

OpenExam Online – Teachers Manual

*An getting started guide for the OpenExam web interface
targeted at teachers/employees.*

Version 1.0 (Draft)

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Welcome to OpenExam

The screenshot shows the OpenExam website homepage. At the top left is the Uppsala University logo and name. The title "OpenExam - online examination system" is centered above a navigation bar with links for "Home", "About", and "Login". Below the navigation is a section titled "Welcome!" with a brief introduction to the system. There are four main content boxes: "Are you a Teacher?", "Are you a Student?", "News", and "OpenExam Demo". Each box contains a small image and descriptive text.

Are you a Teacher?

If you are a teacher at Uppsala University or if you have been given access to the system by the administrator you can log in by clicking on "Login" link in top right corner.. If you do not have access, please contact the [system administrator](#).

Are you a Student?

If you have been registered for computer based exams you can log in by clicking on "Login" link in top right corner and find your previous and upcoming exams. If you cannot log in please contact your course administrator.

News

There are no news for now.

OpenExam Demo

We are working to setup OpenExam demo. Thank you for your patience.

Please [contact](#) if you want to see OpenExam demo.

To see how you can use OpenExam, please go to:

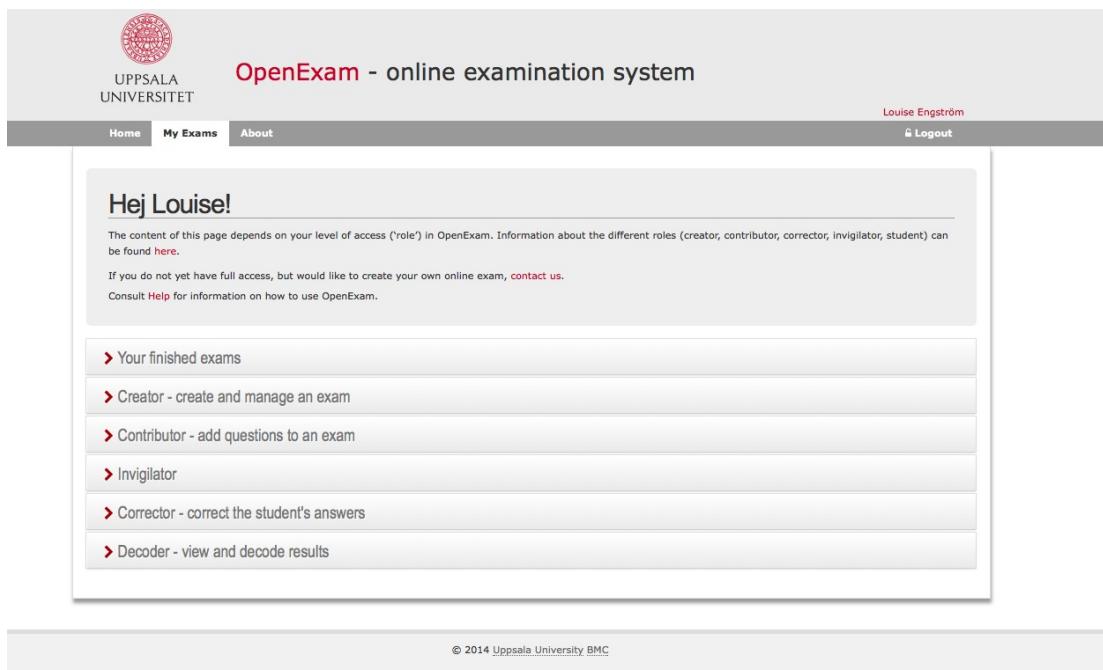
Before the exam, quick introduction

The screenshot shows the homepage of the OpenExam system. At the top, there is a logo for Uppsala University and a search bar with buttons for 'Lyssna' and 'Sök'. Below the header, the title 'OpenExam - Online Examination System' is displayed. A navigation bar includes links for 'Home', 'Demo', 'Previous', and 'Language'. The main content area features a 'Welcome!' message and a brief description of the service. It includes two sections: 'Student' (with a 'Start Examination' and 'Goto Result Page' button) and 'Teacher' (with a 'Enter System' button). A 'Contact' section at the bottom provides information on how to get access to the system. The footer contains copyright information and a last modified date.

Under "Teacher" click "Enter System".
This takes you to the home page and from here you log in to start using the system.

The screenshot shows the homepage of the OpenExam system. The 'Login' button in the top right corner is circled in red. The rest of the page content is identical to the previous screenshot, including the 'Welcome!', 'Student', 'Teacher', and 'Contact' sections, as well as the footer information.

When you have logged in, choose the My Exams tab.



The exam archive lists all exams on which you have permission to perform various tasks. One such task could be to correct answers or contribute questions.

All tasks are bound with a specific role on a particular exam or question, either implicitly granted or explicitly delegated by the exam owner.

Creator

The creator is the person that has created the exam, thus becoming its owner and manager. The creator can define properties (like grades) and delegate roles (for different tasks) to co-workers.

Contributor

A contributor is usually a teacher at the course that can add questions to the exam. The contributor will automatically become the corrector of his/her contributed questions.

Invigilator

The invigilator can add or remove students, change the time settings for all or single students and modify/accept locations from where the exam can be accessed.

Corrector

Although the contributor automatically becomes the corrector of "own" questions, it is also possible to assign multiple or different correctors for a question. The corrector role is connected with a specific question, not the exam as a whole.

Decoder

When all questions have been corrected, the exam is decoded and the students' identity is disclosed. After this point, the exam is frozen from further correction and the results can be reported.

How to start a new exam

When you are logged in the "My Exam" window will be displayed. Click on (open) the "Creator" view.

The content of this page depends on your level of access ('role') in OpenExam. Information about the different roles (creator, contributor, corrector, invigilator, student) can be found [here](#).

If you do not yet have full access, but would like to create your own online exam, [contact us](#).

Consult [Help](#) for information on how to use OpenExam.

► Your finished exams

► Creator - create and manage an exam

► Contributor - add questions to an exam

► Invigilator

► Corrector - correct the student's answers

► Decoder - view and decode results

This will show all your exams. To allow easy sorting it is important to use a logic labelling.

Name	Date	Actions
Open Exam	2015-12-01 11:20 → 11:20	Manage Test exam Reuse Delete
Exam test 2015	2015-08-31 10:41 → 10:48	Manage Test exam Reuse Delete
Untitled exam		Manage Test exam Reuse Delete
testing more questions	2015-08-11 11:31 → 11:37	Manage Reuse
corrector 3	2015-08-10 14:07 → 14:10	Manage Reuse

Brief description of general functions

Manage:

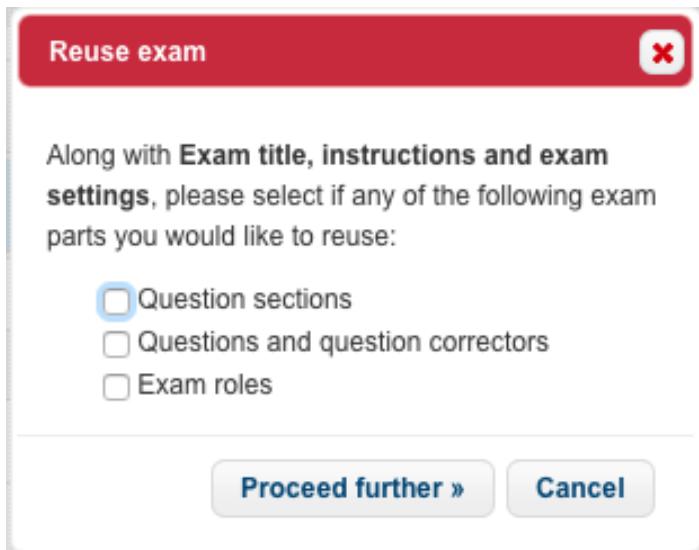
The manage function allows you to do any necessary changes to the exam and basically it will take you directly to the view of your already created exam where you can add questions, include settings and assign roles etc.

Test exam:

This function allows you inspect the students' view of the exam for any errors.

Reuse:

A pop-up window allows you to select what you wish to reuse (the questions only, or together with the same correctors, or all exam roles). You can reuse both unused and previously finished exams



View:

Finished exams may not be modified but you can still view questions and settings- and also reuse different parts as described above.

Create a new exam

Click on the "Create a new exam" button.

The screenshot shows a list of existing exams: 'Open Exam' (created 2015-12-01), 'Exam test 2015' (created 2015-08-31), 'Untitled exam', 'testing more questions' (created 2015-08-11), and 'corrector 3' (created 2015-08-10). Each item has 'Manage', 'Test exam', 'Reuse', and 'Delete' buttons. A red circle highlights the 'Create a new exam' button at the top right of the page.

A pop-up windows will appear from where core exam information can be entered. Required fields are marked with (*) and has to be completed for an real exam.

Remember to write any exam specific information to the students in the box provided. Also bear in mind that the grades are given as percentage of the total score.

You can always return to this window and add/change text by clicking on the ratchet symbol.

OpenExam - online examination system

Exam settings

Please note that you may return anytime and can complete the exam settings.
Please fill up all required fields (marked with *).

Exam title: * [Input field]

Course code: [Input field] **Uppdok test code:** [Input field]

Exam Start time: *
yyyy-mm-dd hh:mm [Input field]

Exam End time: *
yyyy-mm-dd hh:mm [Input field]

Grades: *
U:0
G:15
VG:20

Organization: *
Områdeskansler; Kanslet för medicin och farri

Exam instructions for students:
[Text area with rich text editor]

In corrected exam, display correcting teacher.
 In corrected exam, include result statistics.
 Expose student's accumulated points in score board.

Save exam settings **This exam is ready for use**

Drop-down box allows you to chose the date and time for the exam. You can also add this manually directly into the field provided.

Exam settings

Please note that you may return anytime and can complete the exam settings.
Please fill up all required fields (marked with *).

Exam title: *
Final Exam in Microbiology

Course code: 111111 **Uppdok test code:** [Input field]

Exam Start time: *
yyyy-mm-dd hh:mm [Input field]

Exam End time: *
yyyy-mm-dd hh:mm [Input field]

Organization: *
Områdeskansler; Kanslet för medicin och farri

Date: Mar 2015
Su Mo Tu We Th Fr Sa
8 9 10 11 12 13 14
5 16 17 18 19 20 21
2 23 24 25 26 27 28
9 30 31

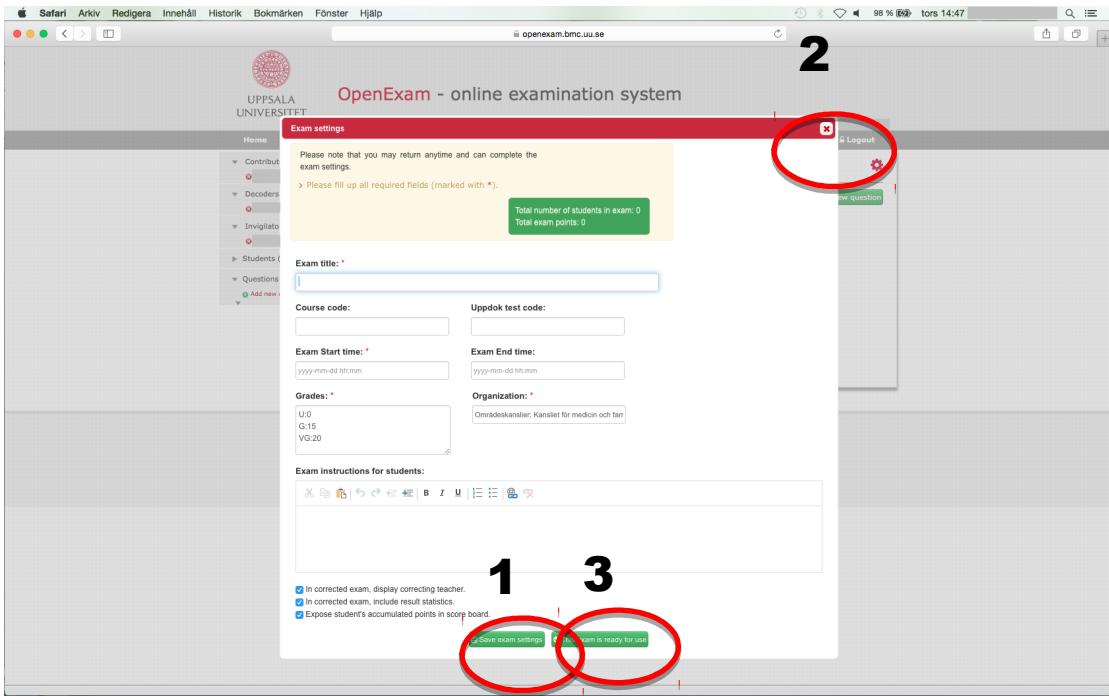
Time: 14:53
hour 14 minute 53

In corrected exam, display correcting teacher.
 In corrected exam, include result statistics.
 Expose student's accumulated points in score board.

Save exam settings **This exam is ready for use**

Save the settings by pressing the “Save the exam” (1) button and close the pop-up window by clicking the top corner cross (2).

The button “Publish this exam” (3) should **not** be used until the exam is ready to be used.



After closing the settings window you can start delegating roles, adding students and adding questions. By design, you should have been granted some roles yourself giving you permission to perform various tasks.

Delegating Roles

The system supports both centralized and collaborated/distributed work on an exam. By delegating roles to co-workers, you can grant other people permissions to perform distinct task, inviting them to participate in a collaborated work on an exam.

In the left pane the different roles are listed (see page 4 for description): Contributors, Invigilators and Decoders. By default, when creating an exam you will automatically be given these roles.

The screenshot shows the 'Open Exam' interface. On the left, there is a sidebar with a red circle highlighting the 'Contributors' section. The 'Contributors' section lists 'Louise Engström [louen325]' under the 'Contributors' category. To the right, the main area displays the message 'There are no questions in this exam yet.' A green button labeled 'Add a new question' is visible. The top navigation bar includes the Uppsala University logo, the title 'OpenExam - online examination system', and user information 'Louise Engström' and 'Logout'. A small gear icon is also present.

To assign a role to someone else, for example a contributor you click on the **green** plus next to the title:

The screenshot shows the 'Open Exam' interface. A red circle highlights the 'Contributors' section, and a red arrow points down to a search input field where 'Ahsa' has been typed. A dropdown menu shows search results: 'Ahsan Shahzad', 'Ahsan Shahzad', 'Ahsan Mahmood', 'Ahsan Shahzad', and 'Ahsan Yasin'. The rest of the interface remains the same as the previous screenshot, including the sidebar, main content area, and top navigation bar.

In the textbox that appears you can search for people by their full name or insert their username.

With the same procedure you select persons for all other roles. Remove names using the red cross. You can also remove yourself from a function (e.g. as a decoder).

The system can handle multiple user domains for authentication and directory services for searching. For more information about this, please send an email to openexam@bmc.uu.se

Managing students

Only students added on an exam can access it and its the invigilator that manage students on the exam. From within the exam management view, the creator can manage students too, using his/her implicit granted invigilator role.

The screenshot shows a web-based application interface for managing an exam. At the top, there is a navigation bar with links for 'Home', 'My Exams', and 'About'. On the right side of the top bar are 'Logout' and a gear icon. Below the navigation bar is a sidebar menu on the left containing the following items:

- Contributors (Louise Engström [louen329])
- Decoders (Louise Engström [louen329])
- Invigilators (Louise Engström [louen329])
- Students ()** (This item has a green plus sign icon next to it, which is circled in red in the screenshot.)
- Questions (Add new question section)

The main content area is titled 'Open Exam' and contains the message 'There are no questions in this exam yet.' In the top right corner of the main area, there is a green button labeled 'Add a new question' with a gear icon.

Click on the **green** plus next to the “Students” label. A pop-up windows will appear from within students can be added or removed.

Methods for adding students

Either single students or multiple at once can be added. Three methods are provided:

- Add students by list (copy and paste)
- By importing a spreadsheet or text file.
- By importing a group or course.

Anonymous code

The anonymous code can be used when reporting results and is also shown for correctors. All methods supports an anonymous code to be supplied.

If an anonymous code is not provided during student registration, then the system will generate one for you.

Caution:

The anonymous code has to be unique within the exam, but can be reused on other exams. The system will try to enforce this uniqueness, but for technical reasons this is not always possible.

Add single student or a list of students

The first method is the simplest. Just write or copy & paste one or more students on each single row.

The first field should be an identity (a personal number or username). An optional anonymous code can be supplied. The identity and the optional anonymous code (if any) should be separated by a blank space or tab character.

Manage students for exam ✖

Open Exam

Add new students **Manage existing students**

▼ Add single or multiple students

Write identities and anonymous code (optional) of single or multiple students. Separate the identity (username or personal number) and code by space. The data should be separated by newlines when adding multiple students.

Format to add single student: **identity code**

Format to add multiple student:

identity1 code1
identity1 code2

identity code

▶ Add students

▶ Import from file
▶ Import from group

Import from spreadsheet or text file

The second alternative is to import a list of students from a file. The most commonly used spreadsheet file formats are supported, as well as, comma separated text values or tab separated.

If import of an spreadsheet file fails (perhaps because the content was copied from a web page), please try the following:

- Swap/move column containing personal numbers to first column.
- Remove columns/cells containing images/pictures.

Manage students for exam X

Open Exam

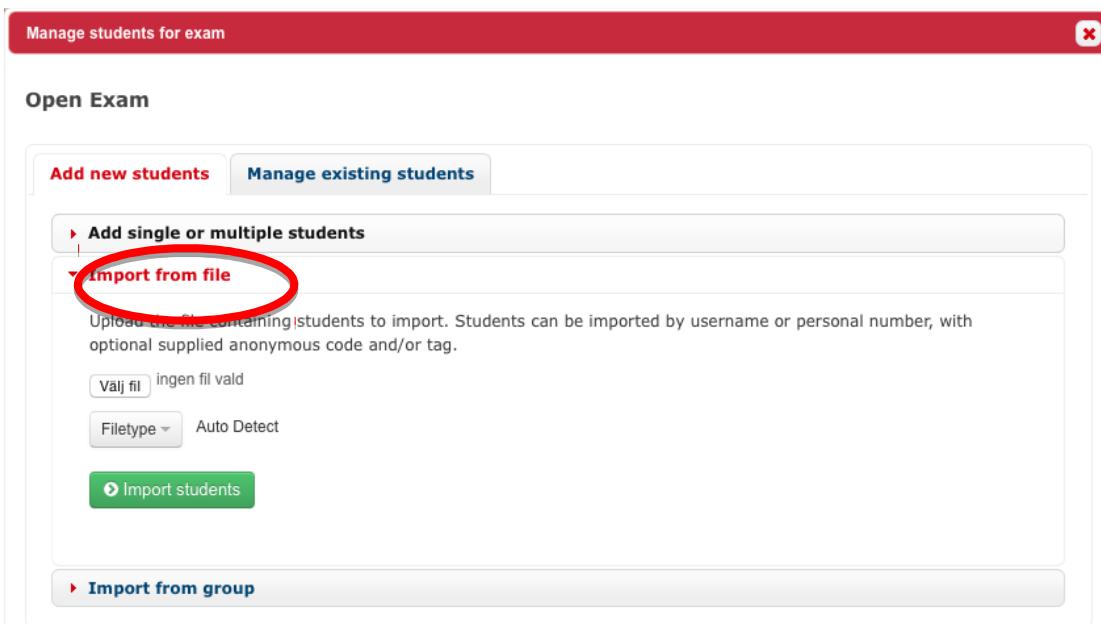
Add new students Manage existing students

▶ Add single or multiple students
▼ Import from file

Upload CSV file containing students to import. Students can be imported by username or personal number, with optional supplied anonymous code and/or tag.

ingen fil vald
 Auto Detect

▶ Import from group



Import a group or course

The third option is to import students being group members or registered on a course (for example an UPPDOK course code or an active directory group in the USER-domain).

When importing an group from active directory, use the display name. For example "UPPDOK – 3PA014". Use "3PA014" for importing the same students list, but from UPPDOK.

Manage students for exam X

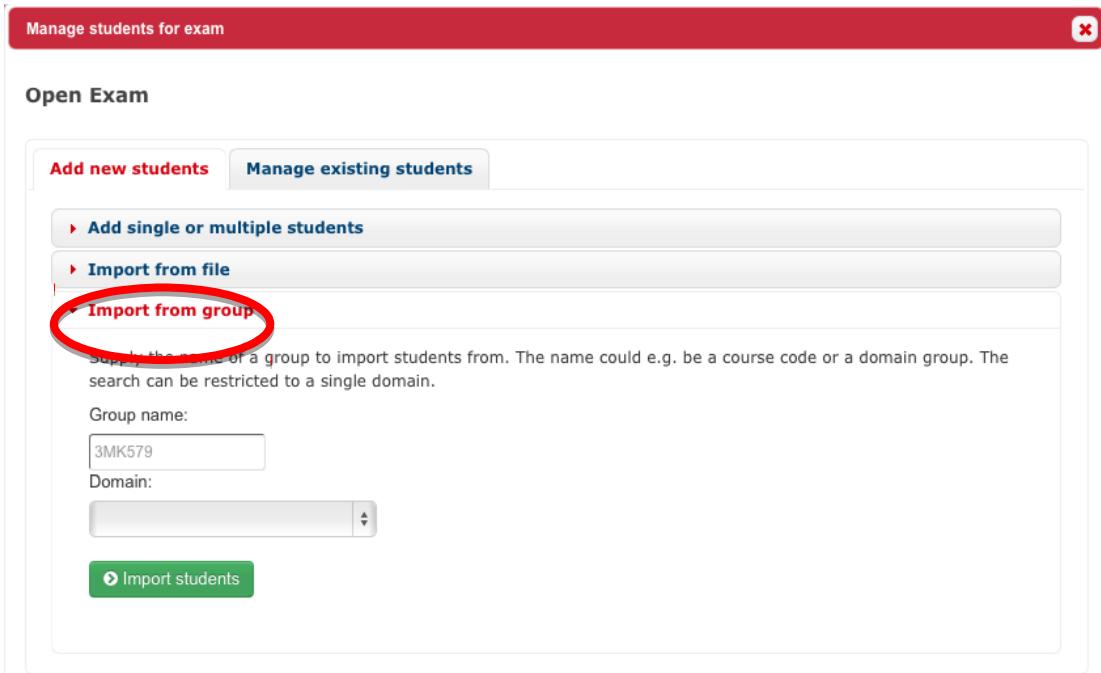
Open Exam

Add new students Manage existing students

▶ Add single or multiple students
▼ Import from file
▼ Import from group

Supply the name of a group to import students from. The name could e.g. be a course code or a domain group. The search can be restricted to a single domain.

Group name:
Domain:



Select what to import

When importing from file, group or course it might be required to select how columns in input data should be mapped to student properties like username, personal number, custom tagging and anonymous code.

Username	Custom Tag	Anonymous Code	
[blurred]	3PA014	3B5A32D8	
[blurred]	3PA014	61C31FAE	
[blurred]	3PA014	[blurred]	

The view shown after submitting e.g. a course code or file allow you to define this mapping. Start by removing unwanted data (i.e. table headers), then continue by selecting the column containing username.

The view can be used for editing data before import. Once satisfied with the list, scroll down and press “Import Students” to actually perform the import.

Any unmapped columns will be ignored in the final import step.

Manage existing students

The “Manage existing students” tab can be used to remove students one by one. Click on the little garbage bin next to his/her name to remove that student.

Registered students in this exam
TMPI0045@user.uu.se - A482770A
TMPI0044@user.uu.se - 63CB0811

Close the popup window by using the red cross in the top right corner.

Adding questions

Adding questions to an exam can be performed by anyone having the contributor role. Within the selected exam click "Add a new question"

The screenshot shows the OpenExam interface. At the top left is the Uppsala University logo and the text 'UPPSALA UNIVERSITET'. The title 'OpenExam - online examination system' is centered above a navigation bar with links for 'Home', 'My Exams', and 'About'. On the right, a user 'Louise Engström' is logged in, with 'Logout' and a gear icon. The main content area is titled 'Open Exam' and displays the message 'There are no questions in this exam yet.' A red box highlights the green 'Add a new question' button. On the left, a sidebar lists 'Contributors' (Louise Engström), 'Decoders' (Louise Engström), 'Invigilators' (Louise Engström), 'Students (0)', and 'Questions' (with an 'Add new question section' link). The bottom of the page includes a copyright notice '© 2014 Uppsala University BMC'.

Three sections must be completed when adding a question: "Write question", "Answer option" and "Points".

The screenshot shows the 'Add new question' dialog. At the top, a red bar says 'Add new question.' with a close button. Below it, a large red arrow points to the 'Write question' section, which contains a rich text editor toolbar and a text input field with placeholder 'Write your question here'. Another red arrow points to the 'Answer options' section, and a third red arrow points to the 'Points' section. At the bottom, there's a 'Question Correctors:' list with 'Louise Engström [louen329]', and three buttons: 'Add new question part', 'I am done, save this question', and 'Cancel'.

Write question

Type the question in the window provided (1). The layout may be modified using the top bar (2). You can also add supplementary material (3), for example a text document, pictures, movies, tools or websites related to the question.

The screenshot shows the OpenExam interface for creating a new question. The main window title is "Untitled exam". The "Write question" section is highlighted with a red box. Below it, a red arrow points down to the "Add new question" button. To the right of the question editor, three red numbers (1, 2, 3) with arrows point to specific sections: "Answer options", "Question Correctors", and "Points".

Add new question.

Write question

Who put the ram in the ramalamadingdong?

Add supplementary materials

Answer options

Points

Question Correctors: Louise Engström [louen329]

Note:

If you (as the exam creator) have added questions, you cannot choose a different corrector unless he/she has been assigned the role "contributor". This is a known bug in the web interface that will be fixed.

Add new question.

▼ Write question



Who put the ram in the ramalamadingdong?

Add supplementary materials

► Answer options

► Points

Question Correctors:

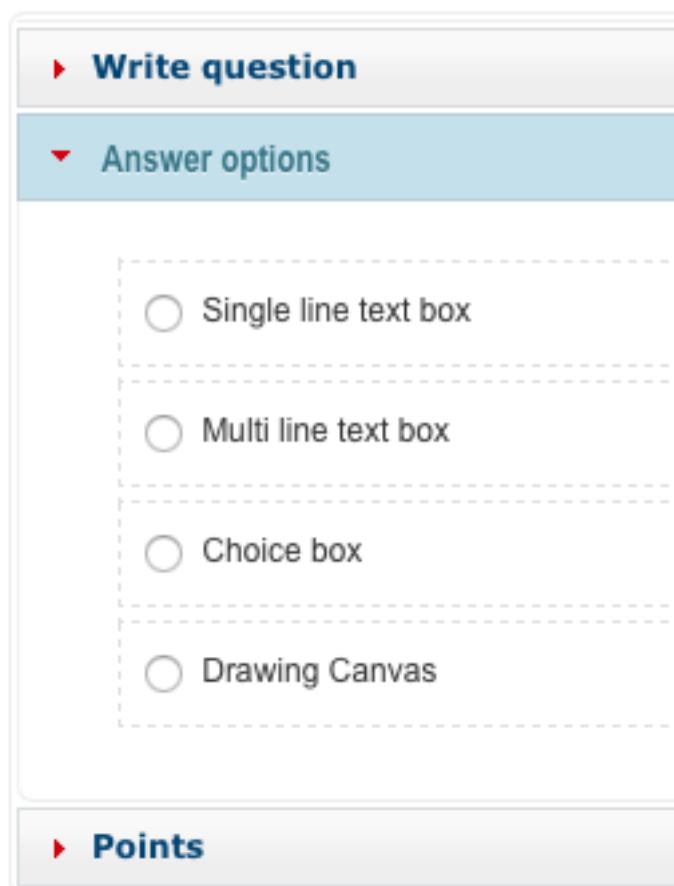
Louise Engström [lo]

Choose a corrector for question

A red oval highlights the 'Question Correctors' section of the interface, which includes a list of users and a dropdown menu for selecting a corrector.

Answer option

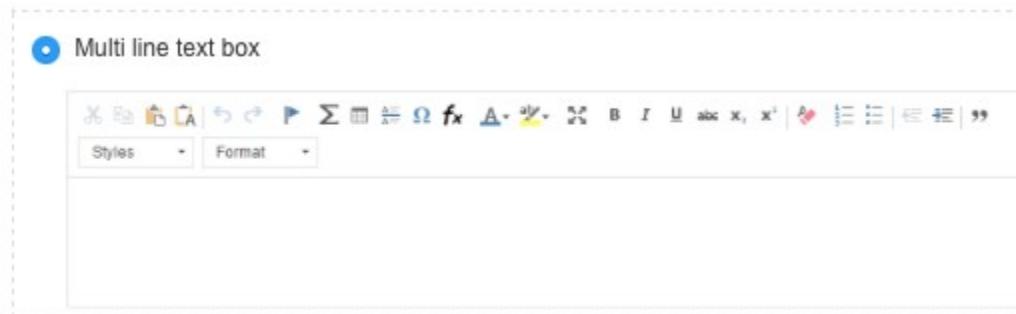
Next, you chose which type of answer you want.



A "Single line text box" is intended for short answers. Typical used for questions requiring limited space for the answer, like "What's the meaning of everything?" [23].



The “Multiple line text box” can be used for longer answers and also allows the student to use formatting of the text. Word or character counting is planned to be added, but currently missing.



The “Choice box” is for multiple-choice questions.

The image displays three separate choice box components, each consisting of a blue circular icon followed by the text "Choice box".

- Top Choice Box:** Contains four items, each preceded by a red "X" icon and an empty square checkbox. The fourth item has a green plus sign icon followed by the text "Add new option".
- Middle Choice Box:** Contains four items, each preceded by a red "X" icon and an empty square checkbox. The first item's checkbox is highlighted with a light blue border. The fourth item has a green plus sign icon followed by the text "Add new option".
- Bottom Choice Box:** Contains four items, each preceded by a red "X" icon and a checked square checkbox (indicated by a blue checkmark). The fourth item has a green plus sign icon followed by the text "Add new option".

Add the alternative answers and mark the correct answer(s) by ticking the box. Multiple choice questions are automatically corrected.

Algorithm:

The algorithm for calculating the score on single/multiple choice questions are +1 for correct selected alternative. -1 for wrongly selected alternative.

The +1/-1 is summed and divided by number of correct alternatives. That number is then multiplied by the maximum score on this part of the question. Negative scores gets adjusted to zero.

“Drawing canvas” will give the student a canvas on which they can make basic drawings.

The screenshot shows a user interface for creating a question. At the top, there is a red bar with the text "Add new question." and a close button. Below this, the "Write question" tab is active, indicated by a blue arrow icon. The "Answer options" tab is also present. A large central area contains a "Drawing Canvas" tool, which includes a toolbar with icons for text, shapes, and colors, and a color palette at the bottom. Below the canvas, there is a section labeled "Points" with a blue arrow icon. At the bottom of the interface, there is a "Question Correctors:" section showing one corrector named "Louise Engström [louen329]".

Points

Finally, you write how many points the correct answer gives. Then save your question.

If your question has two or more parts you add a part by clicking “Add new question part” next to “I am done, save this question”, see below picture.

Add new question.

Write question

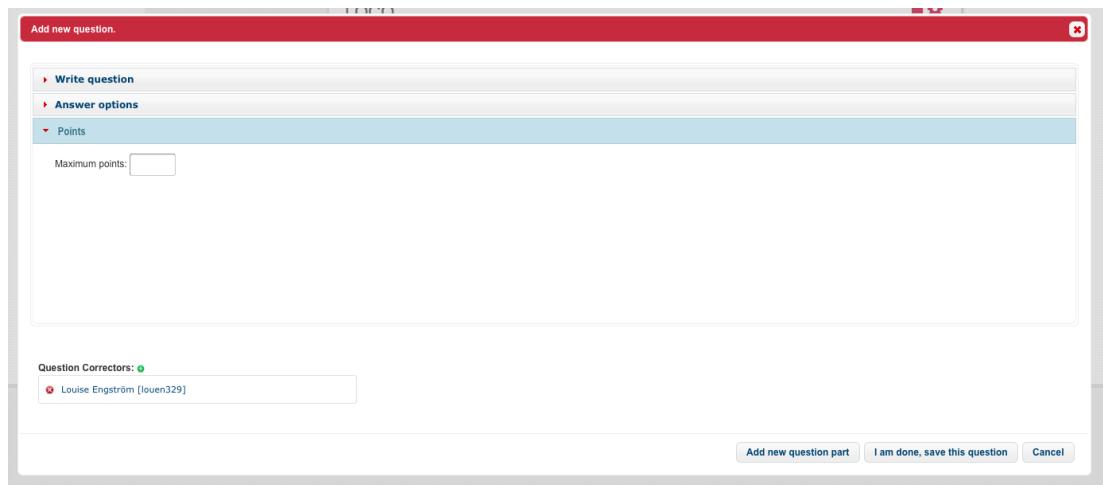
Answer options

Points

Maximum points:

Question Correctors: Louise Engström [louen329]

Add new question part I am done, save this question Cancel



This will display a window, called part "b", where you can add the next section of your question.

Add new question.

Part a Part b

Write question

Write your question here

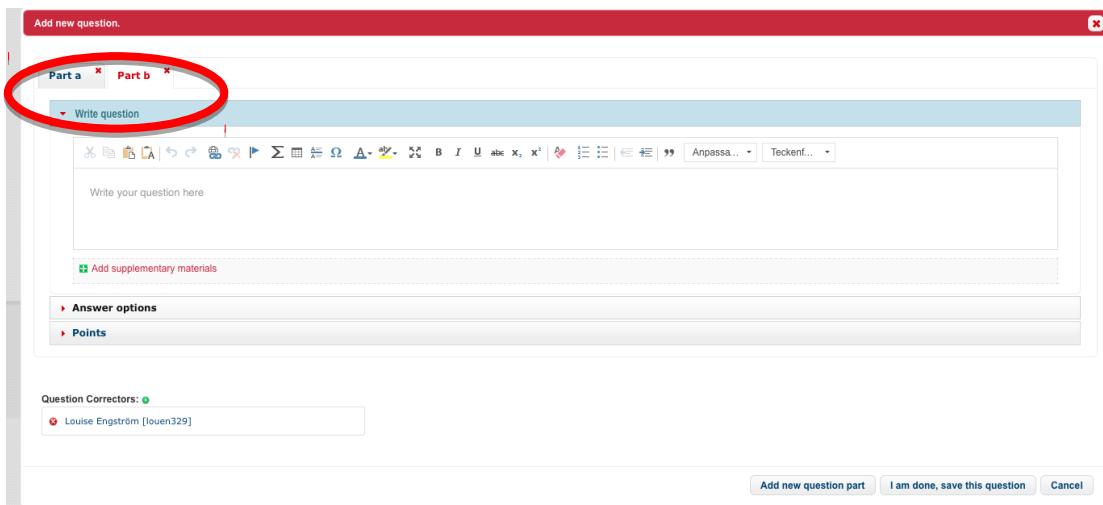
Add supplementary materials

Answer options

Points

Question Correctors: Louise Engström [louen329]

Add new question part I am done, save this question Cancel



When you are done, save the question.

Adding supplementary materials

Supplementary material may be in different formats, PDF, a video-clip, an excel sheet etc.

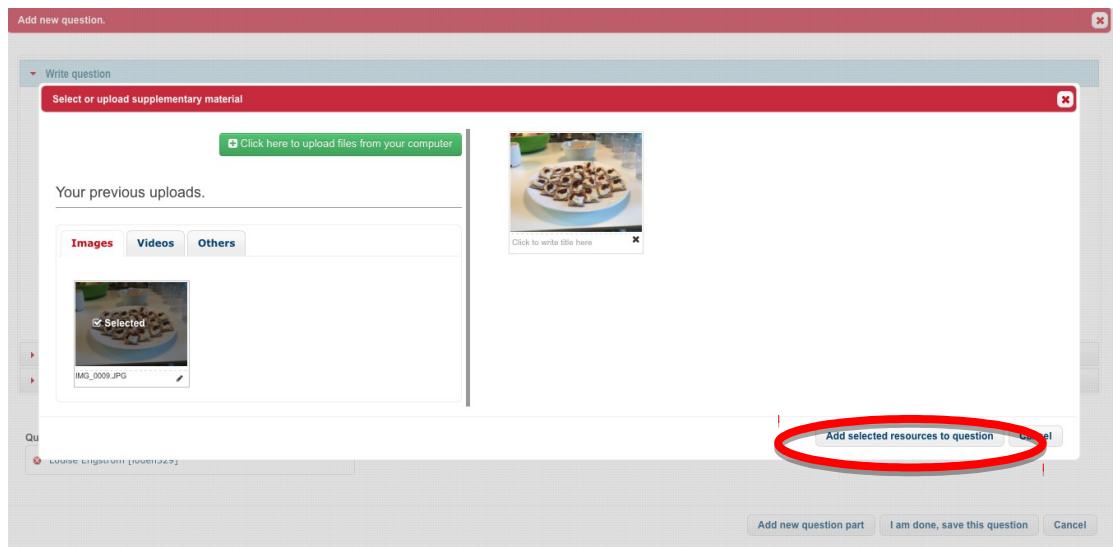
Click on "Add supplementary materials"

The screenshot shows the 'Add new question' interface. At the top, there's a toolbar with various icons for text and media. Below it is a large text input field labeled 'Write your question here'. Underneath the input field, there's a red button labeled 'Add supplementary materials' with a small green icon. This button is circled in red. Below this button are sections for 'Answer options' and 'Points'. At the bottom of the main window, there's a section for 'Question Correctors' with a single entry: 'Louise Engström [louen329]'. At the very bottom right, there are three buttons: 'Add new question part', 'I am done, save this question', and 'Cancel'.

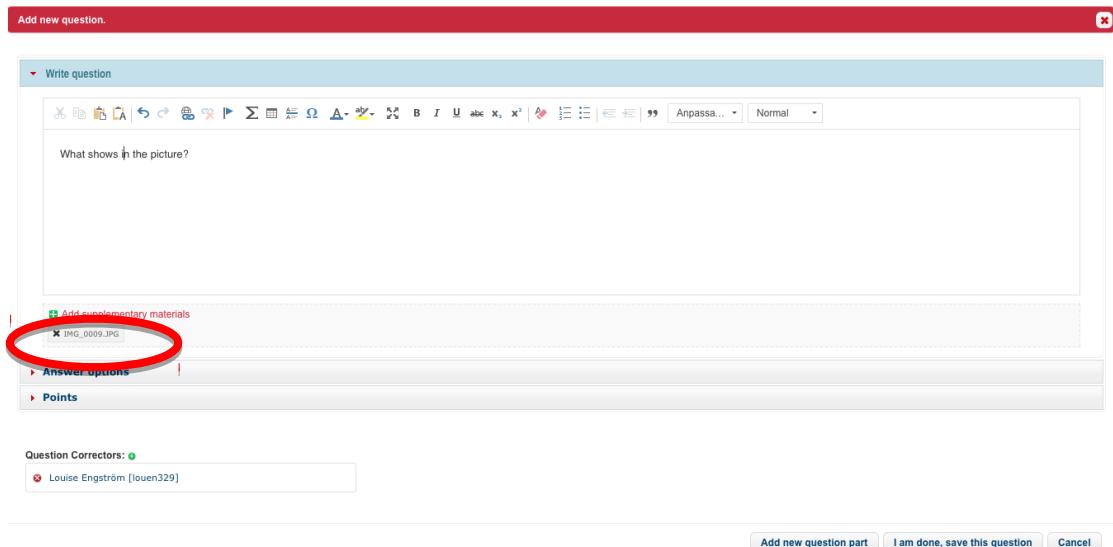
Any previous uploaded files will be shown in the left pane (your library of files). These may be directly selected and used as supplementary files to the question.

This screenshot shows a modal dialog box titled 'Select or upload supplementary material'. It has a red arrow pointing to a green button labeled 'Click here to upload files from your computer', which is also circled in red. Below this button, there's a section titled 'Your previous uploads.' with tabs for 'Images', 'Videos', and 'Others'. To the right of this section, a message says 'No files have been uploaded or selected from previous uploads yet.' At the bottom right of the dialog box are two buttons: 'Add selected resources to question' and 'Cancel'. The background of the dialog box is light gray, and it has a close button in the top right corner. The overall interface is similar to the one in the first screenshot, with a toolbar at the top and a 'Question Correctors' section at the bottom.

Alternatively you can upload a new file by clicking on "Click here to upload files from your computer". The uploaded file will now enter your library of files and also shown to the right as the selected file.



Click "Add selected resources to question".
In the question window you can see that your file has been added to the question



Edit or Delete questions

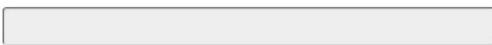
When you have completed all your questions editing is possible through different functions: To delete, use the red cross. To edit, click on the pen and you will return to the question window.

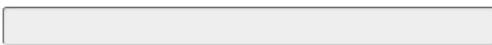
Open Exam 🔒⚙️

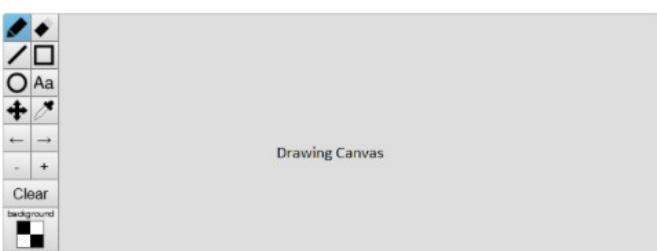
✖️ Add a new question

Q1: [5 pt.] Who put the ram in the ramalamadingdong?
Barry Mann
Michael Jackson
Louise Engström

Q2: [5 pt.] Why is Wednesday called the middle of the week (and not Thursday)?


Q3: [2 pt.] Describe two ways in which a pin can spin.


Q4: [4 pt.]
a. (2 pt.) What is part a?

b. (2 pt.) if you said "a" in part a, what do you say here?


Q5: [10 pt.] Please draw an exact copy of Van Gogh's self portrait.


Checking and Publishing the exam

When you are satisfied with the questions you could check how the exam will appear for a student view before publishing it.

To do so you click the "Preview Student view" button at the bottom of the page. Note that you may also access this view from the function "Test exam" in the "My Exam" view.

Screenshot of the 'My Exam' interface showing five questions (Q2-Q5) and a drawing canvas, with the 'Preview student view' button circled in red.

Q2: [5 pt.] Why is Wednesday called the middle of the week (and not Thursday)?
[Editor toolbar]

Q3: [2 pt.] Describe two ways in which a pin can spin.
[Text input field]

Q4: [4 pt.]
a. (2 pt.) What is part a?
[Text input field]
b. (2 pt.) if you said "a" in part a, what do you say here?
[Text input field]

Q5: [10 pt.] Please draw an exact copy of Van Gogh's self portrait.
[Drawing Canvas with tools: brush, selection, text, shape, line, arrow, crosshair, zoom, clear, background, stroke, fill, and color palette. A red circle highlights the 'Preview student view' button below.]

Preview student view **Check settings if exam is ready to be used**

Student View - preview your exam

The following page appears.

Welcome to OpenExam!
Use the buttons in the heading to minimize the left pane or increase the text size Under Exam info. You may again read the instructions, access a preview of all your answers and log out when you are done. You can !
supplementary material) to zoom. You can see full size image by clicking on it.

Important to know:

- All your answers are automatically saved, every 10 seconds.
- It is highly recommended that you don't use "back" and "forward" buttons of web browser to go from one question to another. Always click on **Next Question →** and **← Prev. Question** buttons. To open a specific question number appearing in left side menu.
- Please report to invigilator immediately if any button or link do not work. In such a case, please don't close/refresh web browser otherwise we may lose your answer. If you see any error message from system, refresh/close the web page before you report.
- Flip down the screen if you go away for a biological break.
- If you have drawing canvas in a question, don't try to write text in canvas by drawing.

Please answer all questions carefully.
When you are finished you sit still and stay quiet. Any noise will remove two points from your final results.
Should you have any questions you may raise your finger, carefully not to make a sound, and when the exam invigilator sees your finger he/she will attend to your silent signlanguage.

I am ready, start the exam in test mode

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When you click "I am ready, start the exam in test mode" you will see each question the way it will be seen by the student.

Note that you will not be able to answer any questions in this view.

Test mode activated.
You are currently previewing these questions in test mode. Please note that your Answers will not be saved.
If you see any issues, please feel free to contact us. Click here to return back on exam management page.

Q1: Who put the ram in the ramalamadingdong?

Q2: Why is Wednesday called the middle of the week (and not Thursday)?

Q3: Describe two ways in which a pin can spin.

Q4: what is part a

Who put the ram in the ramalamadingdong?

Barry Mann
 Michael Jackson
 Louise Engström

I would like to review my answer for this question later on, so mark it.

Next Question →

The left pane shows all questions (or part of them)

This pane also includes

"General Instructions" to the students on how to navigate and perform the exam.

"Exam Specific Instructions" contains the specific information you have included (see page [7](#))

"Preview your answers and quit" allows the student can preview all his/her answers before submitting the exam.

When you have finished checking your exam, click on the "Finish Test mode and return back" button in the top banner.

This will take you back to the start page.
To publish your exam, go to "Creator – create and manage an exam".

Choose "Manage" next to the exam you wish to publish.

Click "Check settings if exam is ready to be used".

The screenshot shows the 'Exam editor' interface. On the left, a sidebar lists 'Invigilators' (Louise Engström), 'Students (0)', and 'Questions'. Under 'Questions', there are sections for 'Add new question section' and existing questions: 'Q1: test question' (2 pt.), 'Q2: asdghareðoigha' (5 pt.), 'Q3: a. (0 pt.)', and 'Q3: b. (0 pt.)'. Each question has a rich text editor with various formatting options like bold, italic, and mathematical symbols. At the bottom right of the editor area, there is a button labeled 'Check settings if exam is ready to be used'.

You may perform a final check of all details before you publish: the name, course code, date and time, grades and exam information.

The screenshot shows the 'Exam settings' page. It includes a message about returning to complete settings, a summary box for 'Total number of students in exam: 2' and 'Total exam points: 26', and several input fields:

- Exam title:** * (Open Exam)
- Course code:** A111
- Uppdok test code:** (empty)
- Exam Start time:** * (2015-12-01 11:20:00)
- Exam End time:** (2015-12-08 11:20:00)
- Grades:** * (U:5, G:50, VG:80)
- Organization:** * (Områdeskanslier; Kanslet för medicin och farr)

A large red arrow points to the 'Organization:' field. Another red arrow points to the 'Save exam settings' button at the bottom right, which is highlighted with a red circle.

Click "This Exam is ready for use". Now the exam is active and will automatically start on the date and time you have provided.

When an exam is published you will see the green banner in the top corner. This also means that all students you have entered can see the exam as upcoming.

The screenshot shows the OpenExam interface. At the top left is the Uppsala University logo. The top right shows the user 'Louise Engström' and a 'Logout' button. The main title is 'OpenExam - online examination system'. On the left, a sidebar menu includes 'Home', 'My Exams' (selected), and 'About'. Under 'My Exams', there are sections for 'Contributors' (Louise Engström, Terese Wiklund), 'Decoders' (Terese Wiklund), 'Invigilators' (Louise Engström), 'Students (2)' (Barry Mann, Michael Jackson, Louise Engström), 'Questions' (with an 'Add new question section' link), and a 'Q1' section with a question about the ram in 'ramalamadingdong'. A red circle highlights a green 'Published' banner in the top right corner of the main content area. The main content area displays three questions: Q1, Q2, and Q3, each with a text input field and a rich text editor toolbar above it. The Q1 section has a '5 pt.' weight and a 'Barry Mann' answer selected. The Q2 section has a '5 pt.' weight and the question 'Why is Wednesday called the middle of the week (and not Thursday)?'. The Q3 section has a '2 pt.' weight and the question 'Describe two ways in which a pin can spin.'

Editing exam details after publishing

If the date or time of the exam should be change after you have published the exam you can change it by clicking on the cobbed wheel.

1. Log in.
2. Click on "My exams".
3. Under "Creator", choose the exam you are going to update.
4. Click on the cobbed wheel in the top right corner.
5. Update exam details.

Note:

You can only change the time and date of an exam **before** the original start date.

Questions **cannot** be modified when the exam has been published.

 **OpenExam** - online examination system

Louise Engström [Logout](#)

[Home](#) [My Exams](#) [About](#)

[Contributors](#) [Louise Engström \[louen329\]](#)
[Terese Wiklund \[TMP10046\]](#)

[Decoders](#) [Louise Engström \[louen329\]](#)
[Terese Wiklund \[TMP10047\]](#)

[Invigilators](#) [Louise Engström \[louen329\]](#)

[Students \(2\)](#)

[Questions](#) [Add new question section](#)
[Q1: Who put the ram in the ramalamadingdong?](#)
[Q2: Why is Wednesday called the middle of the week \(and not Thursday\)?](#)
[Q3: Describe two ways in which a pin can spin.](#)
[Q4: What is part a?](#)
[Q5: Please draw an exact copy of Van Gogh's self portrait.](#)

[Published](#) [Edit](#) [Delete](#)

Open Exam

Q1: Who put the ram in the ramalamadingdong? [5 pt.]
 Barry Mann
 Michael Jackson
 Louise Engström

Q2: Why is Wednesday called the middle of the week (and not Thursday)? [5 pt.]
 [Add answer](#)

Q3: Describe two ways in which a pin can spin. [2 pt.]
 [Add answer](#)

[Add a new question](#)

Exam settings

Please note that you may return anytime and can complete the exam settings.

Total number of students in exam: 2
Total exam points: 26

Exam title: * Open Exam

Course code: A111 **Uppdok test code:**

Exam Start time: * 2015-12-01 11:20:00 **Exam End time:** 2015-12-08 11:20:00

Grades: * U:5
G:50
VG:80 **Organization:** Områdeskanslier; Kansliet för medicin och farr

Exam instructions for students:

Please answer all questions carefully.
When you are finished you sit still and stay quiet. Any noise will remove two points from your final results.
Should you have any questions you may raise your finger, carefully not to make a sound, and when the exam invigilator sees your finger he/she will attend to your silent signlanguage.

In corrected exam, display correcting teacher.
 In corrected exam, include result statistics.
 Expose student's accumulated points in score board.

[Save exam settings](#) [This exam is ready for use](#)

Access Control

The places from where the students can conduct an exam may vary, as well as the level of access control required. It's up to the exam creator to decide how strict access restriction that is needed for an exam.

Enable or disable

To enable/disable access control:

1. Go to "My Exams"
2. Click on the "Manage" button next to the exam you want to edit.

The screenshot shows the OpenExam online examination system. At the top, there's a logo for Uppsala University and the title "OpenExam - online examination system". On the right, it says "Louise Engström" and has a "Logout" link. The main area is titled "Open Exam". It displays several questions (Q1, Q2, Q3, Q4) with answer options and edit/delete buttons. A red circle highlights a padlock icon at the top right of the page, which is part of a larger "Security and access control" section.

Click on the padlock icon. The dialogue window allows you to define from where the exam can be accessed.

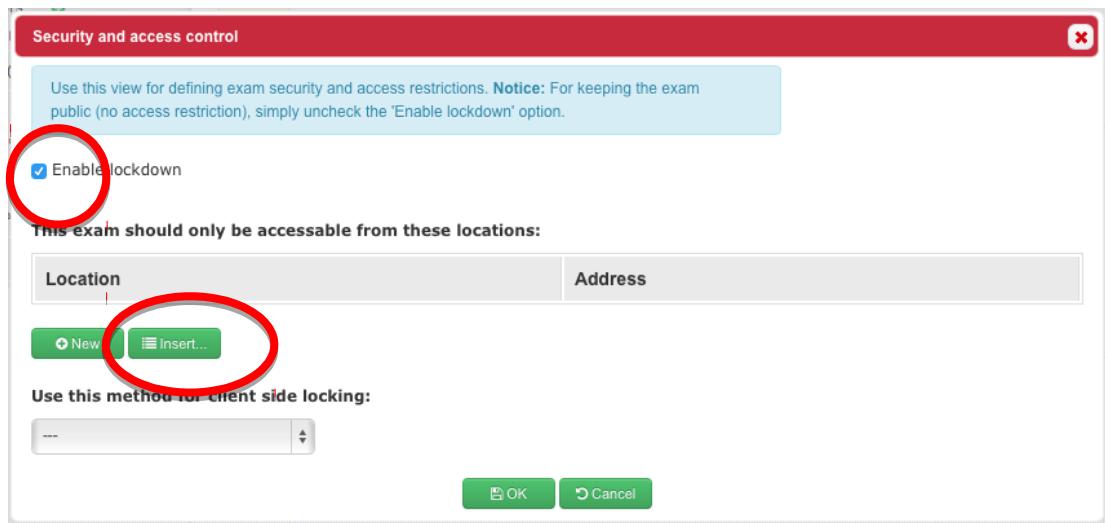
This is a screenshot of the "Security and access control" dialog box. It has a red header bar with a close button. Below it, a message says: "Use this view for defining exam security and access restrictions. Notice: For keeping the exam public (no access restriction), simply uncheck the 'Enable lockdown' option." A checkbox labeled "Enable lockdown" is circled in red. The next section, "This exam should only be accessible from these locations:", contains a table with columns "Location" and "Address", and buttons for "New" and "Insert...". At the bottom, it says "Use this method for client side locking:" followed by a dropdown menu, and ends with "OK" and "Cancel" buttons.

If the "Enable lockdown" checkbox is checked (default), the exam gets locked to the computer it was first opened from to ensure that students can't leave the exam hall and modify their answers later on (during active exam time) from another computer.

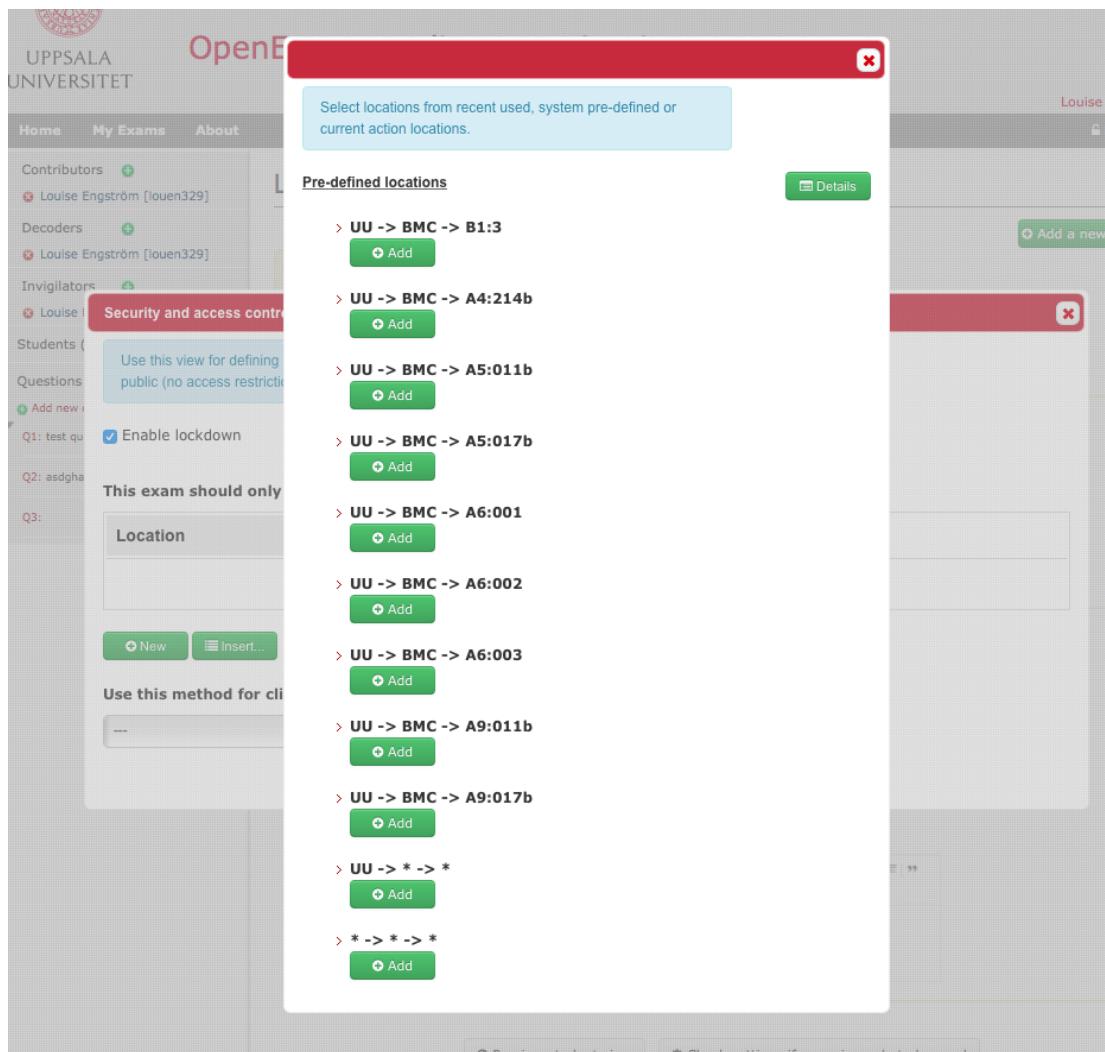
For diagnostic or self tests, this is mostly certain an unwanted feature. In this case, make sure to uncheck "Enable lockdown".

The exam can further be restricted to only trusted places (like exam halls) by choosing one or more allowed locations. Students accessing the exam from these locations is automatically granted access.

Pre-defined locations



Click on "Insert" to choose a pre-defined location from the dialogue window.



The exam hall with computers that are dedicated to OpenExam is displayed on top (B1:3). Next come other computer rooms at BMC, Uppsala University.

Wildcard locations

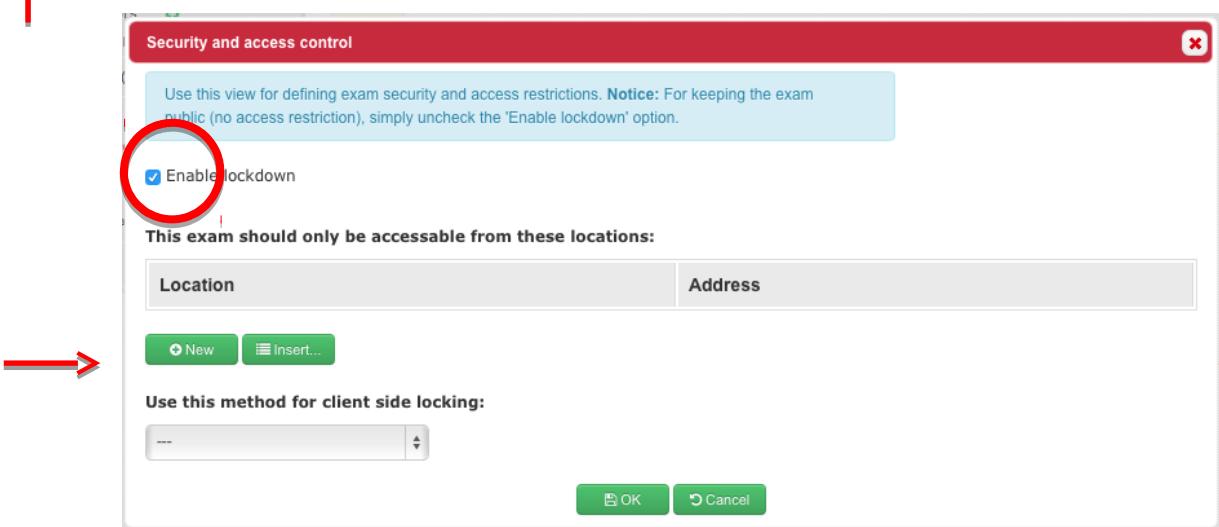
If the students have to connect from an computer at the University choose "UU->*->*".

If the students are allowed to be elsewhere, for example at home or at an Internet café you choose "*->*->*".

Students trying to access the exam from a non-approved location will be informed that their access is awaiting approval. Once the invigilator has approved their connection, student will get access to the exam.

Custom locations

If none of the pre-defined location are suitable, then you can define a custom location following these steps:



1. Ensure the Enable lockdown check box is checked.
2. Click on "New". A line below "Location" and "Address" appear.

The screenshot shows the 'Security and access control' dialog box again. The 'Enable lockdown' checkbox is now unchecked. The 'Location' table now has one row with a 'Remove' button. The 'New' and 'Insert...' buttons are still present at the bottom of the table. The 'Client side locking' section remains the same with the '---' option selected. The 'OK' and 'Cancel' buttons are at the bottom right.

3. Type in a name for the new location on the line under "Location". This could be any location.
4. In the address field you specify from where your students could access the exam. Possible choices are:
 - Single IP-address, i.e. "192.168.1.2"
 - Range of IP-addresses: i.e. "192.168.1.34-192.168.2.92"
 - Subnet: i.e. "192.168.1.0/26"
 - DNS name (a regular expression pattern): i.e. "/^.*\\.google\\..*\$/"



If you at a later stage change your mind about location you can simply go back here and click "Remove" to the right of the address.

Once the location and address(es) are detailed you click "OK" and the lockdown to access is complete.

After the exam

When the exam has been finished, assigned correctors can immediately start correcting the questions.

When all questions are corrected the Decoder can decode and the students can be informed of their results.

Below you can see the procedures for each role involved with an exam. Please go to the one relevant to you for information how to move forward.

Being a Contributor - adding questions

The screenshot shows the OpenExam homepage. At the top left is the Uppsala University logo with the text "UPPSALA UNIVERSITET". To its right is the text "OpenExam - online examination system". Below this is a dark grey navigation bar with three items: "Home", "My Exams" (which is highlighted in white), and "About". On the far right of the bar is a "Logout" link. The main content area has a light grey background. It starts with a greeting "Hej!" followed by a message about access levels and roles. Below this is a section titled "Your finished exams" with a red arrow icon. Underneath it is another section titled "Contributor - add questions to an exam" with a red arrow icon.

Log in and click on the contributor tab to find the exams you have been added as contributor to. Its possible to add, edit or remove questions until the exam has been published.

If the exam has been closed for further contribution (published) you will get the the following notification "No more open to contribute"

The screenshot shows the OpenExam contributor page. At the top left is the Uppsala University logo with the text "UPPSALA UNIVERSITET". To its right is the text "OpenExam - online examination system". Below this is a dark grey navigation bar with three items: "Home", "My Exams" (which is highlighted in white), and "About". On the far right of the bar is a "Logout" link. The user's name "Terese Wiklund" is displayed above the "Logout" link. The main content area has a light grey background. It starts with a greeting "Hej Terese!" followed by a message about access levels and roles. Below this is a section titled "Your finished exams" with a red arrow icon. Underneath it is another section titled "Contributor - add questions to an exam" with a blue arrow icon. A table-like structure below shows one exam entry: "Exam with specific roles" created on "2015-12-12 12:56 → 12:56". To the right of the table are two buttons: "View exam" and "Add questions".

Click on "View exam" and you will see the questions that have already been entered:

Test exam: contributor

Q1: National day in Sweden?
[0 pt.]

Q2: my question
[0 pt.]

I am done with my questions, Notify exam creator.

To add a question, follow the instructions in the [Adding question section](#).

When you are done adding questions press the "I am done with my questions, Notify exam creator." button.

OpenExam - online examination system

Exam with specific roles

Q1: Which day is the national day in Sweden?
[5 pt.]

Q2: In soccer, what is a Hat-trick?
[5 pt.]

I am done with my questions, Notify exam creator.

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Being the Corrector - correcting an exam

To correct questions, go to "My Exams". Chose "Corrector" and click "Answer correction" next to the exam you are correcting:

The screenshot shows a list of exams under the 'Corrector - correct the student's answers' section. The 'Open Exam' entry has a checked 'Answer correction' checkbox. Other entries like 'Exam test 2015', 'testing more questions', and 'corrector 3' also have 'Answer correction' checkboxes. A red arrow points to the 'Answer correction' checkbox for the first exam.

This will open a score board of all students and their answered questions. Note that the students are anonymous and that you can only see the questions you have been assigned to correct.

Uncorrected or partial corrected answers are marked green.

The screenshot shows a 'Exam correction' page with a table of student answers. The table has columns for Code, Grade, Q1 Max. 5, and Q3 Max. 2. The 'Color Codes' section below the table explains the color coding: white for correct, red for no answer, green for uncorrected/partially correct, and blue for passing with grace marks. A red arrow points to the 'Logout' button at the top right, another to the 'Color Codes' section, and a third to the row of student codes (53494A28, TMP10046).

You may choose to:

- Correct all answers by one student (click row link)
- All students answers for one question (by column link).
- By clicking one particular cell you will see the answer to that question by the student on that question.

Click on the link at the beginning of a row and you will see all the answers by that student:

UNIVERSITET

Correct the answers for Student (code: 53494A28).

Question no. 1

Who put the ram in the ramalamadingdong?

> Barry Mann
 > Michael Jackson
 > Louise Engström

Student's answer

✓ Barry Mann
 Points:
 5 [Max: 5]
 Comments:
 Add your comments here for the student

Question no. 3

Describe two ways in which a pin can spin.

Student's answer

rightwards and leftwards
 Points:
 2 [Max: 2]
 Comments:
 Add your comments here for the student

Correct the answers for 1.



Question no. 1

Who put the ram in the ramalamadingdong?

> Barry Mann
 > Michael Jackson
 > Louise Engström

53494A28's answer for this question

✓ Barry Mann
 Points:
 5 [Max: 5]
 Comments:
 Add your comments here for the student

TMP10046's answer for this question

✓ Barry Mann
 Points:
 5 [Max: 5]
 Comments:
 Add your comments here for the student

Note, if you are the *creator* of the exam, you will see all questions, even those you are not going to correct yourself. They will however differ by having a lighter colour and no field for you to type a comment in.

Correct the answers for Student (code: 4D30CA05).

Question no. 1

1+1=

> 2
✓ 4
> 6

Student's answer

✗ 4
● Points: [Max: 5]

Comments:
Add your comments here for the student

Question no. 2

2+5=

> 3
✓ 7
> 11

Student's answer

✗ 7
● Points: 0.0 [Max: 10]

When you have inserted correct scores to the answers and given comments where necessary you can click on "Save all results". You also have the option to save results individually for each question, by pressing the "Save results for this question" button beneath each question.

The background colour of the corrected questions will turn to white once all answer parts have been assigned a score.

Correct the answers for 1.

Question no. 1

Who put the ram in the ramalamadingdong?

> Barry Mann
✓ Michael Jackson
> Louise Engström

5J494A28's answer for this question

✓ Barry Mann
● Points: [Max: 5]

Comments:
well done!

TMP10046's answer for this question

✓ Barry Mann
● Points: [Max: 5]

Comments:
good work!

Note:

Remember that same exam might have multiple editions, this could be the case when some students are not going to answer the same questions. Make sure to check under the "Corrector" tab to confirm all exams are corrected.

Being the Decoder - decoding an exam

When all answers on an exam has been corrected, its possible for the decoder to decode the exam, thus reveal the students real identities required for reporting results.

Go to "My exams". Chose "Decoder" – here you find all exams you are decoder to.

The screenshot shows the OpenExam interface. At the top, there is a logo for Uppsala University and the text "OpenExam - online examination system". On the right, it says "Terese Wiklund" and has a "Logout" button. Below the header, there is a navigation bar with "Home", "My Exams" (which is highlighted), and "About". The main content area has a heading "Hej Terese!". It contains a message about access levels and roles. Below this, there is a list of options: "Your finished exams", "Contributor - add questions to an exam", "Invigilator", "Corrector - correct the student's answers", and "Decoder - view and decode results". The "Decoder" option is expanded, showing a list of exams. The first exam listed is "testing more questions" from 2015-08-11 11:31 to 11:37. The second exam listed is "Decoder exam2" from 2015-08-06 12:30 to 12:35. To the right of each exam entry are two buttons: a green "Decode this exam" button and an orange "View Score board" button. Both of these buttons are circled in red.

This screenshot is similar to the one above, showing the "Decoder" section of the OpenExam interface. The layout is identical, with the Uppsala University logo, "OpenExam - online examination system" text, and "Terese Wiklund" user information at the top. The "Decoder" section is expanded, showing the same two exams: "testing more questions" and "Decoder exam2". The "Decode this exam" and "View Score board" buttons for both exams are circled in red.

If you click "View Score board", the orange button to the right, you can see all scores, average etc.

Click on "Decode this exam", the green button.

Exam correction

Following table shows all answers from students to questions for the examination "Open Exam".
Correct answers by student (rows), by question (column) or individual (by index). You can only correct answers for questions published by yourself or those you have been assigned the role as corrector of.

Code	Total score Max. 26	%	Grade	Q1 Max. 5		Q2 Max. 5		Q3 Max. 2		Q4 Max. 4		Q5 Max. 10	
				Q1 Max. 5	Q2 Max. 5	Q3 Max. 2	Q4 Max. 4	Q5 Max. 10					
53494A28	21	80.8%	VG	5	5	2	1	8					
TMP10046	18	69.2%	G	5	0	0	3	10					
Average:	19.5/26	75.0%		VG: 1 G: 1 U: 0	5.0/5	2.5/5	1.0/2	2.0/4	9.0/10				

Color Codes

Following are the color codes used in the score board:

- Answer has been corrected.
- No answer was given for this question.
- The answer is uncorrected or partially corrected.
- Student can pass with some grace marks.

The decoder will see that all questions have been corrected since they are no longer highlighted (if a question has not been corrected it will be highlighted in green).

Click "I am satisfied with exam correction, Decode this exam".
A pop-up window appears informing you that once an exam is decoded you can no longer change the students' scores, click OK.

**UPPSALA
NIVERSITET** **OpenExam - online examination system**

Home **My Exams** **About**

Please note that once an exam gets decoded, it will not be possible to change student score any more.
Are you sure you want to decode this exam?

Avbryt **OK**

Total score Max. 20	%	Grade	Q1 Max. 2	Q2 Max. 5	Q3 Max. 5
20	100.0%	VG	2	5	5

In the window you see the final scores, the statistics and results.

Exam score board

Following table shows the final result of all students for the examination "Open Exam".
You can view the student's answers by student (rows), by question (column) or individual (by index). This exam has been decoded, it is no more possible to change student results.

Code	F. name	L. name	P No.	Total score Max. 26		Grade	Q1 Max. 5		Q2 Max. 5		Q3 Max. 2		Q4 Max. 4		Q5 Max. 10	
				Total score Max. 26	%		Grade	Q1 Max. 5	Q2 Max. 5	Q3 Max. 2	Q4 Max. 4	Q5 Max. 10				
53494A28	Terese	Wiklund		21	80.8%	VG	5	5	2	1	8					
TMP10046	Theres	Aukes		18	69.2%	G	5	0	0	3	10					
Average:				19.5/26	75.0%		VG: 1 G: 1 U: 0	5.0/5	2.5/5	1.0/2	2.0/4	9.0/10				

Color Codes

Following are the color codes used in the score board:

- Answer has been corrected.
- No answer was given for this question.
- The answer is uncorrected or partially corrected.
- Student can pass with some grace marks.

You can either download the scoreboard as an excel sheet for filing (No 1 in above picture).

Code	F. name	L. name	P No.	Total score Max. 26	%	Grade	Q1 Max. 5	Q2 Max. 5	Q3 Max. 2	Q4 Max. 4	Q5 Max. 10
53494A28	Terese	Wiklund		21	80.8%	VG	5	5	2	1	8
TMP10046	Theres	Aukes		18	69.2%	G	5	0	0	3	10
Average:				19.5/26	75.0%	VG: 1 G: 1 U: 0	5.0/5	2.5/5	1.0/2	2.0/4	9.0/10

Or you can download all students' entire exams (questions and answers, see below) in a folder containing separate PDFs (No 2 in the previous picture).

Student results

Once decoded, the exam result has to be reported back to students. You can choose to either download result files and distribute them by yourself, or tell the students that their result can be downloaded by themselves by logging in online.

Example

This is an example of the PDF document downloadable by the students. The content might look a bit different depending on actual used exam settings.



Open Exam

Områdeskanslier; Kansliet för medicin och farmaci; MedfarmDoIT
Exam held on: 2015-09-16 (11:40–11:45)

Student Name:

If you type any information for the students when you set up the exam it will be written here too.

Exam description

Please answer all questions carefully.

When you are finished you sit still and stay quiet. Any noise will remove two points from your final results.

Should you have any questions you may raise your finger, carefully not to make a sound, and when the exam invigilator sees your finger he/she will attend to your silent signlanguage.

Examination result

Summary

You scored total **21.0** of maximum **26.0** points (**80.8%**) on this examination.

Graduation

Your graduation on this examination is: **VG**

Score Table

This table shows a summary of your score versus the maximum scores. Questions without answer are marked with an '-' in the table.

Question	Score	Max score	Percent	Notice
Q1	5.0	5.0	100.0%	
Q2	5.0	5.0	100.0%	
Q3	2.0	2.0	100.0%	
Q4 , Part a	1.0	2.0	50.0%	
Part b	0.0	2.0	0.0%	
Q5	8.0	10.0	80.0%	
Summary:	21.0	26.0	80.8%	

Question 1

Who put the ram in the ramalamadingdong?

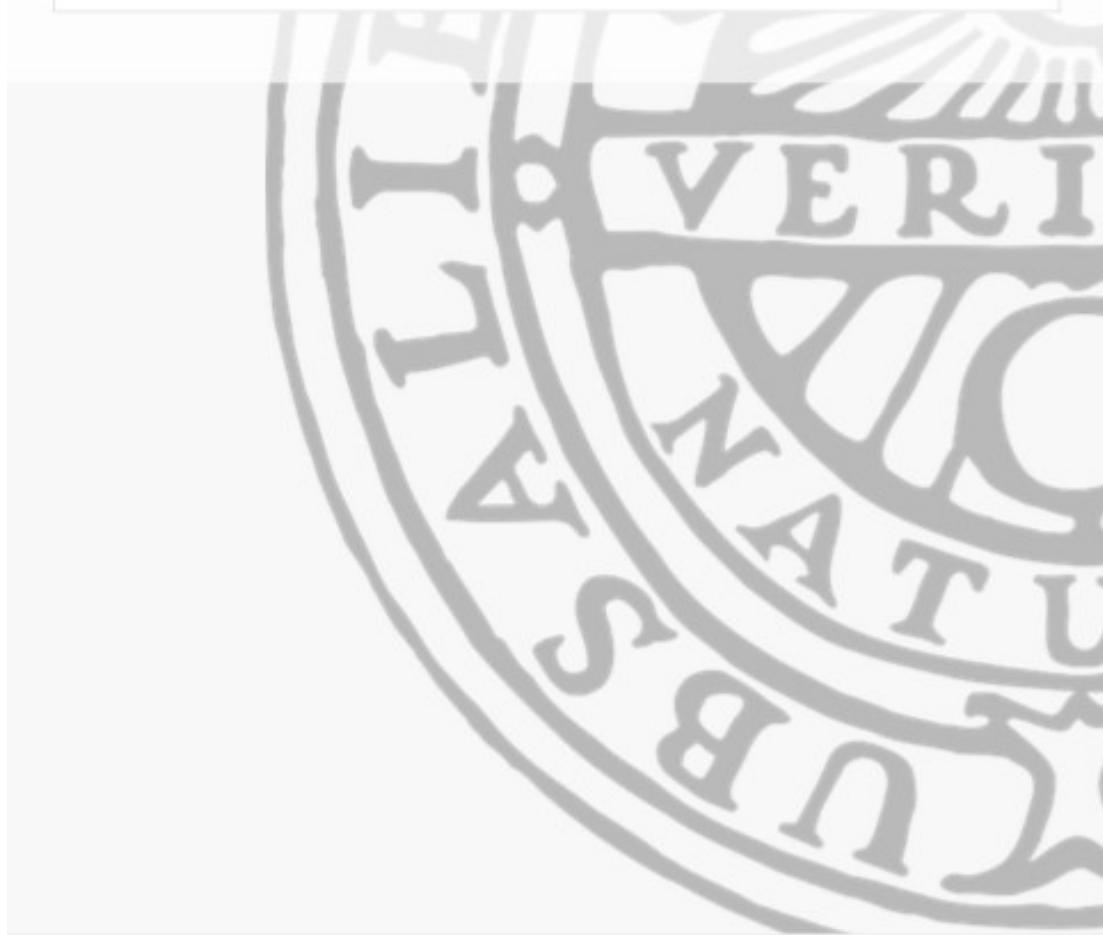
- Barry Mann
- Michael Jackson
- Louise Engström

Your answer:

- Barry Mann

Teacher's comments:
well done!

Your score: 5.0 (Max score: 5.0)



Question 2

Why is Wednesday called the middle of the week (and not Thursday)?

Your answer:
Because we are referring to the working week.

Your score: 5.0 (Max score: 5.0)



Question 3

Describe two ways in which a pin can spin.

Your answer:
rightwards and leftwards

Your score: 2.0 (Max score: 2.0)



Question 4

Part a

What is part a?

Your answer:

q

Your score: 1.0 (Max score: 2.0)

Part b

If you said "a" in part a, what do you say here?

Your answer:

nothing much

Your score: 0.0 (Max score: 2.0)

Question 5

Please draw an exact copy of Van Gogh's self portrait.

Your answer:



Teacher's comments:

those eyes look more like Leonardo da Vinci's Mona Lisa than van Gogh's.. good otherwise!

Your score: 8.0 (Max score: 10.0)



Statistics

This section shows overall statistics for all participants of this examination.

Distribution

This table shows the distribution by grades. The number of student allotted for each grade are:

Grade	Threshold	Students	Percent
VG	80.0%	1	50.0%
G	50.0%	1	50.0%
U	5.0%		0.0%
Summary:	---	2	-----

Reference

Information about this examination.

Contact Information

This section lists those people who have been involved in this examination.

Responsible for examination:

Main responsible person for the examination is **Louise Engström**

Correction of answers:

Following persons have contributed in this exam and have corrected answers:

- **Terese Wiklund**

Corrected questions:

- Question 1
- Question 3

- **Louise Engström**

Corrected questions:

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5