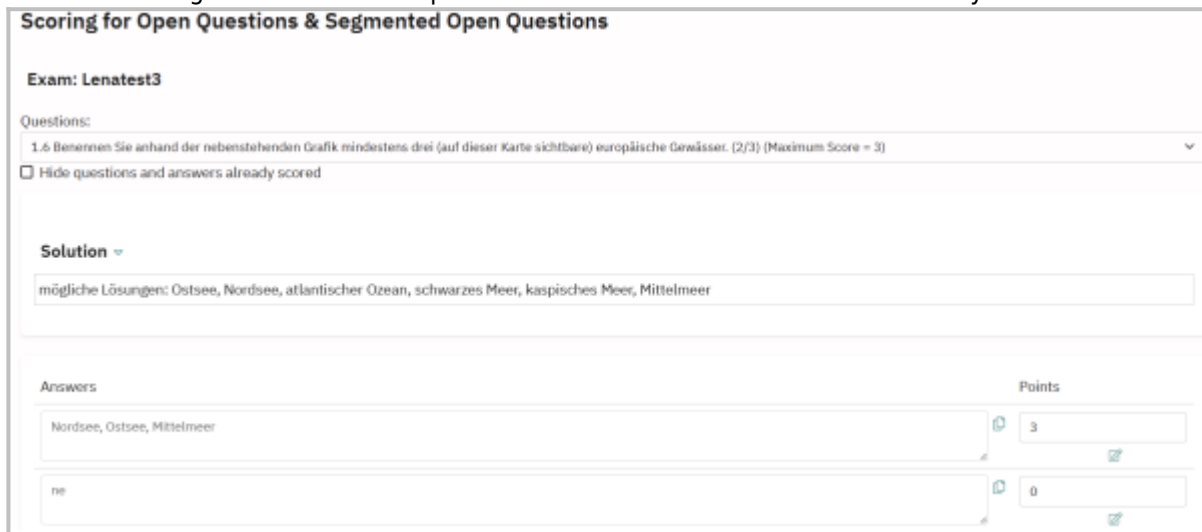


FAQ - Questions after the exam

- [How is the exam evaluated?](#)
- [Can exams be graded jointly?](#)
- [Can I grade my students' answers in free-text tasks outside of EvaExam?](#)
- [Is it possible to adjust the points for individual tasks even after the exam has been completed and the data collection has been finalized?](#)
- [How can I allow students to view their grades?](#)
- [Can I configure the individual report?](#)
- [How can I display comments in the individual report?](#)
- [Where do I scan an exam?](#)
- [How should I prepare for my scanning appointment?](#)

How is the exam evaluated?

The e-exam is evaluated automatically if the solution is stored in the question details. The system then compares the entered data with the solution and automatically assigns a score. However, it is still necessary for you to check the system's evaluation. Based on your sample solution, the system suggests a score that you can confirm manually. Up to 100 solutions can be displayed at the same time, so the effort involved is very low. You can check at a glance whether the points for a task have been awarded correctly.



Scoring for Open Questions & Segmented Open Questions

Exam: Lenatest3

Questions:

1.6 Benennen Sie anhand der nebenstehenden Grafik mindestens drei (auf dieser Karte sichtbare) europäische Gewässer. (2/3) (Maximum Score = 3)

☐ Hide questions and answers already scored

Solution

mögliche Lösungen: Ostsee, Nordsee, atlantischer Ozean, schwarzes Meer, kaspisches Meer, Mittelmeer

Answers	Points
Nordsee, Ostsee, Mittelmeer	3
ne	0

(Click on the image for a larger view.)

Can exams be graded jointly?

If you create a function account that can be accessed by several people, for example from your institute, you can use it to grade exams jointly. However, only one person can access the account at a time.

You can also share the grading of segmented open-ended questions and open-ended questions with accounts within your sub-area, for example, between your team function account and your personal account. This allows grading to be carried out with several accounts at the same time. Details on joint scoring can be found in the EvaExam online help or in the exam manual on page 238.

Open questions must be graded manually. Do segmented open questions also have to be graded manually? You grade open segmented questions manually. For e-exams, the system usually provides a suggested grade based on your sample solution, which you then only need to confirm (or change if necessary). For paper exams, the results must be graded completely manually.

Can I grade my students' answers in free-text tasks outside of EvaExam?

Once your exam has been completed or scanned, the status of the exam changes to “Grading.” When you click on this status, you will be redirected to the questions that could not be automatically corrected by the program. You can copy these answers from the system to make them easier to correct in other programs. To do this, simply click on the copy icon to the right of the answer field. After correction, you can then simply enter the score achieved into the program.

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Solution
 mögliche Lösungen: Ostsee, Nordsee, atlantischer Ozean, schwarzes Meer, kaspisches Meer, Mittelmeer

Answers

Answer	Points
Nordsee, Ostsee, Mittelmeer	3
ne	0

Is it possible to adjust the points for individual tasks even after the exam has been completed and the data collection has been finalized?

Only for open-ended and segmented open-ended questions is it possible to adjust the points, as these question types are graded manually. In this case, the grading scale would have to be adjusted again, as this would change the total points.

However, it is possible to exclude entire questions from the overall assessment without having to change the grading scale. To do this, set the points for the corresponding question to the maximum value for all students. In the exam details, you will find the “Exam data” window after all results have been assessed.

evaexam ACTIONS SETTINGS INFO EXTRAS

Exam Details

Field	Value
Exam	Lenatest3
Folder	Lena
Type	Online Exam
No. of PSWDs	0 of 3 PSWDs are still available
Participants	3 - Participant import
Exam sheet	Fische
Grading Scale	no scale assigned
Status	Evaluated
Exam Created on	05.03.2025 at 14:14:41
Last data collection On	09.06.2026 at 14:32:40
No. of Returns	3 of 3 generated PSWDs

Actions

Exam Dashboard

Time limit for exam: 0 Minutes **Apply**

Preview Online Exam

Online template: Designtemplate **OK**

Online Layout: Complete **OK**

Administrate participants

Scheduled Tasks

Exam Data

Results in PDF format

Exam Results Report **Show**

Assign maximum points

Auto Credit

Send Student Results Reports to Participants

Scores in CSV format

Raw data in CSV format

Upload results for item analysis

There, click on “Assign maximum points.” In the window that opens, select the questions you want to exclude and click on “Apply.” The points achieved will be set to the maximum possible score for all submitted exams.



How can I allow students to view their grades?

You can allow students to view the grades for individual tasks and the comments on the solutions by selecting the individual report and sending it to your students.

Can I configure the individual report?

You can decide whether the individual report that you create later (and which is submitted to the examination office) is structured in a compact or detailed form. The administration has initially specified that the individual report is compact for exam papers that contain neither open questions nor matching questions.

To change this, click on the *Settings* tab and then on *Configure individual report* in the menu on the left. Under *Paper exam & online exam: Individual report as compact report*, you can now deactivate the compact form. You can also make further settings on this page, such as showing or hiding solutions and explanations on the report.

You can then send these individual reports to the participants afterwards, provided you used the participant import function when creating the exam. In the exam details, you will find the menu item “Send participant results to participants” and can do this at a time of your choosing.

How can I display comments in the individual report?

If you want to add comments to open questions, you can display them in the individual report as follows: As an examiner, click on “Settings” in the menu and then on “Configure individual reports” in the left-hand side menu. Deactivate the option “Paper exam & online exam: Individual report as compact report.” In addition, the option “Paper exam & online exam: Display comments” must be activated.

When you now call up the individual report, the comments you have added will also be displayed.

Where do I scan an exam?

In our Moodle course [Scanned exams - Book your appointment!](#) you can - **after** you have enrolled in the course! - book a time slot to scan your exam at the scanning station (room C7.117).

How should I prepare for my scanning appointment?

Have you already made an appointment (see above)? Check whether your exam contains any blank pages. A page is considered blank if there are no instructions printed on either the front or back. This means that notes must not be scanned. Remove any staples, sticky notes, or similar items. Cut off staples if necessary. When cutting off the corners, make sure that only the upper left corner is cut off slightly. In order for the exam to be



scanned successfully, the outer page markings and the QR code at the bottom of the page must be intact.

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



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