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Latest update: 11.10.2022 V2

photo by Akshay Chauhan on Unsplash



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1 Getting started

1.1 Getting started: Access iliasExam



If your exam is conducted using iliasEXAM, your instructor will email you an access link a few days before the exam. Please read the email carefully; it contains essential information about the exam.



Click on the link to join the exam course.

If you have not received a link, you can join the exam course manually. Proceed as follows:

- 1 Go to www.exam.unibe.ch and log in with your edu-ID.
- 2 On the right side of the iliasEXAM landing page, click «Find exams».
- 3 In the repository, select the respective faculty.
- 4 Within the faculty, select the respective subject.
- 5 Within the subject, select the current semester. Afterward, click the respective exam course.
- 6 You will be directed to the «Course Registration» and need to click «Join».
- 7 You can find all exam courses that you have joined in the ongoing semester under «My ongoing exams».

The screenshot shows the iliasEXAM interface with the following elements and numbered steps:

- Step 1:** A red arrow points to the "Find exams" button in the top right corner.
- Step 2:** A red arrow points to the "Fakultäten" (Faculties) section in the repository.
- Step 3:** A red arrow points to the "Med" (Medicine) folder under the "Fakultäten" section.
- Step 4:** A red arrow points to the "Phil-hist" (Philosophy and History) folder under the "Fakultäten" section.
- Step 5:** A red arrow points to the "Join" button in the "Course Registration" section.
- Step 6:** A red arrow points to the "Join" button in the "Course Registration" section.
- Step 7:** A red arrow points to the "My ongoing exams" button in the top left corner.

The interface includes a top navigation bar with "My ongoing exams" and "Find exams" buttons. Below this is a "Magazin" (Repository) section with "Fakultäten" (Faculties) and "Med" and "Phil-hist" folders. The "Course Registration" section shows "Registration Period" as "Unlimited" and "Registration Type" as "You can join this course directly." with "Join" and "Cancel" buttons.

1.2 Getting started: Set up iliasEXAM

You do not need to do anything special to set up iliasEXAM.

FOR EXCHANGE STUDENTS:

If you're an exchange student, you need to enter your Studi-ID (student number) on iliasEXAM.

- 1 Find your Studi-ID (student number) on your Unicaard.
- 2 Click on the top right corner icon and select «Profile and Privacy».
- 3 Under «Other», enter your number in the «Studis-ID (e.g., EU-1000078899)» field.
- 4 Click «Save and Continue».



The screenshot shows the iliasEXAM user interface. At the top, there is a header with a user profile picture, the name 'Nachname Vorname', and the birth date 'Geburtsdatum'. Below this, there is a section for 'Mobilitätsstudent*in Incoming' with the student ID 'EU-1000078899' and the validity date 'Gültig bis 31.01.2022'. The main menu on the right has options for 'Profile and Privacy', 'Settings', and 'Logout'. The 'Other' section contains input fields for 'Matriculation number' and 'Studis-ID (eg. EU-1000078899)'. A 'Save and Continue' button is at the bottom right. Red numbered arrows indicate the steps: 1 points to the 'Studis-ID' field, 2 points to the 'Profile and Privacy' menu item, 3 points to the 'Studis-ID' field, and 4 points to the 'Save and Continue' button.



1.3 Getting started: Get to know iliasExam


Familiarize yourself with the exam environment. It consists of the following elements:

Folder Faculty ▶ Folder Subject ▶ Folder 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 course» (LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)) contains all elements that are part of the exam.
- 2 Within the  «Exam course», there is an  *Exam container* (E-Exam: „Name“). This container is where you will find the  «Exam (RootNr.-Semester-SequenceNr.)» and the «Exam-relevant files». The  *Exam container* is password-protected. You will be able to access it once your lecturer has given you the password at the beginning of the exam (see p. 11).
- 3 Contents you should familiarize yourself with before taking the exam, including the mock exam (see p. 8), are provided in the section «Notes and support for the e-exam».











2 Preparing for the exam



2 Preparing for the exam

- 1 We strongly recommend that you take the generic mock exam to familiarize yourself with the exam tool and to test whether all question types are displayed correctly and can be answered. You can click here to take the mock exam before you receive the access link to the  exam container.
- 2 If your lecturer has created an additional mock exam, you should also take that.
- 3 Make sure that your laptop meets the  minimum requirements; ideally, follow our  recommendations as well:




Hardware:

-  Fully functional, powerful notebook computer, **no** tablets or smartphones
-  No older than 5 years
-  At least 13" display, resolution of at least 1024 × 768
-  At least 10GB of free memory
-  20GB free memory
-  Fully charged battery, battery life of at least 2.5h, charger
-  Fully functioning WIFI capabilities
-  Familiar keyboard layout




Browser:

-  Chrome or Firefox (latest version), **not** Safari, Edge (Legacy) or Internet Explorer
-  Extensions/addons (incl. adblocker) disabled

Operating system

-  Up-to-date Windows 10/11, macOS or Linux, **not** Android, iOS, or Chrome OS
-  System is updated as much as possible
-  Disable/pause automatic updates if possible

Basic system skills:

-  Switch WIFI to Eduroam
-  Browser navigation
-  System controls (Brightness, volume, restart, ...)

- 4 Check your connection to Eduroam at least one week before the exam. If you have problems with Eduroam, follow these instructions https://serviceportal.unibe.ch/sp?id=kb_article&sysparm_article=KB0010048 or contact the helpdesk at wireless@id.unibe.ch.



3 Taking the exam











3


Taking the exam

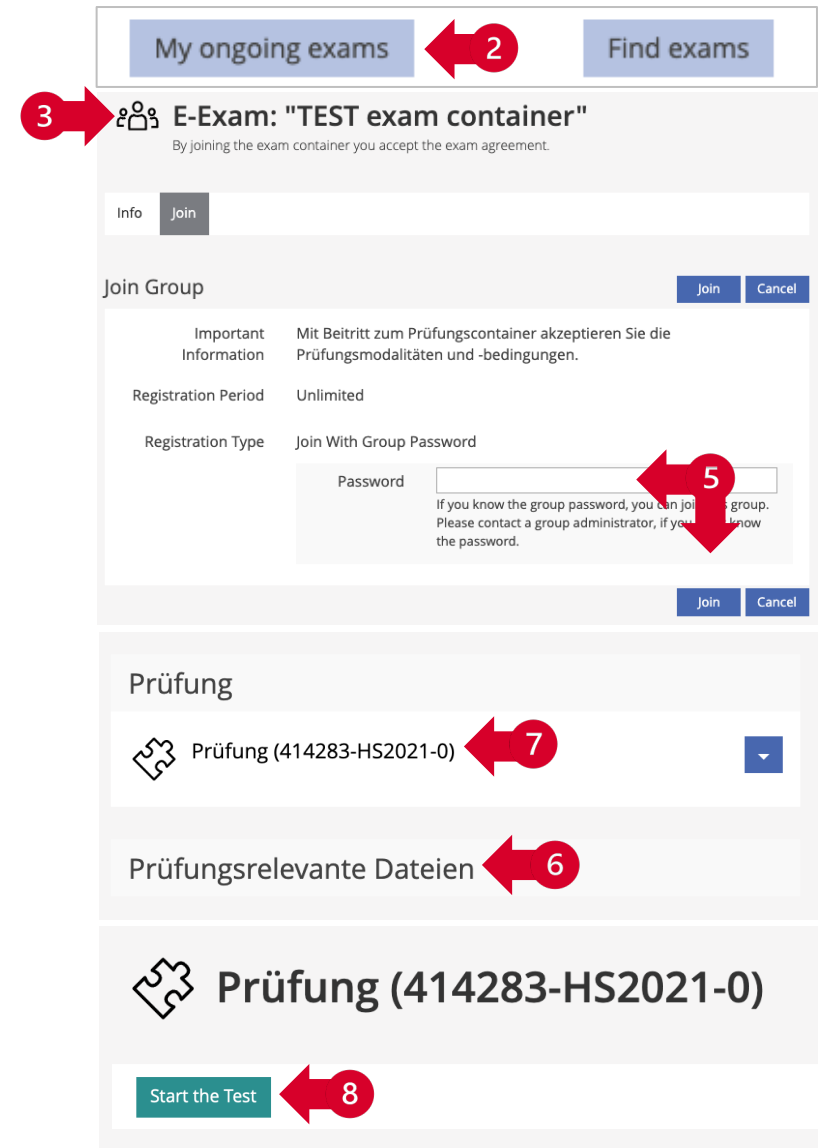
3.1 Before the exam starts

3.1 Taking the exam: Before the exam starts

To ensure a smooth process, we recommend the following procedure.

- 1 Arrive at the exam room approx 30 minutes before the start of the exam. The WIFI on your computer should be deactivated.
- 2 Set up your workspace: Connect to Eduroam and go to the  «Exam course» via «My ongoing exams».
- 3 Go to the  Exam container. This will take you to the password prompt.
- 4 Remove all illicit tools from your workspace.
- 5 As soon as you receive the password to the  Exam Container, enter the password and click «Join». You will then see the  «Exam» and, if applicable,  «Exam-relevant files».
- 6 If there are  «Exam-relevant files», you should download and open these.
- 7 Click on the  «Exam».
- 8 On the  «Exam» landing page, click «Start the Test» to begin working on the exam.

 The actual exam procedure may deviate from our recommendation in some cases. The information/procedures communicated on-site by the persons responsible for the exam are always valid.



The screenshot shows the exam interface with the following elements and numbered steps:

- Step 2:** A red arrow points to the "Find exams" button in the top navigation bar.
- Step 3:** A red arrow points to the "E-Exam: 'TEST exam container'" link in the main content area.
- Step 4:** A red arrow points to the "Join" button in the "Join Group" section.
- Step 5:** A red arrow points to the "Password" input field in the "Join Group" section.
- Step 6:** A red arrow points to the "Prüfungsrelevante Dateien" (Exam-relevant files) section.
- Step 7:** A red arrow points to the "Prüfung (414283-HS2021-0)" link in the "Prüfung" section.
- Step 8:** A red arrow points to the "Start the Test" button in the "Prüfung (414283-HS2021-0)" section.



3

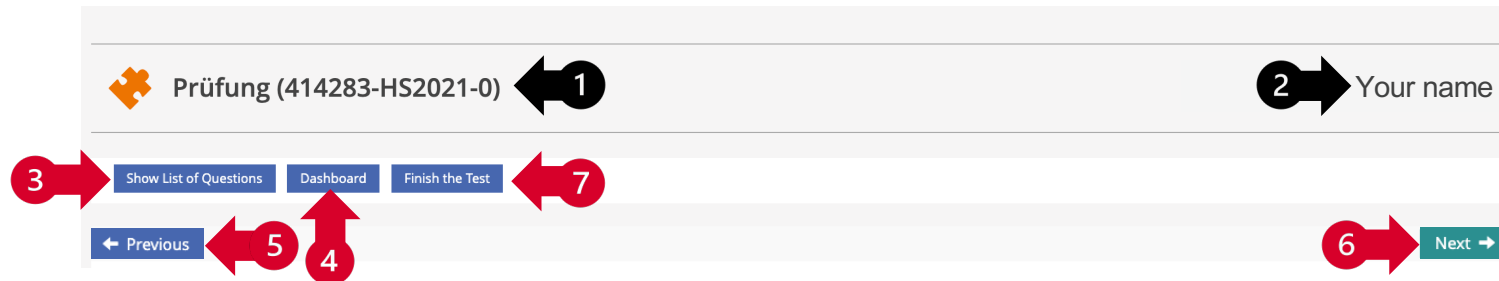
Taking the exam

3.2 Navigation

3.2 Taking the exam: Navigation I

After you have started the exam, you will see the following header:

- 1 Title of the exam
- 2 Your name



You have the following options for navigation:

- 3 «Show List of Questions» (see p. 14)
- 4 «Dashboard» (see p. 15)
- 5 «Previous»
- 6 «Next»
- 7 «Finish the Test»

i PLEASE NOTE: In the mock exam, you can change your answers anytime before you finish the exam. However, it is possible that in your actual exam, the answer to a question is locked once you navigate to another question. This means that you will not be able to change your answer afterward. Your lecturer can give you more information about this for the respective exam.

3.2 Taking the exam: Navigation II

The screenshot shows the exam navigation interface. On the left is a list of question types, and on the right is the main exam area. Red arrows and numbers indicate the following steps:

- 3**: Points to the question type list on the left.
- 1**: Points to the 'Show List of Questions' button in the top navigation bar.
- 2**: Points to a question in the list of questions.

The question type list on the left includes:

- Single Choice (standard mit Bildern)
- Single Choice (standard)
- Kprim Choice 2
- Kprim Choice (umfunktioniert als Kategoriezuordnung)
- Freitext
- Datei upload
- Anordnung vertikal (standard)
- Anordnung vertikal (mit Bildern)
- Long Menu Frage Textlücke
- Long Menu Frage (Textfeld & Graphik)
- Long Menu Frage (Dropdown)
- Long Menu (workaround Hotspot Dropdown)

The main exam area on the right shows the title 'Prüfung (414283-HS2021-0)' and 'Your name'. Below the title are buttons for 'Show List of Questions', 'Dashboard', and 'Finish the Test'. At the bottom of the main area are 'Previous' and 'Weiter' buttons.

- 1** Click on «Show List of Questions» on the left side of the screen to show the list of questions; click on «Hide list of questions» to hide it.
- 2** Clicking on a question in the list of questions will take you to that question.
- 3** As soon as you have answered a question and have clicked «Next», the circle next to the question turns blue. This way, you can see which questions you have already answered.



PLEASE NOTE: It is possible that in your actual exam the list of questions has been disabled and is therefore not displayed. This means that you cannot use it to navigate back and forth between questions. Your lecturers can give you more information about this for the respective exam.

3.2 Taking the exam: Navigation III

Clicking on **1** «Dashboard» brings up an overview of the exam questions.

Here you will be able to see...

2 how many points can be obtained per question

3 which questions you have already answered

4 Whether you have marked the question (see p. 17).

Clicking on a **5** question title in this overview will take you to that question.

<div>Show List of QuestionsDashboardFinish the Test</div>				
<div><div>5</div><div>2</div><div>1</div><div>3</div><div>4</div></div>				
No.	Question Title	Maximum Points	Answered	Flagged
1	Single Choice (standard)	1 Pt.	Yes	
2	Single Choice (standard mit Bildern)	1 Pt.	Yes	
3	Kprim Choice	4 Pt.	Yes	
4	Kprim Choice (Kategoriezuordnung)	4 Pt.		
5	Freitext	2 Pt.		
6	Datei upload	2 Pt.		
7	Anordnung vertikal (standard)	1 Pt.		
8	Anordnung vertikal (mit Bildern)	5 Pt.		
9	Long Menu Frage (Textlücke)	7 Pt.		

i ACHTUNG: Es ist möglich, dass in der Prüfung Ihres Dozierenden der Bearbeitungsstand deaktiviert ist und deshalb nicht angezeigt wird. Ihre Dozierenden können Ihnen dazu für die entsprechende Prüfung nähere Auskunft geben.



3

Taking the exam

3.3 Answering 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 - Select
 - g. Essay Question
 - h. File Upload

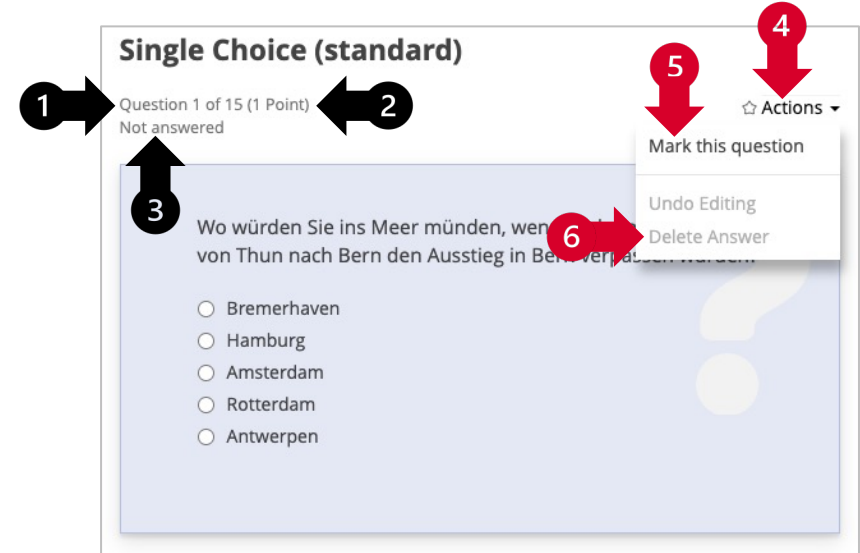
3.3 Answering questions: a. General notes

On iliasEXAM, lecturers can choose from different question types. Which question types are used in your exam depends on the lecturers. In most cases, only 1-2 different question types will be used. On the following pages, you will learn what the different question types may look like and how you can respond to them.

For all question types, you will find information on the **1** total number of questions, the **2** points to be obtained per question, and your **3** processing status below the question title.

In the **4** «Actions» menu on the right side of the screen, you have the following options:

- 5** «Mark this question»: You can mark individual questions. Marked questions are identified in the list of questions (★) and the Dashboard. You can remove the marking with «Remove this mark».
- 6** «Delete Answer»: This allows you to undo your answer selection.



3.3 Answering questions: b. Multiple Choice (Single Answer) I

With this question type, you select one correct answer with a mouse click on the corresponding answer.

The selected answer will be marked with a solid blue/white radio button.

Single Choice (standard)

Question 1 of 15 (1 Point)

Answered (editing)

☆ Actions ▼

Wo würden Sie ins Meer münden, wenn sie beim Aareböötlen von Thun nach Bern den Ausstieg in Bern verpassen würden?

- ☐ Bremerhaven
- ☐ Hamburg
- ☐ Amsterdam
- ☒ Rotterdam
- ☐ Antwerpen

3.3 Answering questions: b. Multiple Choice (Single Answer) II

Single Choice (standard mit Bildern)

Question 2 of 15 (1 Point)
Not answered

☆ Actions ▾

Welche der folgenden Abbildungen zeigt die serbische Flagge?

- ☐ 
- ☐ 
- ☐ 
- ☐ 
- ☐ 

With this question type, you select one correct answer with a mouse click on the corresponding answer.

The selected answer will be marked with a solid blue/white radio button.

You can enlarge the image by clicking on the magnifying glass symbol below the image.

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

With this question type, you decide for each **1** statement whether it is true or false (or + / -, applicable / inapplicable, adequate / inadequate).

The selected answer will be marked with a solid blue/white radio button.

With this question type, full points will be awarded if you select the correct answer for all four statements. For three correct answers, you may receive half of the maximum score. If fewer than three answers are correct, no points will be awarded.

Kprim Choice

Question 3 of 15 (4 Points)

Not answered

☆ Actions ▼

Folgende Staaten gehören zur Europäischen Union:

You have to decide on every statement: [right] or [wrong]

right

wrong

☐☐☐☐☐☐☐☐

Polen

Russland

Spanien

Deutschland



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

The Kprim question type can also be used for category assignments. Here you select which of the two categories the **1** statements belong to.

The selected answers will be marked with a solid blue/white radio button.

With this question type, full points will be awarded if you select the correct answer for all four statements. For three correct answers, you may receive half of the maximum score. If fewer than three answers are correct, no points will be awarded.

Kprim Choice (Kategoriezuordnung)

Question 4 of 15 (4 Points)

Not answered

☆ Actions ▾

Categorize the following translations from German into English as "False friends" or "correct translation"

You have to decide on every statement: [False friend] or [Correct translation]

False friend

Correct translation

☐☐☐☐☐☐☐☐

DE Rezept - EN recipe

DE Ambulanz - EN ambulance

DE delikat - EN delicious

DE See - EN sea



3.3 Answering questions: d. Ordering Questions (vertical)

With this question type, you have to define the correct order of the individual items (e.g., words, images). To do so, drag and drop the individual items.

If the suggested order is already correct, check the **1** «The pre-set order is correct» option below the items.

The checkbox turns blue with a white check mark.

With this question type, you will only be awarded the specified score if all items are in the correct spot.

Anordnung vertikal (standard)

Question 7 of 15 (1 Point)
Not answered (editing)

☆ Actions ▾

Sortieren Sie die folgenden Städte absteigend nach Ihrer Einwohnerzahl (2020).

São Paulo

Tokio

Shanghai

Delhi

Manila

☒ The preset order is correct



Anordnung vertikal (mit Bildern)

Question 8 of 15 (5 Points)
Not answered

☆ Actions ▾

Ordnen sie die folgenden Bilder in der für ein Haus typischen Anordnung (von oben nach unten).



☐ The preset order is correct



3.3 Answering questions: e. Long Menu - Text

With this question type, you have to fill in the blanks with the appropriate answer.

Depending on the setting of the specific exam question, it is possible that after entering the first characters, one or more **1** suggested solutions will be displayed. You will be able to choose an answer from these suggestions.

Long Menu Frage (Textlücke)

Question 9 of 15 (7 Points)
Not answered

☆ Actions ▾

Bestimmen Sie die Wortart der Wörter im folgenden Beispielsatz. Schreiben sie die Wörter aus und verwenden sie keine Abkürzungen.

Wir tauchen im tiefsten
 See der Schweiz
.

Long Menu (Numerische Antwort)

Question 14 of 15 (2 Points)
Not answered

☆ Actions ▾

Lösen Sie die folgenden Gleichungen und tragen Sie das Ergebnis in Ziffernform in das jeweilige Feld ein.

$1+2=$

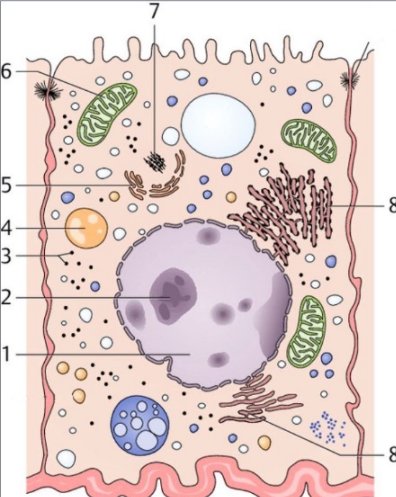
$6-4=$

Long Menu Frage (Textfeld & Grafik)

Question 10 of 15 (9 Points)
Not answered (editing)

☆ Actions ▾

Beschriften Sie in den jeweiligen Textfeldern die Abbildung einer Zelle. Schreiben sie die Wörter aus und verwenden sie keine Abkürzungen.



1

2

3

4

5

6

7

8a

8b

3.3 Answering questions: e. Long Menu - Select

With this question type, you select the appropriate answer(s) from one or more **1** drop-down menu(s).

Long Menu Frage (Dropdown)

Question 11 of 15 (3 Points)
Not answered

☆ Actions ▾

Bei der Aufnahme eines 34-jährigen Patienten in der Inneren Medizin mit Schmerzen im rechten Oberbauch entdecken Sie bei der Auskultation zufällig einen braunen Fleck am Rücken über dem Schulterblatt. Der Patient kann über die Bestandsdauer nichts sagen, es bestehen keine Symptome.

Bitte nennen Sie drei Differenzialdiagnose für diesen klinischen Befund:

-- please select --

- ✓ -- please select --
- Akute Appendizitis
- Alterswarze
- Blepharitis**
- Candida-Sepsis
- Compound Nävus



Long Menu (Hotspot Dropdown)

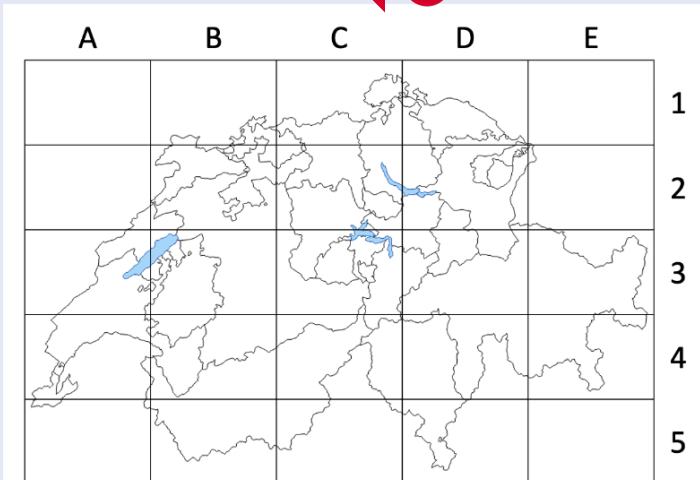
Question 12 of 15 (1 Point)
Not answered (editing)

☆ Actions ▾

Hagebuche (*Carpinus betulus*)

Finden Sie auf dem Raster des Bildes **eine** Region, in der die Hagebuche **typischerweise häufig** vorkommt und wählen Sie im Dropdown Menü eine entsprechende Buchstaben-Zahlenkombination.

Buchstaben-Zahlenkombination: C1



3.3 Answering questions: g. Essay Question

With this question type, you write your answer to the question in the text field. The text can be formatted with the menu bar above the text field. Your answer will be saved as soon as you click the «Next» or «Previous» button or navigate to another question via the list of questions. To be safe, your answers will be cached automatically every 30 seconds.



PLEASE NOTE: The «Save» button in the menu bar does not save your answer.

Freitext

Question 5 of 15 (2 Points)
Not answered

☆ Actions ▼

Beschreiben Sie kurz die Spielregeln im Basketball.

↓ B I ↶ ↷ ✎ ▼ Ix

P

3.3 Answering questions: h. File Upload

With this question type, you upload a file by clicking **1** «Datei auswählen» and then upload the selected file by clicking **2** «Upload». Be aware of the maximum upload size (depending on the lecturer's settings).

The uploaded file will appear in the **3** table.

By checking the **4** checkbox to the left of the file name and clicking **5** «Delete», uploaded files can be deleted.

Datei upload

Question 6 of 15 (2 Points)
Not answered (editing) ☆ Actions ▾

Laden Sie hier ihre Datei mit ihren Herleitungen/Skizzen hoch.

Submitted Files
(1 - 1 of 1)

File Name	Date
<input type="checkbox"/> test file upload.docx	08. Jul 2022, 11:30

Select All

(1 - 1 of 1)

Upload File

1 Keine ausgewählt

2

Maximum upload size: 3000.0 MB

3 **4** **5**



3

Taking the exam

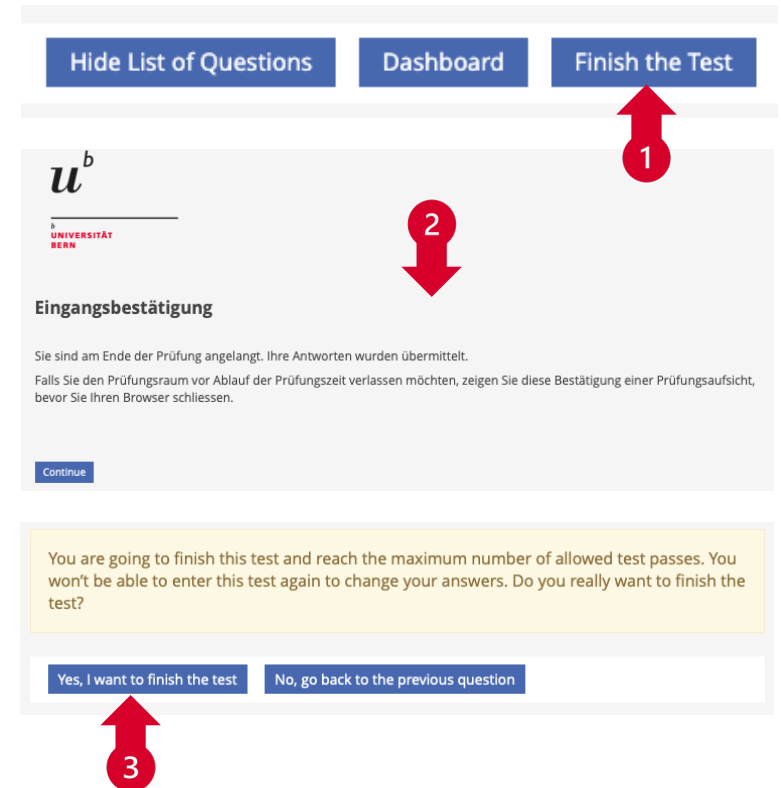
3.4 Submit the exam

3.4 Taking the exam: Submit the exam

To submit your exam, click **1** «Finish the Test».

In the mock exam, you will be taken directly to the **2** submission confirmation. If you see this or similar confirmation of submission in your exam, your exam has been submitted successfully. You can close the browser and turn off your computer.

In an actual exam, you will first need to **3** confirm that you want to finish the exam. Note that in exams, you only get one attempt. Once you complete the exam, you will not be able to continue working on it.





4 Who to ask

4 Who to ask



Content-related
questions

Your lecturer



Technical issues with
iliasEXAM

iLUB
exam.ilub@unibe.ch



Issues with Eduroam

Instructions
https://serviceportal.unibe.ch/sp?id=kb_article&sysparm_article=KB0010048

Helpdesk
wireless@id.unibe.ch



**Good luck with your
iliasEXAM exam!**