Assignment / Open Book Exam

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1. **Before the exam**

1.1. **Creation of an “Exam-course” on iCorsi**

eLab will create a hidden course, which will be used only for the exam. The course will be named as follows: “Exam Name of the course” (Example: Exam e-Government). eLab will also enrol teachers and assistants to the exam course, as well as the students who have enrolled in the exam.

eLab will pre-set the exam course, by inserting:
(1) the “Assignment” activity (Turnitin will also be activated in order to verify plagiarism);
(2) a “Forum” activity to be used by students in case of questions or doubts during the exam;
(3) information about the contacts students can call in case of technical problems during the exam.

Once the course is created, the teacher will be able to see it on his/her Dashboard in iCorsi.

**The teacher checks** that the students enrolled in the “Exam course” on iCorsi correspond to those who have enrolled in the exam.

1.2. **How to check which students are enrolled in the “Exam-course”?**

In order to check which students have enrolled in the “Exam-course”, please select “Participants” on the top of the left column:
In this page you will find the list of all the students who have enrolled in the “Exam-course”. Here you will be able to check whether the list of the students who have enrolled for the exam corresponds to the list of students who have enrolled in the “Exam-course” with the role “Student”.

If you need to add a student to the “Exam-course”, click on “Enrol users”, type the name of the student in the search box, select and add it. Please make sure that the role given is actually “Student”.

![Image of the #USleLearning platform](image-url)
If you need to remove a student from the list of the “Exam-course”, select the “bin icon” under the column “Status” in the row corresponding to the student.

If you need to change the role of an enrolled user, click on the “pencil icon” next to the user’s role, and select the correct role.

The teacher checks that the “Assignment” settings pre-defined by eLab are correct and correspond to his/her exam requirements.

1.3. How to check the Assignment settings?
The teacher can check the Assignment settings by clicking on “Edit”, then on “Settings” in the Assignment menu (please, note that in order to do this operation, you must be in the editing mode).
The teacher publishes on iCorsi (in the course s/he has been using all along the semester) the relevant information about the exam for the students. In order to publish these information, s/he can use the “Announcements” forum.

1.4. How to write a message on the “Announcements” forum?
The “Announcements” forum is a one-directional forum used by the teacher to send information to students. This functionality is extremely useful, as it allows the teacher to reach all the students enrolled in the course on the platform only by sharing a post. The platform delivers an e-mail notification about the post to the enrolled students, but they cannot reply in the forum.
To write a message in the forum, click on “Announcements”, then select “Add a new discussion topic”.

The message must contain 1) a title/object and 2) a text message. If necessary, a file can be attached to the message.
The teacher publishes the instructions for the assignment in the “Exam-course”.

1.5. How to publish the exam’s instructions to students?

The teacher can type the instructions for the assignment in the “Description” box of the activity “Assignment” (1) in the “Exam-course”. The teacher can also upload a file in the “Description” box (2).

If the instructions are brief, writing a text in the Description box can be enough. If the teacher needs to give detailed instructions about the assignment or to ask students to submit a document in a specific template, it is recommended to upload a document as an attachment to the “Description” box, by selecting “Additional files”.

It is recommended to give instructions also for naming the file that students must submit (e.g., the file must be named with the student’s surname).

1.6. Asking students to add an audio/video file

It is possible to request students to upload an audio or video file, in which they verbally reply to a question or briefly explain the resolution process they applied for answering a question.

To allow students to record an audio or video file (and submit it as an attachment to the exam document) through the “Assignment” activity, it is necessary to select the “Online text option” within the section “Types of submission” in the “Assignment” settings. If you wish to activate this functionality, please contact eLab.

1.7. How to make the Exam-course visible to students?

eLab will make the “Exam-course” visible to students 5 minutes before the start of the exam.

The teacher checks that the course is visible to students: if the course is visible, its name will appear in purple in the courses’ list (1); if the course name is still grey (2), it means that the course has not yet been made visible:
To make the Exam-course visible to students, click on the icon “Course Management” (top left of the page), then on “Edit course settings”:

Select "Show" under “Course visibility”: 

![Image of course settings interface]
2. **During the exam**

The teacher is available online to answer possible questions or doubts about the exam’s instructions coming from students through a forum in the exam-course.

2.1. **How to write a message in the forum?**

To write a message in the forum, enter the forum and click on “Add a new discussion topic”. Also students will be enabled to post messages in this forum.

The message must contain 1) a title/object, and 2) a text message. If necessary, the message can also contain a file attachment.

2.2. **How to reply to a student’s message in the forum?**

To reply to students’ messages in the forum, enter the forum and click on the message’s title:

Click on “Reply” on the bottom right of the message:
It is recommended to regularly check the forum during the exam, in order to see if there are new messages from students.

3. **At the end of the exam**

   After having checked that all students have submitted their work, the teacher hides the “Exam-course” to students on iCorsi.

   **3.1. How to check that all students have submitted their assignment?**

   In order to check that all students have submitted their work, enter the assignment and check the list has been automatically generated.

   As it can be seen in the above figure, one student has submitted an assignment: you can see the title of the submission (1), the date and time of the submission (2), and the percentage of similarity with other works detected by the anti-plagiarism software (Turnitin) (3).

   The students will receive a digital receipt via e-mail for every submitted file.

   **3.2. How to hide the Exam-course?**

   In order to hide the Exam-course at the end of the exam, click on the icon “Course Management” (top left of the page), then on “Edit course settings”: 
Select "Hide" under “Course visibility”:

4. eLab Contacts
   - E-mail: helpdesk@elearninglab.org
   - Phone: +41 (0)58 666 4760