



Access to EvaExam, setting up an examiner account

The teaching service will be happy to provide you and your employees with an examiner account. Please send us an email at lehrservice@leuphana.de stating your institute or school. With this information, we can set up a personalized examiner account for you on your Leuphana account. It is also possible to set up a functional account that can be used by several people in a team.

Once you have received your login details (username, password), log in to the *EvaExam* system at <https://evaexam.leuphana.de/evaexam/indexeva.php>.

The process diagram on the previous page shows the entire process from the creation to the archiving of the exam. We are happy to assist you if needed!



The screenshot displays the EvaExam user interface with three main navigation sections:

- AKTIONEN (Actions):**
 - Prüfungsbögen
 - Prüfungsbogen anlegen
 - Prüfungsbogenliste
 - Fragenbibliothek
 - Prüfungen
 - Prüfung anlegen
 - Ordnerliste (highlighted)
 - Demonstration E...
 - Notenschlüssel
 - Gemeinsame Punktevergabe
 - Verarbeitung
 - Verifikation
- EINSTELLUNGEN (Settings):**
 - Konto
 - Nutzerprofil (highlighted)
 - Werkzeuge
 - Konfiguration
 - Onlinetemplates
 - Einzelreport konfigurieren
 - E-Mail schreiben
- INFOS (Info):**
 - Hilfe
 - Infocenter
 - Onlinehilfe
 - Handbuch
 - Systeminfos
 - Logbuch
 - Zustellungen
 - Nutzungsstatistik

Abb. 1: EvaExam user interface with page navigation



Here you can see the menu items on the EvaExam start page. Under *Actions* you will find all the links that are important for the exam process, under *Settings* you can change your personal data and your password, and under *Info* and *Extras* you will find help materials and instructions .

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



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