

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.

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' configuration in Moodle. Under the 'Student' section, the settings are 'must match all of the following'. There are two date restrictions listed:

- 1. Date: from 20 May 2020 12:00
- 2. Date: until 20 May 2020 12:45

The 'until' time '12:45' is highlighted with a blue box, indicating the end time of the exam.

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 ?

Require that students accept the submission statement ?

Attempts reopened ?

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 ?

Notify graders about late submissions ?

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

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

elarning@um.edu.mo

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

UM Wu Yee Sun Library

8822-8170

lib_ref@um.edu.mo

http://library.um.edu.mo/html/e_resources/veriguide_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

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