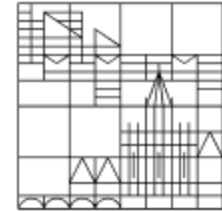


Universität
Konstanz



Online exams

Guide for lecturers at the University of Konstanz

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Information for take home exams

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IMPORTANT

Please share the important information in the following checklist with your students before the exam:

<https://www.uni-konstanz.de/en/teaching/advice-aid-resources-service/digitally-enhanced-teaching/checklist-for-teaching-staff/>

As per Landeshochschulgesetz LHG (state law on higher education), all examiners are required to make a record of any technical errors their students encounter during the exam.

More information is available under the aforementioned link.

All the information you need about online exam formats, including instructions and documents, is available at:

<https://www.uni-konstanz.de/en/teaching/advice-aid-resources-service/digitally-enhanced-teaching/online-exam-formats/>

After you have received confirmation of your booking with the room reservation team (“Lehrraumvergabe”) and the ILIAS team has set up a virtual exam room in ILIAS exams for you, you can get started.

Please only give students access to the virtual exam room during the confirmed reservation period and do not change the availability. Doing so could overload the system and cause other exams booked for this period to abort. If you need to reschedule or extend your planned exam period, please contact the room reservation team.

The screenshot shows the 'Online Exam' settings page in ILIAS. The 'Settings' tab is highlighted with a red box. A blue callout bubble points to the 'Settings' tab and contains the text: 'To make your virtual exam room available during the planned period, open the “settings” tab. Under “availability”, tick the box by “online” and save your changes. Please make sure that the date matches the one you received from the room reservation team.' Another blue callout bubble points to the 'Save' button and contains the text: 'Please note: If your exam date changes and you receive corresponding confirmation from the room reservation team, you need to make sure the changes are reflected in the exam’s “availability” settings: - in the virtual exam room and - for all exam items'. A yellow box highlights the 'AVAILABILITY' section. A red box highlights the 'Online' checkbox (which is checked), the 'Period' start and end date fields (22.07.2021 09:00 to 22.07.2021 12:15), and the 'Always Visible' checkbox (which is checked). The 'Save' button is also highlighted with a red box.

Online Exam
Status: Offline

Content Info **Settings** Members Metadata E

Course Settings Course Information Preconditions Start Objects

EDIT COURSE

Title * Online Exam

Description

Period of Event DD.MM.YYYY

Start

Information about the start and end d

AVAILABILITY

Online
Set the course online to make it visible and accessible for users. If not, only course administrators and tutors are able see and enter the course.

Period 22.07.2021 09:00 22.07.2021 12:15

Start End

Always Visible
If chosen, the course is visible even outside of the given availability but members cannot access the course.

Save

Your ILIAS exam room will have the items listed below. Please delete items you do not need for your exam (page 7).

DO NOT delete the test item with the declaration of independent work.

The screenshot shows the 'Online Exam' interface with a navigation menu (Content, Info, Settings, Members, Metadata, Export) and sub-menu options (View, Manage, Sorting, Customize Page). The main content area lists several items:

- Step 1: Confirm declaration of independent work** (marked with a puzzle piece icon)
- Step 2 A: Exam Questions** (marked with a puzzle piece icon), with a sub-link: 'Preconditions that need to be fulfilled to access this object: » Show'
- Step 2 B: Download Exam | Upload Your Solutions** (marked with a document icon), with a sub-link: 'Preconditions that need to be fulfilled to access this object: » Show'
- Group for academic adjustments** (marked with a group icon), with a sub-link: 'Preconditions that need to be fulfilled to access this object: » Show'
- Anleitung für Online-Prüfung** (marked with a speech bubble icon)
- Rechtliche Informationen (deu/engl)** (marked with a speech bubble icon)

Test item “Step 1...”:

→ The declaration of independent work that participants confirm here

Test item for a live online exam:

→ Add questions here for students to answer directly online (constant internet connection required)

Exercise item for a take home exam:

- Make exam documents available for your students
- Students download the exam documents and
- Students upload their answers/solutions afterwards

Use the exercise item

- for your entire exam or
- to supplement a live online exam with open questions

Group for academic adjustments:

If you have students eligible for academic adjustments, you can copy the exam documents and make the necessary changes here.

The item(s) in “Step 2” only become visible to exam participants after they have confirmed the declaration of independent work (Step 1).

As agreed upon with Legal Affairs, these settings are automatically set up for your exam and cannot be changed!

Deleting unnecessary exam items

Online Exam Actions ▾

Content Info Settings Members Metadata Export Show Member

View Manage Sorting Customize Page

CONTENT

- Step 1: Confirm declaration of independent work
- Step 2 A: Exam Questions
Preconditions that need to be fulfilled to access this object: » Show
- Step 2 B: Download Exam | Upload Your Solutions
Preconditions that need to be fulfilled to access this object: » Show
- Group for academic adjustments**
Preconditions that need to be fulfilled to access this object: » Show
- Anleitung für Online-Prüfung
- Rechtliche Informationen (deu/engl)

Click on the blue arrow button to the right of the item that you do not need for your exam and select "delete". Then confirm your choice.

- Join
- Edit Content
- Settings
- Info
- Availability
- Delete**
- Move
- Copy

Test item “Step 1...”: Settings

1. Open the test item “Step 1...” and the “settings” tab.

Please do not change the title of this item, since this title matches the instructions for students.

Step 1: Confirm declaration of independent work

Questions Info **Settings** Dashboard Results Manual Scoring Corrections Statistics

2. Under “availability”, please tick the box for “online” so that the participants can see the test item.

AVAILABILITY

Online

If online, participants can take the test.

3. In the section “administering the test: access” you can set the time period for students to confirm the declaration of independent work.

ADMINISTERING THE TEST: ACCESS

Starting Time 22.07.2021 09:00 

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

Finishing Time 22.07.2021 12:00 

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

4. Save your changes.

Save

DO NOT change these default settings in the “settings” tab of test item “Step 1...”:

Scoring and results

Summary test results

Access to test results

(box must be unticked)

DO NOT change these default settings in the “settings” tab of test item “Step 2...”:

General

Administering the test: Test run

Limit number of test passes

max. number of passes must be “1”

DO NOT change these default settings in the “settings” tab of any test item:

General

General settings

Privacy

Results with names

Administering the test: Test run

Display test pass ID

(box must be ticked)

Administering the test: Behaviour of the question

Show question title

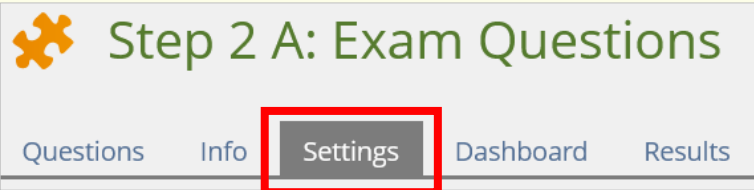
Only question titles

Automatic saving

Interval: 30 seconds

Test item “Step 2...”: Settings

1. Open the test item and the “settings” tab.
You may change the title, however please leave “Step 2” at the beginning, since this title matches the instructions for students.



Step 2 A: Exam Questions

Questions Info **Settings** Dashboard Results

AVAILABILITY



Online

If online, participants can take the test

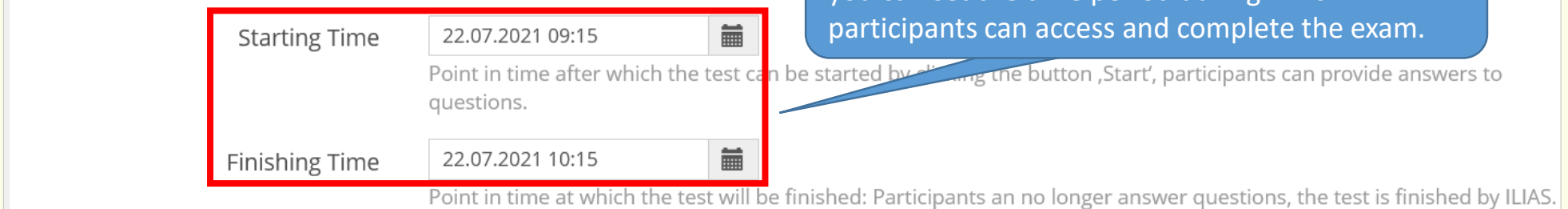
Limited Availability Period

Period * 22.07.2021 09:15 22.07.2021 10:15

Start Time Finish Time

2. Under “availability”, please tick the box for “online” so that the participants can see the test item.
If you like, you can limit when the test will be visible to participants.

ADMINISTERING THE TEST: ACCESS



Starting Time 22.07.2021 09:15

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

Finishing Time 22.07.2021 10:15

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

3. In the section “administering the test: access” you can set the time period during which participants can access and complete the exam.

4. In the section “administering the test: test run”, please tick the box for “limit duration of test” and enter the allotted time for the online exam. This setting means:

- participants will be able to see how much time they have left and
- the exam will close automatically when the allotted time ends, and participants will be informed that the exam is over.

(Without this setting, the exam does NOT automatically close, participants do not see that their time is up and they can continue to answer questions. They will only notice that the test is over when they switch to the next question or end the test and then receive an error message. This makes it unclear which questions were answered in time.)

ADMINISTERING THE TEST: TEST RUN

Limit Number of Test Passes



Maximum number of passes a participant can take.

Max. Number of Passes

*

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'.

Maximum Duration of
the Test

 Minutes

Maximum of time granted to take the test.

5. Save your changes.

Save

Randomize questions und lock answers

You can combine these two important settings:

- Shuffle questions
- Lock answers with the presentation of follow-up questions

ADMINISTERING THE TEST: BEHAVIOR OF THE QUESTION

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.

ADMINISTERING THE TEST: FUNCTIONALITY AVAILABLE TO PARTICIPANTS

Use Previous Answers

Participants will be presented with previous answers to questions they have answered before on the Info-tab before the question is presented.

Important:

In order to use this combination, make sure that under "administering the test: functionality available to participants" the box is not ticked for "use previous answers"!

Randomisieren von Fragen und Festschreiben von Antworten

DURCHFÜHRUNG: VERHALTEN DER FRAGE

Fragen mischen

Die Reihenfolge der Fragen wird pro Teilnehmer und pro Testdurchlauf neu gemischt.

Lösungshinweise

Teilnehmer können Lösungshinweise anfordern, um eine Frage zu beantworten. Pro gegebenem Lösungshinweis verringern sich die Punkte für die richtige Antwort.

Direkte Rückmeldung

Sofern Fragen mit Rückmeldungen versehen sind, stehen diese den Teilnehmern während des Tests zur Verfügung.

Teilnehmerantworten

Antworten während des Testdurchlaufs nicht festschreiben

Solange ein Testdurchlauf nicht beendet ist, können Teilnehmer ihre Antworten beliebig verändern.

Antworten bei Anzeige der Rückmeldung festschreiben

Wenn die Rückmeldung zu einer Frage gezeigt wird, können Teilnehmer ihre Antworten nicht mehr verändern.

Antworten bei Anzeige der Folgefrage festschreiben

Nach dem Anzeigen der Folgefrage können Teilnehmer die Antwort auf die vorherige Frage nicht mehr verändern.

Antworten mit der Anzeige von Rückmeldungen oder der Folgefrage festschreiben

Teilnehmer können Antworten nicht mehr verändern, nachdem die Rückmeldung zur Frage oder die Folgefrage gezeigt wurde.

Diese beiden wichtigen Einstellungen können Sie kombinieren:

- Fragen mischen
- Antworten bei Anzeige der Folgefrage festschreiben

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.

Bitte beachten Sie:

Damit diese Kombination möglich ist, darf im Bereich „Durchführung: Funktionen für Teilnehmer“ der Haken bei „Verwendung vorheriger Lösungen“ nicht gesetzt sein!

Overview of question types in ILIAS

An overview of question types that can be used in your online exam is available (in German) at:

<https://www.uni-konstanz.de/en/teaching/advice-aid-resources-service/digitally-enhanced-teaching/anleitungen/>

Open questions | Essay questions

If you would like to use open questions in your exam, you have the following options:

“Essay question” (test item):

We only recommend using this option if answers are a maximum of five lines of text.

Reason: If participants experience technical problems (crashes, WLAN/Wi-Fi failure) or the allotted time expires before the answer is submitted, then the entire text is lost, since the system does not automatically save entries. Thus, we do not recommend using “essay questions” at the end of a test item.

For longer answers, we recommend the following:

Separate test item with the question type “file upload question”

By using a separate test item, you can set a different a) period of time and b) allotted time for answering this question than for your other test item(s). You can set a short time limit to prevent cheating.

Disadvantage: You can only provide the question/assignment for students to answer, not an exam document to complete.

Exercise item with a corresponding “assignment” (pages 27-31)

You can also set an allotted time for the assignment (and, if necessary, a “grace period” for turning it in; see page 28).

Advantage: You can provide students with an exam document.

(If you will only be using essay questions on your exam, we recommend using the exam type “take home exam”.)

Test item: Add exam questions

Option A: Create questions directly in the exam

Step 2 A: Exam Questions

Questions Info Settings Dashboard Results

Page View List View Print View Review

Create Question Add from Pool Add from Other Test

1. Open the test item "Step 2 A..." and the "questions" tab, then click on "create question".

Weitere Informationen zu den Datenschutzhinweisen in einer ILIAS-Umgebung

Repository » Sommersemester 2021 » Online Exam » S...

Step 2 A: Exam Question

Questions Info Settings Dashboard Results

Page View List View Print View Review

CREATE QUESTION

Question Type Multiple Choice Question (Single Answer) ▼

Position Behind Question 1 [ID: 11760] ▼

- Multiple Choice Question (Single Answer)
- Multiple Choice Question (Multiple Answers)
- Multiple Choice Question (Kprim Answers)
- Error Text
- Hot Spot / Image Map Question
- Cloze Question
- Numeric Question
- Formula Question
- Text Subset Question
- Ordering Question (Vertical)
- Ordering Question (Horizontal)
- Matching Question
- Essay Question
- File Upload Question
- Long Menu

2. Select the question type from the drop-down menu – e.g. "multiple choice question (single answer)".

→ Check beforehand that the selected question types can be processed with the exam participants' devices (operating system, browser).

You can set a position for each question in the exam and change this order at any time (page 20).

MULTIPLE CHOICE QUESTION (SINGLE ANSWER)

Title *

Author *

Description

Question *

Working Time Hours: Minutes: Seconds:

Shuffle Answers

Editor for Answers

Thumbnail Size Pixel

If you enter a thumbnail size, a thumbnail of this size will be generated for uploaded images. Without a thumbnail size, the original image size will be used.

Answers *	Answer Text	Answer Image	Points	Actions
	<input type="text" value="Albert Bandura"/>	<input type="text" value="Select File"/> <input type="button" value="Upload"/>	<input type="text" value="1"/>	<input type="button" value="+"/> <input type="button" value="-"/>
	<input type="text" value="Albert Einstein"/>	<input type="text" value="Select File"/> <input type="button" value="Upload"/>	<input type="text" value="0"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Maximum upload size: 256M. Allowed file types: .jpg, .jpeg, .png, .gif

* Required

Fill out the question title and the question you want to ask at the top of the page.

Under “answers” you can set your answer text and the points awarded for each correct answer.

To add a new answer, click on the “+” symbol. To delete an answer click on the “-” symbol.

Please note: The “working time” field does not set a time limit for answering individual questions (this is only possible for the exam as a whole). The time just serves as orientation for your students.

Click on “save and return”.

Continue to add questions in this way.

Add exam questions

Option B: Add questions from the “question pool test”

1. In your virtual exam room, click on “add new item” and select “question pool test”.

The screenshot shows the 'Online Exam' interface. At the top, there are navigation tabs: Content, Info, Settings, Members, Metadata, Export, and Show Member View. Below these are sub-tabs: View, Manage, Sorting, and Customize Page. On the right side, there is a green button labeled 'Add New Item'. A dropdown menu is open, showing three categories: Organisation, Content, and Assessment. Under 'Assessment', the 'Question Pool Test' option is highlighted with a red box.

2. If you would like to add a new question pool, go to “option 1...”. Give your question pool a title and click on “add question pool test”.

The screenshot shows the 'Option 1: New Question Pool Test' form. The 'Title *' field is highlighted with a red box. Below it is a 'Description' field. At the bottom right, there is a blue button labeled 'Add Question Pool Test'. A blue callout box contains the text: 'You can also add questions from existing question pools: a) Import them (from your ILIAS course) b) Copy them (from within ILIAS exams)'. Below the callout box, there are two options: 'Option 2: Import Question Pool Test' and 'Option 3: Copy Question Pool Test'.



Question Pool Test | Exam 1

Status: Offline

Questions Info **Settings** Print View Metadata Export Permissions

General Settings Taxonomies

GENERAL SETTINGS

Save

Title * Question Pool Test | Exam 1

Description

Online



Only online question pools could be used in tests.

3. In your question pool, go to the “settings” tab and tick the box “online”. (If you don’t do this, you will not be able to access the question pool when editing your exam.) Save your changes.



Question Pool Test | Exam 1

Status: Offline

Questions Info Settings Print View Metadata Export Permissions

Create Question

Import

4. Click “create question” to add questions to the question pool just like you would to the test.
(for instructions, see option A, page 14)

Step 2 A: Exam Questions

Questions Info Settings Dashboard Results

Page View List View Print View Review

Create Question Add from Pool Add from Other Test

5. Go back to the test item “Step 2 A...”.
Open the “questions” tab and click on “add from pool”.

6. Select the question(s) that you would like to copy to your exam from the question pool.
Click on “insert”. You will receive the confirmation “question(s) inserted!”

Insert

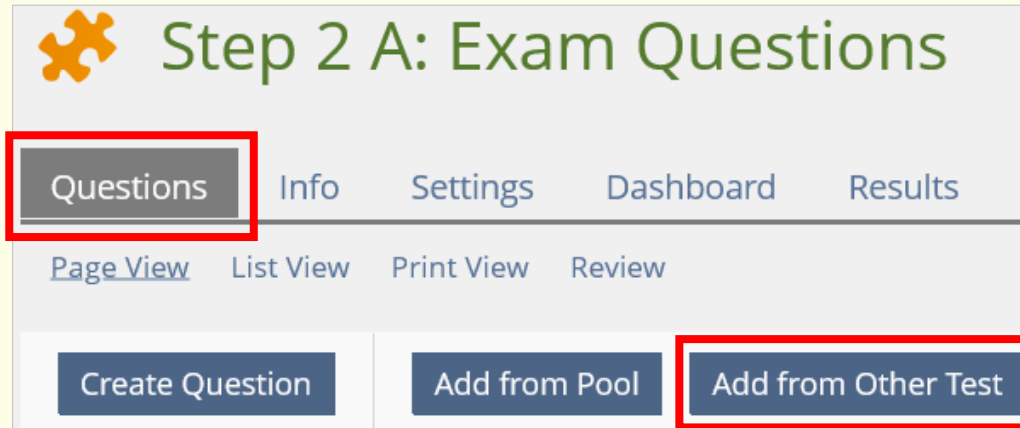
Question Title ↑	Description	Question Type	Author	Created	Updated	Question Pool Test	Working Time
<input checked="" type="checkbox"/> Question 1		Multiple Choice Question (Single Answer)	Test Dozent	15. Jul 2020	15. Jul 2020	Question Pool Test Exam 1	00:01:00
<input checked="" type="checkbox"/> Question 2		Multiple Choice Question (Single Answer)	Test Dozent	15. Jul 2020	15. Jul 2020	Question Pool Test Exam 1	00:01:00

Please note:

- If you edit a question in the exam which was created in the question pool, you will be notified that the edited question has been added as a copy of the original. You can answer “yes” or “no” to determine whether or not the changes should also be made to the original question in the pool.
- If you delete a question from your exam, it will still be available in the question pool. To delete a question completely, you will need to delete it from the question pool.

Add exam questions

Option C: Add questions from another exam



Step 2 A: Exam Questions

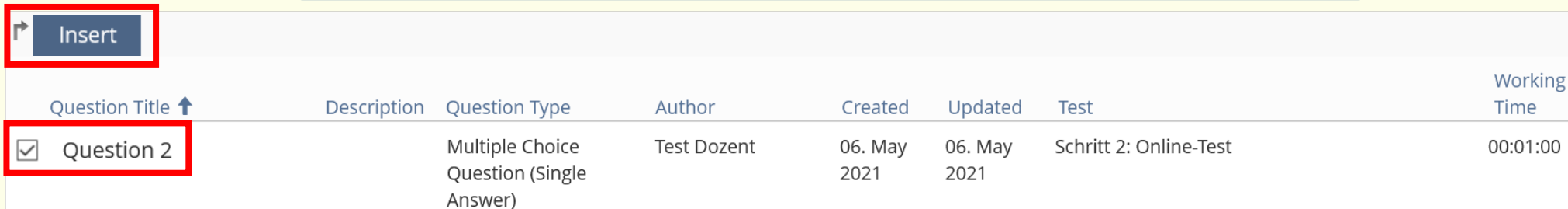
Questions Info Settings Dashboard Results

Page View List View Print View Review

Create Question Add from Pool Add from Other Test

1. Open the test item "Step 2 A...". Go to the "questions" tab and click on "add from other test".

2. Select the question(s) you would like to copy from another exam. Click on "insert". You will receive the confirmation "question(s) inserted!"



Insert

Question Title ↑	Description	Question Type	Author	Created	Updated	Test	Working Time
<input checked="" type="checkbox"/> Question 2		Multiple Choice Question (Single Answer)	Test Dozent	06. May 2021	06. May 2021	Schritt 2: Online-Test	00:01:00

Editing the exam and repositioning questions

In the “questions” tab go to “list view”. Here you will find all of the exam questions you have set up. You can delete questions by ticking the respective box for the question(s), selecting “remove” and clicking on the blue “execute” button. In the number fields, you can set the order of the questions. Then click on “save order”.

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

Page View **List View** Print View Review

Create Question Add from Pool Add from Other Test Random Selection

Remove Execute **Save Order**

	Question ID	Question Title	Question Type	Points (2)	Question Pool Test
<input type="checkbox"/> 10	11760	Question 1	Multiple Choice Question (Single Answer)	1	No Pool
<input type="checkbox"/> 20	11761	Question 2	Multiple Choice Question (Single Answer)	1	No Pool

Open the “list view” to pick a question to edit.
You will be taken to the section “edit question” to make your changes.

Question 1

Back to the calling test Edit Page Preview **Edit Question** Feedback Hints Content for Recapitulation Statistics

MULTIPLE CHOICE QUESTION (SINGLE ANSWER) **Save and Return**

Title * Question 1

Author * Test Dozent

Description

Defining “mark schema”

Questions Info **Settings** Dashboard Results Manual Scoring Correction

General **Mark Schema** Scoring and Results Personal Default Settings

Reset to Simple Mark Schema Create New Mark Step

1 - 2 of 2)

Delete Save

Short Form	Official Form	Minimum Level (in %)	Passed
<input type="checkbox"/> failed	failed	0	<input type="checkbox"/>
<input type="checkbox"/> passed	passed	50	<input checked="" type="checkbox"/>

In the “settings” tab, the “mark schema” section has the default setting that an exam is “passed” if the score is 50% or higher. You can, however, set up a more differentiated system by clicking on “create new mark step”.

Reset to Simple Mark Schema **Create New Mark Step**

(1 - 8 of 8)

Delete

Short Form	Official Form	Minimum Level (in %)	Passed
<input type="checkbox"/> failed	failed	0	<input type="checkbox"/>
<input type="checkbox"/> 4,0	4,0	50	<input checked="" type="checkbox"/>
<input type="checkbox"/> 3,7	3,7	55	<input checked="" type="checkbox"/>
<input type="checkbox"/> 3,3	3,3	60	<input checked="" type="checkbox"/>
<input type="checkbox"/> 3,0			
<input type="checkbox"/> 2,7			

Set a “minimum level” for each grade, and then tick the boxes on the right for each passing score. Save your changes. After the exam, the participants’ grades will appear in the “statistics” tab.

Please note: If the examination regulations allow for it, you can adjust the “minimum levels” after the exam. This is only possible if the settings for the test item in the section “scoring and results” | “access to test results” show a date that has not already passed (page 26).

Tip: test runs

We recommend you check that the exams and the scoring run as expected, or whether the settings need to be adjusted.

→ The exam needs to be “online” for this to work (in the “settings” tab).

You can then click “start the test” to begin the run through (you can do this from the “questions” tab as well as the “info” tab).

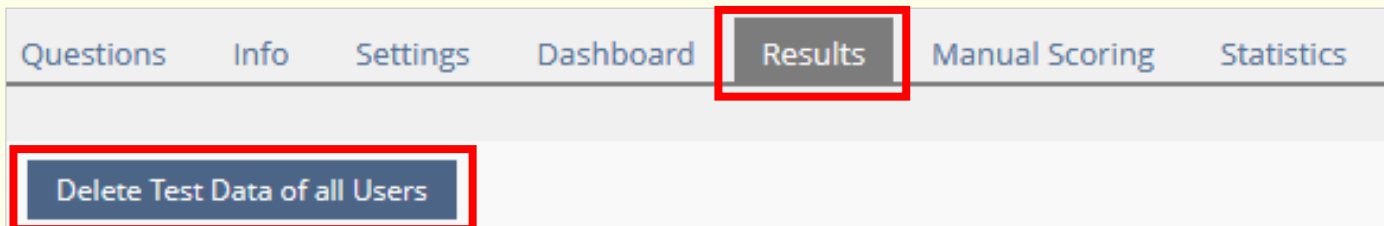
Please note:

After each run through (even test runs) “results” or “test data” will be generated. You will need to delete this data before you can continue to edit the exam (change settings, edit questions or add new questions). Otherwise you will see the following error:

The test already contains data sets. You cannot edit the test questions until you remove these data sets.

» Participant Results

Open the “results” tab and click on “delete test data of all users”. Confirm by clicking on “continue”.



Please check before the exam begins that all “test data” from test runs has been deleted.

Automatic scoring of exams

Step 2 A: Exam Questions

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

Delete Test Data of all Users

RESULTS AND GRADES

(1 - 1 of 1)

Show Marked Pass Overview Execute

Name ↑	Login	Scored Pass	Pass Finished	Answered Questions	Reached Points	Percent Solved	Grading	Mark
<input type="checkbox"/> student, test	test.student	Pass 1	Today, 10:04	2 of 2	2 of 2	100.00 %	✔ Passed	2,0
<input type="checkbox"/> Select All							Test Results	

List of Answers for Pass 1

1. Question 1 [ID: 3461]

Who developed the Social Cognitive Learning Theory?

- Albert Bandura
- Albert Einstein

2. Question 2 [ID: 3460]

Who discovered the X-rays in 1895?

- Julius Röntgen
- Konrad Röntgen

If your live online exam consists only of questions for which you have previously defined answer options and points, ILIAS will automatically score the exams.

In this case, you will be able to see the scores in the “results” tab. You can see the student’s name, points and grade based on the settings you defined.

Under “test results” | “detailed results” you can view the students’ answers to individual questions.

Manual scoring of exams

1. If you have used questions which require manual grading, go to the “manual scoring” tab. Go to “scoring by question” and select the question(s). Then click “apply filter”.

Step 2 A: Exam Questions

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

[Scoring by Question](#) [Scoring by Participant](#)

SCORING BY QUESTION: REALISM (2 POINTS) [ID: 3463]

Question Pass

Realism (2 Points) [v] 1 [v]

Apply Filter Reset Filter

2. You will then be able to view the students’ answers (“show answer”), score the answer (“points”) and “save” your work. Click on the “results” tab to return to the overview.

Name	Points	
student, test	0	Show Answer
		Save

Correcting exam scores

What if you notice a scoring mistake after the exam?

Or that a question was not clear enough for participants to understand and answer correctly?

If the points awarded for this question skew the exam results, you can make corrections (e.g. by making the question worth fewer points). Open the “corrections” tab to

- change, delete or add to the amount of points for certain answers
- change, delete or add possible answers for a question
- see an overview of the answers and, if necessary, delete previous manual scores

1. Open the “corrections” tab and click on the question you would like to correct.

2. You now have the following options:

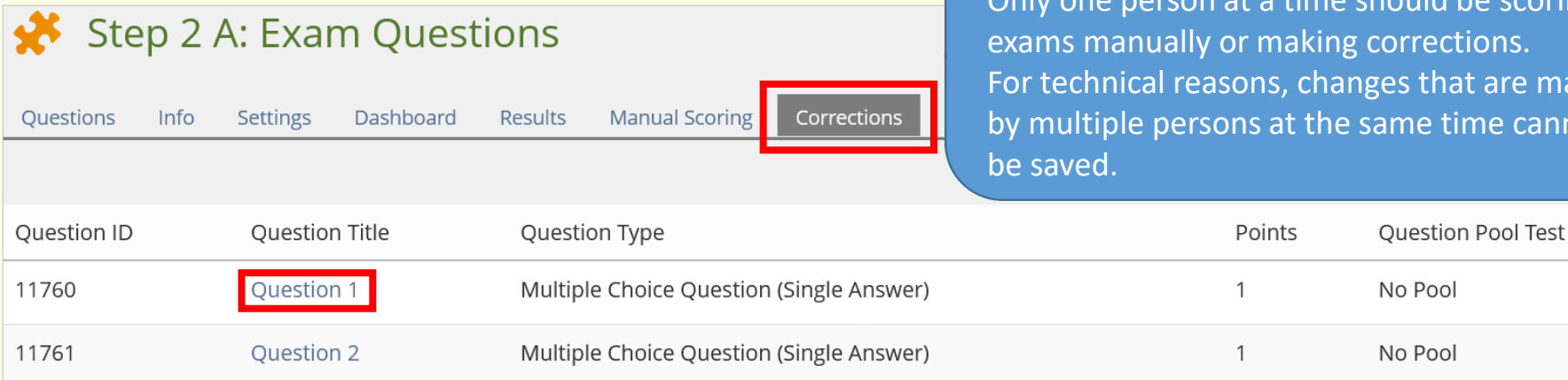
- make changes to the points
- in the “statistics” section, you can see an overview of students’ answers
- add possible answer options to “fill in the blank” questions

3. Save your changes.

ILIAS will recalculate the exam results accordingly.
You can delete questions by clicking on “remove”.

Not all types of questions can be corrected, and some have limited options for corrections.

Only one person at a time should be scoring exams manually or making corrections. For technical reasons, changes that are made by multiple persons at the same time cannot be saved.



Step 2 A: Exam Questions

Questions Info Settings Dashboard Results Manual Scoring **Corrections**

Question ID	Question Title	Question Type	Points	Question Pool Test
11760	Question 1	Multiple Choice Question (Single Answer)	1	No Pool
11761	Question 2	Multiple Choice Question (Single Answer)	1	No Pool

Give students access to their test results

Step 2 A: Exam Questions

Questions Info **Settings** Dashboard Results Manual Scoring
General Mark Schema **Scoring and Results** Personal Default Settings

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.

Point in Time *

Immediately

Participants can access their results within the 'Results'-tab immediately after starting the test pass and while still taking the test. Additionally ILIAS will redirect to the 'Results'-tab after the test has been finished.

After Test Pass is Finished

ILIAS displays the test results after the test pass is finished. After finishing the test pass participants can access their test results within the 'Results'-tab at any time.

After Test has been Passed

ILIAS displays the test results after the participant has passed the test. After passing the test participants can access their test results within the 'Results'-tab at any time.

Date

Participants get access to their test results within a 'Results'-tab after the defined date.

Date *

29.07.2021 18:00



For example, if you have free text questions that must be scored manually, you can enter a date when you would like to give students the results after the exam has been scored.

See post-exam reviews (page 37).

You can define whether students can also see:

- "detailed results" for each question
- "passed" / "failed" status
- their grade ("mark")

Show 'Table of Detailed Test Results' for each Test Pass upon Selected Point in Time

The summary of results will be appended at the point in time indicated in the setting above: A 'Table of Detailed Test Results' will show the title of the questions and the points scored in a particular test pass. Other than that the table will be displayed after the last test pass possible (setting in link 'General', option 'Limit Number of Test Passes') or after the test is officially finished (setting in link 'General', option 'Finishing Time').

Further settings about the content of the 'Table of Detailed Test Results' can be made in the section 'Further Details to be Included in Test Results' of this form.

Show 'Passed' / 'Failed' Status

Information on the 'Passed' / 'Failed' Status will be appended to the summary test result. Participants can access their test results within the 'Results'-tab.

Show Resulting Mark

The resulting mark will be appended to the summary test result. Participants can access their test results within the 'Results'-tab.

In the "settings" tab go to "scoring and results". In the section "summary test results" you can determine if and when students can view their exam results.

If you do not want to make the results visible within ILIAS, untick the box and save your changes.

Take home exam: Settings

1. Open the exercise item (Step 2 B...).

You can open the “settings” tab to change the title of the exercise item.

But please keep “Step 2” at the beginning, since it matches the instructions for students.

Go to the tab “assignments” and click on “edit”.

Step 2 B: Download Exam | Upload Your Solutions

Assignments Info Settings Submissions and Grades Export Permissions

View Edit

2. Under “assignments” click on “edit” for the row “download and upload the exam”.

ASSIGNMENTS

(1 - 1 of 1)

Title	Type of Submission	Presentation Order	Start Time	Deadline	Mandatory	Peer-Feedback	Work Instructions	Actions
<input type="checkbox"/> Download and upload the exam	Upload	10	17. May 2021, 10:00	17. May 2021, 11:30	Yes	No	1. Download all of the examination documents available below. 2. Ensure that the files are saved to your device (for example, in your downloads folder).	Edit

3. Open the “settings” tab for the assignment, go to the “schedule” section and, under “deadline: fixed date”, enter the date and time when students must hand in the exam.

Download and upload the exam

← Back Settings Instruction Files

SCHEDULE

Start Time 22.07.2021 10:30

Deadline Fixed Date
Initially all users get the same fixed deadline.

Date 22.07.2021 12:00

Grace Period 22.07.2021 12:05

Late submission are possible between the deadline and the end of the grace period.

You can also set up a “grace period”, which could be helpful if upload problems arise due to a large number of participants. Participants will only see the regular deadline (not the grace period). Files uploaded during the grace period will be shown to you as “late”.

4. In the “upload” section, the default setting for the maximum number of files to be uploaded is “1”. If you have asked for more than one file from your exam participants, you will need to adjust the “max. number of files” accordingly, or untick the “limit uploads” box.

Download and upload the exam

← Back Settings Instruction Files

UPLOAD

Limit Uploads

Max Number of Files * 1

5. Save your changes.

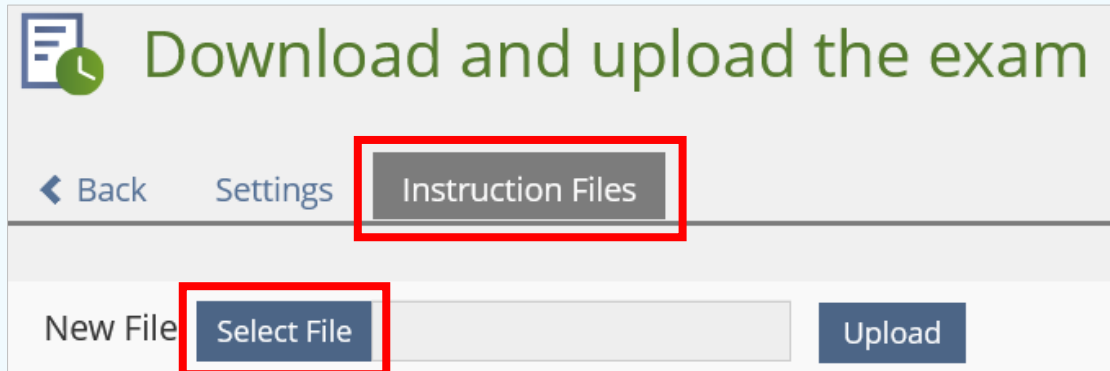
Download and upload the exam

← Back Settings Instruction Files

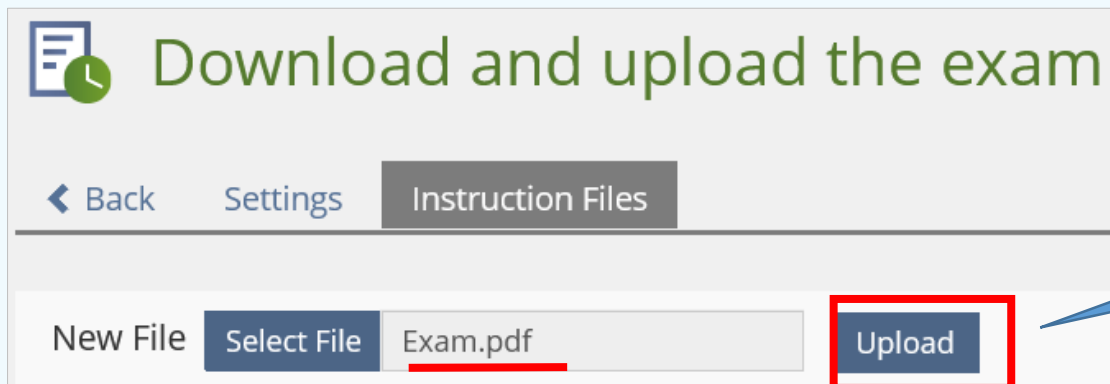
EDIT ASSIGNMENT

Save

Making exam documents available for download



1. The exam documents are not available directly in the exercise item, but in the “assignment” tab under “download and upload the exam”. Click on the assignment “download and upload the exam”. Then go to the tab “instruction files” and “select file”.



2. Select your exam document and click on “upload”. Repeat as necessary to upload additional exam documents.

Step 2 B: Download Exam | Upload Your Solutions

Assignments Info

Download and upload the exam (Mandatory)

Remaining Working Time: 2 Minutes, 42 Seconds Edit Until: Today, 12:00

WORK INSTRUCTIONS

1. Download all of the examination documents available below.
2. Ensure that the files are saved to your device (for example, in your downloads folder).
3. Open the files and read through the exam questions.
4. Answer the exam questions and, if necessary, create a new document for your exam answers. Please take note of the instructions from your examiner regarding the documents to be submitted (number, file format).
5. Upload the documents here.

FILES

Exam.pdf Download

SCHEDULE

Start Time Today, 10:30

Edit Until Today, 12:00

Remaining Working Time **2 Minutes, 42 Seconds**

YOUR SUBMISSION

Submitted Files You have not submitted any files.

Hand In

Student view during the exam

Please note:

Before the exam starts, you cannot see this page using the option "show member view", since the exercise item is not yet visible to your participants.

Participants download the exam documents here:

Participants upload their answers/solutions here:

Step 2 B: Download Exam | Upload Your Solutions

Assignments Info Settings **Submissions and Grades** Export Permissions

Assignment View Participant View Grades View

User Add Search Users Add Users of Current Course

ASSIGNMENT: DOWNLOAD AND UPLOAD THE EXAM

(1 - 1 of 1)

Show Filter Columns Rows View

Save Selected Execute Save All

Name ↑ Login Submitted on Individual Deadline Grade Actions

<input type="checkbox"/>	<u>student, test</u>	student, test			Not Graded	Actions
--------------------------	----------------------	---------------	--	--	------------	---------

Lecturer view

During the exam, open the “submissions and grades” tab to see which students have already downloaded the exam documents.

Step 2 B: Download Exam | Upload Your Solutions

Assignments Info Settings **Submissions and Grades** Export Permissions

Assignment View Participant View Grades View

User Add Search Users Add Users of Current Course Evaluation for many Participants

ASSIGNMENT: DOWNLOAD AND UPLOAD THE EXAM

(1 - 1 of 1)

Show Filter Columns Rows View

Save Selected Execute Save All

Name ↑ Login Submitted on Individual Deadline Grade Actions

<input type="checkbox"/>	<u>student, test</u>	student, test	<u>22. Jul 2021, 11:58</u>		Not Graded	Actions
--------------------------	----------------------	---------------	----------------------------	--	------------	---------

Once students have handed in their work, the “submitted on” column will show the corresponding time.

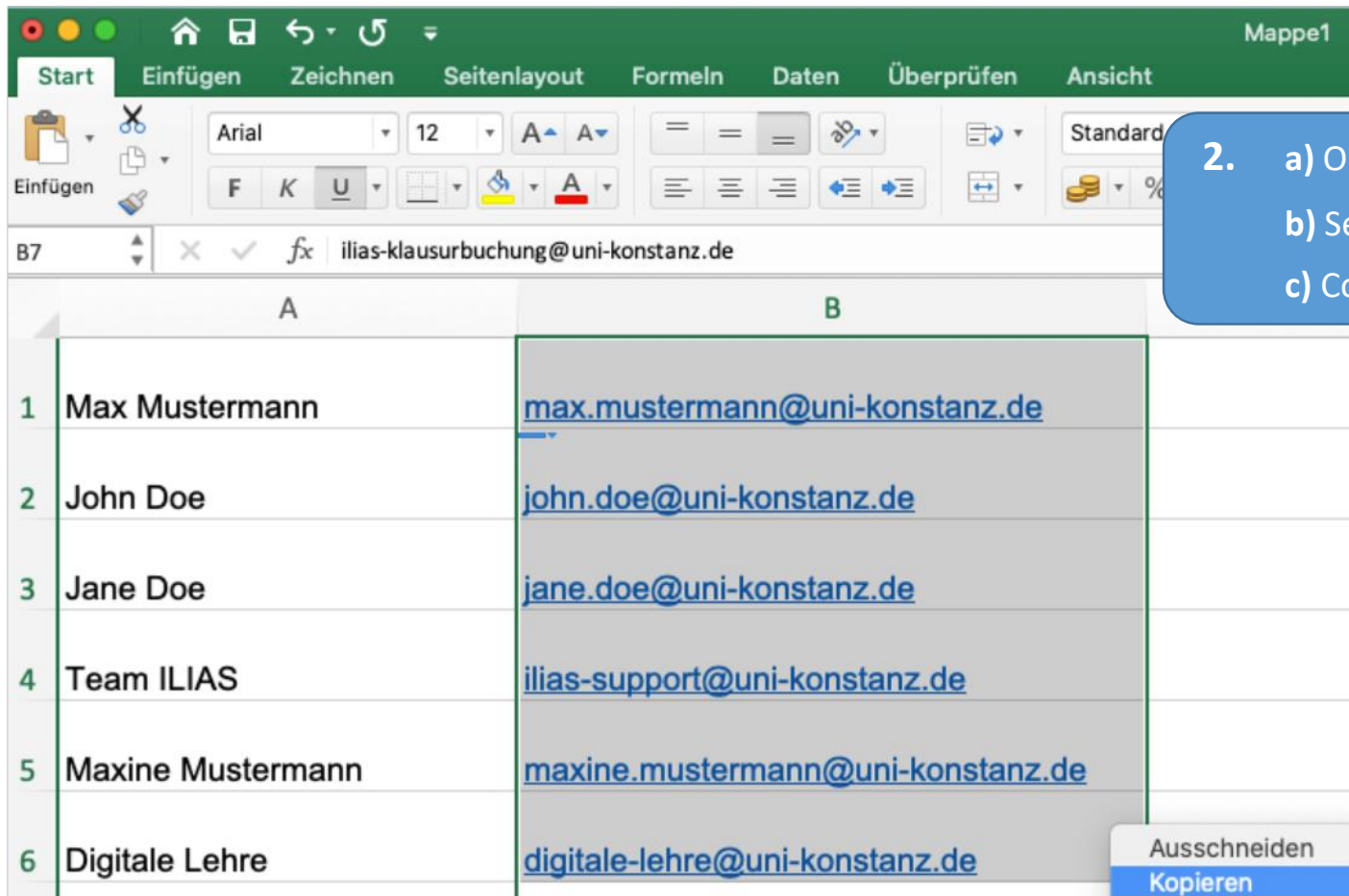
Instructions on correcting, grading and providing a post-exam review for a take home exam (in German):

<https://www.uni-konstanz.de/en/teaching/advice-aid-resources-service/digitally-enhanced-teaching/anleitungen/>

Import the list of participants from ZEuS to ILIAS | export list from ZEuS

1. To upload the list of exam participants who are registered in ZEuS for your ILIAS exam, you will need to export their data (including email addresses) from ZEuS as described at:

https://de.zeus-wiki.uni-konstanz.de/wiki/ZEuS-Wiki:EXA_VA_SA_Teilnehmerliste

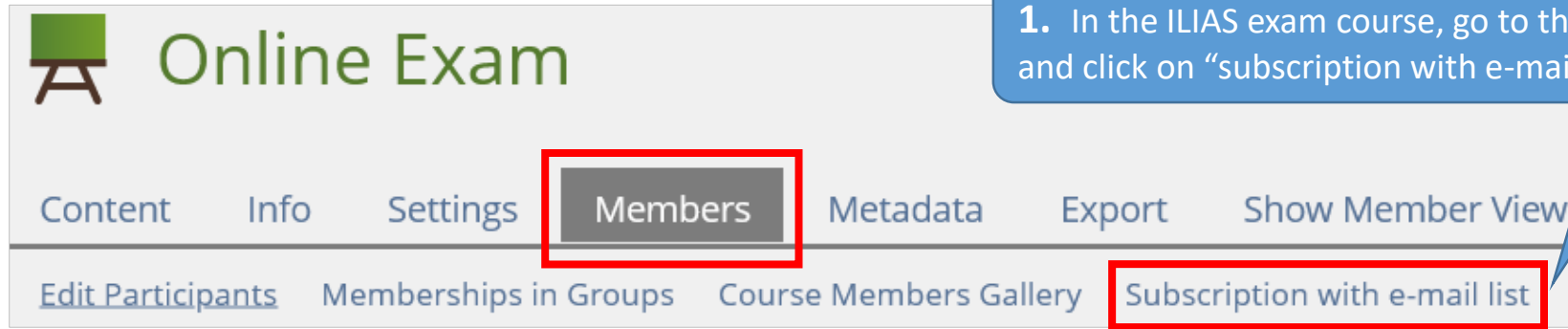


The screenshot shows an Excel spreadsheet with two columns, A and B. Column A contains names, and column B contains email addresses. The email addresses are highlighted in blue. A context menu is open over the last row, showing 'Ausschneiden' and 'Kopieren' options.

	A	B
1	Max Mustermann	max.mustermann@uni-konstanz.de
2	John Doe	john.doe@uni-konstanz.de
3	Jane Doe	jane.doe@uni-konstanz.de
4	Team ILIAS	ilias-support@uni-konstanz.de
5	Maxine Mustermann	maxine.mustermann@uni-konstanz.de
6	Digitale Lehre	digitale-lehre@uni-konstanz.de

2. a) Open the ZEuS export file in Excel.
b) Select all email addresses.
c) Copy them to the clipboard.

Import the list of participants from ZEuS to ILIAS | import list to ILIAS



1. In the ILIAS exam course, go to the “members” tab and click on “subscription with e-mail list”.

Insert a list of e-mail addresses, which you'd like to assign as a member.

SUBSCRIPTION WITH E-MAIL LIST

E-Mail Addresses

max.mustermann@uni-konstanz.de
john.doe@uni-konstanz.de
jane.doe@uni-konstanz.de
ilias.support@uni-konstanz.de
maxine.mustermann@uni-konstanz.de
digitale-lehreilias.support@uni-konstanz.de

Seperated List of E-Mail Addresses (Comma, Semicolon, ...)

2. Click in the field “e-mail addresses” and paste the content from the clipboard. Then click on “list users”.

List Users

3. Click on "assign".

Subscribe	Invite by E-Mail	E-Mail	Exists in ILIAS	Status	Role
<input checked="" type="checkbox"/>	<input type="checkbox"/>	jane.doe@uni-konstanz.de	Yes	Can be assigned	Member
<input checked="" type="checkbox"/>	<input type="checkbox"/>	john.doe@uni-konstanz.de	Yes	Can be assigned	Member
<input checked="" type="checkbox"/>	<input type="checkbox"/>	max.mustermann@uni-konstanz.de	Yes	Can be assigned	Member
<input checked="" type="checkbox"/>	<input type="checkbox"/>	maxine.mustermann@uni-konstanz.de	Yes	Can be assigned	Member
<input checked="" type="checkbox"/>	<input type="checkbox"/>	digitale-lehre@uni-konstanz.de	Yes	Can be assigned	Member
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ilias-support@uni-konstanz.de	Yes	Can be assigned	Member
<input checked="" type="checkbox"/>	Select All				

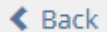
Remove Users not existing in ILIAS Clear List Assign and invite

Remove Users not existing in ILIAS Clear List **Assign**

4. Click on "back".

The list of participants has now been imported to ILIAS.

 Online Exam

 Back

Existing ILIAS-Users have been assigned.

Academic adjustments | Individual extensions for eligible students

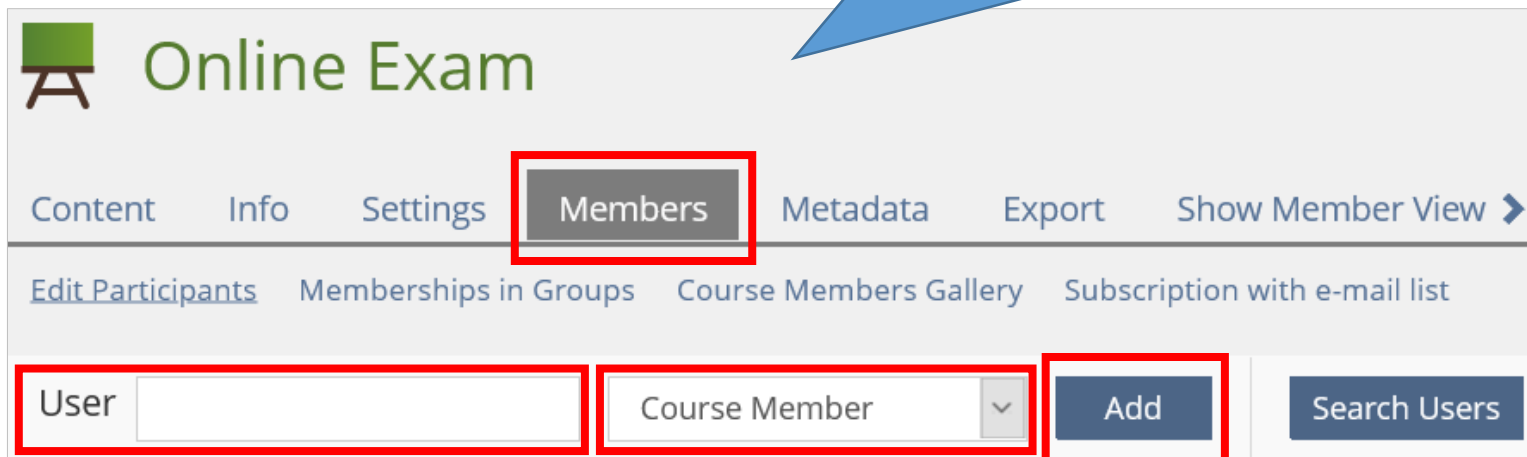
Instructions for extending the allotted exam time for students eligible for academic adjustments:

<https://www.uni-konstanz.de/en/teaching/advice-aid-resources-service/digitally-enhanced-teaching/anleitungen/>

Exam administrators: Add exam administrators

If you would like other people to be able to work on your course, you can give them administrator rights as follows:

Open the “members” tab and type the firstname.lastname of the person into the “user” field. Select the option “course administrator” from the drop-down list and then click on “add”.



The screenshot shows the 'Online Exam' interface. The 'Members' tab is highlighted with a red box. Below the tabs, there are several options: 'Edit Participants', 'Memberships in Groups', 'Course Members Gallery', and 'Subscription with e-mail list'. At the bottom, there is a form with a 'User' input field (highlighted with a red box), a dropdown menu set to 'Course Member' (highlighted with a red box), an 'Add' button (highlighted with a red box), and a 'Search Users' button.

Post-exam review: Show exam results

We recommend you schedule post-exam reviews/give students their results from 19:00 – 8:00, so as not to disrupt ongoing online exams.

If you would like to request a different time, please email:

ilias-klausurbuchung@uni-konstanz.de

Post-exam reviews are possible if you tick the boxes to make the following available “online” during this period:

- the ILIAS virtual exam room
- exam item “Step 2...”

If you have technical questions about your exam and using ILIAS functions, please contact:

ilias-support@uni-konstanz.de

We wish you and your students all the best for the exam(s)!

Your e-learning team