IIMA- Moodle Exam/Quiz setup – Faculty/AAs.

IIMA Moodle usage policy for Course Instructors, Academic Associates and Programme Offices.

1. Moodle courses are created as per email request from Instructor, Academic Associates or Programme Offices.

2. As Moodle allows bulk student/participants enrolment features to administrator, which is normally done by Moodle support team while creating courses.

3. Moodle allow to duplicate the exiting/previous course work with backup and restore features.

4. Students/participants Add/Drop to be handled by concern course Programme Offices or AAs.

5. Material upload to the course will be handled by concern Programme office, AAs or Material Reproduction office.

6. Activity creation task will be taken care by concern course Programme Offices, AAs or requestor.

7. Moodle support team will provide only technical help such as how to use/setup the activities and tasks. Moodle support team will provide necessary training to AAs or requestor as per pre decided schedule.

8. Moodle support team will not take any request to create, modify, delete or close the activity on phone, it must be through the emails from authorised authority.

9. Programme offices must communicate their Moodle exam related schedule to Computer centre support/Network and Moodle support team in advance.

10. Mock exam/quiz is recommended and set by requestor of course. It will get tested by all concerned such as AAs, Programme office and IT team by setting up similar environment for examinations before actual exam/quiz.

Moodle Quiz FAQ:

1. How to create a Quiz?
2. You must be Instructor or AAs for the course, go to course click on 'Turn editing on' button, click on 'Add an activity or resource' button. Select Quiz from Activities and 'Add'.
3. Give appropriate quiz name and related instructions at 'Description' box. Also select/enable 'Display description on course page' for viewing it to students.
4. Set Quiz timing under 'Timing' such as open/start time, end/close time, Time limit if any and quiz behaviour when time over (recommended a time limit such as 45 minutes' exam within a time window of one hour).
5. Set number of attempts allowed under 'Grades' (recommended attempts greater than 1 to meet any technical glitch in between exam).
6. Define Layout and behaviours under 'Layout' and 'Question behaviours', default 'New page – every question, 'Shuffle within questions' and 'Deferred feedback'.
7. Review options under 'Review Options' recommended are as below:
   - Immediately after the attempt - The attempt' and 'Marks' to show the marks after submit.
   - After the quiz is closed - 'The attempt', 'Whether correct', 'Right answer' and 'Marks' to show the marks after quiz close time.
8. If you wish to protect your Quiz with password, need to protect with 'Extra restrictions on attempts'. You need to announce the same before exam.
9. Keep 'Block concurrent connections' in 'Extra restrictions on attempts' disabled to allow multiple sessions. If 'Block concurrent connections' is enabled and student faces login issue his ongoing quiz session can be cleared by Instructor/AA or Admin.
10. For Group-wise control and Time based view setup under 'Restrict access'.
11. Question to quiz can be added by clicking the Quiz and Edit Quiz.
12. Preview of Quiz can be also seen through Preview menu under Quiz Admin.
13. On-going Quiz progress can be viewed by clicking 'Attempts'.
14. Quiz results and response both can be downloaded to excel file from quiz.
15. Any Quiz can be duplicated by backup and restore option under Quiz Admin.
16. If possible, please upload PDF version of question paper along with Quiz/Exam.

Moodle quiz recommendations/best practices:

- Randomize the questions and the answers for each student.
  (http://docs.moodle.org/en/Editing_a_quiz#Adding_random_questions)
- Timed quiz, multiple attempts can be allowed. (set time limit for quiz with extra margin time, and keep attempts > 1 to deal with technical glitch)
  (https://docs.moodle.org/36/en/Quiz_settings#Timing_section)
- Wait until the exam availability period ends before providing exam results or feedback.
  (https://docs.moodle.org/36/en/Quiz_settings#Review_options_section)
- An instructor can preview a quiz before releasing to students.
  (https://docs.moodle.org/36/en/Using_Quiz)
- Automatic grading or manual grading by an instructor. (https://docs.moodle.org/36/en/Quiz_reports)
- Moodle Quiz recommendations (https://docs.moodle.org/36/en/Effective_quiz_practices)
- YouTube - Moodle Quiz – (https://www.youtube.com/watch?v=GqIECZJD4fE & https://www.youtube.com/watch?v=2hQDQKrw9a4)