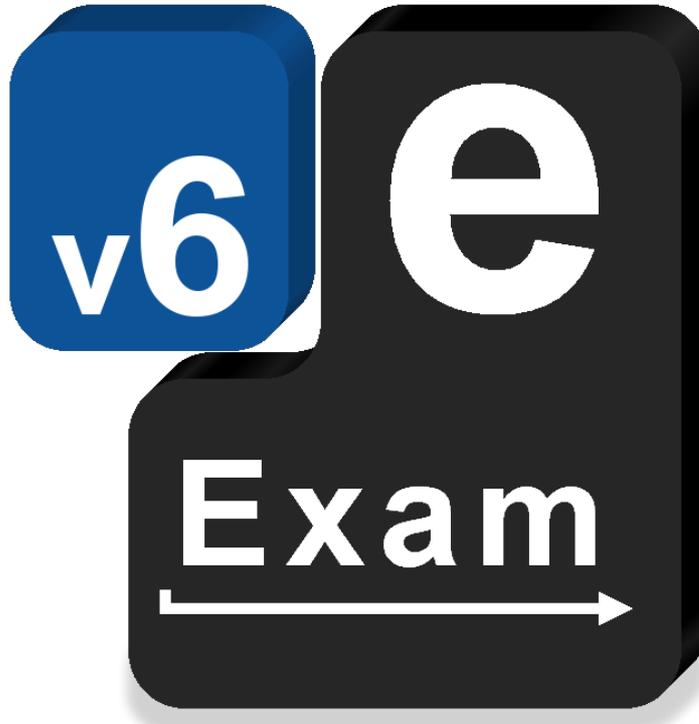


# Preparing Exam Materials



## e-Exam System v6

This document provides:

- Quick guide preparing files and documents ready for use in the e-Exam system.

## Acknowledgements

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**Australian Government**  
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The views expressed in this document do not necessarily reflect the views of the Australian Government Department of Education and Training or participating institutions.

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*This is a work in progress! Last Updated 20 July 2017*

*\* Note some features are still under development*



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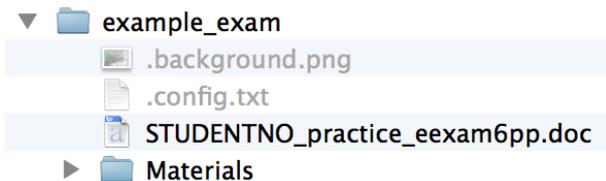
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# Preparing exam materials

To prepare materials for a particular exam, it is recommended that you create a new folder to store the materials (on your computer hard drive and/or User drive of the Admin USB. In the exam specific folder place:

1. **The exam question document** that will be opened upon e-Exam start. (Refer to the section 'Guidelines for preparing exam question documents').
  - The file name must be prefixed with "STUDENTNO\_" (without quotes). E.g. STUDENTNO\_myexamfile.doc
  - Do not put *spaces* in file names, instead use dash or underscores.
  - The file will be placed into the root of the eexam drive on an e-Exam USB.
2. **Optional: A 'Materials' sub-folder.** Place all other materials related to the exam itself into this sub-folder. It is advisable to setup links from the question doc file to each of the materials. (See the example exam disk image for an example of a document with links to local files.)
  - The folder will be placed into the root of the eexam drive on an e-Exam USB.
3. **The security background wallpaper image.** This needs to be unique per exam sitting.
  - Images need to be PNG and at least 1920 pixels wide by 1280 pixels high.
  - The file must be named ".background.png" (without quotes). This is a 'hidden' file.
  - The file will be placed into the root of the eexam drive on an e-Exam USB.
4. **A local configuration file** (see 'Configuring e-Exam system' in the Admin User Guide).
  - The file must be named ".config.txt" (without quotes). This is a 'hidden' file.
  - The file will be placed into the root of the eexam drive on an e-Exam USB.

The finished exam folder should look something like this:



To deploy the material, place the contents of this folder onto the 'eexam' partition (drive) of an e-Exam USB. This can be done manually using Apple OSX/MacOS or Linux.

Alternatively, see the 'Admin User Guide' for how to use the Admin tool 'Deploy exam materials to e-Exam USB drives' function. You will be asked to select the folder that contains the exam material. The tool will then copy the entire folder contents to the 'eexam' partition of each attached e-Exam USB stick.

## Guidelines for preparing the exam question document

1. File format:
  - Use ".doc" format files rather than ".docx". The latter are not as well supported by Libre office, particularly when using complex formatting such as multiple columns, nested tables, drawing objects with boxes, text boxes, arrows etc. If the file is .docx then use 'Save As' and select the .doc format when saving a copy.
    - i. The use of Math editor / formulae or special characters may not carry over when the document is opened in the e-exam system. Preparing the document in Libre Office and using .odt may be advised in this case.
  - Use .odt (open document format) if preparing exam files directly in Libre Office.
    - i. Note, if using Libre Office on Windows or OSX to create the e-exam document please note that the same fonts may not be available as in the e-Exam system (See advice regarding use of fonts below).
2. File naming:
  - Do not use spaces in file names. Instead use underscores \_ to separate words in the file name. The e-Exam system may fail to open the document if the file name contains spaces.

- Prefix the file name with "STUDENTNO\_" (without quotes). The e-Exam system requires this text string in order to find and open the correct exam question file.
3. Document editing and layout:
- Use plain generic/common fonts.
    - i. Set the default 'normal style' to use Times New Roman'.
    - ii. It is best to use Times New Roman for questions and Ariel for response areas. Set response areas to dark blue text also helps students easily identify their own text (See example exams for ideas on question formats/layouts).
    - iii. Font substitution is likely to occur when moving from Windows or OSX to Linux (e-Exam system). The use of generic/common fonts will minimise any disruption to formatting because the equivalents on each platform are very similar. However, non-roman character fonts (e.g Chinese, Arabic, Korean etc) are likely to experience greater degree of changes when font substitution occurs because the fonts used are less consistent/common across different systems.
  - Use tables instead of columns when a multi-column page layout is required.
  - Avoid using drawing objects/text boxes to hold or position key information or create diagrams or layouts because these are not very 'stable' when opened in LibreOffice / e-exam system. i.e. the positioning of these is likely to change unpredictably. Instead it is best to insert images that contain diagrams or to use table structures to create more complex layouts.
  - Do not insert multimedia/video/audio files into a document. Instead store multimedia or reference files in a separate 'Materials' folder and create a link to the file (see demonstration/example exams).
  - Avoid changes in page orientation within the same document e.g. Avoid having some pages portrait and others in landscape. Portrait orientation is recommended. It also means text sizes will be larger when the zoom is set to 'page width'.
  - Set the zoom to 'page width'. Maximise the document window and set the document view size as 'page width'. Then save the document. This will mean the document will open full width on most screen sizes. This maximises the readability of text on the screen by default. Students will still be able change the zoom.
  - If you require anonymous marking then omit collection of the student name inside the question/response document (see also the 'Admin Guide' document section 'recommended settings > student names').
4. Always test the document in Libre office within the e-Exam system.
- As outlined above, the font set and configuration of the e-Exam system is likely to vary from the word processor you used to prepare the original document.
  - If adjustments are needed then perform the changes in LibreOffice/e-exam system. Save the updated file to the answers partition. Then remount the USB (in OSX/Linux) and copy the updated file to the eexam partition. Be sure to prefix the updated file name with "STUDENTNO\_" (without quotes).



Good luck :-)