

# Course Template Guide: Upload Exam with Video Proctoring

The online paper-based "upload exam" is the counterpart to a classic paper-based exam under supervision (here: video proctoring via ZOOM). The participants are asked exam questions, which they solve independently in the allotted time by handwriting on paper. The students scan/photograph their solution after the end of the processing time and upload it to the examination event on the learning platform ("ILIAS-Lehre"). The correction of the exam is done by the teacher printed on paper.

These instructions for the course template "Upload Exam with Video Proctoring (Upload-Prüfung mit Videoaufsicht)" pick up a few of the most important ILIAS functions and ILIAS objects that are used in the corresponding template. This guide does not claim to be complete. It is only meant to point out the important steps and functions that should be configured correctly.

You can find the matching course template in the online support area for Lecturers in the category "[Kursvorlagen](#)" (accessible only with login in ILIAS). Please copy this template into the area specifically set up for online examinations "[Online-Prüfungen <Semester>](#)" in the ILIAS repository. This makes the necessary deletion and storage obligations of examination documents easier if they are filed separately from the rest of the courses.

**Note:** The uploaded proofs of identity must be deleted directly after each examination. The easiest way to do this is to delete the set-up submission task "Proof of Identification (Identifikationsnachweis)" completely (and also the copies downloaded locally to your computer!).

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## 1. Course Template Settings & Add Members

If you have copied the course template "Upload-Exam with video proctoring (Upload-Prüfung mit Videoaufsicht)", the course is initially set to "offline". It is only visible to you as the administrator of the course. As soon as you add further course administrators or course tutors to the course, they will also have the right to view the course and make changes.

### 1.1. Course settings

As a next step, we recommend that you define the event period and control the entry procedure - this should be set to "No Self-enrolment":

**Kursvorlage: "Upload-Prüfung mit Videoaufsicht"**

Content Info **Settings** Members Learning Progress Metadata Export Show Member View >

Course Settings Course Information Preconditions Start Objects Membership Limitations Certificate Multilingualism

Edit Course Save

Title \*  Change the title of the event to fit your exam scenario.

Description

Type  Default  
Default set of permissions will be applied.  
 Kollaborativer Kurs  
Kursmitglieder dürfen selbständig Dateien, Ordner, Wikis, Foren, Weblinks, Abstimmungen, Etherpads, ILIAS Lernmodule, Sitzungen und Glossare anlegen

Period of Event    
Start End  
Information about the start and end date of the event, which is supported by the course

Availability

Online   
Set the course online to make it visible and accessible for users. If not, only course administrators and tutors are able see and enter the course.

Period    
Start End  
Always Visible

Registration Settings

Registration Procedure  Join Directly  
 Join with Course Password  
 Request Membership  
Interested users can send a request/message to course administrator.  
 **No Self-enrolment**  
Only course administrators can add users to the course.

Important: Check whether the accession procedure is set to "No Self-enrolment (kein selbständiger Beitritt)".

### 1.2 Add members using the matriculation number

To prevent students from joining the course independently, the joining procedure has been set to "No Self-Enrolment" (kein selbständiger Beitritt). We would like to suggest the following procedure for students to join your course:

#### A. List from HISinOne

Via Campus Management, you or your staff can have a list created of all students who have registered for the online examination via HISinOne. Please make sure that the details on the list include the matriculation numbers.

**B.1. ILIAS Course & ILIAS Groups - Adding members using the matriculation list**

After you have checked that you have the appropriate number of ILIAS groups in your course and that all information in the groups (for example: "Title" of the group) is correct, you can add the students to the course:

Kursvorlage: "Upload-Prüfung mit Videoaufsicht"

Content Info Sett **1** Members Learning Progress Metadata Export Show Member View >

Edit Participants Memberships in Groups Course Members Gallery **Subscription with matriculation list** **2**

User  Course Member

Click on "Subscription with matriculation list („Mitglied(er) per Matrikelnummernliste hinzufügen“)" to access this view.

Insert a list of matriculations, which you'd like to assign as a member. Existing users can be assigned.

Subscription with matriculation list

Matriculations

In this field you can now enter all matriculations of the students who are to be included in the course. **Note:** Please follow the instructions for entering the numbers.

Seperated List of Matriculations (Comma, Semicolon, ...)

**B.2. ILIAS Course & ILIAS Groups - Adding members using the matriculation list**

You can also use the exact same procedure to divide up the "supervision groups". Before doing so, you have to make sure that you have the appropriate number of ILIAS groups for your needs in your course and that all important information is contained there. Now you can also add the members in the group by matriculation number list:

Videoaufsicht: Gruppe 1 - [Prüfungstitel u...

Content Info Settings **Members** Learning Progress Metadata

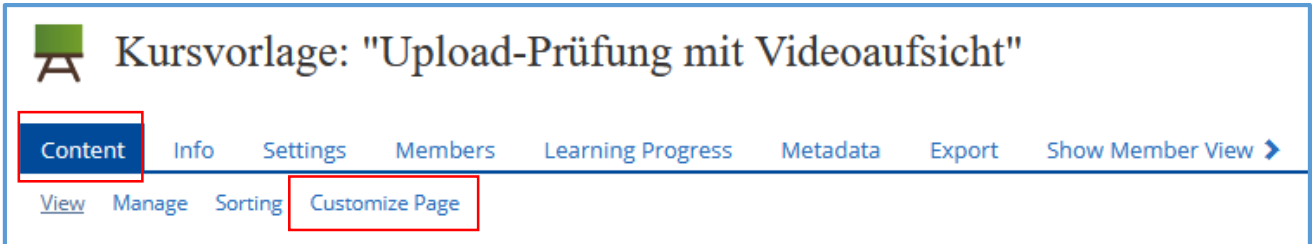
Edit Participants Group Members Gallery **Subscription with matriculation list**

User  Group Member

Adding members then proceeds exactly as already described in step B.1.

### 1.3. Add & customise information on the course interface

The course interface currently contains headings and small information texts that you can adopt in this form or adapt to your needs. To make changes, you must activate the function "Customize Page (Seite gestalten)":



Kursvorlage: "Upload-Prüfung mit Videoaufsicht" Actions ▾

← Back
Page
Edit
History
Clipboard
Style

This page has been locked for your editing until Today, 09:43. Please release the page after you have done all your changes.

Finish Editing Edit Mode ▾

**A. Allgemeine Informationen zur Prüfung**

1. Bei dieser Prüfung handelt es sich um eine "Upload-Prüfung mit Videoaufsicht".

- **Hinweis:** Sie werden zusätzlich zu Ihrem Medium, auf dem Sie Ihre Klausur schreiben, ein Gerät für die Videoübertragung benötigen.

2. Bitte testen Sie vorab Ihre Internetverbindung sowie das entsprechende technische Equipment und lesen sich alle Anweisungen genau durch.

3. Viel Erfolg!

Einteilung in ILIAS-Gruppen

**B. ILIAS-Gruppen für die Videoaufsicht & den Ablauf des gesamten Prüfungsverfahrens**

1. Um einen guten Ablauf der Online-Prüfungen zu ermöglichen, wurden Sie als Studierende **in verschiedene, kleinere ILIAS-Gruppen aufgeteilt**.

- **Hinweis:** Sie haben nur Zugriff auf die ILIAS-Gruppe, in die Sie bereits hinzugefügt wurden. Die anderen Gruppen können Sie zwar sehen, aber diesen nicht beitreten.

2. Diese Gruppen werden verwendet, um die **Studierenden unter den Videoaufsichten aufzuteilen**. Der gesamte Prüfungsablauf findet für Sie im Rahmen dieser ILIAS-Gruppe statt.

3. In der entsprechenden **Gruppe sind weitere Informationen** zum Ablauf der Prüfung für Sie hinterlegt.

**ILIAS-Gruppen für die Probeklausur und die Prüfung**

- Wie im ersten Abschnitt beschrieben, sehen Sie auf der linken Seite die unterschiedlichen ILIAS-Gruppen für die Organisation der Prüfungen.

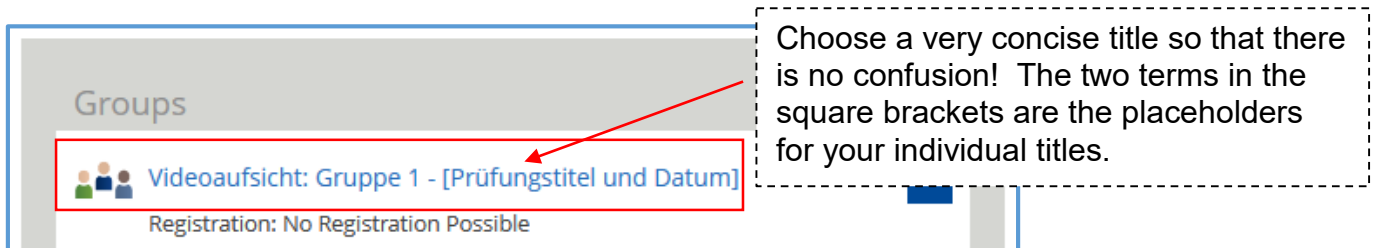
Groups

With the help of the ILIAS page editor you can now change the headings and texts on the course interface.

## 2. Setting up the ILIAS groups (division into video supervisors)

The ILIAS groups in your course have a very important function. Here, as with the course, you have to adapt the title as well as the "submission exercise" and "test objects" created in the group for your needs.

**Important:** Design a group according to your needs and set up all exercise units you need in the submission exercise (an explanation of this can be found on the following pages). You can then copy the group and make as many copies as you need of groups. **IMPORTANT:** You will then have to adjust the titles of the groups and otherwise of course check that all the settings are correct, but you do not have to create all the submission exercises, tests etc. for each group individually.



### 2.1. Group settings

**Note:**

- As already described in step "1.1 Settings", it is also important in the group settings to set the joining procedure to "No Self-enrolment".
- Choose a suitable title for the group.

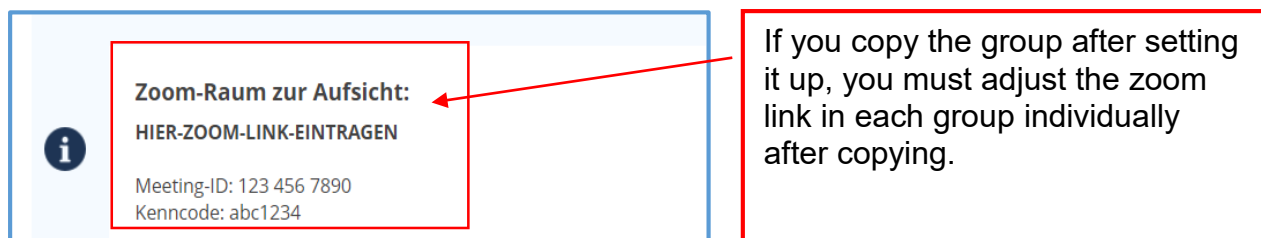
### 2.2. Admission of members via matriculation list

**Reminder:** As already described under B.2, you must now also add the students to the various ILIAS groups accordingly. How many groups you need depends on how many people are to be assigned to each video supervisor.

**Important:** Because the joining procedure is set to "No Self-enrolment", students cannot assign themselves to a group independently. This is organised on purpose, as you as the teacher can thus assign the groups with a maximum number of participants of 40 per group. *Note: Please note the information in the guidelines for conducting online examinations. The limitation of participants has to do with the possible supervision and the display of camera images on a monitor.*

### 2.3. Zoom Link

In each group, the corresponding Zoom link can now be stored, which is to be used for the supervision of this group. Students can then also use this link to access the zoom room and thus take part in both the mock exam and the actual exam:

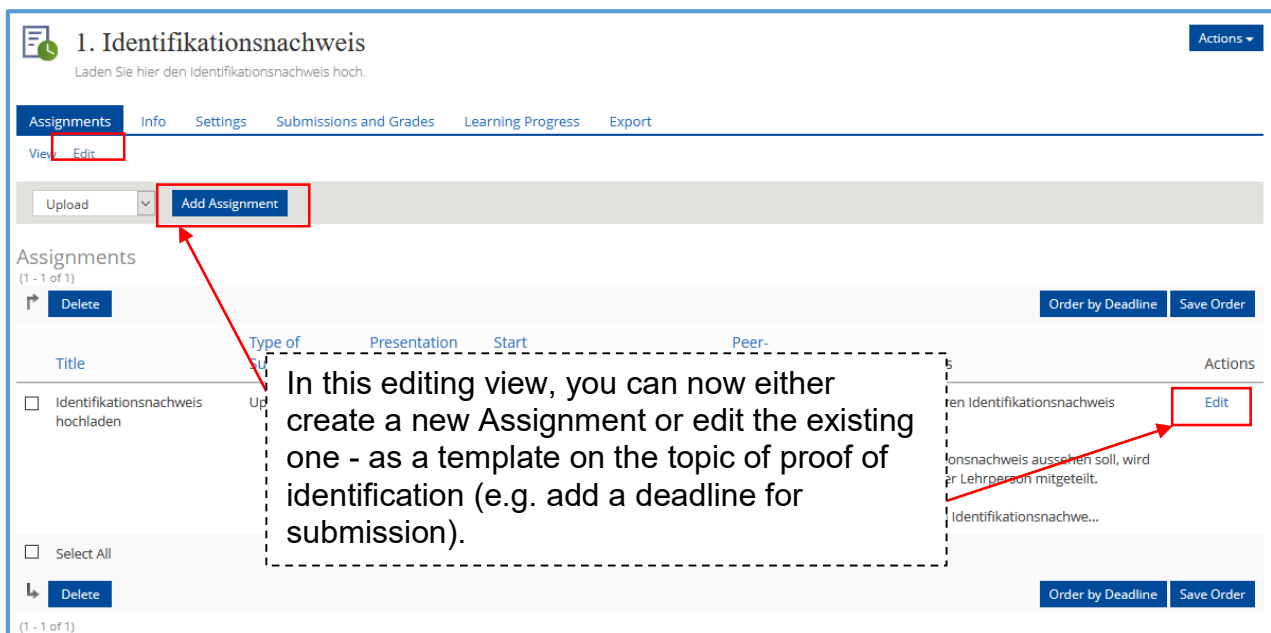
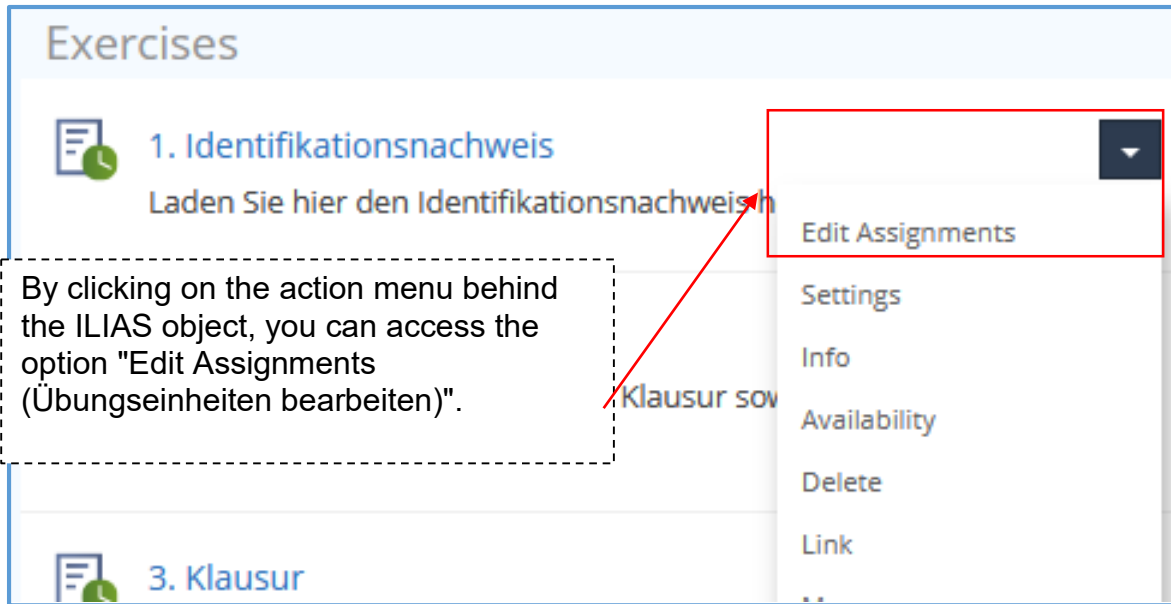


## 2.4 ILIAS Objects – Proof of identification / Mock Exam / Examination

In the groups included in the course template you will find three ILIAS objects “Exercise/Submission”, one for each step in the Upload-Exam.

### Proof of Identification

The first Exercise is used to upload the proof of identification.



1. Identifikationsnachweis  
Laden Sie hier den Identifikationsnachweis hoch.

Assignments Info Settings Submissions and Grades Learning Progress Export

View

Identifikationsnachweis hochladen (Mandatory)

Work Instructions

Hier können Sie Ihren Identifikationsnachweis hochladen.

- Wie der Identifikationsnachweis aussehen soll, wird Ihnen direkt von der Lehrperson mitgeteilt.

**Hinweis:** Ohne den Identifikationsnachweis können Sie **nicht** an der Online-Prüfung teilnehmen.

Schedule

Remaining Working Time No deadline specified.

If you switch to "View (Zeigen)", you can visualize how the students will see the Assignment.

The other two steps are the mock exam and the real exam, which you will design individually for each course.

**Note:** The submitted files of the students can all be viewed with administration rights in your course. Students can only see their own submission, but not that of their fellow students. The submission is bound to the respective user who submits the file.

**Tip:** You are not yet familiar with the ILIAS object "Exercise/Submission"? Then we recommend the following support offer:

**Digital Teaching Toolbox – Article Exercise / Submission:** [https://ilias.uni-freiburg.de/goto.php?target=wiki\\_wpage\\_19583\\_1631765&client\\_id=unifreiburg](https://ilias.uni-freiburg.de/goto.php?target=wiki_wpage_19583_1631765&client_id=unifreiburg)

## Info & Contact details

### Licence notice



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### Impressum

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