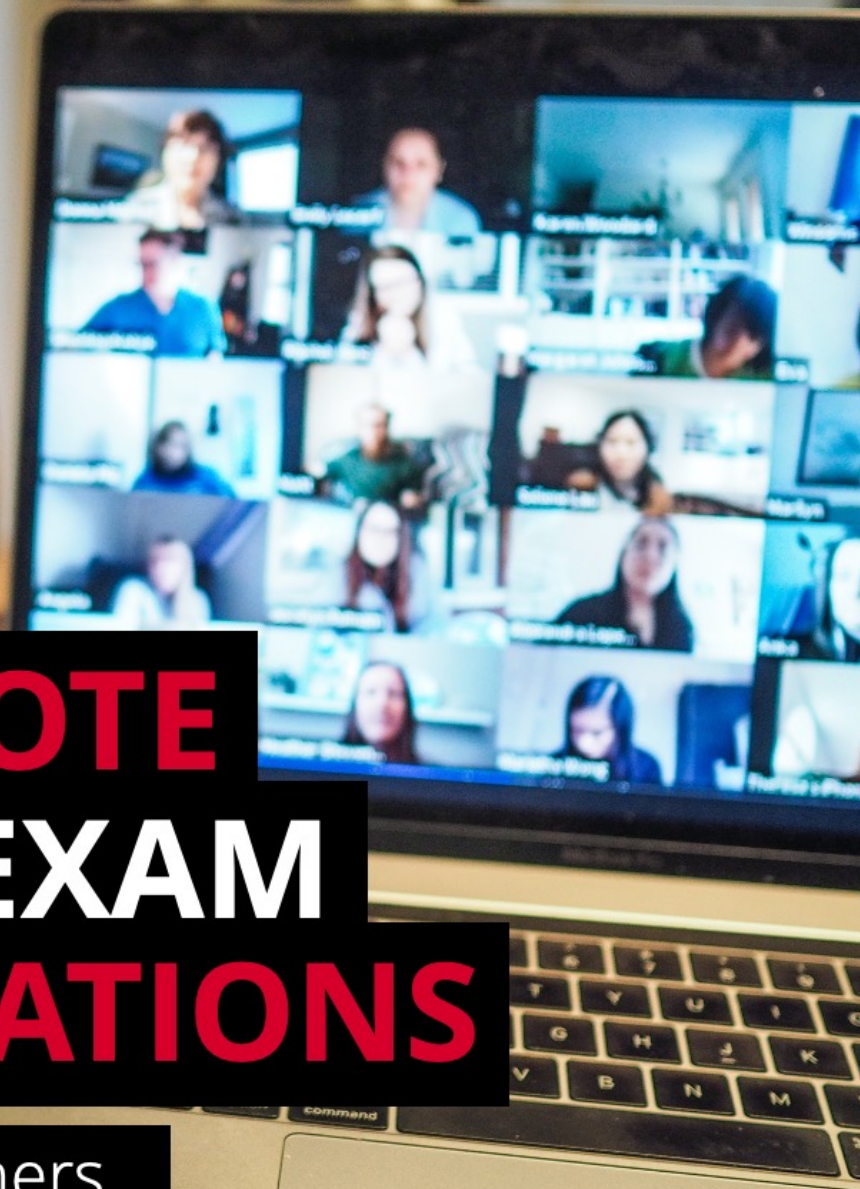




REMOTE iliasEXAM DEVIATIONS

For examiners



u^b

**UNIVERSITÄT
BERN**

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photo by Chris Montgomery on Unsplash

The 6 phases of an exam with iliasEXAM in remote mode

The remote mode of exams with iliasEXAM deviates from the on-site mode in several essential points. The affected steps in the process are marked in red in the table. The deviations are described in more detail for each affected step on the following pages.

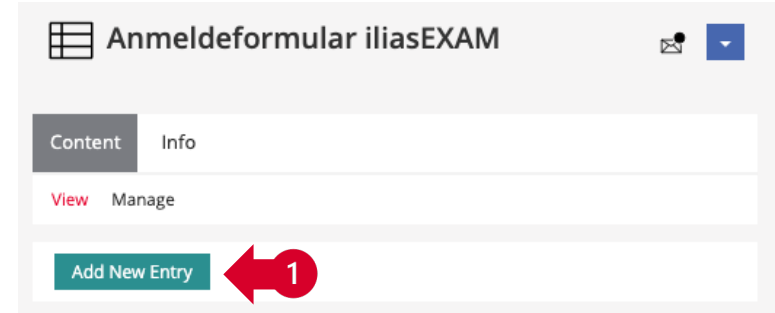
	1 Page 4 Preparation	2 Page 6 Registration	3 Page 10 Creation	4 Page 57 Information	5 Page 62 Conduction	6 Page 74 Processing
WHEN	As early as possible	At least 2 weeks before the exam	No later than 3 days before the exam	No later than 5 days before the exam	Date of the exam	After the exam
WHAT	1.1 Designing 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 <i>Exam container</i> 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)	Remote	

2. Registration: Registering the exam with iLUB I

Once you are done with your preparations, register the exam with iLUB using the [registration form](#).

i 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** In remote mode, replacement devices are not available.

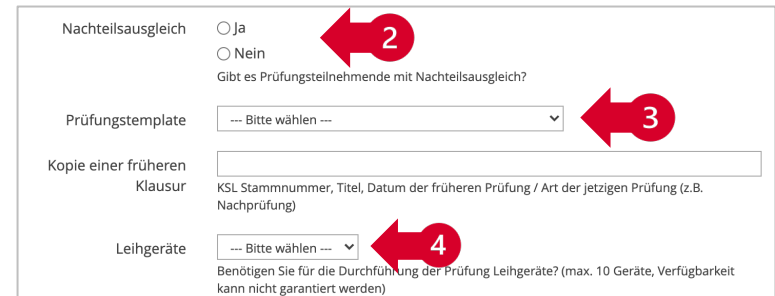


Anmeldeformular iliasEXAM

Content Info

View Manage

Add New Entry



Nachteilsausgleich Ja Nein
Gibt es Prüfungsteilnehmende mit Nachteilsausgleich?

Prüfungstemplate --- Bitte wählen ---

Kopie einer früheren Klausur
KSL Stammmnummer, Titel, Datum der früheren Prüfung / Art der jetzigen Prüfung (z.B. Nachprüfung)

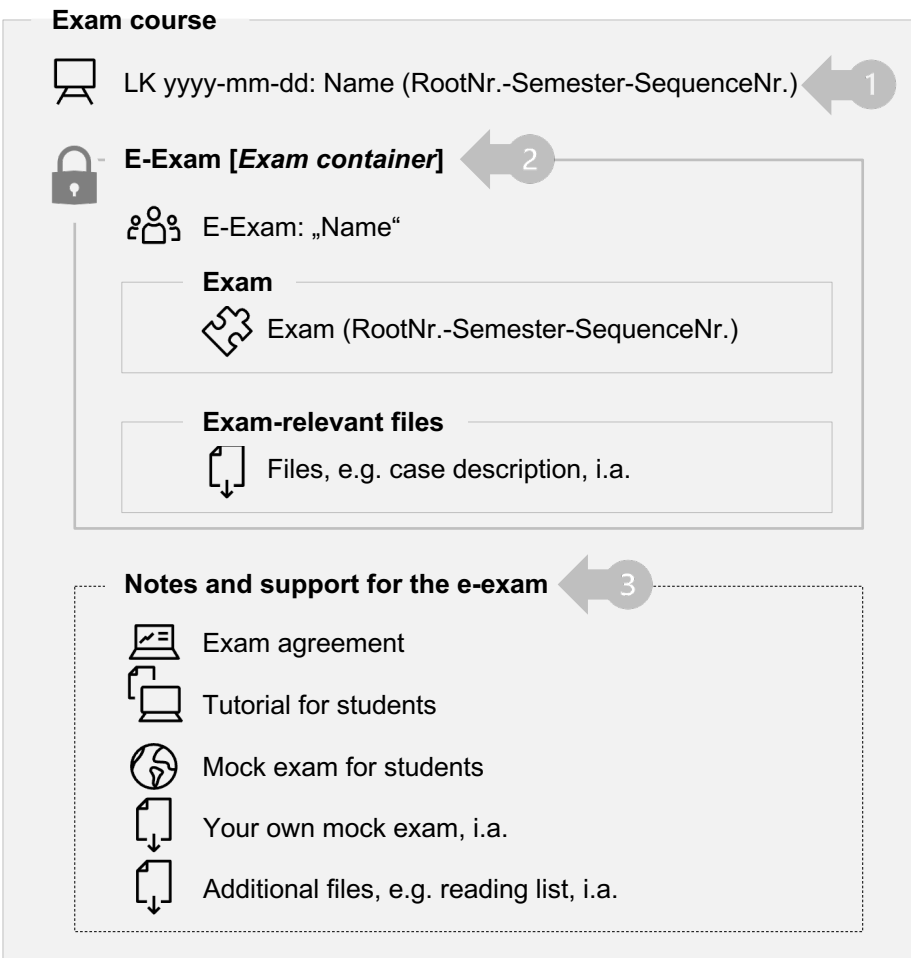
Leihgeräte --- Bitte wählen ---
Benötigen Sie für die Durchführung der Prüfung Leihgeräte? (max. 10 Geräte, Verfügbarkeit kann nicht garantiert werden)

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:

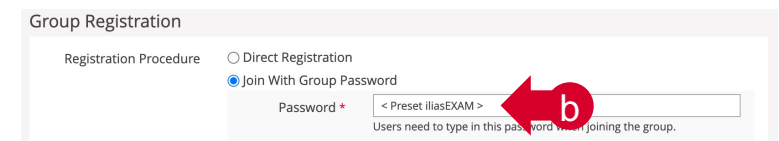
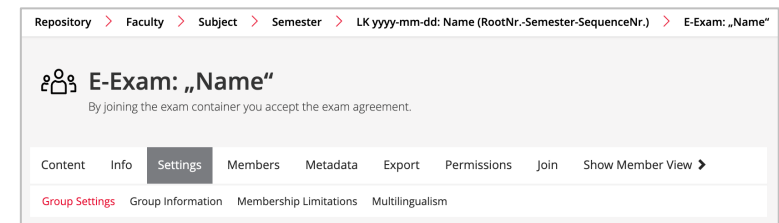
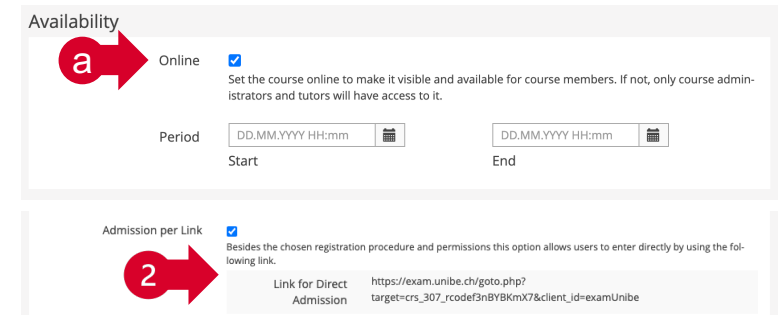
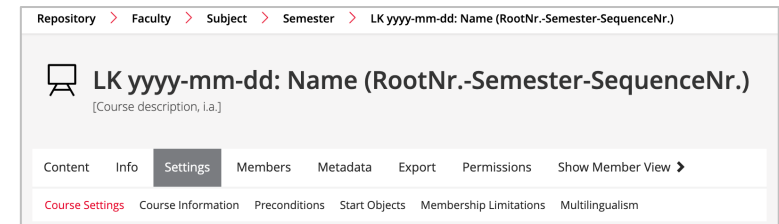
📁 Faculty ▶ 📁 Subject ▶ 📁 Semester



- 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 and not accessible to students until you **change the Registration Procedure to «Direct Registration»** (see p. 6).
- 3 The section «Notes and support for the e-exam» is geared towards the students and includes the exam agreement, an iliasEXAM tutorial and a mock exam. If needed, you can provide your own mock exam and/or additional files here

4. Informieren: Studierende informieren

- 1 Ensure that ...
 - a the  «Exam course» is set to **online**
 - b the  *Exam container* is **password protected**¹
- 2 Inform students about the exam on iliasEXAM **no later than 5 days before the scheduled exam**
 - For remote mode, a customized email template is required: [«Invitation to the remote e-exam»](#) (if you do not use the template, make sure that all relevant information is still included in the email)
 - Access link to the  «Exam course» («Exam course» in the «Settings» tab, section «Registration Settings» under «Admission per Link»)
 - Email information via Outlook
 - If there are more than 200 participants, emails should be sent in several stages



¹Remote mode requires switching to the "Direct registration" registration procedure at the start of the exam (see p. 4). You can test this process until the exam invitation is sent. After the email has been sent, the registration procedure must be set to "Join With Group Password" and may not be changed until the start of the exam.

5.2 Conduction: Onboarding of students and start of the exam

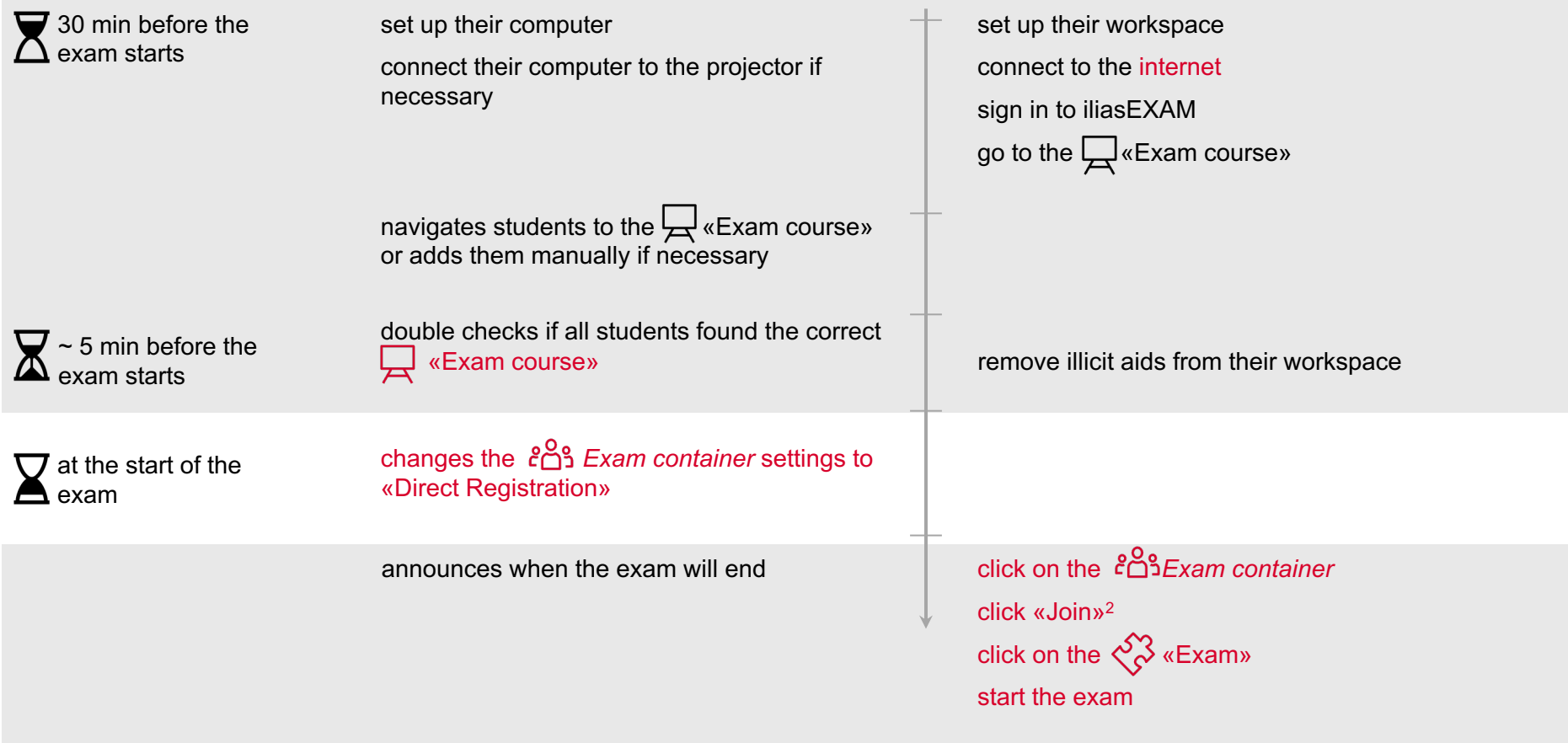
To ensure a smooth process, we recommend that you follow the procedure outlined below.



Invigilators




Students

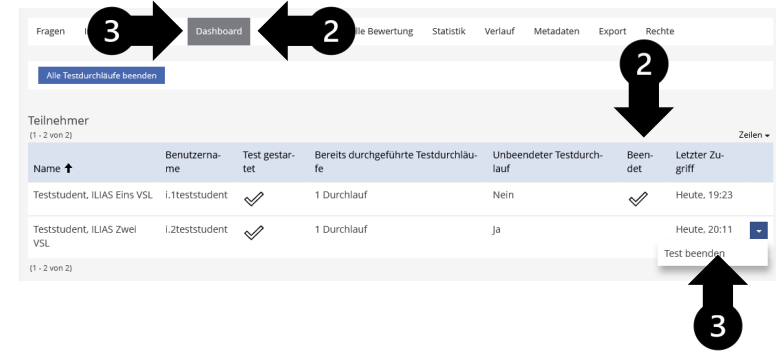


² If students click on the Exam Container before the registration procedure has been switched to "Direct Registration", they will be prompted to enter a password. The password prompt is deactivated as soon as the registration procedure has been changed. Students can click on "Join" below the password prompt without entering a password and will be directed to the exam.

5.3 Conduction: Invigilation

Use tools such as Zoom or Teams for virtual invigilation, if necessary. During the exam, we recommend that invigilators pay attention to the following aspects:

- 1 **Background of the exam questions:** indicates whether students are in the exam (not reliable when using «Exam-relevant files» and/or other approved programs)
- 2 **Leaving early:** check that these students have finished the exam in the «Dashboard» of the  «Exam»
- 3 **End exam manually:** e.g., in case of cheating attempts, students leaving early or similar via «Dashboard», action menu of respective student, and «Finish the Test»



6.5 Processing: Post-exam review

Recommendation for post-exam review:

- 1 Make a list of students registered for post-exam review
- 2 Export the «Results», incl. the calculated grade
- 3 ~~Print file(s)~~
- 4 **Digitally present** exams to students **via screen share**