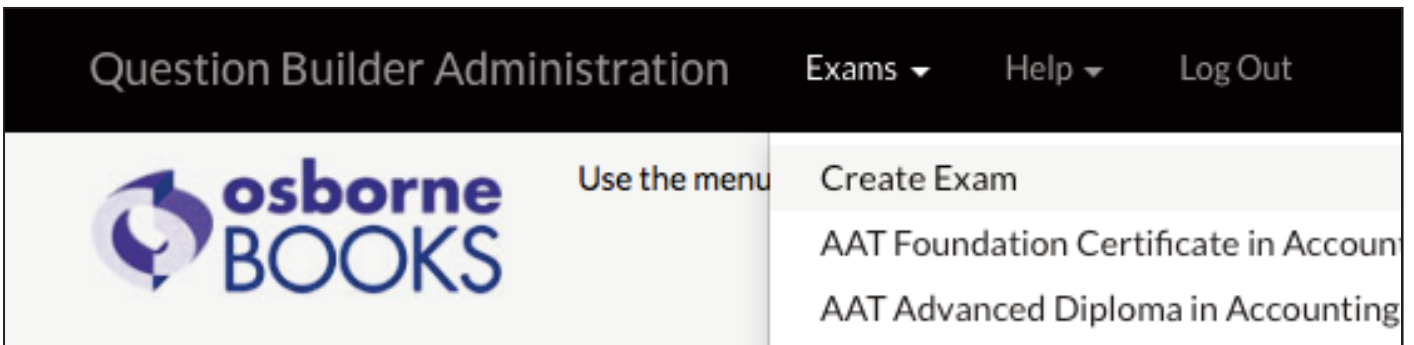


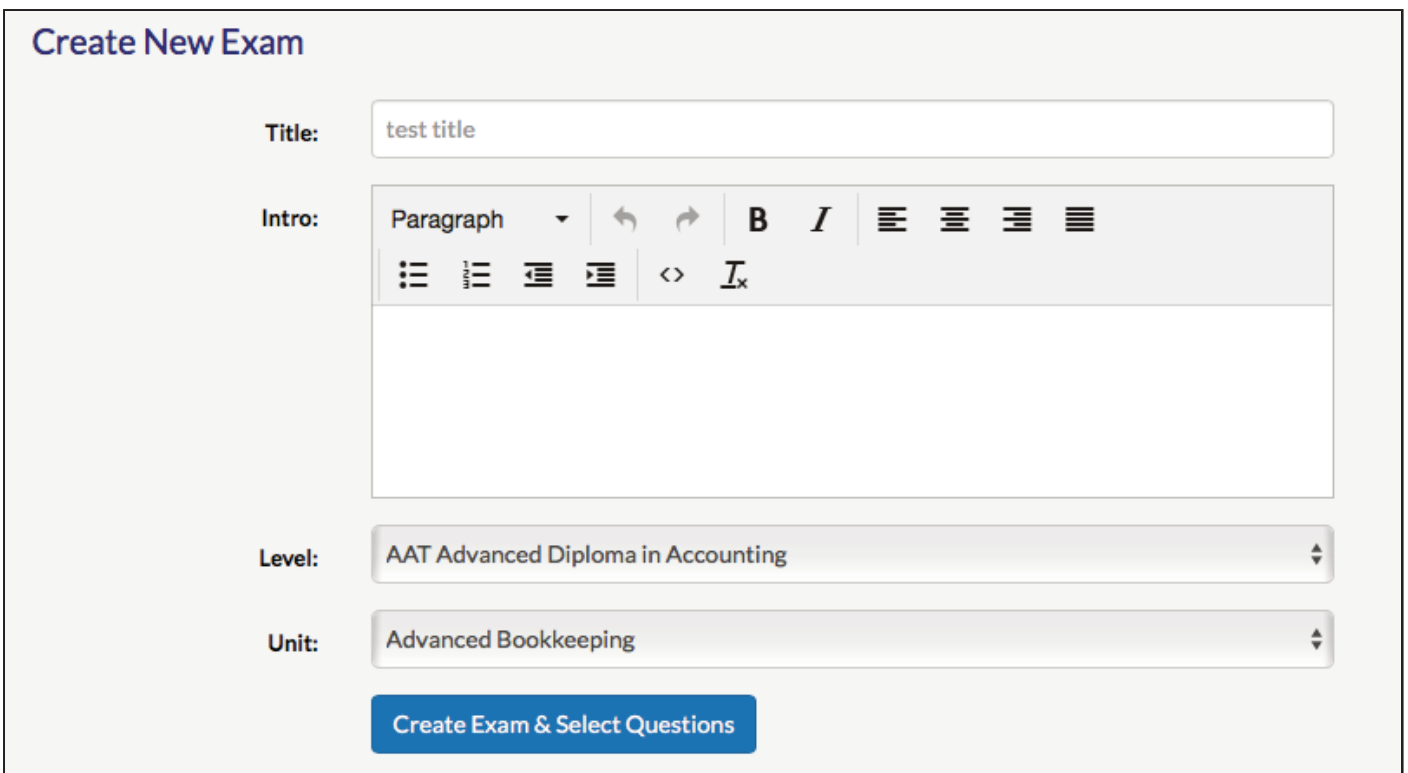
Tutor Instructions

Creating exams

From the drop down bar, click on 'Create Exam'.



You will then be presented with the following page:

The image shows a form titled 'Create New Exam'. It has four main sections: 'Title', 'Intro', 'Level', and 'Unit'. The 'Title' section has a text input field containing 'test title'. The 'Intro' section has a rich text editor with a toolbar containing options for Paragraph, Undo, Redo, Bold (B), Italic (I), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Code (<>), and Link (Ix). Below the toolbar is a large empty text area. The 'Level' section has a dropdown menu with 'AAT Advanced Diploma in Accounting' selected. The 'Unit' section has a dropdown menu with 'Advanced Bookkeeping' selected. At the bottom of the form is a blue button labeled 'Create Exam & Select Questions'.

Title: This is the title you would like, for example, 'Bookkeeping; Evening class'

Intro: This is where you can leave specific instructions. This field can be left blank if preferred

Level: This dropdown option allows you to set the level of the exam you wish to create, for example Foundation Certificate in Accounting

Unit: This dropdown option allows you to set the unit of the exam you wish to create, for example Bookkeeping Transactions

Once you are happy to proceed, select 'Create Exam & Select Questions'

The **edit screen** allows you to edit the exam further. Select as many questions as you would like your students to take and the amount of time they will have to sit the exam.

Edit Exam

Title:

Intro: Paragraph ↶ ↷ **B** *I* ☰ ☷ ☶ ☱
☰ ☷ ☶ ☱ <> U

Level:

Unit:

Duration (mins):

Allow student review?

Allow student retakes?

Questions:	Use in quiz?	Question title	Question number	Preview Question	Preview Answer
	<input type="text" value="yes"/>	Preparation of a sales invoice	<input type="text" value="1"/>		
	<input type="text" value="yes"/>	Sales invoice entry to sales day book	<input type="text" value="2"/>		
	<input type="text" value="yes"/>	Prompt payment discount	<input type="text" value="3"/>		
	<input type="text" value="yes"/>	Settlement of sales invoices including PPD	<input type="text" value="4"/>		
	<input type="text" value="yes"/>	Purchase invoice entry into the purchases day book	<input type="text" value="5"/>		
	<input type="text" value="yes"/>	Checking purchase invoices	<input type="text" value="6"/>		
	<input type="text" value="yes"/>	Discounts allowed day book	<input type="text" value="7"/>		
	<input type="text" value="yes"/>	Balancing off ledger accounts	<input type="text" value="8"/>		
	<input type="text" value="yes"/>	Balancing sales ledger control account and purchase ledger control account	<input type="text" value="9"/>		
	<input type="text" value="yes"/>	Preparing a trial balance	<input type="text" value="10"/>		
	<input type="text" value="yes"/>	Use of customer codes	<input type="text" value="11"/>		
	<input type="text" value="yes"/>	The accounting equation	<input type="text" value="12"/>		
	<input type="text" value="yes"/>	Capital and revenue expenditure	<input type="text" value="13"/>		
	<input type="text" value="yes"/>	Credit sales / Credit purchases documentation	<input type="text" value="14"/>		
	<input type="text" value="yes"/>	Payment of supplier invoices subject to PPD	<input type="text" value="15"/>		
	<input type="text" value="yes"/>	Dealing with PPD - Prompt payment discount	<input type="text" value="16"/>		
	<input type="text" value="yes"/>	Petty cash book postings	<input type="text" value="17"/>		
	<input type="text" value="yes"/>	Entries from the cash book to the general ledger	<input type="text" value="18"/>		

[update/save exam](#)


The top part of the page should already be completed. If you wish to change the level and unit, you may do so here. The following options are also editable:

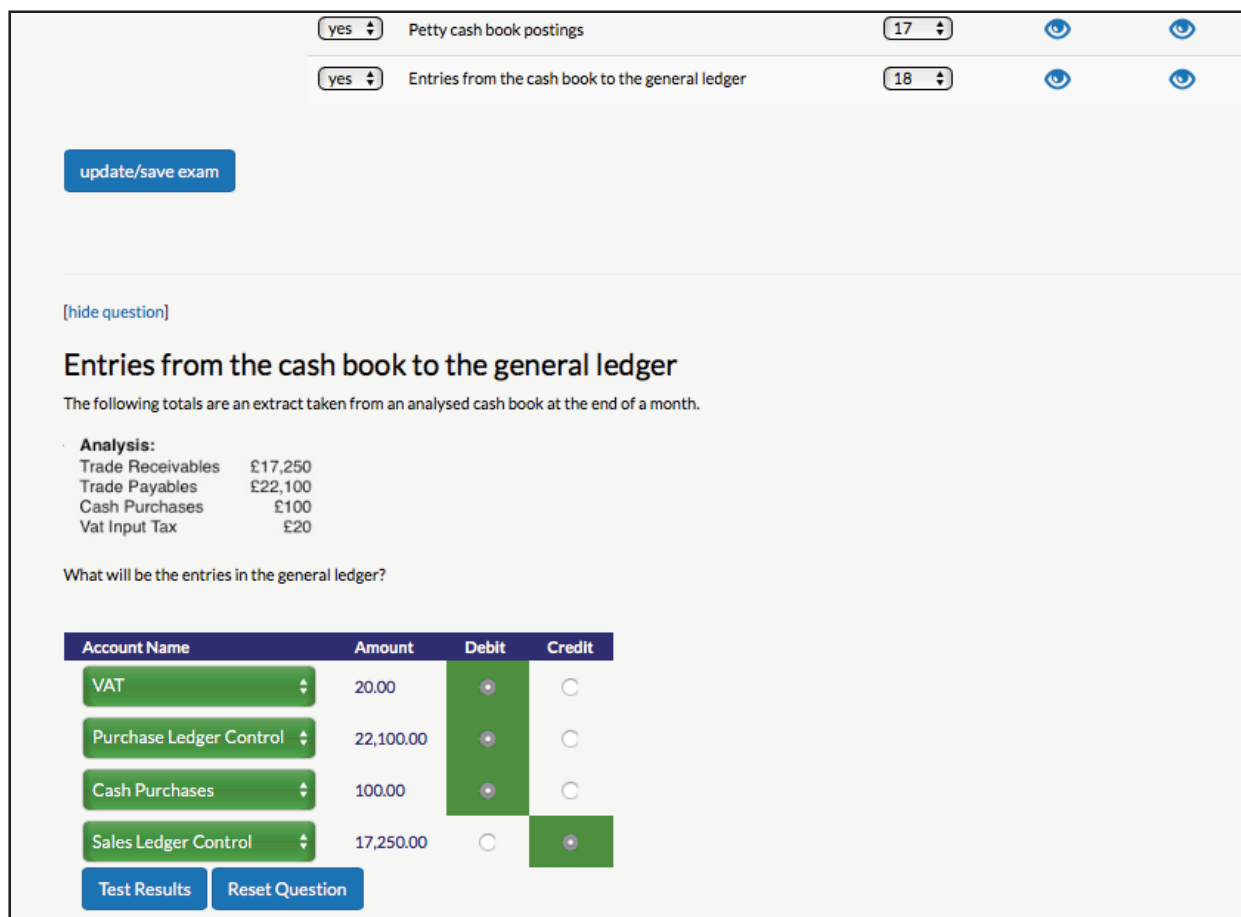
Duration mins: Set an exam to be anything from 1 minute to 180 minutes

Allow student review?: Decide whether you wish your students to view the answers upon completion of the exam

Allow student retakes?: Decide whether you wish your students to have the option to resit the exam upon completion. Note that this will not affect the results of any previous exams they have sat

Questions: This lists the questions available for the unit:

- The first column, '**use in quiz?**' allows you to select 'yes' or 'no' as to whether it should appear in the final exam
- The second column, '**question title**' displays the title of the exam
- The third column, '**question number**' automatically sets the question number, but is editable if desired
- The fourth column, '**preview question**' displays an eye symbol  which allows you to view and test the question before deciding whether to include it in the exam. (Note the question appears towards the bottom of the page:)



The screenshot shows an exam interface with two questions at the top. The first question is 'Petty cash book postings' with a 'yes' dropdown, question number '17', and two eye icons. The second question is 'Entries from the cash book to the general ledger' with a 'yes' dropdown, question number '18', and two eye icons. Below the questions is a blue button labeled 'update/save exam'. The second question is expanded, showing a '[hide question]' link, the title 'Entries from the cash book to the general ledger', and the text 'The following totals are an extract taken from an analysed cash book at the end of a month.' Below this is an 'Analysis:' table:

Trade Receivables	£17,250
Trade Payables	£22,100
Cash Purchases	£100
Vat Input Tax	£20

Below the analysis table is the question: 'What will be the entries in the general ledger?'. This is followed by a table with columns for 'Account Name', 'Amount', 'Debit', and 'Credit'. The 'Debit' and 'Credit' columns have radio buttons for selection.

Account Name	Amount	Debit	Credit
VAT	20.00	<input checked="" type="radio"/>	<input type="radio"/>
Purchase Ledger Control	22,100.00	<input checked="" type="radio"/>	<input type="radio"/>
Cash Purchases	100.00	<input checked="" type="radio"/>	<input type="radio"/>
Sales Ledger Control	17,250.00	<input type="radio"/>	<input checked="" type="radio"/>

At the bottom of the question area are two buttons: 'Test Results' and 'Reset Question'.

- The fifth column, '**preview answer**' also displays an eye symbol that allows you to view the model answers. This will appear as a pop-up in your browser.

Once you are happy to proceed, select 'update/save exam'

The next page displays the exam/exams that you have created. The following options are available:



Edit this exam takes you back to the edit screen



Clone this exam allows you to clone exams so that they can be customised accordingly



Delete this exam allows you to delete exams



Get a web link for the exam allows you to provide your students with a link to your exam. This link can be emailed to your students or added to your intranet system



Test this exam allows you to test your created exam before sending it to students



Download csv of all exam attempts allows you to download a copy of student's results

Viewing students' results

Once an exam has been completed by a student you will be provided with their results via email.

The results will be displayed as a percentage on a question by question basis.

Where students have got questions partially incorrect, you will not be able to see which aspect of the question they got wrong. The results will however provide you with a good indication of the areas in which your students are struggling.

Answers to **free-text questions** will appear as NaN% and require marking either by tutors, or by students if 'allow student review' has been selected at the exam creation stage.

Due to the size of free-text answers, they will only be provided on the results email, and not on the csv file.