

# Moodle Exam: Tutorial #1

## Create/set up, open and close an exam on Moodle

1. Create an exam and set it up
2. Create different types of questions
3. Open/Close an exam on Moodle



*To Support Online and Blended Teaching & Learning at the  
University of Geneva*



**UNIVERSITÉ  
DE GENÈVE**

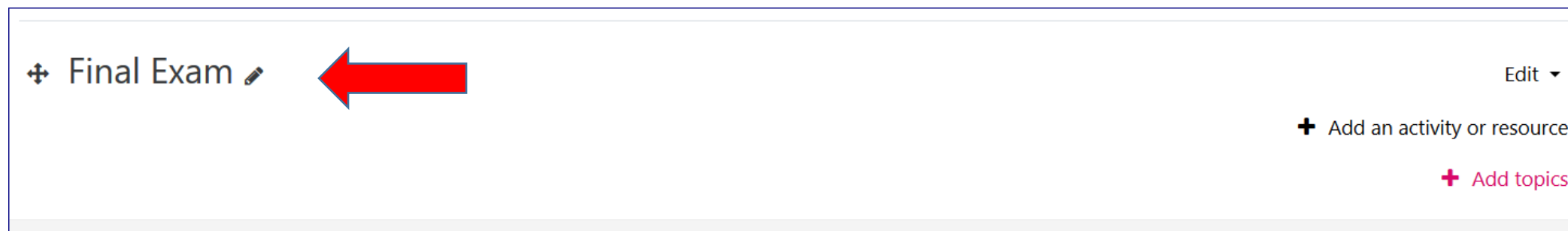
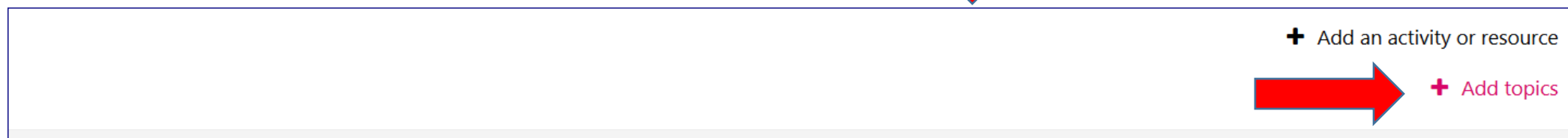
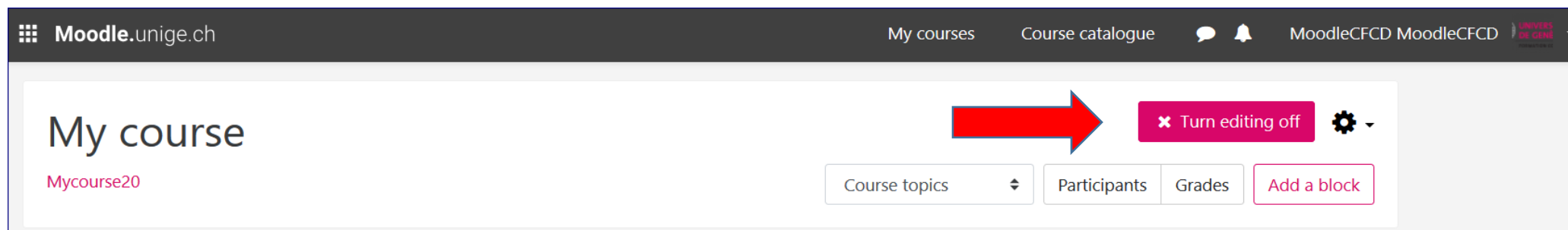
# Two key steps when creating a final exam on Moodle

The **Quiz** tool provides an exam-like assessment by the teacher. The creation of a "Quiz" takes a two-step process:

1. First, we add a test activity and select the **settings** that will determine the test behavior.
2. In a second step, **questions** are added to the test. These questions are stored in the question database.

**1. Create an exam and set it up with the "Quiz" tool**

**Step 1. Click on “Turn editing on” and then click on “Add topics” at the the bottom of the page to create a new section entitled “Final Exam”**



## Step 2. Click on “Ajouter une activité ou une ressource” (Add an activity or resource)

✚ Final Exam ✎

**Caution: Hide the section so that the exam is not visible to students**

+ Ajouter une activité ou une ressource

- ⚙ Edit topic
- Highlight
- 👁 Hide topic
- 🗑 Delete topic

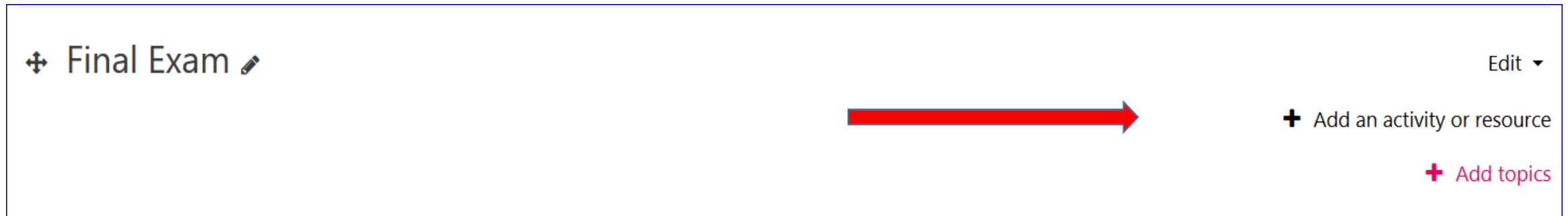


✚ Final Exam ✎

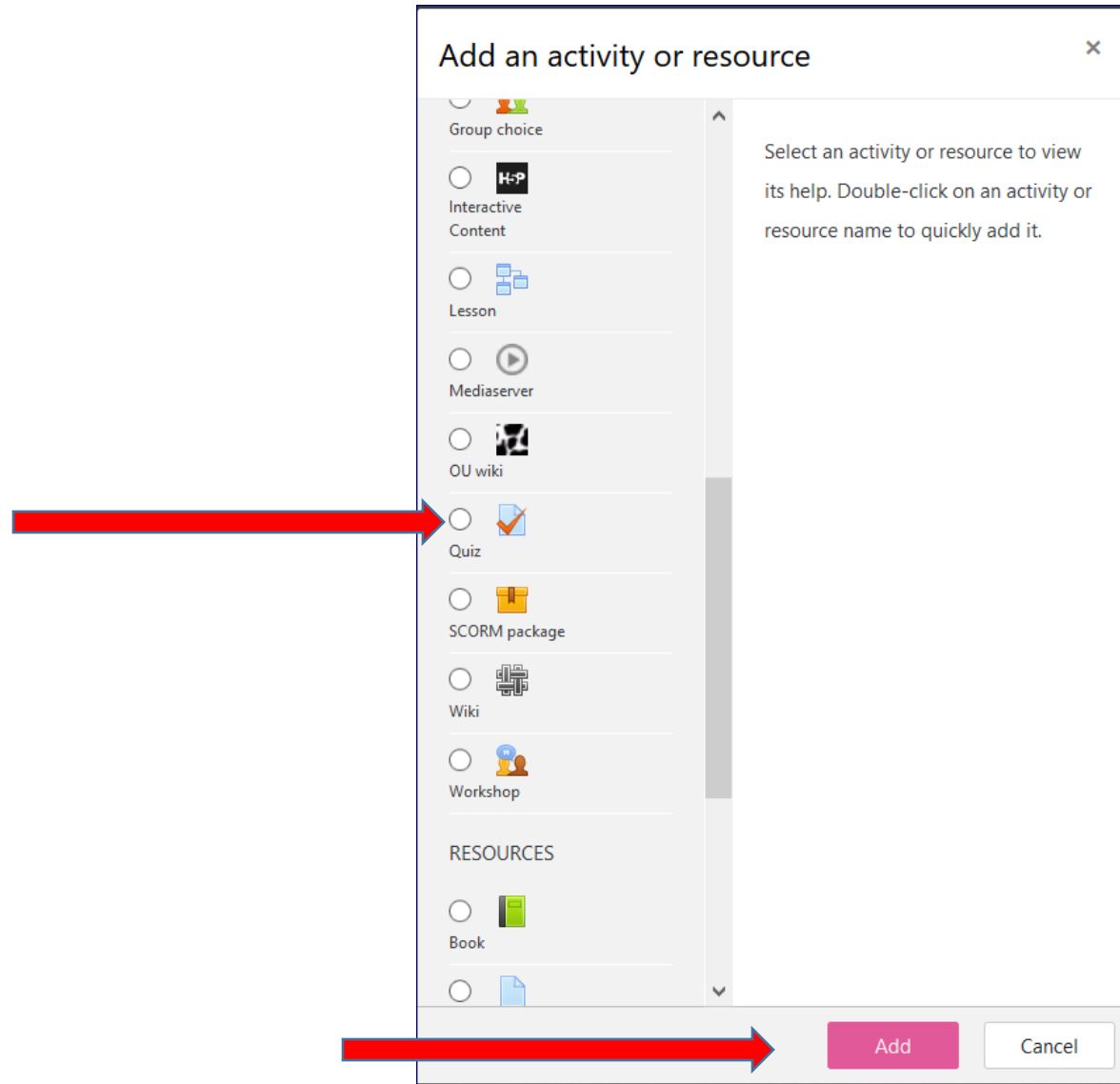
Edit ▾

+ Add an activity or resource

+ Add topics



## Step 3. Choose "Quiz" then click "Add"



# Step 4. Fill in the information in " General "

Give a name/title to the exam, it's mandatory

Write a description of the exam to give instructions.

Check here to display the exam description on the course page. This is not mandatory, but recommended.

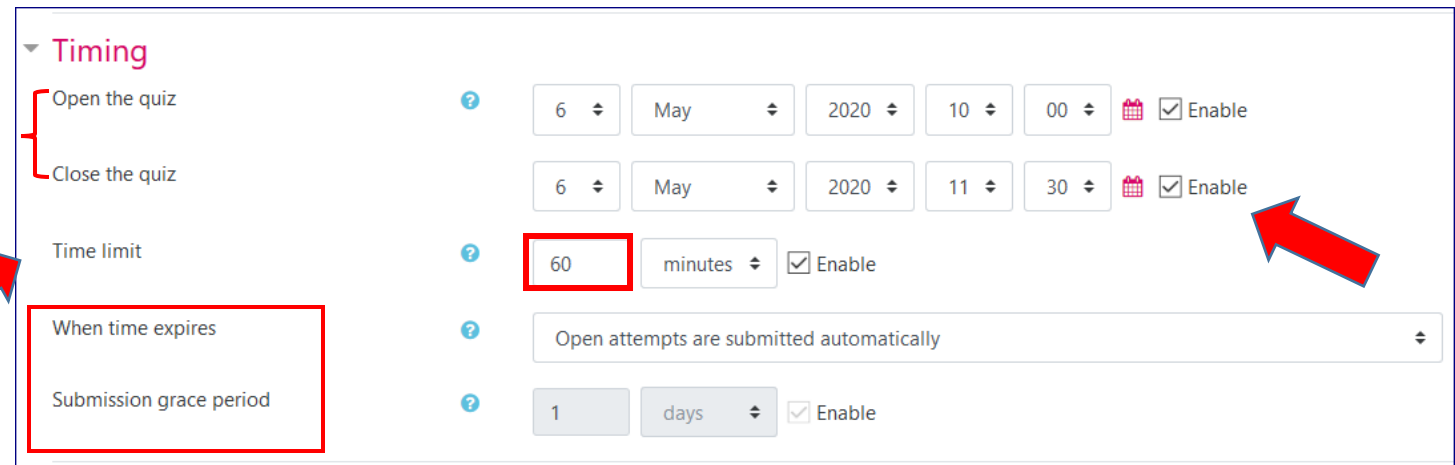
The screenshot shows the 'My course' interface. At the top, it says 'My course' and 'My courses / Mycourse20 / Adding a new Quiz to Final Exam'. Below this is a section titled 'Adding a new Quiz to Final Exam' with an 'Expand all' link. Underneath is a 'General' section. The 'Name' field is empty and has a red arrow pointing to it. The 'Description' field is a large text area with a rich text editor toolbar above it, and a red arrow points to it. At the bottom of the 'General' section, there is a checkbox labeled 'Display description on course page' with a red arrow pointing to it.

## Step 5. Setting “Timing”: limited time (display of remaining time counter)

Define the **time period during which students have access to the exam.**

Allow for a longer period of time than the exam duration. You can also uncheck the "Activer" box in the “Fermer le test” (close test) line to leave the test open indefinitely.

Limit the **time allowed for students to complete the exam.** For example, if the expected access duration to the exam/test page is 120 minutes (e.g., including time to read the instructions, become familiar with the environment), you can allow up to 100 minutes to complete the exam.



The screenshot shows the 'Timing' configuration panel. It includes the following settings:

- Open the quiz:** 6 May 2020 10:00, with an 'Enable' checkbox checked.
- Close the quiz:** 6 May 2020 11:30, with an 'Enable' checkbox checked.
- Time limit:** 60 minutes, with an 'Enable' checkbox checked. This field is highlighted with a red box.
- When time expires:** A dropdown menu set to 'Open attempts are submitted automatically'.
- Submission grace period:** 1 days, with an 'Enable' checkbox checked.

Red arrows point to the 'Open the quiz' and 'Close the quiz' labels, the 'Time limit' value, the 'When time expires' dropdown, and the 'Enable' checkbox for the 'Close the quiz' setting.

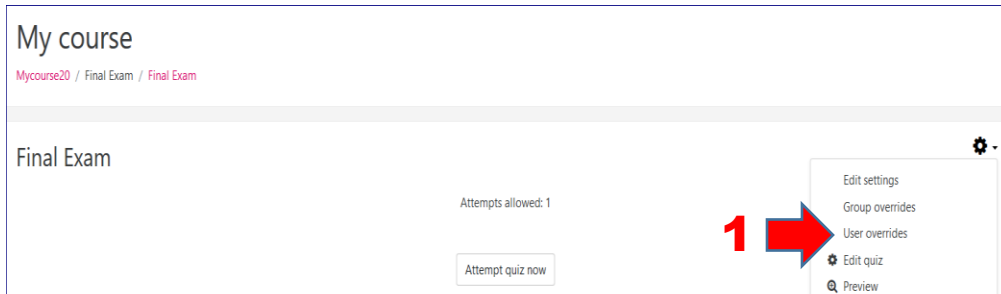
*You can let the other settings as defaults - see also the “derogation” option discussed in the following slide*



# “User Overrides” in case of a problem

If, for example, a student is experiencing a technical problem and has to stop in the middle of the exam, the “User Overrides” function can be used to allow additional time for the student to complete the exam.

Please note: “User Overrides” are used in case of technical issues and also for students with specific needs



My course  
Mycourse20 / Final Exam / Final Exam

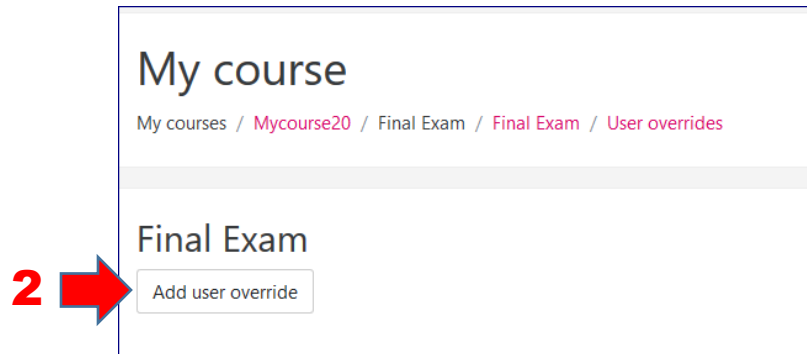
Final Exam

Attempts allowed: 1

Attempt quiz now

- Edit settings
- Group overrides
- User overrides
- Edit quiz
- Preview

1

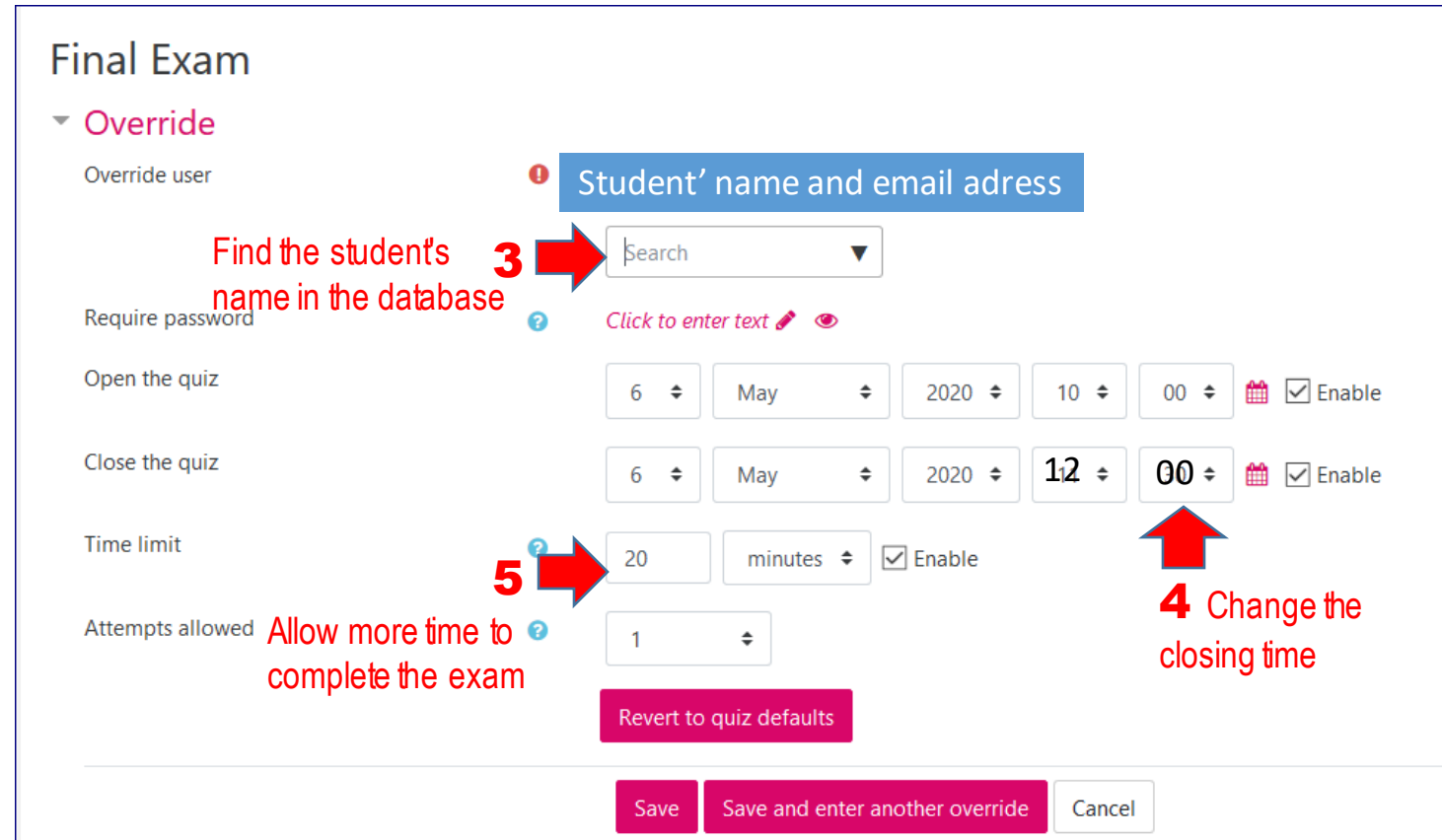


My course  
My courses / Mycourse20 / Final Exam / Final Exam / User overrides

Final Exam

Add user override

2



Final Exam

Override

Override user

Student' name and email address

Find the student's name in the database

3

Search

Require password

Click to enter text

Open the quiz

6 May 2020 10 00

Close the quiz

6 May 2020 12 00

4 Change the closing time

Time limit

20 minutes

5 Allow more time to complete the exam

Attempts allowed

1

Revert to quiz defaults

Save Save and enter another override Cancel

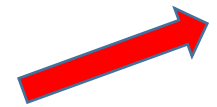
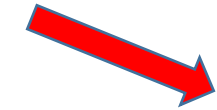
6

## Step 5. “Grade” setting: 1 attempt allowed

You can determine the “**Grade to pass**” at which you consider the test passed.

When the test contains "open" questions, you can assign scores manually.

The exam can only be taken once.



### Grade

Grade category	?	Uncategorised ▾
Grade to pass	?	0.00
Attempts allowed		1 ▾
Grading method	?	Highest grade ▾

Only one attempt allowed, only one score is considered

## Step 5. “Layout” settings

Display **one question per page** with the free navigation method, allowing students to view the entire test and navigate between questions from the beginning.

Displaying questions on the same page increases the risk of data loss, which should be avoided.

▼ **Layout**

New page ?   Repaginate now


Navigation method ! ?


Show less...

## Step 5. "question behaviour " settings

Checking "Yes" for "Shuffle within questions" will shuffle the proposed answers to the questions. **Warning: you cannot mix questions here!**

▼ Question behaviour

Shuffle within questions  Yes ▾

How questions behave  Deferred feedback ▾

Show more...

## Step 5. " Review options" settings :

This part is very important. It refers to what students will see after they have completed the exam. For the final exam, **do not check anything in any of the three blocks**. The "attempt" box (ticked at default) means everything the student writes in the exam.

▼ Review options ?

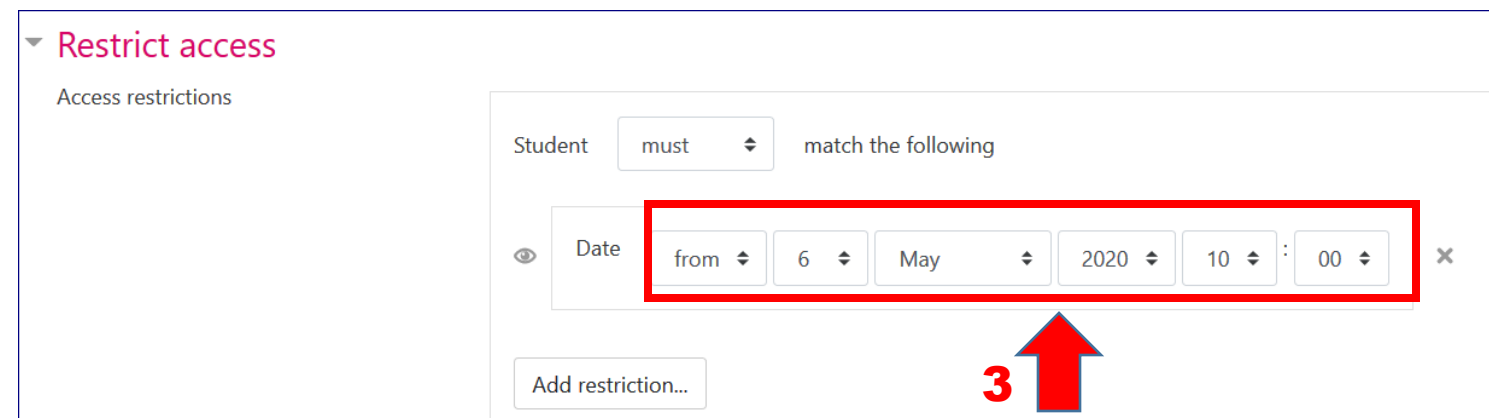
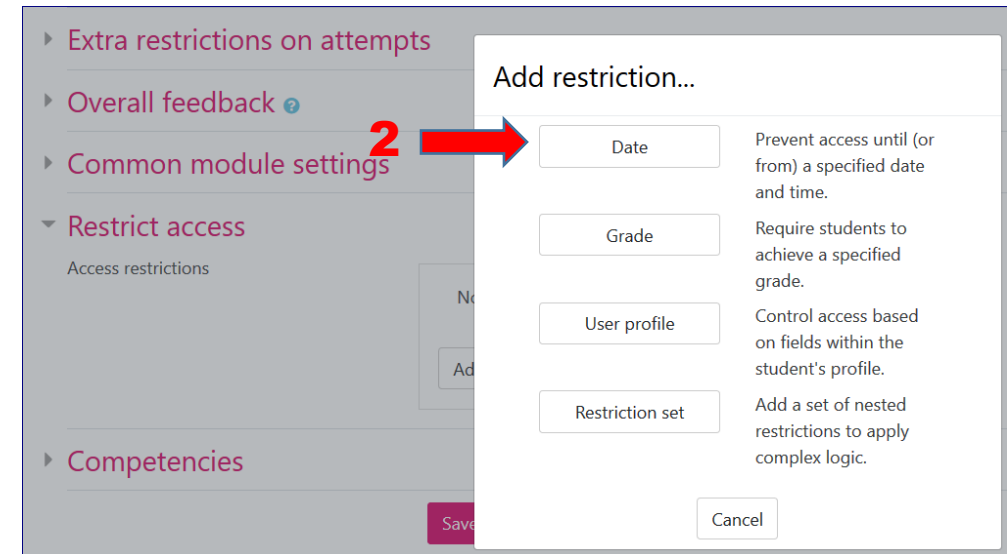
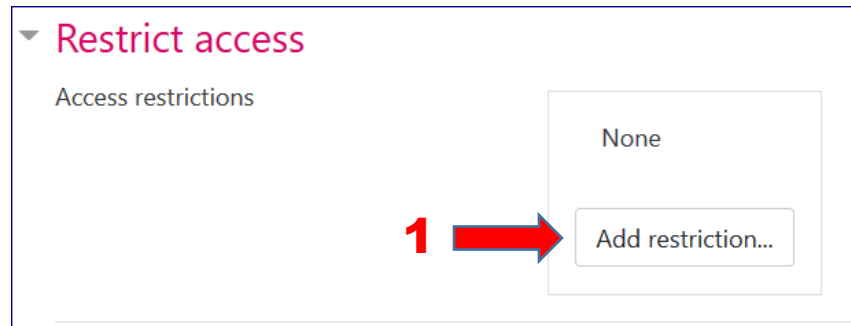
During the attempt	Immediately after the attempt	Later, while the quiz is still open
<input checked="" type="checkbox"/> The attempt ?	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct ?	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input type="checkbox"/> 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"/> 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"/> Overall feedback ?	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

After the quiz is closed

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

More information about this option can be found here :  
[https://docs.moodle.org/38/en/Quiz\\_settings#Review\\_options](https://docs.moodle.org/38/en/Quiz_settings#Review_options)

## Step 5. Add a "date" restriction on "restrict access", which allows you to limit the access only from the starting date of the exam.



## Step 5. Leave the rest by default and click “Save and Display” to move on to the next step

▶ Appearance

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▶ Extra restrictions on attempts

---

▶ Overall feedback ?

---

▶ Common module settings

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~~▶ Restrict access~~

---

▶ Competencies

---

Click here for next step to add questions



Save and return to course Save and display Cancel

**For more information on Test settings, you can refer to the following links :**

**Moodle documentation for Professors 5.4.1 Creating a test on the Moodle.unige.ch site (only in French) <https://moodle.unige.ch/mod/page/view.php?id=209971>**

**Moodle.org Quiz settings  
[https://docs.moodle.org/38/en/Quiz\\_settings](https://docs.moodle.org/38/en/Quiz_settings)**

**Build Quiz on Moodle.org  
[https://docs.moodle.org/38/en/Building\\_Quiz#Randomising\\_the\\_order\\_questions\\_appear](https://docs.moodle.org/38/en/Building_Quiz#Randomising_the_order_questions_appear)**




## **2. Create different types of questions**

# Step 6. When you get to this page, click on “Edit quiz”

My course

Mycourse20 / Final Exam / Final Exam

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Final Exam 


Attempts allowed: 1

The quiz will not be available until Wednesday, 6 May 2020, 10:00 AM

This quiz will close on Wednesday, 6 May 2020, 11:30 AM.

Time limit: 1 hour

No questions have been added yet 

 [Edit quiz](#)


[Back to the course](#)

# Step 7. Add a question to the exam

My course

Mycourse20 / Final Exam / Final Exam / Edit quiz


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Editing quiz: Final Exam 


Questions: 0 | Quiz closed (opens 6/05/20, 10:00)


Maximum grade

Total of marks: 0.00



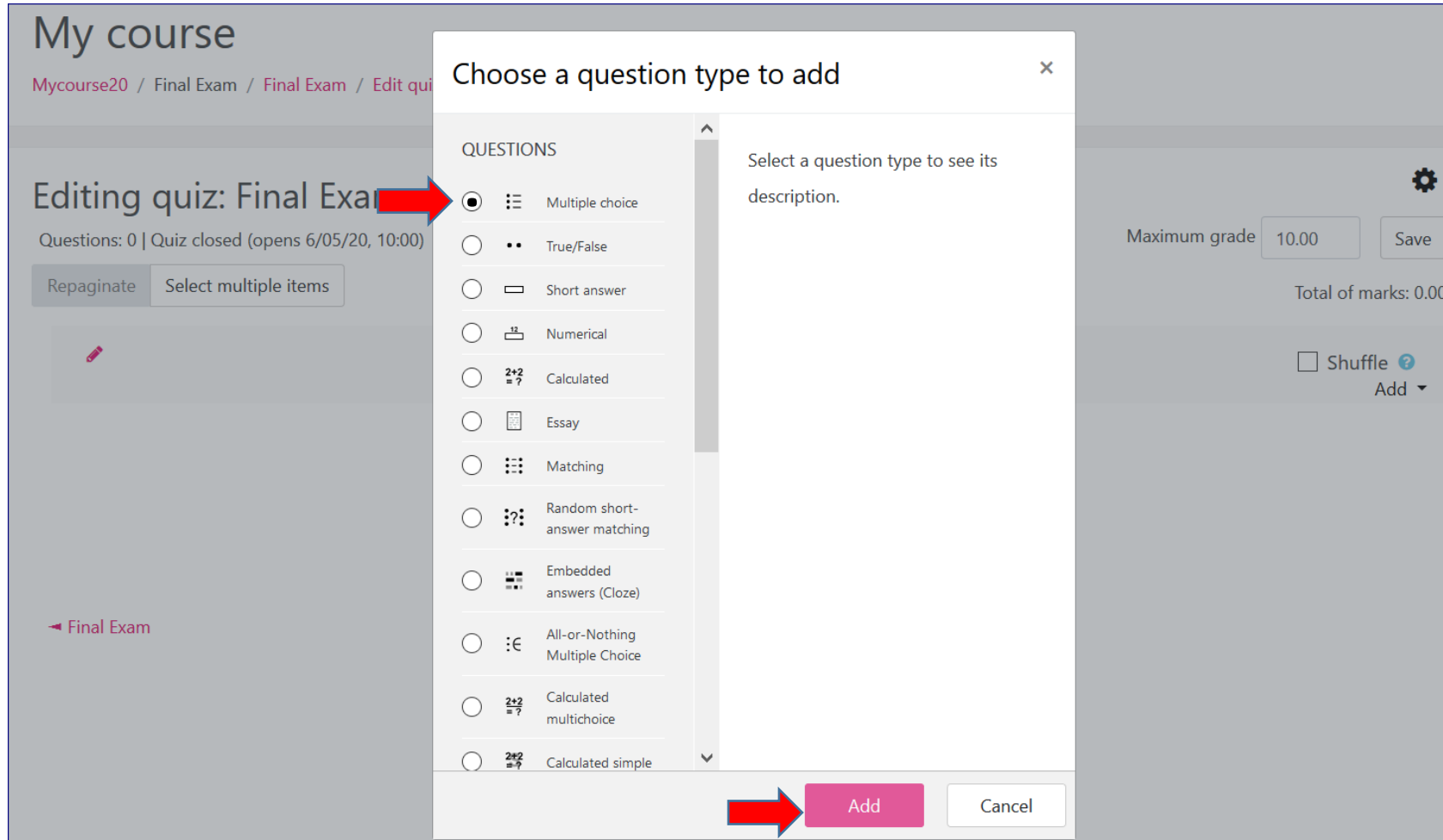
Shuffle 

**1**  Add ▾

- 2**  + a new question
- + from question bank
- + a random question

# Step 8. Choose a type of question to add, then click on “Add”

*e.g. Multiple Choice (MCQ)*



The screenshot shows the Moodle interface for editing a quiz. The main heading is "My course" with a breadcrumb trail: "Mycourse20 / Final Exam / Final Exam / Edit quiz". The current page is "Editing quiz: Final Exam", with a red arrow pointing to the "Multiple choice" option in the "Choose a question type to add" dialog box. The dialog box lists various question types under the heading "QUESTIONS":


- Multiple choice
- True/False
- Short answer
- Numerical
- Calculated
- Essay
- Matching
- Random short-answer matching
- Embedded answers (Cloze)
- All-or-Nothing Multiple Choice
- Calculated multichoice
- Calculated simple

The dialog box also includes a "Select a question type to see its description." instruction and a "Save" button. In the background, the quiz settings show "Maximum grade 10.00" and "Total of marks: 0.00". A red arrow points to the "Add" button at the bottom of the dialog box.

Check out [the information provided on the Moodle website](#), describing the different types of questions - some question types will be introduced further on in this tutorial.


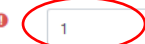
<https://docs.moodle.org/38/en/Questions>



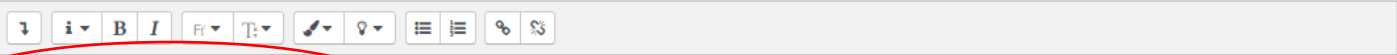

# Step 9. Fill in the required fields in “Généraux” (general)



Adding a Multiple choice question  ▶ Expand all


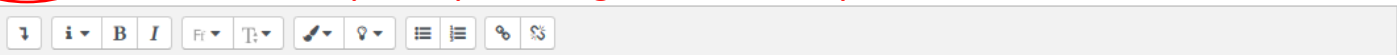
▼ **General**


Category


Question name  

Question text    
  
What is the largest city in UK? 

Default mark  

General feedback   


One or multiple answers? 

Number the choices?  huffle the choices? 

▼ **Answers**

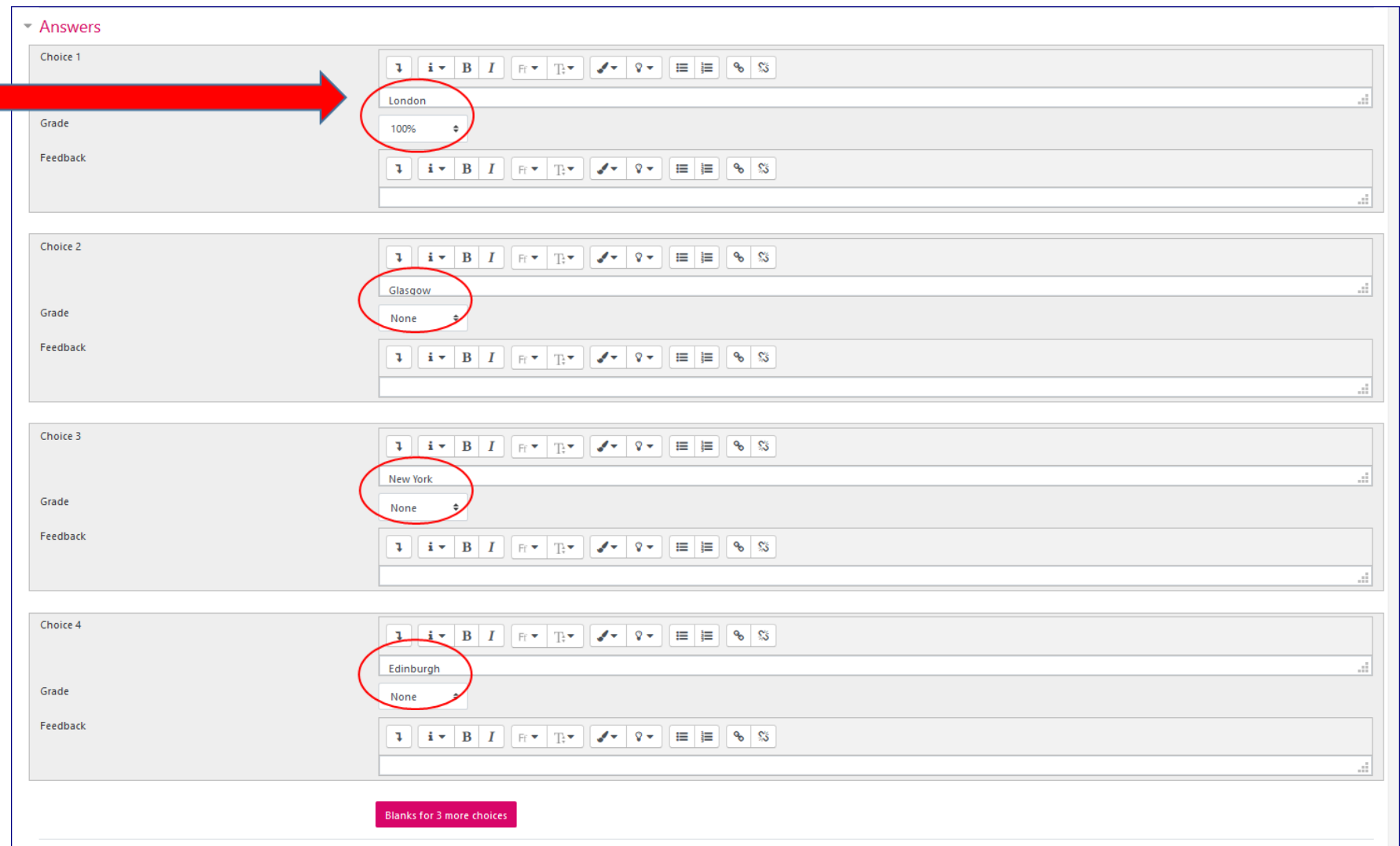
**You can decide here the score for this question.  
In this example, 1 point is given for this question.**

**This field is used to provide either a single response or multiple responses. In this example, only one answer is allowed.**

# Step 10. Add suggested answers

Tip: Always indicate the correct answer first (the answers will be mixed up afterwards)

It is possible to set more than 2 correct answers. You can consult [this page](#) for more information.



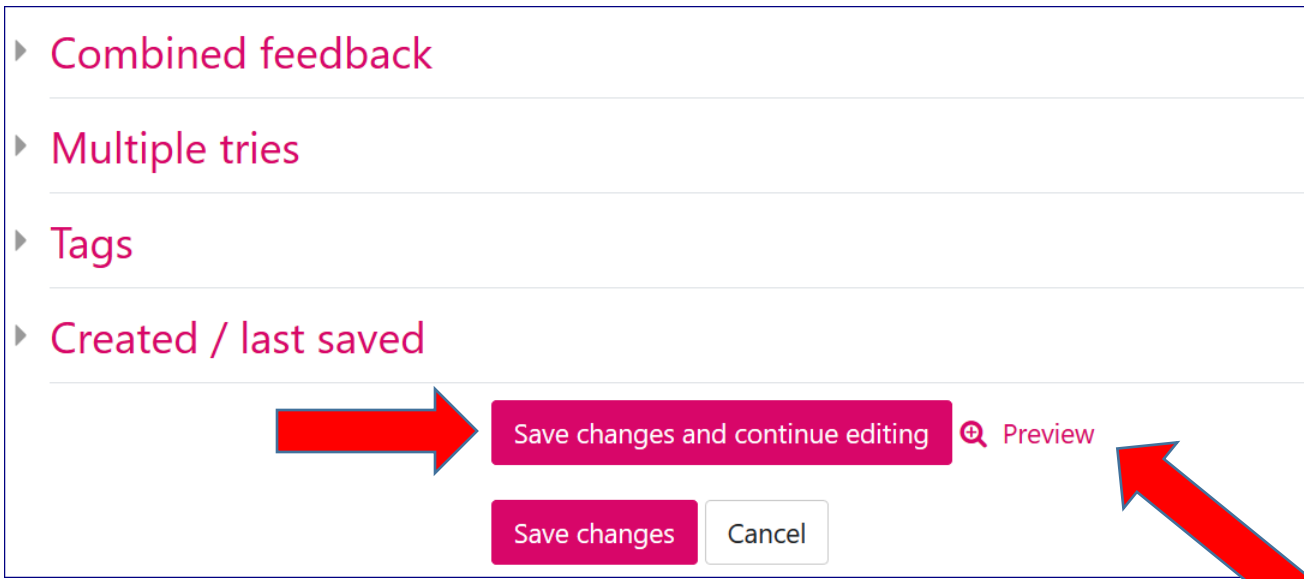
The screenshot displays a quiz editor interface with four choice options. Each choice has a text input field, a grade dropdown, and a feedback text area. A red arrow points to the first choice's text field, and red circles highlight the text in each choice's text field.

Choice	Text	Grade	Feedback
Choice 1	London	100%	
Choice 2	Glasgow	None	
Choice 3	New York	None	
Choice 4	Edinburgh	None	

Blanks for 3 more choices

**Step 11. Once you are finished, click on “Save changes and continue editing” and then “Preview” to see the question**

**Keep the other settings as defaults.**



The screenshot shows a settings panel with four expandable sections: 'Combined feedback', 'Multiple tries', 'Tags', and 'Created / last saved'. A red bracket on the left side of the panel indicates that these settings should be kept as defaults. At the bottom of the panel, there are three buttons: 'Save changes and continue editing' (highlighted in pink), 'Save changes', and 'Cancel'. A red arrow points to the 'Save changes and continue editing' button, and another red arrow points to the 'Preview' button, which is located to the right of the 'Save changes and continue editing' button and has a magnifying glass icon.

A new window will open to preview and test the question

## Step 12. Check and test the question and the answers: Select an answer then click on " Submit and finish "

The screenshot displays a question preview interface. At the top, a light blue box contains the question: "What's the largest city in UK?" with four radio button options: a. London, b. Glasgow, c. Edinburgh, and d. New York. Below the question are buttons for "Start again", "Save", "Fill in correct responses", "Submit and finish", and "Close preview".

Below the question is a section for "Technical information" with a "Collapse all" link. This section is divided into two main areas:

- Attempt options:** Includes "How questions behave" (set to "Deferred feedback"), "Marked out of" (set to "1"), and a "Start again with these options" button.
- Display options:** Includes "Whether correct" (set to "Not shown"), "Marks" (set to "Show max mark only"), "Decimal places in grades" (set to "2"), "Specific feedback" (set to "Not shown"), "General feedback" (set to "Not shown"), "Right answer" (set to "Not shown"), and "Response history" (set to "Not shown"). An "Update display options" button is at the bottom.

A red bracket on the right side of the "Attempt options" and "Display options" sections points to the explanatory text.

In the case of a summative test, the result of the answer is not displayed in the preview.



## Step 12. You can change the display option to check the answer.

Question 1  
Correct  
Marked out of 1.00

What's the largest city in UK?

Select one:

a. Edinburgh

b. Glasgow

c. London ✓

d. New York

Start again Save Fill in correct responses Submit and finish Close preview

Technical information

Attempt options

How questions behave

Marked out of

Start again with these options

Display options

Whether correct

Marks

Decimal places in grades

Specific feedback

General feedback

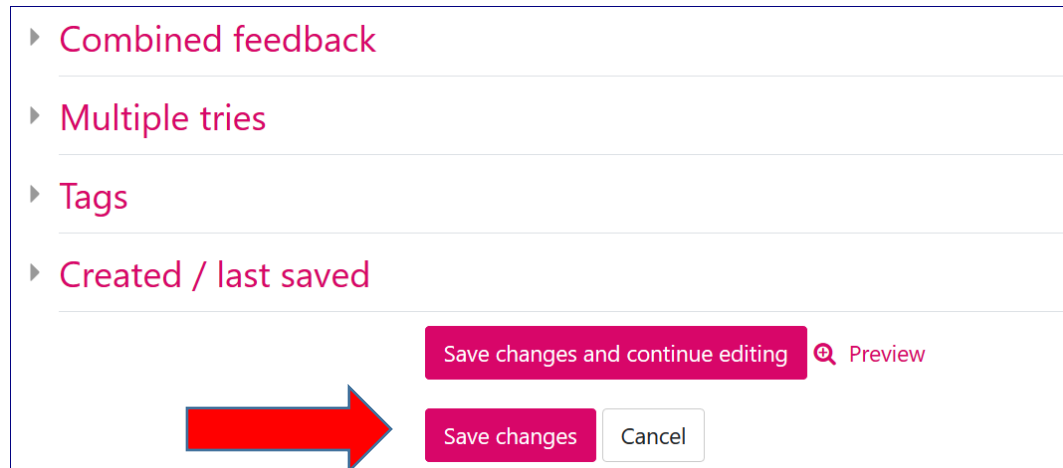
Right answer

Response history

Update display options

Warning: once you have finished, don't forget to go back to the previous display option: "not shown".

**Step 13. Click “Save changes” to save this question and return to the exam page. Click “Add” to add more questions.**



▶ Combined feedback

▶ Multiple tries

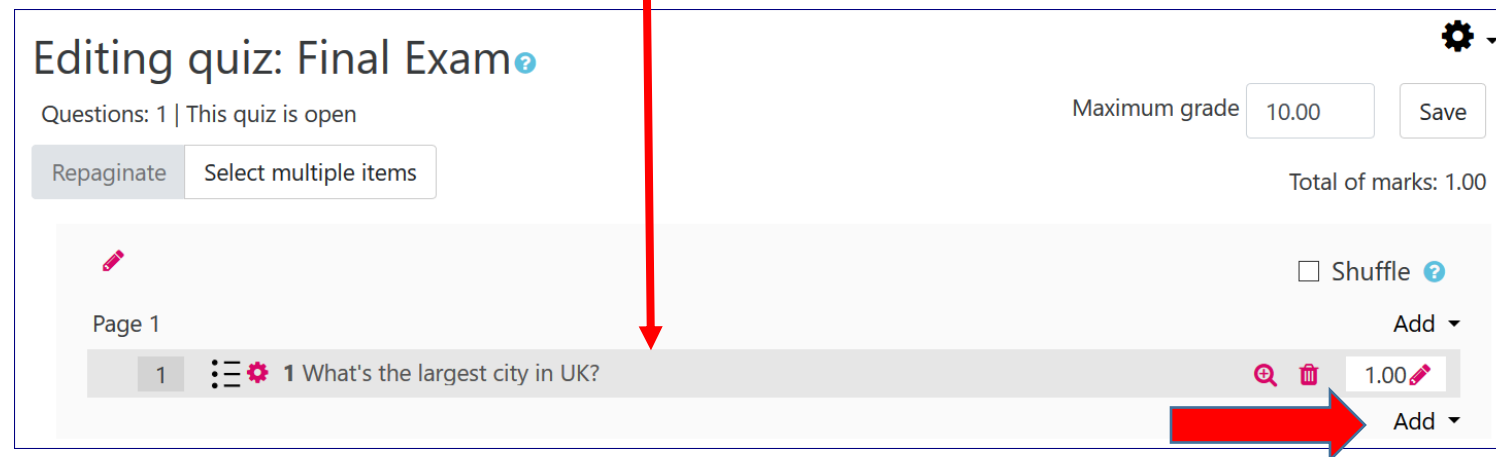
▶ Tags

▶ Created / last saved

Save changes and continue editing 🔍 Preview

Save changes Cancel

A red arrow points from the 'Save changes' button to the right.



Editing quiz: Final Exam ?

Questions: 1 | This quiz is open

Maximum grade 10.00 Save

Repaginate Select multiple items

Total of marks: 1.00

Page 1

1 1 What's the largest city in UK? 1.00

Shuffle ? Add

Add

A red arrow points from the 'Save changes' button in the previous screenshot down to the 'Add' button in this screenshot.

Please refer to [this page](#) to create other types of questions.



Choose a question type to add ×

QUESTIONS

- Multiple choice
- True/False
- Short answer
- Numerical
- Calculated
- Essay
- Matching
- Random short-answer matching
- Embedded answers (Cloze)
- All-or-Nothing Multiple Choice
- Calculated multichoice

Select a question type to see its description.

**Caution: Remember to reduce the size of the files attached to questions so as not to load the exam too much.**



Combien y a-t-il de phalanges dans l'index ?

Veillez choisir une réponse :

- a. 3
- b. 2
- c. 4

## Multiple choice question

For additional information on how to compose these type of questions, you can read

[https://docs.moodle.org/38/en/Multiple\\_Choice\\_question\\_type](https://docs.moodle.org/38/en/Multiple_Choice_question_type)

Parmi ces deux bassins, désigner celui/ceux appartenant(s) à une femme adulte.



Veillez choisir une réponse :

- a. Le deuxième
- b. Aucun des deux
- c. Le premier
- d. Les deux



## True/False Question

For additional information on how to compose these type of questions, you can read [https://docs.moodle.org/38/en/True/False\\_question\\_type](https://docs.moodle.org/38/en/True/False_question_type)

Est-ce que la rotule fait partie du squelette ?



Sélectionnez une réponse :

- Vrai
- Faux



## Short answer question

For additional information on how to compose these type of questions, you can read <https://docs.moodle.org/38/en/Short-Answer-question-type>

Comment s'appelle la période durant laquelle le corps des jeunes se transforme?

Réponse :

Combien de reins avons-nous ?

Réponse :



## "Cloze" question with integrated answers (select missing words)

For additional  
information on how  
to compose these  
type of questions, you  
can read  
[https://docs.moodle.org/38/en/Embedded  
Answers \(Cloze\) qu  
estion type](https://docs.moodle.org/38/en/Embedded_Answers_(Cloze)_question_type)

Compléter le texte avec l'étiquette adéquate:

Le squelette du pied est constitué de trois parties, d'arrière en avant : le tarse, le  et les

Le tarse est constitué de sept os courts que l'on peut répartir en deux groupes :

en arrière, le calcaneus (ou calcanéum) et le talus (ou );

en avant, l'os cuboïde, l'os naviculaire (ou scaphoïde tarsien) et les trois os cunéiformes (, intermédiaire et médial).

phalanges  métatarse  lateral  astragale

Sélectionne le bon mot pour chaque phrase.

Le corps humain se compose de plusieurs parties : La  Choisir...  , le corps, le tronc et les  Choisir...  . Le tronc se compose de la  Choisir...  et de la  Choisir...  . La colonne vertébrale est double et est en forme de "s". La cage thoracique comprend 12 paires de côtes, d'un sternum et de vertèbres thoraciques. Les 2 dernières côtes sont "flottantes" et ne sont pas reliées au thorax. La cage thoracique protège les organes internes comme le coeur et les  Choisir...  .



## Drag and drop to image/text

For additional information on how to compose these type of questions, you can read

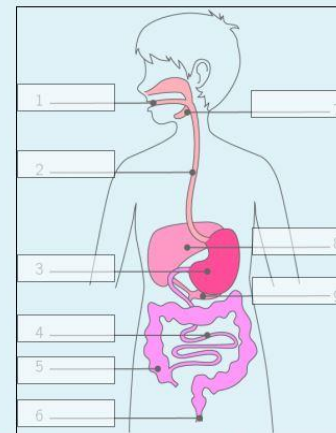
[https://docs.moodle.org/38/en/ Drag and drop into text question type](https://docs.moodle.org/38/en/Drag_and_drop_into_text_question_type)

Glisser les étiquettes de textes sur l'image principale.



ein Stuhl    ein Büro    die Tafel    das Fenster

Connais-tu le système digestif ? Place sur ce schéma les mots correspondants.



Pancréas    Œsophage    Estomac    Intestin grêle    Cavité buccale    Foie    Pharynx    Anus    Gros intestin





## « Matching » question

For additional information on how to compose these type of questions, you can read [https://docs.moodle.org/38/en/Matching\\_question\\_type](https://docs.moodle.org/38/en/Matching_question_type).

Réponds correctement aux questions ci-dessous :

Où vont les aliments ?

Choisir... ▾

Les aliments sont transformés en ... dans le tube digestif ?

Choisir... ▾

A quoi sont mélangés les aliments dans la bouche ?

Choisir... ▾

Quelle paroi traversent les nutriments ?

Choisir... ▾

Par où sont évacuées vont les matières non transformées ?

Choisir... ▾

L'appareil digestif est-il adapté au régime alimentaire ?

Choisir... ▾

## Step 14. Shuffle questions (if needed)

You can randomising the order questions appear. It is possible to make questions conditional upon other questions, too. (read:

[https://docs.moodle.org/38/en/Building\\_Quiz#Randomising\\_the\\_order\\_questions\\_appear](https://docs.moodle.org/38/en/Building_Quiz#Randomising_the_order_questions_appear) )

### Editing quiz: Final Exam ?

Questions: 5 | Quiz closed (opens 6/05/20, 15:00)

Maximum grade

Total of marks: 5.00

#### Test ✎

Shuffle ?

Page 1 Add ▾

1 ⋮ ⚙️ 1. What's your name ? 🔍 🗑️ 1.00 ✎

2 📄 ⚙️ 1. Please write your full name 🔍 🗑️ 1.00 ✎

Page 2 Add ▾

3 ⋮ ⚙️ 2. Who is current president of the United States? 🔍 🗑️ 1.00 ✎

Page 3 Add ▾

4 ⋮ ⚙️ 3. Where is Affoltern am Albis? 🔍 🗑️ 1.00 ✎

Page 4 Add ▾

5 ⋮ ⚙️ 4. what is the population of Switzerland? 🔍 🗑️ 1.00 ✎

Add ▾

## Step 15. Preview the exam (test the exam)

Final Exam

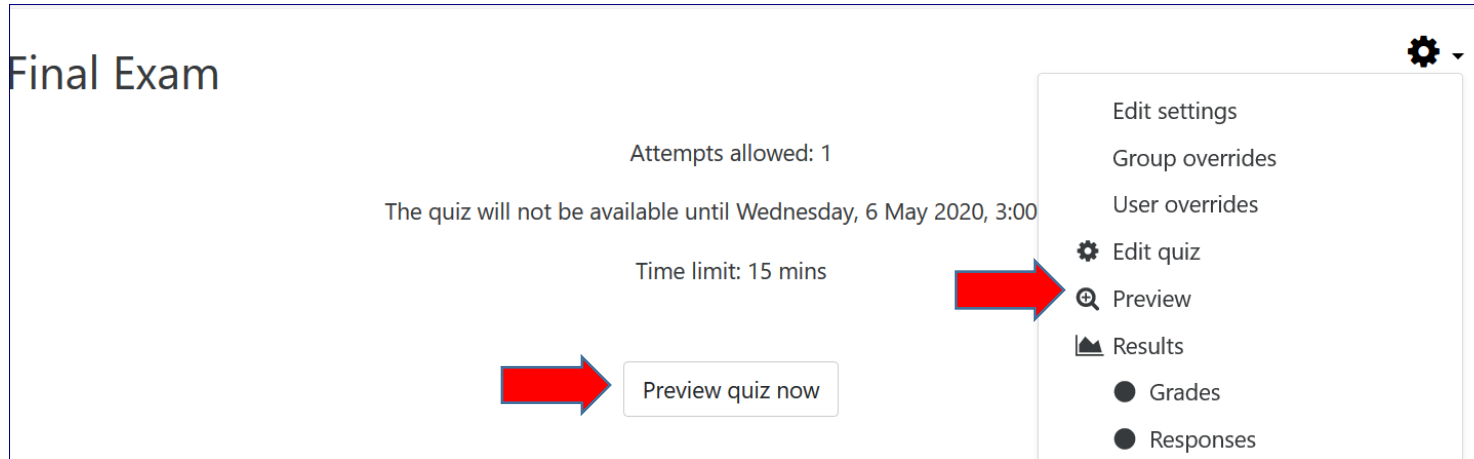
Attempts allowed: 1

The quiz will not be available until Wednesday, 6 May 2020, 3:00

Time limit: 15 mins

Preview quiz now

- Edit settings
- Group overrides
- User overrides
- Edit quiz
- Preview
- Results
  - Grades
  - Responses



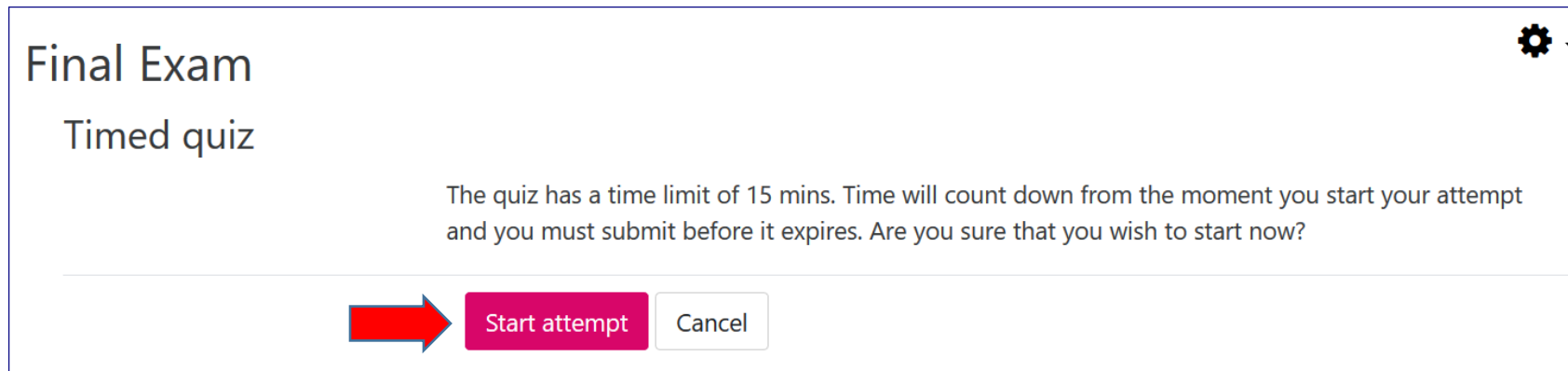
You can click on either button to start the test.

Final Exam

Timed quiz

The quiz has a time limit of 15 mins. Time will count down from the moment you start your attempt and you must submit before it expires. Are you sure that you wish to start now?

Start attempt Cancel



# Interface of an exam (students view)

## Test: Examen final - Final Exam

[test\\_examen\\_2020](#) / [Final Exam](#) / [Final Exam](#) / [Preview](#)

You can preview this quiz, but if this were a real attempt, you would be blocked because:  
This quiz is not currently available

Question 1  
Not yet answered  
Marked out of 1.00  
Flag question  
Edit question

Where is Affoltern am Albis?

Select one:

- a. None of the suggested
- b. In Belgium
- c. In Germany
- d. In Switzerland
- e. In Nicaragua

Quiz navigation

Test

1 2 3 4 5

Finish attempt ...

Time left 0:11:39

Start a new preview

Next page

← Examen final

Jump to...

# Finish an exam

## Test: Examen final - Final Exam

[test\\_examen\\_2020](#) / [Final Exam](#) / [Final Exam](#) / [Preview](#) / Summary of attempt

### Final Exam



### Summary of attempt

Question	Status
<b>Test</b>	
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved

[Return to attempt](#)

Time left **0:10:33**

This attempt must be submitted by Tuesday, 5 May 2020, 9:50 PM.

[Submit all and finish](#)



### Quiz navigation

### Test



[Finish attempt ...](#)

[Start a new preview](#)

### **3. Open/Close an exam on Moodle**

# What to check before opening an exam

- ✓ The students in your course are well registered.
- ✓ The automatic registration method is disabled.
- ✓ The limited time (display of the remaining time counter) has been set up.
- ✓ Only one possible attempt has been set.
- ✓ The questions are shuffled in the display (if necessary) as well as the answer options.
- ✓ Each question (or each category of questions) is displayed on one page but with free navigation (allowing students to see the entire test from the beginning).
- ✓ The size of the associated files is not too large (at the time of validation, since all students are validating almost at the same time, there is a risk of overloading the server).
- ✓ All resources in your course are in invisible mode for students on exam day.

# Day before the exam

Students are not accustomed to an online written exam format. We strongly recommend that **professors provide a mock exam** that enables students to become familiar with the technical environment of the online exam before the final exam.

It is important to remind all stakeholders that an online solution using Moodle **does not provide the ability to control the identity** of the person taking the exam, nor does it avoid all potential cheating. A sworn statement is to be considered at this stage.



# Exam day

1. Launch a Zoom exam session, request students to log in and turn on the video
2. Allow enough time to verify the identity of each student.
3. Remind the terms and instructions for the exam and technical questions
4. In case of technical issues, see slide 9 (use "User Overrides" )
5. Create a password for the exam if necessary

# Before finishing the exam

1. Have students click on “Finish and Submit” to validate the exam.  
This will take some time.
2. Close Zoom session,

# **Close the exam in Moodle**

Once all students have completed their exam, make the exam invisible to students.

# Example: xxx (course title) Exam Information

## Information that should be sent to students before the exam.

- The exam will be held on the Moodle platform without the use of the Safe Exam Browser software.
- You will receive an email with specific instructions as well as the link to take the exam a few days before the exam.
- The exam will start precisely XXX (specific time and day to be added) and will last XXX (specific duration to be added).
- The exam will include multiple choice questions (true/false, choice of true statements and/or numerical questions). In addition, it will involve drawing up **one or more balance sheets** and answering an **open-ended question**.
- For each question, there will be several variants automatically assigned by Moodle, meaning that candidates will take different exams.
- Documentation is free and the use of a calculator is recommended.

**You now know how to create an exam with  
the tool Quiz in Moodle**

***other tutorials are available on our dedicated page***



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