

# Instruction for ILIAS Test

## Creating self-tests and online exercises

### Content

This manual serves as information about the use of the ILIAS Test tool, with which online exercises and self-tests can be created. The ILIAS Test tool can be used for quick, simple online exercises as well as for advanced, more complex self-tests.

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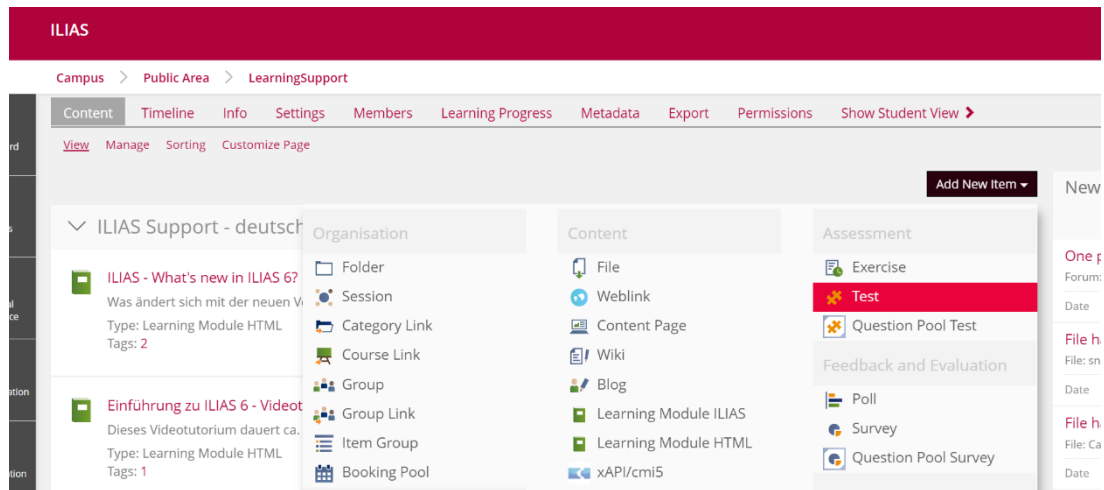
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## 1) Create a new Test

Via "Add new object" a "Test" can be created in ILIAS. The questions are usually saved directly in a test.

OPTIONAL: You can also create a "Question pool for tests" to save your questions in a pool and use them later in another test (see "Alternatively create a question pool"). You can also subsequently move questions from a test to a question pool.

- ① Click on "Add new object" and select "Test".
- ② Give your test a title and click "Add test".



## 2) Alternatively use a question pool

You can prepare questions in a test in advance in a question pool for tests or save them in one afterwards. Subsequently, these questions can be transferred several times to any tests. There are basically two options available to you for creating questions:

- ① You generate the questions directly in a test. For the first question you want to create, you will be asked to specify whether you want to use a question pool. Without a question pool, the questions will only be stored in the test itself.

Not using a question pool: The questions will be stored directly in the test. They can be subsequently assigned to a question pool at any time.

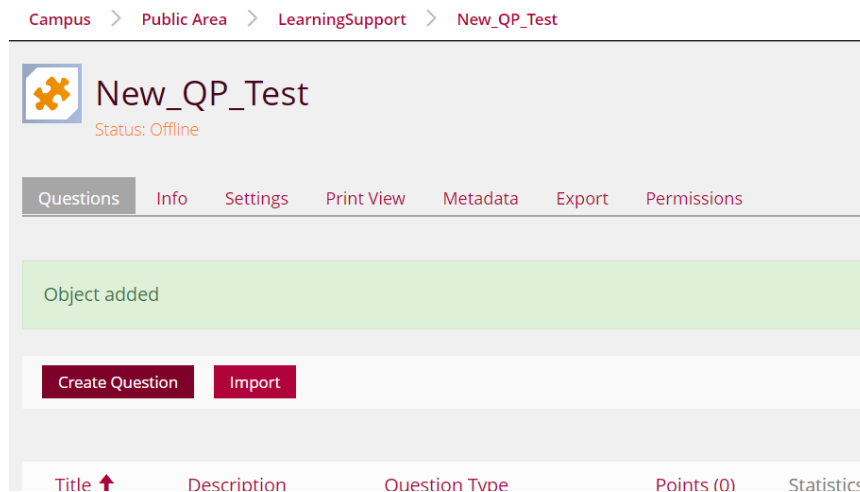
Use existing question pool: You will see a list of your existing question pools and can select in which ones your questions should be saved. You will only see question pools that you have set to "online" in the settings.

Create and use a new question pool: You can directly create a new question pool and name it. The question pool will be added in the background in the same location as the test in ILIAS. It will not be visible to the members in your course.

② You first create a question pool via "Add object", create and edit the test items and only then add them to your test via "Add from pool".

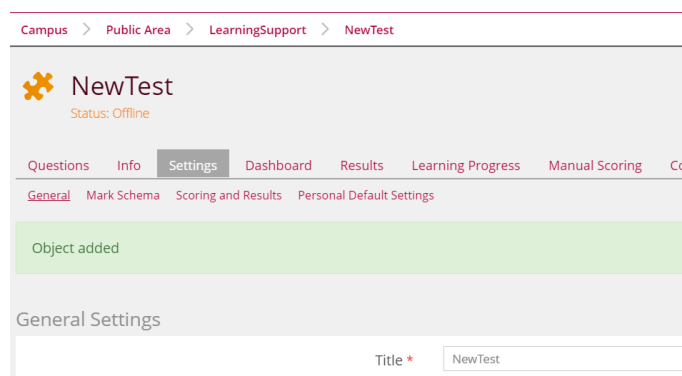
If you edit the questions directly in your test, you can be sure that changed items in the test will be updated immediately.

If the question is already stored in a question pool, you will be asked whether the changes should also be applied to the question pool (original question).



### 3) Settings

The test tool of ILIAS is comprehensive and therefore offers a lot of setting options, which are divided into the areas "General Settings", "Grading Scheme", "Evaluation", "Certificate" and "Personal Default Settings".



#### General settings:

Here the most important basic settings are shown, which you have to consider before starting a test. In addition, some notes on display properties, settings related to the order of questions, kiosk mode and random question selection when using a question pool are explained to you in more detail.

Other settings:

You can read about how to deal with mark scheme, evaluation, certificate and personal default settings in this guide. The default settings in these areas ensure that the test already works without changing any settings. However, you can change settings to adjust the corresponding area to your needs.

**IMPORTANT: By default, the settings in ILIAS are well preset for performing a simple self-test and you only need to make changes if you want to use special views and features.**

### 3a. General settings

In the first sections Settings of the test and Availability the most important settings are defined.

- ① General Settings: Use of question pools: Specify whether you want to be asked where to store questions when creating questions in the test.
- ② General Settings: Selection of test questions: Here you can specify the selection of questions. Should the questions be asked in a fixed order, randomly or in resubmission mode. The latter two options require a question pool.
- ③ General Settings: Privacy: You can specify whether the participants' results should be anonymized or not.
- ④ Availability: Online: You must not forget that the survey must be switched "Online" so that it can be completed by the participants. You can only do this after you have added questions. If the survey is offline, it is only visible to administrators.
- ⑤ Availability: Limited Availability Period: Here you set when the survey object can be accessed. Outside of this period, the survey is automatically "Offline", even if the "Online" checkbox has already been activated. The settings you have made for the survey are only active during this selected period.

Now follow further sections with setting options for test entry, execution and completion.

- ① Information Before Start of Test: In this section, you can formulate an introduction for the "Info" tab of the test and display the test properties as required.
- ② Administering the Test: Access: These settings determine how access to the test is regulated. You can set a start and end time and/or a password. Only certain participants (predefined in the "Participants" tab) can be admitted and/or you can limit the number of participants working on the test at the same time.
- ③ Administering the Test: Test Run:  
The number of runs as well as the processing time can be limited. The test view ("Kiosk mode") allows the entire ILIAS navigation to be hidden. Thus, the students have no possibility to leave the test (unless the option "Show interrupt test" is activated). Students must exit the entire test before they see the familiar ILIAS navigation again.
- ④ Execution: Behavior of the Question: All settings for the behavior of the questions are made in this area:

Display of question titles: you are free to display the question titles and the achievable score as required.

Automatic saving: The automatic saving prevents a possible data loss. The saving interval can be specified.

Shuffle questions: If this function is enabled, the order of the questions will be shuffled on each run.

Hints: This function allows participants to request solution hints. These are created when the question is processed in the "Solution hints" tab. It can be defined whether points are deducted when the solution hint is used.

Instant feedback: You can give participants the option to display preset feedback via the "Request feedback" button. Depending on the option, you must store the corresponding information in the "Feedback" tab when editing the question. The option "Show best possible solution" displays the sample solution of the task to the participants.

Participant Answers: There are four options for whether and when to commit responses. This setting should be considered when working with feedback.

Compulsory Questions: If questions are marked as mandatory, they must be answered to submit the test.

Selector Special Characters (Unicode): Depending on the tasks, special characters are required to answer questions. These can be activated for the participants via the "Omega" symbol if required and are available as a menu when entering the text answer.

⑤ Functionality Available to Participants: In this section you set which additional functions the participants have during the test:

Use of previous Answers: Participants can display the answers from the previous run.

Display "Suspend Test": If this function is activated, the test can be interrupted and work on something else. However, if a maximum processing time is stored, this will not be stopped during the interruption.

Unanswered questions: Depending on the setting, unanswered questions remain in place or are moved to the end of the test.

Show 'List of Questions': This function allows participants to view the question list and the respective processing status.

Flagging questions: This function enables the participants to mark questions if necessary.

⑥ Finishing the Test: There are also various options for additional settings for completing the test:

Overview of answers given: This option gives participants an overview of all questions and given answers after completing the test. The following options are available:

Concluding Remarks: here you can enter a final remark after giving the test.

Redirect: You can specify any web page to which participants will be redirected after completing the test.

Notification: If this function is activated, the creator of the test will receive a message each time a participant completes the test.

Notes on additional functions:

Since, with the standard navigation in the test many buttons already appear on the screen, we recommend additional functions such as.

- Question list and processing status
- Interrupt test
- Special characters

only if necessary (these can be activated or deactivated in the "Settings" tab of the test).

### 3b. Further settings

In addition to the "General settings", there are further options for adapting your test and the results to your needs:

- ① You define the way your test is graded under "Mark Schema".
- ② in the "Scoring and Results" section, you have to make decisions about the evaluation of your test.  
Scoring of the test: You specify here whether partial solutions should be possible, how multiple-choice items are scored, whether negative points should be possible, what the scoring should look like for multiple test runs, and whether it is permitted to delete test runs.

Announcement of test results: This sets when the results are presented, whether the status (e.g., pass/fail) is displayed, and if set, a resulting grade.

Further Details to be Included in Test Results: Finally, you also have to decide how the test results should be displayed in detail (e.g., best possible solutions or content for repetition) and whether they will be available as a printable list.

We recommend the following evaluation settings for the evaluation of self-tests:

You are in the "Settings" tab. Click on the "Scoring and Results" submenu.

Scroll to the " Further Details to be Included in Test Results " area and activate the "Scored Answers of Participant" option.

There, also activate the option "Show best possible solution in 'Table with detailed test results'".

Now the participants can see their own answer right next to the best possible solution after the test (with correct/wrong indication).

Under "Settings" - "Personal default settings", you have the option of saving settings made once in a test to be able to apply them to further tests without any effort. This gives you the option of directly applying your default settings when you create a new test.

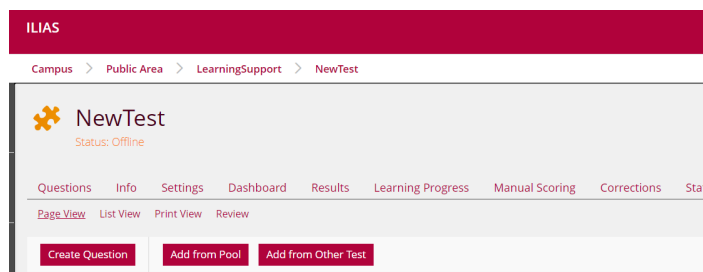
## 4) Create a New Question

In the "Questions" tab, you can quickly create new test questions using the "Page view". You can also preview what the question will look like.

In the list view you have the possibility to see if, and if yes, in which question pool the question is stored.

To add a new question, go to the "Questions" tab.

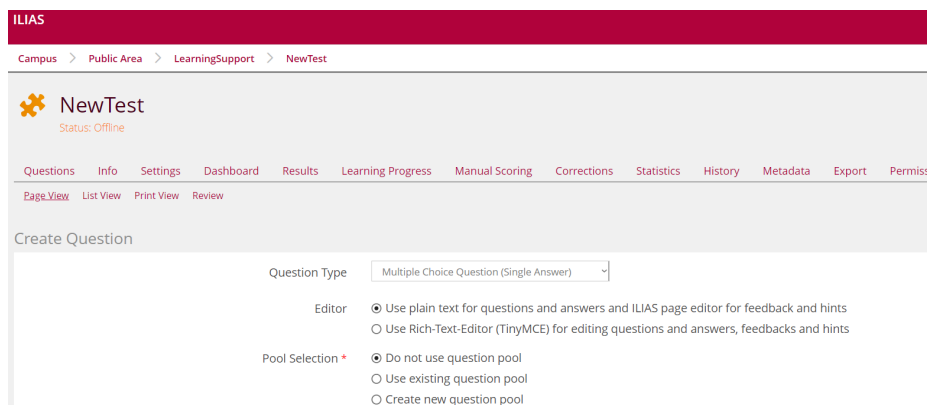
- ① Click on "Create question".
- ② Select the desired "Question type".
- ③ Select the editor for feedback and solution notes.
- ④ for each question, you can re-select under "Pool selection" whether you want to save the question in the test (no question pool), in an existing question pool, or create and use a new question pool.



## 5) The Question Editor

Each question type has a rich text editor for describing the question.

For example, you can use it to format your question text (bold, italic, step size, etc.), structure it in tables, and insert images.



Images can be uploaded with the "Image Manager" and inserted into the question text:

- ① Click on the Image Manager (icon with green tree).
- ② Then select an image on your computer with "Select file" and click "Upload".



- ③ If you want to adjust the size of the image, you can do so in the "Image Information" (height and width are specified in pixels).
- ④ Select the desired alignment next to "Alignment".
- ⑤ Click on "Insert" at the very bottom of the window. This will insert your image into the question text.

## 6) Question type

There are currently 15 different question types in ILIAS. Of these, additional programming knowledge is required to create the two question types "Embedded Question - Java Applet" and "Embedded Question - Flash" and will therefore not be covered here.

Additional information about both question types "Java Applet" and "Flash" can be found on the official ILIAS website: [www.ilias.de](http://www.ilias.de)

On the following pages you will find an explanation of how to create the question and a preview of the question type for all of them.

All question types have a similar structure. The following properties must/could be entered for each question.

- |    |                                    |
|----|------------------------------------|
| a) | Single Choice                      |
| b) | Multiple Choice                    |
| c) | Kprim Choice                       |
| d) | Mark errors/words                  |
| e) | Hotspot/Imagemap                   |
| f) | Cloze question                     |
| g) | Numerical Answer                   |
| h) | Formula question                   |
| i) | Text Subset Question               |
| j) | Arrangement-question<br>Vertical   |
| k) | Arrangement-question<br>horizontal |
| l) | Matching question                  |
| m) | Enter free text                    |
| n) | Upload file                        |
| o) | 'Long Menu' question               |

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Name of the author (automatically by ILIAS)</li><li>• Title of the question (will be displayed in the test depending on the settings)</li><li>• Question Text</li><li>• Points for correct answers</li><li>• Detailed description of the question</li><li>• Expected completion time (This can be entered optionally. If you use tests without maximum processing time, this setting has no influence).</li></ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

You can also find examples of the questions in a demo test in the Learning Support section:

[https://ilias.fhv.at/goto\\_ilias\\_fhv\\_at\\_crs\\_494.html](https://ilias.fhv.at/goto_ilias_fhv_at_crs_494.html)

### 6a. Single Choice

Participants in the test choose one answer from various given answers.

- ① Enter your question in the "Question" field.
- ② It is advisable to mix the answers - especially if the test can be taken several times.
- ③ in the "Answers" area, specify your answer options. Use the "+" and "-" actions to add and remove new answer options.
- ④ by assigning points, you also indicate the correct answer at the same time.

You can add answer text with answer graphics or provide answer graphics only. In this case, click on "Browse", select your image on the computer and confirm with "Upload".

### 6b. Multiple choice question

Participants can select different answers from given answer options in the multiple-choice question. All answers can also be selected.

- ① Formulate your question in the "Question" editor.
- ② It is recommended to mix the answers - especially if the test can be performed several times.
- ③ in the "Answers" area, specify your answer options. Use the "+" and "-" actions to add or remove new answer options.
- ④ Enter the number of points to be received if an answer is "selected" or "not selected".

As with the Single Choice question, text and graphics can be combined.

### 6c. Kprim Choice

In the "Kprim Choice" question, a question or incomplete statement is followed by four answers or additions. For each of these four possibilities, a decision must be made as to whether it is true (correct) or false (incorrect). To receive the maximum possible score, all four answers must be correct.

- ① Formulate your question or task in the "Question" editor.
- ② Select the option names of the statements.
- ③ Give the maximum score.
- ④ Optionally, you can also activate half-point scoring. In this way, participants will already receive half the points for 3 correct answers. In the lowest section, the four answers are entered and/or graphics are uploaded for them. In addition, each answer is marked as correct or incorrect.
- ④ Enter the number of points to be received if an answer is "selected" or "not selected".

As with the Single Choice question, text and graphics can be combined.

#### 6d. Mark errors/words

With the question type "Mark errors/words" incorrect words can be asked for recognition. The test takers must mark the wrong words by mouse click, which are then highlighted. This type of question is suitable for example in spelling, grammar, incorrect statements, etc. The error text consists of two separate parts: Enter error text and Analyze error text.

- ① Formulate your question, or task in the "Question" editor.
- ② Then enter the error text. Use a hash sign (#) to indicate which words are incorrect.
- ③ in a second step, the correct answers are entered. To do this, click on the "Analyze text" button.

Now a new section "Error data" appears below the error text, where the incorrect words can be combined with the correct ones.

In the second part of the question type ("Error data"), the correct words and scores are entered.

- ④ in the "Error data" section, you can add the incorrect text with the correct solution (this is mandatory if the solution is to be viewed via immediate feedback).
- ⑤ Furthermore, you give a certain number of points for each word if it has been selected.
- ⑥ with "Wrong selections" minus points are given, should words be forgotten.

#### 6e. Hotspot/Imagemap

Imagemaps are images in which active areas (so-called hotspots) can be defined. For imagemap questions, you load an image from your local computer onto the ILIAS installation and define click-active fields ("regions") in it, among which the participants must find the right one by clicking in the image.

- ① in the first part, you have to enter a question.
- ② Select Single (= only one area can be selected) or Multiple Choice (several areas can be selected) mode.
- ③ Choose the appropriate picture and upload it.

Now you need to set the coordinates for the active areas in the second part on the image.

If you already have a finished Image Map file, you can also upload it including coordinates via "Import Imagemap".

Three different shape tools are available for the areas to be defined: Rectangle, Circle and Polygon (freehand drawing tool).

Define not only the right area, but also some wrong areas.

When hovering the mouse cursor over the active areas, the mouse arrow will turn into a hand icon, indicating that there is an active link here.

④ in the second part, you need to set the active areas in the image. Decide between "Add rectangle", "Add circle" or "Add polygon" and specify each area individually.

⑤ You can include a hint that will be displayed when you touch the active area on the mouse pointer. In addition, you need to set the points for the correct area.

## 6f. Cloze question

This question consists of a text passage (with code to create the gaps) in which the answers consist of either text gaps or selection gaps. You define this in the second part.

① Formulate your question in the "Question" editor.

② in the "Cloze question" area, enter cloze text.

③ Use the "Insert gap" button to insert the `[gap][[/gap]` code for the gap in the text.

④ Click in the middle of the code between the square brackets so that a window appears automatically to enter the solution and the score. However, these details can also be entered/adjusted later in the lower area.

With the "Length of text field" you can give all cloze fields the same size, so that it is not possible to infer a specific word based on the length.

If the same word is allowed to appear several times in gaps, the "Identical rating" option must remain activated.

⑤ You can use "Save" to buffer for longer texts.

The "Method for text comparisons" allows configuring the error tolerance, e.g. by not distinguishing between upper and lower case or correcting with the Levenshtein distance (the value 1 means that a character may be wrong in any form: upper/lower case, wrong and/or missing/additional character).

In the lower area you define whether a gap shows an empty input field (text gap or numeric gap) or whether you want to predefine a selection of answers from which the correct answer can be chosen (selection gap).

⑥ Select the gap type.

⑦ You can use the + and - actions to insert additional answer options.

⑧ Enter the desired score for the correct answer (e.g., 1).

⑨ the "Gap text combination" button allows you to combine scores across multiple gaps.

Click "Save" so that the values of a selection gap are transferred to the gap text above.

NOTE: The alternative to the Levenshtein gap is always to create all spellings that still seem acceptable to you as additional answer options.

You can, however, achieve the effect that an answer which is also orthographically correct offers more achievable points by differentiating the points awarded. than one that is correct in content but incorrect in spelling.

### 6g. Numerical answer

With numerical answers, test takers must independently enter numerical values. An upper and lower limit can be used to define a range of correct numbers.

- ① Enter your question/task in the "Question" editor.
- ② with "Maximum number of characters" you can determine the size of the input field.
- ③ Specify the number of points for this task.
- ④ All numbers in the range of the lower and upper limit are evaluated as correct and rewarded with the corresponding number of points.

By specifying the same value for the upper and lower limit of the corridor, exactly one solution can also be specified as correct. ILIAS does not check the coherence of the entered upper and lower limits.

### 6h. Formula question

The "Formula question" is a special question type to create formula questions with variables. Set the value range (minimum, maximum) of the variable and the formula and ILIAS will automatically create custom items with this formula per test run.

The result fields are labeled \$r1, \$r2, etc.

Once the task is formulated, click "Analyze question". The areas to enter the formulas will open automatically.

- ① Define the settings for each variable. You can define a minimum and maximum range to create different tasks.
- ② Enter the formula using the variables already defined. You can use the omega symbol to show the special characters.
- ③ Define the number of decimal places required.
- ④ Assign the number of points for the correct solution.

### 6i. Text Subset Question

Text subset questions require test takers to independently specify a given number of terms, which can be any subset of a (larger) set of correct answer choices.

- ① Enter your question and text in the "Question" editor.
- ② Specify how many answer fields the participants will be shown.
- ③ in the "Answers" area, enter any number of correct answer options.
- ④ Assign the number of feasible points for each answer text.

#### 6j. Arrangement question vertical

The "Arrangement question vertical" can be used to put terms or images in a correct order from top to bottom.

- ① Insert your question/task in the "Question" editor.
- ② to order images instead of text, click on "Use answer with images". Now you can browse and upload images on your computer in the answer area.
- ③ to add more answers, click the "+". With the "-", you can remove excess answers. With the arrows you can sort the answers.

#### 6k. Arrangement question horizontal

An "Arrangement question horizontal" can be used to put terms or pictures in a correct order from right to left.

- ① Insert your task/question in the "Question" editor.
- ② Insert the desired terms in the correct order in the "Text to arrange" field.
- ③ Award points for the correct order.

#### 6l. Matching question

In matching questions, the test persons have to match given pairs of text or text/picture. It is also possible to offer surplus elements that cannot be matched for selection. A matching question consists of "terms" and "definitions". The "terms" can be assigned to a "definition".

- ① Insert your task/question in the "Question" editor.
- ② Decide whether answers should be mixed.
- ③ Since images can also be assigned, you have the option to define the size of the preview images under "Preview size".
- ④ in the assignment mode, define whether only one term can be assigned to a definition or several.

Before you create the pairs, at least one definition or, preferably, all definitions and terms should be specified, i.e., the terms that each make up a component of the pair.

- ⑤ Now enter the definitions (for the test subjects, these are displayed on the left of the screen in the test and cannot be assigned). You can specify text or images or the combination of both.

You can specify additional definitions with actions "+" and "-".

- ⑥ Now specify the terms which can be assigned to the definitions (for the test subjects, these are displayed on the right of the screen and can be assigned).

⑦ Under "Assignment pairs" you specify which definitions and terms belong together and how many points a correct assignment receives.

#### 6m. Free text

Free text questions are suitable for open text questions. This question type must be assessed manually.

- ① Insert your task/question in the "Question" editor.
- ② You can specify how many characters may be written under "Maximum number of characters". This can be helpful to give participants a guideline of how much text is expected.
- ③ in the "Evaluation mode" you have the option of specifying terms that allow a partially automatic evaluation.

#### 6n. Upload file

With the question type "Upload file" you can ask an open question and at the same time enable the request of associated files (e.g., sketches, calculations, presentations, computer programs). This question type must be evaluated manually.

- ① Insert your task/question in the "Question" editor.
- ② You can also use the question editor to include images in your question text (open Image Manager).
- ③ Under "Allowed file extensions", you can restrict which file formats may be uploaded.

The uploaded files can be downloaded collectively via the "Statistics" tab in the "Results for individual questions" menu.

#### 6o. 'Long Menu' question

The "Long Menu" question is suitable if the correct term is to be selected from a list of terms. In the "Text field" variant, the entire list of terms is not displayed: suitable terms are only suggested as soon as a minimum number of characters have been typed into the text field.

- ① Insert your task/question in the "Question" editor.
- ② In the "'Long Menu' Text" field, you can insert the desired text.
- ③ Use the "Insert gap" button to insert the code [Longmenu x] for the gap in the text.
- ④ Using the "Autocomplete" they define the number of letters to type manually to display the suggested answers.

For each gap, an additional settings area opens to enter the answers.

⑤ You can enter any terms as answer options and a selection of them as correct answers.

Feedback, best possible solutions and content for repetition.

So-called "feedback" can be stored for each question. This can be feedback or additional information. A second variant is that the participants are shown the best possible solution. You make the settings for direct feedback in the tab "Settings".

In addition, there is the option that "content for repetition" can be stored for each question. The participants can view these in the results after completing the test.

The three options are explained in more detail below:

## 7) Feedback Best possible solutions Contents for repetition

### 7a. Add feedback

You can add individual feedback to each question. The feedback can be called up by test takers immediately when answering a question if this has been activated in the settings.

The screenshot shows the 'NewTest' interface with a breadcrumb trail: Campus > Public Area > LearningSupport > NewTest. The page title is 'NewTest' with a status of 'Offline'. A navigation menu includes: Back to the calling test, Edit Page, Preview, Edit Question, Feedback (selected), Hints, Content for Recapitulation, and Statistics. The main content area is divided into two sections: 'Common Solution Feedback' and 'Feedback for Every Answer'. Under 'Common Solution Feedback', there are two rows: 'Correct solution' with an 'Edit Content' link, and 'At least one answer is not correct' with an 'Edit Content' link. Under 'Feedback for Every Answer', there is a 'Mode of answer specific feedback' section with three radio button options: 'Show answer specific feedback for all answers.' (selected), 'Show answer specific feedback for all chosen/selected answers.', and 'Show answer specific feedback for all correct answers (Correct answers are those, that lead to a positive score when chosen/selected)'. A red asterisk indicates a required field, and a small red asterisk at the bottom left indicates a required field.

① to add feedback, click the "Feedback" tab in the edit mode of a question. Here you can enter your immediate feedback in an editor.

The following feedback options are available:

- on a correct answer
- on at least one wrong answer

for each answer option specifically formulated feedback (not possible for all question types).

② the feedback can be called up for participants while answering the question via the "Request feedback" button.



## 7b. Content for Recapitulation

The content for repetition is stored in the corresponding tab for each question. The participants can access it after completing the test in the detailed test results. You make the settings for this in the tab "Settings" under "Evaluation".

① in the edit mode of a question, click on the "Content for repetition" tab and decide on a type of content. Then click "Select" and deposit the sample solution.

The following types of sample solutions are possible:

Learning module ILIAS  
Chapter Page  
Glossary term  
File Download  
Text

② At the end of the test run, click "View test results" and then "Detailed results". This will allow you to view the contents for review.

## 8) Add questions to a question pool

Questions that you have created directly in the test can be copied into a question pool afterwards. For you to add a question to a question pool, the latter must be "Online".

① Go to the list view of the questions ("Questions" tab, "List view" menu).

② Mark the desired questions with a checkmark (checkbox) next to the title.

③ Select "Add to question pool" from the drop-down menu below the table and click "Execute" next to it.

④ ILIAS now offers all question pools available to you in a selection menu, i.e., those in which you have editing rights. Select one of the question pools and click on "Submit".

⑤ in the column "Question pool for test" you can see at any time whether or in which pool the corresponding question is stored.

ILIAS

Campus > Public Area > LearningSupport > ILIAS Demo Test - Students

### ILIAS Demo Test - Students

This demo test presents the different question types possible in an ILIAS test.

Questions | Info | Settings | Dashboard | Results | Learning Progress | Manual Scoring | Corrections | Statistics | History

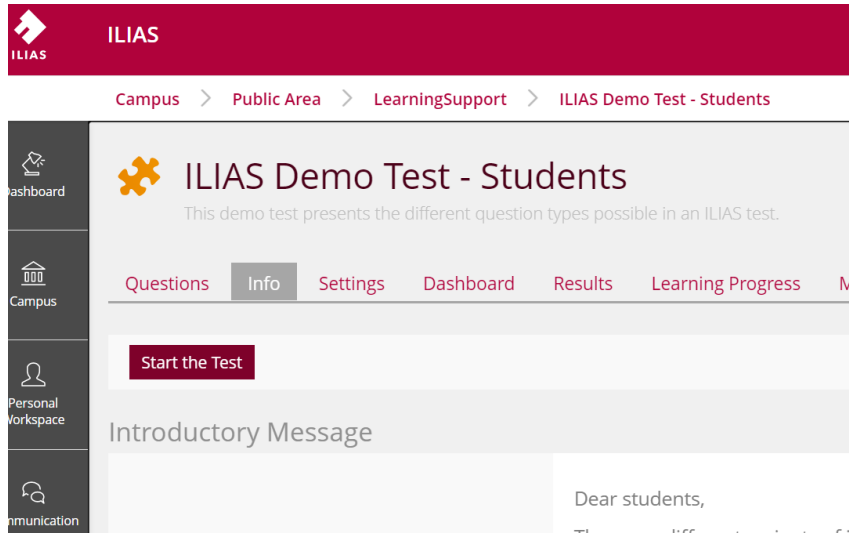
Page View | List View | Print View | Review

Create Question | Add from Pool | Add from Other Test | Random Selection | Start the Test

	Question Title	Question Type	Question pool for test
<input checked="" type="checkbox"/>	Enter free text (image analysis)	Essay Question	
<input type="checkbox"/>	Numerical response (bones in skeleton)	Numeric Question	

## 9) Start Test

Participants start the test by clicking on the test object and using the "Start test" button to begin the test.



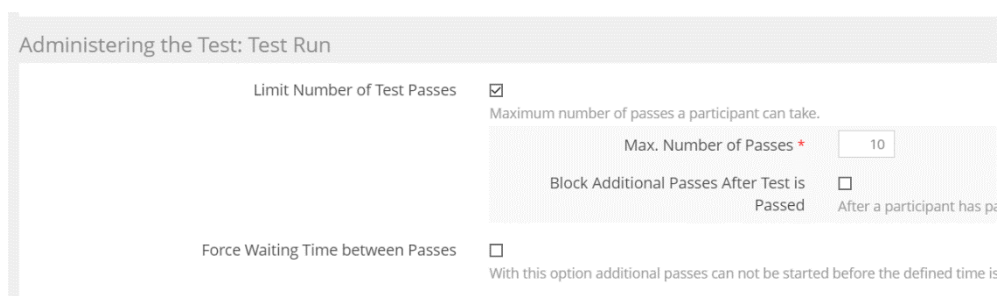
By default, the test results can be viewed directly after finishing the test. As a test administrator, you can specify in the test settings under "Scoring" whether access to the test results is available ("Access to test results") and which test run is to be scored ("Scoring for multiple test runs").

### ATTENTION:

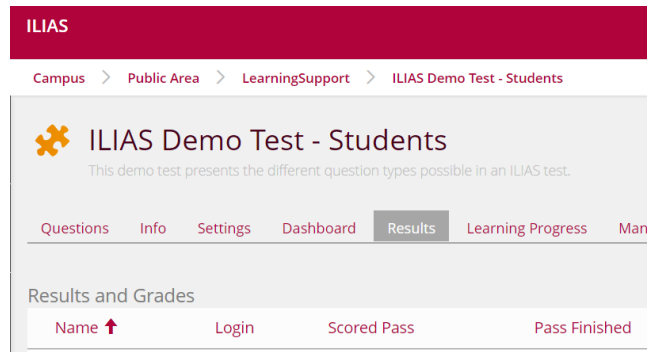
- You can try out the test for testing purposes, but then you must delete your test records in the "Participants" tab again before you can continue editing and changing questions.
- If your test cannot be started, you may not have put the test "Online".

## 10) Show own Test Results

In the "General settings" it is possible to define how often a test can be performed. The option "Limit number of test runs" is not activated by default, i.e., the test can be repeated as often as desired.



① Once you have finished a test, you can display your own test results by default. These can be accessed in the "Info" tab via "Show test results".



② Several test runs are listed one below the other. Depending on the setting, the last or the best test run is marked as evaluated.

③ the individual questions can be accessed via "Detailed results".

**NOTE:** We recommend that you combine your own test results with the display of the correct solution.

## 11)Manual Evaluation

Open question types such as free text questions must be scored manually. In "Manual Scoring", individual feedback and the number of points achieved can be entered.

① Click on the "Manual Scoring"

② You will now see a list of all open questions that you need to score manually. You can now write „Manual feedback “.

③ Enter the number of points achieved and "Save" your rating.

④ Finally, select the "Mark as rated" option so that the participant receives the points.

## 12)View and manage test results

Tests have three editing dialogs where participant data can be viewed and/or managed:

Participant  
Statistics  
Export

The individual tabs are presented in more detail on the following pages.

## 12a. Manage participant data

User data of the test can be viewed and deleted via the "Participants" tab. A list will show you all participants who have started or completed the test. You can access the person's answers directly via "View test results" (including results of unassessed test runs) or choose between three other views via the drop-down menu:

- ① Select "Results overview (scored test run)" to get an overview and to view the best possible solutions (if available).
- ② Select "Answers (scored test run)" to view all answers.
- ③ Select "Detailed test results (scored test run)" to obtain a combination of items 1 and 2.

- ④ If you have completed the test yourself for test purposes, you must first delete your test data via "Remove test data of all participants" before you can edit questions. This is because as soon as user data exists, you can no longer make any changes to the questions.

## 12b. Viewing statistics

The "Statistics" tab provides aggregated results (e.g., grade point average) as well as individual data for all or individual test takers. The displayed test results can be exported in Excel or CSV (comma-separated values) formats.

- ① "Evaluation for all users": Overview for all test participants with number of points achieved, pass/fail and completion time.

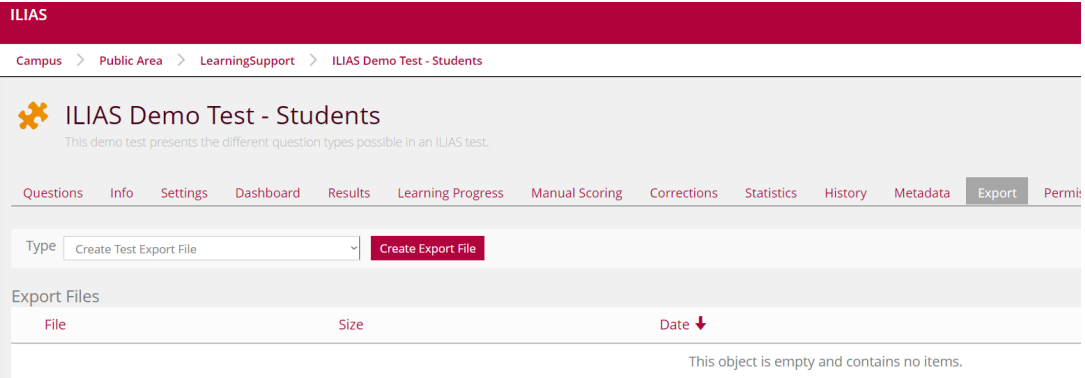
② "Aggregated test results": General overview of important statistical data (total number of people who started the test; average completion time; average score of questions; among others).

③ "Results for individual questions": Detailed information on each individual question as a PDF. This view is useful if you have questions that need to be assessed and evaluated separately (e.g., text tasks). Here you can export all answers to a question in a PDF and print them out.

④ in addition, the uploaded files of a file upload question can be downloaded here.

## 12c. Export result file

In the "Export" tab you have the option to create exports and download them afterwards



The screenshot shows the ILIAS interface for a demo test. The top navigation bar is dark red with the ILIAS logo. Below it, a breadcrumb trail reads: Campus > Public Area > LearningSupport > ILIAS Demo Test - Students. The main content area has a header for "ILIAS Demo Test - Students" with a sub-header: "This demo test presents the different question types possible in an ILIAS test." A horizontal menu contains several tabs: Questions, Info, Settings, Dashboard, Results, Learning Progress, Manual Scoring, Corrections, Statistics, History, Metadata, Export (highlighted), and Permissions. Below the menu, there is a "Type" dropdown menu set to "Create Test Export File" and a red "Create Export File" button. Underneath, a section titled "Export Files" contains a table with columns for "File", "Size", and "Date" (with a downward arrow). The table is currently empty, and a message at the bottom states: "This object is empty and contains no items."

① You can use the "Create export file" menu to export your test incl. questions and test settings in the form of a compressed XML file and import it on another ILIAS installation. Note, however, that the XML export does not contain any user answer data, as the purpose of the export is to export the test questions as such.

② the "Create export file (incl. participant results)" menu exports the entire test incl. questions and settings, and additionally the test results, analogously to the previous option.

③ the menu "Create result file" creates two files (xls and csv) with all results of the test.

④ the "Create archive file for test" menu allows you to save an archive file as a ZIP.

### 13) Supported by

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