

EvaExam

With **EvaExam**, instructors can flexibly administer exams and tests both online and on paper. The exam paper can be used for both paper-based exams which are scanned and for online exams, which students take on a computer using internet access.

You can find more information about EvaExam on our website.

in your EvaExam account: in the examiner's handbook and in the online help and the helpful chatbot.

Access / Create an Account

To gain access to EvaExam, please email lehrservice@leuphana.de. Please specify for whom an account should be created and which department the account should be created in. An account can also be created for students, but only one person can be logged in at a time. Simultaneous collaboration is not possible.

Planning a Computer-Based Exam

If you wish to conduct an on-site computer-based exam using EvaExam, please schedule it well in advance: For a supervised written academic paper, this is specified when the course is entered into myStudy. The exam scheduling officer will coordinate the exam accordingly. For tests (e.g., as part of combined academic papers), please contact the Digital Teaching Unit in the Teaching Services Department at lehrservice@leuphana.de for this.

We recommend conducting a practice exam with your students as part of your preparation to familiarize themselves with the exam software at their own pace and to improve their skills.

Process

The following pages provide an overview of how to create and administer an exam. At the end of each section, click the corresponding link. To navigate individually, use the left-hand page menu (or the list at the bottom of this page). You can create electronic exams or only to scanned exams (e.g., as part of a combined exam) with this marking app.

[Go to FAQ](#) [to the first step: Creating the exam](#)

FAQ:



- General information
- Questions after the exam
- Questions about exam creation
- Questions during the exam
- User profile
- Questions before the exam

Instructions:

- Creating the exam paper
- Setting up the exam
- (E) Conducting the online exam
- (P) Printing the exam
- (C) Conducting the exam
- (S) Scanning the exam
- Grading the exam
- Archiving the exam

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



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