

Setting Up the Exam

Once you have finalized your exam paper, the next step is to incorporate it into an exam. First, select *Create Exam* under *Exams* in the left-hand side menu. You will then be guided through the remaining steps.

First, select the **folder** in which the exam should be saved. You can create a new folder for your exam or select one of your existing folders. It's a good idea to organize exams by subject or by semester.

Next, enter a **title** for your exam and select either the Online Exam or Paper Exam option (see Fig. 2 and Fig. 3).

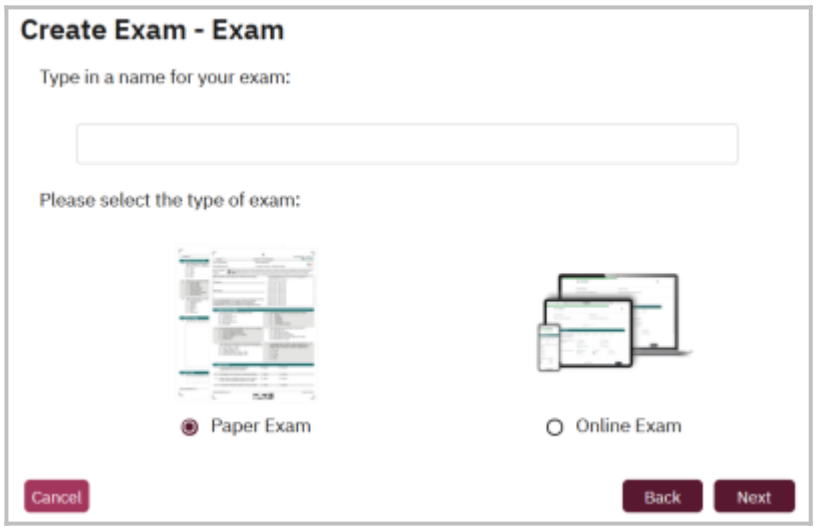


Fig. 1: Create Exam - Name the Exam & Select E-Exam

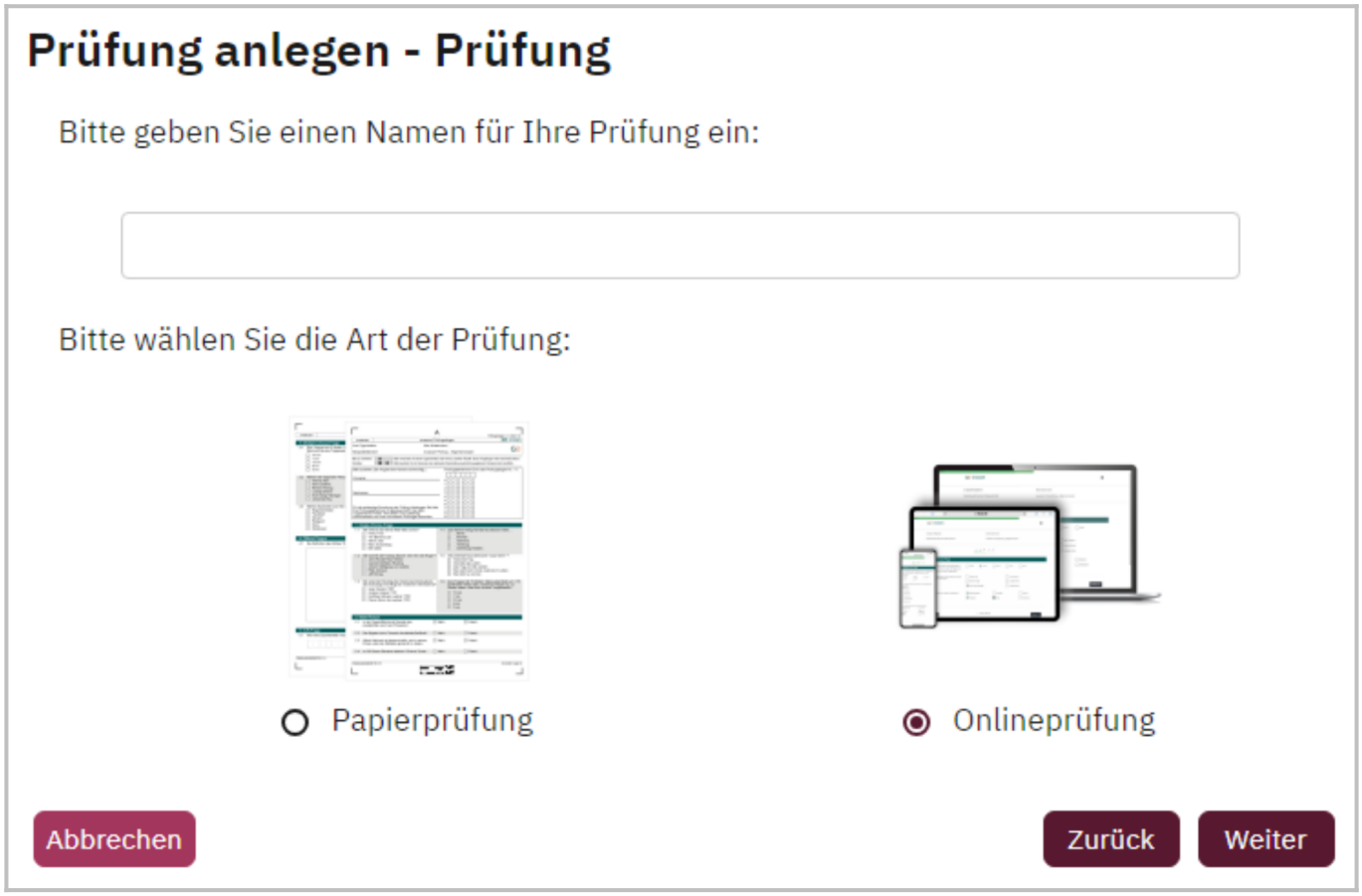
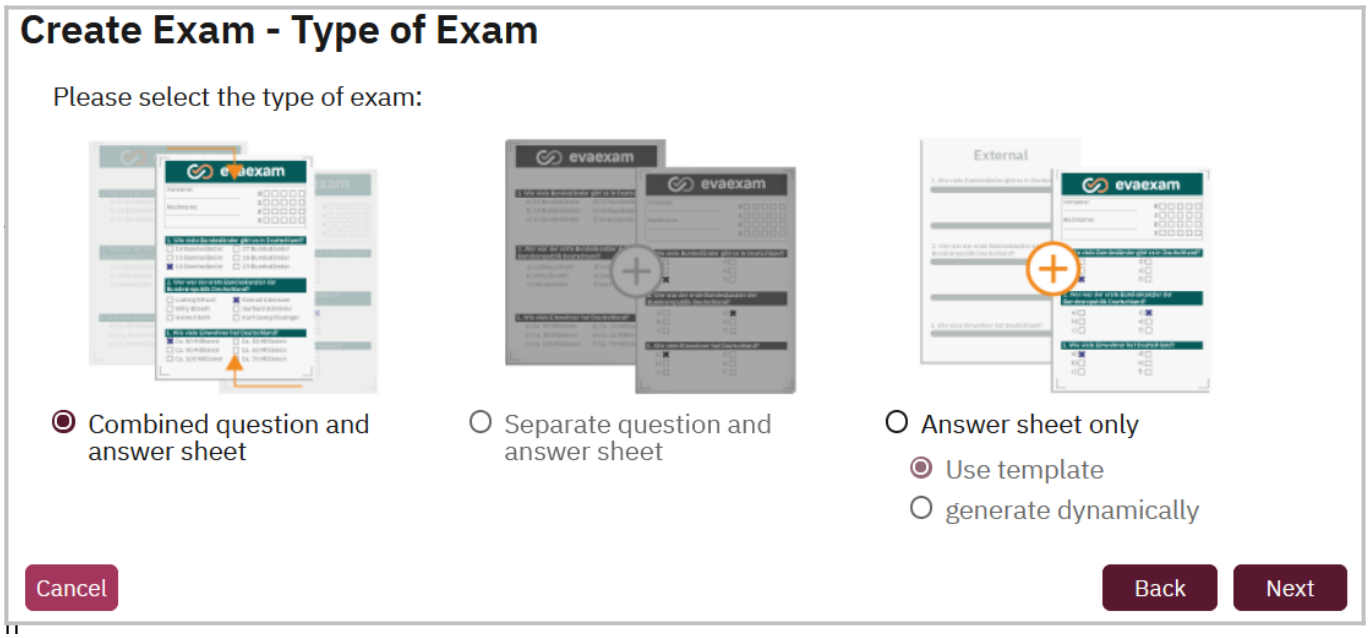


Fig. 1: Create Exam - Enter Name & Select E-Exam

Depending on whether you are conducting an e-exam or a scanned exam, different options are now available to you.

Options for Setting Up a Scan Exam



d answer sheets

When creating a paper-based exam, you can choose between three different types of scanned exams. You can choose between a question sheet that also includes the answers (Option 1), a question sheet with a separate answer sheet (Option 2), or creating only an answer sheet (Option 3).

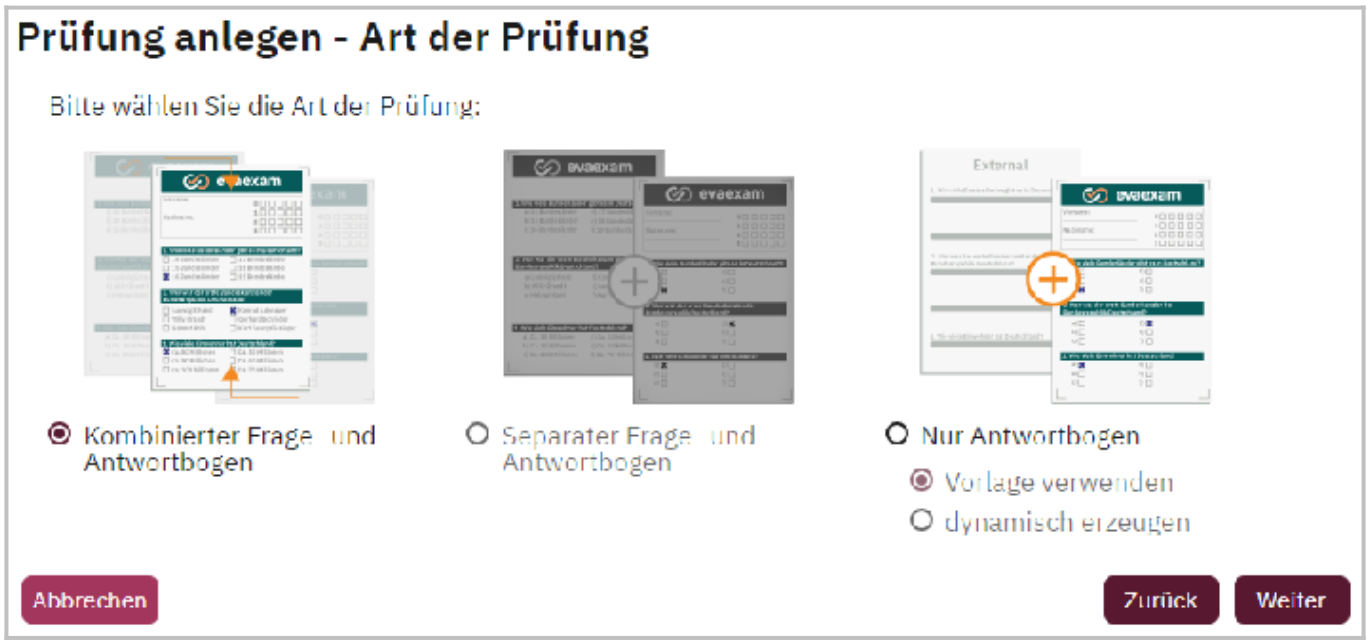


Fig. 2: Type of Exam and Answer Sheets

If you select the “Paper-based exam” option when creating the exam, you can also choose between three different types of scanned exams at this point. You can choose between a questionnaire that also includes the answers (Option 1), a questionnaire with a separate answer sheet (Option 2), or creating only an answer sheet (Option 3).

- **Option 1** allows you to include all question types, but has the disadvantage that the scanning process takes longer because more answer sheets need to be scanned.
- **Option 2** allows you to include all question types except open-ended questions, segmented open-ended questions, and Kprim questions. However, this option saves time, since you only need to scan the answer sheets.
- If you choose **Option 3**, you create only one answer sheet for single-choice questions that have the same number of answer options. This option requires less effort during the scanning process than Options 1 and 2.

You can then choose between having participants enter their exam participant IDs themselves or using the participant import feature. We explain the purpose of these functions in the next section: Importing the Participant List and Generating the TAN Lists.

Options for Setting Up an Online Exam

When creating an online exam, you can choose between **online exam, online practice, and online quiz**. Please note that only the online exam is suitable for conducting an exam process.

Next, configure the exam.

First, you can choose between **having participants enter their exam participant IDs** and **importing participants**. We explain the purpose of these functions in the next section: Importing the Participant List and Generating the TAN Lists.

We recommend **creating the exam as a closed exam initially** so that no one can access it prematurely. We also recommend setting a **time limit** at this stage. You should always specify a time limit for your exam; in most cases, this is determined by the subject-specific curriculum (FSA) of the degree program. Please always allow for a time buffer of 1–2 minutes, as the time limit cannot be paused (e.g., if a person experiences technical issues).

When creating an e-exam, you will be given the option *Show student report after submit*. Please DO NOT select this option. The option means that, if the exam consists only of closed-ended questions, participants will receive their results immediately after finishing the exam; these results have been automatically graded by the system.

Next, select how the questions should be displayed within the exam:

- The *Complete* view displays all exam questions on a single page. Test takers can see everything at a glance but cannot highlight individual questions. They can also search for specific questions.
- If you select *Per page* or *Per group* you can have the questions displayed to test takers organized by topic. Test takers can highlight sections.
- The *Per question* option allows examinees to highlight individual questions and makes it more difficult for them to discuss specific questions with one another.

Next, select the **template** that determines the visual appearance of your exam. If you choose one of the preconfigured “Leuphana” templates, the exam will be displayed in the gray Leuphana layout. In addition, the health, independence, and data protection prompts will already be included at the beginning. You can also design your own template and then select it here.

Select an Exam

Now select an exam from the exam list that you created in advance. In the next step, you can create up to **10 different versions of an exam**. Creating multiple versions can be helpful, for example, to make it more difficult for students to share answers with one another, especially in multiple-choice exams. You can choose whether to shuffle only the answer options within the questions, the questions within the question groups, or all questions regardless of their group affiliation.

For scanned exams, you will now need to specify the number of exam takers. After confirming the details, the exam will be made available for download as a PDF document. Now all you have to do is print the exam.

Note: Once the exam has been created, the answer sheet is locked for editing — regardless of whether answer sheets have already been scanned or not.

Exam Details

In the left-hand side menu in *EvaExam* under *Exams*, you will find a *List of Folders* you have created so far. This allows you to access all your exams.

If you click on the exam *Name* or the icon under *Details*, you will be taken to the exam's details. There, you can create additional exam answer sheets, assign or adjust a grading key, view sample solutions, as well as rename, move, or delete the exam. Here you will also find *Administrate participants*, which allows you to import or manually add examinees, as well as the *Exam Dashboard*, which displays a live overview during the exam.

For scanned exams, exam sheets that have already been printed cannot be retrieved again as a .pdf. This prevents duplicate exam sheet set numbers.
For an exam that has already been scanned, you can download the original scans and PDF reports here and verify that the exam sheets are complete.

Importing the Participant List and Generating the TAN Lists

You can choose between **having participants enter their exam participant ID** or using the **participant import**.

If **participants enter their exam participant ID**, the exam will not be personalized. The participants themselves enter their student ID number (matriculation number) — that is, the **exam participant ID** — into the exam. The exam results must be manually assigned to the participants here. Additionally, there is a risk that typing errors could complicate the assignment process.

With **participant import**, the exam is pre-filled with the data of the respective exam participants. To do this, the participant data must be imported after the exam has been confirmed. This data can either be added manually or uploaded via **CSV import** from the *myStudy* exam lists. For online exams, you can send personalized TANs to students via email before the exam. Alternatively, you can print out the TANs and assign them by name on-site, though this is only practical for small groups. For scanned exams, you must ensure that each person receives the exam paper assigned to them by name when distributing the papers.

Importing Exam Participants from myStudy

Please note that students can still withdraw from an exam up to 3 days before it takes place, so you should import the exam lists from myStudy no earlier than 2 days before the exam.

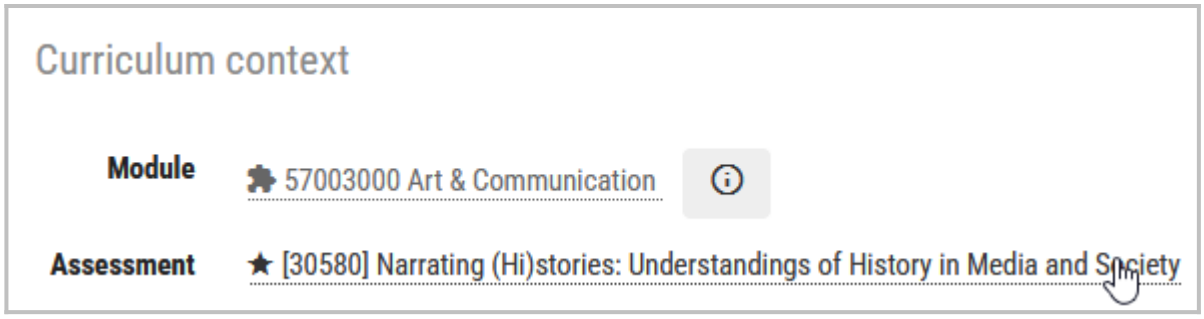


Fig. 3: Curriculum Context

To export participants from myStudy, click on the link after *Exam* in the *Study Plan Context* section of your

course. There, in the *1st Exam Date* section, you will find the link “**Export for Import into EvaExam**.” Download the .CSV file.

Now select the appropriate exam in EvaExam. Then open the *Administrate participants* option and re-upload the .CSV file using the **import function at the bottom of the page**.

By the way: If you export the participants via myStudy, you’ll find 10% “replacement participants” in the participant list. This is a remnant from an older version of EvaExam, in which it wasn’t yet possible to add individual participants later. You can delete these extra participants if you’d like, but it’s not necessary.

Sending TANs to Students via Email

Once all the required data has been entered into the system, you can send the students their login credentials: To do so, click *Send PSWDs to Respondents via Email* in the *Actions* section of the exam details (see Fig. 4). All imported students will then receive an email containing their individual TAN. If you have not imported any students, you must enter the email addresses manually and separate them with a line break.

Fig. 4: Overview of automatically sending emails with the TAN to students.

Please note: Clicking *Send* does **not** send the emails. After clicking the button, a pop-up window will open containing the message to be sent. The TANs will only be sent when you click on *Send emails*. If no window opens, please check whether your browser settings are blocking pop-up windows.

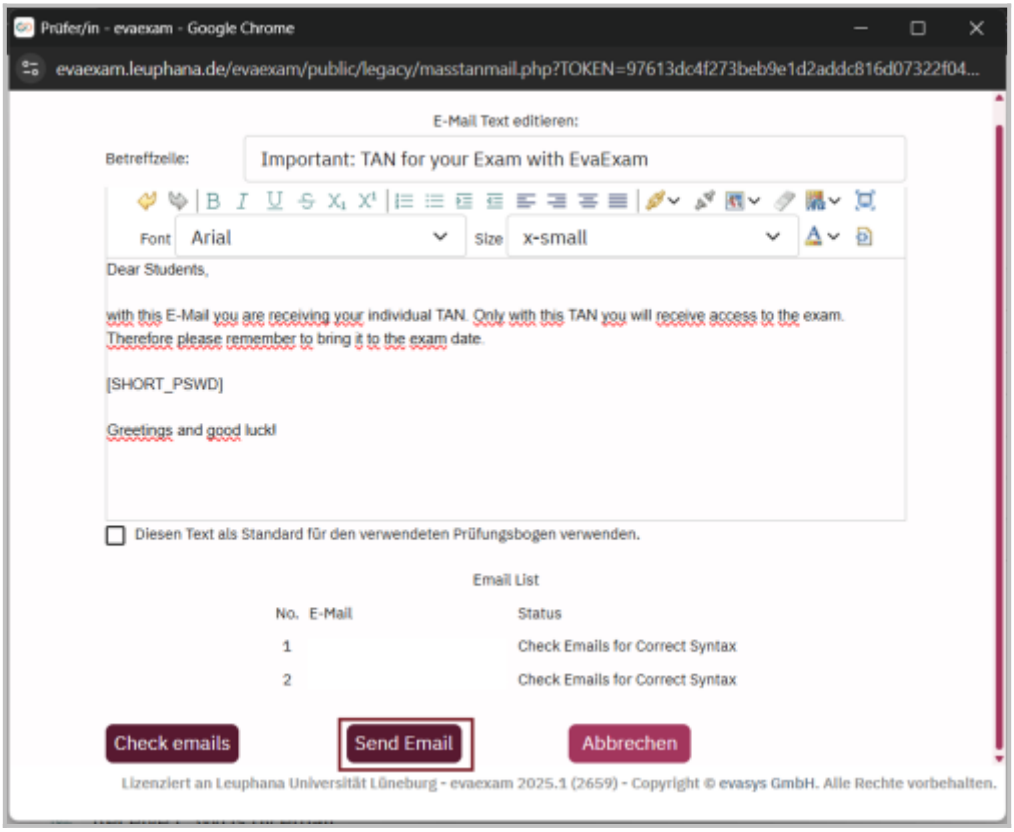


Fig. 5: Pop-up with the pre-generated message for sending TANs

The default text for the email contains only the personal TAN, which the system inserts individually for the placeholder [SHORT_PSWD]. If you want to take a remote exam and include the link to the exam, you must

customize the message and insert the placeholders for the information you need. An overview of this can be found in the Examiner's Manual on p. 185.

The next steps depend on whether your exam is an online exam or a scanned exam.

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



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