

Exam Administration Tips



moodLearning, Inc.

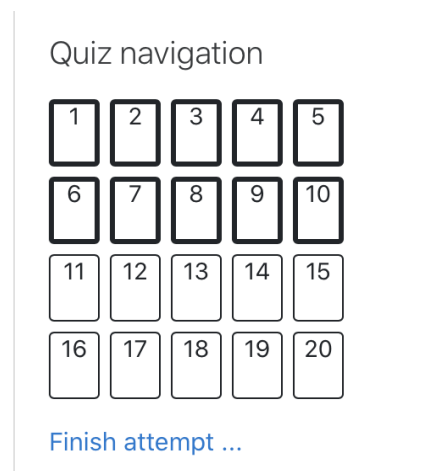
a tech service company



Exams are computationally taxing for the server. Setting up complicated ones also tends to be error-prone. The following are practical tips that can mitigate challenges relating to the administration of mLMS (moodLearning-powered Learning Management System) exams, so that students and teachers will not be unnecessarily stressed out.

Students

1. Have the students log in early (at least 15 minutes before the scheduled exam) and have them bookmark the exam page or put it on a dedicated browser tab with the test page already loaded.
2. Students are advised to use Chrome-based browsers e.g., Google Chrome, Brave, and Opera.
3. Ask students to use a laptop or desktop. Taking tests using other access devices (like mobile phones) is not as reliable as doing it on a desktop or laptop.
4. Encourage students to restart their computers and close nonessential programs other than browsers.
5. While taking the exam, urge students to use the **QUIZ NAVIGATION** and NOT the back or forward arrow of the browser. This is how the Quiz Navigation (for a 20-page exam) looks like:







6. Encourage them to review their answers at least once to make sure that they answered all of the questions before submitting the quiz or exam attempt.

Teachers

1. Instead of using one (1) page per question, use multiple questions (at least 5) per page or estimate the time it takes to finish such questions on a page would be no less than 10 minutes.
2. Enable the **Activate Delayed Attempt** plugin to distribute students getting in. Here's how:

On your quiz settings, configure the **Extra Restriction on Attempts** and enable **Random Access Delay**.

▼ **Extra restrictions on attempts**

Require password	?	Click to enter text  
Gradual entry to the quiz	<input checked="" type="checkbox"/>	Sets a random access delay ?
Photo identity validation	?	Identity validation not required 
Students cognisance of plagiarism policy	?	not required 

3. Create a practice test in a realistic practice environment.
4. Avoid having masses of students take the exam simultaneously. Have them take it in batches. You may use a pool of questions that can be randomized to make each exam instance “unique”. Do not administer a departmental exam unless you are certain your infrastructure can support it.
5. Review the test after set-up.