Instructions for carrying out an online test (quiz Moodle)

Exam enrolment

Students can enrol in the exam session:

1. in Esse3 (for a normal session)
2. in a group within the lecturer’s Moodle course, via the ‘Choose group’ option. This procedure can also be used, for example, to allow only some students to have access to the quiz e.g. only attending students.

Security and access to the test:

1. the test is only available within the lecturer’s course on https://esamionline.unitn.it/;
2. the test is only accessible in the selected classrooms for the duration of the exam;
3. the test can only be taken once. In the event of technical problems, the lecturer can allow a student to continue with the exam he/she has already started using the lecturer’s computer in the room or using his/her personal computer;
4. the students enter the room one by one, while the lecturer checks their identity document;
5. the lecturer assigns a place for each student;
6. the students need to find the computer already switched on, displaying the page https://esamionline.unitn.it/;
7. the students need to search for their course and its test;
8. the students need to log in with their UniTrento account;
9. only students on the enrolment list (Esse3 or Moodle group) can see the link to the test;
10. the students need to click on the relevant exam and read the introduction to the test that the lecturer has written;
11. the students then click on ‘Try the quiz now’;
12. the students can see how much time they have displayed on the right of the exam questions, under their user name;
13. at the end of the exam, the students need to click on ‘End the test’ at the bottom of the test page, then ‘Send all and close’ and ‘Confirm sending of test’;
14. NB if the student has not sent the test by the end of the allowed time, the system will automatically send it.

NOTES:

To restart an exam

In the event of unintentional exiting from or disappearance of the quiz, the lecturer can allow the student to restart the test, following this procedure:

1. the lecturer enters the Moodle course using the computer in the room;
2. the lecturer clicks on the test link and then on the list ‘Attempts’;
3. the lecturer needs to find the student’s name and then click ‘Check attempt’;
4. here the lecturer needs to click on the top-right box ‘Allow student to continue this attempt using a different device’;
5. the student needs to click on the button ‘Continue’ relevant for his/her test and then he/she can continue with the exam.

**Giving extra time**
It is possible to give extra time when necessary, for example with SEN students (Special Educational Needs), following this procedure:
1. the lecturer needs to enter the Moodle course and course test;
2. in the quiz administration menu, the lecturer needs to click on ‘Individual personalisation’;
3. the lecturer needs to click on the student’s name and enter the time allowed for this particular student.

**Visualise results**
At the end of the exam, the lecturer can visualise the results autonomously:
1. the lecturer needs to enter the Moodle course and course test;
2. the lecturer needs to click on ‘Attempts’;
3. the list of the participants will be visualised with the relative results. It is also possible to see individual reports;
4. the lecturer can then download the results as an Excel document.