

Creating the exam paper

Regardless of whether an e-exam is to be held as an exam, a paper exam with scan evaluation, or a mock exam, you must first create an exam paper in the examiner account. You then fill this in step by step with the structure of questions or question groups (see Fig. 1).

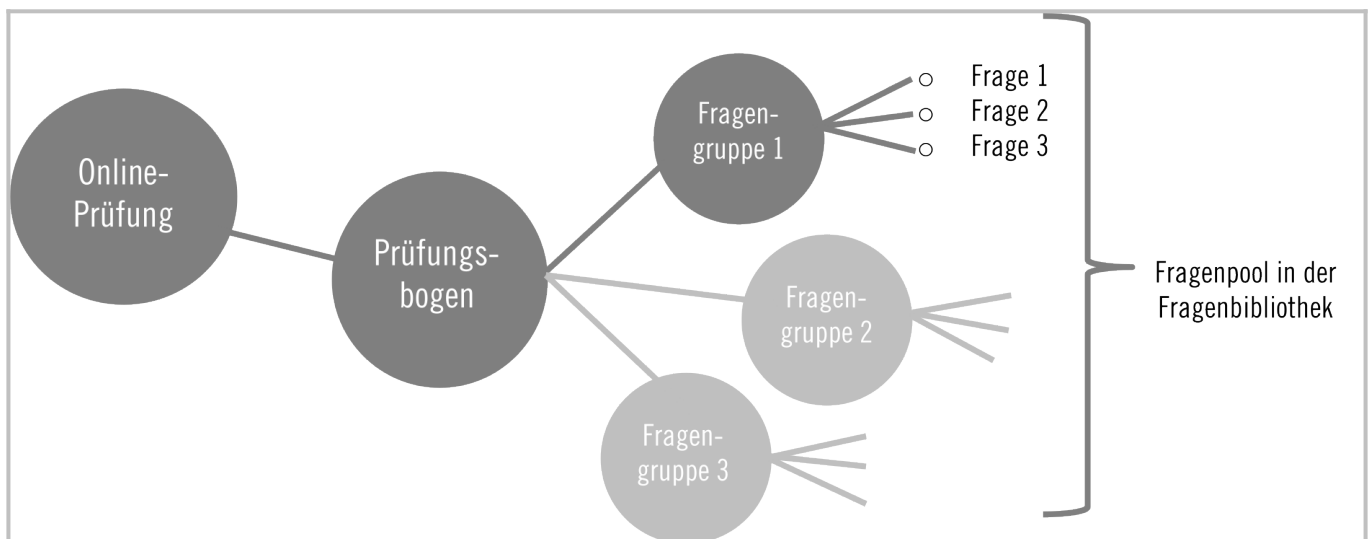


Abb. 1: E-exams with EvaExam – Creating an exam paper

You can fill your exam paper with open and closed questions. In the questionnaire editor (Vivid), you create one or more question groups. This is necessary in order to be able to formulate individual questions at all – there are no questions without a question group. You can organize question groups by topic and name them accordingly (e.g., “Basic knowledge” instead of “Group 1”) so that you always have an overview – especially if you save them in the question library (see below). Please note that the titles of the question groups will later be visible to the examinees in your e-exam (see Fig. 2) and should therefore not contain any hints about the answers. A table of contents appears in the right-hand column for navigation.



Abb. 2: Question groups and questions when setting up the questionnaire (left) and in the preview (right)

You create the corresponding exam questions within the question groups. Seven different question types and corresponding answer options are available for the exam questions and solutions. You can store sample solutions for automated evaluation. For open-ended questions, you can store an expected answer when setting up the exam form, which will be displayed later to assist you in evaluating the exams.

Possible question types in EvaExam: * Single choice questions (see [EvaExam Examiner's Manual V.9.1](#), p. 38)

- True/false questions (see [EvaExam Examiner's Manual V.9.1](#), p. 43)



- Multiple choice questions (see [EvaExam Examiner Manual V.9.1](#), p. 43 and p. 46)
- Open questions (see [EvaExam Examiner Manual V.9.1](#), p. 48)
- Hotspot question (see [EvaExam Examiner Manual V.9.1](#), p. 53)
- Segmented open question (see [EvaExam Examiner Manual V.9.1](#), p. 59)
- Kprim question (see [EvaExam Examiner's Manual V.9.1](#), p. 65)
- Matching question (see [EvaExam Examiner Manual V.9.1](#), p. 68)

In addition to questions, you can also select audio or video in the left bar (when selecting the question types) and thus upload audio or video files or insert them via a link. These are played in a player. You can refer to these files in a question. In the same place, you can upload images that can be integrated into the various question types. EvaExam includes a formula editor that can convert LaTeX and MATHML code into formulas. These formulas can then be inserted into single choice, true/false, multiple choice, K-Prim, and open-ended questions. In addition, formulas can also be created independently of questions in the exam paper. Clicking on "Add/Formula" opens the formula wizard.

We recommend that you save questions and formulas in the question or formula library for reuse in future exams. This does not happen automatically.

The question library is a pool of questions that can be useful when creating further e-exams at a later date. Formulas can be entered in the formula editor and saved as images in the formula library.

The exam paper you have created now appears in the exam paper list. In the left-hand menu under Exam Paper List, you can view and edit all the exam papers you have created at any time. Once you have added an exam paper to an exam (details under step [Select exam paper](#)), you can no longer change it. Under the option *Exam Paper List*, existing exam papers can be copied at any time and edited as new exam papers.

Creating an online template

A new feature is that you, as the examiner, have the option of creating your own templates for designing the exam papers for an e-exam. To do this, go to Settings in the top bar and select Online Templates in the left bar. Click on the "Create new customized online template" button to open a selection where you can choose between a classic and a design template as a basis. Click on "Continue" and make adjustments under the tabs on the right, including assigning a name for the template under the first tab.

Under the tab on the far right, you can configure the start page: With the option for students to log out shortly before the exam (the TAN is then blocked), with a customized text and a maximum of three confirmation fields, which you can use to check the exam suitability before the students open the exam.



Abb. 3: Configuring the start page for students in the design template

A timer counts down the time until the exam begins. This timer becomes active when you select one of the following options in the exam dashboard (see below [Importing the participant list and generating the TAN lists](#) or [Overview of the current exam](#)) under "Scheduled tasks" and enter the **exam date** and time.



Abb. 4: Select "Scheduled tasks" on the exam dashboard



Scheduled tasks



Abb. 5: Activate the start page and enter the exam date and time

You can also find instructions in the EvaExam online help under “Start page for exam participants.”

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