

# Instructions for the Course Template: Online Exam with Video Proctoring

In the case of a multiple & single choice or free text exam, the questions are provided as an electronic exam in an ILIAS test. The students answer the questions directly online in the examination system "ILIAS-Exam". The students complete the exam in the specified time under supervision (video proctoring via ZOOM). The correction of the exam takes place digitally directly in the examination system "ILIAS-Exam".

These instructions for the course template "Online Exam with Video Proctoring" include some of the most important ILIAS functions and ILIAS objects that are used in the corresponding template. These instructions do not claim to be complete. They are only intended to point out the important steps and functions that should be configured correctly.

You can find the matching ILIAS course template on the exam server ILIAS-Exam, under the [templates \("Vorlagen für E-Prüfungen und computerbasierte OpenBook-Prüfungen"\)](#) (accessible only with login to ILIAS). Please copy this template into your faculty area in the corresponding semester of [ILIAS-Exam](#).

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

## Table of Contents

1. Course Template Settings & Adding Members .....	2
1.1. Settings in the Course.....	2
1.2 Adding Members using Matriculation Numbers .....	2
1.3. Add & customize information on the course interface.....	4
2. Setting up the ILIAS groups (division into video proctoring groups).....	5
2.1. Group Settings .....	5
2.2. Adding Members using Matriculation Numbers.....	5
2.3. Add Zoom Access Details .....	5
2.4 ILIAS-Objects– Proof of Identity/ Mock Exam / Exam Settings .....	6
3. Setting up the ILIAS-Test-Object .....	8
Information & Contact .....	10

## 1. Course Template Settings & Adding Members

When you have copied the course template "Online Exam with Video Proctoring", 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. 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":

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

Content Info **Settings** Members Learning Progress Metadata Export Permissions Show

Course Settings Course Information Preconditions Start Objects Membership Limitations Multilingualism

Edit Course

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

Description

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

Registration Settings

Registration Procedure

- Join Directly
- Join with Course Password
- Request Membership  
Interested users can send a request/m...
- No Self-enrolment Important: Check whether the entry procedure is set to "No Self-enrolment".  
Only course administrators can add users to the course.

### 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.1. ILIAS Course – Adding Members using Matriculation Numbers

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:

The screenshot shows the ILIAS course interface for "Kursvorlage: 'E-Prüfung mit Videoaufsicht'". The "Members" tab is selected and highlighted with a red box and the number "1". Below it, the "Subscription with matriculation list" option is also highlighted with a red box and the number "2". A red arrow points from this option to a second screenshot below. The second screenshot shows the "Subscription with matriculation list" view with a text box containing instructions: "In this field you can now enter all matriculation numbers of the students who are to be included in the course. Note: Please follow the on-screen instructions for entering the numbers." A red arrow points from this text box to the input field in the screenshot above.

### B.2. ILIAS Groups – Adding Members using Matriculation Numbers

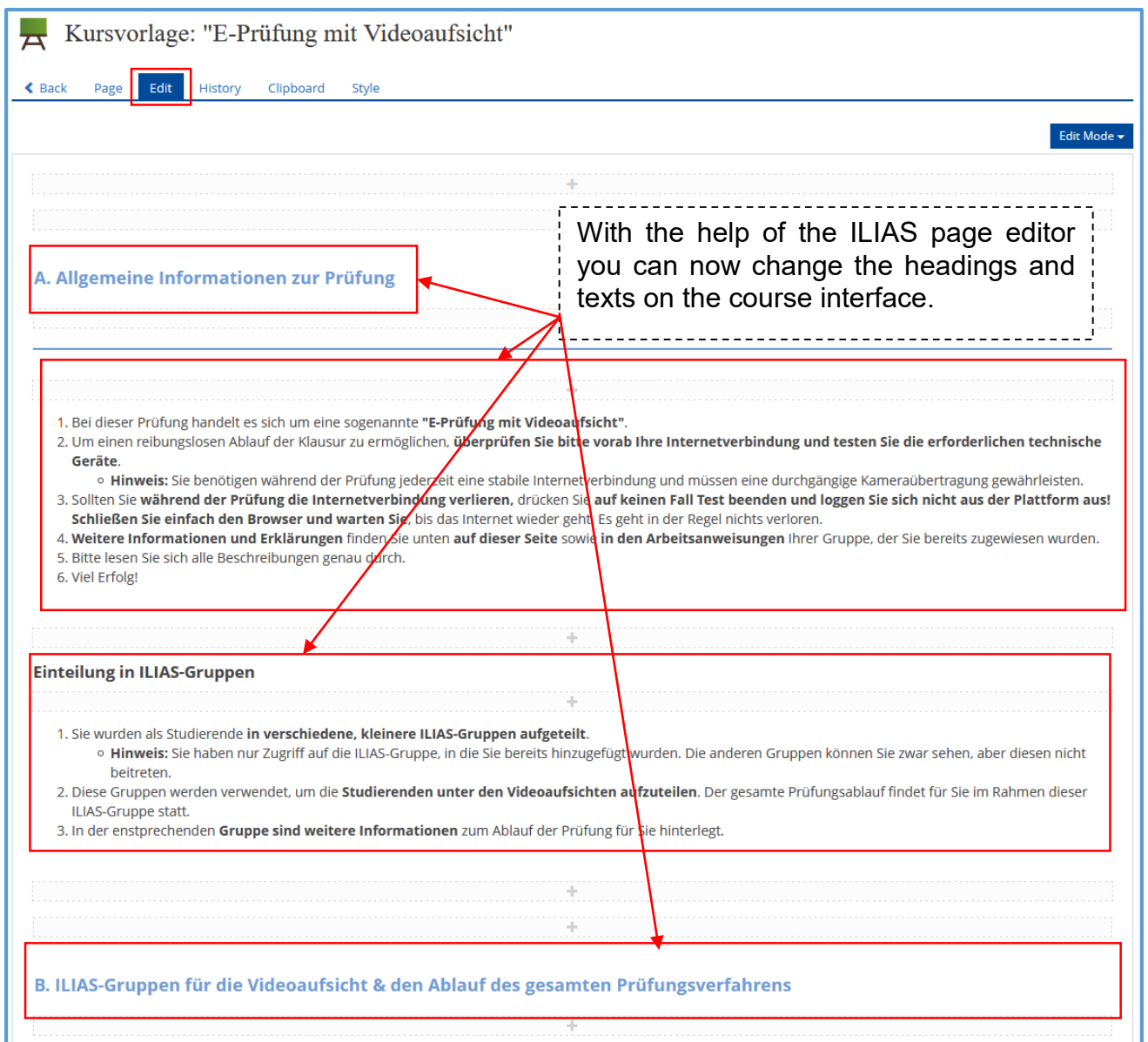
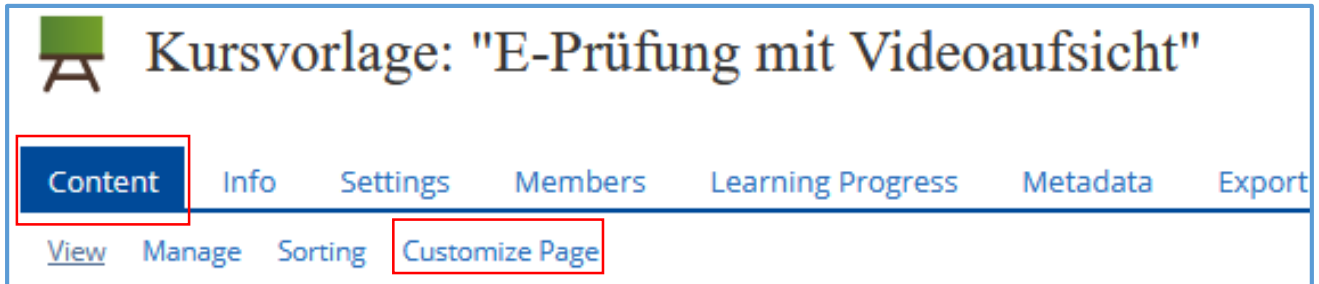
You can also use the exact same procedure to divide up the "proctoring groups". Before doing so, you have to make sure that you have the appropriate number of ILIAS groups for your needs in your course and that all important information is contained there. Now you can also add the members in the group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

The screenshot shows the ILIAS group interface for "Videoaufsicht: Gruppe 1 - [Prüfungstitel und Datum]". The "Members" tab is selected and highlighted with a red box. Below it, the "Subscription with matriculation list" option is also highlighted with a red box. The interface includes a search bar, a dropdown menu for "Group Member", and an "Add" button.

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

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

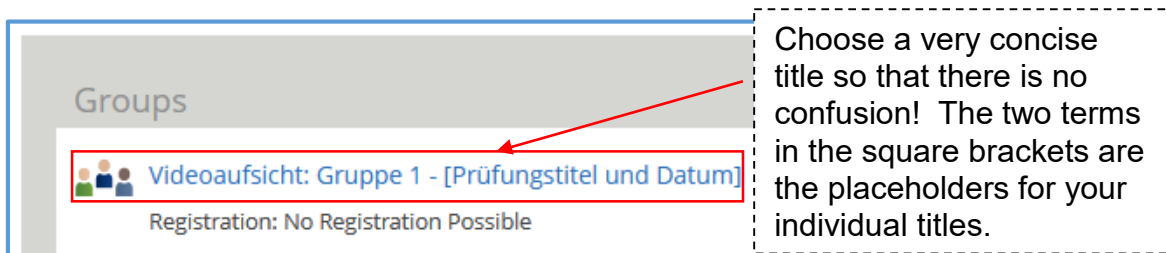
The course interface currently contains headings and short texts that you can adopt in this form or adapt to your needs. To make changes, you must activate the function "Customize page":



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

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 task" and "test objects" created in the group for your needs.

**Important hint:** 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 of course check that all the settings are correct, but you do not have to create all the submission tasks, tests etc. for each group individually.



### 2.1. Group Settings

#### Hint/Reminder:

- As already described in step "1.1 Settings", it is also important in the group settings to set the entry procedure to "No Self-enrolment".
- In addition, it is very important that you choose a suitable title for the group.

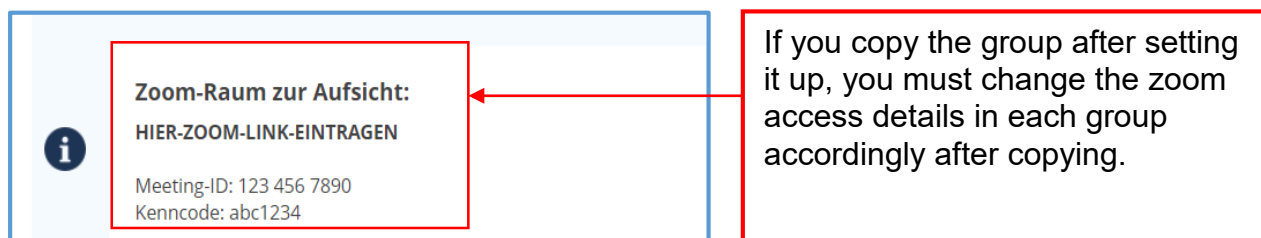
### 2.2. Adding Members using Matriculation Numbers

**Reminder:** As already described in section B.2, you must now add the students to the different ILIAS groups. How many groups you need depends on how many students are to be assigned to each supervisor.

**Important:** Because the entry procedure is set to "No Self-enrolment", the students cannot join independently. This is organized on purpose, as it allows you as a teacher to allocate the students to groups with a maximum number of 40 participants per group. Excursus: → *Please refer to the instructions in the guide 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. Add Zoom Access Details

In each group, the Zoom link used for the proctoring of this group can now be added. 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 Identity/ Mock Exam / Exam Settings

In the groups included in the course template you will find three different ILIAS objects: one submission task and two test objects.

### Submission Task

The submission task is meant for uploading the proof of identification.

The screenshot shows the 'Exercises' section in ILIAS. A card titled 'Identifikationsnachweis' is visible, with the text 'Laden Sie hier den Identifikationsnachweis hoch'. A red box highlights a dropdown menu that appears when clicking on the top right of the card. The menu options are: Edit Assignments, Settings, Info, Availability, Delete, Link, Move, and Copy. A dashed box on the left contains an information icon and text explaining that clicking the menu behind the object allows access to 'Edit Assignments'.

The screenshot shows the 'Identifikationsnachweis' editing view. At the top, there are tabs for 'Assignments', 'Info', 'Settings', 'Submissions and Grades', 'Learning Progress', 'Export', and 'Permissions'. Below the tabs, there are buttons for 'View', 'Edit', 'Upload', and 'Add Assignment'. A table lists the assignments with columns for 'Title', 'Type of Submission', 'Presentation Order', 'Start Time', 'Deadline', 'Mandatory', 'Peer-Feedback', 'Work Instructions', and 'Actions'. The 'Edit' button in the 'Actions' column is highlighted with a red box. A dashed box on the left contains text explaining that in this editing view, users can create a new assignment or edit an existing one, such as adding a deadline.

**Identifikationsnachweis**  
Laden Sie hier den Identifikationsnachweis hoch.

Assignments Info Settings Submissions and Grades Learning Progress Export Permissions

View Edit

▼ ● 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.**

**Your Submission**

Submitted Files You have not submitted any files.

Hand In

**Hint:** Everyone with administration rights in your course can view the files submitted by the students. Students can only see their own submission, but not that of their fellow students. The submission is associated with the respective user who submits the file.

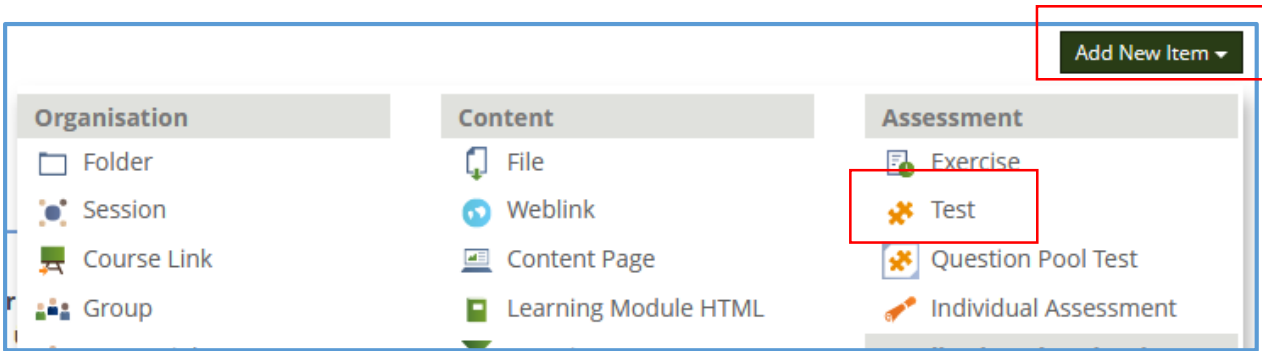
**Tip:** You are not familiar yet with the Object „**Exercise / Submission**“? Have a look at our support service:

**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)

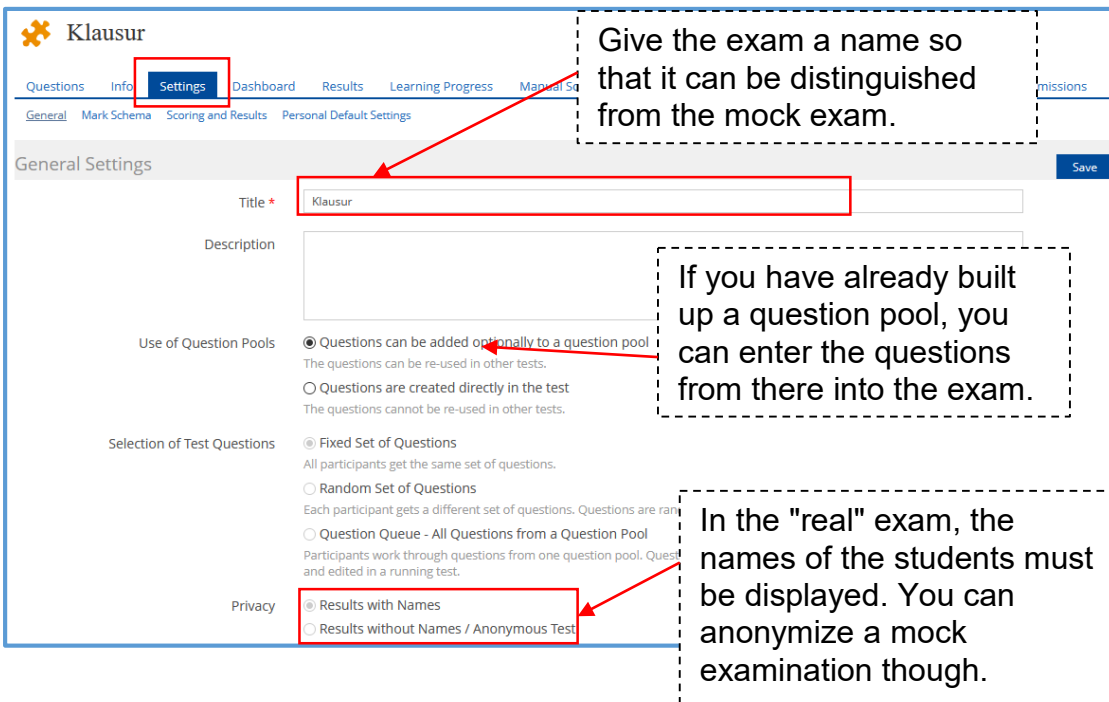
### 3. Setting up the ILIAS-Test-Object

The mock exam and the exam are created as ILIAS test objects. In the test object you can test the students' knowledge with the help of different question types.

**Tip:** Create the exam at course level and then link the exam into the groups. This way, all students start the same exam and the results of all examinees are collected in one test. If you want to create a different exam for each group, create them directly in the group.



Especially in the test, which later serves as the actual examination, you must adapt various settings in order to make the examination safe.





Next, set the availability of the test.

The test must be set to "online". However, this is only possible if it contains questions.

Set a time when the test should generally be accessible. This does not mean that it can then be started.

Now set the date and time from when test can be started.

Define a time period in which the test can be started. This way you prevent students from starting the test too early. For a supervised exam, it is not mandatory to define an end.

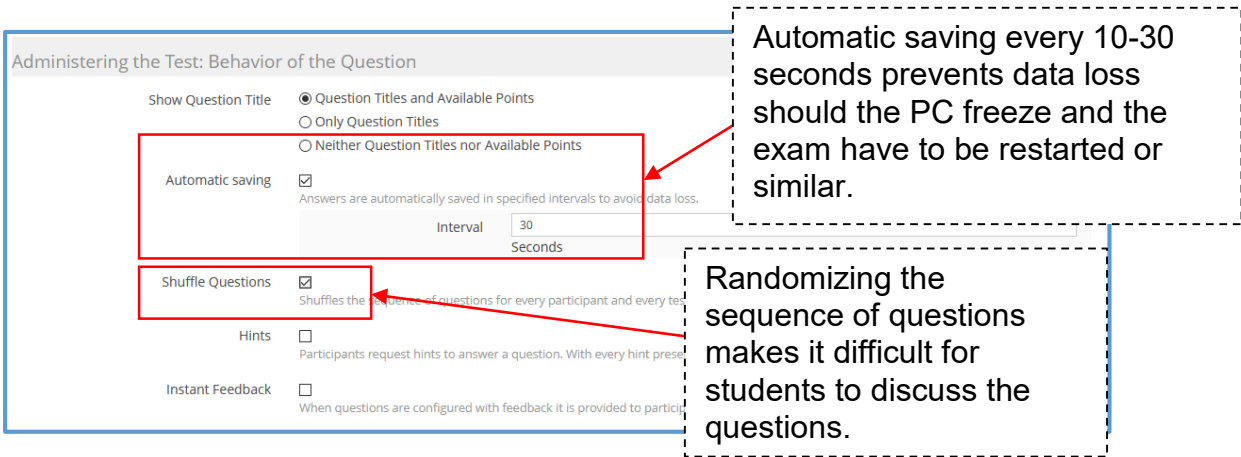
In the next step, you specify the duration of the exam and control the behavior of the exam platform.

Limit the maximum number of runs to "1". This way, the test can only be done once. You can remove the tick in the case of a mock exam.

Limit the duration of the exam. After the specified time, the exam will end automatically.

Put the test into "Exam View" (kiosk mode). Please note: The ILIAS kiosk mode does not prevent the opening of further browsers/tabs.

Then adjust the settings to control the questioning behavior.



Administering the Test: Behavior of the Question

Show Question Title  Question Titles and Available Points  
 Only Question Titles  
 Neither Question Titles nor Available Points

Automatic saving  Answers are automatically saved in specified intervals to avoid data loss.  
 Interval  Seconds

Shuffle Questions  Shuffles the sequence of questions for every participant and every test.

Hints  Participants request hints to answer a question. With every hint presented, the time available for the question is reduced.

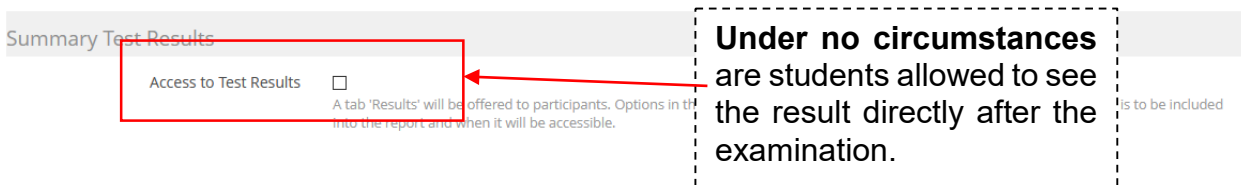
Instant Feedback  When questions are configured with feedback it is provided to participants.

Automatic saving every 10-30 seconds prevents data loss should the PC freeze and the exam have to be restarted or similar.

Randomizing the sequence of questions makes it difficult for students to discuss the questions.

Click on the "Save" button.

Finally, you make settings for the evaluation of the test. You can leave most of the settings in the default settings, but there is one important tick that you must remove.



Summary Test Results

Access to Test Results  A tab 'Results' will be offered to participants. Options in this tab are to be included in the report and when it will be accessible.

Under no circumstances are students allowed to see the result directly after the examination.

In addition, you can store an individual mark scheme for the examination in the "Mark Schema" 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](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](https://ilias.uni-freiburg.de/goto.php?target=fold_1798740&client_id=unifreiburg)

## Information & Contact

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