The 5-step process

If you already know how to create quizzes and questions this guide provides the additional information you need to know for an Exam quiz.

This guide will cover:

- [Linking the exam to Grader report](#)
- [Edit the quiz with the correct settings](#)
- [Use Categories to manage your question bank](#)
- [Create questions](#)
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Linking the exam to Grader report

If you already have an assignment linked to Grader report you need to delete this original assignment to enable the new exam quiz to be linked to Grader report.

Add a new quiz and edit the required settings

1. In **Description** add the text below.
2. Select the **Display description** checkbox.

Text to add in Description:

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.

Make sure you attempt every question.

Once the exam starts you should begin by scanning each question to see if you have any questions. If you do have questions, 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 screenshots or other evidence to support your request.

*** Write down the relevant phone number below on paper in case you lose your internet connection. Use your mobile phone if your laptop is not working.

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)

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.

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 in case you lose your internet connection. Use your mobile phone if your laptop is not working.

[replace this text with your email]

Timing – this is a key setting

1. Edit the **Open** and **Close dates/times** as per the scheduled exam.
2. Change **Time limit** to hours and edit the total hours *inclusive* of the additional hour.
3. Leave **When time expires** as the default, i.e. Open attempts submit automatically.

Grade – this is a key setting

1. 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.

Review options – this is a key setting

1. **Un**check all the boxes in the last column – start unchecking from the bottom up. This ensures all boxes are unchecked.

Use Categories to manage your question bank

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.

The practice exam will only contain one example of each type of question from the actual exam. For example one MCQ, one drag & drop or one Essay question. You want to keep these examples separate from the actual exam though by adding them to a category.

The practice exam is not for revision.

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.

Every exam quiz must begin with a particular question type called **Description**. The Description will repeat the text you added earlier to your quiz description so that it's easy for students to find this information once the exam begins.

You never want to randomise this, or any other Description question, because they are placed in a certain position to provide information/instructions.

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**.

Create questions and add them to the quiz

From the Administration block select **Questions**. Add each question to the Category **Exam 2020** or the sub-category if you have them.

The first two settings are always **Question name** and **Question text**. Only you can see the Question name so you can find it in a list of questions.

For questions with a short amount of text we recommend, you add the Question text to the Question name as well. But for longer text use a description of the text in the Question name.

Add questions to the exam quiz

Return to the course home page and select the Exam Quiz.

From the **Administration** block select **Edit quiz**.

To add a question:

1. Select the **Add** button on the right.
2. Select **from question bank**.
3. Select **Exam 2020** in Select a category.
4. Choose the questions to add to the exam quiz.
5. Select **Add selected questions to the quiz**.

On the next screen, you can move questions up and down, insert/delete page breaks.

Edit the order of the Exam quiz.

1. Choose the cross-arrows to drag questions up or down.
2. Select the up/down arrow to insert/delete age breaks.