

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>	<div style="text-align: right;"> Edit </div> <div style="text-align: center; margin-top: 20px;"> + Add an activity or resource + Add subsection </div>
<p>Select Quiz.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: right;">Add an activity or resource ✕</div> <div style="margin-bottom: 10px;"> <input type="text" value="Search"/> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-bottom: 10px;"> Starred All Activities Resources </div> <div style="display: grid; grid-template-columns: repeat(6, 1fr); gap: 10px;"> <!-- Row 1 --> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Assignment ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Attendance ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Cengage ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Chat ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Choice ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Database ☆ ⓘ </div> <!-- Row 2 --> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Dialogue ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> External tool ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Feedback ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Forum ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Glossary ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Group self-selection ☆ ⓘ </div> <!-- Row 3 --> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Interactive Content ★ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Lesson ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Library content ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Pearson Seamless ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Quiz ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> SCORM package ☆ ⓘ </div> <!-- Row 4 --> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Scheduler ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Survey ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> UniSA Learning Progress ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Wiki ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Workshop ☆ ⓘ </div> <div style="text-align: center; border: 1px solid #eee; padding: 5px;"> Zoom meeting ☆ ⓘ </div> </div> </div>

Link the quiz to the exam.

If you have an exam in two parts, you will need to link each quiz to the corresponding exam part (Part A and Part B).

See screenshot below

Assessment method

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.

Assessment activity name	Due date	Category weighting (%)	Individual weighting (%)	External - Online Activity (UniSA Online)
Continuous assessment		40%		
Case Study Part A	July 22, 2019, 12:00 pm		37.5%	[x]*
Case Study Part B	August 19, 2019, 12:00 pm		62.5%	[x]*
Examination		60%		
Online Exam Part A	Week 10 TBA		50%	
Online Exam Part B	Week 10 TBA		50%	

Select **Yes** in the Exam activity dropdown menu.

Select **Proceed to settings**

Exam options

Please select from the list below whether this activity will be used as an Examination

Exam activity



Yes ▾

Proceed to settings

Cancel

There are required fields in this form marked .

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 ❗ 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 style="border: 1px solid #ccc; padding: 5px;"> <p>A B I U x_2 x^2 \int \sum \prod $\frac{1}{x}$ $\frac{1}{x^2}$ $\frac{1}{x^3}$ $\frac{1}{x^4}$ $\frac{1}{x^5}$ $\frac{1}{x^6}$ $\frac{1}{x^7}$ $\frac{1}{x^8}$ $\frac{1}{x^9}$ $\frac{1}{x^{10}}$</p> <p>G $\frac{1}{x}$ $\frac{1}{x^2}$ $\frac{1}{x^3}$ $\frac{1}{x^4}$ $\frac{1}{x^5}$ $\frac{1}{x^6}$ $\frac{1}{x^7}$ $\frac{1}{x^8}$ $\frac{1}{x^9}$ $\frac{1}{x^{10}}$ $\frac{1}{x^{11}}$ $\frac{1}{x^{12}}$ $\frac{1}{x^{13}}$ $\frac{1}{x^{14}}$ $\frac{1}{x^{15}}$ $\frac{1}{x^{16}}$ $\frac{1}{x^{17}}$ $\frac{1}{x^{18}}$ $\frac{1}{x^{19}}$ $\frac{1}{x^{20}}$</p> <p style="background-color: #fff9c4; padding: 5px;"> Read this before the start of your exam Make sure you attempt every question. Once the exam starts you should begin by scanning the entire exam to see following: Technical difficulties - call HELP DESK </p> <p><input checked="" type="checkbox"/> Display description on course page ⓘ</p> </div>

Add the following text to the Description box:

Read this before the start of your exam

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

Edit the **Open and Close dates/times** as per the published SAS exam scheduled exam.

Change **Time limit** to hours and edit the total hours.

Leave **When time expires** as the default, i.e. Open attempts submit automatically.

▼ **Timing**

Open the quiz

ⓘ

Close the quiz

ⓘ

Time limit

ⓘ

 Enable

When time expires

ⓘ

Open attempts are submitted automatically

The above example is a 2hour exam, starting at 9am until 11am on the 20th November.

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>	<p>Grade</p> <p>Grade to pass</p> <p>Attempts allowed</p> <p>0.00</p> <p>1</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>	<p>Layout</p> <p>New page</p> <p>Every 2 questions</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**.