

## Create exam

EvaExam provides an online wizard to help you generate the scan exam. The wizard guides you through the selection menus.

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 scan exam (see Fig. 1).

## Prüfung anlegen - Ordner

Neuen Ordner anlegen

Einen vorhandenen Ordner verwenden


**Abb. 1:** Create exam folder


You can select this folder later to save additional exams or create additional folders. Then assign a name to your exam {LV-Title} and select the option Paper exam (see Fig. 2).

## Prüfung anlegen - Prüfung

Bitte geben Sie einen Namen für Ihre Prüfung ein:

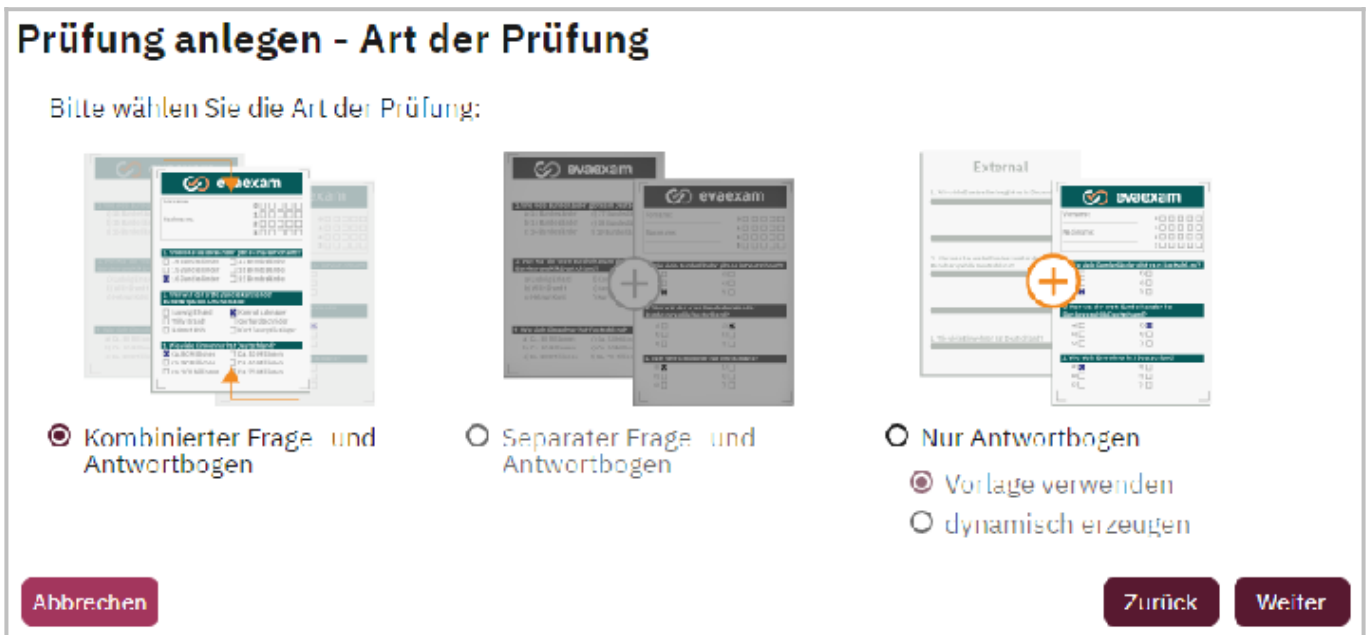
Bitte wählen Sie die Art der Prüfung:

Papierprüfung 

Onlineprüfung 

**Abb. 2:** Create exam folder → Assign a name and select Paper exam

Now choose between a questionnaire on which the answers are also given (option 1), a questionnaire with a separate answer sheet (option 2), or just the creation of an answer sheet (option 3) (see Fig. 3).



**Abb. 3:** Type of exam and answer sheets

The *wizard* now asks you to choose between two methods of **participant registration**. You have the choice between entering the **exam participant ID** by the participants or **importing participants**.

When the **exam participant ID** is entered by the participants, the sheet remains unpersonalized, and the participants themselves enter their first name, last name, and **exam participant ID** (matriculation number) themselves.

If you select **participant registration via participant import**, the form will be 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. To test the import function in advance, you can use the *sample participant data*, which you can find in *EvaExam* under *Extras*. Here you can also see how the address file must be formatted (e.g., order of columns, file format, CSV).

Now select an exam paper from the exam paper list that you have created in advance. In the next step, you can create up to **10 different versions of an exam paper**, in which the selected questions and question groups are arranged differently. Creating multiple versions can be helpful, for example, to make it more difficult for students to exchange answers, especially in multiple-choice exams.

Finally, enter the number of exam participants. *EvaExam* recommends printing out about 10% more exam papers than the expected number of participants so that replacement papers are available if needed.

After confirming the information, the exam will be made available for download as a PDF document. Now all you have to do is print out the exam.



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



Die Entwicklung erfolgte durch Mitarbeitende des Leuphana Lehrservice ([lehrservice@leuphana.de](mailto:lehrservice@leuphana.de))



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