Getting Started

	Check if done
Notify the Moodle team by filling the Assistance in quizzes form.	
Email the Moodle team moodle@aub.edu.lb if you want to run your quiz using safe exam browser (SEB).	
Reserve a Computer lab.	
Inform your students about the date, location and the seating plan.	
Make sure that all your students are added/enrolled in your Moodle course. (Students should contact the Moodle team moodle@aub.edu.lb if they face any problem logging in.)	

Setting up your Quiz on Moodle

	Check if yes
General Did you include adequate instructions for students to read before they attempt the quiz? (Make sure that you include information about the number and type of questions.)	
Timing Did you set the Open and Close times of the quiz? (You can add an extra 15 minutes to make sure that latecomers get the full attempt.)	
Did you update the Quiz Time limit?	
Is "Open attempts are submitted automatically" selected for When time expires?	
Attempts Did you set "1" as the number of attempts allowed for each student?	
Display Did you specify "Shuffled randomly" as the Question order?	
Did you set "5" as the number of questions per page? (A best practice is to have 5 MCQ/T&F questions per page and 1 essay question per page.)	
Did you specify "Free" as the Navigation method? (Student can return to previous pages or skip ahead.)	
Did you set the shuffle within questions (i.e. shuffle the answers) to "Yes"? (Shuffle within questions should be enabled in each question too.)	
Did you specify "Deferred feedback" as the question behavior?	
Review options Did you check the review options? (Mark the items that you want your students to view at different stages. Ex.: if you want the students to view their grades, just tick the Marks checkbox.)	
Extra restrictions on attempts Did you set a Password to be given to students at the start of the quiz? (The password should be clear, but hard to guess. Use lowercase and no special characters.)	
Did you contact the Moodle team to add the Network address to restrict your exam for the reserved computer lab?	
Did you add the browser exam key from the SEB configuration file in the "Allowed browser keys"?	

Before the Quiz	Check if done
Assign at least one proctor for every computer lab.	
Make sure that either you or another content expert is present during the Quiz.	
Hide the relevant course material from Moodle before the Quiz start time.	
Preview your Quiz for typos or mistakes.	
Make sure that you have the phone number of one of the Moodle team members.	
Make sure that there is a 2 minutes delay between the start times of the different computer labs.	
Inform students they need to bring their ID cards to the computer lab.	
Make sure that the Quiz is visible to your students by selecting the eye icon. (Right before the exam start time.)	
Did you create the .seb quiz file if you are using Safe Exam Browser?	
Have you added the quit URL in the "Overall feedback" quiz settings (students will click on it to exit the SEB after they submit their attempt)	
Did you provide the correct SEB quiz instructions to students (check with Moodle Team for details)	

During and After the Quiz	Check if done
Ask your students to hide/turn off their mobile devices.	
Ask students to use Mozilla Firefox or Google Chrome to access the Quiz on Moodle if you are not using SEB.	
Allocate time for students to read the Quiz instructions.	
Check if all students have submitted their attempts.	
Adjust the Quiz Time Limit if your students need more time. (You can add extra time for a specific student using "User overrides" under Quiz administration.)	
Check if the students properly quit SEB (if not use the quit password)	
Reveal any resources or activities that you might have hidden in your Moodle course before the exam.	

Did you face problems during your exam? Send us your feedback to moodle@aub.edu.lb or Call us at 00961 - 1 - 350 000 Ext.: 3518/3599/3586