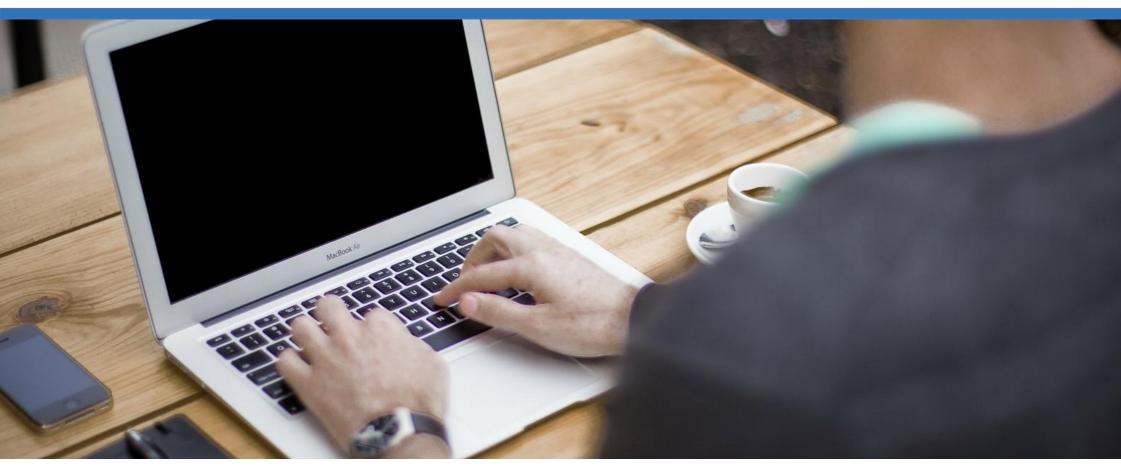
# Exams and Precautions on LearningX LMS

**XINICS** 





#### Please take the exam using your computer, not your smartphone

Please take the exam using a computer instead of a smartphone or tablet.

Please prevent unexpected operation, such as phone calls, SNS, app notifications, etc., and take the exam in the most stable condition.

Also, some question types cannot be submitted on your smartphone (file upload type question not available on your smartphone)



#### Please use Chrome browser

LearningX LMS is most optimized for Chrome browsers.

Please take the exam through Chrome, not another Internet browser.



#### Please take an exam in a stable Internet environment

Unstable Internet environment can disrupt exam applications. (Please avoid places where the internet environment is unstable, such as cafes, public transportation, outdoor, etc.)



#### Take a practice exam before the official exam

Take a practice exam before the official exam. Professors and students can adapt well to the exam and check the PC and Internet environment.

Look behind you for the detailed guide





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## for professors

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## Determining the exam menu

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You can take the exam from the [Lecture Contents] or the [Quizzes] menu.

Please check the following details as the exam may be given with a different personality depending on the menu.

Home Announcements Syllabus	Cou	exam in [Lecture Contents]		exam in [Quizzes]
Open Board Q&A Board Lecture Contents	Image	Exams can be designed according to weekly learning order	Description	Exams may be designed regardless of the weekly learning order
Lecture Resources Assignments Quizzes Pages	Name Course Bluepr	The exam period is set by default according to the attendance period. (You can adjust it directly to the exam date.)	Period	The exam period is not set automatically. (You have to set it up yourself.)
Discussions Grades Learn Status	SIS ID	When a exam is designed in [Lecture Contents], it appears in [Quizzes].	Key points	If the exam is designed in [Quizzes], it will not appear in [Lecture Contents].

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## Setting options for taking an exam

Exam and Precautions on LearningX LMS

#### 1 Time limit

- When time limit is set, students must complete the exam within a limited time.
- If you exit the exam page due to network problems while watching exam, the timer will continue and you must resume participating within the exam time.

#### ② Allow Multiple Attempts

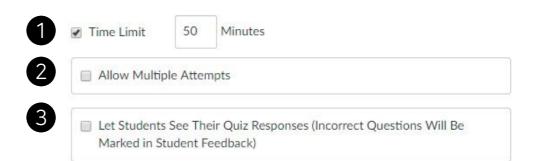
• Since exam usually does not allow multiple attempts, it does not check 'Allow Multiple Attempts'.

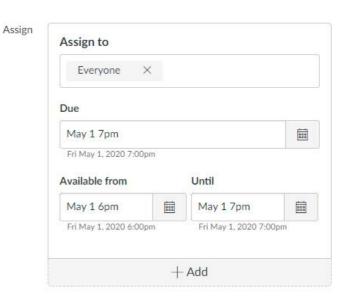
#### **3** Let Students See Their Quiz Responses

 The correct answers may not be disclosed to students or may be disclosed after a specific date.

#### Set Exam period (Assign)

- You can set the start and end times for exam to take an exam within a limited time.
- For example, if you run exam for 60 minutes from 6 p.m. on May 1, you can set it as follows.
  - Start time(Available from): May 1 6pm
  - End time(Due / Until): May 1 7pm





## Tips for Exam period setting

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If you set the start and end times exactly to the exam time, students who are late due to unavoidable circumstances will be given a relatively small amount of time.

#### **Example**

If you enter a time limit of 30 minutes and set it to "Start Time: 7:00 / End Time: 7:30", students who log on at 7:05 must take the exam for 25 minutes.

Although it is a rule to give penalties to tardy students, due to the nature of the online exam, you need to consider extending the operation flexibly for 5 to 10 minutes.

#### **Example**

If you enter a time limit of 30 minutes and set the exam period to "Start Time: 7:00 / End Time: 7:40", students who log on at 7:05 can take the exam for 30 minutes.

Exam and Precautions on LearningX LMS

#### **5** Shuffle Answers

 You can check 'Shuffle answers' to randomly display the viewing order of multiple choice questions for each student.

#### Show one question at a time + Lock questions after answering (Select as needed)

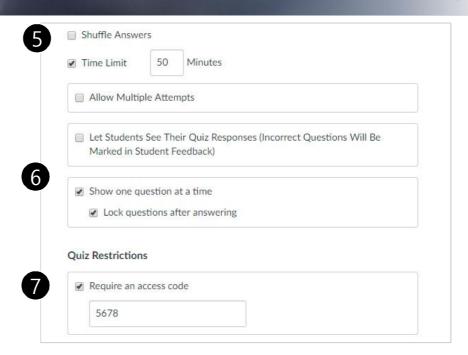
- You will see one guestion at a time and solve one guestion at a time.
- When 'Lock questions after answering' is set, a student does not return to the solved questions.
- If you check this option, students will not be able to see the previous questions even if they try to log in to multiple PCs and take the questions. This is because once question is locked.

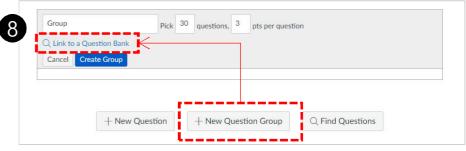
#### ② Quiz Restrictions (Enter password)

• Students must enter a password to take the exam.

## **8** Shuffle questions and random questions from the Question Bank

- if you use the 'New Question Group' after saving the exam question in the Question Bank, the question will be randomly asked.
- You can put many questions into the Question Bank and create an exam where some questions appear randomly. (Example: Sixty questions are stored in the problem bank and Thirty questions appear)





Multiple Choise / Multiple Answers

Click

True/False

Click

Fill In the Blank

Click

Fill In Multiple Blanks

Click

Multiple Dropdowns

Click

## **How to Create a Question**

Describes some of the problem types that are usually used. You can check how to make exam questions by pressing 「Click」

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Matching

Click

Essay Question

Click

Text (no question)

Click

\* The manual that comes out after pressing 「Click」 was written in Korean. Please read it through the translation function of the Internet browser.

#### PRECAUTION!

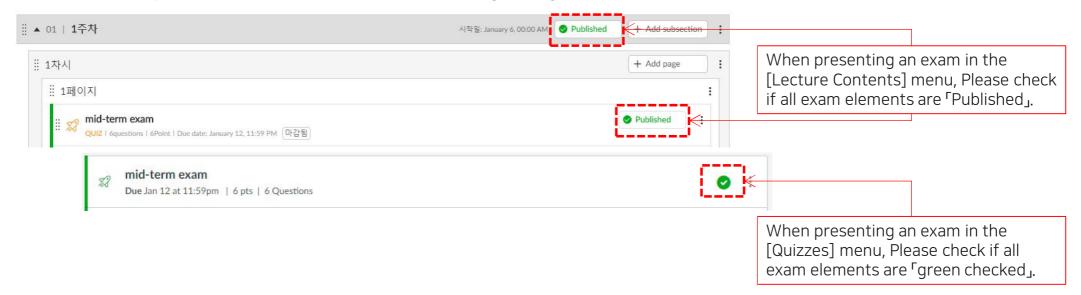
File Upload Question type is not available on smartphone devices such as iOS. If this type of question is included in the exam, students must be guided to take the exam on a PC, not on a mobile.

## Check exam Published/Unpublished

Exam and Precautions on LearningX LMS

#### Please check if exam is 'Published'

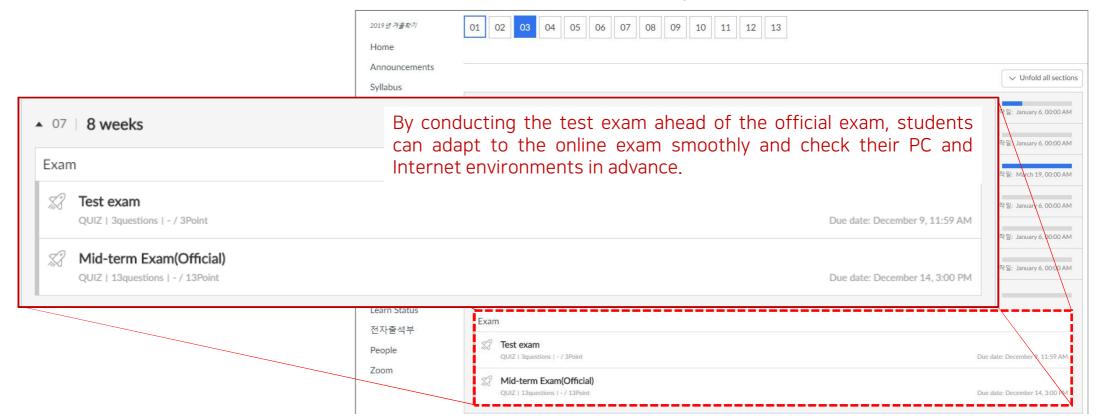
- The professor may publish directly just before the exam starts.
- Even if the exam is ♥ Published , it is not possible to apply until the start date and time.
- Please note that if the exam \( \bigcup \quad \text{Unpublished} \), students will not be able to take the exam and will not automatically switch to an \( \bigcup \quad \text{Unpublished} \) at the beginning of the exam.



## Take a test exam

Exam and Precautions on LearningX LMS

Please conduct a test exam in advance the week before exam to proceed with the official exam. By creating some of the similar types of questions to official exam, students can more effectively adapt to online exam and check their PC and Internet environments in advance.



## Online exam preparation checklist

Exam and Precautions on LearningX LMS

- Did you conduct a test exam?
- Are the options and exam paper settings checked correctly?
- Is the exam period set correctly?
- Is the number and score of the exam questions correctly entered?
- Did you check Published/Unpublished?
- If a student is inevitably unable to take an exam, is there a remedy in place?

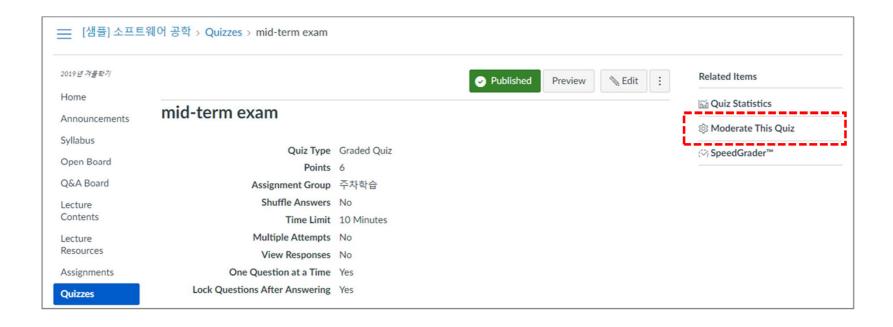
(Example : Submit evidentiary documents to grant a chance to re-apply, etc)



## **How to Monitor Exam Entrance**

Exam and Precautions on LearningX LMS

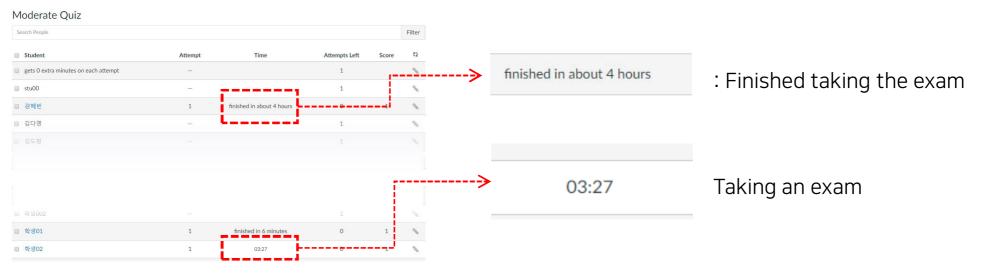
- ✓ The professor can select [Moderate This Quiz] on the right side of the exam screen to check whether the exam is going well, including the students' exam status(see figure below).
- ✓ [Moderate This Quiz] appears after the exam has been published and is not visible in a 「Unpublished」.



## **How to Monitor Exam Entrance**

Exam and Precautions on LearningX LMS

- ✓ Click [Moderate This Quiz] to see the exam status for each student.
- ✓ The number of attempts, the amount of time passed, and the number of remaining attempts are
  displayed to the right of the student name.
- ✓ When a student is taking a exam, the clock icon and the time remaining are displayed.
- ✓ When the student completes the exam, the time they took the exam and the auto-calculated score
  will appear (see figure below).





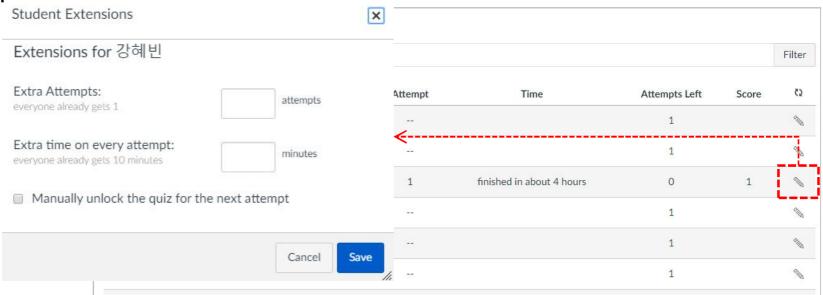
#### **XINICS**

## How to grant a chance to retake the exam

Exam and Precautions on LearningX LMS

\* Due to unavoidable circumstances, certain students may need to be given a chance to retake the exam. After the online exam, students may be admitted to having failed the exam due to network problems or other unavoidable circumstances, and should be allowed to retake the exam. In that case, please note that you may allow retries in the following ways.

① On the right side of the exam [Moderate This Quiz], select the 'Pencil' icon on the right side of the student name to allow retries



## How to grant a chance to retake the exam

Exam and Precautions on LearningX LMS

- ② In 「Extra Attempts」, enter '2', select 「Manually unlock the quiz for the next attempt」, and then click 'save'.
- Extra Attempts
  - : Since you already have one attempt by default, you need to enter 2.
- Manually unlock the quiz for the next attempt
  - : You must check this item if you need to allow retake after the exam end date. When checked, only those students can retake the exam while the end date setting remains the same.
- Extra time on every attempt
  - : For example, when the original exam time limit is 50 minutes, if you enter the number of times in Extra Attempts and add 30 minutes in Extra time on evert attempt, the total time will be 80 minutes, including 50 minutes in exam time and 30 minutes in extra time. You don't need to specify an extra time unless it's special.
- Re-apply is not possible if you enter 'Extra time on evert attempt' without adding 'Extra Attempts'.

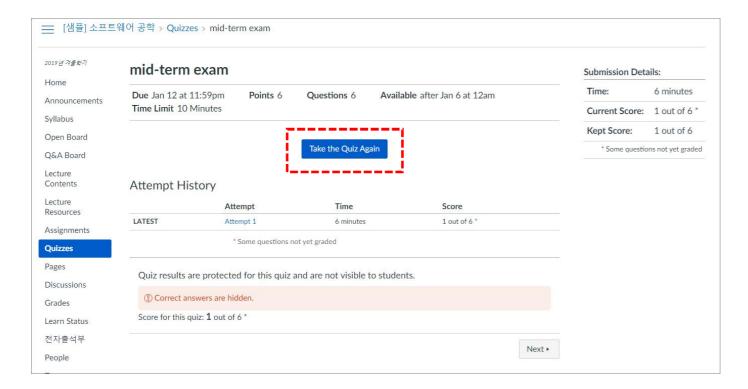
Extensions for 강혜빈	
Extra Attempts: everyone already gets 1	attempts
Extra time on every attempt: everyone already gets 10 minutes	minutes
<ul> <li>Manually unlock the quiz for the ne</li> </ul>	ext attempt

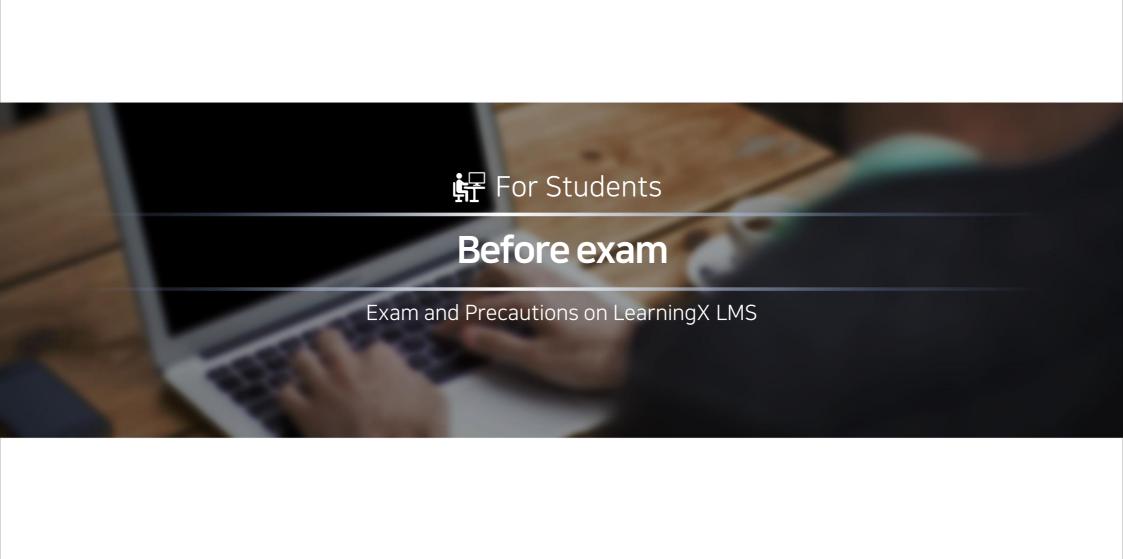
## How to grant a chance to retake the exam

Exam and Precautions on LearningX LMS

### How students display after allowing retries

This setting will display the 'Take the Quiz Again\_ button on the exam screen as shown below.





## Checking the PC and Internet environment by taking a test

Exam and Precautions on LearningX LMS

- ✓ Participate in the test exam before the official exam. You should check if the computer you use and the Internet are working properly.
  - Checking the PC
    - Participate with a PC, not a smartphone or tablet.
       some question types cannot be submitted on your smartphone (file upload type question not available on your smartphone)
    - Check your PC's condition and internet connection for the exam.
    - Exit all P2P programs, games, and unnecessary programs.
  - Checking the exam
    - Please check the test exam to see if you can see the question well, whether the submission is normal or not. If you find any problems during the test exam, contact your professor or department immediately.

## Make sure to check before exam!

Exam and Precautions on LearningX LMS



## Log in 10 minutes in advance

#### Attempting to log in at the beginning of the exam may result in a slight delay

At the beginning of the exam, many students may attempt to log in at the same time, which may result in some slow access. If you refresh several times or attempt to connect to multiple devices because you are slower than usual, you may experience more problems depending on your network environment. Even if it's a little slower than usual, please log in calmly once and wait.

#### Prepare for at least 10 minutes before the exam starts

Log in at least 10 to 20 minutes before the start time and wait for the exam to be more stable. Exit other browser windows or running programs for a stable exam. If there are other problems, such as login failure after 10 seconds of login attempt, or the web page does not display well after login, replace it with another PC to prepare for the exam.

## Make sure to check before exam!

Exam and Precautions on LearningX LMS



#### Check stable Internet access environment

As it is an online exam, a stable internet connection environment should be maintained

If the Internet is unstable, errors can occur during exam, such as the answer not being delivered to the server. So please make sure there is no problem with the internet before taking the exam.

\* Internet Speed Check Site: <a href="https://fast.com/ko/#">https://fast.com/ko/#</a>

## Check your computer for the exam

check your computer in advance.



If your PC stops frequently or is infected with a virus or something, you might not be able to take the exam properly. Therefore, check your PC before taking the exam Due to the student's personal PC problem, LMS connection is often not smooth. This is a software issue on the student's personal PC and cannot be controlled centrally by the University. Be sure to

## Make sure to check before exam!

Exam and Precautions on LearningX LMS



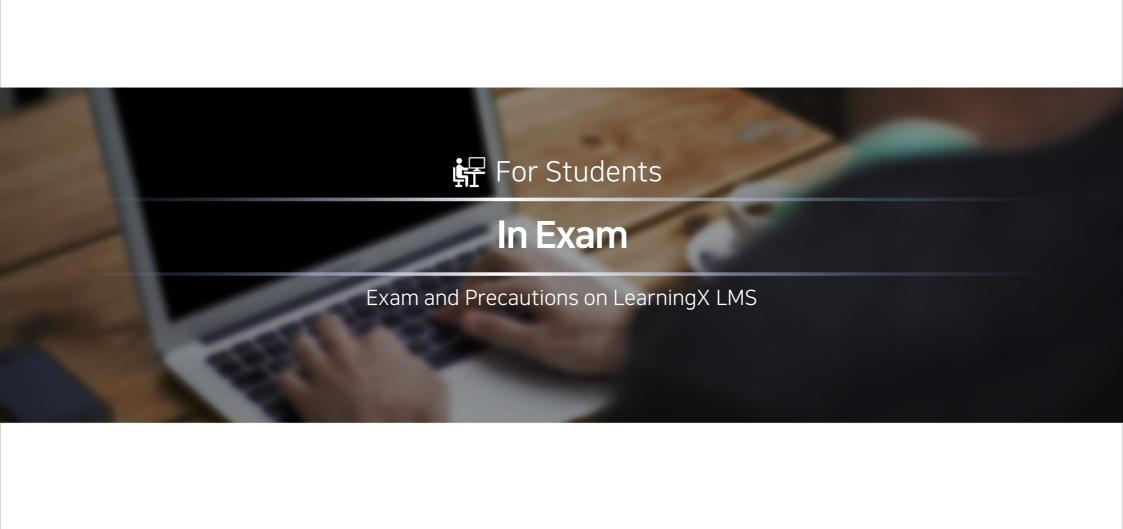
## **Exit unnecessary other programs**

Please exit any programs that are not related to the exam, such as messenger, e-mail, P2P programs or something before taking the exam. Errors caused by other programs may interfere with the exam. Also, please note that message exchange can be considered cheating.



## Take the exam on your PC not on your mobile

Please take the exam on your PC. The most reliable PC is connected to a wired network. However, if you inevitably need to use wireless Internet, apply where your network is stable. Public transportation, cafes, outdoor, and similar situations may result in unstable network conditions, making it impossible to take normal exam.



## **Precautions during exam**

Exam and Precautions on LearningX LMS



### Be sure to keep time for the exam

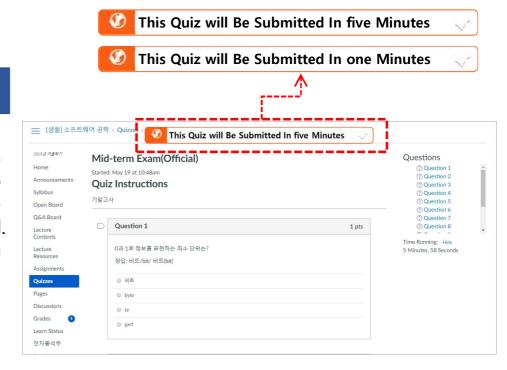
Please follow the time the exam begins.

#### Please check the submission time



You can't submit your answer after the exam. Submission will be blocked on time after the deadline, so you must submit your answer before the deadline. At the end of the time, only the answers you enter will be automatically submitted. The time remaining before automatic submission is displayed as a pop-up notification.

※ Displayed 5 minutes ago, 1 minute ago



Exam and Precautions on LearningX LMS

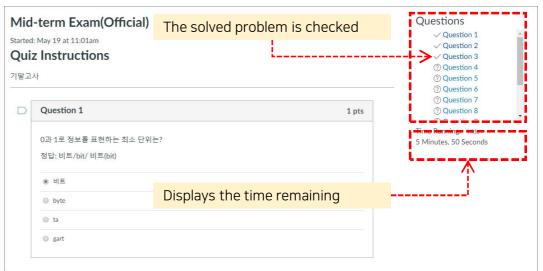
## Click [Take the Quiz] to begin the exam

When the exam is ready, you can start the exam by clicking the [Take the Quiz] button for the exam.



## Check the time remaining and the questions

The time is measured from the time the 'take the quiz' button is pressed and the time remaining is displayed on the right side of the page. Solved questions are checked so you can distinguish them from unanswered questions.



Exam and Precautions on LearningX LMS

## Be careful because logging in at the same time on another PC may cause you to log out

If you log in to the LMS from another PC or device, you will automatically log out of the PC where you are currently taking the exam.

## The history of solving the question is automatically saved

If you check the answer to the question, it will be sent to the server and saved. If the save time is not displayed as shown below, please check the network status so that there is no problem with the final submission.

1 pts
Submi

Exam and Precautions on LearningX LMS

In case of abnormal termination, you can resume your participation in the exam again and take the remaining time.

If the website turns off abnormally during the exam due to a browser or computer problem, log in to the LMS again and take the exam(The previously checked answers are automatically saved).

If there is still time left for the exam, you can reconnect and continue the exam.

However, the timer is still running, so you'd better return to the exam quickly.

Mid-term Ex	am(Officia	al)		
Due No due date	Points 13	Questions 13	Time Limit 6 Minutes	
Instructions				
기말고사				
		Resume (	Quiz	

Exam and Precautions on LearningX LMS

## Press [Submit Quiz] to end the exam

You must click the [Submit Quiz] button when you finish solving the problem. You can't retake the quiz after submitting it, so press it carefully.

## It will be automatically submitted when the exam time is exhausted

Even if you do not press [Submit Quiz] after taking the exam, the exam will automatically end when the time remaining is 0 minutes and 0 seconds. Only the answers you have checked will be automatically submitted. It may take some time to complete the submission because multiple people are taking the exam.

Message when exam time is 0 minutes and 0 seconds ▶



