

# Staff Guide: Online Exam tool

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## 1 Introduction

To allow students to take exams during the COVID 19 quarantine a new tool has been created in MMS called the 'Online Exam' tool. This tool will provide the following functionality:

- allow students to access their exam papers at the appropriate time and then submit their exam script within their personal exam allowance – which is based on exam duration and any per student time requirements
- allow submission of exam scripts to Turnitin
- provide individual alternative format papers to individual students
- allow individual and bulk download of exam scripts for marking
- allow staff to type comments and upload feedback

The Online Exam tool can also be paired with an Exam tool to allow students to select which optional questions they have answered and to allow staff to enter marks directly into the Online Exam tool.

As most Online Exam tools will be configured centrally it is not envisioned that school staff will need to do much in terms of configuration other than link the Online Exam tool with an Exam tool so that marks can be entered

This guide covers:

1	Introduction .....	1
2	Downloading Exam Scripts.....	2
3	Indicated Questions .....	3
4	Viewing Turnitin Scores .....	3
5	Marker responses .....	4
5.1	Adding Marker responses .....	4
5.2	View Marker Responses .....	6
5.3	Delete Marker Responses .....	6
6	Entering Marks.....	7
6.1	Manual Mark entry.....	7
6.2	Spreadsheet Mark upload .....	8
7	Online Exam Configuration and linking with an Exam tool .....	9
7.1	Viewing the Online Exam tool Configuration.....	9
7.2	Linking the Online Exam tool with an Exam tool .....	9
7.3	Allowing students to indicate answered questions .....	10

## 2 Downloading Exam Scripts

After the exam has closed (which will be 24hrs plus the exam duration) staff will be able to access and download the exam scripts.

### To download individual exam scripts:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.

The Online Exam tool overview has a table listing all students on the module and their submissions.

2. Locate the student in the table.
3. Select the link in the **Submission** column to download the submission (if there is no link the student has not submitted)

### To download a zip file of all exam scripts:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.

The Online Exam tool overview has a table listing all students on the module and their submissions.

2. Scroll down to underneath the table
3. Select the **Download all submissions as a single Zip file** link
4. The Zip file will begin downloading – for large modules this may take a few moments.

### 3 Indicated Questions

If an Online Exam tool has been paired with an Exam tool (see section **7.2 Linking the Online Exam tool with an Exam tool**), and the exam paper had optional questions, students will have been given the option to indicate which questions they have answered.

**To view which questions the student has indicated they have answered:**

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.

The Online Exam tool overview has a table listing all students on the module and their submissions. Each question will be represented by a column to the right of the **Staff Notes and Files** column

2. Cells highlighted in dark grey represent the questions the student indicated they have completed.

### 4 Viewing Turnitin Scores

Some Online Exams will have been configured to allow students to submit into Turnitin. To view the Turnitin scores:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.
2. Select the **See Turnitin scores** link above the table containing student submissions.

## 5 Marker responses

Staff who mark exam scripts may wish to add comments that would be visible to other markers and external examiners<sup>1</sup>. MMS refers to these comments as Marker responses, and these can take the form for typed responses and uploaded files. Staff are also able to bulk upload marker response files.

The roles that can add marker responses and marks are:

- Director of Teaching
- Exams Officer
- Head of Department
- Head of School
- Lecturer
- Marker (Exam)
- Module Administrator
- Module Coordinator
- Unit Administrator

### 5.1 Adding Marker responses

#### To add typed marker responses:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.

The Online Exam tool overview has a table listing all students expected to do the exam and their submissions.

2. Select the student ID from the table to access the overview for the selected student
3. Locate the **Staff Notes** section in the top right
4. Select the **Click to enter note** button and a text field will appear.
5. If required, resize the text field by dragging the bottom right corner of the text field into a new position.
6. Click into the text box and type the marker response.
7. Select the **Submit note** button to save or the **Close without submitted** button to close without submitted the comment.
8. Once the typed note has been saved the username of the marker will appear in the **Staff Notes** section. Click on the username to view the note.

#### To upload a response file for a single student:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.

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<sup>1</sup> Please consult your school policy on expected responses from markers.

The Online Exam tool overview has a table listing all students expected to do the exam and their submissions.

2. Select the student ID to access the overview for the selected student
3. Locate the **Staff Files** section in the top right
4. Either:
  - a. Click the browse button and select the required file OR
  - b. Drag a file from your desktop into the grey box
5. Once the file has been uploaded it will appear in the Staff Files section, click the link to download the file.

**To bulk upload response files:**

1. Prepare the response files and ensure they are named so that the student ID appears at the end of the filename, before the extension.  
For example: Example\_file\_000000001.docx
2. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.
3. Scroll down to the **Bulk upload of staff files** section.
4. Either:
  - a. Click the Browse button to open a dialogue window and select the files for upload,  
OR
  - b. Drag the files into the grey box.
5. Once the files have been uploaded they will appear in the **Bulk upload of staff files** section for you to review.
6. Select the **Overview** link from the navigation panel on the left to refresh the page, the response files will now appear in the main table.

## 5.2 View Marker Responses

There are two mechanisms for which to view marker responses: on the Online Exam overview or via the student exam overview.

### To view marker responses on the Online Exam overview page:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.
2. Scroll down the table to locate the student
3. The marker responses will appear in the **Staff Notes and Files** column
4. Click on a file name to download a file or click on the user name of the note author to open the note.

### To view marker responses on the student exam overview:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.

The Online Exam tool overview has a table listing all students expected to do the exam and their submissions.

2. Scroll down the table to locate the student
3. Select the **student id** from the table to open the overview for the selected student
4. To download the uploaded files select the links in the **Staff files** section
5. To view the notes select the username of the note author in the **Staff Notes** section.

## 5.3 Delete Marker Responses

Staff can only delete responses that they have entered, and this can be done from the student exam overview page.

### To delete a response:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.
2. Scroll down the table to locate the student
3. Select the **student id** from the table to open the overview for the selected student
4. To delete an uploaded file, locate the file in the **Staff files** section and click the  to the right of the file name
5. To delete a typed note, locate the note in the **Staff Notes** section and click the  to the right of the note.

## 6 Entering Marks

Marks can be entered into the Online Exam tool, in addition to the marker responses, only if the Online Exam tool has been paired with an Exam tool (see section **7.2 Linking the Online Exam tool with an Exam tool**).

Marks can be entered individually or by csv upload. Any marks entered into the Online Exam tool will also be visible in the linked Exam tool, which can be used with the Final grade tool.

If the Online Exam tool has not been paired with an Exam tool, or your school has given alternative direction please follow school instructions as to where to enter marks.

### 6.1 Manual Mark entry

Marks can be entered manually on the Online Exam overview page or the exam overview for an individual student.

#### To enter marks manually on the Online Exam overview:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.

Columns representing the questions will appear after the **Staff Notes and Files** column

2. Scroll down the table to locate the student
3. Click into the provided text box that corresponds to the student/question that you wish to enter (cells highlighted in dark grey represent the questions the student has indicated they have answered).
4. Enter the mark
5. Steps 2-4 can be repeated as often as required
6. Scroll to the bottom of the table
7. Select the **Save Marks** button to save.

#### To enter marks manually on the student exam overview:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.

The Online Exam tool overview has a table listing all students expected to do the exam and their submissions.

2. Scroll down the table to locate the student
3. Select the **student id** in the table to open the overview for the selected student
4. On the student exam overview a table will appear under the staff response sections with a column for each configured question.
5. The second row will contain a text field for mark entry.
6. Click into the text field.
7. Enter the mark.

8. Repeat steps 6 and 7 as often as required.
9. Click the **Save Marks** button to save.

## 6.2 Spreadsheet Mark upload

As with manual mark entry, if the Online Exam tool has been paired with an Exam tool, staff can upload a spreadsheet containing the student exam marks into the Online Exam tool.

To upload a spreadsheet of student exam marks into the Online Exam tool:

1. Prepare a csv file containing the student grades. This is easiest done by:
  - a. Access the **Online Exam** tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.
  - b. Select the **Download as XLS** link above the table to download a prepared spreadsheet
  - c. Add the marks to the spreadsheet and save, taking note of the location.
  - d. If a cell is blank it will not override or deleted any existing marks.
2. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.
3. Scroll down under the table to the **Spreadsheet upload of grades** section.
4. Click the **Browse** button and select the spreadsheet.
5. Select the **Upload spreadsheet** button to save.



## 7 Online Exam Configuration and linking with an Exam tool

The majority of the configuration for the Online Exam tool will be done centrally, please contact [examoff@st-andrews.ac.uk](mailto:examoff@st-andrews.ac.uk) if you have queries regarding the Online Exam tool configuration.

### 7.1 Viewing the Online Exam tool Configuration

To view the configuration of the Online Exam tool:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS (the 'Home' page), or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.
2. Select **Configure** from the navigation panel on the left (if this is not appearing select the three line hamburger icon at the top left to open the navigation panel).

### 7.2 Linking the Online Exam tool with an Exam tool

The Online Exam tool functionality can be further enhanced if paired with an Exam tool, such as:

- Allow students to select which optional questions they have answered.
- Allow staff to enter marks directly into the Online Class Test tool.

If the Online Exam tool is not paired with an Exam tool, staff can still upload files and type comments.

To pair the Online exam tool with an exam tool:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.
2. Select the **Configure** option from the navigation panel on the left
3. Scroll down to the Marking Configuration section
4. From the **Marking Resource** drop down list select an existing Exam tool or select the **Create Marking resource** button (this will create an Exam tool labelled **Marking for Online Exam**)
5. Select the **Save marking configuration** button to save.
6. If a marking resource has been created it will need to be configured, there is guidance on configuring Exam tools here on the MMS Guides page: <https://www.st-andrews.ac.uk/mms-guides/staff-guides/mmstools/examtool/>

### 7.3 Allowing students to indicate answered questions

The Indicate Questions functionality allows students to indicate which questions they have answered in the same way as they would have done with the paper exams.

**Note:** This requires the Online Exam tool to be paired with an existing Exam tool that has been configured with the exam structure, see section **7.2 Linking the Online Exam tool with an Exam tool**).

To allow students to indicate which questions they have answered:

1. Access the Online Exam tool for a module by clicking the **Online Exam** link under the module title on the **Modules** page in MMS , or in the **My Modules** portlet on the **Academic Activities** workspace in MySaint.
2. From the Online Exam tool select the **Configure** option from the navigation panel on the left
3. From the **Indicate Questions** drop down list – select the **Student and Staff** option to allow students (and staff) to indicate which questions the student has answered.
4. Select the **Save marking configuration** button to save.

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