

Creating and assessing a maturity test in Exam –system

The address of the system for teachers and students is <https://exam.utu.fi> Please use either Firefox or Chrome when accessing the EXAM system.

A maturity test 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.

You can only do the same maturity test once. If the student does not pass the test, you will have to create a new maturity test for student.

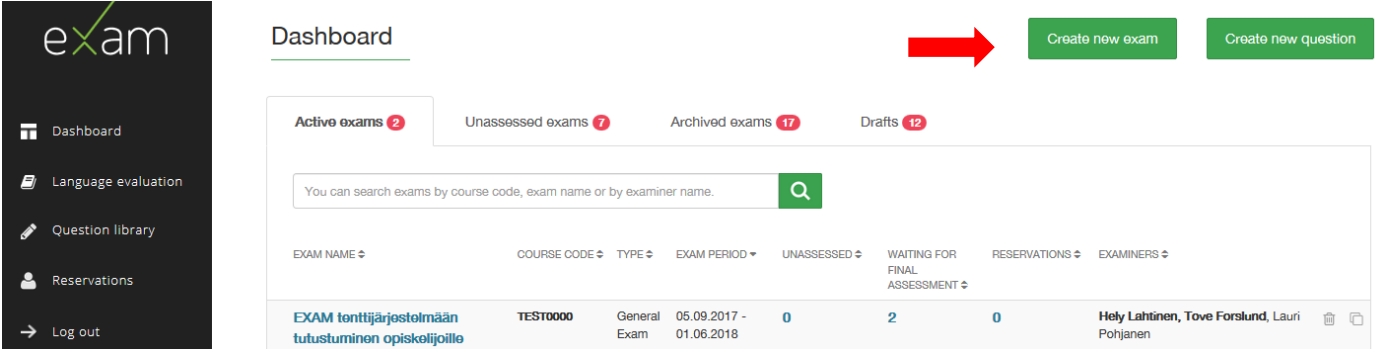
A. Creating a maturity test

Open either Firefox or Chrome and go to <https://exam.utu.fi>.

- 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

1. Create a new maturity test by going to the top of the page and selecting “New exam” > Maturity test

a)



The screenshot shows the Exam system dashboard. On the left is a dark sidebar with the 'exam' logo and navigation links: Dashboard, Language evaluation, Question library, Reservations, and Log out. The main content area is titled 'Dashboard' and features a search bar and a table of exams. A red arrow points to the 'Create new exam' button in the top right corner.

| EXAM NAME | COURSE CODE | TYPE | EXAM PERIOD | UNASSESSED | WAITING FOR FINAL ASSESSMENT | RESERVATIONS | EXAMINERS |
|---|-------------|--------------|-------------------------|------------|------------------------------|--------------|--|
| EXAM tenttjärjestelmään tutustuminen opiskelijoille | TEST0000 | General Exam | 05.09.2017 - 01.06.2018 | 0 | 2 | 0 | Hely Lahtinen, Tove Forslund, Lauri Pohjanen |

b)

← Create new exam

Exam info

Exam type [Ⓜ]

Choose

Choose

General exam

Personal exam

Maturity Test



2. Attach the maturity test to a course

Enter the course unit code (a) and write the name of the exam (b).

a) Enter the maturity test's Peppi course code and select the course that is displayed

b) The name of the maturity test should follow the following format: **"Student name, student number"**. Press Save.

← Create new exam

Exam info

| | | |
|--------------------------|-----------------------------------|--|
| Exam type [Ⓜ] | Maturity Test | |
| Course unit [Ⓜ] | COURSE UNIT CODE HTDK0003-3001 | COURSE UNIT NAME HuK-tutkinnon kypsyysnäyte |
| Course credits | 0 | |
| Organization | Turun yliopisto | |
| Grading scale | Pass / Fail | |

Exam info

Exam name [Ⓜ]
Maturity test Majja Meikäläinen

Exam language [Ⓜ]
English

Cancel
Save



2. Add the following exam information.

- a. **Examiner:** Inspects the contents of the maturity test. If you created the maturity test yourself, your name will already be in the field. If the maturity test was created by the Student Affairs Office, the name of the person who will inspect the contents of the maturity test will be added here.
- b. **Requires language evaluation:** Language evaluations are conducted for maturity tests that are written in Finnish or Swedish. No evaluations are conducted for other languages, so select “No”.

Exam info

Exam name [Ⓢ]

Exam language [Ⓢ]

Exam type

Examiners [Ⓢ]

Hely Lahtinen (hely.lahtinen@utu.fi) ✕

Requires language evaluation

Special requirements for the exam computers and attachments

Exam attachment [Ⓢ]

Please note! The University of Turku's general instructions for writing a maturity test are included in the maturity test, so you do not need to add them here.

3. Add question(s)

Go to the “Questions” tab:

- **Section name:** e.g. “Title of the maturity test” or “Questions for the maturity test”
- **Section description:** if the student is allowed to select the title of their maturity test from a list, you can include your instructions in the section description, e.g.: “Select one of the titles and write about it”. If the maturity test has only one title, the description can be left blank.

Please note! The University of Turku's general instructions for writing a maturity test are included in the maturity test, so you do not need to add them here.

Section

Number of the section [?]

1.

Section name (visible to students) [?]

Title

Section description [?]

Select one title and write maturity test:

Randomize questions [?]

Exam questions >

+ Add questions from the question bank

+ Add new question

Adding a question to a maturity test:

- Select + Add new question
- Select “Essay question” as the question type
- Write the titles of the maturity test in the text editor field. Remember to differentiate any possible alternative titles with a)... b)... c)
- Recommended answer length: you do not need to fill this in, as the recommended length is specified in the general instructions
- The grading scale for maturity test questions is Pass / Fail.
- **SAVE** the question

Basic information



Question type [?]

Essay question

Question text [?]

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, subscript, superscript, link, unlink, list, indent, outdent, and a 'Tyyli' button.

a) Write maturity test...

b) Wirte the most importants research results...]

body p

Assessment/Feedback

Response length in words (recommendation)

approxima

Grading scale

The fields in the additional information section do not need to be filled in in a maturity test.

4. Check assessment settings:

Go to the Assessment setting tab:

- Type of examination is always **whole course grade** and grading scale is always **“Pass / Fail”**. **You can't change these.**

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

Exam assessment

Type of examination ⓘ

Whole course grade

Grading scale ⓘ

0-5

Pass / Fail

HYL-TT-HT


5. Publishing a maturity test

When you publish a maturity test, students can register for the exam and reserve a time **during the exam period that you have specified**. 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 dashboard.

Go to the “Publish” tab:

- **Set the timetable of the exam:** Exam period starts: the first day that the exam is available. Ends: the final day that the exam is available. Exam duration: select the duration of the exam **175 min** (3h)
- **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 maturity test even after the maturity test has been published. You cannot remove any participants after the exam has been published.
- **Preview your maturity test before publishing it.** The view looks mostly the same as it is does for students. Use the preview function to make sure that the exam and your instructions are displayed in the way you intended.
- **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.
 - Supervisors 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 will message the supervisor and the creator of the maturity test when the student has submitted their maturity exam.

Timetable

Exam period [Ⓢ] STARTS 15.04.2018  ENDS 06.05.2018

Exam duration (minutes): [Ⓢ]

Add EXAM users:

Publication settings

Add a participant

- EXAM users (preferred) [Ⓢ]
 New users [?]

Participant name

Add New users:

Publication settings

Add a participant

- EXAM users (preferred) [Ⓢ]
 New users [?]

If necessary, you can extend the exam period of a maturity test in the **Publish** tab.

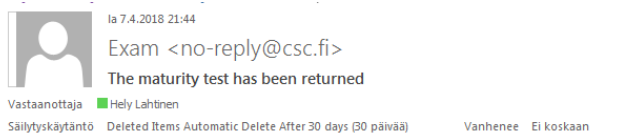
- If the student does not complete their maturity test during the time that they have reserved, you will be sent an email informing you that the student has not used the time that they have reserved. The student will be able to register for a retake after the exam time. EXAM -system not counts a no-show 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.

B. Assessing the contents of a maturity test

A maturity test that has been completed as an electronic exam is also assessed in the system.

Open either Firefox or Chrome and go to <https://exam.utu.fi>. Sign in to the electronic exam system with your UTU ID.

The supervisor will receive an email from the EXAM system after the student has completed their maturity test. The link in the message will allow you to assess the maturity test. **NOTE! The supervisor assesses the maturity test in the EXAM system before it is submitted for language evaluation.** After the contents have been assessed, the supervisor submits the maturity test for language evaluation in the EXAM system by approving the contents of the maturity test (see detailed instructions below).



Assessing an answer

The student's answer to the maturity test can be found in the "Unassessed exams" tab on the dashboard. The unassessed column displays the number of unassessed exams (1) and allows you to access the maturity test through this link.

Dashboard

Create new exam Create ne


Active exams **1** **Unassessed exams 1** Archived exams **2** Drafts **3**

You can search exams by course code, exam name or by examiner name.

| EXAM NAME | COURSE CODE | TYPE | EXAM PERIOD | UNASSESSED | WAITING FOR FINAL ASSESSMENT | EXAMINERS |
|--|-------------|---------------|-------------------------|------------|------------------------------|---------------|
| Maturity Test, Maija Meikäläinen 12344 | LTAU1111 | Maturity Test | 18.04.2018 - 19.04.2018 | 1 | 0 | Hely Lahtinen |
| Helyn testi | LTAU1111 | Maturity Test | 15.03.2018 - 15.03.2018 | 0 | 1 | Hely Lahtinen |

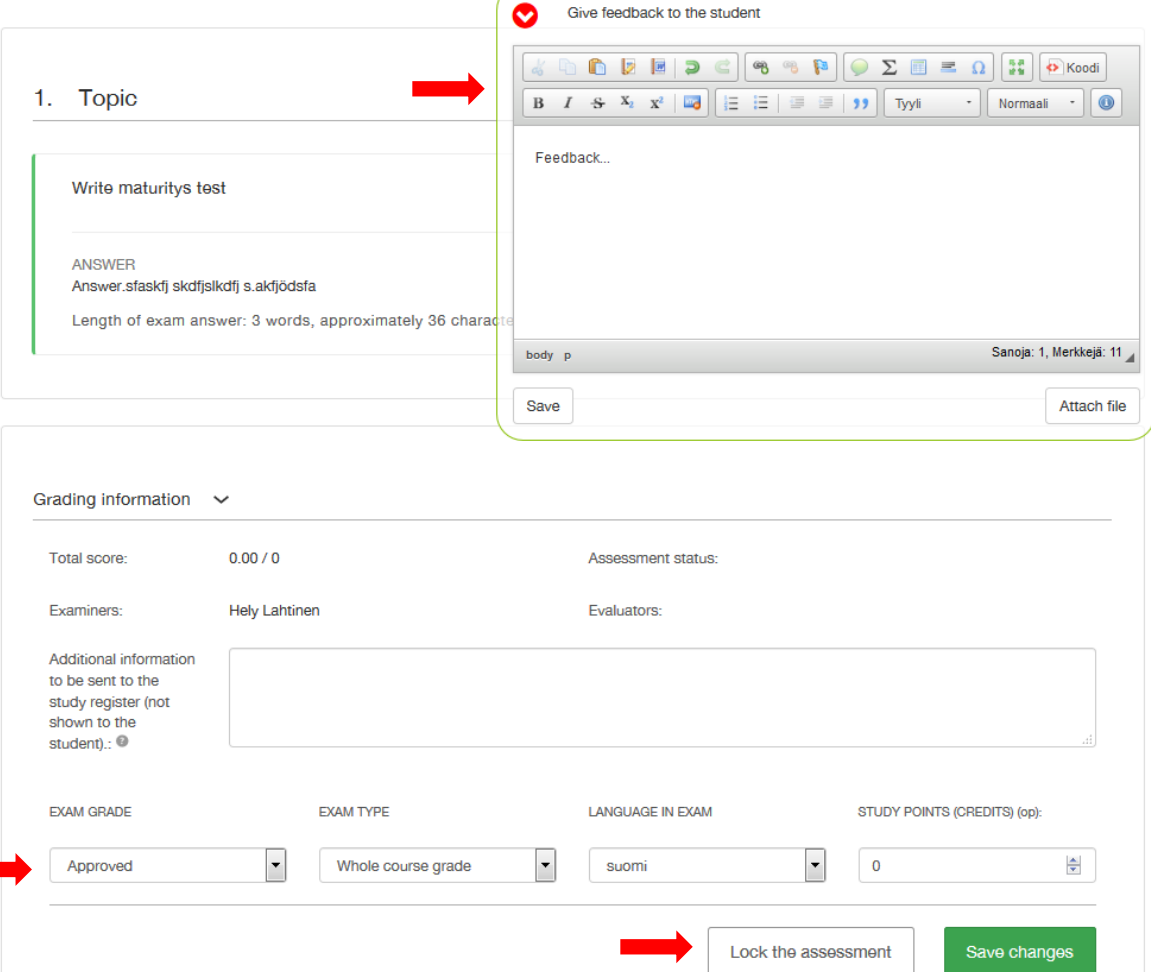
and select the student's name on the next page:

Submissions in the assessment process ▾

| STUDENT ▾ | EMAIL ▾ | EXAM DURATION ▾ | EXAM TIME ▾ | ASSESSMENT DEADLINE ▾ | ASSESSMENT STATUS | SUBMISSION STATUS |
|--|----------------------|-----------------|-----------------------------|-----------------------|-------------------|-------------------|
|  Hely Student | hely.lahtinen@utu.fi | 0 min | 01.02.2018 at 14:22 - 14:22 | 23.02.2018 (-51) | | 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 to the exam in question. You can save or print the answer the student has written. If necessary, you can email the student by clicking on the email link.

- the grade of a maturity test is either pass or fail.
- write your feedback in the "Give feedback to the student" window. **Mandatory field.**
- Select **"Save changes" (save as incomplete) or "Lock the assessment"**



The screenshot shows the assessment interface. On the left, a question titled "1. Topic" asks to "Write maturity test". The student's answer is displayed as "ANSWER Answer.sfaskfj skdfjslkdfj s.akfjödafa" with a length of 3 words and approximately 36 characters. A red arrow points from the question area to the feedback window.

The "Give feedback to the student" window is open, showing a rich text editor with a toolbar and a "Feedback..." text area. A red arrow points to the "Save" button at the bottom of this window.

Below the feedback window is the "Grading information" section. It shows a total score of 0.00 / 0 and an assessment status. The examiner is Hely Lahtinen. There is a text area for "Additional information to be sent to the study register (not shown to the student)". At the bottom, there are dropdown menus for "EXAM GRADE" (set to "Approved"), "EXAM TYPE" (set to "Whole course grade"), "LANGUAGE IN EXAM" (set to "suomi"), and "STUDY POINTS (CREDITS) (op)" (set to "0"). A red arrow points to the "Approved" dropdown. At the bottom right, there are buttons for "Lock the assessment" and "Save changes", with a red arrow pointing to the "Lock the assessment" button.

After you have locked your assessment, the student will be emailed about the assessment. **The student will be able to see your assessment and feedback in the assessment view.**

Transferring results to the register: Study attainments transfer to the register and **maturity tests grade will be transferred from Exam to the register after locking the assessment.**

If the maturity test is rejected, a new maturity test is created for the student in the system in the manner agreed by the supervisor and student.