Adding a Moodle Quiz for your Exam
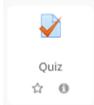
1. Open your course page and **Turn editing on**
2. Select **+ Add an activity or resource**
3. Select **Quiz**

Quiz

4. Select your Examination aligned to your Course Outline

Assessment method

Summative assessment

Select the activity that you want to create from the list of summative assessment activites that are defined in the Course Outline for this course.

Assessment activity name	Due date	Category weighting (%)	Internal (City West)
Test 1	TBC	15%	☐
Test 2	TBC	15%	☐
Examination	TBC	70%	☑

5. Set the **Exam activity** to *'Yes'* and **Proceed to settings**

Exam options

Please select from the list below whether this activity will be used as an Examination
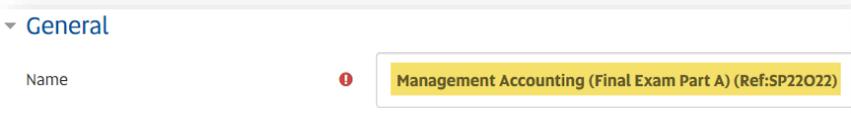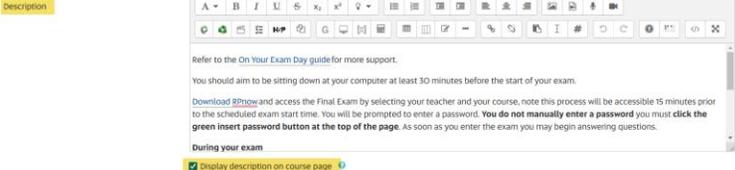
Exam activity   ❗ ❓   Yes ⇕

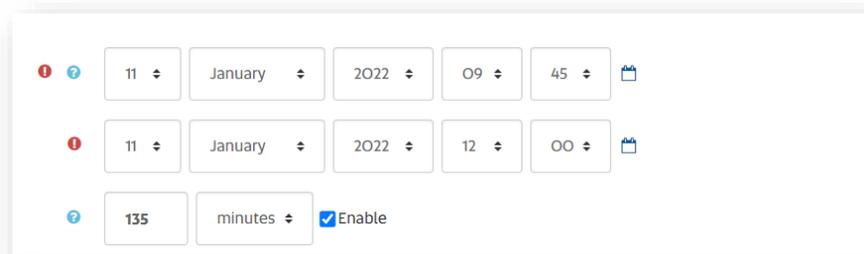**Proceed to settings**   Cancel

There are required fields in this form marked ❗ .

Quiz Settings for an Invigilated Exam

Name the exam quiz. Exam name naming convention should follow this format: Course Title as listed on the Final Exam Timetable, and (Ref: SPXYYYY)). E.g. Management Accounting (Final Exam Part A) (Ref: SP22022) It is critical that the exam name in learnonline matches exactly with the exam name provided to the SAS Exams Team in the Online Exam Request (OER). If names do not match, the students may not select the correct exam from the RPNow list and will not be able to access the exam	▼ General Name ❗ Management Accounting (Final Exam Part A) (Ref:SP22O22)
In the **Description** box add the text from the 'Communicating with Students' resource Also select the **Display description** checkbox.	Description Refer to the On Your Exam Day guide for more support. You should aim to be sitting down at your computer at least 30 minutes before the start of your exam. Download RPnow and access the Final Exam by selecting your teacher and your course, note this process will be accessible 15 minutes prior to the scheduled exam start time. You will be prompted to enter a password. **You do not manually enter a password** you must **click the green insert password button at the top of the page**. As soon as you enter the exam you may begin answering questions. **During your exam** ☑ Display description on course page

Timing – Open and Closing the Quiz – Key Setting

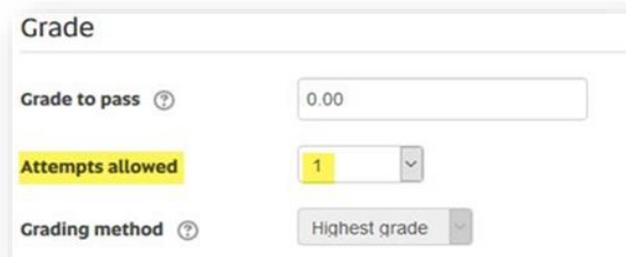|	
Edit the **Open** and **Close dates/times** as per the published SAS exam scheduled exam, local Adelaide time. Please open the exam 15 minutes prior to the SAS scheduled exam time to allow for RPNow checks. Change **Time and** edit the total minutes *inclusive* of the additional time.	❗ ❓ 11 ⬍	January ⬍	2022 ⬍	09 ⬍	45 ⬍ 📅 ❗ 11 ⬍	January ⬍	2022 ⬍	12 ⬍	00 ⬍ 📅 ❓ 135 minutes ⬍ ☑ Enable The above example is a 2h exam, starting at 9.45am until 12pm on 11th of January, in Adelaide time. All exams in learnonline using the RPNow secure browser must be scheduled by SAS. Session start times are 10am and 4.30pm local Adelaide time.

Important Note: If scheduling an RPNow exam, the exam in learnonline must be set to open 15 min prior to the scheduled exam start time. For example, a 4pm exam must be set to open at 3:45pm. This allows 15 mins for students to complete the RPNow set up and ID check process and navigate to the course home page in learnonline ready for the official exam start time. This 15 minutes is also when you need to complete the RPNow set up process and navigate to your exam to check you can login successfully using the RPNow "insert password" button and check that your exam is set up correctly.

Grade – this is a key setting

Change **Attempts allowed** to 1. **Note:** if students lose access during the exam this setting will still allow them to return to the exam quiz.	**Grade** Grade to pass ❓ 0.00 **Attempts allowed** 1 ⬍ Grading method ❓ Highest grade ⬍

Layout

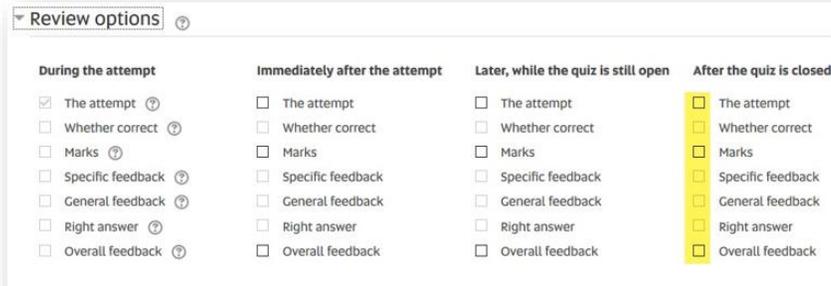|	
Change **New page** to **Every 2 questions**. This can be changed later. **Note:** The autosave feature in Moodle means that if an interruption occurs (e.g. web browser freezes), responses on the current page only will be lost.	

Review options – this is a key setting

Uncheck all the boxes in the last column – start unchecking from the bottom up. This ensures all boxes are unchecked.	

Extra restrictions on attempts

The exam password in learnonline and the Online Exam Request must match exactly	

If the password doesn't match, the *Insert Exam Password* button will fail for the student, and they will not be able to access the exam.

Under no circumstances should the password be provided to a student. Exam integrity relies on the student to access the exam using the *Insert Exam Password button* via the RPnow secure browser.

Passwords must not contain special characters.

Common module settings

It is important that you make the link available on the course site so students can familiarise themselves with where they will be accessing the exam. The exam *WILL NOT* be accessible to students if you have correctly *SET THE DATE AND TIMES OF THE EXAM* in line with the timetabled exam time from SAS.	▾ Common module settings Availability ❓ Show on course page ⇕

This completes all the key settings. You can now select **Save and return to course**.