MOODLE QUIZ SETTINGS

The examiner must do the following settings:

I) Introduction to the quiz

Under “GENERAL” the examiner should write an introduction to his/her quiz that includes any special instructions and/or information related to the quiz. This introduction is directed to the examinees who must read and understand it before the quiz starts. The introduction duration must be at least 5 minutes during which the examiner and the invigilators must explain all information and answer all questions related to the introduction. The following is a suggested “introduction to the quiz” with the minimum information that must be mentioned in any “MOODLE quiz”.

INTRODUCTION TO THE QUIZ

1) You have 5 minutes to read and understand all points in this introduction. If you have any problems, please ask the examiner or the invigilators.

2) Number of Questions in the quiz = ........

3) Duration of the quiz = ...... ... (Minutes).

4) Number of questions per page is 5.

5) After answering a page (i.e. 5 questions), please make sure to click “save with out submitting”.

6) You can update your answers of previous questions any time during the quiz.

7) Upon completing the test, please click “Submit and Finish”.

II) Timing

1. Assign an opening date and time

2. Assign a closing date and time (choose your closing time to be as close to the end of the quiz as possible. For example, if your exam starts at 8:00 am and the time allocated to the exam is 60 minutes, you may choose your closing time to be 9:30 am. This time lag is necessary to accommodate late students.)

3. Allocate the duration of your test (in minutes)

4. Time delay between first and second attempts must be kept as None (default)

5. Time delay between later attempts must be kept as None (default)
Genral Instructions for Examiners

1) Upload your quiz onto MOODLE as close to the exam time as possible. This should not be earlier than **one day** before the exam.

2) Once the test is ready and all settings are chosen, hide your quiz by clicking the eye icon. At the time of the test, click the eye icon again to enable examinees to access the test.

3) Have one or two back-up (extra) copies of your exam ready. You may need these copies to **re-start** the same exam for students who accidentally press “Submit all and Finish” before completing their exam.

4) After you make sure that all examinees have logged in, change the password of the exam. This will prevent examinees who leave the examination hall from re-logging in to the exam.

5) For any reason, if the Moodle software fails to perform as expected, you should be ready to continue the exam using Powerpoint slides (one slide per question) that will be shown on a large screen which is already mounted in the exam hall. All audio and video information...
related to a given question should be embedded in the slide of that question. For each slide, choose the proper way to inform students of the time limit of that slide.