

Manage Exams: Exam Editor Overview

The **Exam Editor** is used to create and modify Exams that are then delivered to the Student via the Event, Course, or Long Event screens.

The Exam is made up of questions. Each question in the Exam has two components:

1. The question itself, which consists of the question, responses, and explanations
2. The sequence, weighted value, and bonus status. These values belong to the Event, Course, or Long Event screen to which the Exam is connected. If the same Exam is attached to a different Event, Course, or Long Event, these values can be different in the content of the new connection.

There are several modes of the Exam presentation:

- **Standard** - Where the Exam is presented in a traditional display of questions
- **Block Standard** - Where questions are grouped together by blocks but are displayed in the Standard Exam Mode
- **Block View** - Where questions are grouped together and displayed together by block
- **Scratch-off basic** - Where Exam questions are displayed as a series of response options with no text
- **Scratch-off standard** - Where the Exam is displayed in a more traditional mode, but the responses are still selected via the scratch-off interface
- **Super Immediate Feedback (SIF)** - Where explanations are displayed as the Exam is taken.

Path: Home > [Course Screen] > Assessment > Exams > Manage Exams > Select Exam to Edit

Home Tab

Leo Exam Editor
Exam #2 -Midterm

Home

Admins

Questions

Edit Question

Question Bank

Exam Blocks

Instructions:

These are the instructions for the exam.

You can customize the message **extensively**.

You can also embed images
.

Use the Minus symbol
to hide this message.

Completion Msg:

Please leave quietly.

Display Type:

question_per_page

GO Version:

MD G&O 2019

Password:

Remove Submit:

No

In-Exam Feedback:

No

Attestation:

Exam Reset:

No

Immediate Feedback:

No

Show Prompts:

No

Show Response:

No

Show Explanations:

No

Lock After Feedback:

Post Exam Link:

Exclude Faculty:

No

Settings
Instructions
Completion
Advanced
Event Settings
No Faculty
Key
PDF
View
Type
Clone
Costs
Notes
Where Used

💡 For more information on the Home Tab Menu items, refer to [Exam Editor: Home Tab Menu](#)

Admins Tab

1. Search for Exams Admins by typing the Admins name.
2. Add Admins to Exam by clicking in the search results
3. Remove Admins by clicking on their name in Current Admins column to remove them.

Leo Exam Editor
Final Exam

Home **Admins** Questions Edit Question Question Bank

Search for new Admins: 1

Search results (up to the first 200)

Dean, FacultyStaff
Faculty, Duke
Faculty, Jane
Faculty, Kate
Faculty, Ruby
Faculty, Simone
Faculty, Trudy
Faculty, Umi
User, Faculty

Current Admins (Click to remove)

Dean, Faculty
Faculty, Mary
Faculty, Nancy

Diagram illustrating the Admins management process:

- 1: Search for new Admins (input field)
- 2: Select an Admin from the search results (Dean, FacultyStaff)
- 3: Add the selected Admin to the Current Admins list (Dean, Faculty)



For more information refer to the article: [Exam Editor: Home Tab Menu](#)

Question Tab Menu

Leo Exam Editor
Quick Cellular Biology Quiz

Home Admins **Questions** Edit Question Question Bank Exam Blocks

Q#	Prompt (edit link settings)	Type	Bonus	Weighted Value	Max Value	Edit Question	Remove	IAX	Hist	G&O	QBE
1	Cells repair themselves through a process of?	Multiple choice	No	1.00	1			<input type="checkbox"/>			
2	Photosynthesis generally takes place in which parts of the R...	Multiple choice	No	1.00	1			<input type="checkbox"/>			
3	Plants synthesize protein from:	Multiple choice	No	1.00	1			<input type="checkbox"/>			
4	Plants receive their nutrients mainly from:	Multiple choice	No	1.00	1			<input type="checkbox"/>			

Diagram illustrating the Question Tab Menu:

- 1: Click on the Questions tab in the top menu.
- 2: Click on the "Create New Question" link in the bottom menu.

Bottom Menu: [Create New Question](#) | [Manage My Categories](#) | [Randomize Questions](#) | [Randomize Responses](#) | [Item Analysis + Exclusion](#) | [Student Scores + Exclusion](#) | [QBE](#) | [Categories](#)













For more information refer to the article: [Exam Editor: Question Tab Menu](#)

Edit Question Tab

⚠ Edit Question column: Select a question to edit while you are still in the Questions Tab

Home	Admins	Questions	Edit Question	Question Bank	Exam Blocks
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Q#	Prompt (edit link settings)	Type	Bonus	Weighted Value	Max Value	Edit Question	Remove	IAX	Hist	G&O	QBE
1	Cells repair themselves through a process of?	Multiple choice	No	1.00	1						<input type="checkbox"/>
2	Photosynthesis generally takes place in which parts of the p...	Multiple choice	No	1.00	1						<input type="checkbox"/>

Click to edit the question content

From the Edit Question Tab you will see several more tabs and links at the bottom of the screen

1. **Edit Question Sub Tabs:** Prompt, Prompt Attachment, Link Settings, G&O, Responses and Edit a Response
2. **Menu Links:** Edit Question Prompt, Edit Link Settings, Edit Explanation, Manage My Categories

Leo Exam Editor
Quick Cellular Biology Quiz

Home	Admins	Questions	Edit Question	Question Bank	Exam Blocks
<div> 1 </div> <div> Prompt Prompt Attachments Link Settings G&O Responses Edit a Response </div>					
<div> <div> <div>Prompt</div> <div>Cells repair themselves through a process of?</div> </div> <div> <div>Type</div> <div>Multiple choice</div> </div> <div> <div>Max Score</div> <div>1</div> </div> <div> <div>Category</div> <div></div> </div> <div> <div>Restrict Editing</div> <div>No</div> </div> <div> <div>Admin Notes</div> <div></div> </div> <div> <div>Explanation</div> <div></div> </div> <div> <div>Use Count</div> <div>18</div> </div> </div> <div> <div>2</div> <div> Edit Question Prompt Edit Link Settings Edit Explanation Manage My Categories </div> </div>					

 For more information refer to the article: [Exam Editor: Edit Question Tab Menu](#)

Question Bank Tab

Leo Exam Editor

Quick Cellular Biology Quiz

Home

Admins

Questions

Edit Question

Question Bank

Exam Blocks

Questions for this Course

Filter by Question

All Question Categories


Category:

Search exam Question

Bank:

Question	Type	Category	History
	Multiple choice	No Category	
One of the following is not a function of bones.	Multiple choice	No Category	
Ozone hole refers to?	Multiple choice	No Category	
Photosynthesis generally takes place in which parts of the plant?	Multiple choice	No Category	

 For more information refer to the article: [Exam Editor: Question Bank Tab](#)

 **NOTE for Course Directors:** For information on creating questions by the Course Director for this Course/Section, please refer to this article on [Exams > Question Bank](#)

Exam Blocks

Leo Exam Editor
Exam #2 -Midterm

Home

Admins

Questions

Edit Question


Question Bank

Exam Blocks

Manage Question Blocks

Ln#	Name / Title	Source Exam	Question Count	Pool Sets	Pool Max Questions
1	Block 1	Local Exam	10	8	8
2	Block 2	Local Exam	20	10	10
3	Block 3	Local Exam	0	0	0
4	Block 4	Local Exam	0	0	0

The Exam Block Manager is used to set up blocks in an exam. A block is defined as a set of related questions that will be displayed together and can have a common instruction or title block.

 Exam Blocks cannot be used on Scratch-off Exams in Leo. Standard randomization of questions will also not work within a block. Instead, the block will be treated by question randomization process as one question.