iliasEXAM Settings Check list
For examiners

Exams on iliasEXAM should be configured as simply and securely as possible. To achieve this, choosing the proper settings for the three main levels or elements of an iliasEXAM exam environment is crucial.

The following pages show screenshots of the **default settings recommended** for …

- the exam course
- the exam container
- the exam

Generally, **all settings should be kept as shown** - with a few exceptions.

Especially marked and, possibly, commented on are **settings, which you …**

⚠️ **must adjust**

🟡 should adjust under specific circumstances

🚫 ***must not change*** in any case

More detailed information about these settings can be found in the manual.

1 Exam course – Course settings I

🖥 LK yyyy_mm_dd: Title_KSL (RootNr_KSL)
[→ course description i.a.]

Content | Info | **Settings** | Members | Metadata | Export | Permissions | Join | Show Member View ❯

Course Settings | Course Information | Preconditions | Start Objects | Membership Limitations | Multilingualism

Edit Course   [Save] [Cancel]

| Title * | LK yyyy_mm_dd: Titel_KSL (StammNr_KSL) |
| | Language: German » More Translations |

Description [→ course description i.a.]

Period of Event ☐ Without Time Indication
DD.MM.YYYY HH:mm 📅   DD.MM.YYYY HH:mm 📅
Start   End
Information about the start and end date of the event, which is supported by the course

Availability

> • **Before the exam**, the exam course should be set online if possible.
> • **At the start of the exam**, the exam course must be online.
> • **After the exam**, the exam course must be set offline immediately.

⚠ **Online** ☐
Set the course online to make it visible and available for course members. If not, only course administrators and tutors will have access to it.

Period DD.MM.YYYY HH:mm 📅   DD.MM.YYYY HH:mm 📅
Start   End

Registration Settings

🚫 **Registration Procedure**
◉ Join Directly
○ Join with Course Password
○ Request Membership
Interested users can send a request/message to course administrator.
○ No Self-enrolment
Only course administrators can add users to the course.

🚫 **Admission per Link** ☑
Besides the chosen registration procedure and permissions this option allows users to enter directly by using the following link.
Link for Direct Admission   https://exam.unibe.ch/goto.php?target=crs_165_rcodedh25m8bK23&client_id=examUnibe

Limited Registration Period DD.MM.YYYY HH:mm 📅   DD.MM.YYYY HH:mm 📅
Start   End

Limit 'Unsubscribe from Course' DD.MM.YYYY 📅
Until the date selected members can unsubscribe from the course.

Limited Number of Members ☐
The minimal respectively maximial number of members can be set. A waiting list can be set up.

1 Exam course – Course settings II

Course Presentation

Show Title and Icon	☑
Show Header Actions	☐
Tile Image	**Select File**
	Maximum upload size: 3000.0 MB
	Allowed file types: .png, .jpg, .jpeg
	The tile image will be used, if the container (course, folder, group, ...) activates the tile view presentation.

Item Presentation
- ⦿ List
- ○ Tiles

Presentation Type
- ○ Sessions View
  This content presentation groups all sessions first. After that the other course content is listed.
- ⦿ Simple View
  This content presentation lists all items in one block.
- ○ Grouped-by-Type View
  This content presentation groups all items by resource type.
- ○ Learning Objectives-Driven Course
  Course for individualised studying: Performance on learning objectives organises the course work. Content might be recommended based on individual performance in an initial test. A final test can be used to prove learning objective mastery.
- ○ Timings View
  Presentation mode for timings settings.

Content Item Sorting
- ○ Titles in Alphabetical Order
  Content items are arranged automatically by title in alphabetical order.
- ○ By Creation Date
  Content items are arranged automatically by their creation date.
- ○ Sort by Activation
  Sort course items be their activation time or timings settings.
- ⦿ Manually
  Content items can be arranged manually in a preferred order. Additionallyl, please define the standard sorting settings for new objects.

Position for New Objects *	○ Top ⦿ Bottom
Order for New Objects *	⦿ Titles in Alphabetical Order ○ By Creation Date ○ Sort by Activation
Sorting Direction for New Objects *	⦿ Ascending ○ Descendent

Additional Features

News	☐
	Activate the news block and/or timeline view. Users can subscribe for notifications, if the news block or the timeline are activated.
Custom Metadata	☐
	If activated metadata can be configured.
Default Object Rating	☐
	Rating is activated by default for new files, learning modules and wikis.
Resources	☐
	Use the booking pools to book resources.
Mail Subject Prefix	[ ]
	Enter a short text that is added to the subject line of external mails send to members to make identifying these mails easier.
Show Members	☐
	If activated, course members can access the members gallery.
Mail to Members	⦿ For Tutors and Administrators only
	Only administrators and tutors can use the feature 'Mail to Members' in the 'Members' tab.
	○ For all Participants
	Members, administrators and tutors can use the feature 'Mail to Members' in the 'Members' tab.
Welcome-Mail For New Members	☐
	New members get a mail notification when added to the course.
Add to Favourites	☐
	Objects within the course can be added to favourites.

* Required   **Save** **Cancel**

Exams
Faculties
Support

2 *Exam container* – Group settings I

E-exam: "Title_KSL"

By joining the exam container you accept the exam agreement.

Content | Info | **Settings** | Members | Metadata | Export | Permissions | Join | Show Member View ❯

Group Settings | Group Information | Membership Limitations | Multilingualism

Edit Group

[Save] [Cancel]

Title *
E-Prüfung: "Titel_KSL"
Language: German » More Translations

Description
Mit Beitritt zum Prüfungscontainer akzeptieren Sie die Prüfungsmodalitäten und -bedingungen.

Type
🔘 Default
Default set of permissions will be applied.

○ Closed Group
Group is not visible for non-members.

Period of Event
☐ Without Time Indication
| DD.MM.YYYY HH:mm 📅 | DD.MM.YYYY HH:mm 📅 |
Start | End
Information about the start and end date of the event, which is supported by the group

Group Registration

Registration Procedure
○ Direct Registration
🔘 Join With Group Password

Password *
< Vorgabe iliasEXAM >
Users need to type in this password when joining the group.

○ Request Membership
Interested users can send a request/message to group administrator.

○ No Self-enrolment
Only group administrators can add users to the group.

Admission per Link
☐
Besides the chosen registration procedure and permissions this option allows users to enter directly by using the following link.

Limited Registration Period
| DD.MM.YYYY HH:mm 📅 | DD.MM.YYYY HH:mm 📅 |
Start | End

Limit 'Unsubscribe from Group'
DD.MM.YYYY 📅
Until the date selected members can unsubscribe from the group.

Limited Number of Members
☐

2 *Exam container* **– Group settings II**

Group Presentation

Show Title and Icon	☑
Show Header Actions	☐
Tile Image	**Select File**

Maximum upload size: 3000.0 MB
Allowed file types: .png, .jpg, .jpeg
The tile image will be used, if the container (course, folder, group, ...) activates the tile view presentation.

Item Presentation
- ● List
- ○ Tiles

Presentation Type
- ○ Default: Simple View
  The group presentation type is adopted from a parent course.
- ○ Sessions View
  This content presentation groups all sessions first. After that the other course content is listed.
- ● Simple View
  This content presentation lists all items in one block.
- ○ Grouped-by-Type View
  This content presentation groups all items by resource type.

Content Item Sorting
- ● Default (Sort Manually)
  The sorting mode is adopted from a parent course/group.
- ○ Titles in Alphabetical Order
  Content items are arranged automatically by title in alphabetical order.
- ○ By Creation Date
  Content items are arranged automatically by their creation date.
- ○ Manually
  Content items can be arranged manually in a preferred order. Additionallyi, please define the standard sorting settings for new objects.

Additional Features

News ☐
Activate the news block and/or timeline view. Users can subscribe for notifications, if the news block or the timeline are activated.

Custom Metadata ☐
If activated metadata can be configured.

Default Object Rating ☐
Rating is activated by default for new files, learning modules and wikis.

Mail Subject Prefix [   ]
Enter a short text that is added to the subject line of external mails send to members to make identifying these mails easier.

Show Members ☐
If activated, group members can access the members gallery.

Mail to Members
- ● For Administrators only
  Only administrators can use the feature 'Mail to Members' in the 'Members' tab.
- ○ For all Participants
  Members and administrators can use the feature 'Mail to Members' in the 'Members' tab.

Welcome-Mail For New Members ☐
New members get a mail notification when added to the group.

* Required   **Save** **Cancel**

(Sidebar: Exams · Faculties · Support)

3.1 *Exam* – General I

Exams

Faculties

Support

Exam (RootNr.-Semester-SequenceNr.)

Questions | Info | Settings | Dashboard | Results | Manual Scoring | Statistics | History | Metadata | Export | Permissions

General | Scoring and Results | Personal Default Settings

General Settings

Save

Title *	Exam (RootNr.-Semester-SequenceNr.)
Description	
Use of Question Pools	○ Questions can be added optionally to a question pool
	The questions can be re-used in other tests.
	● Questions are created directly in the test
	The questions cannot be re-used in other tests.
Selection of Test Questions	● Fixed Set of Questions
	All participants get the same set of questions.
	○ Random Set of Questions
	Each participant gets a different set of questions. Questions are randomly selected from one or more question pools.
	○ Question Queue - All Questions from a Question Pool
	Participants work through questions from one question pool. Questions answered incorrectly will be presented again. Questions can be added and edited in a running test.
Privacy	● Results with Names
	○ Results without Names / Anonymous Test

Availability

Online	☑
	If online, participants can take the test.
Limited Availability Period	☐

Presentation

Tile Image	**Select File**
	Maximum upload size: 3000.0 MB
	Allowed file types: .png, .jpg, .jpeg
	The tile image will be used, if the container (course, folder, group, ...) activates the tile view presentation. To avoid performance issues, upload files with a resolution of 72dpi and a width less than 1000 px. Otherwise the display of the page will be unnecessarily delayed.

Information Before Start of Test

Introductory Message	☐
	Shows an introductory message on the tab 'Info' of the test. This text is accessible already before the test can be started.
Show all Test Properties	☐
	Users will be presented with a complete list of test properties on tab 'Info', i.e. information on scoring and reporting.

3.1 *Exam* – **General II**

Administering the Test: Access

Starting Time

DD.MM.YYYY HH:mm 📅

Point in time after which the test can be started by clicking the button 'Start', participants can provide answers to questions.

Finishing Time

DD.MM.YYYY HH:mm 📅

Point in time at which the test will be finished: Participants an no longer answer questions, the test is finished by ILIAS.

Test Password ☐

If you define a test password, all users with test access must enter this password to start the test.

Manually Selected Participants ☐

This test can only be accessed by users you have manually added in tab 'Dashboard'.

Limit Number of Concurrent Participants ☐

ILIAS will monitor the number of participants taking the test at the same time. If more users than maximally allowed try to access ILIAS will prevent them from starting the test.

Administering the Test: Test Run

Limit Number of Test Passes ☑

Maximum number of passes a participant can take.

Max. Number of Passes * [1]

Block Additional Passes After Test is Passed ☐

After a participant has passed the test, no further test passes are allowed to the participant with this option.

Force Waiting Time between Passes ☐

With this option additional passes can not be started before the defined time is lapsed relating to the last finished pass.

Limit Duration of Test ☐

Participants can work through the test only for a specified period of time. Time is clocking away from the moment a user starts a test for the first time. Suspending the test does not stop the clock. If the number of possible test passes is limited an additional feature for granting extra time to participants appears in the tab 'Dashboard'.

Exam View ☑

Exam view runs test in kiosk mode. This hides the browser bar and navigation and all other screen elements that are not part of the test. Participants are prevented from opening an other website.
Effectively preventing participants from opening other websites during tests additinally requires deploying a suitable browser enviroment (e.g. Safe Exam Browser).

Exam View Options ☑ Show Test Title

☑ Show Name of Participant

Information is displayed at the top section of the screen.

Display Test Pass ID ☐

A test pass ID is displayed in the test. A new ID is generated for every test pass.

3.1 *Exam* – General III

Administering the Test: Behavior of the Question

Show Question Title	● Question Titles and Available Points ○ Only Question Titles ○ Neither Question Titles nor Available Points
Automatic saving	☑ Answers are automatically saved in specified intervals to avoid data loss. Interval: 30 Seconds
Shuffle Questions	☑ Shuffles the sequence of questions for every participant and every test pass.
Hints	☐ Participants request hints to answer a question. With every hint presented the maximum number of points to be earned decreases.
Instant Feedback	☐ When questions are configured with feedback it is provided to participants during the test pass.
Participant Answers	● Do not Lock Participants Answers during Test Passes As long as a test pass was not finished, participants can change their answers at any time. ○ Lock Answers with the Presentation of Feedback After the feedback for a question is shown participant answers are locked, participants cannot change these answers any longer. ○ Lock Answers with the Presentation of Follow-Up Questions Showing the follow-up question will lock participant answers for the previous question, participants cannot change these answers any longer. ○ Lock Answers with the Presentation of Feedback or Follow-Up Questions Participant Answers for a question will be locked either with the presentation of the questions's feedback or when the follow-up question is shown.
Compulsory Questions	☐ Only if all compulsory questions are answered ths test can be finished. Compulsory questions can be defined in the 'List view'. For participants the option 'Show List of Questions' should be activated.

Administering the Test: Functionality Available to Participants

Use Previous Answers	☐ Participants will be presented with their answers from previous test passes. This option has to be activated by individual participants on the Info-tab before starting a test pass.
Suspend Test	☐ Participants are presented with a button to stop the test run and to continue it later. Caution: Suspending the test does not stop the countdown of the maximum duration of the test.
Unanswered Questions	● Unanswered Questions Stay in Position Question that users just look at and flip over without answering them, will stay at their position in the test and will not be enqueued at the end of the test.

Durchführung: Funktionen für Teilnehmer

Verwendung vorheriger Lösungen	☐ Zeigt Teilnehmern die Antworten aus dem vorherigen Testdurchlauf an. Die Option muss vom Teilnehmer vor Beginn des Tests auf dem Reiter 'Info' per Checkbox aktiviert werden.
"Test unterbrechen" anzeigen	☐ Zeigt während der Durchführung des Tests einen Button an, mit der der Test unterbrochen werden kann. Achtung: Das Unterbrechen des Tests hält nicht die unter 'Maximale Bearbeitungsdauer' festgelegte Bearbeitungszeit an.
Nicht beantwortete Fragen	● Nicht beantwortete Fragen bleiben an ihrem Platz Auch wenn Teilnehmer Antworten verwerfen oder Fragen überblättern, verbleiben die Fragen an ihrer Position im Test. Diese Einstellung wirkt sich nicht auf den Modus 'Wiedervorlage' aus. ○ Nicht beantwortete Fragen werden ans Testende geschoben Fragen, deren Antworten die Teilnehmer verwerfen oder überblättern, präsentiert ILIAS am Ende des Test noch einmal. Diese Einstellung wirkt sich nicht auf den Modus 'Wiedervorlage' aus.
Fragenliste und Bearbeitungstand anzeigen	☑ Teilnehmer können sich links neben den Testfragen eine Fragenliste anzeigen lassen. Mit dem Button 'Bearbeitungsstand' rufen die Teilnehmer eine Übersicht auf, die zeigt, welche Fragen sie jeweils bereits bearbeitet oder markiert haben. Das Verhalten der Übersicht 'Bearbeitungsstand' können Sie noch weiter konfigurieren: ☐ Noch vor der ersten Frage anzeigen ☐ Vor dem Ende des Test anzeigen ☑ Fragenbeschreibungen anzeigen
Fragen markieren	☑ Teilnehmer erhalten die Möglichkeit, Fragen für sich zu markieren. Die Markierungen werden auch in der Übersicht 'Bearbeitungsstand' angezeigt, sofern diese aktiviert ist.

3.1 *Exam* – **General IV**

Finishing the Test

Overview of Answers Given	☐	Participants are presented with all questions and the answers they provided in an overview prior to submitting the test.
Concluding Remarks	☑	Shows concluding remarks after the test was submitted.

Concluding Remarks *

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Redirect	☐	After completion of test each participant is automatically redirected to a defined webpage. This is only valid if the participants have no access to their test results.
Digitally Sign Test Submissions	☐	If this is activated and a signature plugin is installed and active, participants will be requested to digitally sign their submissions.
Notification	☐	Sends an e-mail to the test owner for every user that has completed the test.

* Required

Save

3.2 *Exam* – Scoring and Results

Exams	Questions	Info	**Settings**	Dashboard	Results	Manual Scoring	Statistics	History	Metadata	Export	Permissions

General **Scoring and Results** Personal Default Settings

Scoring Options

[Save]

Scoring System

● Incomplete or Partly Wrong Answers Score Points

When a question defines points for partial answers, points for correctly provided partial answers are added up: Participants can score points for incomplete or partly wrong answers on these questions.

○ Only Correct and Complete Answers Score Points

Participants score either the maximum number of points for a fully correct and complete answer or 0 points in every other case. This is also valid for questions that define points for partial answers.

Multiple Choice Questions with Empty Answer

◉ Don't Save Empty Answers

Answers without any checked option are not saved. Participants get 0 points on these questions.

○ Save and Score Empty Answers (Deprecated)

An additional option "None of the above" allows saving of empty answers. The unchecked options will be scored as defined in the question. This setting is only kept for existing tests and will be abandoned in a following ILIAS version.

Negative Points

● For Each Questions Negative Points are set to '0 Points'

Participants may score negative results for a question that had negative points for assigned to individual answer options. This setting ensures that per question any negativ result is set to 0 points.

○ For the Whole Test a Negative Result is set to '0 Points'

Participants might score negative points in questions. Scored points of all questions are added up. Only if the overall result of the test is negative this overall result will be set to 0 points. With this setting negative points carry a lot of weight.

Scoring Multiple Passes

● Score the Last Pass

The last pass of a participant will be scored.

○ Score the Best Pass

The pass in which a participant performed best will be scored. This setting does only apply when more than one test pass is possible.

Previous Passes

● The Deletion of Previous Passes is NOT allowed
○ The Deletion of Previous Passes is allowed

Summary Test Results

Access to Test Results

☐

A tab 'Results' will be offered to participants. Options in this section and the following ones below configure what information is to be included into the report and when it will be accessible.

Further Details to be Included in Test Results

Scored Answers of Participant

☐

As an add-on to the 'Table of Detailed Test Results', the participant get a link to a page for each question. This linked page contains the question, the answer provided by the participant, information on whether this was the correct answer and points scored by this answer.

Feedback

☐

Feedback related to the answers provided by the participant is displayed. Please mind that this option becomes effective only if you have activated 'Scored Answers of Participant' and feedback was prepared along with the questions in the first place.

Content for Recapitulation

☐

If content for recapitulation was assigned to the test questions in the first place, this content will be shown in the 'Table of Detailed Test Results'-table. Participants get an opportunity for remedial learning. For this option to become effective you have to activate 'Table of Detailed Test Results' under 'Access to Test Results'.

Additional 'List of Answers' for Printing

☐

An overview of all questions with the answers of the respective participant is generated. This list will be offered within the 'Results'-tab in a subtab 'Review of Scored Answers'.

Ranking

☐

Within the 'Results'-tab participants are presented with a subtab 'Show Ranking'. On clicking it participants are presented with a league table on the performance in the test. You have to activate 'Access to Test Results', too in order to use this functionality.

Signature Placeholder

☐

The prepared printout version will contain a signature placeholder for the participant. Please mind to activate 'Table of Detailed Test Results' to use this functionality.

ILIAS Test Pass ID

☐

The ILIAS test pass ID will be included in the test results.

Item Analysis Export for Pure Single Choice Tests

☐

In the 'Statistics'-tab an additional export option is offered. It generates a spreadsheet for item analysis outside of ILIAS. This option only works for tests purely composed of Single Choice Questions.

[Save]