

Quickstart guide

Setting up a remote open book or take-home exam

Changing from a supervised exam on campus (oral or written) to a remote and unsupervised open book or take-home exam means you have to change your questions, give clear guidelines, create a Moodle assignment and revise your exam protocol.

This quickstart guide will help you with all this.



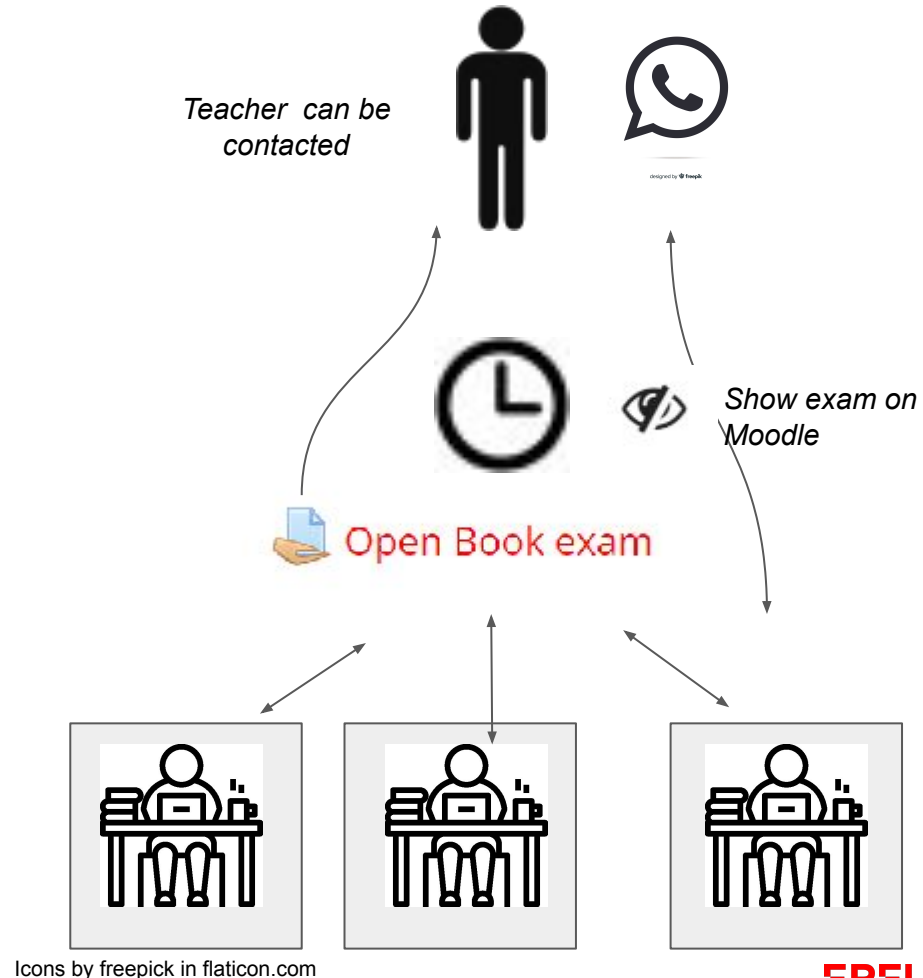
Teaching Support Centre (CAPE)/ Center for Digital Education (CEDE)

Feedback and Support: flexible-teaching@epfl.ch

More information: <https://go.epfl.ch/flexible-teaching>

Default model: Remote open book exams follow a similar procedure as campus open book exams.

- Teachers **prepare exam questions** which test students' ability to apply concepts, synthesise information or justify a calculation rather than giving memorized answers which can be found and copied from a book or online. **Answers** can be handwritten or typed text.
- Within the EPFL rules for assessment (Lex 2.6.1) take home exams, are treated as “unsupervised” assessments. Teachers **should not supervise take home exams remotely** (ie. using Zoom).
- When the clock starts, the teacher makes the **exam questions available** for students to respond. When students finish, they **submit their answers**. Students are given the **normal exam** time plus **additional technical** time to allow them to prepare the material for submission online. The teacher provides a **phone number** to be contacted in case of technical or other difficulties.
- Once the students have submitted their answered copies, teachers **grade the exams**.
- An additional feature you might want to consider is [submitting exam questions separately](#).



But there are also a **few challenges** to address because of the distance setting.

And **possible solutions** which are described in this quick start guide.

Teachers fear a high risk of plagiarism and exam fraud.

We recommended [strategies](#) that can help **reduce** the risk of **cheating** and can **detect** plagiarism if suspected in open book exams.

Students will have **access** to materials such as books and the internet.

They are explicitly **not allowed** to collaborate with others in producing their answers. You can make this clear to student in the [exam instructions](#).

While take-home and open book remote exams can be run on a **schedule** (like on-site exams), teachers must consider the time it takes to **upload** documents.

Students need to be given [additional](#) '**technical time**' to allow them to prepare the material in a format suitable for submission (e.g. pdf) and to allow for connectivity difficulties.

Questions in open book exams generally focus on application, understanding, and synthesis rather than on memorization or on answers which can be found and copied from a book or online.

Answers can be in multiple formats, (e.g. long or short text, solutions to a problem with justifying calculations or a case-study analysis, etc.).

This is a **new experience** for students who are stressed and unmotivated.

Consider how you can help students to [get ready](#) for the exam.

Help students to get ready for a remote open book or take-home exam

Aim	Action
Ensure that all necessary information about the exam is clear and available to everyone.	Post exam guidelines in Moodle, for example: <ul style="list-style-type: none">• The schedule and deadline for exam submission• Link to a scanning App (to create a .pdf from paper)• Link to regulations on cheating and fraud (Article 6, polylex)• A contact number in case of technical problems during the exam.
Reduce the risk of students' underestimating the level of challenge of an open book exam.	<ul style="list-style-type: none">• Remind students of the learning outcomes in the course description.• Explain the grading criteria, if possible provide examples of sufficient and insufficient answers.• Ensure that students understand what they are expected to be able to do for the exam (ie. solve complex problems, list concepts, justify a solution). Read Roadmap 5 to learn more.• Give a mock exam, post it in Moodle before the revision session.
Solve potential technical difficulties	Set-up a 'mock submission' before the exam. This will give you and the students an idea on what could go wrong during the exam,

Guidelines for academic integrity in open book exams

Concern	Methods to reduce it
<p>Students have a web browser open in another page and look up answers to questions while taking an exam</p>	<ul style="list-style-type: none">● Make clear your expectations to students (e.g. they can access written material but should not communicate with anyone about the exam once it is open).● Questions that require more complex answers are harder to cheat on than questions which have a single correct answer.
<p>Students copy the exam while they are taking it (copy and paste into a word doc or make a screenshot) and then distribute to others in class</p>	<ul style="list-style-type: none">● You can require students to write solutions in their own handwriting.● Or require students to type answers which can be submitted for similarity check using iThenticate software.● Offer different exam versions to different student groups, allocate students randomly to these groups (see 'additional Moodle functions').
<p>Students will have someone else prepare and answer the questions.</p>	<ul style="list-style-type: none">● Teachers may, at their own discretion, ask some students questions about their answers to verify that it is their own work (following article 14, para 1 of Lex 2.6.1).

Sources: [Guidelines to Reduce the Risk of Cheating in Online Examinations: Mode of Cheat](#), [Fourteen Simple Strategies to Reduce Cheating on Online Examinations](#), [How to discourage student cheating on online exams \(opinion\)](#), [Teaching: How to Reduce Cheating in Online Exams](#)

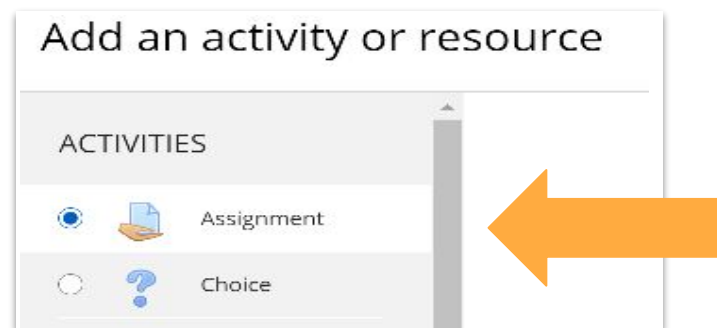
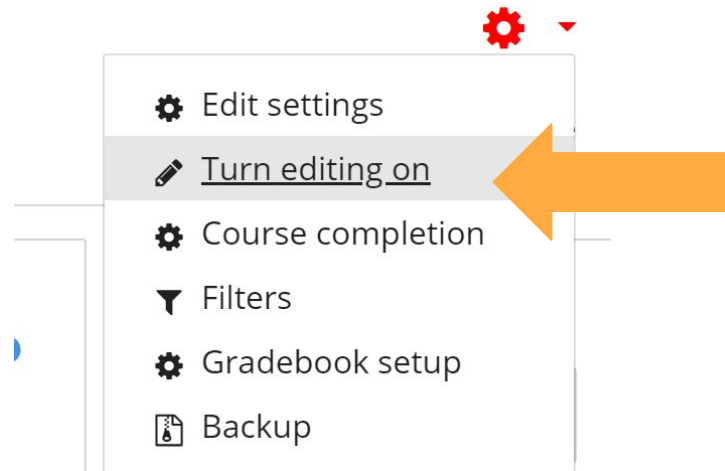
Basic Moodle settings





The basic Moodle settings for an open book or take-home exam

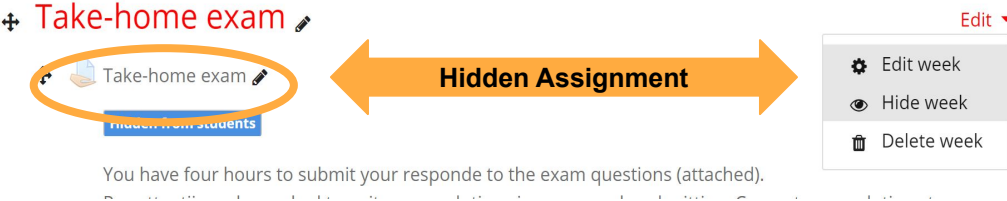
- In MOODLE, go to '**Settings**'
- Activate '**Turn editing on**'
- Click on '**Add an activity** or resource'
- Choose '**Assignment**' from the list of activities and click 'Add'

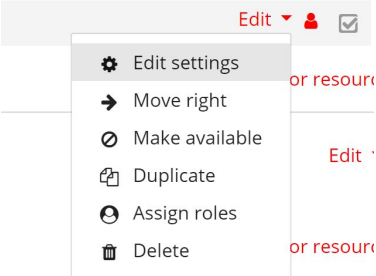
You now have created an Assignment.

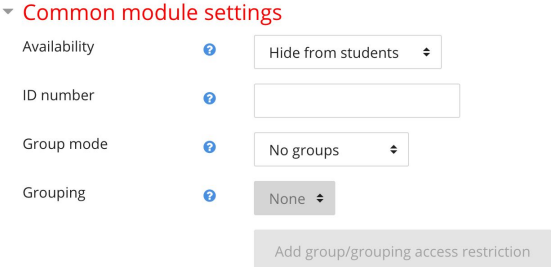


Hide the exam until its date

1. On the main menu choose **'Edit'** to the right of the Take-home exam or Open book box
2. Choose  **'Hide Week'**
3. Then go to the Assignment box and choose **'Edit settings'**
4. Scroll down to **Common module settings** and choose **'Hide from students'**
5. The day of the exam change to  **'Show week'** and **'show on course page' on common module settings.'**

1. 

3. 

4. 

Reminders and exam instructions

You can use the **description box** to announce exam instructions and remind students of the conditions for submitting the exam. Some information you may want to include:

- The duration for the exam (normal exam length plus normally 1h of technical time).
- The format of the submission (ie. handwritten, .pdf, or .doc).
- A suggested naming protocol for files should you wish to use one (ie.course code_sciper)
- Expectations on academic honesty.
- Hotline in case of technical problems (a phone number)

Click on **'Display description on main page'**

Scroll down and **add the exam** questions file (you can drag and drop).



Take-home exam

The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, and media insertion (image, video, audio). Below the toolbar, the text area contains the following instructions:

You have four hours to submit your response to the exam questions (attached).
Pay attention when asked to write your solutions in your own handwriting. Convert your solutions to a PDF (one PDF per solution). Give each PDF file the name shown (BIO-686_q3_your_sciper).
Submit all PDFs before the exam close time.
You can consult written or online material, but you must cite the references correctly.
Once you have submitted and answer you cannot resubmit or change it.
Countdown to submit starts at 9h15 and ends at 13h15 on January 14, 2021.
Call this number if you face technical problem: 079 876 5432



Display description on course page [?](#)

Set-up the length of the exam considering exceptions (students with special needs and students having connection problems)

- Go to 'Availability' on the set-up.
- Fix the total duration of the exam (including technical time) by assigning an 'Allow' and 'Due date' with hours and minutes.
- Allow for exceptions by enabling and adding time to the 'Cut-off date'. Some students may be granted additional time due to special needs. Others may notify you during the exam of technical difficulties. This additional time can be used to address these exceptional cases.
- Scroll down and click 'Save and Display'



This is an example!

▼ Availability

Allow submissions from		14	January	2021	09	15		<input checked="" type="checkbox"/> Enab
Due date		14	January	2021	13	15		<input checked="" type="checkbox"/> Enab
Cut-off date		14	January	2021	14	30		<input checked="" type="checkbox"/> Enable
Remind me to grade by		25	January	2021	00	00		<input checked="" type="checkbox"/> Enable

Always show description

Total exam length

Exceptions

Finishing the Default setting

- In Notifications put 'No' for default setting to notify students
- Limit the submission format to 'document' (e.g .pdf, - this file format is generally the most accessible)
- Decide on the [number of files](#) which can be submitted.
- Click 'Save and display'

▼ **Submission settings**

Require students to click the submit button Yes ⇅

Require that students accept the submission statement Yes ⇅

Attempts reopened Never ⇅

Maximum attempts Unlimited ⇅

Accepted file types Choose

Document files .doc .docx .epub .gdoc .odt .ott .oth .pdf .rtf [Collapse](#)

application/vnd.google-apps.document .gdoc

EPUB ebook .epub

OpenDocument Text document .odt

OpenDocument Text template .ott


OpenDocument Web page template .oth

PDF document .pdf

RTF document .rtf

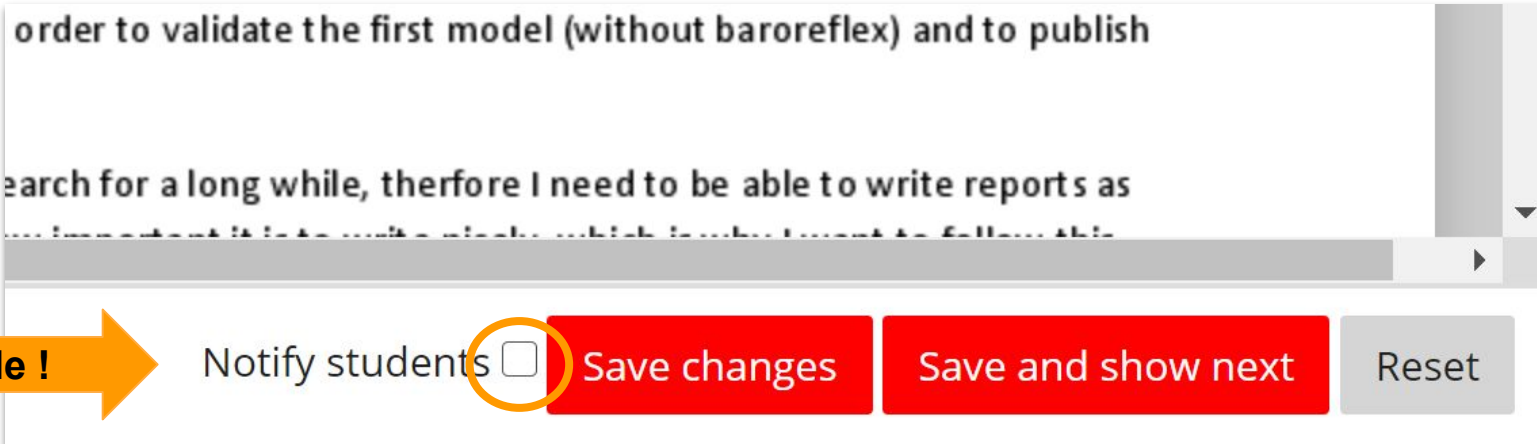
Word 2007 document .docx

Word document .doc



After the exam: View submissions

- After submission, click the Assignment box to view a summary of the number of submitted documents per student.
- Click on 'Grading' to view and download each document.
- Moodle can be used to collect grades from multiple markers. In this case, make sure to disable the notification sent to students.
- Click 'Save changes'.



order to validate the first model (without baroreflex) and to publish

earch for a long while, therefore I need to be able to write reports as
... important it is to write nicely, which is sub... to follow this

Disable ! → Notify students Save changes Save and show next Reset

Additional Moodle features

Brief overviews of functions for:

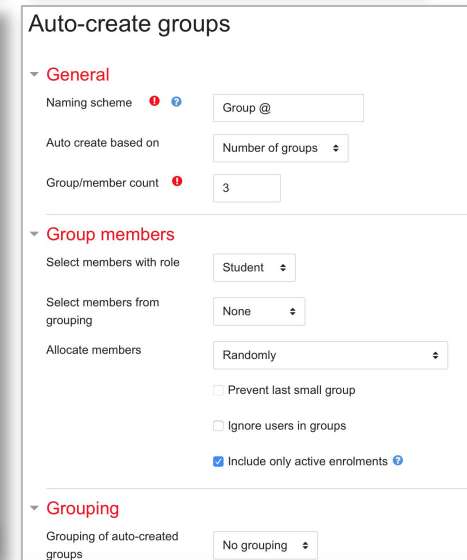
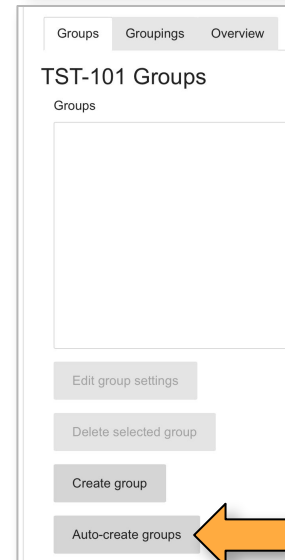
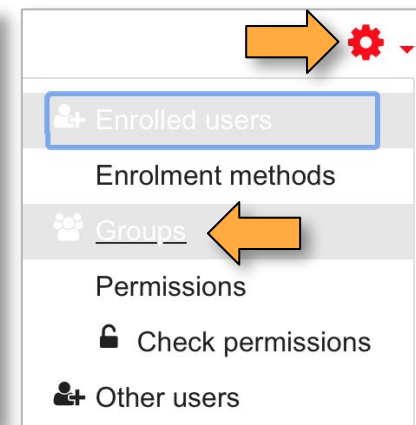
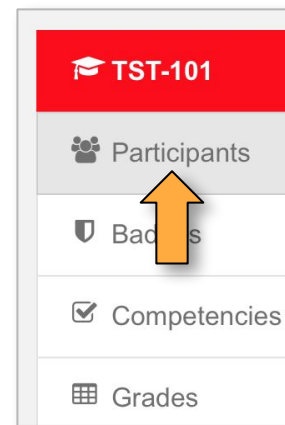
- distributing multiple versions of the exam to make copying answers harder for students
- separating students' submissions by question to facilitate marking by multiple graders



Setting up groups of students

Automatically assigning students to groups is easiest.

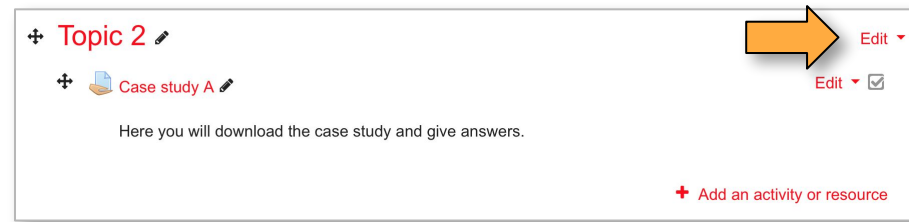
- Click on Participants from the left hand side menu
- In Participants settings, choose Groups
- In Groups, click on Auto-create groups
- Fill in General, Group members and Grouping fields and submit



Distributing multiple versions of an exam to students, using Moodle groups

Each group gets a different exam.

- In your exam box (in course edit mode), click on Edit (topic level)
- Click on Edit topic
- Under Restrict access (bottom), click on Add restriction
- Choose Group
- From the dropdown menu, choose the group you have previously created and save the changes
- Click on the eye icon to hide restrictions
- Notice the blue sign Restricted



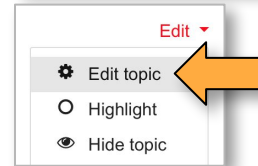
Topic 2

Case study A

Here you will download the case study and give answers.

+ Add an activity or resource


Orange arrow points to the 'Edit' button in the top right corner.



Edit

- Edit topic
- Highlight
- Hide topic

Orange arrow points to the 'Edit topic' option.



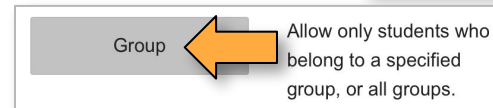
Restrict access

Access restrictions

None

Add restriction...

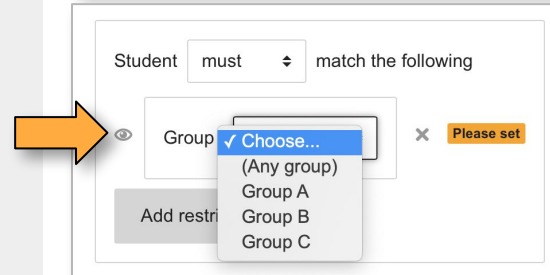
Orange arrow points to the 'Add restriction...' button.



Group

Allow only students who belong to a specified group, or all groups.

Orange arrow points to the 'Group' button.



Student must match the following

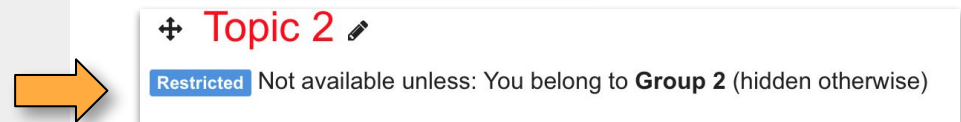
Group

Choose... (Any group) Group A Group B Group C

Add restriction

Please set

Orange arrow points to the 'Choose...' dropdown menu.



Topic 2

Restricted Not available unless: You belong to **Group 2** (hidden otherwise)

Orange arrow points to the 'Restricted' label.

Setting up multiple submissions per student

You can have students upload a single file with all exam answers, or **multiple files** (e.g. one file per exam question). This is done through **setting** the maximum number of **uploaded files**:

- Go to the main settings and scroll to ‘**Submission Types**’.
- Indicate the **maximum number of files** you want student to submit.
- Scroll down and click ‘**Save and display**’.
- You can then distribute the submissions (questions) between markers (marker A q.1; marker B qt. 2, etc.).

Submission types Online text File submissions

Word limit Enable

Maximum number of uploaded files

Maximum submission size

Accepted file types No selection

Feedback types




Suggestion

- Handling multiple file submissions may be easier if you ask students to use a **naming protocol** for each file.
- For example, each file can be named with ‘SciperID _ QuestionNumber _ CourseCode’ (e.g. ‘123456_Q1_ENG624’, ‘123456_Q2_ENG624’, etc).
- You can **include** this protocol in your [guidelines](#) to students.

Get an overall view of the submissions

Click on the Assignment then go to 'View all submissions'.

- Check the date and time of each submission.
- View each exam or submission per student.
- See all results (this can be useful if students made several submissions).

	Status	Grade	Edit	moarrea (submission)	File subm
	-	-	-	-	-
:pfl.ch	Submitted for grading	Grade	Edit ▾	Wednesday, 7 October 2020, 10:22	 Pri
ch	Submitted for grading	Grade	Edit ▾	Friday, 2 October 2020, 16:27	 pr
pfl.ch	Submitted for grading	Grade	Edit ▾	Friday, 9 October 2020, 17:04	 Wl



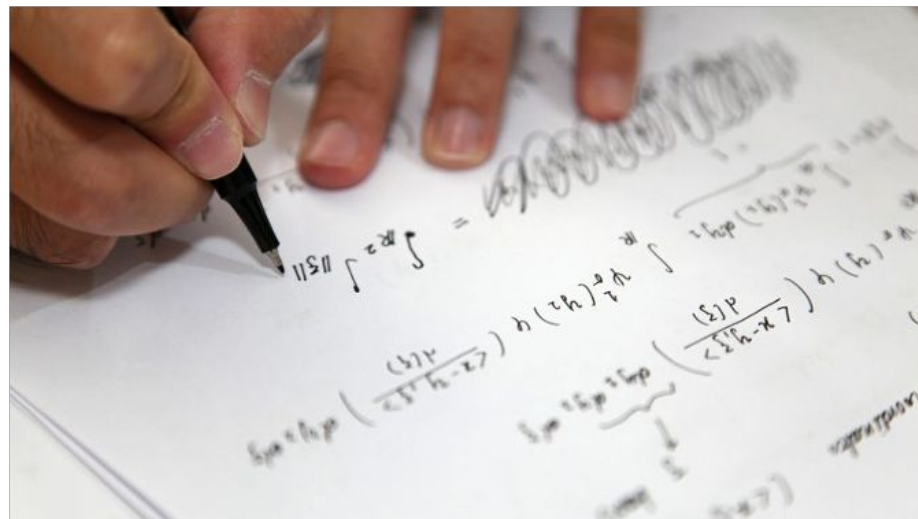
Students handwritten file submission

Students have to write some answers on paper sheets, take pictures, convert them to PDF and upload them to the Moodle assignments or quizzes. This document describes some solutions to do this easily on iPhone and Android.

Center for Digital Education (CEDE) and Teaching Support Center (CAPE)

Feedback and Support: flexible-teaching@epfl.ch

More information: <https://go.epfl.ch/flexible-teaching>



First steps for readable handwritten remote exams

To get readable copies, you may want students to follow these guidelines

Ink

- Write only in dark (blue or black) ink. Do not use lighter ink or pencil.

Paper

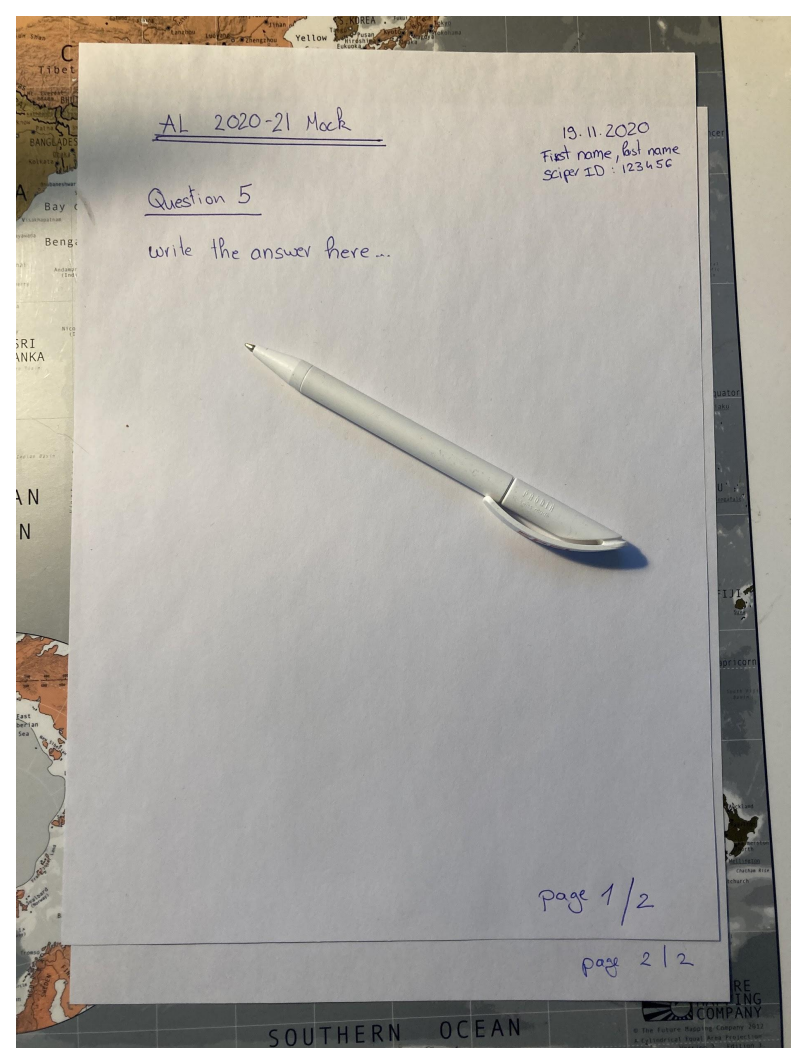
- Write only on one side of the white paper sheet (avoid lines or squared paper if possible).
- If students must write double-sided (to save paper), they must check that the paper is sufficiently thick and not translucent.

Information to include

- Students identify themselves at the top of the first page, including the time and date in this order: Name, Last Name, sciper ID, exercise title, date and time.
- Add the page number on each page of the exam solution. Include the total number of pages.
- Write down the number and title of the question

Taking pictures

- Take the photos in a well-lit area.
- Check that the photos are readable (not blurred, not too light or too dark (balanced contrast)).



Smartphone App

EasyPDF (Android)

Free application available for Android.

This application allows you to easily convert photos into PDF files but does not allow you to rearrange the order of the pages (keeps images in the order in which the photos are added).

Android : [EasyPDF on Google Play](#)

Books app (iOS): Beware of its limits!

Used to read e-books and audiobooks. This application allows you to convert photos to PDF files easily. It does not allow you to move or rearrange the order of the pages (the images are kept in the order in which the photos were taken).

Important: Books does not compress pdf files so may take long time to upload the PDF(s). We recommend that you limit the size of the photos taken by your smartphone to **2MB** in advance in the phone's settings.

iScanner (iOS)

Paid application available for iOS.

This application allows you to easily convert photos into PDF.

iOS : [iScanner on App Store](#)



EasyPDF - images to PDF converter - JPG to PDF

Arypex Initiative

Contains ads



Apple Books

Apple

OUVRIR



iScanner - Scanner document

Numériser un document en...

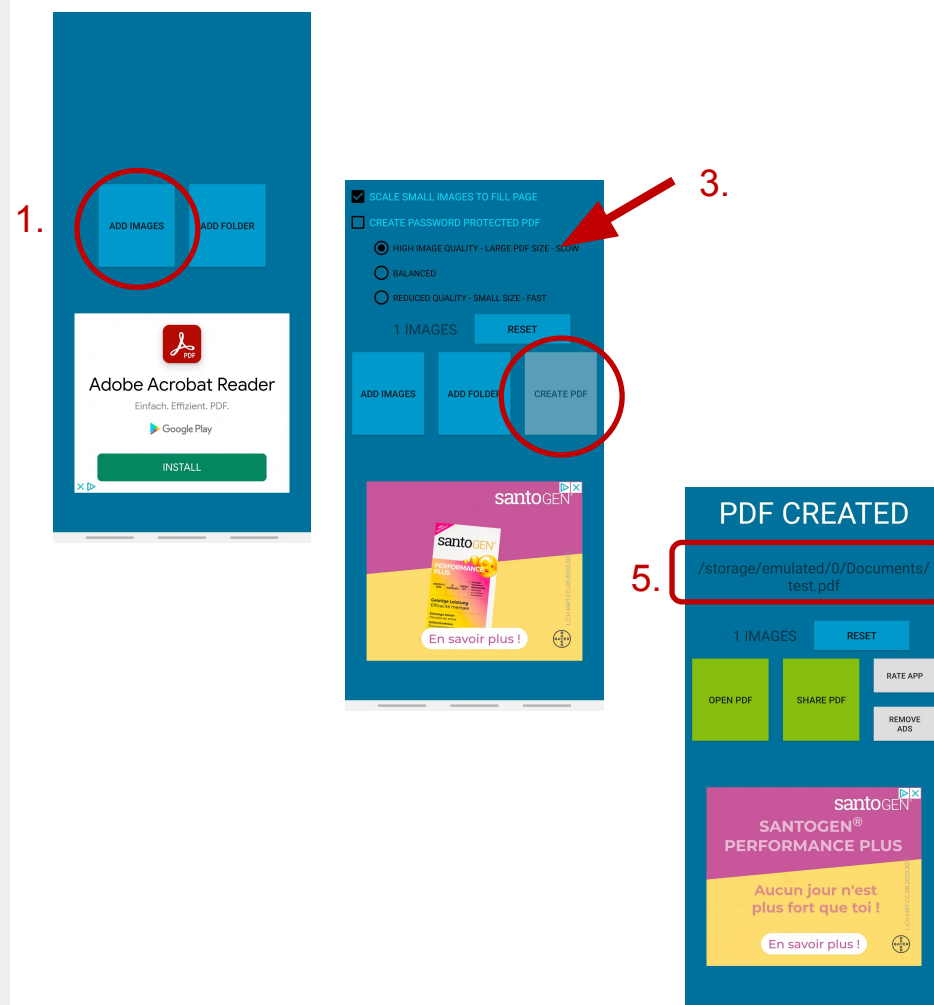
OUVRIR



Convert to PDF with EasyPDF




For Android :

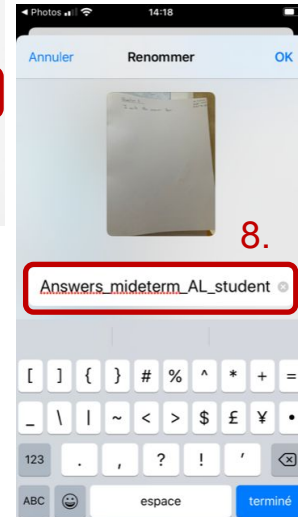
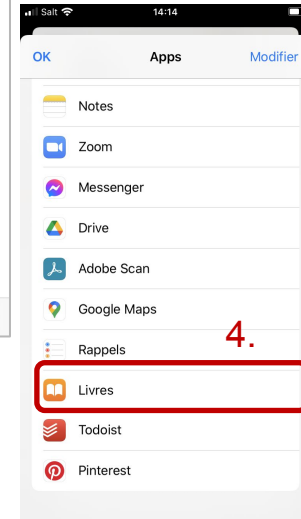
1. Open EasyPDF and click on Add Media
2. Select the pictures you want to convert and then click Apply(...)
3. Select HIGH IMAGE QUALITY and then click on CREATE PDF
4. Enter file name
(For example :
'SciperID _QuestionNumber_ CourseCode'
(e.g. '123456_Q1_ENG624'))
and then click OK
5. The PDF file will be generated and the location displayed on the top



Convert to PDF with Book App




For iOS only :

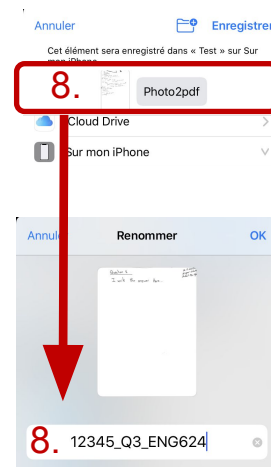
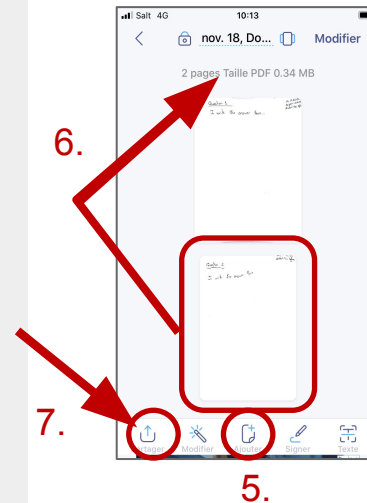
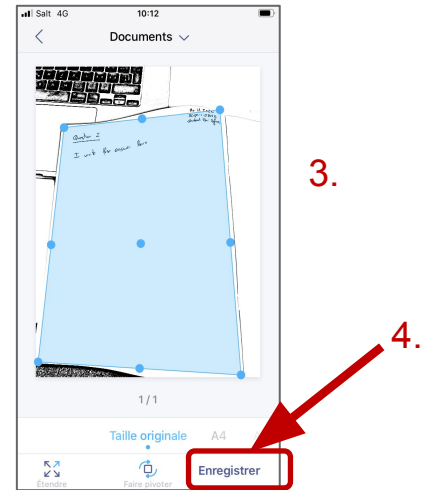
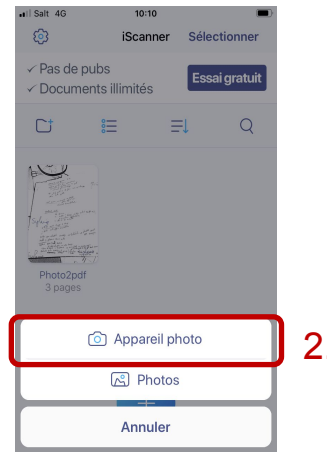
1. Take pictures of the answers on paper with your smartphone
2. From the Photo app 
3. Press on select (to select several photos) or long-press the pictures that you want to convert. On the context menu, select Share.
4. Select Book App 
5. In the Books app, tap the Library tab, then find the PDF that you want.
6. Tap  the More Options button in the lower-right corner below the PDF.
7. Select save to files
8. Rename the PDF
(For example :
'SciperID _QuestionNumber_ CourseCode'
(e.g. '123456_Q1_ENG624')).
9. Select a folder to save on local your PDF



Convert to PDF with iScanner

For iOS :

1. Open iScanner and press on 
2. Select "camera"
3. In "auto" mode, pictures will be taken automatically each time borders are detected. So be careful not to stay on the same page for too long (3 seconds) or you will have several times the same page.
4. Press on "save", then press on "finish".
5. To add a page : press on  and repeat the steps 2 and 3.
6. To reorganize the pages, long press on a page and drag and drop up or down.
7. Press on  to save your PDF
8. Select "PDF". Rename the PDF: long press on the name of the PDF and write the name (for example : 'SciperID _QuestionNumber_ CourseCode' (e.g. '123456_Q1_ENG624')).
9. select a folder in your smartphone to save it on local

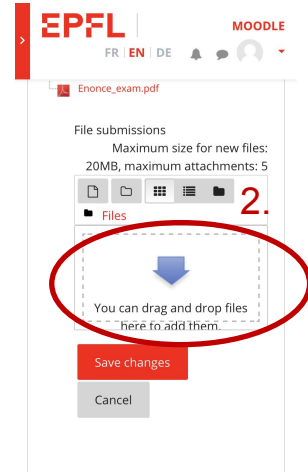


Upload the pdf(s) on Moodle Assignment

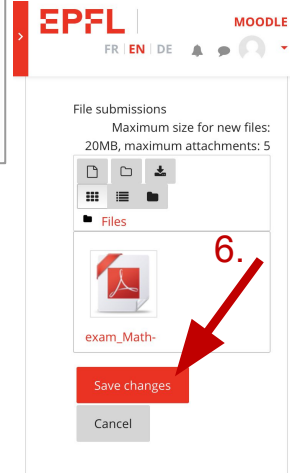
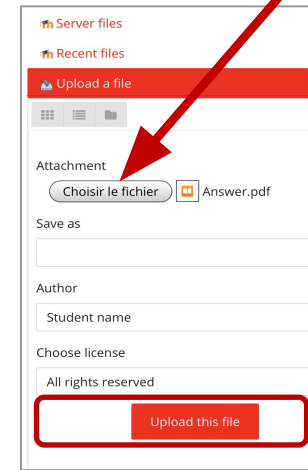
Info: to upload files in Moodle Quiz open questions. The steps are similar to the following.

1. From your smartphone: use **your internet browser** and connect to your EPFL Moodle account (You will find the same question as on your computer)
2. Press on the drag and drop field
3. Press on Choose a file
4. Select your pdf file from your folder
5. Press on Upload this file
6. Press Next page

You can then go back to your computer and refresh the page to check that the file has been correctly uploaded.



5.



Support

<https://go.epfl.ch/flexible-teaching>

flexible-teaching@epfl.ch