

# Electronic examinations

## Using MyCourses for Electronic examinations

During the time of remote teaching and learning, exams can be executed in MyCourses course workspace, with Quiz (or assignment / Turnitin) activity.

If exam is part of a course and course has MyCourses space, teacher can use MyCourses course workspace and create a quiz or an assignment.

In case there is no workspace for a course, teacher can request an exam workspace:

- [Request for a MyCourses exam workspace](#)

In the exam workspace, you'll have a ready made start for a quiz with some instructions. To enroll to the workspace, students need an enrolment key. You get an enrolment key to be shared to students for the exam workspace. Let students know in Oodi when and how they get the enrolment key. Please send an email to your exam students with the workspace link and the enrolment key after examination registration in Oodi is closed or day before examination.

Teachers get the enrolled students list with email addresses from Oodi.

Videos to support in remote teaching and examination: [LES Webinars](#)

Guidelines for electronic examinations: <https://www.aalto.fi/en/services/digital-assessment>  
Aalto news: <https://www.aalto.fi/en/news/how-to-organise-online-exams-in-mycourses>

## MyCourses Quiz activity as an exam

Quiz is an activity with 18 different question types, including multiple choice, essay, short answer, Stack for mathematics. Questions and choices can be shuffled.



### Note! When using quiz as an exam:

- add opening and closing times to quiz. You can also use "time limit".
- use *deferred feedback*
- use "*open attempts are submitted automatically*" when time expires!
- do not give right answers before the quiz is closed
- one attempt only.

Granting time extension for specific students or groups: Open quiz  Click [Group / User overrides](#). More information: [https://docs.moodle.org/38/en/Quiz\\_settings#Group\\_and\\_User\\_overrides](https://docs.moodle.org/38/en/Quiz_settings#Group_and_User_overrides)

Quizzes in general: [Quizzes](#)

Example quizzes in MyCourses: <https://mycourses.aalto.fi/course/view.php?id=11864>

Tutorial for using MyCourses in electronic assignments (in Finnish) made by Panu Erästö and Jan-Mikael Rybicki: [Tutoriaali MyCoursesin \(Moodlen sähköisiin harjoituksiin\)](#)

## MyCourses Assignment activity as an exam

Assignment can be used as a time-limited "open book" exam.

- Tasks and questions should require students to apply the knowledge they have acquired.
- In time settings, enable *Allow submissions from* date to start the exam, and *Cut off date* to end the exam. Late submissions are not possible then.
- Write your task in a description field. Note! Do **not** tick the Display description on course page. This way, students will see the task description only when the exam starts. Or, you can add your task description as an "additional file".
- Submissions can be files or online text.
- Granting extension (=more time) for specific students: Open Assignment View all submission Find the row for the student who needs the extension Edit Grant extension

Assignments in general: [Assignments](#)

## MyCourses Turnitin activity as an exam

Turnitin can also be used as an exam, with time limitations, when you need to do the originality checking or annotate on picture files.

[MyCourses Exam via Turnitin assignment - examples](#)

## Teams video calls as an oral exam, remote proctored exams via Teams video calls

You can use Teams video calls for oral exams in one-to-one sessions. Notice: when proctoring exam with Teams do not record the exam session. Exam recordings are confidential material and they need to be handled with exact protocol. Teacher can take own notes during the exam session.

Teacher should ask permissions for videoconnection in advance and ask if there is anyone who does not have laptop with microphone, webcam and internet connection available during the exam. We suggest teachers to use Choice tool in MyCourses for asking permission and details, answers will be shown in MyCourses.

**Do not record exam sessions, take own notes** (=exam diary: when exam starts, when student can leave, when exam ends and notes for possible inappropriate behaviour).

Guidance for remote proctored exams: [Etävalvottu tentti/Remote proctored exam](#).

## Other resources for exams

Digital assessment toolbox: [MyCourses tools for assessing learning](#) (in Finnish, English version coming soon)

Opettajan ohjeet: [Safe exam browser avusteinen MyCourses quiz](#) Bring your own device tentti tenttialissa. **(DO NOT USE during remote teaching period)**

[Resrict students to use Quiz only with Safe exam browser](#) **(DO NOT USE during remote teaching period)**

## Using Exam for Electronic examinations

[Exam instructions for teachers and students](#) **(Examrooms are closed 16.3-13.5.2020, do not use EXAM)**