Table of contents

1. Before the exam ................................................................. 2
   1.1. Creation of an “Exam-course” on iCorsi ............................... 2
   1.2. The teacher checks the enrolled students .............................. 2
       1.2.1. How to check which students are enrolled in the “Exam-course”? 2
   1.3. The teacher checks the settings of the Quiz ........................... 4
       1.3.1. How to check the settings of the Quiz? ............................... 4
   1.4. The teacher publishes the relevant information about the exam 7
       1.4.1. How to write a message in the “Announcements” forum? .... 7
   1.5. The teacher inserts the questions in the Quiz ........................ 8
       1.5.1. How to create a category of questions? ............................. 8
       1.5.2. How to create questions directly in the Quiz? ..................... 9
       1.5.3. How to import questions I already created? ....................... 16
       1.5.4. How to select the questions for the quiz from the question bank? 20
       1.5.5. How to set the scores for the questions? .......................... 22
   1.6. The teacher checks that the Exam-course is visible to students 22
       1.6.1. How to make the Exam-course visible to students? ......... 23

2. During the exam ............................................................... 24
   2.1. How to write a message in the forum? .............................. 24
   2.2. How to reply to a student’s message in the forum? ............... 24

3. At the end of the exam ....................................................... 25
   3.1. How to check that all students have submitted the quiz? ....... 25
   3.2. How to hide the “Exam-course”? .................................... 26
   3.3. How to export the results of the quiz? .............................. 26

4. eLab Contacts .................................................................. 27
1. Before the exam

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

eLab creates a hidden course on iCorsi that will be used only for the exam. The course will be named as follows: “Exam Name of the course Date”. eLab will enrol the teachers and the assistants in the course, as well as the students who have enrolled in the exam.
eLab will pre-set the exam course, by inserting:
(1) the “Quiz” activity;
(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 in his/her Dashboard in iCorsi.

1.2. The teacher checks the enrolled students

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

1.2.1. 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 in 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”.

#USleLearning

Dashboard / My courses / #USleLearning / Participants

Participants

No filters applied

| Search keyword or select filter |

Number of participants: 781

First name

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
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.

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

1.3.1. How to check the settings of the Quiz?
The teacher can check the Quiz settings by clicking on “Edit”, then on “Settings” in the Quiz menu (please, note that in order to do this operation, you must be in the editing mode).
A) Type the name of the quiz (1) and the description (2) in the corresponding boxes (by changing those inserted by eLab, if necessary). Click on “Display description on course page” (3), if you wish to make the description of the quiz visible in the homepage of the course.

B) Check that the day and the duration of the quiz (1 = opening of the quiz; 2= closing of the quiz) are correct (in case they are not, change them). By enabling the option “Time limit” (3), the student will be able to see a stopwatch during the exam, indicating how much time he/she has left to complete the exam. It is recommended to set the “Time limit” option with the actual duration of the quiz and the “Close the quiz” option a few minutes after the scheduled closing time, so that even students who start the exam a few minutes late will have enough time to take the quiz. For example, if the quiz starts at 2pm and has to last a maximum of 60 minutes, you could set the time limit to 60 minutes or 1 hour and the closing time to 3.15pm, so that a student who starts the quiz at 2.05pm would still have 60 minutes to complete it.
C) In the section “Grade”, make sure that only one attempt is allowed.

D) In the section “Layout”, click on “Show more…”

Then, in the section “Navigation method” you can choose between two options:
- Sequential: students won’t be able to navigate through the exam questions as they wish. This means that they will always have to answer the question that appears on their screen, without having the possibility to go back through the questions (and change those that they have already answered or missed), nor forward;
- Free: the students will be able to navigate freely through the exam questions. This means that they will be able to read again the questions they have already answered and explore the questions they still have to answer.

E) In the section “Review options” make sure that there are NO boxes checked. In this way, the students will not be able to see the solutions after they have submitted the quiz.
Once you have edited all the settings, click on “Save and display” at the bottom of the page.

**Important:**
It is strongly recommended to try to do the quiz personally (or ask other colleagues) before the exam. This will allow to check if all the settings are correct.

### 1.4. The teacher publishes the relevant information about the exam

The teacher publishes in 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 this information, s/he can use the “Announcements” forum.

It is recommended to publish the instructions for the exam also in the “Description” field of the quiz (see section 1.3.1), to make sure that all students read them before starting the exam.

**Important:** if the teacher chooses to enable the option “Sequential navigation” (see Chapter 1.3, section D), it is important that he/she clearly informs students that they won’t be able to go back and see/edit the questions they have already answered or missed.

### 1.4.1. How to write a message in 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 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 (within the course used during the semester), 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.
1.5. The teacher inserts the questions in the Quiz

The teacher creates the “Question bank” for the “Exam-course”. The question bank contains all the questions that can be used within a specific course. Therefore, every course has its own question bank. The question bank is useful for managing the questions within the course: adding new questions, editing the existing ones, deleting questions, organizing them in categories, etc.

To insert questions in the question bank, the teacher has two options:
1) Create the questions directly within the Quiz;
2) Import the questions he/she has previously created in another course on iCorsi or outside of iCorsi.

In both cases, it is useful to create one or more categories for the questions.

1.5.1. How to create a category of questions?

To create a category of questions, enter the Quiz, click on the Settings icon of the Quiz (engine icon on the top right of the page), then on “Categories”:

Fill in the boxes of the section “Add category”: 
Once you have created one or more categories, you can start create or import the questions for the quiz (if you have not created any category, all your questions will be stored in the Default category for the quiz).

1.5.2. How to create questions directly in the Quiz?

Click on the Quiz name in the “Exam-course” page, then click on “Edit quiz”.

To add a question, click on “Add”, then select “a new question” from the menu. In the menu with the different types of questions select the type of question you wish to use and click on “Add”.
In the next sections of this handbook you can find instructions on how to create the most frequently used types of questions:

1. Multiple choice
2. Essay
3. Short answer
4. Numerical
5. Embedded answers (Cloze)
6. True/false

**Multiple choice**
Choose the category for the question (0), type the name (a name that will help you identify the question) (1) and the text of the question (2).
Choose if the question is going to have only one correct answer (“One answer only”) or multiple correct answers (“Multiple answers”) (3).
Select the option “Shuffle the choices?” (4), so that the possible answers will be shuffled and presented in a different order to each student.
Type the answer options in the “Answers” section, in the boxes “Choice 1”, “Choice 2”, etc. At this stage, you will be confronted with two different scenarios:

1. There is only one correct answer → in the “Grade” section of the correct answer, select “100%”.
2. There are more than one correct answer → if there are two correct answers, select “50%” in the “Grade” section of each correct answer. In the “Grade” section of all the other (incorrect) answers, leave the option “None”, which is selected by default.
If there are three correct answers, select 33.3% for each correct answer; if the correct answers are four, select 25% for each correct answer, etc. In the “Grade” section of all the other (incorrect) answers, leave the option “None”, which is selected by default.

By default, the platform offers the possibility to insert 5 answer options. If you wish to add more answer options, click on the button “Blanks for 3 more choices” at the bottom of the page:

Blanks for 3 more choices

Please note: if there are more than one correct answer, in case of penalty for a wrong answer the question's score will not go below zero (2 wrong answers = 0 points; 1 right answer and 1 wrong = 0 points).

When you have finished creating the question, click on “Save changes” at the bottom of the page.

**Essay**

The “Essay” type is an open question. Choose the category for the question (0), type the name (1) and the text (2) of the question.

Check the settings in the "Response Options". We recommend keeping the standard options already inserted by default:

Click on “Save changes” at the bottom of the page.
**Short answer**
The “Short answer” is an open question automatically corrected by the system. The student must type the correct word/s in the dedicated boxes. It is important that the teacher thinks of and selects all the acceptable answers in advance.
Choose the category for the question (0), type the name (1) and the text of the question (2) in the dedicated boxes:

Insert in the dedicated boxes all the answers that can be accepted (1), and indicate the percentage of their correctness (2).

**Important**: at least one of the answers must have a correctness percentage of 100%. Lower percentages can be given, for instance, to synonyms.

Click on “Save changes” at the bottom of the page

**Numerical**
Choose the category for the question (0), type the name (1) and the text of the question – in this case the text is going to be an equation or another numerical content (2):
1) Insert the possible answers in the section “Answers”. Insert all the answers in the
dedicated boxes “Answer 1”, “Answer 2”, etc.
2) Insert the tolerated error value. Example: if the correct answer is 30, and the
tolerated error is 5, every answer ranging from 25 to 35 will be considered correct.
3) Insert the correctness percentage of each answer.

Please note: at least one answer must have the correctness percentage of 100%.

Click on “Save changes”.

Embedded answers (Cloze)
In the “Cloze” questions, the student must complete a text by typing the missing word/s in
the empty boxes.
Choose the category for the question (0), insert the name of the question (1) and the text
that must be completed, for example: “Berlin is the capital of Germany”. If you want to hide
the word “Berlin”, edit your text as follows:
{1:SHORTANSWER:=Berlin} is the capital of Germany. (2)
This formula must be repeated for every word/sentence you want to hide. The question will appear on the candidate’s screen as shown below:

If you want to enable other options for this kind of question (e.g., you want to propose different alternatives to the student to fill the gap), please check the following tutorial: https://docs.moodle.org/38/en/Embedded_Answers_(Cloze)_question_type or contact eLab.

Once the question is finalized, click on “Save changes”.

**True/False**

Choose the category for the question (0), type the name (1) and the text of the question (2), then choose the correct answer (True or False) (3).

Click on “Save changes” at the bottom of the page.
1.5.3. How to import questions I already created?

Access the quiz of the course from which you want to import the questions, click on Settings (engine icon), then click on “Question bank”:

In order to move some or all the questions of this Question bank to the “Exam-course”, it is necessary to create a new category in the course from which you want to import the questions (see section 1.5.1).

Once you have created the category, select the questions you want to import to the “Exam-course”.
Once you have selected the questions, select the category you have just created in the menu at the bottom of the page and click “Move to >>”.

Click on “Export” in the menu at the top of the page (1), select the format of the file (it is recommended “Moodle XML format”) (2), choose the category you have just created from the dropdown menu (3), and click on the “Export questions to file” (4).
Once the file download is complete, you will be ready to import the questions to the “Exam-course”.

Go back to the “Exam-course” and click on the button “Manage the course” (top left corner), then click on “Import questions” under the column “Question Bank”.

Choose the format of the file you want to import (“Moodle XML format”) (1), upload the file with the questions you had previously downloaded (2), then click on “Import” (3).

The imported category will now appear in the Question bank of the “Exam/course”.

To add the imported questions to the quiz, access the quiz and select “Edit quiz”. Then, click on “Add” and choose the option “from question bank”: 
In the dropdown menu select the category you have just imported (1), select the questions you want to add to the quiz (2), then click on “Add selected questions to the quiz” (3).

You will now see all the questions in your quiz:

How to import questions from outside iCorsi?
Go to the page “Question bank” of the “Exam-course”, click on “Import” and choose the format in which the questions you want to import have been saved:
If you need help to import the questions saved in one of the abovementioned formats, please contact eLab.

1.5.4. How to select the questions for the quiz from the question bank?

A) Select questions from a category

To select a question from a category, click on “Add”, then select “from question bank”.

Select the category (1), select the questions (2), then click on “Add selected questions to the quiz” (3).
B) Random question selection

It is possible to have the system randomly choose the questions for the quiz from the question bank or from a specific category.

If you want to enable this option, click on “Add”, then on “a random question”.

Select the category from which you want to pick the question (1). If there is no category, select “default” or create a new category (2). Choose how many random questions will be selected from the category (3) and add them to the quiz (4).

Please note: it is recommended to select the “Shuffle” option to make the questions appear in a randomized order, to reduce the possibility of communication between students:
You can also divide the questions in several sections, and decide for each section whether to activate the "Shuffle" option or not.

1.5.5. How to set the scores for the questions?
The easiest way to assign a score to a question is to edit the number of points directly from the quiz editing page:

Please note: if there are random questions in the quiz, make sure that all random questions within the same category have the same score.

1.6. The teacher checks that the Exam-course is 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, the message “Hidden from students” will no longer appear.
1.6.1. How to make the Exam-course visible to students?

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”:
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:
Type your answer and click on “Post to forum”.

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 verified 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 the quiz?**

You can check which students have submitted the quiz under “Results” in the settings menu (click on the engine icon).

At the bottom of the page, you will find a table recap showing the students’ attempts.
3.2. How to hide the “Exam-course”?
Click on the course administration menu (1). Then, under the column "Course settings", click on "Edit course settings" (2):

In the "General" section, select "Hide" under "Course visibility":

3.3. How to export the results of the quiz?
Select “Responses” from the settings menu of the quiz:
Select the options “question text” and “response” (1), then click on “Show report” (2):

If you want to export the results of the quiz, click on “download excel”. Otherwise, you can check them directly in the platform.

**Important:**
- If you export the results in an Excel format, the formatting (e.g., bold or italic in open questions) will get lost.
- Randomizing the questions of the quiz is a very effective way to minimize the possibility for students to cheat during the online exam. However, be aware that the platform exports the randomized questions in an unintuitive way. So, if you need help to read the exported Excel file, please contact eLab.

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