write a comment, which elaborates on the point of criticism.
- General comments, including praising, can be written in the last section of the report.
- If you assess that the chairman of the external examiners should see your examiner's report immediately, tick the box '*STRAKSADVISERING.*'
- Finally press '*Indsend*' at the bottom of the page.
- If you ticked '*STRAKSADVISERING*' an additional window will appear where you must approve the report will be sent immediately the chairman of the external examiners.

If you received an email requesting you to fill out a report for an exam, which is postponed or cancelled contact the 'Kontaktperson' of the exam.

If you discover that you have made a mistake in your report, after submitting it contact Censorsekretariatet who will unlock the report so you can edit it.

How to see information about potential external examiners, when '5 choices' is selected

If your exam administration informs you that they have been given the names of five examiners, you can choose from for an exam, you can find information about them at Censor IT, in the following way:

- Log in to Censor IT.
- Press 'Prøver' in the menu on the right.
- Find the relevant exam in the overview and press its exam number.
- You will be redirected to a page with information about the exam. Scroll down to the bottom of the page and press 'Mulige censorer'.
- Now you will see a list of five names. Press them, you will be able to view the profile information the external examiners have provided in Censor IT, eg. special areas of competence, qualifying education, employment and experience.

The screenshot shows the 'Censorbestilling' interface. On the left, there is a sidebar with various filters and a 'Mulige censorer' button circled in red. The main content area is titled 'Mulige censorer til prøve 230409' and displays a table of potential examiners for the exam 'Politisk psykologi'.

#	Navn	Postnr	E-mail	Telefon
230409	John Christian Jensen	114 2000	johnchristian.jensen@politiskpsykologi.dk	45 88 11 44
230409	Ulrikke Elisabeth Jensen	117 1211	ulrikke@politiskpsykologi.dk	79 45 83 84 12 12 42 44
230409	Per Christian Jensen	6 2000	per@politiskpsykologi.dk	45 88 11 44 12 12 42 44
230409	Thomas Christian Jensen	114 2000	thomas@politiskpsykologi.dk	79 45 83 84 12 12 42 44
230409	Ulrikke Elisabeth Jensen	117 1211	ulrikke@politiskpsykologi.dk	79 45 83 84 12 12 42 44