

Creating and assessing a personal exam

- **Personal exams can be assigned to a specific student or students.** The student(s) will receive an email when they are able to reserve a time for the exam.
- A personal exam is, in principle, to be used just once, so if the student does not pass the exam, you will have to create a new personal exam.

A. Creating a personal exam:

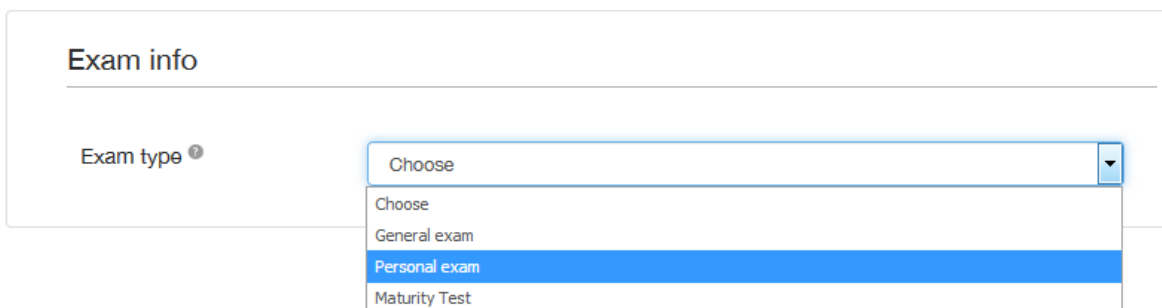
Sign in with your UTU ID to the EXAM system: <https://exam.utu.fi/>

- Please use either Firefox or Chrome
- If the system requests you to select a user role, select Examiner. If the Examiner user role option is not displayed or you are not signed in as an Examiner by default, please contact exam@utu.fi

Creating an exam and adding an exam's basic information

1. **Create a personal exam** by going to the top of the page and selecting "New exam" > Personal exam

Create new exam



Exam info

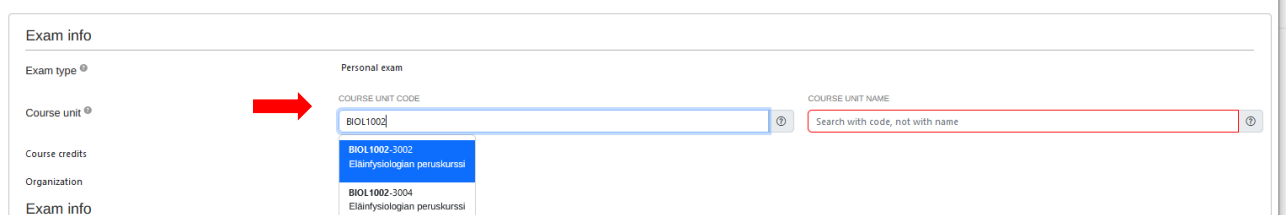
Exam type [?]

Choose

- Choose
- General exam
- Personal exam**
- Maturity Test

1. **Connect the exam to a course by writing the Peppi course code** > Select the course that is displayed, press "continue" and write a name for the exam (b).

a)



Exam info

Exam type [?] Personal exam

Course unit [?]

COURSE UNIT CODE

BIOL1002

COURSE UNIT NAME

Search with code, not with name

- BIOL1002-3002**
Eläintyölogian peruskurssi
- BIOL1002-3004
Eläintyölogian peruskurssi

b) The name of the course is displayed to the student. When it comes to naming personal exams that are assigned to individual students, it is recommended that the exam's name include the name of the course as well as the student's name and/or student number (the exam can also be found on the teacher's dashboard with this name)

Exams that are to be assigned to several students should include the name of the course and e.g. the period that the exam will be available

c) You can also assign other teachers to the exam as examiners or assessors (see [the roles presented in the sections "basic information of an exam" and "exams involving multiple teachers"](#))

The screenshot shows the 'Exam info' form with the following fields and values:

- Exam name:** STRATEGIC EXAM: Majja Meikäläinen
- Exam language:** English
- Exam type:** Personal exam
- Exam mode:** EXAM room
- Examiners:** Hely (with a dropdown suggestion for 'Hely Teacher hely.lahtinen@utu.fi') and an 'Add' button.
- Evaluators:** A section with a 'Name' field, a 'Write message' checkbox, a 'Message' text area, and an 'Add' button.

Red arrows point to the 'Exam name', 'Exam mode', and 'Evaluators' fields.

2. Attachments:

You can include one file as an attachment in an exam. You can also add attachments to the questions. You can add an **attachment file to your question** that [the student can open during the exam](#).

3. Instructions:

- If necessary, include **detailed exam instructions** that will be displayed to students during the exam (e.g. how many questions students must answer or a reminder to add any necessary attachments to submitted answers during the exam.)
- **The instructions that are displayed during the registration process** should include the exam's contents/requirements/materials.

Special requirements for the exam computers and attachments

Software [ⓘ]

Select ▾

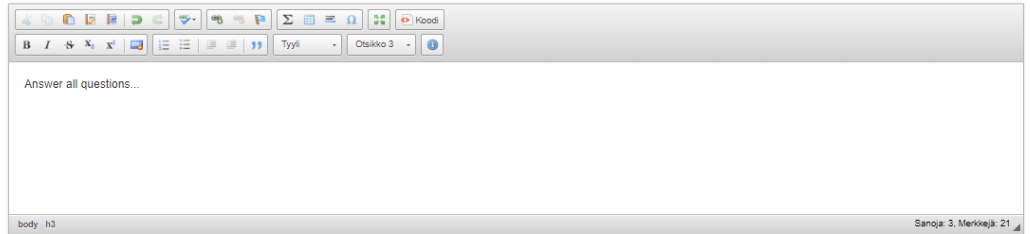
Exam attachment [ⓘ]

Attach file

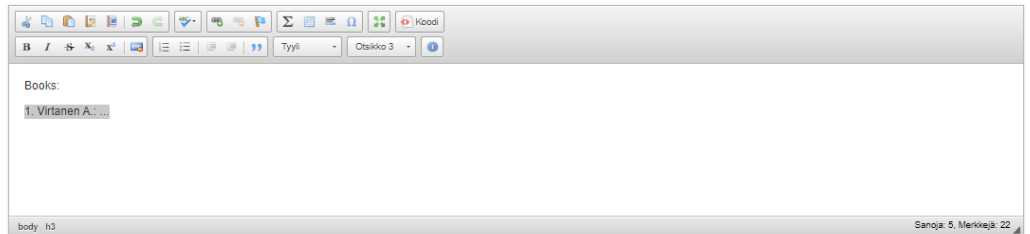
You can add an attachment that is related to the entire exam that the student can use as material. The attachment can be a PDF, Word or image file.

Instructions

Instructions visible for the student during the exam [ⓘ]



Instructions visible for the student during the exam booking [ⓘ]



Save

B. Add questions to personal exam

Go to the “Questions” tab:

In the EXAM system, an exam consists of **sections** and the **questions** in these sections.

1. In the “Section name” field, write e.g. the name of the book that the questions are related to, or just “question” or “questions” and, if necessary, the numbers of the questions in the section.
2. If necessary, you can use the description field to e.g. write your instructions on how the questions in the section are to be answered (e.g. whether some questions are optional, how long the answer should be, and any other similar types of instructions). You can also leave the description field blank.

Remember to save the information in the section before adding any questions.

Sections are used to paginate exam questions. If you want to display every question on the same page, create your questions under one section.

+ Add new section

You can add new sections by selecting:

Basic information

Questions

Publish

Study attainments

Study attainments by questions

Section



Number of the section 1.

Section name (visible to students)

Section description

Randomize questions

Exam questions >

+ Add questions from the question bank

+ Add new question

Questions are added to an exam through the "Add new question" tab.

- Select the question type, write the question, and add an attachment, if necessary. Save the question. Do not use any internet links, as all exam machines are blocked from accessing the internet. For more information on exam questions, see [the instructions for creating questions](#).

Create new question

Basic information


Question type

Question text

Cancel

Save

- **If you decide to use the question randomization option** (if the exam is meant for several students), create the questions that are to be randomized under the same section, select the “Randomize questions” option and specify the number of questions that are to be included in every exam.
- **Please note!** If you have turned on the randomize questions option and want to add new questions or change the grading scale of questions to that section, you must first turn off the randomization option before you can add any new questions. Remember to turn on the randomization option after you have added your questions!

Section 

Number of the section 1.

Section name (visible to students)

Section description

Randomize questions 2 / 10

- Select the question's grading scale: points or pass/fail

Assessment/Feedback

Response length in words (recommendation)

Grading scale

Question maximum grade

- **SAVE** the question
- **Preview the exam:** use the student view to check that the exam and your instructions are displayed in the way that you intended them to.

C. Add Assessment settings:

Go to the “Assessment setting” tab:

1. Select "Type of examination": is the exam partial course grade or whole course grade: whether the exam will determine the entire grade of the course or only part of the grade in addition to other assignments.
2. You can see the information about the course grading scale, that is forwarded from the Peppi - system to the Exam -system. You can change the scale for the exam.
3. You can enable [automatic evaluation](#), if there are no essay questions in the exam
4. You can enable [the publication of questions and answers](#).

Basic information Questions **Assessment settings** Publish Study attainments Study attainments by questions

Exam assessment

→ Type of examination [?]

→ Grading scale [?]

→ Automatic evaluation (Not in use) >

You can enable automatic evaluation in general and personal exams where every question is a multiple choice or fill-in question

→ Publication of questions and answers (Not in use) >

D. Publishing a personal exam

Go to the “Publish” tab:

1. **Set the duration that the exam will be available** in the “Exam period” section:

- Starts: the first day that the exam is available. Ends: the final day that the exam is available.
- Exam duration: select the length of the exam

Basic information Questions Assessment settings **Publish** Study attainments Study attainments by questions Summary of the exam

Timetable

→ Exam period [?]

→ Exam duration (minutes): [?]

Saved exam duration: 1 hours 55 minutes (115)

Other publication settings

2. **Add participants: EXAM users (preferred)** write the student’s name in the field > Select the student > Select “Add”. Please note! Remember to check the student’s student number to make sure that you are adding the correct student to the exam.

- If you cannot find the student by their name, select “New users” and write the student's UTU email address in the this field. The student will be emailed a link that they can use to reserve a time for their exam.
- You can add new participants to your exam even after the exam has been published. You cannot remove any participants after the exam has been published.

Add EXAM users:

Other publication settings

Attainments before evaluation [?]

1 (Personal exams are once-only)

Add a participant

EXAM users (preferred) [?]

New users [?]

hely o|

Add

Hely Opiskelija (19910314)

Add new users:

Other publication settings

Attainments before evaluation [?]

1 (Personal exams are once-only)

Add a participant

EXAM users (preferred) [?]

New users [?]

hely.lahtinen@utu.fi|

Add

3. **Preview your exam before publishing it.** The preview looks mostly the same as it is does for students when they take their exam.
4. **Save and publish: The student/students who have been marked as participants will receive an email informing them that they can reserve a time for the exam on their EXAM-system dashboard.**
 - Examiners can see their exams in the “Exams open for registration to students” list, where you will find a list of registrations and submissions.
 - The EXAM system messages the examiner when a student has completed their personal exam. (See [Assessing a personal exam](#))

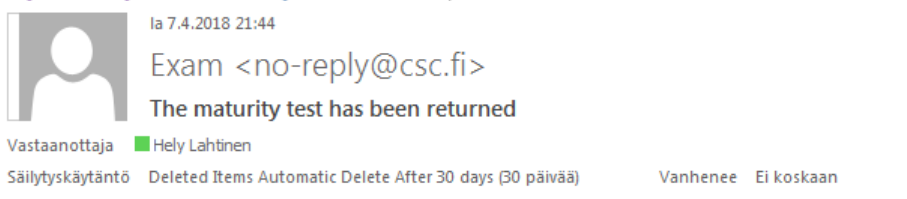
If necessary, you can extend an exam period in the Publish tab.

- **If the student does not complete their exam during the time that they have reserved,** you will be informed about this via email. The student will be able to register for a retake after the exam time. EXAM -system not counts a no-show as an attempt.
- **If the student does not reserve a time at all,** the student will be able to reserve a new time after you extend the exam period.

Remember to save the changes you made to the exam period at the end of the Publish page.

E. Assessing a personal exam

You will receive an email from the EXAM system after the student has completed their personal exam.



Student Hely Student has completed the maturity test.

[Link to evaluation](#)

Visit <https://exam.utu.fi>. Sign in to the electronic exam system with your UTU ID. **NOTE! Please use either Firefox or Chrome**

Assessing an answer

After every student has completed the exam, the exam is moved to the “Unassessed exams” tab. The unassessed column displays the number of unassessed exams (1) and allows you to read the exam answer through this link.

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Dashboard

The dashboard shows two buttons at the top: 'Create new exam' and 'Create new question'. Below these are three tabs: 'Active exams 2', 'Unassessed exams 4' (circled in red), and 'Archived exams 28'. There is also a 'Drafts 6' tab. A search bar is present with the text 'You can search exams by course code, exam name or by examiner name.' Below the search bar is a table with columns: EXAM NAME, COURSE CODE, TYPE, EXAM PERIOD, UNASSESSED, WAITING FOR FINAL ASSESSMENT, RESERVATIONS, and EXAMINERS. The table contains two rows of exam data.

EXAM NAME	COURSE CODE	TYPE	EXAM PERIOD	UNASSESSED	WAITING FOR FINAL ASSESSMENT	RESERVATIONS	EXAMINERS
Helyn testi 1501	5211303	General Exam	02.05.2018 - 10.06.2018	1	0	0	Hely Teacher, Liisa Teacher
Helyn testi, uusintatontti	3410336	General Exam	02.10.2017 - 14.04.2018	1	0	0	Hely Teacher

and select the student's name on the next page:

Submissions in the assessment process ▼ ?

Search

STUDENT ↕	EMAIL ↕	EXAM DURATION ↕	EXAM TIME ↕	ASSESSMENT DEADLINE ▲	ASSESSMENT STATUS	SUBMISSION STATUS
Hely Student	hely.lahtinen@utu.fi	1 min	15.01.2018 at 12:36 - 12:37	29.01.2018 (-75)		Submitted

The student's answer can be found either under the question in the browser window or as an attachment. The beginning of the answer contains basic information on the exam, e.g. the exam's period, duration and other possible answers made by the student.

- Assess each task and write your feedback to the student
- Mark the exam's grade
- Check that the exam type and number of study points are correct.
- Save your changes
- When you have finished your assessment, select **"Lock the assessment"**

2. 2 kysymys

Kirjoita artikkelin teoksesta Kukkonen

ANSWER
sdfsaf

POINTS [0 ... 5.00]
2

Length of exam answer: 1 words, RD
Response length in words (recomm

Give feedback to the student

body Sanoja: 0, Merkkejä: 0

Save Attach file

Grading information ▼

Total score: 2.00 / 10 Assessment status:

Examiners: Hely Teacher Evaluators:

Additional information to be sent to the study register (not shown to the student):

EXAM GRADE EXAM TYPE LANGUAGE IN EXAM STUDY POINTS (CREDITS) (op):

Approved Whole course grade suomi 3

Lock the assessment Save changes

The whole course grade will be transferred from Exam to the register after locking the assessment and students can view the details of the assessment in the Exam-system. Any assessments of partial performances must be submitted to the register separately.

After you have locked the exam grade, the student will automatically receive an email stating that the assessment has been finished.

- **If you don't enable the publication of questions and answers in the exam:** The student can view in the Exam-system (Study attainments -page) the exam grade, the total score and student can also download reports of points per question and the feedback written by the teacher. But they will no longer see exam questions nor their exam answer.
- **If you enable the publication of questions and answers in the exam:** The students will see In Exam-system, in addition to the grade, total score, task-specific score, and feedback on the exam, the questions they had on the exam and their own answers. From the multiple-choices, the student will only see the options they have chosen, not all of the answer options.

If you need to change your assessment of an exam after the assessment has been locked, you can enter your changes to the "Additional information on a locked assessment" field. The assessment of an exam cannot be changed in the EXAM system, and the correction must be submitted to the register.