

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

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

You must also submit two identical paper copies of your exam paper, and one signed “declaration of sources”, at the time and place announced on the course semester web page.

Fronter: <https://fronter.uio.no/>

Use your UiO user name and password to log in.

Enter the course’s “Fellesrom” in Fronter.

In “Fellesrom” go to “Innlevering” open the folder “Take home exam SOSANT(code/semester/year).

Then open the folder “Hand in/submit exam paper: Regular take home exam, (semester/year)”. In this folder you will find the files “Regulations for take home exam” and “Assignments for take home exam SOSANT(code/semester/year).

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/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. 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.

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