University of South Australia | Teaching Innovation Unit

Guide 1: Required text on course sites with an online exam

The following information must be on your Course Site at least 3 weeks before the start of exam week. There are 5 sections of text that need to be added:

- Important exam information
- Academic Integrity during your online exam
- Test your computer
- Practice exam
- How to get help

The placement of text is up to you, but it should feature prominently in relation to your existing exam information.

You may also want to make a post in the Course Announcement Forum to ensure all students receive an email regarding this.

You can include the blue text "as is" and insert your own details in the [bracket] information.

Important exam information.

This study period the exam will be delivered online. Please read the following important information which will help you prepare for the exam and ensure you have every opportunity for success.

[Note to Course Coordinator: Add the following paragraph if your exam is scheduled with SA]

The link for the Online Exam is located [insert location of the exam, e.g. Exam tab]. This link will open at the scheduled date and time of the exam. Refer to your email from Student and Academic Services regarding the date and time of your exam.

[Note to Course Coordinator: If your exam is scheduled with SAS add the following]

The date of the exam is [insert date]

The start time of the exam [insert time]

The time limit for the exam is [insert time limit].

The exam is made up of [insert question types].

You will need the following to complete your exam: [insert a list of everything required to complete the exam e.g. writing equipment, notepaper, Scientific Calculator (non-programmable calculator)]

Prepare early if you would like to download library materials as some library e-textbooks are subject to concurrent user limits.

Where to sit your exam

You can choose the location of where you do the exam. This may be at your home, another suitable venue or you can complete your exam on campus. Make sure the venue is quiet, well-lit and ventilated.

If you choose to come to campus you have the following options:

Computer pools/barns at each campus (not bookable).

Designated quiet spaces in metropolitan campus libraries during the exam period (not bookable).

A limited number of study rooms are available at each metropolitan campus and at Whyalla, and can be booked via the room booking website. [link: https://my.unisa.edu.au/student/roombookings/studyrooms]

Maximum booking periods for study rooms will be extended to 3 hours to accommodate exams.

Spaces at the Mount Gambier campus can be booked by contacting ian.mckay@unisa.edu.au. (if required)

If you choose to come on campus, you are encouraged to arrive an hour before your exam is due to start to locate a space and get set up.

Please note that on-campus spaces will **not** be supervised.

Academic integrity during your online exam

(Note to Course Coordinator: the following text can be modified as appropriate to your course. Feedback from students regarding SP2,3 & 4 exams included concerns about a lack of explicit instructions and collusion going unchecked).

Your online exam is open book. This means you can use any course material, including textbooks, readings, the course website and your own notes to answer the exam questions. It also means you can use the internet.

You won't find the answers to the exam questions amongst these materials. The questions are unique and require the *application* of your knowledge. Some questions may vary from student to student and answers in multiple choice questions may be shuffled. Copying/adapting the answers from someone else may reveal that cheating has occurred.

You cannot complete the exam in collaboration with, or obtain assistance from, anyone else. Ensure that you work independently on your exam and that all work submitted is your own original work, except where acknowledgement of sources is made.

Test your computer

It is important that you test your computer and internet access before you attempt the Practice Exam. Use the link below to do the test on the computer you will use during the actual exam and preferably in the location you will do the actual exam.

Here is the link: https://my.unisa.edu.au/Public/ComputerSystemTest/learnonline.

Practice Exam

You are required to undertake the following Practice Exam to ensure you are prepared for your online exam. The Practice Exam is an opportunity to let us know if you experience any issues so we can help you address them **before** the actual exam.

This Practice Exam is **not** a revision exam. It is a practice run to familiarise you with the exam format so you know what to expect and can identify any technical issues.

It contains one example of each question type you will encounter in the actual exam.

The Practice Exam is available from [insert date/time] and there is no time limit as the number of questions are less than the actual exam.

You can take the Practice Exam as often as you want.

Attempt every question.

We will follow-up any student who has not attempted the Practice Quiz as we want to provide you with every opportunity to do well. (optional)

Important: Please do the Practice Exam in the same location and with the same device (e.g. laptop) that you plan to do the actual exam. This will ensure you have fully tested both the environment and equipment you will have for the actual exam.

If you have any technical difficulties (e.g. with your laptop) during the Practice Exam contact the IT Help Desk directly. Let me know by email if you have any other questions or issues.

Whilst the Practice Exam can be attempted as many times as you like the actual exam will only allow one attempt.

How to get help before or during the exam

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]

Guide 2: Use Categories to manage your Question bank

This guide will explain:

- Why use categories
- Create a category
- Create a sub-category

Why use categories

Question Categories are used to group questions together based on a criterion that makes sense for your exam.

You should create at least 2 Categories – one for the actual exam and one for the practice exam. You may have a third category for a revision exam.

We also have a separate guide on what to include when you **Create a Practice Exam**.

Depending on the complexity of your exam you can create further delineation by adding sub-categories within the exam category. In sub-categories, you can group questions based on a criterion that makes sense for your exam.

Here are some sub-category examples:

- Similar random questions – each student will see a random selection of questions

- Different random questions – as above but you might need to further categorise based on the difference between questions, e.g. level of difficulty (so some students don't get all the easy or hard ones)

- All questions randomised – students get every question but in a random order

You can also categorise by topic/week, the question type or any grouping where you want to delineate between questions.

You should create at least 1 sub-category called **Description** questions. This is because every exam quiz must begin with this particular question type to provide exam instructions. If you need more information, see the separate guide **Question Types in a quiz**.

When you know how you want to sort your questions proceed to the next section, Create a category.

Create a category

Start on the course home page and from the Administration block select **Question bank** then **Categories**.

Note: if categories have been added previously these will be listed at the top of the screen. Just scroll down to the **Add category** section.

1. Select the **Default** category for your course, e.g. Default for ABCD 1234.

2. **Name** the category Exam 2020.

3. Add a description in Category info if you wish.

4. Select **Add category**.

Create a sub-category

Scroll to **Add category** again. Repeat the steps above, only this time:

1. Select the category you just created **Exam 2020**.

2. **Name** the category **Description questions**.

3. Add a description if you want.

4. Select **Add category**.

Continue to add sub-categories as required.

Guide 3: Unlinking a previous exam assignment from your course outline

If you already have an assignment linked to the exam assessment in your Course Outline, as shown below, you need to delete this to enable the new exam quiz to be linked to the exam assessment.

Instructions

1. Go to the original assignment and select **Delete**.
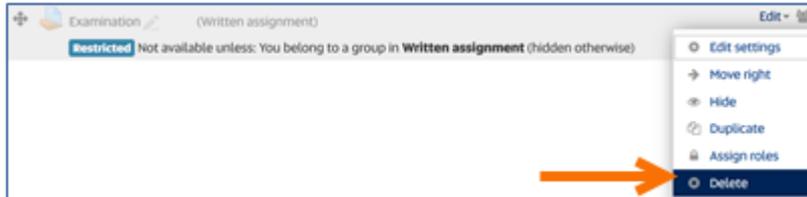
2. Wait a few minutes whilst learn**online** uncouples this assignment from your Course Outline.
3. Once done you can proceed to add the new exam quiz. See the next guide, **Add new exam quiz with correct settings**.

Guide 4: Add new exam quiz with the correct settings

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

Select **Add an activity or resource**.	
Select **Quiz.** Then scroll down and select **Add**.	
Link the quiz to the exam and select **Proceed to settings**.	

Ensure the correct settings are applied

Name the exam quiz. Please use the naming convention shown of ABCD 1234 – Final Exam. This will ensure TIU and ISTS can easily identify the exam for review purposes.	**General** Name * BUSS 1234- Final Exam
In the **Description** box add the text which is below this table. Also select the **Display description** checkbox.	Description 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 ☑ Display description on course page
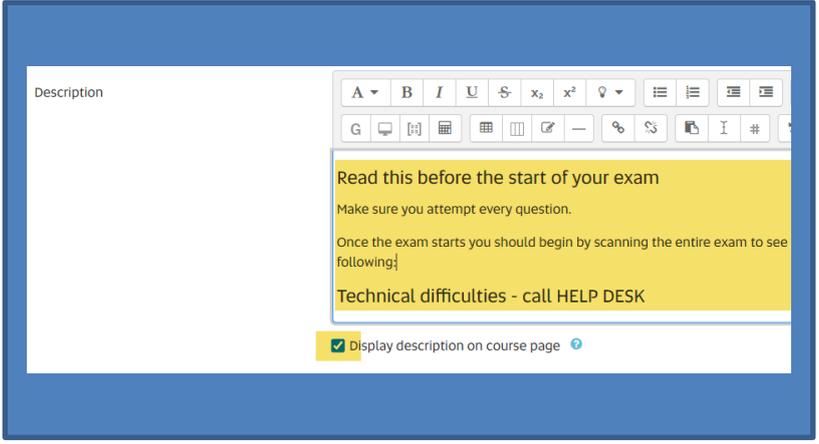
Add the following text to the Description box:

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.

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- 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. **Note:** the published SAS exam schedule start and close time. Change **Time limit** Leave **When time expires** as the default, i.e. Open attempts submit automatically.	Timing Open the quiz • 20 November 2020 09 00 Close the quiz • 20 November 2020 12 00 Time limit 3 hours ☑ Enable When time expires Open attempts are submitted automatically The above example is a 3 hour exam

Grade – this is a key setting

Change **Attempts allowed** to 1. **Note:** if students lose access during the exam this setting will still allow them to return to the exam quiz.	Grade Grade to pass (?) 0.00 **Attempts allowed** 1 Grading method (?) Highest grade

Layout

Change **New page** to **Every 2 questions**. This can be changed later. **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.	▾ Layout New page (?) Every 2 questions

Review options – this is a key setting

Uncheck all the boxes in the last column – start unchecking from the bottom up. This ensures all boxes are unchecked.	See screen shot below

▾ **Review options** (?)

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
☑ The attempt (?)	☐ The attempt	☐ The attempt	☐ The attempt
☐ Whether correct (?)	☐ Whether correct	☐ Whether correct	☐ Whether correct
☐ Marks (?)	☐ Marks	☐ Marks	☐ Marks
☐ Specific feedback (?)	☐ Specific feedback	☐ Specific feedback	☐ Specific feedback
☐ General feedback (?)	☐ General feedback	☐ General feedback	☐ General feedback
☐ Right answer (?)	☐ Right answer	☐ Right answer	☐ Right answer
☐ Overall feedback (?)	☐ Overall feedback	☐ Overall feedback	☐ Overall feedback

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

Guide 5: Create questions for your quiz

This guide will explain how to create questions for your quiz.

Before you start creating questions you may need to read these guides:

- Question types in a quiz
- Use Quiz Categories to manage your question bank

After you have created your questions use the following guide:
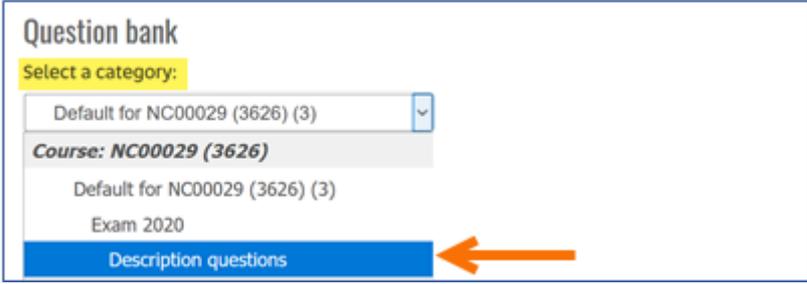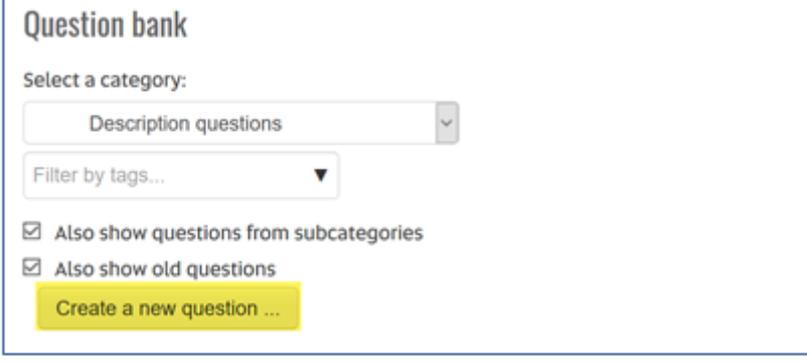
- Add questions to your quiz

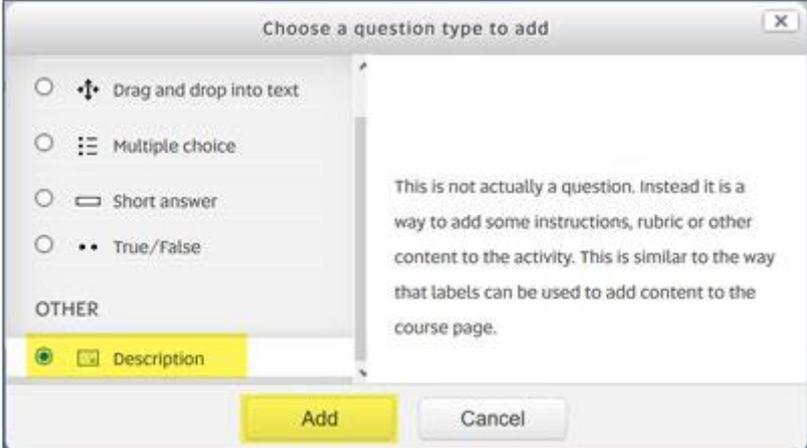
Create questions for your quiz

We will cover two examples, a **Description question** and a **Multiple Choice question** (MCQ).

To create, and later find, your questions always start from the Administration block and select **Question bank**.
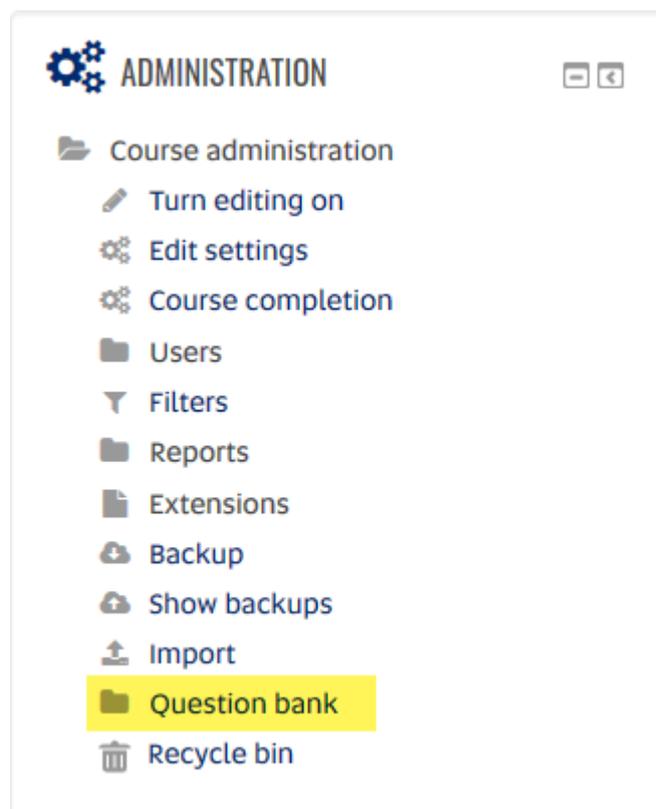
In this example, we are adding a **Description** question.

Under **Select a category** choose the sub-category you want to add the question to. In this example the sub-category is Description questions.	**Question bank** Select a category: Default for NC00029 (3626) (3) **Course: NC00029 (3626)** Default for NC00029 (3626) (3) Exam 2020 Description questions
Select **create a new question …**	**Question bank** Select a category: Description questions Filter by tags... ☑ Also show questions from subcategories ☑ Also show old questions Create a new question ....
Scroll to the end of the question list and select **Description**. Select **Add**.	Choose a question type to add ○ Drag and drop into text ○ Multiple choice ○ Short answer ○ True/False OTHER ● Description This is not actually a question. Instead it is a way to add some instructions, rubric or other content to the activity. This is similar to the way that labels can be used to add content to the course page. Add Cancel

The settings screen will now display.

The first two settings for every question are always **Question name** and **Question text**. Only you can see the Question name. The Question text is what the student sees in the quiz.

For questions with a short amount of text you can add the same text to both the Question name and the Question text, this will help you find questions in your question bank. But for longer text you will need to give the Question name something descriptive so you can find it, e.g. *Scenario for case analysis of Biggs v R*

Question settings – Description question

1. Add your question title to **Question name**.
2. Add the question (or information/instructions) to **Question text**.
3. Ignore **General feedback**.
4. Select **Save changes**.

The question will now be displayed in your **Question bank**, which is a list of all your questions in this sub-category.

You can preview this question by selecting the looking glass icon.
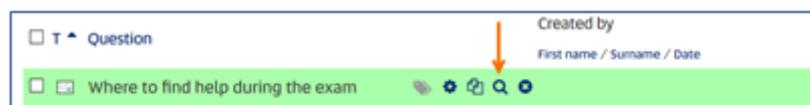
Question settings - MCQ

As most MCQs are relatively short you can add the same text to both the Question name and the Question text.

1. Select the (sub) category to add your question to, and the MCQ question type.
2. Add your question text to **Question name**.
3. Add the same question text to **Question text**.
4. Change the **Default mark** (1) if required, but most staff leave it as (1).
5. **General feedback** is not required as this is an exam question.
6. Choose whether **One or multiple answers** are required.
7. **Shuffle the choices** means the answer options are shuffled.
   Note: Do not use the distractor "All (or None) of the above" if you shuffle the choices. This is because the shuffle may put "All of the above" at the top of the distractors. Instead use "All (or None) of these answers".
8. Choose whether you want to **Number the choices** (distractors).

Now add the distractors (choices).

1. Enter an answer option for each **Choice** you want to use. You can use all 5 choices, less than 5 choices or keep adding 3 more as you require.

2. Change the **Grade** to 100% for the correct answer. Or a partial percentage if there are 2 or more correct answers. The total must add up to 100.
3. There is no need to add any **Feedback** for exam questions.
4. There is no need to edit any of the remaining settings for exam questions:
5. Select **Save changes**.

Guide 6: Math and Science questions

What this guide covers:

- Adding and formatting maths and science content in learnonline
- Questions with 'complex' answers
- How students can upload answers to questions with complex answers

It is highly recommended you provide a practice exam if using math and science questions.

Adding and formatting math and science content in learnonline

When developing online exam questions, maths and science content should be entered so that it is accessible and that it displays correctly in learnonline. It is **not** appropriate to add images of formulae or use textual notation (e.g. sqrt(51) x (1i -5j +5k)^2).

In learnonline, the MathJax display engine (website link opens in a new window) transforms LaTeX into content that works across all browsers. Leveraging the MathJax extension allows us to enter maths and science notation so that it will display accurately for all students and gives them access to a range of accessibility functions.

For example:

LaTeX can be entered directly into the WYSIWYG editor using the \[\] or \(\) to enclose operators. Alternatively, the TinyMCE and ATTO editors both have rudimentary equation editors. For information on how to the maths editors, see the help guides below, which open in new windows.

Mathematical and Scientific Notations Help Guide – (TinyMCE editor)

Mathematical and Scientific Notations Help Guide – (ATTO editor)

Questions with 'complex' answers

If you need students to show their working-out, draw diagrams/graphs or other more complex information the standard quiz question types will not be sufficient (e.g. multiple-choice, numerical, calculated etc.).

The recommended option is an 'essay question' type that allows students to upload a digital copy of their work.

Different ways to ask the question

You can still create the equation in an essay question as outlined on page 1 of this guide. Students then prepare their answers outside of learnonline (e.g. on paper) before uploading their answer to the quiz.

Alternatively, you might prefer to create a printable document that includes the question and a space for the student to answer. For example:

Sketch the graph of $y = (x - 2)^2 + 3$, showing all important features.
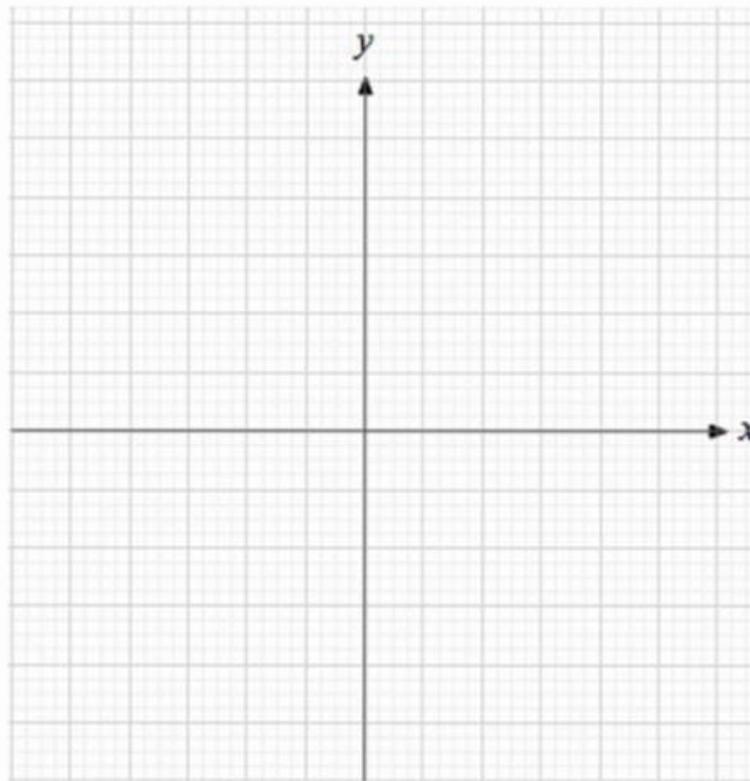
See the guide *Questions Types in an Online Quiz/Essay Questions*

Example instructions for students

For some of the questions in this exam, you will need to submit digital versions of your work (PDF or DOC). There are several different methods you can use to create a digital file and each approach requires you to use some technology. Select the one that is easiest for you, but remember, the quality needs to be high enough that we can easily read it.

Digital drawing

There are several different ways to draw digitally, you could use a touch-screen laptop, tablet or WACOM device. When digitally drawing we recommend you use your device with Microsoft Word 'inking'. The video Using your tablet in word (UniSA login required) takes you through the basics (Note: this video is for WACOM devices but will also work for other touch-screen devices).

Converting handwriting

This approach requires you to handwrite your responses on paper and then digitize them. First, you will need do you work on a piece of A4 paper, then either: use a scanner to make a digital copy of the work, or take a photograph with your mobile phone or digital camera (note: please ensure good lighting). Then send your digital files from the scanner, phone or camera to your computer. If you have calculations that run across multiple pages, use a program such as Microsoft Word to insert the image files in the correct order on the page, then save the file as a DOC or as a PDF for submission.

Remember to number your answers corresponding to the exam question.

Equation editors

Finally, you may decide to use the Microsoft Word Equation Editor to write your responses. The equation editor lets you use your keyboard and mouse to select different maths/science building blocks to create formulae. More information can be found on the Microsoft support website.

Once you have a digital copy of your responses, you will need to upload them to the online exam.

Guide 7: Add questions to the exam quiz

The last step is adding your questions to the quiz, including how to edit the order of questions and manage page breaks.

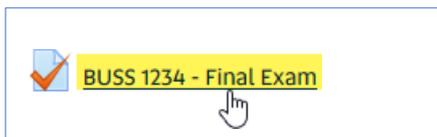**Before** you start adding questions you may need to read these guides:

- Question types in a quiz
- Use Quiz Categories to manage your question bank
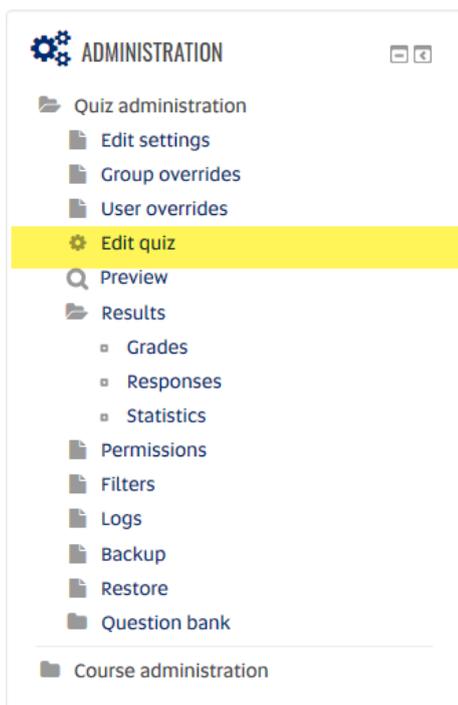- Create questions for your quiz

This guide will cover:

- Add questions from the Question Bank
- Add random questions from the Question Bank
- Edit the order of the exam questions and manage page breaks

Add questions to your quiz

From the course home page select the Exam Quiz.

BUSS 1234 - Final Exam

Once the exam quiz opens, in the **Administration** block, select **Edit quiz**.

ADMINISTRATION

Quiz administration
- Edit settings
- Group overrides
- User overrides
- Edit quiz
- Preview
- Results
  - Grades
  - Responses
  - Statistics
- Permissions
- Filters
- Logs
- Backup
- Restore
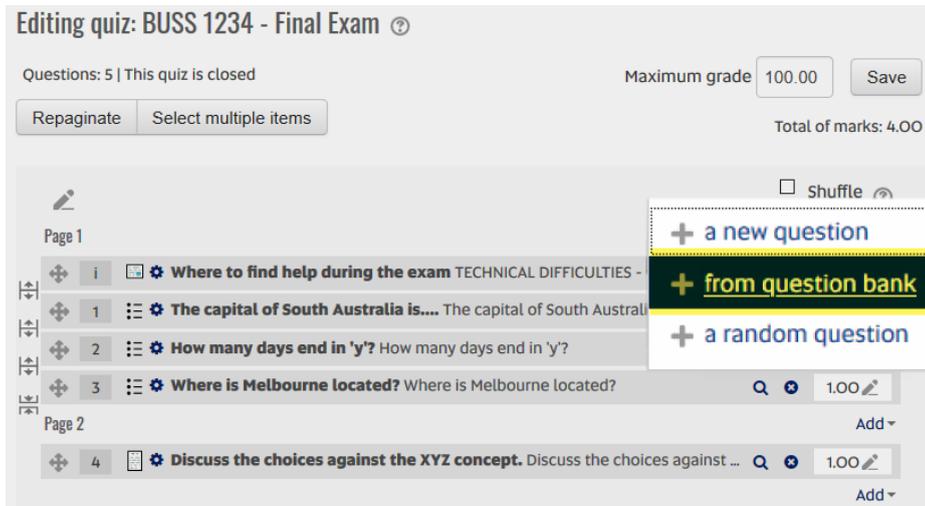- Question bank

Course administration

Add questions from the Question Bank

1. Select the **Add** button on the far right.
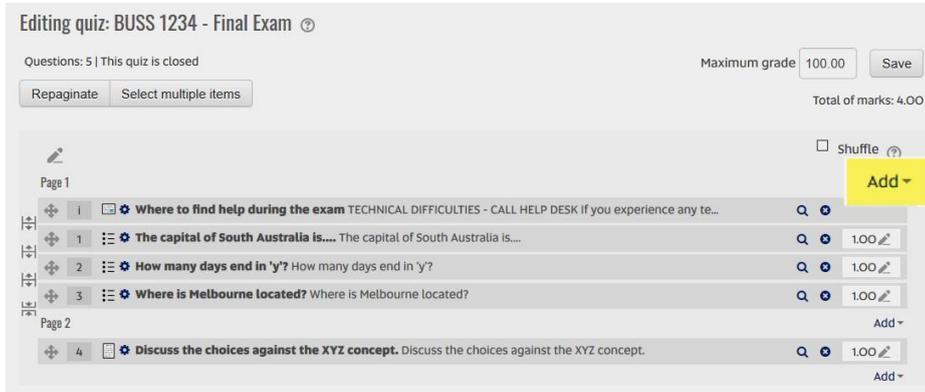
2. From the drop-down menu select **from question bank**.

3. In **Select a category** use the drop-down menu to choose the (sub) category you want to add a question from.

4. Choose the question(s) to add to the exam quiz by selecting the **check box**. Then select **Add selected questions to the quiz**.

Add random questions from the Question Bank

1. Select the **Add** button on the far right.

2. From the drop-down menu select **a random question**.
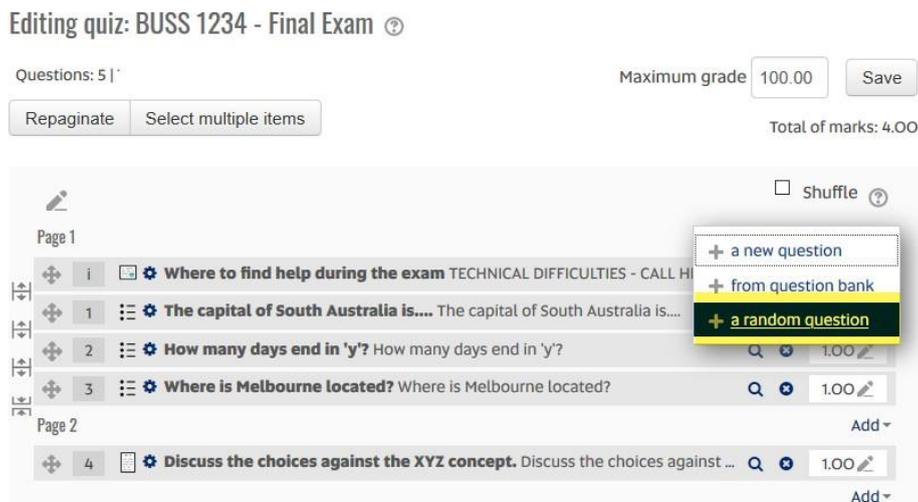
Continued over page

3. From the **Category** drop-down menu choose the (sub) category you want to add random questions from.

4. Select the **Number of random questions**.

5. Select **Add random question**.

Random questions will display as shown below:

Edit the order of the exam questions and manage page breaks

Once you have added questions you can move questions up and down and insert/delete page breaks.

If you use a description question to show a scenario and then several questions related to the scenario we recommend keeping the scenario and related questions on the same page.
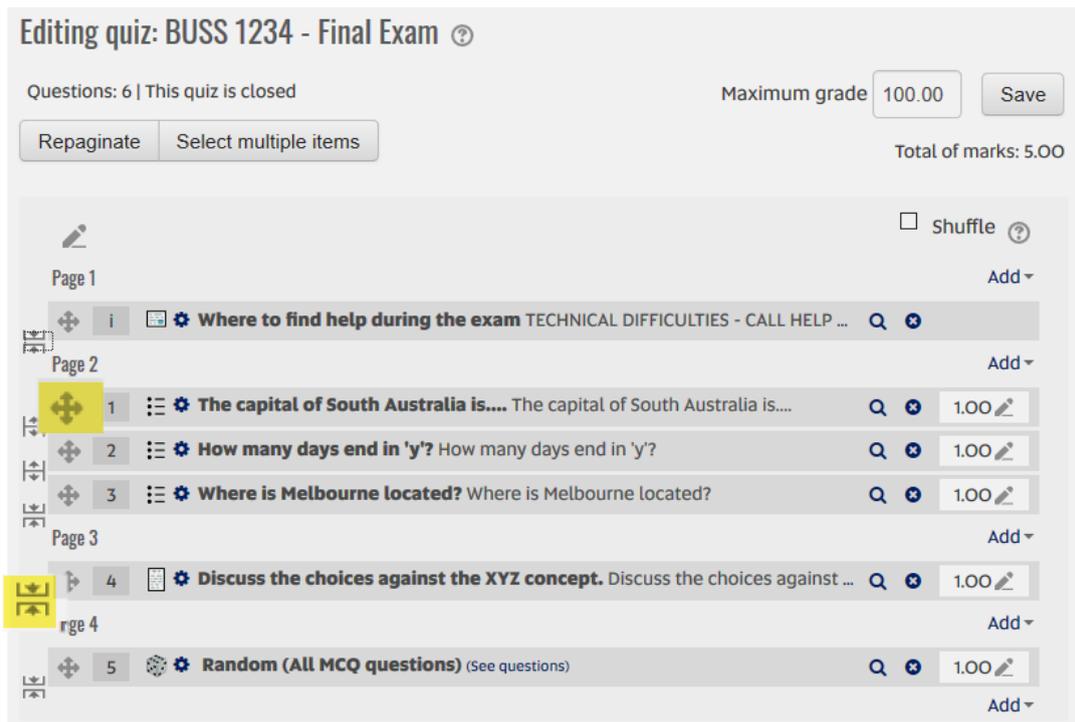
To **move** questions up/down use and drag to the required position.

To insert/delete page breaks use

Guide 8: Add the practice quiz with required settings

All courses with an <u>online</u> exam must have a Practice Quiz added to the course site.

When and where

This must this be available at least **3 weeks prior** to the scheduled exam.

Make sure you clearly identify this as the **Practice Exam** and it is prominent for your students to find.

The Required text for the Practice exam must also be added to the course site adjacent to the practice quiz itself. See the guide **Required text on course sites with an Online Exam**.

What is to be included

The practice exam should only contain one example of each type of question from the actual exam.

For example, of the exam is made up of MCQ and Essay questions, the practice exam should contain one MCQ and one Essay question to allow students to familiarise themselves with the question type and test their computer system.

You want to keep these examples separate from the actual exam though by adding them to their own category in the Question Bank.

The practice exam is not for revision.

Why

This will ensure students are well-prepared for what they will encounter in the actual exam and/or provide an opportunity to resolve any issues that may occur before the actual exam.

Quiz settings

1. Add a new formative quiz titled Practice exam.
2. In the Description field add any special requirements or explanations that will help students understand the question types and your expectations.
3. The main quiz settings can be set as:
4. Open the quiz at least 3 weeks before the scheduled exam.
5. There is no time limit as there are only example questions.
6. Attempts can be left as unlimited.

University of South Australia | Teaching Innovation Unit

Guide 9: Staff checklist

Check exam parameters with Program Dean	
Consult with Academic Developer (if required) because you're changing your assessment	
Your exam is scheduled with SAS	
Re-published your Course Outline if changes were made to assessment	
Add new Moodle quiz item, linked to the exam element in Course Outline	
Ensure exams have a start and finish time	
Quiz checked for required settings – see **Adding the new exam with required settings** guide	
Add the practice exam	
Add the internet test link	
Create **new** questions for future supplementary and deferred written answer exams. You cannot re-use the current exams as these exams will, effectively, be in the public domain. Future supplementary and deferred exams will be conducted in the original course site, i.e. the current SP5/SP6/SP7 2020 learn**online** sites.	
Contact information is available on both the learn**online** course site and in the quiz on page 1 as a Description.	
Any exam conditions are explained on the learn**online** course site at the same time as the practice exam.	
If using software/tools beyond UniSA's normal suite of learnonline you have provided access and support resources	
If you're using an etextbook check with the Library about user limits	
Online exam has been peer reviewed	
learn**online** information has been quality checked	
You have scheduled yourself (or delegate) to be available prior to and for the full duration of the scheduled exam	

Guide 10: How to extend the time for students with an Access Plan

What this guide covers:

- Who gets extra time with an Access Plan?
- How to extend the time for students who do get extra time
- Students permitted a break in the middle of the exam

Terms used in this guide

Exam hours: this refers to the 'normal' number of hours traditionally applied to the exam.

Extra time: this is the extra time per exam hour students are entitled to who have an Access Plan.

This is a student link to alternative exam arrangement for students with an Access Plan from the Campus Central.

Who gets extra time with an Access Plan?

The Access and Inclusion Team will work with students who have Access Plans to review any adjustments needed for the final assessment. These adjustments may include extra time in the exam, or a change to the final assessment.

Consider a situation where a student with an Access Plan is sitting an exam, traditionally 2 hours, now 3 hours in duration.

The students Access Plan allows for them to have an extra 20 minutes per exam hour. Following review of the students Access Plan, the SEU conclude that the student will require the additional 20 minutes per hour to complete the exam.

In this example, student will be allocated 2 hours and 40 minutes to complete the exam (2 hour exam + 2x20 min Access Plan = 2 h 40 min).
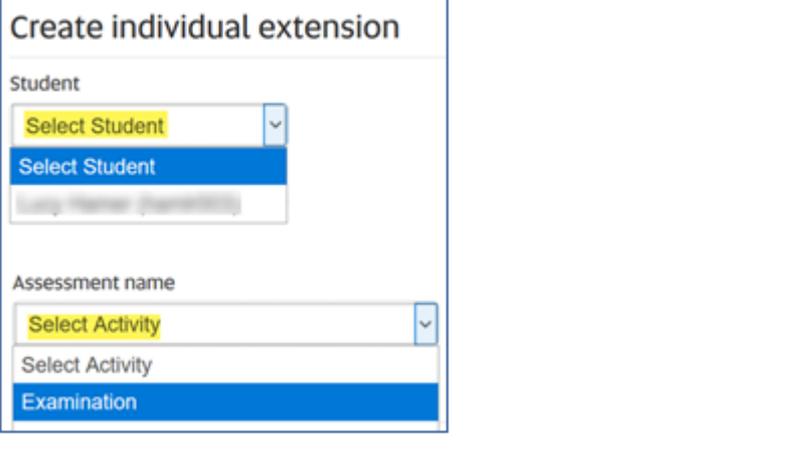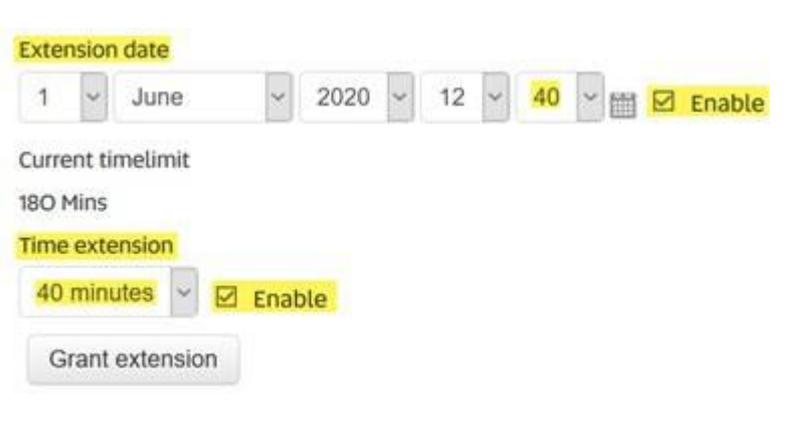
How will I know if a student is to receive extra time?

Where a student's Access Plan has additional requirements, the Access & Inclusion Team will be in contact with you in due course to discuss. If you have any questions in relation to students who have Access Plans that require alternative assessments within their course, please contact Access and Inclusion at inclusion@unisa.edu.au

How to extend the time for each student with extra time

Your exam must be visible in order to apply the Extension otherwise it will not display in the drop-down list. Temporarily unhide it, apply the Extension and then hide it again if you wish.

You can keep the quiz link unhidden because students can't access the actual quiz until the Start Date and Time.

Select **Extensions** then **Individual & group extensions** in either the Administration or Course Essentials block.	ADMINISTRATION 📁 Course administration ✏️ Turn editing on ⚙ Edit settings ⚙ Gradebook setup 📁 Extensions 　📄 Individual & group extensions 　📄 Global extensions 　📄 Configure activities ☁ Backup
Select the student with the Access Plan under **Select student**. Select the Examination under **Select Activity**.	Create individual extension Student Select Student Select Student Assessment name Select Activity Select Activity Examination
Select the **Enable** checkbox for **Extension date**. Edit the **end time** to allow the extra time. Select the **Enable** checkbox for **Time extension**. Select the extra time from the drop-down menu.	Extension date 1　June　2020　12　40　📅 ☑ Enable Current timelimit 180 Mins Time extension 40 minutes　☑ Enable Grant extension

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Students permitted a break in the middle of the exam

We recommend if the break is for an extended period, e.g. 30 minutes or more, you create two Exam quizzes as Part 1 and Part 2. This means the student will be unable to see questions in Part 2 until the Start Time and therefore can't check questions ahead of time.

You may need to liaise with Access and Inclusion and Exams and Results regarding the amount of break time a student is permitted as this will need to be reflected in the Close Time of Part 1 and the Start time for Part 2. Remembering you also need to add the Extra time permitted under the Access Plan.

An example:

Your original exam is 2 hours and a student has extra time permitted under their Access Plan of 1 hour, so the actual exam time is 3 hours. If the student requires a 1 hour break in the middle you will need to account for a total of 4 hours. You have decided to simply halve the total time.

Part 1 Start Time is 9am and Close Time will be 10:30am.

Part 2 Start Time is therefore 11:30 pm and Close Time will 1:00pm.

Here's what you need to do:

1. Determine how the exam will be split into two parts. This is not a technical decision but one that depends on the student's needs and the logic of your exam.

   Note: You're going to repeat the following steps for Part 1 to create Part 2.

2. Create a new Exam quiz which will be formative.

3. Edit all the settings and add all the contextual information as per your original exam (see separate guide, **Create an Online exam**) BUT adjust the **Close Time** to end Part 1 based on your decision on how to split the exam.

4. Make sure the **Time limit** correctly reflects the Start and Close times.

5. Add a **Restriction** for the student so only they can access this exam.

1. Have the student's ID number

2. Under **Restrict access** select **Add restriction**

3. Choose **User profile**

4. In **User profile field** choose **ID number**

5. Add the **ID number** in the final field

6. Select **Save and return to course**

6. Add the questions for Part 1 to the quiz.

7. Repeat for Part 2.