

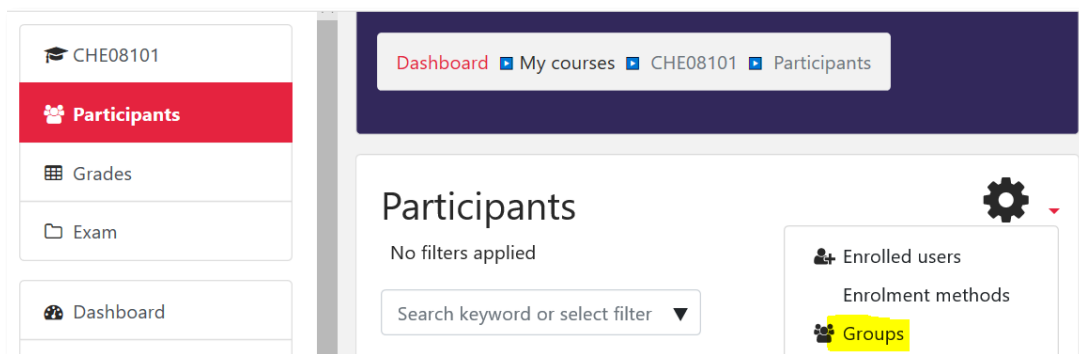
## Moodle Exams – Sample Scripts for External Examiners

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

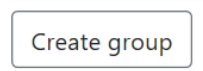
A way to simplify access to sample exam scripts is to put those students into a group and to enable groups in the exam, which then limits the external examiner's view to only those papers.

### 1. Create a group of students

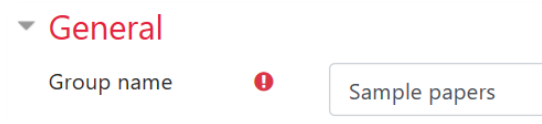
From Participants click the cog icon and select **Groups**.



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



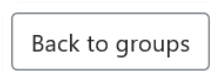
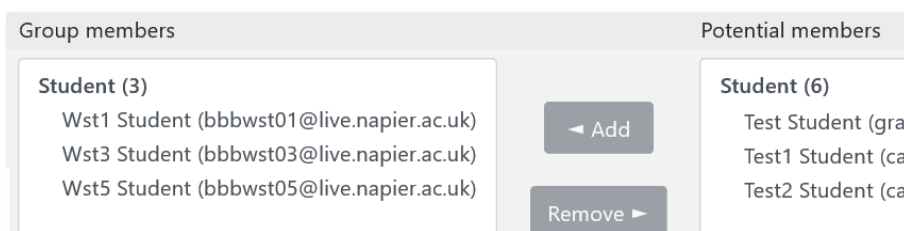
Enter a suitable group name and then click the **Save changes** button.



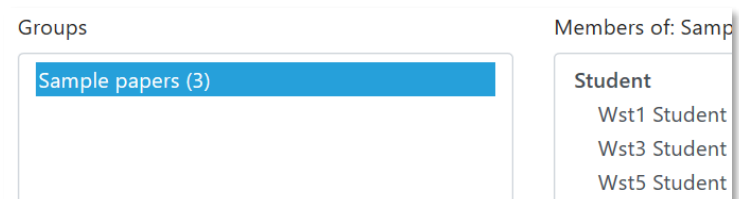
Select the group and click the **Add/remove users** button.



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

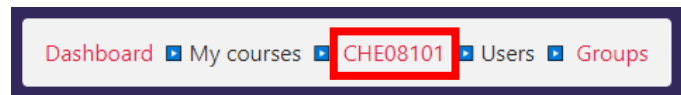


Then click **Back to groups** button and the students will be listed as group members.

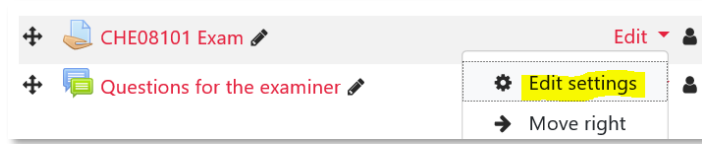
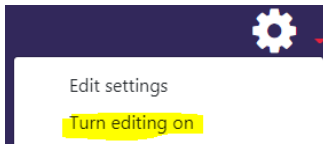


## 2. Enable visible groups in the exam

Return to the exam homepage by clicking the lmodule code at the top of the page.

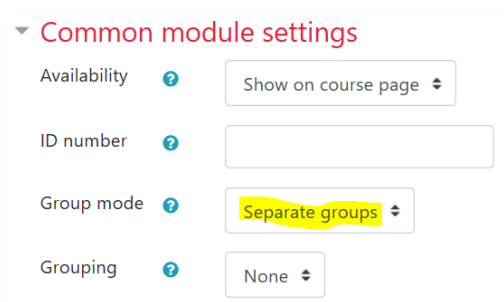
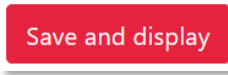


Turn editing on using the cog icon and then click the **Edit settings** option for the exam.

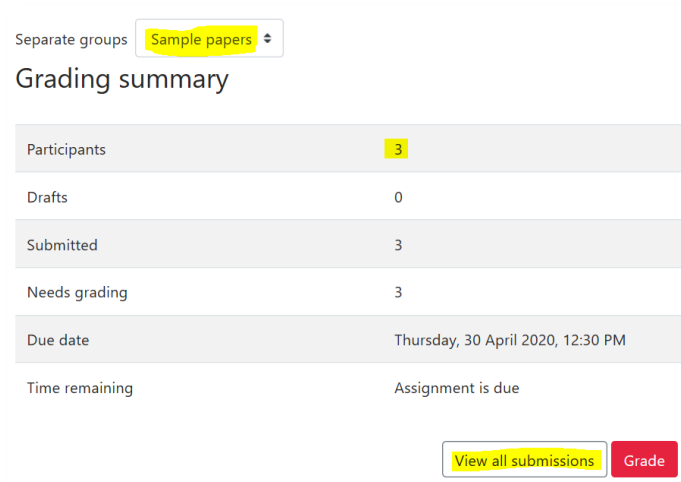


Scroll down to the *Common module settings* section and change the *Group mode* to **Separate groups**.

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

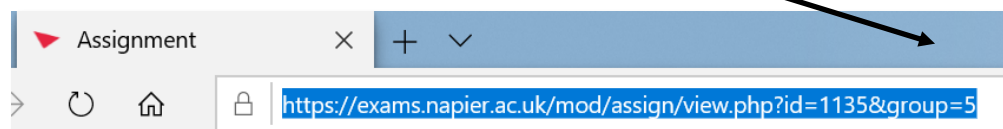


From the *Grading summary* page, select the group from the *Separate groups* drop menu.



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**.

