

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

Preliminary note:

The **IT/ITHelpdesk** should be informed of the exams that will take place in the “moodle@NovaSBE” Platform so they can prepare the infrastructure, if necessary and ahead of time, according to the volume of expected submissions.

They will need to know, **way ahead of time**:

- **Course** Code and Name;
- **Instructors**;
- Start and end **Dates**;
- If case a Quiz is used, its **duration**;
- **Number of Students** that will take the exam.

Some tips and notes on

(please follow link)

A. QUIZZES and **B. ASSIGNMENTS**

... your attention to **a few related items** that answer common questions on these topics.

Please **go through the configuration pages of Quizzes or Assignments Settings** and prepare **the instructions** 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** – they are up to **90 min** long; one workaround to keep them alive is by clicking anything on the screen; Quizzes should have **one question per 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.

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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 if the Time limit was set, the timer 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**.

More:

1 – remind 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, reminding them to avoid a last minute submission.

2.2 - Timing section:

The screenshot shows the 'Timing' configuration section in Moodle. It includes the following settings:

- Open the quiz:** 20 (minutes), January, 2021, 10 (hours), 00 (minutes). Includes a calendar icon and a checkmark.
- Close the quiz:** 20 (minutes), January, 2021, 11 (hours), 30 (minutes). Includes a calendar icon and a checkmark.
- Time limit:** 60 (minutes), minutes, Enable (checked).
- 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:

The screenshot shows the 'When time expires' dropdown menu with the following options:

- Open attempts are submitted automatically (highlighted in blue)
- 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

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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.



The screenshot shows a Moodle quiz setting for 'Submission grace period'. It includes a help icon (question mark in a blue circle), a text input field containing the number '5', a dropdown menu set to 'minutes', and a checked checkbox labeled '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:



The screenshot shows the 'Layout' section of Moodle quiz settings. It has a title 'Layout' and two rows of settings. The first row is 'New page' with a help icon and a dropdown menu set to 'Every question'. The second row is 'Navigation method' with a help icon and a dropdown menu set to '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 **and**
- **Review options - After the quiz is closed** – select the appropriate options.

2.5 – to restrict your Students actions on the Browser while attempting a Quiz:

- Set the **Safe Exam Browser (SEB)** – a Quizzes lockdown Browser; You may choose to run it on your Student's computer for a more effective job of restricting their actions during the Quiz.

For more info,

- Go to the Platform's FrontPage / for Instructors/ TOOLS menu, and scroll down to **SafeExamBrowser (SEB) - Quizzes lockdown Browser**
<https://moodle.novasbe.pt/course/view.php?id=2481#section-4>
- https://docs.moodle.org/39/en/Safe_Exam_Browser
- **use Extra restrictions** on attempts – go to *Extra restrictions on attempts* and check on extra available options.

3 - 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** - more info:
 - https://docs.moodle.org/39/en/Question_bank
 - *How to Create a Quiz with Random Questions in Moodle - Individualized Quizzes:* <https://www.youtube.com/watch?v=s8p03000T9A> (04:33)

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You may select the Questions used randomly and **Export** them – see **step 5** below.

- **Calculated Questions, Simple Calculated and Calculated Multichoice:** **calculated questions** allow for the creation of **individual numerical questions** by using wildcards or common variables names, that will be populated by **data sets**.

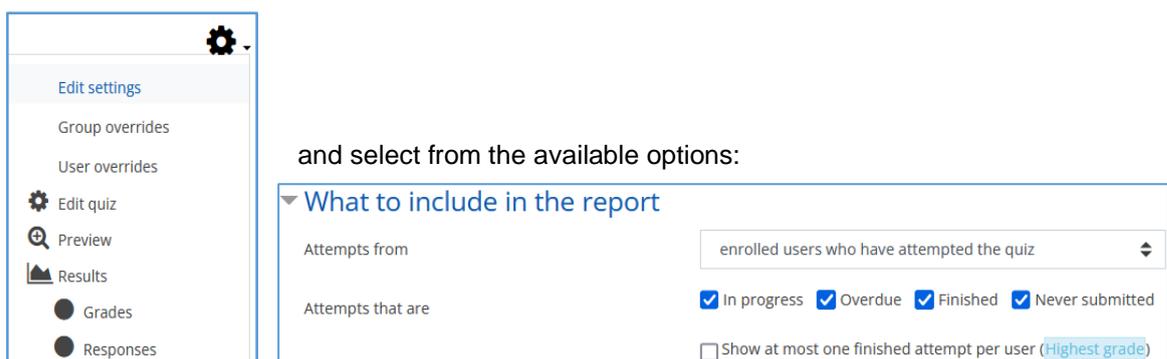
More info:

- https://docs.moodle.org/39/en/Calculated_question_type
 - https://docs.moodle.org/39/en/Simple_calculated_question_type
 - https://docs.moodle.org/39/en/Calculated_multichoice_question_type
 - *How to: Create Advance Calculated Question in Moodle (Synchronized Questions):*
<https://www.youtube.com/watch?v=kRGrL6rMRjw> (14:05)
- **No timed Questions** – Questions cannot be individually timed; only the Quiz as a whole has a time limit.

4 - 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/ gear icon/ 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.

To print the results, go to the **Quiz/ gear icon/ Results/ Responses**,



The image shows two screenshots from the Moodle interface. The left screenshot shows the 'Edit settings' menu with options: Edit settings, Group overrides, User overrides, Edit quiz, Preview, Results, Grades, and Responses. The right screenshot shows the 'What to include in the report' settings. It includes a dropdown for 'Attempts from' set to 'enrolled users who have attempted the quiz', and checkboxes for 'Attempts that are' with 'In progress', 'Overdue', 'Finished', and 'Never submitted' all checked. There is also an unchecked checkbox for 'Show at most one finished attempt per user' with a '(Highest grade)' link.

More info:

- <https://sites.google.com/a/brookes.ac.uk/random-moodle-collection/home/moodle-quiz/quiz---printable-version>
- *printing a Moodle Quiz* - <https://www.youtube.com/watch?v=NIBV7-NLI9A> (01:58)
- *How to Download Quiz Response (answer, question) in the Moodle Platform*
<https://www.youtube.com/watch?v=4RzrOZT9geg> (02:08)

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5 - how to Export Questions from a Question Bank

Go to **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.

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

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

1.1 - **General** section - **Additional files** item:

add/upload here the files and/or **instructions and the assessment info** you want to share with your Students.

1.2 - **Turnitin plagiarism plugin settings**

to check for Students work originality and prevent against plagiarism;

enable the use of TII in the **Turnitin plagiarism plugin settings** and check its options according to your needs,

For more info,

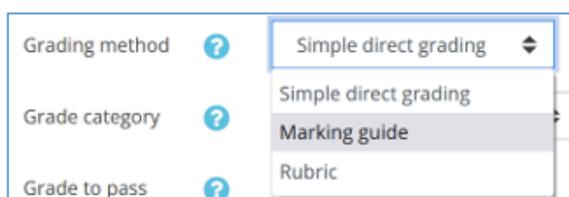
- *Go to the Platform’s FrontPage / for Instructors/ TOOLS menu, and scroll down to*

- **Turnitin (TII) Information**
 - TurnItIn Documentation - about Plagiarism
 - TII Similarity Report - as a formative assessment tool...

– <https://moodle.novasbe.pt/course/view.php?id=2481#section-4>

1.3 - **Grades**

There are 3 Grading methods:



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Marking Guide and **Rubric** are the **Advanced Grading methods** - assessment forms for calculating grades, that may be available for Students to be viewed:

- **Marking Guide** - Teachers enter a comment per criterion and a mark up to a maximum for each criterion;
- **Rubrics** – used for criteria-based assessment, plotted against levels of achievement. A numeric grade is assigned to each level in each criterion and the raw rubric score is calculated as a sum of all criteria grades.

The grade for the Assignment will be recalculated as a proportion of the maximum grade.

To “**Export rubric (or marking guide) grades**”, their **component grades** into an Excel spreadsheet, click the Assignment **gear icon** and scroll down to that option.

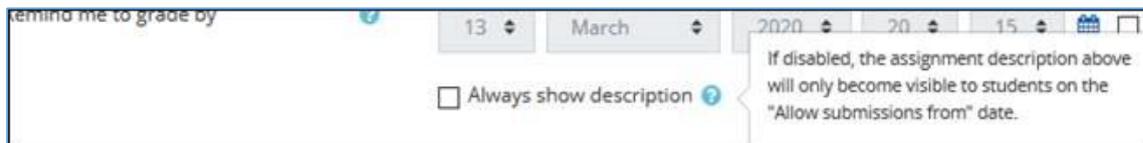
For more info, pls go to https://docs.moodle.org/39/en/Advanced_grading_methods

2 - how do you prevent Students access to the Assignment information 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 and other info will be hidden from them until the start of the period allowed for submissions.

Please remember that **conversely**, if enabled/clicked, your Students will have access to all those files, even before the **Submission from date**, ie. before the Exam's start date.

ANOTHER NOTE - If your Students access the submission page **ahead of time**, while those files are 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 again 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**: (you may add or combine more restrictions according to your needs)

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The screenshot shows the 'Add restriction...' panel on the left with options: Activity completion, Date, Grade, Group, and Grouping. The 'Access restrictions' panel on the right shows a configuration for 'Student' with 'must match all of the following'. Two date restrictions are visible: 'Date from 12 February 2021 00:00' and 'Date until 14 February 2021 00:00'. Each date restriction has an eye icon to its left and an 'X' icon to its right. An 'Add restriction...' button is at the bottom of the 'Access restrictions' panel.

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

or

2.3 - **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**:

The screenshot shows the 'Common module settings' section. The 'Availability' item has a dropdown menu open with three options: 'Show on course page', 'Show on course page', and 'Hide from students'. The 'Hide from students' option is highlighted in blue.

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.

3 – how to override (due) Dates and Time

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 – *here is how*:

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

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