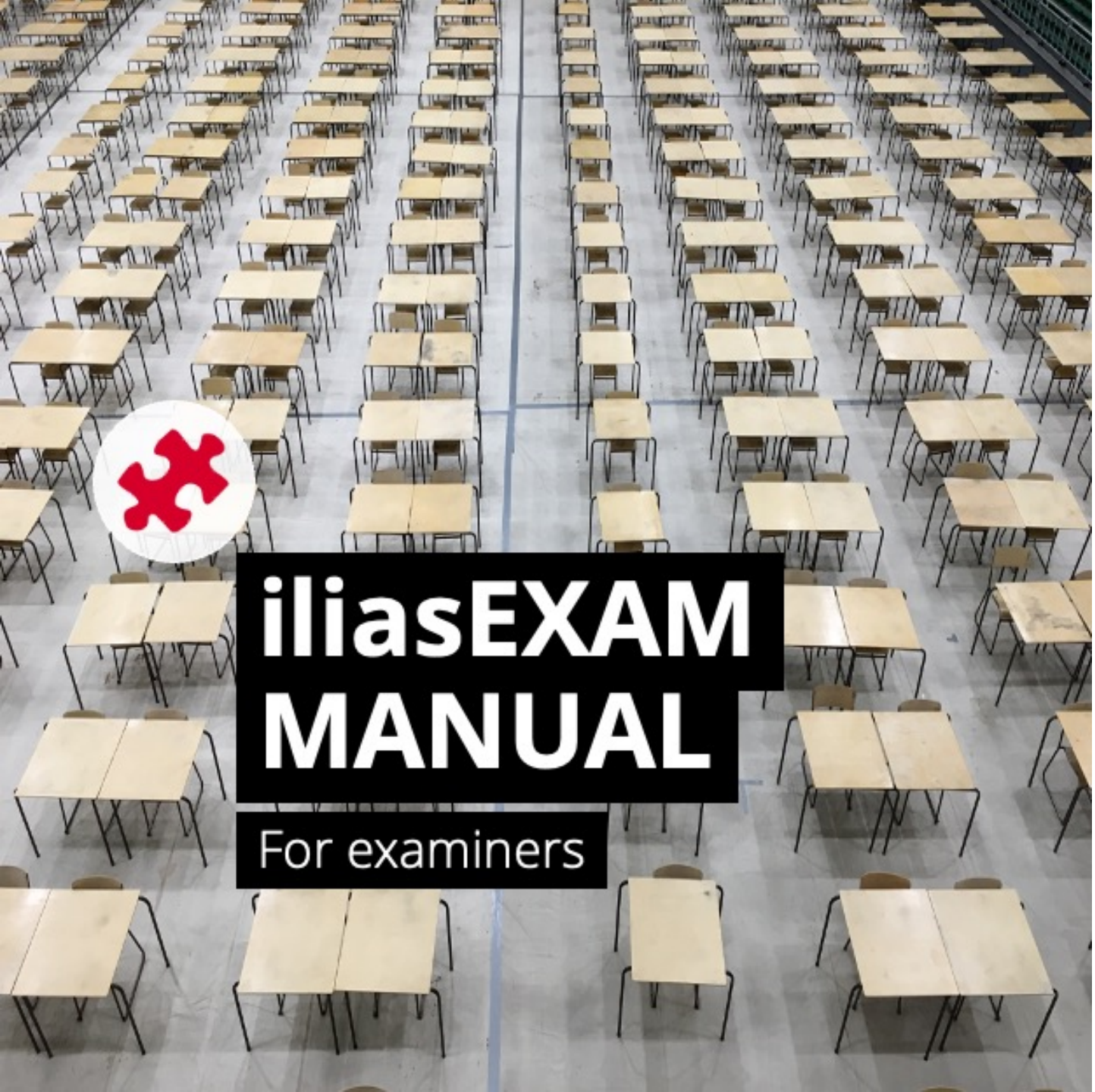

iliasEXAM MANUAL

For examiners

UNIVERSITÄT BERN

iLUB

Support Center for ICT-Aided Teaching and Research
Hochschulstrasse 6
3012 Bern

www.link.unibe.ch/exam
exam.ilub@unibe.ch

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Latest update: 11.10.2022 v3

photo by Akshay Chauhan on Unsplash

Getting started with iliasEXAM

Requirement for use: iliasEXAM is only accessible with a Unibe and PHBern Edu-ID (Campus Account). Without a campus account, iliasEXAM cannot be used.

Communication: iliasEXAM does not feature any communication functions (including email). Communication with examinees has to be arranged via other channels.

Stability and performance: iLUB ensures the stability and performance of iliasEXAM as much as possible. However, technical errors can never be ruled out. Keep replacement devices or hardcopy exams ready as a backup solution.

Technical issues or errors must be reported to iLUB well before the exam. Errors cannot be resolved during an ongoing exam.

Symbol key for this manual:

Elements of the exam environment

- Folder
- Exam course
- Exam container[1]
- Exam[2]
- Files
- Exam agreement
- Tutorial
- Mock exam

Steps

- Necessary step
- Optional step
- Result of a step
- * Sections with necessary steps

Hints

- Useful information
- Tips[3]
- Continues on next page

Navigation

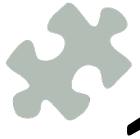
- Link in document
- To overview slide (p. 3)
- To last chapter overview

[1] ILIAS item «Group»
[2] ILIAS item «Test»
[3] Didactic tips are based on Krebs, R. (2019). Prüfen mit Multiple Choice : kompetent planen, entwickeln, durchführen und auswerten (1. Auflage). Hogrefe.

The 6 phases of an exam with iliasEXAM

The table below illustrates the workflow of an exam with iliasEXAM in terms of time and organization. In the remainder of this manual, each phase is described in more detail. Each step is linked (➥), for easy and quick navigation.

	1 Page 4 Preparation	2 Page 6 Registration	3 Page 10 Creation	4 Page 57 Information	5 Page 62 Conduction	6 Page 74 Processing
WHEN	As early as possible	At least 2 weeks before the exam	No later than 3 days before the exam	No later than 5 days before the exam	Date of the exam	After the exam
WHAT	1.1 Designing the exam ➥ 1.2 Checking suitability of iliasEXAM ➥ 1.3 Setting the date of the exam and the registration deadline ➥ 1.4 Reserving a room ➥ 1.5 Planning invigilation ➥	Registering the exam with iLUB ➥	3.1 Checking course settings ➥ 3.2 Checking *Exam container* settings ➥ 3.3 Editing questions ➥ 3.4 Checking exam settings ➥ 3.5 Adding files and exam agreement ➥ 3.6 Doing a test run ➥ 3.7 Completing the exam ➥	Informing students ➥	5.1 Picking up replacement devices, i.a. ➥ 5.2 Onboarding of students and start of the exam ➥ 5.3 Invigilation ➥ 5.4 Ending the exam ➥	6.1 Returning replacement devices, i.a. ➥ 6.2 Manual scoring ➥ 6.3 Viewing and managing exam results ➥ 6.4 Grading and transfer to KSL ➥ 6.5 Post-exam review ➥ 6.6 Archiving ➥
HOW/ WHERE		Registration form	exam.unibe.ch	Email (Template)	On site	



1 Preparation

1.1 Preparation: Designing the exam*

The first step is to design the exam. Refer to the predefined **learning outcomes** to ensure that the format of the exam and the exam questions match the conveyed contents of the course (**constructive alignment**). The services offered by the Educational Development Unit and their Assessment Toolbox may assist you in this process.

1.2 Preparation: Checking suitability of iliasEXAM*

Check whether iliasEXAM is suited for your exam. Pay particular attention to the available **question types**. For a detailed insight into the question types, you can use our overview (in German).
Also, keep in mind the limited **accessibility** of iliasEXAM. Exams cannot be navigated using only the keyboard, so it is necessary to use a mouse, trackpad or similar.
Choose a different tool if you find that iliasEXAM is unsuitable for your exam. Otherwise, continue with step 1.3.

1.3 Preparation: Setting the date of the exam and the registration deadline*

Set the exam date as usual. The registration deadline, by which students must have registered for the exam, should be at least **5 days before the exam date** so that the registered students can receive the information and the access link to the exam well in advance (see p. 58-61). This will also help to identify and solve any technical issues ahead of time.

1.4 Preparation: Reserving a room*

Reserve a room for the exam well in advance. Make sure that the room is available **30 min** before the start of the exam (see p. 66) and that there is a sufficient **power supply**. Power strips etc., can generally be obtained from the facility services. We have compiled a list of known contacts for you here. Eduroam coverage in the selected room will be checked by iLUB; we will contact you in case of a problematic room.

1.5 Preparation: Planning invigilation*

Plan and organize enough staff for the invigilation of the exam. Since online exams pose a higher risk of cheating, we recommend that you have more invigilators than for exams without digital devices. This is especially important if your exam focuses on recalling or explaining facts and essential ideas at lower taxonomy levels. For exams in the " Open Book" format that address higher taxonomy levels, invigilation can easily be done with fewer staff.

2 Registration

2. Registration: Registering the exam with iLUB I*

Once you are done with your preparations, register the exam with iLUB using the registration form.

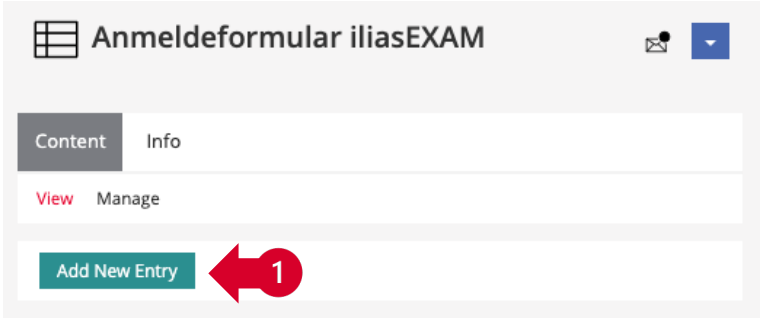
Only exams registered in advance with iLUB can be conducted with iliasEXAM.

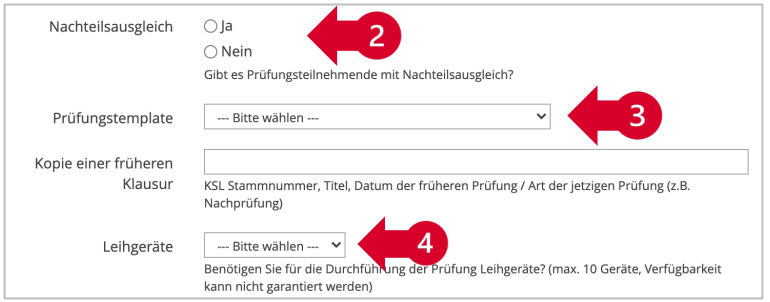
1. Click **«Add new Entry»** to access and fill in the registration form.

2. Some students are entitled to **compensation for disadvantages (Nachteilsausgleich)**, e.g. in the form of extended exam time. You can find more information about this here. You will need to create a second exam with special settings for these students. Separate instructions for this can be found here.

3. iLUB provides an **exam template (Prüfungstemplate)** with all settings already configured for the exam. Depending on the selected template, it may also contain sample questions that give you an idea of how the different question types can be used. Instead of a template, we can also create a copy of one of your previous exams on iliasEXAM.

4. **Replacement devices (Leihgeräte)** serve as a backup in case the students' devices are not working properly. Depending on availability, a maximum of 10 devices can be borrowed for an exam. Replacement devices must be picked up from and returned to iLUB - we will contact you to schedule the pickup.

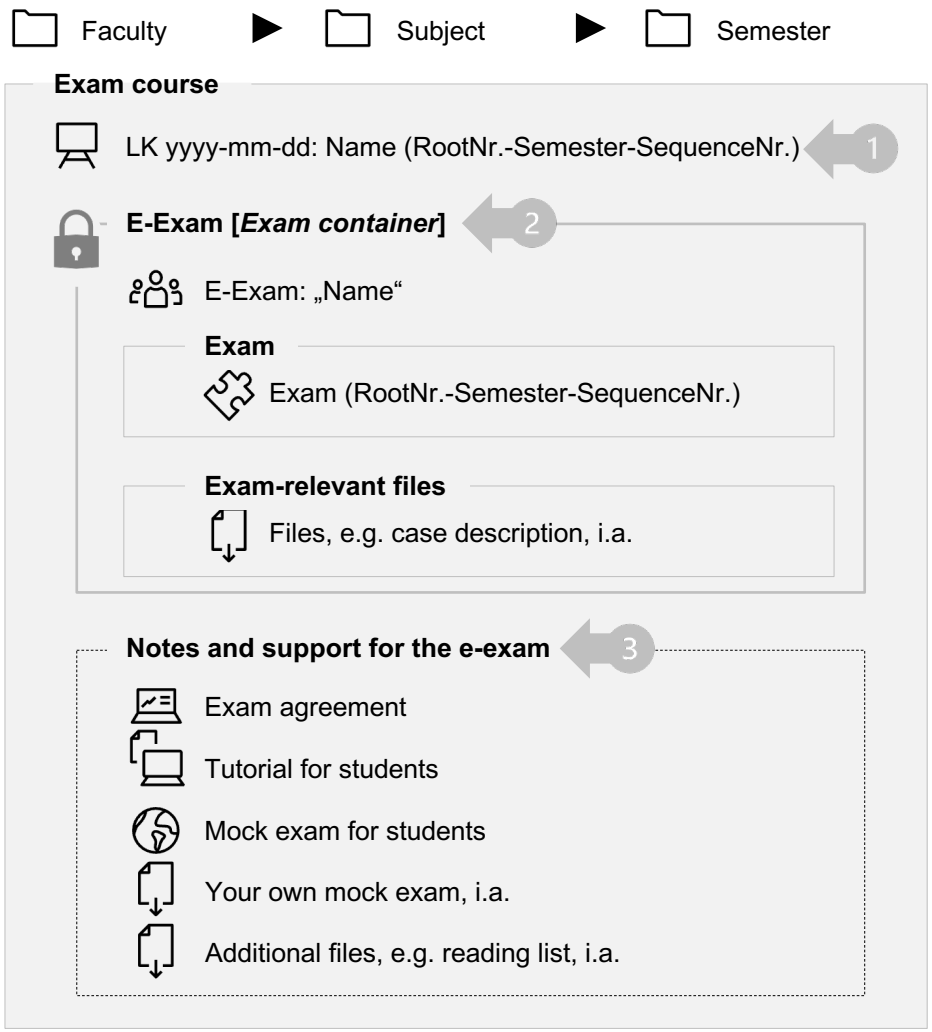




2. Registration: Registering the exam with iLUB II

If your exam can be conducted as registered (date, capacity, etc.), iLUB will set up the exam environment on iliasEXAM. The person responsible for the exam specified on the registration form will be given administrator rights for this environment. This person will be informed by email as soon as the exam environment is set up. If necessary, you can add additional administrators to the exam environment (see p. 9).

The examination environment is structured as follows:



1. The person responsible for the exam is added to the level «Exam course» (LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)) and has access to all items it contains. Invite your students to this course in advance (see p. 58-61), so they can view the «Notes and support for the e-exam».
2. Within the «Exam course», there is an *Exam container* (E-Exam: „Name“). This contains the «Exam (RootNr.-Semester-SequenceNr.)» and the section «Exam-relevant files». The *Exam container* is password protected (see p. 16) and not accessible to students until you give them the password (see p. 66).
3. The section «Notes and support for the e-exam» is geared towards the students and includes the exam agreement (see p. 51-52), an iliasEXAM tutorial and a mock exam. If needed, you can provide your own mock exam and/or additional files here (see p. 49-50).

2. Registration: Registering the exam with iLUB III

If necessary, you can assign administrator rights for the exam environment to other persons:

Please note that additional Exam course administrators can view the questions and later the exam results. iLUB does not take any responsibility for any potential malpractice.

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

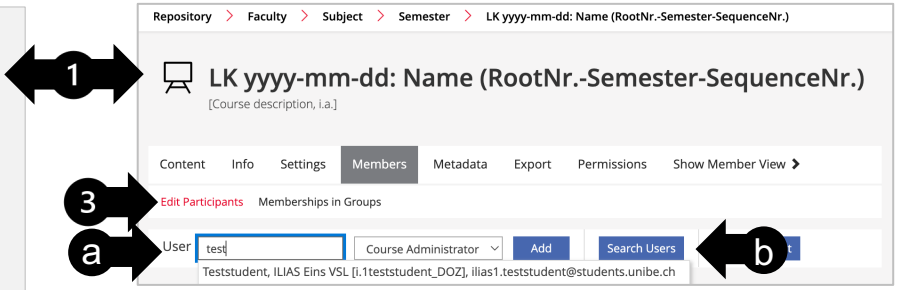
Exam agreement

Tutorial for students

Mock exam for students

Your own mock exam, i.a.

Additional files, e.g. reading list, i.a.



1. Go to the «Exam course» (LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)).
2. Go to the «Members» tab.
3. Under «Edit Participants», you have two options to add people:
   - a. Enter the name and select the corresponding person from the list. Select the role «Course Administrator» in the drop-down menu and click «Add».
   - b. Click «Search Users» and use the fine-grained search. Select the role «Course administrator» in the drop-down menu.

3 Creation

3 Creation

3.1 Checking course settings

a. General notes* ➥
b. Course settings* ➥
c. Availability* ➥

3.1 Checking course settings: a. General notes*

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

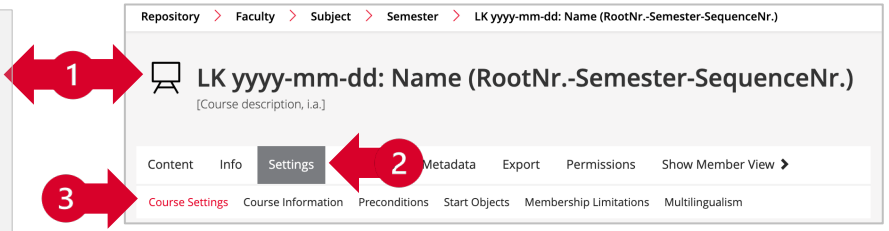
Exam agreement

Tutorial for students

Mock exam for students

Your own mock exam, i.a.

Additional files, e.g. reading list, i.a.

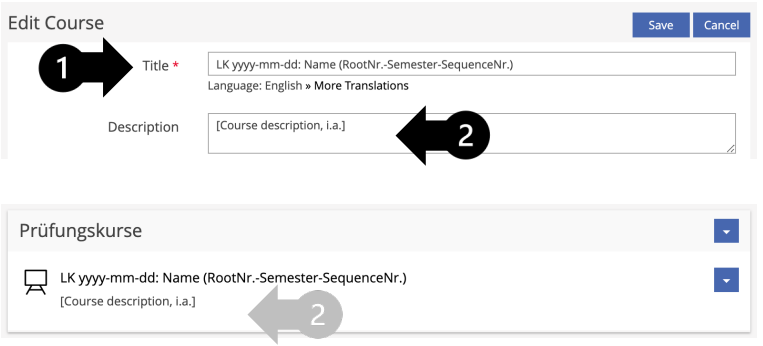


Before you start creating the exam, you need to check the settings of the «Exam course». The default settings are optimized for exams with iliasEXAM and should be left unchanged. Specific changes are possible under certain circumstances (see p. 13).

1. Go to the «Exam course» (LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)).
2. In the «Exam course», go to the «Settings» tab.
3. You will automatically be directed to the «Course Settings». The «Course Information», «Preconditions», «Start Objects», «Membership Limitations» and «Multilingualism» sections are irrelevant to you.

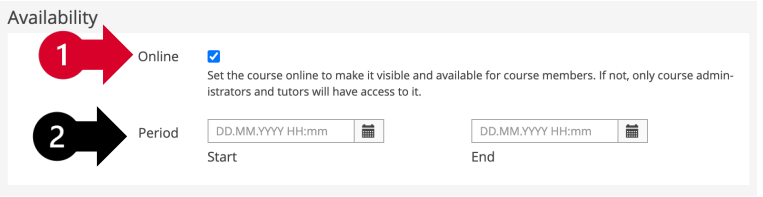
3.1 Checking course settings: b. Course settings

1. The preset «Title» of the course takes a fixed structure (LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)) that has to be kept. Changes to the name of the exam are possible if necessary.
2. If needed, you can enter a description. The description will appear below the «Title».



3.1 Checking course settings: c. Availability*

1. The course is «Offline» and thus not accessible to students. Before you send the access link to the students (see p. 58-61), the course must be set to «Online».
2. We strongly advise against the use of the «Period» option. Access to the exam is restricted and controlled via other means (see p. 8 and 16).



3 Creation

3.2 Checking *Exam container* settings

a. General notes* ➥
b. Group settings ➥
c. Group registration ➥

3.2 Checking Exam container settings: a. General notes*

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

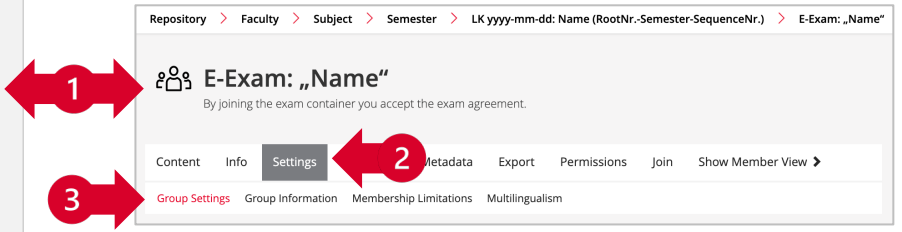
Exam agreement

Tutorial for students

Mock exam for students

Your own mock exam, i.a.

Additional files, e.g. reading list, i.a.

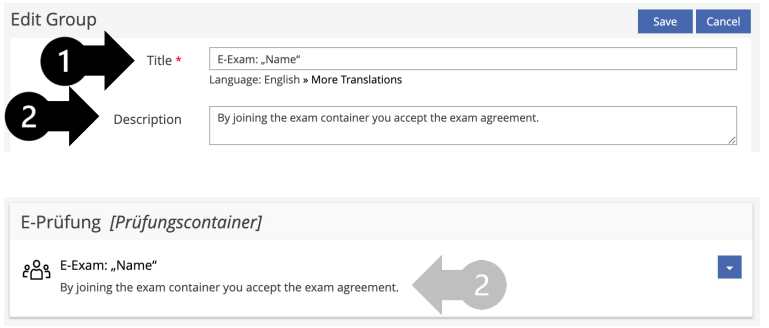


Before you start creating the exam, you need to check the settings of the *Exam container*. The default settings are optimized for exams with iliasEXAM and should be left unchanged. Specific changes are possible under certain circumstances (see p. 16).

1. In the «Exam course», go to the *Exam container* (Exam: „Name”).
2. In the *Exam container*, go to the «Settings» tab.
3. You will automatically be directed to the ”Group Settings". The ”Group Information", "Membership Limitations" and "Multilingualism" sections are irrelevant to you.

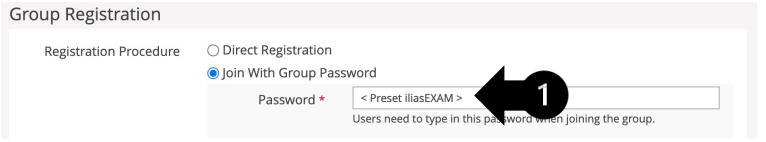
3.2 Checking Exam container settings: b. Group settings

1. The preset «Title» of the course takes a fixed structure (E-Exam: “Name”) that has to be kept. Changes to the name of the exam are possible if necessary.
2. The preset description should be kept unless you choose not to use the exam agreement (see pp. 51-52).



3.2 Checking Exam container settings: c. Group registration

1. The «Registration Procedure» must be set to «Join with Group Password». If necessary, you can change the password.



When creating a custom password, make sure to use letters, numbers, and special characters. Alphanumeric symbols that are easy to confuse should be avoided, particularly the following:

Lower case «L» and upper case «i»	l – I
Lower case «L» and number «one»	l – 1
Upper and lower case «O/o» and number «zero»	O – o – 0

3 Creation

3.3 Editing questions

a. General notes* ➥
b. Multiple Choice (Single Answer) ➥
c. Multiple Choice (Kprim Answers) ➥
d. Ordering Questions (Vertical) ➥
e. Long Menu - Text ➥
f. Long Menu - Text (Subset) ➥
g. Long Menu - Select ➥
h. Long Menu - Select (Hotspot) ➥
i. Long Menu - Select (Matching) ➥
j. Essay Question ➥
k. File Upload ➥

3.3 Editing questions: a. General notes I*

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

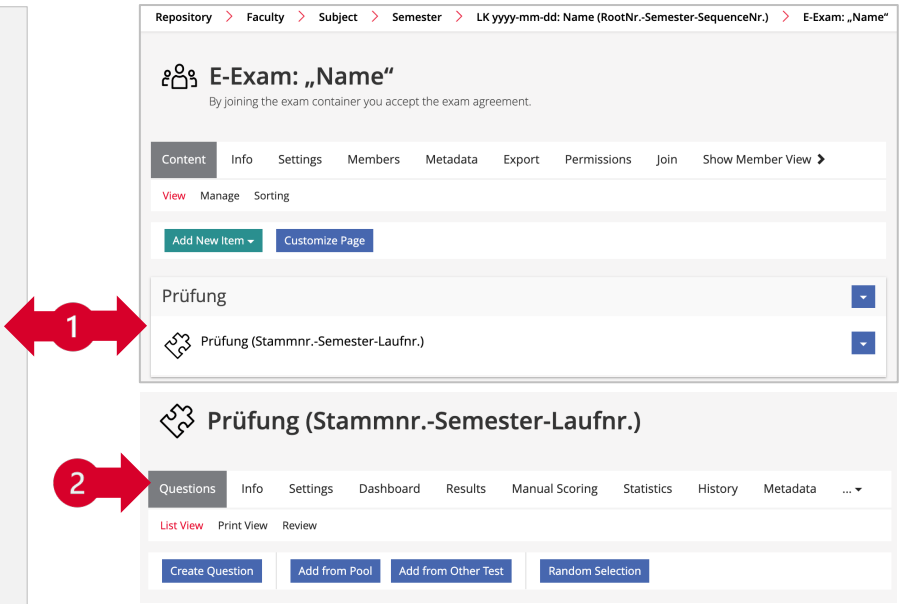
Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

- Exam agreement
- Tutorial for students
- Mock exam for students
- Your own mock exam, i.a.
- Additional files, e.g. reading list, i.a.



After you have checked the course settings and the settings of the *Exam container*, you can edit or create the exam questions.

1. In the *Exam container,* go to the «Exam» section and click on «Exam (RootNr.-Semester-SequenceNr.)».
2. In the «Exam», go to the «Questions» tab.

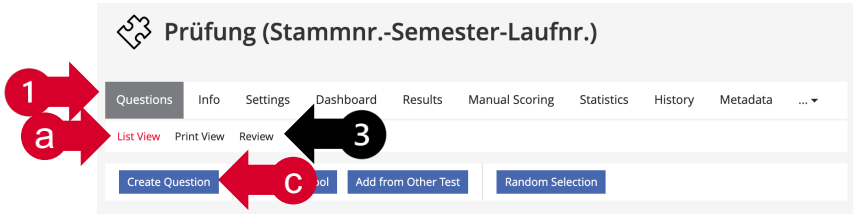
3.3 Editing questions: a. General notes II*

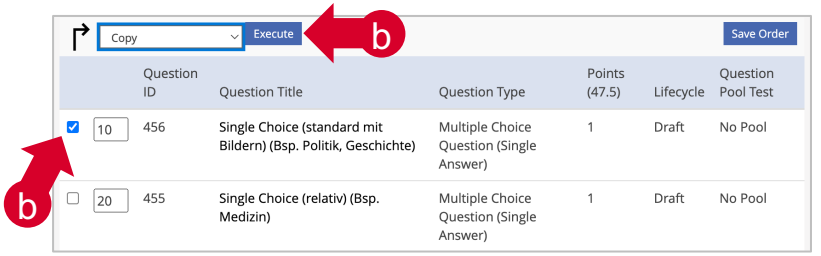
1. Depending on which template you work with, exam questions need to be edited or created in the «questions tab».

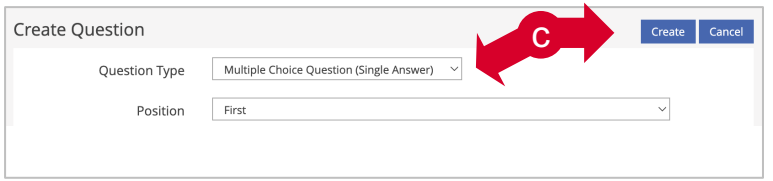
   a. To **edit questions in the template,** use the «List View». Click on the Question Title to edit a question (see p. 20-38).

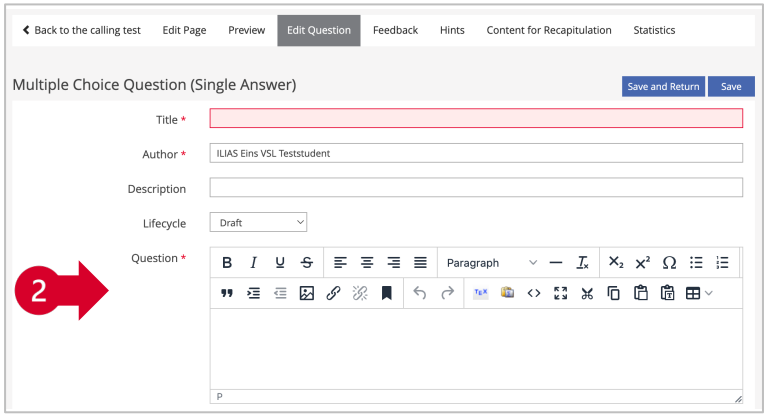
   b. To **copy** an existing question, e.g. to create multiple questions of the same type, use the «List View». Select the question(s) you want to copy by clicking on the selection box. Then select «Copy» from the drop-down menu and click «Execute». The copied question appears in the list with the addition «(n)». By clicking on the title, the copied question can be edited.

   c. To **create a new question,** click «Create Question», select a question type and, if necessary, the position and «Create» the question.









> We recommend shuffling the sequence of questions per participant (see p. 43). Therefore, choosing the position for a newly created question is unnecessary in most cases.

2. After you have clicked on the question title or «Create», you will see the question editor (see p. 20).

3. Under «Review», you can preview all existing questions.

3.3 Editing questions: a. General notes III *

The structure of all question types is similar when creating or editing them. There are required and optional settings for each question:

Required:

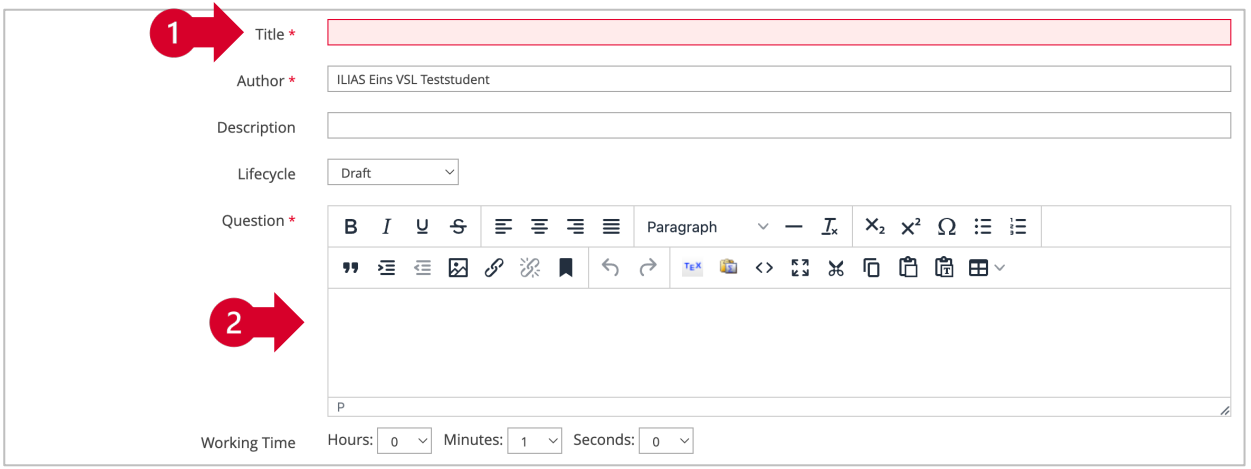
* * Title (displayed in the exam)
* * Author (set automatically by iliasExam)
* * Question

Optional:

- Description (displayed in students' «Dashboard» i.a.)
- Lifecycle (merely informative for collaborative creation)
- Working Time (mere informative estimate, calculates estimated total duration of the test in »List View»)

Enter the question 1 «Title».

Under 2 «Question» enter your question, vignette, case description, etc..



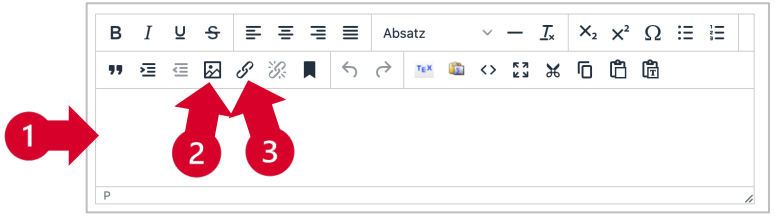
The description of the next steps for the individual question types on pages 23 - 39 is based on the sample questions included in the exam template. You can skip certain steps if you are working with an empty template.

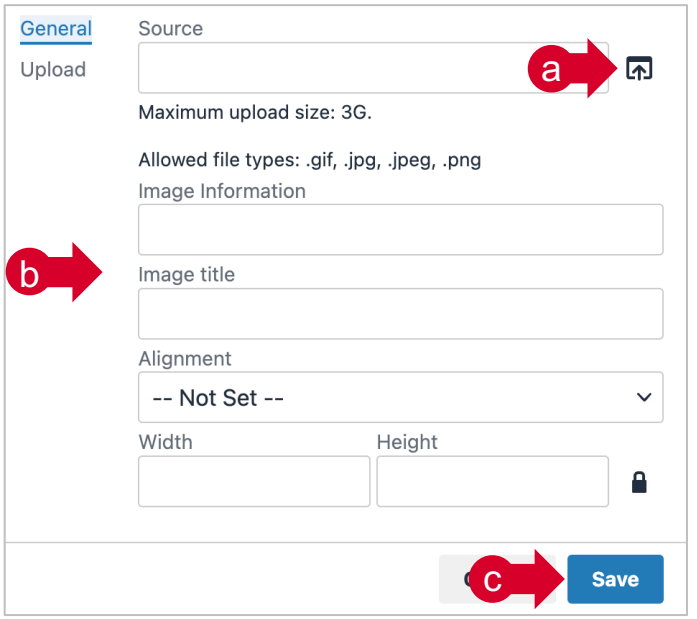
3.3 Editing questions: a. General notes IV*

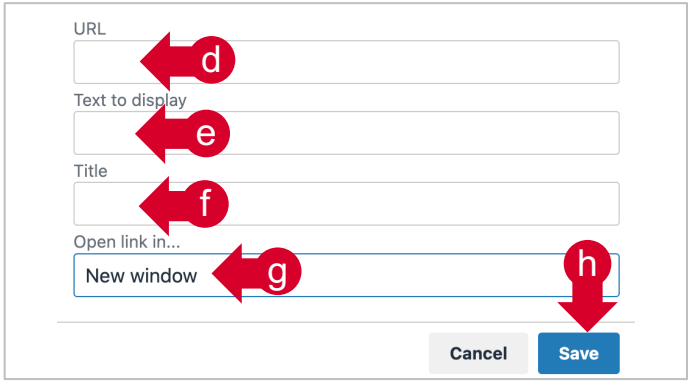
1. In the editor, you can enter and format your question, vignettes, case descriptions, etc.
2. To insert an **image**, click the image icon. Then click the a upload icon and select the file. If necessary, adjust the b additional details and click c «Save».

ⓘ When uploading images, we recommend a width of approx. 600-800px (optimum 72dpi resolution, max. 1.5MB), so that the images are not too large and require too much loading time when loading the question. Use the «Preview» of the question. Keep in mind that students cannot zoom in on the images.

3. To insert a **link**, e.g. for exam-relevant files (see p. 46-48), click the link icon.
   - d Enter the URL. For the URL of an exam file, see p. 47.
   - e If necessary, adjust the «Text to display». This appears in the running text of the exam question.
   - f If needed, enter a «Title». This appears when you hover the cursor over the link.
   - g Be sure to have links open in a new window so that students do not have to leave the exam page.
   - h Save your preferences.







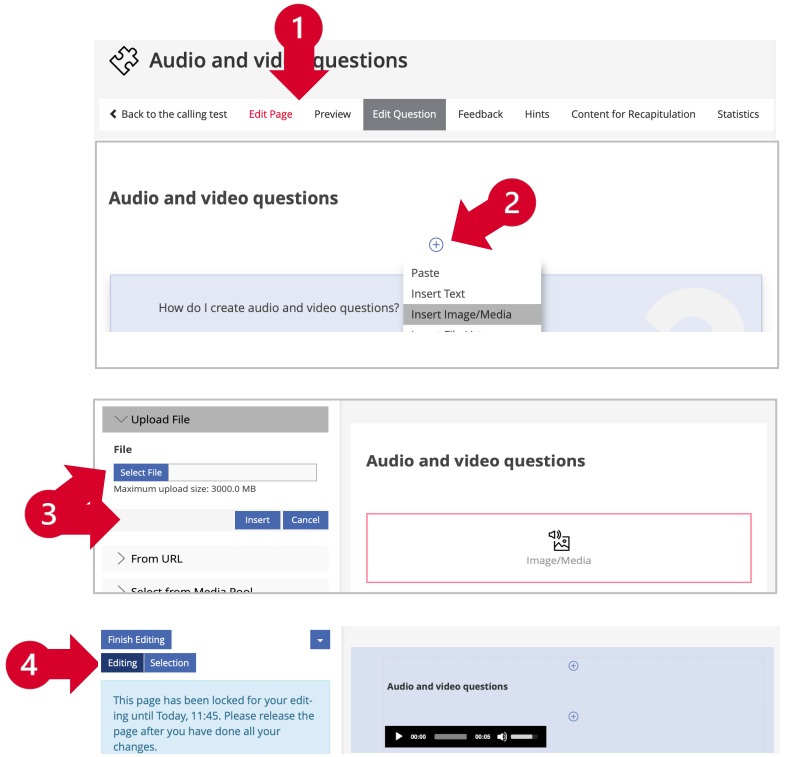
3.3 Editing questions: a. General notes V*

Audio and video files can be integrated into questions via the page editor. The first steps are described here. You can see more design options in a short Screencast.

1. Within the question, click «Edit Page».
2. Click the + icon above the question and select «Insert Image/Media».
3. Click «Select File». Select the desired file and click «Insert».

> Video files must be formatted as .mp4. The .mov format is not supported by iliasEXAM.

4. Click «Finish Editing». The audio/video player appears on the page.



3.3 Editing questions: b. Multiple Choice (Single Answer)

Follow steps 1-2 on page 20 and continue as follows:

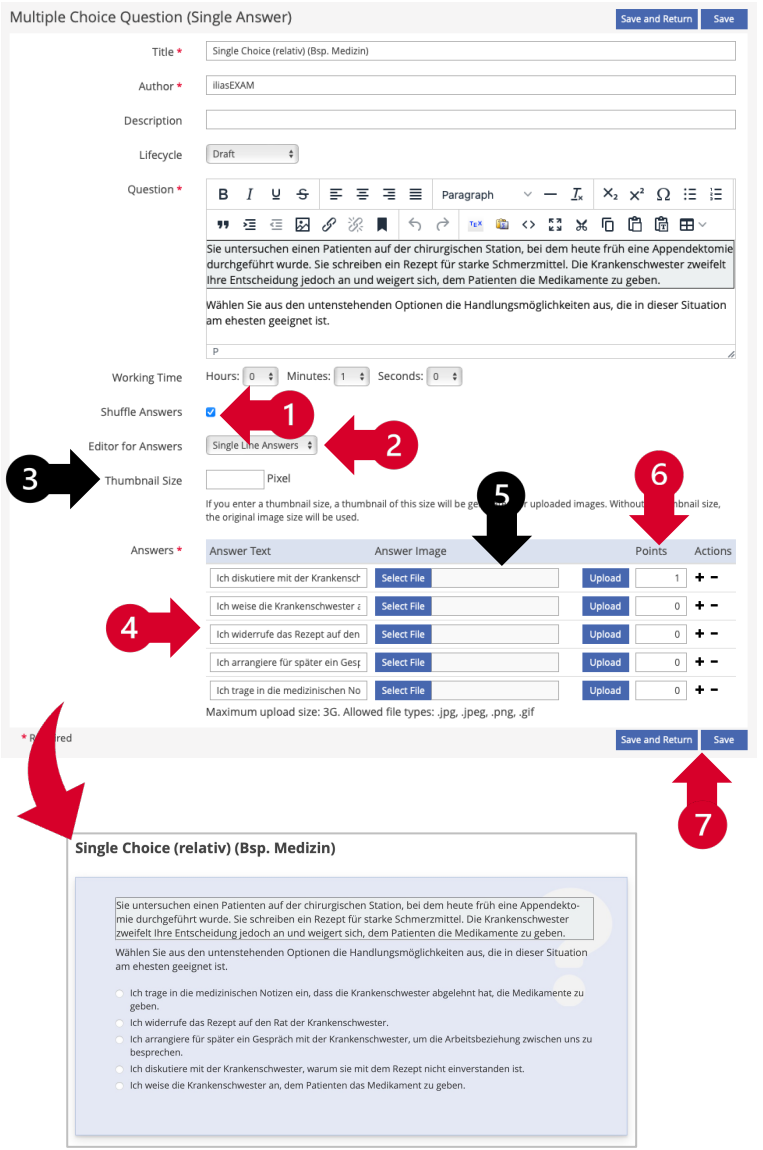
1. We recommend shuffling answer options.
2. Select whether your answer options are single-line or multi-line. If you change this setting, save it immediately.
3. If you want to use images for your answer options, enter the size in which images should be displayed.

When setting the «Thumbnail Size», please keep in mind that students will be able to enlarge the image during the exam. Therefore,we recommended selecting a relatively small «Thumbnail Size». Use the «Preview» to check for usability.

4. Enter your answer options. Use the actions «+» and «–» to add and remove answer options.

It has been empirically shown that 5 answer options (1 correct + 4 distractors) yield the best results (Krebs, 2019).

5. For single-line answer options, you can supplement the answer text with images or opt for answer images only. To do so, click on «Select File», select your image and confirm with «Upload».
6. Assign the desired number of points (usually 1) for the correct answer and 0 points each for the distractors.
7. When finished, click «Save» or «Save and Return».



3.3 Editing questions: c. Multiple Choice (Kprim Answers) I

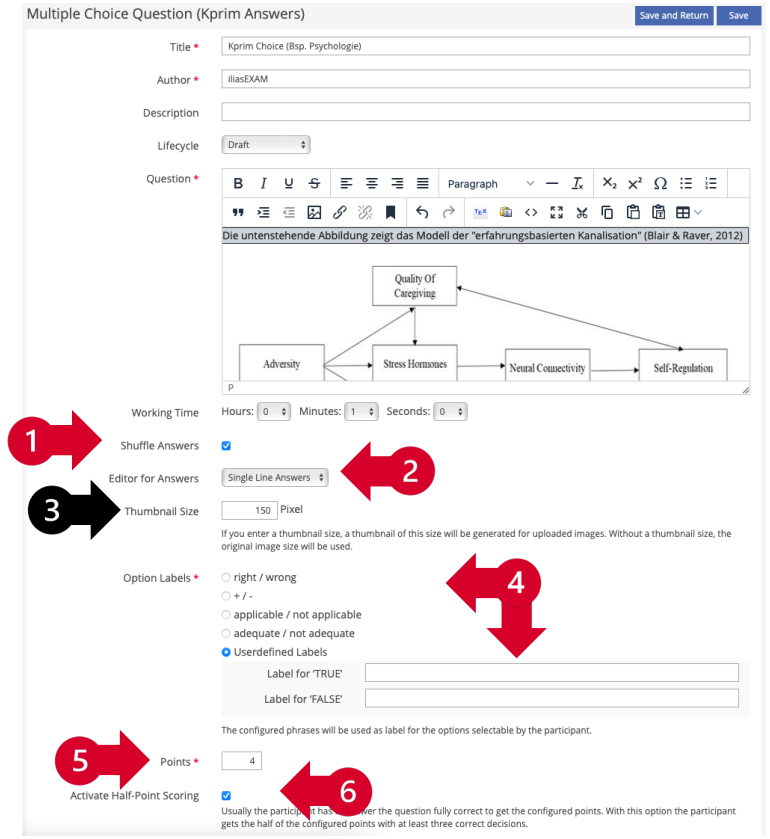
Follow steps 1-2 on page 20 and continue as follows:

1. We recommend shuffling answer options.
2. Select whether your answer options are single-line or multi-line. If you change this setting, save it immediately.
3. If you want to use images for your answer options, enter the size in which images should be displayed.

When setting the «Thumbnail Size», please keep in mind that students will be able to enlarge the image during the exam. Therefore, we recommended selecting a relatively small «Thumbnail Size». Use the «Preview» to check for usability.

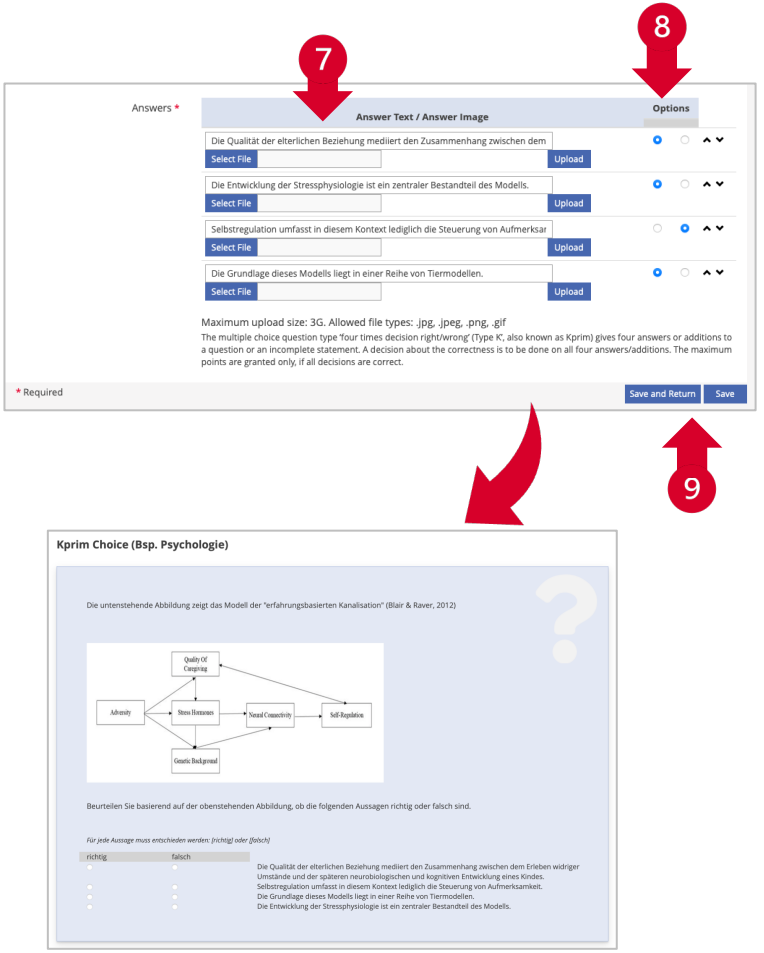
4. Select a label for the answer options. For «Userdefined Labels», enter your preferred answer options in the text fields.
5. Indicate the total number of points that can be obtained for the question.
6. We recommend selecting the «Activate Half-Point Scoring» option.

It has proven beneficial to reward three correct answers with half of the points that can be obtained for the question. No points are awarded for fewer than three correct answers (Krebs, 2019).



3.3 Editing questions: c. Multiple Choice (Kprim Answers) II

7. Enter the answer options. For single-line answer options, you can supplement the answer text with images or opt for answer images only. To do so, click on «Select File», select your image and confirm with «Upload».
8. In the «Options» for each answer, select which Option Label applies to the respective answer.
9. When finished, click «Save» or «Save and Return».



3.3 Editing questions: d. Ordering Questions (Vertical)

Follow steps 1-2 on page 20 and continue as follows:

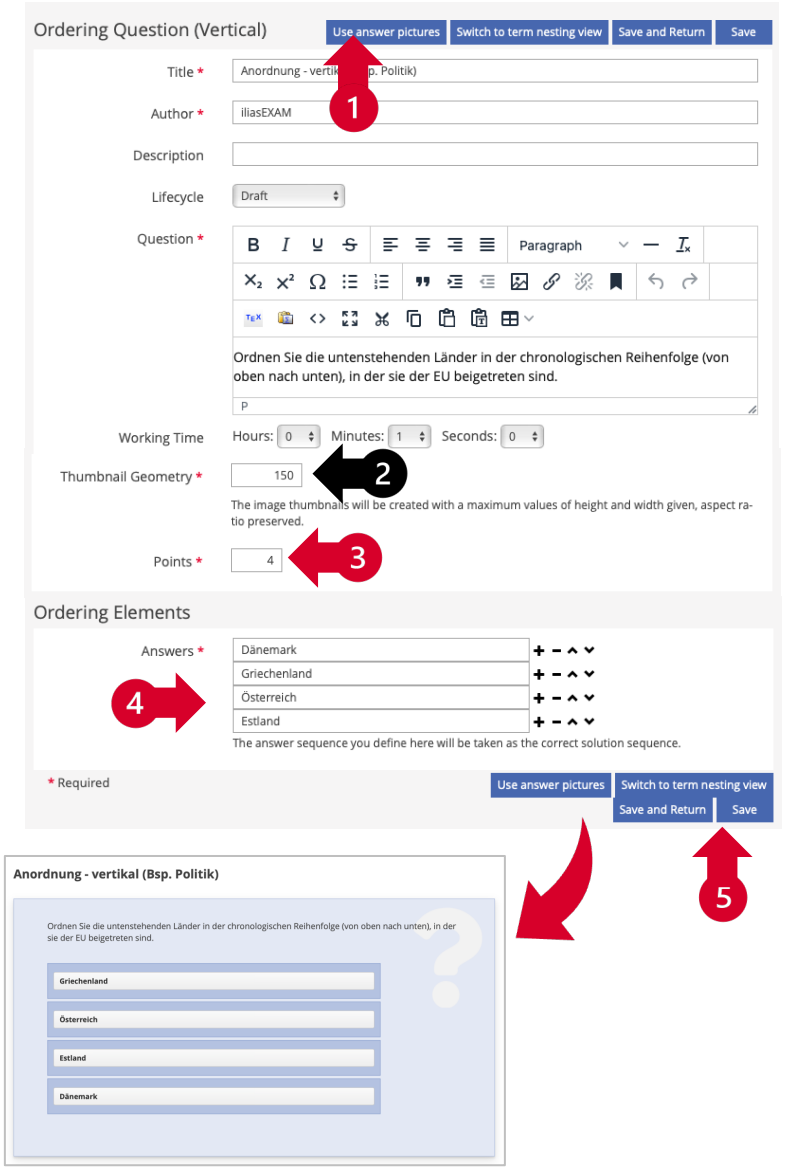
1. Decide if you want to use answers pictures instead of answers with terms.
2. If you use answer pictures, enter the size you want the images to be displayed.

When using pictures, they should not be too large. Otherwise, students may experience difficulties answering the question. Use the «Preview» to check for usability.

3. Indicate how many points can be obtained for this question. These points will only be awarded if the order is 100% correct; they cannot be scaled down.
4. Enter the elements in the correct order (from top to bottom) or click on «Select File», select your image and confirm with «Upload». Add and remove elements using «+» and «–». Use «∧» and «v» or «Switch to term nesting view» to sort elements.

It has been empirically shown that 4 ordering elements yield the best results.

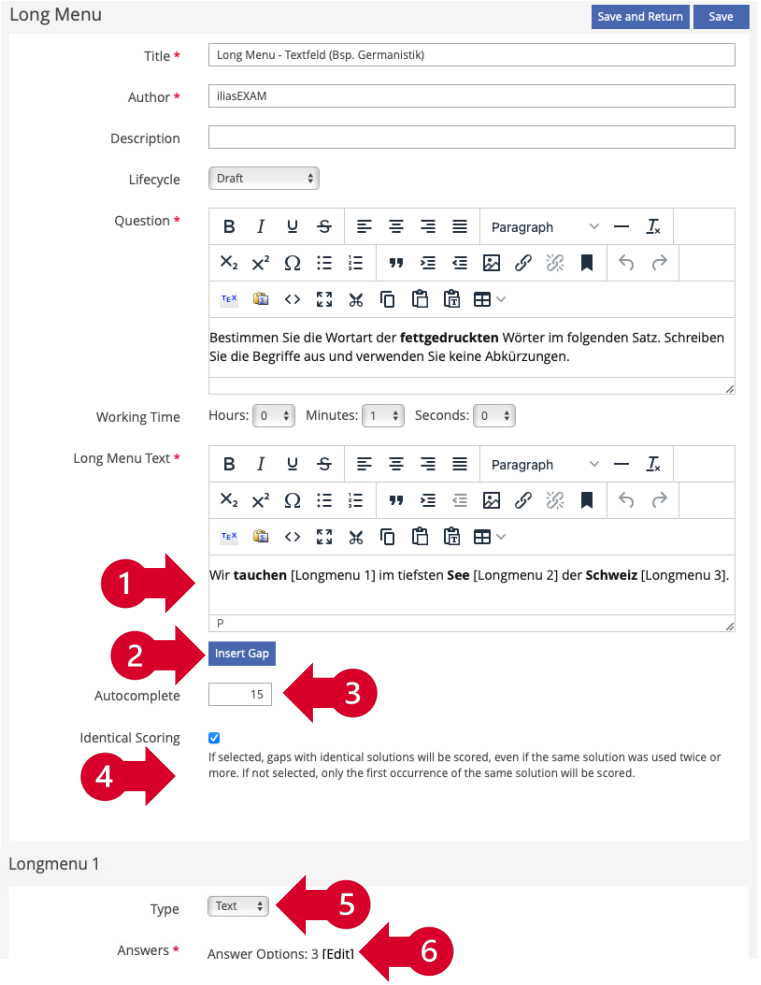
5. When finished, click «Save» or «Save and Return».



3.3 Editing questions: e. Long Menu – Text I

Follow steps 1-2 on page 20 and continue as follows:

1. Enter the text you want to be completed. Insert the placeholders [Longmenu x] in the positions where you want the text gaps to appear. Remove unnecessary placeholders.
2. For additional gaps, click «Insert Gap».
3. Set the number of characters that must be entered before suggested solutions containing the combination of characters will be displayed. The minimum value for autocompletion is 1. To avoid autocompletion, enter a value higher than the number of characters of the longest answer option, e.g. 50. You can ignore the resulting warning when saving.
4. If necessary, activate "Identical Scoring". This is useful if several gaps take the same correct answer. For example, gaps 2 and 3 of the example question require the same answer – therefore, they have to be scored identically.
5. Keep the Type «Text».
6. Click «Edit» to edit the answer options.



3.3 Editing questions: e. Long Menu – Text II

7 A pop-up window will appear. To edit answer options for the corresponding text field, you have two options:

a **Select File**: Click «Select File» to upload a .txt file. All answer options in the file must be listed vertically in a single file. Make sure that there are no blank spaces after the answers.

b **Manual Editing**: Edit the existing answer options in the text boxes. Add and remove answer options using «+» and «–».

If you choose to avoid autocomplete, be sure to add answer options in all possible spelling variations (e.g. upper/lower case, abbreviations, etc.).

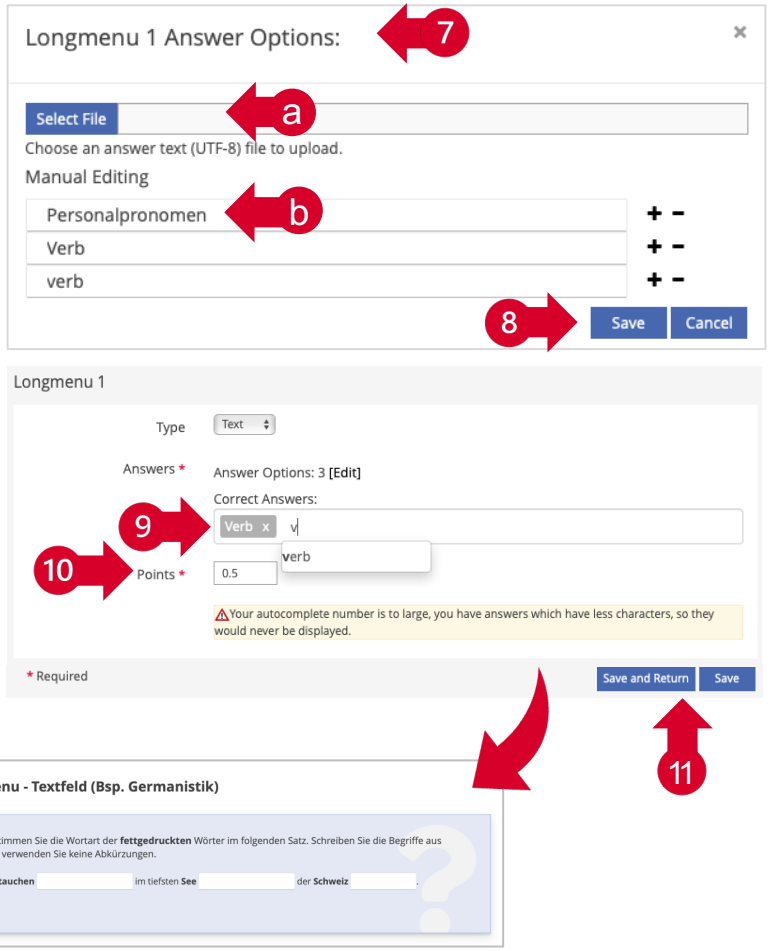
ⓘ In order to avoid clues that hint at the correct answer, the size of all text fields should be identical, regardless of the longest answer option per text field. To achieve this, add the overall longest answer option to all text fields.

8 After you have entered all answer options, click "Save".

9 Type the first characters of the correct answer(s) and select the correct option(s) from the suggestions. The defined correct answers are subsequently highlighted in gray.

10 Indicate how many points can be obtained per gap.

11 When finished, click «Save» or «Save and Return».



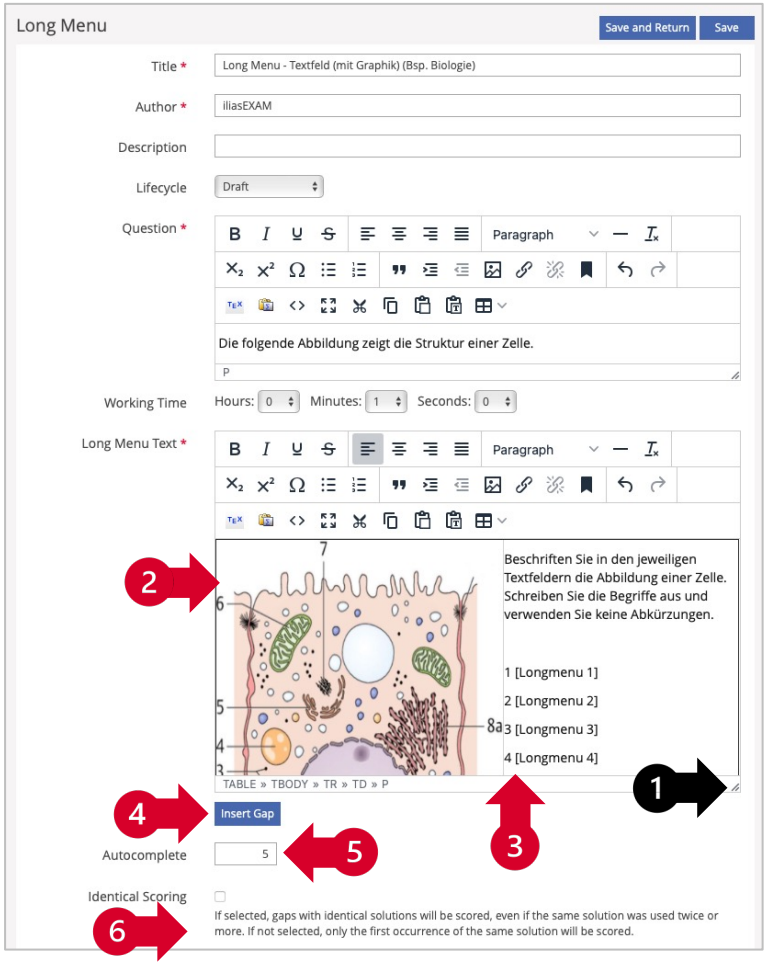
3.3 Editing questions: f. Long Menu – Text (Subset) I

Follow steps 1-2 on page 20 and continue as follows:

1. If necessary, enlarge the editing window by clicking and dragging the lower right corner.
2. Remove the existing image by selecting it and using the delete function on your keyboard. Insert your image in the same place (see p. 21).

> When uploading images, we recommend a width of approx. 600-800px (optimum 72dpi resolution, max. 1.5MB), so that the images are not too large and require too much loading time when loading the question. Use the «Preview» of the question. Keep in mind that students cannot zoom in on the images.

3. In the right column of the table, adjust the numeration labels. Remove unnecessary placeholders.
4. For additional gaps, click «Insert Gap».
5. Set the number of characters that have to be entered before suggested solutions that contain the combination of characters will be displayed. The minimum value for autocompletion is 1. To avoid autocompletion, enter a value higher than the number of characters of the longest answer option, e.g. 50. You can ignore the resulting warning when saving.
6. If necessary, activate "Identical Scoring". This is useful if several gaps take the same correct answer (see p. 27 and 31).



3.3 Editing questions: f. Long Menu – Text (Subset) II

7 Keep the Type «Text».

8 Click «Edit» to edit the answer options. A pop-up window will appear. To edit answer options for the corresponding text field, you have two options:

a **Select File**: Click «Select File» to upload a .txt file. All answer options in the file must be listed vertically in a single file. Make sure that there are no blank spaces after the answers.

b **Manual Editing**: Edit the existing answer options in the text boxes. Add and remove answer options using «+» and «–».

If you choose to avoid autocomplete, be sure to add answer options in all possible spelling variations (e.g. upper/lower case, abbreviations, etc.).

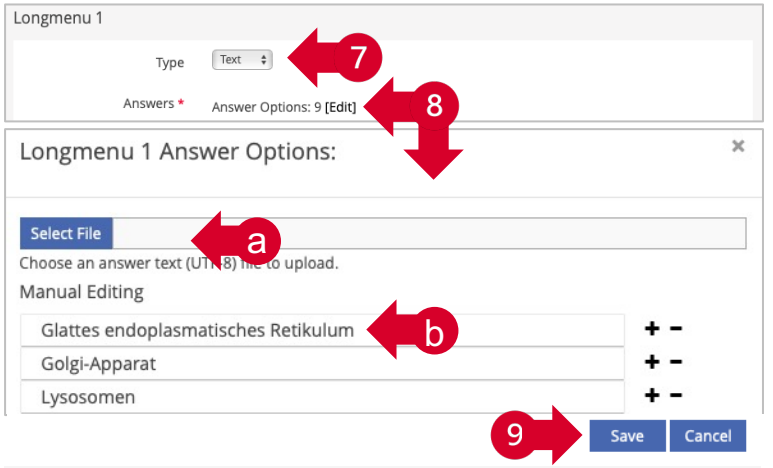
ⓘ In order to avoid clues that hint at the correct answer, the size of all text fields should be identical, regardless of the longest answer option per text field. To achieve this, add the overall longest answer option to all text fields.

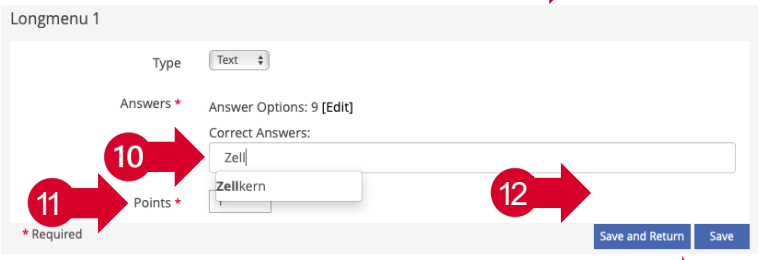
9 After you have entered all answer options, click "Save".

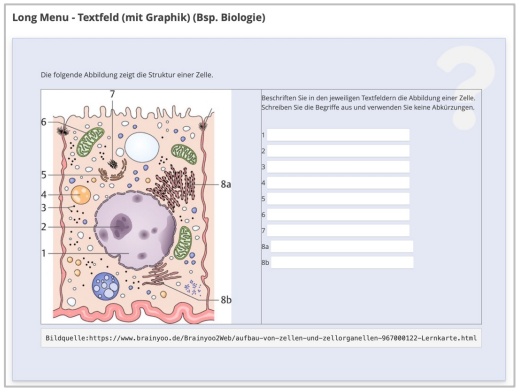
10 Type the first characters of the correct answer(s) and select the correct option(s) from the suggestions. The defined correct answers are subsequently highlighted in gray.

11 Indicate how many points can be obtained per gap.

12 When finished, click «Save» or «Save and Return».



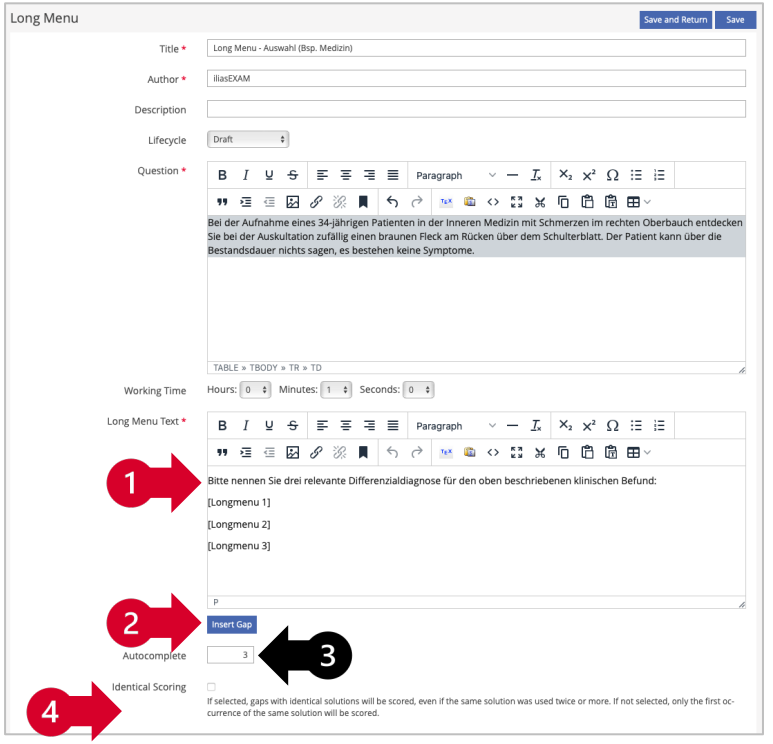




3.3 Editing questions: g. Long Menu – Select I

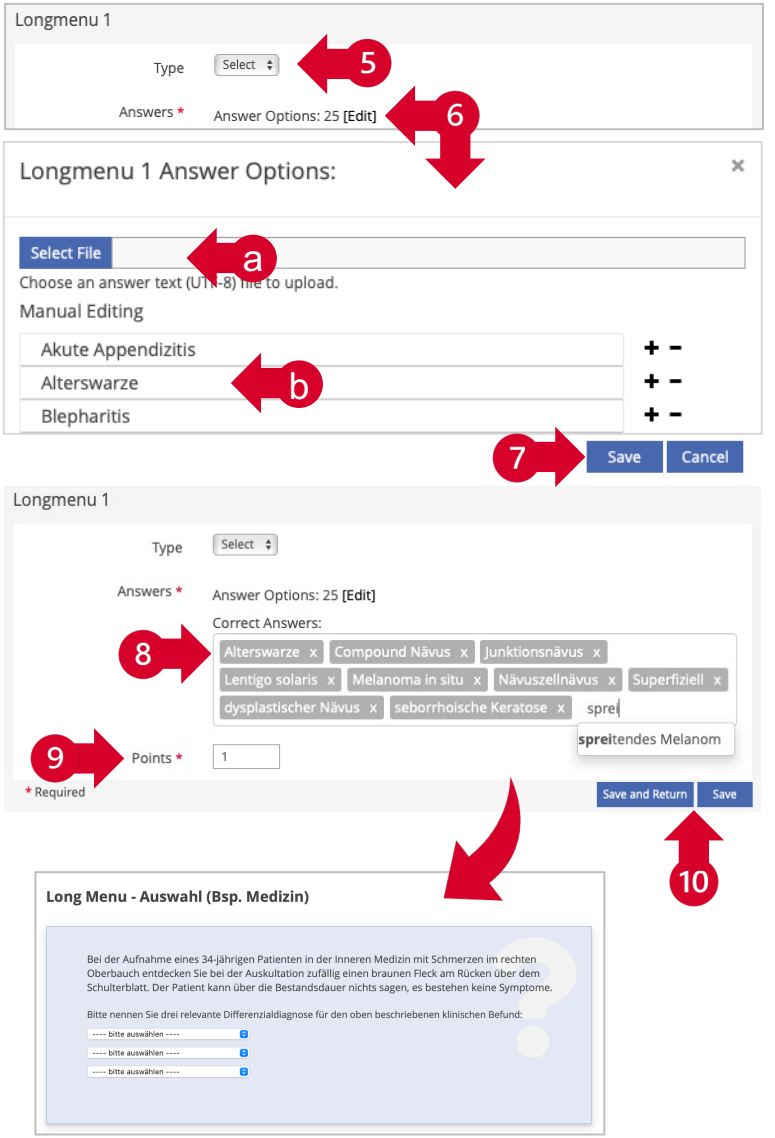
Follow steps 1-2 on page 20 and continue as follows:

1. Enter the text you want to be completed. Remove unnecessary placeholders.
2. For additional drop-down menus, click «Insert Gap».
3. Autocomplete is irrelevant for the «Selection».
4. If necessary, activate "Identical Scoring". This is useful if several gaps take the same correct answer (see p. 27). In the sample question, three different answers must be chosen - therefore, the gaps may not be scored identically.



3.3 Editing questions: g. Long Menu – Select II

5. Keep the Type «Select».
6. Click «Edit» to edit the answer options. A pop-up window will appear. To edit answer options for the corresponding text field, you have two options:
   a. **Select File**: Click «Select File» to upload a .txt file. All answer options in the file must be listed vertically in a single file. Make sure that there are no blank spaces after the answers.
   b. **Manual Editing**: Edit the existing answer options in the text boxes. Add and remove answer options using «+» and «–».
7. After you have entered all answer options, click "Save".
8. Type the first characters of the correct answer(s) and select the correct option(s) from the suggestions. The defined correct answers are subsequently highlighted in gray.
9. Indicate how many points can be obtained per gap.
10. When finished, click «Save» or «Save and Return».



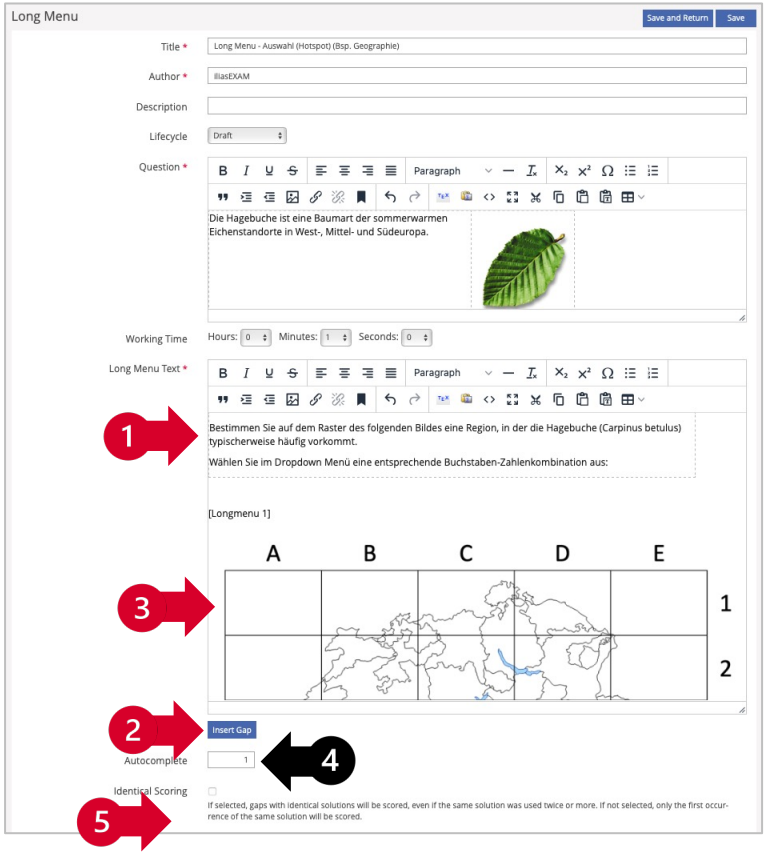
3.3 Editing questions: h. Long Menu – Select (Hotspot) I

Follow steps 1-2 on page 20 and continue as follows:

1. Enter instructions and, if necessary, a label for the drop-down menu(s).
2. For additional drop-down menus, click «Insert Gap».
3. Remove the existing image by selecting it and using the delete function on your keyboard. Create a graphic with a grid, e.g. in PowerPoint. You will find a template for this on page 35. Insert the graphic into the editing window (see p. 21).

When uploading images, we recommend a width of approx. 600-800px (optimum 72dpi resolution, max. 1.5MB) so that the images are not too large and require too much loading time when loading the question. Use the «Preview» of the question. Keep in mind that students cannot zoom in on the images.

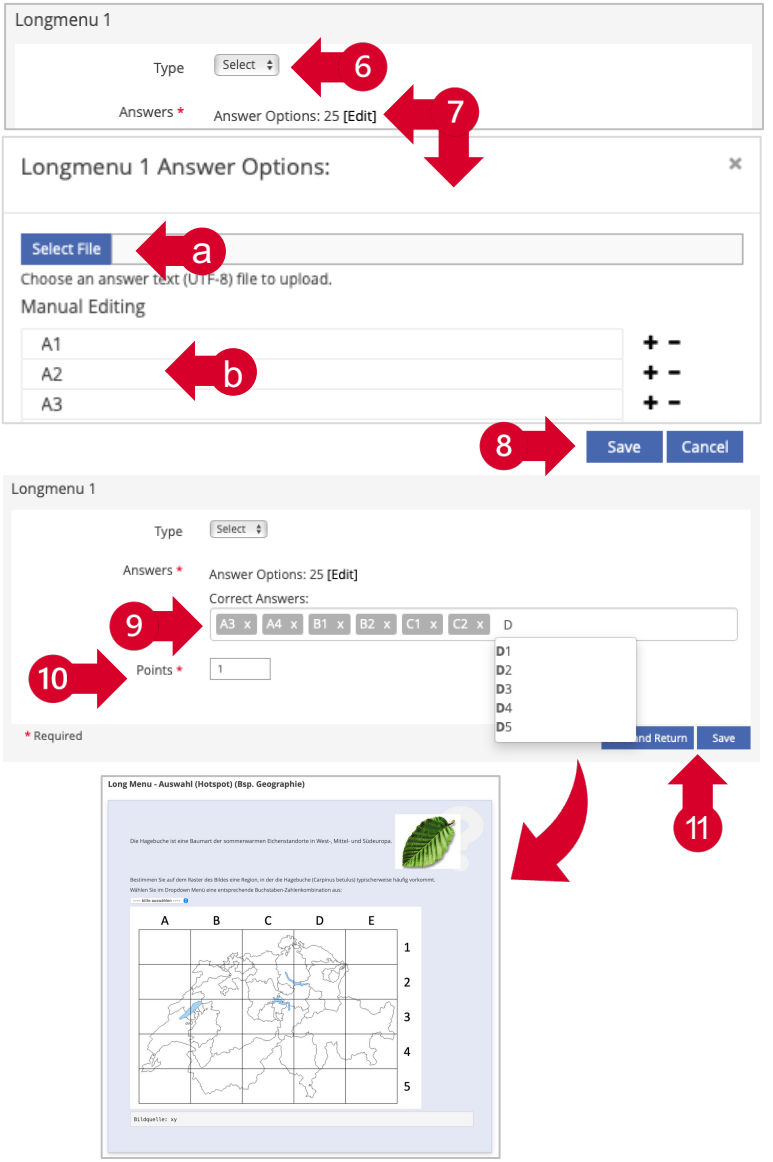
4. Autocomplete is irrelevant for the «Selection».
5. If necessary, activate "Identical Scoring". This is useful if several gaps take the same correct answer (see p. 27). If there is only one gap, the option is irrelevant.

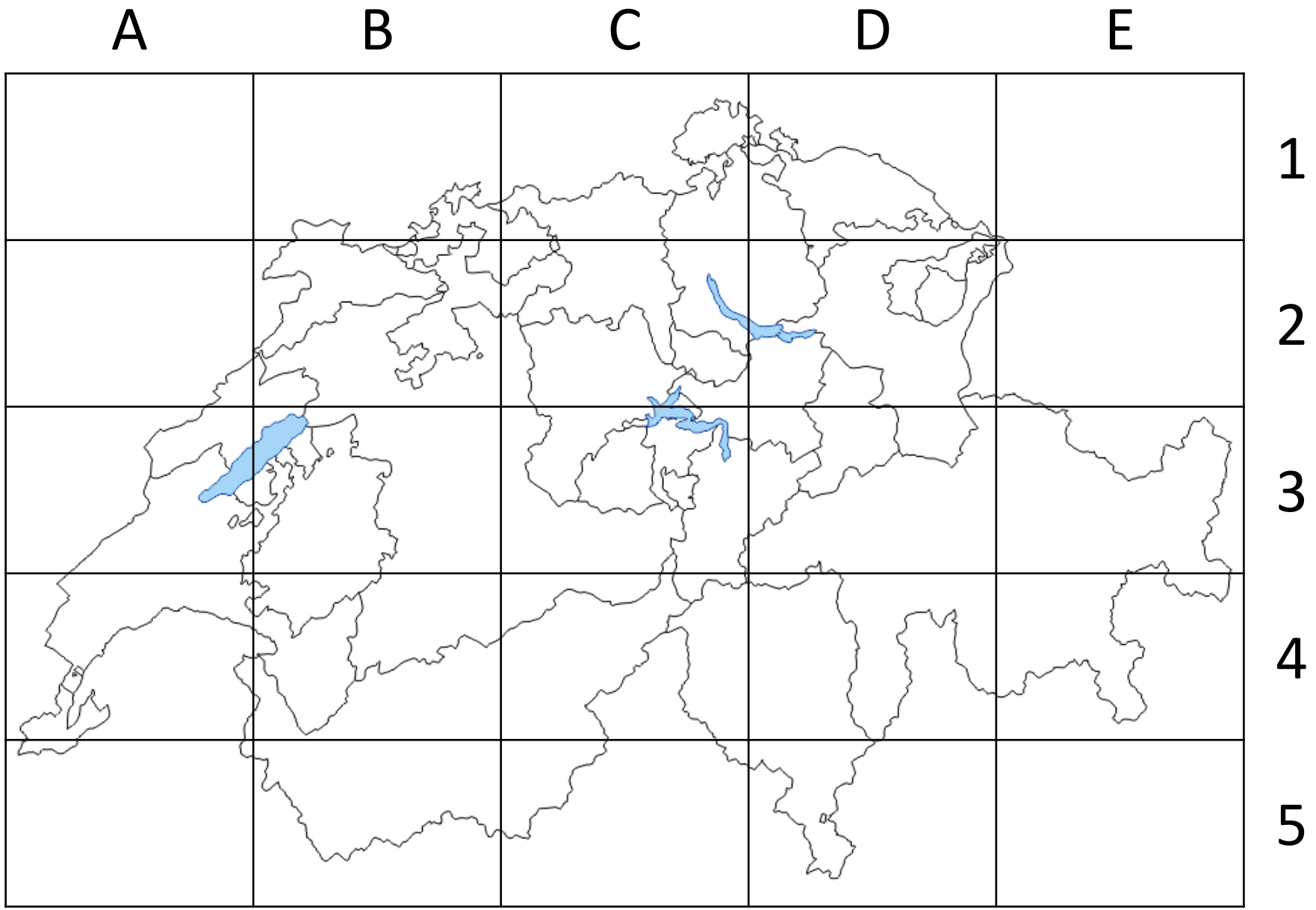


3.3 Editing questions: h. Long Menu – Select (Hotspot) II

6. Keep the Type «Select».
7. Click «Edit» to edit the answer options. A pop-up window will appear. To edit answer options for the corresponding text field, you have two options:
   - a **Select File**: Click «Select File» to upload a .txt file. All answer options in the file must be listed vertically in a single file. Make sure that there are no blank spaces after the answers.
   - b **Manual Editing**: Edit the existing answer options in the text boxes. Add and remove answer options using «+» and «–».

   The answer options should contain all letter-number combinations of the grid (e.g. A1-E5).
8. After you have entered all answer options, click "Save".
9. Type the first characters of the correct answer(s) and select the correct option(s) from the suggestions. The defined correct answers are subsequently highlighted in gray.
10. Indicate how many points can be obtained per gap.
11. When finished, click «Save» or «Save and Return».




A
B
C
D
E
1
2
3
4
5

3.3 Editing questions: i. Long Menu – Selection (Matching) I

Follow steps 1-2 on page 20 and continue as follows:

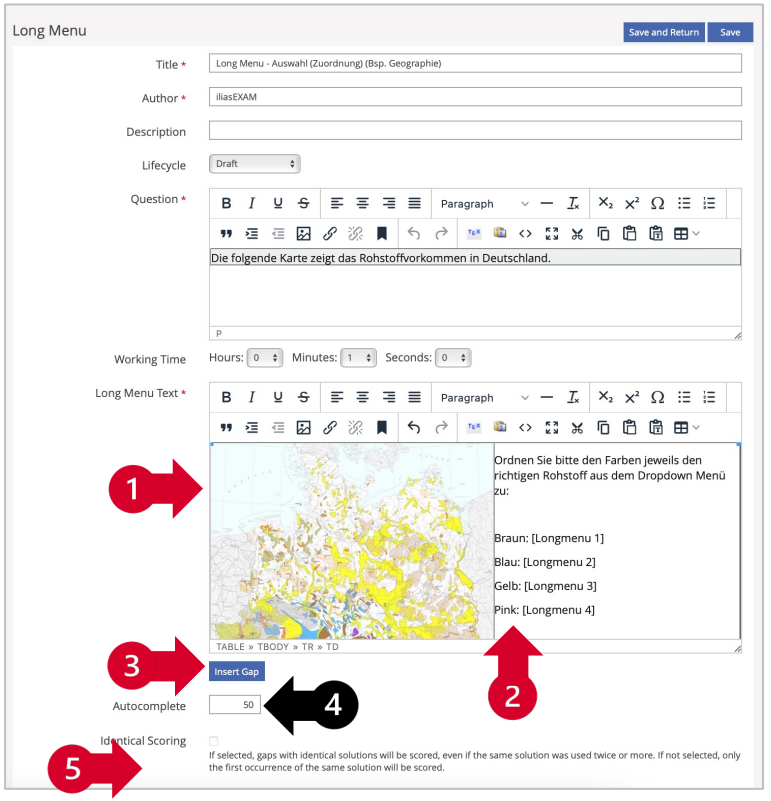
1. Remove the existing image by selecting it and using the delete function on your keyboard. Insert your image in the same place (see p. 21).

When uploading images, we recommend a width of approx. 600-800px (optimum 72dpi resolution, max. 1.5MB), so that the images are not too large and require too much loading time when loading the question. Use the «Preview» of the question. Keep in mind that students cannot zoom in on the images.

2. In the right column of the table, adjust the labels of the drop-down menus. Remove unnecessary placeholders.
3. For additional gaps, click «Insert Gap».

It has been empirically shown that 4 matches yield the best results.

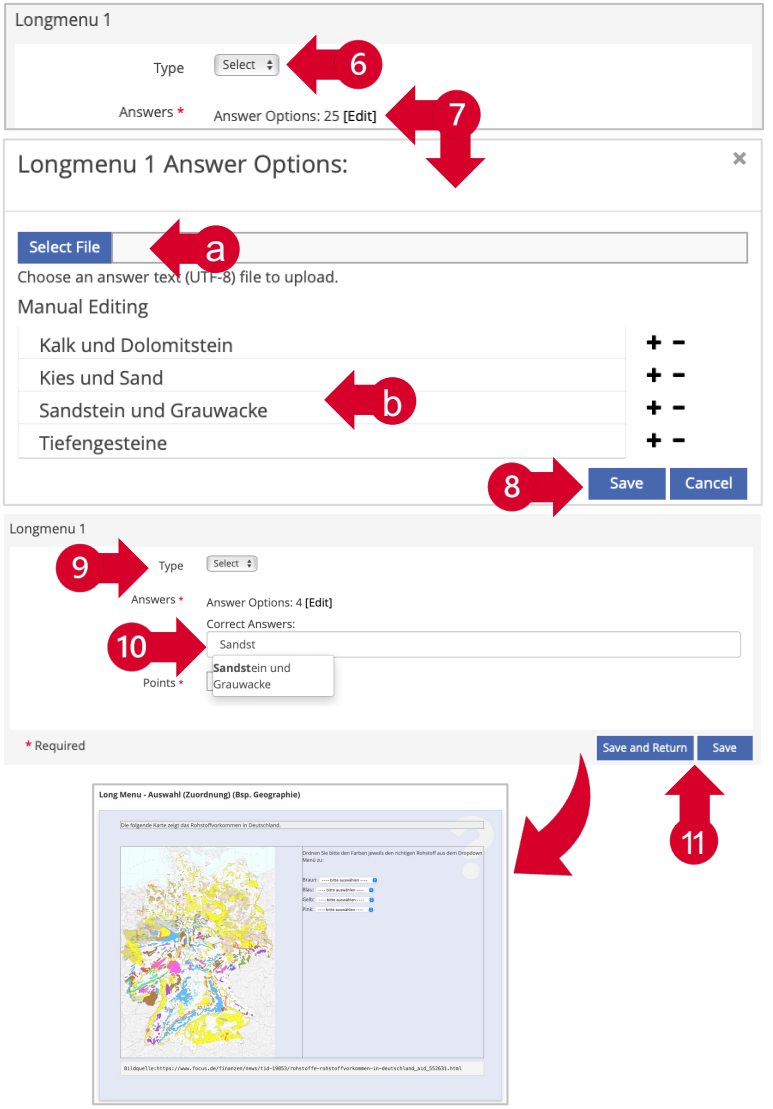
4. Autocomplete is irrelevant for the «Selection».
5. If necessary, activate "Identical Scoring". This is useful if several gaps take the same correct answer (see p. 27 and 31).



3.3 Editing questions: i. Long Menu – Selection (Matching) II

6. Keep the Type «Select».
7. Click «Edit» to edit the answer options. A pop-up window will appear. To edit answer options for the corresponding text field, you have two options:
   a. **Select File**: Click «Select File» to upload a .txt file. All answer options in the file must be listed vertically in a single file. Make sure that there are no blank spaces after the answers.
   b. **Manual Editing**: Edit the existing answer options in the text boxes. Add and remove answer options using «+» and «–».

   All drop-down menus should contain the same answer options in this matching question.
8. After you have entered all answer options, click "Save".
9. Type the first characters of the correct answer(s) and select the correct option(s) from the suggestions. The defined correct answers are subsequently highlighted in gray.
10. Indicate how many points can be obtained per gap.
11. When finished, click «Save» or «Save and Return».



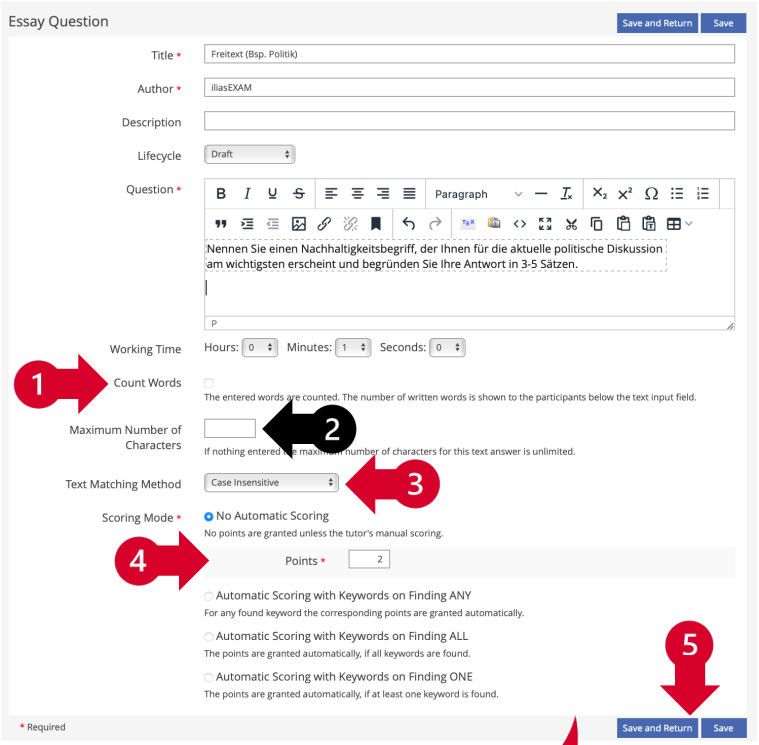
3.3 Editing questions: j. Essay Question

Follow steps 1-2 on page 20 and continue as follows:

1. Select the «Count Words» option if you want the participants to see the number of words they have entered.
2. You can limit the length of the answer if needed.

> We recommend using this question type only for questions with short answers (approx. 200 words / 2000 characters with spaces / 5 min response time). For longer answers we recommend the question type «File Upload» (see p. 39).

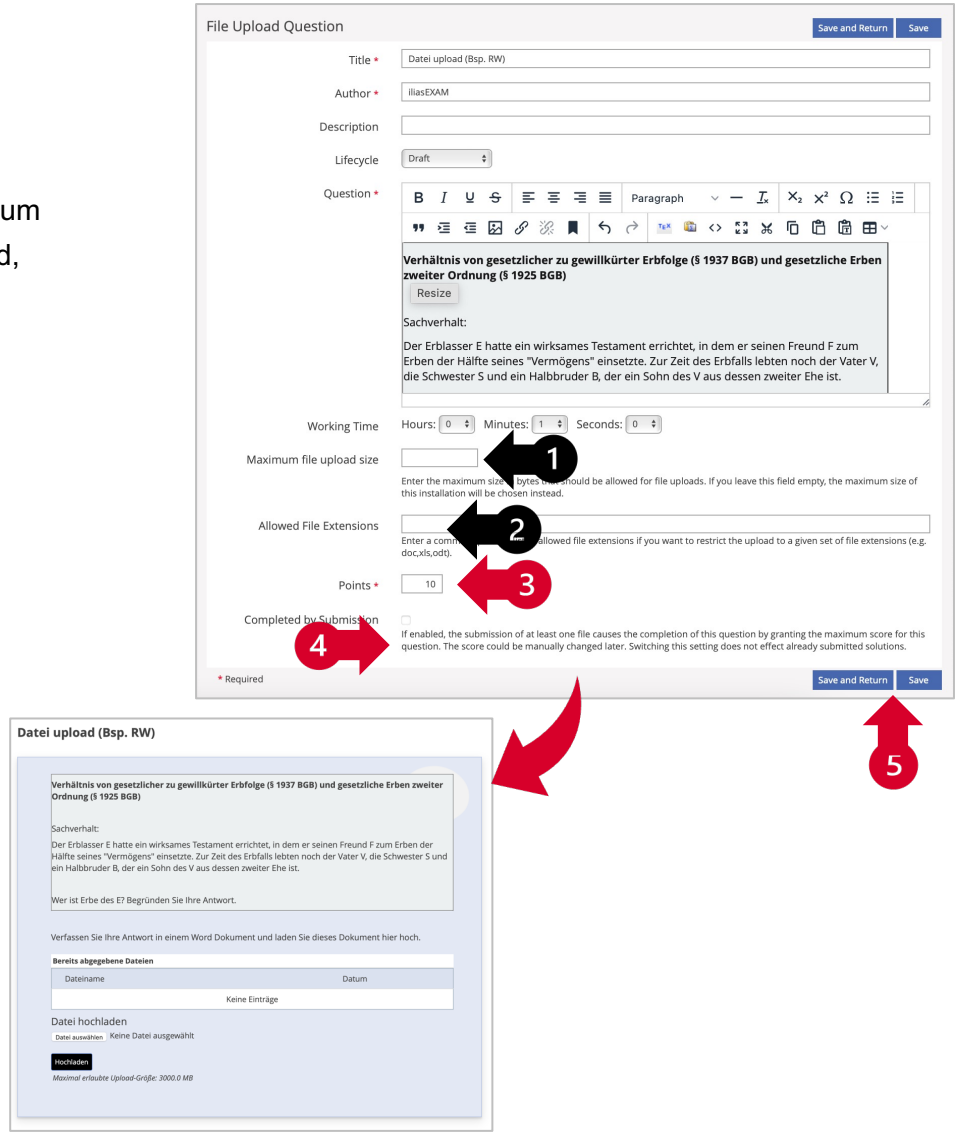
3. Decide whether upper and lower case should be distinguished or which Levenshtein distance should be used. These settings are only relevant if you select automatic scoring (4).
4. We recommend selecting the "No Automatic Scoring" option. Specify how many points in total can be obtained for the question. Scoring will be done manually after the exam (see p. 77-80).
5. When finished, click «Save» or «Save and Return».



3.3 Editing questions: k. File Upload

Follow steps 1-2 on page 20 and continue as follows:

1. If necessary, enter the maximum size of the file to be uploaded.
2. If necessary, define which file formats can be uploaded.
3. Specify how many points in total can be obtained for the question.
4. Decide whether the submission of a file should result in the maximum number of points being awarded or not. If this option is not selected, scoring will be done manually after the exam (see p. 77-80).
5. When finished, click «Save» or «Save and Return».



3 Creation

3.4 Checking exam setting

a. General notes* ➥
b. General settings* ➥
c. Scoring and Results ➥

3.4 Checking exam setting: a. General notes*

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

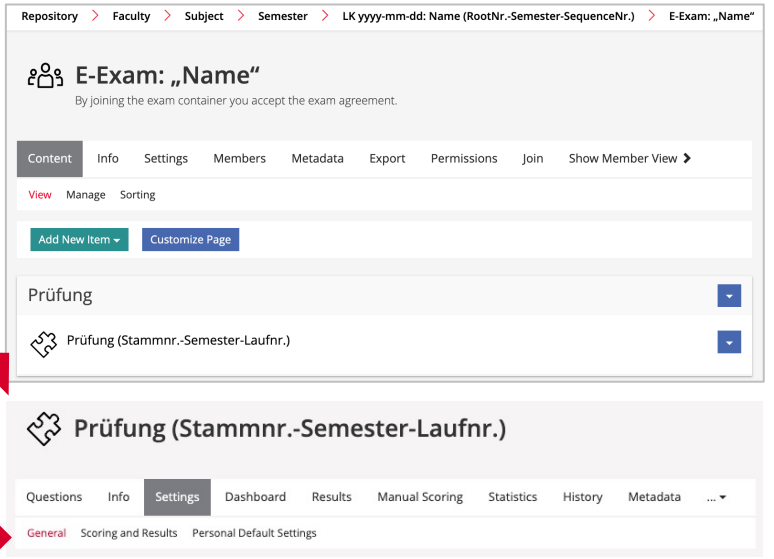
Exam agreement

Tutorial for students

Mock exam for students

Your own mock exam, i.a.

Additional files, e.g. reading list, i.a.



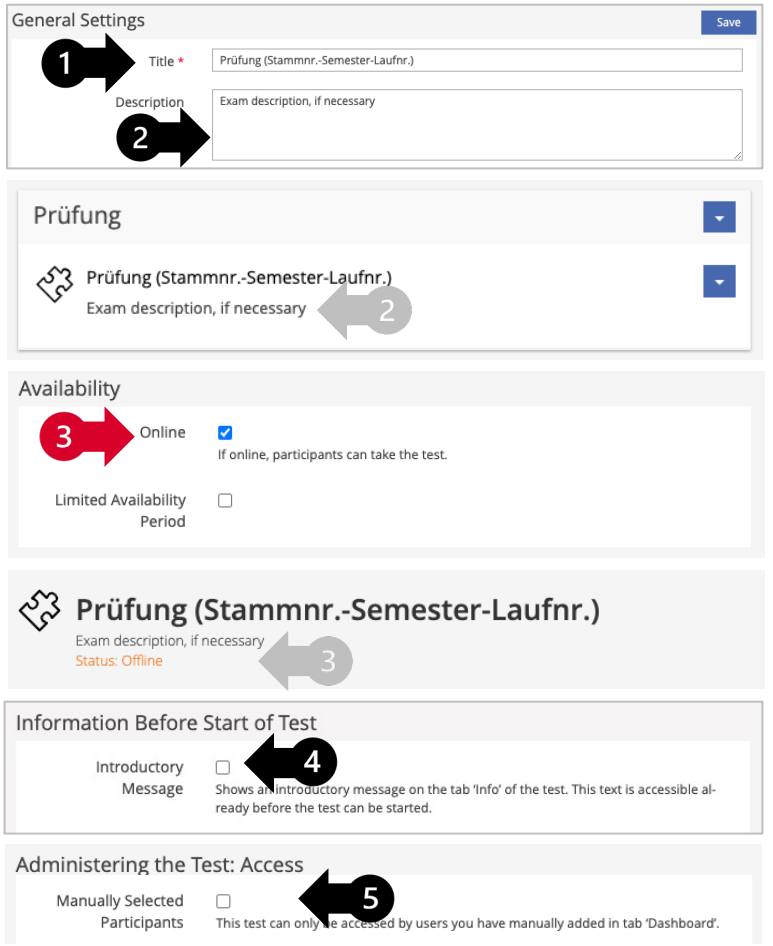
The default exam settings are optimized for exams with iliasEXAM and should be left unchanged. Pages 42-44 describe which adjustments are possible or required. Areas with required adjustments are marked with *.

1. In the *Exam container,* go to the «Exam» section and click on «Exam (RootNr.-Semester-SequenceNr.)».
2. In the «Exam,» go to the «Settings» tab. Here you will find the «General»* and the «Scoring and Results» settings. The «Personal Default Settings» are irrelevant.

3.4 Checking exam setting: b. General settings I*

Clicking on the «Settings» tab in the «Exam» will direct you to the «General» settings.

1. The preset «Title» of the Exam takes a fixed structure that has to be kept.
2. If needed, you can enter a description. The description will appear below the «Title».
3. You have to set the exam «Online». If an exam is offline (indicated in the status), it cannot be conducted. Because the exam is located in a password-protected *Exam container*, it is protected against unauthorized access even after it has been set online. To set an exam online, it has to contain at least 1 question.
4. If necessary, you can enter an introductory message, e.g. «Good luck!». The message should not contain any critical information relevant to the exam, as it will only be visible to the participants once it is in progress. For important information, use the «Exam agreement» (see p. 51-52) or an additional file in the section «Notes and support for the e-exam» (see p. 49-50).
5. The option «Manually Selected Participants» should only be activated if the exam is intended for students with special regulations (e.g. compensation for disadvantages/Nachteilsausgleich) (see p. 7). Otherwise, participants should not be selected manually.



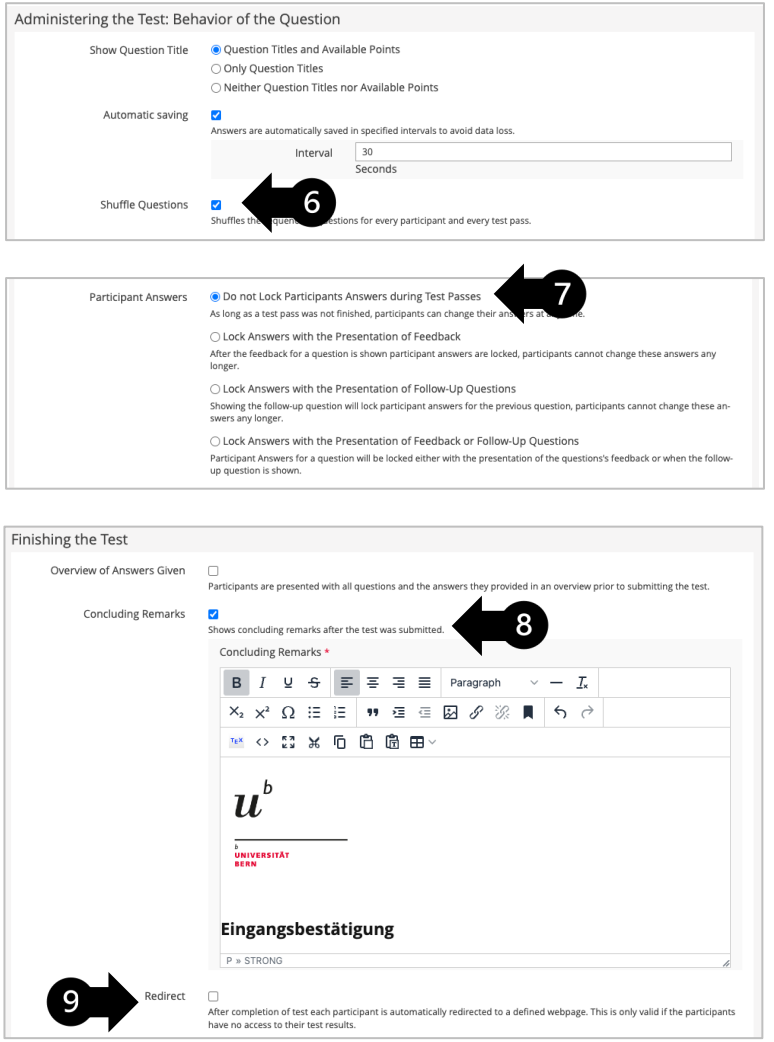
3.4 Checking exam setting: b. General settings II

6 We recommend using the «Shuffle Questions» function. This way, the questions will be displayed to each participant in a different order, which reduces the risk of cheating.

7 We recommend keeping the option «Do not Lock Participant Answers During the Test Pass». This allows participants to work through the questions in their preferred order and to edit their answers afterwards. If you select the option «Lock Answers with the Presentation of Follow-Up Question» students will be able to navigate between questions but will not be able to edit their answers or questions they did not answer. This option is mutually exclusive with the «Shuffle Questions» (6) function.

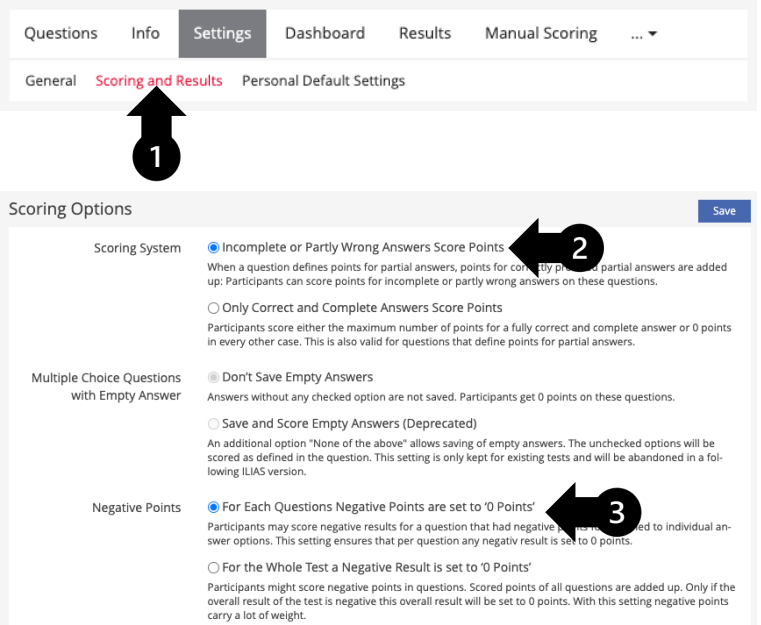
8 The template confirms that the exam has been submitted as a «Concluding Remark». This is displayed to the participants after the completion of the exam. We recommend keeping this text as it provides security for the participants. However, you can adjust the text or deactivate the «Concluding Remarks».

9 If needed, you can activate «Redirect» and enter the URL (http://...) to any target page to which the participants will be redirected after completing the exam.



3.4 Checking exam setting: c. Scoring and Results

1. To get to «Scoring and Results», go to the «Settings» of the «Exam» and click «Scoring and Results».
2. We recommend keeping the option «Incomplete or Partly Wrong Answers Score Points» under «Scoring System» activated. This is particularly relevant when using the Kprim question type (see p. 24-25).
3. We recommend keeping the option «For Each Questions Negative Points are set to '0 Points'» under «Negative Points» activated.



3 Creation

3.5 Adding files and exam agreement

a. Exam-relevant files* ➥
b. Additional files ➥
c. Exam agreement* ➥

3.5 Adding files and exam agreement: a. Exam-relevant files I*

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

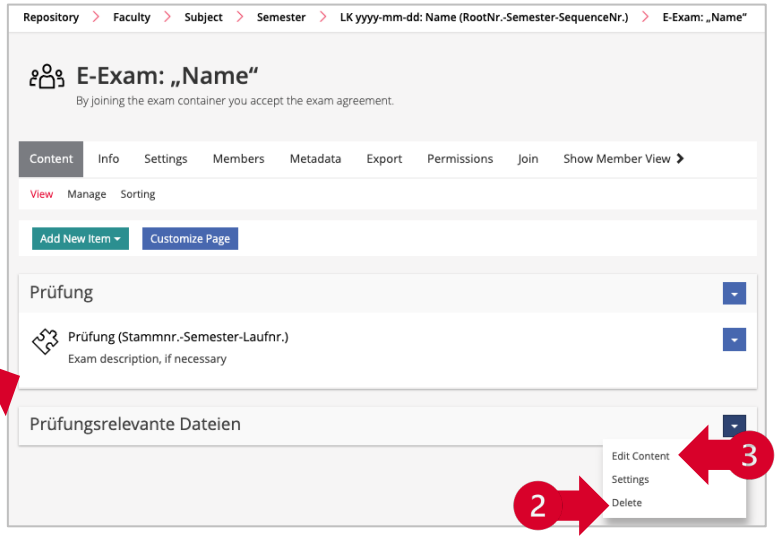
Exam agreement

Tutorial for students

Mock exam for students

Your own mock exam, i.a.

Additional files, e.g. reading list, i.a.



Should there be any «Exam-relevant files» for your exam, these have to be uploaded and linked. If there are no «Exam-relevant files», the section should be deleted.

1. In the *Exam container,* go to the section «Exam-relevant files».
2. **To delete**: Click «Delete» in the action menu.
3. **To upload**: Click «Edit Content» in the action menu.

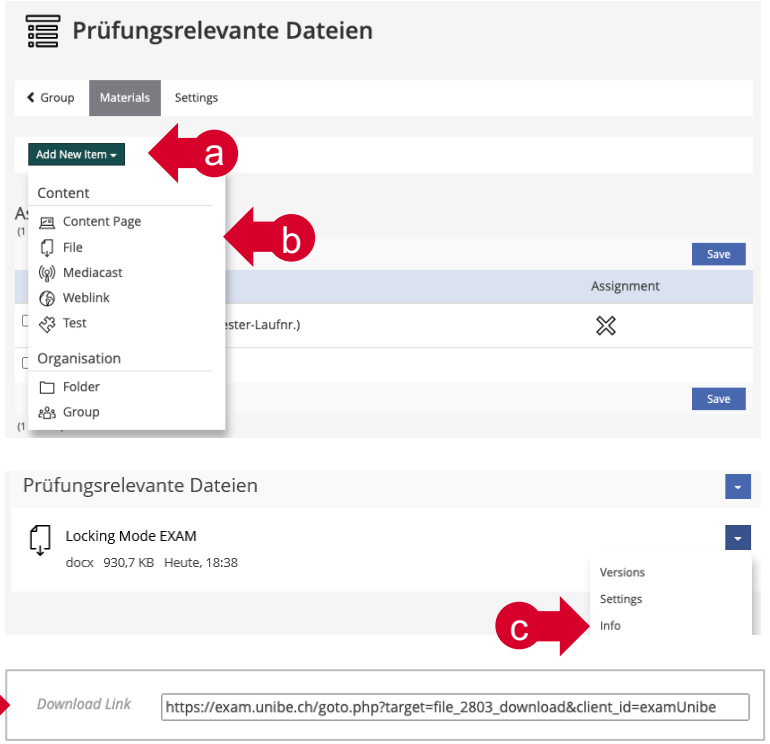
3.5 Adding files and exam agreement: a. Exam-relevant files II*

a Click «Add New Item».

b Select the appropriate object, e.g., «File». For several related objects, you should first create a «Folder». Items can then be uploaded to this folder in the same way.

c For each file and folder created under «Exam-relevant files», you need to copy and save the link. To do so, click on the action menu of the individual file or folder and select «Info».

d Under «Download Link», you will find the link to the item.



3.5 Adding files and exam agreement: a. Exam-relevant files III*

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

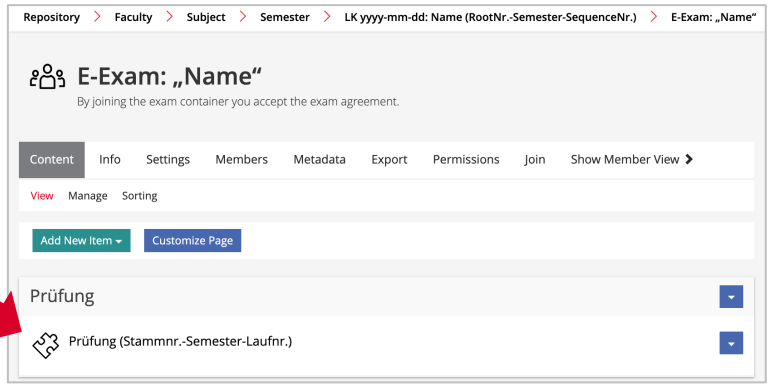
Exam agreement

Tutorial for students

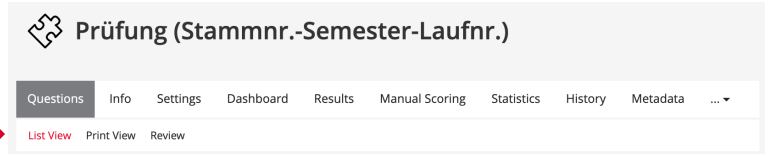
Mock exam for students

Your own mock exam, i.a.

Additional files, e.g. reading list, i.a.



e



f

After all exam-relevant files have been uploaded, these files, or the parent folder, should be linked in the relevant questions.

e In the *Exam container,* go to the «Exam» section and click on «Exam (RootNr.-Semester-SequenceNr.)».

f Click on the «Questions» tab to get to «List View». Add the link to the relevant question (see p. 21). Ideally, you highlight the link visually, e.g., by underlining it.

3.5 Adding files and exam agreement: b. Additional files I

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

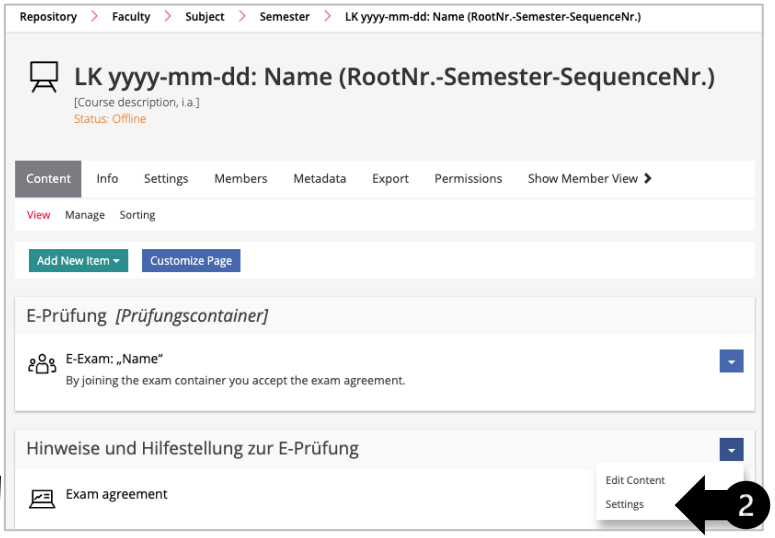
Exam agreement

Tutorial for students

Mock exam for students

Your own mock exam, i.a.

Additional files, e.g. reading list, i.a.

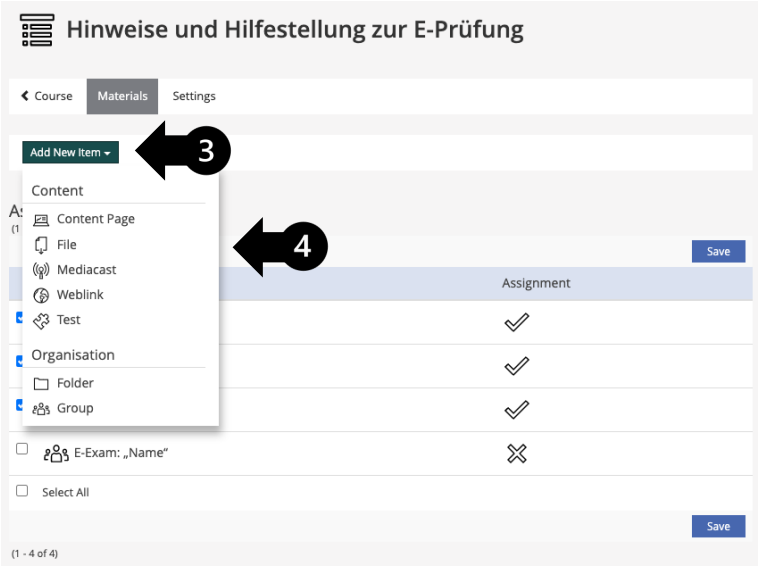


In the section «Notes and support for the e-exam», you may upload your own mock exams and additional files that are not directly relevant to the exam.

1. In the «Exam Course», go to the section «Notes and support for the e-exam».
2. Click the action menu and select «Edit Content».

3.5 Adding files and exam agreement: b. Additional files II

3. Click «Add new Item».
4. Select the appropriate object, e.g., «File». For several related objects, you should first create a «Folder». Items can then be uploaded to this folder in the same way.



3.5 Adding files and exam agreement: c. Exam agreement I*

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

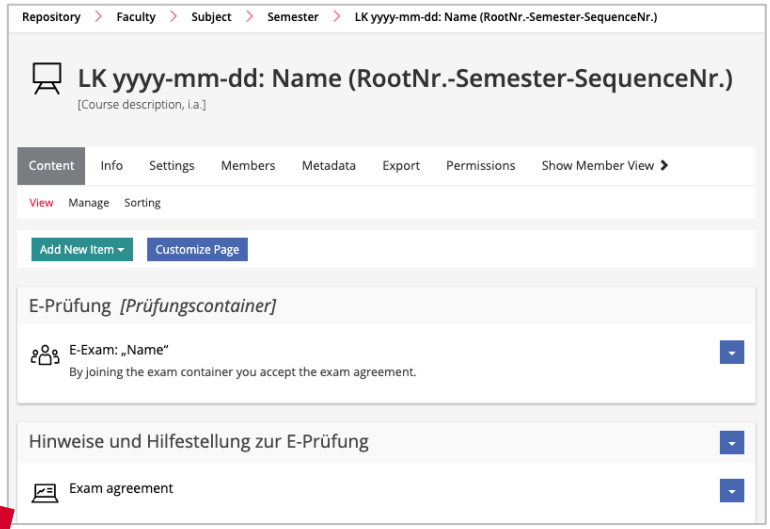
Exam agreement

Tutorial for students

Mock exam for students

Your own mock exam, i.a.

Additional files, e.g. reading list, i.a.



1

The «Exam agreement» draft on the content page must be adapted to the respective exam or deleted if necessary.

1 In the «Exam Course», go to the section «Notes and support for the e-exam» to find the «Exam agreement».

3.5 Adding files and exam agreement: c. Exam agreement II*

2 **To delete:** To delete the «Exam agreement», click the action menu and select «Delete».

3 **To edit:** To edit the «Exam agreement», click on the item. You will be directed to the content page.

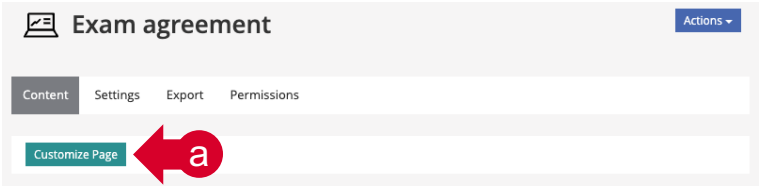
a Within the content page, click «Customize Page».

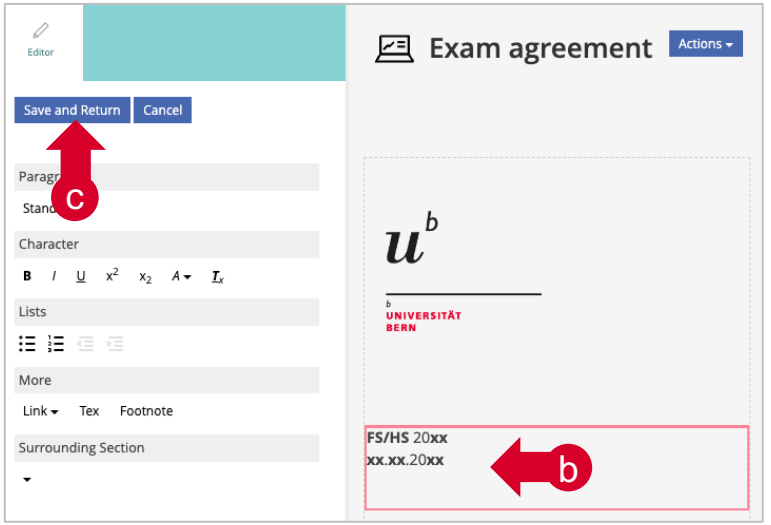
b You can edit the existing text blocks by clicking on the text.

The contents of the «Exam agreement » are based on literature recommendations and contribute to consistency across all iliasEXAM exams. We therefore recommend that you only adapt the information specific to the exam that is printed in bold.

c When you finished editing a block, click «Save and Return». You can then edit the following text block in the same way.

If you need detailed instructions for the page editor, you can use the ILIAS design guide (in German).





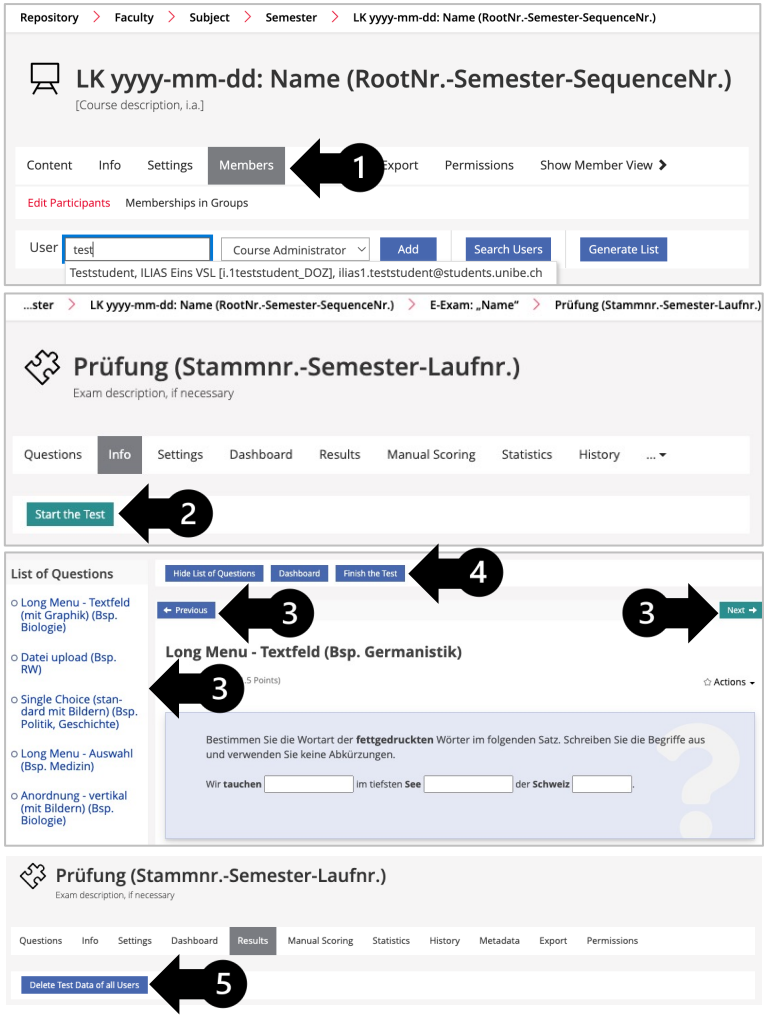
3 Creation

3.6 Doing a test run

3.6 Creation: Doing a test run

We recommend that you do a test run before conducting the actual exam. This can be done by yourself and/or other persons, e.g., student assistants.

1. If necessary, add additional test persons to the «Exam Course» (see p. 9) and give them the password to the *Exam container* (see p. 16).
2. To perform a test run, go to the «Info» tab of the exam and click «Start the Test».
3. You can then click through the individual exam questions. For navigation, you can either use the «Next» and «Previous» buttons or the «List of Questions».
4. By clicking «Finish the Test», you can end the test run.
5. If you want to adjust the questions or the settings after the test run, you will first have to delete the «Results». To do so, go to the «Results» tab of the «Exam» and click «Delete Test Data of all Users».



3 Creation

3.7 Completing the exam

3.7 Creation: Completing the exam*

1. After the exam has been finalized, check that all the settings are correct so that the exam can be conducted as planned.

   a. **iliasEXAM Check:** If you wish, this check can be performed with the iLUB support team. An iliasEXAM Check has to be performed at least **4 days before the scheduled exam**. Contact us in advance at exam.ilub@unibe.ch. No adjustments may be made to the exam after this check.

   b. **Independent check:** Perform the check by yourself using our checklist. An independent check should be performed no later than **3 days before the scheduled exam**.

      After this period, iLUB will autonomously check the access settings of the exam as well as its operability.

      If we identify any problems, you will receive a message from iLUB with instructions on any adjustments that may be necessary. No other adjustments may be made at this time.

      If you do not receive a message, the exam can be conducted as planned.

2. Check whether all test results from test runs have been deleted or delete them if necessary.

4 Information

4. Information: Informing students I*

As soon as possible after the registration deadline for the exam, but **no later than 5 days before the scheduled exam**, students should be informed about the iliasEXAM exam and receive the access link to the «Exam course». Before sending out the information, ensure that the «Exam course» is **online** and the *Exam container* is **password protected**.

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

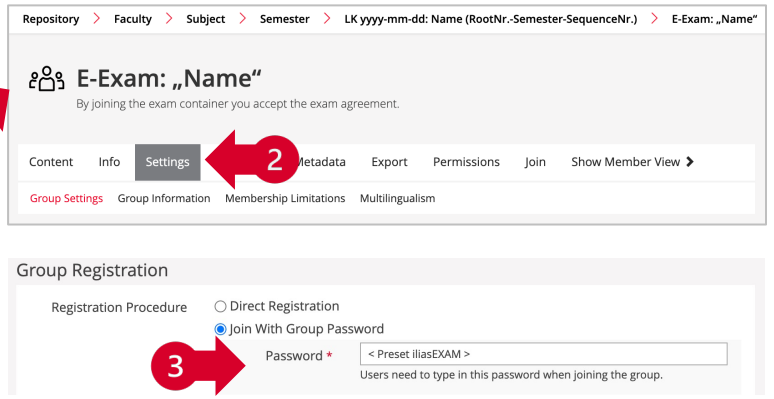
Exam agreement

Tutorial for students

Mock exam for students

Your own mock exam, i.a.

Additional files, e.g. reading list, i.a.



1. In the «Exam course», go to the *Exam container* (Exam: „Name”).
2. In the *Exam container,* go to the «Settings» tab. You will automatically be directed to the ”Group Settings".
3. Make sure that in the section «Group Registration», the option «Join With Group Password» is activated and a password has been set.

4. Information: Informing students II*

1. Email the information about the exam to the students via Outlook. If there are more than 200 participants, emails should be sent in several stages.

To check if the emails were sent successfully, you can cc yourself in the email.

For the email, you can use the template «Invitation to the e-exam». If you choose not to use the template, please make sure that the following information is included in your email:

- Access link (see p. 61)
  - incl. a note that students should join the «Exam course» ahead of time and familiarize themselves with both the exam environment and the «notes and support for the e-exam» (especially the tutorial and mock exam)
  - Exchange students should enter their Studis-ID (student number), e.g., EU-1000078899, in their iliasEXAM profile
- A note that students...
  - should arrive at the exam room 30 minutes before the exam starts to set up their workspace and ensure they are connected to Eduroam and have access to the «Exam course». When entering the room, the students' Wi-Fi should be deactivated.
  - should test and ensure connection to Eduroam on-site well in advance of the exam (no later than 1 week before the exam date), including a link to Eduroam instructions: https://serviceportal.unibe.ch/sp?id=kb_article&sysparm_article=KB0010048
  - need to bring their laptop incl. charger (not cell phones or tablets) with the following minimum requirements:
    - At least 13" display, resolution of at least 1024 × 768
    - At least 10GB free memory (20GB recommended)
    - Fully charged battery, battery life of at least 2.5h
    - Fully functioning WIFI capabilities
    - Chrome or Firefox (latest version), **not** Safari, Edge (Legacy), or Internet Explorer
    - Up-to-date Windows 10/11, macOS, or Linux, **not** Android, iOS, or Chrome OS
  - (if applicable) may have the opportunity to obtain a replacement device during the exam, but the number of available devices is limited (according to exam registration with iLUB, see p. 7)

4. Information: Informing students III

- (if applicable) exam agreement (can be copied from the «Notes and support for the e-exam»)
    - date, time, duration, and place of the exam
    - number of questions and question types
    - Max. score, scoring criteria
    - criteria for a passing grade
    - (if applicable) exam declaration

4. Information: Informing students IV*

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

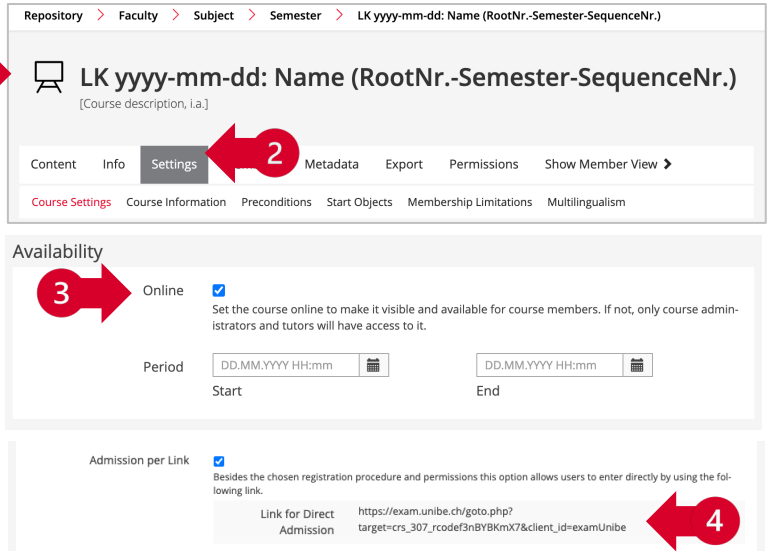
Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

- Exam agreement
- Tutorial for students
- Mock exam for students
- Your own mock exam, i.a.
- Additional files, e.g. reading list, i.a.



You can find the access link that you need to forward to the participants as follows:

1. Go to the «Exam course» (LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)).
2. In the «Exam course», go to the «Settings» tab. You will automatically be directed to the "Course Settings".
3. Make sure that the «Exam course» is online.
4. Under «Admission per Link», you will find the access link to send to students.

5 Conduction

5 Conduction

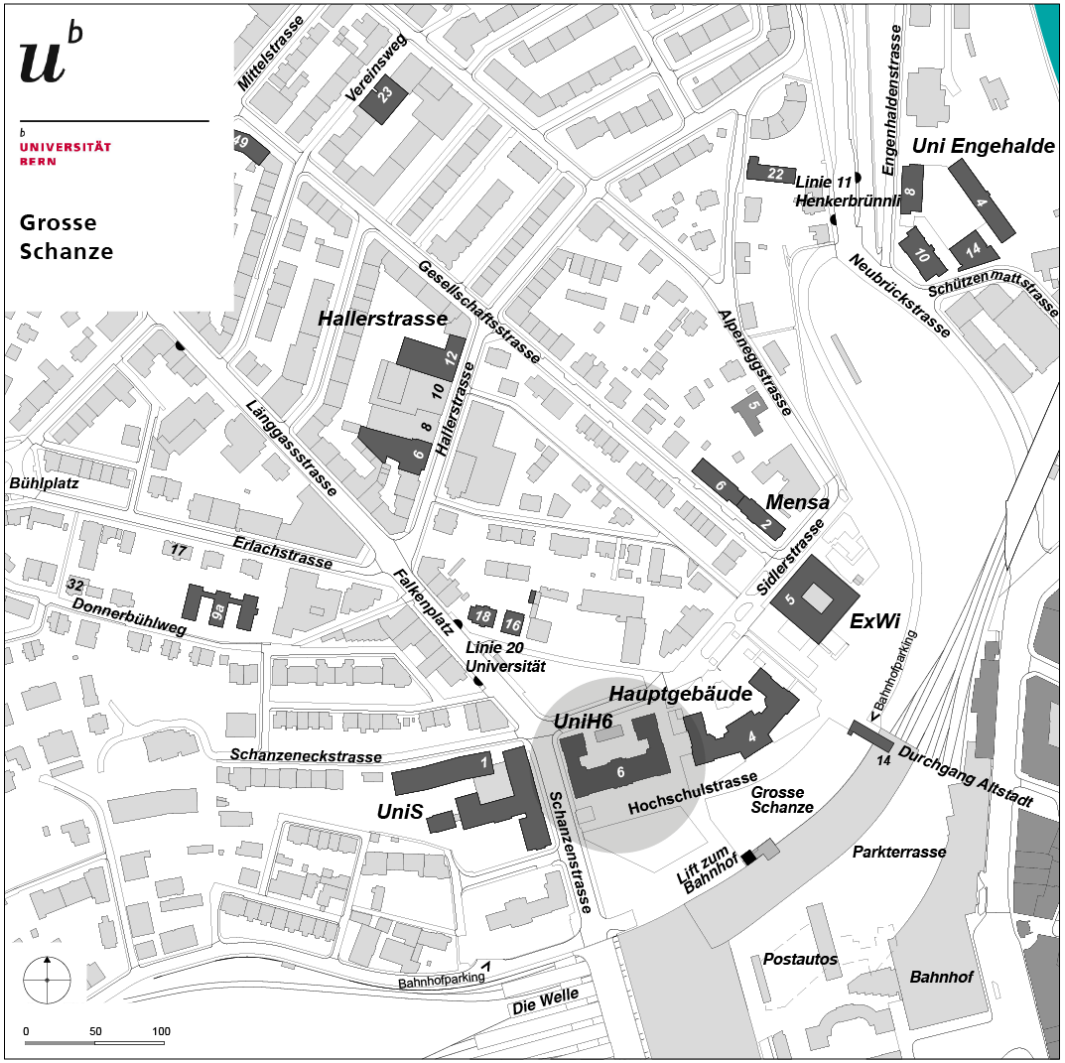
5.1 Picking up replacement devices, if applicable

5.1 Conduction: Picking up replacement devices, i.a.

If you made reservations for backup laptops and their availability has been confirmed, iLUB will arrange a time for pick up. The laptops need to be picked up here:

iLUB
University of Bern
Hochschulstrasse 6 (H6)
3012 Bern

Our offices (333-334) are located in building H6, 3rd floor west.



5 Conduction

5.2 Onboarding of students and start of the exam

5.2 Conduction: Onboarding of students and start of the exam I

To ensure a smooth process, we recommend that you follow the procedure outlined below.

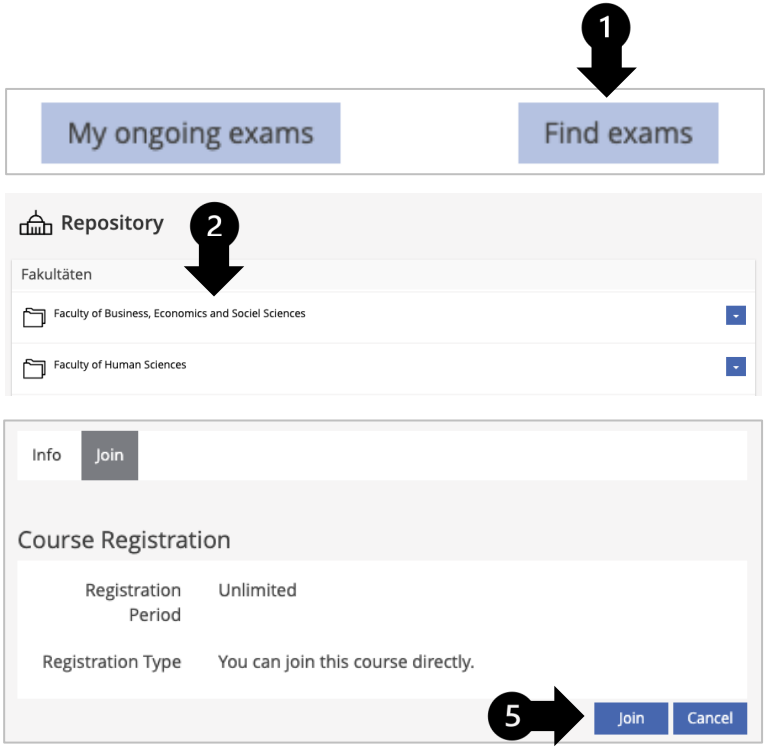
	Invigilators	Students
30 min before the exam starts		gather in the exam room
	set up their computer connect their computer to the projector if necessary	set up their workspace connect to eduroam sign in to iliasEXAM go to the «Exam course»
	navigates students to the «Exam course» (see p. 67) or adds them manually (see p. 68) if necessary	click on the *Exam container* and will be asked for the password
~ 5 min before the exam starts	double checks if all students found the correct *Exam container*	remove illicit aids from their workspace
at the start of the exam	discloses the password to the *Exam container* (see p. 16), e.g. via projector	
	announces when the exam will end, sets and displays the timer (via projector) if necessary, e.g. «Alarm & Uhr»-App (Windows), «Basic Timer» (Mac)	enter password, click on «Exam» start the «Exam»

5.2 Conduction: Onboarding of students and start of the exam II

If students have not already joined the «Exam course» and do not have the access link, it may be necessary to **navigate these students to the «Exam course»** or add them manually.

Students can find the «Exam Course» as follows:

1. On the right side of the iliasEXAM landing page, students click on «Find exams».
2. In the repository, students select the respective faculty.
3. Within the faculty, students select their respective subject.
4. Within the subject, students select the current semester. Afterward, they click the respective «Exam course».
5. Students will be directed to the «Course Registration» and need to click «Join». The students have now joined the «Exam course» and can activate the *Exam container* to get to the password prompt.



5.2 Conduction: Onboarding of students and start of the exam III

If students have not already joined the «Exam Course» and do not have the access link, it may be necessary to navigate these students to the «Exam Course» or **add them manually**.

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

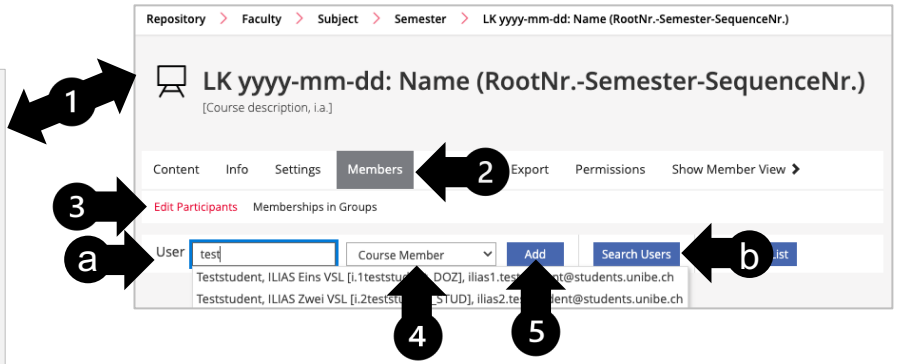
Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

- Exam agreement
- Tutorial for students
- Mock exam for students
- Your own mock exam, i.a.
- Additional files, e.g. reading list, i.a.



1. To add students manually, go to the «Exam course» (LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)).
2. Go the the «Members» tab.
3. Under «Edit Participants», you have two options to add people:
   - a. Enter the name and select the corresponding person from the list. Make sure you have selected the right person.
   - b. Click «Search Users» and use the fine-grained search.
4. Keep the role «Course Member» in the drop-down menu.
5. Click «Add». The student can now access the «Exam course».

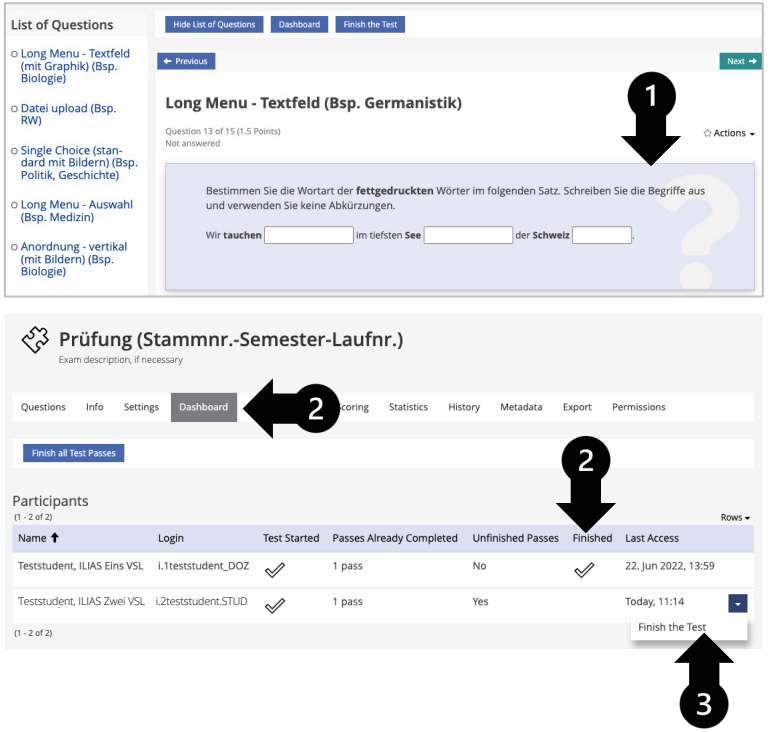
5 Conduction

5.3 Invigilation

5.3 Conduction: Invigilation

During the exam, we recommend that invigilators pay attention to the following aspects:

1. The background of the exam questions has a uniform color scheme, so it is easy to spot whether students are in the exam or a different browser window or program. If there are «exam-relevant files» that students are required to use, or if other programs are allowed, this coloring cannot be relied upon.
2. If students want to leave the exam early, it should be checked that these students have finished the exam. This can be seen in the «Dashboard» of the «Exam».
3. In case of detected cheating attempts, the exam can be terminated manually for the person concerned. To do so, go to the «Dashboard» tab in the «Exam», click the action menu of the person concerned and select «Finish the Test».



5 Conduction

5.4 Ending the exam

5.4 Conduction: Ending the exam I*

Once the exam time is up, the invigilator must terminate the exam immediately for all participants. Announce well in advance that you are about to end the exam for all students and that answers that have not been saved will be lost in this process.

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

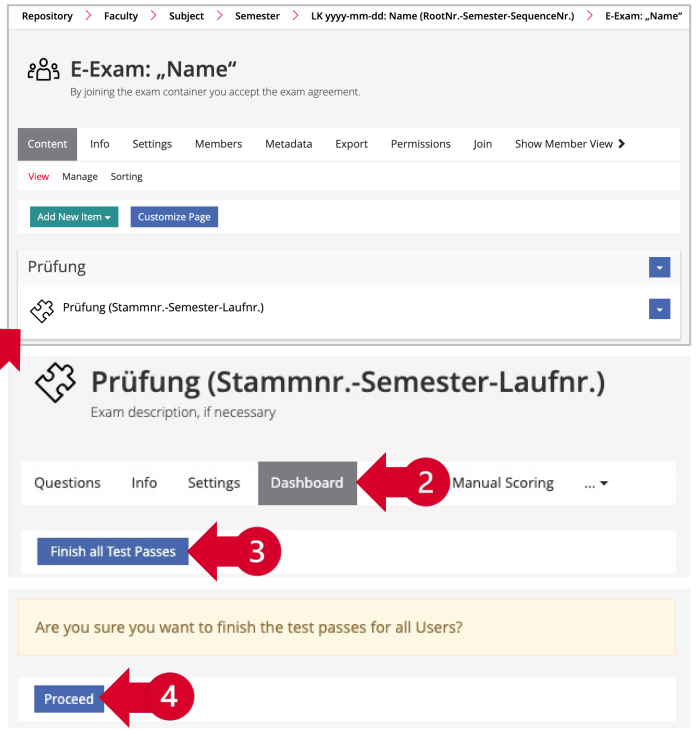
Exam agreement

Tutorial for students

Mock exam for students

Your own mock exam, i.a.

Additional files, e.g. reading list, i.a.



1. In the *Exam container,* go to the «Exam» section and click on «Exam (RootNr.-Semester-SequenceNr.)».
2. In the «Exam», go to the «Dashboard» tab.
3. Click «Finish all Test Passes».
4. Confirm with «Proceed».

5.4 Conduction: Ending the exam II*

After the exam has been terminated, the «Exam course» needs to be set offline.

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

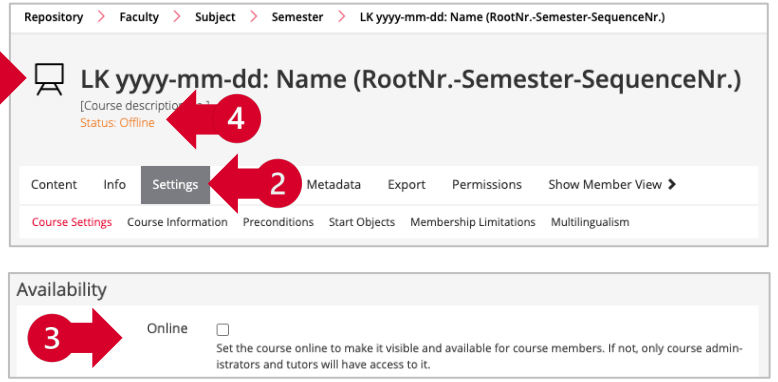
Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

- Exam agreement
- Tutorial for students
- Mock exam for students
- Your own mock exam, i.a.
- Additional files, e.g. reading list, i.a.



1. In the *Exam container,* go to the «Exam course» (LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)).
2. In the «Exam course», go to the «Settings» tab.
3. Under «Availability», uncheck the «Online» option. Save the modification.
4. The «Status» of the «Exam course» is now «Offline».

6 Processing

6 Processing

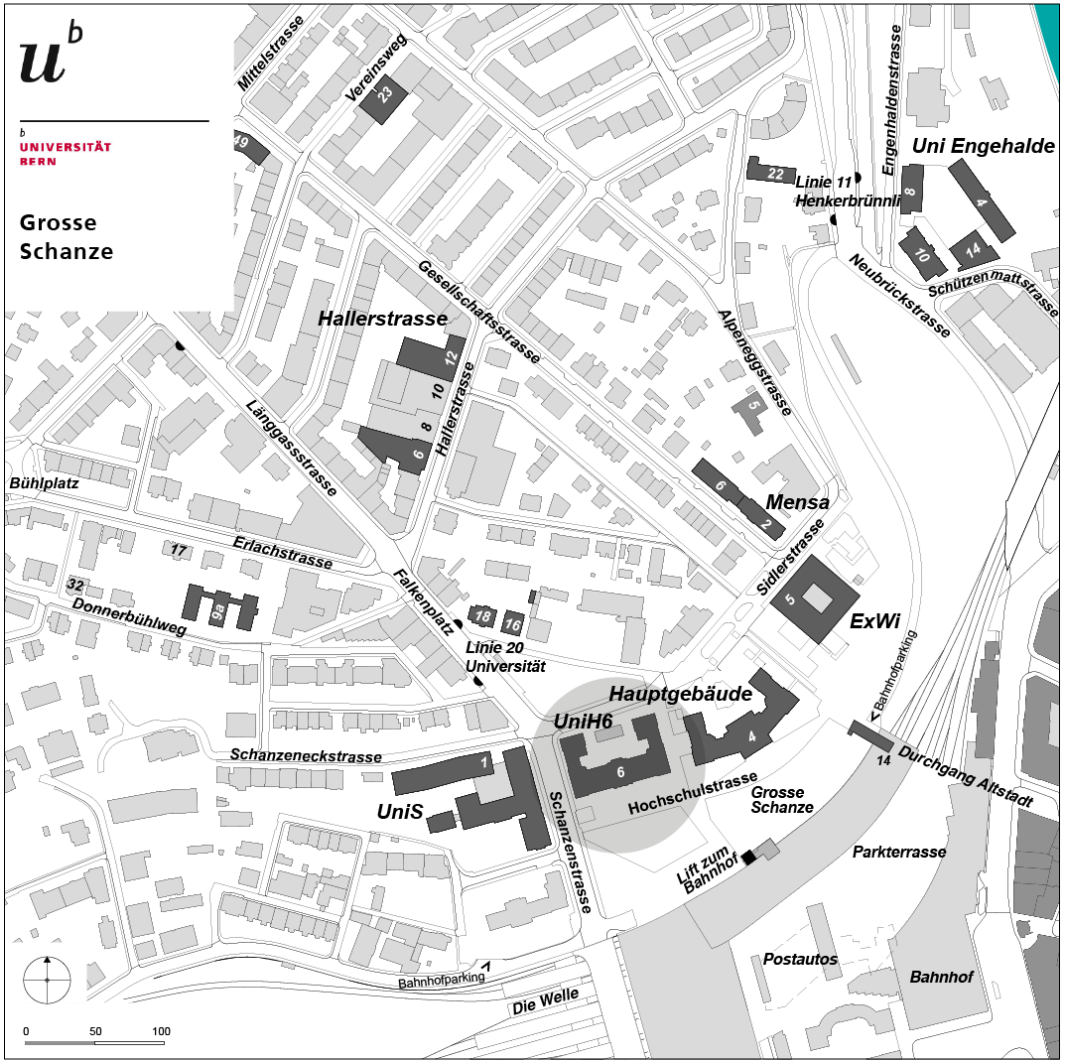
6.1 Returning replacement devices, if applicable

6.1 Processing: Returning replacement devices, if applicable

If you received backup laptops, please return them to iLUB as soon as possible after the exam.

iLUB
University of Bern
Hochschulstrasse 6 (H6)
3012 Bern

Our offices (333-334) are located in building H6, 3rd floor west.



6 Processing

6.2 Manual scoring

a. General Notes* ➥
b. Scoring by question ➥
c. Scoring by participant ➥

6.2 Manual scoring: a. General notes*

If you used the "Essay question" and/or “File upload question” in your exam, the answers must be scored manually. Otherwise, you can skip this step.

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

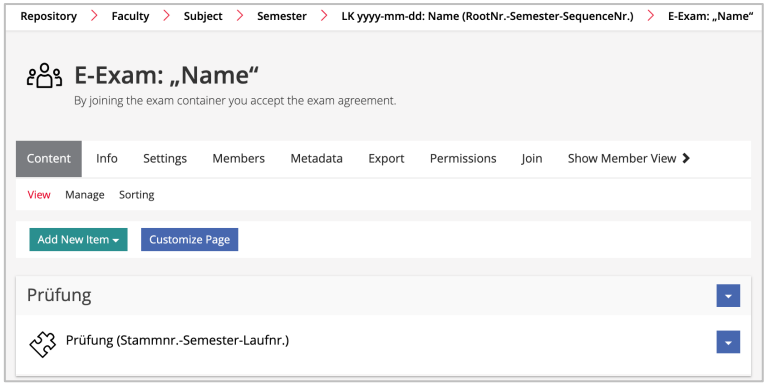
Exam agreement

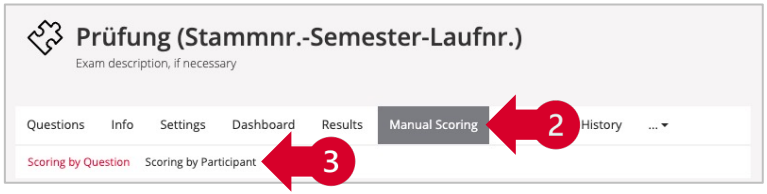
Tutorial for students

Mock exam for students

Your own mock exam, i.a.

Additional files, e.g. reading list, i.a.





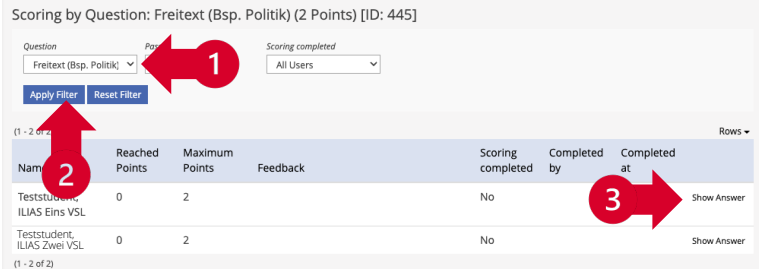
1. In the *Exam container,* go to the «Exam» section and click on «Exam (RootNr.-Semester-SequenceNr.)».
2. In the «Exam», go to the «Manual Scoring» tab.
3. Choose whether you want to perform «Scoring by Question» or «Scoring by Participant».

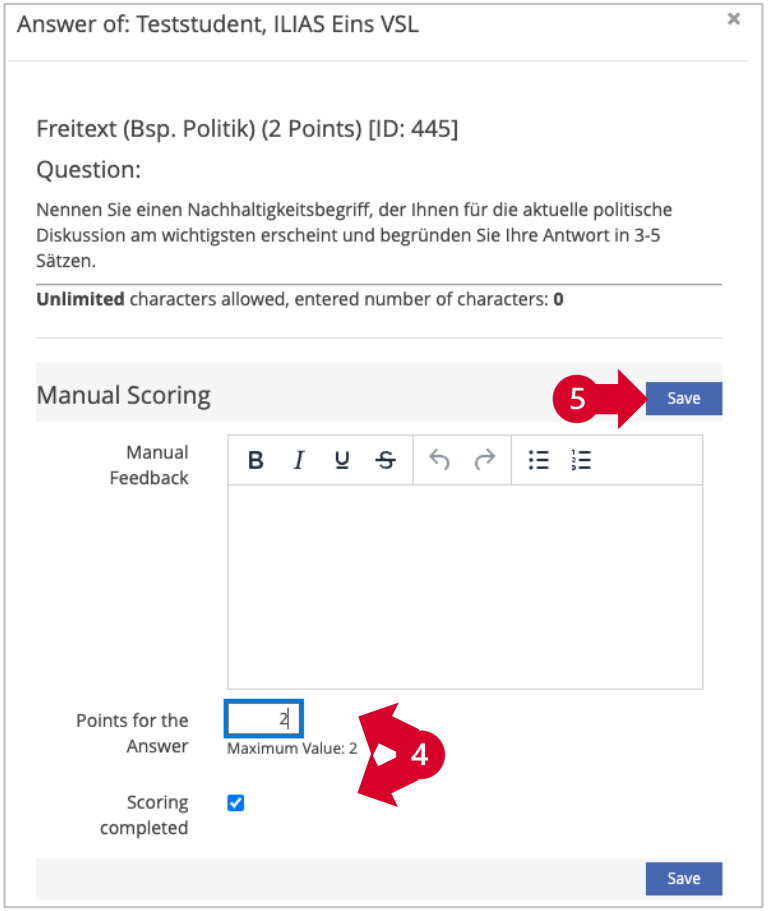
You can also perform manual scoring on paper. To do so, download the answers or submitted files (see p. 85) and print them out.

6.2 Manual scoring: b. Scoring by Question

1. Select the question you want to score from the drop-down menu.
2. Click «Apply Filter».
3. For the participant you want to score, click «Show Answer».
4. After reviewing the response, enter that participant's «Points for the Answer» and select the «Scoring completed» option, if applicable.
5. Save the entry.
6. Repeat steps 1 - 5 for all participants and all relevant questions.

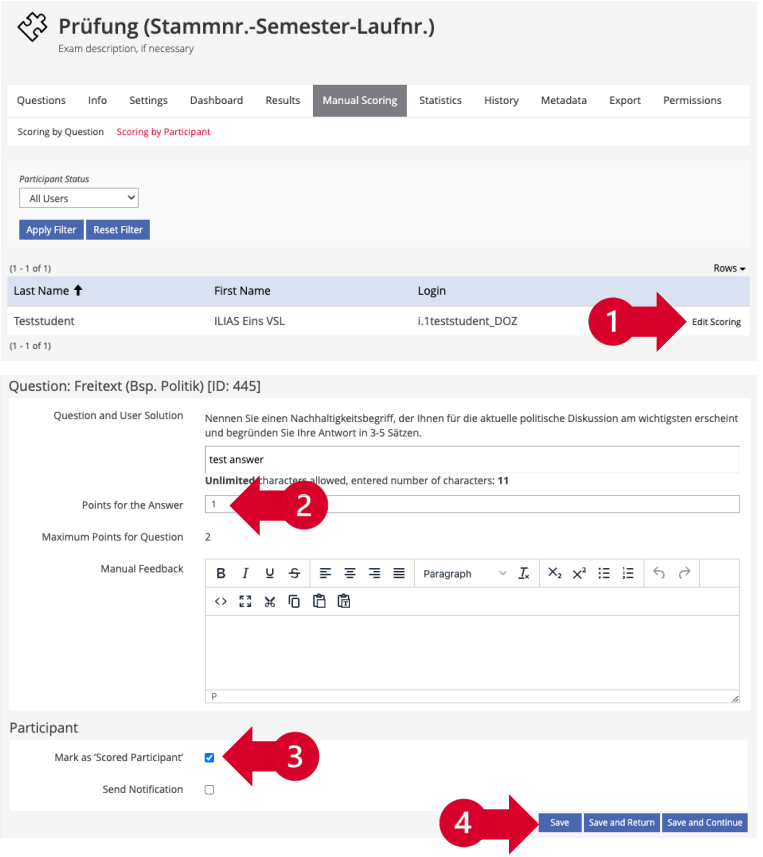
Students cannot see the "Manual Feedback". Therefore, it can be used, e.g., for review notes or comments for further reviewers.





6.2 Manual Scoring: c. Scoring by Participant

1. For the question you want to score, click «Edit Scoring». You will see all the exam questions that need to be scored for this participant.
2. Enter the «Points for the Answer» for all questions.
3. Under «Participant», check the option «Mark as ‘Scored Participant’».
4. Save the entries.
5. Repeat steps 1 - 4 for all participants.



6 Processing

6.3 Viewing and managing exam results

a. General notes ➥
b. «Results» ➥
c. «Statistics» ➥
d. «Export» ➥

6.3 Viewing and managing exam results: a. General notes

There are three ways to view and/or manage the participants' test results.

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

Exam (RootNr.-Semester-SequenceNr.)

Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

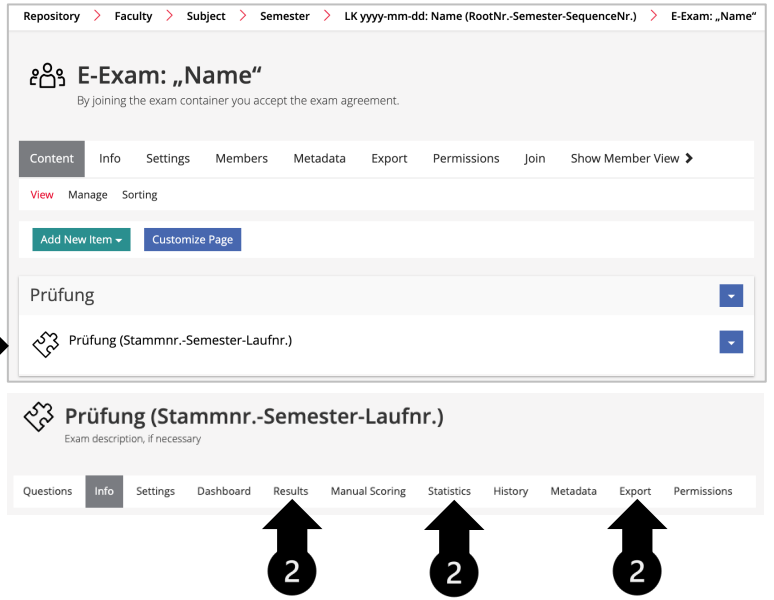
Exam agreement

Tutorial for students

Mock exam for students

Your own mock exam, i.a.

Additional files, e.g. reading list, i.a.

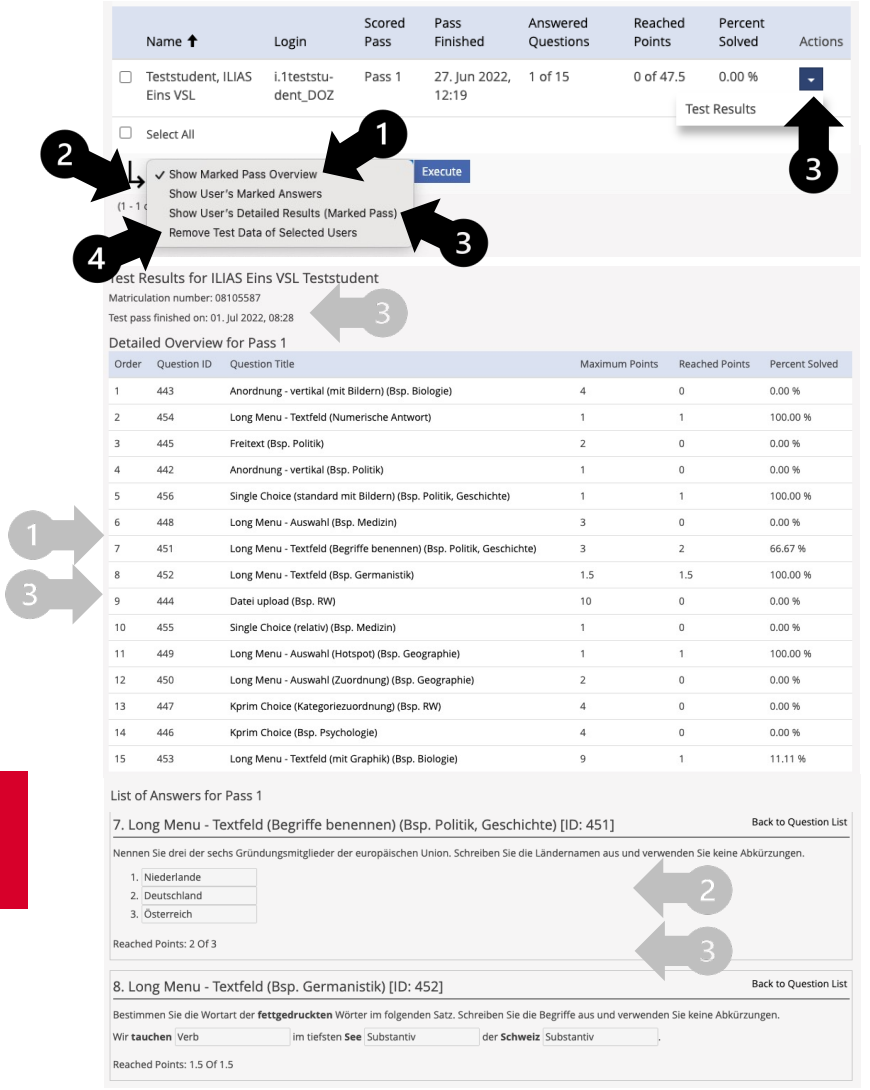


1. In the *Exam container,* go to the «Exam» section and click on «Exam (RootNr.-Semester-SequenceNr.)».
2. In the «Exam», you will find the tabs «Results», «Statistics», and «Export».

6.3 Viewing and managing exam results: b. «Results»

Via the «Results» tab, participant data can be viewed and deleted. The list shows all participants who have started or completed the test.

1. The option «Show Marked Pass Overview» in the drop-down menu generates an overview of the maximum and obtained points per question and selected participant.
2. The option «Show User's Marked Answers» in the drop-down menu generates an overview of the submitted answers per question and participant.
3. An overview of the maximum and obtained points, the submitted answers per question as well as the pass status can be viewed for individual participants via the «Test Results» in the action menu and, for multiple participants, via «Show User's Detailed Results (Marked Pass)» in the drop-down menu.
4. The option «Remove Test Data of Selected Users» in the drop-down menu removes the test results of selected participants. Please note that these cannot be restored afterward.

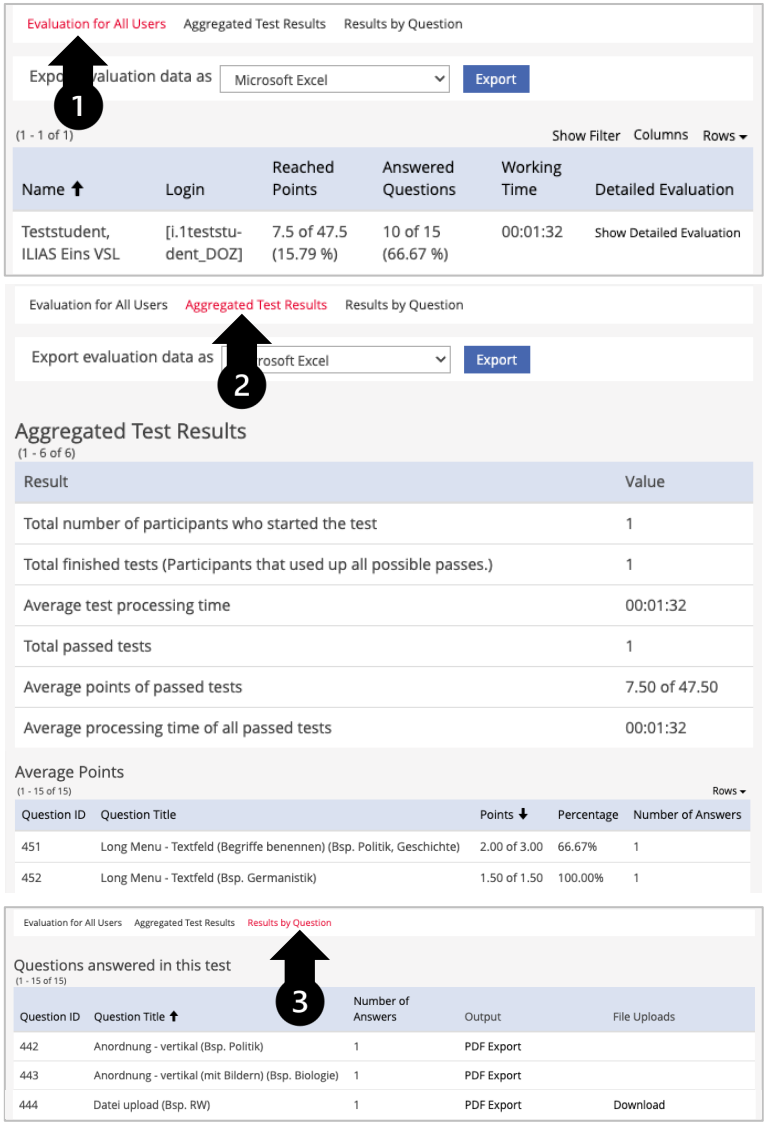


If you have completed the exam yourself for testing purposes, you need to delete your test data via «Delete Test Data of all Users» or «Remove Test Data of Selected Users» before you can edit questions.

6.3 Viewing and managing exam results: c. «Statistics»

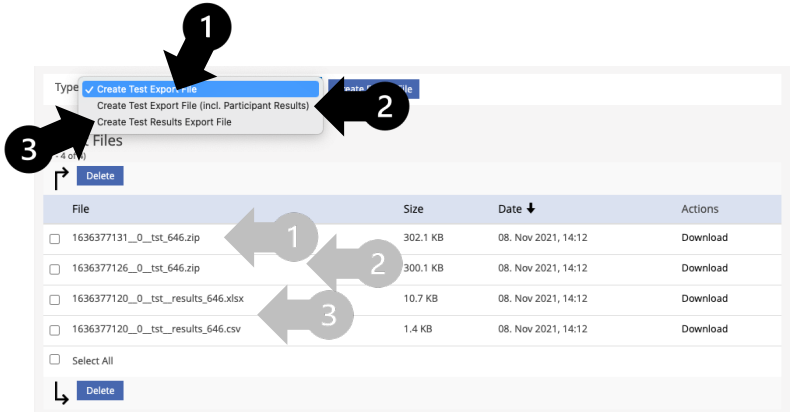
Via the «Statistics» tab, individual participant data is available in addition to aggregated results. The displayed results can be exported as Excel or CSV files.

1. «Evaluation for All Users»: Overview of all participants with the number of obtained points, answered questions, and working time. We recommend using this analysis to calculate the grades (see p. 86-88).
2. «Aggregated Test Results»: General overview of statistical data (total number of people who started the test; the total number of tests completed; average test processing time; etc.) as well as the average points obtained per question.
3. «Results by Question»: Detailed information about each answered question as a PDF. The PDF exports are useful, for instance, if you use question types that have to be scored manually (Essay Question, File Upload). Here you can export all answers to a question as a PDF and print them. Additionally, uploaded files of a File Upload question can be downloaded collectively using the «Download» button.



6.3 Viewing and managing exam results: d. «Export»

Via the «Export» tab, you can generate and download export files. However, for further processing, we recommend using the export options of the «Statistics» tab (see p. 84).



1. You can use the «Create Test Export File» option to export your exam, incl. questions and settings in the form of a compressed ZIP file that can later be imported to a different ILIAS installation. Please note, however, that this export does not contain any of the participants' answers.
2. Like the first option, the «Create Test Export File (incl. Participant Results)» option exports the entire exam, including questions and settings, but also includes the results.
3. The «Create Test Results Export File» option generates two files (.xlsx and .csv) with all test results. For further exam processing, we recommend you work with the «Statistics» instead of the results file (see p. 87).

6 Processing

6.4 Grading and transfer to KSL

a. Export ➥
b. Calculation ➥
c. Transfer to KSL ➥

6.4 Grading and transfer to KSL: a. Export

iliasEXAM calculates the total score for each participant. To determine the grades based on these calculations and transfer them to KSL, we recommend using the «Statistics».

Faculty ▶ Subject ▶ Semester

Exam course

LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)

E-Exam [*Exam container*]

E-Exam: „Name“

Exam

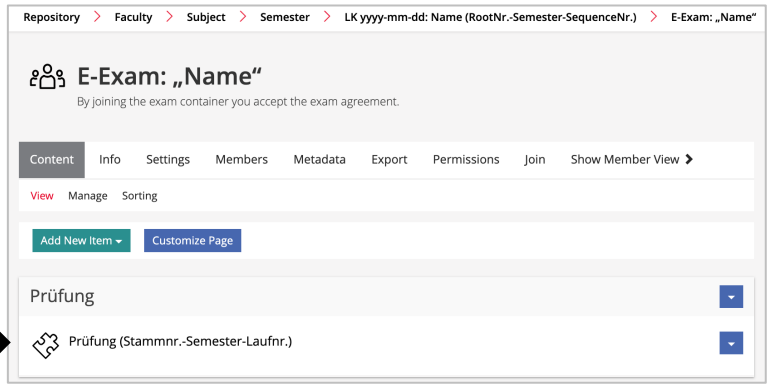
Exam (RootNr.-Semester-SequenceNr.)

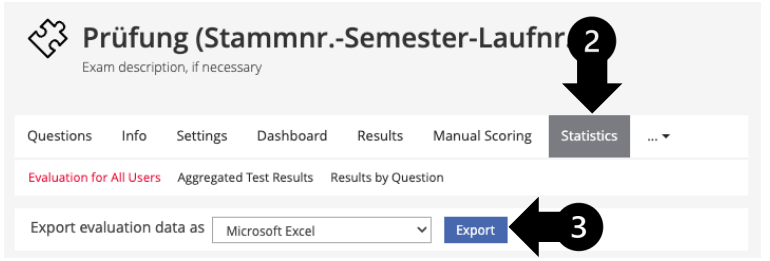
Exam-relevant files

Files, e.g. case description, i.a.

Notes and support for the e-exam

- Exam agreement
- Tutorial for students
- Mock exam for students
- Your own mock exam, i.a.
- Additional files, e.g. reading list, i.a.



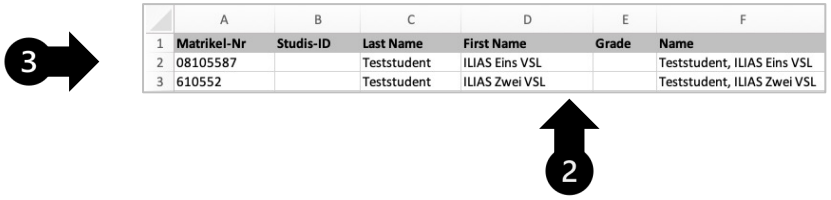


1. In the *Exam container,* go to the «Exam» section and click on «Exam (RootNr.-Semester-SequenceNr.)».
2. In the «Exam», go to the «Dashboard» tab. You will automatically be directed to the «Evaluation for All Users».
3. Select «Microsoft Excel» from the drop-down menu and click «Export».

6.4 Grading and transfer to KSL: b. Calculation

The generated spreadsheet contains several tabs: The first tab, «Test Results», contains the results of all participants; the other tabs are labeled with the participants' names and contain the results per participant.

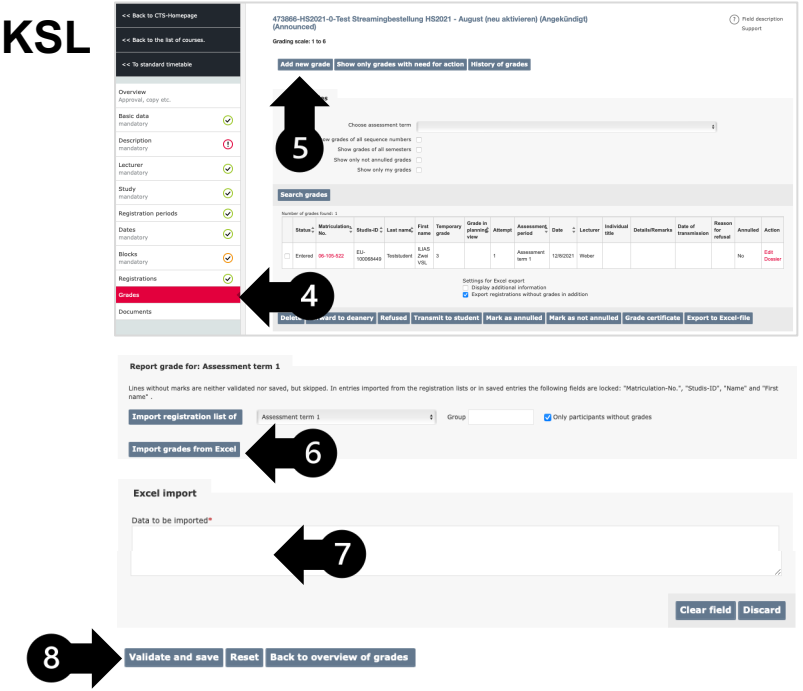
1. Initially, check the «First Visit» in the «Test Results» tab, whether the starting times are appropriate. Any irregularities here could indicate an attempt of cheating. Additionally, check on a sample basis whether the Excel export results match the submitted solutions on iliasEXAM.
2. In the «Test Results» tab, insert a «Grades» column in column E and calculate the grades obtained based on your grading scheme.



	A	B	C	D	E	F
1	Matrikel-Nr	Studis-ID	Last Name	First Name	Grade	Name
2	08105587		Teststudent	ILIAS Eins VSL		Teststudent, ILIAS Eins VSL
3	610552		Teststudent	ILIAS Zwei VSL		Teststudent, ILIAS Zwei VSL

6.4 Grading and transfer to KSL: c. Transfer to KSL

3. From the «Test Results» tab, copy columns A - E.
4. In KSL, go to the respective course or assessment and click the «Grades» tab.
5. Click «Add new grade» and enter the necessary information.
6. In the section «Report grade for: … » click «Import grades from Excel».
7. Paste the data copied from the spreadsheet into the white field under «Data to be imported».
8. Click «Validate and save».



6 Processing

6.5 Post-exam review

6.5 Processing: Post-exam review

To allow students to review exam results, we recommend the following procedure:

1. Make a list of students registered for post-exam review.
2. Export the «Results» for the respective students, including the maximum and achieved points, the given answers per question and as well as the pass/fail status or grade (see p. 83 and 88).
3. Print the file(s).
4. Present the printed exams to students for their review.

6 Processing

6.6 Archiving

6.6 Processing: Archiving

Exam results must be archived in accordance with faculty guidelines. The university guidelines require a minimum archiving period of 18 months. However, the recommended minimum is 2 years due to potential delays caused by appeals or legal proceedings.

Regarding archiving, please note that the exams, incl. results, will be deleted from iliasEXAM after a few years (TBD). Therefore, exporting them (see p. 85) and archiving them externally is recommended.

Enjoy iliasEXAM!