Announcing a CooSpace Exam in Neptun

1. Announcing exams in Neptun

In Neptun, under "*Exams, grade submissions*", click on the "*Announce new exam*" button and then choose "*CooSpace test*" in the "**Exam type**" field. The "*Exam start*" field must be filled in as appropriate;

however, the "*Exam end*" field does not indicate the end of the exam, but the latest time that students can begin doing the test. All the other fields under "*Announce new exam*" should be filled in as in other cases.

If the desired course does not appear when you click on the "*Add course to exam*" button, the most likely reason is that the "*CooSpace test*" exam type was not set for the course when the exam was announced. You can check it in the "*Instruction / Courses*" menu, click on subject name or subject code, and check "*Exam type*" in the "*Course details*" pop-up window under "*Basic data*": the list shown here should include the "*CooSpace test*" item. If not, it must be added in the Neptun client program by someone with departmental administrator rights.

If you need to change the exam type to "*CooSpace test*" for an exam that has already been announced, do not forget to change the settings in "*Modify exam data*" in the "*Course exam type*" column under "*Courses*".

2. Synchronizing between the two systems

Depending on the load on the system, data synchronization between the systems may run on different schedules. Data is exchanged at least once a day, at dawn. Therefore, you can expect the changes to appear the next morning at the latest. Automatic synchronization in the direction of Neptun → CooSpace covers the following data:

Neptun	→	CooSpace
—		Exam name: "*Exam announced in Neptun*"
Exam start	→	Can be started from
Exam end	→	Can be started until
Registered students	→	Examinees

There is no automatic data exchange in the CooSpace → Neptun direction. Grades that you have determined and published will only be transferred from CooSpace to the Neptun exam page if "*Publish*

results" is activated in the menu on the left in the Exam. Using this feature is optional, so a CooSpace test announced in Neptun can also be used as a pre-test.

3. Settings in CooSpace

Parameters for an exam published in CooSpace must be provided in the "Settings" menu entry on the left. In "Basic Data", **do not change the values** for *"Exam name"*, *"Can be started from"*, *"Can be started until"* and *"Examinees"* **fields**, which are to be **synchronized from Neptun** as described in the previous section because they will return to their original values with the next data exchange. If these fields still need to be modified, change the exam start and end as well as the registered students in Neptun.

Set other data, especially the **"Maximum time of completion"**, which can be given in minutes, as appropriate. The most important parameters in *"Special settings"* are as follows:
- *"New page for each question"* — Set requirements for going back and answering. Define pages consisting of more than one question when compiling questions.
- *"Randomize question order"*.
- *"Automatic evaluation"* — If this is disabled, the system does not automatically generate results. The announcers must do so each and every time a student does an exam. If it is disabled, the *"Motivation of answer"* option appears for each question, allowing the student to add textual information to their answer.
- "*Automatic publishing*" — If this is disabled, students will only see their results in CooSpace after activating the "*Publish*" item in the menu on the left. (Even if it is activated, it is absolutely necessary to click on *"Publish results"* to transfer data to Neptun.)
- "*Review*" — Specify whether the student can review the test he/she has completed, and if so, when, and whether he/she can also see the correct answers.

In the "*Evaluation*" tab within the "***Type of evaluation***" field, you can only select the <u>five-grade scale</u> option due to compatibility with the grades that can be entered on the Neptun exam sheet. (The only difference between the different five-point scales is how they appear in CooSpace.) The rules for evaluation can be freely set according to the % total score, and score deduction and partial score management can be configured as desired.

Apart from setting exam parameters, it is also important to **select questions** as well. This can be done by clicking on the exam in the middle of the right side using the following buttons:

- "*Browse*" – Tie a previously compiled set of questions to an exam. If an exam already has questions, they will be deleted.
- "*Create*" – Compile a new set of questions just for this exam by drawing directly from the question bank. If an exam already has questions, they will be deleted.
- "*Edit*" – Change questions tied to an exam.
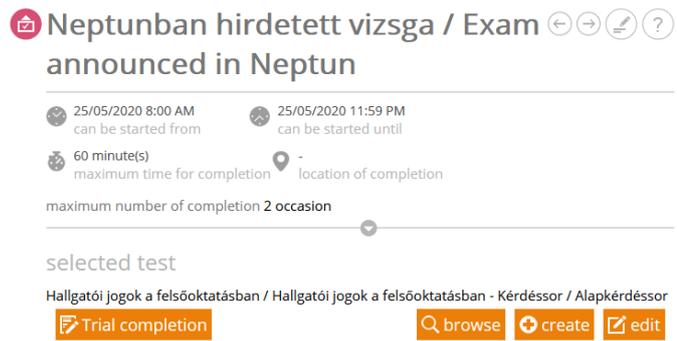
Important! When you create a new set of questions, copies of the questions are stored among your exam questions and in the exam. Therefore, corrections made to individual questions in the question bank will not change those same questions in either location. In such cases, those questions should be deleted in those two locations and re-added.

It is highly recommended that you check the exam created according to the description above with the "**Trial completion**" button. This option is only available to announcers (see the "*Settings*" menu entry → "*Basic data*" tab), so the examinees (i.e. the students) will not see those buttons.

4. Other information

If more than one course is tied to an exam time in Neptun, an exam will be created for that exam time in each and every CooSpace scene, where students will be distributed according to their courses. In this case, the settings described in Part 3 above have to be made in all course scenes tied to a given exam time. Likewise, the "*Publish results*" point will only transfer students' results to Neptun for a given course, so that function should be activated separately in each and every scene in question.

If the "*Publish results*" item or the student evaluations option etc. is not available, check whether it is an exam originally announced through Neptun or if you are among the announcers either by virtue of your role or through individual settings ("*Settings*" menu entry → "*Basic data*" tab). The latter can affect coordinators if it is their responsibility to transfer exam results to Neptun.