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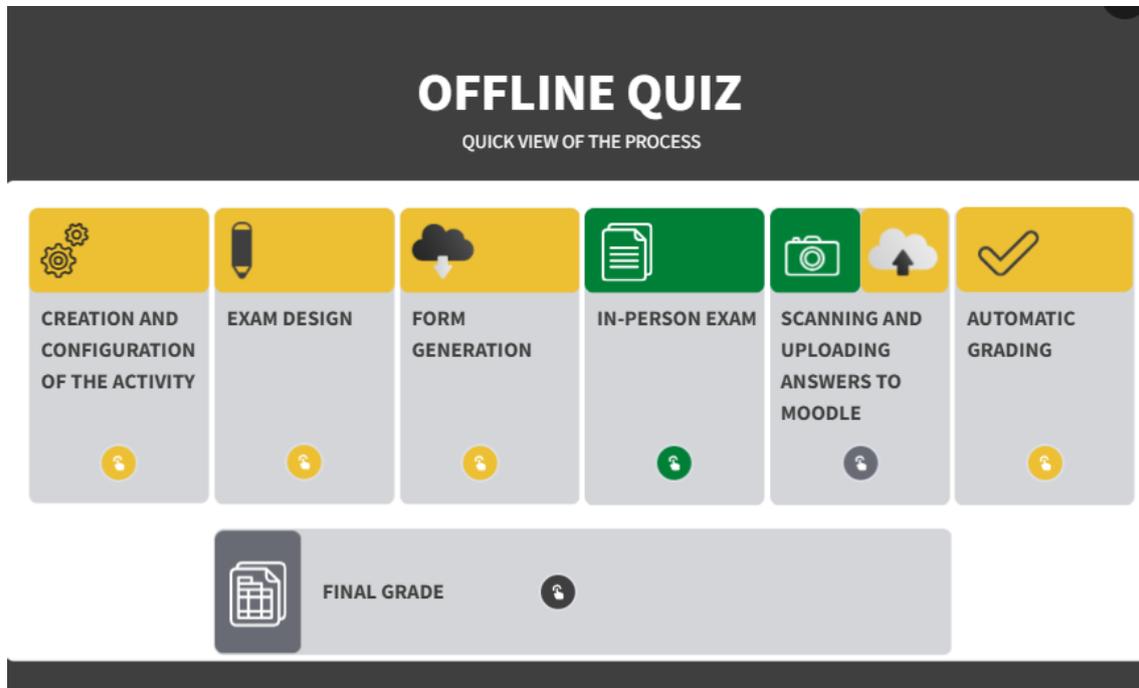
Designing and correcting multiple-choice paper exams in Moodle. The 7 steps

<https://cv.uab.cat>



Campus Virtual
de la UAB

From design to proofreading, there are a series of stages involved, some of which are carried out in the virtual classroom and others outside of it. The steps are:



1. ACTIVITY CREATION AND CONFIGURATION

The first step is the creation of the activity in the virtual classroom ([How to create an offline test activity](#)) and set the basics: number of exams types, date in which the reviewing of the exams will be available or what kind of information after the grading will be available for the students.

2. EXAM DESIGN

In this moment you will assign the questions to the exam. You will be able to adjust the maximum qualification of the exam and/or the points for each question.

3. FORMS GENERATION

Once the questions are assigned you will be able to preview the exam and, if everything is correct, generate and download the forms:

- **Questions form.** Sheet/s with the questions and their answers choices.
- **Answer form.** Sheet/s where the students will be able to mark their answers.
- **Correction form.** Sheet/s with the questions and the right answers.

4. IN-PERSON EXAM

To carry the examen in a physical classroom you will need to give the questions and answer forms to the students.

IMPORTANT. For a successful correction of the answers, it is highly recommended to **print as many copies of the answers form as needed**, instead of making copies of them.

Be sure that the instructions to answer the questions are clear to the students.

5. SCAN AND UPLOAD THE ANSWERS FORMS TO MOODLE

Once the exam ends, you will need to scan the answers forms.

To the exams to be corrected in the virtual classroom you will need to upload a **single compressed file (.zip)** containing all the scanned answer sheets.

REMARK. If more than one answer sheet is needed for the exam, there will be no problem if the answer sheets of different students have been mixed: each student's answer sheet has a unique code, so that Moodle can right match the answer sheets with the student.

6. AUTOMATIC GRADING

Once the .zip file is uploaded, Moodle will proceed with the automatic correction. This process can take a while, but you will receive an email once the process is finished.

You will be able to see if one or more corrections returned some kind of error or not. If this is the case, you will be able to solve it.

7. FINAL GRADE

After the correction you will see the grades in the offline test activity as well as in the Grade section of the classroom.

Once the results published in the classroom, the student will be able to see the exam, the correction and the grade, if you have configured these options in the activity.

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