

Quizzes and Assignments for Exams and other assessments Tips and Settings info

Some tips and notes on

(please follow link)

A. QUIZZES and **B. ASSIGNMENTS**

to call your attention to **just a few items** that answer common questions.

Please **go through all Quizzes or Assignments Settings in their configuration pages** before releasing them to Students, making sure they are correctly set according to your needs.

A. QUIZZES:

Notes:

For security reasons there is a **Timeout for moodle sessions** – sessions go up to **90 min** long; one workaround to keep them alive is by clicking anything on the screen; also Quizzes should have **one question/page** only, to avoid being in the same page for a long period of time and also to minimize fraud.

During a Quiz, if Students are timed out they should login again and resume their work in the Quiz.

If Students lose their WiFi connection:

without leaving the Quiz, after regaining the connection, they may resume their work with a Browser Refresh – Ctrl+F5, Ctrl+R... – **but the timer, if the Time limit was set, keeps on ticking...**

Quiz answers are saved when:

- Students click **Next page**, or
- click on the next **question on another page**, or
- click **Finish attempt**, or
- **When time expires** – see below in the **Timing** section or
- at the end of the Quiz, Students click **Submit all and finish**.

and more:

1 - ask your Students to avoid last minutes submissions;

2 – in the Quiz/ gear icon/ Edit settings - configuration page:

2.1 - Description setting:

You may enter in this box the info, instructions and reminders (in text, files, videos...) to help your Students about the Quiz.

2.2 - Timing section:

Timing

Open the quiz: 20, January, 2021, 10, 00, [calendar icon], [checkbox]

Close the quiz: 20, January, 2021, 11, 30, [calendar icon], [checkbox]

Time limit: 60, minutes, [checkbox] Enable

When time expires: Open attempts are submitted automatically

Quiz timings and submissions:

for ex, for a Quiz 1 hour long that starts at 10:00h, give some extra time (for ex. 30min more) allowing for submissions to take place:

- **Open the quiz at 10:00h,**
- **Close the quiz/end time at 11:30h.** and
- **Time limit/duration for 60min** – time Students have to answer the Quiz with a countdown timer in the screen,
- **When time expires** – select the 1st option below to make sure that all open attempts are submitted at the end of the allowed Quiz period:

When time expires: [dropdown menu]

- Open attempts are submitted automatically
- There is a grace period when open attempts can be submitted, but no more questions answered
- Attempts must be submitted before time expires, or they are not counted

In case you choose

There is a grace period when open attempts can be submitted, but no more questions answered

you may set an extra time for Students to submit only, for ex.

Submission grace period: 5, minutes, [checkbox] Enable

If the **grace period** is selected, you may inform your Students in the Quiz **Description** setting that at the end if they get a submission error, they'll **have 05 extra min** to go back to the Quiz, click **Continue the attempt** and **Submit**, but during this time they will **NOT be able to change** their answers.

2.3 – Layout section:

- **New page = Every question**, that is, 1 page, 1 question (best practice).
- **Navigation method = Sequential** – Students answer the questions sequentially in the given order, as opposed to **Free** where they may go back and forth between questions:

Layout

New page: Every question

Navigation method: Sequential

2.4 – to make test results available **only at the end** date and time set for the Quiz, use the settings:

- **Questions behaviour - How questions behave = Deferred feedback**
with **Deferred feedback** your Students will answer the questions and submit the Quiz before getting the grade or any feedback
- **Review options - After the quiz is closed** – select the appropriate options.

Notes on Questions:

- **Random Questions** can be used when adding Questions to a Quiz; they will be selected from a previously created **Question Bank** where you can organize them into **Categories**:
https://docs.moodle.org/39/en/Question_bank
- **No timed Questions** – Questions cannot be individually timed; only the Quiz as a whole has a time limit.

3 - how to Print (or Save) a moodle Quiz:

- go to the **Quiz/ gear icon/ Edit settings** and change the **Layout** setting for **New Page** to **Never, all questions on one page**;
- the **Repaginate now** box should be checked;
- click on **Save and display**;
- go to the **gear icon** again and select **Preview**;
- click **Start attempt** and when the **Preview** begins and the questions are visible on the screen, use your Browser's print options to print the page.
For most Browsers pressing **ctrl+p (cmd+p** on iOS) will load a print menu,
or
right click your mouse to **Save page as...** a file name;
- click **Finish the attempt** or **Submit all and finish**;
- go back to the **Quiz/Edit settings** and change the **Layout** options back to its original selection;
- **when done**, scroll down and click **the Save and return to course** button.
<https://www.youtube.com/watch?v=k71y1QjuNUc>
or
<https://www.youtube.com/watch?v=6ehMftplLms>

If the Quiz uses **Random Questions** you may select from the Question Bank the **Categories/Questions used randomly** and **Export** them;

how is next:

4 - how to Export Questions from a Question Bank:

In the **Quiz/ gear icon/ Question Bank**,

- click on the **Export** tab,
- select the **file format**,
- select the **Export category** with the questions you want to retrieve.

<https://sites.google.com/a/brookes.ac.uk/random-moodle-collection/home/moodle-quiz/quiz---printable-version>

Please NOTE: *This workaround will not work for Matching Questions since their answers are not exported.*

[\(go top\)](#)

B. ASSIGNMENTS:

For your Exam, for ex., you may want to **make available some files to your Students**, such as:

- **the Exam**
and eventually
- **other files** of readings,
- additional **notes** and instructions...

but, at the same time, **prevent them to access those files before the “Allow submissions from” date** (ie, before the **Exam/assessment start date**),

1 - in the Assignment/ gear icon/ Edit settings - configuration page:

Scroll down to

- **General** section - **Additional files** item – add/upload there those files you want to share with your Students for this assessment;

2 - how do you prevent Students to access those files ahead of time?

In 3 different ways:

2.1 - in the **Availability** section:

- Dates: **Due date = Cut-off date**, if you want Students to be unable to submit after the Due date;
- **below** the dates, make sure **Always show description** is **disabled**, so that your Students will not see those files in the submission page until the “Allow submissions from” date:



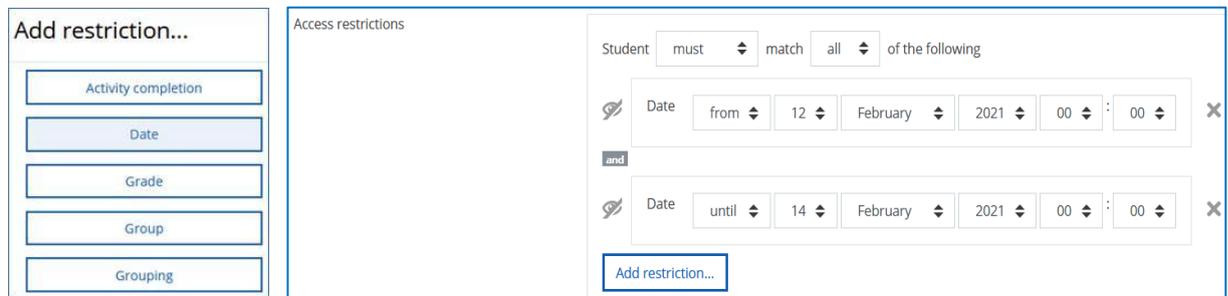
This activity may be available to Students, but those files will be hidden from them until the start of the period allowed for submissions.

Conversely, if enabled/clicked, your Students will have access to all those files, even before the **Submission from date**, ie. the Exam’s start date.

ANOTHER NOTE - If your Students access the submission page **ahead of time** (files will be hidden) **and stay there** waiting for the starting time, they should **refresh their screen at the starting time** by clicking Ctrl+F5 or going back to the Course page and clicking on the Assignment to access the submission page once again.

or

2.2 - to filter the **interval of dates** during which the Assignment is visible and can be worked on by your Students, go to the **Restrict access** section and click **Add restriction** – after that, select **Date**: (add or combine more restrictions according to your needs)



After selecting the dates interval, click/close the “eye icon” so that the Assignment will not be available outside the selected dates.

or

2.3 - in **Hide this Assignment activity from Students, until the “Allow submissions from” date**

While the Assignment is hidden/not shown, the Students will not be able to see it and, for that matter, they won’t be able to access those files.

In **Assignment/ gear icon/ Edit settings**, scroll down to **Common module settings** section and in the **Availability** item, select **Hide from students**:



Remember that, in this case, when the submission date arrives **you need to go back** to this Activity setting and **manually** make the Assignment available to Students by changing it to **Show on course page**.

WARNING - After the Assignment end dates, all those files in the General section will be available to Students from then on... unless you delete them or hide the Assignment.

Note – how to override Dates and Times:

Instructors may override a deadline for **single Students or groups** in **Assignment/ gear icon/ Group or User overrides** options:

for ex - for a Student with special needs, you may want to give him/her a few more minutes to the **Due** and **Cut-off** Dates and time:

https://docs.moodle.org/39/en/Using_Assignment#Overriding_assignment_deadlines

[\(go top\)](#)