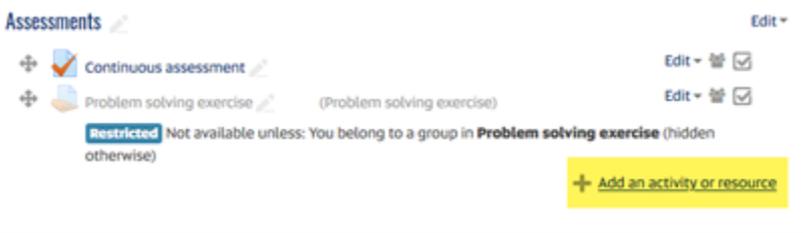
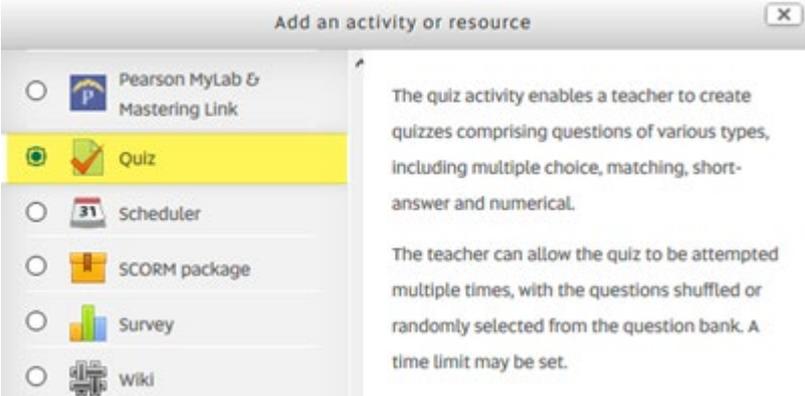


This guide will show you how to:

- add a quiz and link it to the course outline
- ensure the correct settings are applied:
 - [Timing](#) – open/close/time limit
 - [Grade](#)
 - [Layout](#)
 - [Review options](#)

Note: if you still have an assignment previously linked to your Course Outline please follow the steps in the guide, **Unlinking a previous exam assignment from your Course Outline**.

Add a quiz and link it to the Course Outline

<p>Select Add an activity or resource.</p>																					
<p>Select Quiz. Then scroll down and select Add.</p>																					
<p>Link the quiz to the exam and select Proceed to settings.</p>	<p>Assessment method</p> <p>Summative assessment Select the activity that you want to create from the list of summative assessment activities that are defined in the Course Outline for this course.</p> <table border="1" data-bbox="580 1653 1385 1883"> <thead> <tr> <th>Assessment activity name</th> <th>Due date</th> <th>Category weighting (%)</th> <th>External - Off-Site Location (City West) On Line</th> <th>Internal (City West)</th> </tr> </thead> <tbody> <tr> <td>Continuous assessment</td> <td>October 16, 2020, 5:00 pm</td> <td>10%</td> <td>N/A</td> <td>[x] *</td> </tr> <tr> <td>Problem solving exercise</td> <td>September 30, 2020, 5:00 pm</td> <td>40%</td> <td>N/A</td> <td>[x] *</td> </tr> <tr> <td>Written examination</td> <td>Other - 78A</td> <td>50%</td> <td>N/A</td> <td>[] *</td> </tr> </tbody> </table> <p>Proceed to settings Cancel</p>	Assessment activity name	Due date	Category weighting (%)	External - Off-Site Location (City West) On Line	Internal (City West)	Continuous assessment	October 16, 2020, 5:00 pm	10%	N/A	[x] *	Problem solving exercise	September 30, 2020, 5:00 pm	40%	N/A	[x] *	Written examination	Other - 78A	50%	N/A	[] *
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Written examination	Other - 78A	50%	N/A	[] *																	

Ensure the correct settings are applied

<p>Name the exam quiz.</p> <p>Please use the naming convention shown of ABCD 1234 – Final Exam.</p> <p>This will ensure TIU and ISTS can easily identify the exam for review purposes.</p>	<p>General</p> <p>Name * <input type="text" value="BUSS 1234- Final Exam"/></p>
<p>In the Description box add the text which is below this table.</p> <p>Also select the Display description checkbox.</p>	<p>Description</p> <div data-bbox="719 678 1378 1043"> </div> <p>Display description <input checked="" type="checkbox"/> course page</p>

Add the following text to the Description box:

Read this before the start of your exam

An extra hour has been allowed for this online version of your exam. This extra hour has already been included in the total time limit for the exam. The additional hour is provided to accommodate interruptions to WIFI or temporary system delays, to provide additional reading time for students who require it, and to afford time for downloading and uploading the examination paper or responses.

Make sure you attempt every question.

Once the exam starts you should begin by scanning the entire exam to see if you have any questions. If you do , then please refer to the following:

Technical difficulties - call HELP DESK

If you experience any technical issues while completing your exam contact the IT Help Desk, this may include internet connection issues or computer performance which has impacted on your ability to complete your exam. Tell the Help Desk the specific details of the technical issue, including time and any screen shots or other evidence to support your request.

Please **do not hang up** even if you are on hold as a service ticket will be raised once the call is answered. This service ticket will be your evidence of an issue occurring.

*** Write down the relevant phone number below on paper or add it to your phone contacts.

- South Australia: 8302 5000
- Interstate & Country: 1300 558 654 (cost of a local call)
- International: (+61 8) 8302 5000 (we can call you back to minimise your call costs)

Questions about the Exam - Email your Course Coordinator

To clarify any questions in the exam email me. Make sure you do this in a new web browser window or a dedicated email client to ensure you are not logged out of the exam. You can email me at any time during the exam period.

*** Write down my email on paper or add it to your phone contacts.

[insert your email here]

Now proceed with the remainder of the quiz settings.

Timing – this is a key setting

<p>Edit the Open and Close dates/times as per the published SAS exam scheduled exam.</p> <p>Note: the published SAS exam schedule start and close time includes the additional hour.</p> <p>Change Time limit to hours and edit the total hours <i>inclusive</i> of the additional hour.</p> <p>Leave When time expires as the default, i.e. Open attempts submit automatically.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <h4>Timing</h4> <p>Open the quiz - 20 November 2020 09:00</p> <p>Close the quiz - 20 November 2020 12:00</p> <p>Time limit 3 hours <input checked="" type="checkbox"/> Enable</p> <p>When time expires Open attempts are submitted automatically</p> <p>The above example is a 3 hour exam (inclusive of the additional hour), starting at 9am until 12pm on the 20th November.</p> </div>
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Grade – this is a key setting

<p>Change Attempts allowed to 1.</p> <p>Note: if students lose access during the exam this setting will still allow them to return to the exam quiz.</p>	
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Layout

<p>Change New page to Every 2 questions. This can be changed later.</p> <p>Note: The autosave feature in Moodle means that if an interruption occurs (e.g. web browser freezes), responses on the current page only will be lost.</p>	
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Review options – this is a key setting

<p>Uncheck all the boxes in the last column – start unchecking from the bottom up. This ensures all boxes are unchecked.</p>	<p>See screen shot below</p>
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Review options

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback
<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

This completes all the key settings. You can now select **Save and return to course**.