



November 2020

Transcript to the „Online-Klausuren mit EvaExam“ video

Dear Lecturers!

00:00:05 Text in Video overlay

An online exam with EvaExam is an alternative examination in the context of digital teaching in accordance with the annexes to the RPO.

This video shows the process of an online exam with EvaExam: From creating the first question to conducting the exam and archiving the results, all steps are highlighted.

The teaching service will be happy to provide you with an access account for EvaExam via lehrservice@leuphana.de

This video is about online exams with EvaExam version 8.0. We guide you through the whole process from creation of an exam sheet and your first exam question till archiving and sending grades to the study service. On the lefthand side of the main page you can see a section with all tabs necessary for the exam creation. Start by clicking on “Create Exam Sheet”.

After naming the exam sheet, click on “apply” and begin the creation of the exam sheet.

At the beginning, the exam sheet layout looks like a paper exam in the editor even if a online exam is chosen. You can always check the online version by clicking on „Online Preview“ at the top of the page. For general notes at the start of the exam, add a question group and use the checkbox to exclude it from scrambling. To add the first question to the exam, create another question group and name it.

In this question group, in this video called “Historisches”, you can add multiple questions that you want combined under this section. Everything you create will be shown directly on the exam sheet. On the left, there are new tabs to choose from, for example “Add Question” or “Picture”. We advise trying out the various options here in order to organize the test according to your own standards. Adding a question will give you all the different types of questions to choose from, detailed information about these can be found in the software manual by EvaExam linked on the teaching service website. The creation of multiple-choice questions is used as the first example here.

The question can now be entered manually in the text box of the next window or copied from a document.

Now enter the answer options. Here you can already select which answers are correct. This enables an automated evaluation. First you add the answer option and give it the respective amount of points. Afterwards click on “Add option“. Now you can see that the answers “Uniformität” and “Hierarchie” both score 1 point and the answers “Nachhaltigkeit” and “Selbstbestimmung” 0 points. Afterwards click on “Apply” to add the first question with all the options to the exam sheet (The points will be shown in green next to the options.).



As a next step you could add a segmented open question to the exam sheet. This question type looks like an open question, with the exception that the type of answer is in a fixed format. It can for example be used for answers in the form of calculation results or specific terms. Here you also must enter the question text as a first step. In the left tab you now enter the result to this question. This will be used as an evaluation result while correcting the exam. The third step will be setting the format for the solution. You can add the number of characters for the result word/number. In our example we look for a year, so 4 x N is entered. It has therefore been determined that a number is searched for here and the solution consists of a maximum of four digits. As the fourth step you enter the points that can be scored in these questions. Finally click on „Apply“.

For the „open question“ type you start with the question text in the text box. Afterwards you add the expected correct answer in the „solution“ section so you can use it later in the evaluation.

You can set the size for the answer box. If you choose an online exam only the maximum characters are relevant. Finally you select the points achievable, in this example 4 points are used, and click on “apply”. You can see all three questions that have been created up to this point.

Working with EvaExam is beneficial as you can save questions in the question library and reuse them easily in other exams and share them with your team. To add a question to the library, you click on the question and use the “question library” within the drop-down-list on the left. The selected question will then be highlighted. By clicking „add selected question to library” you can either add it to an existing library or to a new one.

In this section you can also add questions from the library by double clicking on them or place entire question sections in the right spot on the exam sheet by dragging and dropping them. For the exam sheet shown here, we now import the remaining questions which we have already created from the question library. After our exam sheet is almost done, we add the health query as well as the declaration of health and independence at the beginning of the exam, these are already added in the question library by the administrators. These questions must be excluded from scrambling. You can now look at the finished exam sheet with the online preview, this shows the way the exam will be presented for students. Close this window and click on “Save and Exit“. This exam can now be found in the „exam sheet list” on the left and can also be edited further as long as it has not been assigned to an exam.

To create an exam, click on “Create exam” in the left section. You can choose if you want to save this exam to an existing folder or a new one. Clicking on “next” will open the menu to name the exam and choose the exam type.

Again, leave the type of exam at "Online exam". You are now on the participant registration page. Option 1 is the entry of the exam participant ID, i.e. the matriculation number, by the students themselves. We recommend option 2 - participant import, where you import the exam list in advance.

Select “time limit“ and add the duration of the exam. In the Framework Examination Regulations an exact duration for the exam is defined, calculate 5-10 minutes more to be on the safe side. During the online exam you can not add more time. Within the online layout you can choose how the questions will be displayed in the exam.

On the next page you select the created exam sheet. Now you can select the scrambled variations, so every student has their own order of questions or order of answers. You will now see an overview of all selected options. By clicking on “Apply” the exam will be created.



Now you import the data for the participants. Please use the exam list from myStudy that has to be saved in a specific format. You can find details on this under the keyword "CSV import" in the EvaExam online help which is linked on our website. Import the table by searching for it in your files and uploading it to EvaExam by clicking "import". Now all participants will be shown, including their data. You can add more people manually by using the "add" button. You will need the student's matriculation number, surname and e-mail address. This may be necessary during the exam in order to generate a new access link for a participant. To do this, add a suffix to the matriculation number.

After adding all participants, click on "back". You will see the status of the exam and be able to check the exam sheets and details again. You can edit details like the time limit. You can also assign an already created grading scale, which is then directly considered in the assessment. You can create a new one via the "grading scale" section on the left.

We recommend meeting with your students at the time of the exam (or 15min earlier) via Zoom to answer any last questions and make sure all participants are ready. When you can click on "Send PSWDs by email to respondents" you can write an email, afterwards all individual entry codes to this exam will be send to the participants.

With a lot of students, this process can take a couple of minutes. The (predefined) processing time starts for each student individually after they opened the access link and loaded the exam sheet. Because of this, you should inform the students that they have to open the link immediately after receiving it in order to start. Make sure that students can reach out to you (e-mail, phone) throughout the exam. During their individual exam time students can hand in the exam manually. At the end of the processing time the current status will be saved automatically. After the exam time is over and you made sure that all students handed the exam in, click on "Close exam". This concludes the execution of your exam.

To assess the results, first select the exam in question from the exam list in the side navigation. Now click on "Scoring". Closed questions, such as multiple choice, single choice or true/false questions, are automatically analysed using your previously defined sample solutions. The open and segmented open questions are displayed under "Scoring". The students' answers are displayed across all exam sheets, i.e. you will see the answers of all students for a question at once. For the segmented open questions, you will receive an automated assessment proposal that you only need to check.

You must assess the open questions manually. If you have already stored the expected answers when creating the question, you can use this to compare it with the students' answers. Here you can see an example of how points could be awarded with a sample solution for an open question.

After you have assessed the exams of all students, you can view the exam reports. EvaExam provides two types of exam reports in PDF format; firstly, the individual report, which provides the evaluation for each student examined. This means that in addition to the personal data, the answers given, points achieved, and the grade are also noted here. For the purpose of archiving and documentation, you must save the individual report of all examined students and send it to the Student Service.

The overall report is also displayed, which is divided into the evaluation of the individual questions, the examination report and the overall report with question analysis. You can extract the students' grades from the



overall report or from the available excel file and then enter them in myStudy as usual. The overall report serves as an overview and does not need to be sent to the Student Service.

If you are writing a mock exam with EvaExam, which we recommend preparing your students, only use the steps from exam creation to assessment.

Now we wish you every success with your exams!

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Further information and details on all aspects can be found in the EvaExam exam manual and online help as well as on our website:

<https://www.leuphana.de/lehre/pruefen/online-klausuren/online-klausuren-mit-evaexam.html>

You can obtain individual advice and support from the Digital Teaching support team of the Teaching Service at lehrservice@leuphana.de