LEUPHANA
UNIVERSITÄT LÜNEBURG



Creating the Exam Sheet

In order to carry out...

- an online exam,
- a scanned or paper-based exam, or
- a practice exam or test

...using EvaExam, you must first create an exam sheet. The created sheets can then be incorporated into multiple exams. (Only a few functions are available exclusively for scanned **or** online exams.)

Create Exam Sheet

Navigate to *Exam Sheets> Create Exam Sheet* via the side menu. The Exam Sheet Wizard will open. There, you must first assign a name to the exam sheet. Choose a name that you will easily recognize, and keep in mind that you can use the exam sheet multiple times.

For **scanned exams**, you can edit the exam header by double-clicking it after creation. There, you can enter specific details about the exam and its administration via the *Individualized ID Range* option. Selecting *No ID Area* hides the exam header.

Creating Question Groups

In the questionnaire editor (Vivid), always start by creating one (or more) question group(s). This is necessary in order to be able to formulate individual questions at all. **There is no question without a question group.** You can organize question groups by topic and name them accordingly (e.g., “Basic Knowledge” instead of “Group 1”), so you always maintain an overview—especially if you save your question groups in the question library (see below). Please note that the titles of the question groups will later be visible to examinees in your e-exam (see Fig. 2). A table of contents appears in the right-hand column for navigation.

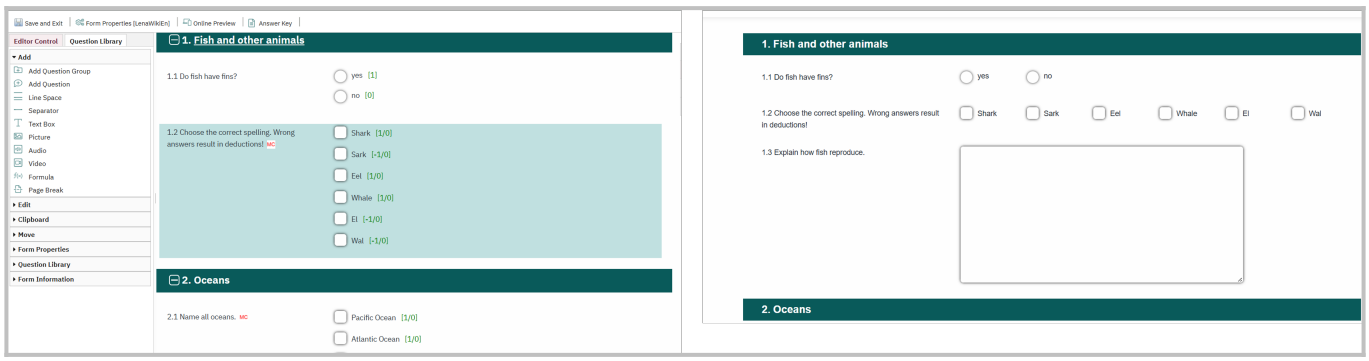


Fig. 1: Question groups and questions during questionnaire setup (left) and in the preview (right)

Add Questions

You can create the relevant exam questions within the question groups. Seven different question types and corresponding answer options are available for the exam questions and answers.

Possible question types in EvaExam (see EvaExam Examiner Manual V.9.1):

- Single-choice questions
- True/false questions
- Multiple-choice questions
- Open-ended questions
- Hotspot questions
- Segmented open-ended questions
- Kprim questions
- Matching questions

In addition to text questions, you can also select *Audio* or *Video* from the left-hand sidebar (when choosing question types) to upload audio or video files or insert them via a link. These will be played in a media player. You can base a question on these files. In the same location, 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. Additionally, formulas can also be created independently of questions in the exam. Clicking *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.

For automated grading, you must enter the correct answer(s) or sample solutions depending on the question type. For open-ended questions, you can enter an expected answer, which will be displayed to assist you later when grading the exams.

For **scanned exams**, if you add open-ended questions to your exam sheet, you also have the option to either grade them on the exam sheet or grade them online later. If you choose to grade the open-ended questions on the exam sheet, a grading matrix will appear on the exam sheet where you must enter the scores before scanning. If you select to grade the answers online later, no matrix will appear, and you can grade the answers later after scanning via an online form.

Question Library

The question library serves as a question pool where questions can be saved and retrieved at any time. This can save time when creating additional exams later on. In the editor, you will find the *Question Library* menu item on the left, where you can choose whether to save a question you have just created to the question library or retrieve a question that has already been saved. In the formula editor, you can enter formulas, which can also be saved as images in the formula library.

Save Exam Form

Once you have compiled all the questions, click *Save* and *Exit* in the top-left corner. The exam form you created will now appear in the exam form list. In the left-hand menu under *Exam Forms* > *Exam Form List*, you can view and edit all the exam forms you have created. Once you have added an exam form to an exam, you can no longer modify it. A corresponding message will then appear at the top of the screen in the Vivid Forms Editor. In the exam form list, existing exam forms can be copied at any time and edited as a new exam form.

Next Steps After Creation

(E) Creating Online Templates

For **e-exams**, you have the option to create your own templates for the visual design of the e-exam. You can also design a custom start page that is displayed before the exam begins.

To create a template, go to *Settings* in the top bar and select *Online Templates* in the left-hand bar. Click the *Create New Custom Online Template* button to access a selection where you can choose between a classic template and a design template as a base. Click “Next” and make adjustments under the tabs on the right; among other things, you can assign a name to the template under the first tab.

Under the far-right tab, you can configure the start page: there, you can enter custom text and define up to three confirmation fields.

We have already configured templates for you that contain all the important settings. They are available to all Leuphana instructors and can be selected when creating an exam. You can recognize them by the name “Leuphana…”

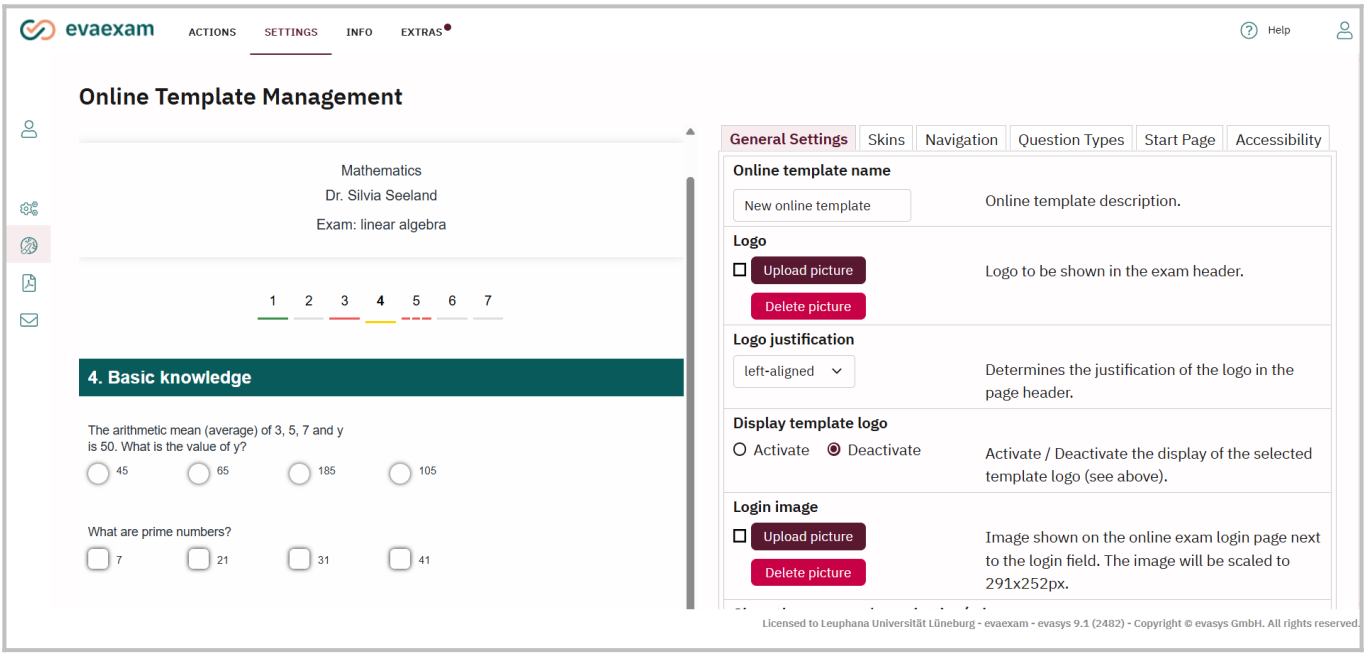


Fig. 2: Configuring the home page for students in the design template

Home FAQ Next page

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

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