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!).

Table of contents
1. Course Template Settings & Add Members................................................................. 2
   1.1. Course settings ..................................................................................................... 2
   1.2 Add members using the matriculation number ....................................................... 2
   1.3. Add & customise information on the course interface ........................................... 4
2. Setting up the ILIAS groups (division into video supervisors)..................................... 5
   2.1. Group settings .................................................................................................... 5
   2.2. Admission of members via matriculation list ..................................................... 5
   2.3. Zoom Link ......................................................................................................... 5
   2.4 ILIAS Objects – Proof of identification / Mock Exam / Examination ....................... 6
Info & Contact details...................................................................................................... 7
1. Course Template Settings & Add Members

If you have copied the course template "Upload-Exam with video proctoring (Upload-Prüfung mit Videaufsicht)", 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":

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

    **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 HI5inOne

Via Campus Management, you or your staff can have a list created of all students who have registered for the online examination via HI5inOne. 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:

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

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.

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:

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)"

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:

**Note:** If you copy the group after setting it up, you must adjust the zoom link in each group individually after copying.
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.

By clicking on the action menu behind the ILIAS object, you can access the option “Edit Assignments (Übungseinheiten bearbeiten)”. In this editing view, you can now either create a new Assignment or edit the existing one - as a template on the topic of proof of identification (e.g. add a deadline for submission).
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:


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**Info & Contact details**

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For technical questions please refer to: [e-pruefungen@rz.uni-freiburg.de](mailto:e-pruefungen@rz.uni-freiburg.de)

**Impressum**

Universität Freiburg, Fahnenbergplatz, 79098 Freiburg