



# EXAM for teachers

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## General information on SeAMK EXAM

### Exam rooms, material and regular exams

SeAMK has two exam rooms, in **Frami A, A530.10** and in **Kampustalo, floor 1Y, C0066**. The Exams in which the students are allowed to use study material are held in Frami A, A530.10. The recording video surveillance does not detect using material in this room. In Kampustalo, the C0066 room is for regular exams only, so no material is allowed. This is taken into account in the recording video surveillance.

### Surveillance

In both rooms, there are several cameras to monitor each of the computers. The Cameras record both video and audio. The Recordings are stored on the SeAMK's servers and can be viewed by teachers with the help of either [janitor](#) in Frami F (Securitas, Frami F info/lobby) or [digipedagogical team](#). Securitas also manages the recording video surveillance and performs random checks to exam rooms.

### What student must know before participating?

Login information and guide for students is provided both in the exam room (next to the reserved computer) and online ([Intra](#) and [Jelppari's website](#)). To enter exam room student must have admittance (Frami A and Kampustalo) in his/her key badge. If student does not have the required admittance, janitor Arvo Ylinen in Frami A (tel. 040 830 2369, [arvo.ylinen@seamk.fi](mailto:arvo.ylinen@seamk.fi)) and janitor Securitas in Frami F (040 680 7615, [vahtimestari@seamk.fi](mailto:vahtimestari@seamk.fi)) are able to provide it.

## How the EXAM process goes

The teacher creates a question bank to the system by creating groups of questions. The system then provides each student with a random question from each group of questions. In this way, each student gets a randomized combination of questions. The students can make reservations on the computers in the exam room after the teacher has published the exam.

1. The teacher creates the exam in the system and activates it.  
Exams are linked to the course units (data from the Peppi system). **If the desired course unit is not in our Exam-system**, you may request it by sending [email to digipedagogical team](#). Please add the following information in the message:
  - Name of the course unit
  - Credits
  - Peppi code
  - Faculty
2. The student registers for the exam in the study management system (if connected) AND makes the place reservation for the computer in the exam room system
3. The student and the examiner receive an automatic confirmation email
4. The student goes to the exam room and takes the exam
5. When the student submits the exam, the teacher receives an automatic email for information
6. The teacher assesses the submission in the system
7. The student receives an automatic feedback email with the preliminary grade

The teacher has the opportunity to print out the answers.

Under **Reservation** on the left bar, the teacher can follow reservations for their exams.

## Assessment

### Where do I find the answers for the exams?

You can assess the exam in the software. Once a week (Monday mornings) the software sends a summary of reservations and exams to be evaluated. The teacher can also log on to Exam and find this information on the **Dashboard** > the tab **Unassessed exam**

#### General exam:

- As long as the exam period is ongoing the answers can be found on the **Dashboard** under **Active exams**
- After the exam period, you can find the exams on the **Dashboard** under **Unassessed exams**

#### Personal exam:

- Every time a student finishes a personal exam, the teacher gets an e-mail for information
- As long as the exam period is ongoing, and there are still students who haven't finished the exam, the answers can be found on the Dashboard

### Automatic assessment (Multiple choice questions)

Automatic assessment is used when you create the exam under the **Publish** tab.

Define the grade distribution as percentages (%) of total for the estimation scale you are using in your exam. The EXAM will present the minimum point level for the percentage in question. Please note, that when using the Passed/Not passed estimation scale it is enough to give the percentage of total for the Passed grade. “

Choose when the assessment will be available for the students:

- Immediately when the exam is finished
- On a specific date
- In X amount of days after the exam is finished.

Automatic assessment cannot be used for essay questions, only for the multiple-choice questions.

## Creating a new exam

### Choose a type of exam

1. **General Exam** is an exam that is open for anyone to book in the software
  - o The teacher sees the current state of the bookings and unrevised exam answers in the Exam system, and gets a weekly briefing every Monday consisting the same information
- **Personal Exam** Can be addressed to the specific students
  - o Note: to be able to create a personal exam to one or to the several specific students (that only the specific students can access) it is required, that the student has logged in himself/herself to the EXAM system at least once before
  - o The student will receive an e-mail when they are able to book a time for taking the exam. The teacher will receive an e-mail when the student has finished the exam.
  - o No other students can take the exam.
  - o After the exam has been published, the teacher cannot add more students to the exam.
  - o A student can take a personal exam only once (in case of no-shows, the teacher can choose to create a new copy of the exam for the student).

The **Registration link** that teachers can give to students will be created automatically. (Students can also search for general exams by logging into Exam)

Fill in the basic information on the exam

<i>Exam name*</i>	Note that multiple exams can be created during the same teaching period, so give an unambiguous name to the exam.
<i>Exam language</i>	Choose the language. The choice does not affect the user interface language.
<i>Type of examination:</i>	Choose Partial or Whole course grade (default)
<i>Grading scale Examiners</i>	If you want to grant your colleague rights to the exam (editing, assessing, grading), add him / her here. <b>Note!</b> The added person has to have teacher's status.
<i>Evaluators</i>	If the assessment needs another person, add him / her here. <b>Note!</b> The added person has to have teacher's status. The evaluator sees completed exams and can assess answers, but only the examiner may edit the exam and give grades.

<i>Software to be used when answering</i>	Choose software that is available for the students when answering ( <b>Note!</b> Check that the software is available on the computer in the exam room!)
<i>Exam attachment</i>	You can add one general attachment (NOT web links) to the exam e.g. mathematical formulas and one attachment to each question.  Allowed formats: pdf, word, pictures, zip
<i>Instructions visible for the students during the exam:</i>	Write here the instructions meant for students during the exam, e.g., how many questions need to be answered.  <b>EXAMPLE</b> "This is your personal exam. It consists of five multiple-choice questions and three essay questions. Answer all the given questions/Choose and answer one of the given essay topics."
<i>Instructions visible during the exam booking</i>	Write here the instructions meant for students during booking the exam. <b>EXAMPLE</b> " Choose the Computers 1-2 when making reservations. / You can book a new exam time after your previous exam has been assessed."

## Add exam questions

Tick **Randomize questions** if you want to randomize the questions in a specific section.  
NB! You cannot choose this alternative until there are at least two questions in the section.

You can add a new question (see above) or a question from the question bank.

When you click to add question from the question bank, a list of questions opens. You can sort the questions according to **Study period/Exam/Tag**.  
Tick the questions you want to add.

Scroll down in order to save or cancel.

*Preview the exam by clicking the **Preview exam** button in the left corner at the bottom of the page;* here you get the student view of the exam.

**Note!** If using **Randomize questions**, you see just one of the questions in the preview.

## Creating questions

There are four question types:

- Essay question
- Fill in exercise
- Multiple choice question (one correct answer)
- Multiple choice question (several correct answers)

You can create questions from scratch for a specific exam (**Dashboard > Create new exam**) or to the **Question library**. **Question library** is a pool of questions created earlier.

Click **Create new question**.

When you choose **type of question**, more alternatives open.

Essay questions:

<b>Answer length in words (recommendation)</b>	Give answer length in words (not mandatory, but recommended) -The recommended length is a recommendation and does not prevent the student to write shorter or longer answers.
<b>Grading scale</b>	Choose the preferred grading scale (points or pass/fail)
<b>Question maximum grade</b>	Choose the preferred maximum grade.
<b>Owners of the question</b>	You can add a colleague, which can use the same question in his/her exams.
<b>Question attachment</b>	Every question may have one attachment, e.g. a pdf or a picture. Please note that the attachment is in a format that can be opened on the exam computer. A picture can only be added as an attachment, not inserted into the question.
<b>Question instructions</b>	This will appear to the student when reading the question
<b>Evaluation criteria (not visible for students)</b>	These are teachers' own notes, not visible for students
<b>Add a tag</b>	The tags help you to find exam questions in the Question library. The tags represent categories. Add one tag at a time

## Create a multiple choice question (one correct answer)

cf. the instructions for essay questions but please note:

- Add answer options
- Mark one answer as the correct answer
- Add a maximum grade for the correct answer

## Create a multiple choice question (several correct answers)

cf. the instructions for essay questions but please note:

1. Add answer options and choose amount of points for each answer

- The points can be negative
- The points can have decimals

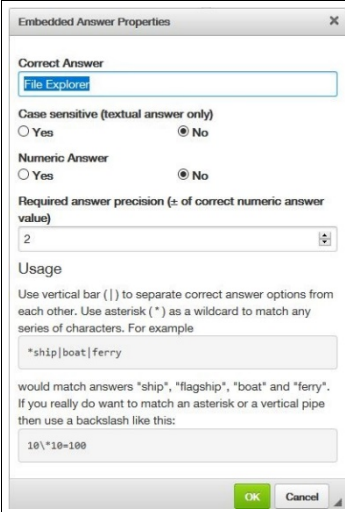
2. Check that the student cannot get points by choosing all options. In the evaluation, the total cannot be negative, so the student will at least get zero points.

## Create fill in exercises

1. Fill in the text in the editor

2. Place the cursor on the right place in the text

3. Choose the green “marker”



Choose the correct answer

- Write the correct answer with “|” Cat | catlike
- Use \* if the beginning or the end of the word does not matter. E.g. Cat\* | Catlike
- Define if the answer is case sensitive
- Define if the answer is numeric



To edit the exam, go to Active exams. Click at the name of the exam to open and edit it.

The questions and the exam period can be edited although the exam has been published. After a student has signed up for the exam, editing possibilities are limited; amongst other things, reducing of the exam period time is not possible. The software informs you if editing is not possible.

The editing of questions does not affect the exams already taken, but it affects the exams that are coming (e.g. exams that reserved but not started).

When the exam is closed, it can be found under the tab Archived exams. The teacher can reopen it by clicking the name of the exam and the tab Publish. Change the date in the calendar.

You can copy an exam and make changes to it.

If a student has reserved time for a personal exam but does not take it on the reserved time or if the student needs to retake the exam, the examiner must make a new copy of the original exam (i.e. a new direct link to the exam is created).

## Publish the exam

To publish the exam, click the tab Publish. After publishing the exam the student, can find it and book a time for taking the exam. (The student can book the exam time one month in advance, and only take the exam during the timeslot the exam is open)

### General exam:

- The link to the exam can be given to the students in e.g. Moodle
- The students can also search for the exam by the name of the exam or by the name of teacher when logged in to the EXAM system.

### Personal exam:

- Choose the specific student/students for the exam. (It is required, that the student has logged in himself/herself to the EXAM system at least once before).
- The software sends out an automatic link via email to the specific student/students. (Note that personal exams are single-use)

Here you decide on

- the Exam period (the time period when the students can take the exam)
- Exam duration.
- Number of attempts before assessment: Choose 1-5 or infinite.

When the exam is published, the students can find the exam and he/she can book the time for taking the exam. (The student can book the exam time one month in advance and he/she can take the exam only during the exam period.)

Add the link of the General exam and information of its availability e.g. on to the course home page in Moodle. The students can also search for the exam when logging into the Exam system. If it is a Personal exam, the student receives an e-mail with the link.

## If teacher suspects cheating

It is stated in the student's Exam guide that if student does not follow the provided rules, the attempt may fail. It is also stated that all attempts are monitored, also intervened if rules are not followed.

When possible cheating is reported, teacher analyses the case and takes actions if needed.

[Information about EXAM surveillance.](#)

## Good to know

- Examiner instructs the student: when and how the student can access exam-room and how to operate there. Student must become acquainted with the rules and instructions of EXAM before taking the exam.
- One attachment file can be attached to each exam and to each exercise. The Attachment(s) must be in following formats .docx, .pdf, .txt or .jpg/png.
- Images cannot be added as such but as an attachment file.
- If changes are made to exam questions they will not apply for the exams already taken, but they will apply only to the exams that have been reserved (but not yet started) by students.
- In multiple-choice questions, the order of choices is random.
- If the student's name cannot be found from Exam-database, when adding a student to a personal exam, the teacher needs to ask the student to log in into the EXAM system with his/her SeAMK username and password. After logging in once, the student should appear in search.
- Grades will not transfer automatically from the EXAM system to the Peppi system.
- Teachers may test EXAM in student-role with the following student test accounts. This information is for the teachers and for the EXAM-administrators only.
  - **Student account 2**
    - username: k6920002
    - password: Talvi2018
  - **Student account 4**
    - username: k6920004
    - password: Talvi2018
  - **Student account 5**
    - username: k6920005
    - password: Talvi2018