

## Reminders and guides for online examinations and assessments for teachers (Spring 2020)

A reminder from the VRAA - for all teachers who plan to give classroom (vs. online) examinations - is below.

1. Only 400-level and 500-level undergraduate courses have the option to give classroom examinations;
2. potential graduates who opt not to return to campus should not be forced to take classroom examinations;
3. non-potential graduates are not allowed to return to campus and therefore should not be forced to take classroom examinations; and
4. alternative arrangements should be made for students mentioned in Points 3 and 4 to take examinations online.

Note: tips on proctoring an online exam with Zoom have been circulated. See a document shared by the VRAA, namely, MSc in International Integrated Resort Management: Event & Entertainment Management Elective Final Examination (open book).

## Creating an online exam in UMMoodle

This guide provides detailed information on how to create quizzes and assessments for online exams. This is **not** an **exhaustive** list of everything instructors can do to create an online exam in UMMoodle. Rather it is a guide intended for colleagues who would like advice on which settings to enable for a quiz or assignment to function as an exam.

There are four parts to this guide:

1. **How to create an online exam with a quiz activity**
2. **How to create an online written exam with an assignment activity and Veriguide**
3. **Tip – How to prepare students for an online exam**
4. **Contact Points & Resources**

## How to create an online exam with a quiz activity

### Overview

A quiz in UMMoodle can be used as a formative assessment, i.e., an exam. This guide outlines key settings instructors need to change to make a quiz suitable for an exam.

In UMMoodle, a quiz is made up of three different parts:

- quiz settings
- quiz questions
- question banks

Here is an outline of the main steps we take to create a quiz for an exam:

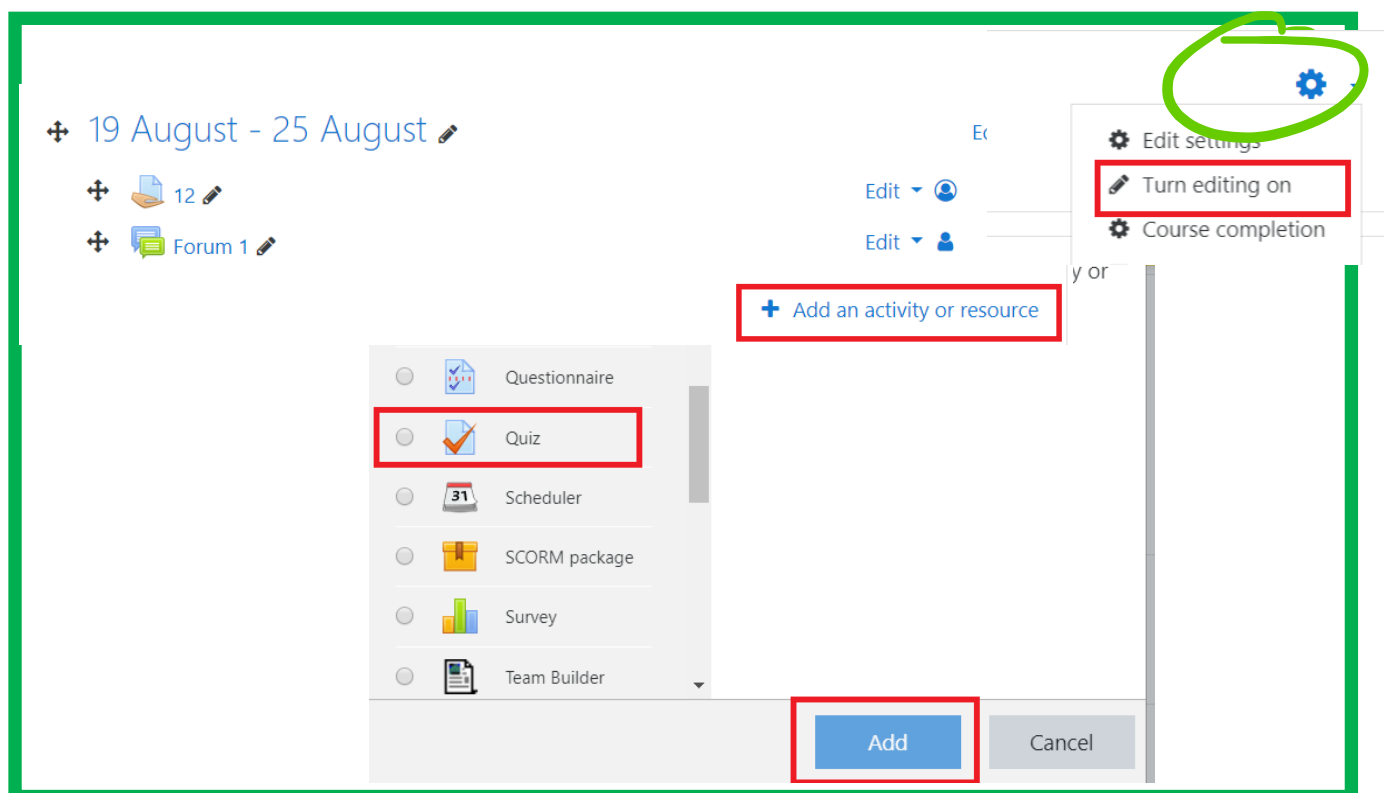
1. create a **quiz activity** and update the settings for an exam
  - a. description
  - b. questions per page, etc.
  - c. availability, etc.
2. **add multiple questions**
  - a. multiple-choice, short-answer or cloze questions
  - b. shuffle
  - c. review points/scoring
  - d. preview and update questions
3. organize questions in **question bank** (optional)
  - a. import questions using a template (GIFT)
  - b. add multiple-questions from question bank
4. trial and **check one's quiz**

In the next section of this guide, the main steps and key settings are shown in more detail.

## Main steps

### Step 1: Create a quiz activity and update the settings

Teachers can create a quiz activity for their courses by **turning editing on** and **adding an activity**, i.e., a **quiz**. This part of the quiz is mainly the settings for a quiz, not the place for adding questions.



In the section “**Description**” (see below), you can write instructions for students to see before and during the exam. Note that students *will be able to see this description* if the quiz is not restricted by a date/time or completely hidden from view.

Quiz for Online Exam (Demo)

**Online Exam Instructions (prior to exam)**

For Accessing Your Exam Online:

- Close all programs, including email
- Make sure you have a good internet connection.
- Open UMMoodle.
- To begin the exam, click on the link to the appropriate exam in UMMoodle.

**Before starting the exam:**

Please verify your student information....

**During the exam:**

- The student may not use his or her textbook, course notes, or receive help from a proctor or any other outside source.
- Students must complete the 25-question multiple-choice exam within the 45-minute time frame allotted for the exam.
- Students must not stop the session and then return to it. This is especially important in the online environment where the session will time out and not allow the student or you to reenter the exam site.

**What to do if your online exam is interrupted**

- If your online exam is interrupted, click the "Back" button on your web browser to see if you can return to the exam.
- Reconnect to the Internet and log back into UMMoodle.
- *Note: Answers are saved by the system in 5-minute intervals. If you have to log back in to complete your exam, your progress will be saved from the last system-save.*
- Contact your instructor on Zoom at meeting ID number: 12345678901

**Minimum Browser Requirements**

Google Chrome ver.81, Firefox ver.71, Safari ver.13 are required.

**Support**

If you have any questions, please contact the ICTO Help Desk at 8822-8600.

**Let's start clicking and change a few quiz settings to make our quiz suitable for an online exam.**

**Timing:**

- Time limit: \_\_\_ minutes
- When expires...open attempts are automatically submitted

**Grade:**

Attempts: 1

**Layout:**

- New question every page
- [Show more...](#)
- Navigation method (choose one): Sequential (students are not able to move back to previous questions) or Free (students can review all their answers before submitting their answers)

**Question behaviour**

- Shuffle (answers) within questions (m-c/matching)
- Deferred feedback

### Extra restrictions...

- Show more...
- Browser security? When “Full screen pop-up” is enabled, students using a laptop or desktop computer will be prevented from using copy and paste functions.

### SAVE (and display any changes to the quiz settings)

Now, let's have a closer look at key settings.

### Timing

When this is enabled, which it should be, students **can see the description** but not start the quiz.

**Timing**

Open the quiz	?	20	May	2020	12	00	📅	<input checked="" type="checkbox"/> Enable
Close the quiz		20	May	2020	12	45	📅	<input checked="" type="checkbox"/> Enable
Time limit	?	30	minutes					<input checked="" type="checkbox"/> Enable
When time expires	?	Open attempts are submitted automatically						
Submission grace period	?	0	minutes					<input type="checkbox"/> Enable

### Layout

& security (extra restrictions on attempts)



Having a new question on each page will make it more difficult for students to collude, especially if the navigation method is set to **sequential**, which does not allow students to go back to previous questions. Alternatively, setting the navigation method to **free** will allow students to go back and review each question.

**Layout**

New page	?	Every question	<input type="checkbox"/> Repaginate now
Navigation method	! ?	Free	

Setting the browser security to “**Full screen pop-up**” will prevent students from copying and pasting from other pages on their computers. Students will need to be using a laptop if this feature is enabled.

▼ **Extra restrictions on attempts**

Require password ? [Click to enter text](#)  

Require network address ?

Enforced delay between 1st and 2nd attempts ?  minutes ☐ Enable

Enforced delay between later attempts ?  minutes ☐ Enable

Browser security ! ?

Allow quiz to be attempted offline using the mobile app ! ?

✓ None

Require the use of Safe Exam Browser

Full screen pop-up with some JavaScript security

## Question behaviour

After a student completes the quiz, they can see that they have completed the quiz. These settings will hide all the questions and results from students after the quiz is closed.

▼ **Question behaviour**

Shuffle within questions ?

How questions behave ?

Allow redo within an attempt ! ?

Each attempt builds on the last ! ?

[Show less...](#)

▼ **Review options** ?

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt <span>?</span>	<input checked="" type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct <span>?</span>	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input type="checkbox"/> Marks <span>?</span>	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback <span>?</span>	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback <span>?</span>	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback
<input type="checkbox"/> Right answer <span>?</span>	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback <span>?</span>	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

## Restrict access

Since this is an exam, teachers need to hide everything except the quiz name and time. It is advised to restrict access from the time that the exam starts to the time it ends.

▼ Restrict access

Access restrictions

Student must match all of the following

☐ Date from 20 May 2020 12 : 00 ✕

and


☐ Date until 20 May 2020 12 : 45 ✕

Remember to **save** (and display) any changes made to the quiz's settings.

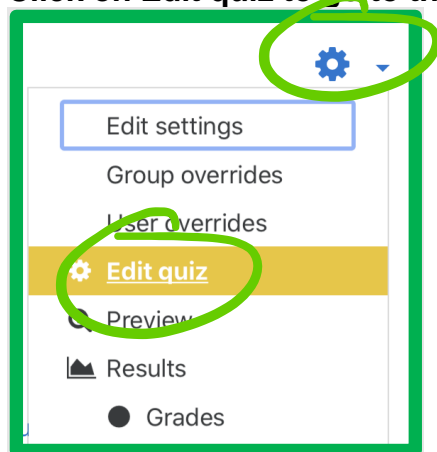
**i** For more information on quiz settings in Moodle refer to the official documentation at [https://docs.moodle.org/38/en/Quiz\\_settings#Quiz\\_administration](https://docs.moodle.org/38/en/Quiz_settings#Quiz_administration)

## Step 2: Add multiple questions and set the marks/overall score

Now that the settings for the quiz have been established, we can add questions to the quiz and allocate marks for each question.



To return to this page, teachers can click on a quiz, and click on the gear icon  to **navigate to the parts of a quiz.**

**Click on Edit quiz to go to the page where we will add questions.**



**Note that teachers will have to delete any attempts (in the grades section) to continue editing a quiz.**

On the edit quiz page, we can:

-  **Set the maximum grade (100 by default)**
- ☒ **Shuffle questions (recommended)**
- ▼ **Add new questions (one by one, from a question bank, etc.)**
-  **Change marks for each question**

Editing quiz: Online Quiz for Exam?

Questions: 6 | This quiz is open    Maximum grade 100.0    Save

Repaginate    Select multiple items    Total of marks: 6.00

Page 1    ☐ Shuffle ?

Q2-29 MCQ When will the se    1.00

Adding questions one by one is not the fastest way to build a quiz, but it allows you to choose many types of questions.

### Multiple-choice question type

Let's look at the multiple-choice question type.

**Click Add, then a new question, and choose multiple-choice.**

☐ Shuffle ?

Add ▾

- + a new question
- + from question bank
- + a random question

Choose a question type to add

☐ Matching    Allows the selection of a single or multiple responses from a pre-defined list.

☒ Multiple choice    Allows the selection of a single or multiple responses from a pre-defined list.

After writing the question text, which can include videos and audio, we then provide choices, which can also include video and audio. To indicate which question is the correct one, change the grade to 100%.

Save the changes.

Choice 2

Grade

18,000 (1 - .0174)<sup>5</sup>

100%

Save changes    Cancel

Here's an example of a question that has two correct answers. Each partially correct response is worth 50%

Which of the following is/are among the 'Four Humours'?

Select one or more:

- ☐ a. Mercury
- ☒ b. Phlegm
- ☐ c. H2O
- ☒ d. Choler

The question settings have been changed to allow for multiple answers. Since there are two correct answers, the grade for each correct answer is set to 50%.

One or multiple answers? Multiple answers allowed

☒ Shuffle the choices? [?](#)

Number the choices? a., b., c., ...

### Answers

Choice 1	Mercury
	<span>Moodle auto-format</span>
Grade	<span>None</span>
	One of the choices should be 100%, so that it is possible to get a full grade for this question.
Feedback	<span>Moodle auto-format</span>
Choice 2	Phlegm
	<span>Moodle auto-format</span>
Grade	<span>50%</span>




## Short-answer question type

The screenshot shows the Moodle Short-answer question type editor. It has a green border. On the left, there are labels for 'Question name' and 'Question text', each followed by a red exclamation mark icon. To the right of 'Question name' is a text input field containing 'Q3-29 Short-answer'. To the right of 'Question text' is a rich text editor toolbar with icons for undo, bold, italic, and a list of icons. Below the toolbar is a text input field containing 'Two plus' followed by a blue square placeholder and 'equals four.'.

Write at least one correct answer in the spaces provided. If the "Case sensitive" option is selected, then you can have different scores for "Two" or "two".

The screenshot shows the 'Answers' section of the Moodle Short-answer question type editor. It has a green border. At the top, there is a 'Case sensitivity' dropdown menu set to 'No, case is unimportant'. Below this is a 'Correct answers' section with a text input field containing 'You must provide at least one possible answer. Answers left blank will not be used. '\*' score and feedback.' Below this is a section titled 'Answers' with a dropdown arrow. It contains two rows of answer fields. The first row is for 'Answer 1' with a text input field containing 'two', a 'Grade' dropdown set to '100%', and a 'Feedback' text area. The second row is for 'Answer 2' with a text input field containing '2', a 'Grade' dropdown set to '100%', and a 'Feedback' text area. At the bottom of the 'Answers' section is a 'Moodle auto-format' dropdown menu.

[an advanced function: Use the asterisk character (\*) as a wildcard to match any series of characters. For example, use ran\*ing to match any word or phrase starting with "ran" and ending with "ing". Without wildcards, the accepted answers must match the answer provided.]

 For more information, see the official documentation at [https://docs.moodle.org/38/en/Short-Answer\\_question\\_type](https://docs.moodle.org/38/en/Short-Answer_question_type). ]

After creating multiple quiz questions, return to the edit quiz page to adjust the maximum grade and marks for each question.

## Editing quiz: Example Quiz ?

Questions: 14 | Quiz closed (opens 09/3/19, 12:31)

Maximum grade **100.00** **Save**

Repaginate Select multiple items

Total of points: **16.00**

☐ Shuffle ?

Add ▾

Page 1

1  $2+2=?$  **abc** What is {a}+{b} 1.00

Page 2

2  $2+2=?$  **height and base** What is {Base}\*{Height} 4.00

Page 3

3 **Language** Which of these languages are spoke... 1.00

Page 4

4 **Drag and Drop - Groups** Drag and Drop the foll... 1.00

The "Total of points" is the sum of question points. Raw quiz scores will be less than or equal to this total. These scores are then converted into an actual grade recorded in Gradebook, out of the "Maximum grade":

Student's grade in Gradebook = (raw score/Total of point) \* Maximum grade

This question is graded out of 4, and the "Total of points" is 16. With the "Maximum grade" set to 100, this question is worth  $(4/16) * 100 = 25$

Teachers can preview or edit their questions by clicking on the icons  or  .

QUESTION\_ There's something here from somewhere else The war machine, it s... 10.00

QUESTION\_ According to a conservation biologist, the number of bison in ... 1.00

umoodle.um.edu.mo/question/preview.php?id=2551566&cmid=1671528&behaviour=deferredfeedbac...

Question 1

Not yet answered

Marked out of 1.00

Choose the option that best answers the question.

According to a conservation biologist, the number of bison in a national park is declining at an annual rate of 1.74%. If the current population is 18,000, which of the following expressions appropriately models the population of bison five years from now?

Select one:


- ☐ a.  $18,000 (1 - .0174)^5$
- ☐ b.  $18,000 (1 - .0174^5)$
- ☐ c.  $(18,000 - .0174)^5$

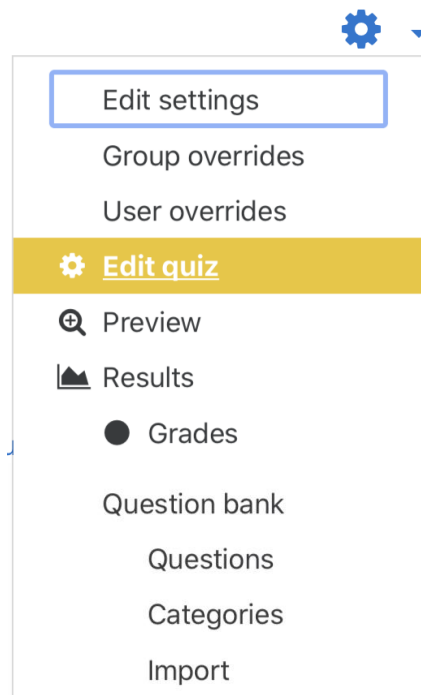
anonymous) template ►

 For more information on editing quizzes in Moodle, refer to the official documentation at [https://docs.moodle.org/38/en/Building\\_Quiz](https://docs.moodle.org/38/en/Building_Quiz).

### Step 3: Organize questions in question bank (optional)

The question bank is a page where teachers can import and organize questions into categories.

Navigate to the quiz, then and click on the gear icon for the quiz  to navigate to the question bank.




It is possible to create questions quickly by importing text which has been formatted and saved in a special text file. The file should be a [.txt file](#), encoded in [UTF-8](#), with double carriage return separating questions. For example, this simple text can be saved and imported, and will quickly create questions in a question bank.

```
// true/false
::Q2:: I have created quizzes in UMMoodle {T}

// multiple choice
::Q3:: When will the exam period start this year? { =20 May ~20 April ~2 June }

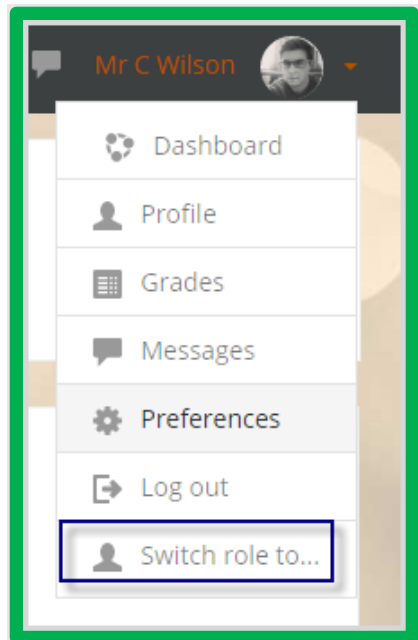
// fill-in-the-blank
::Q4:: Two plus {=two =2} equals four.
```

 For more information on the GIFT format or the question bank in Moodle, refer to the official documentation at [https://docs.moodle.org/38/en/GIFT\\_format](https://docs.moodle.org/38/en/GIFT_format) and [https://docs.moodle.org/38/en/Question\\_bank](https://docs.moodle.org/38/en/Question_bank)

## Step 4. Trial and check one's quiz

It is important to review your quiz to see what a student will see. For an exam, students must not be able to see the questions in advance.

To switch your role from that of a teacher to a student, click on your profile picture, then switch role to "student." Follow the same steps to return to your normal role.



To preview your quiz in a student role, you may need to temporarily change **restrictions** (date) or **timing** or **hide/show/make available** the activity.

i For more information on switching roles refer to the official documentation at [https://docs.moodle.org/36/en/Switch\\_roles](https://docs.moodle.org/36/en/Switch_roles) and [https://docs.moodle.org/38/en/Stealth\\_activities](https://docs.moodle.org/38/en/Stealth_activities).

## Preparing students for an online exam

We can help prepare students in several ways. First, a mock/practice online exam can help students get familiar with quizzes in UMMoodle. Second, it is a good practice to remind students to be aware of the time at which your quiz ends and their time limit. If students begin a quiz that has a one-hour time limit just 5 minutes before the cut-off time, they will only have 5 minutes to complete the quiz.

Finally, remind students that to finish a quiz, they must click the **Finish attempt** button on the last page of the quiz and then "**Submit all and finish**" **within the allotted time** to have their quiz attempt recorded.

i For more details on how students can complete a quiz in Moodle refer to a page at <https://moodle.une.edu.au/mod/page/view.php?id=64401>.

## How to create an online written exam with an assignment activity and Veriguide

Written exams can require students to respond with a paragraph, text, or an essay. A written online exam might be an open-book exam, and checking for plagiarism can be automated using tools in UMMoodle, i.e., Veriguide and Turnitin.

The advantages of using an assignment activity in UMMoodle with Veriguide enabled are:

- students' written texts will be automatically compared with texts from Internet sources in English, Traditional Chinese and Simplified Chinese;
- students' written texts will be automatically compared with other students' submissions;
- for grading, files submitted can be easily downloaded in one zipped folder.

Turnitin is also available and may be helpful for checking:

- students' written texts with text in academic databases;
- written texts in Portuguese, etc.

Using Veriguide with an assignment in UMMoodle is one way instructors can quickly check a text for originality. Creating an assignment activity can be done in a few steps. This guide will not review the steps taken to create an assignment activity in UMMoodle. For a detailed step-by-step guide, refer to:

1. How to create a new assignment in UMMoodle: <https://faq.icto.um.edu.mo/how-to-create-a-new-assignment-in-ummoodle/>.
2. A quick start guide to Veriguide: [http://library.um.edu.mo/html/e\\_resources/QS\\_veriguide\\_2014.pdf](http://library.um.edu.mo/html/e_resources/QS_veriguide_2014.pdf).

Note that Veriguide and Turnitin are resources that are supported by colleagues in the UM Wu Yee Sun Library.

**Immediately after creating an assignment activity for an online written exam, the following settings should be changed to make the assessment hidden from students.**

### 1. Restrict access

Since this is an exam, teachers need to hide everything except the assignment name and time. It is advised to restrict access from the time that the exam starts to the time it ends.

The screenshot shows the 'Restrict access' settings in UMMoodle. The 'Access restrictions' section is expanded, showing a dropdown menu set to 'Student'. Below this, there are two date and time pickers. The first picker is set to 'from' 20 May 2020 at 12:00. The second picker is set to 'until' 20 May 2020 at 12:45. The 'and' button is visible between the two pickers.

Remember to **save** (and display) any changes made to the quiz's settings.

Save and return to course

Save and display

Cancel

## 2. Provide instructions

Instructions and exam questions can be provided as

- formatted text, images or video in the section description, and/or
- as text in an additional file.

Note that *if the assignment is **not** restricted or hidden*, students may be able to see your instructions, exam questions, or materials.

**General**

Assignment name: Written Exam Online (demo)

Description:

**Online Exam Instructions (prior to exam)**

For Accessing Your Exam Online:

- Close all programs, including email
- Make sure you have a good internet connection.
- Open UMMoodle.
- To begin the exam, click on the link to the appropriate exam in UMMoodle.

**Instructions:**

Find the FAH 1010 Final Exam in our UMMoodle course.

Download the exam questions and write your responses in the document.

You must save your answers in this word document.

Upload the document to our course in UMMoodle and click submit before the end of the exam.

☐ Display description on course page

Additional files:

Name	Last modified
Written Exam Questions and Space for Your Responses.docx	4/05/20, 17:01

## 3. Submission type

Students need to submit a file for Veriguide to work. It makes sense to limit the file to one and the type of document, e.g., .doc and .docx.

**Submission types**

Submission types: ☐ Mahara portfolio ☒ File submissions ☐ Online text

Site: Home - Mahara

Lock submitted pages: Yes, keep locked

Maximum number of uploaded files: 1

Maximum submission size: 200MB

Accepted file types: .rtf .docx .doc

Choose: RTF document .rtf, Word 2007 document .docx, Word document .doc

#### 4. Submission settings

Require students to click the submission statement, which is “This assignment is my own work, except where I have acknowledged the use of the works of other people.”

### Submission settings

Require students to click the submit button ? No ▾

Require that students accept the submission statement ? Yes ▾

Attempts reopened ? Never ▾

#### 5. Notifications

Set all to No so that students do not get a notification when a grade has been entered. Rather, teachers can notify students about the grades in due course or using SI Web.

### Notifications

Notify graders about submissions ? No ▾

Notify graders about late submissions ? No ▾

Default setting for "Notify students" ? Set the default value for the "Notify students" checkbox on the grading form.

#### 6. Most importantly, enable Veriguide.

For an exam, teachers need not provide feedback or results. So, uncheck the box “Enable student view similarity percentage.” You might not want students who are suspected of being unoriginal to know that their text has been identified.

### VeriGuide parameters

☒ Enable VeriGuide ?

These are the settings for originality report sharing.

☒ Enable TA view ?

☐ Enable student view similarity percentage ?

☐ Enable student view detailed report ?

Remember to **save** (and display) any changes made to the quiz's settings.

Lastly, it is important to review your assignment to see what a student will see. For an exam, students must not be able to see the questions in advance.

To switch your role from that of a teacher to a student, click on your profile picture, then switch role to “student.” Follow the same steps to return to your normal role.

 For more information on quiz settings in Moodle refer to the official documentation at [https://docs.moodle.org/38/en/Assignment\\_settings](https://docs.moodle.org/38/en/Assignment_settings)

## Tip – How to prepare students for an online exam

In online workshops, CTLE Academic Staff Advisors encouraged teachers to i) stress the importance of academic honesty and ii) conduct trial or mock online exams using UMMoodle.

Also, teachers can help students better prepare for online exams by referring them to an online quiz on Academic Honesty. A short quiz promoting academic honesty at UM is available to all students.

- **Academic Honesty Quiz 學術誠信小測驗 (2020) Link for students →**  
<https://ummoodle.um.edu.mo/mod/quiz/view.php?id=1652595>
- **Link-teachers only →**<https://ummoodle.um.edu.mo/mod/quiz/view.php?id=1652619>

## Contact Points & Resources

### Contact Points for teachers and students:

#### ICTO Help Desk

8822-8600

[elearning@um.edu.mo](mailto:elearning@um.edu.mo)

<https://faq.icto.um.edu.mo/category/ummoodle/>

#### UM Wu Yee Sun Library

8822-8170

[lib\\_ref@um.edu.mo](mailto:lib_ref@um.edu.mo)

[http://library.um.edu.mo/html/e\\_resources/veriguide\\_en.html](http://library.um.edu.mo/html/e_resources/veriguide_en.html)

[http://library.um.edu.mo/html/e\\_resources/turnitin\\_en.html](http://library.um.edu.mo/html/e_resources/turnitin_en.html)

#### AV Support Hotline (FMM)

8822-2511

### For teachers:

#### Faculty Technical Support Staff

FAH: ericlam, wallacew, erwinfong

FBA: toutchan, sterlingchao

FED: raymondchiang, stanleyctl

FHS: jimmyngai, rayloi, stephaniepwng

FLL: sergioching, andrewkam

FSS: eddiekou

FST: vincentw, bryantou


#### CTLE

8822-4583

E-mail: [ctle@um.edu.mo](mailto:ctle@um.edu.mo);

[chrisfulton@um.edu.mo](mailto:chrisfulton@um.edu.mo);

[kwong@um.edu.mo](mailto:kwong@um.edu.mo)

Academic staff are welcome to make an **appointment**  with **Chris Fulton** (CTLE) for assistance with UMMoodle.