

## Moodle Quiz Instructions

Please read the below instructions carefully and inform the instructor or Moodle representative if you have any questions before you start the exam.

**1 - Quiz Password:** There is a password to start the exam. This password will be provided by the Moodle representative or your instructor. Make sure the "Caps Lock" key is not pressed when you type the password.

**2 - Quiz Navigation:** at the top left of your exam page, you will find a "Quiz Navigation" block containing all questions numbers, a "Finish attempt" button, and the time counter.

- You can switch to any question by clicking its number.
- Note that answered questions will be greyed out, flagged questions will have red corner, and unanswered questions will remain white.
- To move to the next page, click on the "Next" button

**3 - Time Counter:** The timing for your exam will start once you enter successfully the exam password. You will find a time counter at the top left of your screen under the question numbers. Make sure to answer all the questions before the time ends.

**4 - Question details:** on the left side of each question you will find a small box with the question number, its state (answered/not answered), the total grade on the question, and a "Flag question" button. You can mark any question you want to review later by clicking on the "Flag question" button. All flagged questions will have a red corner in the "Quiz Navigation" block.

**5 - Exam submission:** By clicking on the "Finish attempt" button in the quiz navigation block or "Next" on the last exam page, you will be taken to a "Summary of attempt" page. This page lists the questions you have answered/flagged/not answered, so you can go back and change them if needed. If your time is up and you don't click on the "Finish attempt" button, all your questions will be automatically saved and submitted for grading. Make sure not to click on the "Submit all and finish" button in the summary page unless you are done.

**6 - Assistance during the exam:** If you face any problems during your exam; just raise your hand and the Moodle representative will be available to assist you.

**Important note for essay questions:** Remember to SAVE your work frequently by clicking on "Save" (Floppy icon) in the essay toolbar or by using "CTRL+S".

If you had a problem and your answer was lost, please click immediately on the "Rescue" button from the formatting toolbar to retrieve your lost text before clicking on the "Save" or any other buttons.

**By typing the exam password below, I confirm that I have read and understood the Moodle exam instructions.**