



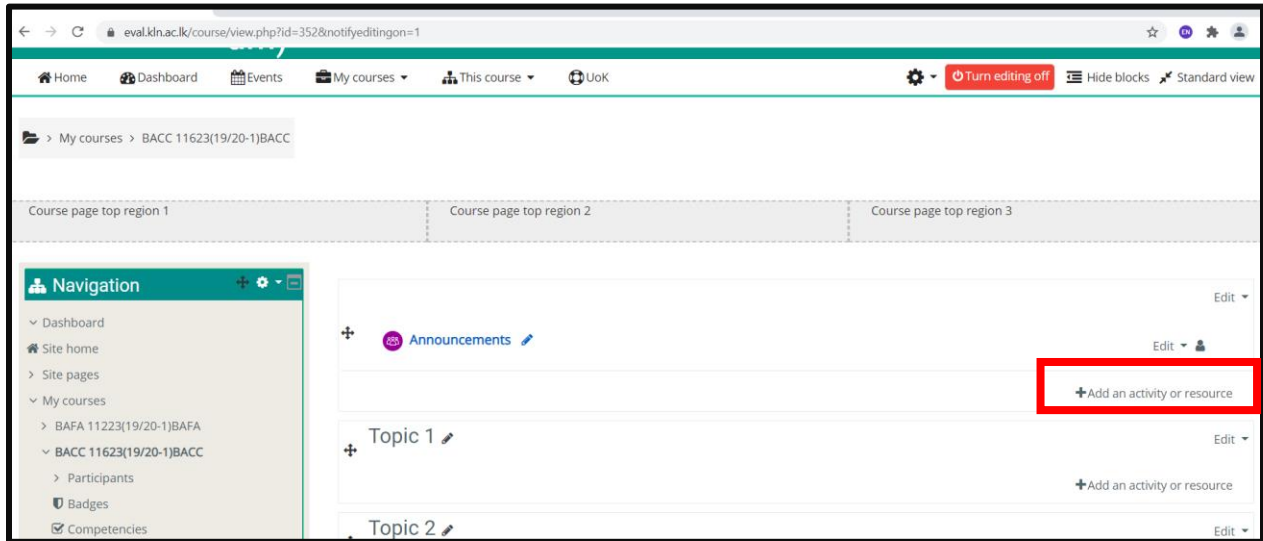
Step-by-Step Guide for Moodle (EVAL) Quiz Settings FCMS Examinations

Prepared by:

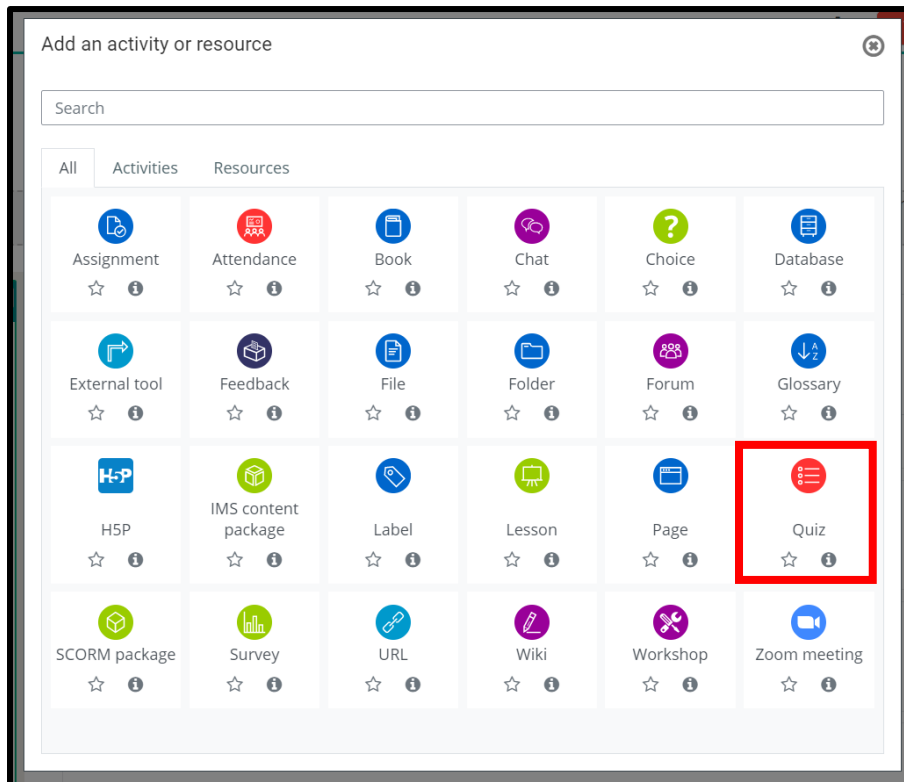
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Faculty of commerce & Management Studies,
University of Kelaniya.

Step-by-Step Guide for EVAL Quiz Settings – FCMS Examinations

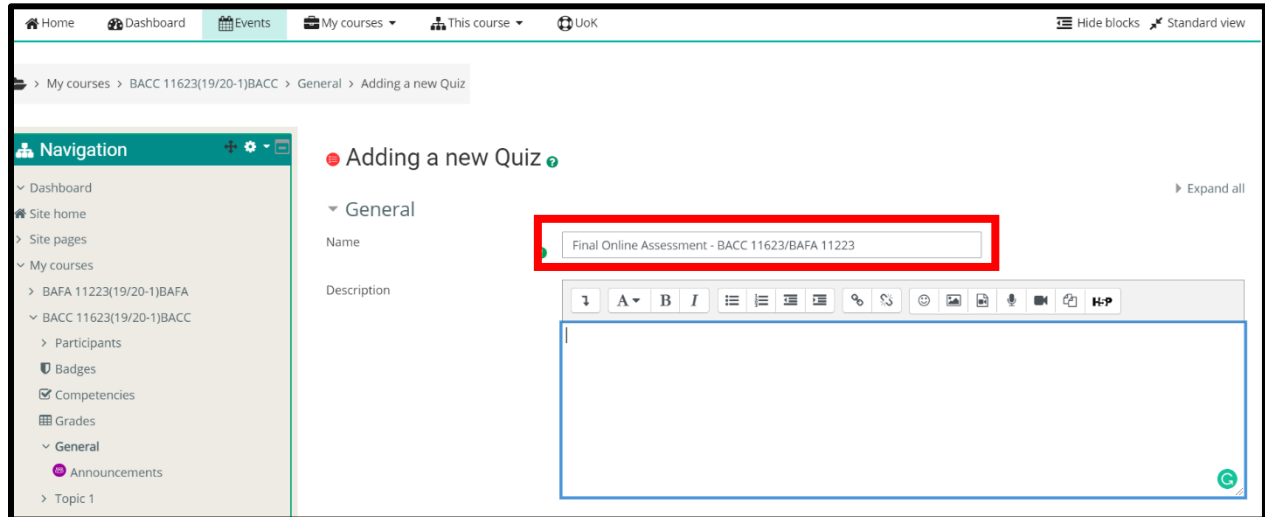
- Go to the EVAL exam page and click on “Add an activity or resource” (after turn editing on)
- <https://eval.kln.ac.lk/>



- Select “Quiz” from the list

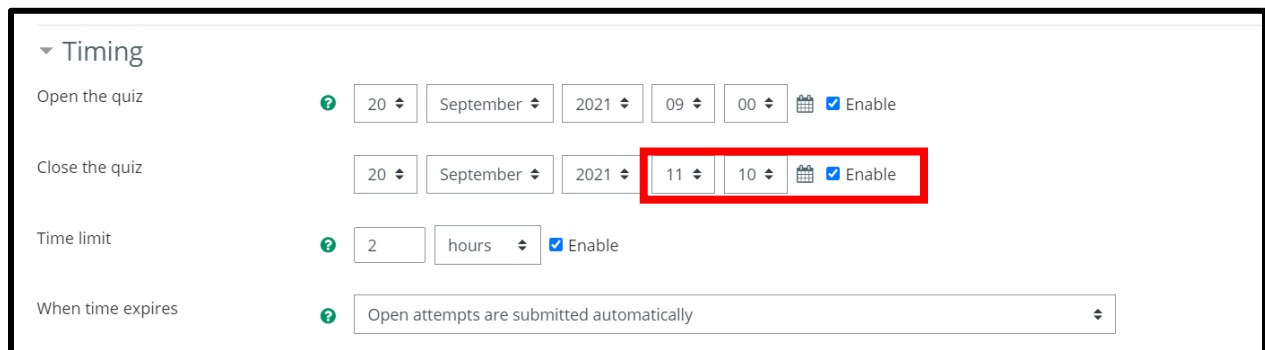


- Then you will get the “Adding a new Quiz” window
- Under the **General** Options, add a suitable name for the Quiz. In the FCMS final exams, the format is,
“Final Online Assessment - <Course code>”
- If you need any description to add, you can add it to the “Description” box



- The next option is, “Timing”
- In order to add timing, you need to enable Open and Close quiz timing first.
- Then add relevant timing for opening and closing the quiz. And also set the **Time limit**.

Example: Suppose our assessment duration is two hours and it’s a morning exam. So the exam open time should be 9 am and the Close time should be 11. 10 am. This additional **10 minutes** we reserve for any unavoidable technical issues. (Anyway students will get only two hours for the exam).



- In the “When time expires” field, select “Open attempts are submitted automatically” option.

- Under the **“Grade”**, keep the Grade category as **“Uncategorized”** (as we don’t have grade categories in the EVAL page.)
- Attempts allowed should be 1.

▼ Grade

Grade category ?

Grade to pass ?

Attempts allowed

- Under the **“Layout”**, select **“Every question”** under **New page**.
- Navigation method should be **“Free”**.

▼ Layout

New page ?

Show less...

Navigation method ?

- Under the **“Question behaviour”**, you can enable **Shuffle within questions**, based on your question types.

▼ Question behaviour

Shuffle within questions ?

How questions behave ?

- Under the **“Review options”**, we do not select any option in FCMS final exams. Deselect all the options. (For other exams and assessments, you may select relevant Review options accordingly).

▼ Review options ⓘ

<p>During the attempt</p> <p><input checked="" type="checkbox"/> The attempt ⓘ</p> <p><input checked="" type="checkbox"/> Whether correct ⓘ</p> <p><input checked="" type="checkbox"/> Marks ⓘ</p> <p><input checked="" type="checkbox"/> Specific feedback ⓘ</p> <p><input checked="" type="checkbox"/> General feedback ⓘ</p> <p><input checked="" type="checkbox"/> Right answer ⓘ</p> <p><input type="checkbox"/> Overall feedback ⓘ</p>	<p>Immediately after the attempt</p> <p><input type="checkbox"/> The attempt</p> <p><input checked="" type="checkbox"/> Whether correct</p> <p><input type="checkbox"/> Marks</p> <p><input checked="" type="checkbox"/> Specific feedback</p> <p><input checked="" type="checkbox"/> General feedback</p> <p><input checked="" type="checkbox"/> Right answer</p> <p><input type="checkbox"/> Overall feedback</p>	<p>Later, while the quiz is still open</p> <p><input type="checkbox"/> The attempt</p> <p><input checked="" type="checkbox"/> Whether correct</p> <p><input type="checkbox"/> Marks</p> <p><input checked="" type="checkbox"/> Specific feedback</p> <p><input checked="" type="checkbox"/> General feedback</p> <p><input checked="" type="checkbox"/> Right answer</p> <p><input type="checkbox"/> Overall feedback</p>
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After the quiz is closed

The attempt

Whether correct

Marks

Specific feedback

General feedback

Right answer

Overall feedback

- Under the **“Appearance”**, keep all the default settings as it is.

▼ Appearance

Show the user's picture ⓘ

Decimal places in grades ⓘ

Decimal places in question grades ⓘ

Show less...

Show blocks during quiz attempts ⓘ

- Under the **“Safe Exam Browser”**, select No. (for postgraduate exams, you may require to enable this option).

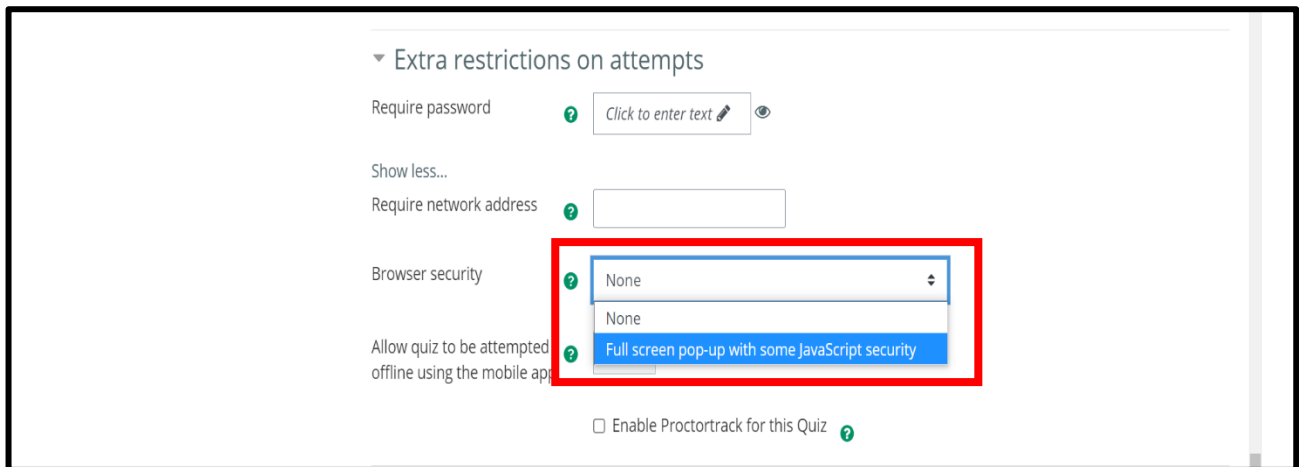
▼ Safe Exam Browser

Require the use of Safe Exam Browser ⓘ

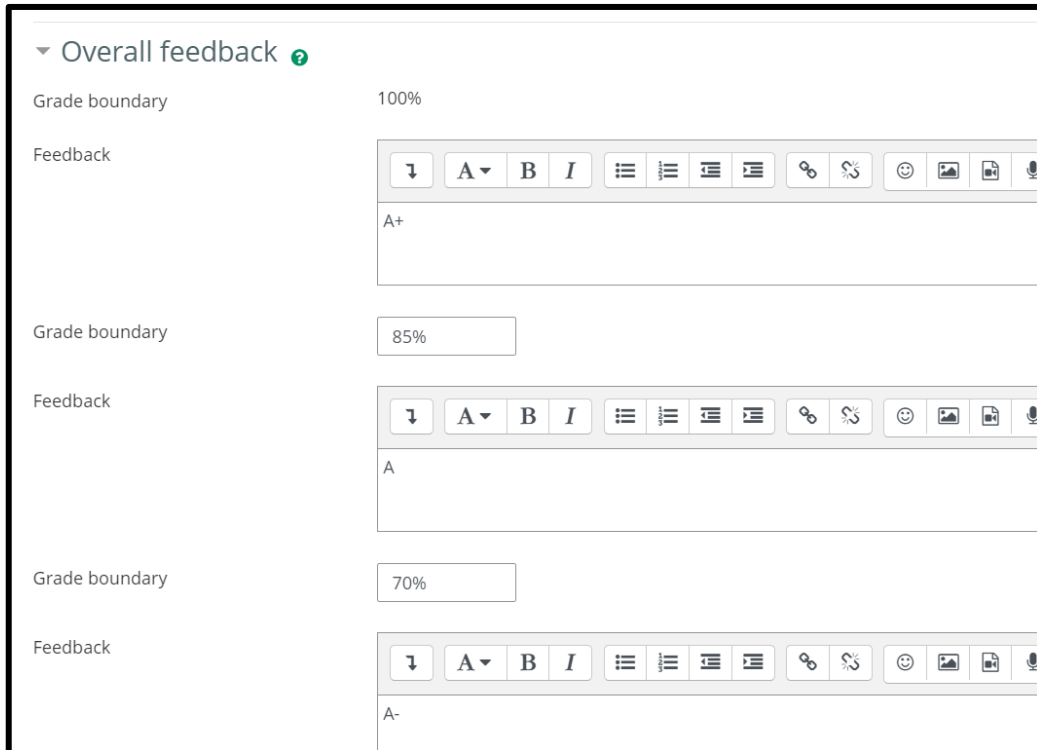
- Under “**Extra restrictions on attempts**”, you may enter a password for the quiz. In FCMS final exams we do not enter passwords for the quiz.
- Under the “**Browser security**” select “**Full screen pop-up with some JavaScript security**” option.
- If “**Full screen pop-up with some JavaScript security**” option is selected,
 - The quiz appears in a full screen popup window that covers all the windows and has no navigation controls.
 - Students are prevented, as far as is possible, from using facilities like **copy and paste**.

Following browsers are by default enabled the Java Security.

- Microsoft Internet Explorer / Edge
- Mozilla Firefox
- Apple Safari
- Google Chrome

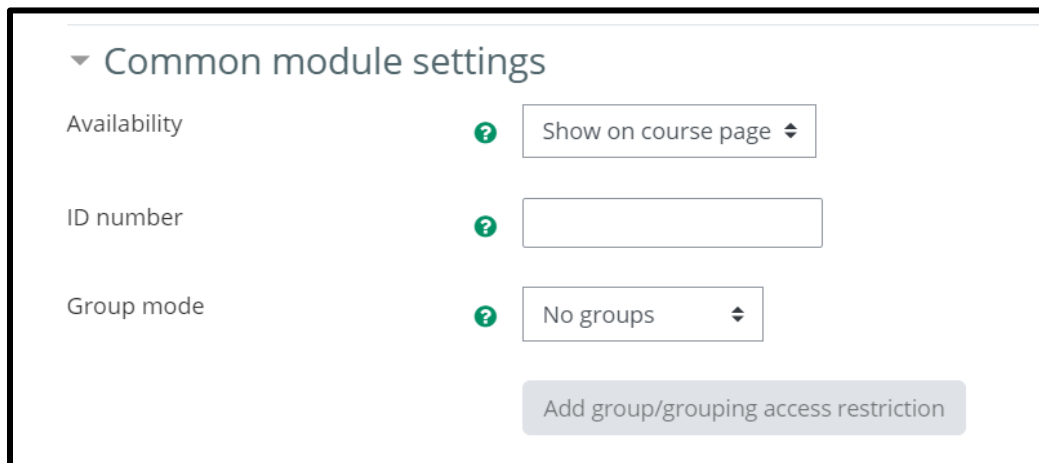


- Under “Overall feedback”, set grades and mark boundaries as per the university guidelines.



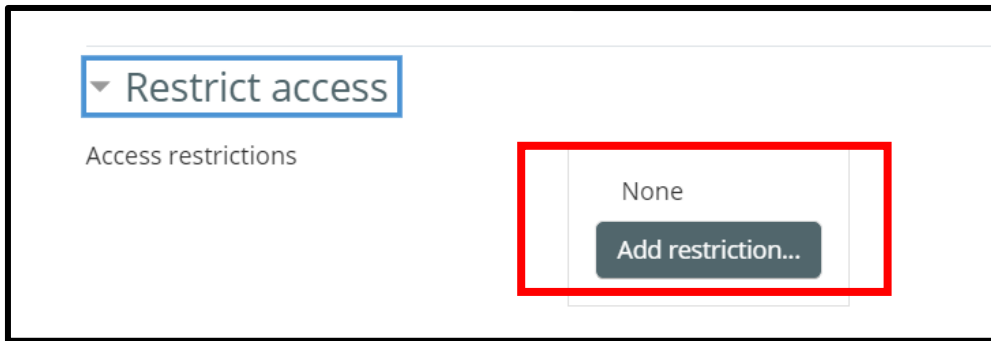
The screenshot shows the 'Overall feedback' settings in Moodle. It features three rows, each representing a grade boundary. Each row includes a 'Grade boundary' input field and a 'Feedback' editor. The first row has a grade boundary of 100% and a feedback editor with 'A+' entered. The second row has a grade boundary of 85% and a feedback editor with 'A' entered. The third row has a grade boundary of 70% and a feedback editor with 'A-' entered. Each feedback editor includes a rich text toolbar with options for text formatting (bold, italic, underline, list), linking, unlinking, and inserting elements like smileys, images, and files.

- Under the “Common module settings”, keep all the default settings as it is

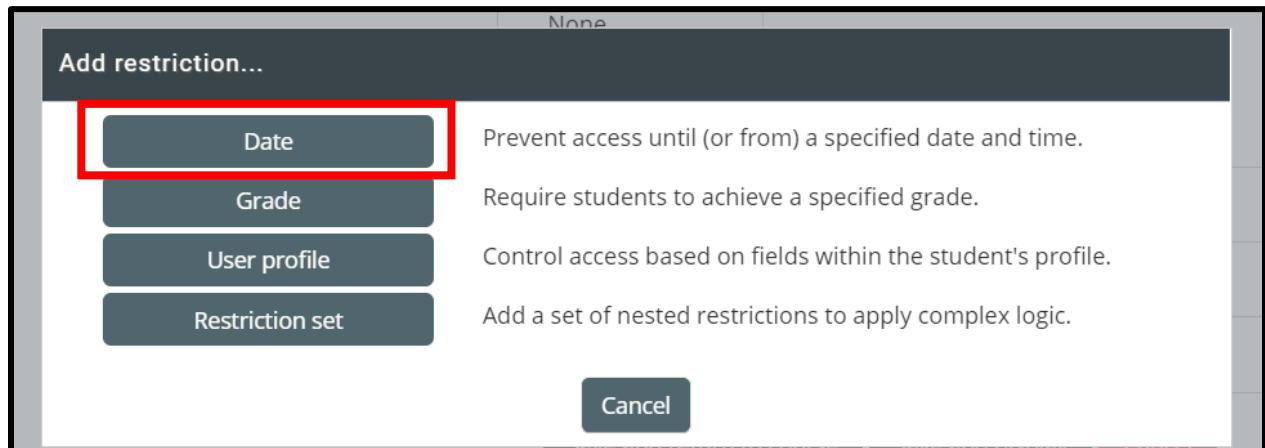


The screenshot shows the 'Common module settings' in Moodle. It includes three settings: 'Availability' set to 'Show on course page', 'ID number' (empty), and 'Group mode' set to 'No groups'. Each setting has a green question mark icon. At the bottom, there is a button labeled 'Add group/grouping access restriction'.

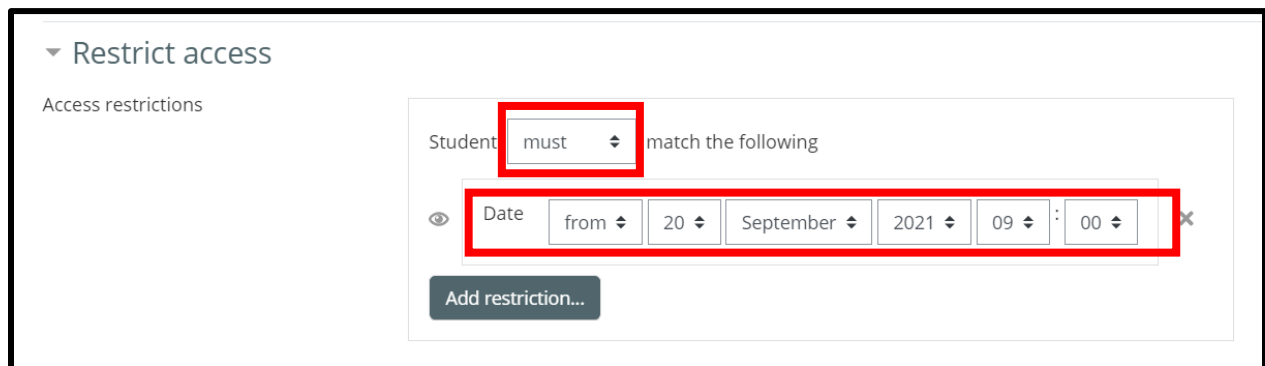
- The next feature is the, **“Restrict access”**
- The restrict access feature enables us to restrict the availability of the Quiz, according to certain conditions such as dates, grade obtained, group or activity completion.
- Click on **“Add restrictions”**.



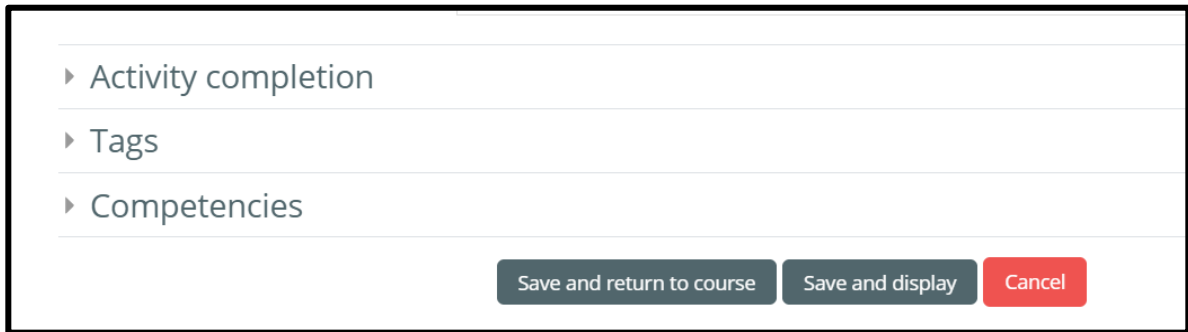
- For the FCMS final exams, we use **“Date”** condition to prevent access until the exam date and the time.



- Set the exam date and the exam starting time accordingly.



- Keep all other three settings on the “Updating: Quiz” window as it is and click on “Save and display”.



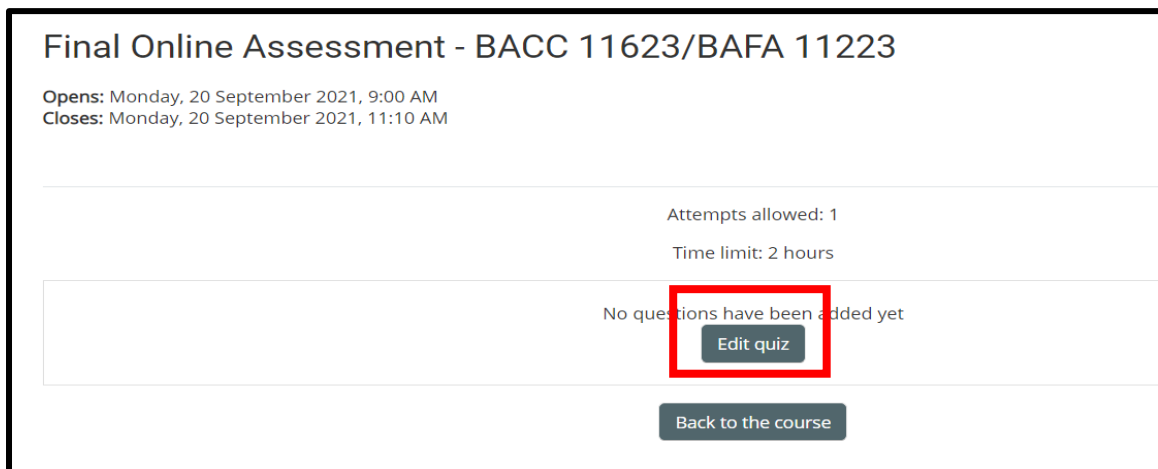
Activity completion

Tags

Competencies

Save and return to course Save and display Cancel

- You will get the following window. Click on “Edit quiz” button to add questions to the Quiz.



Final Online Assessment - BACC 11623/BAFA 11223

Opens: Monday, 20 September 2021, 9:00 AM
Closes: Monday, 20 September 2021, 11:10 AM

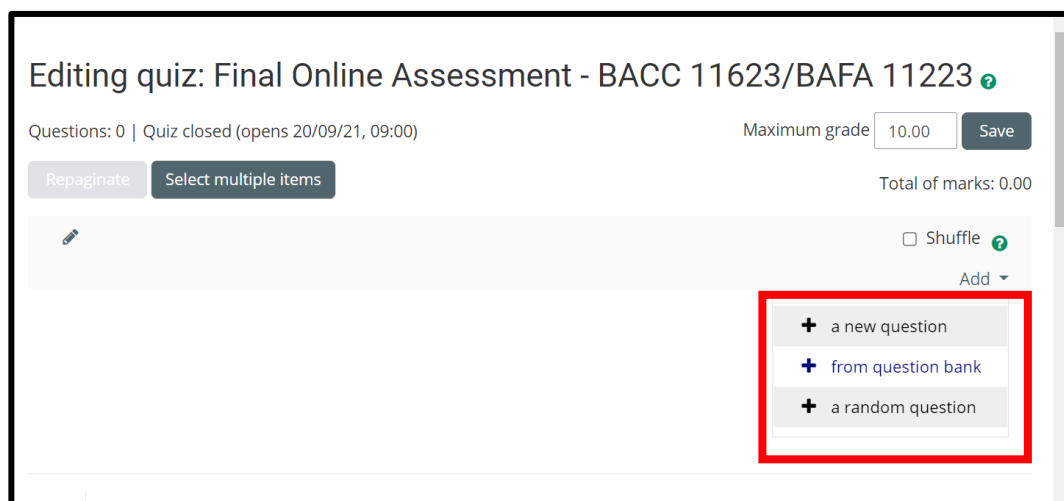
Attempts allowed: 1
Time limit: 2 hours

No questions have been added yet

Edit quiz

Back to the course

- From the “Editing quiz” window, you can add new questions, you can add questions from the question bank or add random questions from the question bank, to the Final Quiz.



Editing quiz: Final Online Assessment - BACC 11623/BAFA 11223

Questions: 0 | Quiz closed (opens 20/09/21, 09:00) Maximum grade 10.00 Save

Repaginate Select multiple items Total of marks: 0.00

Shuffle

Add

- + a new question
- + from question bank
- + a random question

- For the FCMS final exams, we use random questions from the question banks (most often).
- Accordingly, select the relevant **“Category”** and **“Number of random questions”** from the dropdowns menus and click on the **“Add random question”** button to add selected random questions to the Final Quiz.

Add a random question at the end ✖

Existing category | New category

Category

Include questions from subcategories too

Tags ? Any tags

Number of random questions

Questions matching this filter: 0

Note: Please refer **“Different Question Types in Moodle”** guide, when preparing questions in Moodle.

-End of the Guide-