Online Examinations - Guideline for FoEOAS Managers (Department Representatives)

T_i: The exam start time for the ith course

 T_0 : min($\{T_i\}$)

 $[T_i-7d]$: 7 days before the exam start time $[T_i+2h]$: 2 hours after the exam start time

Before the exam

1. [T₀ - 10 days] Receive the exam schedule from the AR

- 2. To 10 days Check with the FeEOAS admin whether the exam courses are created.
 - a. Provide the course coordinators and evaluation panels with access to relevant courses
 - b. Verify that candidates have access to the courses they are enrolled in
- [T₀-3 days] Assist the course coordinators to configure the exam quiz settings (especially: timing, allowed attempts, review options, Safe Exam Browser).
 Timing:
 - Quiz open time: 3 minutes before the scheduled exam start time
 - Quiz close time: 30 minutes after the scheduled exam end time
 - Time limit: exam duration
 - When time expires: open attempts are submitted automatically

Number of attempts:

Attempts allowed: 1

Review Options:

Uncheck all options

Safe Exam Browser:

• See appendix at the end of this document

During the exam

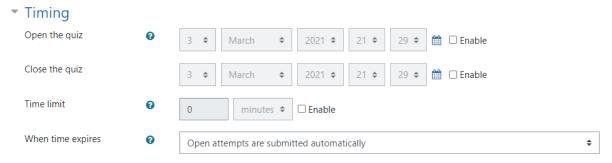
- 1. Upon chief invigilator's request, give extra time to candidates through FoEOAS using user overrides (*Quiz Administration>User overrides*).
- 2. When required, assist the chief invigilator to verify whether candidates have completed their submissions.

After the Exam

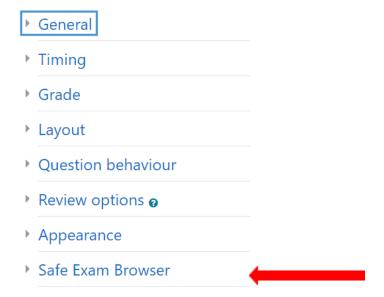
- 1. Assist analysing the following user activity logs for each individual exam, and prepare a report:
 - FoEOAS user activity related to each exam
 - Zoom user activity related to each exam room (Zoom administrative data logs may be request from LEARN)
 - Technical support Zoom and chat user activity (Zoom administrative data logs may be request from LEARN)

SEB Settings Guideline for the FoEOAS Managers (Department Representatives)

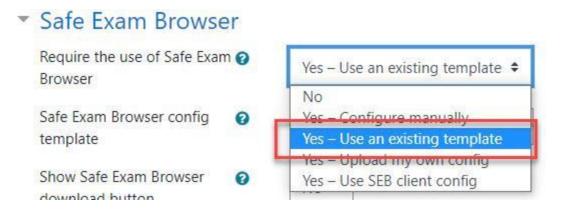
- Login to FoEOAS, go to the relevant course page,
 Turn editing on > Add an activity and Select Quiz.
- Name the quiz with your course code and title.
 Eg: CO222 Programming Methodology
- Set the exam timing as per the schedule given by AR.



- Set the other quiz settings as per the assessment guidelines given by AR and add the Questions.
- To configure SEB, **Expand Safe Exam Browser** in quiz settings



• From the dropdown menu, select **Yes - Use an Existing Template**(for manual configuration steps refer <u>Guide 8 - Manual SEB Configuration Guide</u>)



• Then select the Safe Exam Browser config template relevant to the Exam.

(Ex: Semester 8 Exam - Sep2021)

▼ Safe Exam Browser



 Select "No" for show Safe Exam Browser download button and leave the other options as follows.



Save the guiz.

Note: We do not need to generate the browser keys when we use the template option.