# **The basic information of the exam:**

|  |  |
| --- | --- |
| ***Exam name\**** | The name of the course and period/year (note that multiple exams can be created during the same teaching period, so give an unambiguous name to the exam). For all personal exams it is recommended to choose the name of the course + the name of the student or student number + e.g. the teaching period/year (so that the teacher can easily know what exam it is).  |
| ***Exam language*** | Choose the language. The choice does not affect the interface language. |
| ***Type of examination:\**** | Choose Partial or Whole course grade (default) |
| ***Grading scale\**** | Choose 0-5 or Pass/Fail |
| ***Examiners*** | If you want to grant your colleague rights to the exam (editing, assessing, grading), add him / her here. **Note!** The added person has to have teacher’s status. If the teacher can’t be found in the software, ask him /her to log in to exam.utu.fi  |
| ***Evaluators*** | If the assessment needs another person, add him / her here.**Note!** 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. If the teacher can’t be found in the software, ask him /her to log in to exam.utu.fi |
| ***Special software for the exam computers*** | This information no use in University of Turku. |
| ***Exam attachment*** | You can add one general attachment (**NOT web links**) to the exam e.g. articles or pictures, one attachment to each question. Allowed formats: pdf, word, pictures,  |
| ***Instructions visible for the students during the exam:*** | Write here the instructions meant for students during the exam, e.g. how many questions are needed to be answered. **EXAMPLE** “Exam consists of five multiple choice questions and three essay questions. Answer all the given questions/Choose one out the given essay topic to answer.” |
| ***Instructions visible during the exam booking*** | Write here the instructions meant for students during booking the exam. Write here the instructions for students during booking the exam, e.g. the content of exam, books and information, when student can make a new reservation. |