

## Information on how to submit your exam paper in Fronter

You must submit your exam paper in Fronter before the announced deadline.

Fronter: [fronter.uio.no](https://fronter.uio.no)

Use your UiO user name and password to log in.

Enter the course's "Fellesrom" in Fronter. Make sure you enter the correct course.

Enter the folder "Submission take home exam" on the left hand side. Before being able to submit your exam paper, you must answer a question pertaining to cheating. Thereafter you can enter "Submission of exam paper, Regular exam, December 3<sup>rd</sup> at 11 a.m.". In this folder you will also find the files "Exam regulations" and "Assignments for regular take home exam".

Click on "Last opp fil" (download file) in the upper right hand corner. Choose "Browse" to find your document/exam paper, mark the document/exam paper and select "Open".

**IMPORTANT!** The document with your exam paper must be saved with your **candidate number as the file name**. Do **not** write your name in the file name or in the exam paper. Do not write any other personal information in the file name or the exam paper. For example, if your candidate number is 123, the file name of your exam paper should be "Candidate number 123".

Click on "Lagre" (save) in the lower right hand corner. You have now submitted your exam paper in Fronter.

**Please note:** The folder closes automatically and precisely at the announced deadline. It is therefore not possible to hand in exam papers after the deadline. The students are responsible for submitting their exam papers in time.

In the unlikely event that the Fronter system is down on the due date, a message and further instructions will be posted on the course semester web page.

\*\*\*