

Instruction for Online exams with the Activity "Quiz"

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General

From now on, written online examinations (written exams) via Moodle will only take place on a newly - created, separate examination server and can be applied for and administered independently! Further information can be found at: <https://www.uni-due.de/zim/services/moodle/>.

Create the activity Quiz

This manual explains how you can configure the **Quiz** activity and which setting options you have.

To create the learning activity **Quiz**, you have to click on "Turn editing on" in the upper right corner of your course room. The editing mode of the course room is now activated. Then click on "Add activity or resource" in the topic section in which you want to create the online exam, after click on "Activities" in the upper navigation to see only activities menu there. Now select the activity **Quiz in** the following menu. The menu with the settings of the **Quiy** activity will then open. Like any activity in Moodle, the quiz first needs a name. Choose a meaningful name so that students can easily recognize the quiz in the course.

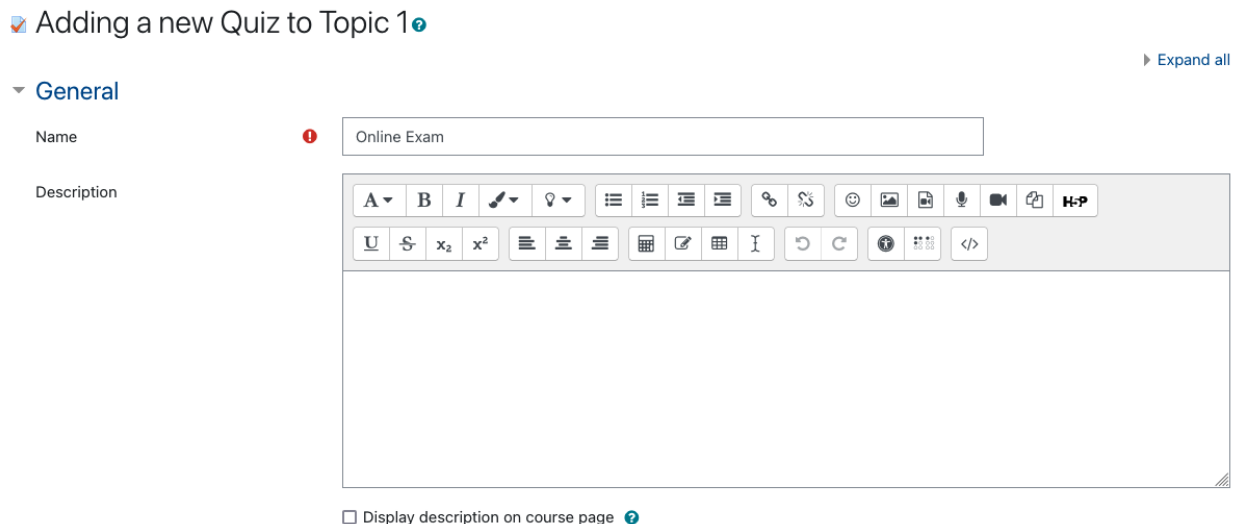


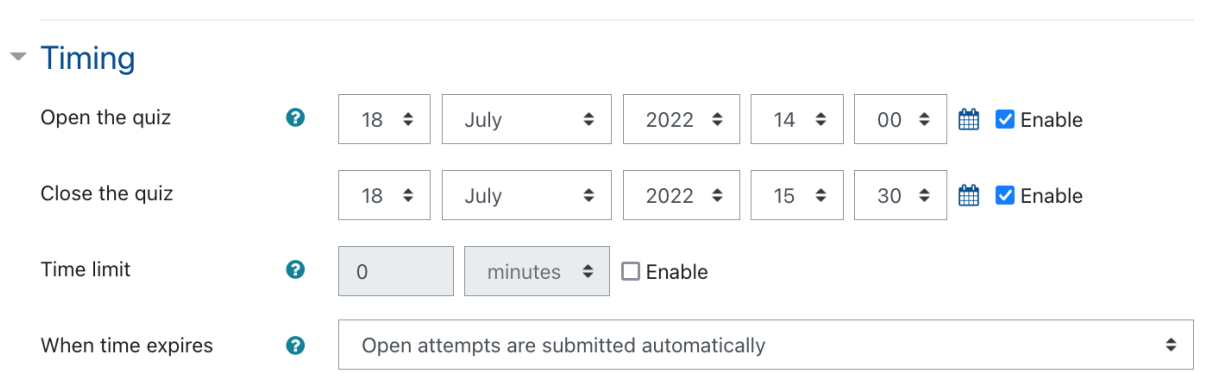
Figure 1: Menu - Naming the quiz activity

Settings

In this section we present the main settings options of the **Quiz** activity before.

Timing

The timing settings are the most important settings for your Quiz. You can configure the following data only after activating the "Enable" option in the end right side line of "Open the quiz" and "Close the quiz":



The screenshot shows a 'Timing' section with four settings:

- Open the quiz:** A date and time picker set to 18 July 2022 at 14:00. It includes a calendar icon and a checked 'Enable' checkbox.
- Close the quiz:** A date and time picker set to 18 July 2022 at 15:30. It includes a calendar icon and a checked 'Enable' checkbox.
- Time limit:** A numeric input set to 0, a unit dropdown set to 'minutes', and an unchecked 'Enable' checkbox.
- When time expires:** A dropdown menu with the selected option 'Open attempts are submitted automatically'.

Figure 2: Menu - Time settings

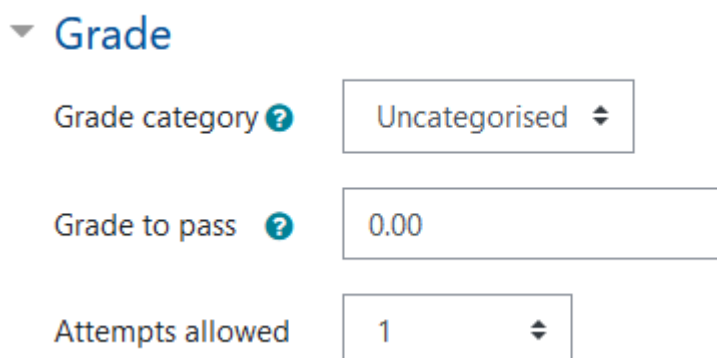
Open the quiz: From the time the quiz is opened, students can access and start the Quiz. Enter the start time of your Quiz here.

Close the quiz: Until this time, students have the possibility to start and work on the Quiz or exam. Enter the end time of your exam here.

Time limit: The Quiz can be provided with a time limit. For example, you can make the Quiz available to students from 14:00-15:00, but limit the time to complete it to 30 minutes. Students who then start their Quiz at 14:05 will then have until 14:35 to complete it. Note: The Quiz closure takes effect here more than the time limit. In the above example, if the Quiz is not started until 14:45, it will be closed before the 30 min time limit expires at 15:00. Be sure to point this out to the participants of the Quiz.

When time expires: Be sure to leave this setting at "Open attempts are submitted automatically". The Quiz will then be automatically submitted from the participants when the time runs out.

Grade



The screenshot shows a 'Grade' section with three settings:

- Grade category:** A dropdown menu set to 'Uncategorised'.
- Grade to pass:** A numeric input field set to 0.00.
- Attempts allowed:** A numeric input field set to 1.

Figure 3: Menu - Grades

Grade category: Leave this set to "Uncategorized".

Grade to pass: Here you can optionally specify the number of points above which the Quiz is considered passed.

Attempts allowed: Select here that only one attempt is allowed.

Layout

Layout

New page ?

Show less...

Navigation method ?

Figure 4: Menu - Question arrangement

New page: Here you can define whether each question is automatically displayed on a new page or whether several questions are displayed at the same time. The arrangement can be adjusted and revised later. **Attention:** The setting "Never, all questions on one page" is not recommended. By changing the question pages, the answers are saved so that no entries are lost even in the event of an interim internet failure.

Navigation method: It is recommended to leave the setting at "Free".

Question behaviour

Question behaviour

Shuffle within questions ?

How questions behave ?

Figure 5: Menu - Question behavior

Shuffle within questions: Allows you to specify whether the sequence of answers within a question should be shuffled.

How questions behave: This option determines when the questions or answers are evaluated. After completing the settings of the Quiz, the "Deferred feedback" is recommended.

Review options

In the review options, you can set which feedback is displayed to students and when. That is, whether and when students are shown their score or task-related feedback, for example.

We recommend that you first remove all check marks. However, this is only possible if you first set the question behavior (see above) to

Set "Immediate feedback". Only then can the review options be adjusted. Then reset the question behavior to "Deferred feedback". If you want to show the students task-related feedback, you can leave the checkmarks set there.

- By clicking on the question mark icon, will provide you with a brief explanation of each item displayed.

After the correction, if students are to be shown the score, etc., you can set the desired checkmarks under "After the Quiz is closed", see section "Exam view".

These options control what information students can see when they review a quiz attempt or look at the quiz reports.

- During the attempt** settings are only relevant for some behaviours, like 'interactive with multiple tries', which may display feedback during the attempt.
- Immediately after the attempt** settings apply for the first two minutes after 'Submit all and finish' is clicked.
- Later, while the quiz is still open** settings apply after this, and before the quiz close date.
- After the quiz is closed** settings apply after the quiz close date has passed. If the quiz does not have a close date, this state is never reached.

Figure 6: Note on the review options

Review options

<p>During the attempt</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The attempt <input type="checkbox"/> Whether correct <input type="checkbox"/> Marks <input type="checkbox"/> Specific feedback <input type="checkbox"/> General feedback <input type="checkbox"/> Right answer <input type="checkbox"/> Overall feedback 	<p>Immediately after the attempt</p> <ul style="list-style-type: none"> <input type="checkbox"/> The attempt <input checked="" type="checkbox"/> Whether correct <input type="checkbox"/> Marks <input checked="" type="checkbox"/> Specific feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Right answer <input type="checkbox"/> Overall feedback
<p>Later, while the quiz is still open</p> <ul style="list-style-type: none"> <input type="checkbox"/> The attempt <input checked="" type="checkbox"/> Whether correct <input type="checkbox"/> Marks <input checked="" type="checkbox"/> Specific feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Right answer <input type="checkbox"/> Overall feedback 	<p>After the quiz is closed</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The attempt <input checked="" type="checkbox"/> Whether correct <input checked="" type="checkbox"/> Marks <input checked="" type="checkbox"/> Specific feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Right answer <input checked="" type="checkbox"/> Overall feedback

Figure 7: Menu - Review options

All other setting options of the activity are not relevant for the execution of the check and can be accepted unchanged. Then click on "Save and display" or "Save and return to course".

Creating exam questions

After you create the "Quiz" activity, you can fill the Quiz with exam questions.

Create questions

Question bank: Every Moodle course has a so-called *question bank* (can be found in the upper right corner of the course via the gear icon, there click on "More" and "Question bank"). This question bank exists independently of the respective Quiz instances. You can prepare questions in the question bank and add them later to the desired Quiz. In addition, you can organize and structure the questions in categories and subcategories.

You can import/export the question bank from one course to another. You can find more information [here](#).

Question types: You can choose from a variety of different question types, including multiple choice, free text, and fill-in-the-blank. You can find notices and explanations on the question types (available by default in Moodle) in the [Moodle Documentation](#).

Add questions to Quiz

To add questions, click on the quiz you created then on "Edit quiz" button or on the gear icon at the top right and there on "Edit quiz".

Online Exam



Mark as done

Grading method: Highest grade

No questions have been added yet

Edit quiz

Back to the course

Figure 8: Edit Quiz content after creating the Quiz

In the following menu you can configure the exam:

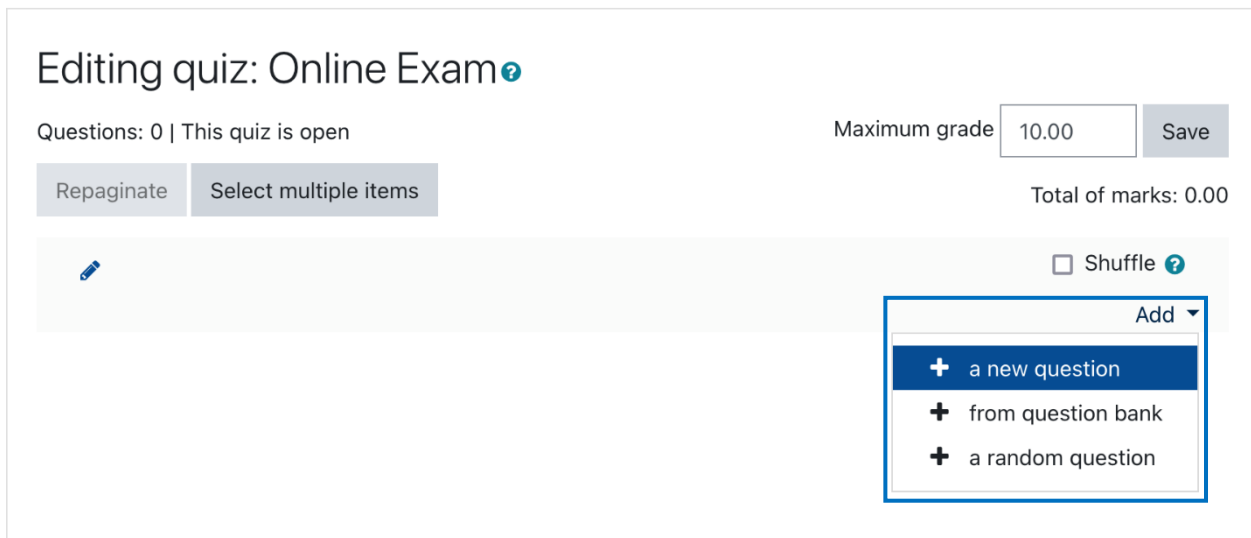


Figure 9: Menu - Configure Exam

You have three options:

1. Create a new question

You can also create new questions from within the Quiz. These are also saved in the question bank and can be used across Quiz instances.

2. Add a question from the question bank

You can add a previously prepared question from the question bank.

Attention: If you change the content of a question in the question set or in the Quiz, this changes the question is used throughout the course. If you want to use a variant of a question in the Quiz, but the original question is used in another Quiz, you must duplicate the initial question and edit the duplicate.

3. Add a random question

As described earlier, you can arrange questions in categories in the question bank. With the option "a random question" you can add a random number of questions from a certain category to your course.

For example, you can specify that one question from a certain category with a total of 6 questions is randomly added to the Quiz.

This means that each person who completes the Quiz must answer a randomly selected question from the 6 prepared questions.

The three options described can also be combined. You can create new questions, use already existing ones and combine random and fixed questions.

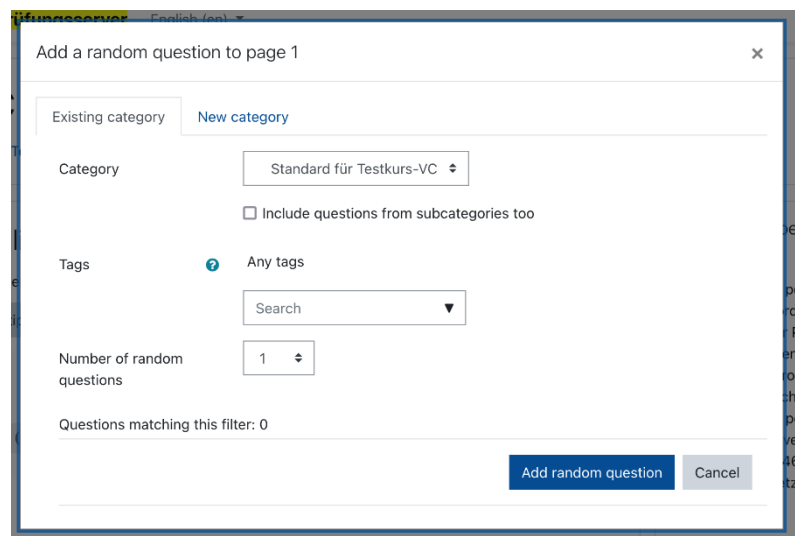


Figure 10: Menu - Add Random Questions

After adding the questions, you have the option to arrange them as you wish using drag-and-drop. In the overview of the questions (see Figure 11), make sure that the "Maximum grade" in the upper right corner either has the exact number of points for the Quiz or is set to 100.00. At 100.00, the output of the results for the students is in percent.

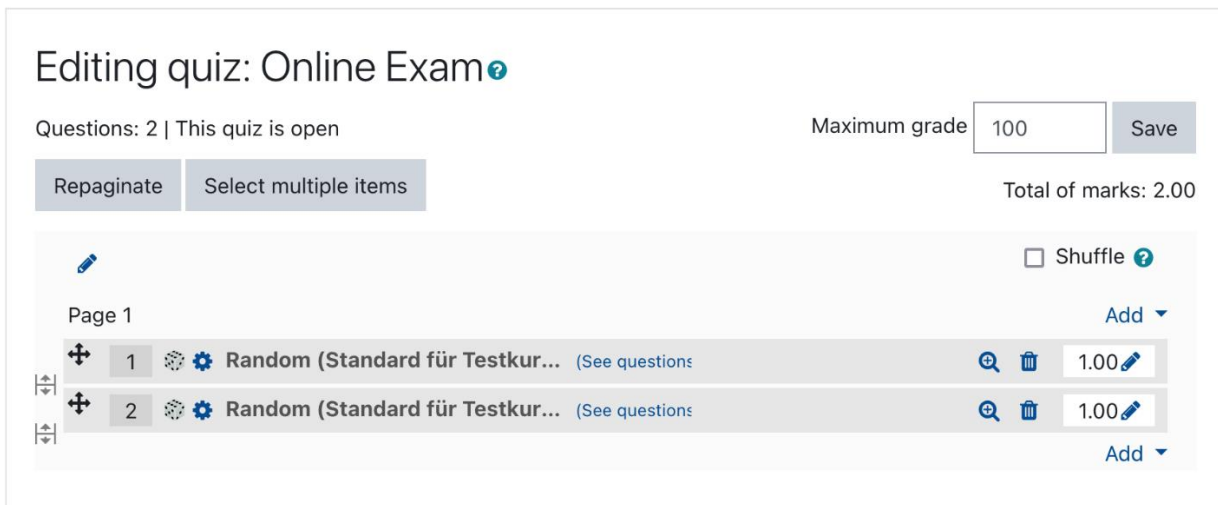


Figure 11: Overview questions

Declaration of independence and reference to possible sanctions

Unlike the **Task activity**, the **Quiz** activity does not have a predefined setting option for the declaration of independence (**Eigenständigkeitserklärung**) or information on possible sanctions. In order to query a declaration of self-sufficiency, we recommend that you add another mandatory Quiz for declaration of self-sufficiency before the actual Quiz.

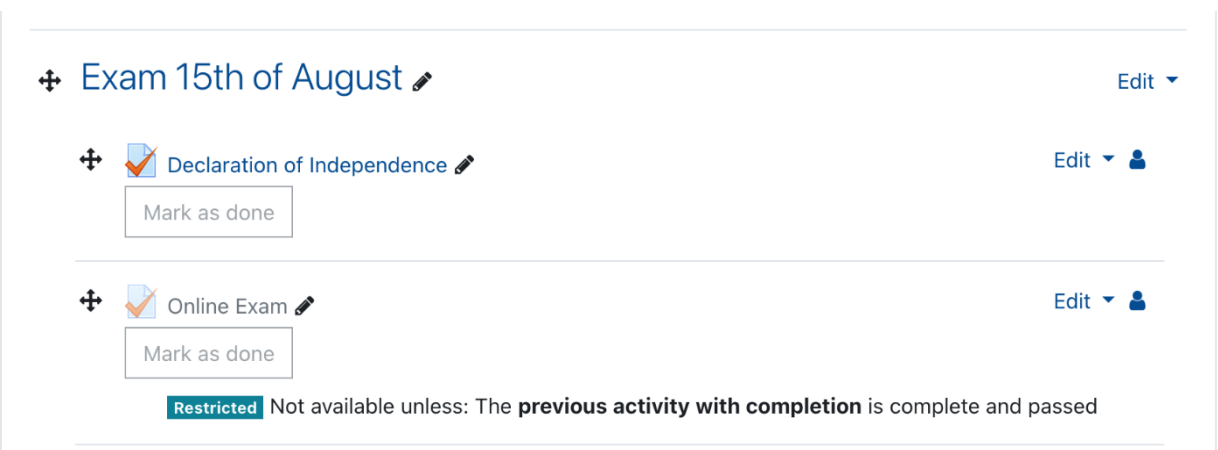


Figure 12: Example - Declaration of independence

Configuration of the declaration of independence

To set up the above declaration of independence, a new learning activity "Quiz" is created. Name it e.g. "Declaration of Independence".

In this Quiz, you create a multiple-choice question for each of the declaration of independence and the sanction notes. Keep the default setting here. At least one point should be achievable

for each of the multiple-choice questions. For the self-reliance statement, you can enter "Yes, I agree" and "No, I disagree" as answer options, and for the sanction notes, you can enter "Yes, I have taken note of these" and "No, I have not taken note of these". For the affirmative option, 100% is then selected for "Assessment" and the negative option is left at "None".

Editing a Multiple choice question 🔗 ▶ Expand all

▼ **General**

Current category: Standard für Testkurs-VC (2) Use this category

Save in category: Standard für Testkurs-VC (2) ▼

Question name: ! Declaration of Independence

Question text: !

Hereby I [name of participant] affirm that I will work on the above-mentioned online examination independently and only using the appropriate aids (if announced and permitted by the examiner) in the given processing time.

I ensure that I do not use unauthorized help from other people and that I will not communicate with anyone other than the head of the examination during the exam.

I also assure that I have not passed the access/login data for this examination to anybody else and will not pass it on to somebody else.

I am aware that an untrue declaration can have legal consequences and result in the exam being assessed as failed.

It is also clear to me that in serious cases of fraud there may be further legal consequences and fines, and even a de-registration (removal from the register of students) is possible.

In addition, I am aware that the examiner can make verbal questions about the subject matter within the assessment period in suspected cases.

Default mark: ! 1

General feedback: ?

Figure 13: Creating the MC question for the declaration of independence

▼ **Answers**

Choice 1

Grade: 100% ▼

Feedback:

Choice 2

Grade: None ▼

Blanks for 3 more choices

▶ **Combined feedback**

Figure 14: Response options for the MC question for the declaration of independence

Editing quiz: Declaration of Independence


You cannot add or remove questions because this quiz has been attempted. (Attempts: 3)

Questions: 2 | Quiz open (closes 2/12/22, 10:03)





Maximum grade Save

Repaginate Select multiple items

Total of marks: 100.00

Shuffle 

Page 1

1	  Declaration of Independence _Hereby I __[name of part...	 50.00 
---	--	---

Page 2





2	  Sanction Notices _In the case of proven acts of deceptio...	 50.00 
---	---	---

Figure 15: Overview of questions on the declaration of independence

Use the following text blocks for the multiple-choice question.

Declaration of independence doe the online exam:

Hereby I [name of participant] affirm that I will work on the above-mentioned online examination independently and only using the appropriate aids (if announced and permitted by the examiner) in the given processing time.

I ensure that I do not use unauthorized help from other people and that I will not communicate with anyone other than the head of the examination during the exam.

I also assure that I have not passed the access/login data for this examination to anybody else and will not pass it on to somebody else.

I am aware that an untrue declaration can have legal consequences and result in the exam being assessed as failed.

It is also clear to me that in serious cases of fraud there may be further legal consequences and fines, and even a de-registration (removal from the register of students) is possible.

In addition, I am aware that the examiner can make verbal questions about the subject matter within the assessment period in suspected cases.

Reference to sanction options:

In the case of proven acts of deception, including plagiarism, the performance in question is rated as "insufficient" (5.0). In serious cases, the examination board can exclude the student from repeat examinations (Section 22 (4) RPO BA / Section 21 (4) RPO MA). Furthermore, an intentional attempt to deceive can be punished as an administrative offense with a fine of up to 50,000 euros (Section 22 (6) RPO BA / Section 21 (6) RPO MA). In the event of multiple or other serious attempts at cheating, the examinee can be de-registered (§ 22 Paragraph 6 RPO BA / § 21 Paragraph 6 RPO MA). Corresponding plagiarism detection software or other electronic aids are used to detect deceptions. A student who disrupts the proper course of an examination can be excluded from further participation in the examination by the respective examiner or the supervisor after a warning. In this case, the performance in question is rated as "insufficient" (5.0) (Section 22 (5) RPO BA / Section 21 (5) RPO MA). In addition, it is pointed out that every case of forgery of official documents of the University of Duisburg-Essen, which are suitable and intended for evidence in legal transactions, such as student IDs, will be reported.

After you have set up the declaration of independence, you can make this mandatory before the actual Quiz: To do this, call up the settings for the main Quiz. Under the tab "Restrict access" you can set that the Quiz can only be called up if the full score has been achieved in the self-reliance Quiz, i.e. all multiple-choice questions have been answered correctly. To do this, click on "Add restriction..." and in the following menu on "Rating".

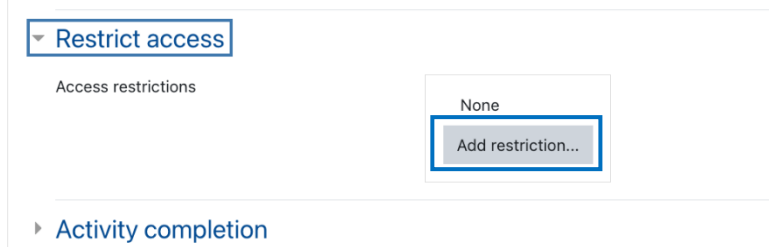


Figure 16: Add prerequisites menu

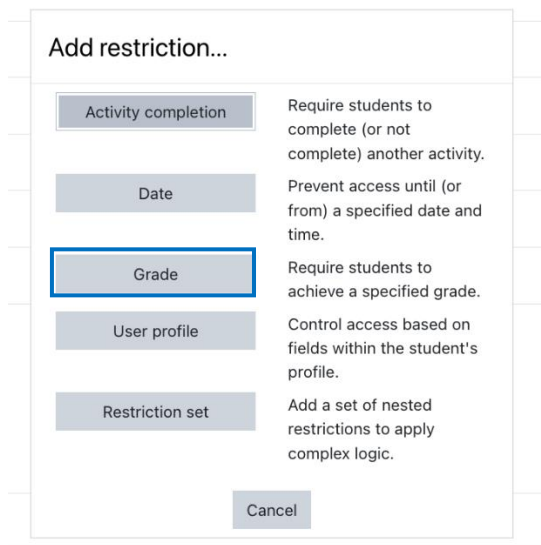


Figure 17: Menu - Add prerequisites of type "Grade"

Then select the name of the Quiz activity containing the declaration of self-sufficiency under "Grade". Then activate the "must be \geq " field and enter 100 there.

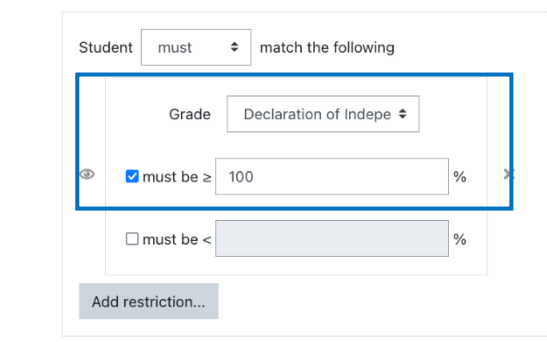


Figure 18: Configuration of the prerequisite

After the exam

Set participant to Suspended

In order to prevent students from accessing the exam room after the exam, it is recommended to set them to "Suspended" in the participant overview. To do this, go to "Participants" in the menu on the left in the course room. To set all persons in the role "Student" and to Suspended at the same time you can use the filter function. To do so, go to "Match" in the upper part of the page then select "Any>Roles>Studierende(r)" and click "Apply filters". Now only all persons in the role "Studierende(r)" - Students will be displayed. Then select "Select all" and choose Manual Enrollments "Edit selected user enrollments" from the drop-down menu.

Figure 19: Participant overview

Figure 20: Menu - Set participating collective to suspended

In the next step, select the mode "Suspended" in the drop-down menu at "Alter status". This way you can set the students collectively to Suspended.

Surname								
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z								
<input type="checkbox"/>	First name / Surname	ID number	Email address	City/town	Roles	Groups	Last access to course	Status
<input type="checkbox"/>				Essen	Lehrende(r) ✎	No groups	now	Active i ⚙
<input type="checkbox"/>					Studierende(r) ✎	No groups	Never	Suspended i ⚙
<input type="checkbox"/>					Studierende(r) ✎	No groups	Never	Suspended i ⚙
<input type="checkbox"/>					Studierende(r) ✎	No groups	Never	Suspended i ⚙

Figure 21: Participant overview with suspended participants

Alternatively, you can also set individual students to "Active/Suspended" using the gear icon.

ish (en) ✕

Edit Alex S.'s enrolment

Enrolment method: Manual enrolments

Status: Active Active Suspended

Enrolment starts: August 2022 13 41 📅 Enable

Enrolment duration: Unlimited

Enrolment ends: 2 August 2022 17 25 📅 Enable

Enrolment created: Tuesday, 2 August 2022, 1:42 PM

Save changes
Cancel

Figure 22: Menu - Manual suspension of individual participants

Corrections in moodle

After the exam has taken place, the correction phase takes place. Question types such as multiple choice are evaluated by Moodle itself. Other question types, such as free-text questions, must be evaluated manually by the lecturer.

You can view the results of the students in the Quiz by clicking on the "Attempts". An attempt represents the Quiz of a specific student.

First you will see an overview of all Quizzes. Under the student's name you can find "Review attempt" there you can view the individual Quizzes, as well as the concrete questions and answers of the students to them, here you can correct some points or make some comments to the questions manually.


First name / ID		Surname number Email address		City/town State	Started on	Completed	Time taken	Grade/100.00	Q. 1	Q. 2	Q. 3	
<input type="checkbox"/>	 Alex S.		studentin@teststudentindkdkdk.de		Finished	2 August 2022 2:48 PM	2 August 2022 2:48 PM	12 secs	Not yet graded	✓ 23.81	✗ 0.00	Requires grading
Overall average									-	23.81 (1)	0.00 (1)	-

Figure 23: Overview of Quiz attempts

Evaluation of manual tasks

If you have used question types that require manual scoring, this will be indicated in the Quiz overview described above.

Grade/100.00	Q. 1 /23.81	Q. 2 /28.57	Q. 3 /47.62
Not yet graded	✓ 23.81	✗ 0.00	Requires grading
-	23.81 (1)	0.00 (1)	-

Figure 25: Manual evaluation in the Quiz overview

There are several ways to access the questions to be scored manually:

- As described above you can go to attempts overview and click on "Requires grading" as it seen on the Figure 25.
- Alternatively, you can click the gear icon on the right in your quiz activity overview and then click "Manual grading".

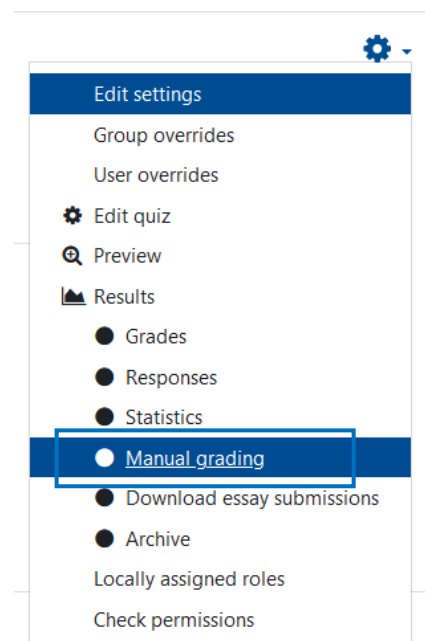


Figure 24: Selecting manual evaluation

Option 2 will then show you an overview of the questions that require manual scoring:

Online Exam

Questions that need grading

[Also show questions that have been graded automatically](#)


Q #	T	Question name	To grade	Already graded	Total
3		Q3	1 grade	0	1 grade all

Figure 26: Overview manual evaluation

Downloading free text entries

Free text entries or files uploaded in the free text field can be downloaded. To do this, click on the gear icon in the top right-hand corner of the quiz activity and then on "Download essay submissions". However, the input of how many points the students have received for this free-text task is entered in Moodle itself. Downloading the free text input is only for a better overview of the answer and question.

Attention: You have the possibility to design free text questions in a way that students can upload files. However, if the intended exam only consists of uploading data, please use the activity named **Assignment** the context of a so-called take-home exam instead of using the activity **Quiz**!

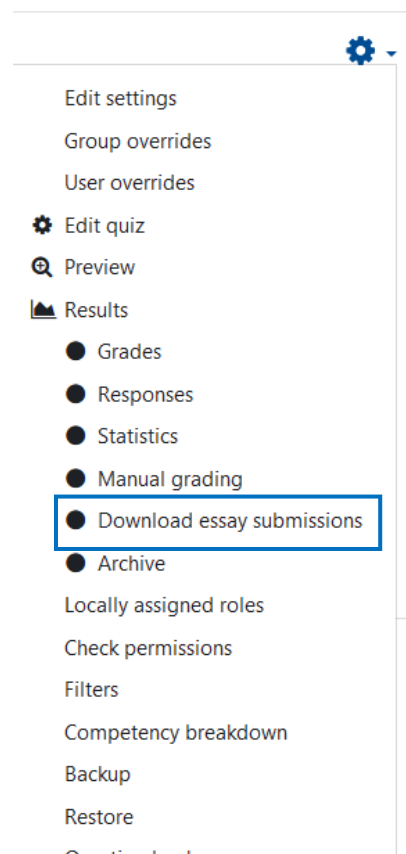


Figure 27: Menu - Download inputs from free text questions

Exam review

As usual, exam viewing may only be granted to students who have registered for it in advance. Examination viewing can be carried out either by videoconference or in the Moodle system. A videoconference is only possible if the students agree to it voluntarily, only the respective person participates in the videoconference and it is ensured that only data of the respective students can be seen.

To enable exam review in Moodle, go to "Participants" in the course room menu on the left and click on the gear icon of individual students and set the status to "Active". After that you can change the **review options** in the Quiz settings at "When the Quiz is completed", e.g. show the points.

Remember to set the status back to "Suspended" after review of the exam has ended, this can be set to be done automatically!

Storage

The corrections are automated as far as possible by Moodle. If, in exceptional cases, it is necessary to download exams locally and not to make corrections in Moodle, the examiners themselves are responsible for ensuring that data protection is observed and that the document cannot be changed. In these cases, the use of network drives, which can be provided by ZIM, is recommended. The local PDF files, including corrections and comments, must be signed by the reviewers with their personal certificate after the corrections have been made, so that it is no longer possible to make changes later. Afterwards, this PDF file with a unique document title (see below) must be uploaded to the corresponding Moodle course in a hidden folder. A unique document title is necessary to ensure assignment to the respective students. Please use the exam key (e.g. ZEB10247), the date of the exam (Month_Year) and the matriculation number (e.g. 2280610) in the name of the file (ZEB10247_3_2021_2280610). Only when the students' corrected submissions are integrated back into Moodle, it is guaranteed that the annotations, which are legally a part of the exam documents, are included in the central storages.

The storage of online exams taken with Moodle is done centrally by a backup in Moodle on a certain cut-off date. The Examinations Office will inform you of the cut-off date sufficiently in advance so that you can complete any outstanding corrections and examination views.

Hidden folder

If local corrections have been made, they must be uploaded back to the Moodle course. Save each student's file with the following unique document identifier: exam key (e.g. ZEB10247), the date of the exam (month_year), and the matriculation number (e.g. 2280610) in the file name (ZEB10247_3_2021_2280610). To do this, click on "Turn editing on" and on "Add activity or resource" at the "Resources" select the "Folder" and click on it to add. Title the directory and select the option "Hide for students" under "Common module settings" in "Availability" and click on "Save and display".

In the next step, click on "Edit", select the "Add file" icon and click on "Upload a file". Now select the corresponding files via "Durchsuchen.." and upload them.

You also have the option of generating a PDF file yourself that contains all the exams. To do this, click on the gearwheel symbol in the top right-hand corner of the activity and then on "Archive". Then right-click in the browser and select the "Print" option or "Ctrl+P". In the print menu, select "Microsoft Print to PDF" and then "Print". Attention: Please make sure to use the Chrome or Firefox browser to generate and save the PDF files!

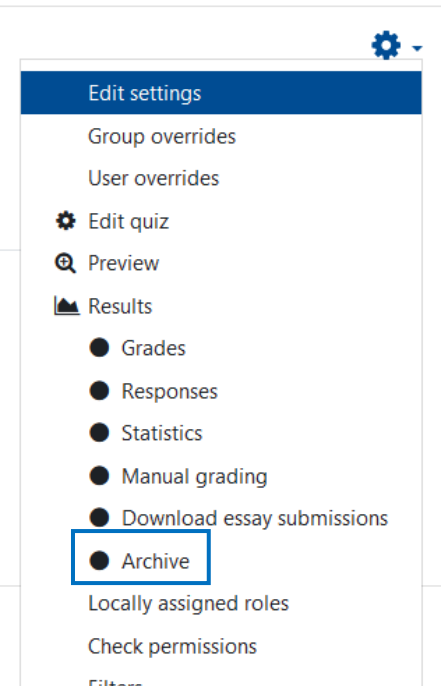


Figure 28: Menu - Archiving

Further notes

Compensation for disadvantages

It is possible to grant disadvantage compensation to individual students and extend the writing time for them. To do this, click on the gear icon in the activity and select "User overrides". On the following page, select "Add user override".

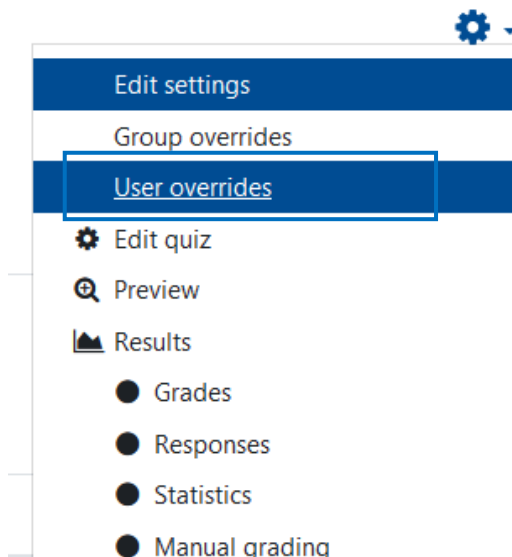


Figure 29: Menu - Selecting the "User overrides"

In the search field, you can then enter the name of the person who needs an individual writing time extension and configure the desired writing time extension.

Figure 30: Menu - Configure disadvantage compensation

Hide materials or activities

Manual

To hide the Quiz *manually*, activate the "Turn editing on" mode in your course and click "Edit" on the exam you want to hide. Then select "Hide".

Figure 31: Menu - Manual hiding of activities

About requirements

Alternatively, it is recommended to create a prerequisite based on the date. This is intended to ensure that the learning activity can only be accessed at a specific time or window, i.e. that access is controlled *automatically*. To do this, click on the "Restrict access" button within the editing of the Quiz, select "Date" and enter the start time of the Quiz from which access to the Quiz

should be possible. Then set up a second prerequisite "Date" to define the end point of the exam. For Take Home Exams, take into account the time buffer set up under "Availability" for technical problems, which should definitely be included here.

Figure 32: Menu - Prerequisites with example for time-based access control

Further information on prerequisites can be found [here](#).

Bulk enrollment of students

Moodle offers you the possibility to enroll a large amount of students in your Moodle course at the same time. This can be done via the matriculation numbers.

CSV file preparation

The "Bulk enrollment" is done by means of a CSV file in which you enter the matriculation numbers of the students. It is important that you write "Matrikelnr." in the first column or cell (A1) of the CSV document.

1	Matrikelnr.	
2	1234567	
3	7654321	
4	4213370	
5	...	
6		
7		
8		

If nothing is entered in cell A1, the first matriculation number will be skipped and not entered in your course. If this should happen to you, you can adjust the document and run the measurement enrollment again.

Then, under cell A1 in column A, enter all the matriculation numbers of the students you want to enroll in your course.

Figure 33: Example - CSV file bulk enrollment

Enroll students directly in groups

If you want to enroll students not only in your course room, but also directly in groups, enter the names of the groups in the CSV document in column B, next to the respective matriculation numbers.

The groups are created automatically in Moodle, you **don't** need to create them manually in your course room beforehand.

1	Matrikelnr.	
2	1234567	Montagsgruppe
3	7654321	Montagsgruppe
4	4213370	Dienstagsgruppe
5	...	
6		
7		
8		

Figure 34: Example - CSV file for bulk enrollment with groups

Saving the CSV file

Save the CSV document afterwards (recommendation: in MS-DOS CSV format).

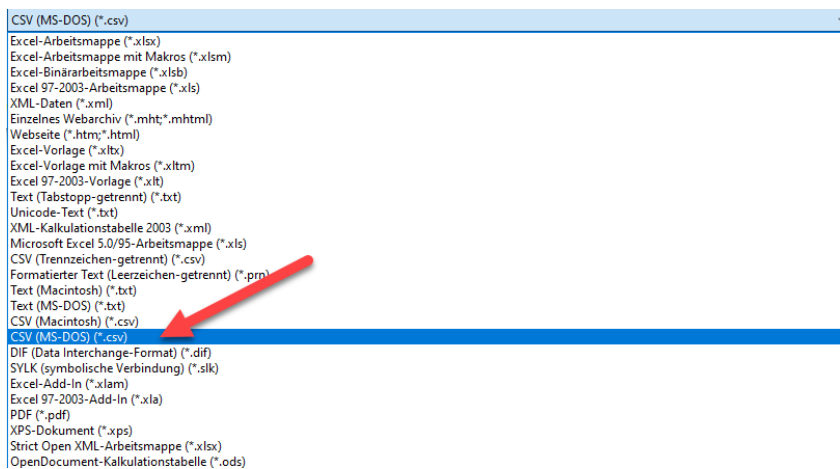


Figure 35: Save formats for the CSV file

Import into the Moodle course room

After the CSV document is prepared, the students can be enrolled in your Moodle course. To do this, click on "Participants" in the upper left corner of the Moodle course where you want to add the students. In the following menu, select "Bulk enrollments" from the gear icon on the right.

Drag the CSV document to the drag-and-drop field or select it from the file browser.

Then select "Enroll them to my course". The students will now be enrolled in your course. The report will show you whether this worked or not. Persons who are already enrolled in the course will be ignored. If you have not set the field "Send me a mail report" to "No", you will also receive a report about the "Bulk enrollment" via mail.

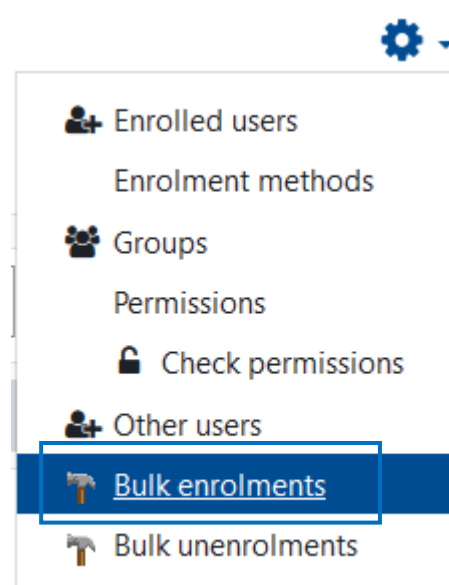


Figure 36: Menu - Navigation to the bulk enrollment

Contact students in the course room

To contact students, please use the announcement forum only! The announcement forum is created by default in the exam course. If you post a message in the announcement forum, all enrolled students will automatically receive a notification by e-mail. Please note that three conditions must be met for the notifications to be delivered successfully:

- Students must already be enrolled in the exam course.
- Students must have "active" status in the review course.

In the exam course settings, it must be specified that the exam course is available on the course page (see section "Common module settings").