

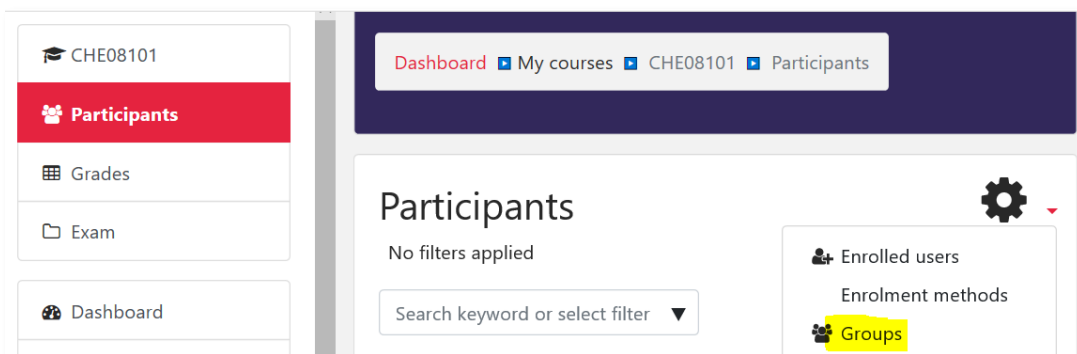
Moodle Exams – Sample Scripts for External Examiners

External examiners can access the Moodle Exams server when they have an enrolment on an appropriate module on the main Moodle server.

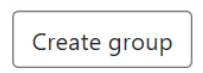
A way to simplify access to sample exam scripts is to put those students into a group and to enable groups in the exam, which then limits the external examiner's view to only those papers.

1. Create a group of students

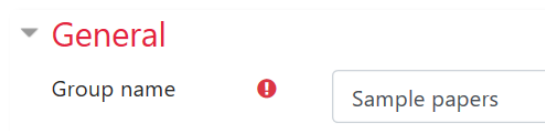
From Participants click the cog icon and select **Groups**.



Scroll down and click the **Create group** button.



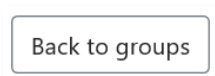
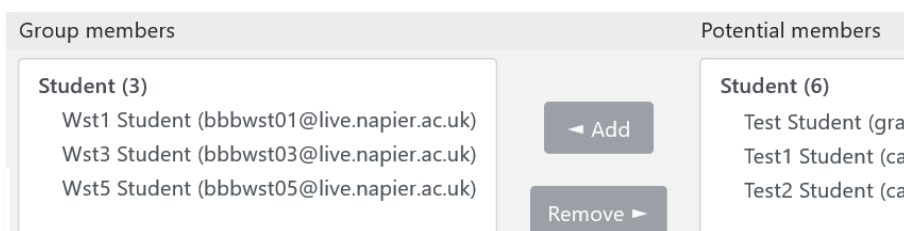
Enter a suitable group name and then click the **Save changes** button.



Select the group and click the **Add/remove users** button.



Select the students from the *Potential members* column and then click the **Add** button.

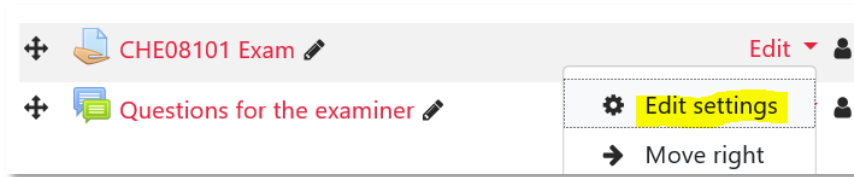


Then click **Back to groups** button and the students will be listed as group members.



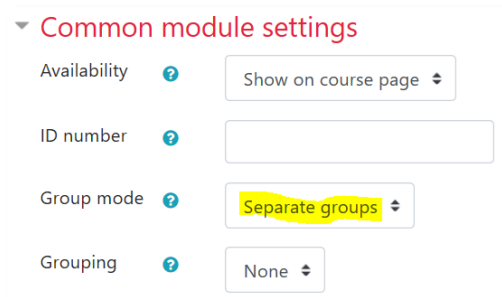
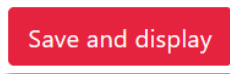
2. Enable visible groups in the exam

Turn editing on and then click the **Edit settings** option.

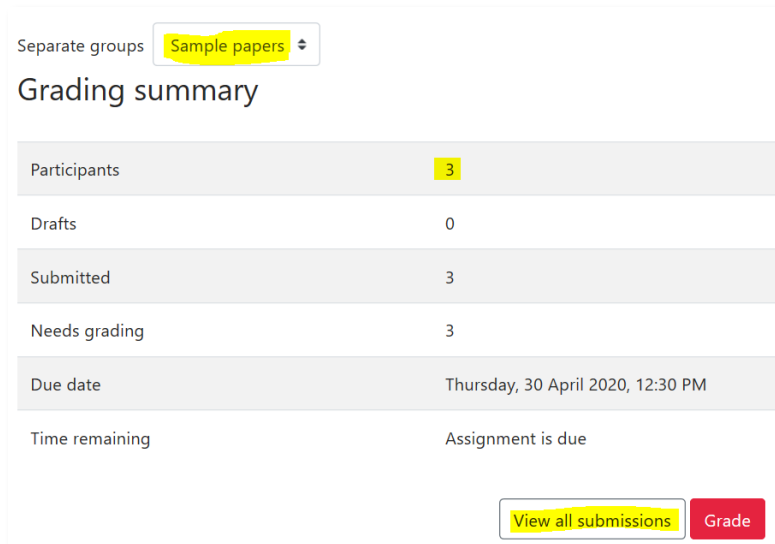


Scroll down to the *Common module settings* section and change the *Group mode* to **Separate groups**.

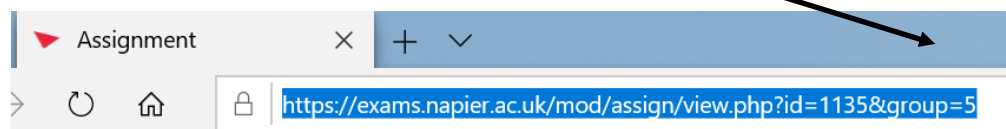
Then click the **Save and display** button.



From the *Grading summary* page, select the group from the *Separate groups* drop menu.



This creates a direct URL to the sample papers which can be provided to the External Examiner.
Note: Ensure a group number appears at the end of the URL.



Clicking the **View all submissions** button will show only the submissions from the group.

Note: Should the page appear blank then ensure the **Filter = Submitted**, or click **Reset table preferences**.

