Job Aid: Online Exams

Purpose

The purpose of the Online Exams job aid is to guide you through the step-by-step process of creating online exams using questions created with the TMS QE and add the exam to an item. For details on how to create exam questions, refer to the job aid TMS Question Editor.
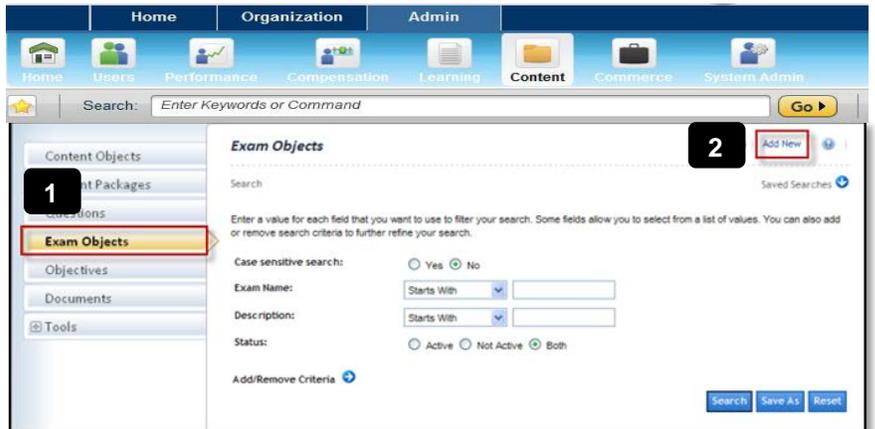
In this Job Aid, you will learn how to:
- Create an Exam Object
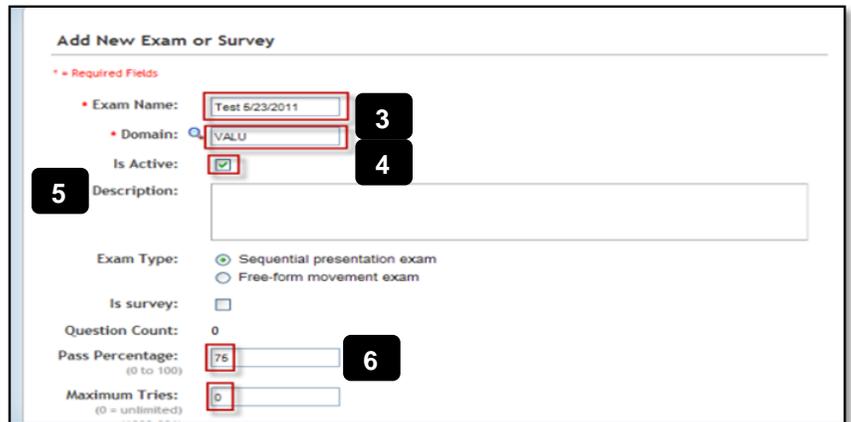- Add an Exam Object to an Item

Task A. Create an Exam Object

**Note:** Verify that the **Admin** tab is selected.
1. Navigate to **Content > Exam Objects**.
2. Click **Add New**.

3. Specify an **Exam Name** and choose a **Domain**.
4. Click the **Is Active** checkbox and enter a **Description** for the exam.
5. Select the appropriate radio button for the **Exam Type**.
6. Enter the overall **Pass Percentage**.

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7. Enter a number for **Maximum Tries** (0 = unlimited).
8. Enter the **Exam Duration** if the exam is timed. **Note:** Exam duration can also be set when the exam object is added to the item. See *Task B: Add an Exam Object to an Item* below.
9. Select the appropriate checkboxes for exam **Actions**, **Feedback**, and **Scoring Options**.
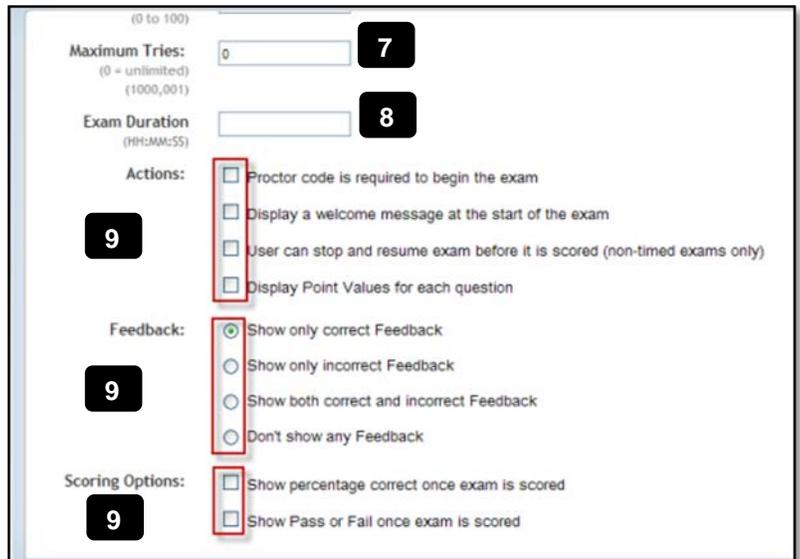
10. Click the **Analyze the exam results** checkbox to display objective statistics to the user at the end of the exam.
11. Click the checkboxes to select the appropriate **On Passing** and **On Failure** options for the desired behaviors.
12. Click **Add**. .

13. To add questions, select the **Questions** tab.
14. Enter search criteria for questions you wish to add to the exam.
15. Click **Search**.
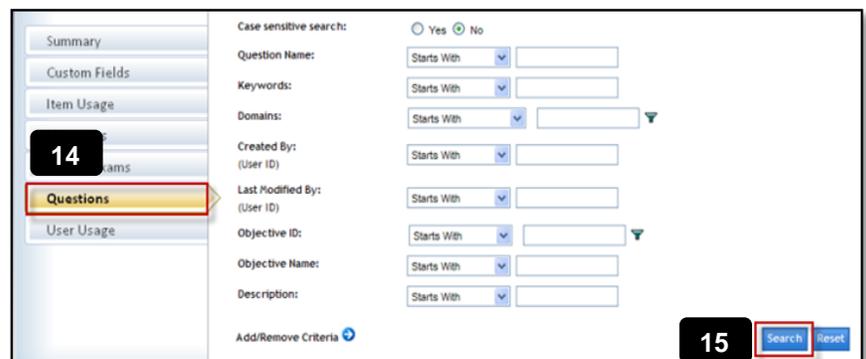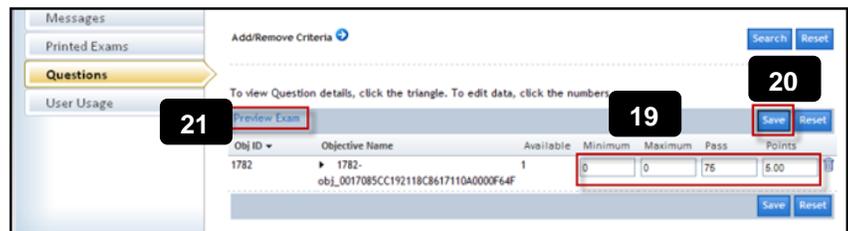
16. Select the questions to add to the exam by clicking the respective **Objective ID**.
17. To view details about the question, such as variant, revision, and status, click the **Expand** icon.
18. Click **Select**. Review the added questions.
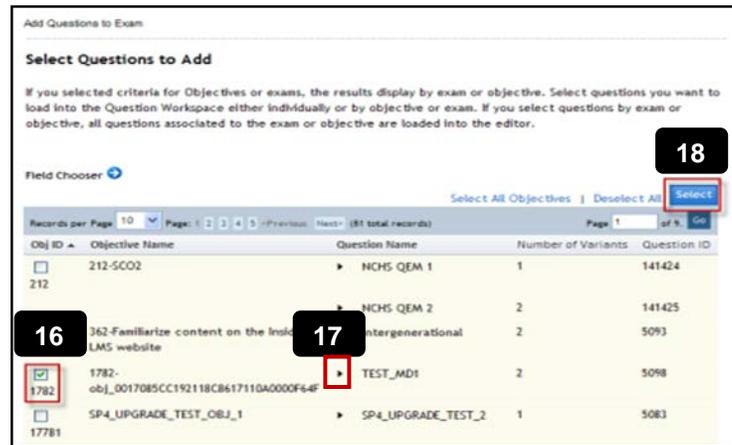
19. Click the numbers to edit the **Minimum**, **Maximum**, **Pass** and **Points** fields.
20. Click **Save**.
21. Click the **Preview Exam** link.

22. Click the **Summary** tab to return to the summary page.
23. Click the **Is Online** checkbox to make this exam available. **Note:** The **Is Online** checkbox must be selected AFTER questions have been added to the exam object (Steps 13 – 20).
24. Click **Apply Changes**.
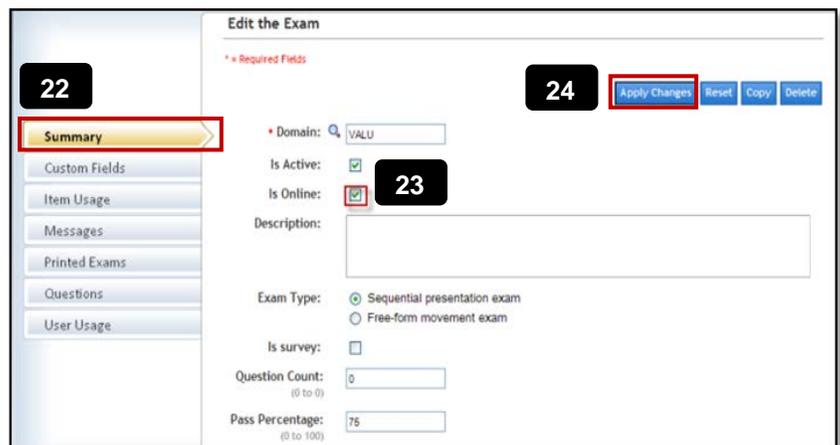
25. Select the **Messages** tab to enable messages.
26. Click **Exam Messages Enabled**.
27. Click **Display Message** in the Pre-Exam Message section and enter exam message. Repeat for Post-Exam Message section, as desired.
28. Click **Apply Changes**.
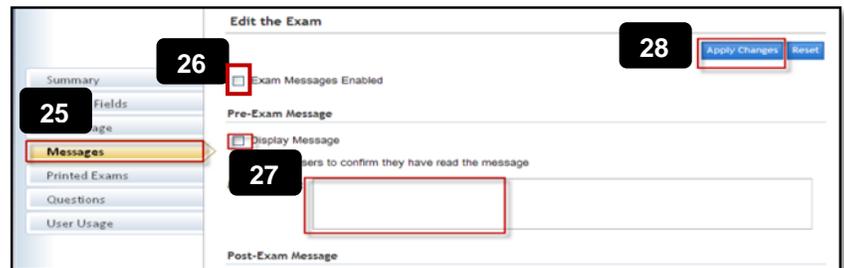
Task B. Add an Exam Object to an Item

Note: Verify that the **Admin** tab is selected.

1. Navigate to **Learning > Items** and search for an item to edit.
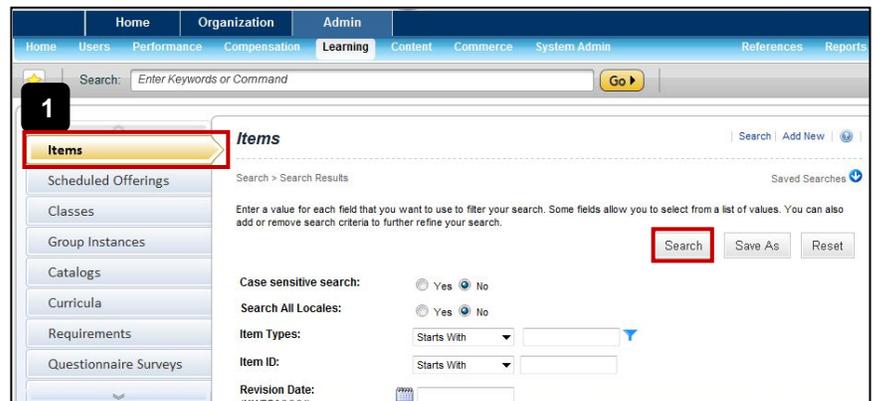
2. Click the **Item** link for the item.

3. Select the **Online Content** tab under Related.
4. Click the Associate Content to Item icon (green plus sign).
5. Select **Add Exam** from the drop down menu.

6. Click the search icon (magnifying glass) to search for the exam object.
7. Enter an **Exam Name**.
   Note: The exam name is displayed to the users as a link and not the actual exam object name. For example, the exam object may be titled *Exam A* and the exam name entered here could be *Click To Start Exam*.
8. Select Recording options, as appropriate.
9. Enter **Exam Duration** if the exam is to be timed.
10. Select **Review Options**. Default is Allow user to review all exam questions.
11. Click **OK**. The Add Exam pop-up is closed and the exam is displayed in the Online Content tab.