LEUPHANA
UNIVERSITÄT LÜNEBURG



Archiving the Exam

To archive an e-exam, you must export the exam report. You can also view the report for scanned exams.

EvaExam provides two types of exam reports in .pdf format:

Student and Exam Results Reports

The **Student Result Report** (see Fig. 1) provides an evaluation for each examinee. This report contains:

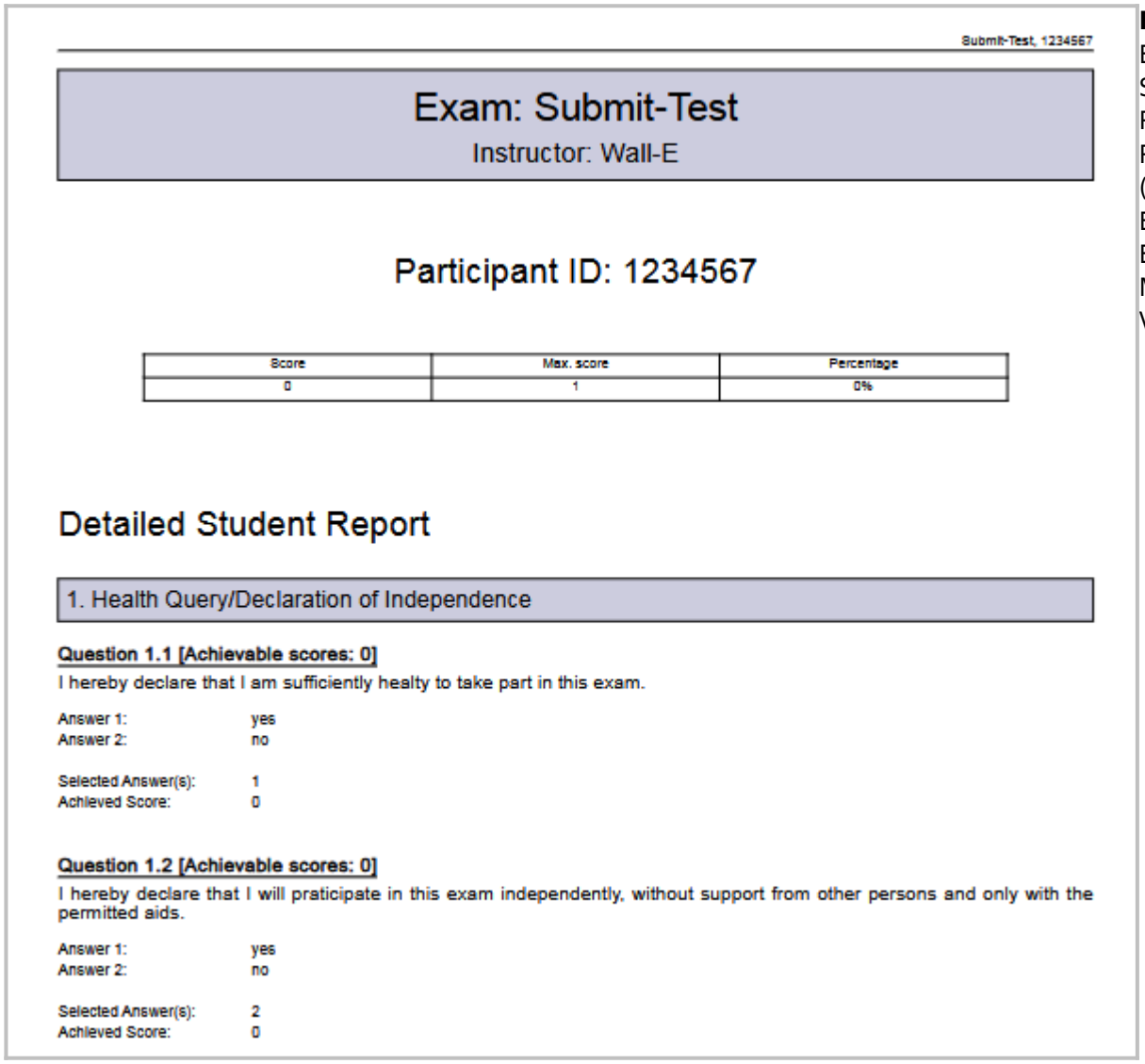
- The answers of each examinee to every question
- The points awarded and comments from the examiner
- The grade, provided a grading scale has been assigned

Matriculation numbers (and, if participants were imported, their names) and additional information about the results are also included.
You can also have the individual report generated separately for each participant.

The individual report can be viewed in a compact or detailed format. When archiving the report, make sure that the students' answers are visible. This should be the default setting. If the report does not contain the required data, you can reconfigure it (see below).

In addition, the system provides an **Exam Results Report** (see Fig. 2). The summary report is organized as follows:

- Analysis of individual questions: This section shows which answers were given and how frequently.
- Exam report: A tabular overview breaks down the scores of all participants.
- Overall report with question analysis: This section includes the distribution of points and grades, as well as a calculation of the difficulty of individual questions.
- Notice/ Appendix: A table displaying matriculation numbers and points. (Note: Posting grade lists is not permitted under data protection laws. Therefore, do not forward this list to your class.)



Submit-Test, 1234567

Exam: Submit-Test

Instructor: Wall-E

Participant ID: 1234567

Score	Max. score	Percentage
0	1	0%

Detailed Student Report

1. Health Query/Declaration of Independence

Question 1.1 [Achievable scores: 0]

I hereby declare that I am sufficiently healty to take part in this exam.

Answer 1: yes
Answer 2: no

Selected Answer(s): 1
Achieved Score: 0

Question 1.2 [Achievable scores: 0]

I hereby declare that I will praticipate in this exam independently, without support from other persons and only with the permitted aids.

Answer 1: yes
Answer 2: no

Selected Answer(s): 2
Achieved Score: 0

Fig. 2: Example for Student Results Report (Source: EvaExam Examiner's Manual V8.2, p. 236)

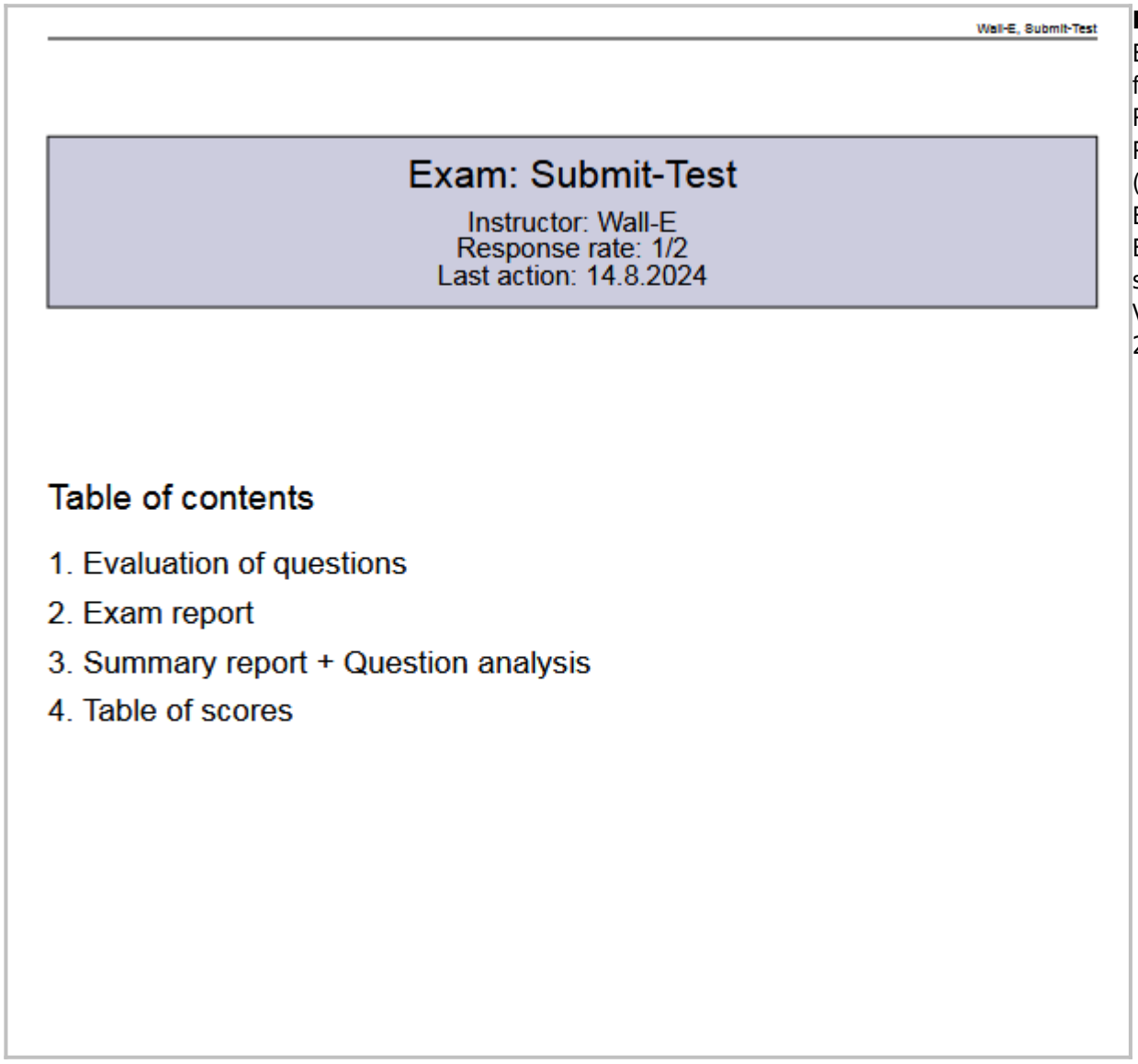
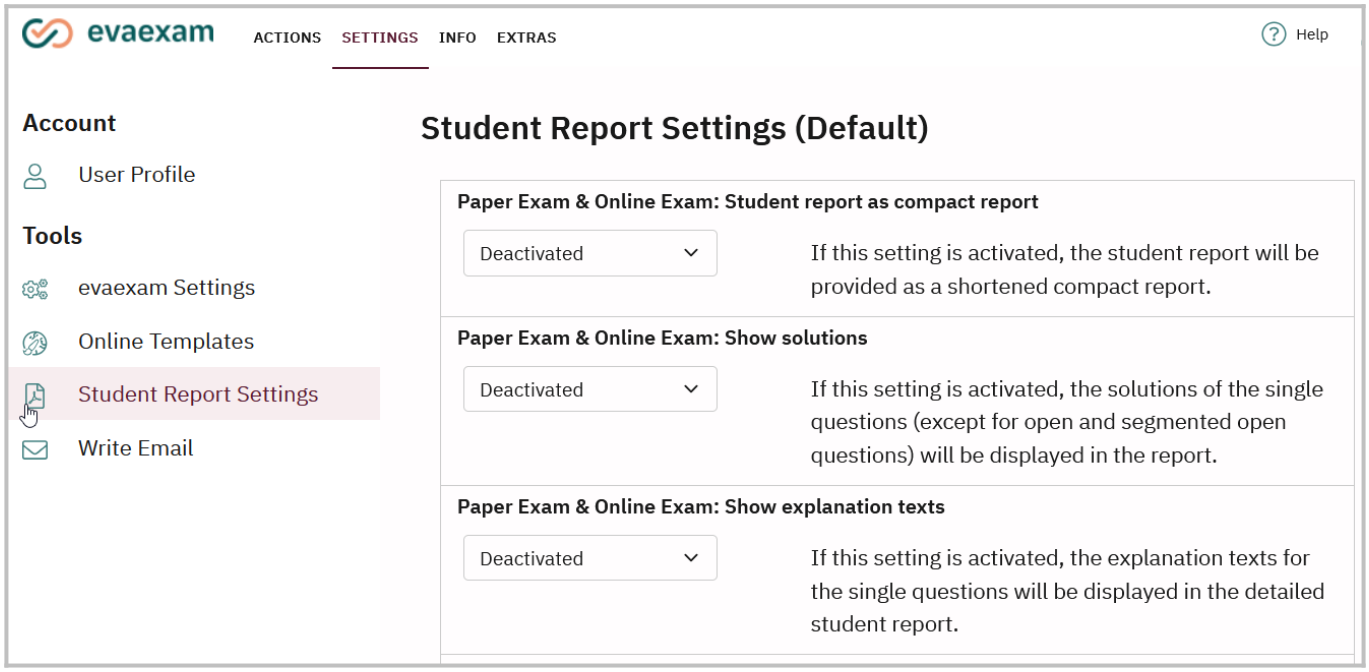


Fig. 3: Example for Exam Results Report (Source: EvaExam Examiner's Manual V8.2, p. 231)

Report Configuration

Under *Settings* and *Student Report Settings*, you can make various changes. These changes will then apply to every new report you generate using your account.



Here, you can specify whether to generate the compact or detailed individual report, as well as whether the solution, comments, or other items should appear in the report. Please note that for archiving purposes, it must be verifiable which answers the students provided in the exam.

Grade Entry and Archiving

As before, **grade entry** for all e-exams is done using the Excel spreadsheet provided in myStudy. Examiners enter the grades and upload the list back to *myStudy*.

For **archiving and documentation** purposes, the individual report for each examinee must be saved and made available to Student Services. To ensure clear identification, please use a filename in the following format: Semester_Examiner_Module, e.g., WiSe2021_Mustermann_IntroductionToStudying. The summary report serves as an overview for examiners and is not submitted to Student Services.

For assistance or questions about administering an exam using EvaExam, please contact the Digital Teaching Support Team at the Teaching Service (lehrservice@leuphana.de).
For questions about archiving exams, please contact the Student Service (studierendenservice@leuphana.de).

Previous page	Got to FAQ	Create new exam

Die Entwicklung erfolgte durch Mitarbeitende des Leuphana Lehrservice (lehrservice@leuphana.de)

Dieses Dokument ist lizenziert unter der Creative Commons Lizenz CC BY 4.0.
Urheber:in bei einer Weiterverwendung bitte wie folgt angeben:
Lehrservice Leuphana Universität Lüneburg.