



## UCL Academic Manual 2023-24

### Chapter 4: Assessment Framework for Taught Programmes

#### Annex 4.2.1

# Guidelines for Conducting Moodle Quiz Exams

**Note: this Annex replaces Annex 4.2 Guidelines for Conducting E-Examinations, which is currently under review**

1. These guidelines apply to academics who are conducting Moodle Quiz Exams. PC rooms will not need to be booked this year for students to take exams as all exams will be taken remotely. The guidance reflects the steps which need to be taken in order to notify the Digital Education team of their Moodle Quiz exams only.
2. Moodle Quiz Exams are typically formed of multiple choice or short answer questions, which contribute to students' end of module marks (i.e., are summative). Some e-examinations may ask students to complete tasks on a laptop/computer and then upload one or more files to an Assignment at the conclusion of the exam.
3. This guidance is supplemented by further technical information for running e-examinations using Moodle quiz exams: <https://wiki.ucl.ac.uk/x/MhpiAQ>. The Exam notification form must be filled out for any Moodle quiz exams and can be found on this page along with relevant guidelines and resources.
  - An 'Exam notification form' should be completed at least four weeks before the assessment, including a URL to the assessment. This form is available from the UCL Moodle Help menu. This is an essential requirement so that the Digital Education team can ensure that no system outages or updates are planned for the time of the exam on Moodle.
  - Academics are notified if there are any unplanned outages which could affect their Moodle quiz exams.
  - Academic staff should ensure that a practice quiz has been run for the same student group, with the same quiz settings. The quiz need not cover the same academic content. A sample quiz for students is available on Moodle.
  - Complete checks, peer review and External Examiner review, a minimum of three weeks before the assessment date. A checklist for Moodle exams is available.
  - Ensure Digital Education are notified of any changes to quiz timings via service desk.
4. Digital Education can be contacted via the Service Desk on 020 7679 5000 (x25000) or by emailing [servicedesk@ucl.ac.uk](mailto:servicedesk@ucl.ac.uk)