

Online Examinations - Guideline for FoEOAS Managers (Department Representatives)

T_i : The exam start time for the i^{th} 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. $[T_0 - 10 \text{ days}]$ Receive the exam schedule from the AR
2. $[T_0 - 10 \text{ days}]$ 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
3. $[T_0 - 3 \text{ days}]$ 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

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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.**

▼ Timing

Open the quiz	?	3	March	2021	21	29	 <input type="checkbox"/> Enable
Close the quiz		3	March	2021	21	29	 <input type="checkbox"/> Enable
Time limit	?	0	minutes	<input type="checkbox"/> Enable			
When time expires	?	Open attempts are submitted automatically					

- 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

- ▶ **General**
- ▶ Timing
- ▶ Grade
- ▶ Layout
- ▶ Question behaviour
- ▶ Review options ?
- ▶ Appearance
- ▶ Safe Exam Browser



- From the dropdown menu, select **Yes - Use an Existing Template**
(for manual configuration steps refer [Guide 8 - Manual SEB Configuration Guide](#))

▼ Safe Exam Browser

Require the use of Safe Exam Browser ?

Yes – Use an existing template ▾

Safe Exam Browser config template ?

No

~~Yes – Configure manually~~

Yes – Use an existing template

Yes – Upload my own config

Show Safe Exam Browser download button ?

Yes – Use SEB client config

- Then select the Safe Exam Browser config template relevant to the Exam.
(Ex: Semester 8 Exam - Sep2021)

▼ Safe Exam Browser

Require the use of Safe Exam Browser ?

Yes – Use an existing template ▾

Safe Exam Browser config template ?

EFAC Exam Template July 2021 ▾

EFAC Exam Template July 2021

Show Safe Exam Browser ?

Semester 8 Exam-Sep2021

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

Show Safe Exam Browser download button ?

No ▾

Enable quitting of SEB ?

Yes ▾

Quit password ?

Click to enter text  

- Save the quiz.

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