



Conducting Remote Written Examinations in Moodle

Creating / configuring an exam	2
Creating questions.....	4
Creating categories.....	4
Creating questions	5
Adding questions to the exam: Question bank	6
Adding questions to the exam: Random question (randomization)	7
Turn on Self Enrolment (Exam Moodle)	8
Time Extension.....	9
Results / Manual Grading	10
Archiving.....	10
Examination Review	10
Suggestions and tips for organizing and conducting the examination	11
Change Log	14

This manual is continuously updated. Please re-download the manual regularly to use the latest version.
Current version: 30/04/2021

This guide will help you to conduct a written remote examination with Moodle. Please refer to the information on this [website](#) about when remote written examinations are permitted.

Please make sure that your exam is configured as depicted and is only accessible to students at the time of the exam (i.e., hide exam, set exam opening/closing time, set exam password).

If you have any **questions**, do not hesitate to contact online-pruefungen@let.ethz.ch.

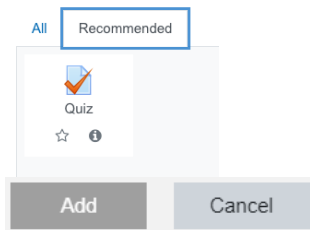
Creating / configuring an exam



Turn editing on

Navigate to your course → **Turn editing on**

+ Add an activity or resource



+ Add an activity or resource → Quiz → Add

General

Name Examination xy

Description

The examination takes place on 17.05. from 8:00 - 9:30.

Display description on course page

Set exam name

Provide additional information about the exam such as the time, content and procedure (optional)

If this box is checked, students can see the description directly on the course interface (optional)

Timing

Open the quiz 14 ▾ March ▾ 2020 ▾ 07 ▾ 00 ▾ Enable

Close the quiz 14 ▾ May ▾ 2020 ▾ 13 ▾ 00 ▾ Enable

Time limit 2 hours Enable

When time expires Open attempts are submitted automatically ▾

~30 min before planned exam start

~30 min after the planned exam end

Set exam duration

Check

Grade

Grade category Uncategorised ▾

Grade to pass 0.00

Attempts allowed 1 ▾

Grading method Highest grade ▾

Check

Check (only shown when «Attempts allowed» is *not* 1)

Layout

New page Every question ▾ Repaginate now

Navigation method Free ▾

Check (each question appears on a separate page)

Check (students can freely navigate between questions)

Question behaviour

Shuffle within questions Yes ▾

How questions behave Deferred feedback ▾

Each attempt builds on the last Yes ▾

Check (random order of response alternatives for questions with multiple answers)

Check (students do not receive feedback on their performance during the exam)

Check (only shown when «Attempts allowed» is *not* 1)

Review options ?

During the attempt

- The attempt ?
- Whether correct ?
- Marks ?
- Specific feedback ?
- General feedback ?
- Right answer ?
- Overall feedback ?

Later, while the quiz is still open

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Immediately after the attempt

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

After the quiz is closed

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Remove all check marks (except the very first, grayed out check mark). Procedure:

- Set "How questions behave" to "Immediate feedback" temporarily (see above)
- Make sure that a "Close the quiz" time is set
- Remove all check marks
- Set "How questions behave" back to "Deferred feedback"

Appearance

Show the user's picture



No image ▾

Check

Decimal places in grades



2 ▾

Decimal places in question grades



Same as for overall grades ▾

Show blocks during quiz attempts



No ▾

Check

Safe Exam Browser

Require the use of Safe Exam Browser ?

No ▾

Set to «No»

Extra restrictions on attempts

Require password ?

.....

Set your own exam password (will be communicated to the students at the start of the exam)

Require network address ?

Show more...

Declaration of Independence ?

Must be acknowledged before starting an attempt ▾

A declaration of originality must be accepted before the examination.

Common module settings

Availability



Show on course page ▾

Check (must be set at the latest right before the start of the exam)

Save and return to course

Save and display

Cancel

Save the settings

Creating questions

Creating categories

We recommend creating categories first and assigning the questions directly to these categories when creating them. If you use random questions (randomization) in your examination, it is a necessary requirement that all versions of a question are assigned to one category (see [below](#)).


- Backup
- Restore
- Question bank
 - Questions
 - Categories
 - Import
 - Export


Navigate to your course → **Cogwheel** → **Question bank**

Questions Categories Import Export







Switch to the «Categories» tab


Add category

Parent category  Top for Prüfung XY

Name  Schiefe_Ebene

Category info

ID number 

Select parent category

Name of the new category

Add a description of the category (optional)

Create category

Schiefe_Ebene (0)   

Categories can also be edited at a later point in time (gear symbol), deleted (trash can symbol) or moved (arrow symbols).

Creating questions

Backup
Restore
Question bank
Questions
Categories
Import
Export

Navigate to your course → **Cogwheel** → **Question bank**

Questions Categories Import Export

Switch to the «Questions» tab

Create a new question ...

Create a new question ...

QUESTIONS

File Response

Allows a response of a file upload and/or online text. This must then be graded manually.

Essay

Select desired question type (see [table](#)) → **Add**

General

Category

Schiefe_Ebene (3)

Question name


Schiefe_Ebene_1

Configure the question (select category, set title, etc.)


Save changes


Save question

Edit


 Edit question

 Duplicate

 Manage tags

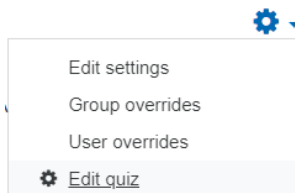
 Preview

 Delete

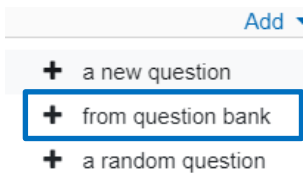
 Export as Moodle XML

Questions can also be edited, duplicated etc. at a later point in time (click on “Edit”).

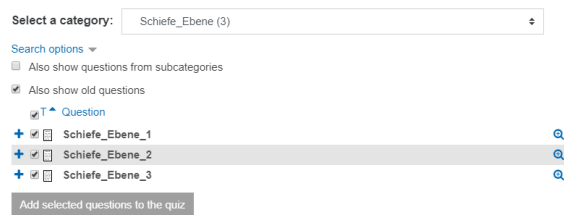
Adding questions to the exam: Question bank



Navigate to your exam → **Cogwheel** → **Edit quiz**



Add → **+ from question bank**



Select category

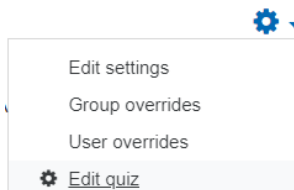
Select questions to be added

Add selected questions to the exam

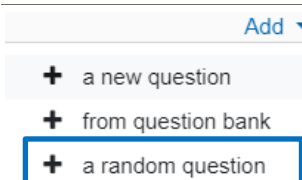
Adding questions to the exam: Random question (randomization)

Information to ensure sufficient randomization of questions can be found [on this website](#). In Moodle, a so-called "random question" can be added to the examination as follows:

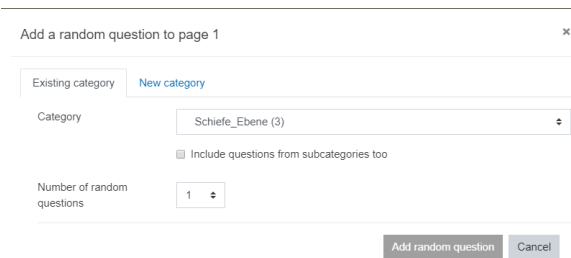
1. Create a category (see [Creating categories](#)). All question versions must be assigned to this category.
2. Create the first version of the question (see [Creating questions](#))
3. Create the remaining versions. The easiest way to do this is to copy and modify the first version (see [Creating questions](#)).
4. Add the random question to the exam (see following text). Each student will now see a randomly selected question version from this category in the examination.



Navigate to your quiz → **Cogwheel** → **Edit quiz**



Add → **+ a random question**



Select category with the question versions

Check (only one question is selected per candidate)

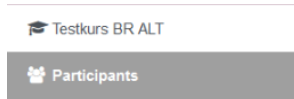
Add random question




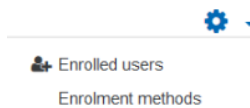
The random question just created will be displayed in the examination as "Random (category name)"

Turn on Self Enrolment (Exam Moodle)

If the examination is carried out on the Exam Moodle, per default no students are enrolled in the course and self-enrolment is deactivated for students, i.e. the content of the course and thus also the examination are not accessible. The steps to activate self-enrollment for students are listed below. Before doing so, make sure that your examination is not accessible to students due to the configurations listed above (i.e., hide exam, set exam opening/closing time, set exam password).



Course Navigation (if not visible choose  on the upper left) → **Participants**



Cogwheel → **Enrolment methods**

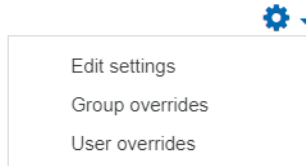
Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	14	↓	   
Self enrolment (Student)	2	↑	   

Click on the closed eye to open **Self enrolment** (students now have access to the course)

Time Extension

The examination time can be changed or extended for individual candidates (e.g. technical problems, disability compensation). This is possible as soon as the students are enrolled in the course.



Navigate to your exam → **Cogwheel** → **User overrides**

Add user override

Add user override

Override

Override user ! x No selection

Require password ? ⋮ ✎ 👁

Open the quiz Enable

Close the quiz Enable

Time limit ? Enable

Attempts allowed ?

Namen suchen

Adjust time limit. **Important:** You must enter the duration of the exam plus the desired extension (e.g. 125 min for a 120-minute exam with a 5-minute

Save

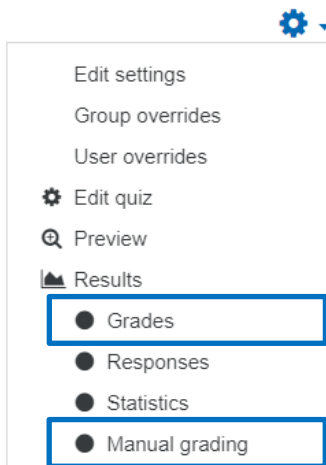
Save and enter another override

Cancel

Save settings

Results / Manual Grading

After the examination, you can immediately view the results. If you have used open-ended questions (e.g., free text), you can use the "manual grading" function in Moodle to score.



Navigate to your exam → **Cogwheel ...**

... → **Grades:** The scores are presented as a table. The list can be exported (e.g. Excel, CSV) and also imported into eDoz.

... → **Manual grading:** The answers can be scored and commented per question and student.

Archiving

Follow these [instructions](#) to archive an examination in Moodle.

Examination Review

These [instructions](#) provide guidance on how to organize and conduct a review for examinations conducted using Moodle. Please check this [page](#) in advance to see if it is possible to conduct the examination review in the respective time period.

Suggestions and tips for organizing and conducting the examination

The following are suggestions and tips for organizing and conducting a written remote examination with Moodle. In the described scenario, Zoom is used for organization and communication, but not for proctoring as such.

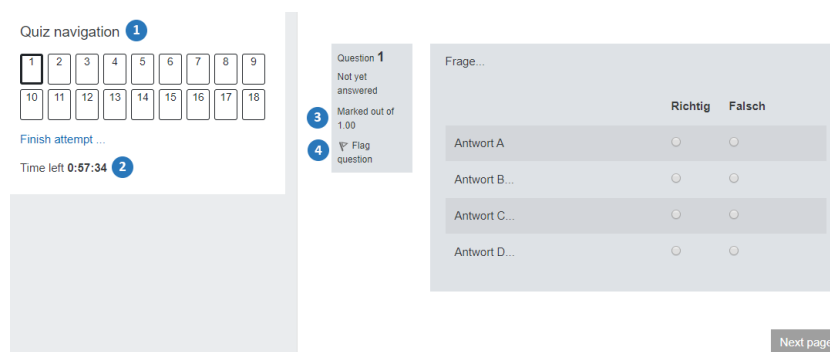
Preparation

- **Inform the students early about:**
 - Date, time, duration
 - Content / question forms / format (Moodle) / Procedure
 - Permitted aids (Lecture material, books, notes, calculator, etc.)
 - Policy for bathroom breaks
 - Other preparations
 - laptop or desktop computer with keyboard / mouse / webcam / microphone
 - stable broadband internet connection (ideally wired)
 - ETH student card / Legi should be ready
 - Zoom
 - Pre-information about Zoom meeting (see below)
 - Installation of latest release of the Zoom client software
 - Testing of the setup via <https://ethz.zoom.us/test>
 - ...
- Perform a **test examination** in any case to ensure that the scenario you have chosen functions perfectly from a technical and organizational point of view, and that your students are familiar with the system.
- Recommendation: Create a **Zoom meeting**
 - Please consult [this website](#) to set up and configure the Zoom meeting.
 - Video conference helps the organization and communication before and during the examination.
 - For example, instructions can be given to everyone before and during the examination (similar to examinations on paper).
 - In the event of **questions or technical problems**, students can use the **raise hand function**. Breakout Rooms can be used for individual clarification (see below). **Important:** The breakout room functionality must first be activated in the Zoom web settings (→ <https://ethz.zoom.us/>).
 - The students' webcam does not have to be switched on.
 - If you additionally want to conduct a supervision or control the student cards (Legi) by Zoom, please consult this [student guideline](#) as well as the website for remote examinations on paper with proctoring via Zoom.
- Recommendation: Establish a **second, independent communication channel** (telephone, SMS, Whatsapp, etc.) in case of technical problems with the examination setup.
- Recommendation: Set up a **group chat** in Zoom (in the client) for communication between all supervisors. Screenshots can also be taken and shared there, if desired.
- Recommendation: **Distribute roles with clear tasks** to all supervisors, making sure that no person has too many tasks. Suggestion:
 - Host
 - The host creates and manages break out rooms (e.g., for answering questions during the exam). The host must thus be very familiar with the functionality of breakout rooms.
 - The rooms must be configured with the settings outlined on the website containing the technical settings of Zoom.
 - During the examination, the host monitors whether students raise their (virtual) hand as well as the group chat and creates breakout rooms if necessary. Typically, s/he will assign the student together with main examiner (for questions) and/or the technical support to a separate breakout room.
 - Important: After closing a room, the participants must be unassigned or the room has to be deleted.
 - Main examiner
 - The main examiner should also monitor whether any student has raised their (virtual) hand but is mainly responsible for answering (exam-specific) questions in breakout rooms. The main examiner should not also be the host at the same time.
 - Technical Support
 - The technical support should also monitor whether any student has raised their (virtual) hand but is mainly responsible for solving technical problems in breakout rooms.
 - Emergency Support

- The emergency person is responsible for noting and taking protocol of dropouts, monitoring the second communication channel and as well as the waiting room (e.g., in case students have dropped out of the meeting).
- **At least 1 week** before the examination: Send the URL of the finalized exam for the technical check to online-pruefungen@let.ethz.ch.
- **At the latest 30 minutes before the examination** inform the students:
 - Send URL to the examination (copy the URL that is displayed in the browser when clicking on the examination in the course).
 - Send Zoom Meeting ID. Ask students to log in early and with their name (last name, first name).
 - Inform the students again about the necessary preparations.
 - Send information about the second communication channel and the general procedure in case of problems. Inform the students that they must contact you immediately if they run into problems.

Directly before the examination

- The examination staff enters the Zoom meeting and are made co-hosts.
- Set chat to «Host only» («Chat» → «...» → under «Participant Can Chat With» select “Host only”)
- Students enter the waiting room. Send a message to the waiting room that you will start the admission soon. Admit all students to the main room at the same time or one at a time with a quick check of the participation list.
- Welcome the students
- Ask the students to log in to the examination (NETHZ account), enrol in the course ("Enrol"), and click on "Attempt quiz now" to open the prompt for the examination password. The password will be communicated once everyone is ready.
- Make sure that everyone has **reached the prompt for the examination password** and has accepted the **declaration of originality** (e.g., via “raise hand”).
- General Instructions
 - Duration, content and structure of the examination
 - No communication with third parties allowed
 - Permitted aids
 - Explain procedure in case of technical problems: Examination staff must be contacted immediately either via “raise hand” or the second communication channel. A test of the “raise hand” function is recommended (maybe the Moodle windows has to be pushed aside for that).
 - Students should mute microphone but leave loudspeakers (for announcements) on.
 - Policy for bathroom breaks (see [Vice Rector Examination Information](#))
 - Fraud attempts (see [Vice Rector Examination Information](#))
 - ...
 - Description of the test environment



- (1) After the examination has started, the question navigation appears on the left or right-hand side of the screen.
 - (2) The remaining examination time is shown below the question navigation.
 - (3) The number of points achievable per question is displayed in the upper left corner.
 - (4) Questions can be tagged with the flag symbol.
 - The examination time starts individually once you have entered the examination password.
 - Answers are saved when switching questions and at regular intervals (every 60s).
 - The Moodle navigation can be hidden by clicking on the symbol (three lines) below the ETH logo.
- Finalizing the examination
 - If your time runs out, the examination will auto-submit itself.

- Information if early submissions are allowed and what the procedure is (e.g., message via chat to host or hand raise).
- Resolve remaining questions
- If there are no more questions: communicate the password orally and in the Zoom chat. The examination password should be selected in a way that ensures easy communication and entering for the students (e.g., no special characters, pay attention to foreign language speakers).

During the examination

- The host should mute all students. The examination staff should mute themselves. Remember, students hear everything you discuss in the main room of the Zoom meeting if you are not muted.
- Check that all students have started the examination: Click on the examination > select “Results” in the navigation > compare the number of attempts with the number of present students.
- The examination staff can communicate and coordinate via the group chat or if necessary via breakout room or telephone.
- The examination staff performs their roles as specified above (e.g., monitoring, answering questions, resolving technical problems).
- Compare the participants in Moodle (click on the examination > select “Results” in the navigation > file export if necessary) with the examination registrations in eDoz (if available)
- If needed, make time extensions (see [above](#)).
- If allowed, coordinate early submissions.
- Inform the students that the examination is finished in X minutes.

Finalizing the examination

- Inform the students via loudspeaker that the examination is finished. The examinations were automatically handed in at the end of the time.
- The examination is finished and is ready to be scored (see [above](#)).

Change Log

- 20.08.2020: Starting from HS2020, we no longer recommend the option "Full screen popup with Javascript security". If you decide to use it, please inform the students that Copy & Paste will not be possible.
- 24.11.2020: Step added to compare the participants in Moodle with the examination registrations in eDoz
- 04.12.2020: Updated dead links and picture under "Creating questions"
- 17.02.2021: Chapter "Examination Review" added