

Exam user guide for teachers

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Web information:

Information on e-exams at Åbo Akademi University: www.abo.fi/stodenhet/en/etent

Information for students: www.abo.fi/student/en/etent

Logging in to Exam:

www.abo.fi/personal/en/ > Tools > Exam

www.abo.fi/student/en/ > Tools > Exam

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1 Introduction

1.1 General information on electronic exam

E-exam stands for electronic exam. This is a software that enables students to write their exams on a computer in a room equipped with video surveillance. The software is called *Exam*.

E-exams offer students more flexibility. The software enables students to write exams in a faster pace and at more flexible times, which makes scheduling of the exams with lectures, other exams and work easier.

The teacher creates either a **Personal exam** for a specific student/specific students or a **General exam** for his/her course.

The exams can be created either so, that all the questions remain the same, every time a student takes the exam or so, that the software randomizes the questions for each student. In the latter, the teacher has to create a larger set of questions to the **Question library**.

The exam is open for the period the teacher has determined, during which the students can take the exam. This means that not all students will take the exam at the same time. The assessment time is 3 weeks.

Student can have one valid calendar reservation for each exam at one time. The teacher can determine how many times the student may take the exam before assessment.

The teacher who created the exam has the access to his/hers own exams and questions. If you add your colleague as examiner to your exam, he/she will also see the questions.

There is video surveillance in the exam rooms. Research and Education Services at ÅAU and Educational Development and Counselling Services at the University of Turku are responsible for the video surveillance.

1.2 What do students have to do in order to take an e-exam?

The students do the following in order to take an e-exam:

- Register for an electronic exam (by searching for exams in the Exam software or by clicking a direct link to an exam)
- **Check that his/her student card is activated for the e-exam rooms**
- Arrive at the e-exam room (and leave all belongings outside in the locker) and log onto the computer that the exam software has randomly chosen for the student
- Complete the exam
- In case of a problem: The student fill in a form
- Wait for feedback/grades via the exam software.

Information for students: www.abo.fi/student/en/etent - see information on e-exams in Exam-software

2 Logging in

Logging in to Exam:

www.abo.fi/personal/en/ > Tools > Exam

Direct link: exam.utu.fi

The **Dashboard** shows **Active exams** (open exams incl. exams waiting for assessment), **Unassessed exams** (exams waiting for assessment), **Archived exams** and **Drafts** (exams that are not yet opened for the students). By clicking at the name of the exam the summary page of each exam opens up. The page has information of submissions in the assessment process, Assessed submissions and registered study attainments.

| EXAM NAME | TYPE | EXAM PERIOD | UNASSESSED EXAM PAPERS | WAITING FOR FINAL ASSESSMENT | RESERVATIONS | EXAMINERS |
|--|---------------|-------------------------|------------------------|------------------------------|--------------|--|
| 2.2.17.Pasi testaa Tentaattorin ja arvioijan tentti 3.3. IBU2LK002 | General Exam | 02.02.2017 - 03.02.2018 | 0 | 0 | 0 | Ope3 Opettaja3, Ope Opettaja1 |
| 2.2.17.Pasi testaa Tentaattorin ja arvioijan tentti 3.3.(henko) IBU2LK002 | Personal Exam | 02.02.2017 - 03.02.2018 | 0 | 0 | 0 | Ope3 Opettaja3, Ope Opettaja1 |
| 2.2.17.Pasi testaa Tentaattorin ja arvioijan tentti 3.3.(ei.raj) IBU2LK002 | General Exam | 02.02.2017 - 03.02.2018 | 1 | 0 | 0 | Ope3 Opettaja3, Ope Opettaja1 |
| 1.3.2017PasiEsseet ayA111501 | General Exam | 01.03.2017 - 02.03.2018 | 1 | 1 | 0 | Ope Opettaja1 |
| 20.1.17 Pasi 1. tentti (lisäys 2. lisäys 2124806 | General Exam | 20.01.2017 - 21.01.2019 | 1 | 0 | 0 | Ope Opettaja2, Ope3 Opettaja3, Ope Opettaja1 |

3. Creating exam questions

There are four question-options:

- Essay question
- Fill-in exercise
- Multiple choice question (one correct answer)
- Multiple choice question (several correct answers)

You can create questions from scratch for a specific exam (**Dashboard** > **Create new exam**) or to the **Question library**. **Question library** is a pool of questions created earlier.

Click **Create new question**.

When you choose **type of question**, more alternatives open.

Essay questions:

| | |
|---|---|
| Response length in words (recommendation) | Give response length in words (not mandatory, but recommended) -The recommended length is a recommendation and does not prevent the student to write shorter or longer answers. |
| Grading scale | Choose the preferred grading scale (points or pass/fail) |
| Question maximum grade | Choose the preferred maximum grade. |
| Owners of the question | You can add a colleague who can use the same question in his/her exams. |
| Question attachment | Every question may have one attachment, e.g. a pdf or a picture. Please note that the attachment is in such a format, that it can be opened on the exam computer. A picture can only be added as an attachment, not inserted into the question. |
| Question instructions | This will appear to the student as reading the question |
| Evaluation criteria (not visible for students) | These are teachers own notes, not visible for students |
| Add a tag | The tags help you to find exam questions in Question library. Tags are a sort of categories. Add one tag at a time |

3.1 Create a multiple choice question (one correct answer)

Cf. the instructions for essay questions but please note:

- Add answer options
- Mark one answer as the right answer
- Add a maximum grade for the question

Choose **Create new question**

Basic information

Question type [?]

Question text [?]

Words: 0, Characters: 0

3.2 Create a multiple choice question (several correct answers)

Cf. the instructions for essay questions but please note:

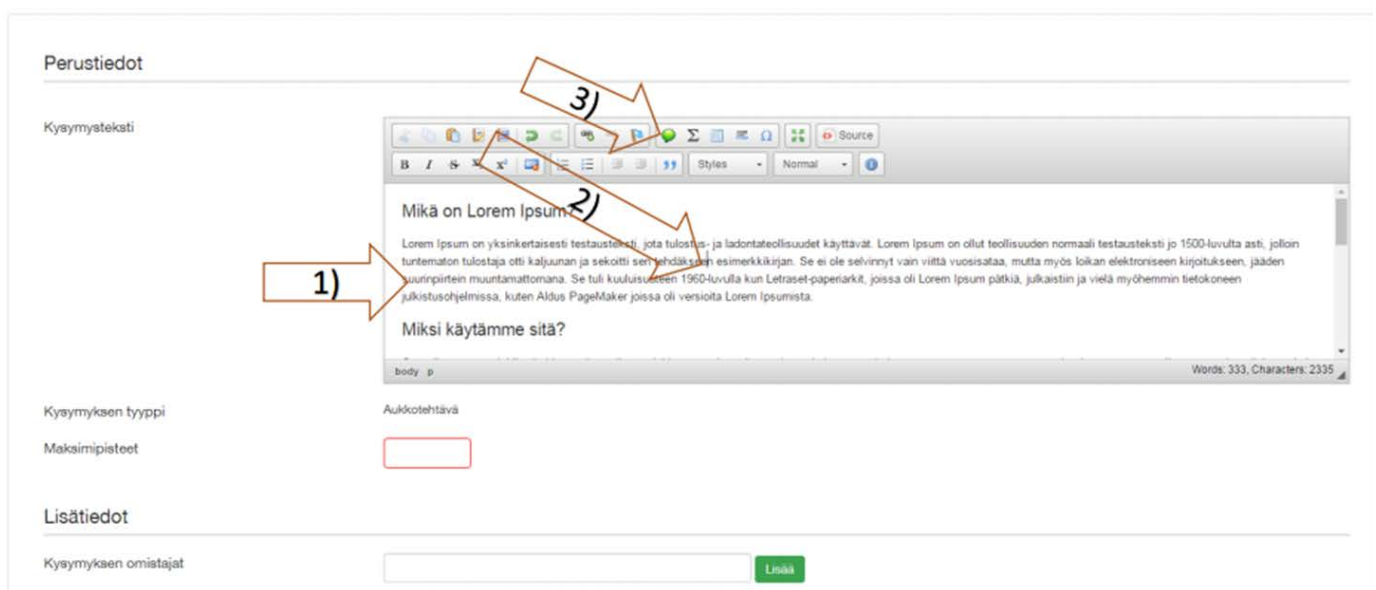
1. Add answer options and choose amount of points for each answer

- The points can be negative
 - The points can have decimals
2. Check that the student can't get points by choosing all options. In the evaluation the total will not be negative, so the student will at least get 0 (zero)

3.3 Create fill-in exercises

- 1: Fill in the text in the editor
- 2: Place the cursor on the right place in the text
- 3: Choose the green "marker"

Uusi kysymys



Perustiedot

Kysymysteksti

Mikä on Lorem Ipsum?

Lorem Ipsum on yksinkertaisesti testauskoodia, jota tulostus- ja ladontateollisuudet käyttävät. Lorem Ipsum on ollut teollisuuden normaali testauskoodi jo 1500-luvulta asti, jolloin tuntematon tulostaja otti kaljuunan ja sekoitti sen yhdessä esimerkkikirjan. Se ei ole selvinnyt vain viittä vuosisataa, mutta myös loikan elektroniseen kirjoitukseen, jätteen suurpiirtein muuntamattomana. Se tuli kuuluisuuteen 1960-luvulla kun Letraset-paperiarkit, joissa oli Lorem Ipsum pätkiä, julkaistiin ja vielä myöhemmin tietokoneen julkistusohjelmissa, kuten Aldus PageMaker jossa oli versioita Lorem Ipsumista.

Miksi käytämme sitä?

body p Words: 333, Characters: 2335

Kysymyksen tyyppi Aukkotehtävä

Maksimipisteet

Lisätiedot

Kysymyksen omistajat Lisää

Embedded Answer Properties

Correct Answer

Case sensitive (textual answer only)

Yes No

Numeric Answer

Yes No

Required answer precision (\pm of correct numeric answer value)

Usage

Use vertical bar (|) to separate correct answer options from each other. Use asterisk (*) as a wildcard to match any series of characters. For example

*ship|boat|ferry

would match answers "ship", "flagship", "boat" and "ferry". If you really do want to match an asterisk or a vertical pipe then use a backslash like this:

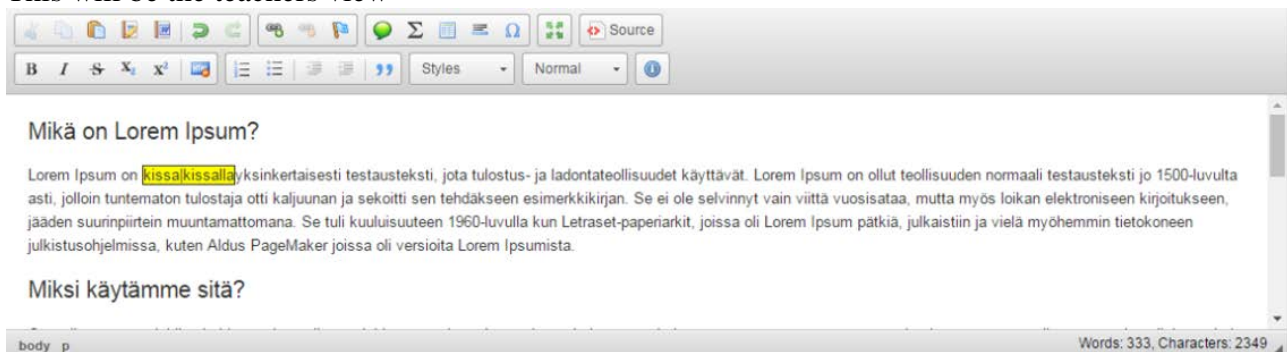
10\ \backslash *10=100

OK Cancel

Choose the correct answer

- 1) Write the correct answer with “|” Cat | catlike
- 2) Use * if the beginning or the end of the word does not matter. Eg. Cat*|Catlike
- 3) Define if the answer is case sensitive
- 4) Define if the answer is numeric

This will be the teachers view



4. Creating a new exam

Click **Dashboard** and choose **Create new exam**

Choose **Exam type** (maturity test is not used at ÅAU)

- **General Exam** is an exam that is open for anyone to book in the software
 - The teacher sees the current state of the bookings and unrevised exam answers in Exam, and gets a weekly briefing every Monday with the same information

- **Personal Exam** Can be addressed to specific students
 - Note: to be able to create a personal exam to one or multiple specific students (that only the specific student can access) it is required for the student to have logged in at least once to exam.utu.fi
 - The student will receive an e-mail when they can book a time for the exam. The teacher will receive an e-mail when the student has finished the exam.
 - No other students can take the exam.
 - After the exam has been published, the teacher can't add more students to the exam.
 - A student can take a personal exam only once (in case of no-shows, the teacher can choose to create a new copy for the student).

Attach the exam to a course. You search for courses on the course name or course code (put "ÅA-" in front of the course code found in Peppi).

The **Registration link** that teachers can give to students will be created automatically. (Students can also search for general exams by logging into Exam)

| | | | |
|-------------------|-----------|---------|-------------------|
| Basic information | Questions | Publish | Study attainments |
|-------------------|-----------|---------|-------------------|

Course info

| | | |
|------------------------------------|---|---|
| Course | COURSE CODE 2121200 | COURSE NAME SUOMEN KIELEN AINEOPINNOT (SUOMEKSI) |
| Course credits | 35 | |
| Organization | Itä-Suomen yliopisto | |
| Grading scale | 0-5 | |
| Registration link for the students | https://dev.exam.csc.fi/enroll/2121200/exam/12486 | |

Fill in the basic information of the exam:

| | |
|-----------------------------|---|
| Exam name* | The name of the course and period/year (note that multiple exams can be created during the same teaching period, so give an unambiguous name to the exam). For all personal exams it is recommended to choose the name of the course + the name of the student or student number + e.g. the teaching period/year (so that the teacher can easily know what exam it is). |
| Exam language | Choose the language. The choice does not affect the interface language. |
| Type of examination: | Choose Partial or Whole course grade (default) |
| Grading scale | |
| Examiners | If you want to grant your colleague rights to the exam (editing, assessing, grading), add him / her here. Note! The added person has to have teacher's status. If the teacher can't be found in the software, ask him /her to log in to exam.utu.fi |
| Evaluators | If the assessment needs another person, add him / her here. |

| | |
|---|--|
| | Note! The added person has to have teacher's status. The evaluator sees completed exams and can assess answers, but only the examiner may edit the exam and give grades. If the teacher can't be found in the software, ask him /her to log in to exam.utu.fi |
| Software to be used as answering | Choose software that is available for the students when answering (Note! Check that the software is available in the exam room!) |
| Exam attachment | You can add one general attachment (NOT web links) to the exam e.g. mathematical formulas and one to each question. Allowed formats: pdf, word, pictures, |
| Instructions visible for the students during the exam: | Write here the instructions meant for students during the exam, e.g. how many questions are needed to be answered. EXAMPLE "This is your personal exam. It consists of five multiple choice questions and three essay questions. Answer all the given questions/Choose one out the given essay topic to answer." |
| Instructions visible during the exam booking | Write here the instructions meant for students during booking the exam. EXAMPLE " Choose the Computers 1-2 as making reservations. / You can book a new exam time after your previous exam has been assessed." |

Click the **Question** tab

Add exam questions

Tick **Randomize questions** if you want to randomize the questions in a specific section.

NB! You cannot choose this alternative until there are at least two questions in the section.

You can add a new question (see above) or a question from the question bank.

When you click to add question from the question bank, a list of questions opens. You can sort the questions according to **Study period/Exam/Tag**.

Tick the questions you want to add.

Scroll down in order to save or cancel.

Preview the exam by clicking the **Preview exam** button in the left corner at the bottom of the page;

Here you get the student view of the exam.

Note! If using **Randomize questions**, you just see one of the questions in the preview.

5 Publish the exam

To publish an exam, click the tab **Publish**. After publishing the exam the student can see that the exam exists, and book a slot for the exam. (The student can book a time one month in advance, and only take the exam during the timeslot the exam is open)

General exam:

- The link to the exam can be given to the students in e.g. Moodle
- The students can also search for the exam using the name of the exam or the teacher when logged in to Exam.

Personal exam:

- Choose the specific student/students for the exam. (the student has to have been logged in at least once before)
- The software sends out an automatic link via e-mail to the specific student/students. (Note that personal exams are single-use)
-

Here you decide on

- the Exam period (the time period when the students can take the exam)
- Exam duration (55/115/175/235 minutes).
- Number of attempts before assessment: Choose 1-5 or infinite.

When the exam has been published the students can see that the exam exists and he/she can book a time for the exam.

(The student can book one month in advance and he/she can take the exam only during the time period when the exam is open.)

Add the link of the **General exam** and information of its availability e.g. into the course home page Moodle. The students can also search for the exam when logging into Exam.

If it is a **Personal exam** the student receives an e-mail with the link.

6 Exam assessment

6.1 Where do I find the answers for the exams?

You can assess the exam in the software. Once a week (Monday mornings) the software sends a summary of reservations and exams to be evaluated. The teacher can also log on to Exam and finds this information on the **Dashboard** > the tab **Unassessed exam**

General exam:

- As long as the exam period is in progress the answers can be found on the **Dashboard** under **Active exams**
- After the exam period, you can find the exams on the **Dashboard** under **Unassessed exams**

Personal exam:

- Every time a student finishes a personal exam, the teacher gets an e-mail
- As long as the exam period is active, and there are still students who haven't finished the exam, the answers can be found on the Dashboard

Unassessed exams

- When all students have finished the exam, you can find the exams on **Dashboard** under **Unassessed exams**

| EXAM NAME ▼ | TYPE ▼ | EXAM PERIOD ▼ | UNASSESSED EXAM PAPERS ▼ | WAITING FOR FINAL ASSESSMENT ▼ | EXAMINERS ▼ |
|---------------------------------|-----------------|----------------------------|--------------------------|--------------------------------|------------------------------|
| Pasin 22.10 1. Tenti 811386A | General Exam | 22.10.2015 - 23.10.2016 | 2 | 0 | Ope Opettaja2, Ope Opettaja1 |

6.2 Automatic assessment (Multiple choice questions)

Automatic assessment is put in to use when you create the exam under the **Publish** tab. Fill in the percentage of the total amount of credentials. For pass/fail, it is enough to choose the percent required for a passed credential.

Choose when the assessment will become available for the students:

- Immediately when the exam is finished
- A specific date
- X amount of days after the exam is finished.



Automatic assessment cannot be used for essay questions, only for multiple choice questions.

7 Edit, re-open and copy exams etc.

To edit the exam, go to **Active exams**. Click at the name of the exam to open and edit it.

The questions and the exam period can be edited although the exam has been published. After a student has signed up for the exam, editing possibilities are limited, amongst other things shortening of the exam period is not possible. The software informs you if editing is not possible.

The editing of questions does not affect the exams already taken, but it affects coming exams (e.g. exams reserved but not yet started).

When an exam has closed, it can be found under the tab **Archived exams**. The teacher can re-open it by clicking **the name of the exam** and the tab **Publish**. Change the date in the calendar.

You can copy an exam and make changes to it.

Dashboard

Create new exam Create new question

Active exams 5 Unassessed exams 8 Archived exams 21 Drafts 30

You can search exams by course code, exam name or by examiner name.

| EXAM NAME | TYPE | EXAM PERIOD | ASSESSED EXAMS | EXAMINERS | | |
|---|--------------|----------------------------|----------------|---|--|--|
| 1. tentti Soilin testi 765104P | Paper Exam | 10.01.2017 - 10.01.2017 | - | Ope Opettaja1, Ope Opettaja1, Ope Opettaja2 | | |
| Toves testtent NR 2 4.1.2017 2121200 | General Exam | 04.01.2017 - 05.01.2017 | 0 | Ope Opettaja1, Marjut Teacher, Hely Teacher | | |

If a student has reserved time for a **personal exam** but not shown up for it or if the student needs to retake the exam, the examiner must make a new copy of the original exam (i.e. a new direct link to the exam is created).

8 Reservations

Under **Reservation**, the teacher can follow reservations for their exams

exam

Dashboard
Question library
Reservations
Log out

Reservations

STARTS: 13.06.2017
ENDS:
STUDENT:
EXAM:
SUBMISSION STATUS:

| STUDENT # | EXAM # | CODE # | EXAMINERS # | DATE AND TIME - | COMPUTER # | SUBMISSION STATUS # |
|-----------|--------|--------|-------------|-----------------|------------|---------------------|
|-----------|--------|--------|-------------|-----------------|------------|---------------------|