

(E) Conducting the Online Exam

Send the login credentials automatically to the exam participants in advance (see Importing the Participant List and Generating the TAN Lists). The (default) exam duration begins for each student as soon as the login credentials (TAN and matriculation number) have been entered and the exam has loaded.

We recommend not to use the option *Scheduled Tasks* (under *Actions*), which automatically controls when the exam is opened and closed. This is often too inflexible for the exam administration, as delays during the exam can always occur. Instead, we recommend to open the exam manually.

Open the exam by clicking *Open Exam*. Do this about one minute before the students are supposed to log in. If the waiting time is too short, the page often loads too slowly and the students won't be able to enter the exam.

Students can manually submit their exams by clicking *Submit* during the exam time. After that, **no further changes** are possible. At the end of the exam time, the current status is automatically saved. You can close the entire online exam and end data collection once you are certain that all students have submitted their exams. Once the exam is closed, no further data entries can be submitted. When you close the exam, the system checks whether all generated TANs have been used. If this is not the case, a message will appear and in case of doubt, you can leave the exam open until all exam responses have been submitted.

Overview of the Ongoing Exam

The **Exam Dashboard** provides you with an overview of the current status of the exam and includes new options for viewing the status of exam participants and editing it during the exam. You can access the dashboard via the *Actions* section. The dashboard appears immediately after the exam is created and displays general exam information along with a tabular overview of the exam participants and their TANs. Each row corresponds to one exam participant.

The status of exam participants is indicated by a colored icon in the first column. The following **status indicators** are possible:

- *Gray*: The participant has not yet started the exam
- *Green*: The participant has started the exam
- *Yellow*: The participant's status is unclear or the participant is inactive
- *Red*: The participant is no longer in the exam; the exam was not completed normally
- *Green* with a checkmark: The participant has successfully submitted the exam

- As soon as the first participants have logged in, the status turns *green*. You can also see when the examinee logged into the exam and when the last automatic save occurred.
- Once participants have completed their exam and clicked *Submit*, a white checkmark appears in the

green status indicator.
- During the exam, participants are displayed with a *yellow* status after 10 minutes of inactivity if no cached data is available.
- After the exam is over, participants who were unable to complete the exam normally are marked *red* by the system. You can include any cached data, if available, in the exam evaluation.

Lock/ Unlock TANs

The *Lock/Unlock TAN* function in the exam dashboard allows you to change the status of a TAN. A TAN is locked when an examinee logs in to the exam. If somebody accidentally exits the exam, the TAN can now be manually unlocked again using the *Unlock TAN* function. If the examinee logs in again using the TAN, the exam will load and display the progress saved at the time of the last save. The remaining time is shown in the header of the exam.

Please note that for time-limited exams, the examinee's time continues to run. After logging in again with the TAN, only the remaining time (calculated from the original start of the exam) is available. If the time has already expired, re-entry is not possible. Additionally, unlocking the TAN for this examinee lifts the exam entry lock (if defined in "Scheduled Processes"). This allows for entry at a later time.

Previous page	Go to FAQ	Grading the 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.