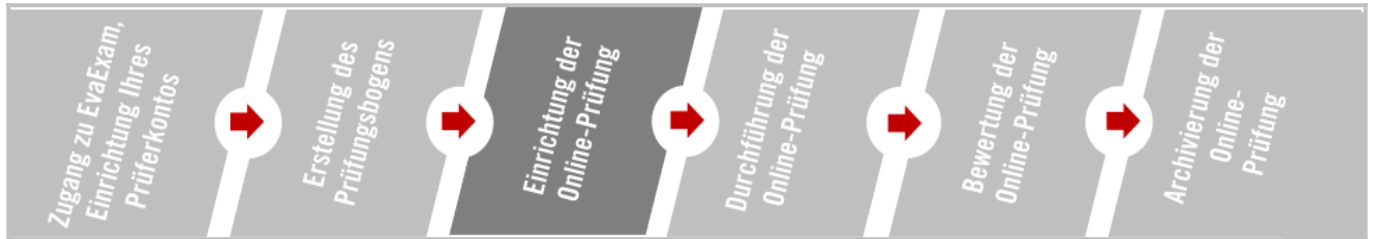


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Setting up the e-exam

To generate the e-exam, *EvaExam* provides an online wizard that guides you through the selection menus. This allows you to define the exam using various parameters, embed your exam paper in the e-exam, and prepare access for the examinees. You can send these individualized access details automatically or manually by email.

Select the *Create exam* option in the left-hand side menu under *Exams*. Then create a new folder in which you want to save your e-exam (see Fig. 1). You can select this folder later to save further exams in it or to create further folders.



Abb. 1: Creating a new folder to save the e-exam

Then assign a title for your exam {LV-TITLE} and select the E-exam option (see Fig. 2 and Fig. 3) .



Abb. 2: Create exam - give it a name & select E-exam



Abb. 3: Create exam - Type of exam: E-exam



Abb. 2: Create exam - Enter name & select e-exam



Abb. 3: Create exam - Type of exam: E-exam

For an e-exam, you have the option of choosing between a classic layout (in grayscale) and a design template (in color). If you have created your own online template (e.g., with your own configured start page for examinees), this will also be displayed here for selection.

To use an existing list of participants, activate the Participant import option (details under [Import der Teilnehmerliste und Generierung der TAN-Listen](#)). Here you can also select how the exam questions (entire questionnaire, question by question, group by group, or page by page) are displayed to the examinees.

The selection of how the exam questions are displayed can serve different purposes, and the different display modes have their advantages and disadvantages:

* List itemThe “Overall” display shows all exam questions on one page. Candidates can see everything at a glance, but cannot mark individual questions. It is also possible to search for questions.



- If you select “By page” or “By question group,” you can display the questions to the examinees sorted by topic. The examinees can mark sections.

* The “By question” option allows individual questions to be marked and makes it more difficult for examinees to exchange information on specific questions.

When creating an e-exam, you will be given the option *Show participant report*. Please do NOT select this option. The option *Show participant report* means that if the exam consists only of closed questions, participants will receive their results immediately after completing the exam, which the system has automatically evaluated.

Processing time for the e-exam, including post-processing time

You should always set a processing time for your exam; in most cases, this is specified in the subject-specific appendix (FSA) for your degree program. Please allow for some extra time to cover any technical issues.

You can still change the processing time during the e-exam, but this will only affect exams for which no login has been made at the time of the change.

Once the exam time is over and all participants have either submitted their exam independently or their individual processing time has expired (in which case the results are submitted automatically), you can close the exam. No further submissions are possible at this point.

You have the option of creating the exam as *closed* from the outset. In this case, even if the participants have already received their login details, they will only be able to access the exam once you, as the examiner, have manually *opened* it. This means that any time delays in sending the login details, which are possible with larger groups, will not affect the participants' processing time.

It is not possible to extend the exam time retrospectively for students who receive *disability accommodations*. Create a new exam for these students in which you set more time for them to complete the exam.

Select exam paper

To conduct an exam with EvaExam, an exam must be created. To do this, select one of your previously created exam papers.

When creating an e-exam, you have the option of choosing up to 10 different variations of the order of questions on an exam paper. You can also randomize the answer options for a question so that the correct answers always appear in different places. Creating multiple variants can be helpful, for example, to make it more difficult for students to exchange information about the correct answers.

Importing the participant list and generating the TAN lists

When registering participants for the remote e-exam and generating the associated access links (URLs), you can choose between manually entering email addresses and importing a participant list (e.g., the exam list from *myStudy*). This is only used for exams that do not take place on site.

When entering email addresses manually, the individualized access link is only linked to the student ID number at the beginning of the exam when the student enters their ID number manually. This may lead to typing errors,



which can make it difficult to assign the completed exam to the participant who took it.

For these reasons, we strongly recommend importing the participant data from *myStudy*. In the forms for the examination procedure, you will find an “Export for import into EvaExam.” This list has already been created to meet the requirements of the system. To ensure a smooth import, you should not open this file again with a program on your computer, but import it into EvaExam as it is. Please note that students can still deregister up to 3 days before an exam, so you should import the exam lists from myStudy no earlier than 2 days before the exam. To test the import function in advance, you can use the sample participant data, which you can find in *EvaExam* under *Extras*.

If you import participants via the .csv import function in myStudy, you will still find 10% more “replacement participants” in the participant list than the number of students who have registered for the exam. With the introduction of the new exam dashboard and the option to manually open and block TANS directly from the examiner dashboard (details in step 4.2), there is no longer any need to use “replacement participants” as replacement TANS. For security reasons, the option to import “replacement participants” from the myStudy exam list in EvaExam remains available.

Once all the required data has been entered into the system, you can complete the order: The system generates TANS or access links (URLs), links them to the email address and any other data (such as student ID number, name) and sends them automatically by email as soon as you initiate the process. You can customize the email that is sent to participants. You are welcome to use the text modules we have created and stored in the system for this purpose. To do so, click on “TANS by email to” in the exam details in the *Actions* area.

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



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