

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.

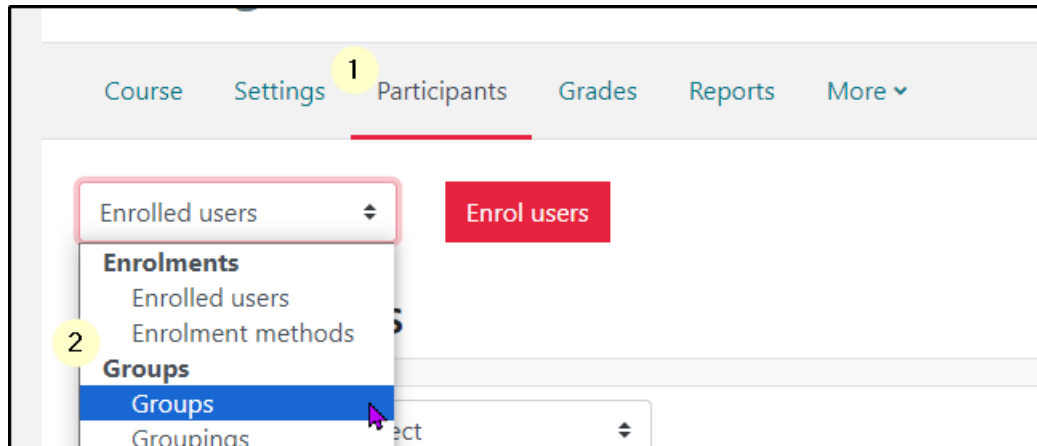
A way to simplify access to sample exam scripts is to put those students into a group and to enable groups in the exam, which then limits the external examiner’s view to only those papers.

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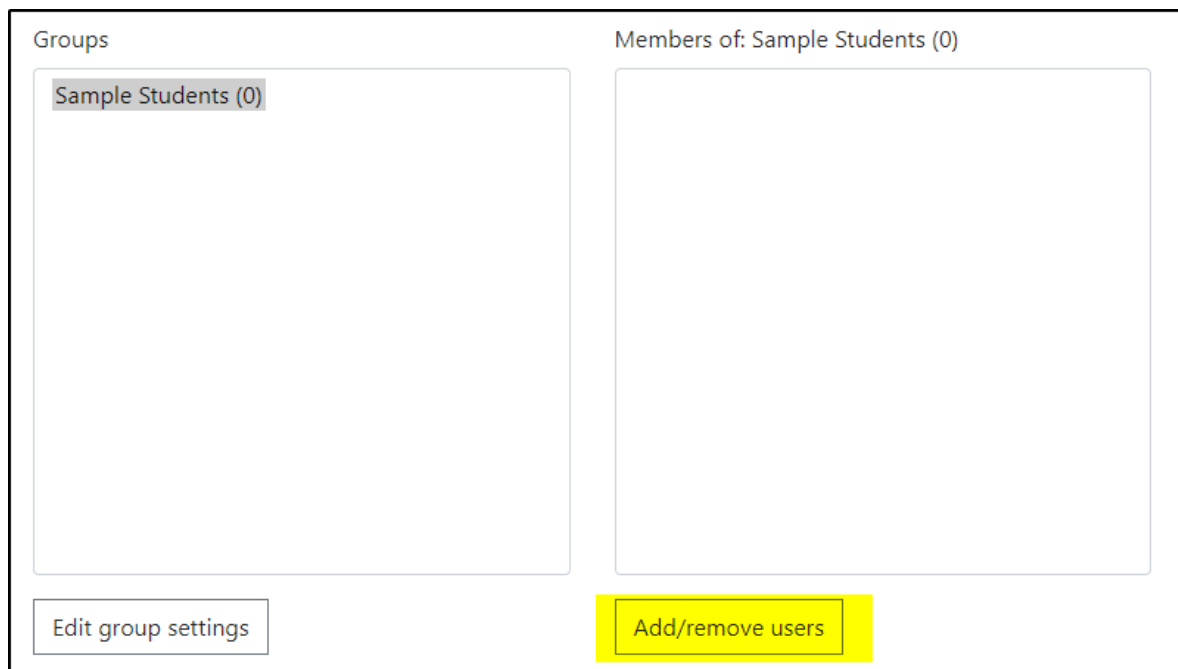
Create a group of sample students

On the front page of the exam module click 'Participants' and select **Groups**.



Click on the 'Create Group' button. Call the group 'Sample Students' and Save.

With your new group highlighted, click 'Add/remove users'.



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

The screenshot shows a management interface with two columns: 'Group members' and 'Potential members'. The 'Group members' column contains three entries: 'Wst1 Student (bbbwst01@live.napier.ac.uk)', 'Wst3 Student (bbbwst03@live.napier.ac.uk)', and 'Wst5 Student (bbbwst05@live.napier.ac.uk)'. The 'Potential members' column contains three entries: 'Test Student (gra...', 'Test1 Student (ca...', and 'Test2 Student (ca...'. Between the columns are two buttons: 'Add' with a left-pointing arrow and 'Remove' with a right-pointing arrow.

Back to groups

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

The screenshot shows a 'Groups' interface. On the left, a list titled 'Sample papers (3)' is shown with a blue highlight. On the right, a section titled 'Members of: Samp' lists three students: 'Wst1 Student', 'Wst3 Student', and 'Wst5 Student'.

Enable visible groups

Click on the Exam assignment and then click on 'Settings'.

The screenshot shows the 'Exam' assignment settings page. At the top left is a pink icon with a document and a plus sign. The title 'Exam' is in large blue font. Below the title is a navigation bar with four items: 'Assignment', 'Settings' (highlighted in yellow), 'Advanced grading', and 'More' with a dropdown arrow. Below the navigation bar, the text reads: 'Opened: Thursday, 7 December 2023, 11:00 AM' and 'Due: Thursday, 7 December 2023, 2:00 PM'.

You will be able to select your 'Sample Students' group from here.

Submissions

Grading action

Separate groups

First name

Last name

Note: Should the page appear blank then check 'Options' at the bottom of the page

Filter set to '**Submitted**' or '**No filter**' should clear the problem.

Options

Assignments per page

Filter

Provide link to External Examiner

If this works as expected, copy the browser URL at the top of the page and this can be sent to the External Examiner as a direct link to the sample students (providing they have access to Moodle). Take care with copying the URL, making sure you have copied all of it.



exams.napier.ac.uk/mod/assign/view.php?id=75