

To external examiners at

## Science and Technology

### Filling in examination protocols

After the expiry of the deadline for withdrawal from an examination, ST Studies Administration writes an examination protocol. This protocol is sent to the subject area, which ensures that it is dated and signed in the appropriate fields by the examiner and any co-examiner and external examiner.

The protocol must be filled in with the result for each candidate appearing on the protocol. No fields may be left blank.

Please use the following underlined designations when you fill in the protocol:

Without graded assessment:

BE: Passed

IB: Did not pass

Graded assessment, 7-point grading scale:

12: For an excellent performance

10: For a very good performance

7: For a good performance

4: For a fair performance

02: For an adequate performance

00: For an inadequate performance

-3: For an unacceptable performance

UB: Did not sit

When the protocol has been filled in and signed by both the examiner and the external examiner, please return it to ST Studies Administration or send it to: **eksamen.st@au.dk**.

Protocols for written examinations must be sent no later than the day before publication of the result, and for oral examinations no later than the day after the last ordinary examination day for the relevant subject.

Once the result has been entered, the students can see it immediately via the self-service facility. We request that you do not publish the results yourself on notice boards, etc.

Kind regards

ST Studies Administration

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Undervisning og Eksamen

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Dato: 19. marts 2016

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