

EvaExam

With *EvaExam*, instructors can flexibly administer exams and tests both online and in person. Once created, an exam paper can be used for both paper-based exams—which are scanned and automatically graded after completion—and for online exams, which students take on a computer using individual access credentials.

You can find more information about EvaExam...

...on our website.

...in your EvaExam account: in the examiner's handbook and in the online help, which also features a helpful chatbot.

Access / Create an Account

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

Planning a Computer-Based Exam

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

We recommend conducting a practice exam with your students as part of your course. To allow your students to familiarize themselves with the exam software at their own pace, we have provided a [pre-prepared test run](#).

Process

The following pages provide an overview of how to create and administer an exam using EvaExam. You can “turn the page” at the end of each section by clicking the corresponding link. If you would like to select pages individually, use the left-hand page menu (or the list at the bottom of this page). Pages that pertain only to electronic exams or only to scanned exams are marked with **(E)** or **(S)**. Pages without this marking apply to both.

[Go to FAQ](#) | [Go 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 Leuphana Lehrservice (lehrservice@leuphana.de)



Dieses Dokument ist lizenziert unter der Creative Commons Lizenz CC BY 4.0.

Urheber:in bei einer Weiterverwendung bitte wie folgt angeben:
Lehrservice Leuphana Universität Lüneburg.