

Instructions for the Course Template: Online Exam without Video Proctoring - OpenBook or Time-pressure Exam

In a computer-based OpenBook exam, the questions are usually provided as "free text questions" in an ILIAS test. However, questions with answer choice method such as multiple & single choice questions are also possible. Students answer the questions directly online in the examination system "[ILIAS-Exam](#)". Students work on the exam in the given time independently and without supervision. The correction of the examination takes place digitally directly in the examination system "ILIAS-Exam".

In a time-pressured exam, mainly multiple & single choice questions (rarely free text) are provided as an electronic exam in an ILIAS test. Students answer the questions directly online in the examination system "ILIAS-Exam". Students work on the exam in the given time without supervision. The amount of questions must be adjusted to the available processing time in such a way that the use of unauthorized aids is not possible. The correction of the examination takes place digitally directly in the examination system "ILIAS-Exam".

This guide for the course template "online exam without video surveillance - OpenBook or time-pressured exam" covers a few of the most important ILIAS functions and ILIAS objects that are used in the template. This guide does not have any claim to completeness. It is only intended to point out the important steps and functions that should be set up correctly.

You can find the relevant course template on the exam server ILIAS-Exam, in [Templates](#) (accessible only after logging in to ILIAS-Exam). Please copy the template to your faculty area in the corresponding term on [ILIAS-Exam](#).

Note: The self-declarations may only be uploaded by the participants after the test has been completed. They can also be signed electronically if the students do not have access to a printer. Handwritten, readable writing and signing of the declaration of self-sufficiency is also possible.

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1. Course Template Settings & Adding Members

When you have copied the course template "Online Exam without Video Proctoring – OpenBook or Time-pressure Exam", 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 your course, they will also have the right to view the course and make changes.

1.1. Settings in the Course

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

The screenshot shows the course settings interface. The title field is highlighted with a red box and a dashed box containing the text: "Change the title of the course to fit your exam scenario." The 'Online' checkbox is checked and highlighted with a red box. The 'No Self-enrolment' radio button is selected and highlighted with a red box, with a dashed box containing the text: "Important: Check whether the entry procedure is set to 'No Self-enrolment'".

1.2 Adding Members using Matriculation Numbers

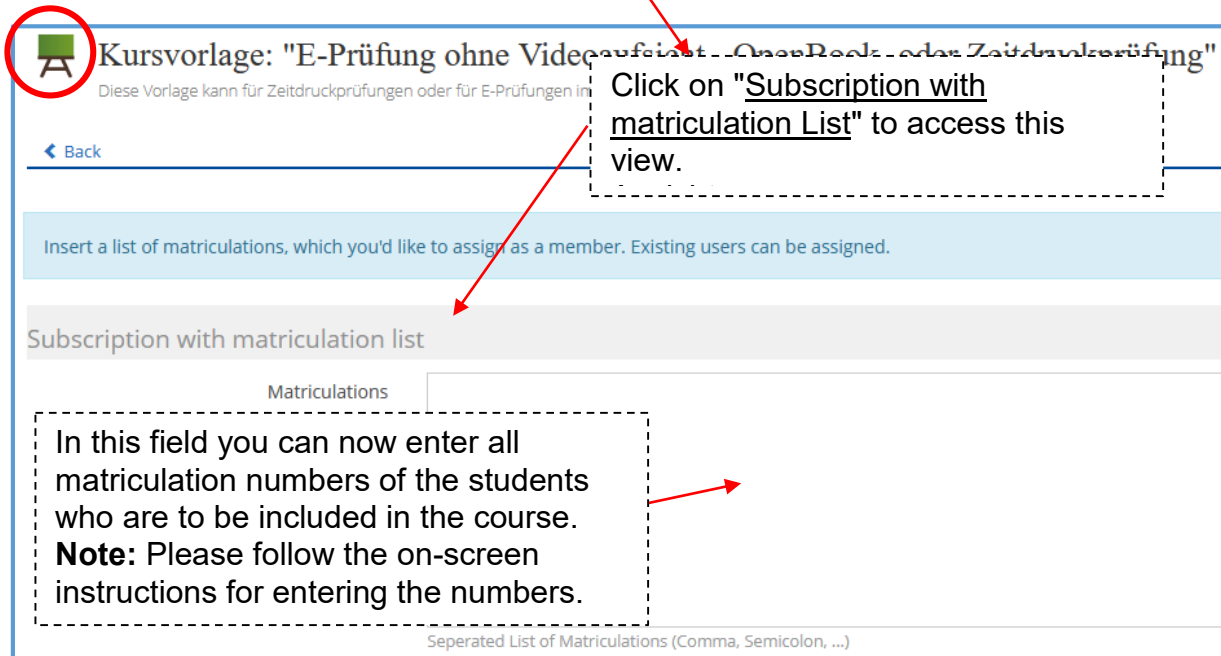
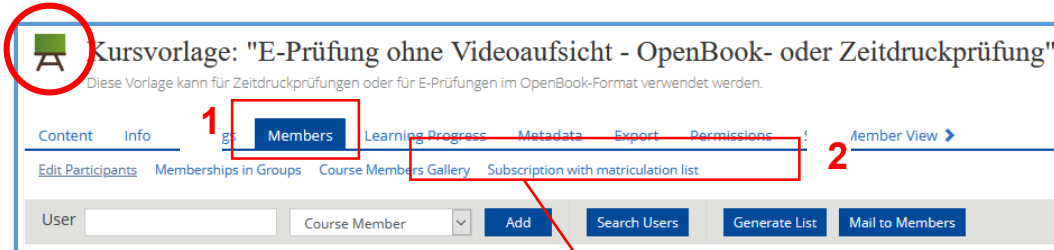
To prevent students from joining the course independently, the entry procedure has been set to "No Self-enrolment". We would like to suggest the following procedure for students to join your course:

A. List from HISinOne:

You or your colleagues can use Campus Management to create a list of all students who have registered for the online examination via HISinOne. Please make sure that the matriculation numbers are included on the list.

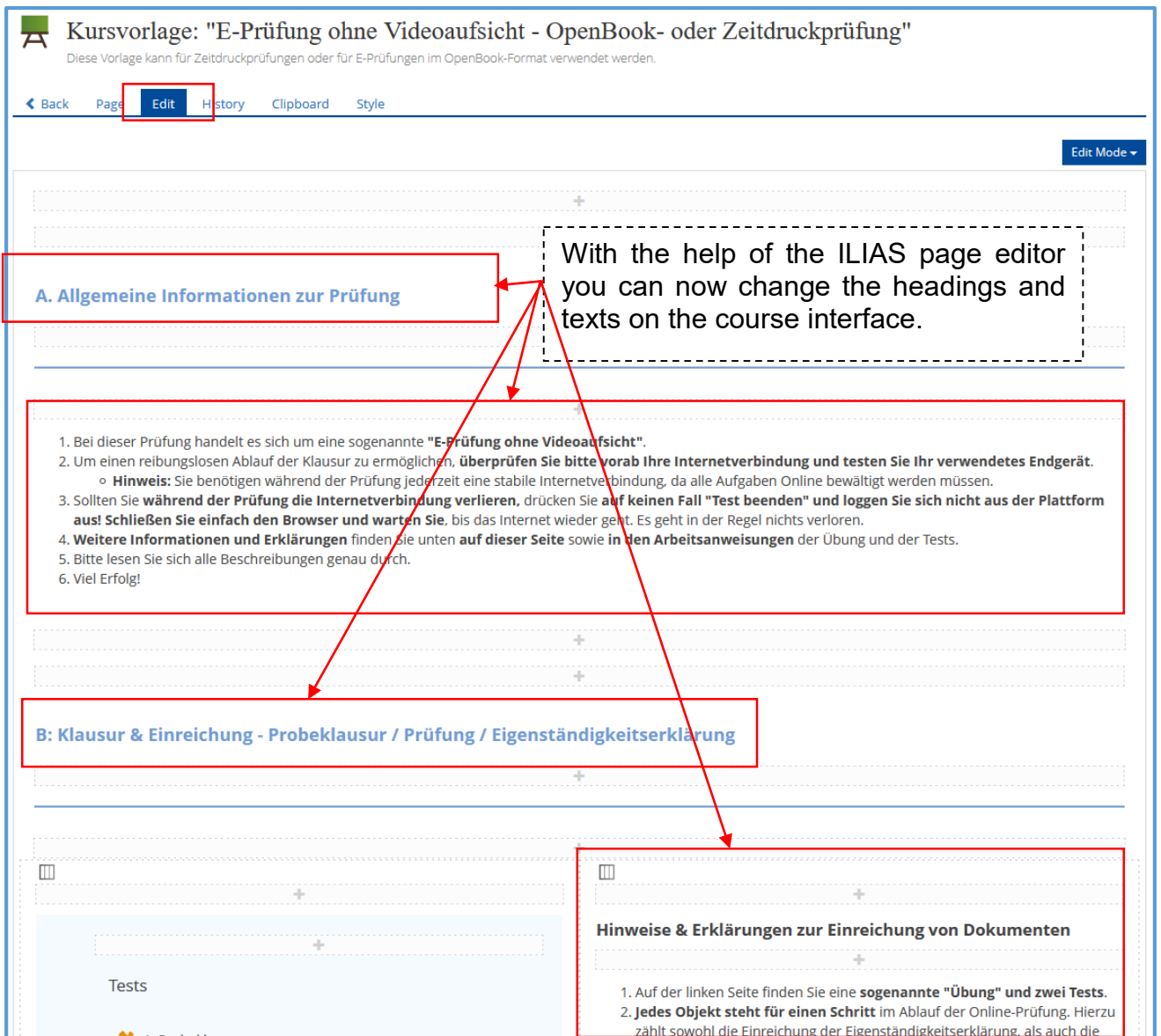
B. ILIAS Course – Subscription with matriculation List

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



1.3. Add & customize information on the course interface

The course interface currently contains headings and short texts that you may adopt in this form or adapt to your needs. To make changes, you must activate the function "Customize page":

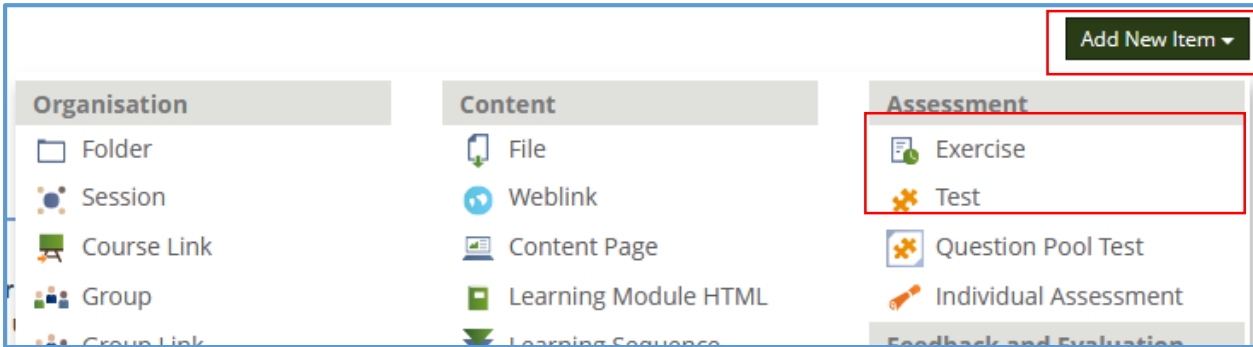


2. ILIAS-Objects – Mock Exam / Exam Configuration / Declaration of Originality

In the course template, you will find different ILIAS objects: “Exercise / Submission” and “Test”.

Test

The mock exam and the exam are created as ILIAS test object. By means of various question types, you can test the knowledge of the students in the test object.



Especially in the test, which serves as the actual exam, you need to apply various settings to make sure that the exam is secure.

The screenshot shows the 'General Settings' for a test object. The 'Title' field is set to '2. Klausur'. The 'Use of Question Pools' section has 'Questions can be added optionally to a question pool' selected. The 'Selection of Test Questions' section has 'Fixed Set of Questions' selected. The 'Privacy' section has 'Results with Names' selected. Three callout boxes provide instructions:

- Top Callout:** Enter a title of the exam so that it can be distinguished from the mock exam.
- Middle Callout:** If you have already created a question pool, you can add the questions from that pool into the exam.
- Bottom Callout:** For the "real" exam, the names of the students must be indicated. You can anonymize a mock exam though.

Now set the availability of the test.

The test must be set online. However, this option is only available if the test contains questions.

Set a time in which the test should generally be available. However, this does not mean that the test can be executed.

Now set the time when the test can be started.

Specify a time period in which the test can be started. This prevents students from beginning their exam too early.

Choose the time frame as tight as possible around the planned processing time. Give a buffer of no more than 10 -15 minutes.

Note: If you grant a time extension during the exam (see below), you must also change the end time of the exam!

In the following step, you specify the duration of the exam and manage the behavior of the exam platform.

Limit the maximum number of test passes to "1". In this way, the test can only be performed once. You can uncheck this box for a mock exam.

Limit the duration time of the exam. After the indicated period of time, the exam will be automatically stopped.

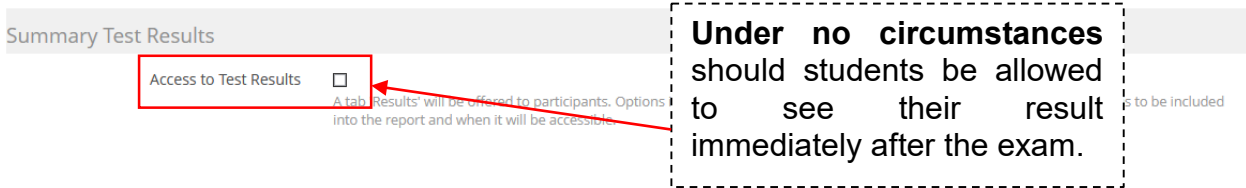
Set the test to the exam view (kiosk mode). Please note: The ILIAS kiosk mode does not prevent user from opening additional browsers/tabs.

After that change the settings to control the behavior of the question.

Automatic saving every 10-30 seconds prevents data loss, in case the computer freezes and the exam has to be restarted or similar.

Shuffling the sequence of questions makes it difficult for students to discuss their answers with each other.

Lastly, change the settings for scoring and results of the test. You may leave most of the settings as per default, but there is one important box that you must uncheck.



In addition, you can set up an individual mark scheme for the exam in the "Mark scheme" tab.

Hint: You are not familiar with the ILIAS object "Test" yet? In this case we recommend the following support service:

Digital Toolbox - Article „Test“:

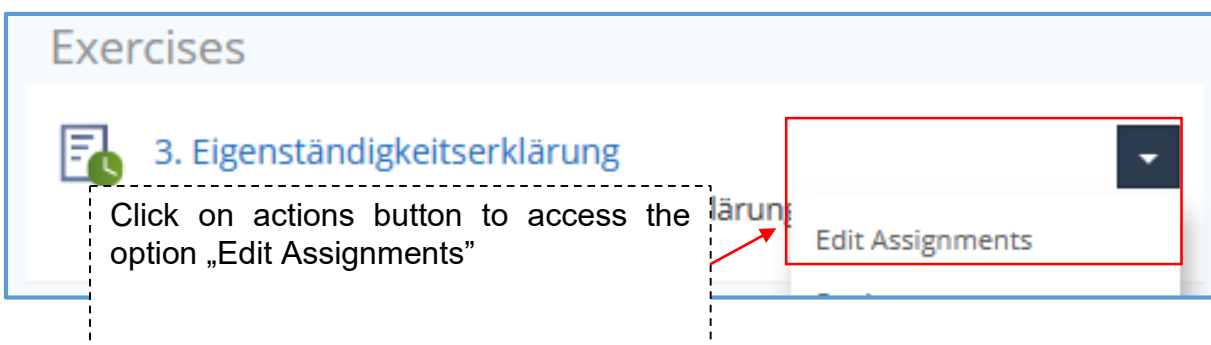
https://ilias.uni-freiburg.de/goto.php?target=wiki_wpage_19644_1631765&client_id=unifreiburg

Self-learning course „Test“:

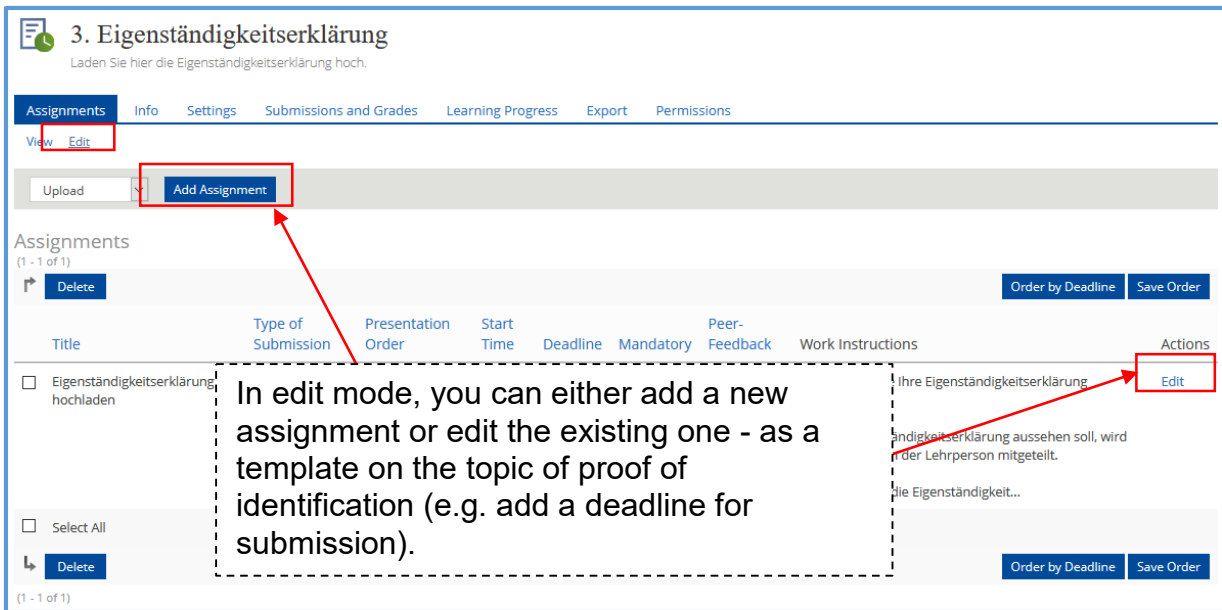
https://ilias.uni-freiburg.de/goto.php?target=fold_1798740&client_id=unifreiburg

Exercise / Submission

The submission exercise is used to upload the Declaration of Originality.



Note: Course administrators can view all submitted files of students in their course. Students can only see their own submission, but not that of their fellow students. The submission is bound to the respective user who hands in the file.



3. Eigenständigkeitserklärung
Laden Sie hier die Eigenständigkeitserklärung hoch.

Assignments Info Settings Submissions and Grades Learning Progress Export Permissions

View Edit

Upload Add Assignment

Assignments (1 - 1 of 1)

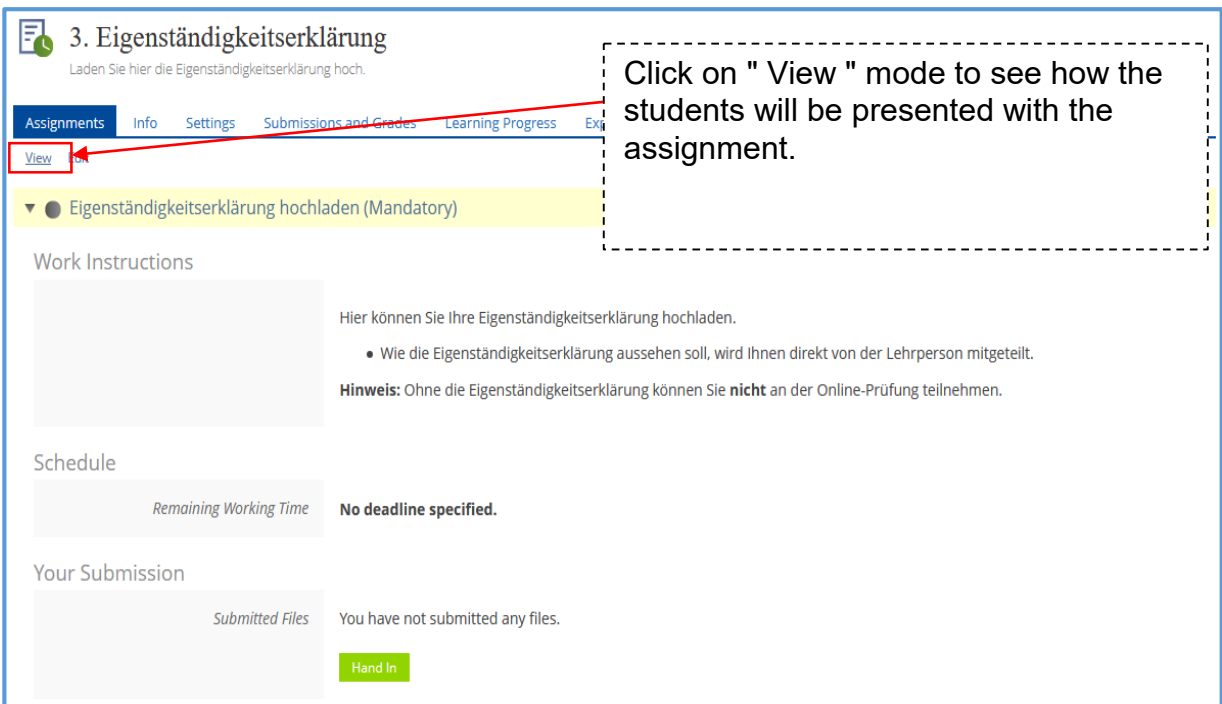
Delete Order by Deadline Save Order

Title	Type of Submission	Presentation Order	Start Time	Deadline	Mandatory	Peer-Feedback	Work Instructions	Actions
<input type="checkbox"/> Eigenständigkeitserklärung hochladen							Ihre Eigenständigkeitserklärung ndigkeitserklärung aussehen soll, wird der Lehrperson mitgeteilt. die Eigenständigkeit...	<input type="button" value="Edit"/>

Select All Delete

(1 - 1 of 1)

In edit mode, you can either add 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).



3. Eigenständigkeitserklärung
Laden Sie hier die Eigenständigkeitserklärung hoch.

Assignments Info Settings Submissions and Grades Learning Progress Export

View

Eigenständigkeitserklärung hochladen (Mandatory)

Work Instructions

Hier können Sie Ihre Eigenständigkeitserklärung hochladen.

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

Hinweis: Ohne die Eigenständigkeitserklärung können Sie **nicht** an der Online-Prüfung teilnehmen.

Schedule

Remaining Working Time No deadline specified.

Your Submission

Submitted Files You have not submitted any files.

Hand In

Click on " View " mode to see how the students will be presented with the assignment.

Hint: You are not familiar with the ILIAS object "Exercise / Submission" yet? In this case we recommend the following support service:

Digital Toolbox - Article „Exercise / Submission“: https://ilias.uni-freiburg.de/goto.php?target=wiki_wpage_19583_1631765&client_id=unifreiburg

3. Extra Time

At times, you may need to set extra time while the exam is still in progress, either due to a student being granted extra time by means of disadvantage compensation, or because there have been technical problems.

To provide extra time, go to "Dashboard" of the running test and click on "Extra Time".

The screenshot shows the '2. Klausur' dashboard. The 'Dashboard' tab is selected in the top navigation bar. Below it, the 'Extra Time' button is highlighted with a red box. A red arrow points from this button to the 'Extra Time' button in the table below. The table has columns for 'Login', 'Name', 'Test Started', and 'Extra Time'. Below the table, it says 'This object is empty and contains no items.' and there is another 'Extra Time' button at the bottom right.

The screenshot shows the 'Add extra time for a participant' form. The 'Participants' dropdown menu is set to 'All participants'. The 'Extra Time' field is set to '5 Minutes'. A red box highlights the '5 Minutes' input. Below the form, there is a note: 'If you want to add the working time multiple times for the same participant...'. A legend at the bottom left indicates that '*' denotes a required field.

Extra time will be applied to students as soon as they skip to the next question or reload the page.

Please note: If you extend a person's exam time more than once, you must enter the buzzer for the extensions each time.

Infos & Contact

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