

(S) Printing the Exam

In the exam details, click *Retrieve Test Forms*. (If you haven't imported the participants yet, you will first need to select how many test forms should be generated.)

Please note: Each exam sheet has a unique number - the sequential exam set number. This number and the corresponding barcode in the footer of the sheet uniquely identify each page of an exam. Therefore, exam sheets **must never be copied**! For exams with multiple pages, please also make sure that all pages of a sheet are correctly put together.

To ensure accurate recognition of the answers, the exam paper should be printed on white paper. Keep the document at its actual size and do not adjust the page size when printing.
If you are administering an exam with multiple pages, the sheets may be stapled at the corners, but the staples must be removed before scanning. To do this, you can cut off one corner of the exam sheet, as long as the other three corners remain intact.

To scan the barcode properly, three of the four corners must be intact and the footer must be blank. Under **no circumstances should anything be written on the barcode** in the footer!

Practice Exam

Feel free to contact the Teaching Service, to take a practice exam in advance and familiarise yourself with the procedure.

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

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